Note: A full recording of the meeting is on file in the Clerk's Office and on the School Division website.

A Regular Board Meeting of the Albemarle County School Board was held on December 11, 2008 at 6:30 p.m., Lane Auditorium, County Office Building, 401 McIntire Road, Charlottesville, Virginia 22902.

PRESENT: Mr. Stephen Koleszar; Mrs. Barbara Massie Mouly; Mrs. Pamela Moynihan; Mr. Brian Wheeler; Mrs. Diantha McKeel; Mr. Jon Stokes; and Mr. Ronnie Price.

ABSENT: None.

STAFF PRESENT: Dr. Pam Moran, Superintendent; Dr. Bruce Benson, Assistant Superintendent for Student Learning; Dr. Carole Hastings, Special Assistant for Quality Systems, Planning and Support; Mrs. Sue Sheffield, Instructional Coordinator for Guidance and Career Technology; Ms. Laura Gunlicks, Director of School Counseling at Monticello High School; Ms. Christy Lancaster, 8th Grade School Counselor at Henley Middle School; Mrs. Carol Fox, Counselor at Agnor Hurt Elementary School; Mr. Don Vale, Principal on Special Assignment in Instruction; Dr. Matt Haas, Principal of Albemarle High School; Ms. Kimberly Suyes, Director of Human Resources; Mr. Jackson Zimmermann, Executive Director of Fiscal Services; Ms. Annie Kim, Senior Assistant County Attorney; and Mrs. Pauline Meehan, Deputy Clerk.

Call to Order.

At 5:30 p.m., Mr. Wheeler called the meeting to order.

Closed Meeting.

At 5:30 p.m., Mrs. McKeel offered a **motion** that the School Board go into Closed Meeting as authorized by the Virginia Freedom of Information Act, section 2.2-3711(A) of the Code of Virginia, under subsection 1 to discuss and consider prospective candidates for the position of Director of Transportation and the appointment of a candidate for the position; and the assignment of a specific administrative employee; subsection 7 to consult with legal counsel and staff about specific legal matters regarding telecommunications leasing and the retention of legal counsel for the negotiation of telecommunications leasing. Mrs. Moynihan **seconded** the motion, **and the motion passed with Mr. Koleszar absent.**

Commendations

At 6 p.m. the Board held a ceremony to recognize the following individuals:

1. The National Merit Scholarship Corporation has announced the names of Semifinalists in the 54th annual National Merit Scholarship Program. This year, students of Albemarle County Public Schools account for an *unprecedented* 21 of the 382 National Merit Semifinalists from Virginia. These academically talented high school seniors will continue in the competition for National Merit Scholarships worth more than $35 million that will be awarded next spring. We would like to recognize the following students and congratulate them on this outstanding award for academic achievement:
Albemarle High School – **John Elder, Roger Fan, Cameron Hill, Valentina Moshnikova, Amy Pugh, Ariel Schwartz, Caitlyn Suhler, Duncan Townsend, June Troyer and Matthew Truwit**

Monticello High School – **Katherine Downs, Patricia Fernandez, Stephen Lander, and Timothy Pianta**

Western Albemarle High School – **Caroline Barnes, Joshua Dugan, Elizabeth Hexter, Joanna Moody, Samantha Rivkin, Wesley Swank and Whitney Wenger**

Albemarle County also had an unprecedented total of 65 commended students who showed outstanding academic promise, and were commended for scoring above average on the nationally applied selection index.

2. Western Albemarle Student **Maggie Southwell** has won a 2008 National Council of Teachers of English Achievement Award in Writing for recognition of excellence in writing by high school juniors. Winners demonstrate writing ability in two forms: a sample of their best writing and an impromptu essay on a subject set by the Achievement Awards Advisory Committee. The 2008 Impromptu topics were, "The Moral of the Story", and, "The World of Politics and Dirty Campaigning." A total of 525 students nationwide were selected for 2008. Congratulations to **Maggie** on winning this prestigious writing award.

3. **Dr. William Sterrett**, principal of Woodbrook Elementary School received the Milken Educator Award this year. The Foundation looks for the best educators throughout the country and dubbed **Dr. Sterrett** a top-notch educator. He was selected for being innovative, producing results, being a leader in the community, and being a role model for students and staff. Sterrett's strategies have helped drive significant increases in test scores at Woodbrook Elementary, with students consistently achieving 90+ percent pass rates on the Standards of Learning assessments. His cutting-edge leadership helped Woodbrook earn a 2008 Governor's Board of Education VIP Excellence Award for meeting state and federal accountability benchmarks for two consecutive years. In concert with this prestigious award, **Dr. Sterrett** was given a $25,000 check for his own personal use.

4. Albemarle High School Marching Band earned their 10th Consecutive Superior Rating at State Competition. The stellar season included 3 first place finishes and Grand Champion Awards. The marching Patriots combined playing highly technical, difficult music with an athletic, fastpaced and totally new show to secure first place in both the Amherst County Festival and the Hermitage Festival of Richmond. For a grand finale, the Albemarle Marching Band received a 2 perfect score - superior in every category from every judge – at the Virginia Band and Orchestra Directors Association State Marching Festival in Massaponax. The Marching Patriots are a 90-member all-volunteer band directed by Greg Thomas and assisted by Craig Jennings. Thomas and Jennings work with Will Muncaster and Andrew LaPrade to compose and arrange the music for the band. This year's show was called "Out of the Ruins" in honor of the significant construction work being done at Albemarle High School this summer.

5. The Albemarle High School Girls' Varsity Volleyball Team won the AAA Virginia State Championship. They were also the Northwest Regional champions. The Patriot team was awarded the Sportsmanship Award at the state competition, as well as overpowering Fairfax County's Westfield High to take the crown. Congratulations to the Lady Patriots.

Agenda Item No. 1. Call Back to Order.

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

Agenda Item No. 2. Pledge of Allegiance.
Agenda Item No. 3. Moment of Silence.

Certify Closed Meeting.

Mrs. McKeel 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. Price **seconded** the motion. **Roll was called, and the motion passed by the following recorded votes:**

AYES: Mr. Wheeler; Mrs. Moynihan; Mrs. McKeel; Mr. Price; Mr. Koleszar; Mr. Stokes; and Mrs. Mouly.
NAYS: None.

Motion carried by a 7:0 vote.

Agenda Item No. 4. Agenda.

Mr. Koleszar offered a **motion** to approve the agenda. Mrs. McKeel **seconded** the motion, **and the motion passed unanimously.**

Agenda Item No. 5. Consent Agenda.

5A. Minutes: January 31, 2008, Budget Work Session; February 5, 2008, Budget Work Session; August 14, 2008, Regular Board Meeting
5B. Comprehensive High School Program of Studies
5C. Policy Review and Revision
5D. Donation to Albemarle High School
5E. Donation to Cale Elementary School
5F. Re-appropriation of Computer Equipment Replacement Fund
5G. Re-appropriation of School Bus Replacement Fund
5H. Donation to Western Albemarle High School
5I. National Board Incentive Bonus Payments
5J. Donation to Monticello High School

5K. Western Albemarle High School Rowing Team Boat House/Dock Construction and MOU Update
5L. Personnel Actions

Mrs. McKeel offered a **motion** to approve the consent agenda. Mr. Koleszar **seconded** the motion, **and the motion passed unanimously.**

Agenda Item No. 6. Announcements.

Director of Transportation: Dr. Hastings announced that Mr. Josh Davis has been appointed the Director of Transportation effective January 12, 2009.

Agenda Item No. 7. Public Comment.

Mr. Steve Gissendanner suggested the Board look into changing the cost of tuition for staff's children living in surrounding counties and attending Albemarle County Public Schools. He also suggested the Board look into changing policy concerning part-time permanent employees having grievance procedures available to them as full-time staff does.

Agenda Item No. 8. School Board and Superintendent Business.

Professional School Counseling Program: Mrs. Sheffield summarized the Professional School Counseling manual released by the State to assist school counselors implementing the Virginia Standards for School Counseling programs, which is on file in the School Board Office. She said that the Albemarle County Public School's program is for all students; it is an intervention, prevention, and proactive model.

Ms.Gunlicks, Ms. Lancaster, and Mrs. Fox updated the Board on the school division's personal/social areas and academics.

Mrs. McKeel asked if the school counselors are involved in the division's implementations of restorative justice applications. Mrs. Sheffield said that it depended on the school model and the school leadership team. She said that because it is discipline, care needs to be taken because school counselors do not give out punishments but design a plan to change bad behaviors.

Mr. Price asked if the new model is going to help with career counseling versus student relations ending up in the guidance office. Mrs. Sheffield stated that the staff has already seen the affect with the new model being implemented; we need student contact time. The full classroom guidance model is needed in kindergarten through high school to touch everyone and as students go into crisis they have developed a relationship with their guidance counselors.

Superintendent's Funding Request: Dr. Moran stated that she is looking forward to the discussion at the Superintendent's Funding Request and is hoping that along with the discussion a working list of responsive questions that the Board would like the staff to work on will be created. Mr. Wheeler said that the meeting will be Wednesday, December 17th at 6:30 p.m., in Lane Auditorium. Mrs. McKeel stated that the meeting is for the presentation of the budget and will not be followed by a formal meeting.

Agenda Item No. 9. Proposed Changes to Crozet Elementary Attendance Boundaries.

Dr. Hastings summarized the staff report, which is on file in the School Board Office.

Mrs. McKeel offered a motion to approve the Superintendent's recommendation for redistricting the students from the Grayrock subdivision area (Option 3) from Crozet Elementary School to Brownsville Elementary School for the 2009-2010 school year. Mr. Price **seconded** the motion. Mr. Wheeler asked for discussion. He then noted that there was a public hearing with little feedback from the community and because of the growth in the Crozet area the Board is going to have to confront situations to adjust the attendance boundaries to reflect the growth that has taken place. **The motion passed unanimously.**

Agenda Item No. 10. School Fees.

Mr. Vale summarized the staff report, which is on file in the School Board Office.

Mrs. McKeel asked for an update on parking fees. Dr. Haas stated that Albemarle High School (AHS) charges $35 for juniors and $33 for seniors for parking fees. If a junior/rising senior has made the honor roll in the last semester, they are not charged the parking fee for the next year. He suggested that the Board be reasonable if they do decide to raise the rate. The money goes towards general maintenance of the parking area and anything remaining goes into the school's general fund to support students.

Mrs. Moynihan asked for clarification on voluntary student activities. Dr. Haas responded that an example of a voluntary student activity is a club. Mrs. Moynihan asked if non-academic extracurricular programs were considered a voluntary student activity. Dr. Haas stated that clubs are activities that students do voluntarily and recruit fees by doing fundraising; sport programs are voluntary and students do not pay fees for uniforms or other items as there are booster clubs that consider the costs. Mr. Vale said that voluntary falls under those things not required but there are variations in interpretations. Mrs. Moynihan noted that there are no variations of interpretations regarding voluntary student activities. Mr. Vale said that he was speaking in the general sense. Mrs. Moynihan stated that the Board had asked for information on this be brought back to the Board. Mr. Vale said because there is no answer to it, it is the Board's discretion with the guidelines of reasonableness and the issue of waiver.

Mrs. McKeel asked what the reason was for students driving to school. Dr. Haas said that most teenagers feel that getting a drivers license is a right of passage. There are a variety of reasons students drive to school; sports programs, work, and after school activities. Mrs. McKeel asked if there is a lot of pressure for parking. Dr. Haas responded no. Mrs. McKeel asked if that was true with all of the high schools. Dr. Haas stated that Monticello has plenty of parking, but there is pressure on parking at Western Albemarle because of its locality.

Mr. Stokes asked for the total of parking passes given throughout the high schools. Dr. Haas responded that AHS passed out a total of 380 but he does not know the total of the other high schools. Mr. Stokes asked if there is other parking available for the students at the cost of $200, and if there is enough parking at the schools why would a student pay $200 to park. Dr. Haas said that one of the reasons could be that the students have been banished from parking in the school parking lot. Mr. Stokes noted that the school division is subsidizing parking when there are school buses to transport the students to and from school and for extracurricular activities. He asked if there is a history of parking fees. Mrs. McKeel stated that the fees have been raised from $25 to $35 in the past few years. Mr. Stokes asked if there is any reason that the information on whether the parking fee is going to change needs to be given out presently. Dr. Haas stated that he would need to know by April of next year. Mr. Price recommended that parking be included with the transportation demand management within the division. Mr. Stokes agreed and suggested taking the parking fees out of the program of studies fee request. Mrs. Moynihan suggested that it be stated that fees are subject to change.

Mr. Stokes offered a **motion** to approve the 2009/2010 school fees minus the parking fee with a note on the fees that they are subject to change. Mrs. McKeel **seconded** the motion. Mr. Wheeler asked for discussion. Mrs. Moynihan asked for clarification on whether all fees are going to be subject to change. Mr. Vale said that would be possible. Mr. Stokes accepted the friendly amendment. Mr. Stokes stated that the parking fee is going to be changed but the amount has not yet been determined. He suggested that the history of the parking fees and the total number of permits issued each year be brought to the Board. Mrs. McKeel asked that the use of the fees for each high school be included. Dr. Moran suggested that it be put to closure as soon as possible so staff can get the information to the principals. Mr. Wheeler stated that there is a motion to approve the 2009/2010 fee schedule which will be in the Program of Studies with language stating that fees are subject to change and will not include a fee for parking. **The motion passed unanimously.**

Agenda Item No. 11. 403B Plan.

Ms. Kim informed the Board that the Internal Revenue Service (IRS) issued a notice affecting a stay on the implementation date of the new 403B Plan regulations. She briefed the Board on what the stay is conditioned on and recommended the Board go forward with the intended action of reviewing the information from Human Resources and vote to approve the written plan that was developed by the TSA consulting group, as the division would need to operate the plan in conformance with the new regulation, and adopting the plan is the best way to assure that the division is in conformance. She said the Board would be able to revisit the plan with the comfort level of knowing that the IRS will not hold the school division accountable for failure to comply with regulations this calendar year.

Dr. Benson stated that the new Department of Treasury regulations for the IRS will modify employer responsibility regarding 403B plans as of January 1, 2009. The division initialized a plan that would procure a single 403 vendor based on the recommendation of the consultant. He said the volatility in the financial industry and recent feedback from employees in the division resulted in a search for a plan administrator to preserve the employee's ability to continue to use any plan that meets the new federal requirements currently in place in the county. Ms. Suyes then summarized the staff report, which is on file in the School Board Office.

Mr. Stokes asked for clarification on changing from the single provider solution to having TSA manage the qualifying plans until the division can procure a long-term solution and if it is done as a short-term solution how is it going to change the long-term solution presently in place. Ms. Suyes stated she believes that it is going to be one vendor. Employees felt that they were not as involved as they should be and felt that the twenty-nine vendors should have been identified for the RFP process. The feedback from employees and the financial volatility was taken into consideration which stopped the process at the interview of the three candidates to begin the process on the RFP. She stated that the single vendor option is the best option and the right option for the employees as it will help them with fees and other things that have been discussed. However, the employees were not comfortable with the single vendor option because it was not communicated clearly to them. She suggested the division work with the third party administrator for the next year and go through the process again. Dr. Benson stated that one of the issues was the division was not transparent in the process and did not communicate properly to the employees who invested sizeable amounts of money with a variety of vendors. He said even though the division met the requirements for posting the request for proposal, the current vendors did not have the opportunity to respond as they were not contacted with the request for proposal. Mr. Stokes asked if that was the responsibility of the vendor that had been hired by the division. Ms. Suyes said yes and that the vendor did do that, but the employees felt that there had to be an individual invitation to all twenty-nine vendors. Mr. Stokes asked for the cost of running the RFP process again. Ms. Suyes stated that the cost is staff cost through local government and Human Resources. Mr. Stokes noted that there are more employees not participating than those who are participating and the reason for the employees that are not participating is because the program is fractured.

Mr. Price agreed that the employees need more time to grasp all the information. He said that there should be diversity with the choice of vendors.

Mrs. McKeel asked if the extra time will allow communication with the larger group of employees who are not participating in the program. Ms. Suyes said that this year is being used as an education opportunity for all employees.

Mr. Price asked if the 400 employees are evenly distributed between the nineteen vendors. Ms. Suyes responded that they are not evenly distributed. She said that there will be no change for the employees included in the nineteen vendors; the down side is the five that have dropped out will have change as they will not be able to continue with the product and the tax free dollar. She suggested that those employees may want to remain inactive for a year.

Mrs. Mouly asked why there will be one vendor. Ms. Suyes said after meeting with the consultant, she found that limited resources will result in better communication, education, fund management, and better fees.

Mrs. Mouly asked if there is anything in the federal regulations that has a predilection toward one vendor. Ms. Suyes stated that the one vendor emerged from a customer service perspective.

Mr. Wheeler asked how many employees are with vendors that have not supplied information. Ms. Kim stated that it is unknown how many employees are affected by those vendors but there are three companies that either refused to enter into information sharing agreements or were not responsive. Mr. Wheeler noted his concern with one vendor having only two employees would make the other vendor having 398 employees. Ms. Suyes said that was not the case.

For the public's benefit, Mr. Wheeler explained that the school division is new to the 403B plan. He clarified what this is going to mean to the division and how it is going to impact the employees.

Ms. Suyes suggested that it be adopted and the division move in a positive direction.

Mr. Stokes asked what would occur if the division did not make any changes until next year. Ms. Kim stated that the division does have a duty to interpret the requirements and to correct any operational failures to comply with the requirements of the new regulations. She said that presently the division does not have a plan and that is required under the new regulations. Mr. Stokes asked for clarification on why the division cannot wait until next year for this to be implemented. Ms. Kim said that the regulations will still take effect, however, the IRS will not penalize school division employers for failing to satisfy the requirements of those new regulations. She recommended the Board adopt a plan and suggested the plan that has been prepared and is in front of the Board. Mr. Stokes noted that it does state that the school division does not have to adopt a plan through 2009 as long as a plan is adopted by the end of 2009. He questioned expending the money now when the division could have a year's reprieve. Ms. Suyes stated that TSA will be responsible for administering as a third party and if they do not administer this year the division will have to do it on their own and the skill set is not there. Ms. Kim stated that if the Board does not adopt a plan it will be difficult for the division to materially comply with the new regulations because there would not be rules in place that all of the nineteen vendors would need to follow. She said there would not be a consultant who could apply the plan and make sure the division is not exceeding maximum amounts per employee. Mr. Wheeler noted his concern that if a plan was not adopted it would impair the communication plan that is in place.

Mrs. McKeel offered a **motion** that the School Board adopt the resolution as presented to the Board by staff. Mr. Koleszar **seconded** the motion. Mr. Wheeler asked for discussion. Mr. Koleszar stated that the division will attain a year and working at it will result in the best solution. Mr. Price asked if the fiduciary responsibility is shared with local government. Ms. Kim said the duty is solely to the School Board as local government is not the employer and are not subject to 403B regulations. She said that Virginia law states that the school boards may become fiduciaries as a result of the 403B regulations. Mr. Price suggested that there be an amendment stating that a Board member be involved for this program. Mr. Stokes asked for the cost of the contract for next year. Ms. Kim said the cost is two dollars per participant. Mr. Wheeler noted that it was two dollars per month per participant. **The motion passed with Mr. Stokes and Mr. Price voting no**.

Mr. Price offered a **motion** that the School Board appoint a Board member to be present at any assembled advisory committee related to the 403B plan within the division. Mrs. McKeel **seconded** the motion, **and the motion passed unanimously.**

Dr. Moran commented that this would qualify as an unfunded mandate that the division has to implement.

Mr. Stokes volunteered to serve on a committee as a Board representative. **There was Board consensus that Mr. Stokes will be the Board representative.**

Agenda Item No. 12. Other Business by Board Members/Superintendent.

Financial Statements to the Board: Mr. Stokes stated that he attended a session on Financial Reports to the Board at the VSBA conference and informed the Board that it was indicated that there is information that by law school boards are to receive financial statements on a monthly basis. He said that the Board has not received a financial report since September, which had been confirmed by the Clerk and the Chairman. He said the financial report received in September was through May and the next financial report is scheduled to be presented to the Board at the January 8, 2009 meeting. He suggested the Board make an effort to receive financial reports on a monthly basis.

Mr. Wheeler asked for more information. Dr. Moran stated that Mrs. Johnston pulled the history on the policy that states the division would do quarterly financial reports. She said that in 2004 there was Board consensus that they would like to receive the financial reports on a quarterly basis. The actual code states that financial reports should be presented each month. Ms. Kim informed the Board that the State code provides that the treasurer or another fiscal agent of each school division shall render each month, to the School Board, a statement of the funds available for school purposes. She said that the requirement is paraphrased in the school division's Policy DI (Financial Accounting and Reporting) which states that the School Board will receive monthly financial statements showing the financial condition of the division as of the last day of the month. She informed the Board that the code does not stipulate what is to be in the statement presented each month, it does not require that the statement be presented at a School Board meeting; it can be presented informally. There are other means of the School Board receiving this data other than through a formal meeting.

Mrs. McKeel stated the discussion that took place in 2004 was a Board discussion around financial reports. Mr. Koleszar said that there were a variety of reasons that there was Board consensus to change presenting the financial reports quarterly. Mrs. McKeel suggested that the Board's policy and behavior be changed to be in compliance.

Mr. Koleszar said that the division's financial documents get reviewed and may need adjustments and suggested that Mr. Zimmermann may want to be sure that the financial reports are correct before they are presented to the Board. He said that if the Board insists on receiving the reports monthly then they will have to accept that there may be adjustments that need to be made.

Mrs. McKeel asked if it was stated in the minutes that the school attorney had advised the School Board of the State code. Ms. Kim responded that there was no attorney discussion stated in the minutes.

Mr. Zimmermann stated that his memory of that particular meeting was the issue of the financial reports being a monthly agenda item presented to the Board. He said the discussion was trying to shorten the meetings and have a more condensed agenda which resulted in having quarterly financial reports. Mrs. Moynihan recalled that discussion and at the time there were three being presented to the Board at each meeting, so it was agreed the reports would be presented quarterly. Mr. Zimmermann said that it had to do with the second monthly board meeting dates which fell relative to the submission of the agenda item through the School Board process. He informed the Board that the month prior does not close until the second or third week of the following month. Mrs. Moynihan said that the idea is the Board being able to see the trends and the expenses; if the Board could view all of them at the same time as opposed to having them cut across meetings.

Mr. Wheeler asked if the expectation is having a financial report for the two months prior at the first business meeting of each month. Mr. Zimmermann stated that after reading the code and hearing comments from the Board the expectation is that the Board will be presented with a financial report by the end of the month for the prior month. He said with the Board meeting agenda schedules that would not be possible to produce.

Ms. Kim reminded the Board that the last day of the month request comes from the division's policy and the State code provision does not require that. Mr. Stokes stated the financial reporting does not have to be a function of the meetings. Mr. Zimmermann said the Board can receive the reports electronically and can be included in the *Superintendent's Letter*.

Mr. Koleszar suggested the report be sent electronically when it is completed and then put on the next consent agenda. Mrs. McKeel said that it has to be in the packet as the public needs access to it. Mr. Stokes asked if it is sent to the Board electronically could it also be posted to the website.

Mrs. McKeel asked if the report needs to be approved by the Board. Ms. Kim responded no. Mr. Koleszar asked if the Board needs to receive it. Ms. Kim said that the code states it shall be rendered each month.

Mr. Stokes suggested that as soon a month closes, the report be sent to the Board electronically and posted on the website. Mr. Wheeler said that Mr. Koleszar's suggestion does assure that with it being put on the agenda the public will see it and knows to look for it on the website. Mr. Stokes agreed as long as the consent agenda is not where the Board sees it initially. Dr. Moran stated that provides transparency, which is important.

Mr. Wheeler reviewed the process which includes the Board receiving the monthly financial report electronically from Mr. Zimmermann, it being posted on the website, and at the next business meeting the reports will appear on the consent agenda.

Mrs. Mouly asked why the November report will not be available in December. Mr. Zimmermann responded that December will not close until mid-January. Mrs. Moynihan asked if that it typical for all months. Mr. Zimmermann stated yes and the only month that is atypical is June because June has transactions that are still open.

Mr. Stokes asked if the Board could receive June's incomplete report in December. Mr. Zimmermann responded yes, so long as the Board understands that there are significant changes incorporated in that report. Dr. Moran noted it would be helpful to mark the reports not complete as "draft".

Mrs. Mouly asked what occurs if there are changes made to the reports after they have been posted on the web. Mr. Stokes said that it could be amended on the next agenda. Mrs. Moynihan noted that once the division starts using Electronic School Board (ESB) it will take care of itself. Mr. Wheeler said that anything shared with the public will be published through ESB, but there will be more discipline on the financial reporting.

There was Board consensus that the Board receiving the monthly financial report electronically, it will be posted on the web at that time, and the reports will appear on the consent agenda at the next business meeting. Mr. Wheeler suggested a revised Policy DI be brought back to the Board.

Ms. Kim clarified with the Board that there are requirements that the Board receive the monthly financial reports and it is not needed to make them public or posted in the same manner the Board makes other agenda material public.

Petty Cash Fund: Ms. Kim informed the Board that the division is in compliance with the Petty Cash Fund. She said the Board passed a resolution appointing Mr. Zimmermann as the agent to receive the reports within thirty days on the month which the claim was paid.

Chair and Vice-Chair Running for Re-election: Mrs. Moynihan noted that it is Board procedure that if a Board member is running for re-election he or she are not to be Chair or Vice-Chair. Mr. Wheeler clarified that it has been a tradition and not in Board policy. Mrs. Mouly said that it might have been described as a protocol and was mentioned publicly. Mr. Stokes asked what the protocol was for a Chair who is not running. Mrs. Moynihan said that the protocol was at the time the member ran for Chair they had to state they would not run for re-election in the upcoming year.

CATEC Center Board Meeting: Mrs. McKeel reminded the Board of the CATEC Center Board Meeting Tuesday, December 16th. She informed the Board that all members should be receiving the CATEC meeting minutes.

Supporting Competitive Swim Lanes: Mr. Stokes announced that competitive swim lanes is potentially being added to the CIP for monies to be used from the Parks & Recreation Department's budget to upgrade a private swim club so the school division's high schools competitive swim teams will have a place to swim. It has been purported the reasons for adding this request would be to support the school division's need for this resource. Mr. Wheeler reminded the Board that Mrs. Moynihan was not at the Board meeting where this was discussed. Mrs. Moynihan asked for a synopsis. Mr. Stokes said the synopsis is that there was money in the Parks and Recreation Department's CIP to do an upgrade of one of three options; the YMCA pool, the Crozet public pool, or the Fairview private pool. He said that there is some sense at the Board of Supervisors level that there should be monies expended from the Parks & Recreation's budget on this project because the school system would benefit. There was Board discussion with Mr. Wheeler suggesting it be brought back to the Board when more information is available. **There was Board consensus to bring it back for discussion at a future meeting.**

National Student Clearing House: Mr. Koleszar informed the Board that the State of Virginia has contracted with The National Student Clearing House to have school divisions be able to track the school division's students graduating from colleges free of charge to the division. Dr. Benson informed the Board that the division is in the process of using that service.

Center of Engineering Presentation: Mr. Koleszar attended a presentation on the Center of Engineering at the Roanoke County Public Schools and he suggested staff working on MESA look into this program.

Telescope in Australia: Mr. Koleszar informed the Board that Virginia owns a telescope in Australia that students can use during class time.

Agenda Items No. 13. Closed Meeting.

Mrs. McKeel offered a **motion** that the School Board go into closed meeting as authorized by the Virginia Freedom of Information Act, section 2.2-3711(A) of the code of Virginia under subsection 1 to discuss and consider the assignment and performance of two specific administrative employees. Mrs. Moynihan **seconded** the motion, **and the motion passed unanimously.**

A**genda Item No. 14. Certify Closed Meeting.**

Mrs. McKeel 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. Price **seconded** the motion. **Roll was called, and the motion passed by the following recorded votes:**

AYES: Mrs. Moynihan; Mrs. McKeel; Mr. Wheeler; Mrs. Mouly; Mr. Stokes; Mr. Koleszar; and Mr. Price.
NAYS: None.

Motion carried by a 7:0 vote.

Agenda Item No. 15. Adjournment.

At 9:03 p.m., Mr. Price offered a **motion** to adjourn the meeting of the Albemarle County School Board. Mr. Stokes **seconded** the motion, **and the motion passed unanimously.**

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Chairman

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Clerk