

May 14, 2010

BOARD OF EDUCATION MEETING

May 18, 2010

5:30 p.m. Executive Session – Pantigo Road Offices

7:30 p.m. Board of Education Meeting – High School Auditorium

1. Call Meeting to Order
2. Pledge
3. Minutes
4. Superintendent's Report and Recommendations
5. Old Business
6. New Business
7. Adjournment

Superintendent's Report and Recommendations

May 18, 2010

1. Recommended: That the Board appoint Dr. Charles Soriano as substitute District Clerk when needed for the remainder of the 2009-2010 school year.
2. Recommended: That the Board approves the CSE recommendations as reviewed by the CSE Committee and placed on file.
3. Recommended: That the Board deem (3) three tv's obsolete. Serial numbers: 000450, 32D46 and 612425.
4. Recommended: That the Board accept the letter of retirement submitted by Colleen Fennell effective August 31, 2010
5. Recommend: That the BOE approves a Change Order for JNS Heating Service in the amount of \$19,793.25 for supply and installation of return duct work in the cafeteria of the HS.
6. Recommend: That the BOE approves the Allowance Authorization for Pav-Lak Industries in the amount of \$17,462.50.
7. Recommend: That the BOE approves the Allowance Authorization for Pav-Lak Industries in the amount of \$19,805.78.
8. Recommend: That the BOE approves the transfers in the amount of \$15,000.00
9. Recommend: That the BOE approves Black Box Network Services contract in the amount of \$7,500.00 for phone technical support. This contract in under New York State Contract # PT64525.
10. Recommend: That the BOE approves Pupil Benefits Plan, Inc. contract in the annual amount of \$16.67 per student for Student Accident Coverage for school year 2010-2011.

11. Recommend: That the BOE acknowledges receipt of the Independent Accountants Report provided by the Internal Auditor's for the school year of 2009-2010.
12. Recommend: Amend April 20, 2010 minutes of Katee Wilson's appointment to reflect her employment as contract service provider and not as a district employee.
13. Recommend that BOE approves the first reading of the Computer Control Policy:

The East Hampton Board of Education recognizes the importance of ensuring the District's financial software and the network facilities are adequately secured. Accordingly, the following procedures will be implemented.

Passwords

Passwords will be changed every 90 days for all accounts accessing the District's financial software.

System Administrator

A System Administrator will be designated by the Board at the annual reorganization meeting. The system administrator shall report to the Assistant Superintendent for Business and shall have the authority to change user account permissions and account code access for all user accounts on the District's financial software.

With written approval from the Assistant Superintendent for Business, the system administrator will be responsible for performing the following tasks:

- Creating, maintaining and removing user accounts as directed by the Assistant Superintendent for Business
- Managing permissions assigned to users by the Assistant Superintendent for Business
- Managing account code access to users as directed by the Assistant Superintendent for Business
- Maintain backup documentation of all authorized user account creation/modification, account code access and permission changes
- Provide the Assistant Superintendent for Business with User ID change reports monthly
- Provide the Board with a log of all changes quarterly

Segregation of Duties

Electronic permissions of user of the District's financial software shall appropriately reflect their duties. Segregation of duties will be reviewed by the Assistant Superintendent for Business and the System Administrator quarterly. A report of changes to maintain the segregation of duties will be presented to the Board.

Remote Access

Remote access to the Financial Software will be provided to the software vendor contractually obligated to maintain software updates and provide remote technical support. The contracted vendor will use this remote access for the above listed purposes only. Authorized District personnel may be provided remote access to the financial software with written authorization from the Superintendent of Schools.

Reports

The following reports will be reviewed by the Assistant Superintendent for Business and System Administrator and provided to the Board Quarterly.

- Trial balance
- Treasure's Report
- Appropriations Report
- Revenue Report
- Complete transfer report
- Audit Trail Report for System Maintenance activity

Data Backup

The District's accounting software and other financial data will be backed up on a daily basis.

Review

This Policy will be reviewed annually by the Board and the District's external auditor.