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

A Budget Work Session of the Albemarle County School Board was held on January 13, 2009 at 6:30 p.m., Room 241, County Office Building, 401 McIntire Road, Charlottesville, Virginia 22902.

PRESENT: Mr. Stephen Koleszar (arrived at 6:35 p.m.); Mrs. Diantha McKeel; Mr. Brian Wheeler; Mrs. Barbara Massie Mouly (arrived at 6:37 p.m.); Mrs. Pamela Moynihan; and Mr. Ronnie Price.

ABSENT: Mr. Jon Stokes.

STAFF PRESENT: Dr. Pam Moran, Superintendent**;** Dr. Bruce Benson, Assistant Superintendent for Student Learning; Mr. Jackson Zimmermann, Executive Director of Fiscal Services; Dr. Bernard Hairston, Executive Director of Community Engagement/Strategic Planning; Ms. Kimberly Suyes, Director of Human Resources; Ms. Jamie Endahl, Director of Staff Development and Library Media Services; Ms. Debora Collins, Director of Elementary Education; and Mrs. Jennifer Johnston, Clerk.

Agenda Item No. 1. Call Order.

Mr. Wheeler called the meeting to order at 6:33 p.m.

Agenda Item No. 2. Agenda.

Mrs. McKeel offered a motion to approve the agenda as presented. Mr. Koleszar seconded the motion, and the motion passed with Mrs. Mouly, Mr. Koleszar, and Mr. Stokes absent.

Agenda Item No. 3. Budget Work Session.

Dr. Moran provided an overview of the focus of the work session, which includes a review of department budgets.

Fund 2410

Dr. Benson said that this fund covers the Superintendent and School Board Offices. He noted that there was a reduction in staff and that the Communications Coordinator position was moved into this fund.

Mr. Wheeler asked for questions. Hearing none, Dr. Benson said that Mrs. Brown could summarize the funding associated with communications.

Dr. Moran said that the costs associated with ElectronicSchoolBoard were included in the budget as well.

Mrs. Moynihan asked which line items funds were reallocated from to cover ElectronicSchoolBoard. Mr. Zimmermann said that the funds are seen in the operating expenses and individual line items within those areas.

Mrs. Moynihan asked what items are included in the funding for communication materials. Ms. Brown said that the calendar, School Talk, telephone town hall meetings, required publications, informational materials, etc.

Fund 2411

Dr. Hairston summarized the funding request for the Community Engagement Department.

Mr. Koleszar asked which positions were being reduced. Dr. Hairston said that it would be the Community/School Relations Coordinator and the Hispanic/Latino Coordinator. Dr. Moran noted that the Equity and Diversity Coordinator position was eliminated in last year's budget.

Mrs. McKeel asked if the Hispanic/Latino Coordinator position was half-time. Dr. Hairston said yes. Mrs. McKeel expressed concern about what will happen to the work and relationships built from this position. Dr. Hairston said that he cannot see the division absorbing the work, and it will be a step backwards because the position is being eliminated. We are seeing progress in building relationships with this community. Mrs. McKeel said that she would like to know about the work of the Community/School Relations Coordinator and the state mandated bullying program. Dr. Hairston said that the division will have to look to see how the work can be absorbed by staff. Dr. Benson said that these issues will be discussed when developing the coaching model further.

Mr. Price asked what would be Dr. Hairston's Plan B. Dr. Hairston said that he has assumed all responsibilities associated with the Equity and Diversity Coordinator position. We have been lucky this year with not having requests for someone with the expertise to handle issues associated with equity and diversity. If there was a need for mediation, it would have to be contracted out this year. Next year, there will not be funds for contracting that service out so he will need to increase his skill level in that area. Mrs. McKeel said that concerns her because the skills that Dr. Hairston is talking about are not skills that everyone has. There have been instances where situations have worsened by contracting out the services.

Mrs. Moynihan asked if the equity and diversity program would be more effective if it was decentralized. Mr. Price said that it would be true if there was funding to train the diversity resource teachers properly.

Dr. Moran said that as these stories are told, it is important for the Board to think about what work is priority and if there is a need to reorganize the funding request to support the needs that the Board feels are important.

Mr. Koleszar noted that that has been a change in the number of newcomers to the area due to the change in the economy. Dr. Moran said that the reality is that we are losing some of the immigrant population due to a decrease in jobs, but at the same time we are seeing an increase in the number of children who are classified as homeless in the area.

Mr. Price asked if there was anything in the Community Engagement budget that Dr. Hairston would hold harmless. Dr. Hairston said that he thinks that the services provided by the positions that are being eliminated have been a benefit to the division. The work that these positions do can move the division forward.

Mr. Koleszar and Mrs. Moynihan asked how many times there has been a need for mediation services and whether or not he could handle the mediation. Dr. Hairston said that one situation can take a great deal of time. A consultant was used several times last year for mediation services. Using a consultant is cheaper, but it is reactionary not proactive.

Mr. Wheeler asked if the Hispanic/Latino Coordinator position should be fulltime. Dr. Hairston said that half-time is okay. Mr. Price said that there are hidden gems in the partnerships that have been built by the individuals in those positions. Bringing in an outside person can at times cause harm to those relationships because they do not know the nuances of the division.

Fund 2412

Dr. Benson summarized the budget for Fund 2412.

There were no Board member questions.

Fund 2420

Ms. Suyes summarized the budget for Fund 2420.

Mrs. Moynihan asked were the 0.5 FTE reduction was coming from. Ms. Suyes said that it was coming from clerical.

Mrs. McKeel asked about the Total Rewards Program. She thought that program was eliminated last year. Ms. Suyes said that it was proposed as a reduction last year, but it was not cut. The division piloted the program this year in a couple of departments. There have been no reductions in the local government side for this program.

Mrs. Moynihan asked about the reduction in clerical staff, and whether automation capabilities can be increased to create efficiencies. Ms. Suyes said that they have gone through many improvements. They have implemented many changes in order to increase efficiencies. Mrs. Moynihan asked what customer service aspects will be impacted. Ms. Suyes said that there may a longer time for response to questions or voicemail more often when you call into the office especially during peak times.

Dr. Moran noted since the staffing time at the Visitor's Assistance Area was reduced to half-time, more individuals are going to Human Resources for assistance.

Mr. Wheeler said that there have been a number of efforts to create efficiencies; Open enrollment has been easy and effortless. He noted that the budget shows 14.25 FTE as clerical. Mr. Zimmermann said that includes office associates, licensure specialists, management analysts, and human resources generalists. Mr. Wheeler asked how the office associate number trended over the last several years with the efficiency efforts implemented over the last several years. Ms. Suyes said that the number has not changed but the work has moved around to the appropriate individuals. There has been a increase in productivity, services and customer service.

Mr. Price asked what was included in the $147,000 operational reduction. Ms. Suyes said that the entire overtime budget was eliminated, part-time temporary work was eliminated, school advertisement/recruitment was reduced, consulting budget was reduced, and the employee recognition program was eliminated. Mr. Price asked if the rewards and recognition program was for the office or the division. Ms. Suyes said that it is for the division. Mr. Price said that he would like to see the awards and recognition program remain in the budget especially during these tough times.

Mr. Koleszar asked how much it would cost for the division to catch up to the market. Mr. Zimmermann said that this information was previously shared with the Board and is included in the budget manual.

Fund 2430

Dr. Benson summarized the budget for Fund 2430.

There were no Board member questions.

Fund 2431

Mr. Zimmermann summarized the budget for Fund 2431.

Mr. Price asked about the fluctuation in staffing number between requested and actual and what is the cause for the fluctuations. Mr. Zimmermann said that the cause is due to vacancies that were not filled or being filled.

Fund 2114

Ms. Endahl summarized the budget for Fund 2114.

Mr. Koleszar asked if Virginia is going to delay some of the textbook adoptions to reflect that the school divisions are slowing their purchases. Ms. Endahl said that some of the adoptions have already shifted.

Mr. Koleszar asked if there was potential savings in the area of e-books. Ms. Endahl said that some of the librarians have purchased e-books this year, and they are working through some of the issues with installation and cataloging.

Mr. Wheeler noted that there are less books being used today, and we should continue to explore the options that are available.

Mrs. Moynihan said that we should continue to explore more electronic means for learning resources including the use of more on-line courses or academies.

Fund 2117

Ms. Endahl summarized the budget for Fund 2117. Mr. Zimmermann said that there are some shifts in personnel in this department, and he then summarized those shifts.

Mr. Koleszar asked if there was enough funding for staff development. Ms. Endahl said that there is never enough funding for staff development. She said that we are seeing our educators learning from each other.

Mrs. McKeel asked how the budget reductions will impact the CAI Institute. Ms. Endahl said that there is discussion on how this can be restructured including when it is offered. Dr. Benson said that the New Teacher Academy is also looking at some restructuring.

Mrs. Mouly asked about the research materials and whether they are on-line or hardcopy. Ms. Endahl said that we have both, but we are switching to more electronic memberships. Mrs. Mouly asked what the difference was between an electronic resource and a hardcopy resource. Ms. Endahl said that they are the same just one can be read on-line. The costs are less for electronic resources most of the time. Dr. Moran said that electronic resources are accessible to many at one time versus a hardcopy which is accessible to one person at a time.

Fund 2100

Dr. Benson and Mr. Zimmermann summarized the budget for Fund 2100.

Mr. Wheeler asked if VERIP could be discussed. He said that he was trying to understand the VERIP incentive program. Mr. Zimmermann said that VERIP is a 5 year program. There are a number of staff coming off of the program. At the time when the projection was made there was significant reduction in those who applied for VERIP. The $53,000 is a placeholder because there is no idea of the cost and it will likely change. There will be a one-time component to this incentive but there is also a recurring component to it. More information will be available once there is more information on who will take advantage of the incentive program.

Dr. Moran noted that the benefit to the bonus is that people going out on the top end of the scale and filling those positions with those at the lower end of the scale, there will be a savings in compensation as well. Mr. Zimmermann said that you would see a decrease in the compensation line but an increase in theVERIP line item.

Mr. Koleszar asked if the total compensation number include anticipated savings. Mr. Zimmermann said yes, it is through the lapse factor that is built into the process.

Mrs. McKeel asked about when the process was going to be “clean” in terms of the budget process. Dr. Benson said that there have been a large number of inquiries and staff is in the process of figuring out how to confirm that the retirement will take place by receiving the letter.

Dr. Moran noted that the division may see an increase in teacher applications because of the economy.

Fund 2111

Dr. Benson summarized the budget for Fund 2111.

(There was a break from 8:28 p.m. until 8:39 p.m.)

Instructional Coaching Model

Dr. Benson and Ms. Collins provided an overview of the instructional coaching model.

Mrs. McKeel asked if there was any discussion around the existing 40. Ms. Collins said that they did not talk about it. They did not talk about the number, but they talked about the functionality of it. Dr. Moran said that if more are needed once this is developed further, there may be a need to come to the Board to look at some additional changes.

Mrs. Moynihan asked about the field based instructional coaches. Ms. Collins said that part of the work is to promote distributive leadership. Coaches will be in schools but not every minute of every day; we will have build capacity within the individuals who are already in the school.

Mrs. Moynihan said that last year there was a lot of discussion about math specialists and whether or not these new positions and current teachers be able to work at this level and function. Ms. Collins said that probably not in the beginning but teachers can be trained to take on this work.

Mr. Price asked if there was an expectation that coaches would participate in walk-throughs. Ms. Collins said yes.

Mr. Price asked about the roll-out. Dr. Benson said that there are a number of next steps, and there is some additional work that needs to be completed prior to positions being filled. However, it needs to be done as quickly as possible.

Mrs. McKeel asked about application process. Dr. Benson said that it is an open and there is no guarantee that if you have held a position at the coordinator level or specialist level that you will get the position.

Mrs. McKeel asked if there has been discussion about cycling individuals through these positions. Dr. Benson said that the discussion has not gone to that level yet. Dr. Moran said that she could see that happening.

Mr. Koleszar asked if staff was seeing one or two teachers in each school and consulting or moving a team between schools. Ms. Collins said that the team is still working on that model and it needs further development. She thinks that the needs of the elementary and secondary might be different.

Mrs. McKeel asked if they were 12-month positions. Ms. Collins said that the lead coaches are 12-month positions but the instructional coaches are at the teacher level.

Mrs. Mouly asked about the distribution of instructional coaches and whether they would have a home school. Ms. Collins said that there has been discussion about instructional coaches having a home school but they would be working with other schools as well.

Mr. Price asked how much input the principals would have in the selection of the coaches. Dr. Benson said that staff would put together interview teams that included principal representation. Mr. Price said that it is important for coaches to see how they represent themselves when they go into the schools.

Mr. Wheeler said that this is a bold initiative that the division is taking on.

Agenda Item No. 4. Other Business by Board Members/Superintendent.

Mr. Wheeler said that there would be a Telephone Town Hall on January 21st. Mrs. McKeel would be joining him for Telephone Town Hall. A new vendor is being used.

Mr. Wheeler said that he and Mr. Price would be on WINA tomorrow at 4:30 p.m. to discuss the budget.

Mr. Wheeler reminded the Board that ElectronicSchoolBoard training would be on Thursday, January 15th at 5:00 p.m. All Board members need to bring their laptops.

Mr. Wheeler said that at the last meeting there was discussion about work session topics. This information will be turned into a survey for the Board to determine future work sessions.

Agenda Item No. 5. Adjournment.

At 9:32 p.m., Mr. Price offered a **motion** to adjourn the meeting of the Albemarle County School Board. Mr. Koleszar **seconded** the motion, **and the motion passed with Mr. Stokes.**

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Chairman

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Clerk