

4.1.1

**MINUTES OF THE AUDIT COMMITTEE MEETING OF THE
RHINEBECK CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION
HELD ON JULY 25, 2019**

A meeting of the Audit Committee (the “Committee,” the members of which are referred to as “Committee Members”) of the Rhinebeck Central School District Board of Education (the “Board”) was held on July 25, 2019 (the “Meeting”) at the District Office.

Present at the Meeting were Tom Burnell, Steve Jenkins, Tom Liptay, Diane Lyons, and Matt Van Wormer, constituting all of the Committee Members.

Mr. Jenkins, serving as Chairman of the Meeting, greeted all in attendance and called the Meeting to order at approximately 9:00 a.m.

Mr. Burnell began by providing an update on the ongoing search for a new internal claims auditor, as Steve Bangert, the Committee’s current internal claims auditor, recently left the position. He stated that he received five resumes for the position, and had conducted phone interviews with four of the applicants. Mr. Burnell then discussed the relevant experience and qualifications of the candidates, noting that the range of skill sets included, among other things, accounts payable and accounting backgrounds. He then provided the Committee Members with applicant resumes and stated that he would come back to the Committee with a recommendation at a future meeting. Mr. Burnell then discussed the diligence being taken to ensure that bills continue to be processed timely and accurately during the search for Mr. Bangert’s replacement. He then provided an overview of the new accounting system currently being used.

Mr. Burnell then discussed the results of the recent audit completed by the New York State Comptroller. He explained that the audit focused on tax cap compliance and went back two years. Mr. Burnell reported that the audit was clean with no significant findings.

Mr. Burnell then discussed the upcoming annual audit, which is scheduled to be performed by EFPR Group. He noted that the timing of the audit is still being finalized, but that it is expected to commence in August.

Mr. Burnell then provided an update on the administrative staff audit currently being conducted by Questar III BOCES. A lengthy discussion regarding the audit ensued during which Mr. Burnell responded to a series of questions from the Committee Members. He then stated that he anticipated that a draft of the audit report would be available in the coming weeks and noted that he would provide the Committee Members with the draft report once it is available.

There being no further business, upon a motion duly made and seconded, the Meeting was adjourned at approximately 10:30 a.m., Eastern Time.

Matthew J. Van Wormer
Acting Secretary

4.1.2

LRP Committee meeting; Friday, July 26, 2019, 8:21 AM

In attendance: Joe Phelan, Tom Burnell, Diane Lyons, Steve Jenkins, Jaclyn Savolainen

The Committee reviewed RCSD enrollment data and projections that Tom has worked on.

Some interesting trends – historically, we pick up 11 kids in BMS, 5 CLS, -1 RHS, 15 kids overall, on average.

1,296 was highest enrollment in the 2000-2001 school year, which lasted about a decade. 1,100 lasted shorter. Enrollment as of July 18th: 36 in kindergarten. Anticipating mid 40s by September, based upon a five year average of K enrollments during the summer.

Still work to be done with regard to determining the # of students and sessions, as these smaller classes move into the middle and high schools. This will be needed for the administrator's retreat in late August.

Next meeting will be early September.

Respectively submitted: Steve Jenkins