

## SCHOOL BOARD WORKSHOP

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

May 26, 2015

4:30 P.M.

This workshop was open to the public and electronically recorded.

The following Board members were present: Mrs. Audrey D. Lewis, Chairwoman; Mr. Isaac Simmons; Mr. Roger P. Milton; and Mr. Steve Scott. Also present were Mr. Reginald C. James, Superintendent and Secretary to the Board; and 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 Chairwoman, Mrs. Audrey D. Lewis, at 4:30 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. 2015-16 Budget Committee status and staffing plan dates

Mrs. Ferree stated that the Florida Legislature ended their regular session without passing a 2015-16 budget and will be coming back for a special session to pass the budget by June 30<sup>th</sup>. She stated that because the district is required to file the tentative budget by July 21<sup>st</sup> for advertisement, there will be no time to wait on the Legislative budget to get started on crafting the General 110 Fund budget. She stated that Dr. Hightower will be scheduling principal meetings for the staffing plans on May 28<sup>th</sup> and 29<sup>th</sup>.

ii. 2013 -14 Equity in School Level Funding

Mrs. Ferree stated that Section 1011.69 Florida Statutes, requires that each district School Board allocate to schools within the district an average of 90 percent of the funds generated by all schools in the district, and that each school receive at least 80 percent of the funds generated by that school. She stated that two reports are available to indicate district and school compliance with the statutory requirements for the 2013 -2014 fiscal year. She stated that the first report lists 2013-2014 program costs as a percentage of revenue for each school district and for each school. She stated that the second report provides the same information as the first report, but only for the schools that did not meet the 80 percent expenditure requirement. She stated that the school cost as a percentage of revenue calculations includes gross state and local Florida Education Finance Program revenues (excluding Supplemental Academic Instruction funds), prior year adjustments, prorated holdback, local discretionary taxes and discretionary lottery funds. She stated that each school's program costs (including only school-level costs) are divided by the adjusted operating revenues to determine the school cost as a percentage of adjusted operating revenue. She stated that charter schools are excluded from these calculations.

iii. 2013-14 School Year Transportation Profiles

Mrs. Ferree stated that the Quality Link – Florida School District Transportation Profiles, Volume 24 provides 2013 – 2014 school transportation data is available on the Florida Department of Education's website <http://fldoe.org/school/safe-healthy-schools/transportation/fl-school-dis-transportation-profiles.shtml>.

iv. Update on MOE determination with the Federal DOE

v. Vendor written termination notice (contract expiration and non-renewal)

vi. Fiscal Recovery Plans for 2014-15 and 2015-16 approved by FDOE

Mrs. Ferree stated that the district's fiscal recovery plans for 2014-15 and 2015-16, submitted per section 1011.051, F.S. are reasonably anticipated to avoid a financial emergency pursuant to section 218.503,F.S., determination of financial emergency. She stated that the district's recovery plan indicates that actions have been implemented or will be implemented to improve the district's financial condition. She stated that the district should employ all measures necessary to return to a healthy financial state immediately.

- vii. Florida Department of Agriculture Food Service administrative review.

Mrs. Ferree stated that an administrative review team from the Florida Department of Agriculture and Consumer Services, Division of Food, Nutrition and Wellness, had the opportunity to visit the Gadsden County School Board Food Service District Office and three schools participated in the National School Lunch and School Breakfast Programs in March 24-25, 2015. She stated that the administrative review provided a comprehensive evaluation of school meal programs. She stated that corrective action for the identified findings have been completed and the review is closed.

- c. Insurance Committee Update

- i. Dental and Life Insurance Renewal

Mrs. Amy Howell stated that Florida Department of Education Rule 6A-1.012911) exempts these types of services from the bidding requirement. She stated that it has been the district's practice to issue RFPs for these services. She stated that the last time the district bid the dental insurance services was in 2010. She stated that the RFP in 2010 section 1K required the successful firm to give written notice of any rate changes 120 days prior to any renewal date. She stated that it is clear from this language that the successful firm would be eligible to have its contract renewed from year to year. She stated that the language of the FDOE rule and the RFP allows for renewals of the contract with the successful firm. She stated that the Board may but is not required to rebid this service.

During Mr. Craig McMillan's update on the Affordable Care Act, Mr. Milton requested the Board schedule another workshop or meeting to further discuss ways to determine the number of hours for substitutes to work in order to be in compliance.

Dr. Hightower stated that the district is currently working to clean up the substitute list.

Mr. Milton requested a list showing the number of substitutes that work more than 30 hours per week, and substitutes by site.

Mr. Max Martinez, Interim Administrator for the Gadsden County Health Department, addressed the Board to discuss financial issues at the health department. He stated that there has been an employee reduction in the last two years. He stated that the health department's focus is on the children they and would like to keep full staff at the schools. He appealed to the Board for a \$50,000 increase for school staff. He stated that the health department is seeking additional funding.

Ms. Barbara Purnell with the Gadsden County Health Department addressed the Board to request additional funding to have a nurse at each school. She stated that the health department wants to continue to provide the same level of quality health service to all students. She stated that if additional funding is not provided the level of health care service will be reduced for students.

Mrs. Lewis requested a conversation with the health department and other agencies to ensure health care services are not being duplicated.

Mr. James appreciated the health department for providing quality health care service to all the students.

- d. Other – agenda items:
  - i. Agenda item – Food Service Equipment Bid 2015-16-04
  - ii. Agenda item – Salary Schedule for 2015-16 fiscal year
  - iii. Agenda item – Approval of 2015-16 debt service payment for Disaster Recovery lease purchase
  - iv. Agenda item – Approval of 2015-16 debt service payment for Construction Loan and Bus Lease Purchase with SunTrust Bank
  - v. Agenda item – Approval of 12 month extension on the Capital City Bank Construction Loan for the debt service payments due during the 2015-16 fiscal year.
  - vi. Agenda item – Fraud Procedures
  - vii. Agenda item – Extension of Mansfield Oil Company 2014-15 bid for diesel fuel for an additional year.
  - viii. Agenda item – Budget Amendment Number Seven – for changes in fund 434 to book new Race To The Top Digital Learning Grant.
  - ix. Agenda item – Budget Amendment Number Eight – for changes in fund 420 Federal Funds

4. School Board Requests and Concerns

None.

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