

# Board Special Meeting

John Stanford Center – Board Office Conference Room

2445 3<sup>rd</sup> Avenue South, Seattle, WA 98124



## Audit & Finance Committee Meeting Agenda Tuesday, October 6, 2015 4:30 – 6:30 pm

### Call to Order

5 mins

1. Board members and staff present
2. Approval of Agenda
3. Approval of August 13, 2015 meeting minutes

### Items Requiring Board Action on October 7 and/or October 21, 2015

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|--|---------|
| 1. Garfield/ South Shore Property Exchange with Park (Skowyra/ Johnson)                                | 10 mins |
| 2. Resolution 2015/16-10 Capital Levy (Herndon)  | 10 mins |
| 3. Resolution 2015/16-9 Operations Levy (Gotsch)   | 10 mins |
| 4. Resolution 2015/16-7, Certification of the Operations Levy collection amount for 2016 (Gotsch/Kent) | 10 mins |

### Special Attention Items

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|--|---------|
| 1. 2015-16 Draft Coaches Salary Schedule (Jones)             | 10 mins |
| 2. Temporary Staff Services Master Contract (Walsh/ Navarro) | 5 mins  |
| 3. Economic Stabilization to include in CEP Fund (Technow)   | 5 mins  |

### Regular Agenda

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|--|--------|
| 1. Monthly Financial Status Update (Technow)                 | 5 mins |
| 2. Monthly Budget Update (Gotsch/Sebring)                    | 5 mins |
| 3. Monthly Human Resources Update: Title IX (Jones)          | 5 mins |
| 4. Monthly Grants Update (Stone)                             | 5 mins |
| 5. Monthly Procurement Update (Murphy)                       | 5 mins |
| 6. Monthly Head Start Financial Report Update (Gousie/Toner) | 5 mins |

### Internal Audit

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|--|---------|
| 1. Internal Audit Update (Medina)  | 20 mins |
| • Annual Risk Assessment and Audit Plan (Medina/Fry)                       |         |
| • Accuracy and Reliability of Financial Reporting – Capital Programs (Fry) |         |
| • Vehicle Fleet Operations Follow-up Audit (Melton)                        |         |

### Upcoming Meetings

- November 12, 2015 - Monthly Finance Meeting
- December 10, 2015 - Monthly Finance Meeting
- December 15, 2015 - Quarterly Audit Meeting

### Follow Up Items

- Departing Employee Checklist (Jones)
- JSCEE Debt Retirement Options Briefing Paper (Gotsch/Technow)

\*Please note that A&F is a working committee of the Board. Documents may change before the meeting and/or prior to their introduction before the Board. The Board Office maintains the archive for documents that were presented at the meeting. Due to the June 2015 change to the district website, documents for this meeting are provided on the pages below.