Sacramento City Unified School District  
Management Review Team (MRT) Meeting  
January 14, 2011  
Florida Conference Room  
MRT Meeting  
2:00 – 3:00 p.m.

MRT AGENDA

Welcome/Check-In

I. Superintendent/Cabinet Member Comments
   • Patty Hagemeyer, Chief Business Officer

II. Results—Annual ABS Surveillance Audit 12/15/10—12/17/10
   • Status of non-conformities from December 2009 Audit (Total of 7)
     - CA2008116—Open (HR)
     - CA2009005—Closed (Internal Audit)
     - CA2009006—Closed (Internal Audit)
     - CA2009007—Closed (Nut. Svcs.)
   • Review of December 2010 Audit: Corrective Action Status
     - Non-conformities in relation to SCUSD ProMS Manual:
       1. Clause 5.6.2—MRT review process was not effectively implemented in all cases; minutes. (MINOR)
       2. Clause 8.5.2—Corrective action process was not effectively implemented in all cases. (MINOR)
       3. Clause 8.2.2—Internal audit process was not effective in all cases. (MAJOR)
       4. Clause 7.4.1—Supplier evaluation process was not effectively implemented. (MINOR)
       5. Clause 4.2.3—Document control process. (MINOR)
       6. Clause 6.2—Evidence of all required training. (MINOR)

   • Corrective Action Request Forms are required for the above non-conformities. Please forward completed forms to Christina Villegas at chrisvi@scusd.edu on or before 1/28/11.

III. Preventive Action Status—Crystal Hoff
   • PA2010-01: Unsecured location for originals of building drawings & specifications; Received 11/16/10.

IV. Resources Requested
   • MRT Co-Management Representative
   • Administrative support for MRT and Document Control

V. Upcoming Audit—Re-certification Audit (5-Day)
   • April 4/4/11 thru 4/8/11—All certified departments will be audited.

VI. ISO Internal Audit Report—Jon Rudolph

VII. Discussion:
   • Other Issues/Open Forum