

**MINUTES OF THE AUDIT COMMITTEE MEETING**  
**SCOTTSDALE UNIFIED SCHOOL DISTRICT NO. 48**  
**Mohave District Annex, Conference Room D, 8500 E. Jackrabbit Rd, Scottsdale, AZ 85250**  
**June 8, 2023 at 9:00 AM**

The meeting was called to order at 9:00 AM on June 8, 2023.

Call to Order – Ms. Regan called the meeting to order.

One or more members of the Audit Committee and non-Audit Committee members participated in the meeting via video or internet conferencing - Zoom

Roll Call-

Audit Committee members in attendance were Sara Regan, Chair; Dale Belt (via Zoom); Jeanne Beasley; and Carine Werner, Governing Board Member. Jason Klonoski was absent. Dr. Scott A. Menzel, Superintendent and Shannon Crosier, Chief Financial Officer were also present. A quorum was present.

Welcome new Audit Committee Member, Jeanne Beasley!

**Information/Discussion and Possible Action**

3. Approval of Prior Meeting Minutes – March 10, 2023 – Action

Mr. Belt moved to approve the Audit Committee Meeting Minutes of March 10, 2023 with one technical correction on page 3 – the minutes were dated December 10, 2023 instead of March 10, 2023. Ms. Beasley seconded the motion. The motion was approved with a vote of 4 - 0.

4. Recommendation to Nominate a Vice Chair – Action

Mr. Belt moved to approve the addition of a Vice Chair position to the Audit Committee. Mrs. Werner seconded the motion. The motion was approved with a vote of 4 – 0.

- Mrs. Werner nominated Jason Klonoski for Vice Chair.

Mr. Belt moved to nominate Jason Klonoski as Vice Chair of the Audit Committee. Mrs. Werner seconded the motion. The motion was approved with a vote of 4 – 0.

5. Review and Approve Revised Charter re Composition of the Audit Committee – Action

Mr. Belt moved to approve the amended Audit Committee Charter. Ms. Regan seconded the motion. The motion was approved with a vote of 4 – 0.

6. Discuss Future Audit Projects – Information

- There are currently no audits on the agenda.
- Last year the City of Scottsdale presented a risk matrix of potential audit topics and the committee chose to go forward with an HR audit which was completed. That risk matrix has not been revisited.
- As a committee, more information is needed before moving forward with another audit:
  - An updated risk matrix
  - An understanding of what the budget is for audit hours for this year and next year
  - A proposed audit plan from the District or District working with the City of Scottsdale
- Ms. Regan preferred to not wait until the September meeting to get the needed information. Time would be lost on being able to put an audit plan together for approval by the Governing

Board. Ms. Regan proposed that the Audit Committee have a meeting in advance of the September meeting where either the District or the City Auditor or both bring to the committee both the budget and the risk matrix and potentially a proposed audit plan.

- Mrs. Werner recommended that the next audit be a compensation and benefits audit. Start where the District is currently, then move forward and make any necessary changes. Also, look at where the District is based on comparable markets.
- There is a way we can work with the City of Scottsdale to do the compensation audit, compensation structure, consistency across classifications and look more robustly at compensation and benefits on a true audit side.
- Dr. Menzel mentioned that the District needs to have a compensation study that will provide data to benchmark against the market to measure against the audit.
- If the District performs a compensation audit, it makes sense for the Audit Committee to facilitate that compensation and benefits audit at the same time – would likely cause less operational disruption.
- The commit favors the next audit to be a compensation and benefits audit. The District will work with the City of Scottsdale to outline the scope of work and a proposed cost. The District will need Governing Board approval on the cost for the audit.

Mr. Belt moved to approve that the Audit Committee recommend to the Governing Board a compensation and benefits audit including a scope of work and proposed cost. Ms. Beasley seconded the motion. The motion was approved with a vote of 4 – 0.

- Ms. Regan would prefer to have an audit plan that lasts 12 months or 18 months, so the committee understands what is on the horizon, be flexible/not set in stone, continuity in terms of where the committee is going.
- Ms. Regan would prefer to meet prior to September and all members agreed. Gladys will work on finding a date and time toward the end of July.
- Meeting/orientation in July – request for a packet of information to be put together for committee members so everyone has a mutual understanding of the Audit Committee's mission, vision and values as well as the charter. Discuss giving the Governing Board an annual report, deadlines, what the group wants to do and accomplish, talk through each member's vision for the future and how each member can contribute to the committee and the District.

## 7. Adjournment

At 9:24 AM, Mr. Belt moved to adjourn the Audit Committee meeting. Mrs. Werner seconded the motion. The motion was approved with a vote of 4 – 0.

Dated this 8<sup>th</sup> day of June 2023