

**SPECIAL MEETING OF THE AUDIT COMMITTEE
SAN CARLOS CHARTER LEARNING CENTER
Wednesday, December 5, 2018 at 6:00 p.m.
Room 304, SCCLC, 750 Dartmouth Ave, San Carlos, CA**

1. CALL TO ORDER at 6:08 p.m.

- a. **Audit committee members present:** Stacy Pan, Matt Kowitt, Preeti Verghese, Megan Miller, Julia Fox
- b. **Community members present:** none

2. COMMUNICATIONS

- a. COMMUNITY COMMENTS - Community members (including staff and committee members) are encouraged to make comments. However, by law, if you wish to engage in a discussion with the committee, the topic must be on the agenda. Contact an Audit Committee member, or the Executive Director, to discuss adding topics to the agenda.

- i. None.

3. AUDIT COMMITTEE DISCUSSION

- a. Review Audit Committee roles and responsibilities
- b. Review current SCCLC Audit Report and draft questions and response to the report
 - ii. Note 1 A (page 7): It was not the State Board of Education that approved SCCLC in 1993. Rather, it was the San Carlos School District Board of Education that approved the charter -- after which, the California Department of Education assigned us California Charter number 001.
 - iii. Note 8 - Authorizing Agency, (page 15): [The Memorandum of Understanding with the District](#) is a 5-year agreement which runs concurrent with the Charter. It is in force through June 30, 2022 (not 2020, as the Audit Report states).
 - iv. Note 9 - Facilities Use Agreement (page 16): The FUA was first approved in 2012 for a 2-year span, and subsequently renewed every year extending it by an additional year. The agreement for 2017-2018 was first approved on [24-AUG-2016](#), and then the updated version on [1-NOV-2017](#). The "additional fee of \$40,000" was last paid in the 2016-2017 FY (it was a total of 5 years, starting 2012-2013, for a total of \$200k). There was no additional \$40k payment from CLC to SCSD in 2017-2018 (the year for this audit), and there is no further mention of this fee in the 11/1/2017 updated agreement (which is retroactive to July 1, 2017).
 - v. Page 17: Board of Directors: Jessica Burtis-Linderman's term ended in January 2018; From January 2018 through the end of the audit period, Inga Davis served as the Staff Representative on the BoD
 - vi. Pages 27-28: Please remove "five digit codes" for clarity.
 - vii. Page 29: This page appears to be extraneous, please remove.

4. ACTION ITEM REVIEW

- a. Julia will send meeting minutes to Jessika Welcome.

5. Matt moved to approve the draft audit report with edits described above

- a. Megan seconded the motion
- b. Draft audit approved

6. Megan moved to approve the meeting minutes

- a. Preeti seconded the motion
- b. Meeting minutes approved

9. ADJOURN at 6:37 pm.