

**Minutes of Open Work Session
Westover, Maryland
August 6, 2014**

TIME: 11:00 a.m.

Location: J.M. Tawes Technology & Career Center

PRESENT: Board Members: Vice Chairman Robert Wells, Mr. Dan Kuebler; Superintendent, Dr. John B. Gaddis; Assistant Superintendent of Administration, Ms. Nancy Smoker, and Assistant Superintendent of Curriculum & Instruction, Mr. Dave Elebash. Supervisors were also present. Chairman Miles and Recording Secretary, Melissa Tilghman were absent from the meeting.

Vice Chairman Wells declared a quorum and called the meeting to order.

LEGISLATIVE AUDIT OVERVIEW

Dr. Gaddis and the Board discussed the Legislative Audit Report. There were twenty-four findings, most were reoccurring. Ms. Smoker testified that staff worked together and several of the auditors' findings had already been resolved. Future findings are expected to be less. Ms. Smoker expressed that several of those findings were due to the conversion to the new efinance system.

The audit revealed that there were significant amounts of funds collected for school activities. They noted that there should not be large carryover fund balances and that cash should be deposited into the bank immediately. Ms. Smoker reported that procedures and protocols have been put into place to address this concern. A manual is being developed and will be distributed to schools stating what procedures should be taken when money from school activities has been collected.

Ms. Smoker reported that the Federal Government is requiring that supplies and services that are purchased with federal funds must be bid out. Procedures have been developed to address this concern.

Dr. Gaddis announced that there will be a gathering at the Somerset 6/7 Intermediate School to "Kick Off" the new Free Meals Program. Breakfast and Lunch will be provided free for all students. The Governor and the State Superintendent are expected to attend.

The Board continued with the discussion of the audit report. Ms. Smoker reported that the final Legislative Audit Report will be presented to the public once it is completed.

ADJOURNMENT

Upon the Motion of Ms. Green-Gale and a second by Mr. Kuebler, it was passed and approved to adjourn the meeting at **2:50 p.m.**; motioned carried unanimously.

Dr. John B. Gaddis, Superintendent
Prepared by: Melissa Tilghman/Recording Secretary