MINUTES

Committee Members Present:
Cliff Altfeld, Chair
Robert O’Toole

Committee Members Absent:
Jeffrey Abbott

Others Present:
John Carroll, Ed.D., Interim Superintendent, Superintendent’s Office
Adrienne Sanchez, Assistant Director, Financial Services
Michele Gutierrez, Senior Staff Assistant I to the Governing Board

ITEM ACTION

MEETING CALLED TO ORDER – Clifford Altfeld called the meeting to order at 2:48 p.m.

CALL TO THE AUDIENCE
No one requested to speak. No action required.

ACTION ITEMS
1. Approval of September 16, 2010 Minutes
   Robert O’Toole moved approval. Cliff Altfeld seconded.
   Approved 2-0.

STUDY/ACTION ITEMS
2. RFI Tracking List
   Governing Board secretary provided update RFI list to the committee, with no pending RFI’s.
   No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld and Robert O’Toole.
3. Election for Replacement of Audit Committee’s Co-Chair
Cliff Altfeld nominated Robert O’Toole for Co-Chair. Robert O’Toole accepted.

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

Cliff Altfeld moved approved. Robert O’Toole seconded. Approved 2-0

4. Semi-annual Report to Governing Board
   • Cliff Altfeld
Cliff Altfeld will present a report to the Governing Board at the November 9, 2010 Regular Governing Board Meeting.

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

No Action Required, discussion only.

5. Property Control
   • Robert O’Toole
Robert O’Toole will create an RFI for a status update of property inventories for this year and the schedule for completion of any outstanding property inventories.

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

No Action Required, discussion only.

6. Audit Committee Self-Evaluation Responses
Cliff Altfeld will compile responses that he has gathered from the committee members.

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

No Action Required, discussion only.

7. Risk Identification Planning Questionnaire
Adrienne Sanchez is going to review questionnaire. She will present it to her staff and have them complete it.

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

No Action Required, discussion only.

8. 2009-2010 Annual Audit Up Date and Preliminary List of Issues
Sara Specht from Heinfeld, Meech & Company briefly met with the committee to give them an update on the annual audit.

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

No Action Required, discussion only.
9. Monthly Budget Update and ERP Status
ERP Status: John Carroll provided the committee with an update. Lawson program is two weeks behind schedule due to a hiccup in the system. Thousands of data need to be inputted before a test can be conducted.

Budget Update: Adrianne Sanchez reported that there was no change on the budget and was working on reports that were coming due in the next two weeks.

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

10. Recruitment of Audit Committee Members and Interim Strategic Planning
With two vacancies open the committee asked Dr. Carroll if he could assist in recruiting new members through his contacts. Dr. Carroll accepted.

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

11. Proposed Agenda Items and/or Additional RFI’s
Agenda items for November 18th meeting: Semi-annual Report to Governing Board, RFI-51 – Status of Property Inventories, Recruitment of Audit Committee Members and Interim Strategic Planning.

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

MEETING ADJOURNED 3:54 p.m.

Robert O’Toole moved approval. Cliff Altfeld seconded. Approved 2-0.

Approved this 18th day of November, 2010.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By

Clifford Altfeld
Audit Committee Chair