

## **WORKSHOP MEETING - JUNE 13, 2000**

The School Board of Okaloosa County met in Workshop Session on June 13, 2000, in the Fort Walton Beach Administration Building, 120 Lowery Place, SE.

PRESENT: Rodney Walker, Chairman  
Cindy Frakes, Vice-Chairman  
Don Gaetz  
Howard Hill

Walter Gordon, Superintendent  
C. Jeffrey McInnis, Esq., Attorney to the Board

ABSENT: Lloyd Taylor

The Chairman called the meeting to order at 9:05 a.m., the purpose of the meeting being to review the proposed 2000-2001 budget for various district departments. Mr. Walker stated that the proposed budgets were being reviewed for informational purposes but in no way did presentation of the budgets at today's meeting indicate that the budgets would be approved. Until the district knows the amount of funding that will be received and the total budget is assembled, all department and school budgets are subject to change.

Diane Holman presented the budget for the Technology Department. She distributed additional information regarding grant funding to be received and how it will be dispersed.

Mr. Gaetz asked how the proposed budget compared to the current year's budget. Dr. Holman responded that it is the same with the exception of some inservice redirect dollars.

Mr. Walker stated that each department should be prepared to present a comparison of their 1999-2000 budget to their proposed 2000-2001 budget, the difference in the total amount of the two budgets and an explanation of the difference.

Dr. Holman responded to questions from board members regarding funding for instructional software, evaluation of specific performance expectations, and the proposed grade book program. In reference to the grade book program, board members stated that for the amount of the proposed expenditure a long range plan should be provided indicating the benefits and efficiencies the program will provide as well as acceptance of the program by teachers and school administrators. Additionally, consideration should be given to providing to the schools the on-going costs for operation of the program since they will be the primary users of the program.

The proposed budget for the Human Resources Department was presented by Becky Spence. She explained the savings in the amount of funding requested for certification expenses.

Mr. Gaetz asked if there was a need for additional funding to expand the substitute management system or for recruiting more substitute teachers. Dr. Spence responded that it would cost \$15,000 to connect the system to payroll through the program provider; however, to avoid the additional cost it will be done by the Data Processing Department. She stated that recruiting efforts are planned for this summer but no additional funds would be needed. She recommended that substitutes receive the same percentage of salary increase that teachers receive each year and that Friday meetings and inservice activities be discouraged.

Dr. Van Crigger presented the proposed budget for Staff Development. The Board requested the comparison of the current year's budget and the proposed budget be provided.

## WORKSHOP MEETING - JUNE 13, 2000

Jim Palmer presented the proposed Risk Management budget.

Mr. Gaetz stated that a significant amount of funds have been budgeted for employee overtime expense and he asked if other options have been considered. Mr. Palmer responded that most of the overtime come during a two to three month period when his staff is entering enrollment and benefit changes into the system. The use of a temporary employee during this time would not be of much assistance because the process is too technical.

Mr. Gaetz asked if the Superintendent was recommending the Specialist position in Risk Management be re-instated since a budget for the position was being proposed. Mr. Palmer responded that the budget was proposed because it is a current position but the Superintendent is not recommending the position for the next fiscal year.

Mr. Walker stated that if the Superintendent is not recommending the position for next year, then it should not be included in the budget. He then stated that he was not interested in deleting the position. The person holding this position is a long term employee of the district and the Superintendent should be able to find ways to utilize the employee. Mr. Hill stated agreement with Mr. Walker and suggested that the employee be assigned additional duties.

Mr. Gaetz asked that anything in the budget that is not recommended by the Superintendent but is a staff recommendation be footnoted.

Mr. Gaetz inquired of the timing for making a decision regarding this position since final approval of the budget would not come until after the end of the current fiscal year. Mr. Walker stated that since the Board has voted to hold this matter in abeyance, it was his understanding that the employee would continue to report to work as usual until a decision is made during the budget process.

Jimmie Bobo presented the budget for the Food Service Department. He requested an additional Quality Control Manager position. He stated that with the additional position there should be an overall savings based on projected increase in revenues. He discussed inventory and labor hours with board members.

Mr. Gaetz requested a schedule of labor hours showing any increase or decrease from previous years be provided as well as a comparative analysis of costs versus benefits.

Mr. Hill requested information be provided indicating the cost to bring all food service employees up to 20 hours per week in order for the employees to receive benefits.

Jay McInnis presented the proposed budget for the Transportation Department. He stated that there is no difference in operating cost from the current year. He stated that an employee at the Secretary 1 level is retiring and the position will be filled at a lower level. Additionally, he requested the Shop Foreman position be upgraded. Discussion included funding for bus replacement and the annual adjustment of routes to ensure maximum efficiency. The board recommended additional funding be allocated for increasing fuel costs.

The proposed budget for the Purchasing Department was presented by Rick Norris. He provided information showing the savings to the district by the use of buyers in the department. He informed the Board that he is researching software programs to implement a paperless purchase order system. He stated that the estimated cost of the program is \$20,000 and that it can be implemented within a couple of years.

Dr. Bill Smith presented the proposed budgets for Facilities and Maintenance Operations. He stated that the operating budgets are the same as the current year with the

**WORKSHOP MEETING - JUNE 13, 2000**

exception of a 15% increase in fuel cost. Dr. Smith responded to questions regarding school maintenance funding.

Dennis Hundley presented the budget for the Finance Department. He proposed the upgrading of the current Finance Specialist to Finance Director, filling the Specialist position with a current Accountant, filling the vacated Accountant position and adding one additional Accountant position to the staff. He also recommended the consolidation of the Finance Department in one location.

Mr. Gaetz requested Mr. Hundley provide a cost/savings analysis for centralizing the Finance Office.

The Chairman stated that he had another meeting to attend, therefore, the remaining department budgets would be reviewed at the next workshop.

The Budget Workshop scheduled for June 22 was reschedule for Monday, June 19, 2000, at 10:00 a.m. in the Fort Walton Beach Office.

There being no further business, the meeting was adjourned at 11:35 a.m.

Teresa Epperson, Recorder

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WALTER C. GORDON  
SUPERINTENDENT AND  
EX-OFFICIO SECRETARY

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RODNEY L. WALKER  
CHAIRMAN OF THE BOARD