

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

**June 24, 2010
2:30 p.m.**

MINUTES

Committee Members Present:

Cliff Altfeld, Chair
Deborah S. Corcoran
Sandy Parker, Co-Chair

Committee Members Absent:

Jeffrey Abbott
Robert O'Toole

Others Present:

Bonnie Betz, Chief Finance Officer, 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 2:38 p.m.

CALL TO THE AUDIENCE

No one requested to speak.

No action required.

ACTION ITEMS

1. Approval of May 27, 2010 Minutes

Sandy Parker moved approval. Deborah S. Corcoran seconded. Approved 3-0.

STUDY/ACTION ITEMS

2. RFI Tracking List
 - Sandy Parker

Sandy Parker commented that the RFI Tracking list was up to date and the committee would be discussing RFI-50 later in the meeting.

No Action Required, discussion only.

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

3. RFI- 50 – Web Site Change

- Anonymous Complaint and Investigation Form

After discussing the changes made to the website, the committee agreed that the word “Anonymous” should be added to the website link for the Complaint and Investigation Form. A request will be sent to the webmaster for the change.

No Action Required, discussion only.

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

4. Electronic Cash Collections

- Bonnie Betz

Bonnie Betz handed the committee a transmittal of data and possibilities for online payments such as activity fees, lunch payments, and parking permits.

No Action Required, discussion only.

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

5. Risk Assessment Audit Committee Planning

Each committee member will complete an Audit Committee Self-Evaluation and return it to the Audit Committee Chair.

No Action Required, discussion only.

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

6. Status of Self Insurance

- Bonnie Betz

Bonnie reported to the committee that a Trust Board was created at the June 22, 2010 Special Governing Board Meeting. The Trust Board would meet a minimum of four meetings per year with a recommendation to the Governing Board on yearly funding level for the Employee Benefits Trust.

No Action Required, discussion only.

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

7. Monthly Budget Update and ERP Status

Audit Committee reviewed the monthly budget update that Bonnie Betz presents each month to the Governing Board during the regular board meeting. Bonnie Betz reported that the budget is balanced.

No Action Required, discussion only.

ERP Status: Bonnie Betz reported that the ERP was Governing Board approved.

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

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

Due to summer vacations or other commitments, the committee voted to cancel the scheduled committee meeting for the month of July.

Deborah S. Corcoran moved approval. Sandy Parker seconded. Approved 3-0.

Agenda items for August 26th meeting: Electronic Cash Collections-Review RFP Scope of Work, Audit Committee Self-Evaluation Responses, Changes in Procurement Process, and Risk Identification Planning Questionnaire.

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

MEETING ADJOURNED 4:24 p.m.

Deborah S. Corcoran moved approval. Sandy Parker seconded. Approved 3-0.

Approved this 26th day of August, 2010.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____
Clifford Altfeld
Audit Committee Chair

mcb
06-24-10 Audit Committee/Minutes