



Citizens' Mill Levy Override Audit Committee Description

November 2018

Name:

The name of this committee shall be the Citizens' Mill Levy Override Audit Committee. This committee shall be an advisory committee to the Board of Education.

Purpose:

The Citizens' Mill Levy Override Audit Committee shall oversee the mill levy override initiative supported by the Thompson School District (TSD) voters approved on November 6, 2018. The committee will provide independent review of the expenditures that comprise use of the proceeds which are set forth in the approved Mill Levy Override, as approved by the ballot language. Such monitoring and review is intended to provide a high level of accountability and communication on behalf of the Board of Education to the citizens of Thompson School District.

The responsibilities of the Citizens' Mill Levy Override Audit Committee shall be to:

- Monitor the status and nature of expenditures for mill levy override initiatives through information provided by district staff; and report that ballot language is being achieved in all areas.
- Review and inform the Board of Education (BOE) on expenditures of mill levy override funds.
- Review and inform the BOE on proposed expenditures of mill levy override funds.
- Provide an annual report to the BOE at a regularly scheduled Board meeting. This responsibility shall continue as long as mill levy override proceeds are collected.

Membership:

The Citizens' Mill Levy Override Audit Committee is comprised of voluntary representative members of the Thompson School District community. The committee's membership should reflect the diversity of the Thompson School District community. Members will be selected based upon the following stakeholder groups:

- Business representatives with financial background: (2 members – 1 member with 3-year term, 1 member with 2-year term)
- Citizen representatives from the following communities: Berthoud, Loveland, Eastern portion of district, and surrounding unincorporated county: (4 members – 2 members with 3-year terms, 2 members with 2-year terms)
- Current TSD parent representatives: (2 members – 1 member with 2-year term, 1 member with 3-year term)
- Citizens-at-Large: (8 members with 3-year and 2-year terms)

Appointment Process:

The District will solicit individuals from each of the noted groups. From the above referenced Citizen at Large group, a total of 6 members will be randomly selected by a blind draw. The remaining 10 members will be selected by committee for an audit committee consisting of 16 members. The selection committee to determine the 10 members will be comprised of both Board of Education members and TSD staff. The members selected by committee along with randomly chosen members will be approved by the Board of Education.

Individuals selected will be appointed to either two (2) or three (3) year terms at the commencement of the committee. At the end of a successfully completed two (2) or three (3) year term, an existing committee member may request to be reappointed to the committee.

It is understood changes in membership will occur as individuals may no longer represent the stakeholder group they were chosen to represent or can no longer serve. If a member leaves the same selection process will be used to fill the vacated position.

Officers – Chair:

The Citizens' Mill Levy Override Audit Committee will elect a chairperson and a vice-chairperson on an annual basis. The chairperson, or in their absence, vice-chairperson will conduct meetings, call special meetings and perform other duties. The chairperson, in concert with a representative from the TSD Business Services Division, will establish the agenda for each meeting.

Meetings:

The Citizens' Mill Levy Override Audit Committee is to meet not more than quarterly or less than semi-annually throughout the year. A regular meeting schedule will be developed annually and will be updated at each regular meeting. The schedule will be posted in the Financial Transparency section of the TSD district website.

All committee meetings shall be open to the public. However, as a working committee, public comment will typically only be permitted at the start of the meeting unless specifically invited.

Minutes will be taken and placed in the Financial Transparency section of the TSD district website within ten (10) working days of approval. To the extent possible, all handouts at each meeting also will be made available through the website.

Should a member of the public not have Internet access and desire a copy of any meeting minutes or handouts, such will be supplied upon request at no charge by the TSD Communications department.

A committee member who has a personal or private interest in a matter shall disclose such interest to the committee and shall not attempt to influence the decisions of other committee members on the matter.

TSD Chief Financial Officer and other relevant staff will attend meetings and provide appropriate levels of support and guidance to the committee. Staff will also help co-facilitate the meetings.

The Citizens' Mill Levy Override Audit Committee shall remain in effect as long as mill levy override proceeds are collected and expended.

Voting Practices:

Action Items: When a vote is needed on a particular item, the agenda shall note this as an "Action Item." Voting by voice will be the specified voting method.

Quorum: A quorum for taking action shall be at least 50 percent of the membership of the committee. In the absence of a quorum, the members present may conduct business not requiring action.

Voting: A vote of a simple majority of the membership present at the meeting shall be necessary and sufficient for the adoption of any matter voted upon by the committee. Submission of a vote by electronic means shall be permitted.