

# **DISTRICT 11 BOARD OF EDUCATION AUDIT ADVISORY COMMITTEE**

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## **MEETING NOTES**

**January 22, 2016**

**8:15 a.m.**

**IT (B) Conference Room**

<b>Members Present:</b>	Nora Brown, Aaron Zimmerman, Chip Ecks, Jan Rennie, Ed Plute, Jeff Ingrum, and Marie Sullivan
<b>Members Absent:</b>	Cynthia Bernard
<b>Ex-Officio Members Present:</b>	Mark Capps and Kathy Box
<b>Guests:</b>	Dr. Gledich, Jason Terhorst, John Keane, and Sherry Kalbach

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Chairman Brown brought the meeting to order at 8:15 a.m. The meeting notes from the January 8, 2016 meeting were approved by all in attendance.

The committee then turned its attention to the middle school audit discussion in which Dr. Gledich presented the report titled "Audit Committee Areas for Attention." Jason Terhorst, Assistant Superintendent, John Keane, Executive Director K-12 and Sherry Kalbach, Executive Director K-12, also participated in the discussion regarding the extensive 15 page report. In essence, the report addressed all the areas of concern posed by the MLO/Audit committee. At the completion of the presentation by Dr. Gledich and his team, all attending committee members were asked to share their questions, concerns and response to the report. The following was the takeaway:

- Continue the District's work on how best to use the national rubric (Trailblazer Schools to Watch) as a tool to strengthen all middle schools, including how members of the District 11 Team could be certified observers. The goal being to strengthen critical components. Several members of the team felt this was like an audit and all concluded that we should move forward with our plan.
- Conduct sessions with middle school staff (ESP, Teacher and Principals) and identify if the MLO dollars are addressing the current middle school needs and/or are there other ways for the dollars to be spent.

Dr. Gledich agreed to report back to the committee the progress made on the use of the rubric and feedback received from the middle school staff most likely sometime in March or early April. At the completion of the discussion and answer period, the committee thanked Dr. Gledich and his team for their time.

The next agenda item addressed was an overview of the RFP procedure for the upcoming MLO audit. To facilitate this overview, Chairman Brown shared a document defining the "Solicitation Milestones" as written by Kris Odom, Executive Director of Procurement. Additionally, Marie Sullivan, Jeff Ingrum and Chairman Brown agreed to participate on the MLO RFP review committee which will begin its work in March 2016.

The MLO Plan Summary books were then distributed to all present members and Mark Capps gave a brief overview of how the costing numbers for each PIP are compiled.

## DISTRICT 11 AUDIT COMMITTEE

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Next, Jan Rennie gave the committee an update on the last DAC budget subcommittee meeting. Notes for the meeting can be found at: <http://www.d11.org/DAC/Pages/notes.aspx>.

The final order of business was to determine the agenda for the Friday, February 12, 2016 meeting. The agenda is to include:

- Internal Auditor's update
- School Finance presentation
- RFP update

Nichole Imm  
Glenn Gustafson  
Kris Odom

The meeting adjourned at 10:30 a.m.

Respectfully submitted by Kathleen Box