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

August 28, 2008  
2:30 p.m.

MINUTES

Committee Members Present:  
Sandra Parker, Chair  
Cliff Altfeld, Co-Chair  
Mark Stegeman  
Lea Marquez Peterson

Committee Members Absent:  
Loretta Peto

Participants:  
Bonnie Betz, Director, TUSD Finance Department arrived at 4:00 p.m.  
Michele Gutierrez, Senior Staff Assistant I to the Governing Board

ITEM ACTION

MEETING CALLED TO ORDER – 2:33 p.m.

ACTION ITEMS

1. Approval of June 26, 2008 Minutes  
   Action postponed.
   Minutes will be revised and scheduled for approval on  
   September 25, 2008. Sandy Parker will meet with Mary Alice  
   Wallace regarding procedures for note taking and minute  
   preparation.

REQUESTS FOR INFORMATION

2. AC-RFI 29 – Promethean Boards  
   Information Only.  
   No Action Required.
   Information was given to the committee on the Promethean  
   Boards for their review.

3. RFI Tracking  
   Information Only.  
   No Action Required.
   An RFI regarding the theft of $30,000 at Catalina Magnet High  
   School will be submitted.

   Sandy Parker will start a new RFI list for the new school year.

4. Blue Ribbon Committee Report  
   Not addressed.
   The report was not presented due to the absence of Loretta Peto.
STUDY/ACTION ITEMS

5. Capital Asset Management Report to the Board
   • Sandy Parker
   A discussion regarding status of policy changes and recommendations was held. Sandy will contact Bonnie Betz in Finance to discuss.

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

6. Anonymous Complaints Procedure Draft
   • Clifford Altfeld
   Clifford Altfeld distributed a draft to the committee titled “TUSD Audit Committee Complaint and Investigation Procedures for Accounting, Fraud and Auditing Matters”

   Committee members discussed possible ways to publicize. Will agendize for the September meeting.

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

7. Proposal to Governing Board on Hiring of Internal Auditor
   • Loreta Peto and Sandy Parker
   Sandra Parker reviewed work she and Loretta had done and presented recommendations. Committee members discussed procedure and placement in the district’s organization structure.

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

8. Annual Report to the Governing Board
   A PowerPoint presentation developed by Mark and Sandy will be made to the Board at the regular board meeting on September 9.

   Cliff Altfeld moved approval. Lea Marquez Peterson seconded. Approved by consensus.

9. Status of External Audit
   • Report from Auditors
   A meeting will be held with the external auditors.

   Persons commenting, asking questions, or providing information were Cliff Altfeld, Sandra Parker, Lea Marquez Peterson and Mark Stegeman.
10. Public Relations Goals for Committee
Discussion was held on public relations purpose of committee and methods of implementation.
Persons commenting, asking questions, or providing information were Cliff Altfeld, Sandra Parker, Lea Marquez Peterson and Mark Stegeman.

11. Discussion of Conflict of Interest
   - Candidate for School Board
Discussion regarding Mark Stegeman's candidacy/election to the board.
Mark Stegeman stated he would resign after taking office.
Persons commenting, asking questions, or providing information were Cliff Altfeld, Sandra Parker, Lea Marquez Peterson and Mark Stegeman.

12. Proposed Agenda Items and/or Additional RFI's
Discussion with Bonnie Betz regarding potential RFI's and agenda items on internal control.
Persons commenting, asking questions, or providing information were Cliff Altfeld, Sandra Parker, Lea Marquez Peterson and Mark Stegeman.

MEETING ADJOURNED  4:47 p.m.
Lea Marquez-Peterson moved adjournment. Clifford Altfeld seconded. Approved by consensus.

Approved this ______ 25th _______ day of ______ September, 2008.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _________________________________
Sandra L. Parker
Audit Committee Chair

mg
08-28-08 Audit Committee/Minutes