



# CITIZENS' FINANCIAL OVERSIGHT COMMITTEE

## Committee Notes / Minutes

<b>Meeting Date</b>	December 17, 2019
<b>Meeting Time</b>	3:00 p.m.
<b>Meeting Location</b>	Manatee County School Board School Support Center, Room 203 215 Manatee Avenue W, Bradenton, FL 34209
<b>Committee Chairman</b>	John Horne
<b>Note Taker</b>	Cathy Araujo
<b>Attendance</b>	<p><b>Committee Members:</b></p> <p>David Ballard Pat Barber Steve Cerven Brady Chapman Bob Christopher Susan Harrigan Garin Hoover John Horne Deanna Howell Robert Stanell</p> <p><b>Board Members:</b></p> <p>Scott Hopes Charlie Kennedy</p> <p><b>Staff:</b></p> <p>Doug Wagner, Deputy Superintendent of Business Services and Operations Heather Jenkins, Chief Financial Officer Cathy Miley, Sr. Financial Analyst Michele Boyes, Executive Assistant Cathy Araujo, Agency Clerk Jacob Davis, HR Operations Analyst</p> <p><b>Community Members:</b></p> <p>Norm Nelson Mary Foreman, Audit Committee Member Susan Agruso, Audit Committee Member Guiseppe Sabella, Bradenton Herald</p>
<b>Opening</b>	<p><b>Call to Order</b></p> <ul style="list-style-type: none"> <li>Chair Horne called the meeting to order at 3:10 p.m.</li> </ul> <p><b>Audio Recording</b></p> <ul style="list-style-type: none"> <li>Chair Horne announced the meeting was being audio recorded.</li> <li>Chair Horne introduced new attendees, Cathy Araujo, Agency Clerk.</li> </ul> <p><b>Approval of the Minutes</b></p> <ul style="list-style-type: none"> <li>Chair Horne asked for approval of the November 19, 2019 minutes. <b><u>Vote:</u></b> The motion to approve the November 19, 2019 minutes as amended was made by Ms. Barber and seconded by Mr. Stanell. The motion passed 9-0.</li> </ul>
<b>Public Comment</b>	<b><u>Notes:</u></b> There were no requests for Public Comment.
<b>Old Business</b>	<p><b>Charter School Expenditures &amp; Letter/Notice to Board</b></p> <p><b><u>Notes:</u></b> Ms. Jenkins and Mr. Wagner provided an update on charter school expenditures. Ms. Jenkins introduced Ms. Miley. Mr. Wagner provided the Committee with a copy of the legal opinion from Mr. Stephen Dye, School Board Attorney regarding charter school expenditures.</p> <p>Mr. Wagner also addressed the Committee's questions regarding Manatee Technical College.</p> <p><b>Manatee Technical College Funds</b></p> <p><b><u>Notes:</u></b> This item was addressed above.</p>

	<p><b>Climate Survey</b>  <b>Notes:</b> Mr. Wagner noted the study went out to employees and the results were being reviewed by District administration and would be disseminated to the Committee at their January meeting.</p>
<b>New Business</b>	<p><b>Report from Data Analytics Subcommittee Meeting</b>  <b>Notes:</b> Vice-Chair Chapman noted the subcommittee did not meet in December. Mr. Stanell reviewed the vacancy report provided by Mr. Wagner. Mr. Wagner provided a worksheet of the summary of vacancies. The Committee inquired about the comparisons to vacancies from last year. Mr. Davis addressed the questions from the Committee. The Committee held discussion with staff regarding the current vacancies for teachers and bus drivers.</p> <p><b>Report from Income and Expense Subcommittee</b>  <b>Notes:</b> Mr. Christopher provided an update on the Income and Expense Subcommittee Meeting. He noted the committee had everything they needed to compile the year-end report. Vice-Chair Chapman inquired about the Committee's authority to recommend changes to the percentage pie chart for referendum funds. The Committee held discussion regarding the development of the original percentages.</p> <p>Chair Horne asked Ms. Jenkins to review the millage reconciliation report and referendum expenditures report she had provided to the Committee. Ms. Jenkins highlighted area of the report. The Committee asked questions regarding the reports. Ms. Jenkins and Mr. Davis responded to the questions.</p> <p>Mr. Hoover inquired about the ratification with the union. Ms. Barber responded to his questions.</p>
<b>Administrative Matters</b>	<p><b>Date of Next Subcommittee Meetings – Tuesday, January 7<sup>th</sup>, 2020 3:00-4:00 pm</b>  <b>Notes</b></p> <p><b>Date of Next Committee Meeting</b>  <b>Notes</b> – Chair Horne reminded the committee that the next full meeting was scheduled for Tuesday, January 21, 2020, at 3:00 PM. Following discussion, the Committee agreed to move the meeting to Wednesday, January 22, 2020.</p> <p><b>Agenda Items for Next Meeting</b>  <b>Notes:</b> The following discussion items Charter Schools, continue discussion on millage and Climate Survey.</p>
<b>Comments from Committee Members</b>	<p><b>Notes:</b> Jacob Davis will create a report with the breakdown of all titles by union group.</p>
<b>Adjournment</b>	<p><b>Notes:</b> Chair Horne adjourned the meeting at 4:16 PM.</p>

	<p>Mr. Stanell stated that data analysis concerning student achievement would take more research and that relevant outcomes as a direct result of the millage funds, such as pinpointing new programs and added participation in STEM, needed to be identified.</p> <p>Mr. Wagner shared that on February 08, 2020, the first robotics competition for elementary schools will take place at Manatee Technical College beginning at 8:00 a.m. He noted 70 teams will compete which is a direct result of the millage funds. Mr. Wagner stated that the competition taking place is relevant data and would not have happened without the millage money.</p> <p><b>Report from Income and Expense Sub-Committee</b>  <b>Notes:</b> Mr. Christopher provided an update on the Income and Expense Sub-Committee Meeting. Mr. Christopher said their review concluded that the financial records of the District represent proper recording and tracking of resolution revenues, expenditures, and reserves. Mr. Cerven noted he would draft a cover letter echoing the language stated in Mr. Christopher's report.</p> <p>Mr. Christopher continued his review of the report. The Committee held discussion concerning the report.</p> <p>Mr. Christopher stated the Board and management must address core salary increases in excess of inflation to make any meaningful salary gains in the future.</p> <p><b>School Grading System Explanation</b>  <b>Notes:</b> This item will be addressed by Dr. Shirin Gibson, Executive Director of Curriculum and Professional Learning / Director of Assessment, Accountability and Research at the March Committee Meeting.</p> <p><b>Presentation Planning</b>  <b>Notes:</b> This item was not discussed.</p>
<b>Administrative Matters</b>	<p><b>Date of Next Subcommittee Meetings</b>  <b>Notes:</b> Vice-Chair Chapman reminded the committee that the next Sub-Committee Meeting is on Tuesday, February 4, 2020, at 3:00 p.m.</p> <p><b>Date of Next Meeting</b>  <b>Notes:</b> Vice-Chair Chapman reminded the committee that the next full meeting was scheduled for Tuesday, February 18, 2020, at 2:30 p.m.</p> <p><b>Agenda Items for Next Meeting</b>  <b>Notes:</b> The following items were scheduled for the February 18, 2020, Meeting: <ul style="list-style-type: none"> <li>• Review of sub-committee questions regarding the Employee Survey.</li> <li>• Teacher Vacancies</li> </ul> </p>
<b>Comments from Committee Members</b>	<p><b>Notes:</b> There were no additional comments from Committee Members.</p>
<b>Adjournment</b>	<p><b>Notes:</b> Vice-Chair Chapman adjourned the meeting at 5:10 PM.</p>

  
Chair, Committee

  
Note Taker, Committee