

## SCHOOL BOARD WORKSHOP

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

January 28, 2014

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. 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. Mr. Charlie D. Frost was absent.

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. Discussion on the process for Dissolution for the Gadsden County Board Leasing Corporation – Articles of Dissolution – input from Attorney Minnis on procedural issues.

Ms. Ferree stated that because the district has no plans to issue certificates of participation in the near future, the Gadsden County School Board Leasing Corporation may be dissolved. She stated that the best course of action to achieve such a result was for both the School Board and Board of Directors of the Leasing Corporation are one in the same; the School Board can adopt a resolution authorizing the dissolution of the Leasing Corporation and approving the execution of the Articles of Dissolution at a regular Board meeting.

- c. Discussion of tax exempt bond information form confirming by IRS for construction funding. The construction funding was previously approved at the October 22, 2013 Board meeting. Informational item only.

Ms. Ferree stated that the district had received acknowledgement of its tax exempt bond information from IRS for construction funding.

- d. School recognition funds for the following schools: East Gadsden High School; Gadsden Elementary Magnet School; Chattahoochee Elementary School; Gretna Elementary School; Stewart Street Elementary School; and Crossroad Academy. The FEFP total amount was \$214,841 to be distributed proportionally (weighted FTE) to these schools. See attached notification and spreadsheet to the applicable schools.

Ms. Ferree stated that the district had received memorandum from the Department of Education regarding school recognition funds to be distributed equally to all classroom teachers currently teaching in a school if the school's staff and school advisory council cannot agree how to spend the funds by February 1<sup>st</sup>. She stated that schools that anticipate a Florida School Recognition Program award are encouraged to have agreements in place before January 1, 2014.

- e. Update from Facilities – Wayne Shepard
  - i. Agenda item regarding Amendment #1 to the construction contract. Discussion of provisions listed.

Mr. Shepard stated that Amendment #1 of the construction contract with Cook Brothers, Inc. has a Guaranteed Maximum Price of \$4,821,118 for the Havana Middle School project.

- ii. Agenda item for soil and concrete testing.

Mr. Shepard stated that Board approval was requested for the use of the services of Southern Earth Sciences, Inc. for soil and concrete testing at Havana Middle School for the new PreK through 3<sup>rd</sup> grade classroom wing. He stated that this company provided all the pre-construction site assessment under Clemons, Rutherford & Associates, Inc. He stated that it is anticipated that the grade will increase up to 8 feet. He stated that the test will be conducted at every 12 inches of compacted soil elevation.

f. Other agenda items:

- i. Discuss Charter School quarterly financial statements ending December 2013.

Ms. Ferree stated that the district was in receipt of the Crossroad Charter School's Second Quarter Financial Statements and the Board's monitoring review of the Charter School's fiscal position as reflected on the presented quarterly reports.

- ii. Discuss Internal Accounts Audit reports.

Ms. Ferree stated that Mr. Ashmore has been approved to handle internal accounts for all the schools. In response to Ms. Lewis' concern regarding the deficiencies with the schools' internal accounts, Ms. Ferree stated that she would research an explanation for Ms. Lewis. Ms. Ferree stated that audit exceptions were noted in the school reports.

Mr. Simmons commented on the findings from Ashmore, and he stressed the need for officer managers to decrease deficiencies. He stated that principals and staff needed to be held accountable for deficiencies.

- iii. Discussion regarding proposed vendor notification.

Ms. Ferree stated that the vendor notice will alert vendors regarding unauthorized purchases and recovery of payment from the individual. She suggested that internal accounts and all schools send notice to vendors doing business with their schools.

- iv. FDOE's acceptance of the fiscal recovery plan submitted on December 4, 2013.

1. Informational only.

2. Ms. Smith to discuss changes in the FTE count allocations in the FEFP. Attachments to the Workshop agenda. FDOE implemented changes in 3<sup>rd</sup> calculation. Attached spreadsheet shows implementation to the funding model from the budgeted FEFP that was derived using the 2<sup>nd</sup> FEFP calculation to the FEFP implemented changes in the 3<sup>rd</sup> calculation.

Ms. Smith stated that prior to 2013 - 2014 some FLVS PT students earned more than 1.0. She stated that a contact list was established to help resolve matching issues quickly. She stated that matching issues were identified and sent to districts for resolution. She stated that new reports identified potential mismatches. She stated that the following steps were identified

in the recalibration to 1.0 FTE: 1) school districts report all FTE enrollment regardless of the 1.0 cap; 2) the Department merges all FTE enrollment reported for the student by all districts, including the FLVS PT program using a common student identifier; 3) the Department prorates all reported FTE enrollment to 1.0, if the sum of all reported FTE for the student exceeds 1.0; and 4) DJJ FTE enrollment earned beyond the 180-day school year was not included in the proration to 1.0 FTE.

3. Status – Currently working on reviewing the District’s General Fund status and updating the Fiscal Recovery Plan. Anticipating a monitoring visit from FDOE in February 2014.

Ms. Ferree stated that the FDOE has accepted, as updated by their review, the Financial Recovery Plan submitted to them on December 4, 2013. She stated that this plan was based on the FTE survey of results of 5,580.58 that was submitted to FDOE for the 3<sup>rd</sup> calculation.

- v. Bus lease purchase agreement documentation – Financing was previously approved at the May 21, 2013 Board meeting. Lease agreement documents from the financier included an Exhibit C “Resolution of Governing Body”. Recommend approval so document can be submitted to the underwriter of the bus leases.

Ms. Ferree stated that the underwriting document “Resolution of Governing Board” for the bus lease purchase agreement and submit to Sun Trust Equipment Finance. She stated that part of the lease purchase agreement was previously approved at the May 21, 2013 meeting.

- vi. List of Federal Program budget amendments to update the records for the Federal programs.

#### 4. School Board Requests and Concerns

Ms. Lewis stated that a town-hall meeting needed to be scheduled for the faith-based groups regarding the Havana Middle School project. She stated that the principal was concerned about spacing. She stated that creativity was needed in ensuring there was room for growth.

In response to Mr. James’ question to the Board in regards to addressing the football and track field at Havana Middle School, Mr. Milton asked that the Board be provided with a proposal to include ways to raise funds for upgrading the football and track field at Havana Middle School.

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