

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

**September 23, 2011  
2:00 p.m.**

**MINUTES**

**Committee Members Present:**

Cliff Altfeld, Chair  
Jeffrey Abbott  
Charles M. Kill  
Jimmy J. Lovelace  
Robert O'Toole, Co-Chair

**Committee Members Absent:**

None.

**Others Present:**

Yousef Awwad, Chief Financial Officer  
Michele Gutierrez, Senior Staff Assistant I to the Governing Board

**ITEM**

**ACTION**

**MEETING CALLED TO ORDER** – Cliff Altfeld called the meeting to order at 2:08 p.m.

**CALL TO THE AUDIENCE**

No one requested to speak.

No action required.

**ACTION ITEMS**

1. Approval of August 24, 2011 Minutes

Jimmy J. Lovelace moved approval.  
Robert O'Toole seconded. Jeffrey Abbott abstained.  
Approved 4-0

**INFORMATION ITEM**

2. Welcome to Chief Financial Officer, Yousef Awwad  
Yousef Awwad introduced himself to the committee and gave a brief summary of his job experience. Each committee member introduced themselves.

No Action Required.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Charles M. Kill, Jimmy J. Lovelace, Robert O'Toole and Yousef Awwad.

## **STUDY/ACTION ITEMS**

### 3. Monthly Budget Update

Yousef Awwad answered the committee's questions. When questioned regarding the property tax increase to homeowners, he mentioned that on the TUSD website under Financial Services, a link was created with important information for TUSD Homeowners concerning their 2011 property taxes.

No Action Required,  
discussion only.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Charles M. Kill, Jimmy J. Lovelace, Robert O'Toole and Yousef Awwad.

### 4. Procurement Audits

During the discussion on procurement audits, the committee decided to submit an RFI requesting a list of any After-the-Fact Procurements for FY 2011.

No Action Required.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Charles M. Kill, Jimmy J. Lovelace, Robert O'Toole and Yousef Awwad.

### 5. ERP Status and Milestones and Monthly Reports

Yousef Awwad reported that the district has done an RFP for a time keeping company and are waiting for the responses.

No Action Required,  
discussion only.

Yousef Awwad discussed with the committee the hiring of an internal auditor. The committee offered their support in hiring.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Charles M. Kill, Jimmy J. Lovelace, Robert O'Toole, and Yousef Awwad.

### 6. RFP for Payroll Process

This item was included in discussions of #5 above.

No Action Required.

7. Approval of Audit Committee Meeting Calendar for School Year 2011-2012

Robert O'Toole moved approval. Jeffrey Abbott seconded. Approved 4-0.

Meeting Schedule/Discussion of 2011-2012 Calendar  
October 28, 2011 April 27, 2012  
November 18, 2011 May 25, 2012  
December 16, 2011 June 29, 2012  
January 27, 2012 July 2012 – No Meeting Scheduled  
February 17, 2012 August 24, 2012  
March 30, 2012

All Audit Committee meetings are scheduled for 2:00 p.m. on Fridays.

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

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

No Action Required, discussion only.

Agenda items for October 28, 2011 meeting: List the ongoing items and add Heinfeld, Meech & Co. on General Audit Approach, Public Relations Regarding School Finance and Taxes, and Leon George, Director of Purchasing, to discuss RFP Process.

Robert O'Toole is submitting two new RFI's: one on After-the-Fact Procurements for FY 2011, and the second on the Evaluation Committee for the Work Management Software RFP.

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

9. Possible Rescheduling Meeting Time and Dates

No Action Required, discussion only.

Next meeting is scheduled for Friday, October 28, 2011 at 2:00 p.m.

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

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

Robert O'Toole moved approval to adjourn Jeffrey Abbott seconded. Approved 4-0

Approved this 28<sup>th</sup> day of October, 2011.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By \_\_\_\_\_

Clifford Altfeld  
Audit Committee Chair