

Related Entries: (Not identified at this time)

Independent Sales Surtax Oversight Committee

(1) PURPOSE

The establishment of the Independent Sales Surtax Oversight Committee was authorized by a resolution of the School Board adopted February 6, 2018, contingent upon the voters’ approval of a half-cent sales surtax by referendum on November 6, 2018. As stated in Section 4 of the resolution:

Project Oversight by an Independent Committee. There is hereby authorized the establishment of an independent oversight committee of volunteers (the “Committee”) for the purpose of overseeing and approving the implementation of the Plan commencing upon approval of the surtax and extending through the date of completion of the projects to be funded under the Plan. The membership of the committee shall be established by Board policy. The Committee oversees the use of sales tax revenues in accordance with Exhibit A and provides periodic reports of such use to the Board, as established by Board policy. The role of the Committee in overseeing the implementation of the Plan shall constitute an integral part of the Plan and shall not be subject to repeal prior to completion of the Plan.

(2) RESPONSIBILITIES AND MISSION

(a) The mission of the Committee shall be to monitor the District’s use of the half-cent sales tax revenue to be collected in Lee County from January 1, 2019, through December 31, 2028, in accordance with the Project List and to provide periodic reports to the School Board.

(b) The Committee will provide oversight of the District’s use and expenditures of the proceeds of the sales surtax to verify consistency with the projects and purposes set forth in the Resolution, as set forth in subsection (1) above.

(3) MEMBERSHIP

(a) The Sales Tax Oversight Committee shall consist of 15 members and two alternates who shall be residents of Lee County; shall serve as volunteers without compensation; shall not be current employees of the School District; and whose membership shall be approved by the School Board. Initially, each School Board Members shall select one member for a two year term and one member for a four year term to create staggered terms. Thereafter, Committee members shall be appointed for four year terms. The Superintendent shall select one member for a four year term. Members and alternates must not be a member of another Board

43 Advisory Committee at the time of their appointment. Every effort shall be made to
44 select individuals with a background in business, finance, construction, safety and
45 security; and who reflect the racial and ethnic composition of the current Lee County
46 community population whenever possible.

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48 (b) The School Board Chair and the Superintendent shall each select one alternate to
49 be appointed by the Board. Alternates shall be appointed for four year terms.
50 Alternates shall attend Committee meetings, however, an Alternate shall not have
51 voting rights or the right to make any official decision of the Committee. In the event
52 that a regular member of the Committee resigns or is otherwise removed, an
53 Alternate shall serve the remainder of that regular member's term. The Alternate
54 chosen by the Board Chair shall serve as the first Alternate until elevated to regular
55 membership. The Alternate chosen by the Superintendent shall then be the first
56 alternate, and the Chair shall select a new Alternate, continuing on a rotational basis.

57

58 (c) Regular appointments to the Committee shall be made in December, effective in
59 January of the following year for the period of time outlined in paragraph 3(a) of this
60 policy. Initial appointments to the Committee shall be made in December 2018,
61 effective in January 2019. Appointment of Committee membership is subject to
62 revocation at any time by Board action. Appointment to the Committee shall not
63 constitute a grant of a property right to such.

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65 (d) A School Board Member shall be assigned to the Committee as a liaison. The
66 School Board Member liaison shall not be a voting member of the Committee.

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68 (4) COMMITTEE MEETINGS AND PROCEDURES

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70 (a) The Committee will, at a minimum, hold meetings on a quarterly basis each
71 calendar year. The Committee may, by a majority vote, decide to hold additional
72 meetings. All meetings must be open to the public at all times and all minutes of
73 such meetings shall be promptly recorded and open to public inspection. All
74 meetings shall be video and audio recorded. Each Committee member shall be
75 subject to the Sunshine Law. The agenda for every Committee meeting shall
76 include an opportunity for public comment. The committee may, by vote, limit the
77 time allowed for comment and the subject of comment to matters on the meeting
78 agenda. The Committee will also decide whether public comment will be at the
79 beginning or end of the meeting.

80

81 (b) With the exception of the requirements for a quorum, the Committee shall follow
82 Roberts Rules of Order to ensure effective operation of its meetings. Committee
83 meetings may proceed without a quorum of the membership present.

84

85 (c) The Committee shall annually, at the first meeting after the December appointment
86 of membership, select a chair from among its membership. The Committee shall
87 also select from its membership a vice chair. The chair will be responsible for
88 directing the work of the Committee, establishing the agenda, guiding the conduct

89 of each meeting, releasing the Committee Report to the public, and submitting the
90 Committee Report to the School Board. The School Board shall assist the
91 Committee with distributing the Committee Report to the community. The
92 Committee Report shall be published on the District's website, appropriate social
93 media platforms, and other media outlets.

94
95 (d) The Chair shall appoint a Committee member to record and publish the minutes of
96 each meeting, which shall include an accounting of which Committee members
97 were present. Meeting minutes shall be approved by the Committee at each
98 subsequent meeting. The Vice Chair shall conduct meetings in the absence of the
99 Chair.

100
101 (e) All Committee meetings will be conducted in a professional manner. All Committee
102 members will be expected to conduct themselves at meetings in a manner that
103 contributes to the Committee's support of the School Board's mission. Committee
104 members who fail to meet this responsibility and whose conduct detracts from the
105 accomplishment of the mission of the Committee will be removed from membership.
106

107 (f) The Committee chair, or a designee selected by the Committee, shall make a report
108 to the Board on a quarterly basis each calendar year at a Board briefing meeting.
109 The report shall include, at a minimum:

- 110 1. Minutes of the previous Committee meeting (which may be in draft form if not
111 yet approved by the Committee);
- 112 2. The Committee's determination of the degree to which the District's use and
113 expenditure of surtax proceeds are consistent with the Plan and the approved
114 project list;
- 115 3. The Committee's recommendations, if any, regarding the District's use and
116 expenditure of surtax proceeds;
- 117 4. The Committee's recommendations, if any, regarding ways to improve
118 communications with the public regarding the District's use and expenditures of
119 surtax proceeds.

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121 **STATUTORY AUTHORITY:** 212.054, 212.055(6), 1001.42, 1001.43, F.S.
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127 Adopted: 9/25/18