

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

**December 17, 2008
11:30 a.m.**

MINUTES

Committee Members Present:

Cliff Altfeld, Chair
Loretta Peto, Co-Chair
Lea Marquez Peterson
Mark Stegeman

Committee Members Absent:

Sandra Parker

Others Present:

Bonnie Betz, Director, TUSD Finance Department
Michele Gutierrez, Senior Staff Assistant I to the Governing Board

ITEM

ACTION

MEETING CALLED TO ORDER – 11:45 a.m.

ACTION ITEMS

1. Approval of November 20, 2008 Minutes

Cliff Altfeld moved approval. Lea Marquez Peterson seconded. Approved 4-0.

REQUESTS FOR INFORMATION

2. RFI Tracking

Information Only.
Not Addressed.

An updated tracking list was not given due to the absence of Sandy Parker.

STUDY/ACTION ITEMS

3. Discussion Regarding Replacement of Committee Members

No Action Required, discussion only.

Discussion regarding soliciting persons to apply for two vacancies on the committee.

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

4. Discussion on Proposal (RFP) to Board in January on Hiring Internal Auditor Proposal No Action Required, discussion only.

Discussed the job duties and salary of the Internal Auditor position. Submit a board agenda item for proposal to hire an Internal Auditor for the January board meeting.

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

5. Status of the Anonymous Complaint Procedure No Action Required, discussion only.
Cliff Altfeld and Rob Ross in the Legal Department are in communication on the anonymous complaint procedure.

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

6. Status of Outside Audit No Action Required, discussion only.

Discussion regarding status of the RFP for the External Auditor.

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

7. Discussion on Activities of Audit Committee for the rest of the School Year – Suggestions from Committee Members No Action Required, discussion only.

Meetings will continue monthly instead of quarterly as originally setup.

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

8. Proposed Agenda Items and/or Additional RFI's No Action Required, discussion only.

Discussion on Interface Proposal Systems (ERP Systems.)

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

MEETING ADJOURNED 1:03 p.m.

Lea Marquez Peterson
moved adjournment.
Loretta Peto seconded.
Approved 4-0.

Approved this 22nd day of January, 2009.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____

Clifford Altfeld
Audit Committee Chair

mg
12-17-08 Audit Committee/Minutes