



November 22, 2016

Alberta Pedro, District Clerk, Interim Chairperson - Presiding

**DRAFT**

PRESENT: Mr. Galletta, Mr. Sloshower, Mrs. Kelland

ALSO PRESENT: Mrs. Crandall, Mrs. Pedro, and Jennifer George (RBT CPA's LLP)

ABSENT: Ms. Herlihy

There was no one from the public present.

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Ms. Pedro called the meeting to order at 6:07 p.m.

CALL TO ORDER

1.) Pledge of Allegiance

PLEDGE

2.) Mr. Sloshower moved, seconded by Ms. Kelland, to approve the minutes of the September 20, 2016 meeting.

APPROVAL OF MINUTES

Vote taken. Unanimous approval.

3.) Entrance Interview with Internal Risk Auditor

INTERNAL RISK AUDITOR

The committee discussed the Smart Schools Bond Act claim submission process. Ms. Crandall reported that the State is requiring 100% completion of the projects before the districts may submit for reimbursement. The district was not previously made aware of this criterion.

On March 28, 2016 the Board of Education approved a resolution, upon the recommendation of the Audit Committee, to conduct an audit of textbooks in the district. Ms. Crandall will send a copy of the resolution to the auditor. The external audit will begin on December 19, 20 and 21.

Mr. Sloshower shared that there are areas that the committee would like to be addressed in the coming years: Special Education and Homebound Instruction. Since there is new administration, the committee wants to give each department a year to implement changes and improvements.

Ms. Kelland shared a concern about the procedure for reporting monitor hours and the payment process. She also noted the need for procedures



with spending grant money. She reported that in the past teachers were often asked to come up with a project idea in a very short period of time in order to spend grant money.

Mr. Slosower noted that Human Resources, IT and Food Services were recently reviewed. He suggested an area of concern with facilities and reports that workers do not have the material they need to complete their assigned tasks. He also shared reports of employees having to run to Home Depot for supplies. Ms. Crandall informed the committee that employees do make runs to Home Depot for materials and supplies, as needed. These are documented by receipts. Ms. Crandall indicated that there is a process in place for signing out of supplies in the store room.

Ms. Kelland noted that the use of copy paper at the schools seems excessive. Students are often sent home with different flyers for school events rather than a weekly newsletter.

Ms. George shared that they will prepare a recommendation and share it with the committee at the next meeting.

Ms. Jennifer George was excused from the meeting.

4.) Review of 2015-2016 Draft External Audit Corrective Action Plan

**CORRECTIVE  
ACTION PLAN  
FOR EXTERNAL  
AUDIT**

The Corrective Action Plan addresses the finding of the excess 4% in the fund balance.

Ms. Crandall discussed options the district may take in regards to the excess in fund balance, which include:

- a. Increase the repair reserve – requires voter approval
- b. Fund a tax certiorari reserve – requires board resolution
- c. Pay down the \$26 million capital project and not borrow as much
- d. Fund additional capital projects and work which is eligible for State Aid

The Board of Education will review and acknowledge receipt of the Corrective Action Plan on December 12, 2016. There is no action required by the Board of Education. The district must submit the CAP within 90 days. Ms. Crandall will continue to have conversations with district administration on next steps for the excess in fund balance.

The best option may be the repair reserve as the district has a large



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amount of work over the next 8-10 years and emergency situations may benefit from the use of a repair reserve.

At the September Audit Committee meeting, the committee agreed that the Bonadio Group would conduct a review of Agreed Upon Procedures of the HS Yearbooks for 2015-16.

The next meeting date is February 7, with a snow date of February 21, 2017. NEXT MEETING DATE

The agenda for the February meeting will include: 1.) Review Draft Agreed Upon Procedures report; 2.) Review Draft Internal Risk Assessment. NEXT MEETING AGENDA

Adjournment ADJOURNMENT

Mr. Slosower moved, seconded by Mr. Galletta, to adjourn the meeting.

Vote taken. Unanimous approval. Time is 6:50 p.m.

Respectfully Submitted,

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Alberta Pedro, District Clerk