

Rochester Board of Education
Audit Committee Meeting
February 9, 2012

Minutes

Attendance: Commissioners Adams, and White. Commissioner Elliott was absent. Board Staff: Ms. Henry-Wheeler, Auditor General.

Commissioner Adams convened the meeting at 5:36 PM.

- I. Approval of Meeting Minutes:** The minutes from the November 29, 2011 and January 3, 2012 Audit Committee Meetings were approved.

- II. Review of the Audit Committee Charter:** The Committee reviewed the various sections of the existing Charter. Members of the Audit Committee expressed a concern that the Committee no longer has a member with an expertise in finance and audit. The Auditor General communicated that General Counsel's review of the Audit Committee policy changed the requirement from shall to should in the sentence: "At least one member should be a subject matter expert in the areas of internal controls or accounting or auditing" and recommended the Charter be updated to be consistent with the policy. The Audit Committee agreed with the change. The Audit Committee decided there is a need for a subject matter expert and requested that volunteers be evaluated. The Audit Committee Charter was reviewed and approved by the committee.

Action: The Auditor General will review parent volunteers and follow-up on subject matter experts to the Audit Committee.
Action: OAG will verify with General Counsel if the one word change in the Charter must to go before the Board of Education.

- III. Policy Review:** The Auditor General provided the latest policy changes with edits recommended by General Counsel. The following policies were reviewed and a motion was made and approved to advance the policies to the Policy Development and Review Committee:
 - Audit Committee policy
 - External Auditor policy
 - Internal Auditor policy
 - Claims Auditor policy

- IV. OAG Status Update:** The Auditor General provided a status on current audit work and special projects. Commissioner White expressed a concern regarding the impact of Professional Development spending on Diversity. No further action was required by the Auditor General.

- V. Adjournment:** The meeting adjourned at 6:22 PM.