

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

**October 11, 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  
Marisa Mandal, Assistant Director, Finance  
Mary Alice Wallace, Director of Staff Services to the Governing Board

<b><u>ITEM</u></b>	<b><u>ACTION</u></b>
1. <u>MEETING CALLED TO ORDER</u> – 2:30 p.m.	
<b><u>UNFINISHED BUSINESS</u></b>	
2. Framework of the Committee Charter  Loretta Peto led the Committee in discussion of the first 7 organizational sections of the matrix for developing the Charter. Those persons commenting, asking questions and/or providing information were Loretta Peto, Mark Stegeman, Sandra Parker, Cliff Altfeld and Lea Marquez Peterson.	Studied only. No action taken.
3. Response to the ASBA Questionnaire  Sandra Parker asked Committee members to send their questionnaires to her for submission to the Consultant. Cliff Altfeld commented.	No Action Taken

**ITEM**

**ACTION**

4. Continuation of Questions regarding Financial Statements/  
Audit Information No Action Taken

Pat Beatty provided information related to the TUSD Budget, USFR procedures published by the Auditor General that the district is required to follow in its accounting practices, the "Classroom Dollars" performance audit program, and the publication of TUSD reports on the Arizona Department of Education website.

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

**NEW BUSINESS**

5. Discussion and suggestions for communications with the District, Board and Auditors
- a) Use of a Request for Information form (samples attached)
- Discussion included procedure for submitting requests for information, who could request information, to whom the requests would be made, and if not a request for routine matters, how those requests could be handled. Also discussed was how agenda is developed and how committee members can ask for something to be put on the agenda.
- Sandra Parker, Loretta Peto, Cliff Altfeld, Lea Marquez Peterson, and Mark Stegeman commented, asked questions, or provided information.
- Following discussion, Loretta Peto moved to adopt the format supplied for requesting information, and the procedure of submitting to the Chair for forwarding; Lea Marquez Peterson seconded.
- Cliff Altfeld amended motion to have the Chair send requests for routine discovery through the Superintendent or designee. Loretta Peto and Lea Marquez Peterson accepted the amendment.

**ITEM**

**ACTION**

5. Discussion and suggestions for communications with the District, Board and Auditors (continued)
- The amendment was approved by consensus.
- The amended motion was approved by consensus.
6. General discussion of directions of information discovery for Committee Members
- Discussion included how to request staff or other persons to attend a committee meeting and operation under the Open Meeting Law.
- Suggestion to include "Requests for Information" as a routine section on each agenda.
- Sandra Parker, Mark Stegeman, Loretta Peto, Cliff Altfeld, Lea Marquez Peterson commented, asked questions, or provided information.
- Following discussion, it was the consensus of opinion that the following meetings will be scheduled.
- Consensus of Opinion  
No vote taken
- October 25, 2007  
3:00 – 5:00 p.m.  
Blue Room  
(Cliff Altfeld will not attend.)
- November 29, 2007  
2:30 – 5:00 p.m.  
Board Room  
(Loretta Peto will not attend.)
- December 13, 2007  
3:00 – 5:00 p.m.  
Board Room

MEETING ADJOURNED – 5:00 P.M.

Approved this 25<sup>th</sup> day of October, 2007.

TUCSON UNIFIED SCHOOL DISTRICT NO. ONE

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

It  
10-11-07 Audit Committee/Minutes