

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

**April 24, 2008
2:30 p.m.**

MINUTES

Committee Members Present:

Sandra Parker, Chair
Cliff Altfeld
Mark Stegeman

Committee Members Absent:

Lea Marquez Peterson
Loretta Peto

Participants:

Roger Pfeuffer, TUSD Superintendent
Bonnie Betts, Director, TUSD Finance Department
Suzie Shoemaker, Facilities, Engineering & Planning Manager
Pam McFadyen, Asset Management, Supervisor
Linda Todd, Senior Staff Assistant I to the Governing Board

ITEM

ACTION

MEETING CALLED TO ORDER – 2:38 p.m.

ACTION ITEMS

1. Approval of March 27, 2008 Minutes

Quorum present: Sandra Parker, Cliff Altfeld, and Mark Stegeman.

Cliff Altfeld moved approval. Mark Stegeman seconded. Passed by voice vote..

ITEM

ACTION

REQUESTS FOR INFORMATION

2. AC-RFI 22 - List of lost Items in Asset Inventory

Information Only.
No Action Required.

Discussion for RFI 22 included with Item #7 Capital Asset Management Report, Possible Recommendations and Report to Board.

No discussion at this time.

3. AC-RFI 23 – Status of E-Rate Bidding

Information Only.
No Action Required.

No response from staff yet. No discussion.

4. AC-RFI 24 – Follow up Questions on Capital Assets

Information Only.
No Action Required.

Discussion for RFI 24 included with Item #7 Capital Asset Management Report, Possible Recommendations and Report to Board

No discussion at this time.

5. AC-RFI 25 – List of Responsible Persons Given to Auditors

Information Only
No Action Required.

Information provided by Beatriz Rendon. No discussion.

6. RFI Tracking

Information Only
No Action Required.

Information shared by Sandra Parker. No discussion.

STUDY/ACTION ITEMS

- 7. Capital Asset Management Report, Possible Recommendations and Report to Board - S. Parker, S. Shoemaker, and P. McFadyen

Information Only.
No Action Required

Discussion regarding the Asset Management Department procedures for inventory and reporting methods for lost items. RFI #22 and RFI#24 were also included in discussion.

Persons sharing information, commenting, or asking questions were Sandra Parker, Mark Stegeman, Cliff Altfeld, Bonnie Betz, Suzie Shoemaker, and Pam McFadyen.

- 8. Review and/or Approve Adjusted Language in Committee Charter – C. Altfeld

Sandra Parker moved approval. Cliff Altfeld seconded. Approved by consensus.

Discussion regarding revisions to Charter as per written information provided by Superintendent Pfeuffer. Only one change made under point #2 to read, "To provide advice and assistance to TUSD Staff and make recommendations to the Board regarding strengthening internal financial controls."

Persons commenting or asking questions were Sandra Parker, Mark Stegeman, Cliff Altfeld, and Bonnie Betz.

MEETING ADJOURNED 5:01 p.m.

Cliff Altfeld moved adjournment. Mark Stegeman seconded. Approved by consensus.

Approved this 15th day of May, 2008.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____
Sandra L. Parker
Audit Committee Chair