LEON COUNTY SCHOOLS

DISTRICT ADVISORY COUNCIL (DAC)
Thursday, March 5, 2020*
6:00 – 8:00 p.m.
Howell Center, 3955 W. Pensacola Street
Snacks Provided by:

WHAT	WHO	TIME	
1. Welcome & Introductions	Rocky Hanna Superintendent	10 min.	
2. Greetings and Comments	Dr. Michelle Gayle Assistant Superintendent	10 min.	
3. Approval of Agenda	Johnitta Wells	2 min.	Vote
4. Approval of Minutes	Johnitta Wells	2 min.	Vote
5. Health Updates	Dr. Alan Cox	10 min.	Information
6. U.S. Census	Evelyn M. Ramirez Partnership Specialist U.S. Census Bureau	10 min.	Information
7. Assessment	Giselle Marsh Director	20 min.	Information
8. Best Practices – Cobb	David Rudenborg, Asst. Principal – Curriculum; Jameeka Wallace, Asst. Principal – Administration; Day Harrington, Language Arts Teacher	20 min.	Information
9. ESE & DOE Parent Survey	Cathy Shields	20 min.	Information
10. Class Act	Misty Cash, Regional Representative, US – Southeast	20 min.	Information
11. Communicating for Students Success	Heather Thomas, Marketing Coordinator	10 min.	Information
12. Policy Update – 6840 Audit Committee	Marline Feliciano and Michelle Gayle		Information
13. SAC Questions	Johnitta Wells	10 min.	
14. Wrap Up on Issues	Johnitta Wells	10 min.	
15. Adjourn			

*Please note that one or more Board members may attend this meeting
Next Meeting – Thursday, April 9, 2020
Snacks provided by:

2020 Census and Leon County School District Advisory Council (DAC)

United States® Census 2020

LEON COUNTY SCHOOLS

Presented by Evelin Ramirez –Gleasman
Liaison, Atlanta Region Partnership Specialist
March 5th, 2020

STATISTICS IN SCHOOLS CENSUS.GOV/SCHOOLS

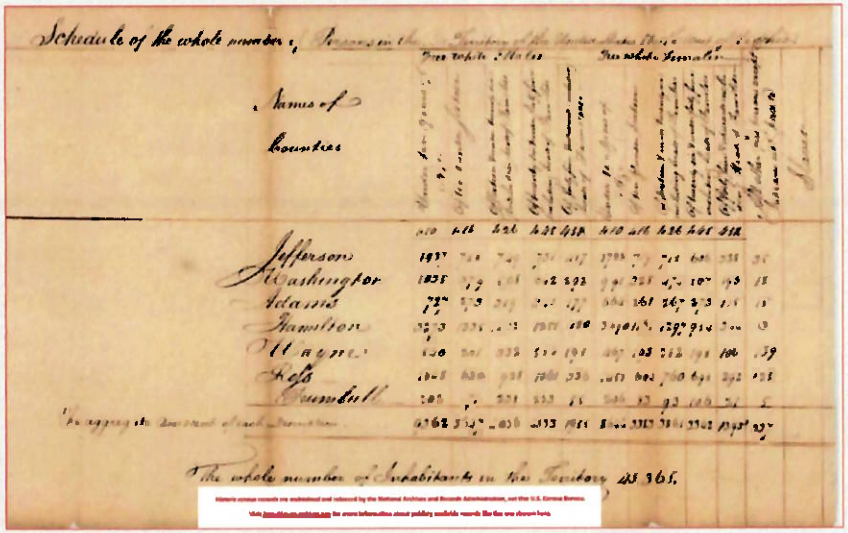
Shape your future START HERE >

United States® Census 2020

The U.S. Constitution and Decennial Census

- Conducted every 10 years since 1790, as required by the U.S. Constitution, Article I, Section 2. "*Representatives and direct Taxes shall be apportioned among the several States which may be included within this Union, according to their respective Numbers . . .*
- *The 1790 counted 3.9 million inhabitants.*
- U.S. marshals conducted the enumerations between 1790 and 1870.
- Specially trained enumerators carried out the census beginning in 1880.

1910 Enumeration
A census enumerator interviews Winnebago Indians in Wisconsin in 1910.

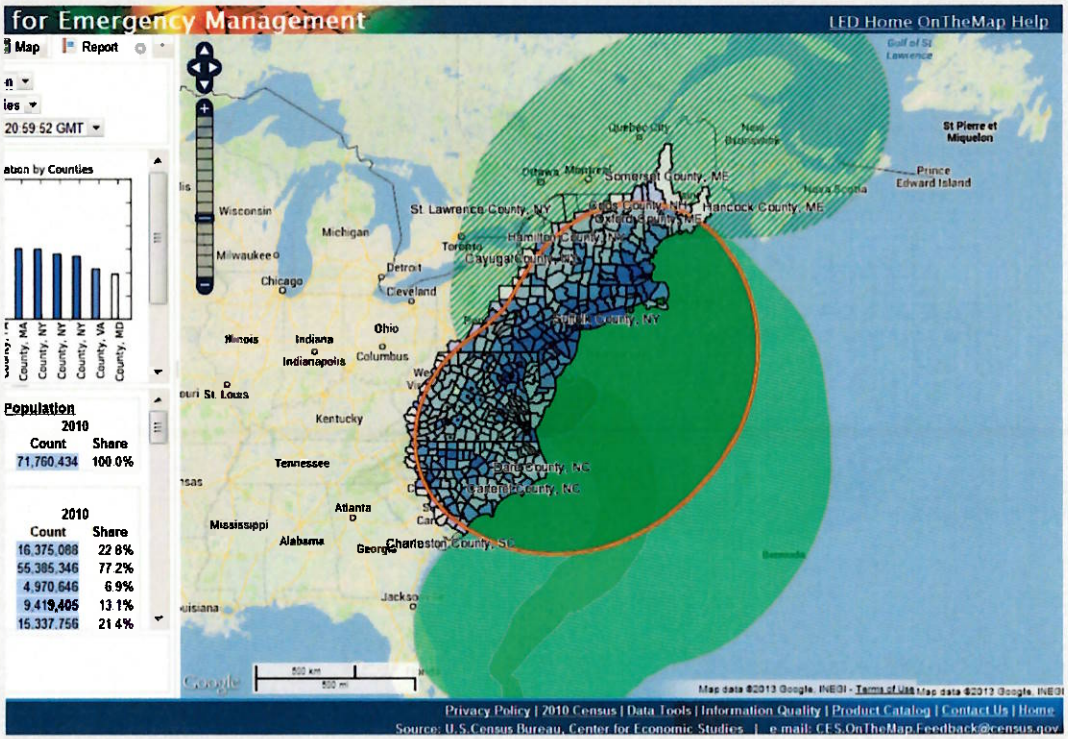


United States Census 2020

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

Census Data Are Used In Many Ways

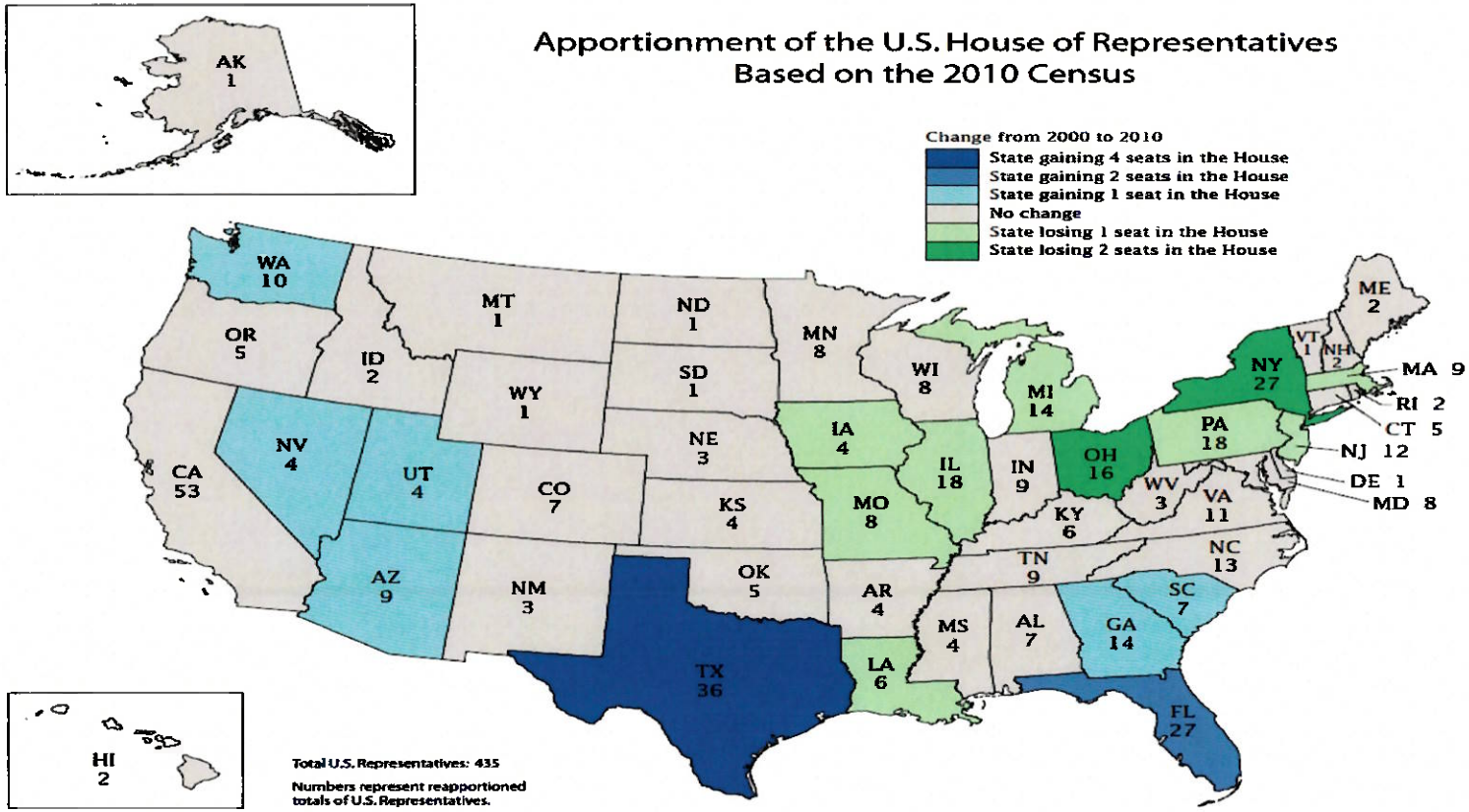
- Forecasting of future transportation needs
- Determining areas eligible for housing assistance and rehabilitation loans
- Assisting tribal, federal, state and local governments in planning, and implementing programs and services in:
  - Education
  - Healthcare
  - Transportation
  - Social Services
  - Emergency response



United States Census 2020

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

Apportionment of the U.S. House of Representatives Based on the 2010 Census



U.S. Department of Commerce

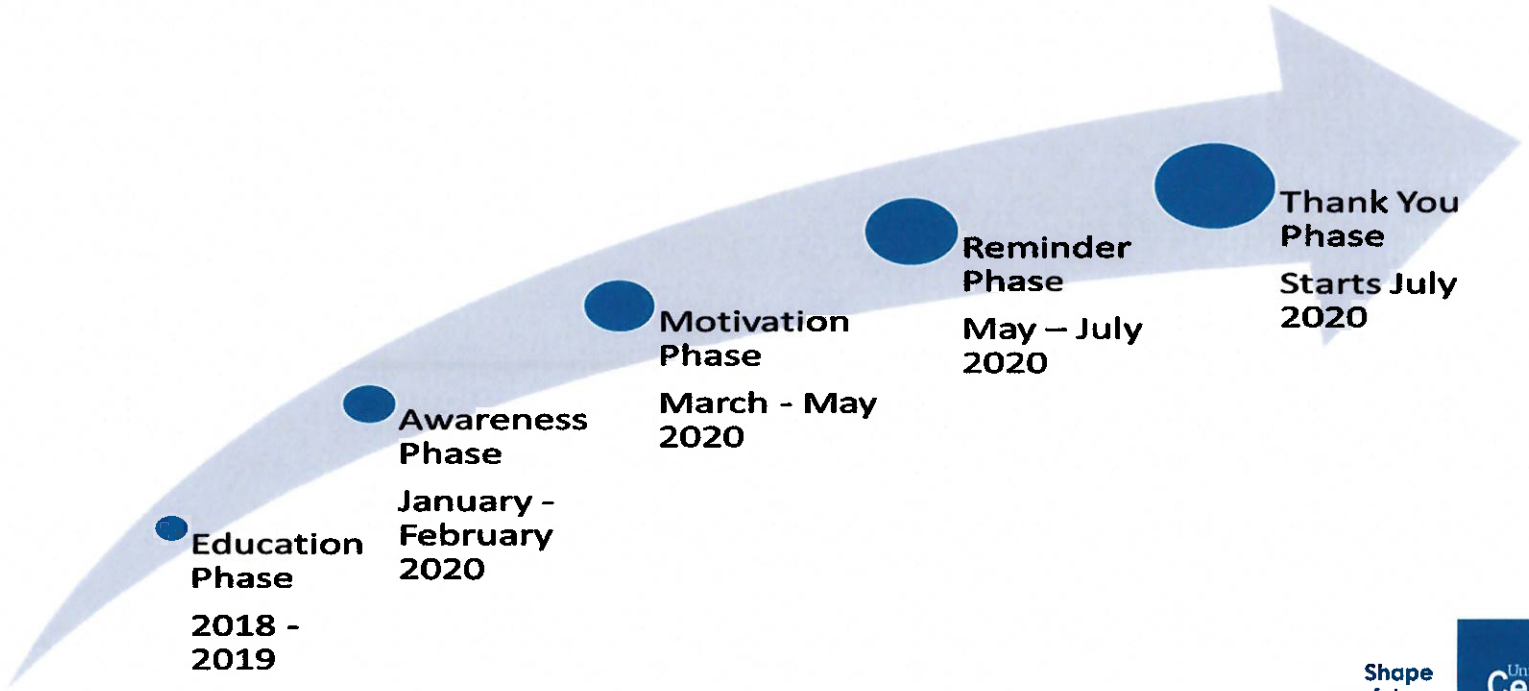
USCENSUSBUREAU
Helping You Make Informed Decisions

United States Census 2020

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

Leon County Schools District Advisory Council
2020 Census Timeline

An effective communication strategy guarantees that community residents will encounter census messages during times of work, play, leisure, school, and worship.



STATISTICS IN SCHOOLS

CENSUS.GOV/SCHOOLS

Shape your future START HERE >

United States Census 2020

Key Dates of the Census Integrated Communications Campaign

Key dates of the 2020 Census Operational Timeline:

- Early Area Census Offices (ACO) open---January 2019
- Address Canvassing Conducted -----August 2019
- Area Census Offices Open---------- July 2019
- CENSUS DAY ----------April 1, 2020
- NRFU ---------- May 2020
- Census Bureau delivers appointment counts to the President of the United States --December 31, 2020
- Redistricting counts are delivered to states ----- March 2021

Shape your future START HERE >
United States Census 2020

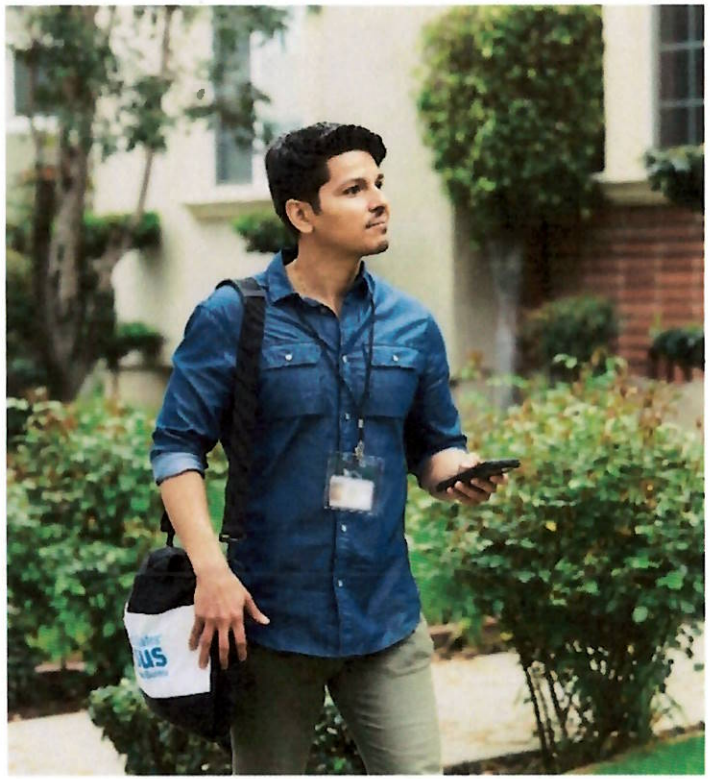
The goal of the 2020 Census is to count everyone once, only once and in the right place!

United States Census 2020

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

New Initiatives for the Census 2020

- Allowing people to respond anytime, anywhere, via phone or internet.
- Tests have shown internet self-response is the most cost effective and accurate way.
- Those that request a form can complete the Census using the form.
- The Census Bureau is eliminating paper and incorporating the use of handheld data collection devices.
- The Census will have a live Response Rate webpage to show results as they happen.



The Census Bureau

- Never asks for your full Social Security number
- Never asks for money or a donation
- Never sends requests on behalf of a political party
- Never requests PIN codes, passwords or similar access information for credit cards, banks or other financial accounts

Privacy and Confidentiality

- Under Title 13, U.S. Code, all Census Bureau employees swear a lifetime oath to protect respondent data. It is a felony for any Census Bureau employee to disclose any confidential census information during or after employment, and the penalty for wrongful disclosure is up to 5 years imprisonment and/or a fine of $250,000.

- We protect information by taking precautions in how we collect, analyze and disseminate information. The Census Bureau has strong program to protect information as they collect, process and store it in secure IT systems.

- The Census Bureau encrypts information, limits access, and actively monitors systems to make sure information stays secure.

Counting Young Children in the 2020 Census

Counting everyone once, only once, and in the right place

An estimated 5 percent of kids under the age of 5 weren't counted in the 2010 Census. That's about 1 million young children, the highest of any age group.

We need your help closing this gap in the 2020 Census. Here's what our research tells us about why young children are missed and what you can do to help make sure they are counted.

Common situations where young children aren't counted	How you can help?
The **child splits time between two homes.** The child lives or stays with **another family or with another relative such as a grandparent.**	• Emphasize that the census counts **everyone where they live** and sleep most of the time, even if the living arrangement is temporary or the parents of the child do not live there. • If the child truly spends equal amounts of time between two homes, count them where they stayed on **Census Day, April 1.** Coordinate with the other parent or caregiver, if possible, so the child is not counted at both homes. • If it's not clear where the child lives or sleeps most of the time, count them where they stayed on Census Day, April 1.
The child lives in a **lower income household.**	• Explain to service providers and families that responding to the census helps determine **$675 billion in local funding** for programs such as food stamps (also called the Supplemental Nutritional Assistance Program or SNAP), the National School Lunch Program, and the Children's Health Insurance Program (CHIP). When children are missed in the census, these programs miss out on funding that is based on the number of children counted.
The child lives in a household with **young parents or a young, single mom.**	• Explain that filling out the census yourself, on your own schedule, is easier than having to respond when a census worker knocks on your door. Remind these households that the form should **only take about 10 minutes** to fill out and can be done online or over the phone, in addition to mailing it back. • Encourage moms with young children to ask other household members to count them and their children on the form if others live in the household.
The child is a **newborn.**	• Emphasize that parents should **include babies** on census forms, even if they are still in the hospital on April 1. • **Encourage facilities** providing services to newborns to remind parents about the importance of counting their children on the census form. • Highlight the fact that the census form only takes about 10 minutes to complete, and parents can **fill it out online or over the phone in addition to paper** at a time that works best for them.

United States Census Bureau

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

Connect with us
@uscensusbureau

United States Census 2020

Statistics in Schools

Classrooms Powered by Census Data

Leon County Schools District Advisory Council

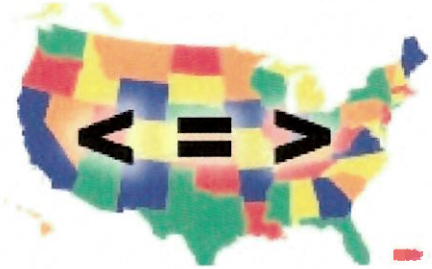
STATISTICS IN SCHOOLS

CENSUS.GOV/SCHOOLS

Shape your future START HERE >

United States Census 2020

Math, Sociology and Geography Activities



Math – Elementary - Changes in My State: Students will learn about their state as they collect and organize business information using State Facts for Students, a U.S. Census Bureau data tool.

Sociology – High School - The Modern Family: Changes in Structure and Living Arrangements in the United States: Students will learn why families are important social institutions and how family structures, household sizes, and living arrangements have changed substantially since the 1970s.

Geography – Elementary-Middle - Mapping and Analyzing Race and Ethnicity: Students will use the Census Data Mapper data access tool to map, visualize, and analyze the geographic distribution of various races and ethnicities in the United States.

Fun Facts, 5-Minute Challenges, SIS Newsletter

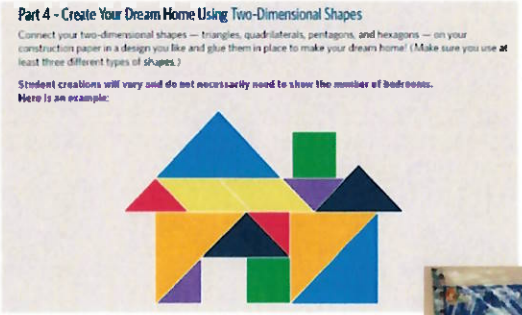
STATISTICS IN SCHOOLS

CENSUS.GOV/SCHOOLS

Shape your future
START HERE >

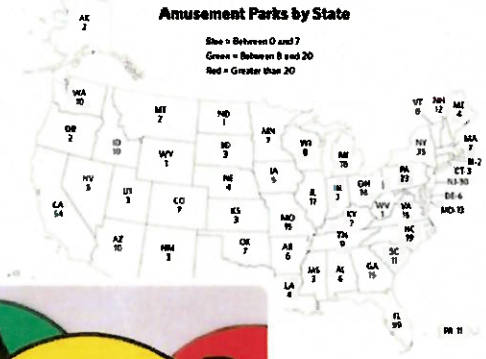
United States Census 2020

New Art Resources


Part 4 - Create Your Dream Home Using Two-Dimensional Shapes

Connect your two-dimensional shapes — triangles, quadrilaterals, pentagons, and hexagons — on your construction paper in a design you like and glue them in place to make your dream home! (Make sure you use at least three different types of shapes.)

Student creations will vary and do not necessarily need to show the number of bedrooms.
Here is an example:



STATISTICS IN SCHOOLS

CENSUS.GOV/SCHOOLS

Shape your future
START HERE >

United States Census 2020

Email to all Superintendents

"To help our Florida communities thrive, it's important that we encourage everyone to participate in the 2020 Census. There are many ways you can get involved, such as:

- Use free resources from the Census Bureau (census.gov/schools) to teach students about the value and everyday use of statistics.

- Incorporate these resources in 2020: **Statistics in Schools Week (March 2nd - 6th) Please continue encouraging teachers to incorporate Census SIS activities until the end of the school year.**

What's New for 2020?

Our 2020 SIS materials will leverage Census data and hands-on activities to remind educators, parents, and students of the importance of 2020 Census completion. SIS will provide:

Engaging videos

New activities – making a total of more than 200 available!

Large, colorful maps with fun census-based facts about the country and its territories, including state-by-state comparisons.

A storybook with activities for children in preschool and early grades.

Resources for English language learners and adult students studying English as a second language

Materials Development

- 67 new activities for students in **pre-K** through grade 12
- Activities and resources for ELL and adult ESL students with corresponding educator guides.

"How the Census Helps My Community and Me"

"Diversity in My Home and Community"

"Reapportionment"

"Constitution Day"

"Diversity: Languages Spoken in the United States"

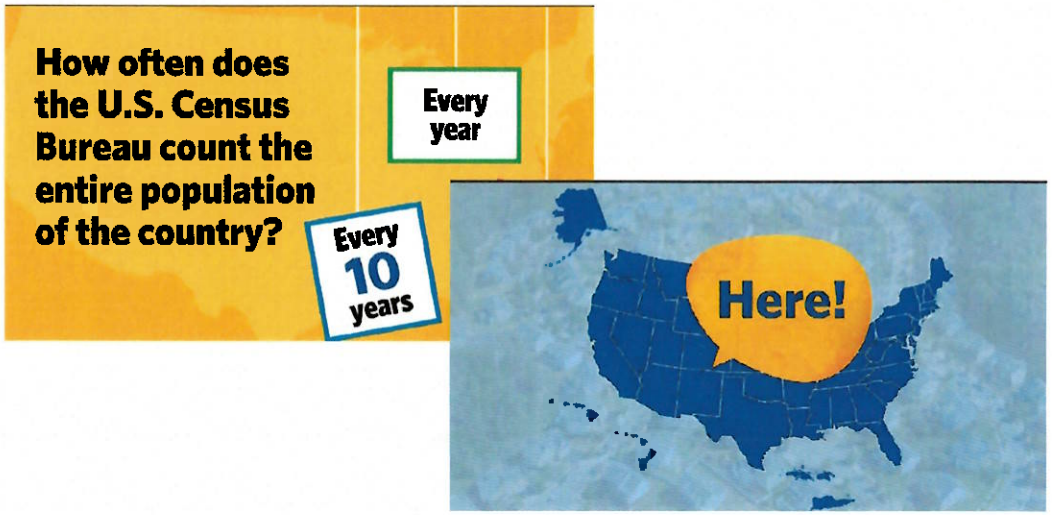
Videos for Teachers and Students

"Getting an Accurate Count"

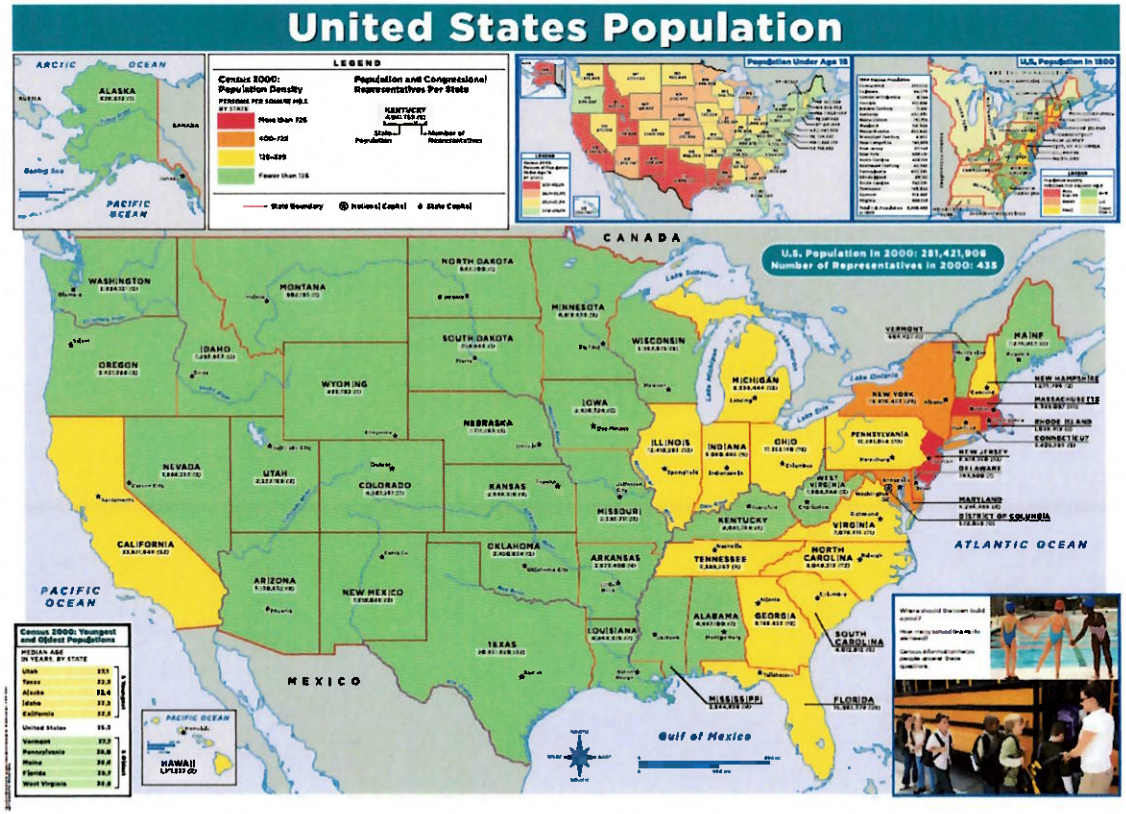
"The 2020 Census Challenge"

"What Will You do After High School?"

"Chance of a Decade"



Wall Maps



STATISTICS IN SCHOOLS

CENSUS.GOV/SCHOOLS

Shape your future START HERE >

United States Census 2020

Pre-K Materials

- Activity Book
- Song/Music Video
- Webisode
- Classroom Worksheets
- Take-home letter to parents explaining the materials available and how to get involved

Everyone Counts!

STATISTICS IN SCHOOLS

Shape your future START HERE >

United States Census 2020

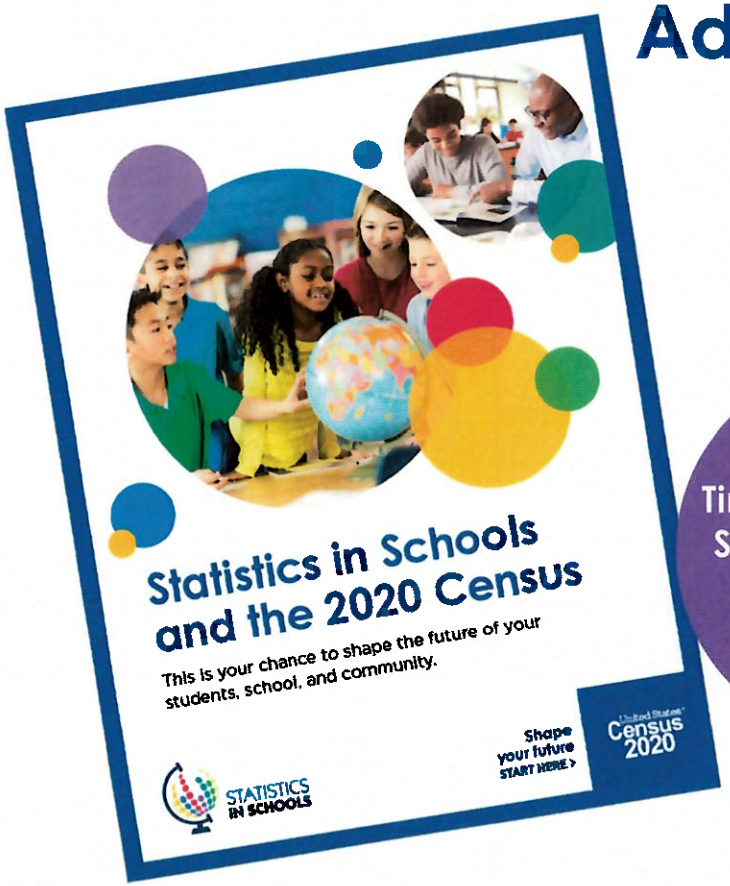
STATISTICS IN SCHOOLS

CENSUS.GOV/SCHOOLS

Shape your future START HERE >

United States Census 2020

Administrator Kit



- Program Overview
- Frequently Asked Questions
- Printable Information for teachers
- Timeline and Next Steps for Schools
- Student Take Home Flyer

Promotional Items

- T-Shirts
- Totes
- Pencils
- Pens
- Highlighters
- Notebooks
- Water bottles
- Slide rules
- Erasers
- Stickers
- and more…**PLEASE NOTE: ITEMS ARE ON A FIRST COME FIRST SERVED BASIS.**

United States® Census 2020

STATISTICS IN SCHOOLS

Key SIS Dates

SIS Website Launch	August 30, 2019
Mailing Administrator kit to every superintendent and principal	Late September/early October 2019
Kickoff Event	October 2019
Delivery of Maps and activity books	Late September/early October 2019
Delivery of promotional Items	October 2019
SIS Week	**March 2-6, 2020**

For more information about Statistics in Schools see:

Statistics in Schools
PDF:
https://www2.census.gov/about/cic/Statistics%20in%20Schools.pdf

Please see additional links below:
https://www2.census.gov/programs-surveys/sis/about/sis-and-2020census.pdf

https://www.census.gov/library/stories/2019/09/2020-census-in-the-classroom.html

SIS Took kit
https://www.census.gov/content/dam/Census/programs-surveys/sis/resources/2020/partner-toolkit.pdf

SIS YouTube Channel
https://www.youtube.com/playlist?list=PLA63E66C48B0AFE9C

Contact Statistics in Schools for Promotional Items

Email: statsinschools@census.gov

or call:

Phone: (301) 763-4030

United States Census 2020

APPLY ONLINE!
2020census.gov/jobs

The U.S. Census Bureau is an Equal Opportunity Employer.

STATISTICS IN SCHOOLS

CENSUS.GOV/SCHOOLS

Shape your future
START HERE >

United States Census 2020

Where to Direct Interested Applicants for 2020 Census Positions

2020Census.Gov

Toll Free Jobs Line

1-855-JOB-2020

(1-855-562-2020)

2020census.gov/jobs for hourly jobs (paid weekly)

STATISTICS IN SCHOOLS

CENSUS.GOV/SCHOOLS

Shape your future START HERE >

United States Census 2020

Evelin Ramirez
U.S. Census Liaison, Partnership Specialist

United States® Census 2020

United States Census Bureau
Field Division
Atlanta Regional Census Center
North Florida and Panhandle Area

Evelin Ramirez contact info:
Phone:
1-678-733-2863

Email: Evelin.M.Ramirez@2020census.gov

STATISTICS IN SCHOOLS

Shape your future START HERE >

United States Census 2020

How the 2020 Census will invite everyone to respond

What to Expect in the Mail

When it's time to respond, most households will receive an invitation in the mail.

Every household will have the option of responding online, by mail, or by phone.

Depending on how likely your area is to respond online, you'll receive either an invitation encouraging you to respond online or an invitation along with a paper questionnaire.

Letter Invitation

- Most areas of the country are likely to respond online, so most households will receive a letter asking you to go online to complete the census questionnaire.
- We plan on working with the U.S. Postal Service to stagger the delivery of these invitations over several days. This way we can spread out the number of users responding online, and we'll be able to serve you better if you need help over the phone.

Letter Invitation and Paper Questionnaire

- Areas that are less likely to respond online will receive a paper questionnaire along with their invitation. The invitation will also include information about how to respond online or by phone.

WHAT WE WILL SEND IN THE MAIL	
On or between	**You'll receive:**
March 12–20	An invitation to respond online to the 2020 Census. (Some households will also receive paper questionnaires.)
March 16–24	A reminder letter.
	If you haven't responded yet:
March 26–April 3	A reminder postcard.
April 8–16	A reminder letter and paper questionnaire.
April 20–27	A final reminder postcard before we follow up in person.

We understand you might miss our initial letter in the mail.

- Every household that hasn't already responded will receive reminders and will eventually receive a paper questionnaire.
- It doesn't matter which initial invitation you get or how you get it—we will follow up in person with all households that don't respond.

United States Census 2020

Leon County Schools Assessment Staff

- Kris Kolp – kolpk@leonschools.net
- Director - Giselle Marsh

http://www.fldoe.org/core/fileparse.php/5663/urlt/Statewide-Assessment-Schedule-2019-20.pdf

FLORIDA STATEWIDE ASSESSMENT PROGRAM
2019–2020 SCHEDULE

Florida Standards Assessments (FSA)

FSA English Language Arts (ELA) and Mathematics

Dates	Assessment
April 1–15, 2020	Grade 3 ELA Reading Grades 4–10 ELA Writing
May 1–29, 2020	Grades 7–10 ELA Reading Grades 7 & 8 Mathematics
May 4–15, 2020	Grades 4–6 ELA Reading Grades 3–6 Mathematics

FSA End-of-Course Assessments

Dates	Assessment
September 9–27, 2019 December 2–20, 2019 May 1–29, 2020 July 13–24, 2020	Algebra 1 & Geometry

FSA Retakes

Dates	Assessment
September 9–20, 2019	Grade 10 ELA Writing Retake
September 9–27, 2019	Grade 10 ELA Reading Retake
February 24–March 13, 2020	Grade 10 ELA Writing Retake Grade 10 ELA Reading Retake Algebra 1 EOC Retake

Next Generation Sunshine State Standards (NGSSS) Assessments

Statewide Science Assessments

Dates	Assessment
May 11–22, 2020	Grades 5 & 8 Science

End-of-Course Assessments

Dates	Assessment
September 9–27, 2019 December 2–20, 2019 May 1–29, 2020 July 13–24, 2020	Biology 1, Civics, & U.S. History

Statewide Field Test

Dates	Assessment
November 18–December 20, 2019; January 6–31, 2020	Grades 4–10 ELA Writing (selected schools only)

Spring 2020

- **January 27 - March 20 -** ACCESS for ELLs
- **March 2 - April 17 -** FSAA 3-8
- **March 24 - May 1 -** FSAA High Schools

- **April 1 - 14 -** FSA Writing 4-10 /Grade 3 ELA
- **May 4 – 15** - Grade 4-6 ELA, Grades 3-6 Math, Science 5/8
- **May 1 – 29 -** Grade 7-10 ELA, Grades 7/8 Math, ALG 1, Geometry, Civics, Biology and US History

(Paper Based) Testing Dates within the Window:

- **FSA ELA Writing** (Grades 4-6) - Wednesday April 1st
- **FSA ELA Reading** (Grade 3) - Wednesday April 1st and Thursday April 2nd
- **FSA ELA** Reading (Grades 4-6) - Monday May 4th and Tuesday May 5th
- **FSA Math** (Grades 3-6) - Thursday May 7th and Friday May 8th
- **Grade 5 Science** – Mon. May 11th and Tues. May 12th
- **Grade 8 Science** - Tues. May 12th

Social Media and Website Branding

- Highly rate and share positive testimonials on school social media pages, search engines, parent Facebook groups, school rating sites and realtor search engines and sites
- Respond with a positive comment when you see a negative one
- Share positive school and district posts on your personal profile page

LEON COUNTY SCHOOLS

POLICY & PLANNING DEPARTMENT

Policy Update

March 5, 2020

Policy po6840— AUDIT COMMITTEE →Public Hearing & Adoption: 04/14/2020; Effective: 04/15/2020

In accordance with Florida Statutes s. 218.391, the Audit Committee was established to assist the governing body in selecting an auditor to conduct the annual financial audit, as well as serving as an auditor selection committee. The Audit Committee maintains oversight responsibilities to secure, review assist and advise the School Board and the Superintendent in matters pertaining to fiscal management of the School District, ensuring that the overall audit coverage of the School District is sufficient and appropriate to protect the citizens of Leon County through an adequate system of internal controls and reporting.

- Section (II) (C) & (D) & (III) (A) & (F): The revisions proposed to this policy are necessary due to changes in Senate Bill 7014, Section 15, which required the School Board to appoint a member of the Board to serve as chair of the Audit Committee.

- Section (V) (B)(1) & (12): Due to changes in leadership of the committee, other minor changes to policy were necessary to reflect the committee's current practices.

Questions? Please contact the Policy & Planning Department
By Phone: 850-487-7240
By Email: Policies@leonschools.net

Book	Policy Manual
Section	6000 Finances
Title	DRAFT of AUDIT COMMITTEE
Code	po6840
Status	
Legal	F.S. 281.39 F.S. 218.391
Adopted	September 4, 2012
Last Revised	April 14, 2020
Prior Revised Dates	6/20/2017

6840 - **AUDIT COMMITTEE**

The headings in the policy are for convenience or reference only and will not govern the interpretation of the provisions.

I. **PURPOSE**

In accordance with Florida Statutes s. 218.391, the primary purpose of the Audit Committee is to assist the governing body in selecting an auditor to conduct the annual financial audit. In fulfilling this primary purpose, the Audit Committee is serving as an auditor selection committee. In addition, the Audit Committee will serve other important oversight purpose responsibilities, as set forth herein. As more particularly described below, ~~T~~the general purpose of the Audit Committee ~~(hereinafter referred to as the Committee)~~ is to secure and review financial and other information about the School District; to require that the overall audit coverage of the School District is sufficient and appropriate to protect the citizens of Leon County; to require that an adequate system of internal control and reporting has been implemented and is effectively followed; and to assist and advise the School Board and the Superintendent in matters pertaining to fiscal management of the School District.

Specific purposes of the Audit Committee are as follows:

A. Provide added protection to the Board and Superintendent in discharging its responsibilities in selecting an auditor to conduct the annual financial audit, as well as other responsibilities;

B. Assist in obtaining corrective action and necessary improvement based on audit findings and recommendations received from external and internal audits, reviews, or studies; and

C. Provide credibility and support for the audit programs.

II. **MEMBERSHIP**

The members of the Audit Committee, serving as volunteers, are as follows:

A. Five (5) voting members from the community not employed by the School District or having any direct or indirect business dealings with the School District. The appointments shall be made (one (1) by each Board member) ~~in open session~~. In making the appointments the Board members are encouraged to take into consideration representation that reflects the Board commitment to diversity, and select professionals with a background in accounting, finance business, management consulting, or law.

B. Two (2) voting community member to be appointed by the Superintendent also having no direct or indirect business dealings.

C. One (1) member shall be a school board member who shall serve as the Audit Committee chair.

D. The Audit Committee shall elect a ~~chair and~~ vice-chair each fiscal year at its first meeting. Upon request, the vice-chair may attend audit entrance and exit conferences or other required meetings in the place of the chair when necessary to avoid a conflict under the Government in the Sunshine Law.

III. TERM OF SERVICE

A. The term of service of the Audit Committee Chair shall be one year and may be subject to reappointment. Each year at the School Board's annual reorganization meeting a School Board member shall be appointed by the School Board to serve as chair of the Audit Committee.

B. The term of service for all other Audit Committee members shall be for a period of three (3) years, except as provided below. There is no limit to the number of terms an Audit Committee member may serve. ~~The Committee m~~Members shall serve staggered terms to maintain continuity of experience on the Audit Committee.

C. When an Audit Committee member's term comes to an end, the ~~incoming~~ appointing Board member or the Superintendent, as appropriate, may choose to reappoint the current member or to appoint a new member to the Audit Committee.

D. When a Board member or the Superintendent is no longer in office, the term of their appointed Audit committee member(s) also comes to an end. The incoming~~current~~ Board member or the Superintendent, as appropriate, may choose to reappoint the current member or to appoint a new member to the Audit Committee to complete the term of the previous Committee member in order to maintain staggered three (3) year terms.

E. An Audit Committee member shall be recommended for removal for failure to attend two (2) consecutive meetings or to perform those duties assigned by the Committee. The recommendation shall be made to the appointing Board member or the Superintendent, as appropriate, who shall determine whether removal is appropriate. Upon removal or resignation of an Audit Committee member, a replacement shall be appointed for the remainder of the term. The replacement shall be selected in the same manner as the original member was selected.

F. ~~A~~Except in the case of the chair, an Audit Committee officer shall, by a majority vote of the Audit Committee, be removed from his/her office for failure or inability to perform the duties of that office. Upon removal or resignation of an officer, the Committee will elect a replacement at the next meeting. In the event the chair fails or is unable to perform the duties of that office, the Audit Committee will recommend that the Superintendent request a School Board appointment of another member to serve as chair for the remainder of the term.

IV. MEETINGS

A. The Audit Committee shall meet a minimum of four (4) times a year on a quarterly basis. At the first meeting of each fiscal year, a member shall be elected by a majority vote of the Audit Committee to serve as vice-chairperson for the year. ~~A vice-chair shall also be elected by a majority vote.~~

B. Additional meetings or subcommittee meetings may be called as necessary as determined by the Superintendent and/or Audit Committee chair. Meetings shall have a quorum of five (5) ~~four~~ members ~~(4)~~ to conduct business. ~~The Audit Committee chair and a~~A representative of the Internal Auditing Office shall be present at all meetings. The time and place shall be determined by the Audit Committee. All meetings shall be advertised and open to the public.

C. When deemed necessary and appropriate, special meetings may be called by the ~~Chief Auditor~~ Director of Internal Auditing, the CFO, or the Chair of the Audit Committee. Such special meetings shall require at least two (2) days of prior public notice.

~~Four (4) voting members shall constitute a quorum for the Committee to meet and make recommendations.~~

D. All Committee and subcommittee meetings, if any, are governed by the requirements of Florida's Government in the Sunshine Law and The Public Records Act~~Laws~~, F.S. Chapter 119 and 286.011. Therefore, meetings of the Committee will be held in open public sessions and all materials made or received by the Committee in connection with official business are open for public inspection.

E. The ~~Internal Audit~~ Office of Internal Auditing is entrusted with the responsibility of providing services and support to the Audit Committee, including publishing meeting notices, keeping the minutes, establishing each meeting agenda in collaboration with the Chair of the Committee, and gathering the supporting documentation for distribution and ensuring the smooth operation of the Audit Committee affairs. Administrative support staff assigned to the ~~auditor~~ Office of Internal Auditing will conduct required work.

V. ~~SCOPE OF~~ ACTIVITIES

A. Scope

The Audit Committee is advisory in nature. Its recommendations regarding audit findings and exceptions will be provided in writing to the Board and the Superintendent. In its advisory nature, the Audit Committee is subject to the control and direction of the Board. In accordance with F.S. 119.07(3)(y), audit work papers and notes related to such audit reports are confidential and exempt from the provisions of subsection (1) and s. 24(a), Art. I of the State Constitution until the audit is completed and the audit report becomes final. An audit becomes final when the audit report is presented to the Board.

B. Duties and Responsibilities

The duties and responsibilities of the Committee are to:

1. serve as the Committee to recommend the selection of an external auditor to conduct the annual financial audit and provide said recommendation to the Board;
2. review audit and financial reports on a selective basis;
3. review the audit findings contained in each audit report;
4. review the Annual Financial Report;
5. review the external audit report by the Auditor General of the State of Florida and ~~R~~request that Auditor General staff be available to answer any questions by the Committee.
6. review the recommendations contained in the audit reports and responses made by the administration as to how the findings should be corrected; and the time and funding required, if any, to take corrective action;
7. review and request periodic reports on a selective basis regarding corrective action being taken to eliminate audit exceptions or reasons that recommendations are not being implemented;
8. hold discussions with and make recommendations to the Board and the Superintendent on reported items that are not being corrected on a timely or adequate basis;
9. review any amendments to the Board policy governing the Internal Audits Office, and this Board policy, and make recommendations to the Board prior to initial reading, as deemed appropriate;
10. review the annual budget of the Office of Internal Auditing ~~Office~~ and make recommendations to the Board and the Superintendent as to the sufficiency of the budget; the budget shall make adequate provisions for staffing, including salaries, benefits, equipment, and supplies. Adequate provisions for staff development and peer review shall also be made to conform to ~~with~~ the highest professional standards;~~.~~
11. serve as the Committee to recommend the selection of the ~~District Auditor~~ Director of Internal auditing and provide said recommendation to the Board, and ~~A~~at the direction of the Board, provides its recommendations on contractual provisions for the position;~~.~~

12. serve as the Committee to recommend the ~~recommendation for~~ the removal or transfer of the ~~Chief Auditor~~ Director of Internal Auditing, and provide said recommendation, along with reasons for such removal or transfer, ~~shall be brought by the Committee~~ to the Board;

13. review the services of the ~~District Auditor~~ Director of Internal Auditing and provide input to the Board in connection with performance evaluations of the ~~District Auditor~~ Director of Internal Auditing, of which ~~Written~~ said evaluations will be kept on file pursuant to F.S. 1012.31~~.~~;

14. review, provide feedback, and approve the Annual Audit Plan presented by the ~~District Auditor~~ Office of Internal Auditing to determine the progress made in executing the Audit plan;

15. review the operations and projects against the Audit Plan presented by the District Auditor to determine the progress made in executing the Audit Plan;

16. in the event that an external auditor or subject matter expert needs to be hired to audit, review, or investigate any fiscal areas of the School District, serve as the Committee to select and recommend the hiring to the Board, and ~~P~~provide feedback on the scope and development of said contract;~~.~~

17. provide an effective link between the external and internal auditors, the Board, and the Superintendent;

18. submit annually a report to the Board on the work of the committee;

19. receive citizen input for projects designed to effect corrective action and to provide systems and procedures assistance; and,

20. perform specific assignments made by the Board or the Superintendent.

Effective 9/5/12
Revised 11/19/13
Revised 6/20/17
Revised 4/14/2020

© Neola 2010