Trenton, Florida
April 15, 2025

The Gilchrist County School Board met in Board Room 14-002 on Tuesday, April 15, 2025, at 4:00 PM with the following members present:

Susan Owens – Vice Chair, Christie McElroy, Tammy Moore, & Roy Smith

The following member was absent:

Deen Lancaster-Chair

Also present were Gina Geiger, Superintendent of Schools, and Lindsey Lander, Gilchrist County School Board Attorney.

Mr. Lander, Board Attorney, led the opening ceremonies. Upon completion of the opening ceremonies, the following business was transacted.

AGENDA

The Vice Chair amended the agenda for good cause. The amendment consisted of the following:

ADDITIONAL ITEMS

3. Approval of Minutes: April 1, 2025

4. District Matters
   - E. Budget Calendar for 2025-2026
     (July 21,2025 Board Meeting to Approve Budget Advertisement; Budget Hearing & Advertisement Approval July 28, 2025 at 5:05PM; Final Budget Hearing September 9, 2025, at 5:05PM)
   - F. Standard Form of Agreement Between Gilchrist County School and Parrish McCall Constructors
   - G. General Conditions of the Contract for Construction
   - H. New Gilchrist Elementary School – Preconstruction Schedule

6. Consent Agenda
   - B. Personnel

SUPPLEMENTS				
Mehl, Charles	SU211 JV Boys Basketball	BHS	$1800.00	08/05/2024
Wright, Eveline	SU875 Teach During Planning - 1 Semester	BHS	$2500.00	08/05/2024
TRANSFER				
Gartin, Linda	From: Director, Secondary Education To: Director, Administrative Services & Human Resources	DO		04/10/2025
RESIGNATION/ TERMINATION				
Hartzog, Kendall	Clerk, Guidance	BHS		04/11/2025(resigned)
APPOINTMENTS				
Suggs, Wesley	Coordinator, Transportation	MTO		04/28/2025
Pearl, Lindsey	Coordinator, CTE & K-12 Ed Readiness	DO		05/01/2025

C. Job Description Update
   4. Director, Administrative Services & Human Resources
   5. Coordinator, PreK

D. Agreements/ Amendments/ Contracts

   4. Printing Agreement – Renewal Varsity Yearbook & Bell High School (3 years, 2026,2027,2028)

E. Public Risk Management of Florida Group Health Trust Board of Directors.
   (Linda Gartin, Director of Administrative Services and Human Resources, District Representative
   Debbie Hill, Director of Finance Alternate)

F. Salary Schedule
   A. 2024-2025 Salary Schedule, Non-Bargaining, Administrative, Other/Confidential
   B. 2024-2025 ESP Salary Schedules - Operations

G. GCSD Organizational Chart

<u>REMOVED ITEMS FROM AGENDA</u>

4. District Matters
   A. Public Hearing for Policy Change – **4:00 PM**
      Policy 6.18 - Contracts: Instructional and Administrative Personnel
      Policy 6.214/D Resignations
   B. Request Approval of Policy Change
      Policy 6.18 - Contracts: Instructional and Administrative Personnel
      Policy 6.214/D Resignations
   D. Finance Update

Christie McElroy made a motion to approve the agenda as amended with Tammy Moore seconding. The vote was unanimous for approval.

<u>APPROVAL OF MINUTES</u>

School Board Attorney Lindsey Lander reviewed the minutes and recommended approval.
Christie McElroy made a motion to approve the April 1, 2025, minutes, with Roy Smith seconding. The vote was unanimous for approval.

<u>CITIZEN INPUT/DELEGATIONS</u>

There was no citizen input.

<u>DISTRICT MATTERS</u>

Judith Marte, Financial Consultant for GCSD, attended the meeting virtually and reported to the board that she was here to support our current finance team and set up sustainable systems and practices for the finance department. She stated that she has been asked to assist with the closing of the present fiscal year and assist the team with preparing the 2025-2026 budget. She also stated she is excited to work with GCSD and said we have a small but mighty dedicated staff who are ready to work hard. Ms. Marte reported that her immediate priorities are to reconcile the current budget and prepare a budget amendment for the board. She informed the board that the third calculation from the state resulted in a revenue loss to the district of $1.6 million due to a reduction in students attending public school and an increase of students who accepted scholarships under the FES program. Ms. Marte also spoke to the board about the need for an interim financial statement that is long overdue. Her goal is to present that report in May.

Ms. Marte then updated the Board on the State of Florida Auditor General – Financial and Federal Single Audit Report – No. 2025-180. Ms. Marte started with the good news that the audit report was an unqualified opinion. This means that the district has no material weaknesses in the internal controls that would give the Auditor General concern about the accuracy of the financial statements. A few highlights were and increase in the general fund balance of $1.8 million. The required minimum for the state is 3% and we ended the year at 4.4%. The net position of all funds was $28.8 million. Most of that money was in the capital fund. Findings very briefly were that certain staff had access to programs and privileges that they did not need to complete their job. Superintendent Geiger has already addressed the issues, and those changes have been made by IT. The second finding was that controls over the accounting system for journal entries needs to be improved. This too has already been resolved as of last week. All journal entries must be included and they're numeric and must be signed by two people. The third finding was a delay in completing bank reconciliations and this was very much caused by staff turnover. This has been addressed and there will be a month end checklist and an annual calendar with deadlines noted. The last finding was in food service. The district procedures did not limit expenditures to budgets amounts. Again, this was due to finance staff turnover and delays. She emphasized that food service did not overspend their money. The money spent was in an expenditure category where budget was insufficient. At the request of the Director of Food Service, we had a meeting and put a system in place to ensure this would not happen again. Ms. Marte assured the Board that going forward monthly reports and budget amendments will be timely. There are practices being set up to ensure this does not happen in the future. She thanked the Superintendent for her trust.

The last topic that Ms. Marte wanted to discuss with the Board was the budget calendar. She stated that she has reviewed the calendar with the Superintendent and Ms. Hill. The Board would need a meeting to approve the advertisement on July 21, 2025, and set a tentative budget hearing on July 28, 2025, at 5:05pm or later. Ms. Marte stated that she would attend that hearing in person due to the content. The final budget hearing is going to be on September 9, 2025, to comply with the trim requirements. This meeting would be at 5:05pm or later as well.

Christie McElroy made the motion to approve the Budget Calendar for 2025-2026. Tammy Moore seconded the motion. The vote was unanimous for approval.

Superintendent Geiger introduced Debbie Hill as the new Director of Finance.

David Spencer, Director of Operations, GCSD, introduced Mr. Rutherford from CRA and Mr. Bill Pearson from Parrish McCall. They presented the Standard Form of Agreement between Gilchrist County School and Parrish McCall Constructors. The preconstruction fees for Parrish McCall will be .0015 and capped at $75,000.00. Mr. Rutherford informed the Board that these fees were the lowest of any of the fees that he had seen when comparing the six or seven schools in the region. Mr. Rutherford also reported that Parrish-McCall is trying to be a good partner with our District. Mr. Rutherford & Mr. Pearson also explained that the actual construction management would be 4.5 and that is based on construction value/ actual cost of work. Guaranteed maximum price is going to be driven by a pool of subcontractors. The goal is to get three bids for every sub trade package. Over 100 bids will come in for the construction of the overall school. The bids are sealed, and the market will dictate those costs. Mr. Pearson assured the Board that they pre-qualify subcontractors that can confidently complete the work. They are going to work hard to submit the best guaranteed maximum price to the Board. The Board will be able to see the bids for everything from start to finish. Those sealed bids can be opened at their office, or they can come to the district. The bids would be opened and recorded.

Mr. Lander, Board Attorney, asked on behalf of Mr. Lancaster, Board Chair, who was unable to attend, about the amount the district is obligated to pay back to the State and the reason for the anticipated cost increase for the new school from the original amount awarded from the State. Mr. Spencer, Mr. Pearson, & Mr. Rutherford all stated there are many reasons for the increase in costs. Tariffs, increase on the price of goods in general. Mr. Spencer stated that if you look at the increase in funding it calculates to about 9% increase per year beginning in 2022. This is in line with the increase of just a chiller for one of our schools over the time of one year. One year ago, the cost for a chiller at Bell Elementary was approximately $160,000. They delayed the purchase due to the cost and budget and now the chiller is $221,000. If you add a 9% increase per year to $40 million since 2022, that puts you in the neighborhood of the new dollars requested for the new school. Mr. Spencer stated that the payback to the State is based on the value of the county millage rate for three years. Approximately $4 million total payback.

Superintendent Geiger said that in an earlier conversation with Ms. Violet Brown, DOE, she had assured her that the cost of the school does not increase the cost of the payback.

Tammy Moore also asked for clarification on who will handle the bid process and was there a timeline for construction. Bill Pearson of Parrish-McCall said that they would handle the bid process and that a Preconstruction schedule had been sent to the Board.

Christie McElroy asked David Spencer if the estimated funding from the State is based on square footage or student stations. Mr. Spencer stated student stations.

Mr. Spencer also informed the board that he had spoken with Ms. Suzanne Pridgeon, with DOE. DOE was checking to see if GCSD was under contract.

Christie McElroy made the motion to approve the Standard Form of Agreement between Gilchrist County School and Parrish McCall Constructors. Tammy Moore seconded the motion. The vote was unanimous for approval.

Christie McElroy also stated that the Board also need to approve the General Conditions of the contract for Construction. Christie McElroy then made a motion to approve the General Conditions of the contract for Construction. Tammy Moore seconded the motion. The vote was unanimous for approval.

Bill Pearson of Parrish McCall also presented the New Gilchrist Elementary School – Preconstruction Schedule. No vote was needed.

Mr. Pearson thanked the Board again for the opportunity to work with them.

The Board then went into a closed session.

STUDENT SERVICES: DISCIPLINARY HEARING

Case 25-014 – Christie McElroy moved to approve Superintendent Geiger's recommendation. Tammy Moore seconded the motion. The vote was unanimous for approval.

Case 25-015 – Christie McElroy moved to approve Superintendent Geiger's recommendation. Tammy Moore seconded the motion. The vote was unanimous for approval.

DISTRICT MATTERS CONTINUED

The last item under District Matters was Florida School Board Association Dues $11,317. The Board discussed being a Master Board once again and acknowledged that the Florida School Board Association does provide critical training, support and information for School Boards. Christie McElroy then made a motion for Gilchrist County to be part of the Florida School Board Association. Tammy Moore seconded the motion. The vote was unanimous for approval.

REMOVAL OF ITEMS CONSENT AGENDA

There were no items removed.

CONSENT AGENDA

Christie McElroy made a motion to approve the Consent Agenda that consisted of the following:

A. Financial
   1. Check Summary
B. Personnel
   1. Resignations, Retirements, Transfers, Status Changes, Appointments, Substitutes, and Volunteers (CONTINGENT UPON VERIFICATION OF QUALIFICATIONS AND BACKGROUND REVIEW)

SUPPLEMENTS				
Mehl, Charles	SU211 JV Boys Basketball	BHS	$1800.00	08/05/2024
Wright, Eveline	SU875 Teach During Planning - 1 Semester	BHS	$2500.00	08/05/2024
TRANSFER				
Gartin, Linda	From: Director, Secondary Education To: Director, Administrative Services & Human Resources	DO		04/10/2025
Hill, Debbie	From: Director, Human Resources To: Director, Finance	DO		04/10/2025
Perryman, Krista	From: Director, Elementary Education To: Director, Informational & Instructional Technology	DO		04/07/2025
Williams, Jennifer	From: Director, Finance To: Finance Officer, Accounting	DO		04/07/2025
RESIGNATION/ TERMINATION				
Hartzog, Kendall	Clerk, Guidance	BHS		04/11/2025(resigned)
APPOINTMENTS				
Suggs, Wesley	Coordinator, Transportation	MTO		04/28/2025
Pearl, Lindsey	Coordinator, CTE & K-12 Ed Readiness	DO		05/01/2025

C. Job Description Update
   1. Director, Informational & Instructional Technology
   2. Director, PreK-12 Curriculum & Learning
   3. Coordinator, Elementary Curriculum and Learning Support
   4. Director, Administrative Services & Human Resources

5. Coordinator, PreK

D. Agreements/ Amendments/ Contracts
   1. Fifth Amendment to Athletic Training & Service Agreement Between the School Board of Gilchrist County and the University of Florida Board of Trustees
   2. Participation Agreement for the Florida School Retiree Benefits Consortium
   3. Contract – Tracey Wilkerson (Grant Funded)
   4. Printing Agreement – Renewal Varsity Yearbook & Bell High School (3 years, 2026,2027,2028)

E. Public Risk Management of Florida Group Health Trust Board of Directors.
(Linda Gartin, Director of Administrative Services and Human Resources, District Representative
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F. Salary Schedule
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G. GCSD Organizational Chart

Roy Smith seconded the motion. The vote was unanimous for approval.

REPORTS

Gina Geiger, Superintendent reported to the Board that the re-organization chart had been lots of work but was much easier to read. She also stated that she met with the Gilchrist County Historical Society, and they are requesting to renovate the old high school at BHS. They want to write grants and raise money for a museum. The old school at THS would be more complex due to the location and requirements for safe schools. They have lots of ideas. She told them the first step would be to submit a proposal. Superintendent Geiger also stated that she is excited to have Debbie Hill as Director of Finance and Judith Marte as a consultant/ mentor for GCSD.

Christie McElroy also stated that Ms. Marte is also contracting with Alachua County Schools.

David Spencer, Director, MTO, GCSD, reported that they are pouring the slab this week at the THS concession.

Jeri Wilson, Director, Food Service, GCSD, reported to the board that she was very thankful for Ms. Marte. She also stated that the food service had received a grant for new equipment at BES cafeteria.

Christie McElroy asked to read a statement. After much thought and prayer, I've decided to apply for the position of Assistant Superintendent. The decision has not been made lightly, and I remain committed to serving with integrity and transparency throughout this process to ensure full ethical compliance. I have contacted the Florida Commission on ethics and consulted them regarding this matter. I have been advised that there is no ethical violation or conflict in submitting an application for the position. If I am offered the role of Assistant Superintendent, I will respectfully resign from my seat as board member for District 1. I ask that none of the Board members comment publicly or during this meeting or publicly on this statement at the time. Thank you for your understanding and continued support.

ADJOURNMENT

There being no further business, the Board Chair adjourned at 5:15pm.

DEEN LANCASTER
CHAIR TO THE BOARD

ATTEST:

GINA GEIGER
SUPERINTENDENT OF SCHOOLS

SCHOOL BOARD
APPROVED
5/6/2025
Date