

**MINUTES OF THE GOVERNING BOARD SPECIAL MEETING
FOR THE FOWLER SCHOOL DISTRICT #45
1617 SOUTH 67TH AVENUE
PHOENIX, ARIZONA
April 17, 2023**

CALL TO ORDER

The meeting was called to order by Mrs. Eastburn at 4:00 p.m.

OPENING OF MEETING

Roll Call

Mrs. Peggy Eastburn and Ms. Lisa M. Perez were present.

Others Present

Ms. Nora Ulloa, Ms. Cheryl Miller, Mr. Chad Ostrom, Mr. & Mrs. Dale Gallas and Mrs. Lisa Valencia.

Approve Agenda

There was a motion made by Ms. Perez, seconded by Mrs. Eastburn to approve the agenda presented.

Final Resolution: Motion Carries

Yea: Mrs. Eastburn, Ms. Perez

Pledge of Allegiance

The Pledge of Allegiance was led by Mrs. Peggy Eastburn.

ACTION ITEM

Recommendation to Approve
the Second Reading of a
Change to Policy GCCA –
Personal Leave

There was a motion made by Ms. Perez, seconded by Mrs. Eastburn to Approve the Second Reading of a Change to Policy GCCA – Personal Leave as presented.

Final Resolution: Motion Carries

Yea: Mrs. Eastburn, Ms. Perez

WORK-STUDY SESSION

Discussion of Internal Audit.

Mr. Gooden provided Governing Board members with a copy of the audit packet. Ms. Miller reviewed the financial audit report covering July 1, 2021, through June 30, 2022. She shared that the department was in a crisis at that time with the loss of two staff members. During this period, errors resulted from staffing shortages, changes, and improper training due to staffing changes within the Accounts Payable staff with coverage and training issues and in reconciling banking statements. She stated that COVID Pandemic issues made conducting school business increasingly challenging. Since then, employees have been appropriately trained, and procedures have been implemented to avoid the reoccurrence of situations resulting in findings. Mr. Ostrom provided an overview and shared that the audit was a learning opportunity for the finance team. The district financials indicated the district was in good standing. Ms. Ulloa stated that Ms. Miller and Mr. Gooden have cross-trained. Under Mr. Ostrom's guidance, Mrs. Miller and Mr. Gooden have implemented and refined procedures to ensure that errors are not repeated.

ADJOURNMENT

There was a motion made by Ms. Perez, seconded by Mrs. Eastburn to adjourn the regular meeting.

Final Resolution: Motion Carries

Yea: Mrs. Eastburn, Ms. Perez

Mrs. Eastburn adjourned the regular meeting at 4:21 p.m.

EXECUTIVE SESSION

The executive session began at 4:22 p.m. Mrs. Lisa Valencia recited applicable statutes under which the executive session convened, and the caution required by A.R.S. 431.03 regarding confidentiality of discussions during executive session. There was a motion made by Ms. Perez, seconded by Mrs. Eastburn to begin the executive session.

(Executive Session Minutes Confidential)

ADJOURNMENT

There was a motion made by Ms. Perez, seconded by Mrs. Eastburn to adjourn the executive session meeting.

Final Resolution: Motion Carries

Yea: Mrs. Eastburn, Ms. Perez

Mrs. Eastburn adjourned the executive session meeting at 5:07 p.m.

Governing Board Member

Date

Governing Board Member

Governing Board Member