

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

(Auditor: Ali Akbar Dhamani) Report #2010-QE-39560-2/24-S

- 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.)
 - CA2009008—Closed (Nut. Svcs.)
 - CA2009009—Closed (Transportation)
 - CA2009010—Closed (Lib.Text. 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