



BATAVIA CITY SCHOOLS

260 State Street

Batavia, NY 14020

(585) 343-2480, Fax: (585) 344-8204

Scott C. Rozanski, Business Administrator

Minutes of Audit Committee Meeting – December 1, 2015

Audit Committee Members present: Jim Mungillo, Steven Tufts, Frank DeMare, Shawna Murphy and Karen Tomidy

District Employees: Christopher Dailey (Superintendent), Scott C. Rozanski (Business Administrator/Medicaid Compliance Officer), Sally Sanford (District and Central Treasurer)

Internal Claims Auditor: Mr. Rozanski reviewed the claims auditor findings from September 22, 2015 through December 1, 2015. There were no significant findings to report. In summary, there were 17 findings representing 1.73% of the claims.

Minutes: The minutes of the March 17, 2015, May 12, 2015 and September 22, 2015 were reviewed. Motion made by Frank DeMare and seconded by Steve Tufts. Motion passed 5-0.

NYS Deferred Compensation Plan: Mr. Rozanski provided information on the NYS Deferred Compensation Plan (457). A district employee has been researching fees associated with the current providers in the District's 403B plan administered by third party administrator, The Omni Group. Mr. Tufts questioned if the funds were directly employee accounts since they are held in a trust. If the plan is to be offered we want to make sure our employees assets are safe from legal action as a result of bankruptcy or legal action against NYS or the Batavia City School District. Mr. Rozanski will check into this matter before proceeding with requesting the Board to establish the 457 Plan.

Business Office: A vacancy in the Business Office is being reviewed for possible restructuring of duties assigned to the Central Business Office (CBO) for Employee Benefits and Tax Collection functions. These functions were transferred to the CBO in July 2013. Numerous staffing changes and issues have arisen the past couple years and the District has decided to move forward by creating a new position in the Business Office. The District is waiting to hear back from Civil Service regarding the title of the newly created position.

Foundation: Mr. Tufts inquired about the status of the foundation. Mr. Dailey informed the audit committee that the foundation has been established as a 501c3 entity and is fully functioning. The name of the foundation is Batavia City School District Foundation, Inc. (BCSDF, Inc.). We are in the beginning phases of raising funds for the BCSDF, Inc. and the initial officers and board members have already been established.

Adjournment: The meeting was adjourned.

Next Meeting: The next meeting is tentatively set for March 15, 2016.

Respectfully Submitted,

Scott C. Rozanski,
Business Administrator/Board of Education Clerk