

**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 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.	Action postponed.
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REQUESTS FOR INFORMATION

2. AC-RFI 29 – Promethean Boards Information was given to the committee on the Promethean Boards for their review.	Information Only. No Action Required.
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3. RFI Tracking An RFI regarding the theft of \$30,000 at Catalina Magnet High School will be submitted.	Information Only. No Action Required.
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Sandy Parker will start a new RFI list for the new school year.

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

5. Capital Asset Management Report to the Board

- Sandy Parker

Information Only.
No Action Required.

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

Information Only.
No Action Required.

Cliff 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

- Loretta Peto and Sandy Parker

Information Only.
No Action Required.

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.

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

9. Status of External Audit

- Report from Auditors

No Action Required, discussion only.

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.

No Action Required, discussion only.

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.

No Action Required, discussion only.

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.

Information Only. No Action Required.

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