

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

**October 28, 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:**

Kera Badalamenti, CPA, Heinfeld, Meech & Co., P.C.  
Sara Specht, Heinfeld, Meech & Co., P.C.  
Yousef Awwad, Chief Financial Officer  
Michele Gutierrez, Senior Staff Assistant I to the Governing Board

**ITEM**

**ACTION**

**MEETING CALLED TO ORDER** – Cliff Altfeld called the meeting to order at 2:03 p.m.

**CALL TO THE AUDIENCE**

No one requested to speak.

No action required.

**ACTION ITEMS**

1. Approval of September 23, 2011 Minutes

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

**STUDY/ACTION ITEMS**

2. General Audit Approach
  - Heinfeld, Meech & Co.

Kera Badalamenti, CPA, and Sara Specht from Heinfeld, Meech & Co., P.C. discussed with the committee the different audits that are conducted the district.

No Action Required,  
discussion only.

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

3. RFI #54 After-the-Fact

The RFI response to the committee included a list with the after-the-fact purchases. From that list the committee asked various questions of Purchasing Director Leon George. The item will carry forward to the next committee meeting with a follow up discussion.

No Action Required,  
discussion only.

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

4. RFI #55 Evaluation Committee for Work Management Software  
Leon George explained to the committee that the information for the evaluation committee is confidential until the RFP is Governing Board approved.

No Action Required,  
discussion only.

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

5. RFP Process

- Leon George

Leon George explained the process of an RFP. He explained that for each RFP, the evaluation committee is made up of people who have experience with the same commodity as the RFP.

No Action Required,  
discussion only.

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

6. Status of RFP for TUSD Payroll Process

Yousef Awwad discussed the status of RFP to the committee. The RFP was awarded to Matt Aprahamian.

No Action Required,  
discussion only.

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

7. Monthly Budget Update

Yousef Awwad updated the committee on the district's budget. The fiscal year has ended with a carryover and the District has 120 days to close the books.

No Action Required,  
discussion only.

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

8. ERP Status and Milestones and Monthly Reports  
Leon George reported that the implementation of Lawson, Finance was complete. The Human Resources core has not been implemented; it's been placed on hold, but not because of any problems.

No Action Required,  
discussion only.

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

9. Public Relations Regarding School Finance, Taxes and Orientation Packet

No Action Required.

Cliff Altfeld informed the committee that he has put together a binder of the history of what the committee has done.

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

10. Semi-annual Report to Governing Board

- November 8, 2011 Governing Board Meeting

No Action Required,  
discussion only.

Cliff Altfeld suggested to the committee that one of the other committee members present the semi-annual report so that the Governing Board could get acquainted with them. After the discussion Cliff Altfeld offered to present the report since two of the committee members were new to the committee.

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

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

Agenda items for November 18, 2011 meeting: List the ongoing items and keep RFI #54 and add to the title After-the-Fact Follow-up. The same with RFI #55 Evaluation Committee for Timekeeping Software, and Status of RFP for TUSD for Payroll Consultant-Drafting RFP for Payroll Process.

No Action Required,  
discussion only.

Robert O'Toole is submitting one new RFI: Timekeeping and Absence Management

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

12. Possible Rescheduling Meeting Time and Dates  
Next meeting is scheduled for Friday, November 18, 2011 at 2:00 p.m.

No Action Required,  
discussion only.

Robert O'Toole mentioned the passing of Governing Board Clerk, Judy Burns to the committee.

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

**MEETING ADJOURNED** 4:10 p.m.

Approved this 18<sup>th</sup> day of November, 2011.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By \_\_\_\_\_

Clifford Altfeld  
Audit Committee Chair

mcg  
10-28-11 Audit Committee/Minutes