




**OFFICE OF THE SUPERINTENDENT
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INTERIM SUPERINTENDENT OF SCHOOLS**

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October 15, 2021

TO: Robert Mayersohn
Audit Committee Chair

FROM: Dr. Vickie L. Cartwright 
Interim Superintendent of Schools

SUBJECT: AUDIT COMMITTEE

Since being appointed as Interim Superintendent of Broward Schools, I have enjoyed the opportunity of meeting with the individual Advisory Chairs to review the goals and vision of each of the committees. I recognize the importance of the advisory committee's work.

As outlined in the policy's preamble: "Advisory committees are established by The School Board to provide recommendations to it on issues within certain standing areas of responsibility. Advisory committees are intended to provide recommendations from a community perspective on specific areas as directed by The School Board or Superintendent and may inform The School Board of issues that are brought to the attention of committees by members of the community." To be successful in this charge, staff will need to work collaboratively with the District's advisory committees.

In alignment with Provision A. 9. of Policy 1.7, which states, "Each School Board-Established Advisory Committee will be assigned a staff liaison to facilitate the committee's activities. The staff liaison will collaborate with the committee chair to schedule and publicly notice all committee meetings and shall provide other similar administrative support. The Superintendent or her/his designee shall determine the appropriate amount of staff support to be provided to each individual School Board-Established Advisory Committee." I support that all advisory chairs will continue to coordinate with a single point of contact to assist the Committees with their administrative needs and need for information. **The staff liaison for the Audit Committee is Michele Marquardt and she may be contacted via email at michele.marquardt@browardschools.com or telephone at (754) 321-2400.**

I also want to remind all advisory committees that staff has a responsibility beyond serving as the liaison to the committees. It is imperative the "asks" from the advisory committee be codified in a formal motion to document the support of the full committee and do not become overwhelming to staff. If you or any committee chair believes staff is not being responsive to the requests from the committee, please contact Jeff Moquin, Chief of Staff, via email at jeffrey.moquin@browardschools.com.

I appreciate your continued support and cooperation and the efforts of the Audit Committee.

VLC:cw

cc: School Board Members
Cabinet Members
Michele Marquardt, Staff Liaison