

# Oakland Unified School District

Board of Education  
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## **Meeting Minutes Long - Final**

**Monday, December 7, 2020**

**6:00 PM**

**INTERNET STREAMED (VIA ZOOM AND GRANICUS LIVE MANAGER) AND  
BROADCASTED ON KDOL-TV (Cable Channel 27) - LIVE - SIMULTANEOUSLY  
AND ARCHIVED FOR NEXT DAY INTERNET RETRIEVAL**

## **Audit Committee**

*Alton Jelks, Chairperson*  
*Elizabeth Ross, Vice Chairperson*  
*Caroline Lee, Secretary*  
*Members: Beverly Hansen, Gina Amos*

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Những người nào cần thông ngôn hay phiên dịch hay một sắp xếp hợp lý nào để tham gia các buổi họp phải thông báo Văn phòng của Hội đồng Giáo dục bảy mươi hai (72) tiếng đồng hồ trước buổi họp, số điện thoại [\(510\)879-8199](tel:(510)879-8199) (VM); hay là [boe@ousd.org](mailto:boe@ousd.org) (E-Mail); hay là [\(510\) 879-2300](tel:(510)879-2300) (eTTY/TDD); hay là số [\(510\) 879-2299](tel:(510)879-2299) (eFax).

**សេវាបកប្រែភាសា និងការអនុលោមតាមច្បាប់ជនជាតិអាមេរិកាំងពិការ**

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

**الامتثال لفانون الأمريكيين ذوي الإعاقات (ADA) وتوفير الخدمات اللغوية**

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**NOTICE - COVID-19 PUBLIC HEALTH EMERGENCY  
MEMBERS TO ATTEND VIRTUALLY**

**NOTICE - COVID-19 PUBLIC HEALTH EMERGENCY  
PUBLIC COMMENT @ THIS VIRTUAL MEETING**

**A. Call to Order**

*Chairperson Alton Jelks called the meeting to order at 6:08 P.M.*

**B. Roll Call**

**Present** 4 - Chairperson Alton Jelks  
Vice Chairperson Elizabeth Ross  
Secretary Caroline Lee  
Member Beverly Hansen  
**Absent** 1 - Member Gina Amos

**C. Speaker Request Cards/Modification(s) To Agenda**

*None.*

**D. Adoption of Committee Minutes**

*None.*

**E. Unfinished Business**

E.-1 [20-1980](#)**Report - 2019-2020 Fiscal Year District Audit - Chief Business Officer**

A discussion by the Audit Committee with the Chief Business Officer, or designee, of current status of District 2019-2020 Financial Audit.

*Lisa Grant-Dawson, Chief Business Officer, made the staff presentation. Grant-Dawson reported that California State Legislators extended the deadline for submitting Audit Reports to the State from December 15, 2020 to March 31, 2021 due to the COVID-19 Pandemic. District staff anticipates completion of the Audit by mid January 2021. Grant-Dawson said at the moment, there is no indication there will be an extension of time for submitting the 2020-2021 Audit to the State.*

*Chairperson Jelks noted that he made the request for the external Auditor to attend this meeting to answer any questions Committee Members may have about the 2019-2020 Audit.*

*Grant-Dawson responded saying these are the types of services that must be included in the next Request for Proposal (RFP) for auditing services. Grant-Dawson noted many District Committees and Commissions are seeking the same service from the Auditor. Staff will need to determine how many meetings per audit cycle to include in the RFP.*

*Public Comments  
Delton, Carol*

**Discussed**



E.-2

[20-1576](#)**Audit Committee - Board of Education Written Focus Area(s)  
Guidance - Fiscal Year 2020-2021**

Status Report to the Audit Committee on request to the Board of Education, pursuant to Board Bylaw 9131, for its annual written guidance on those areas which the Board desires, but not exclusively, the Committee to focus on in Fiscal Year 2020-2021.

**Attachments:** [20-1576 Audit Committee - Board of Education Written Focus Area\(s\) Guidance - Fiscal Year 2020-2021](#)

*Shanthy Gonzales, Board Vice President and Liaison to the Audit Committee, provided an update to the Committee. Gonzales reported that the Audit Committee is being asked by the Budget and Finance to continue monitoring the budget in areas that are beneficial and those that present challenges to the District such as; Associated Student Body Funds, Payroll, and Position Control.*

*Gonzales said the new Board Members on the Budget and Finance Committee will have this discussion on annual written guidance and forward their recommendations for the Full Board for a discussion. The Audit Committee will then be asked for their recommendations.*

*The question was raised regarding the Internal Auditor position, eliminated some years ago due to budget reductions.*

*Grant-Dawson responded saying she is currently recruiting for a Director of Finance. Among the duties assigned to the position will be managing internal controls, including internal auditing.*

*Public Comments  
Delton, Carol*

**Discussed**

**F. New Business**

F.-1 [20-2422](#)**Report - External Auditor Request for Proposal (RFP) - Audit Committee**

A Report to the Audit Committee by the Chief Business Officer, or designee, on the status of the Request for Proposal (RFP) for the External Auditor and the anticipated date when the Audit Committee will receive a draft of the RFP.

*Lisa Grant-Dawson, Chief Business Officer, made the staff presentation. Grant-Dawson reported that in early 2021, the process begins for selecting the firm to provide auditing services to the District. A Request for Proposals (RFP) will be sent in February 2022 to various local auditing firms that service the Oakland area. The Audit Committee will have the opportunity discuss the RFP and the Committee's expectations of what information the external auditor will present to the Audit Committee prior to the RFP being released publicly.*

*There were no Public Comments.*

**Discussed**

F.-2 [20-2497](#)**Audit Committee - Sample Responses of Other District's Audit Committee Reports to the Board of Education - Chief Business Officer**

Presentation to the Audit Committee by the Chief Business Officer, or designee, of Sample Responses of Other Districts Audit Committee or equivalent committee Reports to the Board of Education commenting on Annual District Audit Findings and Recommendations.

**Attachments:** [20-2497 Audit Committee - Sample Responses of Other District's Audit Committee Reports to the Board of Education - Chief Business Officer \(12/7/2020\)](#)

*Lisa Grant-Dawson, Chief Business Officer, made the staff presentation. Grant-Dawson's presentation included sample Annual Reports (attached to the Legislative File) from various Audit Committees in various school districts. The sample reports are being presented to the Audit Committee as examples of the different styles of formatting and content used by other Audit Committees when presenting their Annual Reports to the Board of Education. Committee Members Elizabeth Ross and Caroline Lee will collaborate on developing the template to be used by the Audit Committee.*

*Public Comments  
Delton, Carol*

**Discussed**

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

G.-1 [20-2427](#)

### Public Comments on All Non-Agenda Items Within the Subject Matter Jurisdiction of the Audit Committee - December 7, 2020

Public Comments on All Non-Agenda Items Within the Subject Matter Jurisdiction of the Audit Committee - December 7, 2020.

*None.*

## H. Introduction of New Legislative Matter

*Chairperson Jelks requested at the January 4, 2021 meeting, Members Ross and Lee present a draft format of the Audit Committee's Annual Report to the Board of Education for consideration by the Committee.*

*There were no Public Comments.*

**Reviewed**

## I. Adjournment

*Chairperson Jelks adjourned the meeting at 7:12 P.M.*

Prepared By: \_\_\_\_\_

Approved By: \_\_\_\_\_