

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

**August 26, 2010  
2:30 p.m.**

**MINUTES**

**Committee Members Present:**

Cliff Altfeld, Chair  
Sandy Parker, Co-Chair  
Robert O'Toole

**Committee Members Absent:**

Jeffrey Abbott

**Others Present:**

Bonnie Betz, Chief Finance Officer, Financial Services – arrived at 3:15 p.m.  
Michele Gutierrez, Senior Staff Assistant I to the Governing Board

**ITEM**

**ACTION**

**MEETING CALLED TO ORDER** – Clifford Altfeld called the meeting to order at 2:32 p.m.

**CALL TO THE AUDIENCE**

No one requested to speak.

No action required.

**ACTION ITEMS**

1. Approval of June 24, 2010 Minutes

Cliff Altfeld moved approval. Sandy Parker seconded.  
Approved 2-0, Robert O'Toole abstained.

**STUDY/ACTION ITEMS**

2. RFI Tracking List
  - Sandy Parker

Sandy Parker commented that the RFI Tracking list was up to date and no RFI's pending.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Robert O'Toole and Sandy Parker.

3. Audit Committee Self-Evaluation Responses

- All

Cliff Altfeld reported that he had received, in the mail, a couple of self evaluation responses. Cliff will collate the evaluations so the committee could discuss them at the September meeting.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Robert O'Toole and Sandy Parker.

No Action Required, discussion only.

4. Electronic Cash Collections

- Review of RFP Scope of Work

Bonnie Betz recommended that the committee do a "Request for Information" instead of a "Request for Proposal" so the committee could gather information on a selection of companies.

Bonnie Betz introduced Adrienne Sanchez, the new Assistant Director of Finance. Bonnie also informed the committee of her resignation.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Robert O'Toole. Sandy Parker and Bonnie Betz.

No Action Required, discussion only.

5. Changes in Procurement Process

Bonnie Betz informed the committee that inserts were attached to the employee's paystub. The insert explained the awareness, consequences and severity of after the fact purchases.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Robert O'Toole, Sandy Parker and Bonnie Betz.

No Action Required, discussion only.

6. Risk Identification Planning Questionnaire

- Sandy Parker

Sandy Parker is going to work with Deborah Corcoran in gathering questionnaire responses. Sandy is going to send questionnaire electronically to Robert O'Toole.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Robert O'Toole, Sandy Parker and Bonnie Betz.

No Action Required, discussion only.

7. Status of Self Insurance – Bonnie Betz

- Funding Level – EBT Trust

Bonnie Betz informed the committee that October 1<sup>st</sup>, Ameriben would be the new carrier for self insurance medical coverage for TUSD employees. She also asked the committee if anyone would be interested in volunteering to be on the Trust Committee.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Robert O'Toole, Sandy Parker and Bonnie Betz.

8. Monthly Budget Update and ERP Status

Bonnie Betz reported that the District has a budget. She also updated the committee on the status of the new Lawson program. They have had some issues but are working them out. Finance has to have another pilot that will interface and choose one or two schools to volunteer. In October or November Finance will be running a dual payroll with the Lawson program and double checking payroll against the PeopleSoft program.

No Action Required, discussion only.

ERP Status: Bonnie Betz reported that the ERP implementation has been going quickly.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Robert O'Toole, Sandy Parker and Bonnie Betz.

9. Meeting Schedule/Discussion of 2010-2011 Calendar

The committee will review the draft 2010-2011 Calendar for the Audit Committee and vote at the September 16<sup>th</sup>, Audit Committee meeting.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Robert O'Toole and Sandy Parker.

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

Sandy Parker submitted her resignation for personal reasons with her appointment to be final after the September 16<sup>th</sup> committee meeting.

No Action Required, discussion only.

Agenda items for September 16<sup>th</sup> meeting: All items will carry forward to the September 16<sup>th</sup> meeting except item titled: Changes in Procurement Process.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Robert O'Toole, Sandy Parker and Bonnie Betz.

**MEETING ADJOURNED** 4:11 p.m.

Robert O'Toole moved approval. Sandy Parker seconded.  
Approved 3-0.

Approved this 16<sup>th</sup> day of September, 2010.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By \_\_\_\_\_

Clifford Altfeld  
Audit Committee Chair

mcg  
08-26-10 Audit Committee/Minutes