



MINUTES
SCHOOL BOARD MEETING
CHARLOTTESVILLE CITY SCHOOLS
Booker T. Reaves Media Center, Charlottesville High School
Thursday, September 3, 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
---	--	---

The following Board Members were absent:	None
--	------

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
---	--	---

The following Staff Members were absent:	None
--	------

4.1 **Approval of Proposed Agenda**: Ms. Blount made a motion, seconded by Ms. Puryear, to amend the agenda to include an update on the 1:1 Chromebook initiative. 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. Becca Saxon, 905 Reeves Street, addressed the Board requesting that Charlottesville City School Student Registration forms accurately reflect the change in law regarding same-sex marriage and include language to recognize that a child can have a different family make-up than a mother and a father.

Mr. Adolphus Paige, 806 Page Street, addressed the Board and asked if they had any comment on the Small Claims suit being heard on October 27, 2015.

6.1 **Board Member Comments**: Ms. Neale addressed the Board noting that enrollment at CATEC will be low this reporting period due to changes in programming and in anticipation of new programs.

Mr. Wade, Ms. McKeever and Ms. Puryear all expressed their appreciation for volunteers that worked at the Back-to-School Bash.

Mr. Wade addressed the Board noting that the opening of schools went really well this year. He also provided an update on attendance at the Buford Engineering Open House and commented that there was a diverse group of students and parents in attendance.

Ms. McKeever commented that she has heard from several parents regarding student registration forms and asked that gender-specific information be removed. She also noted that enriching arts time has been reduced at Walker Upper Elementary School and would like to have a discussion as to why there has been a reduction.

Ms. Puryear thanked Ms. Margaret Thornton for her support of the student leadership workshop at Charlottesville High School, noting that she was glad to see the diverse attendance.

Ms. Blount attended the Charlottesville High School Open House, noting that she loved seeing students lined up to receive tablets.

Ms. Blount also read the following statement:

I would like to see us broaden our community connections with programs that specifically aim to increase participation by/inclusion of women and people of color. A great partnership exists in the making with groups like the Black Engineer's Society @ UVA, whose mission it is to: "increase the number of culturally responsible Black engineers who excel academically, succeed professionally and positively impact the community."

At the August meeting I had asked about the cost to the Division for the summer music enrichment programs that took place. If possible, I'd like to have this before budget season begins in earnest.

Policy

On policy creation around training on our non-discrimination policies, language might include:

Whenever a new protected group is added to the Division's non-discrimination policy, the Division will provide training and professional development to all employees. Training will be required to ensure that, at a minimum, the law is clearly understood by all parties.

Regulation-For the purpose of increasing awareness and ensuring that staff understand their rights and responsibilities, training for all employees—current and new—will be on-going.

I mentioned at the meeting that I'd like for this to be on the agenda for October.

Mr. Michie addressed that Board noting that he also attended opening of schools. Mr. Michie also apologized that student registration forms are not in keeping with the new laws.

Ms. Laufer provided an update on attendance at the GRACE Task Force meeting and Black Male Achievement meeting. She noted that GRACE is using funds to establish internships for thirteen students in Charlottesville and Albemarle County. The Black Male Achievement initiative is working toward a symposium in October and would like information from our student survey as to what they did during the summer to include gender and race.

7.1-5 Adoption of Consent Agenda: Items from the consent agenda included [Personnel Recommendations, July 20, 2015 School Board Meeting Minutes](#), [August 6, 2015 School Board Meeting 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.

Items for Discussion

8.1 **CLASS Fund Balance:** Kim Powell, Director of Finance, presented information related to the Creative Learning After School and Summer (CLASS) Fund Balance item for Board discussion. As the CLASS program continues to grow, it has moved from being a more heavily subsidized program to a more self-sufficient program with a positive fund balance. The CLASS program started in 1976. The last year that CCS transferred funds to sustain the CLASS program was 2009, but CCS has not charged any administrative fees to the program since 2004. Such fees go toward offsetting indirect costs associated with the program such as the use of facilities, utilities, and the support required from resources outside the CLASS program (Human Resources, Finance, etc.). As of this new fiscal year 2015-2016, the CLASS fund balance is \$183,618. All purchases involving these funds go through the same process of reviews and approvals as any other CCS purchase before funds are encumbered or paid -- starting with the program administration and bookkeeper and ending with division administration and Superintendent approval. In general, purchases are driven directly by the needs of the program as it continues to expand. Beyond the direct cost increases associated with program staffing and supplies to meet the growing demand, at times the CLASS program will purchase larger/capital items to better support the program. These purchases may benefit the school as well. There are only two examples of note for these types of larger purchases: 2 cafeteria tables for Venable School in 2014-2015, and Chromebooks and carts for Burnley-Moran, Clark, and Greenbrier schools this past school year. Even with the \$51,537 technology purchase in the prior school year, the CLASS fund balance still increased by \$516 for last year, so these larger purchases have not actually reduced year-end fund balance for the program.

Mr. Michie asked how staff came up with the recommendation of 9%. Ms. Powell responded that staff looked at expense trends, operational expenses, as well as the history to determine what type of cushion would be needed to take into account any unexpected needs.

Ms. McKeever noted that Ms. Catlin presented the 9% recommendation to the CLASS Advisory Board who were in agreement with the recommendation.

Ms. Neale asked how CLASS compares to the Martin Luther King, Jr. Performing Arts Center (MLK-PAC) in how it operates. Mr. Gillaspie responded that they are similar but different in that Charlottesville High School primarily occupies the MLK-PAC and does not allow much time for outside usage and rental. He added that there the City Church is renting the space on Sundays and that there is a possibility of needing support when the current contract is done.

Ms. Laufer noted that she is in support of the 9% recommendation.

Ms. Neale commented that she thinks that the CLASS Advisory Committee should be able to make decisions on large purchases.

Mr. Michie noted that large purchases are not the problem, but he raised questions about the process of spending the potential discretionary funds that can accrue within a year.

Staff indicated that by charging the 9% administrative fee, it is anticipated that the CLASS program will not be generating excess revenues and consequently the fund balance will shrink. Staff also confirmed that any use, or anticipated use of the existing Fund Balance which is not within the CLASS adopted budget would come to the School Board for approval.

Ms. Blount noted that CLASS is an enrichment program and that any surplus should also be used for enrichment.

Ms. McKeever commented that she is also concerned about who is actually benefiting from the enrichment and would like to see more remediation added to the program.

Ms. Laufer noted she also agrees that the CLASS Advisory Board should be the body that oversees the large purchases. She would also like to make sure that CLASS salaries are in alignment and that scholarships should be offered.

Ms. Blount made a motion, seconded by Ms. McKeever, that effective this current school year, CCS will charge CLASS an administrative fee of up to 9% of prior year actual expenditures to recover a portion of the indirect costs borne by the division in supporting the program. For the current year, this charge will effectively transfer \$62,681 from CLASS to the CCS general fund, where the money will be added to the open-position line item that supports funding for any additional resources necessary during the school year due to enrollment increases, SPED requirements, etc... The maximum administrative fee rate of 9% of prior year expenditures will be charged annually until the CLASS program fund balance approaches \$50,000, at which point the rate of the annual administrative fee will be reduced so that the program will maintain the target fund balance. The target fund balance of \$50,000 is based on overall program operating costs with some allowance for special purchases. The target can be revisited at any time based on program growth and other factors. Ms. Blount, Ms. Laufer, Ms. McKeever, Mr. Michie, Ms. Neale, Ms. Puryear, and Mr. Wade voting yes. The motion carried, 7 – 0.

8.2 **2016-2017 Proposed Budget Calendar**: Ms. Kim Powell, Director of Finance, presented the 2016-2017 Budget Calendar for Board information. This item will be presented at the October 1, 2015 meeting for approval.

The Board discussed different time options for the December 10, 2015 Budget Work Session.

8.3 **2015-2016 Advisory Committees to the School Board**: Dr. Beth Baptist, Director of Student Services and Achievement, presented the 2015-2016 Advisory Committees to the School Board for consideration upon first reading. According to School Board policy, the School Board is to review proposed membership lists of the Special Education Advisory Committee (SEAC), School Health Advisory Board (SHAB) and the Quest Advisory Committee (QAC) at the September meeting and then approve membership at the October meeting. The three lists were presented for the Board to review. Some of the committees have not met for the 2015-2016 school year and may have recommendations for change prior to the October meeting. If changes are recommended, those will be highlighted prior to seeking approval in October.

Ms. Laufer noted that she would like to see more parents volunteer to serve on the Special Education Advisory Committee (SEAC) and asked staff to have principals more actively seek parents for that committee.

Ms. McKeever noted that she would like to see more parent involvement on all committees.

8.4 **Update on CCS Chromebook Distribution**: Mr. Jeff Faust, Director of Technology, provided an update on the 1:1 Chromebook implementation, noting that the division is starting year five of the 1:1 initiative. Information Technology staff diligently from August 3 - 17 to get 2,200 devices up and running. The first batch of Chromebooks were handed out to students enrolled in virtual education courses at a meeting prior to the school start, Walker Upper Elementary School received their Chromebooks this week, and grades 3-12 all have their devices. PreK-2 students will have access to devices as needed.

Ms. Laufer noted that she would like to see the schools, at back-to-school nights, have a table set up for parents to ask questions about Canvas. Mr. Faust responded that he will email principals to suggest that they do this.

Board Response to Written Reports

9.1 **2015-2106 Opening School Enrollment Update:** Carole Nelson, Director of Human Resources, provided the information on student enrollment, noting that the average English class size at Walker Upper Elementary School is 18.48, Buford Middle School is 17.60, and Charlottesville High School is 18.60. She noted that there is a wide variance in some classes.

Ms. McKeever requested a mid-month follow up on the breakdown of the different classes.

9.2 **Human Resources Update:** These reports, prepared by Ms. Carole Nelson, Director of Human Resources, appear on the School Board Work Session Discussion Topics and Schedule of Reports for 2015-2016.

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

11.1 **Board Member Comments:** Ms. Neale provided an update to the Board on her recent review of School Crisis Plans, noting that they are reviewed by the City of Charlottesville Police and Fire Departments and headed up by Sergeant Michael Gore.

Ms. Blount noted that the NAACP Dinner will be held on October 2, 2015 at 7:30 p.m. at the DoubleTree by Hilton Hotel Charlottesville, 990 Hilton Heights Road, Charlottesville, VA 22901.

Ms. Laufer announced the upcoming Special Education Advisory Committee meeting on October 1, 2015 at 8:30 a.m. in the Charlottesville City Schools Division Annex. Ms. Laufer also noted that she recently participated in a National School Boards Association webinar titled, "The Data Made Me Do It." Mr. Laufer would like to have a longer discussion about what documents the Board uses to help guide budget decisions.

12.1 **Superintendent's Comments:** Dr. Atkins addressed the Board, noting that this was her 10th year in the division and was one of the smoothest school openings in her tenure.

Dr. Atkins presented some photos of the new science labs at Charlottesville High School. She thanked Dr. Alvin Edwards for his contributions in mentoring Charlottesville High School students and for his leadership with the African-American Pastoral Council, which sponsors the Back-to-School Bash. This year the division will survey teachers to help determine whether students are coming in with the materials that they need and to make sure that the event is having the impact that it should.

Dr. Atkins recognized recipients of the Shannon Foundation Awards and provided an update on the upcoming Preschool Task Force meeting that is scheduled for September 10, 2015.

Dr. Atkins thanked Ms. Carolyn Vallas, who hosted a program for African-American female students at Buford Middle School called the [ASSIST Young Scholars Program](#).

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

- Provide documentation by gap group for budgeting staff to include SPED and ELL staffing on a high level
- Supply a breakdown for enrollment by level of class
- Add gender and race to the student summer activity survey
- Look at enrollment and other forms to maintain a welcoming attitude
- Update language regarding nondiscrimination policy (Ms. Blount will help provide the language)
- Calculate cost of the summer music enrichment programs

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

15.1 **Adjourn**: Mr. Michie made a motion, seconded by Ms. Blount, 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 7:22 p.m.

Amy Laufer, Board Chair

Leslie Thacker, Clerk