

SCHOOL BOARD WORKSHOP

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

January 26, 2016

4:30 P.M.

This workshop was open to the public and electronically recorded.

The following Board members were present: Mr. Roger P. Milton, Chairman; Mr. Isaac Simmons; Mrs. Audrey D. Lewis; Mr. Charlie D. Frost; 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 Chairman, Mr. Roger P. Milton, 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. Update on charter school monitoring of fiscal recovery plan.
 1. October financial report was received on 12-7-2015.
 2. Sent monitoring letter for the November 2015 and December 2015 report submission as well as the information that was requested for monitoring purposes. Subsequently received December 2015 report and FDOE requested information however November 2015 is still outstanding.
 3. Sent additional monitoring letter regarding non-compliance with other contractual terms.
 - ii. JLAC request for the status of the repeat findings listed in the 2014-15 audit report. The final report is due to the JLAC on March 1, 2016.
 - iii. Gadsden did not receive a reduction to class size operating funding as notified from FDOE on December 30, 2015.
 - iv. Qualified Public Depository Annual Reports for 2014 and 2015 filed with the State.

- v. IRS deadline extension for the Affordable Healthcare Act tax for filings.
 - vi. 2015-16 School Recognition Plans due February 1, 2015; FDOE qualified school list February 9, 2016; release of funds in April 2016.
 - vii. FDOE in final stages of sending Best and Brightest funds. Anticipate releasing those to the applicable teachers when received.
 - viii. FEFP 3rd Calculation changes.
- c. Other – agenda items
- i. Agenda item – approval of internal accounts audit for the 2015-16 period.

Mrs. Ferree stated that the primary weakness in internal control is one of which no immediate practical solution is available. She stated that the size of the Schools' staff precludes certain internal controls that would be preferred if the office staff were large enough to provide optimum separation of duties. She stated that separation of incompatible duties provide increased assurance and indicates that the Principals/Director remains involved in the financial affairs of the Schools to provide oversight and independent review functions.

- ii. Agenda item – Write off of stale school recognition balances and transfer stale and discretionary balances to applicable schools.

Mrs. Ferree stated that the Board approval was needed to write off old stale school recognition fund balances and for approval of the transfer of the stale amounts and discretionary funds to the applicable schools.

- iii. Agenda item – internal accounts audit report.

- iv. Agenda item – Resolution 15-07 Board's intention for use of General Funds.

Mrs. Ferree stated that the Board's intention for use of General Funds identified in the previously adopted budgets by Resolution 15-02 and 15-03 as well as any subsequent budget amendments presented are the only services that the district would provide in the absence of Federal Funds.

- v. Agenda item – approval of UGG implementation procedures (Fixed Asset/Capital Assets; Payroll Costs including Time and Effort Standards; and Purchasing/Procurement)

Mrs. Ferree stated that the uniform grant guidance implementation procedures ensure the district's compliance with the federal uniform grant guidance. She stated that these procedures supplement the Board's policies in the areas of fixed assets/capital assets, payroll costs including time and effort standards, and purchasing/procurement procedures.

- vi. Agenda item – Permission to trade international bus.

Mrs. Ferree stated that in accordance with Sections 274.04, 274.05, and 274.06, Florida Statutes, Board approval was requested to delete and trade international buses.

Mr. Michael Simmons addressed the Board to receive clarity on the procedures for disbursement of school recognition funds for Havana Elementary School.

Dr. Pink Hightower stated that the School Advisory Council at Havana Middle School has met to discuss the disbursement of school recognition funds. He stated that the funds will be disbursed to individuals who qualify. He stated that Havana Elementary School staff will receive school recognition monies if they qualify.

4. School Board Requests and Concerns

None.

5. The workshop adjourned at 5:50 p.m.