

MINUTES  
SCHOOL BOARD WORKSHOP  
GADSDEN COUNTY SCHOOL BOARD  
MAX D. WALKER ADMINISTRATION BUILDING  
35 MARTIN LUTHER KING, JR. BLVD.  
QUINCY, FLORIDA  
October 25, 2022  
4:30 P.M.

This workshop was open to the public and electronically recorded.

The following Board members were present: Mr. Leroy McMillan, Chairman; Mr. Steve Scott; Ms. Cathy S. Johnson; Mrs. Karema D. Dudley; and Mr. Charlie D. Frost. Also present were Mr. Elijah Key, 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. Leroy McMillan, at 4:30 p.m.

2. Facilities Update (moved up on the agenda)

Mr. Hunter stated he is not having much success filling positions in the Maintenance Department. He stated security is very important and the Maintenance Department responds immediately when a building needs to be secured. He stated there are several bids for Havana Magnet School for doors. He stated they are replacing HVAC at Havana Magnet School from ESSRII Funds.

Mr. Frost asked about the demolition bid and Mr. McMillan stated that item was being pulled from the agenda by Mr. Key.

Mr. Hunter believes the unit for Havana Magnet School Building #9 has been received but not installed. He stated James A. Shanks Middle School building #16 doors are on order as well as several other doors.

Ms. Johnson asked if there was an issue at Havana Magnet School with the doors since they are so hard to lock. Mr. Hunter replied yes and there are also lots of issues with those doors. He explained the doors hang on a wire that clips and have continuous hinges with a strange locking system. He stated all doors have been ordered so those doors can be replaced. He stated the interior doors will be wood and that will eliminate problems. He stated they try to stay on top of all the issues with doors but they break so quickly.

Ms. Johnson asked if it was possible to not have the same type doors in the new school. Mr. Hunter stated absolutely and the locking mechanism will be user friendly.

3. Financial Updates

Mr. Mays introduced new employee Deborah Young and stated she is one of the payroll clerks.

Ms. Young gave a brief presentation of her background

Mr. Mays stated the new hourly rate will be in the October payroll. He stated there will be a workshop on the Auditor's findings on November 1, 2022. He presented a Budget Amendment and asked if the format is okay with the board or should he use a different format. He is working to make sure everything is accurate and working with Human Resources to put things in place to mainstream.

Mr. Scott asked the total amount of the MOU for recruitment and retention. Ms. McGriff stated the combined total cost would be \$700,000.

Mr. McMillan asked if payroll would be sent on the 31<sup>st</sup> with no problems? Mr. Mays stated the data that is in the finance department currently being reviewed will be paid on the 31<sup>st</sup>, but if Human Resources has not processed an employee, then they may not get paid if they started during the payroll processing period.

Mr. Frost asked to call anyone that will not get a check to let them know ahead of time. Mr. Mays stated they always follow up in an email to any individual in addition to a phone call.

Mr. Frost asked when do substitutes get paid? Mr. Mays stated previously he has instructed the office managers to report subs with the teacher payroll, however, he has now instructed office managers to report days 1-18 for end of month payroll then next month will be days 19-31. He stated payroll is due on the 19<sup>th</sup> of the month for most part.

#### 4. Educational Items by the Superintendent

Mr. Key stated there was information in the board packets concerning schools having safety issues. He stated Item 11a covers Florida Safe School Assessment Tool (FSSAT) safety concerns that need board attention in order for Mr. Bryant to report. Mr. Frost asked if some items are being taken care of. Mr. Bryant stated yes and the item in the packet is school specific.

#### 5. School Board Requests and Concerns

Mr. Scott stated James A. Shanks Middle School is looking so much better.

The workshop adjourned at 4:55 pm