



MINUTES
SCHOOL BOARD MEETING
CHARLOTTESVILLE CITY SCHOOLS
Booker T. Reaves Media Center, Charlottesville High School
Thursday, August 6, 2015 (5:00 PM)

1.1 **Call to Order:** School Board Chair Amy Laufer called the meeting to order at 5:00 p.m.

2.1 **Pledge of Allegiance:** The Board began its meeting with the Pledge of Allegiance to the Flag of the United States of America.

3.1 **Roll Call:**

The following Board Members were present:	Ms. Amy Laufer Ms. Jennifer McKeever Ms. Willa Neale Mr. Juandiego Wade	Ms. Colette Blount Mr. Edmund Michie Ms. Leah Puryear
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The following Board Members were absent:	None
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The following Staff Members were present:	Dr. Rosa Atkins Mr. Jeff Faust Ms. Carole Nelson Ms. Leslie Thacker	Dr. Beth Baptist Mr. Ed Gillaspie Mr. James Henderson Ms. Jennifer Herring
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The following Staff Members were absent:	None
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4.1 **Approval of Proposed Agenda:** Ms. Blount made a motion, seconded by Ms. Neale, to approve the proposed agenda. Upon a roll call vote being taken, the vote was: Ms. Blount, Ms. Laufer, Ms. McKeever, Mr. Michie, Ms. Neale, Ms. Puryear, and Mr. Wade voting yes. The motion carried, 7 – 0.

5.1 **Comments from Members of the Community:** Ms. Sherry Kraft, 410 2nd Street N.E., addressed the Board introducing herself noting that she is a candidate for the upcoming school board election.

6.1 **Board Member Comments:** Mr. Michie noted his excitement over the science labs construction at Charlottesville High School which includes daylighting and looks amazing. He would also like to advocate for a window in the ISS room.

Ms. Blount read the following statement:

In light of recent additions to our non-discrimination policy, I recommend that we create a new policy about providing professional development to our staff whenever any substantive changes are made. To ensure that our staff not only is in compliance with the law, but also builds an understanding about our protected groups, I'm recommending that trainings be required and completed over a prescribed period of time. While required trainings such as CPR/First Aid are skill-based, cultivating awareness around such classifications as sexual orientation and identity needs to be approached differently. We have not

done our due diligence if we've only changed the letter of the law and not provided our staff with in-depth avenues for understanding any imbedded complexities. It may also prove beneficial to provide periodic reviews of some of the earlier classifications.

I will probably make a motion at our September meeting.

While I delight in the good things coming from our decision to proceed with construction of the Sigma Lab, I question how the Lab offerings are being rolled out to the entire CHS student body. It's come to my attention that there are third-year students who have no idea about the wonderful opportunities taking place in that space. A formal rollout versus a word-of-mouth approach ensures that access is available to all with interest. With the additional Lab staffing we've budgeted, I'm hopeful we'll see information and access broadened.

At the June 12 retreat, I brought up the possibility of the Division developing a local history curriculum, with an eye to African-American legacies. My vision is that this be a progressive (K-12) program that provides students with a contextual framework for better understanding the continuum of their community. A sustained program would do more to bolster foundational awareness than seemingly disparate events during the month of February. This would be a great opportunity for integrated community input and collaboration with local Civil Rights leaders and such organizations as the Jefferson School African American Heritage Center, NAACP, et al. I'd like to consider forming a committee to begin looking into this.

The Board voted in favor at the July 20 meeting for Dr. Atkins to pursue a literacy implementation grant that would, if received, go into effect summer of 2016. It's key that with any new program we develop that there be an evaluative component. In Board discussions it's often been stated that evaluation—especially post-implementation—of many of our programs is not possible. Given this, it is crucial that any new program we create and/or endorse has this vital component. We do have examples at hand: In 2008, Dr. Atkins and Mr. Michie attended a Darden School program where they learned about a balanced scorecard evaluation method. Also around that time staff visited Fairfax County Schools where they examined multiple program evaluation processes. While I'm hopeful about an extended-day approach positively addressing our literacy goals, I still challenge our division to consider implementing a creative, arts-based program, or similar one based on student interest. I'd like to place discussion of the possibility of a pilot program on our September agenda.

Ms. Puryear commented that summer is quickly coming to a close and would like to send out a special thank-you to Charlottesville High School administrators Ms. Jill Dahl and Ms. Deb Cook, who allowed the Upward Bound program to use calculators for their math and science offerings this summer. Ms. Puryear also thanked parents for sending their children to schools in the division and noted that she has seen school busses exercising practice runs.

7.1-8 Adoption of Consent Agenda: Items from the consent agenda included [Personnel Recommendations, June 4, 2015 School Board Meeting Minutes, June 12, 2015 School Board Retreat Minutes, June 13, 2015 School Board Retreat Minutes, June 16, 2015 School Board Policy Work Session Minutes, June 30, 2015 School Board Business Session Minutes](#), and [Business, Financial, Routine Reports](#).

Ms. Puryear made a motion, seconded by Mr. Wade, to approve the Adoption of the Consent Agenda. Ms. Blount, Ms. Laufer, Ms. McKeever, Mr. Michie, Ms. Neale, Ms. Puryear, and Mr. Wade voting yes. The motion carried, 7 – 0.

Action Items

8.1 World Languages Textbook Adoption: James Henderson, Associate Superintendent of Curriculum and Instruction, introduced Dr. Diane Behrens, Coordinator of Health, P.E., & Family Life, and Preschool, who presented the World Language Textbook Adoption item for Board approval. Dr. Behrens brought copies of the

texts for Chinese, French, German, and Latin and requested approval of the adoption in order to complete the purchase.

Dr. Behrens noted that Charlottesville City Schools was waiting to see what textbooks would be recommended by the Commonwealth and that on March 26, 2015, the Virginia Board of Education voted to discontinue the state-level review of foreign language textbooks for this review cycle. They indicated that local school divisions may continue to adopt foreign language textbooks using textbook adoption guidelines. This spring, Charlottesville City Schools' world language teacher reviewed textbooks for Chinese, French, German, and Latin. New Spanish materials were adopted and purchased in the spring of 2013. Dr. Behrens provided a list of recommendations for each language, including the rationale, the reviewers, and the costs associated with purchasing them. Based on the textbook adoption process, the recommended textbooks were on display for the public to review from June 22 through June 26, 2015. No citizens reviewed the sample materials.

Dr. Behrens thanked Charlottesville High School Teacher Patricia Stanton for chairing the textbook adoption committee.

Mr. Michie asked why the French books cost more than the books for other language courses. Dr. Behrens responded that the difference is due to the number of books required to supply a larger number of students and that cost of those texts includes workbooks. Mr. Michie also asked if the textbooks come with interactive tools. Dr. Behrens responded yes, the French selection does include e-books while others do not. Dr. Behrens noted that the committee did not select the interactive options for all of the languages.

Ms. Blount requested that the Board be notified about future textbook adoption postings in advance. Dr. Atkins responded that with this particular adoption there was a request to expedite the process more quickly but that it had to be slowed down to make sure the Board received proper notification.

Ms. McKeever asked how students are being identified for the Spanish I option at Walker Upper Elementary Schools. Dr. Atkins responded that staff will gather details from the Walker administration on the selection process.

Ms. Puryear asked if the textbooks will arrive on time. Dr. Behrens responded that she contacted each vendor and once the orders are placed it will take about two weeks for delivery.

Ms. Neale and other Board members thanked Dr. Behrens, who will be transferring to a position in Waynesboro, for her service to the school division.

Ms. Puryear made a motion, seconded by Mr. Wade, to approve the World Languages Textbook Adoption. Ms. Blount, Ms. Laufer, Ms. McKeever, Mr. Michie, Ms. Neale, Ms. Puryear, and Mr. Wade voting yes. The motion carried, 7 – 0.

8.2 Virginia Retirement System (VRS) Resolution: Kim Powell, Director of Finance, presented the Virginia Retirement Resolution for Board approval. Recent legislation (Senate Bill 1162 and House Bill 2178) allows school divisions to elect to allow eligible employees to use an employer-sponsored hybrid 403(b) plan for employee voluntary contributions to the Hybrid Retirement Plan. The local school board must elect by October 30 to either: Allow eligible employees the option to elect to direct hybrid voluntary contributions to an employer-sponsored hybrid 403(b) plan, instead of the VRS Hybrid 457 Deferred Compensation Plan; or Not to offer this option, so that hybrid voluntary contributions will continue to be directed into the VRS Hybrid 457 Deferred Compensation Plan only. This is an annual election for school divisions. If a school board fails to make an election before October 30, 2015, the default is that all employee hybrid voluntary contributions will be directed to the VRS Hybrid 457 Deferred Compensation Plan and the associated matching contributions will be directed to the VRS Hybrid 401(a) Cash Match Plan. In future years, if a school board fails to make an election, the default is the prior year's election.

Ms. Powell noted that, in her opinion, Charlottesville City Schools should not elect the to provide an employer-sponsored 403(b) plan option for hybrid voluntary contributions at this time for several reasons: The VRS administered plan remains the default for these contributions regardless of Board election, and VRS has a good track-record of managing retirement savings/investments relative to other pension systems and the general market It is not a one-time or irrevocable decision. Waiting to see how investment providers respond to the opportunity and perform over time seems the better choice when there is no real incentive to be an early-adopter. Given the business-system replacement project now underway, it would not be prudent to undertake an additional significant procurement process for these services and create additional interface requirements at this time.

Mr. Michie made a motion, seconded by Ms. Neale, to approve the Virginia Retirement System (VRS) Resolution. Ms. Blount, Ms. Laufer, Ms. McKeever, Mr. Michie, Ms. Neale, Ms. Puryear, and Mr. Wade voting yes. The motion carried, 7 – 0.

Items for Discussion

9.1 **Summer School Update:** James Henderson, Associate Superintendent of Curriculum and Instruction, presented an update on the summer school program enrollment for Board information.

Mr. Michie asked if summer school remediation programs feed into Camp Excel. Mr. Henderson responded, “yes.” Mr. Michie also posed the question of whether the Board should make summer remediation mandatory after seeing the number of students eligible versus the number that attended.

Ms. McKeever suggested partnering with the City of Charlottesville internship program instead of creating another program given that the City seems to do it so well. She also asked when kindergarten camps are being held and if moving the dates would result in increased participation. Mr. Henderson responded that elementary schools are not able to operate the kindergarten camps during the same time due to bus scheduling and availability. Ms. McKeever asked what barriers might be responsible for the lower attendance numbers. Mr. Henderson responded that the division is focusing on reading and math and continues discussions about aligning summer school curriculum.

Mr. Michie asked how many summer remediation programs are being held at Charlottesville High School, how many courses were wanted versus how many attended. Dr. Atkins responded that there were more enrichment programs last year and that not all of the programs were included in this year’s report. She added that enrollment has increased over the past few years and that offering enrichment allows students to realize that they have potential.

Ms. Laufer asked that next year’s summer school report include historical data.

Ms. Blount noted that she was pleased to see the amount of participation at the high school. Mr. Henderson responded that Charlottesville High School held summer school on the Buford Middle School campus and that administrators are considering having it at Buford again next year.

Ms. Blount thanked staff for compiling the data she requested on the music programs. Given the low attendance in the summer school music programs, she would also like to know what the cost was to the division for the music teachers’ summer pay.

Ms. Blount also requested that in order to gain a better understanding of student needs, a survey be given to Charlottesville High School students this fall to see what they did this summer and what, if they had the opportunity, they would have preferred to do.

9.2 **2014-2015 Staff Survey:** Beth Cheuk, Community Relations Specialist, presented information related to the 2014-2015 Staff Survey.

Dr. Atkins noted that school will take the survey results from their school and use them to establish a committee to help determine how best to address the issues identified in the survey. She added that it is incredibly important for staff members to feel like their concerns are being heard and is crucial to have a positive school culture.

Ms. Blount expressed concerns that staff may feel hesitant to address their concerns with the Board. The Board discussed this issue noting that the hesitancy doesn't seem to be out of the ordinary. Mr. Wade noted that, in his experience, community members don't seem that hesitant to talk with him about their concerns. Ms. Laufer also noted that she visits schools quite a bit and receives a lot of input from teachers and staff during those visits.

Mr. Michie suggested that the division set up a digital comment suggestion box to receive anonymous suggestions as well as a method respond to those questions in a systematic way. Ms. Neale noted that in her opinion suggestion boxes seem a little too mysterious and archaic. She feels that if there is an issue it should be brought up directly with the appropriate staff member.

Mr. Michie noted that the Teacher-Administrator Communications Committee (TACC) should discuss ideas on how to improve identified areas of concern.

Ms. Cheuk also presented the Board with a quick view of the new [Charlottesville City Schools' website](#).

Ms. Laufer called for a ten minute break at 6:41 p.m.

The Board re-adjourned at 6:53 p.m.

9.3 Budget Review: Kim Powell, Director of Finance, presented the Budget Review item for Board information.

Ms. Powell noted that the main tool used for budget development is the budget book that is distributed annually. She provided a high level overview of the book noting that the review should increase the Boards' perspective of the work that goes on the background to develop the budget.

The 2015-2016 Budget book can be located at: <http://charlottesvilleschools.org/wp-content/uploads/2015/06/FY16RevisedBudget.pdf>

9.4 CHS Graduation Date Change / Rescheduling of the June 2, 2016 School Board Meeting: Ed Gillaspie, Assistant Superintendent of Administrative Services, presented the CHS graduation date change and the rescheduling of the June 2, 2016 School Board meeting for Board information and approval.

Mr. Gillaspie noted that due to an internal scheduling conflict, the John Paul Jones arena is no longer available for area high schools' graduations on the Saturday, June 4, 2016. Charlottesville High School has been rescheduled to Thursday, June 2, 2016 at 7:00 p.m. Given the schedule change, the June 2, 2016 School Board meeting will need to be rescheduled so that School Board members and staff can attend the graduation ceremony.

Ms. Neale noted that she expects there to be negative responses from some CHS families due to the change.

Ms. Laufer requested that staff make sure that the date change for graduation is well communicated to families and students.

Ms. Neale and Ms. McKeever noted that they would be in favor or holding graduation on the Charlottesville High School football field. Mr. Gillaspie responded that the CHS committee considered that option but after discussion decided in collaboration with Albemarle County to reschedule the use of the John Paul Jones Arena.

Ms. Puryear commented that both of her children graduated from CHS and both of those ceremonies were held during the week. Families were given ample notice at the beginning of the school year in order to make arrangements. She added that if CHS decides to hold graduation outside they will need to consider the possibility of inclement weather or heat.

Mr. Wade made a motion, seconded by Ms. Puryear, to reschedule the June 2, 2016 school board meeting to June 9, 2016 and to reschedule the CHS Graduation to June 2, 2016 at the John Paul Jones Arena. Ms. Blount, Ms. Laufer, Mr. Michie, Ms. Puryear, and Mr. Wade voted yes. Ms. McKeever and Ms. Neale voted no. The motion carried, 5 –2.

9.5 **Charlottesville Community Events - School Board Participation**: School Board Chair Amy Laufer presented a list of Charlottesville Community Events and led the discussion related to school-funded participation at community events. Ms. Laufer asked how Board members feel about school funds being used to pay for school board member's admission to events.

Ms. McKeever spoke in favor noting the importance of having an official presence at community events noting that not all board members can or will be able afford to pay to attend such events. She suggested allowing funding of up to two members and that the Board engage in a more specific discussion during the budget season.

Ms. Puryear asked what the justification would be for attendance at fundraisers. Mr. Michie responded that this is actually a good reason to do so as it also helps to support the school division's mission. Mr. Michie supports funding for a pre-defined number of seats.

Ms. Blount suggested that the Board could designate one representative for events with higher ticket prices and that board members alternate attendance at events.

Ms. Neale commented that she disagrees and that it is the Board's responsibility to administer taxpayer funds. Despite how incredible each of the groups referenced are, it is not the Board's job to fundraise for those organizations. She is in favor of funding tickets for a staff member if their attendance is necessary to represent the division as part of their job duties. If a board member chooses to attend, that is what the stipend they receive is for.

Ms. McKeever noted that she doesn't see board member attendance any differently than staff and that not having a presence isn't a good idea.

Ms. Puryear noted that she agrees with Ms. Neale in that if a board member chooses to attend an event then they should pay.

Mr. Wade noted that he support the division paying for board members to attend events.

Ms. Laufer noted that if this item moves forward she would need some clarity as to which events should be funded.

Ms. McKeever noted that there may possibly be people on the future boards who cannot afford to represent the board at events.

Ms. Blount spoke in favor of there being a cap of \$50 or \$100 with the board member paying the difference.

Mr. Michie agreed that the Board should have a pre-approved list and not a choose-your-own option.

Ms. Laufer suggested that the Board develop a list and protocols on school-division-funded events. The board will convene a committee to develop the details with Ms. McKeever and Ms. Laufer working together. This item will be discussed further at the September 3, 2015 meeting.

10.1 **Comments from Members of the Community**: There were none.

11.1 **Board Member Comments**: Ms. Neale provided an update on recent attendance at fall sports practices, noting that the football team attended a camp at Ferrum College this summer and many of the players told her

that it was a good experience. The trip was paid for by fundraising. Ms. Neale also requested an update on trash, recycling, and composting in the Charlottesville City Schools and suggested having student registrations forms be available online.

Ms. McKeever congratulated staff members who assumed new positions this school year and wished Dr. Behrens well in her new position in Waynesboro.

Ms. McKeever also requested an update on the CLASS fund balance, the procedures for significant expenditures, and a report of expenditures made this past year. She would also like future discussion to include central preschool, Spanish, QUEST, and dress code.

Ms. Blount addressed the Board noting that she would like the Board to reconsider having a student representative noting that this would help provide leadership opportunities to students.

Ms. Blount also commented that she would like to see a full-time art teacher at every elementary school and that she would be supporting this during the upcoming budget cycle.

Mr. Michie addressed the Board noting the successful partnership with the TomSox which helped to improve the baseball facilities and encouraged community members to visit the CHS campus.

Ms. Laufer addressed the Board on recent attendance at the Charlottesville High School summer graduation ceremony, the Special Education Advisory Committee meeting. She also asked that staff make sure that all trash is removed following the TomSox games.

12.1 Superintendent's Comments: Dr. Atkins addressed the Board noting that she recently had the pleasure of welcoming fifty-five new teachers and guidance counselors to the division. She thanked Carole Nelson, Director of Human Resources, for her efforts in securing a minority representation of 20%. New teachers were taken on a tour of Charlottesville and engaged in discussions about the importance of caring for students in the classroom and the need for caring and compassion. Human Resources arranged for local partners to host information tables on their organizations. Some of the organizations included were the Charlottesville Film Festival, Live Arts, and Sam's Club. Veteran teachers will return on August 10, 2015 to prepare their classrooms for Open House on either Monday, August 17 or Tuesday, August 18. CATEC will host an Open House on August 12, 2015. Students will return to school on Wednesday, August 19, 2015.

13.1 Work Session Wrap-Up - Dr. Beth Baptist: There were twenty-two requests from the Board:

1. Roll out to introduce SIGMA Lab
2. Continue Quest discussion
3. Division needs vision for preschool as a topic
4. Answers to questions about CLASS including fund balance, procedures for approving specific expenditures, and where the CLASS fund balance has been spent
5. Can registration forms be made available online?
6. Information about trash/recycling/composting
7. Add items to the staff survey to get more specific information in various areas
8. Look at getting more spots at PVCC and other existing summer programs for summer placements
9. Look at CHS summer numbers - remedial versus enrichment & historical data moving forward
10. Consider PSA's about summer school to encourage attendance
11. Selection process for students taking Spanish at grade 6
12. Would like more advanced notice regarding textbook purchases in the future
13. Place discussion of arts based program on future agenda
14. Curriculum for African American studies beyond February's African American History Month
15. New policy for professional development when new policies are passed (sexual orientation/identity)
16. Look for funds for window in ISS room
17. Dress Code Information

18. Survey students this fall regarding what they did this summer, look at paid internships, and arts enrichment

Budget Related Wrap-Up Items:

19. That each elementary school have full-time art teacher
20. More information about items that have been shifted in and out of various programs – preschool and Spanish
21. Consider making summer school mandatory for remediation
22. Include a budget item for access gap,

14.1 **Upcoming Meetings:** Ms. Laufer read the list of upcoming meetings and activities.

15.1 **Adjourn:** Ms. Blount made a motion, seconded by Ms. Neale, to adjourn. Upon a roll call vote being taken, the vote was: Ms. Blount, Ms. Laufer, Ms. McKeever, Mr. Michie, Ms. Neale, Ms. Puryear, and Mr. Wade voting yes. The motion carried, 7 – 0. The meeting adjourned at 8:20 p.m.



Amy Laufer, Board Chair



Leslie Thacker, Clerk