

**Tucson Unified School District No. 1  
Governing Board Audit Committee Meeting  
Board Conference Room, Morrow Education Center  
1010 East Tenth Street  
Tucson, Arizona 85719**

**April 27, 2012  
2:00 p.m.**

**MINUTES**

**Committee Members Present:**

Cliff Altfeld, Chair  
Jimmy J. Lovelace  
Robert O'Toole, Co-Chair

**Committee Members Absent:**

Jeffrey Abbott  
Charles M. Kill

**Others Present:**

Mary Alice Wallace, Director of Staff Services to the Governing Board  
Michele C. Gutierrez, Senior Staff Assistant I to the Governing Board

**ITEM**

**ACTION**

**MEETING CALLED TO ORDER** – Cliff Altfeld called the meeting to order at 2:29 p.m.

**CALL TO THE AUDIENCE**

No members of the public requested to speak.

No action required.

**ACTION ITEMS**

1. Approval of March 30, 2012 Minutes

Robert O'Toole moved approval. Jimmy Lovelace seconded. Approved 3-0. Jeffrey Abbott and Chuck Kill were not present at the meeting.

**STUDY/ACTION ITEMS**

2. Report on Handling of Confidential Complaints  
The committee was provided with a response through the TUSD Legal Department for the confidential complaint that was submitted to the Chair and Co-Chair a few months back.

No Action Required, discussion only.

Other persons commenting, asking questions, or providing information were Cliff Altfeld, Jimmy Lovelace and Robert O'Toole

3. Coordination with Outside Auditors

No Action Required,  
discussion only.

Jimmy Lovelace requested that he be included with outside Auditors regarding setting the calendar for the audits. Director of Staff Services will request through Superintendent.

Other persons commenting, asking questions, or providing information were Cliff Altfeld, Jimmy Lovelace and Robert O'Toole

4. Audit FY 2011-12 Calendar Review

Not Addressed.

5. Update on the RFP on the Payroll and Timekeeping Software

6. ERP Status and Milestones and Monthly Reports

7. Monthly Budget Update

Due to no TUSD Employee representation, items 4-7 will be discussed at the next scheduled meeting. Chair requested Director of Staff Services to request staff attendance through the Superintendent.

Other persons commenting, asking questions, or providing information were Cliff Altfeld, Jimmy Lovelace and Robert O'Toole

8. Proposed Agenda Items and/or Additional RFI's

No Action Required,  
discussion only.

- a. USFR Compliance
- b. Accounting Records
- c. Cash
- d. Capital Assets
- e. Expenditures
- f. Procurement
- g. Payroll
- h. Financial Reports
- i. Student Attendance Reporting
- j. Students Accounts – Soon
- k. Auditor General Internal Controls

No items were added.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Charles M. Kill, and Robert O'Toole.

9. Election of Chair and Co-Chair

Robert O'Toole nominated Cliff Altfeld for Chair. Cliff Altfeld accepted.

Robert O'Toole moved the nomination and Jimmy Lovelace seconded. Approved 3-0. Jeffrey Abbott and Chuck Kill were not present at the meeting.

Cliff Altfeld nominated Robert O'Toole for Co-Chair. Robert O'Toole accepted.

Cliff Altfeld moved the nomination and Jimmy Lovelace seconded. Approved 3-0. Jeffrey Abbott and Chuck Kill were not present at the meeting.

Both positions are through December 2012.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Jimmy Lovelace and Robert O'Toole.

10. Committee Attendance

No Action Required, discussion only.

The Committee Chair voiced some concerns with the attendance of committee members. The Committee Chair is contacting one of the members who have more than three absences.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Jimmy Lovelace and Robert O'Toole.

11. Meeting Date/Time

No Action Required, discussion only.

Cliff Altfeld asked the committee if there were any conflicts with the next scheduled May 25<sup>th</sup>

Robert O'Toole stated that he would not be able to attend the meeting on June 29<sup>th</sup>.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Jimmy Lovelace and Robert O'Toole.

12. Report to the Governing Board

No Action Required, discussion only.

Cliff Altfeld informed the committee that he will be giving the Committee's semi-annual report to the Board during the May 8, 2012 Governing Board meeting. He covered a few items that were going to be included in his report.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Jimmy Lovelace and Robert O'Toole.

**MEETING ADJOURNED** 3:21 p.m.

Jimmy Lovelace moved approval. Robert O'Toole seconded. Approved 3-0.

Approved this 25<sup>th</sup> day of May, 2012.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By \_\_\_\_\_  
Robert O'Toole  
Audit Committee Co-Chair

mcg  
04-27-12 Audit Committee/Minutes