

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

**August 24, 2011
2:00 p.m.**

MINUTES

Committee Members Present:

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

Committee Members Absent:

Jeffrey Abbott

Others Present:

Mike Ortiz, Warehouse, Distribution & Inventory Manager, Operations
Jeff Coleman, Director, School Safety & Security
Candy Egbert, Chief Operations Officer, Operations
John Gay, Chief Information Officer, Technology Services
Michele Gutierrez, Senior Staff Assistant I to the Governing Board

ITEM

MEETING CALLED TO ORDER – Cliff Altfeld called the meeting to order at 2:00 p.m.

CALL TO THE AUDIENCE

No one requested to speak.

ACTION ITEMS

1. Approval of June 23, 2011 Minutes

ACTION

No action required.

Robert O'Toole moved approval. Cliff Altfeld seconded. Charles M. Kill and Jimmy J. Lovelace abstained.
Approved 2-0

INFORMATION ITEMS

2. Welcome to Committee Members, Charles M. Kill and Jimmy J. Lovelace

No action required, discussion only.

Each committee member introduced themselves. Cliff Altfeld briefly described each item in the new committee members packet.

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

3. Welcome to Chief Financial Officer, Yousef Awwad
Mr. Awwad was unable to attend the meeting. Item will go forward to next Audit Committee meeting.

No Action Required.

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

STUDY/ACTION ITEMS

4. Comments and Review of Property Report and Draft Procedures

No Action Required, discussion only.

Candy Egbert, Jeff Coleman and Mike Ortiz explained the procedures, safety measures and TUSD's policy of property control. In order to achieve tracking control of TUSD's assets, a temporary team of employees will be hired in addition to hiring a lead person to oversee the project.

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

5. Monthly Budget Update

No Action Required.

No monthly budget update was given due to Finance people not being available.

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

6. ERP Status and Milestones and Monthly Reports

No Action Required, discussion only.

John Gay gave an update on the ERP Status. The vendors are working on the RFP for a Time Keeper. Before going live with Lawson a payroll test will be conducted parallel with PeopleSoft.

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

7. RFP for Payroll Process

No Action Required.

Item was covered in #6.

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

8. Procurement Audits

No Action Required.

Due to no Finance representation, Cliff Altfeld will e-mail Adrienne Sanchez in Finance to send him a chart of the Audit dates that the district uses.

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

9. Proposed Calendar (Wednesday)

No Action Required, discussion only.

After discussing the different meeting options of days and times, the committee decided on every fourth Friday of the month from 2:00 p.m. to 4:00 p.m. with no meeting scheduled in the month of July.

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

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

No Action Required, discussion only.

Agenda items for September 23, 2011 meeting: List the ongoing items and Approval of Meeting Calendar for School Year 2011-2012, Heinfeld, Meech & Co.

Robert O'Toole requested on the recurring calendar that every month under Finance a calendar of Audit dates are listed.

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

11. Possible Rescheduling Meeting Time and Dates

No Action Required, discussion only.

Next meeting is scheduled for Friday, September 23, 2011 at 2:00 p.m.

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

MEETING ADJOURNED 4:11 p.m.

Jimmy J. Lovelace moved approval to adjourn. Robert O'Toole seconded. Approved, 4-0

Approved this 23rd day of September, 2011.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____
Clifford Altfeld
Audit Committee Chair