



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

November 15, 2018

The Boston School Committee's Internal Audit Task Force held a meeting on November 15, 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

Guests Present:

Eleanor Laurans – Chief Financial Officer, Boston Public Schools

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)
Michael O'Neill – 451 Agency and Member, Boston School Committee
Marcia Schow – Manulife John Hancock
Natalie Velasquez – State Street Corporation

Task Force Members Absent:

David Dyson – The Nature Conservancy
Ranjani Narayanan – Deloitte

DOCUMENTS PRESENTED

Agenda

Task Force Meeting Minutes: November 8, 2018

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

November 15, 2018

Draft Internal Audit Policy

Organizational Chart of the Finance Department of the Boston Public Schools

CALL TO ORDER

Co-Chair Scott Baranowski called the meeting to order and welcomed everyone. He noted the objectives for the meeting were to gain insights from Ms. Lauran's perspective, particularly the opportunities to add value as well as answer any questions she might have about the role of internal audit; to approve the minutes from the previous meeting; and to continue the discussion on drafting an Internal Audit Charter.

APPROVAL OF MINUTES

Approved – The Task Force approved by unanimous consent the minutes of the November 8, 2018 Internal Audit Task Force meeting.

SUMMARY OF DISCUSSION

Task Force Members and Ms. Laurans conducted introductions. Task Force Members interviewed Ms. Laurans, covering the following topics:

- Structure and function of the Boston Public Schools, i.e., dependent school district, department of the City of Boston; appointment of members of the School Committee, the School Superintendent and School Department Heads
- Overview of the organizational chart of the Finance Department of the Boston Public Schools
- Financial condition, sources of revenue, high-level overview of expenses, the overall annual budget process, and standard operating procedures of the Boston Public Schools
- Potential risk areas
- Systems and tools used in managing the finances, budgeting and forecasting of the Boston Public Schools
- Budget for the internal audit function for the Boston Public Schools and related expectations in terms of interaction with the City of Boston

At approximately 6:20 p.m., Ms. Laurans left the meeting.

The Task Force members discussed reactions to the discussion with Ms. Laurans and briefly discussed ideas regarding the reporting line for the internal audit function.

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PUBLIC COMMENT

No speakers.

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