

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

**April 27, 2018
2:00 p.m.**

MINUTES

Committee Members Present:

Rachel Wall, Chair
Jimmy Lovelace, Vice-Chair
Darin Guthrie
Charles Kill
Bernie Wiegandt

Committee Members Not Present:

None.

Others Present:

Janet Rico-Uhrig, Executive Director, Human Resources [left @ 2:43 p.m.]
Demetrius Lee, Internal Auditor
Renee Weatherless, Executive Director, Financial Services [left @ 2:43 p.m.]
Robert S. Ross, Jr., General Counsel [left @ 2:43 p.m.]
Michele C. Gutierrez, Senior Staff Assistant I to the Governing Board

ITEM

ACTION

CALL TO ORDER – 2:03 p.m.

Audit Committee attendance was established via self-introductions.

CALL TO THE AUDIENCE

Audit Committee Chair, Rachel Wall read the protocol for CTA.
Persons who spoke at Call to the Audience were: Dick Bayse re:
Former Julia Keen Elementary School and the lease agreement with
Flowers and Bullets; Pilar Ruiz re: The Early Childhood Learning
Centers and concerns regarding the potential sale of Corbett.

No action required.

Audit Committee Chair Rachel Wall asked if committee members
wanted to respond to Call to the Audience.

Jimmy Lovelace commented regarding Dick Bayse's comments
regarding Julie Keen Elementary.

ACTION ITEM

1. February 16, 2018 Minutes Not addressed.

INFORMATION ITEM

2. Introduction of New Committee Member – Bernie Wiegandt No action required.

Bernie Wiegandt introduced himself to the committee and gave a brief summary of his job experience related to the Audit Committee.

Persons commenting were Jimmy Lovelace and Rachel Wall.

STUDY/ACTION ITEMS

3. Internal Auditor Update Report – USP Movements Status No action required.
 - Demetrius Lee

Demetrius Lee reported to the Audit Committee that after viewing several transactions, there was only one finding that TUSD corrected. Mr. Lee provided information and responded to the committee members' inquiries.

Renee Weatherless provided information and responded to the committee members' inquiries.

Rob Ross provided legal advice and answered questions.

Persons commenting/asking questions were Chuck Kill, Jimmy Lovelace, Rachel Wall, Bernie Wiegandt and Darin Guthrie.

4. Internal Auditor Policy Revision No action required.
 - Demetrius Lee

Demetrius Lee reported to the Audit Committee that the revision was Board approved.

Bernie Wiegandt commented.

5. Audit Committee Charter Review No action required.
- Jimmy Lovelace
 - Rob Ross

Jimmy Lovelace reported to the Audit Committee that a couple of changes had been made to the charter.

Rob Ross provided legal advice and answered questions.

Persons commenting/asking questions were Rachel Wall, Darin Guthrie and Renee Weatherless,

Due to the #Red4ED walkouts, the Superintendent called an emergency meeting for the Leadership Team which included Renee Weatherless, Rob Ross and Janet Rico-Uhrig who had to leave the meeting. No action required.

6. FY18 Expenditure Update No action required.
- Renee Weatherless
7. Up-to-Date Budget to Actual by Function
- Renee Weatherless
14. Reserve Funds
- Renee Weatherless

Items #6, 7, and 14 were addressed as one item.

Jimmy Lovelace covered the information that was in the meeting packet for discussion by Renee Weatherless.

Any questions or concerns would be addressed at the next Audit Committee meeting.

Persons commenting/asking questions were Demetrius Lee, Darin Guthrie, Bernie Wiegandt and Rachel Wall.

8. Auditor General Performance Audit No action required.
- Renee Weatherless

Jimmy Lovelace commented that the Auditor General's Report was presented by Ann Orrico at the April 10, 2018, Regular Governing Board Meeting.

For further discussion item will be tabled for the next scheduled meeting.

9. Standing Item: Complaints Received via Various Avenues No action required.
- Rob Ross

Rachel Wall reported that they received two but they were spam e-mails.

10. Annual Auditor General Report – Classroom Report No action required.

Based on the handout, Jimmy Lovelace provided information and led the discussion with the rest of the committee members.

For further discussion, the item will be tabled for the next scheduled meeting.

Persons commenting/asking questions were Darin Guthrie, Rachel Wall, Demetrius Lee, Bernie Wiegandt and Chuck Kill.

11. Introduction to ESI Contract
- Human Resources

Item will be tabled for the next scheduled meeting.

12. Update on External Audit No action required.
- Jimmy Lovelace
 - Darin Guthrie

Darin Guthrie reported that the meeting with Clifton Larson, External Auditor, went well and asked if he could be copied on any future e-mails.

Jimmy Lovelace stated that the transition has begun and that he and Darin Guthrie would be representing the Audit Committee with the external auditors.

Rachel Wall asked if they went over a timeline.

Persons commenting/asking questions were Chuck Kill, Bernie Wiegandt and Demetrius Lee.

13. Year-to-date Statements of Revenue and Expenditure for Fund 522-IELCs
• Renee Weatherless
- No action required.

Jimmy Lovelace reported that he requested the statements with Renee Weatherless and she e-mailed them to him.

For further discussion the item will be tabled for the next scheduled meeting.

Persons commenting/asking questions were Rachel Wall, Chuck Kill, Demetrius Lee, Darin Guthrie and Bernie Wiegandt.

15. Meeting Date/Time
- No action required.

The next scheduled meeting is on Friday, May 18, 2018.

16. Future Agenda Item(s)
- No action required.

Items for the May meeting will be; February and April Minutes of the Audit Committee; Election of Chair and Vice-Chair; Annual Report to the Governing Board; Auditor General Performance Audit; Year-to-date Statements of Revenue and Expenditure for Fund 522-IELCs and Overhead Numbers; Reserve Funds; Finance Department and Gibson Report Update on Recommendations regarding the Finance Department.

Items carried over from April meeting: Auditor General Performance Audit, Annual Auditor General Report – Classroom Report and Introduction to ESI Contract.

Recurring Items: Internal Auditor Update; FY18 Expenditure Update; Up-to-Date Budget to Actual by Function; Cash Balance Reports; Complaints Received via Various Avenues.

Persons commenting/asking questions were Jimmy Lovelace, Darin Guthrie, Bernie Wiegandt, Rachel Wall and Chuck Kill.

The following items were not addressed:

STUDY/ACTION ITEMS

8. Auditor General Performance Audit
• Renee Weatherless
10. Annual Auditor General Report – Classroom Report

11. Introduction to ESI Contract
- Human Resources

ADJOURNMENT – 3:36 p.m.

Darin Guthrie moved to adjourn, Jimmy Lovelace seconded. Approved Unanimously, in a voice vote.

Approved this 22nd day of June, 2018.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____
Jimmy Lovelace
Audit Committee Chair