

SCHOOL BOARD WORKSHOP

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

June 27, 2017

4:30 P.M.

This workshop was open to the public and electronically recorded.

The following Board members were present: Mr. Isaac Simmons, Chairman; Mr. Steve Scott; Mr. Tyrone D. Smith, and Mr. Charlie D. Frost. Also present were Mr. Roger P. Milton, Superintendent and Secretary to the Board; Mrs. Deborah Minnis, Attorney for the Board; and others. Mrs. Audrey D. Lewis was absent.

1. Call To Order

The workshop was called order by the Chairman, Mr. Isaac Simmons, at 4:32 p.m.

2. Financial Information

3. Discussion Items

- a. List of contractors and notification to Board regarding vendors with total payments greater than \$15,000 and other payment issues.

- i. Information POs – TSA
- ii. Skyward

Mr. Mays stated that Skyward would be the new data system for the district. He stated that the district's data information from Finance, Human Resources and the Payroll system would be migrated from TERMS and FOCUS to Skyward.

Mr. Milton stated that PAEC has discontinued the use of the FOCUS system. He stated that training dates would be scheduled for use of the new Skyward system.

b. Capital City Loan Extension

Mr. Mays stated that the first 12 month extension on the Capital City Construction Loan would pay next year's debt service that will become due and payable in the 2017 – 2018 fiscal year. He stated that there will be two bi-annual payments due November 1, 2017 and May 1, 2018 for a total of \$371,543.66.

c. SunTrust and Capital City Loan Extension

Mr. Mays stated that the payment of the Construction Loan and Bus Lease Purchases for the 2017 – 2018 debt service with Sun Trust Bank would be in two bi-annual payments of \$100,683.31 each which are due on July 1, 2017 and January 1, 2018 for \$201,366.62.

d. Payroll Schedules 2017 – 2018

Mr. Mays shared with the Board the updated payroll schedules for the 2017 – 2018 fiscal year.

e. Salary Schedules 2017 – 2018

Mr. Mays shared with the Board the updated salary schedules for the 2017 -2018 fiscal year. He stated that the salary schedules were a statutory compliance requirement for the district.

f. Finance Office Update and Status (Budget Update)

Mr. Mays stated that the district currently has a 3% fund balance. He stated that the district is in the process of closing out the 2016 – 2017 fiscal year, and beginning a new fiscal year (2017 – 2018). He stated that to ensure that all basis are covered and to ensure that the district is in a solid financial condition, the close out process will be done in four phases.

Mr. Milton announced that Mrs. Bonnie Wood would be returning to the district as the Finance Director. He stated that Mr. Thomas Kauffman would be the Assistant Finance Director, and Mr. LaClarence Mays would be the Budget Manager. He stated that he is looking for a smooth transition in the finance department.

Mr. Mays stated that he was working to enhance the finance department’s website. He stated that the finance department’s website would be more user friendly and transparent.

Mr. Milton stated that all departments have been asked to update their websites. He stated that updating the district’s websites will be ongoing. He requested the Board shared with him concerns on the Back to School Rally. He acknowledged Ms. Barbara Pople of Pople Financial Services.

g. Other – agenda items:

4. School Board Requests and Concerns

In response to Mr. Scott’s request for an update on Gadsden County High School, Mr. Milton stated that the district was in the process of planning a Phase II Turnaround Plan for Gadsden County High School if West Gadsden did not receive a letter grade of “C”. He stated that the Turnaround Plan that is required for Gadsden County High School would include the feeder schools James A. Shanks Middle School, West Gadsden Middle School and George W. Munroe Elementary School.

In response to Mr. Scott's concern about other positions being filled at the district, Mr. Milton stated that Dr. Sylvia Jackson will have the position of Director of Secondary Education and Director of Vocational Education. He stated that interviewing is taking place for an Area Director of Elementary Education and Director of Professional Learning.

In response to Mr. Scott's concern about vacant instructional positions, Mrs. Pauline West stated that there are currently 30 to 40 instructional positions vacant.

Dr. Hightower stated that principals are working hard to fill instructional positions. He stated that the elementary positions are filling quickly. He stated that there are some challenges filling the secondary positions.

Mr. Milton stated that the number of vacant positions are not as high as they were in previous years. He stated that most of the vacancies are a result of certification issues.

5. The workshop adjourned at 5:05 p.m.