

Oakland Unified School District

*Board of Education
1000 Broadway, Suite 300
Oakland, CA 94607-4033
(510) 879-8199 Voice
(510) 879-2299 eFax
(510) 879-2300 eTTY/TDD
boe@ousd.org E-Mail*



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Meeting Minutes Long - Final

Monday, January 4, 2021

6:00 PM

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

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:5108798199) (VM); hay là boe@ousd.org (E-Mail); hay là [\(510\) 879-2300](tel:5108792300) (eTTY/TDD); hay là số [\(510\) 879-2299](tel:5108792299) (eFax).

សេវាបកប្រែភាសា និងការអនុលោមតាមច្បាប់ជនជាតិអាមេរិកាំងពិការ

អ្នកណាដែលត្រូវការសេវាបកប្រែភាសាដោយផ្ទាល់មាត់ ឬជាលាយលក្ខណ៍អក្សរ ឬត្រូវការការជួយសម្រួលសម្រាប់ការចូលរួមក្នុងមូលដ្ឋាន ដើម្បីចូលរួមក្នុងកិច្ចប្រជុំសាធារណៈ ត្រូវផ្តល់ដំណឹងទៅកាន់ទីការិយាល័យនៃក្រុមប្រឹក្សាអប់រំ ឱ្យបានចិតសិបពី (72) ម៉ោងមុនកិច្ចប្រជុំ តាមរយៈទូរស័ព្ទលេខ [\(510\) 879-8199](tel:5108798199) ឬតាមរយៈអ៊ីម៉ែល boe@ousd.org ឬទូរស័ព្ទ eTTY/TDD លេខ [\(510\) 879-2300](tel:5108792300) ឬទូរសារលេខ [\(510\) 879-2299](tel:5108792299)។

الامتثال لقانون الأمريكيين ذوي الإعاقات (ADA) وتوفير الخدمات اللغوية

من يحتاج إلى خدمات الترجمة المكتوبة أو خدمات الترجمة الفورية أو الترتيبات التيسيرية المعقولة لكي يساهم في الاجتماعات فالمرجو منه إبلاغ مكتب إدارة التعليم إثنين وسبعين (72) ساعة قبل الاجتماع بوسيلة من الوسائل التالية:

الهاتف الصوتي:	الهاتف للصم والبكم:	الفاكس الإلكتروني:	البريد الإلكتروني:
510.879.8199	510.879.2300	510.879.2299	boe@ousd.org

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 6:03 P.M.

B. Roll Call

Present 5 - Chairperson Alton Jelks
Vice Chairperson Elizabeth Ross
Secretary Caroline Lee
Member Beverly Hansen
Member Gina Amos

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

D. Adoption of Committee Minutes



D.-1

[21-0022](#)

Minutes - Audit Committee - December 7, 2020

Adoption by the Audit Committee of its December 7, 2020 Meeting Minutes.

Attachments: [21-0022 Minutes - Audit Committee - December 7, 2020](#)

There were no Public Comments.

A motion was made by Secretary Hansen, seconded by Member Amos, that the December 7, 2020 Committee Minutes be Adopted. The motion carried by the following vote.

Aye: 5 - Chairperson Alton Jelks
Vice Chairperson Elizabeth Ross
Secretary Caroline Lee
Member Beverly Hansen
Member Gina Amos

Enactment No: 21-0016

E. Unfinished Business



E.-1

[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](#)

Chairperson Jelks led the discussion on the Audit Committee's responsibilities as described in Board Bylaw BB 9131. Jelks said the Policy requires the Board to provide the areas of interest it wishes the Committee to focus on. The Business and Finance Committee will discuss and present their recommendations to the Committee for consideration of any additional recommendations.

*Public Comments
Delton, Carol*

Discussed

E.-2

[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 the draft Audit Report was received last week and will be complete in a few weeks. The draft report will be ready for discussion at the February 1st Audit Committee Meeting. The Audit Report, a Financial Report of District finances, includes Facility Bonds and Parcel Tax Audits. Audits are due to Alameda County Office of Education December 15th of each year. This year an extension of time was granted by the State extending the timeline for submission to March 31, 2021 due to COVID-19.

Grant-Dawson said the District is involved in constant audit activity during the year, with some activity occurring at the same time. Some of the activity is not an audit, but a Program Management Review to determine if the District is spending certain funds as it should based on the scope of the resources. Audits begin in the Spring and are completed in the Fall once the District closes the books for the previous school year.

The Committee raised a question regarding adequate Financial staffing.

Grant-Dawson said she has added to the Finance Team, a Budget and Finance Director, a Payroll Director, and additional training for current staff to meet the demands of the work.

Public Comments

Olugbala, Assata

Discussed



E.-3

[20-1237](#)**Board Bylaw - BB 9131 - Advisory and Oversight Committees, Commissions and Board Policy BP 3460 - Financial Reports and Accountability - Audit Committee**

A discussion by the Audit Committee of its role and responsibilities pursuant to Board Bylaw - BB 9131 Advisory and Oversight Committees, Commissions and Board Policy - Business and Noninstructional Operations - BP 3460 Financial Reports in the fiscal health of the District, ways to effectively discharge duties and responsibilities and/or possible recommendations to the Board to revise, change or expand Committee's role in said health.

Attachments: [20-1237 Board Bylaw - BB 9131 - Advisory and Oversight Committees, Commissions](#)
[20-1237 Board Policy BP 3460 - Financial Reports and Accountability](#)
[20-1237 Board Bylaw - BB 9131 - Committee Proposed Changes \(1/4/2021\)](#)

Chairperson Jelks led the Committee's discussion regarding Board Bylaw - BB 9131 and BP 3460. Committee Members Beverly Hansen and Gina Amos will work together making updates to the current Policy and submit a draft to the Committee for consideration at the February 1st Committee Meeting.

*Public Comments
Delton, Carol
Olugbala, Assata*

Discussed

F. New Business



F.-1

[21-0030](#)**Audit Committee - 2019-2020 Annual Report to Board of Education**

A discussion by the Audit Committee of its 2019-2020 Annual Report, including format thereof, to the Board of Education.

Attachments: [21-0030 Audit Committee - 2019-2020 Annual Report to Board of Education \(1/4/2021\)](#)

Committee Members Elizabeth Ross and Caroline Lee reported their work on the format for the Annual Report to the Board of Education. The Draft Report outline includes: Stronger internal audit functions, processes and controls, making the Board aware of Audit Findings, the use of independent contractors vs employee positions and the lack of contract documentation, duties of the Committee, and progress on Audit Findings. Committee Members were urged to send any comments they may have about the draft outline to Chairperson Jelks.

*Public Comments
Delton, Carol
Olgubala, Assata*

Discussed

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

G.-1

[21-0024](#)**Public Comments on All Non-Agenda Items Within the Subject Matter Jurisdiction of the Audit Committee - January 4, 2021**

Public Comments on All Non-Agenda Items Within the Subject Matter Jurisdiction of the Audit Committee - January 4, 2021.

Public Comment

*Delton, Carol
Olugbala, Assata*

Presentation/Acknowledgment Made

H. Introduction of New Legislative Matter

Agenda Items for the February 1st Committee Meeting.

*-Annual Report to the Board
-Organizational Meeting for the Committee (Election of Officers)*

There were no Public Comments.

I. Adjournment

Prepared By: _____

Approved By: _____