

**AUDIT COMMITTEE  
ESCAMBIA COUNTY SCHOOL BOARD  
VERNON MCDANIEL BUILDING – 75 N. PACE BLVD - PENSACOLA, FLORIDA  
IT CONFERENCE ROOM, 3rd FLOOR**

**April 23, 2025 – 12:45 PM**

**I. CALL TO ORDER**

Mr. Wilson, Audit Committee Chair, called the meeting of the Audit Committee to order at 12:45 p.m. in the IT Conference Room, 75 N. Pace Blvd., 3rd Floor, Pensacola, FL 32505.

Those present were:

Tod Wilson  
Dr. Chula King  
Dr. Barbara White  
Melanie Gambill  
David Bryant, Director  
Jeanne Pilgrim, Audit Administration Specialist  
Mindy Waldie, Auditor  
Melissa Weekley, Auditor  
Aaron Hirst, Auditing Intern

Jeanne Pilgrim recorded the minutes.

**II. ADOPTION OF AGENDA**

A motion was made by Dr. King and seconded by Ms. Gambill to adopt the agenda. No further discussion. Motion passed unanimously.

**III. PUBLIC INPUT**

None

**IV. APPROVAL OF MINUTES FROM MEETING OF FEBRUARY 21, 2025**

A motion was made by Ms. Gambill and seconded by Dr. King to approve the minutes as presented. There being no further discussion, the motion passed unanimously.

**V. ITEMS FROM INTERNAL AUDITING**

**A. Items for Approval**

**1. Audits**

**a. Controlled Open Enrollment Review**

Mr. Bryant discussed the Controlled Open Enrollment Review. A draft was provided to the Superintendent and School Board members. A management response will be included with the final report when it is presented to the School Board for approval.

**2. Other**

**a. 2025-2026 Department Personnel Contract Recommendations**

Mr. Bryant reported that he recommended all contracts be renewed. Committee members discussed the recommendations.

Dr. King made a motion to approve both items 1 and 2. The motion was seconded by Ms. Gambill. There being no further discussion, the motion passed unanimously.

B. Items for Discussion

1. Staffing Update

Mr. Bryant discussed his resignation as Director to take a position at the University of West Florida. He stated that he will be covering the transition with staff before his departure on May 11, 2025. He reported to the Committee that Melissa Weekley will be assigned FEMA duties. Mr. Wilson inquired about training for Mrs. Weekley and stated that he would encourage her attendance at any upcoming FEMA trainings.

2. Projects Update

a. A. FEMA (Hurricane Sally)

Mr. Bryant discussed the arbitration status. He reported FEMA's response to an appeal was that FEMA agreed to pay \$600,000 in claims, so that the total amount is now < \$500,000 required for arbitration. This process is ongoing, and we are still awaiting the Arbitrator's response.

b. 2025-2026 School Internal Accounts Audits

Mr. Bryant reported that these audits are underway. There are 20 schools on the schedule, which is subject to change with bookkeeper retirements. He reported that Mindy Waldie will oversee these audits.

c. Other

Mr. Bryant presented a proposed timeline for his replacement. There was a discussion if the job announcement could be posted earlier. Mr. Bryant stated that if the District allows the announcement to be posted prior to his departure, it will be posted as soon as possible. He also presented recommended language to be added to the Internal Auditing Policies and Procedures Manual regarding the process for hiring a Director of Internal Auditing. Committee members discussed and agreed with the language. No action was necessary, as the Manual was an internal document.

3. Quality Assurance Review Update

Mr. Bryant reported that the scheduling process is underway and that Melissa Weekley will oversee the QAR process

VI. ITEMS FROM COMMITTEE MEMBERS

None

VII. ANNOUNCEMENTS

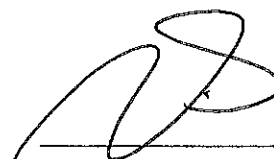
None

VIII. NEXT MEETING DATES

To be determined based on the interview process and the QAR.

IX. ADJOURNMENT

The meeting was adjourned at 1:26 p.m.



Tod Wilson,  
Audit Committee Chair

6/30/25

Date