

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

**November 14, 2007
2:30 p.m.**

MINUTES

Committee Members Present:

Sandra Parker, Chair
Cliff Altfeld
Lea Marquez Peterson
Mark Stegeman

Absent:

Loretta Peto

Participants:

Beatriz Rendon, Chief Executive Officer, Educational Support Services
Marisa Mandal, Assistant Director, Financial Services
Linda Todd, Senior Staff Assistant I to the Governing Board

ITEM

ACTION

MEETING CALLED TO ORDER – 2:35 p.m.

ACTION ITEMS

Approval of Minutes

- October 25, 2007

Approved. Cliff Altfeld
abstained.

Item

Action

REQUESTS FOR INFORMATION

No. AC-RFI 02 – Report to the Board regarding error in withholding funds

No Action Taken.

To be discussed at the November 29, 2007 meeting.

Cliff Altfeld moved the chair of the Audit Committee be authorized to request from the superintendent or president of school board... to get the document, provided the audit committee agrees to keep it confidential. Approved by consensus.

No. AC-RFI 03 – Copies of all of the major reports of the TUSD Blue Ribbon Committee

No Action Taken.

Two copies of the reports were submitted to the committee for individual review.

No. AC-RFI 04 – Reports discussed in October 25 Meeting

Studied Only.
No Action Taken.

To be discussed at the November 29, 2007 meeting

Discussion of No. AC-RFI -01 – Information regarding External Auditor

Studied Only.
No Action Taken.

Discussion regarding timelines for the external auditors reports, engagement letter, cost to the district and when it is appropriate for the external auditor to give an opinion.

Persons commenting, asking questions and/or providing information were, Sandra Parker, Mark Stegeman, Lea Marquez Peterson, Cliff Altfeld, Beatriz Rendon and Marisa Mandal.

UNFINISHED BUSINESS

Additional discussion regarding Audit Committee Charter

- Review of Working Draft, Sec 8
- Audit Committee Charter Matrix, Sec 12, 14,15,17,18,21,22

Studied only.
No Action Taken.

Sandra Parker led the Committee in discussion of #8, 12, 14, 15, 17, 18, 21, and 22 organizational sections of the matrix for developing the Charter. Section #18 was deleted. Sections 13 and 23 will be discussed at the November 29, 2007 meeting.

Persons commenting, asking questions and/or providing information were, Cliff Altfeld, Mark Stegeman, Sandra Parker, Lea Marquez Peterson, Beatriz Rendon and Marisa Mandal.

Discussion of Uniform System of Financial Records (USFR)

- Section II-1 Calendar of Events

Studied Only.
No Action Taken.

Sandra Parker led a discussion regarding the Calendar of Events. (Copies will be given to the committee at the November 29, 2007 meeting.)

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

- Section VIII Audit Requirements
Sandra Parker led a discussion regarding timelines for the Annual Report, proposed budget and regulatory issues.

Studied Only.
No Action Taken.

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

NEW BUSINESS

Discussion of Public Conception of Audit Committee's responsibility and future direction

No Action Taken.

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

Discussion of Potential RFI's

- Request document regarding withholding error follow-up
 - Code of Conduct
 - Timeline for reports
 - Vouchers over \$20,000 over last three months
- No Action Taken.

MEETING ADJOURNED by Consensus– 5:30 P.M.

Approved this 29th day of November, 2007.

TUCSON UNIFIED SCHOOL DISTRICT NO. ONE

By _____
Sandra L. Parker
Audit Committee Chair

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11-14-07 Audit Committee/Minutes