

**GOOCHLAND COUNTY SCHOOL BOARD
REGULAR MONTHLY WORKSHOP
April 26, 2011
Goochland High School**

MINUTES

CALL TO ORDER

Ivan O. Mattox, Sr., Chairman, called the meeting to order at 6:34 p.m.

Present were:

Ivan O. Mattox, Sr., Chairman
James L. Haskell, Vice Chairman
Mr. Andrew A. Meng, III
Mr. Maxwell G. Cisne
Mr. Raymond A. Miller
Dr. Linda A. Underwood, Superintendent

Also attending were:

Peter M. Gretz, Assistant Superintendent
Tom DeWeerd, Director of Secondary Education
Debra Beasley, Director of Special Education and Student Services
Ernie McLeod, Director of Finance
Francie Ball, Principal, Goochland High School
Johnette Burdette, Principal, Goochland Middle School
Andrea Erard, Legal Counsel
Diane Bennett, School Board Clerk

The Media was represented by:

Ken Odor, *The Goochland Gazette*

ADDITIONS/CHANGES TO AGENDA

Dr. Underwood presented additions/deletions/changes to agenda.

PUBLIC COMMENT PERIOD

- Michael McDermott said in looking at yesterday's Times Dispatch something got his attention regarding education. He knows the county has done a good job recycling the old high school for the county administration building. When the old middle school was vacated there was a lot of about various uses. Without getting into fine points of who owns building it remains vacant and you cannot argue that it was designed for education. What got his attention was the article about the Clover Hill High School being used for second campus for the county's career and technical education. He feels that learning how things are made and how machines work are valuable experiences. He said those experiences don't exist for our students today, yet there are a lot of jobs in our current economy where those skills are in high demand. Also in the Times Dispatch a Hanover student placed 1st in the milling competition. His point being that the economy is turning around and at one time Goochland was sending students to the Richmond Tech Center, but that opportunity doesn't exist anymore. He suggested forming a regional consortium using the old middle school for students who don't want to go to college and give them skills that aren't available right now. Trying to think outside the box, trying to look at what we have, this school

will only get more crowded and he feels this will alleviate crowding. In last week's Goochland Gazette there was an article about how much money should be cut. Using the Freedom of Information Act and looking at some credit card bills, there was a dinner November 17 at Shields Tavern charged on a credit card in the amount of \$517.70. In looking at the receipt it was obvious there were 12 people in attendance. Normally there is a gratuity added but interestingly enough the person signing the receipt added more money. Trying to use the Freedom of Information Act, they want to know who attended that dinner that was paid for by tax payer funds and they asked for a list of attendees and possibly an agenda if there was a business purpose for the meeting. They were told that no such written documents existed responsive to the request. Maybe documents don't exist so he publicly asked the School Board if they would tell the public who was in attendance on November 17 at Shields Tavern for the dinner.

- John Wright wanted to advocate for the use of the 100% of sales tax revenues within the budgetary numbers as presented at the Board of Supervisors' most recent meeting. The reason being that while there are laws that say you cannot spend more than what you have been allocated or appropriated, he was told, and he actually wrote a letter to the Board of Supervisors and Ms. Dickson and was quickly rebuffed by the thought that while the spending was the subject matter of the Code that was quoted, that the income item was not the responsibility of the School Board. Once the Board of Supervisors accepts the number and in this instance encouraged the 100% number then it was up on them to insure that if that budget were to shortfall, while it may require the School Board to go back to the Board of Supervisors to request them to make up the difference, it is up to the Board of Supervisors to make sure that is done. He was given example of being under budgeted and the county getting more money than projected by the state, the county would get to add that to their fund balance and likewise shortfall would have to also come from their fund balance. In talking to 4 of the 5 Board of Supervisors members he was told that they fully expected the use of 100% and staff also intended the School Board use 100% and should that not be the results that they would expect to hear from the School Board again and they would meet the shortfall. The last Mr. Wright heard, they have \$12.8 million unencumbered fund balance, so there is more than enough to meet the gap.

ACTION ITEMS:

2011-2012 CALENDAR

Pete Gretz presented the proposed 2011-2012 Calendar for approval. Mr. Gretz explained that the calendar had been posted on the web site.

Mr. Meng made a motion, which was seconded by Mr. Cisne, to approved the 2011-2012 calendar as presented.

SPECIAL EDUCATION ANNUAL PLAN

Dr. Underwood and Debra Beasley presented the Special Education Annual Plan. Mrs. Beasley stated there were no changes from last year in that funds will be used for salaries and benefits.

Mr. Cisne made a motion, which was seconded by Mr. Meng, to approve the Special Education Annual Plan as presented. The motion was approved unanimously.

2011-2012 BUDGET

Dr. Underwood presented an information regarding the 2011-2012 Budget asking the Board for a decision on whether or not to budget sales tax at 100% and how to budget the \$500,000 holdback by the Board of Supervisors.

Mr. Haskell made a motion, which was seconded by Mr. Cisne, to accept the \$500,000 holdback by the Board of Supervisors and to budget sales tax at 100%. The motion was approved unanimously.

RESOLUTION FOR BUDGETING REQUIREMENTS

Dr. Underwood presented a Resolution to request clarification and specification on reporting that is mentioned in the Board of Supervisors' Resolution. The Resolution was as follows:

RESOLUTION Budgeting Requirements

WHEREAS on April 5, 2011 the Goochland County Board of Supervisors approved a Resolution which stated that:

"...the general fund appropriation in the School Operating Fund may increase by \$500,000 in March 2012 contingent upon the submittal of the following information by the Superintendent to the County Administrator:

- a) *Quarterly financial projection reports for the School Operating Fund that indicate:*
 - i. *For each expenditure line item, prior year actual expenditures, year-to-date expenditures and encumbrances and annualized expenditures as compared to the current (FY2012) budget; and*
 - ii. *Projected revenues compared to the current budget from state, local, and other sources (by subtotal).*

Such projections shall be submitted within 20 calendar days of the close of each quarter of the fiscal year.

- b) *A budget approved by the School Board for the subsequent fiscal year (FY2013) that includes the following information:*
 - i. *A detailed personnel listing showing how many employees and each employee's job title in each job classification in each spending category are funded in the present year (FY2012) as compared to the following year (FY2013) budget; and*
 - ii. *Within the personnel listing, a showing of the number of positions in each spending category that are directly supported by Standards of Quality funding from the Department of Education according to the respective composite index; and*
 - iii. *For each expenditure line item, detail indicating the respective actual expenditure in the prior year (FY2011) compared to the current year (FY2012) adopted budget and the upcoming year (FY2013) approved budget; and*

iv. *Itemized detail for all expenditure items exceeding \$10,000."*

WHEREAS the Goochland County School Board anticipates the need for the appropriation of \$500,000 in order to continue to pay the expenses related to the operation of the school system during FY 2011-2012; and

WHEREAS the Goochland County School Board wishes to be responsive to the request by the Goochland County Board of Supervisors for additional information.

NOW THEREFORE BE IT RESOLVED by the Goochland School Board at its regular monthly workshop on April 26, 2011, that the School Board requests that the Board of Supervisors communicate the specific information being requested and provide templates that are acceptable to the Board of Supervisors prior to June 30, 2011; and

BE IT FURTHER RESOLVED that the School Board also seeks assurances by the Board of Supervisors that the School Board will be permitted timely access to all county data in a format necessary for completion of required reports, as well as assurances that each month's financials will be closed by the Treasurer's Office in a timely period at the end of each month and that the GCPS Finance Department staff have the ability to create queries to create reports that can be accessed through Excel; and

BE IT FINALLY RESOLVED that the School Board requests the specific dates by which the Board of Supervisors wishes to receive quarterly financial projections and the FY 2013 School Board's Proposed Budget.

Mr. Haskell made a motion, which was approved by Mr. Cisne, to approve the Resolution as presented. The motion was approved unanimously.

VISION STATEMENT

Dr. Underwood presented the following Vision statement explaining that it should be the Board's picture for the future and should provide framework for the future of that vision. The vision statement is as follows:

We are committed to providing all students with an education to assure quality learning and living in the 21st century.

Mr. Haskell made a motion, which was seconded by Mr. Miller, to approve the Vision statement as presented. The motion was approved unanimously.

MISSION STATEMENT

Dr. Underwood presented the Mission statement which is intended to represent the present and what the Board is doing today. She stated the Mission statement will be posted on the website to obtain feedback. It will be brought back before the Board in two weeks. Mr. Mattox asked that the Board be provided updates as they come in. The Mission statement is as follows:

Our efforts will focus on meeting the intellectual, personal, social, and career preparation needs of all students.

INFORMATION ITEM
POLICY GCBD UPDATE

Dr. Underwood presented revisions to Policy GCBD, Employee Leaves and Absences, for first reading. It will be brought back in final form at the next meeting.

STATEMENT BY MR. MATTOX:

Mr. Mattox read the following statement:

We have two assistant principals and an activities/athletic director at Goochland High School. All three of these positions are listed in our current budget and proposed budget in the secondary Office of the Principal function code. There is no separate number for middle school staff – all middle school staff are divided among elementary and secondary cost centers to be consistent with state reporting requirements. Thus, There is one assistant principal listed in the elementary Office of the Principal function code, who is the assistant principal at Goochland Middle School. The Principal of the middle school is budgeted half in the secondary cost center and half in the elementary cost center. There are no assistant principals assigned to elementary schools.

It has been suggested that the increase in VRS rates would take effect only in the fourth quarter of fiscal year 2012. Unfortunately, that applies to state employees, not school employees so it does not help us with our current budget reduction challenge.

We appreciate the thought that has gone into the suggestions that we have received for reducing the budget. As we move forward to revise the schools' budget to match the budget approved by the Board of Supervisors, we will continue to rely on the criteria established last fall for our budget decisions. As always, staff salaries and benefits consume the lion's share of our budget. Our superintendent is tasked with ensuring that students' needs are met and ensuring that we are in compliance with all of the regulatory and accountability measures imposed on us by local, state and federal authorities. Our priority and our administration's priority is student achievement in a safe environment – always.

OTHER BUSINESS:

- Connie Foreman and Glenda Hawk had a proposal accepted to do a presentation for the National Association for Gifted Children.
- Today Byrd Elementary School hosted the Reading Olympics. There were students from Randolph Elementary, Goochland Elementary and Byrd Elementary competing. The detail of questions asked was unbelievable.
- Byrd Elementary School (BES) 5th Grade teachers are having students stay overnight at BES and will have six difference science stations they will be working on in order to review, improve and build on SOLs.

CLOSED MEETING

None.

ADJOURNMENT

The meeting was adjourned by the Chairman.

APPROVED:



Signature

Date 5/10/11

APPROVED:



Signature

Date 5/10/11