

## SCHOOL BOARD WORKSHOP

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

August 19, 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 4:30 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. We have almost finished the phase one (SATS Y portion of the cost report) and are currently working on closing the 2013-14 fiscal year, preparing the AFR. Once the AFR report is finalized we can load the information into the second phase of the cost report. The AFR and cost report are due to FDOE on September 11, 2014. After we complete these tasks we will have a week to fine tune and update the tentative budget projections to determine the final budget for presentation at the September 9, 2014 hearing on the final budget.

As previously discussed, I want to take the time after the final budget is approved and pull the information down to the school/department level so we can disseminate costs and assist with monitoring at the school level, to enable district managers/principals with overseeing their portion of the budget. However, in order to meet the critical deadlines and report filings we will have to prioritize our time doing this after the overall final budget amounts are set. I am hopeful that after setting this up we can roll this model forward in future periods and begin building the budget process from the bottom up rather than the top down beginning the 2015-16 fiscal year.

The financial situation has not changed since our discussion at the tentative budget; generally all sources of revenue are projected to continue to fall. The ARRA funds and other Federal revenues 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.

c. Facilities update from Wayne Shepard.

Mr. Shepard stated that the Havana Middle School Project was moving well. He stated that the contingency fund was up. He stated that figures will be brought back to the board regarding the covered walkway area located in the back of Havana Middle School. He stated that the substantial completion date was November 30<sup>th</sup>. He stated that AC Units will be replaced in the Havana Middle School Gymnasium. He stated that additional information needed to be submitted for the HRSA Grant. He stated that the HRSA Grant has been approved. He stated that the figures will be brought back to the Board regarding the upgrade of the athletic field at Havana Middle School.

In response to Ms. Lewis' concern regarding how students will get to the athletic field at Havana Middle School, Mr. Shepard stated that students will enter on the service road, and a driveway will be created.

In response to Mr. Helms' concern about upgrading the Havana Middle School sign, Mr. Shepard stated that he has communicated with the Principal and he will bring information back to the Board.

Mr. Milton stated that he was concerned about the name change with Havana Middle School being PreK through 8th grade.

Mrs. Smith stated that School Board Policy 7250 states that an individual must be deceased in order to name a school after them.

Mr. James stated that the parents are active at James A. Shanks Middle School in regards to improving the image of the school. He stated that the school can have a Smart Academy. He stated that the James A. Shanks Middle School Parent Committee will share information with the Board at the next meeting.

Mr. Helms stated that he was not in favor of changing school names.

d. In order to facilitate the customarily and ordinary business of the school district for this academic and fiscal year, the following agenda items are requested for approval in the Board packet:

- i. Budget Amendment number 17 – Head Start adjustments to new award and correction in the HRSA grant previously recorded.

In response to Ms. Lewis' request for clarification on Budget Amendment Number 17, Mrs. Ferree stated that Budget Amendment Number 17 increases the Head Start budget by \$132,443.00 based on the new award amount. She stated that it also decreases the ACA Grant for School-Based Health Centers by \$180.00 based on the award page.

***Districtwide:***

- ii. License for the Skyward Student Management Model
- iii. Sonitrol school and district alarms.
- iv. FDLE for fingerprint retention for instructional and noninstructional employees.
- v. PAEC for actuary report for the OPEB notes in the financial statements; and PAEC agreements for participation in the consortium, professional development; and Gateway computing services.

***Food Service:***

- vi. Chapman produce for fresh fruits, vegetables for the food service program.

Mr. Helms requested clarification on the blanket purchase order with Chapman Produce to provide fresh fruit and vegetables for the district's food service program.

Mrs. Ferree stated that the district needs to do everything possible to reduce spending. She stated that the first day of school revealed a decline in student enrollment.

- vii. US Foods Port Orange Division – for food commodities and supplies for food service.
- viii. NNFC New FL Farm Distribution for Farm Fresh Vegetables and Fruits program.
- ix. Borden Dairy – food service milk commodities.
- x. Coca Cola – non milk beverages (water, juice, etc.)

***Transportation:***

- xi. Hinson Fuel Card for gasoline for transportation department.
- xii. First Communications, Inc. for GPS monitoring on 15 units for the transportation department.
- xiii. Crawford and Sons for hydraulic fluids and oil for district vehicles
- xiv. Shiver Diesel for bus parts and district vehicles
- xv. CGR Tire Center for recaps and remounts of tires.
- xvi. Fleet Pride for specialty bus parts.
- xvii. Florida Transportation Systems for blue bird buses specialty bus parts.
- xviii. O'Reilly auto parts for district vehicles
- xix. Matthews Buses for special repair parts for district transportation.
- xx. Coffman International for parts for chassis and bodies on International buses.

***Head Start:***

xxi. Charles Crittenden for Head Start custodial services.

4. School Board Requests and Concerns

Mr. Helms requested the Board speak with Mrs. Ferree to come up with ways to reduce the district's operating costs. He stated that this was a challenging year for the district.

Mr. James stated that the student count will be more accurate within a week.

Mr. Helms stated that the district needs to compare student to teacher ratio, and report warm body counts.

Mr. James stated that district staff met with Crossroad Academy Charter School to discuss a proposal for ESE services and technology services.

Mrs. Ferree stated that the district was negotiating a contract with Crossroad Academy Charter School to provide program services and technology services. She stated that charter schools will submit monies to the district before bus services are provided. She stated that there will be upfront costs.

Mr. James stated recent reviews showed that a change was needed for the districts back to school rally. He suggested the Board share ways to change the back to school rally. He proposed that the current Superintendent and Board Chair be in line with the Superintendent to share the district's vision at the back to school rally. He stated that there were some challenges at Gadsden Elementary Magnet School. He stated that because Gadsden Elementary Magnet School is not a Title I school, remediation could not be provided for students who did not score well on the FCAT. He stated that the students were recommended to attend their home school by the outgoing principal. He stated that there was a security issue at Gadsden Elementary Magnet School wherein an angry parent engaged a teacher using improper language and threatened to do bodily harm to the teacher. He stated that the incident was reported to the Gadsden County Sheriff Department and the parent was arrested. He announced that East Gadsden High School will travel to Pensacola on Friday, August 22<sup>nd</sup> for its first football game.

5. The workshop adjourned at 5:45 p.m.