

**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
2. Approval of May 12, 2011 Minutes

Robert O'Toole
moved approval.
Jeffrey Abbott
seconded.
Approved 3-0

One action was taken for both items.

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.

No Action Required, discussion only.

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

No Action Required, discussion only.

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.

No Action Required, discussion only.

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

No Action Required, discussion only.

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

No Action Required, discussion only.

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

No Action Required, discussion only.

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

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

No Action Required, discussion only.

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

mcb
06-23-11 Audit Committee/Minutes