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

October 22, 2009  
2:30 p.m.  

MINUTES  

Committee Members Present:  
Cliff Altfeld, Chair  
Deborah S. Corcoran  
Mary Matiella  
Sandy Parker  

Committee Members Absent:  
Robert O’Toole  

Others Present:  
Gillian Wettstien, Assistant Director, TUSD Finance Department  
Michele Gutierrez, Senior Staff Assistant I to the Governing Board  

ITEM  

MEETING CALLED TO ORDER – Cliff Altfeld called the meeting to order at 2:36 p.m.  

ACTION ITEMS  
1. Approval of September 24, 2009 Minutes  
Sandy Parker moved approval. Mary Matiella seconded. Approved 4-0. Robert O’Toole was not present at the meeting.  

STUDY/ACTION ITEMS  
2. RFI Tracking List  
Sandy Parker reported that all RFI’s are completed and there are none pending.  
No Action Required, discussion only.  

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Mary Matiella and Sandy Parker.
3. Election for Replacement of Audit Committee’s Co-Chair
Sandy Parker volunteered to be Co-Chair.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Mary Matiella and Sandy Parker.

Mary Matiella moved approval. Deborah S. Corcoran seconded. Approved 4-0

4. Management Letter – Response Letter from Audit Committee to Governing Board
Management Letter was from 07-08 School Year, committee agreed to wait until the next Management Letter is reported.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Mary Matiella, Sandy Parker, and Gillian Wettstein.

No Action Required, discussion only.

5. Semi-annual Report to Governing Board
Cliff Altfeld presented to the Governing Board the committee’s semi-annual report at the October 13th Governing Board meeting. Deborah S. Corcoran also attended the Governing Board meeting on October 13th.

Persons commenting, asking questions, or providing information was Cliff Altfeld.

No Action Required, discussion only.

6. After-the-Fact Purchase Orders – Committee’s Recommendation to Governing Board
Sandy Parker will submit a new RFI as a follow-up to after the fact purchases.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Mary Matiella, Sandy Parker and Gillian Wettstein.

No Action Required, discussion only.

7. Coordination of Scheduling Regarding Outside Audits
Cliff Altfeld will coordinate with Finance Department to schedule committee members to view the Finance information online.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Mary Matiella, Sandy Parker and Gillian Wettstein.

No Action Required, discussion only.
8. Discussion Regarding Available Data Online
Cliff Altfeld explained to the committee that the Finance Department has data available online that can be viewed.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Mary Matiella, Sandy Parker and Gillian Wettstein.

No Action Required, discussion only.

9. November and December Meeting Schedule
November and December meetings will remain as scheduled.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Mary Matiella, and Sandy Parker.

No Action Required, discussion only.

10. Proposed Agenda Items and/or Additional RFI’s
Sandy Parker will submit two new RFI’s: Follow-up After the Fact Purchases and Stolen Assets

Persons commenting, asking questions, or providing information were Cliff Altfeld, Deborah S. Corcoran, Mary Matiella and Sandy Parker.

No Action Required, discussion only.

MEETING ADJOURNED 3:47 p.m.
Sandy Parker moved approval. Mary Matiella seconded. Approved 4-0.

Approved this 19th day of November, 2009.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By ________________________________

Clifford Altfeld
Audit Committee Chair

mcg
10-22-09 Audit Committee/Minutes