

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

**November 20, 2008  
2:30 p.m.**

**MINUTES**

**Committee Members Present:**

Sandra Parker, Chair  
Cliff Altfeld, Co-Chair  
Loretta Peto

**Committee Members Absent:**

Lea Marquez Peterson  
Mark Stegeman

**Others Present:**

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

**Guests/Presenters:**

Leon George, Director, TUSD Purchasing  
Larry Cultrone, Contract Manager, TUSD Purchasing  
Corey Arvizu, Heinfeld, Meech and Co.  
Kera Bedelamenti, Heinfeld, Meech & Co.  
Sara Specht, Heinfeld, Meech & Co.

**ITEM**

**ACTION**

**MEETING CALLED TO ORDER** – 2:40 p.m.

**ACTION ITEMS**

1. Approval of October 23, 2008 Minutes

Loretta Peto moved approval. Cliff Altfeld seconded.  
Approved 3-0.

**REQUESTS FOR INFORMATION**

2. AC-RFI 32 – Cell Phone Guidelines

Information Only.  
Not Addressed.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Sandra Parker, and Loretta Peto.

3. AC-RFI 33 RFP for the External Auditor  
Item will be discussed along with item #7.

Information Only.

4. AC-RFI 34 Recent Accounting Error  
Item will be discussed along with item #7.

Information Only.

5. RFI Tracking and Blue Ribbon Committee Report  
Sandy Parker created a new tracking list.

Information Only.  
No Action Required.

Loretta Peto reported it has not yet been determined if the Blue Ribbon committee will continue. Item will be removed from agenda until further notice.

#### STUDY/ACTION ITEMS

6. Proposal to Governing Board on Hiring of Internal Auditor  
– Updated proposal from Mark Stegeman – Action and date for Board Presentation

Loretta Peto moved approval. Cliff Altfeld seconded.  
Approved 3-0.

Revisions accepted to the proposal for hiring of Internal Auditor. A Board Agenda item will be submitted for January Board meeting.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Sandra Parker and Loretta Peto.

7. Discussion on External Auditor Request for Proposal (RFP)

Leon George and Larry Cutrone explained the process of a Request for Proposal (RFP).

Loretta Peto moved approval. Cliff Altfeld seconded.  
Approved 3-0.

Loretta Peto and Sandy Parker volunteered to be a part of process. A Board Agenda item will possibly be submitted for February Board meeting.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Sandra Parker, and Loretta Peto.

8. Site Cash Control Agreement – Status

- Policies of Cash Controls – RFI 31
- Recent Accounting Error – RFI 34

Bonnie Betz provided the following information.

#### Policies of Cash Controls

Finance Department is monitoring deposits from school sites. Chief Academic Officers and staff will be held accountable. All high schools signed agreement.

No Action Required,  
discussion only.

#### Recent Accounting Error

Payroll was notified of error and error was corrected right away.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Sandra Parker, and Loretta Peto

9. Status of the TUSD 2008 Audit – Heinfeld, Meech & Co. The Heinfeld, Meech & Co. team provided information and answered questions or concerns from audit committee members.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Sandra Parker, and Loretta Peto.

10. Election of Next Year’s Audit Committee Chair  
Loretta Peto nominated Cliff Altfeld for Chair.

Loretta Peto moved approval. Sandra Parker seconded. Approved 3-0.

Sandra Parker nominated Loretta Peto for Co-Chair.

Sandra Parker moved approval. Cliff Altfeld seconded. Approved 3-0.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Sandra Parker, and Loretta Peto.

11. Determination of 2008-2009 Calendar  
October 23, 2008\*                      April 23, 2009  
November 20, 2008\*                  May 28, 2009  
December 18, 2008                    June 25, 2009  
January 22, 2009                        July 23, 2009  
February 19, 2009                      August 27, 2009  
March 26, 2009                         September 24, 2009

Loretta Peto moved approval. Cliff Altfeld seconded. Approved 3-0.

\*Originally scheduled for action on October 23, 2008.

12. Proposed Agenda Items and/or Additional RFI’s

Information Only.  
No Action Required.

MEETING ADJOURNED 5:08 p.m.

Cliff Altfeld moved adjournment. Loretta Peto seconded. Approved 3-0.

Approved this 17th day of December, 2008.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By \_\_\_\_\_  
Clifford Altfeld  
Audit Committee Chair