

SCHOOL BOARD FINANCIAL WORKSHOP

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

January 27, 2026

4:30 P.M.

The workshop was open to the public and electronically recorded.

The following Board members were present: Mr. Leroy McMillan, Chairman; Ms. Cathy S. Johnson; Ms. Stacey S. Hannigon; and Mr. Steve Scott. Also present were Mr. Elijah Key, Superintendent and Secretary to the Board; Mrs. Deborah Minnis, Attorney for the Board; and others. Mr. Charlie D. Frost was absent.

1. Call To Order

The workshop was called to order by the Chairman, Mr. Leroy McMillan, at 4:34 p.m.

2. Financial Information

• 2025 – 12 Board Expenditure Summary Report

Mrs. Bruner shared with the Board the following financial updates:

- The District submitted the Program Cost Report on January 8, 2026.
 - DOE reviewed the final submission and approved the submission.
- The Finance Department is working on the audit responses and finalizing details required by the Auditor General, along with follow-up to DOE regarding findings.
- Bank reconciliations have begun with a goal for completion by the end of March.
- The Social Security Administration W-2 deadline for employers to provide forms to employees is Monday, February 2, 2026.
 - The District will have W-2s available by Friday, January 30, 2026.
 - When W-2s are ready, employees will receive an email to their district email address. Employees will be able to download or print forms themselves; however, a hard copy will be printed and delivered to each employee's department or site.
 - If additional copies are needed, employees must access it through their Skyward account. The Finance Department will not print additional copies.
 - Former employees will receive their W-2 via mail. They should contact HR to ensure their mailing address on file is accurate. Any returned W-2s would be kept in their employee file in the HR department.
- The 1099 deadline is January 31, 2026. The District is working to meet this deadline with forms available by Friday, January 30, 2026.
- January payroll will be processed on Friday, January 30, 2026.
- The Florida School Board Insurance Trust (FSBIT) met on January 21 – 23 and district staff in attendance included our Trustee Board Member Stacey Hannigon, Risk Manager Matthew Bryant, and CFO Marleni Bruner. Topics included encouraging safety compliance, developing a return-to-work program, microbial growth and moisture mitigation, hot topics in Employment, Civil Rights and Litigation against School Boards, and policy renewals. The financial update showed that the Trust is financially sound with positive returns on investments. The Trust voted to disburse surplus funds back to districts as a credit off their upcoming renewal. Gadsden's premium is \$1,308,726.00 so the refund results in a 2.65% reduction resulting in a credit of \$7,770.06.

- Member districts: Alachua, Charlotte, Citrus, DeSoto, Gadsden, Lafayette, Madison, Okaloosa, Okeechobee, St. Johns, Santa Rosa, Suwannee, and Taylor.

Mrs. Bruner stated that she wanted to point out item #9c – Surplus Auction in the regular meeting agenda packet. She stated that this item was updated from the original packet. She stated that the Board previously approved one of the buses that we are going to be putting in the auction on 10/22/19 for removal. She stated that one of them was put on the document for auction for Board approval. She stated that the items are going in the auction so the Board will be aware of the items, but the Board needs to approve the top three items to be removed as assets. She stated that this is not a new agenda item. She stated that the information would go on www.govdeals.com for the school buses auction. She stated that these buses have bad engines and the people who purchase them received forms regarding all of the issues of the buses. Mr. McMillan stated that the Board wants to be more involved in preparing the budget. He stated that the Board is not concerned about this fiscal year's budget, but wants to have a workshop in January. He asked what would be a good month to have the workshop regarding the budget. Mrs. Bruner stated that the end of March would be a better time because it would give her time to answer all of the questions needed for the AFR, staffing plans and each department's budget. Mr. McMillan stated that a budget workshop would be scheduled at the end of March. He asked Mrs. Bruner if the district was in any danger of going below its reserved amount. Mrs. Bruner stated that the fund balance is calculated once the year is over. She stated that as far as the current budget, the district is not in jeopardy of going over that current budget. She stated that we are currently under budget of what we published and sent to DOE. She stated that the fund balance is only calculated when we do the AFR, so that 3% fund balance is where we will stay until we get ready to close out and do the next year's AFR. Ms. Hannigon stated that the statement was made about being under budget, that statement when we do not have an actual operating budget; we have a bottom-line revenue proposed expenditure, and no departmental budgets from an operating standpoint. Mrs. Bruner stated that we have a budget that was approved by the Board and was submitted to DOE. She stated that the function type divides the budget out. She stated that if you look at the expenditure report at the 5100 category that is teacher instruction. She stated that when you look in Skyward at the expenditure report, you can go to the budget that the Board adopted and look at the 5000 category, look at all of those if you want 5253 and add them all up and we're not over, She stated that all of the information including the balance is put in Skyward. She stated that the last column would tell you the budget minus the expenditures, plus anything that is encumbered on a purchase order and how much is left. She stated that you could not see this piece of information in the report. She stated that when she pull those numbers the budget is the amount that the State gave the district.

3. Facilities Update

Mr. Hudson stated that everything is ready to be taken care of for the generator following the Board's approval. He stated that the company Ring Power has done their due diligence to make sure everything is ready to install the generator. He stated that they did an estimate to make sure all of the infrastructure would be compatible with this new type of generator. He stated that the electrical contractor spent a couple of days out there to make sure everything would line up.

Mr. Key stated that the cost of the generator was a concern due to the small amount. The Board wanted to know if the district was getting a generator that has the maximum power for Havana Magnet School. It is found that the generator the district is receiving is equivalent to the generator that was there before it was damaged from Hurricane Michael. Mr. Key stated that the monies that will be used to purchase the generator are FEMA dollars. He stated that when using FEMA dollars, we have to get the exact same thing or something similar to it when purchasing.

Mr. Hudson stated that the company Rakuten has done an assessment on resurfacing the track at Gadsden County High School. He stated that the \$564,274.00 is the standard pricing for resurfacing the track. Mr. Scott questioned whether this something that could have been bid was. Mr. Hudson stated no, this is a standard State contract. Mr. Scott stated that this was a lot of money. He wanted to know if another track could be used at a different school site. Mr. Key stated that insurance money would be used to pay for resurfacing the track. He stated that the funding is not allocated for any other particular school, only for the high school. Mr. Hudson stated that he was able to prepare an option #2 for funding the resurfacing of the track. He stated that option #2 is a better option for funding the resurfacing of the track at the high school.

Mr. McMillan reminded the Board that the district is funding come from students. He stated that at some point and time we are going to have to do things to attract students to our district. He stated that the sports track and field would bring other students to Gadsden County. He asked each Board member to hold all comments and concerns to the regular meeting due to the time.

4. Educational Items by the Superintendent

Held until the Regular Board Meeting.

5. School Board Requests and Concerns

Held until the Regular Board Meeting.

6. The workshop adjourned at 5:43 p.m.