

<b>Beaufort County School District Finance Committee Meeting Minutes</b>		May 9, 2019 4:00 pm Location: BCHS Media Center
Members present	JoAnn Orischak(Chair), Richard Geier, Rachel Wisniewski	
Others present	Earl Campbell, John Dowling, Christina Gwozdz, Tonya Crosby, Terry Bennett, William Saunders, Melissa Hibbs and Robyn Cushingberry	
Call to Order	Mrs. JoAnn Orischak called the meeting to order at 4:00pm followed by the pledge of allegiance.	
Approval of Agenda	Motion to Approve the Agenda	
Action	<p><b>Colonel Richard Geier made the motion to approve the agenda. The motion was seconded by Dr. Rachel Wisniewski. The motion passed 3/0.</b></p> <p>Mrs. Orischak moved the discussion of the impact of having/not having a grant writer to the beginning of the meeting.</p>	
Approval of Minutes	Motion to Approve the March 14, 2019 and April 11, 2019 Committee Meeting Minutes	
Action	<p><b>Mrs. JoAnn Orischak made the motion to take off the table the March 14<sup>th</sup> minutes so that they could be approved at this meeting. The motion was seconded by Colonel Richard Geier. The motion passed 3/0.</b></p> <p><b>Mrs. JoAnn Orischak made the motion to approve the March 14<sup>th</sup> minutes with the edits made. The motion was seconded by Colonel Richard Geier. The motion passed 3/0.</b></p> <p><b>Mrs. JoAnn Orischak made the motion to approve the April 11, 2019 minutes. The motion was seconded by Dr. Rachel Wisniewski. The motion passed 3/0.</b></p>	
Public Comment	No public comments.	
Agenda topic	Impact of Having/Not Having a Grant Writer	
	<ul style="list-style-type: none"> <li>Ms. Crosby provided a handout with information that gives the name of the Grants, the purpose, who was associated with the grant; if the Grant was Competitive; the amount of the grant; the date and how much was awarded. She also provided background information on what the impact of not having a grant writer.</li> <li>Terry Bennett explained his role as Director of Special Revenue.</li> </ul> <p><b>Colonel Richard Geier made the motion for the Finance Committee to recommend to the Board that they explore the possibility of putting out a bid for a grant writing company.</b></p> <p><b>Dr. Rachel Wisniewski amended the motion for the Finance Committee to recommend to the Board to include individuals as well as companies. The motion was seconded by Colonel Richard Geier. The motion passed 3/0.</b></p> <ul style="list-style-type: none"> <li>Mrs. Orischak asked committee members for early recommendations regarding the scope of the potential bid.</li> </ul>	
Agenda topic	IB Programmes Audit	
	<ul style="list-style-type: none"> <li>Mrs. Crosby provided handouts for the IB Programmes costs.</li> <li>Discussion was held about spending and student participation.</li> </ul>	
Agenda Topic	Procurement Card Controls	

	<ul style="list-style-type: none"> <li>• Mrs. Crosby provided handout on controls.</li> <li>• Discussion was held about background checks, credit checks, state audit standards, audit procedures, and sample sizes.</li> <li>• Ms. Crosby offered to have an auditor attend a meeting to provide information about how the audit is conducted.</li> </ul> <p><b>Dr. Rachel Wisnefski made the motion for the Finance Committee to recommend to the Board to do a procurement audit of a 100% sample size. The motion was seconded by Mrs. JoAnn Orischak.</b></p> <ul style="list-style-type: none"> <li>• After further discussion, the motion was tabled until the committee gets additional information about sample size for the annual audit. (There was no seconded to table the motion)</li> </ul>
Future Topics	<ul style="list-style-type: none"> <li>• Quarterly Financial Report Review</li> <li>• Procurement Code</li> <li>• Revisit Budget Development Timeline for FY21</li> </ul>
Adjournment	The meeting was adjourned at 5:50 pm.
Next meeting date/location	The next meeting date will be held at 5 PM at the Hilton Head Public Library.

(Signature on Official File Copy) \_\_\_\_\_ Date: June 20, 2019

JoAnn Orischak, Board of Education Finance Committee Chair  
Minutes prepared by Robyn Cushingberry, Executive Assistant