

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

**September 16, 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:

Adrianna Sanchez, Assistant Director, Financial Services
Leon George, Director, Purchasing Department
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 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.

No Action Required, discussion only.

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

3. Audit Committee Self-Evaluation Responses

- Follow up

The discussion of the self-evaluation Responses 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.

No Action Required, discussion only.

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 Adrienne Sanchez.

No Action Required, discussion only.

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 Adrienne Sanchez.

No Action Required, discussion only.

6. Status of Self Insurance – Bonnie Betz

- Status and Funding Level of Employee Benefit Trust

Adrienne 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 Adrienne Sanchez.

No Action Required, discussion only.

7. Monthly Budget Update and ERP Status

ERP Status: Adrienne 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.

No Action Required, discussion only.

Budget Update: Adrienne 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 Adrienne Sanchez.

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.

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

- 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.

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

No Action Required, discussion only.

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

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