

SCHOOL BOARD WORKSHOP

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

July 22, 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. 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. Mr. Charlie D. Frost was absent.

1. Call to order

The workshop was called to order by the Chairman, Mr. Roger P. Milton, at 4:40 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. One for this Board meeting (see summer feeding program PO request for approval). We will bring to Board at the August meeting as part of gearing up the fiscal year.
- b. The finance office is still collecting information of vendors who collect NSF checks to determine the fees etc. and recommend as a replacement for CheckExchange who cancelled their contract with the District. We anticipate bringing back to the Board for suggestions in August or September.
- c. We are working on closing the 2013-14 fiscal year, preparing the AFR, and the cost report. We will fine tune the tentative budget projections as needed during this process to get it ready for the final approved budget for the September 9, 2014 hearing on the final budget. The most important item regarding the approval and advertisement of the tentative budget is to make sure that we are in compliance with TRIM laws and establish and set the maximum millage that is available for our District.

The tentative budget presented at the Board meeting today are our best estimates on how much revenue we project to receive and the expenses that may be incurred during the District's 2014-15 fiscal year. This requires our budget estimate to scale the expenses to match the projected revenue, which we did when using historical data modeling. Since we have not finalized the 2013-14 fiscal year, these estimates may change as the financial picture is clarified during the AFR process when we have closed our books and determined the final result from the 2013-14 operations. The tentative budget will need to be adjusted to reflect the final condition of the District and may require additional budget meetings.

Generally all sources of revenue are projected to continue to fall. The ARRA funds and other Federal revenues and grants are closed and many will not be available in the future. The certified tax rolls have decreased from the prior year amount. There is a slight bump in the FEFP funding, but other General Revenues have run lower than expectations in the prior year. This will require us to reduce our spending.

d. Facilities update from Wayne Shepard.

Mr. Shepard stated that the Havana Middle School Project was on schedule. He stated November 14th was the substantial completion date for the Havana Middle School Project. He stated that the \$105,000 was the district's share of PECO monies for public/charter schools. He stated that monies are needed to repair the AC Unit at Havana Middle School. He stated that Midway Unity has not come through on their contract for sale. He stated that Mr. Harris has verbally requested a forty-five day extension on the contract.

Following discussion, it was the consensus of the Board to grant Midway Unity a forty-five day extension on the contract for sale.

e. Other - agenda items:

- i. Agenda item – Approval of 2014-15 fiscal year debt service payments with SunTrust Bank for the bus lease purchase and the construction loan.

Mrs. Ferree stated that Board approval was needed for the payment of the Construction Loan and Bus Lease Purchases 2014-15 debt service with SunTrust Bank. She stated that the two bi-annual payments of \$100,583.31 each which are due on July 1, 2014 and January 1, 2015 totaling \$201,366.52. She stated that the bus lease purchase for one annual payment is due January 20, 2015 totaling \$222,281.45.

- ii. Agenda item – Tentative Budget is presented and approval to advertise in accordance with the School (TRIM) Timetable is part of the Board packet. This needs to be pulled and discussed separately for approval at the regular Board meeting. Attached is information regarding the TRIM timetable from DOR's TRIM manual. Day 24 for our District is today's (July 22, 2014) meeting. The advertisement will be published on July 24, 2014. At our July 29, 2014 meeting we will hold a hearing on the tentative budget. Protocol items for guidance from the DOR TRIM manual are attached for your consideration and review prior to the hearing on the tentative budget.

Mrs. Ferree stated that Board approval was needed for the advertisement of the tentative budget hearing to be in compliance with TRIM.

Note: The Board needs to adopt its tentative or final millage rate before it adopts its tentative or final budget. Additionally, the Board should approve the millage rate first by resolution or ordinance. The resolution or ordinance MUST STATE the adopted millage rate and the percent, if any, by which it exceeds the rolled-back rate.

- iii. Agenda item – Review and adoption of the 2014-15 payroll schedules.

Mrs. Ferree stated that Board approval was needed for the adoption of the 2014-15 payroll schedules for all employees.

- iv. Agenda item – PO approval for summer feeding program.

Mrs. Ferree stated that Board approval was needed for the summer feeding program purchase orders.

Mrs. Paula Milton shared with the Board a brief overview of the food service program for charter schools. She stated that an approval date was needed to apply for the National School Lunch Program.

Mrs. Minnis stated that she was currently working with the attorney for the Galloway Charter to discuss the food service agreement.

Following discussion on the food service program for the new charter, Mrs. Paula Milton and Mrs. Melanie Davis were added to the District Charter School Committee.

The Board agreed to not provide transportation for charter schools.

Mrs. Lewis stated that she was concerned about the serving lines for Havana Middle School with approximately 600 students.

Following discussion on the serving lines for Havana Middle School, it was the consensus of the Board to have two serving lines.

- v. Agenda item – Budget Amendment Number Fifteen (410 – Capital Outlay Funds)

Mrs. Ferree stated that budget amendment number fifteen adjusts by function and object for closing. She stated that budget amendment number fifteen was \$60,674.59 from the school food service fund balance.

4. School Board Requests and Concerns

None.

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