School Board Meeting

A meeting of the School Board of the City of Richmond was held on Monday, August 18, 2014, at 6:00p.m., in the City Council Chambers on the 2nd floor of City Hall. The Vice Chair called the meeting to order. The Clerk called the roll. The following were present:

Members:  
Mrs. Kristen Larson, Vice Chair  
Mr. Glen Sturtevant  
Ms. Kimberly Gray  
Mr. Jeffrey Bourne  
Mrs. Shonda Harris-Muhammed (left early)  
Dr. Derik Jones (arrived later)  
Mrs. Tichi Pinkney Eppes

Officers:  
Dr. Dana Bedden, Superintendent  
Ms. Angela Lewis, Clerk  
Mrs. Tonya D. Friend, Executive Assistant/Deputy Clerk  
Ralph Westbay, Assistant Superintendent, Financial Services

Others Present:  
Mr. Thomas Kranz, Assistant Superintendent, Support Services  
Mr. Kavansa Gardner, ICTS Manager  
Mr. Dandridge Billups, Director, Human Resources  
Mrs. Cletisha Lovelace, Public Information Officer  
Mr. Abe Jeffers, Executive Director, Secondary Education  
Dr. Anthony Leonard, Executive Director, Elementary Education  
Ms. Terri Perkins, Director, Instruction  
Dr. Michelle Boyd, Executive Director, Exceptional Education  
Mrs. Cletisha Lovelace, Interim Public Information Officer  
Ms. Debora Johns, Chief Auditor, Internal Audit  
Ms. Wanda Payne, Director, Finance  
Ms. Susan Roberson, Manager, School Nutrition Services  
Mr. Andrew Davis, Director, Plant Services  
Mr. Ronald Robertson, Family and Community Engagement  
Ms. Betsy Drewry, Director, Budget and Planning  
Ms. Andrea Kane, Chief Academic Officer  
Ms. Janice Garland, Executive Director, School Improvement  
Ms. Terri Perkins, Director, Instruction  
Mr. Timothy Mallory, Chief, Safety and Security  
Ms. Deborah Corliss, Patrick Henry School of Science and Arts  
Mr. Ron Hayes, Richmond City Auditor’s Office  
Mr. Umesh Delal, Richmond City Auditor’s Office

Attorney:  
Nicole Thompson

Absent:  
Mr. Donald Coleman, School Board Representative  
Mrs. Mamie Taylor, School Board Representative

A call of the roll reflected that a quorum was present. The Pledge of Allegiance was recited, followed by a moment of silence.
On a motion by Mr. Sturtevant, seconded by Mr. Bourne, the School Board voted to amend the agenda to add: Approval of the re-prioritized FY 2015 CIP budget and the utilization of capital funds and maintenance/repair funds per the definitions discussed at the August 7, 2014 School Board work meeting and add legal to the closed session.

**Recognition**
The Richmond Ambulance Authority was recognized for its partnership with Richmond and educating students on safety.

**Public Information**
Charles Willis spoke to the Board regarding the tragic incident involving the loss of Michael Brown. He encouraged the School Board to look into implementing sensitivity training and to take seriously the recommendations of the Multi-Cultural Task Force.

**Approve the Minutes of the October 14, 2013 and October 21, 2013 Meetings**
The minutes of the October 14, 2013 and October 21, 2013 meetings were approved.

**Receive Presentations from the City Auditor:**
Mr. Delal, Richmond City Auditor, presented the following to the School Board: RPS Training and Development Audit; Food and Nutrition Services Audit; and Workers Compensation Audit.

The Training and Development Audit identified several areas that needed improvements; the ability to quantify total amount spent on training and development, supporting documentation, and verifying supporting documentation for CPE earned by professionals. A recommendation suggesting that discontinuing tuition reimbursement would save RPS $100,000.

The RPS Food and Nutrition Department Audit identified the following areas for improvement: segregation of duties, recordkeeping, and using available functionalities of the new computer system. The audit also suggested that serving breakfast in the classroom would generate an additional $1.8 million. This audit also showed there was a lack of updates, written policies and procedures.

The Auditor’s opinion with regard to the Workers’ Compensation Audit was the internal controls needed improvement. Internal control weaknesses were addressed and the following areas were addressed; there was an over reliance on the TPA and external consultants; contractual agreements with external workers’ compensation vendors did not adequately RPS’ interest; authority, responsibility and oversight for workers’ compensation wage disbursement were not properly aligned; lack of safety inspections lead to safety hazards not being found and remediated; failure to identify, question, and dispute incorrect/ inappropriate provided medical charges; lack of independence and conflict of interest of physicians who serve on the worker’s compensation panel; inadequate fiscal controls and ineffective case management have resulted in potential financial losses; and TPA lack of transparency.

**Receive School Opening Report from Patrick Henry School of Science and Arts**
The principal of Patrick Henry School of Science and Arts shared the first two weeks of school had been very successful. Opening day, August 4th, was very busy with the return of students and parents dropping of learning materials. Enrollment as of August 18th was 312 students, with 70 students on the waiting list. She shared professional development activities that teachers had participated in over the summer.

**Received Proposed**
Attorney Thompson reviewed the proposed revisions to this policy. The proposed
Changes to section 7-7.7, Employees/Absences Leave, of the Personnel Section of the Policy Manual

Revisions reflected budget discussions regarding modification of the sick leave payout process. This was the first read of this policy. Attorney Thompson asked to have any changes or suggestions submitted by August 25, 2014.

Receive and Approve Proposed Changes to section 7-2.4, Hiring: Criminal Background Checks and Fingerprinting of the Personnel Section of the Policy Manual.

Attorney Thompson shared this was the second read of this policy and they had not received any changes or suggestions. The proposed revisions were to modify review of eligibility for applicants with convictions of misdemeanor crimes of moral turpitude. The proposed language required a case-by-case analysis.

Ms. Gray made a motion that the School Board directs the Human Resources Department to develop a procedure or format for individuals who are being considered for employment who have committed a crime in the past to have a process for an appeal to the Superintendent so he can bring that forward to the Board for a super majority vote.

After further discussion Ms. Gray withdrew her motion and accepted the following motion put forth by Mr. Bourne.

On a motion by Mr. Bourne, seconded by Ms. Gray, the School Board voted 6 – 1 to amend the policy as proposed that any applicant otherwise ineligible for employment pursuant to this policy may appeal in writing within five (5) business days of notice of rescission of employment to the Executive Director of Human Resources and the Superintendent. After review of the appeal, the Superintendent shall make a recommendation to the School Board to suspend the rules to hire the applicant. The vote must be by 2/3 of the elected body. (Mesdames Gray, Harris-Muhammed, Pinkney Eppes, Larson, Messrs. Bourne and Jones voted aye, Mr. Sturtevant voted nay, Mrs. Taylor and Mr. Coleman were not present.)

Discuss Budget Allocations for the School Board Office

Mrs. Larson reminded Board members that she had provided a chart for their review prior to the meeting. It was noted that procedures for using the allocated funds would be addressed in a policy change.

Mr. Sturtevant made a motion to dividi $150,000 of constituent services to allocate $10,200 for BoardDocs, $2,500 to meals, $2,500 to board staff (Clerk and Deputy Clerk) and the balance to be divided equally among 9 districts.

Ms. Gray made an amendment, seconded by Mr. Sturtevant the School Board voted 4 – 2 to divide the $150,000 in Constituent Services to allocate $10,200 for BoardDocs, $2,500 to meals, and to increase the staff development training for the Clerk and Deputy Clerk to $5,000. (Ms. Harris-Muhammed, Messrs. Sturtevant, Bourne and Dr. Jones voted aye, Mesdames Pinkney Eppes and Larson voted nay, Mesdames Taylor, Gray, and Mr. Coleman were not present for the vote.)

Receive and Approve Proposed Changes to Section 1-2.4, Orientation/In-Service and Professional Development Activities, of the Bylaws Section of the Policy Manual.

On a motion by Mr. Bourne, seconded by Dr. Jones, the School Board voted 7 – 0 to approve the proposed changes to Section 1-2.4, Orientation/In-Service and Professional Development Activities, of the Bylaws Section of the Policy Manual. (Mrs. Taylor and Mr. Coleman were not present).
**Receive and Approve Proposed Changes to Section 1-2.5, Compensation and Expenses, of the Bylaws Section of the Policy Manual**

Attorney Thompson presented the proposed changes to Section 1-2.5, Compensation and Expenses, of the Bylaws Section of the Policy Manual.

On a motion by Mr. Sturtevant, seconded by Ms. Gray the School Board voted 7 – 0 to approve option 2 of the proposed changes to Section 1-2.5, Compensation and Expenses, of the Bylaws Section of the Policy Manual to include Board member decides where the funds go. (Mesdames Gray, Harris-Muhammed, Pinkney Eppes, Larson, Messrs. Sturtevant, Bourne, Jones voted aye, Mrs. Taylor and Mr. Coleman were not present.)

**Receive an Update on Early Kindergarten Enrollment Process**

Ms. Perkins gave a brief update on the early kindergarten enrollment process. She also shared UVA had done research through a consortium with regard to how to do the correct readiness assessment. The administration would continue to work on this and present to the Board again in December or January and provide a timeline.

**Receive the Human Resources Actions**

The following Human Resources Actions were presented for approval later in the meeting:

Human Resources Actions:
- The termination of one (1) employee
- The nomination of seventy (70) employees
- The change of contract of thirty-three (33) employees
- The transfer of six (6) employees
- The death of one (1) employee
- The resignation of thirteen (13) employees
- The retirement of three (3) employees
- The reduction in force of two (2) employees
- The rescission of employment of three (3) employees
- The rescission of resignation of one (1) employee
- The change of name of two (2) employees

Informational Human Resources Actions:
- The appointment of seventy-two (72) non-contracted employees

Addendum:
- The nomination of twenty-nine (29) employees
- The resignation of two (2) employees
- The rescission of one (1) employee

**Receive and Approve the School Crisis and Emergency Plan**

Mr. Kranz shared that the Crisis Plan were reviewed each year by August 31st and the Superintendent certifies the plans were in place. A detailed assessment of the entire security operations was being done. The first part of the process had been completed and the second part would be completed during the month of September. The results would be presented to the Board early November.

On a motion by Mr. Sturtevant, seconded by Ms. Gray the School Board voted 6 – 0 to approve the School Crisis and Emergency Plan. (Mrs. Taylor, Messrs. Coleman and Bourne were not present for the vote.)

**Receive and Approve a Request to Implement the Use of Payroll Pay Cards**

Mr. Westbay presented a plan to use Payroll Pay Cards. The reason for the change was that physical paychecks and pay advices were subject to delays beyond the control of the school system, manual checks were expensive and labor intensive. It was noted that seventy-five 75% of current employees had direct deposit. Electronic deposits guaranteed timely paycheck delivery, eliminated all cost to the employees, and required
no further action on their part for the deposit of funds. The administration was recommending that the School Board authorize the Superintendent to implement the electronic delivery paychecks and pay advices. There was zero cost to the division if at least 501+ pay cards were issued monthly. There was an administrative fee of $1.00/month per card or about $500 per month should the volume drop below 500.

On a motion by Ms. Gray, seconded by Mr. Sturtevant, the School Board voted 7 – 0 to approve implementing the use of payroll pay cards. *(Mrs. Taylor and Mr. Coleman were not present for the vote).*

Mr. Westbay presented the FY14 financial status. Actual revenues less expenditures and encumbrances to date yielded a pre-closing balance of $3.5 million. Additional entries would be continued to be made to close the fiscal year but would be charged back to the year for proper matching of revenues and expenditures. The following were major adjustments remaining to be made for both revenues and expenditures:

<table>
<thead>
<tr>
<th>Pre-Closing Balance 6/30</th>
<th>$3,500,000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
</tr>
<tr>
<td>Sales Tax short-fall</td>
<td>$(800,000)</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
</tr>
<tr>
<td>Copier Invoices from June</td>
<td>(149,300)</td>
</tr>
<tr>
<td>NovaNet Software (CIS)</td>
<td>(91,000)</td>
</tr>
<tr>
<td>Dancing in the Classroom</td>
<td>(38,000)</td>
</tr>
<tr>
<td>Podium</td>
<td>(12,000)</td>
</tr>
<tr>
<td>Athletic Equip Upgrades</td>
<td>(160,000)</td>
</tr>
<tr>
<td>Interactive Achievement</td>
<td>(197,000)</td>
</tr>
<tr>
<td>IA-Longitudinal Data Sys</td>
<td>(94,000)</td>
</tr>
<tr>
<td>Vacation Payouts</td>
<td>(263,800)</td>
</tr>
<tr>
<td>Sick Leave Payouts</td>
<td>(650,500)</td>
</tr>
<tr>
<td>IB Planning Carry-Over</td>
<td>(305,700)</td>
</tr>
<tr>
<td>PHSSA Carry-Over</td>
<td>(138,500)</td>
</tr>
<tr>
<td><strong>Total Expend Adds</strong></td>
<td>(2,099,800)</td>
</tr>
<tr>
<td><strong>Additional Reductions</strong></td>
<td>(2,899,800)</td>
</tr>
<tr>
<td><strong>Projected Fund Balance</strong></td>
<td>$600,200</td>
</tr>
</tbody>
</table>

Mr. Westbay presented the financial report. He shared that 5.8% of the budgeted revenues had been collected. Local revenues were transferred quarterly from the City based on expenditures for that quarter. Federal revenue in the General Fund were comprised of JROTC reimbursements and a bit of Impact Aid to offset the loss of sales tax on federal properties. The Purchase Orders outstanding at June 30, 2014 were rolled over as additional revenue to cover the payment of those goods and services delivered and paid for during the current school year.

Expenditures were presented by Function (State Appropriation Category) and by Object Group. The function of Operations and Maintenance contained the payment of division wide Insurance for the year that was paid in advance which drove that percentage expended year-to-date to 10%.

Object groups showed a typical expenditure pattern for this time of year. The largest expended to date groups of 54-Purchased Services reflected Tuition payments made in advance for the start of the year to the Governor’s Schools and to the Math Science
Center. The 55-Other Charges group reflected the general property and liability insurance paid at the beginning of each school year.

The financial statement is at the end of the minutes.

Mr. Westbay presented the recommended FY15 budget adjustments. He shared that the Superintendent’s reorganization had a balance remaining of approximately $210,000. Vacancies existed in two positions and there was additional salary lapse from vacancies in general that would generate more than $200,000 more. Several critical position reductions in the past had caused a significant impact on operational effectiveness. Additionally, current enrollment at two elementary schools demanded additional administrative staffing to effectively manage the instruction process. The following positions and reallocation of FY15 budget dollars were recommended:

**Dean of Administration**
- 1 addition @ Oak Grove $100,000
- 1 upgrade of Lead Teacher at Broad Rock $10,000

**Human Resources:**
- Employee Relations Coordinator $100,000
- Non-Contract Staffing Specialist $70,000

**Administrative Associates:**
- Curriculum & Instruction $50,000
- Ast. Supt. For Support Services & Chief of Staff $50,000

**Total Reallocation Request** $380,000

Mr. Sturtevant motioned and Ms. Gray seconded the approval of the recommended budget adjustment for FY15.

After discussion Ms. Gray called the question, seconded by Mr. Sturtevant, the Board voted 4 -3 to end the discussion. (Ms. Gray, Messrs. Sturtevant, Bourne, Jones voted aye; Mesdames Larson, Harris-Muhammed, and Pinkney Eppes voted nay; Mrs. Taylor and Mr. Coleman were not present for the vote.)

On a motion by Mr. Sturtevant, seconded by Ms. Gray, the School Board voted 5 – 2 to approve the recommended budget adjustments for FY15. (Mesdames Gray, Larson, Messrs. Sturtevant, Bourne, and Jones voted aye; Mesdames Harris-Muhammed and Pinkney Eppes voted nay; Mrs. Taylor and Mr. Coleman were not present for the vote.)

On a motion by Ms. Gray, seconded by Mr. Sturtevant, the School Board voted 7 – 0 to amend the approval of the recommended budget adjustments for FY15 and move John Marshall to the top of the list. (Mrs. Taylor and Mr. Coleman were not present for the vote.)

**Receive Middle School Schedule Update**

Mr. Jeffers the model presented previously changed the number of classes middle school students took from eight to six. The significant change was that students would attend their core classes every day and two electives. Students would attend their elective class on alternating days. Under the old model teachers saw 75 students per day and under the new model teachers saw 100 students per day; however, the staff ratio did not change. The concern was how to manage core classes as a result, of the change in the schedule. He shared that the Friday report would show how the administration was working on this to make it work.
New Business

Mr. Kranz updated the Board on recent playground fires. An independent lab had been hired to conduct testing on the flammability of the playground surfaces and equipment.

Mrs. Harris-Muhammed thanked everyone who attended the Back-to-School Rally on August 9th. She shared that the first Chat-N-Chew was scheduled for 6:00 p.m. on September 25th at Elkhardt Middle School. The topic was Bullying.

Mrs. Pinkney Eppes referred to articles on the CIP budget. She desired to know if the buildings would be safe for students in September. She also asked the Facilities Task Force to review some of the recommendations and report to the Board in September.

Mr. Bourne desired to know the status of the audit regarding acceptance of the Truancy Program because a report should have been received by the first meeting in August. He also shared information regarding same sex marriages being valid and urged Human Resources to be prepared.

On a motion by Mr. Bourne, seconded by Ms. Gray, the School Board voted 7 – 0 to authorize the Superintendent between now and the first day of school to hire in critical staffing needs provided there is a funding source and provide that information to the Board at the first meeting in September. (*Mrs. Taylor and Mr. Coleman were not present for the vote.*)

Closed Session

On a motion by Mr. Bourne, seconded by Mr. Sturtevant, the Board voted to go into closed session [Pursuant to the personnel exemption at §2.2-3711 (A) (1) (2) (7) and (29) of the Code of Virginia go into closed meeting to consider the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of the School Board, or for discussion, consideration, or interview of prospective candidates, to consider the admission or disciplinary matters or any other matters that would involve the disclosure of information contained in a scholastic record concerning a Richmond Public School student, for consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the School Board; and/or consultation with legal counsel employed or retained by the School Board regarding specific legal matters requiring the provision of legal advice by such counsel and for discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body

Open Session

On a motion by Mr. Sturtevant, seconded by Mrs. Pinkney Eppes, the School Board voted to go into open session.

Motion:    Mr. Sturtevant  Resolution:  3
Seconded:  Mrs. Pinkney Eppes  Date:  August 18, 2014

CERTIFICATION OF CLOSED MEETING
I move that the Richmond School Board direct its Clerk to call for a roll call vote of the Board’s members that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Richmond School Board.
VOTE
A roll call was taken of members present and it was unanimous that the closed meeting was conducted in accordance with prescribed laws.

AYES: (7) (Mesdames Gray, Larson, Pinkney Eppes, Harris-Muhammed, Messers Sturtevant, Bourne, and Jones)
NAY: (0)
ABSTENTIONS (0)
ABSENT DURING VOTE: (2) (Mesdames Harris-Muhammed, Taylor and Messrs. Coleman and Jones)
ABSENT DURING MEETING: (2) (Mrs. Taylor and Mr. Coleman)

Clerk

On a motion by Mr. Bourne, seconded by Dr. Jones the School Board voted 6 – 0 to approve adjusting the salary in employee matter #1415-02 as stated in the August 12, 2014 memorandum to Mr. Coleman and Mrs. Larson from Mr. Westbay. (Mesdames Harris-Muhammed, Taylor, and Mr. Coleman were not present for the vote.)

On a motion by Mr. Sturtevant, seconded by Ms. Gray, the School Board voted 6 – 0 to approve the Human Resources Actions. (Mesdames Harris-Muhammed, Taylor, and Mr. Coleman were not present for the vote.)

The being no further business, the meeting was adjourned at 11:24 p.m.

________________________________________
Clerk

________________________________________
Chair