

**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

ACTION

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.

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

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

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.

No Action Required, discussion only.

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

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.

No Action Required, discussion only.

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

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.

No Action Required, discussion only.

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

7. Coordination of Scheduling Regarding Outside Audits

Cliff Altfeld will coordinate with Finance Department to schedule committee members to view the Finance information online.

No Action Required, discussion only.

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

8. Discussion Regarding Available Data Online
Cliff Altfeld explained to the committee that the Finance Department has data available online that can be viewed.

No Action Required, discussion only.

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

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

No Action Required, discussion only.

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

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

No Action Required, discussion only.

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

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