

AUDIT COMMITTEE RECOMMENDED CORRECTIVE ACTION PLAN TRACKER FOR BOARD GOVERNANCE REPORT

Item	Report	Action Date Deadline/
P-1	Tobin & Co. - Board Governance 1/21/16 COMMITTEES - The District may want to consider adding a policy requiring all committees keep meeting minutes, and submit them periodically to the District Clerk	Board of Education Policy Committee to review
P-2	Tobin & Co. - Board Governance 1/21/16 COMMITTEES - While implied, it may be beneficial for the District to further outline/define each committees authority over District Staff, authority to modify, adopt District policies, and authority to bind.	Board of Education Policy to Committee to review
P-3	Tobin & Co. - Board Governance 1/21/16 REIMBURSEMENTS - The District may want to consider modifying the reimbursement process to have another Board Member approve another Members reimbursement request which will remove the potential conflict scenario of an employee approving a supervisor under duress	Board of Education Chair of Finance Committee to review and approve reimbursements for others. Board President to review and approve Finance Committee Chair's reimbursements.
P-4	Tobin & Co. - Board Governance 1/21/16 COMMUNICATION - The policy and protocol on Committee communication process is vague. The District should consider modifying its policy and protocol memo for acceptable committee communications (between committee members, board members, district staff, outside vendors). All committee communications should be directed to Committee Chair and then to the Board of Education or District Staff	Board of Education Policy Committee to review
P-5	Tobin & Co. - Board Governance 1/21/16 COMMUNICATION - The District makes BOE Subcommittee minutes available on the District website. We did not find a District policy that discusses the requirement or protocol for publishing such minutes. The District should consider whether a policy is needed. During our review of the Subcommittee minutes, we also noted not all minutes are posted or current. A policy may help formalize the process.	Board of Education Policy Committee to review
P-6	Tobin & Co. - Board Governance 1/21/16 GOALS & EVALUATION - Policy #0310 states the Board reviews its internal operations once annually. The protocol memo states the Board evaluates itself semi-annually. There is no written policy or protocol describing whether these evaluations are to be retained or published.	Board of Education Policy Committee to review
P-7	Tobin & Co. - Board Governance 1/21/16 GOALS & EVALUATION - The policies and protocol memo do not specify whether the Board goals should be published. In an effort for greater transparency, the District should consider presenting and publishing these goals at the reorganizational meetings.	Board of Education Policy Committee to review
P-8	Tobin & Co. - Board Governance 1/21/16 GOALS & EVALUATION - No unresolved items were lost or forgotten about however we recommend the District consider developing and maintaining an open agenda list for items that remain unresolved or that are work in progress. This would help ensure items are addressed and provides a better audit trail. Corrective Action Plan tracker recommended	Board of Education District Clerk and Board to discuss