

AGENDA

SPECIAL SCHOOL BOARD MEETING

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

June 14, 2016

10:00 A.M.

THIS MEETING IS OPEN TO THE PUBLIC

1. CALL TO ORDER
2. HEAD START 2016 COST-OF-LIVING-ADJUSTMENT (COLA)

Fund Source: Head Start  
Amount: \$36,758.00

ACTION REQUESTED: The Superintendent recommends approval.

3. DISCUSSION AND REVIEW OF DISTRICT'S 2016-2017 BUDGET
4. ITEMS BY THE SUPERINTENDENT
5. SCHOOL BOARD REQUESTS AND CONCERNS
6. ADJOURNMENT

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 2

DATE OF SCHOOL BOARD MEETING: June 14, 2016

TITLE OF AGENDA ITEM: Head Start 2016 Cost-of-Living-Adjustment (COLA)

DIVISION: Head Start

This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:

Approval of Head Start 2016 Cost-of-Living-Adjustment (COLA)

FUND SOURCE: Head Start

AMOUNT: \$36,758

PREPARED BY: Carolyn Harden

POSITION: Head Start/Prekindergarten Program Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

     Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered N/A

CHAIRMAN'S SIGNATURE: page(s) numbered                     

REVIEWED BY: Laurie Hall, Administrative Assistant

2016 MAY 11 PM 4:21  
GADSDEN SCHOOL BOARD  
OFFICE OF ASSISTANT  
SUPERINTENDENT

## **Narrative**

### **2016 Cost-Of-Living-Adjustment Funds**

On December 18, 2015, President Obama signed Public Law 114-113, Consolidated appropriations Act 2016, which contains an increase of approximately \$570 million for programs under the Head Start Act for Fiscal Year (FY) 2016. A portion of the increase provides a cost-of-living adjustment (COLA) of 1.8 percent, to assist grantees in increasing staff salaries and fringe benefits and offsetting higher operating costs.

The Gadsden County Head Start staff is paid according to the Gadsden County School District's salary schedule. Since there will be raises for teachers during the 2016-2017 school year, this would be the opportune time to use the COLA funds to increase the hourly rate of pay for all Head Start employees. To give Head Start staff a cost-of-living increase at this time, will keep Head Start salaries in line with similar positions in surrounding counties ( wage comparability study attached).

The balance of the COLA funds will be used to offset higher operating costs within the program. The Gadsden County Head Start program would like to use the additional funds to cover the increased cost of utilities and fuel. The price of utilities and fuel has fluctuated over the past year, therefore causing a great need for our program to increase the funds in our utilities and fuel budget.

The Gadsden County Head Start program staff will continue to ensure that all Head Start children have a brighter future. Your prompt attention to, and approval of this request, will be greatly appreciated.

**Budget:**

**1.8% hourly rate increase: \$21,531**

**Fringe Benefits: \$6,494**

**Increase funds in Utilities: \$4,197**

**Increase funds in Fuel Budget: \$3,000**

**Indirect Cost: \$1,536**

**Total Cost: \$36,758**

## **Cost-of-Living-Adjustment (COLA) Request**

**Fiscal year 2016**

### **Cost-Of-Living-Adjustment:**

#### **BUDGET:**

<b>1.8% hourly rate increase:</b>	<b>\$21,531</b>
<b>Fringe Benefits:</b>	<b>\$6,494</b>
<b>Increase funds in Utilities:</b>	<b>\$4,197</b>
<b>Increase funds in Fuel Budget:</b>	<b>\$3,000</b>
<b>Indirect Cost:</b>	<b>\$1,536</b>
<b>Total Cost:</b>	<b>\$36,758</b>

### **In-Kind Matching Funds:**

**In-Kind provided by the State of Florida Voluntary Prekindergarten Program.**

<b>Funding for 4 Head Start children</b>	<b>\$9190</b>
--	---------------

**Gadsden County School Board**

**Review/Approval of the 2016 Cost-of-Living-Adjustment (COLA) Funds**

The Gadsden County School Board reviewed and approved the 2016 Cost-of-Living-Adjustment (COLA) Funding request on \_\_\_\_\_.

\_\_\_\_\_  
Roger Milton, Board Chairperson

\_\_\_\_\_  
Date

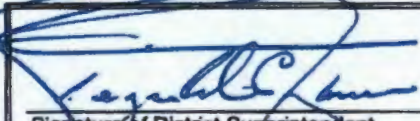

**DISTRICT SCHOOL BOARD OF GADSDEN COUNTY  
 CERTIFICATION AND REQUEST FOR AUTHORIZED INDIRECT COST RATE  
 PLAN A**

I certify that the information contained herein has been prepared in accordance with the instructions issued by the State of Florida Department of Education, conforms with the criteria in 2 CFR 200, and is correct to the best of my knowledge and belief. No costs other than those incurred by this agency have been included in the indirect cost rate application. The same costs that have been treated as indirect costs have not been and will not be claimed as direct costs, and similar types of costs have been accorded consistent treatment. All expenditures detailed on the application form have been made, and records supporting them have been maintained and are available for audit.

We hereby apply for the following indirect cost rate:

Federal Programs - Restricted with Carry Forward <span style="float: right;"><u>4.18%</u></span>	Federal Programs - Unrestricted with Carry Forward <span style="float: right;"><u>21.63%</u></span>
---	--

I further certify that all data on this form are referenced to the District Superintendent's Annual Financial Report to the Florida Commissioner of Education, ESE 145, and other pertinent financial records, for Fiscal Year 2013-2014, in conformance with the manual, Financial and Program Cost Accounting and Reporting for Florida Schools, and that all General Fund and Special Revenue Funds expenditures have been used.

 _____ Signature of District Superintendent <u>2/16/15</u> _____ Date Signed	 _____ Signature of Finance Officer <u>2/16/15</u> _____ Date Signed
--	--

Your proposal has been accepted and the following rate approved:

Federal Programs - Restricted with Carry Forward <span style="float: right;"><u>4.18%</u></span>	Federal Programs - Unrestricted with Carry Forward <span style="float: right;"><u>21.63%</u></span>
---	--

These rates become effective July 1, 2015, and remain in effect until June 30, 2016, and will apply to all eligible federally assisted programs as

 _____ Signature of Comptroller, Florida Department of Education	<u>2/23/15</u> _____ Date Signed
---	--

---

# Florida Head Start Wage and Fringe Benefits Comparability Study

---

January 2015





**Table 7A. Average Salaries and Wages offered to Employees by Position Across Organization Types**

	School District		Community Action Agency		Single Purpose Agency	
	Range	Median	Range	Median	Range	Median
<b>Salaried</b>						
Director	\$66,000 to \$110,000	\$85,000	\$73,000 to \$150,000	\$85,000	\$50,000 to \$125,000	\$75,000
CFO <sup>1</sup>	\$44,000 to \$125,000	\$80,000	\$59,000 to \$115,000	\$65,000	\$42,000 to \$110,000	\$67,000
Asst. Director	\$35,000 to \$62,000	\$56,000	\$59,000 to \$80,000	\$60,000	\$26,000 to \$95,000	\$38,000
Education Mgr.	\$34,000 to \$80,000	\$48,000	\$36,000 to \$63,000	\$40,000	\$29,000 to \$60,000	\$42,000
Disabilities Mgr.	\$20,000 to \$58,000	\$44,000	\$35,000 to \$53,000	\$36,000	\$25,000 to \$46,000	\$36,000
Health Mgr.	\$25,000 to \$51,000	\$41,000	\$41,000 to \$63,000	\$43,000	\$15,000 to \$63,000	\$36,000
Family Eng. Mgr.	\$34,000 to \$58,000	\$44,000	\$36,000 to \$52,000	\$39,000	\$25,000 to \$68,000	\$41,000
<b>Hourly</b>						
Lead Teacher	\$15.50 to \$32.50	\$23.00	\$10.50 to \$12.00	\$11.00	\$11.50 to \$18.00	\$14.00
Teacher's Aide	\$11.50 to \$16.00	\$13.50	\$11.00 to \$17.50	\$15.50	\$9.50 to \$17.00	\$11.00
Family Adv.	\$11.50 to \$33.00	\$15.50	\$13.50 to \$20.00	\$15.50	\$12.50 to \$18.50	\$13.50

<sup>1</sup>One outlier (\$25,000) was dropped.

