



NEWARK UNIFIED SCHOOL DISTRICT

## Audit Committee

February 19, 2025  
6:00 PM

In Person: Newark Unified School District, Board Library, 5715 Musick Ave, Newark, CA 94560

### SPECIAL MEETING AGENDA

- I. **Call to Order**
- II. **Roll Call**
- III. **Adoption of Agenda** (Discussion/Action)  
Members of the Committee may request that the agenda be amended or, approve as presented.
- IV. **Public Comments**  
*Members of the public may address the Audit Committee regarding non-agendized matters and agendized items. As a non-agendized item, no response is required from the Audit Committee or District staff and no action can be taken; however, the Committee may instruct the Chair to agendize the item for a future meeting. For in-person comments, submit a speaker-card to the Audit Committee Secretary prior to the start of the meeting.*
- V. **Approval of Minutes** (Discussion/Action)  
The Committee will review and approve minutes from the November 13, 2024 meeting.
- VI. **Welcome New Audit Committee Board Member** (Discussion)  
Introduction of new Audit Committee Board member to the committee.
- VII. **Election of the Audit Committee Chair** (Discussion/Action)  
The committee will elect a Committee Chair.
- VIII. **Review Application and Interview Applicant for Audit Committee Membership (Non-Voting)** (Discussion)  
Committee will review the application and interview applicant: Donna Buenaventura
- IX. **Board Recommendation to Appoint Audit Committee Member (Non-Voting) at the March 4, 2025 Board Meeting** (Discussion/Action)  
Per the Audit Committee Charter, the committee will select applicant to recommend to the Board of Education for appointment to the Audit Committee.
- X. **Old Business**
  - A. **Internal Controls -- Stipends** (Discussion/Action) At its November 13, 2024 meeting, the committee voted for the Superintendent of Business Services to provide a breakdown of the process for stipend requests, approvals and calculations; and provide the Board with a breakdown of stipend payments monthly. The committee will receive a staff report of progress to date
  - B. **Internal Controls Audit Function** (Discussion/Action). The insufficiency of financial Internal Controls was discussed at the committee's last three meetings. A member is requesting the committee consider steps to further address the ongoing and unresolved internal control issues.

**XI. 2024 Meeting Schedule** (Information)

March 12, 2025 at 5:30 pm

June 11, 2025 at 5:30 pm

**XII. Audit Committee Members' Requests** (Discussion/Action)

This provides Committee Members the opportunity to suggest items for placement on future agendas and to review committee requests.

**XIII. Adjournment** (Action)

This action will conclude the meeting.