

ROCHESTER BOARD OF EDUCATION

Special Meeting Minutes Audit Committee Meeting of the Whole March 24, 2020

Board Members in Attendance: President Van Henri White, Vice President Cynthia Elliott, Commissioners: Ricardo Adams, Beatriz LeBron, Amy Maloy, Natalie Sheppard, and Willa Powell.

Administration and Board Officers in Attendance: Superintendent Dade, Chief of Staff Lehner and other Cabinet members, Chief Counsel Karl Kristoff, CFO Bob Franklin, Chief of Human Resources Harry Kennedy, and District Clerk Marisol Ramos-Lopez. Board Staff included Auditor General Anissa Henry-Wheeler and Deputy Auditor General David Brown.

President White Convened the Special Meeting at 5:39 p.m.

I. Speakers: Kristen French, a staff member, spoke about budget cuts.

II. Special Meeting Discussion Items:

- **Covid19** – Superintendent Dade provided a Covid19 update on student safety, feeding families and RCSD learning resources.
- **Budget** – The budget presentation was scheduled for March 24th, but due to Covid19 and uncertainty around State funding, Superintendent Dade proposed presenting on April 7th. Concerns were raised by Commissioners Lebron and Sheppard about having adequate time to review the budget before acceptance.

Motion by Commissioner Powell to accept Superintendent Dade’s proposal to delay the budget presentation to April 7th. Seconded by Commissioner Maloy. A roll call vote was taken. Motion failed 3-4 with Vice President Elliott and Commissioners Adams, Lebron and Sheppard dissenting. Superintendent Dade agreed to provide the draft budget to Board members on March 25th and present the budget on March 26th.

- **Policies Surrounding Board Budget Hearings** – General Counsel Kristoff was asked to report to the Board on policies regarding Public Hearings. General Counsel communicated the Board is only governed by Board Policy 6120, which requires a Budget Hearing annually in April.

The Audit Committee Meeting was convened by Commissioner Powell at 7:28 pm.

III. Discussion Items:

Approval of prior minutes: Motion to accept minutes from the May 14, 2019 and December 3, 2019 meetings by Vice President Elliott. Seconded by Commissioner Lebron. Minutes were Accepted 7-0.

Review of Audit Committee Charter: The Auditor General communicated that updates to the

Charter were made to account for all committee meetings being a committee of the whole. The Board requested an update to include all members instead of a subgroup, if there is a search for a selecting the Auditor General position. Motion to approve the Charter by Commissioner Maloy. Seconded by Vice President Elliott. Adopted 7-0.

Status of 2019 Audit Work and Reports: The Auditor General presented Student Activity Audit Reports for Andrew J Townsend School 39 EAA, Henry Hudson School 28 EAA, and Vanguard SAF. The Auditor General explained that the external audit for these schools never get an unmodified opinion, essentially because the work is performed by non-financial people. She communicated that OAG spends considerable time educating building staff on SAFs, but the frequent staffing changes hinder districtwide compliance. Motion to approve by Commissioner Maloy. Seconded by President White. Adopted 7-0.

The Auditor General presented the Textbook Management Audit report and explained the report was presented at a prior Audit Committee meeting, but it was not approved. She communicated that some improvements were made, but follow up will be provided at a future meeting. Commissioner Lebron wanted the report to remove the former Deputy Superintendent's name. Commissioner Sheppard wanted to know which items were currently completed, which was unavailable. Commissioner Powell stated that the report cannot be changed, but either accepted or rejected because they represent the snapshot in time. Motion to approve the report by President White. Seconded by Commissioner Maloy. Adopted 5-2 with Commissioners LeBron and Sheppard dissenting.

The Auditor General presented the Substitute Management Audit report. Vice President Elliott requested the report be advanced to the HR committee for discussion. Chief Harry Kennedy stated that he would like the opportunity to present at the HR Committee meeting. Motion to accept the report by President White. Seconded by Vice President Elliott. Adopted 6-0 with Commissioner Sheppard was not present for the vote.

Commissioner Powell communicated the Substitute Management Follow-up Audit report is the current status on Substitutes. Motion to accept by Vice President Elliott. Seconded by President White. A roll call vote was requested. Adopted 6-0, with Commissioner Sheppard not present during the vote.

Risk Assessment and Audit Plan for 2020: The Auditor General presented the plan methodology and concerns noted from the assessment. Vice President Elliott inquired if Finance has internal staff that performs daily audits of operations. The Auditor General stated that her team provides specific ad hoc support to the organization for emerging issues, but it is for brief projects. The Auditor General highlighted the recurring topics this year included: Finance, RCSD Culture, Student Achievement, Human Resources, Accountability, and Finance. The Auditor General elaborated on each area.

Vice President Elliott expressed concerns about the significance of culture and student achievement and wanted both projects formally included on the plan. The Auditor General communicated that culture would be included on all projects and agreed to add a footnote to the plan. In addition, Student Achievement was also added to the plan. Superintendent Dade expressed concern that the Audit Plan would need to be flexible and complementary to the Fiscal and Academic monitor. The Auditor General confirmed the plan would be flexible based on the Covid-19 closure and District monitor requirements. Motion to accept the plan by President White. Seconded by Vice President Elliott seconded. Adopted 7-0.

Motion to adjourn the Audit Committee made by Commissioner Lebron. Seconded by Vice President Elliott. Adopted 7-0. The Audit Committee ended at 9:04 p.m.

IV. New Business: None.

V. Motion to enter into Executive Session at 9:10 p.m. to discuss a matter related to a personnel issue was made by Vice President Elliott and seconded by Commissioner Lebron. Adopted 7-0.

VI. Meeting adjourned at 10:18p.m.

Next Audit Committee Meeting May 5, 2020.