MINUTES

Committee Members Present:
Robert O’Toole, Chair
J. Thomas House, Co-Chair
Cliff Altfeld – left at 3:05 p.m.
Charles M. Kill
Jimmy J. Lovelace

Committee Members Absent:
None.

Others Present:
Paula Stilwell, Payroll Manager, Financial Services
Karla Soto, Chief Financial Officer, Financial Services
Yousef Awwad, Deputy Superintendent of Operations
Alexis Huicochea, Arizona Daily Star
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 – Robert O’Toole called the meeting to order at 2:01 p.m.

CALL TO THE AUDIENCE

The following is the name of the individual who spoke and the subject of his comments:

Dick Basye – Employees selling TUSD equipment, numbers of bids on contracts and no local companies allowed bid on Strategic Conference.

No action required.
ACTION ITEM
1. Approval of January 24, 2014 Minutes

STUDY/ACTION ITEMS
2. RFI No. 69 – Audit Committee Role in Selection of Outside Auditors
   • Legal Counsel

Julie Tolleson was unable to attend the Audit Committee meeting and emailed a response to Mary Alice Wallace. Mary Alice Wallace read the response to the committee. She also advised the Audit Committee to present a request to the Agenda Committee to place an item on an agenda for the Board to approve a request from the Audit Committee for TUSD Legal Counsel to give the Audit Committee advice and to be able to seek legal advice from an outside counsel at District expense.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Tom House, Chuck Kill, Jimmy Lovelace and Robert O’Toole.

3. RFI No. 72 – Status of Key Control

The committee reviewed the information that Jeff Coleman sent to the committee regarding the status of key control. Also, he informed the Director of Staff Services that he would attend the next Audit Committee meeting if the committee had any questions after reviewing the information.

Mr. O’Toole requested that someone from Key Control attend the next committee to answer questions.

Other persons commenting, asking questions, or providing information were Cliff Altfeld and Chuck Kill.

4. Update on RFI No. 68 – Consolidation of Advertising

Chuck Kill asked if there was an update.

Yousef Awwad replied that the District has not done a lot of advertising, and advertising for this school year has been centralized.

Robert O’Toole commented.
7. Recent Monthly Financial Report to the Governing Board – Fiscal Year-to-date Expenditure

The committee reviewed the Presentation of Budget Status and Update for Fiscal Year 2014 that Yousef Awwad presented to the Board during the February 11, 2014 Regular Board meeting.

Yousef Awwad answered questions.

Persons commenting, asking questions, or providing information were Tom House and Jimmy Lovelace.

8. Audit Committee Charter Review

Robert O’Toole asked the committee if they wanted to review anything else in the charter before removing the item from the agenda for the next scheduled meeting.

No comments were made, item will be removed.

9. Role of School Board Members on Audit Committee

Robert O’Toole commented there are a number of school district committees that have one or more School Board members that serve on a committee. The semi-annual report to the Governing Board members was coming up in April. He would include this in his report.

Other persons commenting, asking questions, or providing information were Tom House and Chuck Kill.

10. Self Evaluation Forms and Results

Due to Cliff Altfeld leaving the meeting early for a prior commitment, the item was postponed to the next scheduled meeting.

11. Discussion of Clothing Bank Procurement Contract

Robert O’Toole informed the committee at the meeting last month during Call to the Audience a community member spoke on the RFP for the Clothing Bank Procurement Contract. Information on the RFP was emailed to the committee by the Purchasing Director.

Other persons commenting, asking questions, or providing information were Tom House, Chuck Kill and Yousef Awwad.
12. Proposed Agenda Items and/or Additional RFI’s  
   a. USFR Compliance – Questionnaire Comments  
   b. Accounting Records  
   c. Cash Handling  
   d. Capital Assets Control  
   e. Expenditures to Date  
   f. Procurement  
   g. Payroll  
   h. Financial Reports  
   i. Student Attendance Reporting  
   j. Students Accounts - discussion  
   k. Auditor General Internal Controls  
   l. After-the-Fact Purchase Orders  
   m. Annual Single Audit Reporting Package (Each Year)  
   n. Update on ERP Process  
   o. Consolidation of Advertising Update  

Other titles that would be carried over from the previous meeting(s):  
RFI No. 72 – Status of Key Control, Update on ERP Process and  
District Staff Recommendations, Self Evaluation Forms and Results;  
and District Efficiency Auditor Report.  

13. Meeting Date/Time  

The next scheduled meeting is on March 28, 2014.  

Tom House informed the committee, he would not be able to attend  
the March meeting.  

MEETING ADJOURNED 3:26 p.m.  

Tom House moved to adjourn. Jimmy  
Lovelace seconded. Approved 5–0.  

Approved this _____ 23rd __________ day of _____ May, 2014._____  

TUSD GOVERNING BOARD AUDIT COMMITTEE  

By______________________________  

Robert O’Toole  
Audit Committee Chair