



Farmingdale School District

Board of Education Board Meeting
July 14, 2021

EXECUTIVE SESSION, 6:00 P.M. – A. TERRY WEATHERS BOARD ROOM

It is anticipated that upon a majority vote of the total membership of the Board, a motion to meet in Executive Session to discuss specific litigation, collective bargaining, and personnel issues in accordance with Open Meetings Law will be considered. Following the Executive Session the Board will reconvene in the Howitt East Cafeteria at approximately 8 p.m.

PUBLIC MEETING, 8:00 P.M.

Howitt East Cafeteria

The Board of Education is interested in encouraging all members of the public to share their ideas, comments and questions. Public participation opportunities will be available at the beginning and end of this meeting and, as stated in board policy, no person shall speak for more than three minutes and each period of public participation shall be limited to 30 minutes. If you have any questions or concerns regarding matters on the Agenda, it may be important for you to utilize the first public participation opportunity as the Board will act on those items immediately. Charges, complaints or challenges should follow procedures listed under Policies 1400, 1410 and/or 1440, which are included on the materials table. Thank you for your anticipated courtesy and cooperation. The agenda follows:

IN THE EVENT OF FIRE AND/OR IF YOU HEAR THE FIRE BELL, YOU MUST LEAVE THE BUILDING. PLEASE USE THE NEAREST EXIT, WHICH IS TO YOUR RIGHT IN THE BACK OF THIS ROOM.

Call to Order

Pledge of Allegiance

Superintendent's Update

- Monthly Update
- Don Hoffman- Cullen & Danowski

Public Participation

Board of Education Minutes

Motion made by _____, seconded by _____ to approve the minutes of

1. Minutes of May 25, 2021 Executive Session
2. Minutes of Jun 2, 2021 Board Meeting
3. Minutes of Jun 4, 2021 Virtual Meeting

Board Correspondence

Board Committee Reports

Motion made by _____, seconded by _____ that the Consent Agenda consisting of Items I (a-i), II (a-d) and III (a-d) be approved as a whole with action recorded separately.

I. Business Report

a. Acceptance for File of Financial Reports

1. Acceptance of the Claims Auditor Report - May 2021
2. Acceptance of the Extracurricular Report - May 2021
3. Acceptance of the Revenue and Expenditure Report - May 2021
4. Acceptance of the Treasurer's Report - May 2021

b. Approval of Contracts and Agreements

1. Approval of Special Education and General Education Contracts
 2. Approval of an Agreement with Cullen & Danowski for the Detailed Internal Audit for the 2021/22 School Year
 3. Approval of a Standard Form of Agreement with School Construction Consultants for Construction Management Consulting Services for the 2021/22 School Year
 4. Approval of U.S. Communities Agreement with Home Depot for the 2021/22 School Year
 5. Approval of Health & Welfare Services Agreement for Resident Students Attending Non Public Schools Outside of the District for the 2020/21 School Year (Westbury)
 6. Approval of an Agreement with Heartland School Solutions for Nutrikids/Mosaic Software for the 2021/22 School Year
 7. Approval of a Maintenance Agreement with Apex Consulting Services, Inc. for the 2021/22 school year
 8. Approval of a Renewal Agreement with Flocabulary for the 2021/22 School Year
 9. Approval of the Renewal of the Lightpath Service Agreement (Altice) for the 2021/22 School Year
 10. Approval of a Sales Order Renewal with Nearpod for the 2021/22 School Year
 11. Approval of the Renewal of the Infinite Campus End User License Agreement for the 2021/22 School Year
 12. Approval of the Renewal of the T-Mobile for Education Agreement for the 2021/22 School Year
 13. Approval of a REVISED Contract with MTI Production (original approved at the 6/4/21 BOE meeting)
 14. Approval of an Articulation Agreement with Farmingdale State College
 15. Approval of A Cross Contract and Mutual Nondisclosure Agreement with Putnam Northern Westchester BOCES for their Regional Recruitment On-Line Application System
 16. Approval of a Renewal Agreement with JStor for the 2021/22 School Year
 17. Approval of The Omni Group Renewal Services Agreement for the 2021/22 School Year
- c. Approval of Cooperative Bid - Educational Data System for Office Supplies for the 2021/22 School Year

- d. Approval of Cooperative Bid - Long Island School Nutrition Directors' Association for the 2021/22 School Year
- e. Approval of a Variance to Board Policy 1500 for Farmingdale Youth Council for the 2021/22 School Year
- f. Authorization to Award Bids Based on Best Value for the 2021/22 School Year
- g. Acceptance of a Donation to the William J. Geandomenico Memorial Scholarship Fund
- h. Acceptance of a Donation to the Forever Friends Memorial Scholarship Fund
- i. Approval of Declaration of Obsolete Textbooks & Library Books

II. Items for Action

- a. Approval of Policy #4531-R, Field Trip Regulation
- b. Approval of the Districtwide School Safety Plan for 2021-2022
- c. Certification of Standard Work Days for Appointed Officials
- d. Appointment of the Committee on Special Education/Preschool

III. Superintendent's Report

- a. Personnel Items -- Instructional
- b. Personnel Items -- Non-Instructional
- c. Approval of the Committee on Preschool Special Education Placements Report and Acceptance for File of Said Report
- d. Approval of the Committee on Special Education Placements Report and Acceptance for File of Said Report

IV. Items for Discussion and Action

Motion made by _____, seconded by _____ to accept and approve

- 1. Acceptance of the Risk Assessment Update Report & Corrective Action Plan for the 2020/21 School Year

Public Participation

Adjournment

Mary E. Rogers, District Clerk

Board of Education
50 Van Cott Ave
Farmingdale, NY 11735

Meeting: 07/14/21 08:00 PM
Department: Assistant to the Superintendent for Business
Category: Action Item
Prepared By: Ro Fullam
Initiator: Michael Motisi
Sponsors:
DOC ID: 7167

SCHEDULED

CONSENT ITEM (ID # 7167)

Acceptance of the Risk Assessment Update Report & Corrective Action Plan for the 2020/21 School Year

RESOLVED, that the Farmingdale Union Free School District Board of Education accept the Risk Assessment Update Report completed in the 2020/21 school year and to approve the Corrective Action Plan for the Risk Assessment Update Report.

Farmingdale Union Free School District
Risk Assessment Update Report
June 1, 2021

JAMES E. DANOWSKI, C
PETER F. RODRIGUEZ, C
JILL S. SANDERS, C
DONALD J. HOFFMANN, C
CHRISTOPHER V. REINO, C
ALAN YU, C

Risk Assessment Update Report

To the Board of Education and Audit Committee
Farmingdale Union Free School District
Farmingdale, New York

We have performed the annual risk assessment update of the Farmingdale Union Free School District (District) as required by Chapter 263 of the Laws of New York, 2005 and as per our agreement of July 1, 2020.

This engagement is in accordance with auditing standards generally accepted in the United States of America and the applicable standards contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. We have also considered the guidelines promulgated by the New York State Education Department in connection with such risk assessments.

Specifically, we performed the following:

- We reviewed our understanding of the critical business processes of the District.
- We identified the key risks based on our understanding of these business processes.
- We identified the stated controls that are currently in place to address those risks.

These procedures were accomplished through interviewing District management and accounting and other departmental personnel to determine the flow of accounting information and controls placed in operation. The scope of our engagement did not include testing the operating effectiveness of such controls.

Our procedures were not designed to express an opinion on the internal controls of the District, and we do not express such an opinion. Additionally, because of inherent limitations of any internal control, errors or fraud may occur and not be prevented or detected by internal controls. Also, projections of an evaluation of the accounting system and controls to future periods are subject to the risk that procedures may become inadequate because of changed conditions.

We would like to express our appreciation for the cooperation and assistance that we received from the District's administration and other employees during our engagement, especially the Business Office personnel.

This report is intended solely for the use and information of the Board of Education and its Audit Committee and the management of the Farmingdale Union Free School District, and is not intended to be and should not be used by anyone other than these specified parties.

Cullen & Danowski, LLP
June 1, 2021

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FARMINGDALE UNION FREE SCHOOL DISTRICT

Introduction

June 1, 2021

Chapter 263 of the Laws of New York, 2005 requires most districts to create an internal audit function. The creation of this function requires districts to engage either a qualified audit firm or individual to make an initial risk assessment of the design of the district's internal controls; annually update this assessment; and, periodically test these controls for operational effectiveness and efficiency. This report addresses the second requirement which is an annual risk assessment update.

Internal controls are the checks and balances over the various processes or functions that comprise the operation of a district. As previously mentioned, we have identified the following key processes to be considered in the risk assessment update (Note: each one of the key processes is comprised of sub-functions.)

- Governance and planning
- Accounting and reporting
- Revenue and cash management
- Payroll and related benefits
- Purchasing and related expenditures
- Facilities and equipment
- Student services
- Student related data
- Information technology

One key element in any internal control system is the concept of **segregation of duties**. This concept ensures that one person cannot execute a transaction without at least one other individual checking his or her work. Of course where segregation of duties is not feasible, the district can employ compensating controls.

Nevertheless, there are some important concepts that should be understood when reviewing internal controls. These concepts are:

- An internal control system is designed to provide reasonable but not absolute assurance in safeguarding the assets of the district.
- The concept of reasonable assurance recognizes that the cost of the internal control should not exceed the benefits derived.
- There are inherent limitations that should be recognized in considering the potential effectiveness of any internal control system, e.g., errors can result from misunderstanding of instructions, mistakes of judgment, carelessness, or other personal factors. More importantly, it is **collusion** that poses the greatest threat to any internal control system. If two employees collude in order to circumvent the controls set up by the district they could perpetrate a fraud.

The initial risk assessment required the internal auditor to obtain an understanding of both the inherent and control risks associated with the various functions within the District. The risk assessment update requires the internal auditor to identify the changes in procedures, policies, personnel, and systems that may have an impact on these risks and possibly alter the initial risk assessment's level of control risk.

Control risk measures the adequacy of internal controls designed to mitigate the inherent risk within the process. In this engagement, we have assessed the control risk based upon our interview process. The testing of the controls, which is performed during the detailed testwork, could support the lowering of the prior control risk assessment associated with individual processes and sub-functions.

**FARMINGDALE UNION FREE SCHOOL DISTRICT
Introduction (Continued)
June 1, 2021**

We have organized this report into the following four sections:

The first section is a risk assessment table. In this table, we identify the processes or functions that we have reviewed. This table includes our assessment of the control risk associated with each process. There are two control risk columns to reflect the prior year risk assessment level and the current year risk assessment level based on the results of the risk assessment update as well as the detailed testwork performed for selected processes. **Since the testing of controls has not been done for all processes, it is important to note that this table should not be viewed as the final assessment of the District's control environment.** The Risk Assessment Table also includes our suggestions for processes to be tested during the coming year. However, the decision of which processes to review in detail is at the discretion of the Audit Committee.

The second section includes the current observations and recommendations based on new findings identified during this risk assessment update. These are categorized based upon the areas of our audit program similar to the prior risk assessment report and these findings have been considered in the assessment of the level of control risk.

The third section contains the current status of the observations and recommendations that are still open for area of potential improvement in the District's internal controls or operations included in the following reports:

<i>Report Type</i>	<i>Issue Date</i>	<i>Area(s)</i>
Risk Assessment	May 28, 2020	District-wide
Agreed-Upon Procedures	May 28, 2020	Payroll and Transportation

These results have been considered in the assessment of the level of control risk.

The fourth section contains the observations and recommendations included in the prior risk assessment and/or agreed-upon procedures reports that are now considered closed. The fact that these items have been implemented or resolved was considered in the assessment of the level of control risk.

Some of the recommendations may require a reassignment of duties and/or an addition to Business Office personnel. However, any enhancement of controls should be done after a careful cost-benefit analysis.

Corrective Action Plan

Commissioner of Education Regulation §170.12(e)(4) requires that a Corrective Action Plan (CAP), approved by the Board of Education, must be filed within 90 days of issuance with the New York State Education Department (NYSED).

The District should submit the CAP along with the respective Internal Audit Report via the NYSED portal system.

Attachment: Risk Assessment Update Report & Corrective Action Plan for the 2020-21 School Year - July 14, 2021 (7167 : Acceptance of Risk

FARMINGDALE UNION FREE SCHOOL DISTRICT
Risk Assessment Table
 June 1, 2021

(L=Low, M=Moderate, H-High)

Business Process Area	Date of Detailed Testing*	Date of Limited Testing **	Control Risk		Proposed Detailed Testing
			Prior Year	Current Year	
Governance and Planning					
Governance Environment			L	L	
Control Environment			L	L	
Strategic Planning			M	M	
Budget Development			M	M	
Budget Administration	02/11/19		L	L	
Accounting and Reporting					
Assessing Financial Condition			L	L	
Financial Accounting and Reporting	02/11/19		L	L	
Auditing			L	L	
Financial Oversight			M	M	
Fund Balance Management			M	M	
Revenue and Cash Management					
Real Property Tax			L	L	
State Aid			M	M	
Medicaid			M	M	
Out of District Tuition			M	M	
Use of Facilities			L	L	
Donations			M	M	
Collection & Posting of Receipts	12/06/11	07/22/16	L	L	
Cash Management			M	M	
Investment Management			M	M	
Petty Cash			L	L	
Bank Reconciliations	12/06/11	07/22/16	L	L	
Grants and Special Education		08/11/17	***		
General Processing/Monitoring	03/26/13		L	L	✓
Grant Application			M	M	✓
Allowable Costs	03/26/13		L	L	✓
Cash Management			M	M	✓
Reporting and Monitoring	03/26/13		L	L	✓
Compliance	03/26/13		L	L	✓
Payroll, HR and Related Benefits		08/11/17			
Payments to Employees	05/28/20		L	L	
Allocation of Expenditures	05/28/20		L	L	
General Employee Administration	07/19/18		L	L	
Employee Benefit Administration	02/04/21		L	L	
Employee Attendance	04/26/10	08/11/17	L	L	
Hiring/Termination of Employees			M	M	

* Indicates the issuance date of an agreed-upon procedures report (AUP) for that area.
 ** Limited testing of controls performed in this area. Date shown is the date of the AUP report.
 *** Review of STAC processing.

Attachment: Risk Assessment Update Report & Corrective Action Plan for the 2020-21 School Year - July 14, 2021 (7167 : Acceptance of Risk

**FARMINGDALE UNION FREE SCHOOL DISTRICT
Risk Assessment Table (Continued)
June 1, 2021**

(L=Low, M=Moderate, H=High)

Business Process Area	Date of Detailed Testing*	Date of Detailed Testing **	Control Risk		Proposed Detailed Testing
			Prior Year	Current Year	
Purchasing and Related Expenditures					
PO System	02/11/19		L	L	
Payments Outside PO System	02/11/19		L	L	
Purchasing Process	02/11/19		L	L	
Allocation of Expenditures	02/11/19		L	L	
Payment Processing	02/11/19		L	L	
Travel and Conferences	02/11/19		L	L	
Credit Cards/House Accounts	02/11/19	08/11/17	L	L	
Facilities					***
Facilities Maintenance	02/04/21		M	L	
Construction Planning	02/04/21		M	L	
Construction Monitoring	02/04/21		M	L	
Construction Completion	02/04/21		M	L	
Fixed Assets					
Acquisition and Disposal	07/12/14		L	L	
Inventory	07/12/14		L	L	
School Environment					
Safety and Security			M	M	
Student Transportation	05/28/20		M	L	
Food Service					
Federal and State Reimbursement			M	M	
Sales Cycle and System		07/22/16	M	L	
Inventory and Purchases			M	M	
Eligibility Verification			M	M	
Extracurricular Activity Fund					
General	05/29/09		M	M	
Cash and Cash Receipts	05/29/09	07/22/16	M	M	
Expenditures and Purchasing	05/29/09	07/22/16	L	L	
Inventories	05/29/09		M	M	
Student Related Data					
Tracking Student Attendance	04/26/11		M	M	
Student Performance Data			M	M	
Information System					
Governance			M	M	
Network Security			M	M	
Financial Application Security	02/11/19		L	L	
Other Application Security			M	M	
Disaster Recovery			M	M	

* Indicates the issuance date of an agreed-upon procedures report (AUP) for that area.

** Limited testing of controls performed in this area. Date shown is the date of the AUP report.

*** Review of fuel usage.

Attachment: Risk Assessment Update Report & Corrective Action Plan for the 2020-21 School Year - July 14, 2021 (7167 : Acceptance of Risk

FARMINGDALE UNION FREE SCHOOL DISTRICT
Risk Assessment Update Report (Continued)
June 1, 2021

STATUS OF PRIOR OBSERVATIONS AND RECOMMENDATIONS (CLOSED ITEMS)

From the Agreed-Upon Procedure report dated May 28, 2020

Recommendations related to Payroll:

Lane Change - As noted above, we recommended that the District develop a system to formally document the approval for lane changes processed for teachers.

Update April 2021 (This issue is now closed)

The District has implemented a formal procedure to document the approval and authorization for lane changes.

Clarify Accounting - We recommended that the District consider the current accounting for Special Education students and either adjust the accounting or adjust the account titles so that the accounting is more clear.

Update April 2021 (This issue is now closed)

The District has changed the title of the budget codes to properly document the activity of the code.

Student Privacy - We recommend the District work with its transportation vendors to help ensure full compliance with education law 2d and any other applicable laws and regulations.

Update April 2021 (This issue is now closed)

The District has worked with its vendors to limit the personally identifiable information included on invoices.

From the Agreed-Upon Procedure report dated May 28, 2020

Recommendations related to Transportation:

Review and Update Policies - We recommended that the District review and update the Transportation Policy and related regulations to update the titles contained in the policies and to consider any other changes necessary to be in compliance with NYSED or other legal requirements.

Update April 2021 (This issue is now closed)

Our understanding is that a revised Transportation Policy is scheduled for the June 2, 2021 Board of Education meeting.

Attachment: Risk Assessment Update Report & Corrective Action Plan for the 2020-21 School Year - July 14, 2021 (7167 : Acceptance of Risk



Farmingdale School District

MICHAEL MOTISI

*Assistant to the Superintendent for Business
(516) 434-5120*

PAUL DEFENDINI

Superintendent of Schools

July 15, 2021

Office of the State Comptroller
110 State Street
Albany, NY 12236

Attention: The Honorable Thomas P. DiNapoli
New York State Comptroller

Dear Mr. DiNapoli:

Below please find the district's response to findings and recommendations of the 2020/21 Risk Assessment Audit which was performed by the district's internal auditors, Cullen & Danowski.

Recommendation #1

It was recommended that the District improve controls over the fuel usage and reconciliation processes.

Response

The district is in full agreement with this recommendation, and is already in the process of implementing procedures for reconciling inventory and usage records. This recommendation will be fully implemented by the district's School Business Administrator during the 2021/22 school year.

If you have any questions, please do not hesitate to contact my office.

Very truly yours,

Michael Motisi
Assistant to the Superintendent for Business

MM/rf