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.  

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.

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

No Action Required.
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.

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

No Action Required, discussion only.

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.

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

No Action Required.

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.

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.

No Action Required, discussion only.

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

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

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

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.

Approved this 28th day of October, 2011.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By______________________________

Clifford Altfeld
Audit Committee Chair