



Board of Trustees Work Session Minutes
Monday, November 28, 2016
Janie Howard Wilson Elementary
3:30 PM

Trustees Present: Chair Danny Gill, Vice Chair Terry Fasel, Christina Updike, Aundrea Croft, Angela Pulido, Eugene Fultz, Jimmy Nelson

Staff Present: Superintendent Jesse Jackson, Brian Fisher, Marie Cherrington-Gray, Jennifer Barrow, Elizabeth Tyler, Barbara Jones, Gail Quam, Damien Moses, Donna Dunson, Richard Columbo, Angela Heyward, Julio Acevedo, April Barnhardt

Others Present: Amy Tully, James Colter

I. CALL TO ORDER

Dr. Jesse Jackson, Superintendent

The meeting was called to order at 3:39pm.

II. FINANCIAL REPORT

Brian Fisher, CFO

A. Monthly Financials

2QFY2016-17 (November 30, 2016)

Consolidated Balance Sheet (Unaudited)

- Total assets of the system are \$168K lower when comparing YOY balances...the November 2016 total assets decreased \$224K from October's report. The largest factor contributing to the decrease is the GF cash position...impacted primarily by the UHC settlement payment.
- System-wide total liabilities are \$621K lower when comparing YOY balances...the November 2016 total liabilities are \$448K lower than last month. The November decrease is also related to payment of the health insurance obligation with UHC.
- The system's consolidated net change in position increased \$223K for the month of November...the result of increases in the GF \$197K and SLF \$43K; off-set by decreases in the Internal (\$12K) and Federal fund (\$4K).

No change in the system's ability to meet short-term obligations & long-term debt service...healthy working capital position as an organization.

GF Statement of Operations (Unaudited)

- State revenues represent 45% of LWCS's preliminary student FTE blended count (budgeted @ 4,146). Actual enrollment reflects student FTE counts near the report date, which are holding close to the October'2016 Survey 2 estimate of 4,237...91FTE above the adopted budget.
- The local revenue represents activities associated with reimbursement activity from internal (Foundation accts and/or internal accts) & external (agency reimbursements in arrears) funding sources. Non-recurring activity is having an increased influence on the local revenue.
- GF revenues outpaced expenditures in October with a net operating surplus of \$197K. The YOY November GF net position is \$337K compared to \$698K.
- The negative expenditure variances generally represent expenditures occurring in advance of the budget cycle or expenditures not occurring on a straight-line basis. Many of these expenditure variances are the result of technology, contract services and equipment purchases and they have improved with the addition of another budget cycle.

GF Supplemental Programs (Unaudited)

- Pre-K programs improved over last month's performance. No financial performance challenges expected 2Q than fewer Dec. revenue service days.

- BPE and HcE after school programs improved again over last month's cumulative surplus.
- The STEM program expenditures continue to be carried by the system's fund balance during negotiations with FSU. The appropriated funds will pass-through FSU to LWCS.

GF Transportation (Unaudited)

- Non-FTE transportation revenue is about 90% of the YTD budget and is nearly even when comparing YOY activity. State revenue represents 45% of the estimated blended student transportation prior to actual funding based on Survey 2 data. Survey 2 data reflects a lower FTE funding count than the adopted data used.
- Total transportation expenditure activity as a percent of budget is tracking about the same compared to last month and 34% more YOY. Like other school operations, transportation activity does not occur on a straight-line basis and the purchased services variance has improved from last month. Maintenance related expenditures account for nearly 60% of the YTD activity through the reporting period.

Food Service Fund 410 (NSLP) (Unaudited)

- Food service revenue is reporting 7% above budget through November and mirrors the YOY revenue pattern for the school lunch fund. A la carte and the commodities program revenue again are the major drivers of the positive budget variance. Increased A la carte selections and food presentation at the schools' increases sales volumes, driving up the revenue stream for SLA and LWCS. The "Other Sales" budget variance is attributed to state ancillary NSLP revenue that is received annually around mid-year. This year's first distribution has posted and will be slightly less than the FY16 total.
- The budget is based on pro-rata meal service days in the reporting period with just over a third of the meal service days recorded through November 2016. Compensation expenditures are running higher than budget reflecting those cost commitments occurring before the 180-day meal service budget cycle starting with the first day of school.
- Net surplus recorded through November is two-times above the adopted budget projection.
- Bok kitchen equipment is being reviewed with SLA to determine what capital improvements would enhance the school's lunch program and a replacement washing machine is being purchased for the JHW.
- Student outstanding balances at LWHS continue to track high compared to last month and YOY.
- RFP activity continues with vendor inquiries and clarification of RFP content for all interested vendors. There are three proposers plus SLA that showed up at the RFP walk-through...Sodexo, the Nutrition Group and Maschio's. The vendor submission deadline is January 9, 2017 @ 10:00am, with the bid opening @ 10:15am.

Summer Food Service (411) (Unaudited)

- No monthly activity to report until the summer food service program of breakfast and lunch starts up in June of 2016. YTD surplus of \$2,200 during the operating period of July and August.

Federal Programs (420) (Unaudited)

- Grant activity represents reimbursable amounts through November...total expenditures are 12.0% higher YOY.
- Overall spending rate on grants is 31% YTD.
- As a grant sub-recipient LWCS has received approval for all grants under management.
- The official award documents for Title I, Part C were recently received, thus completing the final federal grant under review by FLDOE.
- The budget amount for Title I, Part C and Title I SIG will become populated during the budget revision process.

- B. FY 2017-2018 Academic Calendar**
FY2017-2018 Academic Calendar will be presented for your review and approval at our Board Meeting this afternoon.
- C. FY 2016-2017 Non-Instructional Salary Adjustment**
FY2016-2017 Non-Instructional Salary Adjustment will be presented for your review and approval at our Board Meeting this afternoon.
- D. Personnel Changes**
Personnel changes will be presented for your review and approval at our Board Meeting this afternoon.

III. ATTORNEY'S REPORT **Robin Gibson, General Counsel**

A. Litigation Update

Attorney Amy Tully – We currently have no pending litigation. We updated the Bok Academy application.

IV. SUPERINTENDENT'S REPORT **Dr. Jesse Jackson, Superintendent**

A. MINUTES: October 24, 2016 BOARD OF TRUSTEES WORK SESSION AND MEETING MINUTES

Presented for review and approval at the November 28, 2016 Board of Trustees Meeting.

B. PRINCIPALS' UPDATES

Polk Avenue Elementary – Principal Gail Quam

Leadership Day went well! Club Cardinal is going well; the teachers are building and investing in our students daily for two hours in the afternoon. Writing tutoring begins tomorrow.

Dale R. Fair Babson Park Elementary – Elizabeth Tyler

We had a school wide election in November and the students enjoyed the experience. We are working on the Ron Clark essentials and sharing how we respect others thought. The Turkey Bowl went well. Thanks to Hillcrest for their coordination of this event.

Janie Howard Wilson Elementary – Principal Barbara Jones

LW High School students have been working with our students. We had over 40+ high schoolers who came out this past week to assist. This has been very encouraging for our students. Thanks to LWHS for all their support. We had Character Kick Off Day and Sfc. Porter donated 40 net books to our school. Bok also donated netbooks to our school. We had I Believe in You Day and had 100% letter writing participation from our parents. Each student received a letter from their parent/guardian and the parents came out and supported us by coming out to celebrate our students. We have a 3rd grader, Benjamin Torres who had a perfect math score. Tutoring has begun and I am excited about the many great things going on at JHW.

Hillcrest Elementary – Principal Jennifer Barrow

Leadership Day at Polk Avenue was amazing! Our 5th grade Cotillion, Hawk Dog Day, and the Great American Teach In was great! Our 2nd graders had election day and they voted on their favorite pets; 3rd through 5th grade also voted. The Turkey Jamboree was great and Breakfast with Santa is this Saturday. Stacie and I had Souper Staff Day and we made soup for our entire staff. Jeff Jacobs is our Teacher of the Year and Krista York is our Support Person of the Year.

Edward W. Bok Academy – Principal Damien Moses

Things are going well on the shores of Crooked Lake. We have a volleyball game tonight at 6:00pm at the Kirkland Gym. Coach Knuth is doing a great job with the girls. The boys basketball team is doing well on and off the court with their academics. The Bok chorus will be performing on Thursday at the Dundee Christmas tree lighting. We will also be participating in the Science Olympiad at Lake Nona.

Lake Wales High School – Donna Dunson

Sherriff Grady Judd will be honored at the High School in January. National Horsemanship is Monday for our Vet Tech students. We partnered with the Care Center recently and students who would normally be suspended will be assisting them. We have been making a lot of college visits and we have Stetson & FAMU this week. Polk State partnership with us has been outstanding. Our grad rate is 85% which is up 6.3 points. We want the best teachers for our students and we appreciate our staff treating them like their own kids.

Dr. Jesse Jackson, Superintendent

Every parent/guardian at JHW wrote an affirmation letter to their student and these letter means a lot to the kids. We also had a great turnout for Dads and Donuts Day. I commend all of our schools for their work!

C. NEXT MEETING DATES

We do not have a December Board Work Session / Meeting. Our Audit/Finance Meeting will be Thursday, December 15, 2016 at 7:00am at the Central Office.

The January Board of Trustees Work Session and Board Meeting will be January 23, 2017 at Lake Wales High School. The Work Session will begin at 3:30 PM and the Board Meeting will begin at 5:00 PM.

V. OTHER BUSINESS FOR THE GOOD OF THE CAUSE (None)

VI. ADJOURN

Meeting adjourned at 5:01pm.

Respectfully Submitted,

Marie Cherrington-Gray, Corporate Secretary

Board Approved: _____