

**Special Meeting**  
**REGION 9 BOARD OF EDUCATION MEETING**  
**Joel Barlow High School Library Learning Commons**

**On YouTube**

<https://www.youtube.com/channel/UCpOKinELAtzbYQcJ5NA3-hg>

July 28, 2022 – 7:30 p.m.

**Minutes**

**ATTENDANCE**

Board members: D'Agostino, Johnston, O'Brien, Lehberger, Pampel,

Remote: Graziano

Administration: McKinnon, Scrofanì

Others: Dimitris Bartileskas – Auditor, 1 member of the public and the recording secretary

**CALL TO ORDER:**

M. D'Agostino called the Region 9 Board of Education Special Meeting to order at 7:37 p.m.

**APPROVAL OF MINUTES:**

**Motion: Move that the Region 9 Board of Education accept the minutes of the July 12, 2022 Region 9 Board of Education Special Meeting, as corrected. (Pampel, Lehberger) Approved unanimous.**

**\*Correction to the July 12, 2022 Minutes (Final Board Member Comment):** C. Graziano remarked that a diverse pool of candidates were interviewed for the JBHS Assistant Principal position.

**PUBLIC COMMENT:**

None.

**BOARD MEMBER COMMENT:**

None.

**DISCUSSION AND POSSIBLE ACTION:**

**NAWROCKI/SMITH FORENSIC AUDIT (JAN.1, 2020-SEPT.30, 2021) FINAL REPORT**

Dimitris Bartileskas of Nawrocki Smith presented the Forensic Audit Final Report. The purposes for performing the Audit were to review purchasing procedures and financial processes in order to verify the appropriate use of taxpayer funds. During his discussion of the report, D. Bartileskas presented some key observations as follows: Central Office did not provide documentation of compliance with long-standing board purchasing policies for the JBHS boiler, DBT training. The previous Finance Director transferred funds from the Data Manager salary line to purchase Allovue computer software (7-year commitment). Also, HR did not maintain records consistently pertaining to Administrators contracts.

The Final Report presented best practice recommendations for consideration: Central Office and the Director of Finance should perform periodic reviews of actual expenditures and contracts (vendors, salaries); the board should be informed of any changes to the budget. The Superintendent and Finance Director should notify the board of transfers in excess of \$10,000. Accounts payable – employee reimbursements need to be supported by receipts and back up. Limit check signing to someone who is not responsible for hiring vendors. Vendor Maintenance – Explore capabilities of Efinance to generate automatic

vendor changes. Review Vendor Database and after 3 Fiscal years of no business with a particular vendor, delete them. Human Resources and Central Office to maintain complete personnel files including salaries, employment agreements and any other agreements.

C. Graziano asked which recommendations are the most important? What is priority? D. Bartileskas suggested the district look at user permissions to make sure each employee has the appropriate permissions in EFinance, according to their job functions. In addition, the district should review the procedures for check signing. The person signing the check should be present to sign when the checks are ready to be printed. There is a risk associated with authorized signers not being present, and checks can leave the district without proper review and approval. Most importantly follow District Purchasing Policies and maintain proper paperwork for expenditures.

M. D'Agostino noted that this audit was initiated due to the appearance of transgressions by former employees working with school district indemnification coverage. He expressed confidence in the abilities and integrity of the new administration. The report identifies past systemic deficiencies in some of our financial and purchasing procedures. It will serve as a helpful tool to reinforce the safeguards that have been implemented by our new administration to ensure alignment with board policies and best practices moving forward. The audit results did not indicate evidence of personal gain or the use of taxpayer funds for anything other than district related expenses.

T. Johnston stated the audit found nothing criminal, fraudulent or to the gain of any Central Office Employees. D. Bartileskas agreed that based on what was found in the audit there was no evidence of improprieties in the District.

T. Johnston remarked that although this Administration wasn't involved, there are still some who were part of this, and we need to go over policies and procedures. He suggested the administration work with the Audit Committee to make a determination and put a plan in place. Many safeguards have already been put into place by the new administration.

M. D'Agostino agreed that Audit would be the appropriate committee to discuss the implementation of additional safeguards. Sara Scrofani will perform an in depth review and prepare a memo for the board to review.

M. Pampel said that Central Office and the support staff should have documentation and a checklist.

S. Lehberger noted that Dr. McKinnon is making sure we have checks and balances, and Sara Scrofani will get us up to speed.

K. O'Brien stated that we need to provide the tools to get everything done.

Dr. McKinnon remarked that the audit is an important tool for developing an action plan. Many of the employees at Central Office were not even there at the time. Our most recent budget was very transparent, and we are eager to present an action plan to the Audit Committee.

S. Scrofani added that when we have more information, we will be able to implement process improvements.

T. Johnston noted that he doesn't necessarily agree with all of the recommendations, but we should prioritize in order to put together a plan that works.

#### PUBLIC COMMENT:

None.

#### BOARD MEMBER COMMENT:

T. Johnston commented that there are many projects going on in the building. He asked whether we're still on track to start school on time? M. D'Agostino acknowledged that Dr. McKinnon and the administration have been working hard attending retreats and brainstorming on educational initiatives.

Dr. McKinnon responded that the opening of school will be on time. We are also planning a return to an in-person Convocation. He confirmed that most projects continue to track on schedule. There are some supply chain issues, but nothing that might affect the opening of schools.

## ADJOURNMENT

**Motion: Move that the Region 9 Board of Education Special meeting be adjourned.  
(Johnston, O'Brien) Approved Unanimous.**

The meeting was adjourned at 8:30 p.m.

Submitted by Karen O'Brien  
Secretary, Region 9 Board of Education

Recorded by,  
Michelle King