

## SCHOOL BOARD WORKSHOP

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

June 28, 2022

4:30 P.M.

The 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. Financial Information

Mr. Mays stated that the district's estimated fund balance was 3.6% +/- as of today. He stated that the estimated fund balance was subject to change as bills are paid and personnel changes. He stated that the TRIM timetable dates are strategically planned with the Department of Education timelines. He stated that the timeframe is to allow for the changes and updates. He stated that beginning July 1<sup>st</sup>, all sites will have time clock keypads to use for payroll. He stated that IT will program all time clocks for the schools. He stated that the time clocks will allow finance to cut down on paper because the paper sometimes cause delays. He stated that the time clocks will have real time for payroll. He stated that administrators will have to make adjustments for employees.

Mr. McMillan questioned whether the time clock system was a way to monitor employees and whether it will cause employee morale issues.

Mr. Key stated that all employees must be held accountable.

Mr. Mays stated that the district is moving toward end of the month pay for all employees. He stated that there are two FEFP calculations per month, accounts payable will be twice a month and payroll once a month. He stated that vendors will be paid every two weeks with invoices being due 14 days prior to payment. He stated that if the invoice is not received by the deadline prior to the 14 days, then that invoice would be paid a month later.

Ms. Mandela stated that she wanted to have a chance to look at the pay dates and to ensure that the teachers were aware of the change. She stated that she wanted to make sure that information was provided to the teachers in writing.

### 3. Facilities Update

Mr. Hunter stated that summer cleaning has started at the schools. He stated that he is waiting on doors to come in for Havana Magnet School for building #6. He stated that work on the gym floors at Gadsden County High School is going very well. He stated that the gym floor work has started at West Gadsden Middle School. He stated that contractors are needed to keep up the ground work on the west side of the county.

Mr. McMillan stated that some of the custodians are willing to cut the grass with compensation.

Mr. Hunter stated that years ago the district decided custodians would not be responsible for cutting the grass. He stated that although he was in favor of custodians cutting the grass, he was concerned that equipment has to be purchased and that the equipment will be used for other things and not maintained properly. He stated that interviews for maintenance positions will begin tomorrow (June 29<sup>th</sup>).

Mr. Key stated that security of the lawn equipment would be an issue. He stated that perhaps the possibility of purchasing less expensive lawn equipment might help and the duties of the custodians would have to be altered.

In response to Mr. McMillan's concern regarding the status of the new school, Mr. Hunter stated that there are constant changes. He stated that the new school committee is ready to reconvene on July 11<sup>th</sup> to hopefully get back on target.

### 4. Educational Items by the Superintendent

Mr. Key discussed the release of the test scores. He stated that thus far it seems like the district maintained little growth in proficiency. He stated that two schools are of concern when the final grades are released. He stated that at this time there will be no change in principals, however based on the school grades DOE may require a change in principals.

### 5. School Board Requests and Concerns

None.

### 6. The meeting adjourned at 5:23 p.m.