



**CITIZENS' FINANCIAL OVERSIGHT COMMITTEE**  
**For the School District of Manatee County**  
**Committee Notes / Minutes**

<b>Meeting Date</b>	December 6, 2023
<b>Meeting Time</b>	2:00 PM
<b>Meeting Location</b>	Walter E. Miller School Support Center
<b>Committee Chairman</b>	Susan Harrigan
<b>Note Taker</b>	Danielle Domicolo
<b>Attendance</b>	<p>Committee Members:  Susan Harrigan, Chair  Michael Hartman, Vice-Chair  Tom Ehren  Holly Johnson  Catherine Ferrer-Arrived at 2:45  Pat Barber – Not in attendance  Deanna Howell – Not in attendance</p> <p>Board Members:  Cindy Spray  Mary Foreman</p> <p>Staff:  Rachel Sellers, Deputy Superintendent of Business Services  Kevin Chapman, Executive Director of Administration  Ryan Juengling, Financial Analyst</p>
<b>Opening</b>	<p><b>Call to Order</b></p> <ul style="list-style-type: none"> <li>Chair Harrigan called the meeting to order at 2:06 PM.</li> </ul> <p><b>Audio Recording</b></p> <ul style="list-style-type: none"> <li>Chair Harrigan announced that the meeting was being recorded.</li> </ul>
<b>Review and Accept Minutes from August 8, 2023</b>	<p><b>Motion:</b> Motion to approve the October 4, 2023 Minutes was made by Vice-Chair Hartman and seconded by Member Johnson.</p> <p>The motion was approved 4-0.</p>
<b>Public Comment</b>	<b>Notes:</b> There were no requests for public comment.
<b>New Business</b>	<p>a. <b>Review Quarterly Report and</b></p> <p>b. <b>Review Findings of Art Millage</b></p> <p><b>Notes:</b>  <b>Discussion of Agenda Attachments</b>  Questions were asked for clarification by Committee members and were answered by district staff.</p>

	<p>Board Member Spray asked for the district quarter dates and an estimate of when the reports would go to the Board. This information was sent to the Committee by district staff via email during the meeting.</p> <p>Member Johnson requested more detailed information regarding transactions. Staff will discuss with the Superintendent.</p> <p>Chair Harrigan requested information regarding guidelines for oversight of purchases. Ms. Sellers informed the committee of the process and the extensive approval protocol. Mr. Juengling noted the justification process on requisitions for purchases.</p> <p>Mr. Hartman suggested a school visit to see how the money is spent. Mr. Ehren stated that he would like to get further feedback from visits to use in the annual report. Mr. Chapman will work on those requests. Mr. Hartman requested a tour of the administration building.</p> <p>Ms. Harrigan inquired about the use of millage money for principals to attend SAC meetings and other supplements. Mr. Chapman suggested the committee include a recommendation to the Superintendent to ask about allowable millage supplements.</p> <p>Chair Harrigan asked about Charter School reports for millage spending. It was stated by staff that a new Statute says they need to spend the millage in line with the district. Board Member Spray asked if it related to local millage. Mr. Chapman noted he will follow up with the Charter School Office for more information.</p> <p>Ruth Gruett, Director of Purchasing and Distribution, joined the meeting via teams. Ms. Gruett gave the committee an overview of making purchases with millage funds. Ms. Gruett explained the start to finish (approval) process. The committee asked questions and additional information was provided by Ms. Gruett and Mr. Juengling.</p> <p>Cathy Miley, Director of Finance, joined the meeting via teams to answer questions about how referendum allotments were determined for each school. Discussion included salaries, mission critical, FTE and arts. Additional materials were shared by Mr. Juengling.</p> <p><b>c. Start Annual Report 2023</b></p> <p><b>Notes:</b> There was discussion by the Committee on how best to break up the data received and organize the report based on challenges and ideas from previous years.</p>
<p><b>Administrative Matters</b></p>	<p><b>a. Review Member Vacancies</b></p> <p><b>Notes:</b> New member will be starting next meeting. Katie Booth's application is on the Board Agenda for December 12.</p> <p>The Committee asked if we could add an appeal for volunteers to our home web page.</p> <p><b>b. Date of Next Committee Meeting – February 7, 2024</b></p> <p><b>Notes:</b> Chair Harrigan noted February 7, 2024 as the date for the next Committee Meeting.</p> <p><b>c. Agenda Items for Next Committee Meeting</b></p> <p><b>Notes:</b> Chair Harrigan noted the following topics for the February 7 Committee Meeting:</p> <ul style="list-style-type: none"> <li>• New Business - Annual Report</li> <li>• New Business - School tour</li> </ul>

	<p>Additional Discussions:  Board Member Foreman noted that last year's annual report had not been formally approved by the Board. Staff will work to add that to an upcoming Board Agenda for voting.</p> <p>Chair Harrigan asked when we will see the new the school grades. A discussion was held and Mr. Chapman answered questions.</p> <p>Member Ferrer asked when the next millage vote would be held. Mr. Chapman verified 2024. He also explained the process to get the new vote on the ballot.</p>
<p><b>Adjournment</b></p>	<p><b>Motion:</b> A motion to adjourn was made by Member Ehren and seconded by Vice-Chair Hartman.</p> <p>The motion was approved 5-0.</p> <p>Chair Harrigan adjourned the Meeting at 3:42 PM.</p>