MINUTES

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

Committee Members Absent:
Jeffrey Abbott

Others Present:
Kera Badalamenti, CPA, Heinfeld, Meech & Co., P.C.
Sara Specht, Heinfeld, Meech & Co., P.C.
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 2:03 p.m.

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

ACTION ITEMS
1. Approval of September 23, 2011 Minutes
   Robert O’Toole moved approval.
   Jimmy J. Lovelace seconded.
   Approved 4-0

STUDY/ACTION ITEMS
2. General Audit Approach
   Heinfeld, Meech & Co.
   Kera Badalamenti, CPA, and Sara Specht from Heinfeld, Meech & Co., P.C. discussed with the committee the different audits that are conducted the district.

   Persons commenting, asking questions, or providing information were Cliff Altfeld, Charles M. Kill, Jimmy J. Lovelace, Robert O’Toole and Yousef Awwad.
   No Action Required, discussion only.
3. RFI #54 After-the-Fact
The RFI response to the committee included a list with the after-the-fact purchases. From that list the committee asked various questions of Purchasing Director Leon George. The item will carry forward to the next committee meeting with a follow up discussion.

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

No Action Required, discussion only.

4. RFI #55 Evaluation Committee for Work Management Software
Leon George explained to the committee that the information for the evaluation committee is confidential until the RFP is Governing Board approved.

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

No Action Required, discussion only.

5. RFP Process
- Leon George
Leon George explained the process of an RFP. He explained that for each RFP, the evaluation committee is made up of people who have experience with the same commodity as the RFP.

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

No Action Required, discussion only.

6. Status of RFP for TUSD Payroll Process
Yousef Awwad discussed the status of RFP to the committee. The RFP was awarded to Matt Aprahamian.

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

No Action Required, discussion only.

7. Monthly Budget Update
Yousef Awwad updated the committee on the district’s budget. The fiscal year has ended with a carryover and the District has 120 days to close the books.

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

No Action Required, discussion only.
8. ERP Status and Milestones and Monthly Reports
Leon George reported that the implementation of Lawson, Finance was complete. The Human Resources core has not been implemented; it's been placed on hold, but not because of any problems.

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

No Action Required, discussion only.

9. Public Relations Regarding School Finance, Taxes and Orientation Packet
Cliff Altfeld informed the committee that he has put together a binder of the history of what the committee has done.

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

No Action Required.

10. Semi-annual Report to Governing Board
   • November 8, 2011 Governing Board Meeting
Cliff Altfeld suggested to the committee that one of the other committee members present the semi-annual report so that the Governing Board could get acquainted with them. After the discussion Cliff Altfeld offered to present the report since two of the committee members were new to the committee.

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

No Action Required, discussion only.

11. Proposed Agenda Items and/or Additional RFI's
   Agenda items for November 18, 2011 meeting: List the ongoing items and keep RFI #54 and add to the title After-the-Fact Follow-up. The same with RFI #55 Evaluation Committee for Timekeeping Software, and Status of RFP for TUSD for Payroll Consultant-Drafting RFP for Payroll Process.

Robert O'Toole is submitting one new RFI: Timekeeping and Absence Management

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

No Action Required, discussion only.
12. Possible Rescheduling Meeting Time and Dates
   Next meeting is scheduled for Friday, November 18, 2011 at 2:00 p.m. No Action Required, discussion only.

Robert O’Toole mentioned the passing of Governing Board Clerk, Judy Burns to the committee.

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

MEETING ADJOURNED 4:10 p.m.

Approved this 18th day of November, 2011.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By

Clifford Altfeld
Audit Committee Chair