

Audit Committee Minutes - October 22, 2014

Attendees: Deirdre Burns, Laura Schulkind, Rick Walker, Tom Burnell (invited guest)

Community Member participation

Rick shared information he found from school districts engaging community members on their Audit Committees. The committee reviewed the information and outlined the process for potential candidates' applications. Laura will create a draft application for committee approval before presenting to the full Board.

We will develop a page to be added to the District's website (with Steve Jensen's input), incorporating our Mission, summary of Audit Committee functions, needs of the committee and the Membership Qualifications for a NYS School Board Audit Committee. This page will include a form for Name, Address, etc. along with a space to append the candidate's Letter of Interest. Once this form has been submitted, the applicant will be taken to the full application and Committee Charter.

Per the Audit Committee's Charter, applicants must be residents of the school district. If however, we don't have a pool of interested candidates within the District, we are willing to amend the Charter to include a broader reach for potential candidates. The committee will require that this person be available for at least 4 meetings per year, specifically when we meet with our External Auditor to set up the annual audit and review the findings. We propose that all applications be submitted to the District Clerk who will share them with the group. Candidates will have the choice to provide their application digitally via email or send a hard copy via USPS.

Once we have the application developed and approved by the full Board, we will publicize our need via local newspapers, Yahoo Groups, the Community Forum, School Messenger, Twitter and will reach out to the Chamber of Commerce to ask for assistance in publicizing the position.

Policy re: Disclosure of Wrongful Conduct

The Committee then turned to the Policy Committee's request for further input regarding reporting misconduct. Deirdre Burns shared District Policy 6910 - Reporting and Investigating Allegations of Fraud - which seems to address the issue of how to report potential misconduct. NYSSBA has a Sample Policy 9645 - Disclosure of Wrongful Conduct - which includes some of the same information but is a broader District-wide Whistleblower policy. Tom agreed to speak to Shaw, Perelson regarding policies they recommend. We were unclear whether a more narrowly defined policy should be developed specifically for the Audit Committee, the policy we currently have in place is sufficient or if it is recommended to add the Whistleblower policy from NYSSBA. Tom will get guidance from legal and report back to the group.

Extra-Classroom Fund

Tom reports that the new Extra-Classroom Fund advisor is in place and beginning her training. In the next couple of weeks she and Tom will meet with the students and teacher advisors of the clubs to set up proper systems.

Annual Audit

Tim Thomas from Toski & Co. will present the annual External Audit to the Board on November 11, 2014. The draft audit will be delivered to Tom's office on Friday 10/24 for review. Mr. Thomas will review the Audit with the Committee on [Date TBD]. The Audit is due to be filed with the State no later than October 30. Tom assures us that Board approval is not needed to file the report. If there are any changes after October 30, we have the opportunity to submit an addendum as necessary.

Submitted by Laura Schulkind