

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

**September 24, 2009
2:30 p.m.**

MINUTES

Committee Members Present:

Cliff Altfeld, Chair
Deborah S. Corcoran
Robert O'Toole

Committee Members Absent:

Mary Matiella
Sandy Parker

Others Present:

Bonnie Betz, Chief Finance Officer, TUSD Finance Department – arrived at 3:05 p.m.
Michele Gutierrez, Senior Staff Assistant I to the Governing Board
Leon George, Director, Purchasing

ITEM

MEETING CALLED TO ORDER – Cliff Altfeld called the meeting to order at 2:45 p.m.

ACTION

ACTION ITEMS

1. Approval of August 26, 2009 Minutes

Robert O'Toole moved approval.
Cliff Altfeld seconded.
Approved 2-0.
One newly appointed committee member Deborah S. Corcoran did not vote.
Mary Matiella and Sandra Parker not present for the vote.

STUDY/ACTION ITEMS

2. Welcome to Committee Member, Deborah S. Corcoran

No Action Required, discussion only.

Each committee member introduced themselves. Cliff Altfeld briefly described each item in the new committee member's packet.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran and Robert O'Toole

3. RFI Tracking List

No Action Required, discussion only.

An update was not given due to the absence of Sandy Parker.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran and Robert O'Toole.

4. Management Letter – Response Letter from Audit Committee to Governing Board

No Action Required, discussion only.

Cliff Altfeld will correspond with Mary Matiella creating a letter or a memo to the Board on the Audit Committee's response to the management letter.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran and Robert O'Toole.

5. After-the-Fact Purchase Orders – Audit Committee's Recommendation to Governing Board

No Action Required, discussion only.

Cliff Altfeld will submit the Audit Committee's previously approved recommendation to the Governing Board.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran and Robert O'Toole.

6. RFI 42 – Sole Source RFI Procurement: Regarding IGA

No Action Required, discussion only.

Leon George answered committee member's questions regarding IGA process.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Robert O'Toole, Bonnie Betz and Leon George.

7. RFI 43 – After-the-Fact Purchases

Leon George and Bonnie Betz answered committee members' questions. First report to Attorney General is due in January. Cliff Altfeld requested a copy of report after it is submitted.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Robert O'Toole, Bonnie Betz and Leon George.

8. Semi-annual Report to the Governing Board

Cliff Altfeld is to present the semi-annual report at the October 13, 2009, Regular Governing Board meeting. Deborah Corcoran will be attending meeting.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Robert O'Toole and Bonnie Betz.

9. Special Audit Report

An audit report will come out in January on purchase orders.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Robert O'Toole and Bonnie Betz.

10. Preliminary Audit Finding and Status of Audit

Committee members are receiving regular e-mails from Heinfeld, Meech & Co. regarding items being requested from the District for audit purposes.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Robert O'Toole and Bonnie Betz.

11. Meeting Schedule/Discussion of 2009-2010 Calendar

October 22, 2009	April 22, 2010
November 19, 2009	May 27, 2010
December 17, 2009	June 24, 2010
January 21, 2010	July 22, 2010
February 18, 2010	August 26, 2010
March 25, 2010	September 23, 2010

Robert O'Toole moved approval. Cliff Altfeld seconded. Approved 3-0.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran and Robert O'Toole.

12. Proposed Agenda Items and/or Additional RFI's
Appointment/election of co-chair to replace Loretta Peto.

Information Only.
No Action Required.

Persons commenting, asking questions, or providing
information were Cliff Altfeld, Deborah S. Corcoran and
Robert O'Toole.

MEETING ADJOURNED 3:59 p.m.

Robert O'Toole moved approval.
Cliff Altfeld seconded.
Approved 3-0.

Approved this 22nd day of October, 2009.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____

Clifford Altfeld
Audit Committee Chair

mcg
9-24-09 Audit Committee/Minutes