MINUTES

Committee Members Present:
Cliff Altfeld, Chair
Sandy Parker, Co-Chair
Robert O’Toole

Committee Members Absent:
Jeffrey Abbott

Others Present:
Adrianna Sanchez, Assistant Director, Financial Services
Leon George, Director, Purchasing Department
Michele Gutierrez, Senior Staff Assistant I to the Governing Board

ITEM

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.

ACTION ITEMS

1. Approval of August 26, 2010 Minutes

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

STUDY/ACTION ITEMS

2. RFI Tracking List
   • Sandy Parker
   The committee discussed who would log and update the RFI tracking list each month once Sandy Parker’s notice of resignation ended. The recording secretary will provide an updated list each month.

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

No Action Required, discussion only.
3. Audit Committee Self-Evaluation Responses
   • Follow up
   The discussion of the self-evaluation Reponses will wait until the two new committees members are appointed by the Governing Board.

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

4. Electronic Cash Collections
   • Review of RFP Scope of Work – Leon George
   Item will be placed for discussion on the January agenda due to deadlines in the Finance Department.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Sandy Parker, Robert O’Toole, Leon George and Adrianne Sanchez.

5. Risk Identification Planning Questionnaire
   • Sandy Parker
   Item will be placed for discussion on the January agenda due to deadlines in the Finance Department.

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

   • Status and Funding Level of Employee Benefit Trust
   Adrianne Sanchez updated the committee with the status of self insurance. The Trust is advertising for volunteer community members. The self insurance goes in effect on October 1, 2010, for TUSD District Employees.

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

No Action Required, discussion only.
7. Monthly Budget Update and ERP Status
ERP Status: Adrianne Sanchez commented that Art Leible and Sean Pyatt from Technology Services were not available to attend the committee meeting to give the committee an update. An update will be given at the November Committee meeting.

Budget Update: Adrianne Sanchez reported that there was no change at the state level. A budget retreat is scheduled for the following week.

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

No Action Required, discussion only.

8. Meeting Schedule/Discussion of 2010-2011 Calendar
The committee discussed the 2010-2011 Calendar for the Audit Committee. The committee approved the calendar but with the following changes.
• July 28, 2011 meeting is cancelled due to vacations
• Changing the October 21, 2010 meeting to October 28, 2010 pending if office staff is available for the meeting.

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

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

9. Proposed Agenda Items and/or Additional RFI’s
Agenda items for October 28th meeting: Election for Replacement of Audit Committee’s Co-Chair, Semi-annual Report to Governing Board, 2009-2010 Annual Audit Up Date and Preliminary List of Issues and Audit Committee Recruitment

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

No Action Required, discussion only.

MEETING ADJOURNED 3:24 p.m.

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

Approved this ___28th___________day of ___October, 2010__.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By ________________________________

Clifford Altfeld
Audit Committee Chair