

# Board Special Meeting

2445 – 3<sup>rd</sup> Avenue South, Seattle WA 98134



## **Audit & Finance Committee Meeting Agenda Thursday, February 9, 2017 4:30 – 6:30 pm**

### **Minutes**

#### **Call to Order**

Call to Order at 4:31pm

Board members present Directors Harris and Blanford and Director Burke arrived at 4:55pm.

#### **Approval of Agenda**

Staff requested that the agenda be amended to remove the Internal Audit Update and Head Start Update. Director Blanford moved to approve the agenda, as amended and Director Harris seconded. The amended agenda was unanimously approved.

#### **Approval of Minutes**

Director Blanford moved to approve the January 12, 2017 meeting minutes and Director Harris seconded. The minutes were unanimously approved.

#### **Items Requiring Board Action**

##### **1. BAR: Policy 5001 – Hiring of Retired School Employees (Codd)**

Assistant Superintendent Clover Codd presented the contents of the BAR. Directors and staff had a short discussion about why this change is being made now and why the current policy had been put in place. The state is facing a teacher shortage. In an effort to mitigate that, the state has changed policy with regards to the rules placed upon the rehiring of retired employees. Our current policy states that all retired certificated hires must be for a one-year contract. This causes a school to have to reopen the position; interview then, the retired employee (who was currently in the position) may be rehired and given a new contract. The change to this policy allows for continuous employment from one year to the next. The WSSDA model policy also made suggested changes and we have included those into our redlined version.

**Action: Director Blanford moved to move the item forward to the full Board with a recommendation for approval. Director Harris and seconded. This motion passed unanimously.**

##### **2. BAR: City Year Contract Modification (Stone)**

Director of Grants Michael Stone presented the contents of the BAR and explained that the additional funding in the BAR had been put on hold while new school leaders learned their school environment and learned about the City Year program. He noted that City Year is collecting a lot of data about their programs in Seattle. He acknowledged that staff knew this funding was on hold, but was not sure when the school leaders would make their decisions about whether to move forward or not. Dir. Harris asked that circumstances like this be flagged in advance in the future.

**Action: Director Blanford moved to move the item forward to the full Board with a recommendation for approval. Director Harris and seconded. This motion passed unanimously.**

#### **Special Attention Items**

##### **1. Annual Report: Annual Title I State & Federal Grants Summary report (Stone)**

Directors and staff discussed the annual report. Director Blanford asked for thoughts on how to make this report more user friendly, for example, including an executive summary. Staff will use OSPI's legislature report template as a starting point. Director Harris requested that we work with other departments and board committees on standardizing a report template.

## **2. Head Start Update (Gousie/Toner)**

This item was removed from the agenda.

## **3. Informational Only: Budget Development RFP Update (Berge) -No handout**

Assistant Superintendent Berge briefed directors on the status of the Budget Development RFP. Staff had put out a Request for Information (RFI), to which several vendors responded. Based on the RFI, 5 vendors were asked to present a demonstration of their product. After the demonstrations staff became aware that one of the vendors, Questica, was a vendor available through Washington State Master Contracts. Spokane School District recently awarded a contract to Questica for a new budget system. Based on the RFI demonstrations, staff would like to explore a contract with Questica through the state Master Contract. This would mean that a formal RFP would not be required, which would save staff several weeks of time and work. Director Burke asked if this would meet our procurement requirements and state law regarding bidding. Staff responded that it would. Directors were comfortable with proceeding with procuring the budget development system software from the state master contract. Director Harris asked, if possible, could staff quantify how much time was saved by going this route.

## **Internal Audit**

### **1. Internal Audit Update (Medina)**

This item was removed from the agenda.

## **Regular Agenda**

### **1. Monthly Budget Update (Sebring)**

Assistant Superintendent Berge provided the update. There was no new information to share from last night's budget work session.

### **2. SMART Goal #4 Budget (Berge)**

Assistant Superintendent Berge stated there was no update on SMART Goal #4 to share at this time.

### **3. Monthly Financial Status Update (Berge)**

Assistant Superintendent Berge reviewed the monthly financial report documents. The district is on track with both revenues and expenditures. Per director request, changes to the document have been made to highlight variances. Ms. Berge reviewed those variances with the directors.

### **4. Committee Annual Work Plan (Berge)**

Assistant Superintendent of Business and Finance JoLynn Berge reviewed the committee work plan. Director Harris had requested that staff identify how many policies still had the old numbering on them, meaning they had not been updated for quite a while. Ms. Berge stated there were two of the old policies remaining. She will work to incorporate these into the work plan.

**Meeting adjourned at 5:30pm**