

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

**October 25, 2007
3:00 p.m.**

MINUTES

Committee Members Present:

Sandra Parker, Chair
Loretta Peto
Lea Marquez Peterson
Mark Stegeman

Absent:

Cliff Altfeld

Participants:

Roger Pfeuffer, Superintendent
Alex Rodriguez, Board Clerk
Linda Todd, Senior Staff Assistant I to the Governing Board

Members of the Public

U of A student

ITEM

ACTION

MEETING CALLED TO ORDER – 3:07 p.m.

ACTION ITEMS

Approval of Minutes

- October 4, 2007
- October 11, 2007

Loretta Peto moved approval, Mark Stegeman seconded. Approved 3-0. Lea Marquez Peterson was not present for vote. Cliff Altfeld was not present at the meeting.

Item

Action

REQUESTS FOR INFORMATION

No Action Taken

No. AC-RFI 01 – Information regarding external auditor engagements: 1) Provide copies of the engagement letter to Heinfeld, Meech & Co. 2) Provide list of payments for the last two years to the auditors above. Include any payments for work done outside of audit responsibilities. 3) Provide information regarding any bids for auditing services within the last five years.

To be discussed at the November 14, 2007 meeting.

UNFINISHED BUSINESS

Continued Work on Framework of the Committee Charter

Studied only. No action Taken

- Audit Committee Charter Working Draft, Sec 1-7
- Audit Committee Charter Matrix, Sec 8-11, 19, 20, any additional sections.

Loretta Peto led the Committee in discussion of #2, 5, 8, 9, 11, 13, 19, 20, and 25, organizational sections of the matrix for developing the Charter. Numbers 10 and 12 were skipped

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

Discussion regarding Audit Committee Charter and Governing Board's Direction

No Action Taken

Alex Rodriguez led a discussion regarding his ideas on the current draft of the Audit Committee Charter and shared information regarding the Governing Board's expectations of the committee.

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

Discussion of the Uniform System of Financial Records (USFR)
Section II-1 Calendar of Events (use in Committee calendar)
Section VIII Audit Requirements (use in Charter development)

No Action Taken.
Postponed to
November 14th
Meeting by
consensus

MEETING ADJOURNED – 5:30 P.M.

Approved this 14th day of November, 2007.

TUCSON UNIFIED SCHOOL DISTRICT NO. ONE

By _____
Sandra L. Parker
Audit Committee Chair

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10-11-07 Audit Committee/Minutes