

Jul. 23

PRESENT: Mrs. Drummond, Mr. Rubin and Mr. Soma

ALSO PRESENT: Mrs. Crandall and Mr. Shravah

There were no community members present.

Mrs. Drummond moved, seconded by Mr. Rubin to call the meeting to order at 6:33 p.m..

CALL TO ORDER

Vote taken. Unanimous approval.

Membership

MEMBERSHIP

Mr. Ginese, who was a committee volunteer last year, has expressed continued interest in being a member of the 2013-2014 Audit Committee. Mrs. Drummond asked that Ms. Penney advertise for community members with business background, as has been done in the past. The expectation is to interview all candidates at the August 27, 2013 meeting.

Review of Internal Audit

REVIEW OF  
INTERNAL  
AUDIT

The District-Wide corrective action plan was reviewed by the committee with no issues. The Human Resources corrective action plan is scheduled for discussion at the August 27, 2013 meeting. Mrs. Crandall to follow up with Ms. Sereda as to the time line of the report and her attendance at the meeting.

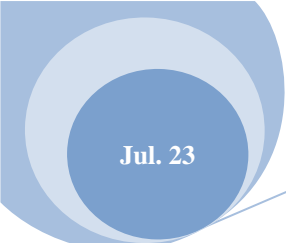
Mr. Shravah arrived at 6:43 p.m.

Review Audit Committee Charter

REVIEW AUDIT  
COMMITTEE  
CHARTER

The charter should be reviewed annually. Two items to be discussed, per Mrs. Drummond –

- 1.) Number of meetings to be held by the audit committee. Mrs. Crandall indicated the per the Comptrollers 5 point plan there are two required meetings per year. The committee agreed that the



Audit Committee Meeting

minimum should be included in the charter. The expectation is that the committee will meet every other month.

- 2.) Under administrative matters – to be added, reviewing for efficiencies in the budget process found by the committee will be shared with the full Board of Education.

Mr. Rubin moved, seconded by Mr. Soma, to approve the charter as amended.

Vote taken. Unanimous approval.

Dates for Upcoming Committee Meetings

DATES FOR  
UPCOMING  
COMMITTEE  
MEETINGS

Discussion regarding every other month and what day of the week. Third Tuesday of the month was decided upon. At the August 27, 2013 meeting the following will be on the agenda: external audit exit interview (Ms. Crandall to follow up with Bonadio Group regarding feasibility of the date), membership interviews and the Human Resources Corrective Action Plan. At the September 17, 2013 meeting the following will be on the agenda: budget process. Mrs. Drummond and Ms. Crandall are to propose dates for November, January, March and May, including snow dates for the January and March meetings. It was discussed that snow dates would try to be the Tuesday following the meeting cancelled for snow.

The meeting was adjourned at 6:58 p.m.

MEETING  
ADJOURNED

Respectfully Submitted,

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Kristen Crandall  
School Business Manager

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Susan Penney  
District Clerk