

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

December 13, 2018

The Boston School Committee's Internal Audit Task Force held a meeting on December 13, 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
David Dyson – The Nature Conservancy
Judi Gonsalves – Liberty Mutual, Task Force Co-Chair
Jonathan Joint – Boston College Student
Jim McGough – Wolf & Company (non-voting member)
Marcia Schow – Manulife John Hancock
Natalie Velasquez – State Street Corporation

Task Force Members Absent:

Thomas Berton – Cambridge Savings Bank
Dr. Joy Gray – Bentley University
Michael O'Neill – 451 Agency and Member, Boston School Committee
Ranjani Narayanan – Deloitte

DOCUMENTS PRESENTED

Agenda

Task Force Meeting Minutes: December 4, 2018

December 13, 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 review and approve the final first draft of the Internal Audit Policy, to discuss the components of the Chief Internal Auditor's Job Description, and to discuss our initial thoughts on the development of a high-level Audit Universe.

APPROVAL OF MINUTES

Approved – The Task Force approved by unanimous consent the minutes of the December 4, 2018 Internal Audit Task Force meeting.

SUMMARY OF DISCUSSION

Mr. Baranowski provided a recap of the prior meeting's discussion with Ms. Sally Glora, City Auditor, City of Boston.

The Task Force Members reviewed the final first draft of the Internal Audit Policy and proposed a few minor changes. The Task Force approved by unanimous consent the first draft, as amended. Mr. Baranowski noted that next steps will be to determine the sequence of reviewers of the draft policy to solicit their feedback (i.e., School Committee Chairperson, City of Boston Chief Financial Officer, Boston Public Schools Chief Financial Officer).

The Task Force Members discussed the appropriate elements to include in the Chief Internal Auditor Job Description and produced a draft that will be further reviewed at the next meeting.

The Task Force Members discussed 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. In fulfilling its commitment, the Task Force Members discussed an approach that would include providing background/instruction on how an audit universe is built, suggested initial internal audits based on what the Task Force has learned in its research thus far, and defining the measures of success for the BPS internal audit function and how it could evolve in its first 3-5 years of existence.

PUBLIC COMMENT

No speakers.

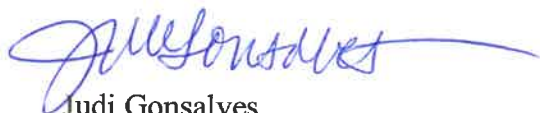
*Boston School Committee Internal Audit Task Force Meeting
Boston City Hall
Room 608*

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ADJOURN

At approximately 6:58 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