

CRCSD Audit Committee Minutes
12:00-1:30pm, January 19, 2022
Virtual-Zoom Meeting

Attendance: Maureen Oviatt, Scott Arensdorf, John Hammar, Jason Fisher, Chad Meyers, Sherry Luskey, Sarah Brown and Dave Nicholson

Absent: Whitney Schreder, Janet Henry, Angela Dockter, Vacancy

Guests: Craig Barnum (CRCSD-IT Exec Director), Jeff Lucas (CRCSD-Tech Director)

Review and approve minutes from the November 17, 2021 meeting:

Maureen Oviatt asked for any corrections to the minutes. John Hammer motioned to approve the minutes as written, it was seconded by Scott Arensdorf and the minutes were approved. Maureen noted that the December 15, 2021 audit committee meeting was cancelled due to illness.

Review District IT risk management:

Jeff Lucas updated the committee on IT system security projects completed this past year pertaining to Network and Cloud storage as well as Multifactor authentication tools. Additionally, he noted that GWAEA is exploring the formation of a cooperative of neighboring school districts for security consulting services and that his department may consider that option if available. Discussion followed regarding the audit committee's purpose in assessing IT risk and providing assurances on vulnerabilities.

Review Audit Committee charters of other Districts that have an internal auditor:

Dave Nicholson reported that he contacted the Urban Education Network (UEN) school districts in Iowa. Des Moines is the only UEN District that had a formalized structure for the committee to consider in re-evaluating the purpose of the committee and its role in assuring compliance with Board policy/regulations. Discussion followed regarding possibly securing an internal audit position. Dave noted this position is additional oversight to the work of an external independent audit firm. A motion was made for a subcommittee (Chad Meyers, Scott Arensdorf, Jason Fisher and Dave Nicholson) to re-develop the committee charter, present to the District Board of Education leadership, and create Board policy inclusive of the committee responsibilities.

Review Policy of Damage/Lost Equipment and Materials:

Dave Nicholson reviewed Board regulation 604.8 regarding District equipment and materials (computers, hot spots, music instruments, etc.) that are used in connection with student curriculum. Discussion followed about the need to revise the current Damage/Lost/Stolen regulations to eliminate compliance inconsistencies.

Audit RFP:

Dave Nicholson reviewed the Request for Proposal (RFP) being considered for the external independent audit firm search. He noted the subcommittee includes Angela Dockter, John Hammar and himself. He reviewed the timeline for the impending work. Discussion followed regarding how the proposals will be sought and then how submitted proposals will be ranked/reviewed. John Hammar motioned to authorize Dave Nicholson to complete the RFP process as discussed. It was seconded by Scott and the motion carried.

Review Other Items of Importance: Dave Nicholson reviewed the following items.

- a) Any financial complaints received and status of resolution – None received.
- b) Local Revenue/Financial Reports – As of December 31, 2021
- c) Moody's Report – Updated and issued December 2021
- d) Additional Audit Committee Member Vacancy – Process for securing an additional member
- e) Upcoming Audit Committee Meeting Date Changes –
February 16, 2022 was added to the meeting schedule
The March 23, 2022 meeting was moved to Thursday, March 24, 2022
- f) Review previous meeting comments - None

John Hammer motioned to adjourn the meeting, it was seconded by Jason Fisher and approved.

Meeting Adjourned at 1:30pm.

The next meeting of the committee will be on Wednesday, February 16, 2022.

By: Maureen C. Oviatt

Maureen Oviatt

By: Sarah Brown

Sarah Brown