

**Board Special Meeting**  
**Monthly Audit & Finance Meeting**  
Monday, January 8, 2018, 4:30-6:30pm  
Board Office Conference Room, John Stanford Center  
2445 – 3<sup>rd</sup> Avenue South, Seattle WA 98134



**Minutes**

**Call to Order**

This meeting was called to order at 4:35 pm Directors Pinkham, DeWolf and Mack were present. Director DeWolf left the meeting at 5:40.

Assistant Superintendent for Business & Finance JoLynn Berge staffed this meeting.

Approval of agenda: Director DeWolf moved to approve the agenda. Director Mack seconded. This motion passed unanimously.

Approval of meeting minutes Director DeWolf moved to approve the December 11, 2017 meeting minutes. Director Mack seconded. This motion passed.

**Items Requiring Board Action**

1. BAR: Repeal of Board Policy D51.00 and Procedure D51.01, Anti-Retaliation (Van Duzer)  
Mr. Van Duzer will bring this BAR back to the February Audit and Finance Meeting.

2. BAR: New England Center for Children contract (Mills)  
Beth Mills, Director of Special Education reviewed this BAR. She explained the background behind student services that required a contract increase that would now bring this contract over the \$250,000 threshold.

Director Mack made a motion to move this item forward to the full Board with a recommendation for **approval** Director DeWolf seconded. This motion passed unanimously.

**Special Attention Items**

1. Notification of Contract Exceeding \$250,000: Educational Based Services Contract (Mills) Assistant Superintendent of Business and Finance, JoLynn Berge informed the Board that the Educational Based Services contract would exceed the \$250,000 threshold. The contract was part of the original Special Ed Board Action Report (BAR). Ms. Berge stated that at the beginning of the year Special Ed estimates which contracts might go over but depending on student identification the contract might need to increase.

Director DeWolf requested that Ms. Mills provide the original contract for referencing along with the exceeding amount and specific detail regarding the increase.

2. Governor's Budget/ School Funding Allocation (Berge) Assistant Superintendent of Business and Finance JoLynn Berge stated that as part of SMART goal three she would give the Board an analysis of the Governor's budget within 3 days of release. Ms. Berge had previously sent the Board an initial analysis that met this timeline, but had more updates to share. Ms. Berge said that the only budget

change that would impact Seattle Public Schools was to move all of the compensation funding to next fall instead of the two year phase in. Ms. Berge explained that the change would increase a spike in compensation for one year and then we would begin to tick down in our revenue as our expenditures keep climbing because our levy authority falls after next year.

### **Regular Agenda Items**

1. Monthly Financial Status Update (Fleming) Director of Accounting Services Amy Fleming stated that everything was trending as expected. Ms. Fleming highlighted the average annual enrollment information on her report stating that although the student count had increase by 13 students last month they had still fallen short of their original projection.  
Director DeWolf asked if the Running Start numbers had increased from last year. Ms. Fleming stated that Running Start usually begins high but then usually trend down. Ms. Fleming spoke about a negative number under revenue from other agencies and associations. The amount was there due to closing of books and the accruals off setting from the previous fiscal year. Ms. Fleming spoke about providing a monthly update to the Board regarding the federal program Head Start per federal Health and Human Services requirements. The reporting period looked a little different because October 31, 2017 was the end of the year for this particular grant. Any unused funds will automatically roll over to the current grant.  
Director Pinkham asked what happened with operational supplies and why were they so high. Ms. Fleming said that she thought it was a budget mechanism that Head Start added to their budget since they are not required to budget to that specific line item. They are required to the total operational expenditure under their non salary. Over all they did not exceed their budget.  
Director Pinkham asked if the amount was based upon previous years. Ms. Fleming was not sure but said that in the future they could ask the Head Start budget person to give them a little more narrative regarding the report.  
Director DeWolf wondered about the impact of the Federal budget cuts and when it would hit. Ms. Berge said that they would not know what the allocations will be until around May depending on when they release the information.
2. Monthly Budget Update (Berge) Nothing to report that wasn't covered in the work session.
3. SMART Goal #3 Budget (Berge) Ms. Berge stated that the program summaries were set to be high level information and from those program summaries Eric Anderson would them provide high level data to look at once the directors could determine what they want that data to be. Ms. Berge's was hoping that Eric Anderson could speak about the data in January. The Board would then take the program summaries and use them to decide what they want to program review. They would then do a full-blown report on one of the program review. Ms. Berge stated that she would go over how to get from a summary to a review and how it connects to some other policy at the next work session.
4. Committee Annual Work Plan (Berge) Nothing to report.

**Adjourned 5:41pm**