

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

**March 28, 2014  
2:00 p.m.**

**MINUTES**

**Committee Members Present:**

Robert O'Toole, Chair  
Cliff Altfeld  
Charles M. Kill

**Committee Members Absent:**

J. Thomas House, Co-Chair  
Jimmy J. Lovelace

**Others Present:**

Jeff Coleman, Director of School Safety  
Candy Egbert, Chief Operations Officer – arrived at 2:07 p.m.  
Alexis Huicochea, Arizona Daily Star  
Sylvia L. Lovegreen, Senior Staff Assistant II 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 2:03 p.m.

**CALL TO THE AUDIENCE**

None.

No action required.

**ACTION ITEM**

1. Approval of February 28, 2014 Minutes

No action taken.

Minutes were not ready for approval; approval of minutes will be on the agenda for the next scheduled meeting.

## **STUDY/ACTION ITEMS**

### 2. RFI No. 72 – Status of Key Control

No action required;  
discussion only.

Jeff Coleman explained other controls in place such as rekeying the master key to the school/department site, depending on the situation; there are alarm systems at all sites; and, the way the tumbler is reset. The other thing that is in effect is raising the \$5.00 fee for replacement of lost or unreturned keys. This is taken out the employee's final paycheck if employee is leaving the district. Currently 29 sites are equipped with card bar swipe and the rest, about 70 sites, are with key entry only.

Other persons commenting, asking questions, or providing information were Cliff Altfeld, Chuck Kill, Robert O'Toole and Candy Egbert.

### 3. Update on ERP Process and District Staff Recommendation

No action required;  
discussion only.

Due to critical budget and time sensitive meetings, there was no representation from Finance. Yousef Awwad e-mailed his responses/updates to the recording secretary.

No new updates since last meeting.

Robert O'Toole will be submitting an RFI for an update regarding Procurement process.

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

### 4. Recent Monthly Financial Report to the Governing Board – Fiscal Year-to-date Expenditure

No action required;  
discussion only.

Due to critical budget and time sensitive meetings, there was no representation from Finance. Yousef Awwad e-mailed his responses/updates to the recording secretary.

There are no new financial reports since the last meeting.

### 6. Self Evaluation Forms and Results **(Addressed out of the order of business as presented on the agenda.)**

No action required;  
discussion only.

Cliff Altfeld reported that he has the results from the self evaluation to report but failed to send it to the recording secretary before the meeting. He will send the information for the April committee meeting.

5. Semi-Annual Report to the Governing Board April 15, 2014  
Governing Board Meeting

No action required;  
discussion only.

Robert O'Toole informed the committee that he would submit the semi-annual report and present it to the Governing Board during the Regular Governing Board meeting on April 15, 2014.

Some of the items that the committee wanted on the report were request to hire an internal auditor and information regarding the results of the District Efficiency Auditor Report.

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

7. District Efficiency Auditor Report

Item not addressed.

Will carry item to the next scheduled meeting.

8. 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

No action required;  
discussion only.

Robert O'Toole is submitting and RFI for an update on the ERP Process

Cliff Altfeld is sending information to the recording secretary.

Other titles that would be carried over from the previous meeting(s):  
Update on ERP Process and District Staff Recommendation, Semi-Annual Report to the Governing Board on April 15, 2014, and District Efficiency Auditor Report.

9. Meeting Date/Time

The next scheduled meeting is on April 25, 2014.

**MEETING ADJOURNED** 3:00 p.m.

Cliff Altfeld moved to  
adjourn. Chuck Kill  
seconded.  
Approved 3–0.

Approved this 23<sup>rd</sup> day of May, 2014.

TUSD GOVERNING BOARD AUDIT COMMITTEE

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