

Agenda Item: 1641
PREP Board: 2.27.2013

PIEDMONT REGIONAL EDUCATION PROGRAM
BOARD MEETING
January 30, 2013

The PREP Joint Board of Control met on Wednesday, January 30, 2013, at 10:00 AM in the Ivy Creek School Gymnasium, located at 227 Lambs Lane, Charlottesville, Virginia.

BOARD MEMBERS PRESENT: Mr. Ned Gallaway, Albemarle County Schools Representative, Ms. Leah Puryear, Charlottesville City Schools Representative, Ms. Elizabeth Hutchins, Culpeper County Schools Representative, Ms. Brenda Pace, Fluvanna County Schools Representative, Mr. Jason Collier, Greene County Schools Representative, Mr. Greg Strickland, Louisa County Schools Representative, and Ms. Doreen Jenkins, Madison County Schools Representative.

BOARD MEMBERS ABSENT: Ms. Jane Mays, Nelson County Schools Representative and Mr. Chris Ubben, Rappahannock County Schools Representative.

STAFF MEMBERS PRESENT: Dr. Mary McManus, Executive Director: Ms. Joanne Tyler, Clerk: Dr. Nicholas Smith, Principal

A listing of Superintendents and Directors in attendance is on file in the PREP office.

Agenda Item No. 1. Call to Order – Approval of Agenda Dr. Mary McManus, Executive Director called the meeting to order at 10:07 a.m. and requested approval of agenda as amended. Agenda Item 1636 removed.

Mr. Ned Gallaway made a motion to approve the agenda as amended, and Ms. Doreen Jenkins seconded the motion. The motion passed unanimously.

Agenda Item No. 2. Action Items

1619. Election of the PREP Board Chair

Mr. Jason Collier nominated Ms. Leah Puryear as the PREP Board Chair and Mr. Ned Gallaway seconded the nomination. The nomination passed unanimously.

1620. Election of the PREP Vice Chair

Mr. Jason Collier nominated Mr. Ned Gallaway as the PREP Board Vice-Chair and Ms. Doreen Jenkins seconded the nomination. The nomination passed unanimously.

1621. Election of the Superintendent from the Superintendent's Committee

Dr. Matthew Eberhardt nominated Dr. Rosa Atkins as the Superintendent of the PREP Superintendent's Committee and Ms. Gena Keller seconded the nomination. The nomination passed unanimously.

1622. Appointment of the Clerk and the Deputy Clerk of the Board

Dr. Mary McManus recommended Ms. Joanne Tyler as the PREP Clerk and Ms. Natalie Wright as the PREP Deputy Clerk

Mr. Jason Collier recommended the appointment of Ms. Joanne Tyler as the PREP Clerk of the Board and Ms. Natalie Wright as the PREP Deputy Clerk of the Board and Ms. Doreen Jenkins seconded the appointment. The appointment passed unanimously.

Madam Chair, Ms. Leah Puryear, welcomed new Board Members and introductions were made.

Agenda Item No. 3 Consent Agenda Items

- 1623. Minutes of the October 24th Meeting
- 1624. Review of List of Claims for December

Agenda Item: 1641

PREP Board: 2.27.2013

- 1625. Review of Expenditures for December (A–E)
- 1626. Approval to Appropriate and Expend \$45,689.07 from Louisa County Schools Carryover Fund to Pay PREP's MD&A Bill# 4
- 1627. Approval to Appropriate and Expend \$11,619.97 from Louisa County Schools Medicaid Carryover Fund to Purchase Instructional Materials and Equipment
- 1628. Approval to Appropriate and Expend \$106,575.33 from Louisa County Schools Carryover Fund to Pay PREP MD& Bills 2&3
- 1629. Approval to Appropriate and Expend \$67,842.26 from Madison County Schools Medicaid Carryover Fund to Pay for a Behavior Coach and Behavioral Counseling Services
- 1630. Approval to Appropriate and Expend \$307,749.01 from Charlottesville City Schools Medicaid Carryover Funds to Purchase Instructional Materials and Supplies, etc...
- 1631. Approval to Appropriate and Expend \$381,000.00 from Charlottesville City Schools PREP Carryover Funds.
- 1632. Approval of New Staff – (A-C)

Agenda Item No. 4 Consent Agenda Items

- 1633. Approval of the Consent Agenda

Ms. Jason Collier made a motion to approve the consent agenda as presented and Mr. Greg Strickland seconded the motion. The motion passed unanimously.

Agenda Item No. 5 Information Items

- 1634. Issues to Be Resolved by the PREP Board in Changing Fiscal Agent – Discussion/PowerPoint (Mr. Ed Gillaspie, Director of Finance for Charlottesville City Schools and Dr. Mary McManus)

Dr. Mary McManus and Mr. Ed Gillaspie, Director of Finance for Charlottesville City Schools presented to the Board Issues to Be Resolved by the PREP Board in Changing Fiscal Agent.

Dr. McManus reminded the Board, Charlottesville City Schools was PREP's Fiscal Agent from existence through 1994. PREP has been with Fluvanna since 1994.

Dr. McManus requested a memorandum of understanding be developed which would specify the duties of the School Board, Treasurer, and PREP. There currently is not one in place now and nor has there ever been. The appropriate attorneys would need to be create and review the memorandum of understanding.

Financial Implications

Differences in policies and procedures

Full-time Employee Benefits

PREP uses a company that oversees all of the tax shelter annuities & flex benefits.

Sick Leave Bank – accumulated sick leave pay-out

Wellness program

Personnel leave policies – how many days employees are allowed to have?

(Numbers of days an employee can accumulate)

Health Insurance

Dental & Vision Insurance

Mr. Gillaspie informed the Board, Charlottesville has an Eight Vendor Panel to choose from with regards to Tax Shelter Annuities.

Charlottesville is currently with Coventry Health Plan, same as Fluvanna, however, employee contributions differ between districts, as well as PREP.

Mr. Gillaspie mentioned to the Board, managerially, it would be better to stay with Charlottesville's plans/policies.

Dr. McManus requested the Board look at the part-time employee benefits, and define part-time employees.

Agenda Item: 1641

PREP Board: 2.27.2013

Charlottesville and Fluvanna have different definitions of a part-time employee.

Fluvanna: Full Health for part-time employees

Charlottesville: Earn part of Health and leave benefits. They do not receive full health.

Dr. McManus will survey the part-time PREP employees this will affect.

Retirement Benefits – Major differences, currently the PREP BOARD is using the Fluvanna ERIP policies.

Ms. Leah Puryear requested the costs associated with any changes before voting on any changes. As well, Mr. Ned Gallaway requested specific implications for the Board and for the employee prior to voting on any changes.

1635. Document key business processes and controls – Discussion (Mr. Frank Spasoff of Cherry, Bekaert & Holland and Dr. McManus)

Dr. Mary McManus started out the discussion first by thanking Dr. Atkins and Dr. Jeck, along with Mr. Collier and Ms. Puryear for meeting with Mr. Spasoff and getting this process started. With PREP transitioning from Fluvanna and over to Charlottesville, having oversight on the financial manuals and the budget processes that we have in place and making sure that it is smooth transition into Charlottesville is a good idea.

Mr. Spasoff informed the Board, they are very early in this process. He had one meeting back in November and subsequently met with Dr. McManus and Ms. Tyler Monday of this week.

The manual will lay out some of the areas most important in terms of transitions and in gaining clarity as it relates to the financial processes of this organization.

PREP has existing procedures in place that will be helpful in this process.

Mr. Ed Gillaspie requested this be a “living” document and asked the board to task the Director with that.

Mr. Spasoff estimates a couple hundred man hours in creating this manual, between manager and partner level and some use of folks at the lower level. Mr. Spasoff estimated the cost of creating this manual between \$25,000 - \$28,000.00. The deliverable would be the finance manual and administrative processes, and recommendation of governance in reference to the by-laws.

Ms. Jenkins asked if the Board needed an RFQ or RFP? Ms. Keller, informed the Board it is \$30,000 and therefore, the Board would not need to go out to bid. Dr. McManus verified the Fluvanna policy on-line during the meeting.

Mr. Ned Gallaway made a motion to approve creating Finance Manual for PREP using the services of Cherry, Bekaert & Holland and Mr. Jason Collier seconded the motion. The motion passed unanimously.

Mr. Ned Gallaway made a motion to approve the appropriation and expenditure up to \$30,000.00 in contingency funds to create a finance manual and Mr. Gregory Strickland seconded the motion. The motion passed unanimously.

Mr. Ned Gallaway made an amendment to approve creating a Finance and Key Business Processes and Controls Manual for PREP and Mr. Jason Collier seconded the motion. The motion passed unanimously.

~~1636. By Law Revisions – Enclosed – REMOVED~~

1637. First Reading of the FY 2012 Financial Statement – Enclosed

Dr. McManus updated the Board on the FY2012 Financial Statement. Dr. McManus informed the Board PREP does have a number of different internal controls prior to making it to the audit. PREP has to submit their financial statement and tuition rates to the state. For the last six years, PREP has hired an independent accountant prior to the audit.

Robinson, Farmer's & Cox has informed PREP and the Board, outstanding checks were not identified by the County Treasurer's Office in the last few years nor the auditors. PREP is currently working with the Treasurers'

Agenda Item: 1641

PREP Board: 2.27.2013

office to notify the vendors and take care of the unclaimed checks. In the audit as well, PREP discovered a discrepancy with Louisa Medicaid Carryover Funds. Dr. McManus informed the Board PREP will be meeting with the auditors next week to resolve this issue. PREP believes the Auditors did not credit PREP with Louisa Medicaid funds to pay a PREP bill from last year.

1638. First Presentation of the FY2014 Budget – Budget Enclosed/ Power Point Presentation

Dr. McManus reminded the Board that PREP is established by the Code of Virginia with a Joint Board of Control. She reminded the Board, they have the same powers as an individual School Board, in terms of budgeting and employment. Currently, PREP has nine (9) participating school divisions and PREP's fiscal agent is Fluvanna County. PREP does provide services to Orange County Schools, as a fee for service.

Dr. McManus informed the Board, the majority of PREP's revenue comes from local funds, state provides very little funds through Vision and Tech grants, and federal funds are generated by Medicaid reimbursement.

Dr. McManus presented the Board with the FY2014 PREP Operating Budget.

1639. Discussion of Regional Cooperation – JLARC Study Enclosed

Dr. McManus presented the Board with the JLARC Study that was conducted last year. JLARC spoke with three (3) regional programs, PREP, SESEP, and New Horizons.

Regional programs deliver services to students in their home schools, in a neighboring division's schools, or in a separate regional day school.

There are twelve (12) regional programs through-out Virginia with almost half of the 132 school divisions participating. All twelve (12) regional programs have remained in operation for several decades. PREP since 1975.

PREP's challenges and issues

- Funding
- Logistics
- Local Control
- Accountability
- Communication

Dr. Atkins requested a regional collaboration with the Infant Toddler program. Dr. Collins was very interested in this as well. Dr. McManus informed the Board she had already met with Ms. Susan Shaw with the Infant Toddler Connection in December. Ms. Susan Shaw wanted to see if PREP could take over the program or help with services.

Board members, Ms. Elizabeth Hutchins, Culpeper County Schools Representative and Ms. Doreen Jenkins, Madison County Schools Representative excused themselves from the meeting at 12:13 pm.

Chapter II (two) of the JLARC study provides information of the Regional Program with regards to Special Education.

1640. Ivy Creek and PREP Updates

Life after High School – transition Conference- March 2nd at Charlottesville Albemarle Technical Education Center

Parent Conference, March 6th at Ivy Creek School

TTAC In-service with Judy Sweeny, March 22nd at the Comfort Inn in Charlottesville

5 sessions of social skills groups with students with Asperger and their parents, starting February 4th

Agenda Item No. 6 Closed Meeting

Agenda Item: 1641

PREP Board: 2.27.2013

At 12:16 pm Mr. Jason Collier made a motion and Mr. Greg Strickland seconded the motion, to go into Closed Session pursuant to Section 2.2-3711(A) (6) of the Code of Virginia for the purpose of discussing consideration Specific Appointee of PREP.

Agenda Item No. 7 Certified Closed Meeting

At 12:57 pm, the Clerk called roll and each School Board Member present certified by an affirmative vote that only those matters under the stated codes were discussed.

WHEREAS, the Piedmont Regional Education Program Joint Board has convened a Closed Session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712(D) of the Code of Virginia requires a certification by this School Board that such Closed Session was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Piedmont Regional Education Program Joint Board hereby certifies 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 session to which this certification applies, and (ii) only such public business matters as were identified in the motion convening the Closed Session were heard, discussed, or considered.

Ayes: Mr. Ned Gallaway, Albemarle County Schools Representative, Ms. Leah Puryear, Charlottesville City Schools Representative, Ms. Brenda Pace, Fluvanna County Schools Representative, Mr. Jason Collier, Greene County Schools Representative, and Mr. Greg Strickland, Louisa County Schools Representative

Nays: None

Abstentions: None

Agenda Item No.8 Adjournment

Ms. Leah Puryear made a motion to adjourn, hearing no objections, the meeting adjourned at 12:59 pm.

Respectfully Submitted:

Chair, PREP Joint Board of Control

Clerk, PREP Joint Board of Control