

SCHOOL BOARD WORKSHOP

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

June 24, 2014

4:30 P.M.

This workshop was open to the public and electronically recorded.

The following Board members were present: Mr. Roger P. Milton, Chairman; Ms. Audrey D. Lewis; Mr. Charlie D. Frost; Mr. Judge B. Helms; and Mr. Isaac Simmons. 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. Roger P. Milton, at 4:35 p.m.

2. Financial Data Report

3. Discussion Items

- a. List of contractors and notification to Board regarding vendors with total payments greater than \$15,000 and other payment issues.
- b. Information – another instance of 2 more batteries being stolen from the bus yard has been noted. (This is the second instance that has come to the finance department's attention in the past two months. At the May 27, 2014 Board meeting we presented the Board with a copy of the police report for 5 stolen batteries from the bus depot). The transportation director has notified the police, reviewed the key access, and taken appropriate actions. Again we suggest that we consider budgeting for the purchase of camera surveillance in the next fiscal period to deter future thefts and safeguard the District's assets.
- c. ChecXchange cancellation of agreement – the vendor who collected NSF checks has cancelled their contract with the District effective June 30, 2014. We have notified our bank so they will discontinue to forward NSF checks to this vendor. Previously we have advised the schools to stop taking checks to avoid the NSF chargebacks. We have reminded the schools again to accept only cash or money orders.

- d. Business procedures for Policy 9211 Parent Organizations, Boosters Clubs, Other Fund-Raising Activities – We suggest that any Direct Support Organizations (DSO) that incorporates and operates as a 501 3(c) obtain Board approval prior to collecting funds and conducting business in benefit of the school/District.
- e. We completed the Charter school capital outlay plans on May 28, 2014, which as prior to the due date of June 13, 2014 for the District to approve and complete. The Charter school capital outlay plan was approved at the May 27, 2014 regular Board meeting.
- f. FDOE has provided the 2013-14 final capital outlay full-time equivalent membership. The CO FTE also confirms the declining FTE count for the District. The birth rate tab confirms our forecast decline in the county that has been steadily declining for years.
- g. Facilities update from Wayne Shepard.

Mr. Shepard stated that the Havana Middle School project substantial completion date is scheduled for November 14, 2014. He stated that HRSA Grants will provide new modular clinics for James A. Shanks Middle School, Havana Middle School, and George W. Munroe Elementary School. He stated that the HVAC/Refrigeration Maintenance and Repair agreements will include all maintenance parts and labor for East and West Gadsden High Schools. He stated that the solid waste collection agreement with Waste Pro was a continuing agreement to collect solid waste, recycle and for equipment lease for the upcoming fiscal year.

- h. Other - agenda items:
 - i. Agenda item – First 12 month extension on the Capital City Bank construction loan.

Mrs. Ferree stated that the First 12 month extension on the Capital City Bank construction loan was to pay next year's debt service that will become due and payable in the 2014 – 2015 fiscal year.

- ii. Agenda item – School Board Truth in Millage (TRIM) Timetable.

The School Board Truth in Millage (TRIM) Timetable contained important dates on advertising and public hearings for adopting the tentative budget, millage rates, and the final budget.

- iii. Agenda item – Budget Amendment Number Thirteen (Federal Funds)

Mrs. Ferree stated that budget amendment number thirteen increases the roll forward budget for Title I. She stated that budget amendment number thirteen also moves funds by function and object as allowable under FDOE Green Book to reflect expenditures.

- iv. Agenda item – Budget Amendment Number Fourteen (391 – Capital Outlay Funds)

Mrs. Ferree stated that budget amendment number fourteen increases budget for fund 391 (Capital Outlay Other) based on revenue.

- v. Agenda item – Approval of US Food off bid purchases greater than \$15,000. Purchases needed for end of school and summer.

Mrs. Ferree stated that approval was needed to increase the purchase order by another \$4,500 to purchase new food items from US Food to cover nutritional needs of students for the end of the year as well as the summer school food program.

Following discussion, Board members agreed to schedule a workshop in August to discuss ways to upgrade the summer feeding programs to the possibility of serving hot meals.

- vi. Agenda item – Health Insurance Contract for 2014-15 – the insurance committee has reviewed and recommends approval for health insurance premiums with Capital Health Plan (HMO) for the insurance year beginning October 1, 2014.

Mrs. Ferree stated that approval of the Health Insurance Contract for 2014-15 would renew the medical insurance program. She stated that the Insurance Committee received and reviewed the renewal of the contract for health insurance premiums with Capital Health Plan (HMO) for the insurance year beginning October 1, 2014. She stated that the district would continue to pay 75% in accordance with collective bargaining.

Mr. Craig McMillan, Pat Thomas Insurance Associates, shared with the Board information regarding the Affordable Care Act and how it could impact the School Board of Gadsden County. He stated that the Employer Shared Responsibility Provision (ESRP) will start with the 2015 plan year which is October 1, 2015, employers must offer coverage to at least 70% of full time employees, and for the 2016 plan year the coverage must be offered to at least 95% of full time employees. He stated that as long as the plan meets the requirements of Minimum Value and Affordability and is offered to full time employees as defined above, there should be no penalties. He stated that the Minimum Value is defined as covering at least 60% of the cost of service. He stated that affordability is defined as the employee's portion of the insurance cost for the employee only and is not more than 9.5% of the adjusted gross income for the employee household. He stated that there is a transitional reinsurance program assessment fee of \$63 per year for covered persons. He stated that this is paid by the insurance company for plans in 2014 – through 2016. He stated that there is also a patient centered outcomes research institute fee

that is paid by the insurance company which is approximately \$2 per member per year. He stated that this fee can be adjusted based on medical inflation. He stated that the following challenges for staff includes the following: a) keeping track of hours worked by part-time employees such as substitutes. He stated that staff should start this process before October 1, 2014 so as to be prepared for open enrollment in 2015. He stated that he and his staff have been working with the insurance committee and district to address this issue; b) costly for the district because currently there are a large number of part-time employees that may work more than 30 hours per week. He stated that in 2015 these individuals would have to be offered health insurance; and c) setting a policy of maximum hours work.

- vii. Agenda item - Whole life insurance and 403(b) retirement product – the insurance committee approved these new products on May 14, 2014 and were previously discussed at our May 27, 2014 workshop for the School Board’s consideration. Both of these products are with vendors who currently do business with the district. Both products are no cost to the Board and are benefits that employees can select and pay for themselves. The whole life insurance guarantee issue for the first year and the current 403(b) vendor wants to offer an additional tax sheltered annuity to employees. This was previously presented to the Board during the financial workshop on May 27, 2014. We have vendors here to provide their presentation to the Board.

Ms. Pamela Baker, Representative of Lawson & Associates, stated that new optional employee benefits are being offered to district employees for two new products that the employee can select from during open enrollment of their new hire status. She stated that one product is a whole life insurance option with a guarantee issue for the first year and the other product offers an additional tax sheltered annuity to employees from their current 403(b) vendor.

- viii. Agreement Between Gadsden County School District And Catapult Learning, LLC

The Board discussed the Catapult Learning, LLC Agreement at the regular meeting.

4. School Board Requests and Concerns

None.

5. The workshop adjourned at 5:58 p.m.