

**HOUSTON INDEPENDENT SCHOOL DISTRICT
MINUTES OF THE BOARD AUDIT COMMITTEE
March 7, 2018**

MEETING CALLED TO ORDER BY: Holly Maria Flynn Vilaseca at 2:12 p.m.

PRESENT Committee Members Holly Maria Flynn Vilaseca, Chair
 Anne Sung
 Sue Deigaard
 Other Board Members Rhonda Skillern-Jones in at 2:55 p.m.
 Audit Staff Garland Blackwell, John Gerwin,
 Glenn Johnson, Stephanie Sandifer,
 Debra (Debi) Fincher

OTHERS PRESENT:

Dr. Cynthia Wilson, Chief of Staff
Dr. Granita Lathan, Chief Academic Officer
Brian Busby, Chief Operating Officer
Eugene Salazar, Business Operations, Officer
Lenny Schad, Chief Technology Officer

SELECTION OF AUDIT COMMITTEE CHAIR

Holly Maria Flynn Vilaseca has been elected as chair by a unanimous vote 3-0.

CONSIDERATION AND APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

The minutes of the February 12, 2018 meeting were approved 3-0.

EXTERNAL PERFORMANCE REVIEW

Presented by: Dr. Cynthia Wilson

Confirmed Areas for review to include the following:

- | | | | |
|---|------------------------------|---|-----------------------|
| • | District Leadership | • | Food Services |
| • | Organization and Management | • | Transportation |
| • | Educational Service Delivery | • | Facilities |
| • | Business Services | • | Safety Management |
| • | Human Resources Management | • | Technology Management |

HISD Audit Committee – March 7, 2018

How were vendors identified?

1. Experience with large district audits
2. Have a track record, or
3. Recommended by TASBO, etc.

The timeline is to try to get this on the April Agenda.

Reach out to companies and ask for cost estimate. Include benchmarking/timeline requests. Sample reports of previous audits they have done.

Forecast 5 is in purchasing process to be used as a data analysis tool.

TRAINING FOR AUDIT COMMITTEE MEMBERS AND OTHER TRUSTEES

Garland Blackwell

Options for June dates given. June 11, 2018 decided.

NEXT STEPS

- 1) Chief of Staff requested to provide frequent updates (2-3 times per week) to committee on progress toward external performance review.
- 2) Continue moving forward with process to include recommendation for external audit on April 12, 2018 agenda.
- 3) Training for audit committee meeting on June 11, 2018.

ADJOURNED TO CLOSED SESSION: 3:28 P.M.

RECONVENED: 3:45 P.M.

ADJOURNED: 3:45 P.M.



**THE HOUSTON INDEPENDENT SCHOOL DISTRICT
BOARD OF EDUCATION
OFFICIAL AGENDA AND MEETING NOTICE**

MARCH 7, 2018

AUDIT COMMITTEE MEETING

2:00 P.M.

NOTICE IS HEREBY GIVEN THAT A MEETING OF THE BOARD OF EDUCATION AUDIT COMMITTEE OF THE HOUSTON INDEPENDENT SCHOOL DISTRICT WILL BE HELD ON THE SEVENTH DAY OF MARCH 2018 AT 2:00 P.M. IN THE BOARD SERVICES CONFERENCE ROOM OF THE HATTIE MAE WHITE EDUCATIONAL SUPPORT CENTER, 4400 WEST 18TH STREET, AND SUCH MEETING IS AN AUDIT COMMITTEE MEETING.

IN THE EVENT A QUORUM OF THE HOUSTON INDEPENDENT SCHOOL DISTRICT BOARD OF EDUCATION SHOULD BE PRESENT, THE MEETING SHALL BE CONVENED AS A SPECIAL MEETING OF THE BOARD OF EDUCATION.

THE ITEMS ON THIS AGENDA MAY BE TAKEN IN ANY ORDER.

NO AGENDA OR DISTRICT BUSINESS WILL BE DISCUSSED EXCEPT AS NOTICED BELOW AND ANY ACTION WILL OCCUR IN THE ROOM OPEN TO THE PUBLIC. IT IS THE INTENT OF THE DISTRICT TO HAVE, AND THE MEETING WILL HAVE, A QUORUM AND PRESIDING OFFICER, OR PRESIDING OFFICER, PHYSICALLY PRESENT AT THIS LOCATION. THE ABOVE LOCATION WILL BE EQUIPPED WITH VIDEO CONFERENCE EQUIPMENT.

2:00 P.M. – BOARD SERVICES CONFERENCE ROOM

- **CALL TO ORDER**
- **CONSIDERATION AND APPROVAL OF MINUTES FROM PREVIOUS MEETINGS**
- **SELECTION OF AUDIT COMMITTEE CHAIR**
- **EXTERNAL PERFORMANCE REVIEW**
- **TRAINING FOR AUDIT COMMITTEE MEMBERS AND OTHER TRUSTEES**
- **CLOSED SESSION**

ADJOURN TO CLOSED SESSION UNDER SECTIONS 551.071, 551.074, 551.082, AND 551.0821 OF THE TEXAS GOVERNMENT CODE FOR THE FOLLOWING PURPOSES:

**CLOSED SESSION (CLOSED TO THE PUBLIC) – BOARD SERVICES
CONFERENCE ROOM****1. PERSONNEL**

- a) Deliberate the duties of the superintendent of schools, chief officers, assistant superintendents, principals, employees, chief audit executive, and board members; evaluations of the superintendent and chief audit executive, consideration of compensation, and contractual provisions.
- b) Consider and approve proposed appointments, reassignments, proposed terminations, terminations/suspensions, contract lengths, proposed nonrenewals, renewals, and resignations/retirements of personnel including teachers, assistant principals, principals, chief officers, assistant superintendents, and other administrators; and, if necessary, approve waiver and release and compromise agreements.
- c) Hear complaints against and deliberate the duties of public officers or employees and resolution of same.
- d) Status Update: Investigations and AlertLine

2. LEGAL

- a) Matters on which the district's attorney's duty to the district under the Code of Professional Responsibility clearly conflicts with the Texas Open Meetings Law
- b) Pending or contemplated litigation matters and status report
- c) Investigation updates

3. REAL ESTATE

- a) Sale
- b) Purchase
- c) Exchange
- d) Other

**RECONVENE IN OPEN SESSION AND POSSIBLE ACTION ON MATTERS
DISCUSSED IN CLOSED SESSION****CLOSED SESSION AUTHORIZATION DURING MEETING**

If during the course of the meeting covered by this notice the board should determine that a closed or executive meeting or session of the board should be held or is required, then such closed or executive meeting or session as authorized by Chapter 551 of the Texas Government Code (the Open Meetings Act) will be held by the board at the date, hour, and place given in this notice or as soon after the commencement of the meeting covered by this notice as the board may conveniently meet in such closed or executive session concerning any and all subjects and for any and all purposes permitted by Section 551.071 through Section 551.084 inclusive of said Open Meetings Act including, but not limited to:

Section 551.071 For the purpose of a private consultation with the board's attorney on any or all subjects or matters authorized;

- Section 551.072** For the purpose of discussing the purchase, exchange, lease, or value of real property;
- Section 551.073** For the purpose of discussing negotiated contracts for prospective gifts or donations to the District;
- Section 551.074** For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee;
- Section 551.076** To consider the deployment, or specific occasions for implementation, of security personnel or devices;
- Section 551.082** For the purpose of considering discipline of a public school child or children, or to hear a complaint or charge brought against a school district employee by another school district employee;
- Section 551.0821** For the purpose of deliberating a matter regarding a public school student if personally identifiable information about the student will necessarily be revealed by the deliberation;
- Section 551.083** For the purpose of considering the standards, guidelines, terms, or conditions the board will follow, or instruct its representatives to follow, in consultation with representatives of employee groups in connection with consultation agreements provided for by Section 13.901 and/or Section 11.151(b) of the Texas Education Code; and
- Section 551.084** For the purpose of excluding any witness or witnesses from a hearing during the examination of another witness.

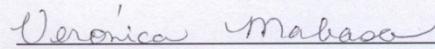
Should any final action, final decision, or final vote be required in the opinion of the board with regard to any matter considered in such closed or executive session, then such final action, final decision, or final vote shall be at either:

- a) the open meeting covered by this notice upon the reconvening of this public meeting, or
- b) a subsequent public meeting of the board upon notice thereof, as the board shall determine.

ADJOURN

CERTIFICATE AS TO POSTING OR GIVING OF NOTICE

On this 2nd day of March 2018 at 2:00 p.m., this notice was posted on a bulletin board located at a place convenient to the public in the Hattie Mae White Educational Support Center of the Houston Independent School District, the address of which is 4400 West 18th Street, Houston, Texas, as well as on the district's public web portal.



Veronica Mabasa
Office of Board Services
Houston Independent School District