

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

**August 26, 2009  
2:30 p.m.**

**MINUTES**

**Committee Members Present:**

Robert O'Toole  
Sandy Parker  
Loretta Peto, Co-Chair

**Committee Members Absent:**

Cliff Altfeld, Chair  
Mary Matiella

**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  
Jay Johnston, Chief Operations Officer, Operations  
Mike Ortiz, Warehousing, Distribution, Inventory & Logistics Program Manager, Operations

**ITEM**

**ACTION**

**MEETING CALLED TO ORDER** – Loretta Peto called the meeting to order at 2:34 p.m.

**ACTION ITEMS**

1. Approval of July 23, 2009 Minutes

Robert O'Toole moved approval.  
Sandra Parker seconded.  
Approved 3-0. Cliff Altfeld and Mary Matiella not present for the vote.

**STUDY/ACTION ITEMS**

2. RFI Tracking List
  - Sandy Parker

Robert O'Toole questioned that RFI 40 was not showing closed on tracking list. Sandy responded RFI 40 still has follow-up questions that need to be answered.

No Action Required, discussion only.

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

3. RFI 41 – Latest Information Regarding Asset Control Reports and Controls and Asset Control Presentation

- Jay Johnston and Mike Ortiz, Operations

Jay Johnston and Mike Ortiz explained procedures and answered questions or concerns regarding Asset Control of equipment throughout the district.

No Action Required, discussion only.

Persons commenting, asking questions, or providing information were Robert O'Toole, Sandy Parker, Loretta Peto, Bonnie Betz, Jay Johnston and Mike Ortiz.

4. RFI 42 – Sole Source RFI Procurement

The committee discussed with Bonnie Betz the procurement process, the after-the-fact purchase orders and sole source vendors. Sandy Parker is submitting a new RFI regarding the Clean Energy Sole Source.

No Action Required, discussion only.

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

5. Preliminary Audit Finding and Status of Audit

Finance is working closely with Heinfeld, Meech & Company. Attendance Accounting is monitoring closely instructional minutes for middle and high schools due to ADE requirements changing last school year.

No Action Required, discussion only.

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

6. September meeting Schedule/Discussion of 2009-2010 Calendar

Approval of calendar tabled for next audit committee meeting.

No Action Required, discussion only.

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

7. Proposed Agenda Items and/or Additional RFI's  
An RFI will be submitted regarding Sole Source for Clean Energy.

No Action Required, discussion only.

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

MEETING ADJOURNED 3:56 p.m.

Approved this 24th day of September, 2009.

TUSD GOVERNING BOARD AUDIT COMMITTEE

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

mcb  
8-26-09 Audit Committee/Minutes