

AGENDA

SCHOOL BOARD WORKSHOP

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

April 24, 2018

4:30 P.M.

THIS WORKSHOP IS OPEN TO THE PUBLIC

1. Call to Order
2. Financial Information
3. Other Financial Information
 - a. Appeal Conference Results for Audit Report No. 2017 – 062 Pertaining to Student Enrollment and Student Transportation – **SEE PAGE #2**
 - b. Insurance Agency Services – **SEE PAGE #8**
(**Regular Meeting Agenda Item #7a – Page #8**)
 - c. Renewal of Dental Insurance for the 2018 – 2019 Fiscal Year with The Standard
SEE PAGE #10
(**Regular Meeting Agenda Item #7b – Page #10**)
4. School Board Requests and Concerns
5. Adjournment

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 3a

DATE OF SCHOOL BOARD WORKSHOP: April 24, 2018

TITLE OF AGENDA ITEMS: Appeal Conference Results for Audit Report No. 2017-062
Pertaining to Student Enrollment and Student Transportation

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS: Attached is a copy the Summary of the Appeal Conference by Florida Department of Education staff regarding the audit of the student enrollment reported for student transportation for the fiscal year ended June 30, 2015. In addition, the Commissioner of Education, Pam Stewart, accepted the panel's recommendation. The Florida Department of Education will be taking action for adjusting the state funding in accordance with the findings.

FUND SOURCE: 1100 General Fund

AMOUNT: Equivalent to reduction of 801 student riders – amount not quantified at this time

PREPARED BY: Bonnie Wood

POSITION: Finance Director



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Pam Stewart
Commissioner of Education

MEMORANDUM

TO: Commissioner Pam Stewart

FROM: Link Jarrett

DATE: March 22, 2018

SUBJECT: Summary of Appeal Conference Pertaining to Audit Report No. 2017-062, Report on the School District of Gadsden County, Florida Education Finance Program (FEFP) Full-Time Equivalent (FTE) Student Enrollment and Student Transportation, For the Fiscal Year Ended June 30, 2015

On August 21, 2017, the Florida Department of Education (FDOE) received a request from the School District of Gadsden County for an informal conference to discuss Audit Report No. 2017-062 and related issues. A telephone conference was held on March 15, 2018. The School District of Gadsden County was represented by Roger Milton, Bonnie Wood and Melanie King. Miki Presley, David Morris and I served as the informal conference panel. Robert Manspeaker represented the FDOE. David Hughes, Aileen Peterson and John Speaks represented the Auditor General.

During the conference, the School District of Gadsden County appealed audit findings related to student transportation. The audit findings appealed by the district are cited below.

1. Student Transportation – Support for Reporting Ridership [Finding No. 1 (Ref. 51)]

Summary of Finding: The reported ridership of 203 students for the July 2014 reporting survey period was not adequately supported. It was determined that the bus ridership attendance reports used to record student ridership at the time students were transported were not printed until July 24, 2014, which was after the July 2014 reporting survey period. Therefore, the reports could not have been used to record student ridership at the time of transportation. An adjustment of 203 students is proposed by the auditors.

Linda Champion
Deputy Commissioner, Finance and Operations

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Commissioner Pam Stewart
March 22, 2018
Page Two

2. Student Transportation Procedures for Reporting Ridership [Finding No. 2 (Ref. 52)]

Summary of Finding: Review of the district's procedures used to document student ridership and supporting records disclosed that the process in place for recording student ridership was contrary to FDOE guidance in Technical Assistance Note T-06-12, *Guidelines for Maintenance of Records for Audits of Transportation Funding*. According to FDOE guidance, student ridership must be recorded by the bus driver who transported the students during the 11-day window of the reporting survey period, and the bus driver must attest to the students' ridership by signing the bus driver report. The review disclosed that transportation rosters documenting student ridership were completed by school personnel rather than bus drivers, and most of the original rosters, which are source documents, were not retained by the district.

Because either the source documents were not available or the available source documents were not completed and signed by the bus drivers, the ridership of all 6,636 students reported in the October 2014 and February 2015 reporting survey periods could not be validated and is proposed for adjustment.

Informal Conference Discussion and Recommendation:

The total proposed audit adjustment is for 6,843 students - 6,839 reported in the July 2014, October 2014 and February 2015 reporting survey periods and four reported in the June 2015 reporting survey period.

As part of the appeal process, district personnel established procedures for verifying students who were both reported for attendance and for transportation funding for fiscal year 2014-15. Procedures were implemented and the verification process was completed. Supporting documentation provided by the district for verification of ridership data reported for fiscal year 2014-15 included confirmation of attendance from the FTE/FEFP attendance records and ridership data with details, by student, showing reported student ridership data by survey period matched to reported attendance data. The summary included totals by survey and membership category for the proposed audit adjustment of 6,843 to district ridership data, for 801 students who did not have attendance confirmation and should not have been reported for transportation funding, and for 6,042 students with verified student ridership and attendance data.

During the conference, district representatives described the process used by district personnel to verify transportation data reported for fiscal year 2014-15, which included matching student attendance records with students reported for transportation funding. Student information on bus driver rosters was matched with attendance data for each student identified as riding a bus during the 11-day window for each survey week.

Commissioner Pam Stewart

March 22, 2018

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For the record, district representatives indicated that action has been taken to improve transportation funding reporting in accordance with FDOE guidelines. The revised procedures were implemented in December 2016.

As a result of the conference discussion and a review of supporting documentation of the district's in-depth analysis and verification of student ridership reported for fiscal year 2014-15, the panel accepted the district's summary of results and request for restoration of the proposed audit adjustments.

Recommendation: Based on the summary provided by the district, the panel recommends an adjustment of one student for the July 2014 reporting survey period, 464 students for the October 2014 reporting survey period and 336 students for the February 2015 reporting survey period, for a total of 801 students. The adjustments represent ridership that was not verified by the district during its post-audit review and analysis of attendance and ridership data for fiscal year 2014-15. For the appealed findings, of the auditor's original adjustment of 6,843, 6,042 are recommended to be restored for funding.

If you accept the recommendation, please notify the Office of Funding and Financial Reporting so that appropriate restoration action can be taken.

LJ/bp

cc: Roger Milton
Bonnie Wood
David Hughes
Aileen Peterson
John Speaks
Linda Champion
Miki Presley
David Morris
Robert Manspecker
Mark Eggers
Alricky Smith

SUMMARY TAB FOR FEPP AUDIT APPEAL TRANSPORTATION

Original Auditor Writedown

Survey #	Ridership Category	Number of students that should be reduced from the count	**Data verifiable from Audit Report
Survey 1	F	3	
Survey 1	L	197	
Survey 1	M	3	
Survey 2	F	2	
Survey 2	L	179	
Survey 2	M	3,055	
Survey 3	F	2	
Survey 3	L	173	
Survey 3	M	3,225	
Survey 4	L	4	
Total		6,843	

Agreed Should be Reduced

Survey #	Ridership Category	Number of students that should be reduced from the count	**Data verifiable from pivot tabs colored Blue.
Survey 1	F	0	
Survey 1	L	1	
Survey 1	M	0	
Survey 2	F	0	
Survey 2	L	24	
Survey 2	M	440	
Survey 3	F	1	
Survey 3	L	20	
Survey 3	M	315	
Survey 4	L	0	
Total		861	

Restoration Request

Survey #	Ridership Category	Amount to be Restored
Survey 1	F	3
Survey 1	L	196
Survey 1	M	3
Survey 2	F	2
Survey 2	L	155
Survey 2	M	2,615
Survey 3	F	1
Survey 3	L	153
Survey 3	M	2,910
Survey 4	L	4
Total		6,042

*Source data in yellow tabs, summary of each survey in blue tabs.

**Source data is available in the Audit Report of FEPP



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Pam Stewart
Commissioner of Education

April 17, 2018

Mr. Roger Milton, Superintendent
Gadsden County School District
35 Martin Luther King, Jr. Boulevard
Quincy, Florida 32351-4411

Dear Superintendent Milton:

My staff and I have reviewed the recommendation resulting from the informal audit appeal conference held on March 15, 2018. The conference concerned the Full-Time Equivalent Student Enrollment and Student Transportation Audit (Report No. 2017-062) for the year ending June 30, 2015, for the School District of Gadsden County. I accept the informal conference panel's recommendations and, by copy of this letter, am asking Deputy Commissioner Linda Champion to initiate appropriate action with regard to the Florida Education Finance Program adjustment for the School District of Gadsden County.

Sincerely,

A handwritten signature in cursive script that reads "Pam Stewart".

Pam Stewart

PS/lj

cc: Bonnie Wood, Director of Finance
David Hughes, Audit Manager, Auditor General
Aileen Peterson, Audit Supervisor, Auditor General
Linda Champion, Deputy Commissioner, Finance and Operations
David Morris, Finance and Operations
Miki Presley, Assistant Deputy Commissioner, Finance and Operations
Mark Eggers, Assistant Deputy Commissioner, Finance and Operations
Alricky Smith, Administrator, Funding and Financial Reporting

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SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 3b

DATE OF SCHOOL BOARD MEETING: April 24, 2018

TITLE OF AGENDA ITEMS: Insurance Agency Services

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS: In accordance with provisions in both the GCCTA and GESPA Collective Bargaining Agreements, the Insurance Committee recommends the following:

Board approval is requested for partnering with Pat Thomas & Associates Insurance, Inc. to provide the brokerage and consulting services described on the attached list. Inherent in these services is coordinating and compiling benefit and deduction information for entry into the district's software.

AMOUNT: No additional cost to the district; services paid by the insurance companies

PREPARED BY: Bonnie Wood

POSITION: Finance Director

EMPLOYEE BENEFITS BROKERAGE AND CONSULTING SERVICES

- Develop short and long range employee benefit goals and strategies.
- Partner with the Benefits team in the administration of all group insurance plans including responding to questions from and providing information to staff, and providing other benefits-related advisory services throughout the plan year.
- Review and analyze claims experience, claim service, and claim administration to ensure maximum benefit to the Board.
- Determine and recommend the most cost efficient funding methods for benefit programs.
- Prepare bid specifications and solicit proposals, as needed, from insurance markets that specialize in group insurance plans.
- Evaluate bids and bidders, including administration, coverage, claim payment procedures, customer service, networks, reserve establishment policies and financial solvency.
- Provide the Board with in-depth analysis of proposed alternatives and assist with the process of selecting the most favorable annual renewal options.
- Apprise the Board of local and national benefit trends and provide benchmark survey data to help calibrate program offerings with employee and employer costs compared to similar organizations.
- Meet with and provide reports and presentations to various Board representatives if requested.
- Assist the Board with the implementation and communication of new programs or changes to existing programs, which may include attending and presenting information at Open Enrollment meetings when requested.
- Work closely with the benefits team to develop and execute the benefits communication strategy.
- Partner with the Board to effectively performance manage the vendors that provide insurance or related services to the Board.
- Act as advisor on issues such as discrimination testing, 5500 filing, Section 125, COBRA, HIPAA, Medicare, FMLA, ACA etc. Provide overall guidance to the Board with Health and Welfare regulatory compliance.
- Research and report any new developments in the employee benefits arena on an ongoing basis.
- Recommend innovative ideas and new products, programs and services to ensure a competitive, valued and cost effective benefits program.
- Introduce proven programs and ideas to aggressively manage healthcare costs.
- Introduce proven programs and ideas to enhance the Boards culture and improve employee productivity and morale.
- Educate and advise on Healthcare Reform, specifically PPACA, and the key strategic decisions that the Board should consider.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 3c

DATE OF SCHOOL BOARD MEETING: April 24, 2018

TITLE OF AGENDA ITEMS: Renewal of Dental Insurance for the 2018-2019 Fiscal Year with The Standard

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS: In accordance with provisions in both the GCCTA and GESPA Collective Bargaining Agreements, the Insurance Committee recommends the following:

Board approval is requested for renewing the dental insurance agreement with The Standard (current insurance company) for the 2018-2019 fiscal year. The dental insurance bid from Standard Insurance Company that was approved for the 2017-2018 fiscal year included a provision for a one-year renewal.

The Board pays 100% of the monthly premium for the employee low option plan. The monthly premiums will increase by 5%; the new rates remain lower than all other bids received from other carriers. (The Standard reduced their April 2017 bid of \$18.21 by \$.01 in their rate quote in the letter dated February 23, 2018.)

FUND SOURCE: All funds in which salaries and benefits are paid

AMOUNT: Board's premium will increase from \$17.34/month per employee to \$18.20/month per employee – Annual Amount = \$87,612 (based on current participation)

PREPARED BY: Bonnie Wood

POSITION: Finance Director



TheStandard®

February 23, 2018

LA CLARENCE MAYS
THE SCHOOL BOARD OF GADSDEN COUNTY
35 M L KING JR BLVD
QUINCY, FL 32351-4411

RE: Policy: 160-163382 Renewal Effective: 10/1/2018

Thank you for allowing Standard Insurance Company to provide quality products to support your employees' insurance needs. We are pleased to renew your policy with continued coverage and services.

We have carefully reviewed the current composition of your organization and evaluated the experience of your dental policy. Based upon this review and application of rate factors appropriate for your industry classification, effective October 1, 2018, we are adjusting your premium rates as indicated in the chart below. These rates are guaranteed until October 1, 2019.

BUY UP PLAN

Division 1/Class 1

Dental Coverage	Through 9/30/2018	Effective 10/1/2018
Employee	\$24.93 per member	\$26.16 per member
Employee & Spouse	\$52.26 per member	\$54.88 per member
Employee & Child(ren)	\$51.72 per member	\$54.28 per member
Employee, Spouse and Children	\$84.91 per member	\$89.16 per member

CORE PLAN

Division 1/Class 2

Dental Coverage	Through 9/30/2018	Effective 10/1/2018
Employee	\$17.34 per member	\$18.20 per member
Employee & Spouse	\$43.20 per member	\$45.36 per member
Employee & Child(ren)	\$42.68 per member	\$44.80 per member
Employee, Spouse and Children	\$74.42 per member	\$78.12 per member

Division 2/Class 2

Dental Coverage	Through 9/30/2018	Effective 10/1/2018
Employee	\$17.34 per member	\$18.20 per member
Employee & Spouse	\$43.20 per member	\$45.36 per member
Employee & Child(ren)	\$42.68 per member	\$44.80 per member
Employee, Spouse and Children	\$74.42 per member	\$78.12 per member

Standard Insurance Company
4350 W Cypress Street, Suite 920
Tampa FL 33607
tel 813.879.2900 800.325.5757
fax 813.879.2431



If you have any questions about your rates or our review process our Employee Benefit Sales and Service office at 813-879-2900 is available to serve your needs. We value your business and welcome the opportunity to provide continued assistance to you.

Sincerely yours,

Kimberly Sims
Group Insurance Underwriter
Employee Benefit Services
Standard Insurance Company

Standard Insurance Company
4350 W Cypress Street, Suite 920
Tampa FL 33607
tel 813.879.2900 800.325.5757
fax 813.879.2431

Gadsden County School Board Dental Renewal 2018-2019

Standard Ins. Rates Low Option

	<u>2017-2018</u>	<u>2018-2019</u>
Employee	\$17.34	\$18.21
Employee and Spouse	\$43.20	\$45.36
Employee and Child	\$42.68	\$44.81
Employee and Family	\$74.42	\$78.14

Rates from RFP April 2017

	<u>Standard</u>	<u>Met</u>	<u>FCL</u>	<u>Delta</u>	<u>Softace</u>	<u>United</u>
Employee	\$17.34	\$18.75	\$19.51	\$19.69	\$25.08	\$20.87
Employee and Spouse	\$43.20	\$46.72	\$48.62	\$47.56	\$52.51	\$52.00
Employee and Child	\$42.68	\$46.16	\$48.04	\$46.99	\$52.03	\$51.38
Employee and Family	\$74.42	\$80.56	\$83.76	\$81.94	\$85.41	\$89.59

Dental Insurance

	<u>Total Rates</u>		<u>Board Cost</u>		<u>Employee Cost</u>	
	<u>Low Option</u>		<u>2017-2018</u>	<u>2018-2019</u>	<u>2017-2018</u>	<u>2018-2019</u>
	<u>2017-2018</u>	<u>2018-2019</u>				
EMPLOYEE	17.34	18.20	17.34	18.20	0.00	0.00
EMPLOYEE & SPOUSE	43.20	45.36	17.34	18.20	25.86	27.16
EMPLOYEE & CHILDREN	42.68	44.81	17.34	18.20	25.34	26.61
EMPLOYEE & FAMILY	74.42	78.14	17.34	18.20	57.08	59.94
	<u>High Option</u>					
EMPLOYEE	24.93	26.16	17.34	18.20	7.59	7.96
EMPLOYEE & SPOUSE	52.26	54.88	17.34	18.20	34.92	36.68
EMPLOYEE & CHILDREN	51.72	54.28	17.34	18.20	34.38	36.08
EMPLOYEE & FAMILY	84.91	89.16	17.34	18.20	67.57	70.96