



**OFFICIAL MINUTES OF THE BOSTON SCHOOL COMMITTEE'S
INTERNAL AUDIT TASK FORCE MEETING**

January 3, 2019

The Boston School Committee's Internal Audit Task Force held a meeting on January 3, 2019 from 5:00—6:40 p.m. at Boston City Hall, One City Hall Square, Room 608, Boston, MA 02201. For more information about any of the items listed below, visit www.bostonpublicschools.org, email esullivan3@bostonpublicschools.org or call the Boston School Committee Office at (617) 635-9014.

ATTENDANCE

Task Force Members Present:

Scott Baranowski – Wolf & Company, Task Force Co-Chair
Thomas Berton – Cambridge Savings Bank
David Dyson – The Nature Conservancy
Ranjani Narayanan – Deloitte
Michael O'Neill – 451 Agency and Member, Boston School Committee
Marcia Schow – Manulife John Hancock
Natalie Velasquez – State Street Corporation

Task Force Members Absent:

Dr. Joy Gray – Bentley University
Judi Gonsalves – Liberty Mutual, Task Force Co-Chair
Jonathan Joint – Boston College Student
Jim McGough – Wolf & Company (non-voting member)

DOCUMENTS PRESENTED

Agenda

Task Force Meeting Minutes: December 13, 2018

January 3, 2019

CALL TO ORDER

Co-Chair Scott Baranowski called the meeting to order and welcomed everyone. He noted the objectives for the meeting were to update the task force on the status of the Office of Internal Audit Policy, review and approve the final first draft of the Chief Audit Executive Job Description, and to continue the discussion on developing of a high-level Audit Universe.

APPROVAL OF MINUTES

Approved – The Task Force approved by unanimous consent the minutes of the December 13, 2018 Internal Audit Task Force meeting.

SUMMARY OF DISCUSSION

Mr. Baranowski provided a recap of the prior meeting's discussion on the Office of Internal Audit Policy finalization and Policy submission to Ms. Elizabeth Sullivan, Executive Secretary, Boston Public Schools. Ms. Sullivan forwarded the Policy to BPS Legal Counsel and we are awaiting their feedback.

The Task Force Members reviewed the final first draft of the Chief Audit Executive Job Description and proposed some changes. The Job Description will be disseminated to all the Task Force Members and voted on at the next meeting.

The Task Force Members continued their discussion an overall approach to a high-level Audit Universe, concurring that it should essentially be prepared by the Chief Internal Auditor, once the role is filled. The focus was on providing background/instruction on how an audit universe is built, suggesting initial internal audit areas based on what the Task Force has learned in its research thus far, defining a 3 year timeline and the success measures for the BPS internal audit function.

PUBLIC COMMENT

No speakers.

*Boston School Committee Internal Audit Task Force Meeting
Boston City Hall
Room 608*

January 3, 2019

ADJOURN

At approximately 6:41 p.m., the Task Force voted by unanimous consent to adjourn the meeting.

Attest:



Scott C. Baranowski
Co-Chair
Boston School Committee Internal Audit Task Force