



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

November 29, 2018

The Boston School Committee's Internal Audit Task Force held a meeting on November 29, 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:

Scott Baranowski – Wolf & Company, Task Force Co-Chair
Thomas Berton – Cambridge Savings Bank
Judi Gonsalves – Liberty Mutual, Task Force Co-Chair
Dr. Joy Gray – Bentley University
Jonathan Joint – Boston College Student
Jim McGough – Wolf & Company (non-voting member)
Ranjani Narayanan – Deloitte
Michael O'Neill – 451 Agency and Member, Boston School Committee

Task Force Members Absent:

David Dyson – The Nature Conservancy
Marcia Schow – Manulife John Hancock
Natalie Velasquez – State Street Corporation

DOCUMENTS PRESENTED

Agenda

Task Force Meeting Minutes: November 15, 2018

November 29, 2018

CALL TO ORDER

Co-Chair Scott Baranowski called the meeting to order and welcomed everyone. He noted the objectives for the meeting were to continue the discussion on drafting the Internal Audit Policy and the functional and administrative reporting lines for the internal audit function. Mr. Baranowski also noted that Sally Glora, City Auditor for the City of Boston, will be a guest at the next Task Force meeting on December 4, 2018.

APPROVAL OF MINUTES

Approved – The Task Force approved by unanimous consent the minutes of the November 15, 2018 Internal Audit Task Force meeting.

SUMMARY OF DISCUSSION

Task Force Members reviewed the latest draft of the Internal Audit Policy in detail and made determinations around appropriate content and wording. Throughout the discussion, the members also determined questions for which the Task Force will need legal assistance.

Mr. Baranowski began the discussion regarding the reporting line for the chief internal auditor, i.e., to whom should the chief internal auditor report. The Task Force discussed the pros and cons of several options for both functional reporting (i.e., the individual/body that will set the direction and approve the policies of internal audit) and administrative reporting (i.e., the individual who helps facilitate the day-to-day operations of internal audit such as approving budgets and preparing performance evaluations of the chief internal auditor).

After discussion, the Task Force determined that the suggested reporting lines should be:

- Functional – the Internal Audit Task Force, a task force of the Boston School Committee, with members appointed by the Chair of the Boston School Committee and approved by the Committee's members
- Administrative – the Superintendent of the Boston Public Schools.

The members collaborated on questions for the City Auditor for the next meeting as well as next steps to finalize the Task Force's initial charge (proposed internal audit policy, proposed job description for the chief internal auditor and proposed initial audit plan).

PUBLIC COMMENT

No speakers.

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

November 29, 2018

ADJOURN

At approximately 6:51 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