

DISTRICT 11 BOARD OF EDUCATION AUDIT ADVISORY COMMITTEE

MEETING NOTES

January 16, 2015

8:15 a.m.

IT Conference Room B

Members Present: Nora Brown, Marie Sullivan, Ed Plute, Aaron Zimmerman, Cynthia Bernard and Jan Rennie

Members Absent: Chip Ecks

Ex-Officio Members Present: Glenn Gustafson, Mark Capps, Laura Hronik, Diane Andis and Kathy Box

Chairman Brown brought the meeting to order at 8:15 a.m. The meeting packet was distributed to all members in attendance. The meeting notes from the December 12, 2014 meeting were approved by the committee.

Chairman Brown then directed the committee's attention to Community Conversations progress. The highlights included:

- Devra Ashby is putting together community groups
- Speaker bureaus are being formed
- Volunteers needed
- Glenn Gustafson is the project manager
- Becky Moore to schedule 1st meeting
- Results from first meeting to be compiled and mailed out to the committee
- Three presentation packets
- Speakers will work in groups of three
- Determination of mill levy or bond will not happen for some time
- Need to push for more external audiences
- There is time before BOE determines elections question
- Community Conversations will be positive in nature with the additional goal of improving the image of D11 in the community
- Glenn's vision: "How to transform D11 in future"

The review of the Key Performance Indicators was the next agenda item discussed. The highlights are as follows:

- FY14-15 KPI format was approved by committee
- Committee discussed and reviewed the proposed changes to the document
- Jason TerHorst to be invited to future meeting to discuss the 2 PIP's he owns
- Instructional KPI's are difficult to write
- Glenn has a database that shows pay scales in reference to PIP 16
- Ronda Schimpf to attend February 13th meeting to discuss her PIP's
- Committee agreed that all proposed changes should be made as discussed

Glenn then led the conversation regarding the biennial audit and the proposal to change it from a two year cycle to a three year cycle. Glenn suggested moving to a three year cycle but such a change would have to be approved by the BOE. Glenn will do more homework regarding this

DISTRICT 11 BOARD OF EDUCATION AUDIT ADVISORY COMMITTEE

proposal. The proposal will be an agenda item for the next meeting to obtain a full committee vote.

Internal Auditor Diane Andis was the next person to address the committee. Diane reviewed the latest schools to be audited and the results of those audits. The discussion included how to best report the audit findings for fundraisers. Diane and Laura Hronik agreed to provide monthly fundraiser reports in addition to the audit result reports that are currently provided to the committee. Chairman Brown requested that Diane send out the mini-audit questionnaire form for the committee to review. Diane agreed to do so. Additionally, it was agreed that Diane would provide the most current fundraiser report at the February 13, 2015 meeting.

Laura Hronik then gave an overview of the FY14 McGladrey audit. The two areas of concern pertaining to the audit were the ongoing issue of the School Student Activities (SSA) accounts and the Grant compliance issue regarding the spending of federal funds. Kris Odom, Executive Director of the Procurement and Purchasing Department drafted a directive to the Administration regarding the compliance issue. Chairman Brown will write a response to the BOE regarding the audit results to be delivered at the next BOE meeting. Glenn completed this discussion with an overview of the CAFR Summary Data sheet which was distributed to the committee members.

Jan Rennie then briefed the committee on the latest Budget Subcommittee meeting. Chairman Brown requested that the mid-year budget modifications as presented to the BOE at the January 14, 2015 meeting be sent out to the committee members. Meeting notes from the Budget Subcommittee meeting can be found at: <http://www.d11.org/DAC/Pages/notes.aspx>.

The final order of business brought to the table by Chairman Brown was the debrief of the committee members regarding the "Let's Talk Middle School" discussion which was conducted on December 12, 2014. Chairman Brown requested of all committee members present for their assessment of the meeting so that she can compile a report to the BOE regarding the findings.

The February 13, 2015 agenda is to include:

- Presentation from Ronda Schimpf
- Decision on the Biennial audit proposal
- Discussion and review of the audit error directive
- Response to the BOE regarding the FY14 audit results
- Internal Auditor's report

The meeting adjourned at 10:50 a.m.

Respectfully submitted by Kathy Box.