

## WORKSHOP MEETING – DECEMBER 6, 2001

The School Board of Okaloosa County met in Workshop Session on December 6, 2001, in the School District Administration Building, 120 Lowery Place, SE, Fort Walton Beach, Florida.

PRESENT: Rodney Walker, Chairman  
Cindy Frakes, Vice-Chairman  
Howard Hill  
Lloyd Taylor  
Cathy Thigpen

Don Gaetz, Superintendent  
C. Jeffrey McInnis, Esq., Attorney to the Board

The Chairman called the meeting to order at 9:00 a.m., the purpose of the meeting being to review Agenda items, thereby expediting the Regular Meeting. Items may be considered in random order to accommodate visitors and presenters. Routine items not discussed during the Workshop were reviewed prior to the meeting with no further questions or comments from the Board.

Mr. McInnis requested to add as Consent #25, Approval of two Educational Services Contracts with the Department of Juvenile Justice: (a) Modification to the Master Cooperative Agreement between The School Board of Okaloosa County and The Department of Juvenile Justice and, (b) Supplemental Site Agreement for residential facilities operated or contracted by D.J.J. in Okaloosa County. Mrs. Frakes requested that Consent #24 move to the Discussion Agenda. Mr. Gaetz requested adding two items under the Superintendent's Business: Niceville High School basketball team travel requests and Request from Mike Foxworthy for adding December 21 to the list of days that teachers could use compensatory time.

Mr. Walker asked the Superintendent to present his Summary of the Impact that the Second Special Session had on the Okaloosa County School District. Mr. Gaetz' report included a review of the legislatively-mandated cuts that consisted of 2.5% of the operating budget of the school district and \$111 per student (UFTE) totaling \$3,888,919 in State cuts to date.

Mr. Gaetz outlined his proposals for absorbing these cuts. The cuts include a 5% reduction in district departments; savings from early retirements that was offered as an incentive by the district; and the charter schools absorbing a portion of the reductions. Mr. Gaetz indicated that the resulting proposed cutbacks would take the District to approximately three and one-half million dollars leaving the District with \$400,000 to decrease from the budget through out the year. Mr. Gaetz cautioned the Board that the plan he is proposing is just to get the school district through the current fiscal year.

Mr. Walker thanked Mr. Gaetz for his outstanding report and at that time passed the gavel to Vice-Chairman Cindy Frakes.

Mrs. Thigpen asked Mr. Gaetz what would comprise the 5% decrease within district departments and Mr. Gaetz stated: supplies, printing, postage, travel and grounds maintenance.

Dr. Robert McEachern presented the Interim Report on Analysis of Food Service Operations. Dr. McEachern stated that the primary mission of providing lunches by a dedicated staff is being fulfilled along with other Level I Services including revenues collected and deposited, state reports completed and creditors paid. Level 2 Services had many variables in the area of unknown costs of finished goods, unknown amount of types of food sold (entrees/a la carte), unknown or un-enforced serving/portion sizes and non-existent timely and periodic profit and loss statements on departments in the Level 2 study.

Dr. McEachern cited improvements that have been made in the District's Food Service Department where steps are being taken to use commodities more wisely; proper storage of produce items are utilized; cutting items that were too costly; implementing full batch production; and identifying indirect costs.

Dr. McEachern also expressed appreciation to Donna Cornwell, Rick Norris, Gloria Dotson and Jimmie Bobo for their valuable work in the progress of the District's Food Service Department.

Mr. Gaetz stated that the majority of out-of-county travel claims were for the SACS Visiting Accreditation Team. He added that it is the district's obligation to pay for their travel.

Mr. Hill commented that he researched the Financial Statement for the Okaloosa Communications Foundation, Inc., and found that while their Board of Directors were pleased with the financial report, no formal vote was taken to approve it. He stated that they will meet in January for a formal vote.

Mr. Hill called attention to the district's Warrant form and asked to delete the signature lines for Board Members considering he stated, that statute requires the Superintendent and Finance Officer's signature only.

Terri Bevino presented the annual Report of Adequate Progress for each of the schools. Mrs. Bevino stated that for each of the Progress Reports, the school advisory council chairperson and the school's principal have verified that adequate progress was made.

Mrs. Bevino stated that the district will be reorganizing and redirecting efforts regarding School Improvement Plans expressing the need to create uniformity for the School Improvement Process among all schools; consolidating different Plans in order to lessen duplication and limiting the number of objective set so that a school can address only the specific needs of that school.

Mr. Frakes stated that she intended to bring to the table at the regular meeting the renewal of the Okaloosa County School District's Trustee Membership with the Economic Development Council that was tabled at the October 22, 2001 Regular Meeting.

There being no further business the Vice-Chairman dismissed the meeting at 12:25 p.m.

Maryann Foreman, Recorder