

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

**January 22, 2009
2:30 p.m.**

MINUTES

Committee Members Present:

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

Committee Members Absent:

None.

Others Present:

Bonnie Betz, Director, TUSD Finance Department arrived at 3:18 p.m.
Michele Gutierrez, Senior Staff Assistant I to the Governing Board

ITEM

ACTION

MEETING CALLED TO ORDER – 2:37 p.m.

ACTION ITEMS

1. Approval of December 17, 2008 Minutes

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

REQUESTS FOR INFORMATION

2. RFI Tracking

No Action Required,
discussion only.

Sandy Parker will continue updating RFI tracking list and forward any requests to Cliff Altfeld. No RFI's pending at this time.

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

STUDY/ACTION ITEMS

3. Discussion Regarding Replacement of two Committee Members

No Action Required, discussion only.

The position was advertised. Applications accepted until January 30, 2009 and new members will be appointed by the Governing Board at the February 10, 2009 board meeting. A welcome packet will be given to the two new committee members.

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

4. Discussion on Proposal (RFP) to Board in February on Hiring Internal Auditor Proposal

No Action Required, discussion only.

Discussed the submission of a board agenda item for hiring an Internal Auditor. Loretta Peto will give an update at the next Audit Committee meeting.

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

5. Status of the Anonymous Complaint Procedure

No Action Required, discussion only.

Cliff Altfeld is going to follow up with Rob Ross in the Legal Department.

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

6. Status of External Audit and RFP for External Auditor

No Action Required, discussion only.

Sandy Parker and Loretta Peto will give their input after the committee reviews all the RFP packets.

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

7. Discussion on Activities of Audit Committee for the rest of the School Year – Suggestions from Committee Members

No Action Required, discussion only.

Representatives from the State Auditor General's Office will meet with the committee at the February meeting. Cliff Altfeld submitted RFI's 35 and 36.

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

8. Discussion of ERP Systems

No Action Required,
discussion only.

Discussion of Peoplesoft systems. Proposals have been submitted and scheduling presentations is being done.

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

9. Proposed Agenda Items and/or Additional RFI's

No Action Required,
discussion only.

Discussion of future items such as semi-annual report to Governing Board and terms of committee members.

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

MEETING ADJOURNED 3:50 p.m.

Loretta Peto moved adjournment. Sandy Parker seconded. Approved 3-0.

Approved this 19th day of February, 2009.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____
Clifford Altfeld
Audit Committee Chair

mg
1-22-09 Audit Committee/Minutes