

Independent Citizen Oversight Committee Position Description

PURPOSE of ICOC

The purpose of the Independent Citizen Oversight Committee (**ICOC**) is to review for appropriateness, and report on, projects and expenditures associated with the November 4, 2014, passage of a one-half cent surtax on sales. It shall be the responsibility of the ICOC to provide the School Board and the community with information related to the utilization of capital revenue generated by the one-half cent surtax on sales. Specifically, the ICOC is charged with reporting the alignment of surtax funded projects with those identified in the School District Capital Project Plan as well as the timeliness of expenditures based on the schedule of available funds. The ICOC shall be guided by the following as members engage in this oversight responsibility.

Development of ICOC

This ICOC charter was independently developed by volunteer citizens not affiliated with Brevard Public Schools (**BPS**). The ICOC is part of a surtax, effective January 1, 2015, having a duration of six years, is expected to generate \$198 M to fund (**BPS**) capital projects involving: Facility Renewal, Educational Technology, and District School Security. The ICOC is separate from BPS, and its 7 – 11 members are to evaluate BPS surtax related quarterly capital expenditures and report their findings through public school board meetings of BPS. The ICOC is to be a group of Brevard resident volunteers with proven relevant expertise and solid reputations within Brevard County.

Responsibilities of ICOC Members

- Attend quarterly or otherwise scheduled meetings of ICOC.
- Interact with other members of ICOC, contributing issue perspectives based on personal expertise and insight.
- May serve in an ICOC officer position and/or in a sub-committee role.
- Review quarterly capital Facility Renewal, Education Technology and School Security project expenditures funded through the one-half cent surtax on sales.
- Check projects for appropriate prioritization based on severity of need and district rankings associated with category of capital project.
- Identify any substituted capital projects and associate the project to the specific outstanding capital project(s) previously published by BPS that no longer appear on subsequently released lists, and verify that the substituted project is documented to have a severity and priority ranking appropriate to replace the original project in an environment of limited funding.
- Develop quarterly reports of ICOC audit findings with regard to priority appropriateness of quarterly BPS capital expenditures.
- Create electronic presentations of quarterly ICOC findings, to be published for public view during School Board presentations and to be available for public access via the BPS web site following initial formal presentation by ICOC.
- Attend quarterly or otherwise scheduled School Board meetings and participate in presentations of ICOC quarterly findings and recommendations.
- Prepare annual ICOC reports.
- Select appropriate candidates to fill vacancies on the ICOC.
- Develop analytical tools and reports used by ICOC.
- Refine the original charter and other documents of ICOC.
- Identify compliance with School Board rules and policies.

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Required General Attributes of All ICOC Members

- No felony convictions
- No conflicts of interest with BPS (i.e.: cannot be a current BPS employee)
- Evidence of community involvement, leadership, and/or volunteerism
- Geographic diversity of membership (at least one member from north, central and south Brevard County based on residency)
- Brevard resident and registered voter
- Submission of ICOC membership application and authorization to submit to a background check (submission of resume and references is recommended)

Recommended Demographic Attributes to be Found Among ICOC Members

- Parent of one or more BPS students or past BPS students
- Grandparent of one or more BPS students or past BPS students
- Graduate of BPS
- Current or past college student of a Brevard higher education institution
- Minority diversity
- Gender diversity
- Age diversity

Suggested Career Areas, Work Experience & Expertise Attributes of ICOC Members

- Interest in Brevard Public Schools
- Accounting and/or Finance
- Analytics and/or BI (Business Intelligence)
- Architecture and/or Engineering
- Business Law and/or Policy
- Business Administration
- Construction
- Trades
- Education – Teaching and/or Administration
- Governmental Administration and/or Policy
- Project Management
- Security
- Code Compliance
- Technology & Software

Applications for ICOC Membership

- ICOC application form and submission instructions available at <http://www.titusville.org>
- ICOC application process is open to all adult citizens of Brevard County, Florida.
- All applications and documents submitted for ICOC membership will be reviewed by a candidate recommendation panel to be comprised of a representative appointed from each of the four Chambers of Commerce of Brevard County, PTA leadership from north, central and south Brevard County, a member of the Capital Outlay Committee representing the local governments, and at least one representative from the retired population of Brevard County.