



MEETING NOTES

The purpose of this document is to provide an overview of the actions taken by the School Board and of discussions and reports given. Anyone interested in viewing the full meeting, please visit the School Board website at <https://www.pps.net/domain/219>.

A Meeting of the Board of Education's Audit Committee at 4:33 pm at the call of the Committee Chair Brim-Edwards. This meeting was held virtually due to Covid-19 and streamed live at: <https://www.youtube.com/user/ppskomms/videos>

There were present:

Committee Members

Directors Bailey, Brim-Edwards, and DePass; Kate Wilkinson; District Student Council Representatives Parker Myrus and Jackson Weinberg

Staff and Other Attendees

Kara Bradshaw - Executive Assistant, Board of Education
Emily Courtnage – Director, Purchasing and Contracting
Guadalupe Guerrero – Superintendent
Janise Hansen – Senior Internal Performance Auditor
Claire Hertz – Deputy Superintendent of Business and Operations
Dani Ledezma – Senior Advisor, Racial Equity and Social Justice
Mary Catherine Moore – Internal Performance Auditor
Rosanne Powell - Senior Board Manager
Terry Proctor – Manager, Multimedia Services
David Roy – Senior Director, Communications

Pre-meeting

The virtual meeting opened for attendees to arrive at 4:15pm. No deliberation or decisions were made prior to the start of the meeting.

Acknowledgment of Previous Informal Meeting Minutes

Time Started: 4:36 pm

The Informal Meeting Minutes from the August 31, 2020 Joint Audit and School Improvement Bond Committee meeting and the September 16, 2020 were posted and were acknowledged by Committee Chair Brim-Edwards. She stated that if there are any questions or suggestions to please direct them to Kara Bradshaw or Rosanne Powell.

Draft 2020-2021 Audit Plan Proposal

Time Started: 4:37 pm

Director Brim-Edwards noted that the audit plan has already been discussed and accepted, and that they are considering additional recommendations, which if accepted would be forwarded to the full board. She noted that there were a number other items that were discussed by the auditors that are not being forwarded for consideration by the full board, and that those items could be discussed in the future. She added that there was a request to move the English as a Second Language (ESL) audit to this year's audit plan, which will be considered at a future meeting. Director Bailey stated that he has requested a

hardship transfer audit for two years and would like to have it considered to be reviewed. Director DePass stated that an equity lens should be applied to all prioritizing decision making.

Janise Hansen shared that the Automated Clearing House (ACH) and PCard audits have already been approved by the board and are underway. She proposed that the next audit topics be Student Body Funds (SBF), Facility Usage / Building Rentals, and Health and Safety Checks. She explained that the purpose of the SBF audit would be to determine whether the District has adequate internal controls to ensure the complete and accurate accounting, tracking, and safeguarding of Student Body Funds and that the purpose of the Facilities audit would be to look at equitable opportunity to use school facilities, in addition to potential loss of revenue and possible liability. She added that Health and Safety Checks would become a priority if/once student's return to in person instruction, and would focus on whether the building safety plans were being followed. She provided an overview of what the Health and Safety checks would include.

Director Bailey commented that while he thinks that the Facilities topic is important, that there are other, higher priorities that take less time to complete. Director DePass asked how it is determined how many hours it takes to complete an audit. Ms. Hansen replied that it is very challenging to determine how long an audit would take, and that it is a best guess which includes the previous experience of the auditors and the amount of locations/contacts that need to be made.

Director Brim-Edwards asked if the committee would be comfortable referring to the full board for consideration the addition of the Student Body Funds and Health and Safety Audits to the 2020-2021 audit plan, noting that the committee could further discuss the Facilities, ESL and Hardship Transfer audits at the next committee meeting. The committee agreed to recommendation to the full board the addition of the Student Body Funds and Health and Safety Audits to the 2020/2021 Audit Plan.

Director Bailey asked how it would be determined which schools would participate in the SBF audit. Ms. Hansen shared that she would look at schools that turn in reporting late/or not at all, as well as try and get a sample from each geographical area and a range of each grade level. Claire Hertz suggested that there should be a focus at the high school level because of the volume of transactions and dollars that pass through at that level.

Implementation of Contracts Audit Recommendations

Time Started: 5:22 pm

Director Brim-Edwards provided an introduction to the Implementation of Contracts Audit Recommendations. Claire Hertz provided an overview of the implementation plan, noting that it is a multi-department response, including Contracts, Financial Services, Legal and Racial Equity and Social Justice (RESJ), as well as departments that hold multiple contracts. She noted that there are cases where there are multiple findings that have one action and so the implementation plan states to see another implementation response. Emily Courtnage provided an overview of the implementation actions that have already been completed, including changing the mandatory contracting deadline so that it is required to take the contract training prior to completing any contracts, as well as eliminated the grace period, adding review and performance outcomes to the training, specifically how to draft a detailed scope of work. She added that they have begun to publicly post the scope of work with board contracts. Ms. Courtnage share that there are multiple implementation s that are in process, including a new contract management system, Cobblestone, which provides central and accessible location to track all documents, tracks invoice submissions and triggers surveys and reminders. She shared that she is working closely with general counsel to determine implementation of contractor training and compliance and once it's determined, it will be included in contract Request for Proposals (RFP) and will be included in the next iteration of contract training. Director Brim-Edwards commented that between the Secretary of State (SOS) audit and the current internal audit a lot of controls have been put in place.

Committee members asked questions regarding the audit implementation plan. Director Brim-Edwards requested an interim update regarding contractor's training. She also requested that if there is evidence of the completion of specific deliverables, that it accompany the tracking. Director Brim-Edwards stated that any further questions should be emailed to her so that she can compile them.

Other Business

Time Started: 6:04

Director Brim-Edwards shared that there is a vacancy for a Committee Community Member, noting that the committee decided to open up to not just include people who have auditing experience. Director DePass added that the idea to open the committee up to a more diverse pool of candidates. Director Brim-Edwards ask if there were any final edits to the description, and there were no requests for changes. Director Brim-Edwards shared that they would post it in the traditional places, as well as circulate it via Director DePass and Kari Guy.

Public Comment

- None

Adjourned

Committee Chair Brim-Edwards adjourned the meeting at 6:09 pm.

Submitted by:



Kara Bradshaw, Executive Assistant
PPS Board of Education