

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

**February 28, 2008  
2:30 p.m.**

**MINUTES**

**Committee Members Present:**

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

**Participants:**

Bonnie Betts, Director, TUSD Finance Department  
Linda Todd, Senior Staff Assistant I to the Governing Board

**ITEM**

**ACTION**

MEETING CALLED TO ORDER – 2:30 p.m.

**ACTION ITEMS**

1. Approval of January 24, 2008 Minutes

Quorum present, Sandra Parker, Loretta Peto, and Mark Stegeman.

Loretta Peto moved approval. Mark Stegeman seconded. Passed by voice vote.

**ITEM**

**ACTION**

**REQUESTS FOR INFORMATION**

2. No. AC-RFI 19 – Purchase Order's for Vouchers Sample

Information provided by Finance.

Information Only.  
No Action Taken.

3. RFI Tracking

Information and Comments provided by Sandra Parker.

Information Only.  
No Action Taken.

## STUDY/ACTION ITEMS

7. Reports from the Blue Ribbon Committee – Loretta Peto

Studied Only.  
No Action Taken.  
Studied out of order.

Loretta Peto reported that she is sharing Audit Committee information with the BRC each month.

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

4. and 5. Draft Presentation to the Governing Board  
General Activity Presentation

Studied together.  
No Action Taken.

Discussion regarding the presentation prepared by Cliff Altfeld to be presented as part of the Board Agenda Item on March 11, 2008.

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

6. Approved Audit Committee Charter

No motion made.  
Committee approved  
by signing the  
Charter.

Members signed showing their approval of the Audit Committee Charter as presented with minor corrections made by Mark Stegeman.

9. Report regarding follow-up to Asset Management questions

Taken out of Order.  
Studied Only.  
No Action Taken.

Sandra Parker will meet with Susie Shoemaker, Asset Management, on March 5, 2008. Using the Compliance Questionnaire as a tool was discussed.

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

8. Budget /Accounting Presentation – Bonnie Betz  
• TUSD Finance Management with Questions from the Committee Members.
- Taken out of Order.  
Information Only.  
No Action Required.

Bonnie was introduced as the new Finance Director. Questions were posed from the committee and discussion regarding her background, department issues, software, funds 301 (classroom site fund), 072 (classroom instruction), the deseg budget, litigation recovery fund, encumbrances, negative balance accounts, carryover and Internal Service fund (workmen's comp.)

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

9. Proposed Agenda Items/Additional RFI's

Studied Only.  
No Action taken.

Questions for the External Auditor were discussed including year end adjustments and an RFI inquiring about hire dates and educational background for the Finance Department employees.

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

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