



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: Pat Barber Brady Chapman Garin Hoover John Horne Cindy Spray Sandra Holley Susan Harrigan Tim Polk Bobby Stanell Charles Tokarz</p> <p>Board Members: Mary Foreman Charlie Kennedy</p> <p>Staff: Cathy Miley, Senior Financial Analyst Ryan Juengling, Fiscal Assistant Amanda Means, Agency Clerk Tammy Taylor, Director of Finance</p>
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 <u>Notes:</u> Mr. Horne stated that the forms were emailed to the Board. He stated that he and Chair Chapman had met with Mr. Barger 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 <u>Notes:</u> 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. Barger had provided during the last meeting relating to the new enterprise system to track true vacancies. Mr. Barger 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 <u>Notes:</u> 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