

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, December 6, 2021

6:00 PM

**Internet Streamed (Via Zoom and Granicus Live Manager) and Broadcasted -
KDOL-TV (Comcast Channel 27 and AT&T Channel 99)**

Audit Committee

Elizabeth Ross, Acting Chairperson

Caroline Lee, Secretary

Members: Gina Amos, Jason Joseph, Alton Jelks

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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 (E-Mail); hay là [\(510\) 879-2300](tel:(510)879-2300) (eTTY/TDD); hay là số [\(510\) 879-2299](tel:(510)879-2299) (eFax).

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អ្នកណាដែលត្រូវការសេវាបកប្រែភាសាដោយផ្ទាល់មាត់ ឬជាលាយលក្ខណ៍អក្សរ ឬត្រូវការការជួយសម្រេចសម្រួលយ៉ាងសមរម្យមួយ ដើម្បីចូលរួមក្នុងកិច្ចប្រជុំសាធារណៈ ត្រូវផ្តល់ដំណឹងទៅកាន់ទីការិយាល័យនៃក្រុមប្រឹក្សាអប់រំ ឱ្យបានចិតសិចពី (72) ម៉ោងមុនកិច្ចប្រជុំ 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)។

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:
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NOTICE – EXCLUSIVELY VIRTUAL MEETING

NOTICE – EXCLUSIVELY VIRTUAL MEETING (CONTINUED)

A. Call to Order

Acting Chairperson Elizabeth Ross called the December 6, 2021 Audit Committee Meeting to order at 6:01pm.

B. Roll Call

Present 4 - Member Jason Joseph
 Secretary Caroline Lee
 Chairperson Elizabeth Ross
 Member Alton Jelks

Absent 1 - Member Gina Amos

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

None

D. Adoption of Committee Minutes



D.-1

[21-3007](#)

Minutes - Audit Committee – August 2, 2021

Adoption by the Audit Committee of its Meeting Minutes of August 2, 2021.

Attachments: [21-3007 Minutes - Audit Committee – August 2, 2021](#)

A motion was made by Member Jelks, seconded by Secretary Lee, that the August 2, 2021 Audit Committee Minutes, be Adopted. The motion carried by the following vote.

Aye: 4 - Member Jason Joseph
 Secretary Caroline Lee
 Chairperson Elizabeth Ross
 Member Alton Jelks

Absent: 1 - Member Gina Amos

Enactment No: 21-1929



D.-2

[21-2976](#)

Minutes - Audit Committee – September 15, 2021

Adoption by the Audit Committee of its Meeting Minutes of September 15, 2021.

Attachments: [21-2976 Minutes - Audit Committee – September 15, 2021](#)

A motion was made by Member Jelks, seconded by Member Joseph, that the September 15, 2021 Audit Committee Minutes, be Adopted. The motion carried by the following vote.

- Aye:** 4 - Member Jason Joseph
Secretary Caroline Lee
Chairperson Elizabeth Ross
Member Alton Jelks

Absent: 1 - Member Gina Amos

Enactment No: 21-1930



D.-3

[21-2975](#)

Minutes - Audit Committee – October 4, 2021

Adoption by the Audit Committee of its Meeting Minutes of October 4, 2021.

Attachments: [21-2975 Minutes - Audit Committee – October 4, 2021](#)

A motion was made by Member Jelks, seconded by Member Joseph, that the October 4, 2021 Audit Committee Minutes, be Adopted. The motion carried by the following vote.

- Aye:** 4 - Member Jason Joseph
Secretary Caroline Lee
Chairperson Elizabeth Ross
Member Alton Jelks

Absent: 1 - Member Gina Amos

Enactment No: 21-1931

E. Adoption of the Committee General Consent Report

None

F. Unfinished Business



F.-1

[21-1864](#)**Audit Committee - Request for Proposal - External Auditor**

A Report to the Audit Committee by Lisa Grant-Dawson, Chief Business Officer, or Designee, of the status of the Request for Proposal (RFP) to select a new External Auditor for the District.

Attachments: [21-1864 Audit Committee - Request for Proposal - External Auditor](#)

Lisa Grant-Dawson gave a report on the RFP to select a new External Auditor for the District.

The proposed contract for the External Auditor selected is still in review. The review may be complete by January 2022.

The Audit Committee requested to add a presentation on the process of selecting an External Auditor for the District on the January 2022 Agenda.

Public Comment: Assata Olugbala

Discussed



F.-2

[21-1885](#)**Audit Committee – District Audit Findings – 2016-2020 School Years – End of 2021 Calendar Year Progress Report**

A Report to the Audit Committee by Lisa Grant-Dawson, Chief Business Officer, or Designee, of the progress made in addressing District's 2016 - 2020 Audit Findings using Committee's Issues Tracking Form including, but not limited to, the prioritization of resolving said findings and potential cost of the unresolved Audit Findings, if any.

Attachments: [21-1885 Audit Committee – District Audit Findings – 2016-2020 School Years – End of 2021 Calendar Year Progress Report](#)

Lisa Grant-Dawson, making the report, stated there are no updates to the 2016 - 2020 Audit Findings Tracker. Lisa Grant-Dawson expects the 2021 Audit Findings Tracker may be complete by January 2022 for the next Audit Committee meeting.

Public Comment: Carol Delton

Discussed

F.-3 21-2250

Audit Committee and the Budget and Finance Committee - Joint Meeting

A discussion by the Audit Committee, with VanCedric Williams, Board Liaison, on the status of request to Aimee Eng, Chair, Budget and Finance Committee, for a joint meeting between the bodies on topics to be mutually determined.

Director VanCedric Williams gave a report on the status of request for a joint meeting between the Budget and Finance (B&F) Committee and the Audit Committee.

No date has been selected for the Joint meeting. The B&F Committee will select some potential dates for the Audit Committee to review and agree upon for a joint meeting.

The Audit Committee mentioned one of the purposes for a joint meeting is to review the Audit report with the newly selected external auditor in collaboration with the B&F Committee.

Public Comment: Carol Delton

Discussed

G. New Business



G.-1

[21-3005](#)**Discussion - Roles and Responsibilities - Audit Committee**

A discussion by the Audit Committee of the following subject matter:

- Audit Committee Handbook (see attachment)
- Semi Annual Letter to the Board of Education (recommend auditor to Board of Education; scope of involvement and our progress made to date on audit findings - draft and review)
- Audit Committee Minutes (Does Committee need minutes that go beyond votes?)
- Future Agenda Topics:
 - Review of 2021 Audit Report (January?)
 - Audit Committee Officer Elections
 - Post 2021 Audit Report Follow-up with District Staff and Independent Auditor
 - Draft Letter to Board of Education Regarding 2021 Audit Report (February?)

Attachments: [21-3005 Handbook - Discussion - Roles and Responsibilities - Audit Committee](#)

The Audit Committee discussed the following subject matters:

Audit Committee Handbook - Secretary Caroline Lee volunteered to edit the draft Audit Committee Handbook.

Semi Annual Letter to the Board of Education - The Audit Committee plans to draft an annual letter to the Board of Education after the Audit Committee reviews the 2021 Audit. The Audit Committee discussed courses of action to potentially draft an interim letter to the Board of Education before the Audit review. The Audit Committee at a future date will select a member to draft the annual letter to the Board of Education.

Audit Committee Minutes - Acting Chairperson Elizabeth stated that the Board Office staff is responsible for authoring and publishing the Audit Committee minutes and there is no need for the Audit Committee to take additional minutes.

Future Agenda Topics

*Review of 2021 Audit Report - Potentially on the January 2022 Agenda.
Audit Committee Officer Elections - Will happen on the first Audit Committee meeting in January 2022.*

Public Comment: Carol Delton

Discussed

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

H.-1 [21-2973](#)

Public Comment on All Non-Agenda Items Within the Subject Matter Jurisdiction of the Audit Committee - Up To 30 Minutes – December 6, 2021

Public Comment on All Non-Agenda Items Within the Subject Matter Jurisdiction of the Audit Committee - Up to 30 minutes - December 6, 2021.

None

I. Introduction of New Legislative Matter

None

J. Adjournment

Acting Chairperson Elizabeth Ross adjourned the December 6, 2021 Audit Committee Meeting at 6:39pm.

Prepared By: _____

Approved By: _____