

## **Forest Grove Community School**

Board of Directors Meeting

February 14, 2017

### **Board Members Present**

Anita Zijdemans-Boudreau, chair

Jon Stagnitti, vice chair

Bob Hatt, treasurer

Rochelle Auran, member

Steve Molin, member

Robbie Pock, member

### **Board Members Absent**

Roger Neyman, member

### **Staff Members Present**

Vanessa Gray, Principal

Karen Torry, Director of School Operations

The meeting was called to order at 6:34 p.m.

### **Discussion Items**

**Auditor Review:** Hans Graichen, an auditor with Pauly Rogers & Co., presented an overview of the most recent audit and explained some changes that have affected the way school finances appear in reports and balance sheets. Hans stated that the auditors did not run into any issues during the audit and issued a 'clean' management letter. Hans explained PERS costs and liabilities in detail. He explained the nature and purpose of the annual audit of FGCS, which is required by state law because FGCS is a public entity. The audit produces recommendations about financial processes and controls. Hans stated that, over time, FGCS has addressed recommendations. The management letter this year is consistent with past years. A recommendation regarding separation of duties is fairly common with small organizations and makes board oversight important: E.g., checking monthly financial statements, periodically reviewing check sequences to identify any missing checks or checks written out of sequence, reviewing Quickbooks journal entries.

**Equal Employment Opportunity Policy:** The Board will vote in March on this policy, which is recommended by PACE as part of his employee liability toolkit. The policy incorporates changes in state law.

## **Voting Items**

January Regular Meeting Minutes: Jon moved to approve the January 2017 regular meeting minutes, amended to remove the reference to Robbie as board secretary. Anita seconded. Unanimously approved.

January Special Meeting Minutes: Steve moved to approve the January 2017 special meeting minutes. Robbie seconded. Unanimously approved.

## **Reports**

Response to Evaluation Recommendations: Jon said he appreciated Vanessa's thoughtful response to recommendations. There was some discussion about alignment of professional development with school improvement plan goals.

Next meeting: 6:30 p.m. Tues., March 14

The meeting was adjourned at 7:25 p.m.