

**MINUTES OF THE SCHOOL BOARD AUDIT AND BUDGET ADVISORY COMMITTEE
OF MIAMI-DADE COUNTY PUBLIC SCHOOLS
December 5, 2017**

The School Board Audit and Budget Advisory Committee (ABAC) met on Tuesday, December 5, 2017, in the School Board Administration Building, Conference Room 916, at 1450 N.E. Second Avenue, Miami, Florida.

Members Present:

Voting:

Mr. Erick Wendelken, CPA, Chair
Mr. Christopher Norwood, J.D., Vice Chair
Mr. Juan del Busto
Mr. Jeffrey Codallo
Mr. Alvin L. Gainey, PTA/PTSA President
Mr. Stephen Hunter Johnson
Mr. Jeffrey Kaufman
Mr. Albert D. Lopez, CPA
Mr. Julio C. Miranda, CPA, CFE
Mr. Rudy Rodriguez
Ms. Mari Tere Rojas, School Board Member
Mr. Isaac Salver, CPA

Members Absent:

None.

Non-Voting:

Mr. Ron Steiger, Chief Financial Officer

Call to Order

The ABAC's Vice Chair, Mr. Erick Wendelken called the meeting to order at 12:34 p.m.

1. Welcome and Introductions

Mr. Wendelken requested all in attendance to introduce themselves, which they did. The following persons were present:

Ms. Perla Tabares Hantman, School Board Chair	Ms. Connie Pou, Controller
Dr. Dorothy Bendross-Mindingall, School Board Member	Ms. Joyce Castro, Assistant Superintendent
Dr. Lawrence S. Feldman, School Board Member	Ms. Tabitha G. Fazzino, Chief Adm. & Compliance Officer
Dr. Steve Gallon III, School Board Member	Mr. Carl Nicoleau, Assistant Superintendent
Dr. Marta Perez, School Board Member	Ms. Tiffanie Pauline, Assistant Superintendent
Mr. Alberto M. Carvalho, Superintendent	Ms. Melody Thelwell, Chief Procurement Officer
Dr. Dan Tosado, Chief of Staff	Mr. Jaime Torrens, Chief Facilities Officer
Mrs. Valtena G. Brown, Dep. Supt./Chief Oper. Officer	Ms. Maria T. Gonzalez, Assistant Chief Auditor
Mr. Walter J. Harvey, School Board Attorney	Mr. Trevor L. Williams, Assistant Chief Auditor
Mr. José F. Montes de Oca, Chief Auditor	Ms. Daisy Naya, Assistant Controller
Ms. Daisy Gonzalez-Diego, Chief Comm. Officer	Ms. Mindy McNichols, Asst. School Board Attorney

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Mr. Jose Bueno, Region Superintendent	Mr. Eloy Perez, IT Auditor
Ms. Barbara Mendizabal, Region Superintendent	Ms. Elsa Berrios-Montijo, Staff Assistant
Mr. John Pace III, Region Superintendent	Ms. Latisha Green, Administrative Assistant
Ms. Cynthia Gracia, Administrative Director	Mr. Thomas Knigge, OIG, Supervisor Special Agent
Mr. Eduardo L. Reyes, Administrative Director	Mr. Felix Jimenez, OIG, Deputy Inspector General
Mr. Jon Goodman, Executive Audit Director	Ms. Cynthia Borders-Byrd, CBorders-Byrd, CPA LLC
Mr. Luis Baluja, Executive Director	Mr. Donovan Maginley, Partner, RSM US LLP
Ms. Tamara Wain, District Supervisor	Ms. Kristi Geraci, RSM US LLP
Ms. Elvira Sanchez, Supervisor	Ms. Gerri Lazarre, President, TriMerge Consulting
Mr. Jerold Blumstein, Chief of Staff	Ms. Sonia Mitchell, Principal, Florida International Academy
Ms. Jackie Fals, Chief of Staff	Mr. Dan Ricker, Watchdog Report
Ms. Dalia Rosales, Chief of Staff	Mr. Brian Parks, External Auditor, Peer Review Team
Ms. Francys Vallecillo, Chief of Staff	Mr. Daniel Garo
Mr. Nelson E. Diaz, Administrative Assistant	
Ms. Ana Lara, Administrative Assistant	
Ms. Ileana Martinez, Administrative Assistant	
Ms. Gina Miles, Administrative Assistant	
Ms. Natalie Perez, Administrative Assistant	
Mr. Bruno Phanord, Administrative Assistant	

2. Conduct Election of Chair and Vice Chair

Mr. Montes de Oca opened the floor for nominations for the Chair. Mr. Rudy Rodriguez nominated Mr. Erick Wendelken for Chair. Mr. Montes de Oca then asked if there were any other nominations. There being none, he called for a vote and Mr. Wendelken was unanimously elected Chair of the Audit and Budget Advisory Committee.

Mr. Montes de Oca then opened the floor for nominations for the Vice-Chair. Mr. Erick Wendelken nominated Mr. Christopher Norwood for Vice-Chair. Mr. Montes de Oca asked if there were any other nominations. There being none, he called for a vote and Mr. Norwood was unanimously elected Vice-Chair of the Audit and Budget Advisory Committee.

3. Approval of the Minutes of the School Board Audit and Budget Advisory Committee (ABAC or Committee) Meeting of October 10, 2017

The Chair presented the minutes and asked if there were any additions or corrections. There being none, a motion was made by Mr. Rodriguez and seconded by Ms. Rojas, for approval of the minutes to serve as a memorialization of the October 10, 2017, ABAC meeting. The motion carried unanimously.

AUDIT REPORTS:

4. Presentation of the Comprehensive Annual Financial Report (CAFR), Auditor's Communication of Audit Results, Management Letter and Single Audit For Fiscal Year Ended June 30, 2017

Mr. Montes de Oca introduced the above-mentioned reports and noted that members of RSM, the firm that conducted the audit, were available to entertain questions. He congratulated the Superintendent, the CFO, the Controller and their respective staff members for what he considers to be outstanding reports.

Mr. Del Busto observed that considering the size of the District and the complexity of the finances involving the School District, he concurs with Mr. Montes de Oca that these reports are outstanding.

Mr. Rodriguez also conveyed his compliments and stated that they were outstanding reports given the complex financials, and noted the CAFR received high marks from the external auditor.

Superintendent Carvalho expressed his appreciation for the comments made and pointed out that this is very important to him and the District. He observed that very few districts can boast delivering this level of financial transparency, particularly when looking at the Comprehensive Annual Financial Report, Management Letter and the Single Audit which do not contain any findings. He also spoke about the many years of finding free reports, which are the strongest validation of financial transparency. He thanked the School Board for their support and gave kudos to all the cabinet members and their staff who have delivered once again exemplary work for this District.

There being no more questions or comments, a motion was made by Mr. Del Busto, and seconded by Ms. Rojas, which carried unanimously, to recommend that the **The Comprehensive Annual Financial Report (CAFR), Auditor's Communication of Audit Results, Management Letter and Single Audit For Fiscal Year Ended June 30, 2017**, be received and filed by the School Board.

5. Presentation of the Audit of Educational Facilities Impact Fee Fund, Special-Purpose Financial Statements for FYE June 30, 2017

The Chief Auditor introduced the above-referenced report and explained that this audit is required by the interlocal agreement between Miami-Dade County and the School Board. He noted that the audit contained no findings and yielded the floor to Ms. Cynthia Borders-Byrd to entertain any questions.

Ms. Rojas commended the presentation of the report and then referring to page 3, asked why the fund balance for 2017 is less than for 2016.

Ms. Borders-Byrd referred to page 4 of the report, where it shows that the District expended \$9,434,538 in capital outlay which is higher than in the prior year; thereby, reducing the fund balance.

Mr. Lopez inquired about the decline in the impact fees revenues.

Ms. Borders-Byrd explained that impact fees are collected somewhat similarly to ad valorem taxes and that this part of the process is audited by RSM and a report is submitted by the County to the School Board (as required by the inter-local agreement). She concluded that perhaps the number of permits issued for construction declined during this period.

Superintendent Carvalho provided a brief explanation of the issues that have arisen with the impact fees and why a deeper review is necessary.

Mr. Montes de Oca informed the Committee that his audit plan includes an audit of the impact fees.

Dr. Gallon referred to page 11 of the report and asked for clarification on the outstanding \$81,255,536 Certificates of Participation (COPS) figure.

Ms. Borders-Byrd explained that the school district has issued COPS (which is a vehicle for borrowing money) and committed to paying them with the proceeds of the impact fees.

Mr. Steiger stated that going forward they will continue to budget and pay for certain allowable debt expenses out of the impact fees revenues that are received.

There being no more questions or comments, a motion was made by Mr. Del Busto, and seconded by Ms. Rojas, which carried unanimously, to recommend that the **The Audit of the Educational Facilities Impact Fee Fund, Special-Purpose Financial Statements for FYE June 30, 2017**, be received and filed by the School Board.

6. Monthly Financial Report Unaudited – For the Period Ending September 2017

Mr. Montes de Oca introduced the above-referenced report and explained that these reports are presented at every committee meeting to keep the Committee apprised about how the District is doing financially and yielded the floor to Ms. Connie Pou, Controller, to entertain any questions.

There were no questions. This report was presented for information purposes only; therefore, no transmittal to the School Board by the ABAC was required.

7. REVISED Office of Management and Compliance Audits 2017 Annual Report and 2018 Annual Audit Plan and Budget

Mr. Montes de Oca presented his Revised Audit Plan and explained that the Plan has been updated to reflect the feedback received from Committee members and members of the School Board at the ABAC meeting of October 10, 2017. Specifically, the additions are reflected on page 51, Annual Financial and Operational Audits of Targeted Categories of GOB Expenditures; page 69, Perform an Independent Mid-point Audit/review and Economic Impact of the GOB School Improvement Program; and page 52, Audit of Certain Payroll Activity Within the Miami-Dade Schools Police Department. In addition, he emphasized that he is requesting two additional audit positions in order to be able to execute the Plan.

Ms. Rojas complimented a very comprehensive and informative report. She referred to page 11 of the report, and said she is happy to see that it shows a 5.3% decrease in schools with findings. She then gave accolades to the staff and Superintendent for their efforts in ensuring administrators and school staffs are well trained.

There was some discussion relating to the request of the two additional audit positions regarding logistics. Responding to the inquiries, Mr. Montes de Oca explained that the request was made to address the additional workload resulting from requests made to his office. He also noted that since 2008 his staff has been severely reduced due to the economic necessities and although some positions have been reestablished, there is still a need for more positions.

Ms. Hantman asked Mr. Montes de Oca whether the two additional positions will be all the positions his office will need going forward.

Mr. Montes de Oca replied that although these two positions would likely not be enough going forward, he realizes that these days we are doing more with less but he believes that with these two positions he will be able to discharge his responsibilities regarding the audit plan.

Mr. Lopez inquired about the process to approve these positions.

Mr. Montes de Oca explained that the process is to bring all requests to the ABAC for its consideration and if agreed upon, submitting the recommendation to the School Board, which will be subject to authorization and approval of the School Board.

Dr. Gallon was very complimentary of the report. He reminded the audience that there was extensive discussion at the last ABAC meeting, as reflected in the minutes, relating to the two items added to the revised audit plan, which in his opinion are very critical. Dr. Gallon pointed out that it is very important for the School Board to do their due diligence, as it relates to some significant fiscal responsibilities related to the \$516 million spent to date with not many audits performed and the \$1.2 billion to be spent during the entire GOB program. He noted that School Board members are obligated to deal fiscally, publicly and responsibly with respect to taxpayer's funds.

Mr. Lopez asked whether the internal auditors provide any assistance to the external auditors.

Mr. Montes de Oca responded that the internal auditors conduct the audit of inventories and the external auditors rely on those figures to avoid doing more work. In addition, his internal funds audits of schools are also taken into consideration by the external auditors performing the risk assessment.

There being no more questions or comments, a motion was made by Mr. Rodriguez, and seconded by Mr. Gainey, which carried unanimously, to recommend that the **REVISED Office of Management and Compliance Audits 2017 Annual Report and 2018 Annual Audit Plan and Budget**, be received and filed by the School Board.

8. Mid-Point Audit/Review and Economic Impact of The General Obligation Bond (GOB) Program

Mr. Montes de Oca introduced the above-referenced item and explained his interaction with the School Board members at the meeting of November 15, 2017, related to School Board Agenda Item H-3, proffered by School Board member Mari Tere Rojas requesting an external audit of the GOB. Mr. Montes de Oca noted that he has provided, as requested in the item, the scope to the School Board which he considers to be appropriate. He then pointed out that this process contains several steps including a request for the ABAC to review and edit the scope and make a recommendation to the School Board and the issuance of a Request for Proposal to potential vendors.

Mr. Rodriguez commented that he believes that the scope contained in this item is not sufficient and it needs to be further defined. He suggested that a subcommittee be assembled to discuss and expand the scope. He then made a motion to establish a special subcommittee composed of members of the ABAC, as soon as possible, to establish the scope of the audit and submit the recommendation to the School Board for their review and approval.

Ms. Rojas expressed concurrence with the establishment of a subcommittee to address the scope of the proposed audit. She then talked about her item and explained the rationale behind it. Ms. Rojas spoke about the GOB workshop that took place on January 17, 2013, and the establishment of the eight GOB Guiding Principles:

- 1) Enhance the safety and security of the school buildings
- 2) Renovate or upgrade every school
- 3) Guarantee technology equity across all schools
- 4) Seek stakeholder input while minimizing tax payer burden
- 5) Promote public/private partnership ventures
- 6) Provide economic development and employment opportunities to our communities
- 7) Provide transparency and confidence with citizen advisory and oversight committee to ensure timely and equitable distribution of projects
- 8) Reinvest in the local community

Ms. Rojas explained that prior to the voters' approval of the \$1.2 billion GOB initiative, a campaign took place to provide the community with a clear understanding of why there was a need and the impact this initiative will have on the schools and the local communities. Ms. Rojas then read the five recommendations outlined in agenda item H-3:

- 1) approve the process for the development of a mid-point independent audit/review of the General Obligation Bond (GOB) funded School Improvement Program;
- 2) authorize the Chief Auditor to define the scope, timelines, and final cost estimate not to exceed \$200,000, allowable under the GOB, for the selection of an independent auditing firm, pursuant to School Board Policy 6320 in a manner consistent with the selection of external independent auditors;
- 3) authorize the Chief Auditor to present to the School Board Audit and Budget Committee the scope of the proposal, and to present said scope to the School Board for approval;
- 4) present the award of the selected firm to the Audit and Budget Committee and to the School Board for final approval, pursuant to School Board Policy 6320, following the competitive solicitation process; and
- 5) after final School Board approval, direct the Chief Auditor to provide quarterly progress reports to the School Board starting January 17, 2018.

Mr. Rodriguez suggested including staff members from the CFO and facilities offices, and anyone else deemed necessary to assist the subcommittee.

Dr. Gallon stated that he believes that it would be beneficial to add representation of the Office of Economic Opportunity (OEO), since the scope includes not only financial and capital aspects but also some commitments related to this office.

Dr. Perez expressed agreement with the proposed audit, but registered reservations with the areas cited on page 2 of 3 of agenda item H-3, which she believes to be outside of the scope and will be expensive to implement.

Responding to Dr. Perez comment, Dr. Gallon stated that the areas cited were commitments made and they should be part of the scope.

Mr. Salver agreed with the comments made by Dr. Perez and said that the GOB initiative was advertised as more schools, more student stations, better education and that Mr. Carvalho on his presentations to the communities on different venues explained the economic impact which would result in additional jobs and other benefits to the community. Mr. Salver also expressed concern with the need to spend funds in another audit, when the current external auditor has audited 100 percent of the GOB.

Responding to a question posed to Mr. Maginley, he clarified that RSM has audited the financial aspect of the GOB, not the compliance aspect.

Ms. Rojas responded to the comments made about why this audit is necessary and explained that this item was approved by the School Board, because she believes the School Board must exercise due diligence in establishing how the \$1.2 billion has been invested in the community. She then cited some of the venues where it was promised to the community what the GOB program will do. As it relates to the cost, she explained that the cost was discussed with the Chief Auditor and he suggested the \$200,000 amount. Ms. Rojas noted that the amount can be negotiated.

Dr. Gallon pointed out that although the GOB funds have been audited as part of the district financials, district audits are conducted all the time to further review specific areas to ascertain that School Board policies have been implemented with fidelity, consistency and accountability.

Mr. Carvalho expressed his satisfaction with the manner in which the GOB plan has been implemented and is confident that they have complied with all promises made up to now and welcomes the audit.

There was a strong disagreement between an ABAC member and school board members present, regarding the degree of participation of school board members in the deliberations of the ABAC.

Finally, after extensive discussion on the establishment of the subcommittee, the Committee decided to assemble a subcommittee of ABAC members with assistance by the School Board Attorney, the Office of Facilities, the Controller's Office, the Budget Office, the Procurement Office and the Office of Economic Opportunity to be facilitated by OMCA.

A motion was made by Mr. Rodriguez and seconded by Mr. Gainey, which carried unanimously, to establish a subcommittee to develop the scope of the audit and transmit it to the School Board for its consideration.

Mr. Montes de Oca said he would canvas all parties involved and decide on a date.

9. Internal Audit Report – Selected Schools/Centers

Mr. Montes de Oca introduced the above-referenced report and yielded the floor to Ms. Maria T. Gonzalez, Assistant Chief Auditor, for the presentation. Ms. Gonzalez presented the audit results of 35 audits, noting that five of them had mostly compliance-related findings.

Ms. Rojas inquired about the District's training opportunities afforded to principals with findings and for new principals and the regions' involvement with assistance to principals.

Mrs. Valtena Brown, Deputy Superintendent/Chief Operating Officer, explained all the training initiatives available to principals, including those provided by the Office of Professional Development, assistance through the region offices, mentor principals, as well as the Money Does Matter Program which target audience includes new administrators and staff involved with school findings.

Dr. Feldman commented that he is cognizant that the principals are ultimately responsible for the findings; however, he pointed out that the treasurers also play an important role. He expressed hopes that these treasurers are being properly trained to do the job. In addition, he spoke about the property inventory and suggested that each school should designate a person to conduct a monthly/quarterly property inventory to keep the principal abreast of the status of the items.

There being no more questions or comments, a motion was made by Mr. Del Busto, and seconded by Ms. Rojas, which carried unanimously, to recommend that the **Internal Audit Report - Selected Schools/Centers**, be received and filed by the School Board.

10. Internal Audit Report – Audit of Inventories as of June 30, 2017

The Chief Auditor presented the above-referenced report and was happy to announce that this report contained no findings.

Ms. Rojas congratulated all departments that were involved.

There being no more comments, a motion was made by Mr. Lopez, and seconded by Ms. Rojas, which carried unanimously, to recommend that the **Internal Audit Report – Audit of Inventories as of June 30, 2017**, be received and filed by the School Board.

11. Presentation for 21 of 128 Charter Schools Audited Financial Statements Fiscal Year Ended June 30, 2017

Mr. Montes de Oca introduced the above-referenced report and yielded the floor to Mr. Jon Goodman, Executive Audit Director, for the presentation.

Mr. Goodman presented the review of the 21 financial statements and explained that one charter school met the condition of financial emergency, which must be addressed with a corrective plan.

Mr. Rodriguez inquired about the status of the school in financial emergency.

Mr. Goodman responded that the school's management is currently in the process of working with the District and the Florida Department of Education to draft the financial recovery plan. He stated that a copy of the plan would be brought to the ABAC for informational purposes once completed.

There being no more comments, a motion was made by Ms. Rojas, and seconded by Mr. Norwood, which carried unanimously, to recommend that the **Presentation for 21 of 128 Charter Schools Audited Financial Statements Fiscal Year Ended June 30, 2017**, be received and filed by the School Board.

OTHER REPORTS:

12.(a) Miami-Dade County Office of the Inspector General – Annual Report 2017-2018

Mr. Tom Knigge, OIG Supervisory Special Agent, presented the *OIG Annual Report* on behalf of Ms. Mary T. Cagle, Inspector General. He went over the report by summarizing the activities and introducing his administrative and investigative teams. He also expressed his appreciation for the collaborative efforts between M-DCPS administration and his office. He then pointed out their major accomplishments, some of the most important investigations, and his office's commitment to promote accountability, transparency, efficiency and effectiveness through their findings and recommendations.

School Board member Mari Tere Rojas thanked him for his office's efforts and gave kudos to the OIG's efforts.

This report was presented for informational purposes only; therefore, no transmittal to the School Board by the ABAC was required.

(b) Report on Fronting by M/WBE Electrical Subcontractor, Complete Power Systems, SB1516-1006

Mr. Knigge introduced the above-referenced report and noted that this investigation resulted from a referral from the Office of Economic Opportunity. He explained that through the investigation it was concluded that the electrical subcontractor in question was not certified to perform the work. He then explained that recommendations were made and the administration is addressing those recommendations.

Dr. Gallon asked for clarification relating to the application process.

Mr. Knigge explained that the oversight that took place in the application process had to do with lax training and the interpretation of the forms for MWBE and SMBE, which could be easily confused.

Dr. Gallon also asked for the amount that was paid.

Mr. Torrens explained that the main issue was that the substituting company that was hired was not properly certified. He then said he does not have the amount, but he can provide it.

Dr. Gallon asked what updates have been provided since the inception of GOB process.

Mr. Torrens responded that there have been a couple of updates made to the School Board in April and July regarding the status of compliance, and there has been a review of all certified firms, the results of which will be forthcoming.

Mr. Rodriguez inquired if a claim can be made against this contractor since they were not in compliance.

Mr. Knigge responded that it is out of his purview to decide if any sanctions should be given.

Mr. Norwood asked whether despite the potential fraud that was committed by this firm, was the work completed.

Mr. Torrens answered that both projects were completed.

Dr. Gallon asked who is conducting the internal reviews of the certification process.

Mr. Torrens responded that an ad hoc group of administration with auditing experience, who are independent from OEO and directed by the Superintendent, is doing it.

Mr. Montes de Oca clarified that this group includes several former auditors from his office.

Mr. Stephen Johnson asked for clarification on the timeline for the completion of these reviews.

Mr. Torrens responded that he is not prepared to provide a specific date yet.

Mr. Harvey noted for the record, that a letter has been sent to all principals associated with this matter notifying them that this company has been immediately suspended from all work with the District. He then explained that they have initiated legal proceedings and there will be a committee that will meet to consider a course of action and make recommendations to the School Board.

Mr. Lopez expressed concern as to why the Principal from South Hialeah Elementary was still an M-DCPS employee.

Mrs. Brown explained that she was demoted to a teaching position to which she has rights. However, her role as an instructional leader was terminated.

Mr. Knigge pointed out that currently the Department of Education has this case for review and will have the opportunity to revoke her certificate.

There were no more questions or comments. This report was presented for information purposes only; therefore, no transmittal to the School Board by the ABAC was required.

13. Office of Management and Compliance Audits' Activity Report

The Chief Auditor introduced the above-noted report and stated that it summarizes activities that have transpired in OMCA since the last ABAC meeting and welcomed any questions.

There were no questions. This report was presented for informational purposes only; therefore, no transmittal to the School Board by the ABAC was required.

14. Internal Auditing in the Great City Schools (White Paper by Council of the Great City Schools)

Mr. Montes de Oca introduced the above-referenced report and yielded the floor to Mr. Goodman for his presentation. Mr. Goodman explained that this report was produced by him in conjunction with Mr. Montes de Oca and Mr. Richard Yanez. He then explained that in working with other districts such as Los Angeles, Seattle and Cleveland it became clear that they hold Miami-Dade County Public Schools District in the highest esteem, as it relates to the internal audit function. Mr. Goodman acknowledged the School Board and the ABAC for their support and for being audit-minded.

Mr. Norwood commended the report and said that after reading it he learned that the practices used by Miami-Dade County Public Schools are often the same standards used nationally. In addition, he pointed out that most of the contributors to the report are Miami-Dade County Public Schools employees, so he congratulated Mr. Montes de Oca and staff for the work that they do.

Dr. Feldman also complimented Mr. Montes de Oca and his entire team and noted that because of their work our District is considered a leader in this field and enjoys a high level of credibility and knowledge.

Ms. Rojas congratulated Dr. Feldman for being the Chair-Elect of the Council of Great City Schools and noted that we are very fortunate to have him as part of that group.

There were no more comments. This report was presented for informational purposes only; therefore, no transmittal to the School Board by the ABAC was required.

New Business:

Mr. Wendelken thanked the committee members for having elected him as the Chairperson of the ABAC. He had hoped that his first meeting as Chair would have been an uneventful one. However, going forward there should be more decorum and civility exercised at the meetings, and any disagreements should be addressed through him.

Responding to a question by Ms. Rojas, Mr. Harvey stated that some of the committees include Roberts Rules of Order for governing their proceedings. Nevertheless, typically all committees adopt the parliamentary procedures this committee has followed and adopted as a practice of Roberts Rules of Order.

Ms. Rojas recommended addressing the proper decorum at the beginning of all the advisory committee meetings, as it is done at the School Board meetings.

Old Business:

None.

Adjournment

There being no further business to come before the Committee and upon motion duly made and seconded, the meeting was adjourned by Mr. Wendelken at 2:53 p.m.

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