

**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 30, 2012  
2:00 p.m.**

**MINUTES**

**Committee Members Present:**

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

**Committee Members Absent:**

Jeffrey Abbott  
Jimmy J. Lovelace

**Others Present:**

Adrienne Sanchez, Director, Finance  
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 2:00 p.m.

**CALL TO THE AUDIENCE**

No members of the public requested to speak.

No action required.

**ACTION ITEMS**

1. Approval of January 27, 2012 Minutes

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

**STUDY/ACTION ITEMS**

2. Coordination with Outside Auditors  
Item was postponed until the next Audit Committee meeting.

No Action Required, discussion only.

Other persons commenting, asking questions, or providing information were Cliff Altfeld, Charles M. Kill, Robert O'Toole and Adrienne Sanchez.

### 3. Handling of Confidential Complaints

No Action Required,  
discussion only.

Both Cliff Altfeld and Robert O'Toole received letters through the TUSD Audit Committee Complaint form that is posted on the TUSD website. Cliff sent the letters to Superintendent Dr. Pedicone. Since it has been six weeks, Cliff Altfeld is going to follow-up with Dr. Pedicone for a response.

Other persons commenting, asking questions, or providing information were Cliff Altfeld, Charles M. Kill, Robert O'Toole and Adrienne Sanchez.

### 4. Update on the RFP on the Payroll and Timekeeping Software and 5. ERP Status and Milestones and Monthly Reports

Robert O'Toole moved to request Dr. Pedicone to have a Senior Leadership employee that is knowledgeable attend the Audit Committee meeting each month. Chuck Kill seconded. Approved 3-0. Jeffrey Abbott and Jimmy Lovelace were not present at the meeting.

Adrienne Sanchez updated the committee. She informed the committee of the different components of software systems that were live in Lawson.

The committee asked Adrienne Sanchez for a copy of the job description for the position specializing in ERP Systems.

Other persons commenting, asking questions, or providing information were Cliff Altfeld, Charles M. Kill, Robert O'Toole and, Adrienne Sanchez.

### 6. Monthly Budget Update

No Action Required,  
discussion only.

Adrienne Sanchez gave the committee an update on the budget and answered questions.

Other persons commenting, asking questions, or providing information were, Cliff Altfeld, Charles M. Kill, Robert O'Toole and, Adrienne Sanchez.

7. Proposed Agenda Items and/or Additional RFI's
  - a. USFR Compliance – March
  - b. Accounting Records
  - c. Cash – April/May
  - 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 – March

No Action Required, discussion only.

No items were added. Adrienne Sanchez informed the committee that she had signed off on the 2011 USFR Report and once it was available she would send the committee a copy.

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

8. Election of Chair and Co-Chair  
Cliff Altfeld suggested the item be forwarded to the next committee meeting when a full committee was in attendance.

No Action Required, discussion only.

Scheduling of the Audit Committee meetings and attendance of members and staff were discussed.

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

**MEETING ADJOURNED** 3:53 p.m.

Chuck Kill moved approval. Robert O'Toole seconded. Approved 3-0.

Approved this 27<sup>th</sup> day of April, 2012.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By \_\_\_\_\_  
Clifford Altfeld  
Audit Committee Chair

mcg  
03-30-12 Audit Committee/Minutes