

SCHOOL BOARD WORKSHOP

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

December 17, 2013

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; Ms. Audrey D. Lewis; Mr. Charlie D. Frost; Mr. Judge B. Helms; and Mr. Isaac Simmons. 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. Update from Facilities
 - i. Agenda items for the establishment of the Capital Improvement Fund Budget for construction funds and the corresponding debt service
 - ii. Update from Wayne Shepard
 1. Notice to Proceed and update on Havana Construction Project

Mr. Shepard shared with the Board the Notice to Proceed Letter to Cook Brothers, Inc. contingent upon all permitting being issued for the PreK thru 3rd grade classroom wing at Havana Middle School on or prior to December 16, 2013. He stated that in the event that the permits are not issued by December 16, 2013, this Notice to Proceed becomes effective immediately upon permits being issued. He stated that a groundbreaking ceremony was scheduled on Thursday, December 19th at 10:00 a.m. at Havana Middle School. He stated that at the November 25, 2013 meeting the Board approved the guaranteed maximum price of \$4,821,118.00 for the construction of the new Prek thru 3rd grade classroom wing at Havana Middle School.

2. Anticipate issuing a RFP early in the next calendar year for moving services
3. Emergency repairs at East Gadsden High School

Mr. Shepard stated that construction work was underway at East Gadsden High School because the HVAC lines underground located between buildings 100 and 300 ruptured. He stated that he was working to get staff certified in fire and safety inspections. He stated that Board approval was needed for fire and safety inspections district wide as per Florida School Law 1013.12. He stated that inspection services will be performed by A G & B Safety Inspectors of Jasper, Florida and are scheduled to be completed in January 2014. He stated that the district will piggyback from a contract held by a vendor with PAEC.

iii. Proposed E-Rate Agreement

Mrs. Kim Ferree share with the Board an overview of the E-RATE contract for consulting services. She stated that the consultant will assist with correcting E-Rate issues for the district.

c. Other agenda items

- i. Governor's allocation disbursement for eligible teachers as of 12/10/13 methodology.

Mrs. Melanie King stated that all instructional personnel that were eligible to receive the pay raise based on the collective bargaining agreement got their raise on December 10, 2013. She stated that if the personnel would normally have been eligible for a "step" on the old salary schedule, the union accounted for this while negotiating. She stated that instructional employees with advanced degrees that were hired on or after July 1, 2011 were paid with a supplement for their advanced degree per F.S. 1012.22(1) (c) 3. She stated that advanced degree supplement amounts were \$1268-Masters and \$2481-Doctorate based on the existing placement schedule. She stated that the same employees' base pay was derived from the placement schedule with an additional \$1900 increase if they met the criteria set forth by the collective bargaining unit.

In response to Mr. Helms' concern regarding the salary increase proposal for principals and assistant principals, Mrs. King stated that proviso language lists principals and assistant principals as those eligible to receive funds from the Statewide Teacher Pay Increase. It was noted that two principals were not included in the proposal for the salary increase.

Following discussion, Mr. Milton requested an updated sheet to include all principals and assistant principals that were eligible to receive the salary increase prior to Board approval.

ii. Charter School

1. First Quarter Financial Statements (FDOE change to form for GASB reporting changes)

Mrs. Ferree shared with the Board an overview of the Crossroad Academy Charter School's First Quarter Financial Statements. She stated that Board approval was requested for receipt of the Crossroad Academy Charter School's First Quarter Financial Statements and the Board's monitoring review of the Charter School's fiscal position as reflected on the quarterly report. She stated that updated forms have been sent to the charter for reporting. She stated that in accordance with Florida Statutes, charter schools are required to provide the sponsor financial statements.

2. Audited Financial Statements for 2012-13 fiscal year

iii. Internal Accounts 2013-14 engagement letter priced on the three year proposal – RFP award.

Mrs. Ferree stated that the 2013 – 2014 Independent Auditors' Engagement Letter for the audit of the schools internal accounts for the 2013 – 2014 fiscal year was for review and Board approval. She stated that the engagement would begin after July 15, 2014 and the services would not exceed \$27,000 as per the three year proposal – RFP Award that was approved by the Board on December 18, 2012. She stated that on July 1, 2014 a purchase order will be made and presented to the Board at the June 2014 meeting for approval.

iv. Update on the FDOE Fiscal Monitoring review for 2012-13 and request for the 2013-14 Fiscal Recovery Plan for the notification of the General Fund's assigned and unassigned fund balance at the November 19, 2013 Board workshop.

Mrs. Ferree shared with the Board an update to the November 19, 2013 Financial Condition Summary to remove Charter School flow thru; and the 2013 – 14 Fiscal Recovery Plan and Official Notification to FLDOE and the Board. She stated that the 2013 – 2014 budgeted general fund revenues (less FEFP charter school revenues, exclusive of the district's administrative fee) were \$39,862,754. She stated that the 2013 – 2014 budgeted general fund assigned and unassigned fund balance prior to implementation of fiscal recovery plan was \$607,110. She stated that as of June 30, 2014 the budgeted financial condition ratio was 1.52%. She stated that the district's initial budget assumed as overall reduction of 138 students who have been in the district the previous year. She stated that the assumption included increases in students attending the Crossroad Academy Charter School which had an initial projected enrollment of 369, however there actual enrollment was closer to around 350 students, resulting in a net of 19 of those students returning to the traditional public school. She stated that additionally, the initial budget assumption indicated more students would select to be homeschooled, attend virtual school, attend private school or move away.

She stated that the district's continued success in raising school grades has attracted an additional 115.63 of the former traditional public school students back to the district's public schools. She stated that therefore, the school district will be keeping the Florida Education Finance Program (FEFP) revenue of \$925,748 associated with the 134.63 students who returned to the district's traditional school program, and reporting an additional 134.63 FTE in the October survey associated with those students. She stated that since the school district has budgeted all needed teachers and classroom supplies, the school district does not expect to incur any additional costs in the General Fund associated with those students, who were initially expected to move from the traditional school district to the various other educational options as stated above. She stated that this fiscal recovery strategy amounted to \$925,748. She stated that the district has implemented their non-replacement policy of positions that became vacant since the beginning of the school year for 3 instructional and 5 non-instructional employees who have ceased their employment with the district since the beginning of the school year and were included in the district's initial budget assumption. She stated that this fiscal recovery strategy amounted to \$250,000. She stated that the total fiscal impact was \$1,175,748; 2013-14 budgeted general fund revenues (less FEFP charter school revenues, exclusive of the district's administrative fee) \$40,788,502; 2013-14 general fund assigned and unassigned fund balance after implementation of fiscal recovery plan \$1,782,858; and as of June 30, 2014 Projected Financial Condition Ratio was 4.37%.

v. Continued participation on the POWER buying group for food service items

Mrs. Ferree stated that the letter of intent to participate in POWER Buying Group (PBG) would have potential future savings for the 2014-2015 fiscal year. She stated that on November 3, 2013, the district signed a letter of intent to continue participation in the PBG membership for the upcoming fiscal year.

vi. Close out of TCC invoices for the Academic Enrichment Camps

Mrs. Ferree stated that Purchase Order #184807 and #184808 for Academic Enrichment Camps were cancelled when the grant's period of availability expired. She stated that the balance of the Tallahassee Community College invoices was paid from other funding sources to liquidate the district's outstanding obligations to this important business partner.

4. SCHOOL BOARD REQUESTS AND CONCERNS

Mr. Simmons stated that the new format for the workshop was designed for a workshop. He stated that the Board's discussion served its purpose at the workshop.

The Board thanked Mrs. Ferree for the new format with the workshop.

5. The workshop adjourned at 5:35 p.m.