

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 Executive 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, March 2023

Reviewed: Annually - May 2014, November 11, 2015, March 2023, July 30, 2025, May 13, 2026

Revised:

Rationale: New Board governance policy 2015 Renumbered due to new Charter Contract Authorizer. No changes made in 2023.