

## SCHOOL BOARD WORKSHOP

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

March 25, 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 4:44 p.m.

2. Financial Data Report

Mrs. Ferree stated that Board approval was needed to increase the Maintenance of Effort for ESE services in the current year to cover therapy services needed in the same current year. She stated that a blanket purchase order was initially approved at the July 28, 2013 Board meeting for \$60,000 in that the prior fiscal year the District spend \$120,722.17 on these services. She stated that the initial blanket purchase order appeared to only cover the estimate for the amount needed for half of the school year. She stated that a change order to blanket purchase order number 185682 was needed to cover the therapy services for the ESE program and count toward the Maintenance of Effort in the current year.

Mrs. Ferree shared with the Board an overview of the district's financial status. She stated that the district may need to update its fiscal recovery plan. She stated that a budget committee will be formed.

3. Discussion Items

- a. List of contractors and notification to Board regarding vendors with total payments greater than \$15,000 and other payment issues.

Mr. Shepard stated that the foundation and flooring was complete for the Havana Middle School Project. He stated that the Midway Property had been sold and closing was scheduled soon. He stated that all renewal contracts are scheduled to begin July 1st.

- b. Notification of increase for Quincy Water and Sewer Utilities
- c. FEFP released audit report No. 2014-115
- d. Update from Facilities – Wayne Shepard
  - i. Agenda Item – Mowing services for EGHS and WGHS for balance of the fiscal year.
  - ii. Agenda Item – Tractor work and grounds maintenance district wide.
  - iii. Agenda Item – Maintenance for HVAC systems at EGHS and WGHS for balance of fiscal year and covers emergency repair.

In response to Ms. Lewis’ concern regarding the continuation maintenance for the HVAC systems at East Gadsden High School and West Gadsden High School for the balance of the current fiscal year, Mr. Shepard requested the Chairman pull item #9g from the regular Board meeting agenda. He stated that a new RFP will be submitted.

Ms. Lewis stated that she was concerned about the ongoing problem with the air conditioning units being out of service at Havana Middle School.

Mr. Shepard stated that the air conditioning units at Havana Middle School are not under contract. He stated that the air conditioning units at Havana Middle School are serviced by the maintenance department, which is under staffed. He stated that all the air conditioning units at Havana Middle School will be replaced this summer.

In response to Mr. Helms’ concern whether the air conditioning units at East Gadsden High School and West Gadsden High School were under warranty, Mr. Shepard stated that the air conditioning units were not under warranty; but the parts and labor were under contract.

Following Mrs. Ferree’s update on the capital improvement funds, Mr. James instructed Mr. Shepard to proceed with replacing all the old air conditioning units.

- iv. Agenda Item – Pest Management Contract Extension for the 2014 – 15 fiscal year.
- v. Agenda Item – Grounds maintenance for administration complex contract extension for the 2014 – 15 fiscal year.

- vi. Agenda Item – L.P. Gas for heating and kitchen use contract extension for the 2014 – 15 fiscal year.

Mr. Helms questioned the two fund sources for purchasing L.P. gas for heating and kitchen use per Bid #1213-20 L.P. district wide.

Mr. Shepard stated that the general and school food service funds will be used for purchasing L.P. gas for heating and kitchen use per Bid #1213-20 L.P. district wide.

- vii. Agenda Item – Annual certification of facilities data.

Mr. Shepard stated that the Annual Certification of the Florida Inventory of School House (FISH) Report was due April 1st in order to comply with Florida Statutes 1013.31(1)(d) and the State Requirements for Educational Facilities (SREF) 6.1(5)(c). He stated that the facilities staff has checked and verified that the FISH data is correct and accurate.

- e. Other Agenda Items:

- i. Update blanket purchase order for ESE services.
- ii. Purchase order for ESE vendor which will make total purchases with the District exceeding the \$15,000 amount.

#### 4. School Board Requests and Concerns

None.

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