



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

November 1, 2018

The Boston School Committee's Internal Audit Task Force held a meeting on November 1, 2018 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:

Thomas Berton – Cambridge Savings Bank
Judi Gonsalves – Liberty Mutual, Task Force Co-Chair
David Dyson – The Nature Conservancy
Dr. Joy Gray – Bentley University
Jim McGough – Wolf & Company (non-voting member)
Michael O'Neill – 451 Agency and member, Boston School Committee
Marcia Schow – Manulife John Hancock
Natalie Velasquez – State Street Corporation

Task Force Members Absent:

Scott Baranowski – Wolf & Company, Task Force Co-Chair
Jonathan Joint – Boston College Student
Ranjani Narayan – Deloitte

DOCUMENTS PRESENTED

Agenda

Task Force Meeting Minutes: October 25, 2018

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CALL TO ORDER

Co-Chair Judi Gonsalves called the meeting to order and welcomed everyone. She introduced member Thomas Berton, who was absent last week. She also announced that co-chair Scott Baranowski was absent.

APPROVAL OF MINUTES

Approved – The Task Force approved by unanimous consent the minutes of the October 25, 2018 Internal Audit Task Force meeting.

SUMMARY OF DISCUSSION

Mr. O'Neill thanked the members for being part of the Internal Audit Task Force and provided background on why the School Committee felt the need to establish the Task Force. He gave an overview of a meeting that he and the co-chairs had with the City's auditor, City's Chief Financial Officer, and Boston Public Schools Chief Financial Officer. He said that the City auditor and the two CFO's would like to attend an upcoming Task Force meeting and answer any questions the members might have.

The members talked about what kind of role the future internal auditor would have in the district. Mr. O'Neill compared the creation of the IA Task Force with the establishment of the Opportunity and Achievement Gaps Task Force, which collaborates with BPS departments to close the opportunity and achievement gaps.

One of the members asked what Mr. O'Neill vision for success. Mr. O'Neill said that he envisions one internal auditor with a staff of two-to-four people that would provide updates to the School Committee two or three times a year. The internal auditor would serve in senior role and work proactively with the BPS Superintendent. Members discussed the optimal timeline for the first audit, and the creation of an audit plan and job description.

Ms. Gonsalves talked about her conversation with the auditor from the Seattle Public Schools., who recommended that the audit department should report to the audit committee, which would be an independent Task Force. The committee then would make the recommendations to the School Committee. She also mentioned that from her experience she reported functionally to the audit committee of the board of directors, and administratively to the CFO. She thought there might be the need for a dual reporting relationship for the future BPS internal auditor. Mr. suggested checking first with BPS counsel. Nevertheless he thought it would be important for the auditor to have administrative ties to the CFO or Superintendent and functionally report to the Chair of School Committee or Co-Chair of the Audit Committee. The Seattle auditor recommended connecting with the Association of Local Government Auditors as they have guidelines on how to proceed with the selection of auditors and auditing plans.

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Ms. Gonsalves mentioned there were interesting documents on the Seattle Public Schools webpage that they could use for references. Mr. O'Neill stated that the Council of the Great City Schools also has good resources. Members discussed possible funding sources and the pros and cons of various software.

Ms. Velasquez asked how having an Interim Superintendent might impact the Internal Audit Task Force. Mr. O'Neill explained the structure of the Boston Public Schools and its relationship to the City. He also reaffirmed that the Task Force has the support of the School Committee, Superintendent and the City. The members discuss how conduct research and collaborate in order to move the work forward. Mr. O'Neill explained the MA Open Meeting Law. Members agreed to start with the charter and then create the job description.

Dr. Gray provided a brief overview what a charter must contain according to the Institute of Internal Auditors. The members discussed difference between charter and policy. Mr. O'Neill compared this work to the School Committee approving as policy which is then implemented by the district and documented in a Superintendent's Circular.

Mr. Dyson suggested that the Task Force create a schedule to share with the School Committee. The members agreed they needed to present an introductory statement as a mission statement, the charter, job posting, and a project plan. They also agreed it would be important to hear from the district CFO and the City auditor before starting work on the charter. Mr. O'Neill recommended getting clarity from the BPS Office of the Legal Advisor regarding reporting structures.

The members concluded by discussing next steps, which include inviting BPS CFO Eleanor Laurans to a Task Force meeting, conducting research, and returning with key points for the charter and job description. Mr. O'Neill thanked the members for volunteering their time and expertise to serve on the Task Force. The next Internal Audit Task Force meeting is scheduled for November 8, 2018.

PUBLIC COMMENT

No speakers.

ADJOURN

At approximately 7:03 p.m. the Task Force voted by unanimous consent to adjourn the meeting.

Attest:



Lena Parvex
Administrative Assistant
Boston School Committee