

## SCHOOL BOARD WORKSHOP

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

December 16, 2014

4:30 P.M.

This workshop was open to the public and electronically recorded.

The following Board members were present: Mrs. Audrey D. Lewis, Chairwoman; Mr. Isaac Simmons; Mr. Charlie D. Frost; Mr. Roger P. Milton; and Mr. Steve Scott. 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 Chairwoman, Mrs. Audrey D. Lewis, 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. Miscellaneous finance department items:

i. Discussion of Uniform Grant Guidelines – Effective 12/26/14 for new grants after this date; overall description; written procedures requirements.

Mr. Simmons stated that grants are competitive. He stated that procedural changes are required for grants. He suggested having prior discussion before applying for grants.

ii. CAPE FTE Bonus payments status

Mrs. Ferree stated that sometime around December 28<sup>th</sup>, districts will receive the FEFEP third calculation which will provide the total amount of the 2013 – 2014 CAPE bonus dollars generated for each district. She stated that the amount is based on the number of students earning CTE certifications that were enrolled in CTE Theme Courses during the 2013 – 2014 school year. She stated that sometime in January, FLDOE will release reports (F71297 and F71002) that list the students

earning certifications, certification ID, teacher ID, and certification funding weight (.1 or .2). She stated that a portion of the bonus dollars is for actual teacher bonuses and a portion should go to program improvement. She stated that qualifying teachers may receive anywhere from \$25 to \$50 (based on the weight of the certification) per certification not exceeding \$2,000. She stated that at this time no district has received the 2013 – 2014 CAPE FTE bonus dollars.

- iii. Another scam alert from bogus vendor

She shared with the Board another scam alert from a bogus vendor, the American Yellow Group, Inc.

- iv. FLDOE Letter of Resolution regarding Audit Report No. 2014-171 finding for Federal Awards Finding No. 2.

Mrs. Ferree stated that the Auditor General Report Number 2014-171 findings revealed that appropriate corrective measures have been taken to resolve Federal Awards Finding No. 2. She stated that it was determined in Finding No. 2 that the district has provided procedures which ensure that federal grant expenditures are only incurred within the period of availability. She stated that no further action was required relative to this finding.

- v. Financial Disclosures and change to purchasing procedures.

Mrs. Ferree stated that the district has taken immediate corrective action regarding the Finance Department's Purchasing Clerk access to the Annual Statement of Interest Forms. She stated that staff has been trained on how to access and search the Florida Commission on Ethics website to view the Board and Superintendent's financial disclosures, as well as the Supervisor of Elections website to view the Assistant Superintendent of Business and Finance filing. She stated that staff has built a file to copy those access walk through instructions and the most recent filings of her review. She also stated that staff has begun to immediately review those forms and will consider that information when finalizing the purchasing process and consideration of any conflict of interest.

- vi. FTE forecast for the 2015-16 school year due to FDOE by January 9, 2015.

- vii. Status of current year audit – anticipate audit report in March 2015
  1. Simultaneous review of TERMS access for the 2013 -14 audit and the 2014-15 audit by the AG IT staff.
  2. AFR is being reviewed.
  3. Financial Disclosures and conflict of interest in the purchasing cycle;
  4. Verification of dependent's eligibility prior to enrollment of health care benefits.

c. Facilities update from Wayne Shepard

Mr. Shepard stated that the Fire and Safety Inspection Services included educational facilities and safety reports entered on the State Fire Marshall site as per Florida School Law 1013.12. He stated that inspection services will be performed by A G & B Safety Inspectors of Jasper, FL and are scheduled to be complete January 2015. He stated that a for sale sign has been posted for the sale of the Havana Elementary School property. He stated that portables will be ordered for James A. Shanks Middle School next month through the HRSA grant. He stated that the Havana Middle School project was on schedule.

4. School Board Requests and Concerns

In response to Mr. Milton's concern about a name change for Havana Middle School, Mrs. Lewis stated that the Havana Middle School Advisory Committee has had previous discussions regarding the name change, school colors, and mascot.

Mr. Simmons expressed his sentiments regarding cosmetics for schools and naming schools after individuals.

In response to Mr. James' concern about Cynergistic, Mr. Shepard stated that he was waiting for directions from the Board before proceeding with a RFP for energy conservation consulting services. He stated that these services will help the district staff and students with ways to conserve energy and save dollars on utility costs.

Mr. Shepard was instructed to proceed with a tentative RFP for energy conservation consulting services.

Mr. James stated that next year should be a better budget year for the district.

5. The workshop adjourned at 5:30 p.m.