

Scotia-Glenville School District
Scotia, New York

Audit Committee Meeting Minutes
November 7, 2022
Room 143 MS

Meeting commenced at 6:15 PM

Attendees: Kim Talbot, BOE
Hal Talbot, BOE
Rick Frederick, BOE
Drew Giaquinto, Business Manager
Susan Swartz, Superintendent (arrived 6:25 PM)

Alexa Shaffer of Questar III reviewed the 2021-2022 Staff Attendance Audit. She reviewed the scope of the work, which was to examine staff attendance and in particular adherence to the bargaining agreements.

She reported that although there were a few issues found during their testing, the risk levels were medium to low. Most of the issues were in the area of an employee not having a request for time off slip on file for time that was taken. She did explain that in most of these instances, the employees had verbally requested the time off from their supervisor (for sick or emergency personal time), but there was no follow up paperwork to document the verbal request. There were also a few clerical errors found, which she noted was understandable considering the volume of entries that are made. Ms. Shaffer commented that this was a very good audit in terms of risk assessment.

Ms. Shaffer also noted that the District did not have a procedural document for attendance procedures.

The District had provided Ms. Shaffer with a corrective action plan that was attached to her report that included the procedural manual and also noted that going forward the District will follow up on paperwork for time off requests if it is not submitted beforehand.

The meeting ended at 6:40 PM