

# **DISTRICT 11 BOARD OF EDUCATION AUDIT ADVISORY COMMITTEE**

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## **MEETING NOTES**

**February 12, 2016**

**8:15 a.m.**

**IT (B) Conference Room**

**Members Present:** Nora Brown, Aaron Zimmerman, Jan Rennie, Ed Plute, Jeff Ingram, and Marie Sullivan

**Members Absent:** Cynthia Bernard and Chip Ecks

**Ex-Officio Members Present:** Glenn Gustafson and Nichole Imm

**Guests:** Kris Odom

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Chairman Brown brought the meeting to order at 8:15 a.m. The meeting notes from the January 22, 2016 meeting were approved by all in attendance.

The first order of business was an update on the RFP process by Kris Odom, Executive Director of Procurement and Contracting. Highlights included:

- RFP solicitation issued
- Proposals are due back on Tuesday, February 16<sup>th</sup>
- Kris Odom to working with team which includes: Nora Brown, Marie Sullivan and Jeff Ingram
- ~~The team needs to set~~ dates for review of vendors
- Group evaluation to be completed by March 4<sup>th</sup>
- Team meeting set for Monday, February 29<sup>th</sup> from 1:00 to 4:00 pm
- Packets will be available for pickup on Tuesday, February 23<sup>rd</sup>
- Vendor choice must be finalized by Tuesday, April 5<sup>th</sup>
- Vendor choice to BOE on Wednesday, April 13<sup>th</sup>

The next order of business was an update from the Internal Auditor, Nichole Imm. Highlights included:

- Review of scores from the most recent audits
- Calendar dates for upcoming audits
- Overview of score card training and implementation
  - Ongoing questions to be addressed at monthly meetings
- Fundraising policy implementation and weekly meetings with Volunteer Services
- Appropriate expenditure guidelines progress

After Nichole finished her update, Glenn Gustafson then began a presentation regarding Colorado School Finance. The presentation was titled: "Colorado K-12 Funding".

Jan Rennie shared an update from the most recent DAC Budget Subcommittee meeting. Notes from the meeting can be found at: <http://www.d11.org/DAC/Pages/notes.aspx>.

The final order of business was to establish the agenda for the February 26<sup>th</sup> meeting. Chairman Brown will not be present and Ed Plute will chair the meeting in her absence.

## **DISTRICT 11 AUDIT COMMITTEE**

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The February 26<sup>th</sup> meeting will include:

- Approval of February 12, 2016 meeting notes
- Review of PIPs
- DAC Budget Subcommittee update
- Agenda for the March 11, 2016 meeting

The meeting adjourned at 9:50 a.m.

Respectfully submitted by Kathy Box