Agenda

June 29, 2023
School Board of Manatee County
Workshop - 9:00 AM
Walter Miller School Support Center
Board Room

Times Indicated are Approximate

I. CALL TO ORDER

II. PUBLIC COMMENTS

Public comment is not an open forum to discuss matters unrelated to education, to support or oppose candidates for public office, or to engage in commercial speech attempting to sell a service or product to the School Board or public. Also, public comment is not a forum to attack individual school system employees or Board Members. Any such complaints should be submitted in writing to the Superintendent for appropriate handling. Finally, this is not a forum for addressing issues involving individual students. Because of privacy concerns, such issues should be submitted in writing to the Superintendent for appropriate handling. Each speaker is allowed three minutes to address the Board. Speakers must stand at the podium and not approach the dais.

This is a business meeting of the School Board and the public expects that we conduct it in an orderly, efficient, effective and dignified manner. We request that speakers keep this in mind when making your comments. We also request that the audience keep that in mind and not demonstrate approval or disapproval of what a speaker has said by clapping or booing. The Board appreciates the public's input and will listen attentively, consider each comment, and usually will not respond, enter into debate, or answer questions during comments on agenda items or during the public comments section.

PUBLIC INPUT INSTRUCTIONS:
1. Before you begin speaking, please provide any handouts to the Agency Clerk.
2. Please identify yourself only by your full name for the record.
3. You have no more than three minutes to speak. Please stop speaking when the bell rings.
4. Florida Law requires all citizens to conduct themselves in an orderly fashion at public meetings.
5. **WARNING:** Any individual who interferes with the expeditious or orderly process of a School Board meeting, will be subject to removal from the meeting pursuant to Section 1001.372(3) Florida Statutes at the discretion of the Chair. Orderly fashion is deemed as, at a minimum (1) no profanity (2) no vulgar language (3) no discourteous, disrespectful, or disparaging conduct.

III. WORKSHOP

1. Overview of the 2023-2024 Budget | General Fund
2. Update on Impact Fee Study
3. Discussion of Citizens' Financial Oversight Committee (CFOC)

IV. ADJOURNMENT

AGENDA ITEM NO. III.1

School Board of Manatee County
June 29, 2023 - Workshop

Title
Overview of the 2023-2024 Budget | General Fund

Executive Summary
Rachel Sellers, Deputy Superintendent of Business Services, will present an overview of the 2023-2024 Budget regarding the General Fund.

Contact
Submitting Department: Budget
Initiated by: Rachel P. Sellers

Attachments:
Budget_Workshop_June_29_2023

Board Workshop
June 29, 2023

2023-24 Budget Workshop General Fund

Presented by:

Rachel Sellers, Deputy Superintendent of Business Services

Agenda

- Budget Process for 2023-24
- Preliminary Budget All Funds
- Revenue for Capital Fund
- Legislative Changes for 2023-24
- FEFP Budget Revenue for 2023-24
- Revenue Funded by Local Taxable Value of Property
- Significant Assumptions for General Fund Budget
- General Fund - Fund Balance Summary & Requirements

Budget Preparation Process for 2023-24

Board Workshops

- 01/27/2023 – Budgeting Review, 2022-2023
- 05/26/2023 – Staffing Plan, 2023-2024
- 06/02/2023 – Capital Plan, 2023-2024
- 06/29/2023 – Budget Preparation, 2023-2024

Future Meetings

- 07/18/2023 - Board Meeting, Approve Budget for Advertising
- 07/25/2023 - Public Hearing, Tentative 2023-24 Millages and Budget
- 09/05/2023 - Public Hearing, Final 2023-24 Millages and Budget

Preliminary Budget – All Funds

Fund Name	Budgeted Revenue, Transfers In and Fund Balance
General Fund	$611,247,680
Capital Fund	$229,811,049
Special Revenue (Grants)	$71,065,754
Internal Services (Health Insurance and Workers Comp)	$59,605,421
Debt Services (Principal & Interest payments of Debt)	$48,450,199
Trust and Agency (MTC Scholarships & Donations)	$1,936,935
Total	$1,022,117,038

Revenue for Capital Fund 2023-24

Manatee County School District
Capital Plan 2024

REVENUES	Year 1 FY 23/24
Ad Valorem Taxes 1.5 Mill	$ 99,210,822
CO & DS	1,442,884
CO & DS Interest	30,699
PECO - Charter School Capital Outlay	4,492,248
Sales Tax Revenue	48,813,111
Impact Fee Revenue	31,150,906
Fuel Tax Refund	79,875
MCR Health Grant	633,600
Interest and Refunds	500,000
TOTAL REVENUES	**$ 186,354,145**
FUND BALANCE - BEGINNING	**$ 43,456,904**
TOTAL BEG. FUND BALANCE AND REVENUES	**$ 229,811,049**

Legislative 2023-24 Changes

- FRS Rate increased (13.57% from 11.91%)
- Moved District Cost Differential (DCD) of 0.9957 to Comparable Wage Factor (CWF) of 1.000 - increase of $1.3M
- Charter School Capital Outlay to be funded by the 1.5 millage revenue on 5-year gliding scale.
- Educational Enrichment Allocation (f.k.a. Supplemental Academic Instruction) - the EEA can be used to fund activities and services that support and increase the academic achievement of students in grades K-12 – Increased $404K of which $231k is distributed to FES

Legislative 2023-24 Changes

- Increase in BSA per student from $4,587.40 in 2022-23 4th Calc to $5,139.73 in 2023-24 Conference Report for a total increase of $41.6M

- Some Categoricals moved to BSA, including Instructional Materials, Reading Allocation, Teacher Classroom Supplies, Teacher Salary Increase Allocation, and Funding Compression and Hold Harmless for a total of $27.5M

    - Instructional Materials still expected to purchase adopted materials
    - Reading Allocation still must provide services and submit a plan to the state
    - TSIA still require specific Maintenance and Growth amounts
    - Teacher Classroom Supplies
    - Funding Compression and Hold Harmless allocation

    (Net increase in BSA after moving Categoricals into BSA $14.1M)

- Increase in Family Empowerment Scholarship (FES) from $23.2M in 2022-23 to $30M in 2023-24, reduces the funds from the increase in BSA by $6.8M

FLORIDA SCHOOL FUNDING FORMULA

- In 1973, the Florida Legislature passed the Florida Education Finance Program (FEFP) with the following purpose:

  "To guarantee to each student in the Florida public education system the availability of programs and services appropriate to his or her educational needs that are substantially equal to those available to any similar student, notwithstanding geographic differences and varying local economic factors."

2023-24 FEFP Budget Revenue

	FTE Students	x	Program Weights	=	Weighted FTE Students	x	Base Student Allocation (BSA)	x	District Cost Differntial (DCD)	=
2024 Conf Rpt	53,767				58,262		5,139.73		1.0000	
2023 4th Calc	52,136				56,573		4,587.40		0.9937	

	Base Funding	+	.748 Mill Discretionary Compression	+	ESE Guaranteed Allocation	+	Department of Juvenile Justice (DJJ)	+	Funding Compression & Hold Harmless	+
2024 Conf Rpt	299,450,332		0		21,623,777		153,718		0	
2023 4th Calc	257,887,393		0		20,709,989		161,858		1,458,559	

	Instructional Materials	+	Mental Health Assistance	+	Reading Instruction	+	Safe Schools	+	Sparsity Supplement	+
2024 Conf Rpt	Incl in BSA in 2024		2,785,253		Incl in BSA in 2024		4,380,007		0	
2023 4th Calc	4,376,625		2,421,662		2,885,028		3,661,076		0	

	Student Transportation	+	Education Enrichment (f.k.a. SAI)	+	CR Teacher & Oth Instr Personnel Salary Incr $17,757,405	+	Teachers Classroom Supplies	+	Turnaround Supplement	=
2024 Conf Rpt	8,730,006		13,266,135		Incl in BSA in 2024		Incl in BSA in 2024		0	
2023 4th Calc	8,392,512		12,862,456		13,607,402		968,956		0	

	Gross State and Local Funding	-	Required Local Effort 2023-24 - 3.244 2022-23 - 3.274:	=	Net State FEFP	+	Class Size Reduction	+	State Funded Discretionary Supplement	=
2024 Conf Rpt	350,389,228		214,559,937		135,829,291		49,033,659		6,669,570	
2023 4th Calc	329,393,516		188,481,768		140,911,748		51,015,963		0	

	Total State Funding	+	Required Local Effort (RLE)	+	.748 Discretionary Local Effort	=	Total FEFP Funding	-	FES 2023-24 UFTE 3,274.77 2022-23 UFTE 2,346.50	=	District FEFP Funding
2024 Conf Rpt	191,532,520		214,559,937		49,473,130		455,565,587		30,053,419		425,512,168
2023 4th Calc	191,927,711		188,481,768		43,061,809		423,471,288		23,224,117		400,247,171

Revenue Funded by Local Taxable Value of Property

Description	2023-2024 Conference Report Millage Rate	2023-2024 Conference Report Amount to be Raised @ 96.00%	2022-2023 4th Calc Millage Rate	2022-2023 4th Calc Amount to be Raised @ 96.00%
Gross Taxable Value		$68,896,403,965		$59,967,982,716
Required Local Effort (RLE)	3.244	$214,559,937	3.274	$188,481,768
Discretionary Operating	0.748	$49,473,130	0.748	$43,061,809
Capital Outlay	1.500	$99,210,822	1.500	$86,353,895
Additional Voted Operating	1.000	$66,140,548	1.000	$57,569,263
Total	6.492	$429,384,436	6.522	$375,466,736

Estimated Taxable Value as of May 25, 2023: $72,275,325,344

Significant Assumptions for 2023-24 GF Budget

- Increased student FTE caused an increase in Classroom Teacher Allocations -$6.8M
- Transfer MS & HS Certified School Counselors from ESSER Grant - $4.2M
- Transfer MS & HS Classroom Subs from ESSER Grant - $1.2M
- Increased Employer FRS Contribution Rate - $3.8M
- Increased Health Insurance Rate - $5.6M

General Fund- Fund Balance Summary

Fiscal Year	Total Fund Balance	Nonspendable Inventory	Restricted	Assigned	Unassigned	Combined Assigned/Unassigned	Fund Balance % of Revenue	Rate of Change	Revenue
05-06	$15,230,488	$502,400	$1,418,451	$4,511,189	$8,798,448	$13,309,637	4.87%		273,169,330
06-07	$11,920,032	$435,949	$640,817	$1,103,879	$9,739,387	$10,843,266	3.56%	-1.31%	304,332,555
07-08	$8,066,211	$452,003	$1,344,442	$998,738	$5,271,028	$6,269,766	1.98%	-1.59%	317,387,551
08-09	$11,391,193	$389,949	$405,126	$1,056,920	$9,539,198	$10,596,118	3.43%	1.46%	308,714,494
09-10	$10,870,441	$452,212	$163,742	$1,128,208	$9,126,279	$10,254,487	3.50%	0.06%	293,289,240
10-11	$6,794,087	$1,687,831	$132,154	$1,579,405	$3,394,697	$4,974,102	1.65%	-1.84%	300,722,362
11-12	-$3,458,661	$460,237	$208,430	$0	-$4,127,328	-$4,127,328	-1.40%	-3.05%	295,243,037
12-13	-$7,503,057	$950,536	$180,838	$0	-$8,634,431	-$8,634,431	-2.80%	-1.40%	308,347,961
13-14	$14,411,381	$730,723	$2,614,303	$973,008	$10,093,347	$11,066,355	3.32%	6.12%	333,033,399
14-15	$17,348,150	$743,221	$2,409,971	$2,877,127	$11,317,831	$14,194,958	4.11%	0.79%	345,289,263
15-16	$16,189,118	$738,001	$2,036,469	$4,815,340	$8,599,308	$13,414,648	3.72%	-0.39%	360,429,470
16-17	$25,562,074	$680,710	$6,759,806	$5,294,697	$12,826,861	$18,121,558	4.92%	1.20%	368,183,816
17-18	$30,240,826	$647,626	$8,955,032	$4,840,580	$15,797,588	$20,638,168	5.44%	0.52%	379,074,775
18-19	$39,214,896	$621,256	$16,751,415	$5,765,591	$16,076,634	$21,842,225	5.02%	-0.43%	435,331,110
19-20	$29,018,719	$589,122	$11,747,589	$5,877,706	$10,804,302	$16,682,008	3.84%	-1.18%	434,787,105
20-21	$42,260,186	$865,221	$12,717,762	$4,917,554	$23,759,649	$28,677,203	6.37%	2.53%	450,473,141
21-22	$50,388,336	$691,636	$6,950,507	$6,482,925	$36,263,268	$42,746,193	9.39%	3.02%	455,396,441
22-23 Estimate	$69,638,290	$691,636	$8,255,155	$9,877,605	$50,813,895	$60,691,500	11.71%	2.32%	518,305,804
23-24 Estimate	$42,676,060	$691,636	$5,750,000	$6,427,078	$29,807,346	$36,234,424	6.95%	-4.76%	521,550,064

General Fund - Fund Balance Requirements

District Policy 6233 – District Budget General Fund Ending Fund Balance

- The Constitution of the State of Florida requires that the District operate under a balanced budget. The Board understands that there may be unforeseen circumstances that can result in increases or decreases in revenue and/or expenditures. These circumstances would thereby impact the financial stability of the District.
- An adequate fund balance reserve is necessary to cover unforeseen events (e.g., revenue shortfalls, student enrollment under projections, etc.). The Board shall maintain a general fund reserve of ending fund balance not classified as restricted, committed, or non-spendable of up to five percent (5%) of recurring general fund revenues, but no less than three percent (3%). The additional two percent (2%) will be assigned by the Board as a contingency fund to be used only for fiscal shortfalls.

Questions?

AGENDA ITEM NO. III.2

School Board of Manatee County
June 29, 2023 - Workshop

Title
Update on Impact Fee Study

Executive Summary
Mr. Joseph Ranaldi, COO, and Mr. Michael Pendley, Executive Planner, will provide an update on the Impact Fee Study.

Contact
Submitting Department: Construction Services
Initiated By: William Horton

Attachments:
Manatee County School Board Work Session 06.29.23



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Manatee County School District

Impact Fee Study Update

June 29, 2023

TischlerBise Experience

40-year consulting practice serving local governments nationwide

- Impact fees/infrastructure financing strategies
- Fiscal/economic impact analyses
- Capital improvement planning
- Infrastructure finance/revenue enhancement
- Real estate and market feasibility

Clay County Schools

DeSoto County Schools

Flagler County Schools

Lee County Schools

Osceola County Schools

Pasco County Schools

Sarasota County Schools

St. Lucie County Schools

Manatee County Schools

Impact Fee Requirements

- Must meet growth-related infrastructure needs
  - Provide infrastructure as growth occurs
  - System-level improvements, not project-level improvements
- Represent new development's proportionate share of capital cost for system improvements
  - Demographic analysis and development projections
  - Infrastructure needs and cost analysis
- Fee payers must receive a benefit
  - Additional capacity must be provided in a timely manner
  - Accounting and expenditure controls

Manatee Co. Schools Fee Methodology

- Incremental Expansion Approach
  - Formula-based approach based on existing levels of service
  - Fee is based on the current cost to replicate existing levels of service (i.e., replacement cost)



Recent Legislative Changes

- Impact fee increase limits
  - An increase of not more than 25% must be implemented in two equal annual increments
  - An increase between 25% and 50% must be implemented in four equal increments
  - An impact fee increase may not exceed 50% of the current rate
- Fee increase can exceed the phase-in limitations if
  - Conduct an analysis demonstrating “extraordinary circumstances”
  - Two publicly noticed workshops
  - Increase must be approved by at least two-thirds vote of the governing body
- Fee may not increase more than once every 4 years

Student Generation Rates – Unit Size

TischlerBise used regression analysis to adjust student generation rates (actual averages per housing unit) to match Manatee County's proposed impact fee size thresholds.

Elementary School

Fitted-Curve Values	
Sq Ft Range	Students
750 or less	0.057
751 to 1,000	0.068
1,001 to 1,300	0.079
1,301 to 1,700	0.090
1,701 to 2,200	0.100
2,201 or more	0.113

Middle School

Fitted-Curve Values	
Sq Ft Range	Students
750 or less	0.021
751 to 1,000	0.028
1,001 to 1,300	0.034
1,301 to 1,700	0.041
1,701 to 2,200	0.047
2,201 or more	0.054

High School

Fitted-Curve Values	
Sq Ft Range	Students
750 or less	0.032
751 to 1,000	0.046
1,001 to 1,300	0.057
1,301 to 1,700	0.070
1,701 to 2,200	0.081
2,201 or more	0.095

Total

Fitted-Curve Values	
Sq Ft Range	Students
750 or less	0.110
751 to 1,000	0.142
1,001 to 1,300	0.170
1,301 to 1,700	0.201
1,701 to 2,200	0.228
2,201 or more	0.262

Capital Cost per Student

Level-of-Service (LOS) Standards			
Fee Component	Elementary	Middle	High
School Building			
Square Feet per Student	137.46	139.59	150.53
Cost per Square Foot	$333	$403	$365
School Building Cost per Student	**$45,775**	**$56,254**	**$54,944**
Land			
Acres per Student	0.021	0.025	0.037
Cost per Acre	$75,487	$75,487	$75,487
Land Cost per Student	**$1,605**	**$1,861**	**$2,806**
Bus			
Buses per Student	0.0049	0.0049	0.0049
Cost per Bus	$120,949	$120,949	$120,949
Bus Cost per Student	**$593**	**$593**	**$593**

Capital Cost per Student			
Fee Component	Elementary	Middle	High
School Building Cost	$45,775	$56,254	$54,944
Land Cost	$1,605	$1,861	$2,806
Bus Cost	$593	$593	$593
Gross Cost per Student	$47,973	$58,708	$58,343
Credit - COPS Principal	($2,883)	($2,883)	($2,883)
Credit - Sales Tax Bond Principal	($2,004)	($2,004)	($2,004)
Credit - Future Debt Service	($7,210)	($7,210)	($7,210)
Net Cost per Student	$35,875	$46,611	$46,246

Proposed Fees

Fee Component	Elementary	Middle	High
Net Cost per Student	$35,875	$46,611	$46,246

School District of Manatee County Students per Housing Unit				
Unit Size	Elementary	Middle	High	Total
750 or less	0.057	0.021	0.032	0.110
751 to 1,000	0.068	0.028	0.046	0.142
1,001 to 1,300	0.079	0.034	0.057	0.170
1,301 to 1,700	0.090	0.041	0.070	0.201
1,701 to 2,200	0.100	0.047	0.081	0.228
2,201 or more	0.113	0.054	0.095	0.262

The maximum supportable fee may not exceed the current fee by more than 50 percent (statutory limit). The proposed fee represents the maximum fee Manatee County can adopt without proving extraordinary circumstances.

An increase up to 25 percent must be implemented in two equal increments

An increase between 25 percent and 50 percent must be implemented in four equal increments

Impact Fees per Housing Unit						Percent Increase	
Unit Size	Maximum Supportable	Current Fees[1]	Statutory Limit	Proposed Fees	Increase / (Decrease)	Maximum Supportable	Proposed Fees
750 or less	$4,504	$1,971	$2,957	$2,957	$986	128%	50%
751 to 1,000	$5,872	$3,502	$5,253	$5,253	$1,751	68%	50%
1,001 to 1,300	$7,055	$6,127	$9,190	$7,055	$928	15%	15%
1,301 to 1,700	$8,377	$6,127	$9,190	$8,377	$2,250	37%	37%
1,701 to 2,200	$9,524	$6,127	$9,190	$9,190	$3,063	55%	50%
2,201 or more	$10,964	$6,127	$9,190	$9,190	$3,063	79%	50%

1. Current fee for unit size "750 or less" represents the existing manufactured home fee, "751 to 1,000" represents the existing multifamily fee, and 1,001 or more represents the existing single family fee.

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Proposed Fees Phasing

Impact Fees per Housing Unit					
Unit Size	Current Fees[1]	Proposed Fees			
		Year 1	Year 2	Year 3	Year 4
750 or less	$1,971	$2,218	$2,464	$2,710	$2,957
751 to 1,000	$3,502	$3,940	$4,377	$4,815	$5,253
1,001 to 1,300	$6,127	$6,591	$7,055	$7,055	$7,055
1,301 to 1,700	$6,127	$6,689	$7,252	$7,814	$8,377
1,701 to 2,200	$6,127	$6,893	$7,658	$8,424	$9,190
2,201 or more	$6,127	$6,893	$7,658	$8,424	$9,190

1. Current fee for unit size "750 or less" represents the existing manufactured home fee, "751 to 1,000" represents the existing multifamily fee, and 1,001 or more represents the existing single family fee.

Single Family Fee Comparison

School District	Last Updated	Single Family Fee
Osceola County	2021	$12,373
Clay County	2022	$10,551
Orange County [1]	2021	$10,269
Broward County [2]	2017	$9,940
Seminole County	2017	$9,000
Polk County	2021	$8,998
Lake County	2019	$8,927
Collier County	2015	$8,790
Manatee County [1] (Proposed)	***2023***	***$7,055***
Hillsborough County [1]	2020	$6,856
Manatee County (current)	2017	$6,127
Flagler County	2021	$5,450
Nassau County	2018	$5,431
Brevard County	2017	$5,097
St. John's County [1]	2018	$5,016
Marion County	2008	$3,967
Sarasota County	2022	$2,286

[1] Fee schedule is based on housing floor area, fee listed is for median size range.

[2] TischlerBise is currently updating Osceola County school impacts fees. Fee listed is the maximum supportable amount recently presented.

Questions/Comments

AGENDA ITEM NO. III.3

School Board of Manatee County
June 29, 2023 - Workshop

Title
Discussion of Citizens' Financial Oversight Committee (CFOC)

Executive Summary
The Board will hold discussion regarding the Citizens' Financial Oversight Committee (CFOC). The CFOC Chair will give an overview of the annual report and take part in discussion.

Contact
Submitting Department: School Board

Attachments:
CFOC Charter Proposed Revision - Redlined
2022 Annual Report Citizens' Financial Oversight Report FY2022
CFOC Charter - Clean 1-2023.

SCHOOL BOARD OF MANATEE COUNTY, FLORIDA

CITIZENS FINANCIAL OVERSIGHT COMMITTEE CHARTER

August 24, 2021

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 one-mill 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 sixty days after the School Board certifies it 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 School Board has pledged "that the revenues generated by the additional millage for operational purposes shall be used to increase student achievement through more instructional time and after-school tutoring, recruit and retain teachers and staff with competitive salaries, expand Career and Technical Education and STEM programs to prepare students for the workforce, and to support charter schools. The money shall only be used for the purposes listed above."

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 ~~are~~ non-voting ex officio ~~standing~~ members of the Committee.

Effective June 30, 2021, the Committee will consist of a minimum of seven and a maximum of twelve 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 supermajority (67%) of the voting members of the ~~Citizens' Financial Oversight~~ 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 Citizens' Financial Oversight Committee will be appointed by the Chair to these committees. The Citizens' Financial Oversight Committee may establish or dissolve subcommittees by a majority vote of 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. 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.

March 20, 2023

Manatee County School Board
215 Manatee Avenue West Bradenton, FL 34205

Dear Members of the School Board,

The Citizens' Financial Oversight Committee ("CFOC") has completed its review of the revenue, expenses and operating reserves of the one mill increase in the school ad valorem millage pursuant to "Resolution 2017-11" (the "Resolution") for the fiscal year ending June 30, 2022.

Our review included accessing audited financial records of the Manatee County School District (the "District"), compiling and summarizing detailed records into the data included in this report. We performed certain analytical procedures to verify our conclusions. Also, we relied upon representations of the District, and the internal audit procedures of restricted funds of the District in reaching our conclusions.

Except as otherwise set forth herein, it is our finding that tracking and accounting of Resolution Revenue and Resolution Expenditures were in material compliance with the operating budget established by the District and approved by the Board for the twelve months ending June 30, 2022.

In addition to the CFOCs review of financial records of the District, the CFOC has reviewed certain data to identify relevant outcomes related to the use of the Resolution Revenue (as hereinafter defined) consistent with the stated goals of the Resolution. As illustrated within this report, the district has shown improvement in metrics related to goals set forth in the initiative. This improvement can be attributed to many factors including implementation of the referendum. That said, certain data and analysis being measured at this time are presented in this report.

It is the CFOC's opinion that all conclusions in this report are based on materially correct data.

Susan Harrigan Chair,
Citizens' Financial Oversight Committee

Creation of the Citizens' Financial Oversight Committee

The Citizens' Financial Oversight Committee ("CFOC") was created through the Manatee County School District School Board's approval and adoption of Resolution 2017-11 on November 14, 2017, and the subsequent vote in favor of the one mill increase in the operating ad valorem millage by the constituents of Manatee County in the Special Election held on March 20, 2018.

More specifically: (a) the ballot summary question language approved in Resolution 2017-11 stated the funds generated by the one mill increase to the operating ad valorem millage would be "..... overseen by an independent citizens' committee"; and (b) paragraph 4 of Resolution 2017-11 provided as follows: "Provided the millage increase for Manatee County Schools is approved, a financial oversight committee appointed by the School Board shall issue an annual report to insure proper fiscal stewardship of the funds. In addition, the committee shall identify relevant outcomes and report results to the community.

The School Board appointed the initial members of the committee in 2018 who serve subject to the committee charter approved by the CFOC and the School Board. Over the past two years, the Board has appointed subsequent members as terms have expired. As of June 30th, 2022, four members' terms are expiring.

Mission of the CFOC

The Mission of the CFOC is to: (i) provide oversight to ensure proper fiscal stewardship of operating funds provided by the one mill increase in the operating ad valorem millage; (ii) identify and measure relevant outcomes from the deployment of the funds from the one mill increase; and (iii) report results to the School Board and the community.

Operation and Organization of the CFOC

The committee meets as a single body to review information provided by the District pertinent to its mission.

Financial Review and Analysis

We have completed our review of the Resolution Revenue, Expenditures and operating reserves of the Resolution Revenue. Our review included accessing audited financial records of the District, compiling and summarizing detailed records into the data included in this report. We performed certain analytical procedures to verify our conclusions. Also, we relied upon representations the District, and the internal audit procedures of restricted funds of the District in reaching our conclusions.

Defining Terms

- Resolution Revenue: Revenue generated from the one mill increase in the school ad valorem millage pursuant to Resolution 2017-11.
- Core Revenue: All other general fund revenue
- Resolution Expenditures: Expenditures restricted from the Revenue source of the one mill increase in the school ad valorem pursuant to Resolution 2017-11
- Core Expenditures: All other general fund expenditures

Conclusions

Our review concludes that the financial records of the District represent, in all material respects, proper recording and tracking of the Resolution Revenue, Resolution Expenditures and operating reserves related to the Resolution Revenue as presented in the following schedules (appendices to this report):

- Resolution Budget vs. Actual Expenditures/Fund Balance by Project for the Year Ended June 30th, 2022 (Schedule A)
- Recap of Comparative Income and Expense Data and Analysis of Increase/Decrease for the Initial Year of Resolution Amounts (Schedule B)

Analysis

Schedule A presents a comparison of budgeted Resolution Expenditures to actual Resolution Expenditures for the fiscal year ending June 30, 2022. Resolution Revenue budgeted but not spent in a given Project accounting category in the fiscal year ended June 30, 2022 was carried forward to the 2021-2022 budget as adjustments restricted to the Project accounting category the funds were originally budgeted for. Similarly, Resolution Expenditures more than the budgeted amounts were carried forward to the following fiscal year as adjustments in the 2021-2022 budget.

Schedule B presents comparative revenue and expense information and corresponding year over year change analysis. Total expenditures from the General Fund for the District increased by 4.66% with Core Expenditures contributing 2.74% of the increase and Resolution Expenditures contributing 29.66%.

Total revenue for the District also increased 0.54% with Core Revenue and Resolution Revenue contributing -0.20% and 8.71% respectively.

Discussion and Recommendations

Consistent with the CFOC's prior recommendation regarding maintaining increases in Core Expenditures consistent with economic conditions, the CFOC again recommends the School District consider Core Expenditure increases after accounting for inflation. Should there be a correlation between spending in certain areas and the success of the District, in the case of Instruction, there was likely no Core Expenditure increases net of inflation. CPI-U has increased by 10.2% between March 2021 and March 2022, per the Bureau of Labor Statistics.

Incremental increases in Resolution Revenue through an increase in tax assessed values alone will not be sufficient to fund the necessary increases in certain Core Expenditure areas. The following is a breakdown of wage increases over the past 4 years with Core increases and increases that the Referendum brought to wages.

Explanation of Teacher Pay by Source

Core Pay	Steps	2017-'18	2018-'19	2019-'20	2020-'21	2021-'22	Four Year Increase
Minimum entry level	1C	$38,892	$39,096	$39,197	$44,941	$47,500	22.13%
Maximum entry level	8A	$44,634	$44,839	$44,941	$44,941	$47,500	6.42%
Maximum	37C	$65,187	$71,739	$71,840	$71,840	$74,547	14.36%

Referendum Supplement	Steps	2017-'18	2018-'19	2019-'20	2020-'21	2021-'22	Annual Increase due to Referendum
Minimum entry level	1C	N/A	$4,008	$4,728	$5,201	$5,410	$5,201
Maximum entry level	8A	N/A	$4,008	$4,728	$5,201	$5,410	$5,201
Maximum	37C	N/A	$4,008	$4,728	$5,201	$5,410	$5,201

Additional ¼ Hour	Steps	2017-'18	2018-'19	2019-'20	2020-'21	2021-'22	Increase due to Referendum
Minimum entry level	1C	N/A	$1,303	$1,307	$1,498	$1,582	$1,582
Maximum entry level	8A	N/A	$1,495	$1,498	$1,498	$1,582	$1,582
Maximum	37C	N/A	$2,391	$2,395	$2,395	$2,482	$2,482

Total	Steps	2017-'18	2018-'19	2019-'20	2020-'21	2021-'22	Four Year Increase
Minimum entry level	1C	$38,892	$44,407	$45,232	$51,640	$54,492	32.78%
Maximum entry level	8A	$44,634	$50,342	$51,167	$51,640	$54,492	15.70%
Maximum	37C	$65,187	$78,138	$78,963	$79,436	$82,439	21.86%

Additional Supplements	Steps	2017-'18	2018-'19	2019-'20	2020-'21	2021-'22	Four Year Increase
Master's Degree	1C	$907	$937	$937	$937	$1,200	32.30%
Specialist	8A	$3,325	$3,436	$3,436	$3,436	$3,436	3.34%
Doctorate	37C	$5,743	$5,934	$5,934	$5,934	$5,934	3.33%

Maximum "Step" in 2017-18 was 30C @ $65,187

House Bill 641 established minimum entry level pay to be Step 8A in 2020-'21

Maximum Step for 2021-'22 was 37D @ $74,547

Relevant Outcomes and Results

Pursuant to the Resolution, the CFOC has identified relevant outcomes related to the use of the Resolution Revenue, consistent with the stated goals of the Resolution. In order to measure these outcomes, the CFOC has relied upon representations of the District.

As illustrated within this report, the district has shown improvement in metrics related to goals set forth in the initiative. This improvement can be attributed to many factors including implementation of the referendum.

Student achievement has continued to rise until the time of COVID where the District data did not improve at the same rate as previously (when using school grade as a proxy for student achievement). The recruitment and retention of teachers and staff with competitive salaries has been measured differently in for the 2022 fiscal year than in previous years. Data in the previous years was collected at three points during the year. For this report, that data is collected at only one time of the year, eliminating inaccuracies due to staff transfers and other factors.

Some data was collected for the 2019-2020 school year, but no school grades were assigned due to the COVID-19 pandemic. 2020-2021 school grades were only available if a District opted in. No conclusion can be drawn about the impact of Resolution Revenue on retention. Information related to the expansion of Career and Technical Education and STEM programs supported by the Resolution Revenue is being measured, including the number of programs added as well as student participation in these programs.

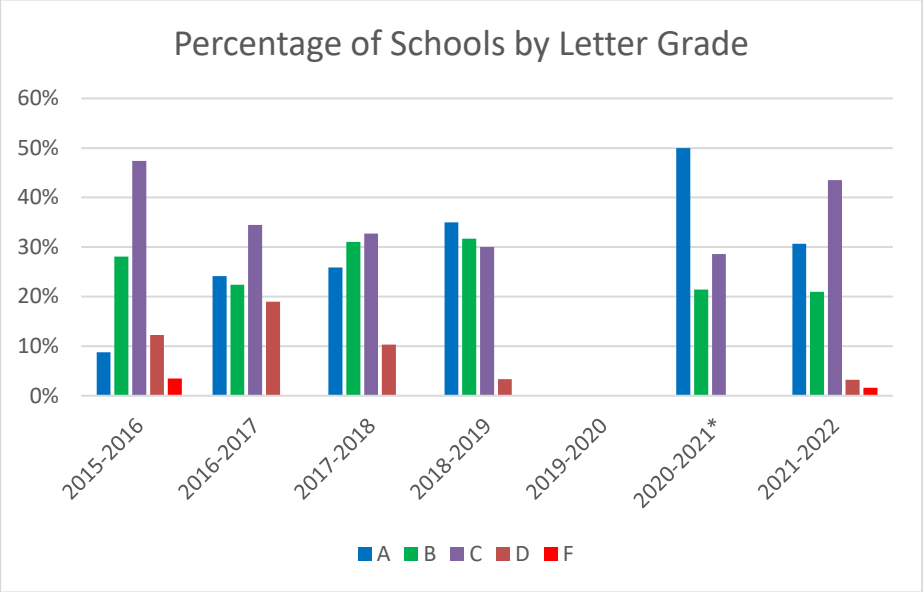
"To increase student achievement…"

We have examined the grades of each school in the District from 2015 to 2022. Though the District grade itself has remained consistent as a "B" for the last three years, 2016-'17 thru 2019-20 (not illustrated in this report), individual school performance has improved. By the end of the 2018-2019 school year, all but two schools were a grade C or above. This information was provided by the Florida Department of Education website. We are assuming that school grades can be used as a proxy for student performance. Again, school grades for the 2020-2021 school year are unavailable.

Number of Schools by Letter Grade

School Grade	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021*	2021-2022
A	5	14	15	21	N/A	7	19
B	16	13	18	19	N/A	3	13
C	27	20	19	18	N/A	4	27
D	7	11	6	2	N/A		2
F	2	0	0	0	N/A		1
Total	57	58	58	60	N/A	14	62

*School & District Grades were opt-in only in 2021



However, District rating improved from 641 for FYE June 2018 to 668 for FYE June 2019 (9 points below an "A" Rating, lifting state ranking from 33rd to 28th. The District projected their annual score to be 702 for FYE June 2020, but the State DOE did not release District Scores for 2020-21.

Individual school grades and information about school grading can be found at the following websites:

Department of Education (DOE)
https://www.fldoe.org/

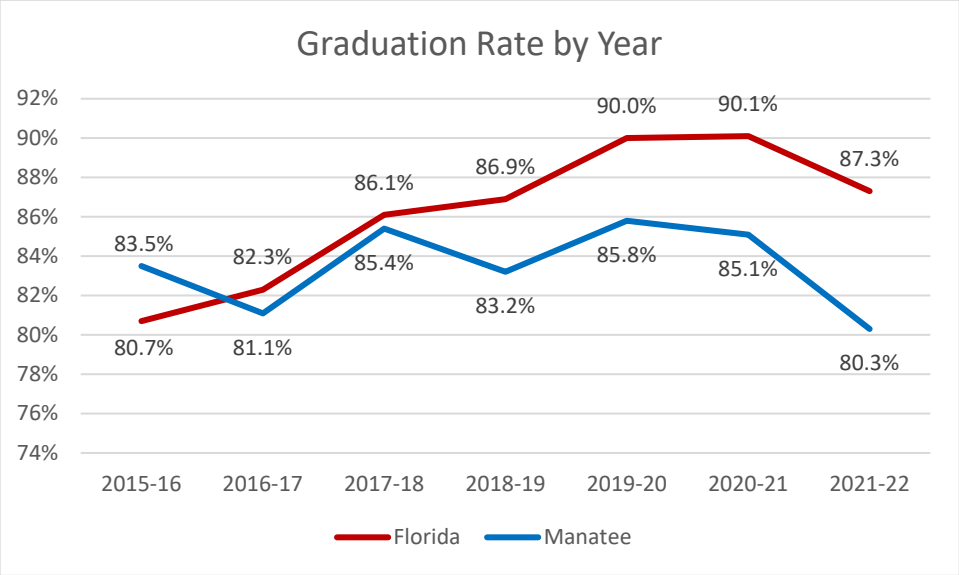
2021-22 Guide to Calculating School Grades and District Grades
https://www.fldoe.org/core/fileparse.php/18534/urlt/SchoolGradesCalcGuide22.pdf

Academic Dashboard
https://www.manateeschools.net/academicdb

The chart below shows the graduation rate in the district compared to the state as a whole from 2015-16 to 2021-2022. Note manatees 2.75% increase going into 2019-2020 during the time of the COVID impact, but a widening graduation rate gap compared to the state's 8.1% increase.

Graduation Rate by Year

Year	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Florida	80.7%	82.3%	86.1%	86.9%	90.0%	90.1%	87.3%
Manatee	83.5%	81.1%	85.4%	83.2%	85.8%	85.1%	80.3%



"To recruit and retain teachers and staff…"

This Committee has worked with the District to collect accurate information about retention.

The following chart was provided to the CFOC by the Administration showing teacher retention at the elementary, middle, and high school levels as well as MTC and cross-departmental teachers. This was created by comparing the teachers recorded in August 2021 (the beginning of the school year and comparing it to those recorded at the beginning of the new school year.

Year over Year Retention of All Staff

School	Year	Retained	Hired	Total	Retention Rate %
2018	2019	4707	798	5505	87%
2019	2020	4942	732	5674	90%
2020	2021	4658	510	5168	82%
2021	2022	4363	707	5070	84%

Year over Year Retention of Instructional/Teachers

School	Year	Retained	Hired	Total	Retention Rate %
2018	2019	2412	270	2682	90%
2019	2020	2441	301	2742	91%
2020	2021	2313	243	2556	84%
2021	2022	2240	286	2526	88%

Please note:

- Year over Year (YoY) retention rates show the percentage of employees who were employed on day one of the school fiscal year and remain with the district on the last day of that year. The school fiscal year starts on July 1 and ends on June 30.
- Any new employees hired during the fiscal year become part of the number of employees of the following year, provided they were active on day one of that year.

Teacher Population with Advanced Degrees

Degree Type	6/7/2017		6/6/2018		2/4/2020		6/7/2021		4/1/2022	
	#	%age	#	%age	#	%age	#	%age	#	%age
Doctorate	56	2.07%	67	2.20%	74	2.47%	55	2.03%	60	2.08%
Specialist	52	1.93%	63	2.07%	55	1.84%	50	1.84%	50	1.74%
Master's	1,096	40.61%	1,221	40.18%	1,326	44.27%	1,055	38.92%	1,109	38.51%
Total Advanced Degrees	1,204	44.61%	1,351	44.46%	1,455	48.58%	1,160	42.79%	1,219	42.33%
Bachelor's	1,495	55.39%	1,688	55.54%	1,540	51.42%	1,551	57.21%	1,661	57.67%
Total Teachers	2,699	100.00%	3,039	100.00%	2,995	100.00%	2,711	100.00%	2,880	100.00%

The table above shows the number of teachers in the school district with advanced degrees as well as the percentage of the total teacher population holding those degrees. There is a significant jump in the number of teachers holding advanced degrees after the Resolution was implemented. Not enough information is available to determine if this is due to recruitment of more competitive candidates, or if teachers already employed within the district completed advanced degree certifications during this time. Please note that the time periods when these measurements were taken are not uniform, but the Committee felt it was important to present the information that we have. Additionally, there is a drop in 2021 in both the raw number and percentage of teachers with advanced degrees compared to 2020. It is no secret that many teachers nation-wide left the field because of the Pandemic, so to see a drop in these numbers is not surprising. However, it makes it much harder to assess the efficacy of the Referendum in terms of hiring more teachers with advanced degrees.

"Expand Career and Technical Education and STEM programs to prepare students for the workforce…"

This is an area where extensive data is being collected by the District. Much of this information is internally generated by the District and utilized by District leadership, as opposed to the information being collected only at the request of this Committee. We have reviewed plans outlining the intended use of the Resolution Revenue for these areas and provided feedback where appropriate, and the District has made changes accordingly in response to this feedback.

The relevant outcomes that we can measure at this time are the number of programs added and the number of students participating in these programs. A summary of the progress is included as Schedule C in the appendices. As mentioned previously, the CFOC is continuing to track and analyze data to reach conclusions about the success of these programs.

The District has identified the following relevant outcomes that it is measuring:

- Graduation Rates
- Number of Industry certifications earned
- On-the-Job Training experience

The degree of planning that has gone into the deployment of Resolution Revenue to expand career and technical education and STEM programs by the District, as well as the identification of relevant outcomes it is measuring gives this Committee a high degree of confidence that we will be able to continue to collect consistent, reliable information on these programs as the information becomes available. It is encouraging that the District administration and staff overseeing these programs proactively identified relevant outcomes that they wanted to measure for their own purposes.

Conclusions

It is vital that the District takes a more hands on approach with measuring the relevant outcomes of the Resolution and using that information to guide their decision making. For this Committee to uphold its obligation under the Resolution, we need consistent, reliable information provided to us in a timely fashion in a format conducive to data analysis. We are grateful for the help of District staff members who have worked hard to get us the information we have thus far, and we must work together to establish a more streamlined, recurring flow of information. This is particularly true for relevant outcomes for teacher and staff recruitment and retention.

Recognition of Staff

The CFOC has achieved a good working relationship with District staff that has allowed us to access information in an easier and more timely manner. We would like to specifically thank Rachel Sellers, Richard Bailey, Doug Wagner, and Christian Moreno Hernandez, for their efforts and guidance.

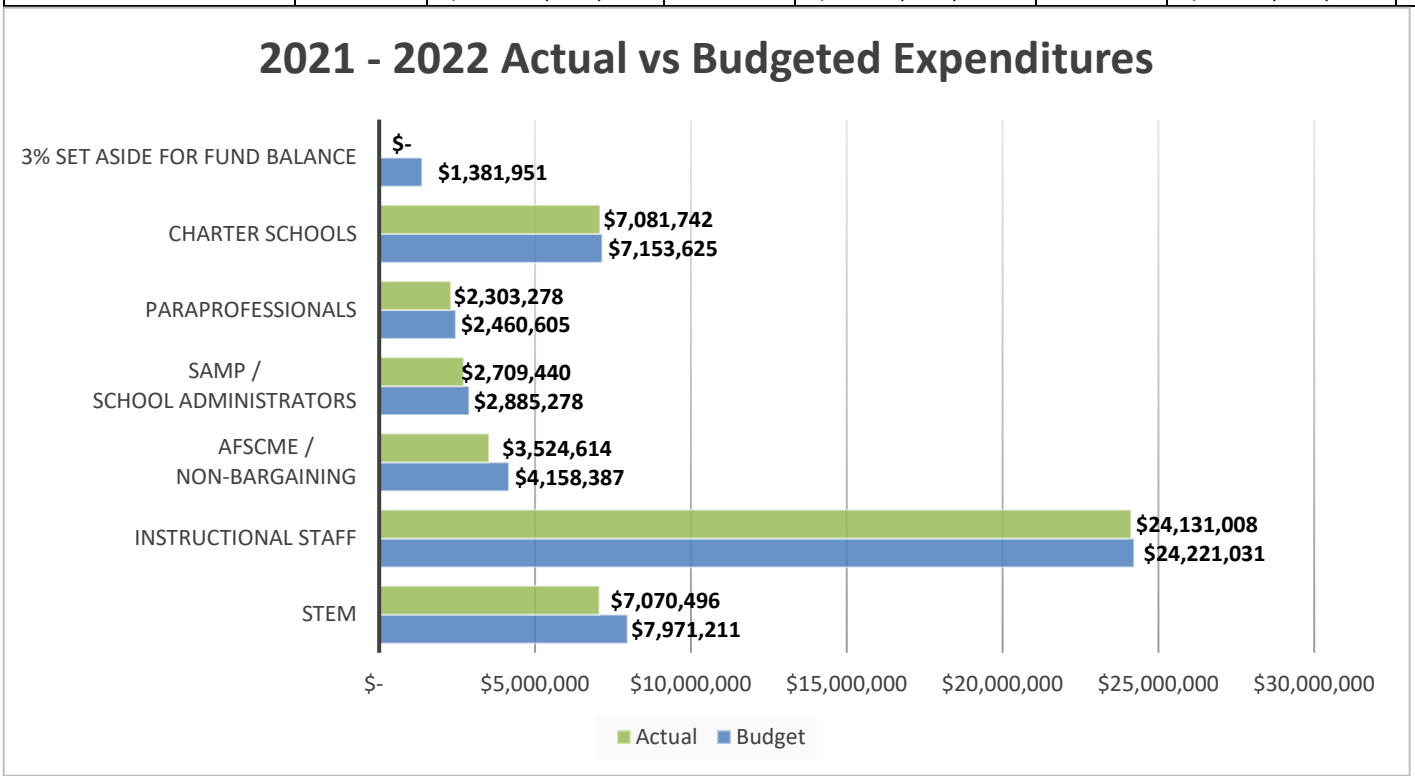
APPENDIX

CFOC ANNUAL REPORT FOR THE FISCAL YEAR ENDING
JUNE 30, 2022

Schedule A

Referendum Expenditures - Budget vs Actual by Project for Year Ending June 30th, 2022

	Goal	2020-21 Actual	%	2021-22 Budget	%	2021-22 Actual	% Expensed
STEM	15.50%	$ 7,817,296	17.22%	$ 7,971,211	15.87%	$ 7,070,496	15.10%
Instructional Staff	51.00%	$ 22,730,745	50.09%	$ 24,221,031	48.22%	$ 24,131,008	51.54%
AFSCME / Non-Bargaining	8.00%	$ 2,845,869	6.27%	$ 4,158,387	8.28%	$ 3,524,614	7.53%
SAMP / School Administrators	6.00%	$ 2,561,141	5.64%	$ 2,885,278	5.74%	$ 2,709,440	5.79%
Paraprofessionals	5.00%	$ 1,891,525	4.17%	$ 2,460,605	4.90%	$ 2,303,278	4.92%
Charter Schools	14.50%	$ 6,251,469	13.77%	$ 7,153,625	14.24%	$ 7,081,742	15.13%
3% set aside for Fund Balance	3.00%	$ 1,285,841	2.83%	$ 1,381,951	2.75%	$ -	0.00%
Total	100.00%	$ 45,383,886	100.00%	$ 50,232,088	100.00%	$ 46,820,578	100.00%



Schedule B
Recap of 2021 vs 2022 Core and Resolution Revenue and Expenditures

Core vs Resolution Analysis	Sum of 2021 Actuals	Sum of 2022 Actuals	Difference Year to Year 2021 vs 2022	Percentage Difference
Revenues				
Core	$ 426,979,970	$ 428,278,388	$ 1,298,418	0.30%
Resolution	$ 42,861,376	$ 46,065,037	$ 3,203,661	7.47%
Total Revenues	$ 469,841,346	$ 474,343,425	$ 4,502,079	0.96%
Expenditures				
Core	$ 415,174,965	$ 420,213,283	$ 5,038,318	1.21%
Resolution	$ 44,098,045	$ 46,820,579	$ 2,722,534	6.17%
Total Expenditures	$ 459,273,010	$ 467,033,862	$ 7,760,852	1.69%
Difference				
Core	$ 11,805,005	$ 8,065,105	$ (3,739,900)	
Resolution	$ (1,236,669)	$ (755,542)	$ 481,127	
Grand Total	$ 10,568,336	$ 7,309,563	$ (3,258,773)	

2023 Income & Expenditures thru 28 February 2023

Core vs Resolution Analysis	2023 Budget	Difference Year to Year 2023 budget vs 2022 Actual	2023 Actuals thru 2/28/2023	Difference 2023 YTD Actual vs 2023 Budget
Revenues				
Core	$ 471,093,151	$ 42,814,763	$ 387,181,676	$ (83,911,476)
Resolution	$ 57,569,264	$ 11,504,227	$ 53,838,408	$ (3,730,856)
Total Revenues	$ 528,662,415	$ 54,318,990	$ 441,020,084	$ (87,642,332)
Expenditures				
Core	$ 486,305,819	$ 66,092,536	$ 299,041,323	$ (187,264,495)
Resolution	$ 60,980,773	$ 14,160,194	$ 34,095,017	$ (26,885,756)
Total Expenditures	$ 547,286,592	$ 80,252,730	$ 333,136,340	$ (214,150,251)
Difference				
Core	$ 15,212,668	$ 23,277,773	$ (88,140,352)	$ (103,353,020)
Resolution	$ 3,411,509	$ 2,655,967	$ (19,743,391)	$ (23,154,900)
Grand Total	$ 18,624,176	$ 25,933,740	$ (107,883,743)	$ (126,507,920)

Schedule C

2021/2022 Career and Technical Education/Vocational Millage Budget:

In 2021/2022, the career and technical education/vocational millage budget was utilized on expanding robotics and automation equipment at district middle and high schools. Multiple school's received upgrades for their TV production and digital video studios to provide students with the latest technology available in the field and to allow for remote broadcasting. Southeast High School gained Bloomberg terminals that connect their students with a powerful network spanning finance, business and government professionals which will give them an edge through the use of accurate, real-time business and market-moving information that helps them make critical financial decisions. Computer upgrades were purchased for TV production, engineering design, business, and tech ed programs for various middle and high schools.

2021/2022 Science Millage Budget:

Science millage funds spent in 2021/2022 were focused on expanding current programs into new schools, and to providing resources and materials needed for science teachers to engage in real-world, hands-on lessons. A new agriscience teacher position, funded by the science budget, was introduced at Myakka City Elementary School. The Woz program was expanded even further, and these cutting-edge science educational materials were added to multiple district schools. Generation Genius and Discovery Education online enrichment platforms were used as a supplemental curriculum resource to support teachers in preparing students for the 5th and 8th grade science FSA exams. Science lab upgrades were purchased for Braden River High School, King Middle School, Lincoln Middle School, Southeast High School, and Parrish Community High School.

2021/2022 STEM Elementary Millage Budget:

During the 2021/2022 school year, the elementary millage budget was used to provide cutting edge technology for Elementary students and expand/support the robotics education programs for our youngest students. New laser cutting and engraving machines were purchased for 4 new schools. These lasers are the final step in the design process and offer students a way to see first-hand what they have created using design software. This budget was used to acquire robotics equipment and student iPads, while also granting access to live STEM robotics competitions at the local, regional, and national levels. 18 elementary STEM teachers were funded from the STEM Elementary funds.

2021/2022 Critical Mission School-Based Budget:

All elementary, middle, and high schools in Manatee County were once again allocated their portion of this year's millage funds to be used for school-based, academic development, remediation, and STEM learning enhancement projects. These efforts included one-on-one student academic tutoring focused on small group instruction in multiple subjects along with remediation materials based off individual school needs. Many schools utilized these funds to host after school and summer school courses to increase student achievement.

SCHOOL BOARD OF MANATEE COUNTY, FLORIDA

CITIZENS FINANCIAL OVERSIGHT COMMITTEE CHARTER

August 24, 2021

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 one-mill 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 sixty days after the School Board certifies it 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 School Board has pledged "that the revenues generated by the additional millage for operational purposes shall be used to increase student achievement through more instructional time and after-school tutoring, recruit and retain teachers and staff with competitive salaries, expand Career and Technical Education and STEM programs to prepare students for the workforce, and to support charter schools. The money shall only be used for the purposes listed above."

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 interestwith 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, are standing members of the Committee.

Effective June 30, 2021, the Committee will consist of a minimum of seven and a maximum of twelve 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 members present. Any recommendations to the School Board shall be approved by a supermajority (67%) of the Citizens' Financial Oversight 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 Citizens' Financial Oversight Committee will be appointed by the Chair to these committees. The Citizens' Financial Oversight Committee may establish or dissolve subcommittees by a majority vote of 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. The School Board shall assign Committee members a School District email account used

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