

Thompson School District R2-J			
Citizens' Mill Levy Override Audit Committee (CMAC)			
April 20, 2020 Virtual Meeting - 6:00 PM			
<b>MINUTES OF PROCEEDINGS</b>			
<b>&gt; Meeting called to order at 6:00 PM by Chairperson Andy Stevens</b>			
	AGENDA		
	1.0	Attendance / Roll Call	<b>In Attendance</b>
		___ Ann Baker	<b>yes</b>
		___ James Bogner	<b>no</b>
		___ Teresa Brunner	<b>no</b>
		___ Judy Chavez	<b>yes</b>
		___ Cristina Diaz Estrada	<b>no</b>
		___ Daniel Karpel	<b>yes (left early)</b>
		___ Catie Ruch	<b>yes</b>
		___ Jonathan Salazar	<b>no</b>
		___ Dana Selzer	<b>yes</b>
		___ Kelsy Simpson	<b>yes</b>
		___ Andy Stevens (Chairperson)	<b>yes</b>
		___ Merl Stevens	<b>yes</b>
		___ Kevin Woodward	<b>yes</b>
		___ vacant position	<b>N/A</b>
		___ vacant position	<b>N/A</b>
		___ vacant position	<b>N/A</b>
<b>&gt; 9 members in attendance - quorum established</b>			
<b>&gt; Additional people in attendance: Gordon Jones (TSD CFO)</b>			
	2.0	Proposed future meeting calendar	
		2.1 Monday, September 21, 2020	
		2.2 Monday, January 18, 2021	
		2.3 Monday, April 19, 2021	
<b>&gt; Discussion regarding future meetings noted that the proposed meeting on Monday, January 18, 2021 was on MLK Day. It was agreed that the meeting for that date should be changed to Tuesday, January 19 so as not to conflict with the holiday. Other meetings confirmed as presented.</b>			
	3.0	Discussion - approvals of recommendations from the Board of Education (Feb. 19, 2020)	
		3.1 Reduce committee size from 16 members to 12 members	
<b>&gt; Discussion regarding Board of Education approval to reduce CMAC membership from 16 members to 12 members. Unanimously approved by those in attendance.</b>			
		3.2 Allow committee to define process for removal from committee based on lack of attendance	
<b>&gt; Discussion regarding Board of Education approval to allow CMAC to define process for removal of members from CMAC. Guidelines proposed were 1) missing two consecutive meetings without any communication to the Chairperson or the District contact would result in removal from the committee; 2) a letter would be sent to the individuals first asking for their commitment and/or resignation. If there was no response they would be removed. Unanimously approved by the quorum in attendance.</b>			
		3.3 Allow committee to re-open application process to the community to replace attrition	
<b>&gt; Discussion regarding having the District prepare to re-open the application process for CMAC membership to the community if needed to replace attrition.</b>			
	4.0	Review of 2019-20 YTD financial information (as of 3/30/2020 preliminary results)	
		4.1 Attachment 1 - Financial Activity FYE June 2019	
		4.2 Attachment 2 - Fund 14 2019-20 Budget-to-Actual (YTD at 3/31/2020)	
		4.3 Attachment 3 - Fund 14 2019-20 Transaction Detail Report (YTD at 3/31/2020)	
		4.4 Attachment 4 - Fund 14 2019-20 Trial Balance (YTD at 3/31/2020)	
		4.5 Supplemental 1 - CMAC Goals	
		4.6 Supplemental 2 - Salary Schedules	
<b>&gt; Discussion regarding the various items of financial data that was presented. Items discussed included 1) explanation that results pres 3/31/2020, so did not reflect the full year; 2) timing of revenue collections were not equal throughout the year because property tax collections primarily take place in February-May as property owners remit their property taxes to the county treasurer; 3) some expenditures are more equal throughout the year (ie salaries), while others are more dependent on the items being purchased and when they are needed.</b>			
	5.0	Other topics for discussion	
		5.1 Future topics / speakers / information requests / agenda items	
<b>&gt; Discussion regarding potential future information and speakers included:</b>			
		<b>&gt; Report from Human Resources showing teachers by grade for ratio confirmation</b>	
		<b>&gt; More "soft" measurements affecting recruit and retain</b>	
		<b>&gt; Data available from CDE regarding staff tenure</b>	
		<b>&gt; Document the factors that are affecting retention and helping make TSD an employer of choice</b>	
		<b>&gt; Invite Chief Human Resources Officer to future meeting to discuss recruit and retain, staff survey data, recruitment efforts, etc.</b>	
		<b>&gt; Invite Director of Safety &amp; Security to future meeting to discuss measures being taken in this area</b>	
<b>&gt; Meeting adjourned at 7:56 PM</b>			