



CITIZENS' FINANCIAL ADVISORY COMMITTEE

For the School District of Manatee County

Committee Notes / Minutes

Meeting Date	May 19, 2021
Meeting Time	2:00 p.m.
Meeting Location	School Support Center and TEAMS Tele-Conference Meeting
Committee Chairman	Brady Chapman
Committee Note Taker	Amanda Means
Attendance	<p>Committee Members:</p> <ul style="list-style-type: none"> Pat Barber Brady Chapman Garin Hoover John Horne Cindy Spray Sandra Holley Susan Harrigan Tim Polk Bobby Stanell Charles Tokarz <p>Board Members:</p> <ul style="list-style-type: none"> Mary Foreman Charlie Kennedy <p>Staff:</p> <ul style="list-style-type: none"> Cathy Miley, Senior Financial Analyst Ryan Juengling, Fiscal Assistant Amanda Means, Agency Clerk Tammy Taylor, Director of Finance
Opening	<p>Call to Order</p> <ul style="list-style-type: none"> • Chair Chapman called the meeting to order at 2:04 p.m. <p>Audio Recording</p> <ul style="list-style-type: none"> • Chair Chapman announced the meeting was being audio recorded. <p>Approval of the Minutes</p> <ul style="list-style-type: none"> • Chair Chapman asked for approval of the minutes from the Meeting of March 25, 2021 and April 7, 2021. <p>Motion: The motion to approve the minutes was made by Ms. Barber and seconded by Ms. Harrigan.</p> <p>Vote: The motion passed 7-0. Mr. Tokarz, Mr. Polk, and Mr. Stanell were not in attendance when the vote was taken.</p> <p>Mr. Tokarz, Mr. Polk, and Mr. Stanell joined the meeting shortly after the Approval of the Minutes.</p>
Public Comment	Notes: There were no requests for public comment.
Old Business	Notes: Chair Chapman asked if anyone had any old business they would like to discuss. Mr. Horne inquired about adding the Committee's Charter to the agenda. Ms. Barber stated she had not found the latest draft the Committee sent to the Board. The Committee determined to use the Charter from September 2018 and make edits to that version. Mr. Horne requested the Committee members send any requested revisions for the Charter to the Agency Clerk.

	<p>Ms. Holley inquired about the Committee Member terms. Mr. Horne stated that in order to stagger the Committee Members' terms for the original appointment list when the Committee was initially created, the Committee Members had different length terms. He stated that all new members have a 3-year term. Chair Chapman requested the Committee send any revisions to the Agency Clerk to have a final version to approve on June 2, 2021.</p> <p>Chair Chapman introduced Ms. Sandra Holley and shared that it is her first in-person Committee Meeting since she became a member.</p>
<p>New Business</p>	<p>Chair Chapman announced that he had reordered the agenda and requested to move forward to the discussion of the Charter Schools report.</p> <p>Data and Analytics Subcommittee Report Notes: Mr. Horne stated that the forms were emailed to the Board. He stated that he and Chair Chapman had met with Mr. Bargeron and discussed the report. He stated that the schools did not receive grades this year and the Committee wouldn't be able to do anything with the grades this year but could incorporate them again the following year.</p> <p>Chair Chapman requested the Committee review and discuss the numbers in the report. The Committee held discussion.</p> <p>Income and Deployment Subcommittee Report Notes: Chair Chapman stated Mr. Ballard was not in attendance to go over the Income and Deployment Subcommittee Report and asked if everyone had the opportunity to review that information. The Committee reviewed the report.</p> <p>Mr. Hoover stated he would like to know the number of teachers on the District payroll at the beginning of the year. Mr. Horne stated that the information was sent earlier that morning. Mr. Hoover requested to know the actual number of employees on the payroll. Mr. Horne discussed the information that was sent earlier that morning and provided the dates of the report. The Committee discussed the numbers. Ms. Barber spoke regarding the employee counts and the process for the Department of Education regarding the 10-day count. She stated that the numbers were a snapshot.</p> <p>Mr. Stanell stated that he would be moving out of town the next month and requested that this be his last meeting.</p> <p>Mr. Hoover requested further data regarding the number of teachers and vacancies. Mr. Stanell spoke regarding the information Mr. Bargeron had provided during the last meeting relating to the new enterprise system to track true vacancies. Mr. Bargeron spoke regarding position control aspect of the ERP system.</p> <p>The Committee held discussion regarding vacancies, Leave of Absences (LOAs), and retention.</p> <p>Finalize Report for Board Presentation Notes: Chair Chapman stated that he would like to use the presentation from the previous year as a template for the current year presentation.</p> <p>Chair Chapman announced a 5-minute recess at 3:03 PM and reconvened at 3:09 PM.</p>

Chair Chapman spoke regarding adjustments he had made to the opening letter. He discussed the report, noting changes that would be made and recommendations to the Board. He asked if any Committee Members had anything to add. He continued the discussion of the report.

The Committee continued to review each section of the report and held discussion. The Committee reached consensus on the details and composition of the report. They discussed specific recommendations to the Board.

Chair Chapman stated that he would write the opening letter to the Board and add the Charter. He discussed specific changes and additions that would be made to the report. He noted specific updates Mr. Stanell would also add. Chair Chapman requested Ms. Harrigan assist in putting together the presentation.

Following the discussion, Chair Chapman stated that the Committee would vote during the June 2, 2021 Meeting.

Chair Chapman asked if any members had any more business to bring before the Committee. The Committee discussed Committee terms. Mr. Horne stated that Mr. Chapman, Mr. Hoover, Mr. Horne, and Mr. Tokarz had terms expiring June 30, 2021. He also stated that Mr. Stanell, Mr. Ballard, and Ms. Harrigan and have terms expiring in 2023 and that Ms. Holley, Ms. Spray, and Mr. Polk have terms expiring in 2024. The Committee held discussion regarding candidates for the Committee.

Following the discussion, Chair Chapman moved to Administrative Matters.

Charter School Reports

Notes: Following Old Business, Chair Chapman discussed this item. Chair Chapman requested to have the Committee send the Charter School Reports to the School Board and have them deal with the Charter Schools directly.

Motion: Ms. Barber motioned to notify the Board that there were discrepancies in the Charter School reports and requested that the District review the expenditures to make sure they are in line with the Resolution. Chair Chapman seconded the motion.

Following discussion amongst the Committee Members, Ms. Barber stated the reasons she made the motion and restated the motion.

Mr. Bargeron read from Florida Statute 1011.71 Section 9 regarding Charter Schools and funds.

The motion was approved 10-0.

Following the vote, Chair Chapman requested to move to the Review of the STEM Summary.

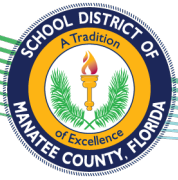
STEM Summary

Notes: Following the discussion of the Charter Schools Report, Chair Chapman reviewed the STEM Summary. He noted that the Committee was able to show that the money was used appropriately and requested the Committee take a moment to review the summary.

	<p>Ms. Miley spoke regarding the tracking of the millage funds and noted that staff is working on a video to demonstrate the use of the millage dollars. The Committee discussed some of the features of STEM they had the opportunity to see.</p> <p>Following the discussion of the STEM Summary, Chair Chapman moved to the Data and Analytics Subcommittee Report.</p>
Administrative Matters	<p>Date of Next Committee Meeting – June 2, 2021 Notes: Chair Chapman noted that the next meeting would be June 2, 2021 at 2:00 PM and that the following meeting would be in August.</p> <p>Agenda Items for Next Committee Meeting Notes: There were no requests.</p>
Comments from Committee Members, Board Members, and Staff	<p>Notes: Ms. Spray commented on the progress of the Committee.</p> <p>Chair Chapman thanked Mr. Stanell for his service on the Committee.</p>
Adjournment	<p>Motion: Motion to adjourn was made by Ms. Harrigan. Vote: The motion was approved 10-0.</p> <p>Notes: Chair Chapman adjourned the meeting at 4:18 PM.</p>

Chairman, Committee

Note Taker, Committee



CITIZENS' FINANCIAL ADVISORY COMMITTEE

For the School District of Manatee County

Committee Notes / Minutes

Meeting Date	June 2, 2021
Meeting Time	2:00 p.m.
Meeting Location	School Support Center – Conference Room 203
Committee Chairman	Brady Chapman
Committee Note Taker	Amanda Means
Attendance	<p>Committee Members:</p> <ul style="list-style-type: none"> Pat Barber Brady Chapman Garin Hoover John Horne Cindy Spray Sandra Holley Susan Harrigan Bobby Stanell Charles Tokarz Bruce Stamm David Ballard Deanna Howell <p>Board Members:</p> <ul style="list-style-type: none"> Mary Foreman Charlie Kennedy <p>Staff:</p> <ul style="list-style-type: none"> Superintendent Cynthia Saunders Kevin Chapman, Director of Strategic Planning and District Initiatives Cathy Miley, Senior Financial Analyst Ryan Juengling, Fiscal Assistant Amanda Means, Agency Clerk Tammy Taylor, Finance Director
Opening	<p>Call to Order</p> <ul style="list-style-type: none"> • Chair Chapman called the meeting to order at 2:00 p.m. <p>Audio Recording</p> <ul style="list-style-type: none"> • Chair Chapman announced the meeting was being audio recorded.
Public Comment	<p>Notes: Public Comment as follows:</p> <p><u>Glen Gibellina</u> – spoke regarding Committee Reports to the Board and the ERP system.</p> <p>Following Public Comment, Chair Chapman introduced Mr. Bruce Stamm who was appointed to the Committee on May 25, 2025. Mr. Stamm provided an overview of his experiences. The Committee welcomed Mr. Stamm.</p> <p>The Committee held discussion regarding Committee terms. Chair Chapman stated that Mr. Tokarz, Mr. Horne, Mr. Chapman, and Mr. Hoover would be rolling off the Committee at the end of June. He also stated that Mr. Stanell would be leaving the Committee.</p>
Old Business	<p>Board Presentation Review and Approval</p> <p>Notes: Chair Chapman spoke regarding the draft of the Committee presentation and report to the Board.</p>

Mr. Hoover asked why the presentation covered a year and a half rather than one fiscal year. Chair Chapman responded. Ms. Barber explained that it was a decision made by the Committee.

Chair Chapman requested Mr. Horne present the edits to the presentation. Mr. Horne reviewed the edits and provided an explanation for the revisions. The Committee held discussion throughout the review.

Mr. Stanell spoke regarding specific revisions. He requested to change language regarding specific years that the District had a B rating, noting there was no grade rating for the most recent completed year.

Superintendent Saunders clarified that there was an asterisk to indicate that specific grade data was a projection.

Mr. Kennedy inquired about data on page 6 and suggested adding language to show that the District had progressed closer to an A rating.

The Committee held further discussion regarding language for the report and cover letter. The Committee made minor changes to the draft of the report.

Following a discussion of teacher data and filled positions, the Committee determined to include data from the first Monday of the school year in August through the last day of the school year in May in order to capture full academic years of data for the previous years the millage was in effect. The Committee also discussed teacher retention numbers.

Mr. Hoover expressed concerns with stating that COVID-19 effected the results. Mr. Stanell stated that he is comfortable with the disclaimers the Committee included in the report.

Motion: Motion to accept the report as edited by the Committee was made by Ms. Barber and seconded by Ms. Harrigan. The motion was approved 10-1. Mr. Hoover voted against the approval and Mr. Stamm abstained from the vote.

Following the vote, Chair Chapman moved forward on the agenda to the Update from the Superintendent.

Charter Update and Approval

Notes:

Chair Chapman stated that the only changes submitted were provided by Mr. Horne in March.

Motion: Motion to approve the Charter submitted by Mr. Horne was made by Ms. Harrigan and seconded by Mr. Horne. The motion was approved 12-0.

Ms. Foreman stated that on June 8, 2021, there would four candidates going to the Board for approval of appointment to the Committee. She also stated that there would be discussion of the Charter and Committee terms.

Chair Chapman stated that the terms for the most recently appointed members including Ms. Holley, Mr. Polk, Ms. Spray, and Mr. Stamm would expire in 2024. The Committee discussed membership terms.

<p>New Business</p>	<p>Update from Superintendent</p> <p>Notes:</p> <p>Responded to a public comment regarding the ERP system and shared information regarding the selection and expansion of the ERP project, noting the reasons that the District decided to use PeopleSoft over Skyward. She stated that the expansion of the project had complete oversight from the Audit Committee.</p> <p>Superintendent Saunders stated that Governor Ron DeSantis signed the state budget into law earlier in the day and that part of the budget included \$950,000 for the School District of Manatee County to expand the Woz-Ed STEM career pathways program across the District.</p> <p>Superintendent Saunders discussed the timeline and process for the millage resolution and stated that the Resolution was going to the County Commission on June 8, 2021. She explained that by State Statute, the District must set the school millage rates in July.</p> <p>Throughout the update, the Committee held discussion and asked questions.</p> <p>Superintendent Saunders spoke regarding Charter School allocations and answered questions from the Committee. She stated it would be helpful for Mr. Stephen Dye, School Board Attorney, to come in and speak regarding the statutory language.</p> <p>Mr. Stanell inquired about including contract schools. Superintendent Saunders responded and stated that it has been discussed but would need to come out of the general fund since the Board did not include them in the referendum.</p> <p>The Committee held discussion regarding Charter schools and compliance.</p> <p>Superintendent Saunders spoke regarding the benefits from the millage money including Woz-Ed and competitive teacher salaries.</p> <p>Ms. Holley asked about contract schools. Superintendent Saunders provided the requirements. Mrs. Foreman provided an explanation of the reasons that the Board did not include contract schools in the millage resolution and spoke regarding the funding for various types of contract schools.</p> <p>Chair Chapman thanked Superintendent Saunders and Mr. Kevin Chapman for attending the meeting.</p> <p>Following the update from Superintendent Saunders, Chair Chapman moved to Old Business item, Charter Update and Approval.</p>
<p>Administrative Matters</p>	<p>Date of Next Committee Meeting – August 4, 2021</p> <p>Notes:</p> <p>Chair Chapman stated that he would like to schedule another meeting in July with the date to be determined for the election of a new Chairman and Vice Chairman.</p> <p>Chair Chapman inquired if Mr. Hoover had given an indication as to whether he would request reappointment. Mr. Hoover stated that he would most likely roll off the Committee as his term was expiring.</p>

	<p>Chair Chapman offered to serve at will for the July meeting to facilitate the rollover. Mr. Ballard agreed.</p> <p>Agenda Items for Next Committee Meeting Notes: There were no requests.</p>
<p>Comments from Committee Members, Board Members, and Staff</p>	<p>Notes: Mr. Horne spoke regarding the Dive into Reading program and shared that they would be serving 600 children. He stated that they were looking for volunteers to mentor the students. Mr. Horne thanked the District and Superintendent for their help.</p> <p>Ms. Barber thanked everyone for the years working together and spoke regarding the accomplishments of the Committee.</p> <p>Chair Chapman thanked the Committee Members for their service and spoke regarding his experience on the Committee.</p>
<p>Adjournment</p>	<p>Chair Chapman adjourned the meeting at 4:16 PM.</p>

Chairman, Committee

Note Taker, Committee