

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

**June 26, 2008
2:30 p.m.**

MINUTES

Committee Members Present:

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

Committee Members Absent:

None

Participants:

Bonnie Betz, Director, TUSD Finance Department
Linda Todd, Senior Staff Assistant I to the Governing Board
Michele Gutierrez, Senior Staff Assistant I to the Governing Board, (Training)
Pam McFadyen, Asset Management Technician Analyst, TUSD Engineering, Facilities and Planning
Suzi Shoemaker, Manager, TUSD Engineering, Facilities and Planning

ITEM

ACTION

MEETING CALLED TO ORDER – 2:35 p.m.

ACTION ITEMS

1. Approval of May 15, 2008 Minutes

Cliff Altfeld moved approval. Loretta Peto seconded. Passed by voice vote.

REQUESTS FOR INFORMATION

2. AC-RFI 23 – Status of E-Rate Bidding
Sandra Parker reviewed the status report.

Information Only.
No Action Required.

3. AC-RFI 27 Reports Provided to Audit Committee
Discussion was held regarding information from the external auditors. The Committee has requested that any of the external auditor reports and communications that come into the administration should be forwarded to the Audit Committee immediately.

Information Only.
No Action Required.

Persons commenting or asking questions were Loretta Peto and Sandra Parker.

4. AC-RFI 28 Update Capital Asset Report
RFI 28 was discussed with Item #6.

Information Only.
No Action Required.

5. RFI Tracking
Sandra Parker gave an up-to-date listing.

Information Only.
No Action Required.

STUDY/ACTION ITEMS

6. Approval Capital Asset Management Report to the Board – Sandy Parker
- Discussions with Pam McFayden and Suzi Shoemaker

Capital Asset Management Report, discussed.

Loretta Peto moved approval. Lea Marquez Peterson seconded.
Passed by voice vote.

Discussion regarding the Asset Management Department procedures for inventory and reporting methods for lost items. RFI #28 was also included in discussion.

Persons commenting, asking questions, or providing information were Loretta Peto, Sandra Parker, Mark Stegeman, Lea Marquez Peterson, Cliff Altfeld, Pam McFayden and Suzi Shoemaker.

7. Anonymous Complaints Procedure – Cliff Altfeld

Information Only.
No Action Taken.

Procedures for committee to receive anonymous complaints were discussed. Further discussion will be held at the next meeting.

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

8. Follow-up of Management Audit Recommendations – Hiring of Internal Auditor Information Only.
No Action Taken.

Hiring an internal auditor and budgetary implications were discussed. Updated recommendation will be presented at next meeting.

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

9. Status of External Audit Information Only.
Auditors have been invited to attend August meeting to discuss. No Action Required.

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

10. Proposed Agenda Items and/or Additional RPF's Information Only.
Publicity regarding: Audit Committee activities was discussed. No Action Required.
To be addressed at the meeting.

MEETING ADJOURNED 4:50 p.m.

Lea Marquez-Peterson moved adjournment. Loretta Peto seconded. Approved by consensus.

Approved this 25th day of September, 2008.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____
Sandra L. Parker
Audit Committee Chair

Lt
06-26-08 Audit Committee/Minutes