

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

**October 4, 2007
2:30 p.m.**

MINUTES

Committee Members Present:

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

Participants:

Pat Beatty, Executive Director, Finance
Kera Badalamenti, CPA, PC Heinfeld, Meech & Co.
Corey Arvizu, CPA, P.C. Heinfeld, Meech & Co.
Linda Todd, Senior Staff Assistant I to the Governing Board

Members of the Public:

Dr. Patricia Lopez, Deputy Superintendent
Four U of A students from Dr. Stegeman's Economics Class

ITEM

ACTION

MEETING CALLED TO ORDER – 2:30 p.m.

Welcome

- Sandra Parker, Chair

No Action Taken

ACTION ITEMS

Approval of September 20, 2007 Minutes
(with correction – from “s” to “z” in Leah Marquez Peterson's name)

Approved by
Consensus of
Opinion.
No vote taken

ITEM

ACTION

INTRODUCTIONS

No Action Taken

- TUSD Independent Auditors
Kera Badalamenti, CPA, partner, Heinfeld, Meech & Co
Corey Arvizu, CPA, partner, Heinfeld, Meech & Co
- Patricia Beatty, Executive Director, Financial Services, TUSD

UNFINISHED BUSINESS

No Action Taken

Continuation of Review with External Auditor

- Comprehensive Annual Financial Report
- Management Letter
- Single Audit Reporting Package
- Uniform System of Financial Records Compliance Questionnaire

Mark Stegeman, Sandra Parker, Pat Beatty, Kera Badalamenti, Lea Marquez Peterson, Cliff Altfeld, and Loretta Peto commented, asked questions or provided information.

Discussion of Purpose of Audit Committee – Loretta Peto

No Action Taken

- Government Audit Committee Tool Kit
- Best Practices for Audit Committee members (article)

Framework of the Committee Charter – Loretta Peto

Consensus of
Opinion.

Persons participating in discussion regarding the best way to proceed with writing the Charter were Loretta Peto, Sandra Parker, Lea Marquez Peterson, Pat Beatty, Mark Stegeman and Cliff Altfeld. It was agreed by consensus to spend 30 minutes at each meeting working on the charter starting with the matrix and using Maricopa as guidance with editing.

No Vote taken

Set Schedule of Meetings (Regular and Special) and Reports Required to Governing Board

Consensus of
Opinion.

Following discussion, it was the consensus of opinion that the following meetings will be scheduled

No vote taken

1. October 11, 2007
2:30 p.m. – 5:00 p.m.

2. October 25, 2007
2:30 – 5:00 p.m.
3. November 14, 2007
2:30 – 5:00 p.m.

NEW BUSINESS

Response to the ASBA Questionnaire No Action Taken

Discussions of Communication Methods, Setting Priorities, Special Areas of Interest Among Committee Members, and Blue Ribbon Committee Information No Action Taken

Sandra Parker, Loretta Peto, Cliff Altfeld, Lea Marquez Peterson, Mark Stegeman commented, asked questions, or provided information.

MEETING ADJOURNED – 5:00 P.M.

Cliff Altfeld moved adjournment, Lea Marquez Peterson seconded. Approved by Consensus of Opinion.

Approved this 25th day of October, 2007.

TUCSON UNIFIED SCHOOL DISTRICT NO. ONE

By _____
Sandra I. Parker
Audit Committee Chair

It
10-04-07 Committee/Minutes