

## SCHOOL BOARD WORKSHOP

GADSDEN COUNTY SCHOOL BOARD  
MAX D. WALKER ADMINISTRATION BUILDING  
35 MARTIN LUTHER KING, JR. BLVD.  
QUINCY, FLORIDA

August 25, 2009

4:00 P.M.

This workshop was open the public and electronically recorded.

The following Board members were present: Mr. Judge B. Helms, Chairman; Mr. Isaac Simmons; and Mr. Roger P. Milton. Mr. Eric F. Hinson arrived at 4:55 p.m. during the financial data report. Also present were Mr. Reginald C. James, Superintendent and Secretary to the Board; Mrs. Deborah Minnis, Attorney for the Board; and others. Mr. Charlie D. Frost was absent.

1. CALL TO ORDER

The workshop was called to order by the Chairman, Mr. Judge B. Helms, at 4:08 p.m.

2. FINANCIAL DATA REPORT

Mrs. Bonnie Wood shared with the Board an overview of the financial data report. She introduced Mr. Bruce James, Inventory Control Specialist, and asked him to share with the Board an update of the district copiers.

Mr. Bruce James stated that copiers are placed at sites based on student enrollment. He stated that the copier allowance fit the needs of schools. He thanked Mrs. Joannette Thomas for her assistance with the inventory of the copiers. He stated that the district is currently working with two vendors, Copy Fax and Xerox. He stated that the cost of copying has been reduced. He stated that if the school copiers are over their allowance, the overage is charged to the school's budget for supplies. He stated that the district is moving toward leasing copiers because of the changes with technology.

Superintendent James commended the finance department for their dedicated hard work in saving monies for the district.

Mr. Bruce James stated that there have been many challenges and experiences with the district's inventory control. He stated that language was needed for rules and regulations that would require principals to explain why/where equipment was/was not accounted for. He stated that if the district was continuing to write off property, then there was no need for the principals to be concerned about losing property. He stated that all property coming into the district would be streamed line and accounted for. He stated that he needed the Board's assistance to develop language to hold principal's

accountable for their properties. He stated that new software would allow for accountability of computers, range of sorting and reporting in advance, show the depreciation value, capitalize on the value of the equipment, has a complete cost center, and a good tracking system.

Mrs. Wood stated that the district's budget was based on student enrollment.

Mr. James shared with the Board updated information on student enrollment. He stated that the student enrollment looked very good.

Mrs. Wood stated that the district's budget was based on 966 employees. She stated that currently there are 951 employees on payroll. She stated that over 20% of the employees are on federal funds.

Mrs. Wood shared with the Board an overview of the Quick Guide to School District Financial Statements "Green Book". She stated that the district-wide financial statements provide an all encompassing view of a school district's finances, the remainder of the statements – collectively called fund financial statements provide a more detailed look at the major individual portions or funds of a district. She stated that there are three kinds of fund financial statements – governmental, proprietary, and fiduciary funds. She stated that a school district's notes disclose additional information that is essential to representing its financial status accurately and completely, and they are an integral part of the financial statements.

Mr. Shepard shared with the Board information on the underground fuel storage tanks at the maintenance facility. He stated that Board approval was needed for a possible two phase site assessment of the vehicle maintenance facility for soil contamination from old fuel tanks. He stated that the two phases would cost approximately \$51,952.23. He stated that the district did not have a choice on this because it was required by the Department of Environmental Regulation. He stated that a discharge report was turned in because contamination was found during the change over and installation of new tanks. He stated that funds would be used from the capital improvement funds. He requested the Board consider the issue an emergency item at the regular meeting.

Mrs. Wood stated that she was still working on entries for the final budget. She stated that she will resume budget summaries in September for the Board.

In response to Mr. Hinson's concern about the remaining balance for the capital improvement funds, Mrs. Wood stated that approximately \$2 million was in the capital improvement funds budget, and that was adequately funding for Phase 1 and 2 site assessments of the underground fuel storage tanks. Mr. Hinson asked if the district was receiving savings from the Honeywell energy project. Mrs. Wood stated that the savings would be in the general fund budget by reduction in utility savings.

In response to Mr. Milton's concern about the staffing for teacher/student ratio, Mrs. Wood stated that the process for staffing of teacher/student ratio has begun.

Mr. James stated that the district is in the process of evaluating teacher/student ratio. He stated that teaching positions are being consolidated to best utilize teachers. He commended Mrs. Woods and Dr. Bridges for their dedicated work to the district. He stated that employee transfer positions will be presented to the Board on September 8<sup>th</sup>. He stated that the district should see a student enrollment increase this year.

### 3. ITEMS BY THE SUPERINTENDENT

Mr. James stated that the first day of school got off to a good start. He stated that the students were well behaved at all schools. He stated that the school uniforms are worn consistently by the students, and parents have taken ownership of the uniforms. He invited Board members to the District Leadership Team Meeting on Thursday, 8:30 a.m. at Stewart Street Elementary School.

### 4. SCHOOL BOARD REQUESTS AND CONCERNS

Mr. Milton stated that students in the elementary and middle schools are wearing school uniforms. He stated that the support of the administration and staff was needed to be more uniformity. He stated that he was concerned about staying within the staffing range for all schools.

Mr. Simmons stated that he was concerned about a maximum number of students being in each class. He stated that he wanted to ensure that the district met the class size amendment.

Mr. James shared with the Board updated information on the district's student enrollment.

Mrs. Wood stated that the Crossroad Academy, McKay Scholarship, Dick Howser PreK enrollments needed to be included in the student count.

Mr. Hinson stated that the district needed to have a mass PR to increase student enrollment for the Dual Enrollment Program.

In response to Mr. Hinson's concern regarding making sure Havana Elementary School had clean water, Mr. Shepard stated that the City of Havana has a high concentration of iron in its water. He stated that the water has been tested in Havana and the water is good.

### 5. The workshop adjourned at 5:55 p.m.