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APPROVED NOV 17 2016



# Lackawanna City School District

**BOARD OF EDUCATION  
245 South Shore Blvd.  
Lackawanna, New York 14218**

## AUDIT COMMITTEE MINUTES

The Audit Committee met on Tuesday, October 11, 2016 at 5:00 PM., at the McKinley School Administration Office, 245 South Shore Boulevard, Lackawanna.

- o **Present:** Board President Leonard Kowalski, Board Vice-President David Joyce, Board Member Nicholas Sobaszek, Assistant Superintendent of Administrative Services/School Lisa Almasi, Business Official Fran Warthling and Daniel Hawrylczak.
- o **Also Present:** Ashley Allen, Internal Auditor from Lumsden & McCormick, LLP and David Ditanna, Certified Public Accountant from Buffamante, Whipple and Buttafaro P.C.

A *Financial Statements and Supplementary Information* report was presented to the Audit Committee Members for the fiscal year ending June 30, 2016.

**A copy of the complete presentation is attached**

(This reports states that is intended solely for the information and use of the Audit Committee, Board of Education, and Management and should not be used by anyone other than these specified parties)

The Internal Auditor, Ashley Allen, from Lumsden McCormick discussed the Internal Audit Risk Assessment Update and Testing Summary for the School Year ending June 30, 2016, and recommendations to the Board of Education. The findings and recommendations are attached and incorporated into these minutes.

A motion was made by Daniel Hawrylczak and seconded by Fran Warthling to accept the findings of the Financial Statements and Supplementary Information and to recommend the findings to the Board of Education.

**ALL IN FAVOR, NONE OPPOSED  
MOTION PASSED: 5-0**

The Certified Public Accountant, David Ditanna, from Buffamante Whipple and Buttafaro, P.C., advised the Committee on his findings and suggestions regarding the District's finances and liabilities. The findings and recommendations are attached and incorporated into these minutes.

A motion was made by David Joyce and seconded by Daniel Hawrylczak to accept the findings of the Financial Statements and Supplementary Information and to recommend the findings to the Board of Education.

**ALL IN FAVOR, NONE OPPOSED**  
**MOTION PASSED: 5-0**

Questions were asked and answered throughout the meeting. Discussion was had and a motion to adjourn was made by Daniel Hawrylczak and seconded by Fran Warthling. Tape recording of the meeting is on file in the Board Clerk's Office

Meeting Adjourned at 5:48 PM

Kimberly A Rozwood Jackson  
Board Clerk

Cc: Audit Committee  
Board of Education  
Anne Spadone, Superintendent of Schools  
Lisa Almasi, School Business Official

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Lackawanna City School District  
Board of Education  
245 South Shore Boulevard  
Thursday, October 13, 2016, at 7:00 p.m.

APPROVED NOV 17 2016

**Minutes of the REGUALR MEETING of the Lackawanna City School District's Board of Education held on Thursday, October 13, 2016, at 7:00 p.m., at the Lackawanna High School Library, 550 Martin Road, Lackawanna, New York.**

**A. OPENING:**

Meeting called to order by Board President Leonard Kowalski at 7:00 p.m., at the Lackawanna High School Library, 550 Martin Road, Lackawanna, New York.

**ROLL CALL:**

**BOARD MEMBERS PRESENT:** Not All Board Members Were Present  
Mr. Leonard F. Kowalski, Mr. David Joyce, Mr. Robert Sireika, and Mr. Tony Catuzza.

Ms. Mona Abdulla, Mr. Nick Sobaszek, and Mr. Mark E. Kowalski were excused.

**B. WELCOME:**

Board President Leonard Kowalski welcomes all present. All are asked to rise for the Pledge of Allegiance.

**C. ANNOUNCEMENTS / PRESENTATIONS:**

C1) Announcement of Meeting Dates:

- Monday, November 14, 2016 Work Session at the McKinley Conference Room, at 6:00 pm.
- Thursday November 17, 2016, Regular School Board Meeting at the Lackawanna High School Library, at 7:00 pm.

C2) Presentations: NONE

C3) Public comment: NONE

**ADMINISTRATORS PRESENT:**

Anne G. Spadone	Superintendent of Schools
Lisa Almasi	Assistant Superintendent for Administrative Services
John P. Gaughan	School Attorney

**D) MINUTES:**

D1- September 14, 2016 – Minutes of the Regular Meeting of the Lackawanna City School District's Board of Education held on Wednesday, September 14, 2016, at 6:00 PM, at the Lackawanna High Schools Library, 550 Martin Road, Lackawanna, New York.

Motion was made by Mr. David Joyce and seconded by Mr. Robert Sireika to "accept as read".

**DULY PUT TO A VOTE**

**ALL IN FAVOR / NONE OPPOSED.**

**Passes 4-0.**

**E) PERSONNEL – TEACHING:**

**Motion was made by Mr. Tony Catuzza and seconded by Mr. Robert Sireika to Omnibus Items E1 thru E6:**

E-1 Retirement of School Psychologist – Board President, Leonard Kowalski would like to Thank Ms. Notarius for her over 19 years of Dedication to the Lackawanna City School District, and would like to wish her a Happy and Long Retirement.

E-2 Board Canvass – Unpaid Leave

E-3 Board Canvass – Resignation of .7 Business Teacher.

E-4 Board Canvass – Appointment of .7 Business Teacher

E-5 Board Canvass – Appointment of .6 Speech Pathologist

E-6 Maternity Leave

Motion was made by Mr. David Joyce and seconded by Mr. Tony Catuzza to accept as read.

**DULY PUT TO A VOTE**

**ALL IN FAVOR / NONE OPPOSED.**

**Passes 4-0.**

**F) PERSONNEL – NON-TEACHING:**

**Motion was made by Mr. Tony Catuzza and seconded by Mr. Robert Sireika to Omnibus Items F1 thru F-6:**

F-1 Board Canvass – Substitute Account Clerk Typist

F-2 Board Canvass - Cleaning Position

F-3 Non-Teaching Substitute Additions

F-4 Resolution by the Lackawanna City School District to appoint Mark Kwasniewski to Maintenance Mechanic.

F-5 Appoint Cleaners per RB #4

F-6 Appoint School Nurse per RB #3

Motion was made by Mr. David Joyce and seconded by Mr. Tony Catuzza to accept as read.

**DULY PUT TO A VOTE**

**ALL IN FAVOR / NONE OPPOSED.**

**Passes 4-0.**

**Motion was made by Mr. David Joyce and seconded by Mr. Tony Catuzza to go into Executive Session; Executive Session started at 7:03 PM and ended at 7:09 PM.**

Roll Call was taken and all were present.

**G) GENERAL ITEMS:**

**Motion was made by Mr. Tony Catuzza and seconded by Mr. Robert Sireika to Omnibus items G1 thru G7:**

G-1 15/16 Health and Welfare Services

G-2 Excess Textbooks

G-3 Revised 2016-2018 Professional Development Plan

G-4 CSE/CPSE Reviews and Reports

G-5 Resolution to approve a Settlement Agreement between the Lackawanna City School District and the parents of a student with disabilities identified in Executive Session pursuant to the terms of a Settlement Agreement reviewed and considered by the Board of Education of the Lackawanna City School District in Executive Session in Resolution of a Due Process complaint notice and the claims asserted therein by the parent of the student with disabilities.

G-6 Center for Assistive Technology at UB

G-7 DASA Training with Barclay Damon

**Motion was made by Mr. David Joyce and seconded by Mr. Tony Catuzza to accept as read.**

**DULY PUT TO A VOTE**

**ALL IN FAVOR / NONE OPPOSED.**

**Passes 4-0.**

**H) FINANCIAL MATTERS:**

**Motion was made by Mr. Tony Catuzza and seconded by Mr. Robert Sireika to Omnibus items H1 thru H5:**

H-1 Board Canvass – 2016/2017 Tax Warrant

H-2 Campus Construction Contract

H-3 Western New York Educational Service Council

H-4 Risk Assessment Update from Lumsden McCormick LLP

H-5 External Audit Report from Buffamante Whipple Buffafaro, PC

**Motion was made by Mr. David Joyce and seconded by Mr. Robert Sireika to accept as read.**

**DULY PUT TO A VOTE**

**ALL IN FAVOR / NONE OPPOSED.**

**Passes 4-0.**

**I) RECEIVE AND FILE:**

Motion was made by Mr. David Joyce and seconded by Mr. Tony Catuzza to receive and file all "I" items and to accept as read the following:

I-1 Treasurer's Report - August

I-2 Budget Report - September  
I-3 Revenue Report - September  
I-4 Claims Auditor Report - June 2016  
I-5 Claims Auditor Report - July 2016  
**DULY PUT TO A VOTE**  
**ALL IN FAVOR / NONE OPPOSED.**  
**Passes 4-0.**

**J) TABLED ITEMS: NONE**

**K) OLD BUSINESS: NONE**

**L) PUBLIC COMMENT:**

**Anthoria Barnes**, 75 Wasson Lackawanna, NY 14218 - Ms. Barnes spoke regarding her daughter that attends Global Concepts High School and not being able to get a bus due to a waiting list, and also spoke up about her concerns of bus safety with the Martin Road Elementary School and Truman Elementary School students on the same buses.

**Nichole Nugent**, 175 Orchard Place Lackawanna, NY 14218 - Ms. Nugent voiced her concerns regarding her niece that was removed from the Lackawanna High School due to residency issues and had questions on what our Policy was with registering students outside of the district into the district.

**M) ADJOURNMENT: 7:19 PM**

Motion to adjourn was made by Mr. Tony Catuzza and seconded by Mr. David Joyce.

**REGULAR MEETING of the Lackawanna City School District's Board of Education held on Thursday, October 13, 2016, at 7:00p.m., at the Lackawanna High Schools Library, 550 Martin Road, Lackawanna, New York. ADJOURNED AT 7:19 PM.**

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Kimberly A. Rozwood-Jackson, Board Clerk