

DISTRICT 11 BOARD OF EDUCATION AUDIT ADVISORY COMMITTEE

MEETING NOTES

February 13, 2015

8:15 a.m.

IT Conference Room B

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

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

Guest: Ronda Schimpf

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 January 16, 2015 meeting were approved by the committee.

In accordance with the agenda, the first item was the presentation from Ronda Schimpf, Director of Professional Development, regarding PIP7b. Ronda distributed a handout titled: "Mid-year Review and Spending Plan". After completing her presentation, Ronda answered the committee's questions. Chairman Brown requested that Ronda investigate the issue of middle school concept training. Ronda agreed to gather information on the topic, meet with Rob Utter regarding the training concept, and report back to the committee with a follow up. The committee thanked Ronda for her time.

Chairman Brown told the committee that the feedback from the middle school concept meeting in December would be a topic at the next audit committee meeting. Ed Plute agreed to speak to the Executive District Accountability Committee (EDAC) regarding the committee's work on the existing middle school concept and the current accreditation status of the District's middle schools.

The next agenda item was the discussion proposing the change to the biennial audit process. The committee is considering a proposal to the Board of Education regarding the number of years between audits. Glenn Gustafson agreed to draft a proposal document for the next audit committee meeting.

Chairman Brown then turned the committee's attention to an update on the Speakers' Bureau by Glenn Gustafson. Highlights included:

- Training video is in production
- Training involves working in groups of two
- Cabinet level members will be in attendance at each meeting
- Speakers are scheduled at all School Accountability Committee (SAC) meetings
- Focus is on internal audience at this time
- Feedback forms will be provided at all meetings
- Audit Committee members are welcome to become speakers
- Presentations have already begun

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The next agenda item was the review of the McGladery audit report to the Board of Education. Chairman Brown distributed the draft document and asked the committee for its comments. With the minor correction to the reference of McGladrey, the committee approved the document as presented.

Jan Rennie then gave the committee an update on the last Budget Subcommittee meeting. Chairman Brown reminded the committee that she and Ed Plute would be attending the March 10, 2015 Budget Subcommittee meeting on behalf of the Audit Committee. Notes from the Budget Subcommittee meetings can be found at: <http://www.d11.org/DAC/Pages/notes.aspx>.

Internal Auditor Diane Andis then took the floor to provide an update on the status of internal audits. She distributed a handout with the latest dates and information regarding the audits. Diane responded to the questions posed by the committee and upon finishing, the committee thanked her for her time.

Chairman Brown then directed the committee to the next meeting date. The meeting scheduled for February 27th would be cancelled. The committee would meet again on Friday, March 13th. The agenda is to include:

1. Welcome
2. Approval of the February 13, 2015 meeting notes
3. Jason Ter Horst to speak on KPI's
4. Draft document of the Middle School feedback results
5. MLO audit recommendation
6. Internal Auditor's update

(This meeting will be a combination of audit and MLO matters)

The meeting adjourned at 9:45 a.m.

Respectfully submitted by Kathy Box.