



CITIZENS' FINANCIAL OVERSIGHT COMMITTEE

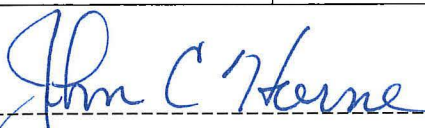
Committee Notes / Minutes

Meeting Date	November 19, 2019
Meeting Time	3:00 p.m.
Meeting Location	Manatee County School Board School Support Center, Room 203 215 Manatee Avenue W, Bradenton, FL 34209
Committee Chairman	John Horne
Note Taker	Kelly Collins
Attendance	<p>Committee Members:</p> <p>David Ballard Pat Barber Steve Cerven Brady Chapman Bob Christopher Susan Harrigan Garin Hoover John Horne Deanna Howell Robert Stanell Charles Tokarz</p> <p>Board Members:</p> <p>Charlie Kennedy</p> <p>Staff:</p> <p>Doug Wagner, Deputy Superintendent of Business Services and Operations Heather Jenkins, Chief Financial Officer Cathy Miley, Sr. Financial Analyst John Reichert, FADSS Consultant Melissa Carneiro, STEM Coordinator, Elementary Michele Boyes, Executive Assistant Cathy Araujo, Agency Clerk Kelly Collins, Executive Assistant</p> <p>Community Members:</p> <p>Norm Nelson Mary Foreman, Audit Committee Member Susan Agruso, Audit Committee Member</p>
Opening	<p>Call to Order</p> <ul style="list-style-type: none"> Chair Horne called the meeting to order at 3:01 p.m. <p>Audio Recording</p> <ul style="list-style-type: none"> Chair Horne announced the meeting was being audio recorded. Chair Horne introduced new attendees, John Reichert, FADSS Consultant; Cathy Araujo, Agency Clerk; Melissa Carneiro, Elementary STEM Coordinator; and Cathy Miley, Sr. Financial Analyst. <p>Approval of the Minutes</p> <ul style="list-style-type: none"> Chair Horne asked for approval of the October 15, 2019 minutes. Mr. Christopher requested to amend the minutes to state under New Business, Report from Income and Expense Sub-Committee; "Mr. Christopher stated at the time of the meeting outstanding document requests have remained unanswered." Ms. Jenkins responded to his inquiry and stated she has the information to share with the committee. <p>Vote: The motion to approve the October 15, 2019 minutes as amended was made by Mr. Christopher and seconded by Mr. Tokarz. The motion passed 11-0.</p>
Public Comment	Notes: There were no requests for Public Comment.
Old Business	<p>Climate Survey with John Reichert</p> <p>Notes: Mr. John Reichert, FADSS Consultant, provided a brief overview of the Florida Association of District School Superintendents (FADSS) Study on HR Services, completed April 2019. He noted that since the study concluded he is working with Mr. Wagner to work through the recommendations made. He noted the only recommendation not being worked on at this time is the 24 versus 26 pay schedule.</p>

	<p>He then provided the committee a status update on an Exit Survey and he noted this committee had inquired about this recommendation. He reported that the survey is in draft status and is tentatively scheduled to be reviewed by District Leadership next week. He noted that this was a recommendation from the report and a request made by the committee.</p> <p>Following the brief overview, the committee asked questions. Mr. Reichert and Mr. Wagner responded to the inquiries. Mr. Wagner stated that if the committee has a question that they want considered for the survey they can submit to him for review. Mr. Reichert noted that the survey will be anonymous. He also noted that if the process for the Exit Survey is successful then they will consider a Stay Survey. The data from the surveys will be reviewed by District Leadership. Members of the committee suggested that the follow-up process be charted now during the creation of the survey.</p> <p>Ms. Boyes provided the committee an update regarding the Employee Climate Survey connected to the Strategic Plan. The survey will be opened to staff on December 2 and close December 8. The results will be returned on December 11. She noted that there are 67 total questions on the survey, with seven (7) questions being verbatim from the 2015 climate survey and six (6) of the questions are a result of the committee's request. Ms. Boyes stated that Mr. Chapman will present the results in comparison to the 2015 Climate Survey at the January committee meeting.</p> <p>Charter School Expenditures Notes: Mr. Christopher stated from his review of the Charter School Expenditures report that Manatee School of the Arts and Oasis Charter had used the funds for capital expenses. He noted that Imagine North and Imagine LWR had misspent millage funds towards lease payments. He stated that two (2) out of twelve (12) have non-qualifying expenditures.</p> <p>The committee members held discussion regarding the misspent funds and how to move forward with reporting to the Board.</p> <p>Ms. Barber made a motion to request the Chair to send a communication to the School Board indicating that Manatee School of the Arts and Oasis Middle School have misspent a portion of their referendum dollars on non-qualifying capital expenditures, specifically Manatee School of the Arts in the amount of \$864.95 and \$67,419 for Oasis Middle School. The motion was seconded by Mr. Tokarz.</p> <p>The committee held discussion regarding the motion.</p> <p>Vote: The motion passed 11-0.</p>
<p>New Business</p>	<p>Report from Data Analytics Sub-Committee Meeting Notes: Mr. Stanell noted that he was not able to attend the sub-committee meeting. Chair Horne gave a brief update and noted there was 62 vacancies. Mr. Tokarz noted the DOE website was inconsistent with the actual salaries in Manatee County. He stated that Mr. Jacob Davis was going to provide a more formal report regarding salaries and requested a formal presentation. Mr. Stanell also requested an update on the hiring report. Mr. Wagner stated that he would follow-up with Mr. Davis and he will schedule a meeting to include Mr. Stanell and Mr. Davis to fully understand the request.</p>

	<p>Mr. Wagner stated that as of Friday, November 15, there was 45 teacher vacancies. Chair Horne stated that if a report was pulled weekly on the same day and time then the numbers would be consistent. Mr. Wagner stated that he will follow-up on this request.</p> <p>Mr. Chapman inquired if the District tracks the number of vacancies by the number of overall jobs. Mr. Wagner stated that he will inquire if this is possibility.</p> <p>Report from Income and Expense Sub-Committee Notes: Mr. Christopher stated that the sub-committee reviewed the salaries as provided by the Bradenton Herald and shared their report. He stated that applying the benefit rate to the total allocation of referendum allocation overstates the amount, thus understates the gross wage amount.</p> <p>Mr. Christopher made a recommendation for the process used to calculate next year's gross pay to include benefits equal to the \$21 million millage dollars. Mr. Christopher stated that he will submit the forms to the notetaker to supply to the committee.</p> <p>FADSS Report with Exit Interviews Notes: Discussed under Old Business.</p> <p>Plan for Report to Board Notes: Chair Horne stated the annual report to the Board will follow the posting of the Annual Financial Report (AFR). Ms. Jenkins stated that the tentative date is March 10, 2020.</p>
<p>Administrative Matters</p>	<p>Date of Next Subcommittee Meetings Notes: Mr. Horne reminded the committee members that the next sub-committee meetings were scheduled for Tuesday, December 3, 2019, at 3:00 and 4:00 pm.</p> <p>Mr. Horne thanked all for attendance to today's meeting and noted that the full committee was in attendance. Mr. Horne and Ms. Barber stated they will not be present on December 3.</p> <p>Mr. Wagner shared the following handouts for STEM spending and re-introduced Ms. Carneiro:</p> <ul style="list-style-type: none"> • Elementary • CTE/Vocation • Science <p>Chair Horne stated that it would be helpful for this information to be discussed and reviewed in the Data Analytics Sub-Committee Meeting. Ms. Carneiro gave a brief overview of the document. She stated the VEX Robotics event will be held February 8 and all committee members are invited.</p> <p>Mr. Wagner inquired if the committee wanted to expend funds to Manatee Technical Collage (MTC) for STEM and textbooks for Elementary, Middle and High School. The committee asked questions and held brief discussion.</p> <p>Ms. Collins left the meeting at 4:45.</p>

	<p>Ms. Carneiro described many projects for Elementary Schools in STEM Field, grants acquired from VEX allowing robotics to be taught. She noted that photos will be included on the dashboard.</p> <p>There was an excellent gathering at SEHS 11/16...Doug will make sure to invite Committee members to next one to allow Committee to see outcomes of STEM monies from Referendum...next one is February 2020 at MTC</p> <p>The committee members stated that they were impressed with data and presentation of data being easy to understand and helpful to committee's mission.</p> <p>Textbook support was solicited from Mr. Wagner for vocational classes at Manatee Technical College (MTC). The committee stated that they felt monies spent at staff's discretion was all input committee needed to make.</p> <p>Mr. Wagner also provided financial charts and feedback from prior committee request. (Attached to minutes)</p> <ul style="list-style-type: none"> • Allocation of 3% Fund Balance taken from 2018-19 STEM share ear marked as STEM Funding after 3% Fund Balance is not required to be held will go back to STEM expenditures. • Also presented YTD Expenditures broken down per agreement and balances budgeted for fiscal year <p>The Committee acknowledged helpfulness of information from Mr. Wagner.</p> <p>Date of Next Meeting Notes: Chair Horne reminded the committee that the next full meeting was scheduled for Tuesday, December 17, 2019, at 3 PM.</p> <p>Agenda Items for Next Meeting Notes: The following discussion items were scheduled for the December 17, 2019, Meeting:</p> <ul style="list-style-type: none"> • Manatee Technical College Funds • Environment Study
Comments from Committee Members	Notes: Mr. Christopher asked if future reports can be provided digitally for the committee members.
Adjournment	Notes: Chair Horne adjourned the meeting at 5:00 PM.



 Chair, Committee



 Note Taker, Committee