

# Board Special Meeting

## Quarterly Audit Meeting

Tuesday, December 4, 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 4:48pm Directors Pinkham and Mack were present.

Chief Financial Officer JoLynn Berge staffed this meeting.

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

Approval of meeting minutes Director Mack moved to approve the September 4, 2018 meeting minutes and Pinkham seconded. These minutes were approved.

### Audit Response

#### 1. Audit Response Management (Boulmetis)

Audit Response Manager Annette Boulmetis spoke about completing the employee leave audit reconciliation. She explained she is working on the Nathan Hale audit for funding received for radio broadcasting. Ms. Boulmetis spoke about how General Counsel Noel Treat is now overseeing Achieving and Records department, and in the process of hiring a new manager for that area. Once a new manager is hired updating within that department will be completed.

Director Pinkham asked what the current process for keeping electronic records and how are records destroyed once no longer needed. Ms. Boulmetis explained the time retention and which records are currently electronic and which are paper format.

#### 2. Curriculum & Instruction (Tolley, Halfaker, Whitworth)

Chief Academic Officer Michael Tolley spoke about item that would develop consistency across high schools for GPA and of course of study. He explained the revision to Superintendent Procedure 2024 will be presented at Curriculum and Instruction (C&I) committee next. Mr. Tolley reviewed the online course recommendations for out of district credits. The group discussed the process in which the final grade for the teacher of record for consistency.

Director Mack asked how will the change if we switch to pass or fail grade. Mr. Tolley explained it would be in the credit recovery process. And will go more in depth at the C&I committee the following week.

#### 3. Capital Projects (Best)

Director of Capital Projects & Planning Richard Best spoke about recommendation from the internal auditor for the District to receive GCCM Certification. He explained this was discussed at Operations committee and was agreed that the GCCM certification should be considered.

Director Mack would like to know what is the cost to internally to manage GCCM certification for projects. Mr. Best explained it would approximately cost \$30k to manage certified projects.

Mr. Best will prepare his recommendations to present at the Operations committee in January.

#### 4. Facility Services (Skowyra)

Director of Facility Operations Bruce Skowyra spoke about key requirements. He is not recommending the poly change but has made changes with key control that is electronically tracked and monitored. Director Mack asked who has access to that list. Mr. Skowyra explained it a manual process and they have to be added as a member to the share point.

Mr. Skowyra's items have been closed.

#### 5. Human Resources (Redick)

Director of HR Strategy & Operations Shelia Redick spoke about receiving clear guidance from SEA to develop documentation when unfilled jobs for reimbursement and requesting funds. This item is still in progress. She explained how Human Resources (HR) is monitoring substitute rebates and reimbursements. She is requesting this item be closed. Ms. Redick explained NeoGov system changes are still being implemented and an update will be given in March.

Director Pinkham asked if NeoGov has a note editing tracking ability. Ms. Redick confirmed it does have the ability to track notes.

Ms. Redick will return in March with an update on remaining open items.

#### 6. Business & Finance (Berge)

Chief Financial Officer JoLynn Berge spoke about the fixed asset system work beginning as soon as we have the capacity. She is requesting this item be closed until we are able to work on this.

Director Mack would like to keep the item open. Ms. Berge explained if it remains open she will not have any additional updates for this until December 2019.

### **Internal Audit Update**

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

- Special Education – Writeback Process Audit (Hansen)

Director of Internal Audit & Ethics Officer Andrew Medina spoke about two completed audits to present to the committee. He introduced Senior Internal Auditor Janise Hansen who spoke about the online system for Individualized Education Program (IEP), which tracks special education student progress. She explained PowerSchool and IEP are not compatible, as a result, District staff were manually inputting data from the IEP online system into PowerSchool. To address the issue of system compatibility, she explained the District has created what is called the writeback process. The writeback process is a program which allows the District to take a data extract file, provided by the IEP Online vendor, and electronically merge that data into PowerSchool. This eliminates the staff time needed to manually input the data from the IEP Online system into PowerSchool. The writeback process also reduces the risk of manual data input errors that could lead to noncompliance.

Ms. Hansen explained the audit was conducted at the request of the department of education who had been monitoring the District's compliance. Ms. Hansen confirms that writeback process is working as it should and is sustainable. However, she explained the report does identify opportunities for improvement related to the effectiveness and sustainability of the writeback process.

Director Pinkham asked who controls the automated process. Ms. Hansen explained the District controls the writeback process. However, the writeback process is dependent on the data extract file from the IEP Online system, which is provided by the IEP Online system's vendor. She explained the writeback process cannot take place until the vendor has provided the District with the data extract file.

Ms. Hansen reviewed the recommendations for the processes and procedures.

- Thornton Creek Elementary School Audit (Kim)

Senior Internal Auditor Elisa Kim spoke about how this audit was requested by District management due to concerns about overlap between school operations and support organizations.

Director Mack asked if the school's site council is a 501C3. Ms. Kim explained the site council is not, however, the parent group is.

Ms. Kim explained the goal was to provide the school with more support and guidance on how to manage this going forward. Ms. Kim reviewed the eight findings and recommendations outlined in the report.

**Adjourned 6:30pm**