

# SCHOOL BOARD OF MANATEE COUNTY, FLORIDA CITIZENS FINANCIAL OVERSIGHT COMMITTEE CHARTER

September 10, 2024

## MISSION

The mission of the Citizen's Financial Oversight Committee ("Committee") as constituted in School Board of Manatee County, Florida, ("School Board") Resolution 2017-11 is to provide oversight to ensure proper fiscal stewardship of operating funds provided by the Special Election approving a millage increase in the school ad valorem tax as provided by Section 1001.73(2) of the Florida Statutes and future extensions of the additional millage.

The Committee shall issue an annual report no later than ninety (90) days after the School Board certifies its annual financial report to ensure proper fiscal stewardship of the funds generated by the additional ad valorem taxes. Also, the Committee shall identify relevant outcomes and report results to the community. The Committee shall include review use of referendum funds by the public charter schools.

The School Board has pledged that the revenues generated by the additional millage for operational purposes shall be used for: school safety and security; recruiting and retaining teachers and staff; student achievement through more instructional time and supports; early literacy programs; career and technical education; STEM, visual and performing arts, athletics; and to support public charter schools as required by law. The money shall only be used for the purposes listed above."

**The referendum funds generated by the additional millage must be spent in accordance with the Board's annual budget priorities and Strategic Plan and shall comply with appropriate Board Policy on maintaining adequate fund balance.**

It is the Committee's charge to verify, comment, and report compliance with the School Board's pledge of the use of the funds from the Ad Valorem Millage Election.

## COMPOSITION OF COMMITTEE

The Committee members consist of volunteers appointed by the School Board. The Committee members must be independent and not employees of the Manatee County School District or otherwise have a continuing conflict of interest with the Committee and its

work and/or Charter. A Committee member shall be deemed independent if the member is compliant with Chapter 112, Part III, Florida Statutes, the Code of Ethics for Public Officers and Employees. Notwithstanding the foregoing, the president of the Manatee Education Association and the president of the local chapter of the American Federation of State, County, and Municipal Workers, who represent employees of the School Board in collective bargaining, shall be non-voting ex officio members of the Committee.

Effective \_\_\_\_\_, 2024, the Committee will consist of a minimum of five (5) and a maximum of twelve (12) members. The term of the members will coincide with the School District's fiscal year ended June 30. All terms will be for three (3) years. Should vacancies occur on the Committee, the School Board may appoint a replacement to fill the vacancy for the remainder of the vacant term. Candidates for membership shall be interviewed by the Chair of the Citizens' Financial Oversight Committee and one Board Member.

Committee members are subject to the Florida Government in the Sunshine Laws and members will be required to attend an introductory course to the Florida Open Government Laws within a reasonable time after their initial appointments to the Committee. Committee members may be removed from the Committee by the School Board for any of the following reasons: resignation by the member, lack of attendance (miss 3 consecutive meetings without communication with the Committee Chair), or for repetitive failure to adhere to the required responsibilities or standard of conduct expected of a Committee member.

## **ADMINISTRATIVE**

The Committee shall meet at least quarterly and more frequently if the need arises. A quorum shall be a majority of the membership plus one. The Committee will report to the School Board at least quarterly. The Committee will review the Committee Charter and submit any recommended changes to the School Board for its review and approval no less than annually. All decisions shall be reached by a majority of the voting members present. Any recommendations to the School Board shall be approved by a simple majority (51%) of the voting members of the total Committee membership. The Committee will select the Chairman and Vice-Chairman annually. Vacancies in the office of Chair and Vice-chair shall be filled by the Committee.

There may be subcommittees to divide the workload and members of the Committee will be appointed by the Committee Chair to these subcommittees. The Committee may establish or dissolve subcommittees by a majority vote of the Committee. Subcommittees are subject to the Florida Government in the Sunshine and Public records laws, in the same manner as the Committee.

The School Board will provide administrative support and access to information and/or data as is necessary for the Committee to perform its assigned tasks. Beginning in the 2024/25 fiscal year the School Board shall engage independent auditors to audit the use of the additional millage funds and the audit results shall be provided to the Committee as part of the Committee's review and oversight of proper use of the millage funds, and the Committee shall meet and cooperate with said auditors. The School Board may appoint a Committee member to serve on the School District's Auditor Selection Committee. The School Board shall assign Committee members a School District email account used for all Committee and official mailings. Official email accounts are restricted to official use and shall not be used for personal mailings or any other personal business. The Committee's meeting agenda and minutes of the meetings will be provided to the School District's Agency Clerk for posting on the School District's website and will be maintained as per Florida Statute.