



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

January 15, 2019

The Boston School Committee's Internal Audit Task Force held a meeting on January 15, 2019 from 5 – 7 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
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)
Natalie Velasquez – State Street Corporation

Task Force Members Absent:

David Dyson – The Nature Conservancy
Ranjani Narayanan – Deloitte
Michael O'Neill – 451 Agency and Member, Boston School Committee
Marcia Schow – Manulife John Hancock

DOCUMENTS PRESENTED

Agenda

Task Force Meeting Minutes: January 3, 2019

January 15, 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 approve the final first draft of the Chief Audit Executive Job Description, to continue the discussion on developing a high-level internal audit timeline, and to discuss next steps in presenting our work to key stakeholders and the Boston School Committee.

APPROVAL OF MINUTES

Approved – The Task Force approved by unanimous consent the minutes of the January 3, 2019 Internal Audit Task Force meeting.

SUMMARY OF DISCUSSION

Mr. Baranowski noted that we have not yet received a reply from the BPS Legal Counsel regarding the Office of Internal Audit Policy, therefore, we will keep this item on the agenda for the next meeting. He also noted that the final Chief Audit Executive Job Description will need to be reviewed by both the Office of Human Capital and BPS Legal Counsel.

The Task Force approved, by unanimous consent, the first draft, as amended of the Chief Audit Executive Job Description.

Mr. Baranowski discussed upcoming key dates, which currently are tentative and will be finalized in the near term:

- February 12, 2019 – next Task Force Meeting
- February 26, 2019 – Task Force Meeting for which we will invite Mr. Michael Loconto, Boston School Committee Chairperson, Ms. Eleanor Laurans, Boston Public Schools Chief Financial Officer, and Ms. Laura Perille, Boston Public Schools Interim Superintendent. The objectives for this meeting will be to present what we have completed to date and gain key stakeholder buy-in to the Task Force’s recommendations.
- March 13, 2019 – target for completion and submission of final presentation for Boston School Committee
- March 20, 2019 – attendance at Boston School Committee meeting to present final recommendations

The Task Force Members continued their discussion regarding a 3-year timeline for the BPS Office of Internal Audit, with special attention given to what the Office of Internal Audit needs to do for itself, for BPS and for the City of Boston, as well as measures of success.

PUBLIC COMMENT

No speakers.

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

January 15, 2019

ADJOURN

At approximately 6:40 p.m., the Task Force voted by unanimous consent to adjourn the meeting.

Attest:



Judi Gonsalves
Co-Chair
Boston School Committee Internal Audit Task Force