

APPROVED



Making Waves Academy

Minutes

Audit Committee Meeting

Date and Time

Tuesday February 15, 2022 at 2:00 PM

Location

Please click the link below to join the webinar:

<https://mwacademy.zoom.us/j/82152281784?pwd=L3FsODVVZiBnZ29QdjNKNjl5OTRhUT09>

Passcode: 192118

Or One tap mobile :

US: +16699006833,,82152281784#,,,,*192118# or
+12532158782,,82152281784#,,,,*192118#

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Webinar ID: 821 5228 1784

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If you have questions about the board agenda and materials or you are in need of disability-related accommodations, please contact:

Si tiene preguntas sobre la agenda y materiales de la junta o necesita adaptaciones relacionadas con la discapacidad, comuníquese con:

Ashley Yarbrough at ayarbrough@mwacademy.org or 510-779-1427.

In accordance with AB 361 in the State of California, we will be hosting this board meeting via teleconference due to the following circumstances:

- The MWA Board of Directors is holding a meeting during a proclaimed state of emergency by the State of California due to the COVID-19 pandemic.

Public Comment

- The public may address the MWA Board regarding any item within the subject-matter jurisdiction of the MWA governing board.
- Under Public Comment, members of the public may
 - Comment on items on the agenda
 - Comment on items not on the agenda
 - **Presentations are limited to two minutes each**, or a total of six minutes for all speakers, or the two-minute limit may be shortened.
- In accordance to the Brown Act, the MWA Board may listen to comments, but can neither discuss nor take action on the topics presented. Members of the board are very limited in their response to statements or questions by persons commenting on items not on the agenda.
- **While meetings are held virtually, speakers may submit a request to speak before 9:00 AM on the day of the board meeting or use the raise hand function during the public comment sections of the meeting.**
 - **If you would like to send your request to speak prior to the meeting, please email your request to ayarbrough@mwacademy.org in English or Spanish.**
 - *Your submission should:*
 - *indicate if it is a general public comment for the beginning of the meeting or a comment for a specific agenda item (please include the item number).*
 - *include your name so that you can be called when it is your turn to speak.*
 - *During the meeting, we will call your name and you should use the "raise hand" feature to identify yourself.*
- Under SB1036 the minutes from this meeting will omit student and parent names and other directory information, except as required by judicial order or federal law. If a parent/legal guardian wishes a name be included, one must inform the board prior to their public comment.

De acuerdo con AB 361 en el Estado de California, organizaremos esta reunión de la junta directiva a través de teleconferencia debido a la siguiente circunstancia:

- La Junta Directiva de MWA sea reunera durante un estado de emergencia proclamado por el Estado de California debido a la pandemia de COVID-19.

Comentarios públicos

- *El público puede dirigirse a la Junta Directiva de la MWA con respecto a cualquier asunto dentro de la jurisdicción del tema materia por la Junta Directiva de la MWA.*
- *Bajo comentario público, los miembros del público pueden:*
 - *Hacer comentarios sobre los puntos del orden del día*

- *Hacer comentarios sobre puntos no incluidos en el orden del día*
 - **Las presentaciones están limitadas a dos minutos cada una**, o un total de seis minutos para todos los oradores, o se puede acortar el límite de dos minutos.
- *De acuerdo con la Ley Brown, la Junta Directiva de la MWA puede escuchar los comentarios, pero no discutirán ni tomarán medidas sobre los temas presentados. La respuesta de los miembros de la Junta Directiva a las declaraciones o preguntas de las personas que comentan temas que no figuran en el orden del día es muy limitada.*
- **Mientras las reuniones se llevan a cabo virtualmente, los miembros del público que desean hablar durante la junta pueden presentar una solicitud para hablar antes de las 9:00 a.m. del día de la reunión de la junta o usar la función de levantar la mano durante las secciones de comentarios públicos de la reunión.**
 - **Si desea enviar su solicitud de uso de la palabra antes de la reunión, envíe su solicitud por correo electrónico a emartinez@mwacademy.org en inglés o español.**
 - *En su solicitud:*
 - *Incluya su nombre para que pueda ser llamado cuando sea su turno de hablar.*
 - *indicar si es un comentario público general para el comienzo de la reunión o si es comentario público sobre un artículo específico del programa (incluya el número del artículo).*
 - *Durante la reunión, le llamaremos por su nombre y deberá utilizar la función de "levantar la mano" para identificarse.*
 - *En virtud de la SB1036, las actas de esta reunión omitirán los nombres de los estudiantes y padres y otra información del directorio, excepto cuando lo requiera la orden judicial o por la ley federal. Si un padre/tutor legal desea que se incluya un nombre, se debe informar a la junta antes de su comentario público.*

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Please note that all agenda times are estimates.

Tenga en cuenta que todos los horarios de la agenda son estimaciones.

Committee Members Present

Hung Mai (remote), Wallace Wei (remote)

Committee Members Absent

Alton B. Nelson Jr.

Guests Present

Alicia Klein (remote), Ashley Yarbrough, Lili Huang (remote), Lori Kulvin Crawford (remote), Phil Gordon (remote), Ron Cohan (remote)

I. Opening Items

A. Call the Meeting to Order

Ms. Kulvin Crawford agreed to take the minutes. Due notice having been given and with all members present, the Chair announced that a quorum was present and called the meeting to order. The meeting proceeded to cover matters on an agenda and in other materials circulated to the Committee prior to the meeting, including CLA Engagement Letters for audit services and tax exemption returns dated February 9, 2022. Wallace Wei called a meeting of the Audit Committee Committee of Making Waves Academy to order on Tuesday Feb 15, 2022 at 2:00 PM.

B. Record Attendance

II. Audit Committee

A. Overview of Audit Plan

Ms. Huang discussed CLA's plans for conducting the audit of MWA

B. Proposed Audit Fees / Costs

Ms. Huang discussed CLA's plans and timetable for conducting the audit of MWA's financial statements, and related statements of activities, functional expenses, and cash flows.

C. Proposed tentative audit schedule

Ms. Huang discussed CLA's plans and timetable for conducting the audit of MWA's financial statements, and related statements of activities, functional expenses, and cash flows.

D. Approval to engage CliftonLarsonAllen LLP to Conduct 2021-22 Audit and MWA Tax Returns

The Committee met in executive session with MWA staff and Ms. Huang excused from that portion of the meeting. The Committee approved the engagement of CLA for the annual audit

of the financial statements and preparation of the return of organization exempt from income tax for the fiscal year ending June 30, 2022.

The Committee also accepted and approved the Return of Organization Exempt from Income Tax (Form 990) for the fiscal year ended June 30, 2021.

E. Approval of MWA 2020-21 990 Tax Return (if ready)

Ms. Huang asked if there were any questions on the Form 990 and a brief discussion ensued, following which the Committee agreed to recommend approval by the MWA Board.

III. Closing Items

A. Public Comment

No public comment was made.

B. Adjourn Meeting

There being no further business to consider, the meeting was adjourned at 2:30 p.m.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:30 PM.

Respectfully Submitted,
Wallace Wei

C. Audit Committee Documents