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

June 23, 2011
2:30 p.m.

MINUTES

Committee Members Present:
Cliff Altfeld, Chair
Jeffrey Abbott
Robert O’Toole, Co-Chair

Committee Members Absent:
None

Others Present:
Mike Ortiz, Warehouse, Distribution & Inventory Manager, Operations
Candy Egbert, Interim Chief Operations Officer, Operations
Adrienne Sanchez, Assistant Director of Finance, Financial Services
Michele Gutierrez, Senior Staff Assistant I to the Governing Board

ITEM ACTION

MEETING CALLED TO ORDER – Cliff Altfeld called the meeting to
order at 2:40 p.m.

CALL TO THE AUDIENCE
No one requested to speak. No action required.

ACTION ITEMS

1. Approval of April 28, 2011 Minutes
Robert O’Toole

2. Approval of May 12, 2011 Minutes
Jeffrey Abbott

One action was taken for both items.

Approved 3-0

INFORMATION ITEMS

3. Welcome to Chief Financial Officer, Yousef Awwad
Mr. Awwad was unable to attend the meeting. Item will go forward to
next Audit Committee meeting.

No action required.

Persons commenting, asking questions, or providing information were
Jeffrey Abbott, Cliff Altfeld, Robert O’Toole and Adrienne Sanchez.
STUDY/ACTION ITEMS

4. Monthly Budget Update
Adrienne Sanchez gave the committee an update on the budget and answered questions.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Robert O'Toole and Adrianne Sanchez.

5. Attendance Audit
Adrienne Sanchez reported to the committee that Arizona Department of Education had completed an Attendance Audit based on the bell schedule from three years prior.

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

6. ERP Status and Milestone
Adrienne Sanchez updated the committee. She reported that the District has gone live with entering requisitions and purchase orders. Finance section is also up and running. Human Resources section is scheduled to go live on October 1, 2011.

Persons commenting, asking questions, or providing information were Jeffrey Abbott Cliff, Altfeld, Robert O'Toole and Adrianne Sanchez.

7. RFP TUSD for Payroll Process
Adrienne Sanchez reported that the RFP for Payroll Process is still in the middle of the process of being developed. When completed it will define our business practices, provide solutions to help us do an RFP and select a vendor for time and attendance.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Robert O'Toole, and Adrianne Sanchez.

8. Update on Inventory Plans for Inventory Control for School Year 2011-2012
   • Candy Egbert and Mike Ortiz
Candy Egbert and Mike Ortiz gave an update from a year ago on Inventory Control for the district and they answered questions.

Persons commenting, asking questions, or providing information were Jeffrey Abbott Cliff, Altfeld, Robert O'Toole and Adrianne Sanchez.
9. Proposed Agenda Items and/or Additional RFI’s
Agenda items for August 24, 2011 meeting: List the ongoing items and
add the Welcome of New Committee Members, Proposed Calendar
Date Change, Procurement Audits and Comments, and Review of
Property Report and Draft Procedures.

Persons commenting, asking questions, or providing information were
Jeffrey Abbott, Cliff Altfeld, Robert O’Toole and Adrianne Sanchez.

10. Possible Rescheduling Meeting Time and Dates
Next meeting is scheduled for August 24, 2011 at 2:00 p.m.

Persons commenting, asking questions, or providing information were
Jeffrey Abbott Cliff, Altfeld, Robert O’Toole and Adrianne Sanchez.

MEETING ADJOURNED 4:35 p.m.

Robert O’Toole
moved approval to
adjourn. Jeffrey
Abbott seconded.
Approved, 3-0

Approved this 24th day of August, 2011.
TUSD GOVERNING BOARD AUDIT COMMITTEE

By

Clifford Altfeld
Audit Committee Chair