March 26, 2009
2:30 p.m.

MINUTES

Committee Members Present:
Cliff Altfeld, Chair
Mary Matiella
Robert O’Toole
Sandy Parker

Committee Members Absent:
Loretta Peto, Co-Chair

Others Present:
Dr. Mark Stegeman, TUSD Governing Board Member
Bonnie Betz, Director, TUSD Finance Department
Michele Gutierrez, Senior Staff Assistant I to the Governing Board

ITEM
MEETING CALLED TO ORDER – 2:35 p.m.

ACTION ITEMS
1. Approval of February 19, 2009 Minutes
   Robert O’Toole moved approval. Mary Matiella seconded. Approved 4-0.

2. RFI Tracking
   • Sandy Parker
   No Action Required, discussion only.

Discussion of submitting and procedures for two new RFI’s.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O’Toole, Sandy Parker and Bonnie Betz.
3. Hiring Internal Auditor Proposal
   - Loretta Peto

Update was not presented due to the absence of Loretta Peto. Item was on the March 10, 2009, Governing Board meeting as an agenda item. Mark Stegeman reported that the Governing Board postponed consideration until a later date.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O'Toole, Sandy Parker and Bonnie Betz.

4. Changes to Complaint Procedure
   - Cliff Altfeld

Discussion of procedure for receiving anonymous letters. Changes made to some of the wording on complaint procedure.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O'Toole, Sandy Parker and Bonnie Betz.

Robert O'Toole moved for further discussion and authorization for Cliff Altfeld to work with Mark Stegeman. Sandy Parker seconded. Motion for Approved 4-0.

5. Status of External Audit

District Audit report for 2007-2008 School Year was released. Discussion of a special committee meeting before the Regular Governing Board meeting. Date suggested was April 7, 2009, from 2:30 p.m. to 4:30 p.m. Heinfeld, Meech & Co. will be invited to attend meeting.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O'Toole, Sandy Parker and Bonnie Betz.

6. Discussion of ERP Systems

Bonnie Betz discussed the three reference reviews. Employee groups are being asked for input. Invited committee members to participate.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O'Toole, Sandy Parker and Bonnie Betz.
7. Equipment Tracking Policy Modification

Discussion of policy and procedures for equipment tracking. Discussion of JTED’s capital purchases, policy and procedures.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O’Toole, Sandy Parker and Bonnie Betz.

8. Manage Audit Financial Recommendations

Discussion of an outside audit company. Sandy Parker is sending a request to start tracking.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O’Toole, Sandy Parker and Bonnie Betz.

9. Semi-annual Report to Governing Board

Cliff Altfeld will present Semi-Annual Audit Committee Report to the Governing Board at the April 14, 2009 meeting. Copy of report will be sent to committee members.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O’Toole, Sandy Parker and Bonnie Betz.

10. USFR Compliance Questionnaire

Bonnie Betz explained the USFR Compliance Questionnaire.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O’Toole, Sandy Parker and Bonnie Betz.

11. Effect of Funding Cuts

Bonnie Betz discussed the funding cuts.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O’Toole, Sandy Parker and Bonnie Betz.
12. Update of Cash Management at High Schools

Bonnie Betz reported that Finance staff went to four high schools to check for compliance per agreement that was signed by Business Finance Managers at each high school.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O'Toole, Sandy Parker and Bonnie Betz.

No Action Required, discussion only.

13. Proposed Agenda Items and/or Additional RFI’s

Robert O’Toole will submit a request to Cliff Altfeld for a Budget Report Expenditure.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O’Toole, Sandy Parker and Bonnie Betz.

No Action Required, discussion only.

MEETING ADJOURNED 4:21 p.m.

Sandy Parker moved adjournment. Robert O’Toole seconded. Approved 4-0.

Approved this _____26th_______ day of _____March, 2009.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By ________________________________

Clifford Altfeld
Audit Committee Chair