



Skaneateles Central School District

Nationally Recognized For Excellence

45 East Elizabeth Street

Skaneateles, New York 13152

Kenneth G. Slentz
Superintendent of Schools
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Business Administrator
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October 18, 2017

Office of Audit Services
87 Washington Avenue, Room 524
Albany, New York 12234

Office of the State Comptroller
Division of Local Government Services
And Economic Development
Data Management Unit, 12th Floor
110 State Street
Albany, New York 12236

Re: corrective action plan relative to the audit management letter, 2016-2017 school year

Dear Office of the State Comptroller:

Please see the below responses in regards to the 2016-2017 audit management letter received by the office of Raymond F. Wager, CPA, P.C.:

School Lunch Fund – The district hired a school lunch consultant in November, 2016. In February 2017, our School Lunch Director, Emily Cullen, started to implement new initiatives recommended by the consultant to increase participation and reduce costs. Mrs. Cullen will continue to implement other recommendations throughout the 2017-2018 school year.

Policies and Procedures – The district Superintendent, Kenneth Slentz, is currently working closely with Erie 1 BOCES and the district's Policy Committee to implement a new policy manual by the July 2018 reorganizational meeting. This new manual will include updated Investment and Procurement policies as well as several other updated policies.

Bidding Procedures – The district's Business Administrator, Christine DeMass will review the contract that has been on annual extension. A decision to re-bid the contract will be made by March, 2018.

Summer School Handicapped Program - The district works closely with OCM BOCES to ensure students have been identified, STAC'ed and verified in the reporting system. The Director of Learning, Gary Gerst, and the Business Administrator, Christine DeMass, will reconcile the EFH 670 report with the students who are receiving services as reports are received. This will be an ongoing effort for the 2017-2018 school year and future years.

Capital Project 2021 - The district's Capital Project Administrator, Joe Butler and Business Administrator, Christine DeMass, continue to monitor the pre-construction costs for Project 2021 and will make necessary transfers to 2017-2018 general fund budget if the project is not approved. The project vote is scheduled for November 14, 2017.

Sincerely,

Christine DeMass

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Michael Caraccio
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