



**CHARLOTTESVILLE CITY SCHOOL BOARD
BUDGET WORK SESSION**

Saturday, January 13, 2018 (8:30 AM)
Walker Upper Elementary School Media Center
1562 Dairy Road, Charlottesville, VA

1.1 Call to Order: At 8:35 p.m. Mr. Juandiego Wade, School Board Chair, called the meeting to order.

2.1 Roll Call:

The following Board Members were present:

Dr. Adam Hastings	Dr. Sherry Kraft
Ms. Amy Laufer	Ms. Jennifer McKeever
Ms. Leah Puryear	Ms. Lisa Torres
Mr. Juandiego Wade	

The following Board Members were absent: None

The following Staff Members were absent:

Dr. Rosa Atkins	Dr. Gary Blair
Mr. James Henderson	Ms. Renee Hoover
Dr. Kendra King	Ms. Kim Powell
Ms. Leslie Thacker	Mr. Jeff Faust
Ms. Jennifer Herring	

The following Board Members were absent: None

3.1 Approval of Proposed Agenda: Dr. Kraft made a motion, seconded by Ms. McKeever, to approve the proposed agenda. Upon a roll-call vote being taken, the motion carried with Dr. Hastings, Dr. Kraft, Ms. McKeever, Ms. Puryear, Ms. Torres, and Mr. Wade voting yes. 6 ayes, 0 nays. Ms. Laufer arrived following this action.

4.1 January 13, 2018 Budget Work Session Presentation and Supporting Documents: Renee Hoover, Director of Finance, Kim Powell, Assistant Superintendent for Finance and Operations, and senior staff presented information on the 2018-2019 Budget Development including:

Teacher Salary Study: Andy Klein and Laura Beck Representatives from Gallagher Titan presented findings from the Competitive Compensation Analysis including Background and Overview, Focus Groups, External Factors, Previously Adopted Competitive Market, New Approach, Key Demographics of the Comparison Group, Division Cost of Labor - Comparison against Median Rates, Cost of Labor - Median Learnings, Division Cost of Labor - Comparison against 75th Percentile Rates, Cost of Labor - 75th Percentile Learnings, Competitive Market for Teachers, and Conclusions and Considerations.

Mr. Wade asked what the recommended area of action would be. Mr. Klein responded that the recommended area of focus should be increased pay for tenured teachers with master's degrees.

Ms. McKeever noted that she would like to see results of the teacher focus group. Ms. Beck responded that the focus group was very complimentary of the division and the programs offered.

Enrollment, Demographics & Staffing: Ms. Powell presented information related to System Wide Enrollment Projections 2018-2019 and K-4 Staffing Projections for 2018-2019 including:

- Enrollment has surpassed 2005-2006 levels, and there are now many additional programs in our school buildings (STEM K-12, Spanish for Elementary, etc.)
- Since the enrollment turn-around year (FY12), non-resident:
 - Students of employees & tuition students have increased by a total of 38 across all schools, grades K-12.
 - Over this same time period, the number of resident students has increased by 341.

Dr. Atkins noted how difficult it is to project future enrollment due to the many housing communities in various stages of development.

Dr. Atkins also noted concern related to staffing at Walker due to having students on both the elementary and middle school levels which complicates staffing. She added that administrators will receive more training in master scheduling and will ask trainers for their assistance in helping address areas of concerns.

Proposal Summary and Budget Requests:

- **Non-Discretionary Expenses/Contracts**
 - Decrease Virginia Retirement System (VRS) rate by 5.47 percentage points (307,945.00)
 - Decrease VRS Hybrid Disability rate by .05 percentage points(846.00)
 - 5% Health Insurance Increase (306,659.00)
 - Adjustment to Maintain 3 Open Positions (264,619.00)
 - Transportation contracts - City Standard Contract increase, Other contracts (150,325.00)
 - Ms. McKeever expressed concern related to the number of buses being used to transport students as well as the lack of buses available for after-school/extracurricular activities. Mr. Henderson responded that he doesn't feel that there are enough bus drivers given the funding allocated for transportation and will meet with John Jones regarding the concerns.
 - Dr. Hastings noted that contracting bus drivers is an issue for most school divisions and recommended the Department of Transportation hiring managers work with Ridge Schuyler, Dean of Community Self-Sufficiency Programs at PVCC, to help develop a plan to address the issues.
 - Ms. McKeever noted that there are many things working well with transportation.
 - Maintenance and Facility contract - City (130,322.00)
 - Piedmont Regional Education Program (56,829.00)
 - Vocational education contract - CATEC (7,866.00)
 - Other small contract and all other line item changes (13,276.00)
- **Compensation**
 - Move eligible Teachers up one step plus 2.75% - average increase 4% (1,190,207.00)
 - Dr. Atkins stated that compensation recommendations come partially based on the teacher salary study and that it is important to show teachers how valued they are. She also stated that it is important to be competitive not only with other divisions but with other industries.
 - Ms. McKeever asked if supplements will be increased as well. Dr. Atkins responded that they are not included in this recommendation and that staff will look at that.
 - Dr. Hastings noted that the yearly step increase should be recognized as a given right.

- Move eligible Staff up one step plus .75% - average increase 2% (295,929.00)
- **School-Based Program Supports & Improvements**
 - Add FTE Art Teacher (1 FTE) (69,051.00)
 - will allow for 1 art teacher at each elementary school
 - Add Teacher to the ESL Program (1 FTE) (69,051.00)
 - Based on September 30 data, the division's ESL enrollment has increased in one year by 23 English Learners, from 416 to 439 students, This is the second year in a row the division has experienced an increase of more than 20. In addition 51% of our ESL population are immigrants, which means they were not born in the United States and have attended a U.S. school for less than three years. With the elimination of the VGLA Reading test option for grades 3–8 and the testing requirements of ESSA, our schools are challenged to have their beginning ELs ready for the English and math SOL tests in such a short amount of time. Clark, Greenbrier, and Walker have had the greatest increase in ELs. At Clark there are 55 ELs with 1.5 ESL teachers, Greenbrier has 82 ELs with 2.3 ESL teachers, and Walker has 38 ELs with 1 ESL teacher
 - Grade 2 Instructional Assistants (6 FTE) (156,793.00)
 - Provide an additional IA to each elementary school at grade 2. The IAs would support the classroom teacher in student engagement with guided and independent practice activities and Tier II math interventions.
 - Add Walker Teacher (1 FTE) (69,052.00)
 - Student Assistance Program Counselor (0.5 FTE) (34,525.00)
 - A Student Assistance Program (SAP) is an on-site counselor who identifies and assists students experiencing personal stressors that can impede their school performance, and negatively impact their social and emotional well-being. The SAP works with students who are dealing with a variety of personal issues, including those related to alcohol and other drugs, depression, anxiety, academic issues, family and friend stressors to name a few. Once a student is referred to the SAP, the counselor will meet with the student for an assessment. The counselor then refers the student to other services in the school or community; or the SAP counselor will provide brief counseling to address specific issues. CHS and Buford presently have a SAP counselor on site. The funding for the position will be shared with Region 10.
 - Increase 0.5 Social Worker to 1.0 (34,525.00)
 - Currently, 4.5 social workers serve students in 10 school buildings and 14 alternative education programs. Due to the anticipated expansion of the SEAL program, a need to assign the duties of the social worker who has served as a developer of the program has surfaced. Next school year, the social worker's assignments for Greenbrier and Lugo-McGinness will need to be redistributed to the remaining 3.5 social workers. However, additional staffing is needed as the workload will be too great to divide. Therefore, this request is being submitted to increase the current 0.5 social worker position to 1.0 so the provision of quality social work services for students and families may continue.
 - FLES World Language Elem Teacher (1 FTE) (69,051.00)
 - Currently, students in grades 1-5 receive one hour of Spanish instruction per week. We currently have 5.6 FTE serving our students in grades 1-4 at our six elementary schools, with one additional teacher at Walker who also serves Jackson-Via Elementary one day a week and the entire 5th grade at Walker. Daily schedules provide minimal time for planning lessons, preparation of materials between classes, management of materials, transition time between classrooms, and material/technology setup in each classroom. Most FLES teachers travel between classes to different areas of the building. Each teacher is split between 2 schools, Jackson-Via is currently served by 3 different FLES teachers. We are requesting an additional staffing of 1.4 to allow each elementary School to have a full-time Spanish teacher, similar to the PE and music classes at each school. This would allow the program to expand to serve all K classes. Additional time

could be used to better serve the needs of each school, and provide access to more cross-curricular connections with content teacher in each building. In addition, FLES teachers would be available on site on a daily basis to translate school-based documents and/or written communication to parents and assist with interpretations for parent phone calls and/or conferences with Spanish-speaking parents.

- Ms. McKeever noted that QUEST has seen an increase in student needs and would like staff to look into those needs as well. Mr. Henderson responded that there was no request for additional staffing for QUEST and that he will continue to communicate with coordinators on the potential needs.
- 1 FTE Engineering (69,051.00)
 - The CHS Engineering program is expanding and has reached capacity with the current staffing. Dr. Atkins is requesting 1 FTE for CHS. This position will absorb the expansion needed and may also allow for a blended Engineering-AVID class. As it stands this new position will allow appropriate growth of the program, keep class sizes manageable and allow for an inquiry-based Engineering Capstone class that will be added to the 2018-19 POS.
- Additional iSTEM Teacher (1 FTE) (76,464.00)
 - The iSTEM team over the last 18 months has made gains in changing pedagogy. In order to grow the early iSTEM program at the elementary schools an additional iStem teacher is requested to build more support and implementation around iSTEM and integrating math and science in all grades. This will prepare a wider base of students ready and able to take STEM courses at the secondary level. Adding a dedicated iSTEM teacher will help transition to student-centered teaching and lead to equitable access for all students.
- iSTEM Supplies (10,000.00)
 - The i3 grant is coming to an end. As CCS builds out the iSTEM curriculum and the Math-Science connections across the curriculum, supplies and equipment for 5-12 will be needed.
- School Administrative Tech (1 FTE) (8,529.00)
 - Several years ago, during budget cuts, the school secretary/bookkeeper position for the alternative school was cut. As Lugo-McGinness has grown, the necessity of this position being a full-time, 12 month position has become apparent. Currently, the school secretary/bookkeeper is not employed during the summer months which makes the start of school, contacting students, and ordering difficult.
- Athletic Director Pay Table Adjustment (15,278.00)
 - The AD is responsible for the supervision of all coaches and coordinates the budget that also encompasses activities and coaches at the middle school level. The Athletic Director is a member of the administrative team at CHS. In reviewing the pay scale in a neighboring school division, salary determination is not only based on an administrative pay grade but on "internal equity and market competitiveness." This gives the school division additional flexibility in offering compensation. The minimum salary is \$72,958. In Charlottesville City Schools, the salary begins at \$50,741. This request is to align the current athletic director pay table (B-2) with an assistant principal pay table (Z). CHS has had 5 Athletic Directors in the past 10 years. This is designed to support retention and stability.
- Custodial Floater Position (1 FTE) (41,643.00)
 - In conferencing with the Coordinator of Administrative Support Services, so far this school year, we have had 4 different custodians on Family Medical Leave. The span of absences began on July 17, 2017 and continued through December 11, 2017. Due to a shortage of substitutes and a shallow applicant pool, the decision was made to request an additional custodial position for the 2018-19 school year. Due to the workload and the process of revising performance expectations, this is a necessary position not only to fill voids but to have the flexibility to assign a worker to a flexible schedule to assist with targeted custodial cleaning areas.

- Ms. Laufer noted that she would like to see a separate position at Buford Middle School to support activities there.
 - “Grand Teacher Award” (200 awards in the amount of \$600 (120,000.00)
 - An award to encourage teachers to plan, develop, and implement innovative and cross-curricular tools, plans, and activities that engage, and inspire students to demonstrate real-world application of knowledge and skills. Would convene a group of teachers who will provide planning and develop a rubric for awards.
 - Ms. Puryear asked about the intellectual property rights for any plans teachers might develop. Dr. Atkins responded that teachers will be free to do what they want with their projects as long as the division continues to have access to it.
 - Ms. McKeever recommended changing the award to 120 awards in the amount of \$1,000. The Board supported the proposed change.
 - Planning for a "Speciality Academy" (1 FTE) (120,280.00)
 - CCS strives to have all students on and above grade level in all subject areas, especially literacy and mathematics. Creating an academy that engages students in hands-on experiential learning; integrates various subjects into the instructional lessons; teaching that is student-centered focusing on collaboration; and a social-emotional environment that helps students regulate their own behaviors are achievable goals. In the 2018-19 school year CCS proposes to create a position in which the individual hired will explore successful learning academies in the Commonwealth and bring together stakeholders and the community to plan and create an academy that will significantly help students who are underperforming reach their potential.
 - This position is proposed for one year.
- **School Operations**
 - Network Security Budget Increase (60,000.00)
 - The increasing threat from network based vectors and requirements for internal systems has created a challenge to the existing budget for Technology around the area of network and security. In order to add specific systems and services as well as to keep up with surveillance and facility security needs, we need to expand the available budget for purchases specific to these needs.
 - Technology Restructuring (Senior Network Engineer and Tech Supp Spec) (207,270.00)
 - To accommodate and adapt to changing demands for technology services and to better support integration of existing and new systems, the Department of Technology Services would like to restructure, thus enabling the addition of a Technical Support Specialist position to provide direct support at the schools to help with the technology needs of our students and staff. Additionally, this restructure would create a new position to address growing needs for comprehensive oversight of network based systems and the security of those systems which include servers, network hardware, phones and video based services by creating a new Senior Network Engineer position. These two additions will help address two areas of need which are growing rapidly and are currently under-served.
- **School/Community Partnerships**
 - City Schoolyard Garden Funding (15,825.00)
 - Funding from CCS will support 23% of the funding for the following:
 - - 4 Garden Coordinators (8 garden sites)
 - - Program Coordinator (Harvest of the Month, volunteers, garden coordinators)
 - - Garden Educator/Outreach Coordinator (youth leadership, Buford Spring Seedling Project, Harvest Festival,)
- **Reductions**
 - 1 FTE Administrative Position (113,503.00)
 - Technology Department. Restructuring (Help Desk Positions)(81,498.00)
- **Revenues**
 - Estimate from City (2,500,000.00)

- **Budgetary Fund Balance Recommendation: Include in the Annual Budget Adoption**

- Appropriation of General Fund Balance as revenue and expenditure line items
- Purpose for using the money would be fund the costs of additional students above enrollments projections each school year and/or to respond to fiscal stress, which arise during the school year, and capital projects
 - Currently in Budget 267,000
 - Remainder to Place in FY 19 Budget 358,996
 - Total Budgetary Fund Balance (Revenue) 625,996
 - Budgetary Fund Balance (Expenditure) 625,966

The Board will schedule an additional work session before the January 25, 2018 meeting with City Council.

5.1 **Adjourn:** The meeting adjourned at 11:31 p.m.



Juandiego Wade, School Board Chair



Leslie Thacker, School Board Clerk