



Office of the School Board
401 McIntire Road
Charlottesville, Virginia 22902-4596
Phone: (434) 296-5826 Fax: (434) 296-5869
www.k12albemarle.org

MEMORANDUM

DATE: October 12, 2011

TO: School Board
Dr. Pam Moran, Superintendent

FROM: Jennifer Johnston, School Board Office

RE: Minutes Update

Prior to July 2009, the School Board Office was staffed with a full-time clerk and a full-time deputy clerk. The main responsibility of the deputy clerk was to transcribe meeting minutes. During the 2009/10 budget adoption the deputy clerk was reduced to a half-time position, but still maintained the responsibility of transcribing minutes. Then during the 2010/11 budget adoption the deputy clerk position was eliminated completely. With the elimination of the deputy clerk position, the responsibilities of that position were all transferred to the clerk's position in addition to the workload already in place for the clerk. With the increase in workload and the increase in the number of meetings being attended by the clerk, minute transcription has fallen behind. While implementation of ElectronicSchoolBoard created efficiencies in the Clerk's Office by allowing for focus on work in areas beyond board packet preparation, the reduction in staff and reallocation of responsibilities to a single employee has created a situation where the School Board Office has become less efficient (Goal 5). The following list contains the minutes that need to come to the board for approval and the current status.

2010 Meeting Date	Status of Minutes	2011 Meeting Date	Status of Minutes
May 13	Drafted; Need final review	January 13	Drafted; Need final review
May 27	Drafted; Need final review	January 25	Drafted; Need final review
June 6	Drafted; Need final review	January 27	Need to be drafted
June 10	Drafted; Need final review	February 1	Drafted; Need final review

July 8	Drafted; Need final review	February 3	Need to be drafted
July 14	Need to be drafted	February 24	Need to be drafted
August 12	Need to be drafted	March 10	Need to be drafted
August 26	Need to be drafted	March 24	Need to be drafted
September 9	Need to be drafted	April 14	Need to be drafted
September 18	Need to be drafted	April 19	Drafted; Need final review
September 23	Need to be drafted	April 25	Drafted; Need final review
October 14	Need to be drafted	April 28	Need to be drafted
November 11	Need to be drafted	May 12	Need to be drafted
November 16	Drafted; Need final review	May 26	Need to be drafted
		June 6	Drafted; Need final review
		June 9	Need to be drafted
		June 23	Need to be drafted
		July 14	Need to be drafted
		August 11	Need to be drafted
		August 25	Drafted; Need final review
		September 8	Drafted; Need final review
		October 13	Need to be drafted
		October 27	Drafted; Need final review
		November 1	Need to be drafted
*Note: Drafted; Need final review means that minutes are drafted but the recording needs to be listened to in order to make sure all information is accurate.			

ElectronicSchoolBoard does have a minute builder in the software, however, the document that is generated does not fit into the format that we use for minutes, and the clerk's notes still need to be cleaned up and developed further.

State Code Section 2.2-3707 says, "Minutes shall be recorded at all open meetings. However, minutes shall not be required to be taken at deliberations of (i) standing and other committees of the General Assembly; (ii) legislative interim study commissions and committees, including the Virginia Code Commission; (iii) study committees or commissions appointed by the Governor; or (iv) study commissions or study committees, or any other committees or subcommittees appointed by the governing bodies or school boards of counties, cities and towns, except where the membership of any such commission, committee or subcommittee includes a majority of the governing body of the county, city or town or school board.

Minutes, including draft minutes, and all other records of open meetings, including audio or audio/visual records shall be deemed public records and subject to the provisions of this chapter.

Minutes shall be in writing and shall include (i) the date, time, and location of the meeting; (ii) the members of the public body recorded as present and absent; and (iii) a summary of the discussion on matters proposed, deliberated or decided, and a record of any votes taken. In addition, for electronic communication meetings conducted in accordance with § [2.2-3708](#), minutes of state public bodies shall include (a) the identity of the members of the public body at each remote location identified in the notice who participated in the meeting through electronic communications means, (b) the identity of the members of the public body who were physically assembled at the primary or central meeting location, and (c) the identity of the members of the public body who were not present at the locations identified in clauses (a) and (b), but who monitored such meeting through electronic communications means. (1968, c. 479, § 2.1-343; 1973, c. 461; 1976, c. 467; 1977, c. 677; 1982, c. 333; 1989, c. 358; 1990, c. 538; 1993, c. 720; 1995, c. [562](#); 1999, cc. [696](#), [703](#), [726](#); 2000, c. [227](#); 2001, c. [844](#); 2004, cc. [730](#), [768](#); 2005, c. [352](#); 2007, c. [300](#); 2009, c. [628](#); 2010, c. [309](#).)”

Minutes are a record of what was done at the meeting, NOT what was said by members or guests.

Staff has reviewed staffing of school board offices and staffing varies, however, there is one consistent factor – there is a clerk and a deputy clerk supporting the work of the board. The Board of Supervisors Office employees a clerk and a senior deputy clerk to support their work. In addition, they have contracted with a company for minute transcription. This service is strict transcription and the clerk still has to format, and ensure accuracy because there are times when a subject matter is not understood by the individual doing the transcription. Even with this service, the Board of Supervisors is behind in their minutes and has approved overtime for two employees to work on minutes in order to get them caught up.

The Board is asked to consider the options below as potential solutions to address the need to bring the meeting minutes up to date.

- 1) Allocate funding from School Board Reserve to hire a temporary employee to take on the day to day work of the School Board Clerk so that the Clerk can concentrate strictly on minutes.
- 2) Allocate funding from School Board Reserve to hire a temporary employee in order to transcribe minutes.
- 3) Allocate funding from School Board Reserve to contract with an outside company or individual to provide minute transcription services for the Board.
- 4) Allocate funding from School Board Reserve to hire a part-time deputy clerk to work in the School Board Office to assist with Board support. Funding for this position would need to be continued in future budgets.

Board Reserve for the current fiscal year was budgeted at \$75,000.