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:
Adrianne Sanchez, Director, Finance
Michele C. Gutierrez, Senior Staff Assistant I to the Governing Board

ITEMACTION

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
Adrianne Sanchez.
3. Handling of Confidential Complaints

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 Adrianne Sanchez.

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

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

The committee asked Adrianne 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, Adrianne Sanchez.

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.

6. Monthly Budget Update

Adrianne 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, Adrianne 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 items were added. Adrianne 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.

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 Adrianne Sanchez.

MEETING ADJOURNED 3:53 p.m.

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

Approved this 27th day of April, 2012.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By

Clifford Altfeld
Audit Committee Chair

mcg
03-30-12 Audit Committee/Minutes