MINUTES

Committee Members Present:
Cliff Altfeld, Chair – arrived at 3:35 p.m.
Jeffrey Abbott
Robert O’Toole, Co-Chair

Committee Members Absent:
None

Others Present:
Kera Badalamenti, Heinfeld, Meech & Co.
Sara Specht, Heinfeld, Meech & Co.
Adrienne Sanchez, Interim Chief Financial Officer
Michele Gutierrez, Senior Staff Assistant I to the Governing Board

ITEM ACTION

MEETING CALLED TO ORDER – Robert O’Toole called the meeting to order at 2:48 p.m.

CALL TO THE AUDIENCE
No one requested to speak.

No action required.

ACTION ITEMS

1. Approval of January 27, 2011 Minutes
Cliff Altfeld moved approval. Robert O’Toole seconded. Approved 2-0, Jeffrey Abbott abstained.

STUDY/ACTION ITEMS

2. RFI Tracking List
Governing Board secretary provided update RFI list to the committee, with no pending RFI’s.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Jeffrey Abbott and Robert O’Toole.
3. Recruitment of Audit Committee Members and Interim Strategic Planning
The committee discussed ways of recruiting Audit Committee members. Once the committee is complete with members, the committee would start strategic planning.

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

4. Upcoming Audit Issues and Scheduling
Kera Badalamenti from Heinfeld, Meech & Co. explained and answered questions on the upcoming Audit issues and the schedules.

Adrianne Sanchez informed the committee that an audit was completed for Title I. Adrianne is going to invite the Title I Coordinator to attend the next Audit Committee meeting to go over the Title I Audit.

Persons commenting, asking questions, or providing information were Jeffrey Abbott Cliff, Altfeld, Robert O’Toule and Adrianne Sanchez.

5. Review of USFR Questionnaire
   • Single Audit Findings
The committee members had questions on the Single Audit Findings. Kera Badalamenti answered each question in length.

Persons commenting, asking questions, or providing information were Jeffrey Abbott Cliff, Altfeld, Robert O’Toule and Adrianne Sanchez.

   • Q & A
Kera Badalamenti answered each of the committee members’ questions in detail.

Persons commenting, asking questions, or providing information were Jeffrey Abbott Cliff, Altfeld, Robert O’Toule and Adrianne Sanchez.

7. Monthly Budget Update and ERP Status and Milestones
ERP Status: John Gay, Chief Information Officer, submitted an ERP Status Update Report to the committee.

Budget Update: Adrianne Sanchez reported on the budget.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Robert O’Toule, and Adrianne Sanchez.
Adrienne Sanchez suggested to the committee that they e-mail to her any questions regarding the School Finance Summary Manual.

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 April 28, 2011 meeting: List the ongoing items and add RFI53 – Schedule of Findings and Questioned Costs – Section III and Title I Audit.

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 to End of Agenda

Robert O’Toole requested that the next scheduled Audit Committee meeting be moved to another date and time due to a meeting conflict for Adrienne Sanchez.

The Committee agreed that the next Audit Committee meeting will be on Thursday, March 24, 2011 from 10:00 a.m. to 12:00 p.m.

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

MEETING ADJOURNED 4:55 p.m.

Approved this 28th day of April, 2011.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By ________________________________

Clifford Altfeld
Audit Committee Chair