

## SCHOOL BOARD WORKSHOP

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

April 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. 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. 2014-15 Florida Teacher Classroom Supply Assistance Program – FDOE expanding past the pilot program participation. In order to control cost, provide teachers with readily available funds rather than waiting on a reimbursement, and move in the direction that the Florida Legislature and FDOE are going with this program, the District should begin participation in the program. FDOE indicates that the Florida Legislature is proposing changes to the timelines of the Program to result in many teachers having funds available to them before the start of school. This service will be provided at no cost to the district.

Following discussion, Mr. Simmons stated for the record that the 2014-15 Florida Teacher Classroom Supply Assistance Program would not be successful.

- c. Written response to the Joint Legislative Auditing Committee was delivered on April 11, 2014 and was confirmed as received. Additionally, the District is working on selecting an confirming a date for FDOE training regarding Adult Education instructional contact hour reporting.
- d. March 27, 2014 official release of the Auditor General's report number 2014-171 and subsequent certifications and by the Federal Audit Clearinghouse.

- e. Status update regarding Federal Awards Finding No. 1 – Maintenance of Effort – Special Education Cluster.

Mrs. Ferree stated that the FDOE Office of Funding and Financial Reporting 2012-2013 IDEA MOE Calculation (include charters) General and SFSF Expenditures and Revenues.

- f. Request for the annual inventory has been sent out to the schools/departments.

- g. Other agenda items:

- i. Agenda Item – Food Services Fund 410 Budget Amendment – update expenditures and the increase in estimated revenues.

Mrs. Ferree stated that Food Service Fund 410 Budget Amendment Number Eleven accurately reflects the actual expenditures and increases estimated revenue for food service. She stated that this budget amendment also moved funds by function and object as allowable under FDOE Green Book to reflect expenditures.

- ii. Agenda Item – Federal Fund 420 Head Start Budget for new award period; roll forwards to Title III, IDEA, and IDEA Pre-K; and Green Book allowed changes to function and object codes.

Mrs. Ferree stated that Budget Amendment Number 10 established budget Head Start and roll forward increases/decreases for Title III, IDEA, and IDEA Pre-K. She stated that the budget amendment number 10 also moves funds by function and object as allowable under FDOE Green Book to reflect expenditures.

- iii. Agenda Item – General Fund 110 – updates budget for new grants, receipt of appropriated funds not previously budgeted and other received donations and adjusts downward prior revenue estimates for reductions in programs due to decrease in participation numbers.

Mrs. Ferree stated that the 100 general fund also reduces revenue for Pre-K by \$10,000 and AmeriCorps by \$4,178 while increasing revenue for the STEM donations by \$16,073.00.

- iv. Agenda Item – Specific Appropriations 117 A targeted career and technical education funds for selected school districts. Record the revenue (in prior General Fund 110 updated budget agenda item) and also request and approved program expenditures on purchase orders with vendors who have received greater than \$15,000.

Mrs. Ferree stated that the objective of the Specific Appropriation 117 A Program and Expenditure Plan was to provide targeted career and technical education funds to select school districts for the expansion, enhancement, or development of program offerings that will lead to industry certifications in certain areas. She stated that Gadsden’s portion of the appropriation was \$43,341.59 to be used for the Automotive Tech and Welding programs.

- v. Agenda Item – IT approve draft of Disaster Recovery Plan and implementation. Information is considered sensitive to the District’s operations and is provided to the Board for review on a secure medium.

Mr. Johnny Thomas, Network Coordinator, shared with the Board an overview of the Disaster Recovery Plan and its implementation. He stated that delegation of authority to the IT department was needed to make subsequent changes which would enhance the Disaster Recovery Plan to make corrections / further improvements for any areas recommended by corroboration from the IT department team, or as recommended by other authorized exterior sources, such as recommendation made when the plan is reviewed by the Auditor General, etc. He stated that any significant material changes to the Disaster Recovery Plan would be brought back to the Board for approval. He stated that the delegation to make the determination of what constitutes significant material changes would be a professional judgment made by the Director of Media and Technology.

- vi. Agenda Item – VISTA Volunteers renewal for 2014 – 15 Purchase Order #186264.

Mrs. Ferree stated that expenditure for renewal of the VISTA Volunteers was essential to the performance of the grant agreement and provides parent liaison services in accordance with the Domestic Volunteer Service Act.

- vii. Agenda Item – Approve Purchase Order for 21<sup>st</sup> Century Program for vendor greater than \$15,000 Purchase Order #186373.

Mrs. Ferree stated that Purchase Order #186373 provide services in accordance with FLDOE RFP for the 21<sup>st</sup> Century Program.

- viii. Agenda Item – 2014 – 15 proposal for rate increase for school bus usage – Transportation Director indicated that the last rate increase was at least 8 years ago. The price of fuel, labor, benefits, and auto insurance premiums have increased significantly over the same period of time. We polled nearby Leon County DSB regarding their transportation charges. Our proposed increase is reasonable when compared to Leon’s rates charged see example of charges comparison below.

Gadsden	Leon
District/charter/magnet school \$2.50 per mile fuel cost	School Board \$2.75 per mile fuel cost
Outside vendor \$3.50 per mile fuel cost	Outside vendor \$3.85 per mile fuel cost
\$10 per hour for driver for district/charter/magnet	\$18 per hour for driver for district
\$ driver’s regular pay hourly rate for outside vendors	\$20 per hour driver for outside vendors
Bus usage charge – none	\$60 for the first 6 hours; then hours exceeding 6 to \$100

Mrs. Ferree stated that the 2014 – 15 proposed bus rate increases would offset the inflationary costs that have occurred over time to transportation expenses.

- ix. Agenda Item – Request to remove motor vehicles from the property records and approval to sale or salvage.

Mr. Bruce James stated that in accordance with Sections 274.04, 274.05 and 274.06, Florida Statutes, Board approval is requested to delete \$448,208.00 plus applicable depreciation from the Motor Vehicles Capital Assets. He stated that action is required based on the information received from the Director of Transportation.

- h. Update from Facilities – Wayne Shepard

Mr. Shepard stated that Change Order #1 for the Havana Middle School Project was to delete mill work package price of \$103,260.00 from the GMP and move it to the furniture package. He stated that purchases for the mill work will be through furniture contractor on state contract. He stated that Board approval was requested to pay Brooks Air Systems, Inc. by the month for the months of March, April, May, and June of 2014 at a cost of \$3,827.00 per month for a comprehensive maintenance agreement on HVAC systems per original contract for East Gadsden High School and West Gadsden High School. He stated that Mark's Lawn Maintenance, Inc. won the lowest and best bid for Grounds Maintenance for West Gadsden High School and East Gadsden High School Athletic Fields. He stated that all references and certifications asked for in the bid were checked out and found to be in good standing. He stated that on March 30, 2014, the HRSA Grant was awarded in the amount of \$499,794.00. He stated that a workshop was needed by the Board to discuss the Gretna Elementary School /DOT sidewalk project.

- 4. School Board Requests and Concerns

None.

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