

EAST SIDE UNION HIGH SCHOOL DISTRICT

Minutes of Meeting

Approved

Board Audit Committee

April 18, 2013

6:00 PM

East Side Union High School District
Education Center

Superintendent's Conference Room
830 Capitol Avenue San Jose, CA 95133-1398

1. Call to Order /Roll Call

Chair Nguyen called the meeting to order at 6:08 p.m. Present were Vice Chair Carrasco, Member Berg, Member Juchau and Member Reinke.

Staff members in attendance were:

- *Chris Funk*
- *Marcus Battle*
- *Mary Guillen*
- *Karen Poon*
- *Kelly Kwong (to begin as Senior Manager of Internal Controls on May 1, 2013)*

Presenter:

- *Joyce Peters, External Auditor*

2. Introductions

Persons present at the meeting introduced themselves.

3. Adopt Agenda

Motion by Member Berg, second by Member Carrasco, to adopt the agenda as presented.

Vote: 5/0

4. Special Order of Business

Individuals may be permitted to present an item out of order on the agenda to accommodate their schedules.

None

5. Public Comments

Members of the public may address the Audit Committee on any subject not on the agenda; however, provisions of the Brown Act (Government Code 54954.2(a) and 54954.3) preclude any action. As a unagendized item, no response is required from the Audit Committee or district staff and no action can be taken; however, the Board may instruct the Chair to agendize the item for a future meeting.

None

6. Approval of Minutes

Action: Minutes from the February 12, 2013, meeting will be presented for approval.

Motion by Member Reinke, second by Member Berg, to approve the minutes as presented.

Vote: 5/0

Internal Auditor / Chair / Vice Chair

7. Discussion/Action: Updates - Chair Nguyen and Vice Chair Carrasco

Chair Nguyen had no updates to provide the Committee under this item.

8. Discussion/Action: Senior Manager of Internal Controls Status/Update – Chair Nguyen and Vice Chair Carrasco

Chair Nguyen shared with the Committee that there were seven applicants for the position of Senior Manager of Internal Controls. As a result of the interview process, the Board of Trustees hired Kelly Kwong who will begin her employment with the District on May 1.

Kelly Kwong was present at the meeting and shared with the Committee her work experience, certification, accomplishments, and community service.

9. Discussion/Action: Audit Committee Charter – Chair Nguyen and Vice Chair Carrasco

Chair Nguyen shared with the Committee that the Board adopted the Audit Committee's proposed amendments to the Audit Committee Charter at their Board Meeting of April 16, 2013.

10. Discussion/Action: Fraud/Waste/Abuse Hotline – Chair Nguyen and Vice Chair Carrasco

It was reported that to-date there have been no reports of fraud, waste and/or abuse reported to the hotline.

External Auditor

11. Discussion/Action: Update by External Auditor regarding East Side Union High School District - Joyce Peters, External Auditor, will provide an audit update to the Committee.

Joyce Peters introduced herself and her work with Vavrinek, Trine, Day & Company, LLP. She is the new ESUHSD VTD representative.

Superintendent

12. Discussion/Action: Update on the Teacher Laptop Initiative – Superintendent Funk and Associate Superintendent Battle

Associate Superintendent Battle shared with the Committee that the every teacher will be provided a laptop to assist them with instruction in the classroom. Teachers have been given the option of a Mac or PC laptop. Tentative delivery date of the laptops to the District is May 3, 2013. All computers will be asset tagged and the information will be uploaded into a database. Prior to issuance of the laptop, teachers will be signing a form indicating that they have been assigned the laptop and that they will adhere to the District's acceptable use policy.

13. Discussion/Action: Update on Copiers - Associate Superintendent Battle

Associate Superintendent Battle shared with the Committee that a comprehensive review of the copiers in the District was performed. The goal is to provide current copier technology at the sites provide newer, more reliable machines and trainings at the sites. There is also the green effect to produce fewer copies and reduce power usage. The goals is to provide the Board with a recommendation by the June 27 meeting and then to start the replacement process.

14. Discussion/Action: Storage of Records – Superintendent Funk and Associate Superintendent Battle

Associate Superintendent Battle indicated that the District has a policy on storage of records. The current policy is in the process of being reviewed and updated. The District has no administrative regulation for storage of records, but will be developing an administrative regulation to accompany the Board Policy.

Superintendent Funk indicated that a legal opinion on the retention of student records will be presented at the next Audit Committee meeting.

Audit Committee Business

15. Discussion/Action Future Meetings

Under this item the Audit Committee may schedule future meeting dates and times.

The next Audit Committee Meeting will be held on June 6, 2013, at 6 PM in the Superintendent's Conference Room of the East Side Union High School District.

Items for future discussion:

- *ASB Debit Balances (recurring item on the agenda)*
- *Records Retention Policy*
- *Board Policy & Administrative Regulation regarding Equipment Loss / Replacement*
- *Cash Handling (recurring item on the agenda)*

16. Superintendent Communications/Comments

- Superintendent Chris D. Funk

ASB Debit Balances – This will be under Kelly's review and she will set up the formal training for the sites to have on a regular basis.

Community Conversations and Focus Group Meetings – A total of 15 community conversations and 6 focus group (students and staff) meeting have taken place around the Strategic Plan.

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The upcoming Board Meeting of April 25 will focus on the Strategic Plan and will be around the vision, mission and core values for the district, as well as the goals of the Board and objectives and strategies.

December 2013 is when the Strategic Plan will be presented to the Board of Trustees.

- Associate Superintendent of Business Services Marcus Battle

The Business Office has reconciled the recommendations of the Auditor. Associate Superintendent Battle will review the reconciled recommendations with Kelly Kwong in May. The information will then be presented to the Audit Committee.

17. Audit Committee Member Comments

Individual Audit Committee members may report on programs, conferences, meetings attended and/or items of interest to the public. An Audit Committee member may wish to express a concern or observation about a topic not appearing on the agenda, or request items to be scheduled on a future agenda.

None

18. Adjournment

Chair Nguyen adjourned the meeting at 7:50 p.m.

Respectfully submitted,



Lan Nguyen, Board Audit Committee Chair