

**Board Special Meeting**  
**Audit & Finance Committee**  
January 11, 2021, 7:30-9:30am  
*Meeting held remotely*



**Minutes**

**Call to Order**

1. This meeting was called to order at 7:32am. Directors Hersey, Rivera-Smith and Hampson. This meeting was staffed by Chief Financial Officer JoLynn Berge. Director Hersey noted that the meeting was being held remotely consistent with the Governor's proclamations prohibiting the meeting from being held in person due to COVID-19. Director Hersey noted that the public had been provided remote access through Microsoft Teams and teleconference.
2. Approval of agenda - Director Hampson moved to approve the agenda. Director Rivera-Smith seconded. Agenda was approved.
3. Approval of meeting minutes – Director Hampson moved to approved November 9<sup>th</sup> and December 7<sup>th</sup> Minutes. Rivera-Smith seconded, and November and December minutes were approved.

**Special Attention Items**

1. Change to Internal Audit Plan – Request from Nutrition Services (Podesta)  
Chief Operating Officer Fred Podesta spoke about requesting on behalf of the Nutrition Services Department to have internal audit look into some supply chain, inventory and procurement practices. Chief Podesta explained the reasoning of why this request is being made and what the advantages of this audit could be for the department. The goal is to find efficiencies and correct any inefficiencies that are found. Director of Internal Auditor Andrew Medina confirmed Internal Audit Department will be able to accommodate this request. Director Hampson moved to change internal audit plan and Director Rivera-Smith seconded. This was passed unanimously.
2. Revised Superintendent Procedure 5010SP (Meade)  
Director of investigation and Compliance Tina Meade explained procedure 5010 needed to be revised based on Office of Superintendent of Public Instruction (OSPI). The changes that are being made are to remove the requirement for a complainant to sign the statement. And structural changes were also made such as relevant cabinet members updated under the procedure and the item of complaint investigation to complaint resolution. The District needed to update and remove these items.
3. Governor's Budget (Berge)  
Chief Financial Officer JoLynn Berge spoke about changes in the Governor's budget, including information on transportation funding. Other bills are being drafted and some transportation hold harmless for additional funding for smaller ridership is being considered. The governor had 400M for learning loss happening due to Covid in his budget. Guidance counselors are increasing in 2022-23 for high poverty areas.  
Director Hampson requested an updated on how the new Coronavirus Aid, Relief, and Economic Security (CARES) money will be distributed. Chief Berge explained the majority will be via the Title I formula. No additional information has been given to the District about the CARES funding.

## **Standing Agenda Items**

### 1. Monthly Accounting Update (Fleming)

Accounting Director Amy Fleming provided the monthly October and November financials. In October enrollment by grade shows the District enrollment was down, which was expected. In November we did show a slight improvement. She explained the monthly revenue trend and general fund information in the year to date trend showing it being higher than last year. We will begin seeing adjustments on apportionment in January due to enrollment being down. She explained the local non tax item is down due to field trips are not occurring. Ms. Fleming spoke about under the assets section the cash and cash equivalent is still looking strong and no cash flow issue. Ms. Fleming pointed out the monthly Head Start program funds show the funding cycle is November 1 to October 31.

### 2. Monthly Budget Update (Sebring)

Budget Director Linda Sebring spoke about the Legislative budget beginning today. Central office budgeting will begin and then schools will begin with their budgeting process.

### 3. Committee Annual Work Plan (Berge)

Chief Berge explained Policy 6550 and the internal Audit Board Action Report (BAR) is to be pushed to the March 2021 monthly meeting. Director Hersey requested anti retaliation for teachers policy or procedure be added to the work plan. Chief Codd can bring the 5245 anti-retaliation current policy to committee for review at the March 2021 meeting and the BAR in May 2021.

## **Adjourn**

This meeting adjourned at 8:41 am.

**Minutes submitted by:** *The Office of Chief Financial Officer*