MINUTES

Committee Members Present:
Sandra Parker, Chair
Cliff Altfeld
Lea Marquez Peterson
Loretta Peto
Mark Stegeman

Participants:
Bonnie Betts, Director, TUSD Finance Department
Linda Todd, Senior Staff Assistant I to the Governing Board

ITEM ACTION

MEETING CALLED TO ORDER – 2:30 p.m.

ACTION ITEMS

1. Approval of January 24, 2008 Minutes
   Quorum present, Sandra Parker, Loretta Peto, and Mark Stegeman.
   Loretta Peto moved approval. Mark Stegeman seconded. Passed by voice vote.

REQUESTS FOR INFORMATION

2. No. AC-RFI 19 – Purchase Order’s for Vouchers Sample
   Information provided by Finance.
   Information Only. No Action Taken.

3. RFI Tracking
   Information and Comments provided by Sandra Parker.
   Information Only. No Action Taken.
STUDY/ACTION ITEMS

7. Reports from the Blue Ribbon Committee – Loretta Peto
Loretta Peto reported that she is sharing Audit Committee information with the BRC each month.

Persons commenting, asking questions and/or providing information were Sandra Parker, Loretta Peto, Lea Marquez Peterson, and Cliff Altfeld.

4. and 5. Draft Presentation to the Governing Board General Activity Presentation
Discussion regarding the presentation prepared by Cliff Altfeld to be presented as part of the Board Agenda Item on March 11, 2008.

Persons commenting, asking questions and/or providing information were Lea Marquez Peterson, Loretta Peto, Sandra Parker, Mark Stegeman, and Cliff Altfeld.

6. Approved Audit Committee Charter
Members signed showing their approval of the Audit Committee Charter as presented with minor corrections made by Mark Stegeman.

No motion made. Committee approved by signing the Charter.

9. Report regarding follow-up to Asset Management questions
Sandra Parker will meet with Susie Shoemaker, Asset Management, on March 5, 2008. Using the Compliance Questionnaire as a tool was discussed.

Persons commenting, asking questions and/or providing information were, Sandra Parker, Cliff Altfeld, Loretta Peto, Mark Stegeman, and Lea Marquez Peterson.
8. **Budget /Accounting Presentation – Bonnie Betz**
   - TUSD Finance Management with Questions from the Committee Members.

   Bonnie was introduced as the new Finance Director. Questions were posed from the committee and discussion regarding her background, department issues, software, funds 301 (classroom site fund), 072 (classroom instruction), the deseg budget, litigation recovery fund, encumbrances, negative balance accounts, carryover and Internal Service fund (workmen’s comp.)

   Persons commenting, asking questions and/or providing information were, Sandra Parker, Cliff Altfeld, Loretta Peto, Mark Stegeman, and Lea Marquez Peterson.

9. **Proposed Agenda Items/Additional RFI's**

   Questions for the External Auditor were discussed including year end adjustments and an RFI inquiring about hire dates and educational background for the Finance Department employees.

   Persons commenting, asking questions and/or providing information were, Sandra Parker, Lea Marquez Peterson, Loretta Peto, Mark Stegeman, and Cliff Altfeld.

**MEETING ADJOURNED  5:01 p.m.**

Lea Marquez Peterson moved adjournment. Loretta Peto seconded. Approved by consensus.

Approved this _______27th_______ day of _______March, 2008.

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**TUSD GOVERNING BOARD AUDIT COMMITTEE**

By _____________________________

Sandra L. Parker
Audit Committee Chair

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02-28-08 Audit Committee/Minutes

Governing Board Audit Committee Meeting Minutes
February 28, 2008, 2:30 p.m.
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