

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

**July 23, 2009
2:30 p.m.**

MINUTES

Committee Members Present:

Cliff Altfeld, Chair – arrived at 2:44 p.m.
Mary Matiella
Robert O'Toole
Sandy Parker
Loretta Peto, Co-Chair

Committee Members Absent:

None.

Others Present:

Bonnie Betz, Chief Finance Officer, TUSD Finance Department – arrived at 2:45 p.m.
Michele Gutierrez, Senior Staff Assistant I to the Governing Board

ITEM

ACTION

MEETING CALLED TO ORDER – Loretta Peto called the meeting to order at 2:37 p.m.

ACTION ITEMS

1. Approval of April 23, 2009 Minutes
2. Approval of May 14, 2009 Minutes

Robert O'Toole moved approval.
Mary Matiella seconded.
Approved 4-0. Cliff Altfeld not present for the vote.

STUDY/ACTION ITEMS

3. RFI Tracking List
 - Sandy Parker

Sandy Parker reported that there are no current new RFI's. RFI-41 will be on August's agenda.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O'Toole, Sandy Parker, Loretta Peto and Bonnie Betz.

4. Information Regarding After/Fact PO's During Last Reporting Year – RFI-40

Discussion on after-the fact purchase orders. The committee recommends that the Governing Board adopt a policy that the District will not pay invoices submitted without a valid purchase order. In addition, the District notifies all the vendors once each year of this policy in accordance with Governing Board Policy Code DJ and Regulation Code DJ-R for Purchasing Procedures.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O'Toole, Sandy Parker, Loretta Peto and Bonnie Betz.

Robert O'Toole moved approval.
Cliff Altfeld seconded.
Approved 5-0.

5. Governing Board Policy Code No. BDFB – *Audit Committee Complaint and Investigation Procedures*

- Cliff Altfeld

Cliff Altfeld informed the committee that Governing Board Policy Code No. BDFB was approved June 9, 2009, with the following Post Office address: P.O. Box 191, Tucson, Arizona 85701

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O'Toole, Sandy Parker, Loretta Peto and Bonnie Betz.

No Action Required, discussion only.

6. Joint Budget Advisory Committee and Technology Oversight Committee Meeting – Mary Matiella, Robert O'Toole and Bonnie Betz

- Financial/Human Resources Software Upgrade/Replacement Presentation
- Technology Plan Approval Process

Mary Matiella, Robert O'Toole and Bonnie Betz relayed the information that was discussed at the Joint Budget Advisory Committee and Technology Oversight Committee Meeting.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O'Toole, Sandy Parker, Loretta Peto and Bonnie Betz.

No Action Required, discussion only.

7. Revision of the Audit Committee Charter
Discussion on the revisions to Audit Committee Charter made by Legal Department.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O'Toole, Sandy Parker and Loretta Peto.

Loretta Peto moved approval.
Sandy Parker seconded.
Approved 5-0.
Motion: We support the recommendations for our charter made by Legal Department.

8. Reappointment of Committee Members
Sandy Parker and Cliff Altfeld agreed to serve another term on the Audit Committee. Loretta Peto declined. She will send a follow-up letter to President Judy Burns declining reappointment.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O'Toole, Sandy Parker and Loretta Peto.

9. August and September meeting Schedule
The August 27th meeting has been changed to Wednesday, August 26th at 2:30 p.m. September meeting will remain as scheduled on September 24, 2009.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O'Toole, Sandy Parker and Loretta Peto.

10. Proposed Agenda Items and/or Additional RFI's
An RFI will be submitted regarding Sole Source for procurement items. Sandy Parker will compile top five highest purchases for discussion at the for August meeting.

No Action Required, discussion only.

RFI 41-Asset Control Report and Control. Arrangements will be made for the Asset Management Manager to present at August meeting.

Persons commenting, asking questions, or providing information were Cliff Altfeld, Mary Matiella, Robert O'Toole, Sandy Parker and Loretta Peto.

MEETING ADJOURNED 4:28 p.m.

Robert O'Toole moved adjournment. Loretta Peto seconded. Approved 5-0.

Approved this 26th day of August, 2009.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____
Loretta Peto
Audit Committee Co-Chair

mcg
7-23-09 Audit Committee/Minutes