

**MINUTES OF THE AUDIT COMMITTEE MEETING
SCOTTSDALE UNIFIED SCHOOL DISTRICT NO. 48
Online Platform – Microsoft Office Teams
December 8, 2023 at 9:00 AM**

The meeting was called to order at 9:00 AM on December 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

Roll Call-

Audit Committee members in attendance were Sara Regan, Chair; Jason Klonoski, Vice Chair; Carine Werner, Governing Board Member and Jeanne Beasley. Dr. Scott A. Menzel, Superintendent; Shannon Crosier, Chief Financial Officer; Alexis Wilson, Assistant Superintendent of Human Resources and Lai Cluff, Acting City Auditor – City of Scottsdale were also present. A quorum was present.

Information/Discussion and Possible Action

3. Approval of Prior Meeting Minutes – September 8, 2023 – Action

Mr. Klonoski moved to approve the Audit Committee Meeting Minutes of September 8, 2023. Mrs. Werner seconded the motion. The motion was approved with a vote of 5 - 0.

4. Report on Prior Audit Finding Status - Information

- Alexis Wilson, Assistant Superintendent of Human Resources, presented the Human Resources Audit Phase I Update.
 - Evaluate employee turnover
 - Refine termination codes
 - Evaluate methods to better manage employee complaints and grievances
 - Consider increasing the substitute pool
- Finding I: Reliability and availability of data could better inform the district's retention strategies and performance monitoring.
- Resignations by month and reasons 23-24SY - document was shared and reviewed – quick snapshot of termination reasons as to why employees are leaving SUSD. A further data dive will be completed, and information will be shared with supervisors.
- Resignation reasons are indicated in the PAR form submitted by the sites and an exit interview is received.
- Working to implement an electronic way to submit termination codes – a termination form has been created and close to being finalized.
- Each school site has a liaison committee that is new this year – make recommendations and share concerns.
- HR implemented a system to document a concern versus a grievance and what the resolution or outcome may have been for each site.
- Number of substitutes in the pool:
 - FY23 = 391
 - FY24 = 513 as of Nov 30th
 - Hired an average of 18 per month in FY23 and 29 per month in SY24

- Fill rate for substitutes has improved: FY21 = 80%; FY22 = 77%, FY23 = 81%; FY24 = 89%
- Fill rate the Monday after Thanksgiving: FY23 = 75%; FY24 = 95%
- Finding II: Recruiting effectiveness may be improved by monitoring recruitment progress and metrics, increasing HR oversight and standardizing procedures. Target date to complete is January 31, 2024.
 - Job posting standardization has been cleaned up
 - Actual job postings have been cleaned up
 - Working to collect hiring data to review on a monthly basis
 - Creating a checklist for hiring supervisors to complete and will audit on a regular basis
 - Established procedures for tracking and monitoring, pending certification of newly hired certified staff
 - Created a certified placement schedule
- Finding III: Process improvements are needed to alleviate workload pressure and help the department move toward its strategic goals. Target date to complete is December 2023 - prioritizing part B&C (page 4 slide deck) for completion by October 2023.
 - Created a reduction in workflow for the PAR form – eliminated 2-5 stops that a PAR was making
 - Created a guidebook on how to do a termination PAR and scheduled trainings at various sites
 - Reviewed master list and removed all Visions accounts for those no longer employed – all data cleaned up and everything is now automatized
- Additional work completed by HR Team
 - Onboarded over 700 employees/contractors/student teachers since July 1st
 - Guest teacher incentive program
 - Drop-In Interviews - hired 14 out of 34 drop-in interview candidates
 - Streamlined volunteer process
 - Mentoring and Induction Program
 - Held six job fairs
 - Teacher Residency Program
 - Teacher Fellows Program
 - New evaluation tool approved for teachers - professional development ongoing
 - Revising transfer process
 - Annual reports completed on time
 - Automatized Personnel Agenda
- Next Steps
 - Complete final audit recommendations by target dates
 - Ongoing training for sites and HR team
 - Update TalentEd Hire (application) platform
 - Update Records platform
 - Video interviewing platform integrated with TalentEd Hire
 - Interest Based Negotiations (IBN)
 - Contract issuance
 - Compensation study
 - Audit Phase II
 - Salary schedules updated

At 9:36am Carine Werner left the meeting

5. Phase II Audit Update - Information

- Lai Cluff, Acting City Auditor – City of Scottsdale presented information on where we are in the process.
- Had a late start to this due to a delay in obtaining data for analysis.
- Hoping to complete the bulk of the analysis before winter break.
- The report will be finalized by the time the Audit Committee meets in March 2024

6. 2024 Audit Committee Goals and Liaison Assignments – Information

- Board Liaison – This person would be responsible for gathering information and connecting with the Board, submitting a report to the Board, pulling information to send to the Board and sharing with the Audit Committee. There is no conflict per General Counsel. Jeanne Beasley volunteered for this role.
- Financial or Budget Liaison – This person would be responsible for reviewing the reports the CFO sends to the Audit Committee, connecting with the CFO (questions the Audit Committee may have), reporting out to the Audit Committee on any questions/concerns they may have regarding the budget reports and ensuring budget dollars allocated are being spent in the appropriate way. Jason Klonoski volunteered for this role.
- District Audit Liaison – This person would be responsible for making sure the audit plan is being followed and the audit remediations are on track. This person will report back to the Audit Committee. Sara Regan volunteered for this role.
- If the roles will be formalized it will need to be a future agenda item. Recommendation to develop a draft and put on a future agenda for approval.
- One of Ms. Regan's goals for next year is to have a file report for the Governing Board finalized by March 2024. Ms. Beasley will work on the first draft.
- There was discussion around creating a shared drive that contains all relevant audit information. Ms. Regan will connect with Ms. Crosier regarding contents for the shared drive. Ms. Regan's goal is for the Audit Committee to see what is on the roadmap for 2024, status of findings, status of audits in completion and status of future audits.

7. Adjournment

At 10:00 AM, Ms. Beasley moved to adjourn the Audit Committee meeting. Mr. Klonoski seconded the motion. The motion was approved with a vote of 4 – 0.

Dated this 8th day of December 2023