Committee Members Present:
Cliff Altfeld, Chair
Jimmy J. Lovelace
Robert O’Toole, Co-Chair

Committee Members Absent:
Jeffrey Abbott
Charles M. Kill

Others Present:
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 – Cliff Altfeld called the meeting to order at 2:29 p.m.

CALL TO THE AUDIENCE
No members of the public requested to speak. No action required.

ACTION ITEMS
1. Approval of March 30, 2012 Minutes

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

STUDY/ACTION ITEMS
2. Report on Handling of Confidential Complaints
The committee was provided with a response through the TUSD Legal Department for the confidential complaint that was submitted to the Chair and Co-Chair a few months back.

No Action Required, discussion only.

Other persons commenting, asking questions, or providing information were Cliff Altfeld, Jimmy Lovelace and Robert O’Toole
3. Coordination with Outside Auditors

Jimmy Lovelace requested that he be included with outside Auditors regarding setting the calendar for the audits. Director of Staff Services will request through Superintendent.

Other persons commenting, asking questions, or providing information were Cliff Altfeld, Jimmy Lovelace and Robert O'Toole

No Action Required, discussion only.

4. Audit FY 2011-12 Calendar Review

Not Addressed.

5. Update on the RFP on the Payroll and Timekeeping Software

6. ERP Status and Milestones and Monthly Reports

7. Monthly Budget Update

Due to no TUSD Employee representation, items 4-7 will be discussed at the next scheduled meeting. Chair requested Director of Staff Services to request staff attendance through the Superintendent.

Other persons commenting, asking questions, or providing information were Cliff Altfeld, Jimmy Lovelace and Robert O'Toole

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

a. USFR Compliance
b. Accounting Records
c. Cash
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

No items were added.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Charles M. Kill, and Robert O'Toole.
9. Election of Chair and Co-Chair

Robert O'Toole nominated Cliff Altfeld for Chair. Cliff Altfeld accepted.

Cliff Altfeld nominated Robert O'Toole for Co-Chair. Robert O'Toole accepted.

Both positions are through December 2012.

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

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

Cliff Altfeld moved the nomination and Jimmy Lovelace seconded. Approved 3-0. Jeffrey Abbott and Chuck Kill were not present at the meeting.

10. Committee Attendance

The Committee Chair voiced some concerns with the attendance of committee members. The Committee Chair is contacting one of the members who have more than three absences.

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

No Action Required, discussion only.

11. Meeting Date/Time

Cliff Altfeld asked the committee if there were any conflicts with the next scheduled May 25th

Robert O'Toole stated that he would not be able to attend the meeting on June 29th.

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

No Action Required, discussion only.

12. Report to the Governing Board

Cliff Altfeld informed the committee that he will be giving the Committee’s semi-annual report to the Board during the May 8, 2012 Governing Board meeting. He covered a few items that were going to be included in his report.

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

No Action Required, discussion only.
MEETING ADJOURNED 3:21 p.m.

Jimmy Lovelace moved approval. Robert O’Toole seconded. Approved 3-0.

Approved this 25th day of May, 2012._____

TUSD GOVERNING BOARD AUDIT COMMITTEE

By______________________________

Robert O’Toole
Audit Committee Co-Chair

mcg
04-27-12 Audit Committee/Minutes