

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

**November 18, 2010
2:30 p.m.**

MINUTES

Committee Members Present:

Cliff Altfeld, Chair
Robert O'Toole, Co-Chair
Jeffrey Abbott

Committee Members Absent:

None.

Others Present:

John Gay, Chief Information Officer, Technology Services
Mike Ortiz, Warehouse, Distribution & Inventory Manager, Operations
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 2:31 p.m.

CALL TO THE AUDIENCE

No one requested to speak.

No action required.

ACTION ITEMS

1. Approval of October 28, 2010 Minutes

Robert O'Toole moved approval. Cliff Altfeld seconded.
Approved 2-0, Jeffrey Abbott abstained.

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 Jeffrey Abbott, Cliff Altfeld and Robert O'Toole.

3. RFI-51 – Status of Property Inventories
Mike Ortiz, Warehouse, Distribution & Inventory Manager, Operations, answered questions/concerns and updated the committee with the status of property inventories.

Robert O'Toole moved approval. Jeffrey Abbott seconded.
Approved 3-0

Robert O'Toole moved approval to send a letter to the Governing Board implementing a plan where equipment be signed for and held responsible if lost or stolen.

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

4. Semi-annual Report to Governing Board
- Cliff Altfeld

No Action Required, discussion only.

Cliff Altfeld presented to the Governing Board the committee's semi-annual report at the November 9th Governing Board meeting.

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

5. Recruitment of Audit Committee Members and Interim Strategic Planning

Committee members have been contacting different individuals to recruit them for the Audit Committee.

No Action Required, discussion only.

Once committee is complete with members, discussion for strategic planning will be implemented.

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

6. Audit Committee Self-Evaluation Responses

Cliff Altfeld has some of the self-evaluation responses, but is waiting for two new members to complete the evaluation.

No Action Required, discussion only.

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

7. Monthly Budget Update and ERP Status
ERP Status: John Gay provided the committee with an update. Lawson program has been delayed for six months. New anticipated date is July 1, 2011.

No Action Required, discussion only.

Budget Update: Adrienne Sanchez had no updated information at this time.

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

8. Proposed Agenda Items and/or Additional RFI's

No Action Required, discussion only.

Agenda items for December 16th meeting: Upcoming Audit Issues and Scheduling and Annual Financial Report.

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

MEETING ADJOURNED 4:15 p.m.

Robert O'Toole moved approval. Jeff Abbott. seconded.
Approved 3-0.

Approved this 16th day of December, 2010.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____
Clifford Altfeld
Audit Committee Chair

mcb
11-18-10 Audit Committee/Minutes