

SCHOOL BOARD WORKSHOP

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

November 16, 2010

4:30 P.M.

This workshop was open to the public and electronically recorded.

The following Board members were present: Mr. Isaac Simmons, Chairman; Mr. Roger P. Milton; Mr. Charlie D. Frost; Mr. Judge B. Helms; and Mr. Eric F. Hinson. Also present were Mr. Reginald C. James, Superintendent and Secretary to the Board; Mrs. Deborah Minnis, Attorney for the Board; and others.

1. CALL TO ORDER

The workshop was called to order by the Chairman, Mr. Isaac Simmons, at 4:36 p.m.

2. FINANCIAL DATA REPORT

Mrs. Bonnie Wood shared with the Board the following budget status summary report: 1) 110 – General Fund – Encumbered \$2,745,764.08; 2) 300 – Capital Projects – Encumbered \$191,748.16; 3) 410 – Food Service – Encumbered \$210,104.62; 4) 420 – Federal Projects – Encumbered \$1,202,718.57; and 5) 430 – Stimulus Funds – Encumbered \$159,172.46. She stated that the budget planning committee for next year was scheduled to meet very soon.

Mr. James stated that the 0.25 Critical Needs Millage Referendum passed for the Gadsden district, but not in some of the other districts. He thanked Mrs. Shaia Beckwith James and Ms. Audrey Lewis for their hard work with the communication and faith-based meeting held to share information on the 0.25 Critical Needs Millage Referendum. He stated that information from the district's FACT sheet was shared with the faith-based group.

Mrs. Wood requested the Board members submit the name of a representative to serve on the budget planning committee.

Ms. Rose Raynak, Director of Federal Programs, shared with the Board a power-point presentation outlining the Office of Federal Programs: 1) **Reorganization** – coordination with finance office daily; hired/trained program specialist (ongoing technical assistance for other staff), additional administrative assistance (all Title I staff trained in internal procedures); contractual assistance as needed; bringing all Title I programs back together (SES, Choice, Title IV); 2) **Organization** – assigned staff duties based on abilities and skills; centralization of purchase orders – including allocation requests; centralization of delivery of purchases to district office – to verify contents; ongoing spreadsheets to keep track of allocations and expenditures in

rank order; reviewing expenditures and personnel reports monthly; developed invoicing process for reimbursement; developed annual Title I Activity Responsibilities – including timelines, developed Peer Review process rubrics; developed required annual Comprehensive Needs Assessment process; revised Title I LEA Plan to reflect current status and alignment with monitoring; developed documents to support compliance of monitoring components, taking the lead on Title II until new staff can be fully trained; coordinating processes between finance and Title I to ensure comparability requirements are met; 3) **Documentation** – creating clear paper trails for purchases and expenses; creating clear processes for collecting required information documentation for monitoring and system improvement plans; requiring documentation for every meeting, workshop, training and technical assistance; and revising federal program website to reflect current happenings, to hold required reports to parents, and create links to resources and portals for parents to assist their students; 4) **Timely Applications** – 2009 – 2013 SIG 1003(g) application – on time and approved; 2010 – 2011 Title I, Part A application – on time and approved; 2010 – 2011 Title I, Choice application – on time and approved; 2010 – 2011 Title II, Part A application – on time and approved; 2010 – 2011 Title X application – on time and approved; 2010 – 2011 SIG 1003(a) application - on time and under review, co-developed 2010 – 2014 RTTT application – on time and under review; 5) **Timely System Improvement Plan Update** – Met Title I, Part A evidence upload deadline – awaiting review of 34 submissions; met Title I Choice evidence upload deadline – met requirements for 4 submissions; met Title II, Part A evidence upload deadline – review in progress of last 2 out of 5 submissions; met Title IV, Part A evidence upload deadline – review in progress of last 4 out of 7 submissions; met Title X, Part A evidence upload deadline – met requirements for 6 submissions, and Assisted Title I, Part C (Migrant) and Title III, Part A (ESOL) with evidence uploads – met deadlines – no reviews requested yet; 6) **Timely Annual Monitoring Submissions** – Title I, Part A monitoring uploads – on time and awaiting approval; Title I, Choice monitoring uploads – on time and awaiting approval; Title II monitoring uploads – on time and awaiting approval; Title X monitoring uploads, and provided technical assistance for Title I, Part C and Title III, Part A monitoring uploads – on time and awaiting approval; 7) **Saved Funding** – Last minute submission of amendments that were not done during 2009 – 2010 school year – all certified roll forward money was at risk of being lost - Title I, Choice, Title II, AYP, SIG – over \$500,000.00; waiver to reallocate Title I ARRA SES money to use it rather than lose it - \$340,000.00; spent down two old SIG grants that were going to revert over \$700,000 back to state 09-30-10 – not eligible for roll back – left \$7.85 to revert; 8) **Competitive Funding** - Title I SIG (summer program) \$200,000 – awarded, Title I SIG \$1.5 mill for 3 years – awarded; Title II, Part D competitive technology piece – awarded, Race to the Top \$1.6 million for 4 years – pending review; Innovative Technology Grant (i3) \$200,000 – USDE funded 23 applications out of 700 submitted - awaiting reviewer comments – Letters of financial match of in-kind service from several community members to match 50% of funding; Smaller Learning Centers \$1 million for 3 years – USDE funded 28 out of 136 eligible applications – earned a cumulative score of 82% on application; 9) **Relationships** – Establishing credibility with DOE for Gadsden Title programs on reimbursement – weekly meetings on site with DOE staff assigned - creating processes to assist in getting faster reimbursements from DOE - putting processes in place to keep programs in compliance with federal; coordinating all federal programs – reducing fragmentation of instructional programs – reducing duplication of services; coordinating with private schools to ensure equitable services; coordinating with Superintendent to meet the requested needs of the public as they arise and relate to student behavior and achievement; coordinating with K12 Director to comply with federal requirements and positively impact student achievement; coordinating with Personnel Director to develop strong training opportunities for teachers and principals; coordinating with Finance Director to

ensure rank and serve, personnel assignment, assist with funding supplemental positions with federal grants, and assist with comparability processes; coordinating with Director of Technology Center to ensure schools are being brought into the 21st Century with technology; and coordinating with school principals to ensure implementation of Title I program with fidelity.

Board members asked questions, made comments, and shared their concerns during the power-point presentation outlining the Office of Federal Programs.

3. ITEMS BY THE SUPERINTENDENT

None.

4. SCHOOL BOARD REQUESTS AND CONCERNS

None.

5. The workshop adjourned at 5:28 p.m.