

Olean City School District  
Finance Committee Meeting  
410 West Sullivan Street  
Thursday, September 19, 2013  
12:00 p.m.

Present:	Ira Katzenstein	Laurie Branch – via phone	Paul Knieser
	Michiko McElfresh	Kathy Elser	Colleen Taggerty
	Mia O'Brien	Vicki Zaleski-Irizarry	

#### Account Payable Position

- Due to the recent retirement of Deb Kula, a vacancy exists in the Business Office
- Kathy noted that a chart of Business Office responsibilities was devised identifying duties and responsible staff; options were reviewed and discussed with staff
- Kathy discussed the breakage of filling the vacancy internally or contracting with BOCES (breakdown of cost and aid; efficiencies; re-shifting duties of AP and transportation)
- The committee discussed pros/cons of outsourcing various positions and noted that the district has closed schools, teachers, aides, and programs – we need to look at options to save money
- Recommended from discussion to fill position and maintain position at the district

#### Optional Insurance Coverage

- Kathy presented Utica Insurance Group coverage for data breaches (cost for Cyber data breach is \$1245) and employment related practices (\$7,000)
- Committee members recommended that Kathy and Cso further explore the data breach insurance and noted the District already has liability insurance and bonds employees

#### 2012-13 Property tax report card

- Kathy discussed the amount the District could have gone out for a tax levy per the legal limit versus the tax levy the District accessed which was less than the legal limit
- Carry over discussions

#### Budget Development Calendar

- The committee reviewed the proposed 2014-2015 budget development calendar; recommendations will be incorporated in the calendar

#### Budget Advisory Ad Hoc Committee

- Kathy presented the tentative topics (Budget 101, assumptions, contractual issues; utilities analysis, debt service, etc.; meetings will be held on October 8, October 22, November 12 and December 10 from 5:30 to 7:00 pm.
- Opportunity to get input and educate the community on the budget process
- Committee membership to consist of administrators, teachers, student(s); parents/taxpayers

#### Budget Assumptions 2014-2015

- Kathy distributed a list of budget assumptions and each assumption was discussed

#### Policy Review:

- #7430 – Contests for Students, Student Awards and Scholarships – reviewed; 1<sup>st</sup> BOE reading October 1st
- The committee reviewed and discussed the Catt. Region Community Foundations Scholarship Fund Agreement which was reviewed by the District's attorney
- Discussed language regarding termination; revocable versus irrevocable; BOE members being on the Foundation Board; District personnel involvement in scholarship recommendations

Meeting adjourned at 12:52 pm.

Next Meeting: October 17, 2013