

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

**November 18, 2011
2:00 p.m.**

MINUTES

Committee Members Present:

Cliff Altfeld, Chair
Charles M. Kill – arrived at 2:37 p.m.
Jimmy J. Lovelace
Robert O'Toole, Co-Chair

Committee Members Absent:

Jeffrey Abbott

Others Present:

John J. Pedicone, Jr., Ph.D., Superintendent
John Gay, Chief Technology Services
Yousef Awwad, Chief Financial Officer
Adrienne Sanchez, Director, Finance
Michele Gutierrez, Senior Staff Assistant I to the Governing Board

ITEM

ACTION

MEETING CALLED TO ORDER – Cliff Altfeld called the meeting to order at 2:06 p.m.

CALL TO THE AUDIENCE

No members of the public requested to speak.

No action required.

Dr. John J. Pedicone spoke at Call to the Audience. He mentioned that he had not been able to attend an Audit Committee meeting in the past. He discussed his perspective of the Audit Committee with the committee. Also, he expressed his appreciation the time that the committee members are committing to the committee.

ACTION ITEMS

1. Approval of October 28, 2011 Minutes

Robert O'Toole
moved approval.
Jimmy J. Lovelace
seconded.
Approved 3-0

STUDY/ACTION ITEMS

2. Election of Chair and Co-Chair
Item was postponed to the next scheduled meeting.

No Action Required,
discussion only.

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

3. RFI #54 After-the-Fact Follow Up, 4. RFI #55 Evaluation
Committee for Timekeeping Software and 5. RFP #56
Timekeeping and Absence Management System

No Action Required,
discussion only.

Cliff Altfeld read to the committee the response from Purchasing Director
Leon George regarding Evaluation Committee for Timekeeping
Software. Based on the advice of TUSD's Legal Department, it has
been determined that this information is not yet available to the public,
and by extension, to a public committee.

Robert O'Toole commented the district is extremely concerned that
there not be any impropriety in anything to do with the purchasing
process.

Yousef Awwad and Adrienne Sanchez expressed in detail the
importance of confidentiality for each RFP that the district does.

The committee wants the record to show the Audit Committee requested
the information to be able to have sole oversight of the Evaluation
Committee and that the administration refused to supply information.

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

6. Status of RFP for TUSD Payroll Consultant – Drafting RFP for
Payroll Process

No Action Required,
discussion only.

Yousef Awwad informed the Audit Committee that the individual who
was hired as the Payroll Consultant is involved in the evaluation
process.

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

7. ERP Status and Milestones and Monthly Reports
John Gay updated the committee with the ERP Status and Lawson. The process is divided into three parts; the Budget Module, HR Benefits and Payroll. The first rollout is scheduled for December 13th.

No Action Required,
discussion only.

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

8. Coordination of Committee Work and Outside Audits
Cliff Altfeld asked Jimmy Love to take the lead on coordinating with Heinfeld, Meech & Co. as to where their audits for the district are, to give the committee feedback and help coordinate meetings.

No Action Required,
discussion only.

Jimmy Lovelace left Kera Badalamenti at Heinfeld, Meech & Co. a message requesting a meeting.

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

9. Monthly Budget Update
Yousef Awwad and Adrienne Sanchez updated the committee on the district's budget. Adrienne Sanchez reported that under the M & O Budget there was a \$10 million carryover. The district is allowed to carry over only 4% of the budget. She also provided information regarding capital and soft capital budgets, and the impact of retirees working for the District.

No Action Required,
discussion only.

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

10. Semi-annual Report to Governing Board
• November 8, 2011 Governing Board Meeting
Cliff Altfeld reported that during his annual report to the Governing Board, he expressed serious concerns with the payroll module and the after the fact purchases.

No Action Required,
discussion only.

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

11. Proposed Agenda Items and/or Additional RFI's
Agenda items for December 16, 2011 meeting: List the ongoing items and add. Status of RFP Timekeeping TUSD Payroll Consultant, and Internal Control Issues.

No Action Required,
discussion only.

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

12. Possible Rescheduling Meeting Time and Dates
Next meeting is scheduled for Friday, December 16, 2011 at 2:00 p.m.
Chuck Kill indicated that he will be out of town and not able to attend.
He was advised he could participate via telephone.

No Action Required,
discussion only.

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

MEETING ADJOURNED 4:05 p.m.

Jimmy Lovelace
moved approval.
Robert O'Toole
seconded.
Approved 4-0

Approved this 16th day of December, 2011.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____
Clifford Altfeld
Audit Committee Chair

mcb
11-18-11 Audit Committee/Minutes