

The Academy Board will audit the Personnel Files and the Enrollment Waitlist on an annual basis according to the approved procedures. Each audit will be performed in the month assigned on the Academy Calendar. A written report on each audit will be submitted to the Academy Board upon completion of each audit. It is the responsibility of the Director to address and correct any discrepancy identified. Follow-up audits will be performed by a Board member to ensure discrepancies have been addressed.

GP 8 doc 1: Personnel File Audit Form

GP 8 doc 2: Waitlist Audit Form (assigned to PR Academy Board Liaison)

Adopted: May 19, 2009

Reviewed: Annually, May 2014, November 11, 2015

Revised:

Rationale: new Board governance policy 2015 Renumbered due to new Charter Contract Authorizer