

A Business Meeting of the Albemarle County School Board was held on December 5, 2019 at 6:30 p.m., Lane Auditorium, Albemarle County Office Building, 401 McIntire Road, Charlottesville, Virginia 22902.

PRESENT: Mr. Stephen Koleszar; Dr. Kate Acuff; Ms. Katrina Callsen; Mr. Graham Paige; Mr. David Oberg; and Mr. Jonathan Alcaro.

ABSENT: Mr. Jason Buyaki.

STAFF PRESENT: Dr. Matthew Haas, Superintendent; Ms. Rosalyn Schmitt, Chief Operating Officer; Ms. Debbie Collins, Deputy Superintendent; Dr. Clare Keiser, Assistant Superintendent; Dr. Bernard Hairston, Assistant Superintendent; Ms. Lorna Gerome, Director of Human Resources; Mr. Jackson Zimmermann, School Finance Officer; Dr. Daphne Keiser, Assistant Director of Human Resources; Ms. Davra Miller, Human Resources Manager; Ms. Dana Robb, Human Resources Manager; Mr. Ross Holden, School Board Attorney; and Mrs. Jennifer Johnston, Clerk.

Agenda Item No. 1.1. Closed Meeting

At 5:30 p.m., Mr. Paige offered a **motion** that the Albemarle County Public School Board go into a closed meeting as authorized by the Virginia Freedom of Information Act, section 2.2-3711(A) of the Code of Virginia under: Subsection 1 for the discussion, consideration, or interviews of prospective candidates for employment and the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; 2. Subsection 3 for discussion and consideration of the acquisition of real property for a public purpose; and 3. Subsection 6 for discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected. Mr. Oberg **seconded** the motion, **and the motion passed.**

Agenda Item No. 1.2. Closed Meeting Certification.

Mr. Paige offered a **motion** that the Board certify by recorded vote that to the best of each Board member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the Closed Meeting were heard, discussed or considered in the Closed Meeting. Mr. Oberg **seconded** the motion. **Roll was called, and the motion passed by the following recorded votes:**

AYES: Mr. Koleszar; Dr. Acuff; Ms. Callsen; Mr. Paige; Mr. Buyaki; Mr. Oberg; and Mr. Alcaro

NAYS: None

ABSENT: Mr. Buyaki.

Motion carried by a 6:0:1 vote.

Mr. Koleszar offered a **motion** to enter into negotiations with vendor number one. Mr. Oberg **seconded** the motion, **and the motion passed.**

Mr. Koleszar offered a **motion** to approve the revision to addendum number one to the Superintendent's contract. Mr. Oberg **seconded** the motion, **and the motion passed.**

Agenda Item No. 1.3. Call to Order.

At 6:34 p.m., Mr. Alcaro called the meeting of the Albemarle County School Board back to order.

Agenda Item No. 1.4. Pledge of Allegiance.

Agenda Item No. 1.5. Moment of Silence.

Agenda Item No. 2.1. Approval of Agenda.

Mr. Koleszar offered a **motion** to approve the agenda. Mr. Oberg **seconded** the motion, **and the motion passed.**

Agenda Item No. 3.1. Approval of Consent Agenda.

- 3.1. Approval of Consent Agenda
- 3.2. Religious Exemption
- 3.3. Religious Exemption
- 3.4. Personnel Action – Athletic Coaches
- 3.5. Class Size Report
- 3.6. Personnel Action
- 3.7. For Information: School Board Governance Manual
- 3.8. For Information: Draft Policy for a Student Representative on the School Board
- 3.9. For Information: School Board Evaluation

Mr. Paige asked three questions about Item 3.5 Class Size Report. He asked, “What is the recommended staff size for Kindergarten classes?” He also asked about the fourteen (14) middle school science classes that are above twenty-eight (28) students. “Are there problems [in those classes]?” He also asked about the core classes at the high schools that are over twenty-eight (28) students.

Mr. Oberg had two points of clarification. He stated that “student” in 3.7, School Board Governance Manual, should be changed to “Albemarle County Public School student.” He also stated that on the student representative section, subparagraph R, he has concerns about the question concerning prior convictions since juvenile convictions are not a matter of public record. He said, “We could be limiting in a way that we’re not intending.” Mr. Holden said that there is no legal reason to keep the question on the application.

Mr. Koleszar offered a **motion** to approve the consent agenda. Dr. Acuff **seconded** the motion, **and the motion passed.**

Mr. Oberg offered a **motion** to adopt the amendment to the Draft Policy for a Student Representative on the School Board, removing subparagraph R. Mr. Koleszar **seconded** the motion. Mr. Alcaro asked for discussion. Mr. Oberg said that asking if there is a criminal conviction is an EEOC violation. Ms. Callsen agreed with Mr. Oberg. **The motion passed.**

Agenda Item No. 4.0. Items Pulled from the Consent Agenda. None.**Agenda Item No. 5.1. Spotlight on Education.**

Ms. Callen said how’s this for an eye-catching slogan---“Learn Computer Science, Change the World?” One way that certainly can happen is captured on the web site of an event called, “An Hour of Coding.” It reports there are seven million job openings in the U.S. that are linked to computer coding. And we are being asked to do our part in helping to fill these job openings. Next week, in classrooms across our nation and throughout the world, computer coding activities will involve students in every one of our schools. It should be noted that the majority of schools in the U.S. do not teach computer science despite its strong connection to so many skills we champion in Virginia and in our own division. Skills such as analytical thinking, creativity and problem-solving as well as such attributes as perseverance and precision. You can find these skills and attributes on display in our elementary schools, where third graders designed a pong game and wrote instructions for first graders in how to play the game. Our third graders combined their computational and instructional writing skills and observed how well their younger classmates were able to interpret the rules to succeed in their challenge. Or you can find these skills and attributes in the classroom where students produced a virtual animal habitat, complete with talking guides, to educate participants about the animals they would discover during their tour. Or in the visit next week by a police detective to one of our middle schools to demonstrate how cybersecurity keeps us safe. I like what one of the leaders of “Hour of Coding” says about all of these activities---“Computer science,” he points out, “Is not

rocket science.” Anyone can play. Here with us this evening is one of our Learning Technology Integrators, Lucy Spencer, who is a strong advocate for these activities and who formally supports students at Baker-Butler and Stony Point. And with Lucy is Katie Breaud, who teaches at Broadus Wood and is very imaginative in the use of computer coding as a valuable part of the curriculum. Lucy and Katie, please tell us more about why next week is so important, including how we can be involved.

Agenda Item No. 5.2. Announcements.

Dr. Haas announced that he received a letter from Mark Warner congratulating Albemarle County Public Schools on being selected as a “2019 Better Business Champion” as selected by the Charlottesville Climate Collaborative. It recognizes that the environmental stewardship of the Albemarle County Public Schools has had a lasting impact on the Commonwealth.

Dr. Acuff announced that she attended a mountain bike race at the Miller School where all Albemarle County Public Schools’ high schools had teams competing as well as some of our middle schools. She was made aware of the range of after school events promulgated by students.

Ms. Collins announced that Albemarle County Public Schools is sending two teams to the National Championship. Both Albemarle and Western Albemarle High Schools’ Boys Cross Country team won state championship titles.

Mr. Oberg reminded the Board that the Toy Lift is being held tomorrow.

Mr. Alcaro presented Dr. Haas with a service award for fifteen (15) years of service to Albemarle County Public Schools. He also presented Ms. Jennifer Johnston with a service award for twenty (20) years of service to Albemarle County Public Schools.

Agenda Item No. 6.1. Public Comment.

Jonas Collins, Luke Epstein, Hillary Lewis, and Eli Shifflett, all from Albemarle High School’s Mountain Bike Team spoke about their sport. Their goal was to let the community know that the team exists and is an option for students seeking a nontraditional sport. Jonas Collins stated that the team is in its third year, includes challenges for individuals while remaining a team sport, and is fully funded through volunteers and other grants. Mountain bikes are available for use for those students who may not be able to afford one.

Agenda Item No. 7.1. School Board/Superintendent Business.

Dr. Haas announced that he completed his weekly visit at Red Hill with principal Nancy McCullen. He highlighted teacher Nancy Kavounas, a K/1 multiage teacher. He observed her class completing a problem-solving strategy lesson that used Design Thinking. Students learned about a problem and then generated and designed solutions. It is a strategy that she learned recently at Making Connections and has already put into practice.

Mr. Alcaro mentioned that the School Board and the new Board members, Judy Le and Ellen Osborne, attended the annual VSBA Convention. He asked if any member would like to share out their experience.

Mr. Kolezsar said that he attended a budget presentation where his takeaway was that “we will likely not get additional money from the state” for our budget. He also attended a mental health presentation and feels that SEL (social emotional learning) emphasis is important for students’ mental health. Lastly, he mentioned a reading study where researchers found that a standardized reading test really measured a student’s background knowledge and not a student’s ability to read.

Mr. Oberg attended the VSBA delegate assembly and noted that all suggestions passed.

Mr. Alcaro attended a meeting by Staunton City Schools about lessons learned from their process of changing the name of Robert E. Lee High School. He suggested the Board take a look at the presentation for our upcoming name change processes.

Dr. Acuff asked if there is a list of all after school clubs within the Division. Ms. Collins stated that staff will be auditing that as part of the Anti-Racism Policy.

Agenda Item No. 7.2. Board Member Reports.

Mr. Kolezsar reported that the Audit Committee met and the audit was completed on time.

Agenda Item No. 8.1. Department of Human Resources Annual Report.

Dr. Keiser introduced Ms. Lorna Gerome. Ms. Gerome provided for the Board's consideration the annual report for the Department of Human Resources. The presentation included highlights of Human Resources related matters from October 1, 2018 through September 30, 2019. Dr. Daphne Keiser and Davra Miller discussed recruitment and selection data points for both teachers and classified staff. Davra Miller also discussed results from exit surveys.

Dana Robb outlined the Compensation Broad-banding Program. Its goals are to have a greater emphasis on succession planning, support strong team-building, and facilitate career development. Ms. Gerome concluded by outlining the Human Resources focus going forward as teaching and classified staff diversity, inclusion, and engagement, the electronic time and attendance system, substitute teaching strategies, and increasing the minimum starting salary.

Mr. Koleszar said that he is happy to see more hiring of teachers with experience.

Ms. Callsen asked if there were hiring numbers for diversity teachers in Charlottesville City Schools so comparisons can be made.

Ms. Callsen asked about the retention of those from the African American Teaching Fellows.

Mr. Paige expressed concern about schools with few to none minority teachers.

Mr. Oberg asked if the data for diversity in teaching staff could be broken down by feeder pattern.

Dr. Acuff asked if the Board needed to endorse moving forward with compensation broad-banding.

Agenda Item No. 8.2. Break.

The Board did not take a break.

Agenda Item No. 8.3. 4th Quarter 2018/19 and June 30, 2019 Unaudited Financial Report.

Mr. Zimmermann provided for the Board's consideration the 4th quarter 2018/2019 and June 30, 2019 unaudited financial reports. Preliminary audit work is completed and has been posted. This report reflects the best available information, just prior to completion of the final audit. If there are any material changes, staff will update the Board. The final CAFR report will be presented to the Board following final completion of the audit.

This report is a new format that is presented to provide more detailed information regarding quarterly expenses and revenues. The report also provides information on the budgeting and expenditure of funds by state category, and the changes that both the Board and staff have made during the year that affect these categories. All lines are numbered to assist in clearly guiding readers of the report when specific information is discussed.

Revenues: March 31 Average Daily Membership (ADM), upon which state revenues are based was 13,055. This is ~145 students less than budgeted. State revenues collected were \$220K more than budgeted primarily due to increased sales tax revenues and other state revenues. Local Revenues were less than budgeted by \$567K primarily due to changes in dual enrollment revenues. Federal revenues exceeded budgeted by \$36K. A more detailed presentation of revenues is presented on page 2 of the report.

Expenses: Compensation and benefits savings totaled \$1.2M than more final appropriated. A new report showing compensation and operational expenses by state category is presented on page 3. Detailed operational savings by department and school are shown on pages 4-6 of the attached report. Page 7 of the report provide summary information regarding variances in operational expenses. Report lines that have variances noted have been marked with a * by their line number. Page 8 of the report provides information regarding changes made by the Board during the year and information regarding changes made by staff during the year that affect each state category.

Balance of Revenues over Expenses: Reported revenues exceed expenses by \$577,044 and will be added to fund balance. Reported state revenues collected totaled slightly less than \$48.5M. The School Division appropriated \$2.4M in use of fund balance, however the expenditure obligations did not require that it be used.

Special Revenue Funds: Special revenue funds are presented on pages 9-11.

School Fund Balance: Anticipated ending fund balance is projected to be \$4.5M. Fund balance use in FY19-20 is budgeted to be ~\$1.2M. The projected available fund balance in FY19-20 is ~\$3.37M (1.72% of appropriated budget). Available balances are below the 2% threshold established by the Board of Supervisors policy on school fund balance.

Mr. Kolezsar asked a clarifying question on the sales tax. "The sixteen (16) million dollars-that's sales tax? That's one percent of all the people in Albemarle County that pay sales tax?"

Dr. Acuff said that she likes the format of the report. She asked, "Why is fourth quarter compensation one third of the total cost in the fourth quarter?"

Mr. Koleszar offered a **motion** to receive the 2018/2019 Pre-Audit Financial Report. Mr. Oberg **seconded** the motion, **and the motion passed.**

Agenda Item No. 8.4. 1st Quarter 2019/20 Financial Report.

Mr. Zimmermann provided for the Board's consideration the first quarter 2019/20 financial report. The first quarter financial reports representing July 2019, August 2019, and September 2019 are presented for the Board's consideration.

This report is a new format that is presented to provide more detailed information regarding quarterly expenses and revenues. The report also provides information on the budgeting and expenditure of funds by state category, and the changes that both the Board and staff have made during the year that affect these categories. All lines are numbered to assist in clearly guiding readers of the report when specific information is discussed.

Revenues: March 31 Average Daily Membership (ADM), upon which state revenues are estimated, is projected to be 13,997. This is ~265 students more than budgeted. State revenues collected are anticipated to increase based upon this revised ADM estimate by ~\$546K more than budgeted. Local and Federal revenues are estimated to meet budget. A more detailed presentation of revenues received to date is presented on page 2 of the report.

Expenses: Compensation and benefits expenses have not been estimated for this report. The second quarter financial report will include estimates of year-end compensation. A new report showing monthly compensation and operational expenses by state category is presented on page 3. Detailed operational expenses by department and school are shown on pages 4-6 of the attached report. Page 7 of the report provide summary information

regarding variances in operational expenses. Report lines that have variances noted have been marked with an * by their line number. Page 8 of the report provides information regarding changes made by the Board during the year and information regarding changes made by staff during the year that affect each state category.

Balance of Revenues over Expenses: Reported September 30 revenues exceed expenses by nearly \$9.9M. Reported state revenues collected totaled slightly more than \$8.2M.

Special Revenue Funds: Special revenue funds are presented on pages 9-11.

School Fund Balance: Beginning fund balance is projected to be ~\$4.5M. Fund balance use in FY19-20 is budgeted to be ~\$1.2M. The projected available fund balance in FY19-20 is ~\$3.37M (1.72% of appropriated budget). Available balances are below the 2% threshold established by the Board of Supervisors policy on school fund balance. This information is presented on page 12.

Mr. Oberg offered a **motion** to accept the first quarter financial report. Mr. Paige **seconded** the motion, **and the motion passed.**

Dr. Acuff asked about the timing of the two percent fund balance ceiling.

Agenda Item No. 9.1. Other Business by Board Members/Superintendent.

Mr. Alcaro wanted to remind the Board of the Governance Manual and the Student Representative policy. He asked for any comments to be sent to Mr. Holden.

Mr. Alcaro and Mr. Paige attended the “Building Bridges through Bread” project and were presented with an SEL (social emotional learning) book. There is a write-up of cooking classes creating an SEL bridge and he would like to present the book to Dr. Haas on behalf of the School Board.

Agenda Item No. 10.1. Closed Meeting – if needed. None.

Agenda Item No. 11.1. Closed Meeting Certification. None.

Agenda Item No. 12.1. Adjournment.

At 9:46 p.m., hearing no objections, Mr. Alcaro adjourned the meeting of the Albemarle County School Board.

Chairman

Clerk