

Oakland Unified School District

Board of Education
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Meeting Minutes Long - Final

Monday, October 3, 2016

6:00 PM

**KDOL TV Studio, B-237, Met West High School Entrance, 314 East 10th Street,
Oakland, CA 94606-2291**

Audit Committee

Dan Lindheim, Chair
Gregory Redmond, Vice Chair
Beverly Hansen, Secretary
Members: Edward Berne, Frank Tsai

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អ្នកណាដែលត្រូវការសេវាបកប្រែភាសាដោយផ្ទាល់មាត់ ឬជាលាយលក្ខណ៍អក្សរ ឬត្រូវការការជួយសម្រេចសម្រួលយ៉ាងសមរម្យ មួយ ដើម្បីចូលរួមក្នុងកិច្ចប្រជុំសាធារណៈ ត្រូវផ្តល់ដំណឹងទៅកាន់ទីការិយាល័យនៃក្រុមប្រឹក្សាអប់រំ ឱ្យបានចិតសិចពី (72) ម៉ោង មុនកិច្ចប្រជុំ តាមរយៈទូរស័ព្ទលេខ [\(510\) 879-8199](tel:(510)879-8199) ឬតាមរយៈអ៊ីមែល boe@ousd.org ឬទូរស័ព្ទ eTTY/TDD លេខ [\(510\) 879-2300](tel:(510)879-2300) ឬទូរសារលេខ [\(510\) 879-2299](tel:(510)879-2299)។

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A. Call to Order

Chairperson Dan Lindheim called the meeting to order at 6:00 P.M.

B. Roll Call

Present 5 - Member Frank Tsai
 Member Edward Berne
 Secretary Beverly Hansen
 Vice Chairperson Gregory Redmond
 Chairperson Dan Lindheim

C. Adoption of Committee Minutes

[16-2165](#) Minutes - Audit Committee-September 12, 2016

Approval by the Audit Committee of its Regular Meeting Minutes of September 12, 2016.

Attachments: [16-2165 Minutes - Audit Committee-September 12, 2016](#)

A motion was made by Member Berne, seconded by Vice Chairperson Redmond, that these Committee Minutes, be Adopted . The motion carried by the following vote.

Aye: 5 - Member Frank Tsai
 Member Edward Berne
 Secretary Beverly Hansen
 Vice Chairperson Gregory Redmond
 Chairperson Dan Lindheim

Non-voting: 0

Enactment No: 16-1600

D. Speaker Request Cards/Modification(s) To Agenda

E. Unfinished Business

[16-1731](#) Joint Meeting - Audit Committee and the Measures A, B, & J Independent Citizens' School Facilities Bond Oversight Committee (Proposed)

A discussion by the Audit Committee proposing a joint meeting with the Measures A, B, & J Independent Citizens' School Facilities Bond Oversight Committee for the purpose of Yano and Company presenting certain Audits.

Chairperson Lindheim reported he had a meeting with the Chair of the Measures A B& J Committee, Ariel Bierbaum, for the purpose of discussing issues concerning the Audit Committee and the Measures A B & J Committee. He said both expressed some of the same frustrations, particularly the conflict of interest with the former consultant prior to the hiring of the new Deputy Chief of Facilities, Joe Dominguez. Chairperson Lindheim said he

raised the issue of what the Audit Committee can do for the Measures A B & J Committee and how the two committees can work together. The Chair of the Measures A B & J will take this back to the Committee for discussion.

Committee Member Frank Tsai said the Measures A B & J Committee may have more flexibility with their budget than the Audit Committee. Perhaps they can fund the Internal Audit position as it relates to construction.

Chairperson Lindheim suggested perhaps they could help fund the position.

Discussed

[16-1757](#)

Internal Auditor - Function/Position

Discussion by the Audit Committee of the function of an Internal Auditor and possible adoption of a recommendation to the Board of Education regarding said function/position.

Chairperson Lindheim said he sent a link to Committee Members from the Berkeley City Auditor about Internal Auditors and their function. Lindheim said he invited the City Auditor to attend the next committee meeting.

Chairperson Lindheim posed the question for discussion to Committee Members "who would the Internal Auditor report to"?

Vice Chair Gregory Redmond said often in corporate America, the Internal Auditor function reports to the Audit Committee. Administratively they report to someone internally.

Committee Member Frank Tsai said he agrees; normally that position would report to the Audit Committee. Compliance with State and Federal rules has been an issue for internal auditing.

Chairman Lindheim said he will send a letter to the Board of Education regarding the fact that the district does not have an internal auditor position.

Discussed



[16-2033](#)

Report - Per Pupil Funding by School Site - Audit Committee

A Report to the Audit Committee by the Chief Financial Officer on the District's per pupil funding by school site.

Attachments: [16-2033 Report - Per Pupil Funding by School Site - Audit Committee](#)

Chairperson Lindheim said the report is still in progress, there will be an update at the next Committee Meeting.

Postponed to a Date Certain

F. New Business

[16-2178](#)

Report - District's Attendance Procedures - Electronic Signature Process

A presentation to the Audit Committee by staff regarding the District's Attendance Procedures and the implementation of the electronic signature process.

Shelia White, Coordinator for Pre K-12 Systems and Operations made the staff presentation. Ms. White began the presentation with an overview of the District's attendance internal audit process. Ms. White said she makes site visits and conducts attendance reviews with the Attendance Clerks.

During the 2015/2016 attendance audit, the auditor selected 13 schools to audit. Of those 13 schools, the District received a rating of one hundred percent. These schools are referred to as "The Lucky 13". To achieve this level of excellence, the Attendance Clerks worked with the principals and teachers to ensure their attendance was completed daily and on time, and all documents were signed in ink and dated properly. The District celebrated the accomplishments of all Attendance Clerks with an end of year celebration where Superintendent Antwan Wilson was the keynote speaker.

Secretary Beverly Hansen commented on the audit saying this was an amazing accomplishment considering the number of students and teachers in the District.

Ms. White next reviewed last year's attendance process.

- Attendance is completed electronically*
- Weekly attendance reports are printed for every class*
- Teachers sign and date the attendance roster and submit rosters to Attendance Clerks*
- Rosters with errors are returned to the teacher(s) for correction and the teacher(s) return them back to the Attendance Clerk to update*

Electronic Attendance Procedures - Approved by the State February 2016

- Program was piloted by Chabot Elementary School and Ralph J. Bunche High School*
- Auditor requested the implementation of Missing Attendance Reports showing which teacher(s) have not taken attendance on time. The report is generated daily at 10A.M. for all schools and secondary schools generate a second report the last period of the day*
- External Auditors looked at internal AERIES to see if the reports showed all the data necessary for audits this year and going forward. District was given a thumbs up on its data entry.*
- Training of clerical staff was held in August during the "Opening of School Training". So far training has been provided in five areas*
- Implementation of new electronic attendance process at the beginning of the school year*

Committee Member Berne asked about teachers signing rosters electronically.

Ms. White said once a teacher takes attendance electronically, they select submit button and the report is forwarded to the Attendance Clerk. Each teacher has a unique passcode assigned to them so the auditors can tell who completed the attendance roster.

Committee Berne wanted to know if the teacher does not complete the attendance roster during the day, can it be completed when they leave for the day?

White said "No". When a teacher fails to complete an attendance roster during the school day, that information is captured on the Missing Attendance Report that the Attendance Clerk will generate. The Clerk then contacts the teacher(s) with a reminder to take attendance for that day. Elementary School reports are generated at 10a. Secondary Clerks will run another report during the last period of the day reminding teachers to complete their attendance roster.

Committee Member Berne asked If the teacher leaves for the day without submitting the

attendance roster, can the record be processed from home?

Ms. White said teachers have until 4p each day to submit attendance electronically. After that time, the system will shut them out and they must submit a paper attendance roster.

The goal this year is that all teachers to complete timely and accurate electronic attendance each day and fifty percent of substitute teachers to complete timely and accurate attendance each day. All substitute teachers are encouraged to use the on-line attendance system.

During the presentation Ms. White showed a video of Caroline Cotton, Attendance Specialist, who piloted the electronic attendance simulating the steps for on-line attendance.

After viewing the video, Ms. White said attendance is taken this year exactly as it was taken last year. What's new is attendance clerks are required to print missing attendance reports and substitute teachers can take attendance electronically. The goal of electronic attendance is: It saves time; the process is simple; it saves money; and is a decrease in data entry for Attendance Clerks.

Committee Member Frank Tsai asked if there is an excused absence, who knows about the excuse?

Ms. White said the attendance clerk will know. The teacher and substitute teachers can only mark "A" for Absent and "T" for Tardy.

Secretary Beverly Hansen wanted to know if the District keeps up with absences marked as Religious Reasons?

Ms. White said the Attendance Clerk marks each absence with the appropriate code for each day.

Electronic attendance tracking and support.

- A weekly attendance management tool is sent to Attendance Clerks every Monday*
- Attendance Clerk completes the tool once a week and Ms. White monitors the information recorded by the Attendance Clerks*
- This Information is reported to the Network Superintendents, White's supervisor, their supervisor and there is follow-up afterwards. The tool was changed this year to get more detailed information daily*

Chairperson Lindheim asked how the Attendance Clerk is informed the reason for the absence?

Ms. White said the parent sends a note and the student takes the note to the office; parents can email or call the school. Attendance Clerks also call the home.

Vice Chair Redmond asked if there were spot checks?

White said "Yes", it occurs in the attendance reviews.

Committee Member Tsai asked with increased accuracy in attendance taking, is the District better able to forecast its revenues?

Ruth Alahydoian, Chief Financial Officer, said if a student is not at school, the District does not get paid, regardless of the reason. The notes are for tracking student records only. The percentage of students that attend school each year is stable. What it does is prevents the

District from having to pay audit findings. The District is charged for not having the record if you can't prove the student(s) were at school.

Chairperson Lindheim asked if Attendance Clerk staffing remain the same or will there be less Attendance Clerks?

Ms. White said the District needs one Attendance Clerk at every school, if not more.

Guillermo Echeverria, Deputy Chief of Continuous Improvement, introduced himself and spoke about new projects for the department.

- Consistent and accurate procedures for receiving attendance data
- Monitoring teachers who are not consistently taking attendance and why? Making sure teachers, principals and clerical staff know this is a priority
- Making sure all teachers have access to electronic attendance taking
- Feedback from the school site level on how to improve
- IFAS replacement (student attendance)

Chairperson Lindheim asked when is a good time for the Committee to ask questions about IFAS replacement?

Echeverria said after October he can provide more of the scope and the District's goals.

Chairperson Lindheim asked about students being absent, but marked present receiving credit.

Discussed

G. Public Comments on All Non-Agenda Items Within the Subject Matter Jurisdiction of the Committee

16-2166 Public Comments on All Non-Agenda Items Within the Subject Matter Jurisdiction of the Audit Committee - October 3, 2016

Public Comments on All Non-Agenda Items Within the Subject Matter Jurisdiction of the Audit Committee - October 3, 2016.

None.

H. Introduction of New Legislative Matter

None.

I. Adjournment

Chairperson Lindheim adjourned the meeting at 6:59 P.M.

Prepared By: _____

Approved By: _____