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involving interviews with their colleagues and others, the finalists will be notified by March 1 of their status and the names would be made public. If an applicant is a current superintendent, interviews with his or her board of education will also be con-

ducted. Aspects of candidates to be examined will include personal touch, communication abilities, and conflict resolution. Cito said that it is important for board members to determine where they are now and where they wish to go with the new superintendent before initiating

the process.

All discussions of the search prior to the announcement of the finalists will take place in executive session.

Cito said that on the last occasion, background checks were performed on 12 to 14 candidates and three were selected for interviews.

The board decided that on the Friday of the interview week, the candidates would arrive and tour the district's facilities and the community. That evening there would be an informal social gathering with members of the board.

During the day on Saturday, the actual in-

terviews would take place and on Saturday evening there would be a meet and greet event with the community.

Pfaff explained the search process during the board's regular meeting on Dec. 19. He said that the board hopes to select a new superintendent in March and have that individual

hired by July 1.

Pfaff also said that the brochure used to attract applicants can be found on the district website (lewispalmer.org) and on the CASB website.

Audit report presented

Paul Niedermuller, CPA, and Shawn Sonnkalb, manager of the auditing firm of CliftonLarsonAllen, presented a report on the district's annual audit. Board Treasurer John Magerko presided over the process this year.

The auditors reported that all information was provided in a timely manner and no difficulties were encountered.

They offered only two suggestions for future audits. The first was that teachers should be detailed in their reporting of time spent on programs funded by the Individuals with Disabilities Education Act to ensure that the time spent is valid. There should be a requirement for the teachers to sign off on such reports on a regular basis.

The second suggestion was that the district restrict access to financial activity in such a way that no one employee may complete a transaction from start to finish.

The auditors also suggested that the district have an actuarial analysis of the retirement fund done every three years or so.

The board approved the report of the auditors and directed Assistant Superintendent Cheryl Wangeman to submit the report to the state as required.

New board member appointed

Board President Mark Pfaff reported that there were four candidates to replace Dr. Jeffery Ferguson, who retired from the board in November. All candidates were highly qualified, he said.

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