

CULPEPER COUNTY SCHOOL BOARD
Minutes
February 24, 2014

A meeting of the School Board of Culpeper County was held February 24, 2014 at the School Board Office (Colin Owens Conference Room) at 450 Radio Lane at 6 p.m. Present were: Robert A. Houck (West Fairfax District); Elizabeth Hutchins (Stevensburg District); Russell E. Jenkins (Catalpa District); Anne C. Luckinbill (Salem District); Michelle North (Jefferson District); Elizabeth "Betsy" Smith (Cedar Mountain District); Superintendent Dr. Bobbi Johnson, Executive Director of Curriculum, Instruction and Technology Rob Hauman, Executive Director of Student Services Dr. Russell Houck, Executive Director of Finance/Clerk Jeff Shomo, Executive Director of Special Education Angela Neely, Executive Director of Human Resources Dr. Stacey Timmons, and Deputy Clerk Pearl Jamison. Robert Beard (East Fairfax District) was absent.

At 6 p.m., Mr. Houck called the meeting to order.

A closed session was not deemed necessary.

Those present observed a moment of silence. Mr. Houck led the Pledge of Allegiance.

Adoption of Agenda

Mr. Houck asked if there were any changes to the agenda.

Ms. North asked to amend the agenda to discuss forming a Board of Supervisors/School Board Interaction Committee.

On motion of Mr. Jenkins seconded by Ms. Hutchins, the School Board approved the agenda as amended. Motion carried 6-0 by voice vote. (Mr. Beard was absent.)

The board considered the following action items:

- (a) Personnel Recommendations
On motion of Ms. Smith seconded by Ms. Hutchins, the School Board approved the Personnel Recommendations. Motion carried 6-0 by voice vote. (Mr. Beard was absent.)

Work Session

Discussion regarding Monthly Discipline Report

Ms. North said she would like to see the school and grade level included on the monthly discipline report. She said she recognizes that if it gets too specific there will be concerns and the child could be identified; however, it would be helpful to know where the incidents are occurring and at what grade level. She also stated it would be very helpful to have trending information.

Dr. Johnson said the concern is how much is too much in relation to being able to identify the student. She said according to counsel the Board needs to be careful of the FERPA and FOIA implications. She said it is up to the Board as to whether the information requested is such that it is worthy of a closed session.

Ms. Hutchins stated that data is already being collected and reported to the state. Dr. Houck said a report is submitted yearly to the state; however, it could be generated by semester for the Board. He noted it is very important to compare similar times of the year.

Ms. Hutchins stated that she didn't have a problem knowing the school and was really not concerned about the grade. Ms. North said there is a big difference between a kindergarten student and a fifth grader. Ms. Hutchins concurred but said she trusts the staff is making the adjustments necessary and facing those needs. She said she was confident the staff is using their best judgment in dealing with those disciplinary actions.

Ms. Luckinbill asked if the document is public knowledge. Dr. Johnson said the document is placed in the board members boxes and it is not discussed at a board meeting.

Ms. Smith said she would only be in favor of including grades on the report; if it is in closed session.

Dr. Johnson said anything discussed at the meeting becomes public information and the press can have the information.

Ms. North said she prefers to receive the information in closed session. She said the Board needs to respect what is occurring with the child; however, the Board needs to know what is happening in the schools.

Mr. Jenkins asked why the Board cannot see the grade level and school on the report without going into closed session; how is it different than an arrest being released to the paper. Dr.

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Johnson said an arrest and being suspended are two different things. She said anything on this report has gone through the Discipline Hearing Office.

Mr. Jenkins asked how often the report is released. Dr. Houck said monthly. Mr. Jenkins stated that he has an issue talking about the report in closed session monthly.

Ms. Hutchins said, in the past, there was a closed session each month that dealt with discipline.

Ms. Luckinbill stated that she feels the Board deals with the issues more efficiently now.

Mr. Houck said he is satisfied with the information he receives. He said he is very concerned about including the grade level and school on the report. He said he understands the concerns and desires; however, the Board needs to be high level and trust the staff to handle the issues. He said he is confident the staff will bring a problem to the Board if an issue arises.

Ms. North said prior to becoming a board member this was something that was often discussed in the community. She said as a spokesperson for the schools she feels it is intrinsic that the Board has basic knowledge about the things occurring. She said often times the Board can minimize the gossip and conversations taking place in the community; if they just know what is happening. She said if the students in the school can figure it out and the Board members are unaware of it; it makes the Board look like they don't know what is going on.

Ms. Hutchins said the concern she has is that she would not feel comfortable sharing with community members what she knows because it is confidential information. Ms. North said she agrees about the specificity but she believes the board members would have more confidence in saying this is not something that is occurring in one location or another. She said she feels the members could better address questions that come to them in a more prepared and educated way.

Mr. Jenkins said over the past seven years he has learned that Board members constantly get hit with items they don't know about. He said he refers those requests to Dr. Johnson or one of the Executive Directors to address. He stated it is the Board's job to set policy. He said he would not support discussing the information in closed session.

Dr. Johnson said the Board can determine if adding additional information to the document moves it into closed session. She said the Board may believe that adding the school name to the report is not enough to move to the threshold of closed session.

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Ms. Hutchins asked if the report submitted to the state includes a breakdown by school. Dr. Houck said yes; however it is not as detailed. The report only shows the number of incidents and number of students involved.

Mr. Jenkins asked how sexual offenses are reported. Dr. Houck said there is a coding for each type of sexual offense; it only includes number of occurrences and students involved.

Ms. Luckinbill said the Board needs to decide if including the school on the report moves it to closed session. She said in her opinion it does.

Mr. Houck stated the Board needs to instruct the staff; if they want a change to the report.

Dr. Houck said he could remove the punishment details off the current report and it makes it less of a FERPA issue. He said it is the rare and unusual circumstances that identify the student. He said in the past the reason for the report was to see the type of decisions being made since the School Board is no longer hearing the discipline cases; it wasn't about charting data.

Dr. Houck said trend data could be provided in a different report that would not be identifiable.

Ms. North asked if that could be done by grading period. Dr. Houck said he could provide information by semester and it doesn't create a lot of extra work.

Ms. Luckinbill said the Board needs to be careful, when they receive the information, not to get down to a level of micromanaging. She said the Board needs to trust staff to take care of the discipline issues without Board intervention.

Members agreed to place the item on the March 10th agenda for action.

Voluntary Incentive Retirement Program (VIRP)

Dr. Timmons briefly explained the VIRP eligibility guidelines and benefits. He stated that 87 employees are eligible and 9 are on record as retiring. Dr. Johnson said those nine would reflect a savings of \$70,000.

Dr. Johnson said in the past the Board has approved this annually and she will ask the Board to vote on the issue at the next meeting.

Mr. Houck asked if the deadline would be extended since it will not be approved until March 10th. Dr. Johnson said yes.

Members agreed to place the item on the March 10th agenda for action.

Joint Interaction Committee of the Board of Supervisors and School Board

Mr. Houck said if the Board votes to form this committee it could have a maximum of two members from each board.

Ms. North stated the Board has discussed building more collaborative relationships with the Board of Supervisors. She said over the past several weeks she has had numerous discussions with several members of the Board of Supervisors regarding questions they have about budget items and various things in the community. She said this week she has had conversations with two members of the Board of Supervisors as a result of other department budget meetings and she found it interesting that they heard something being said and the information was being shared in a way that it did not represent what was occurring in the school system. She said she sees this as an opportunity for the School Board to share information in a timely fashion with the Board of Supervisors. She said they are the funding source and the earlier they know about the issues they will be prepared and have a better understanding of what is coming down the pike. She said to have an opportunity to regularly meet and share information would go a long ways to improving the working relationship. She said it would serve our county well if the two Boards had a really honest open constructive relationship.

Ms. Smith asked why the committee has to have a two member maximum. Mr. Houck said because of FOIA.

Ms. Hutchins said when she came on the Board there was an Interaction Committee and it lasted approximately four years and at the request of the Supervisors it was dissolved.

Ms. North said she has spoken to three current members of the Board of Supervisors and they are highly agreeable to forming the committee. She said it would behoove the Board to implement the committee again.

Ms. Hutchins said she is not opposed to having the committee but it was done in the past. She said anytime the Boards can come to the table and talk she is in favor of it.

Mr. Jenkins stated that if the two Boards decide to do this it needs to rotate amongst members every year just like committees.

Ms. Hutchins asked if the superintendent and county administrator would be involved. Ms. North said they already meet; is there a need to have them present as well. Ms. Hutchins said they know the more detailed information about how the school system and county process goes.

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She said she felt it would be more beneficial to have them present. Ms. North said if that would be more expedient and allow more sharing of the information; she would be alright with it.

Dr. Johnson asked if there was a set agenda in the past. Ms. Hutchins said yes. She said each board submitted items to be discussed on the agenda.

Ms. North said it is important to have an agenda but it is also nice to add items that have just come up.

Ms. Hutchins asked if the Board of Supervisors have discussed the issue. Ms. North said they have talked about it amongst themselves.

Members agreed to place the item on the March 10th agenda for action.

Budget

Ms. Jamison noted that Mr. Jenkins filed his disclosure statement with her on January 29, 2014.

Dr. Johnson said the State/House revenue proposal worksheets have been posted on the DOE website and the Senate budget is \$364,982 more than the Governor's proposed budget. She said the Governor's proposed budget is what the current recommendation is built off of. She said the Governor's proposed budget is \$3.7M and the Senate proposed budget is another \$364,982 on top of that. She said the House budget is only \$55,019 over the Governor's proposed budget. She recommended working with the worst case scenario and adjusting that upwards if we get the higher number. She said neither the Senate nor House version has money for raises as they did last year. The Senate number is the largest and most of that is basic aid and does not come with requirements attached. She said we could be looking at a little more than \$4M in new money. She noted that the General Assembly session may be extended and we may not receive a budget until very late.

Dr. Johnson said we are still receiving positive information relative to the insurance increase and Mr. Bossio is so confident they have backed out what they had included in their budget for insurance.

Dr. Johnson said the county is doing their budget a little differently this year. She said in meeting with Mr. Bossio today they discussed the CIP. She said the CIP requests for next year are \$3M. She noted that he asked about the bus replacement schedule and technology. She said he asked what would be most critical if we only received \$500,000-\$600,000 and she replied roof issues and HVAC issues. She said he also asked for a priority in the proposed budget of \$6.5M and she replied VRS and some staffing. Dr. Johnson said we will not have enough money to get to the market minimum recommended in the salary study. She noted that he does not

believe there is a willingness to raise taxes so any money coming to the school division would not come from an increase in taxes.

Mr. Houck asked Dr. Johnson how comfortable she was with removing the insurance increase from the budget. Dr. Johnson said the county is moving forward without the increase; however, she is not comfortable until we receive the final word.

Dr. Johnson asked to proceed forward with the Governor's proposed budget numbers.

Dr. Johnson said the initial budget reflected 7 new elementary positions; however, we may need 8.

Mr. Hauman explained class-size reduction and shared with the Board several different scenarios if the Board did or did not accept class-size reduction funds.

Ms. Hutchins stated there is a chance that the Board will present their budget to the Board of Supervisors before the final numbers from the General Assembly are final.

Mr. Hauman said if the Board does not accept class-size funds the division will need to pickup 13 or 24 new positions. Mr. Houck asked why we would not accept these funds. Mr. Hauman said the only reason would be space.

Mr. Hauman said we may need to add five classroom spaces at Sycamore Park and they can find three classrooms by moving staff around; however, they would still need two classrooms.

Mr. Hauman said the study group discussed the potential of moving students to pickup space. He said he found 43 students that could be moved from Farmington to A.G. Richardson that would not greatly impact class size. He said another scenario is moving 59-64 students from Sycamore Park to Emerald Hill. He noted that moving students from Sycamore Park to Emerald Hill will create a few SOQ issues.

Ms. North asked if it would be more beneficial to add modulars at Sycamore Park.

Dr. Johnson said if we move Farmington to A. G. Richardson they would be absorbed pretty easily.

Dr. Johnson shared with the Board the costs involved to install one modular with two classrooms.

Ms. North asked if the projected cost includes a restroom. Mr. Shomo said there would be an additional cost of \$750 per month to add a restroom.

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Ms. Hutchins asked if there is a location at Sycamore Park that would not require pouring footings. Mr. Shomo said we could install pads vs. footers. Ms. Hutchins asked if there is space at Sycamore Park. Dr. Johnson said yes.

Ms. Hutchins asked what would be obtained if we moved kids, eliminated two old units, and added a quad-modular at Sycamore Park. Dr. Johnson said we could obtain two new classrooms.

Mr. Jenkins asked if moving students to Emerald Hill would require them to need modulars. Mr. Hauman said no.

Dr. Johnson said if the Board wants to bring the preschool back to Farmington we need to move some students to A.G. Richardson.

Mr. Houck asked if another quad-modular could be added to the existing quad-modular at Farmington. Dr. Johnson said yes.

Ms. Hutchins said the bottom line is adding modulars is simply putting a band aid on the larger situation.

Ms. Hutchins noted that when the enrollment exceeds the building capacity it puts a tremendous strain on the building.

Dr. Johnson said we will have to move children from Farmington and Sycamore Park at some point. She said she would prefer to install additional modulars at Sycamore Park vs. Farmington.

Dr. Johnson said if the Board decides to add modulars we will need to increase the maintenance budget line.

Ms. Luckinbill asked if the Board can afford the modulars. Dr. Johnson said something else would have to be removed from the budget.

Dr. Houck said the redistricting at Sycamore Park would be gerrymandering.

Ms. North asked if the Board would entertain public comment on moving the boundaries. Dr. Johnson said that would be left up to the Board.

Dr. Houck said if you move the preschoolers from Sycamore to Farmington you can avoid adding modulars and moving students. Members felt this was a good idea. Mr. Hauman said he needs to verify that we would not be breaking any VPI rules by doing this.

Dr. Johnson shared a breakdown of the division needs.

Dr. Johnson said she hoped to have the final version of the salary study to present tonight. She said we have very accurate overall information. She said the actual written report will be ready by the next work session and the consultant will come and present the information. She said

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staff has requested some revisions to Food Service and Transportation. She said we asked for a comparison with the following areas: Prince William, Orange, Madison, Albemarle, Spotsylvania, and Fauquier to be included. She said we are losing staff to Prince William and Fauquier the most. She said after much conversation she asked for all the salary scales to be steps. She stated that if you don't have a systematic way to place employees over time things get out of whack. She said the Board will see what it will take us to get to the market minimum. She said we also wanted a starting salary of teachers for \$40,000. She said if we get to a \$40,000 starting salary based on current scales we will be right in the middle. She said if we increase our starting salary to \$38,500 we would not gain anything being competitive with starting salaries. She said we put \$1.6M in the budget for a 3% salary increase and another \$600,000 to adjust the scales. She said to get every employee to market minimum except for administrators it would be \$3.3-3.5M increases. She said the plan will have to be phased in. She said we need to make sure the proposal is adjusted if it is two-three years down the road.

Ms. Hutchins asked if the \$3.5M includes placing staff on the scales where they belong. Dr. Johnson said yes and it insures that no one loses money and gets them to the market minimum.

Ms. Hutchins asked if the steps are even. Dr. Johnson said yes.

Ms. North asked how much the difference is between steps. Ms. Thomas responded .16 for the teachers and .15 for classified.

Ms. North said the Board needs to have the information prior to sending a budget recommendation to the Board of Supervisors.

Mr. Jenkins asked how much is still in the operating that belongs to the county. Dr. Johnson said \$750,000.

Ms. North said she was surprised to see that the division offers a 403b plan. She asked how much savings could be realized if that was removed. Mr. Shomo said approximately \$80,000.

Dr. Johnson said just to get the teacher scale to the market minimum it is \$1.7M without fringes.

Members felt they need to have more information about the salary study prior to making a budget recommendation to the Board of Supervisors.

Members agreed to have an additional meeting next week to review the salary study recommendations. Dr. Timmons will contact the representative to schedule a presentation one evening between next Monday and Thursday at 6 p.m.

Ms. Hutchins asked if students will still have access to the weight room if the Board does not approve stipends. Dr. Johnson said they are only there when the coaches are there.

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Ms. Hutchins asked if the \$100,000 for summer school is for all six elementary schools. Dr. Johnson said yes with four to five teachers. She said it is beyond what we have done in the past; more days and includes transportation. She noted that we have offered a good summer school but not for the length of time.

Ms. Hutchins asked how many surrounding counties pay for the PSAT for all tenth graders. Dr. Johnson said she did not know.

Mr. Houck asked for clarification on the \$37,500 listed under maintenance for modulars. Dr. Johnson said that is for the rental of the units.

Dr. Johnson noted the painting supplies are only needed if we get the painting positions.

Mr. Jenkins asked if uniforms will have to be purchased for in-door track. Dr. Johnson said the only thing being requested is the stipends.

Dr. Johnson noted the elementary teacher positions needs to be increased to 8 and we can eliminate one special education teaching position.

Mr. Jenkins asked what the cost difference is between an Assistant Principal and intern. Dr. Johnson said the intern could be paid on teacher pay vs. administrative pay. She said it would save approximately \$15,000.

Ms. Luckinbill asked if we are limiting our pool if we hire an intern. Dr. Johnson said it depends on the commitment and the intent.

Mr. Houck asked if the intern would be from in the county or out of the county. Dr. Timmons said it could be either.

Ms. North asked if we could make do with one testing coordinator at both high schools. Dr. Johnson said if we did that we would need to continue to pay a stipend for the extra support; it is certainly better than no test coordinator.

Mr. Houck stated we had test coordinators. Dr. Johnson said we cut them the first year of the economy tanking.

Ms. Luckinbill asked if the test coordinators took responsibilities off guidance. Mr. Hauman said tremendously. Ms. Luckinbill said she would not support reducing the request to one.

Ms. Hutchins asked if the reduction in SOLs at the elementary level will decrease the data being collected and reported to the state. Dr. Johnson said no, it will stay under the authority of the local School Board to make sure we are following the guidelines given. She said we have not heard of anything being reported out.

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Ms. Hutchins said the only thing she could agree to cut are the painting positions.

Ms. North asked if the choir/drama teacher at Floyd T. Binns could teach both subjects for another year. Mr. Hauman said we are currently borrowing the drama instructor from Culpeper High to teach drama at Floyd T. Binns and the program at Culpeper High is growing. He said we could tell Floyd T. Binns they are not getting that teacher because the Culpeper High program is growing. Dr. Johnson said if we did that the choir/drama would fall back on the current teacher at Floyd T. Binns. Mr. Hauman said Culpeper Middle School has choir and drama so there is also an equity issue.

Dr. Johnson reviewed the position requests listed in her proposed budget from January 29th.

Mr. Jenkins asked if the special education and social worker positions are paid from special education funds. Dr. Johnson said no, they are paid from local money.

Members agreed not to make any adjustments to the recommended budget until after the salary study presentation from Evergreen Solutions next week.

On motion of Ms. Luckinbill seconded by Ms. Smith, the School Board voted to adjourn at 9:04 p.m. Motion carried 6-0 by voice vote. (Mr. Beard was absent.)

JEFFREY R. SHOMO, CLERK

ROBERT A. HOUCK, CHAIR