

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

**February 14, 2008  
2:30 p.m.**

**MINUTES**

**Committee Members Present:**

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

**Participants:**

Linda Todd, Senior Staff Assistant I to the Governing Board

**ITEM**

**ACTION**

**MEETING CALLED TO ORDER** – 2:36 p.m.

**ACTION ITEMS**

1. Selection of Audit Committee Vice Chair

Persons commenting were Sandra Parker, Loretta Peto, Mark Stegeman, Lea Marquez Peterson and Cliff Altfeld.

Loretta Peto nominated Cliff Altfeld. Mark Stegeman seconded. Elected unanimously by voice vote.

**ITEM**

**ACTION**

**REQUESTS FOR INFORMATION**

2. No. AC-RFI 17 - Financial Analysis of Closures

Information Only.  
No Action Taken.

Information and Power Point provided from the February 12, 2008 Governing Board Meeting, Items #3 Budget Process Presentation and #4 Summary of Selected Financial Activity for seven months ending January 2, 2008

Persons commenting, asking questions and/or providing information were Sandra Parker, Loretta Peto, Mark Stegeman, and Cliff Altfeld.

3. No. AC-RFI 18 – Full Report of Oracle Proposal

Information Only.  
No Action Taken.

Information provided for review. Sandra Parker commented. No discussion.

4. RFI Tracking

Information and Comments provided by Sandra Parker.

**STUDY/ACTION ITEMS**

Studied Only.  
No Action Taken.

5. Strategic Plans and Calendar items

- Committee Focus Items
- External Auditor Overviews and Discussions
- Reports to the Governing Board
- Calendar Study/Action Items by Quarter
- CAFR, Compliance Questionnaire, Management Letter
- Other Ideas for Committee Review

Audit committee members discussed focus items; internal controls in the Finance Department, 301 funds, and questions were considered to ask the external auditor at a later date.

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

6. Final Review and Approval of Committee Charter

Studied only.  
No Action Taken.

Continued work and reviewed completed portion of the charter. General discussion regarding Governing Board representation on the Audit Committee and final typographical changes were made to the charter. Charter will be signed by the committee at the February 28<sup>th</sup> meeting after approval.

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

7. Proposed Agenda Items/Additional RFI's

A Board Agenda Item to approve the charter and a briefing on the accomplishments of the Audit Committee prepared by Cliff Altfeld will be presented for approval to the Governing Board at their Regular Meeting on March 11, 2008.

Sandra Parker, Mark Stegeman and Cliff Altfeld commented

MEETING ADJOURNED 5:01 p.m.

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

Approved this 27th day of March, 2008.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By \_\_\_\_\_  
Sandra L. Parker  
Audit Committee Chair