

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

**April 22, 2010  
2:30 p.m.**

**MINUTES**

**Committee Members Present:**

Jeffrey Abbott  
Cliff Altfeld, Chair  
Deborah S. Corcoran  
Sandy Parker, Co-Chair  
Robert O'Toole

**Committee Members Absent:**

None.

**Others Present:**

Bonnie Betz, Chief Finance Officer, Financial Services-arrived at 4:13 p.m.  
Michele Gutierrez, Senior Staff Assistant I to the Governing Board

**ITEM**

**ACTION**

**MEETING CALLED TO ORDER** – Cliff Altfeld called the meeting to order at 2:35 p.m.

**CALL TO THE AUDIENCE**  
No one requested to speak.

No action required.

**ACTION ITEMS**

1. Approval of March 25, 2010 Minutes

Robert O'Toole moved approval.  
Deborah S. Corcoran seconded.  
Approved 3-0, Sandy Parker  
and Jeffrey Abbott abstained.

## INFORMATION ITEM

### 2. Welcome to Committee Member, Jeffrey Abbott – Orientation Materials

Each committee member introduced themselves. Cliff Altfeld briefly described each item in the new committee member's packet.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Deborah S. Corcoran, Sandy Parker and Robert O'Toole.

No Action Required, discussion only.

## STUDY/ACTION ITEMS

### 3. RFI Tracking List

Sandy Parker commented that the RFI Tracking list was for this school year only and the committee would be discussing RFI-48 later in the meeting.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Deborah S. Corcoran, Sandy Parker and Robert O'Toole.

No Action Required, discussion only.

### 4. RFI-48 – District Cash Handling Policy

Deborah S. Corcoran and Sandy Parker worked together on revising the current TUSD agreement for cash handling. A draft was given to Bonnie Betz to review. Jeffrey Abbott and Deborah S. Corcoran are going to look into deposit pick ups from school sites by the District's commercial bank.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Deborah S. Corcoran, Sandy Parker, Robert O'Toole and Bonnie Betz.

No Action Required, discussion only.

### 5. Should the Audit Committee review Additional Procurement Dispute

Sandy Parker is going to submit RFI-49 – Latest Procurement Dispute so the committee can continue discussing for the May meeting.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Deborah S. Corcoran, Sandy Parker, Robert O'Toole and Bonnie Betz.

No Action Required, discussion only.

6. USFR Compliance Questionnaire Comments  
Appendix A

The committee and Bonnie Betz reviewed and discussed the USFR Compliance Questionnaire.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Deborah S. Corcoran, Sandy Parker, Robert O'Toole and Bonnie Betz.

7. Audit Reports and USFR

The committee and Bonnie Betz reviewed and discussed the most recent audit report.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Deborah S. Corcoran, Sandy Parker, Robert O'Toole and Bonnie Betz.

8. Status of Self Insurance

Bonnie Betz reported that the District is reviewing the final two companies and should be ready to make a recommendation to the Governing Board at the May 11<sup>th</sup> Governing Board meeting.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Deborah S. Corcoran, Sandy Parker, Robert O'Toole and Bonnie Betz.

9. Anonymous Complaint and Investigation Form

Committee is going to review individually by the accessibility to the form on the TUSD website and report back at the May meeting.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Deborah S. Corcoran, Sandy Parker and Robert O'Toole.

10. 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.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Deborah S. Corcoran, Sandy Parker, Robert O'Toole and Bonnie Betz.

11. Risk Management  
Deborah S. Corcoran requested this item be deferred to the May meeting.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Deborah S. Corcoran, Sandy Parker, Robert O'Toole and Bonnie Betz.

12. Proposed Agenda Items and/or Additional RFI's  
Agenda items for May 27<sup>th</sup> meeting: RFI-48 – District's Cash Handling Policy, RFI 49 – Latest Procurement Dispute, Wi-Fi Procurement Investigation, and Semi-Annual Report to Governing Board

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Jeffrey Abbott, Cliff Altfeld, Deborah S. Corcoran, Sandy Parker, Robert O'Toole and Bonnie Betz.

MEETING ADJOURNED 5:15 p.m.

Sandy Parker moved approval.  
Jeffrey Abbott seconded.  
Approved 5-0.

Approved this 27<sup>th</sup> day of May, 2010.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By \_\_\_\_\_  
Sandra L. Parker  
Audit Committee Co-Chair

mcg  
04-22-10 Audit Committee/Minutes