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

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
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
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
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
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
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.

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

No Action Required, discussion only.

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.

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

No Action Required, discussion only.

9. Special Audit Report
An audit report will come out in January on purchase orders.

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

No Action Required, discussion only.

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.

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

No Action Required, discussion only.

11. Meeting Schedule/Discussion of 2009-2010 Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>April</th>
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<tbody>
<tr>
<td>October 22, 2009</td>
<td>February 2010</td>
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<tr>
<td>November 19, 2009</td>
<td>May 27, 2010</td>
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<tr>
<td>December 17, 2009</td>
<td>June 24, 2010</td>
</tr>
<tr>
<td>January 21, 2010</td>
<td>July 22, 2010</td>
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<tr>
<td>February 18, 2010</td>
<td>August 26, 2010</td>
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<tr>
<td>March 25, 2010</td>
<td>September 23, 2010</td>
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Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran and Robert O'Toole.

Robert O'Toole moved approval. Cliff Altfeld seconded. Approved 3-0.
12. Proposed Agenda Items and/or Additional RFI's
Appointment/election of co-chair to replace Loretta Peto.

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