

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

Finance & Property Policy Sub-Committee
Minutes – July 22, 2015

Members Present: P. Anderson*, Ch; B. Perkins*, Vice Ch.; T. St. Pierre*, M. Amato*,
G. Harvey*, W. Marquis, M. Teixeira, J. Sabella

* Sub-Committee Members

Others Present: M. Znamierowski, C. Levesque

The Chairman called the meeting to order at 6:12 p.m.

Consideration of an Audit of the Essex North Shore Agricultural & Technical School District

Dr. Anderson stated that the School Committee requested that the Finance Sub-Committee recommend a firm to conduct an audit of the District's Business Office procedures and protocols.

A proposal received from Melanson Heath Company to perform the management audit was reviewed.

Mr. Marquis stated that he was familiar with Melanson Heath as they were the auditing firm for the Town of Danvers. Mr. Marquis feels this firm may fit the needs of the District

Mrs. Znamierowski stated that the FY14 Contract for the annual audit expired and is receiving quotes from firms for FY15 and FY16. She's received a quote from Melanson Heath and expects to receive additional quotes next week.

Mrs. Znamierowski stated that she welcomes suggestions and to let her know the areas of concern that the Committee has.

Mr. Perkins recommends that Mrs. Znamierowski develop a line item budget to be shared with the Committee.

Discussion followed and Ms. Teixeira stated that School Committee members will direct the District to develop and share a line item budget.

Mrs. Znamierowski explained that she has a line item budget but what she gives to the School Committee is a Budget Summary.

Ms. Teixeira stated that the Sub-Committee should stick to the action item on the agenda.

Motion made by Mr. St. Pierre, seconded by Ms. Amato to recommend to the full School Committee that the scope of the audit include a management audit in addition to review of the finance department of the Essex North Shore Agricultural & Technical School District. Motion carries unanimously.

Mrs. Znamierowski asked members to define the differences of a management audit vs. annual audit.

Ms. Teixeira replied that a management audit is a review of the entire district – how the district conducts business.

Mr. Sabella asked if the Committee would hear specifics of areas the audit would include. Ms. Teixeira answered that the firm will give the School Committee direction.

Discussion followed as to the scope of a management audit.

Mr. Harvey asked if the firm performing the management audit would incorporate the annual audit. Ms. Teixeira answered that at this time she was unsure.

After discussion, Mr. St. Pierre stated that the quotes Mrs. Znamierowski requested were for an annual audit. He added that a management audit focuses on the business practices of the District.

Discussion followed as to separate firms performing the management audit and the annual audit.

Mr. St. Pierre recommends leaving the motion in place so that Mrs. Znamierowski can get started on the annual audit.

Mrs. Znamierowski offered to prepare an addendum to the RFP but explained that would extend the deadline to submit quotes.

Ms. Teixeira stated that the vote made tonight is to recommend a management audit to the full School Committee.

Motion made by Mr. St. Pierre, seconded by Mrs. Amato to recommend that the full School Committee enter into contract with Melanson Heath to perform a management audit. Motion carried unanimously.

Mrs. Znamierowski asked if she could move forward with the annual audit and was told yes.

Correspondence Received from the Essex North Shore Agricultural & Technical Foundation 501(c)(3)

Mr. St. Pierre stated that this item will not be addressed by this Sub-Committee and recommends that it go before the School Committee. If the School Committee sees fit it will be referred back to this Sub-Committee.

Other

Members asked what specific areas should be included in the management audit. Ms. Teixeira offered to contact Attorney Stronberg for direction to streamline and prioritize areas of the management audit.

Mrs. Znamierowski informed members that she still needs time to finalize FY15 year-end items.

Motion made by Mr. Marquis, seconded by Mr. St. Pierre to adjourn. Motion carries unanimously.

The Chairman declared the meeting adjourned at 6:56 p.m.