

Agenda Item: 1845
PREP Board: 10.22.2014

PIEDMONT REGIONAL EDUCATION PROGRAM
BOARD MEETING
September 24, 2014

The PREP Joint Board of Control met on Wednesday, September 24, 2014, at 10:00 AM at the Albemarle County Office Building, Room 320, located at 401 McIntire Road, Charlottesville

BOARD MEMBERS PRESENT: Ms. Leah Puryear, Charlottesville City Schools Representative; Mr. Ned Gallaway, Albemarle County Schools Representative, Ms. Elizabeth Hutchins, Culpeper County Schools Representative, Ms. Brenda Pace, Fluvanna County Schools Representative, and Ms. Sharon Mack, Greene County Schools Representative

Ms. Doreen Jenkins, Madison County Schools Representative, arrived at 10:13 am

BOARD MEMBERS ABSENT: Mr. Greg Strickland, Louisa County Schools Representative; Ms. Aline Johnson, Rappahannock County Schools Representative; and Ms. Jane Mays, Nelson County Schools Representative

STAFF MEMBERS PRESENT: Dr. Toni Elitharp, 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 Amended Agenda as Presented

Madam Chair, Leah Puryear, called the meeting to order at 10:08 a.m.

Introductions were made

Ms. Brenda Pace made a motion to approve the agenda as amended and Ms. Elizabeth Hutchins seconded the motion. The motion passed unanimously.

Ms. Jenkins was absent during the vote.

Agenda Item No. 2 Public Comment

Public comments opened at 10:14 am and closed at 10:16 am.

Public comments were heard from Ms. Diane Talarico-Cavanaugh. Ms. Talarico-Cavanaugh informed the Board of the upcoming Assistive Technology conference PREP is sponsoring, Friday, September 26th.

Ms. Talarico-Cavanaugh expressed concern on behalf of the PREP staff with regards to the future of ERIP program.

Agenda Item No. 3 Consent Agenda Items

- 1819. Minutes of the May 28, 2014, PREP Board Meeting
- 1820. Review of List of Claims for August 2014
- 1821. Review of Revenues & Expenditures for August 2014 (A-E)
- 1822. Approval to Appropriate and Expend \$83,736.37 in Medicaid Carryover Funds for Madison County Public Schools
- 1823. Approval to Appropriate and Expend \$15,000.00 in Medicaid Carryover Funds for Fluvanna County Public Schools
- 1824. Approval to Appropriate and Expend \$205,000.00 in PREP Carryover Funds for Louisa County Public Schools
- 1825. Approval to Appropriate and Expend \$41,868.18 in Medicaid Carryover Funds for Louisa County Public Schools
- 1826. Approval to Appropriate and Expend \$40,000.00 in Medicaid Carryover Funds for Greene County Public Schools
- 1827. Approval to Appropriate and Expend \$6,792.50 in Contingency Funds for July & August 2014 Attorney Fees
- 1828. Approval to Appropriate and Expend \$17,162.00 in Contingency Funds for July & August 2014 Health Insurance Differential Fee

Agenda Item: 1845

PREP Board: 10.22.2014

- 1829. Approval to Appropriate and Expend \$4,930.94 in Related Service New Equipment for Parent Resource Contingency Grant
- 1830. Approval of New Staff (A-C)

Agenda Item No. 4 Action Items

1831. Approval of Consent Agenda Items

Mr. Ned Gallaway made a motion to approve the Consent Agenda Items and Ms. Brenda Pace seconded the motion. The motion passed unanimously.

1831a. Appoint members of the PREP Equal Opportunity/Non-Discrimination Committee

Mr. Ned Gallaway made a motion to approve and ratify the appointment of Board Members, Elizabeth Hutchins, Brenda Pace, and Doreen Jenkins to serve on the PREP Equal Opportunity/Non-Discrimination Committee and that their appointment shall be valid until the Board's next organizational meeting and Ms. Sharon Mack seconded the motion and ratification. The motion passed unanimously.

Agenda Item No. 5 Information Items

1832. Revision to FY2015 Budget

Dr. Elitharp updated the Board on the revisions to the FY2015 Budget.

1833. Increase Participation in Regional Tuition Reimbursement Program

Dr. Elitharp informed the Board on the increase of participation in the regional tuition reimbursement program. Dr. Moran requested Dr. Elitharp inform the districts and Board annually on the savings of participating in the PREP Program. Dr. Elitharp mentioned she would also meet with each district and their finance department to go over the PREP program as well as update the Board.

1834. PRN Rates for Occupational and Physical Therapist

Dr. Elitharp updated the Board on the PRN rates for the Occupational and Physical Therapist's.

1835. Evaluation Tool for Occupational and Physical Therapist

Dr. Elitharp updated the Board on the evaluation tool for the Occupation and Physical Therapist's. Dr. Elitharp informed the Board PREP would like to use this evaluation tool this year as a pilot, as a self-assessment and then make changes as they go along to make sure it is measurable.

1836. Early Retirement Incentive Program

Dr. Elitharp updated the Board on the Early Retirement Incentive Program (ERIP). Dr. Elitharp recommended that the Board deny this Program for the next fiscal year. Dr. Elitharp mentioned that PREP currently has twenty (20) employees who are at the age of retirement. She informed the Board that PREP does not have the need for all twenty (20) retirees, it exceeds the need and PREP cannot afford it at a rate of up to twelve thousand dollars each at twenty (20) retirees, would cost over two hundred thousand dollars. Dr. Elitharp reminded the Board the policy for this program is to be looked at annually. She also reminded the Board that this program was not approved last year.

Dr. Moran inquired if the Directors would be able to use this program in a modify way, if there are needs out there in terms of specialty support, if there was some sort of modification that could help the districts, in terms of building capacity.

Dr. Atkins mentioned that substitute teaching is always a need in the district, and suggested having PREP's retirees support the divisions. She also suggested revising the policy by having the employees notify PREP by January of their intention of retiring.

Agenda Item: 1845

PREP Board: 10.22.2014

Ms. Keller informed the Board, Fluvanna implemented more of a project focus by creating slots. Fluvanna would have the employees apply for the projects by January.

Dr. Moran mentioned that Albemarle's ERIP program does not tie a position to a retiree.

1837. Comprehensive Plan

Dr. Elitharp informed the Board of the Comprehensive Plan.

Dr. Elitharp requested the board review the documents and inform her of concerns and questions.

1838. Finance Manual and Governance Document

Dr. Elitharp updated the Board on the Finance Manual and Governance Document. She presented the Board with the Finance Manual. Dr. Elitharp expressed her concern with the Board because the firm PREP worked with did not put their name nor updates in the Manual. She mentioned the firm may have hesitated putting their name in the manual because PREP did most of the work and did most of the updates. Dr. Elitharp informed the Board that the firm that was hired did not complete the Governance Document. Dr. Elitharp presented the Board with a draft of the Governance Manual that she has been working on. She informed the Board that she would like permission for the PREP attorney to review the draft copy of the Governance Manual.

Dr. Moran suggested that PREP move to a more electronic based documents.

Madam Chair expressed her gratitude to the Director and Clerk of the Board for their diligence in getting the manuals created and for pursuing the firm and holding them accountable.

1839. Medicaid Update

Dr. Elitharp updated the Board on Medicaid. She mentioned that PREP never fully funded the Medicaid Program. PREP has been paying for the program's deficit by using contingency funds.

Mr. Gallaway requested moving the proper positions payroll line where they are supposed to be and report back to the Board what would need to be moved from contingency at the next meeting, October 22nd.

Agenda Item No. 6 Action Items

1840. Approval of the FY2015 Budget

Ms. Elizabeth Hutchins made a motion to approve the revision/adjustments to the FY2015 Budget and Ms. Doreen Jenkins seconded the motion. The motion passed unanimously.

1841. Approval of Regional Reimbursement Program

Dr. Elitharp reminded the Board that to participate in the reimbursement program, the teachers and students in the districts PREP costs have to be backed out of the district cost.

Dr. Moran inquired if Dr. Elitharp could put that in writing. Dr. Elitharp agreed and mentioned that she has met with all the districts finance departments and would continue to meet with them.

Ms. Elizabeth Hutchins made a motion to approve considering including Madison and Orange County Public Schools and increased participation by Louisa County Public Schools in the regional reimbursement programs if they so choose and Ms. Brenda Pace seconded the motion. The motion passed unanimously.

1842. Approval of PRN rates for Occupational and Physical Therapist

Mr. Ned Gallaway made a motion to approve the PRN rate of \$45.00 per hour for Occupational and Physical Therapist's and \$38.00 per hour for Certified Occupational Therapy Assistants and Certified Physical Therapy Assistant's and Ms. Doreen Jenkins seconded the motion. The motion passed unanimously.

1843. Approval of Early Retirement Incentive Program

Agenda Item: 1845
PREP Board: 10.22.2014

Tabled until the October meeting.

1844. Approval of Finance Manual and Governance Document Re-Appropriate of Project Cost

Madam chair inquired if all the districts have moved to electronic Board documents. Board members present confirmed. Madam chair asked the Clerk to contact CATEC to see how they administer their Board meetings and documents.

Mr. Ned Gallaway made a motion to approve re-appropriating the \$11,000.00 credit from Cherry, Beckart & Holland project to the Related Services Program to purchase new laptops to assist PREP to re-establish the computer refresh cycle and Ms. Brenda Pace seconded the motion. The motion passed unanimously.

Ms. Elizabeth Hutchins made a motion to approve the use of contingency funds to allow counsel to review the included processes outlined specific to PREP in the draft copy of the Governance Manual and Ms. Doreen Jenkins seconded the motion. The motion was amended.

Mr. Gallaway suggested having a discussion with the school board attorney prior to reviewing the document to have him provide an estimate on the cost of reviewing the governance manual.

Ms. Elizabeth Hutchins amended the previous motion to approve the Executive Director contacting the school board attorney to receive an estimate on how much it would cost to provide council to review the fiancé manual and Ms. Doreen Jenkins seconded the motion. The motion passed unanimously.

Agenda Item No. 7 Closed Meeting

At 11:40 am Mr. Ned Gallaway made a motion to move to closed session pursuant to Virginia Code section 2.2-3711 (A)(1) for the purpose of discussing employee matters and Ms. Elizabeth Hutchins seconded the motion. The motion passed unanimously.

Madam Chair requested that the school Superintendents present attend the closed session.

Agenda Item No. 8 Certified Closed Meeting

At 12:40 pm Mr. Ned Gallaway offered a motion that the Board certify by recorded vote that to the best of each Board member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the Closed Meeting were heard, discussed or considered in the Closed Meeting. Ms. Elizabeth Hutchins seconded the motion. 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. The motion passed unanimously.

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. Elizabeth Hutchins, Culpeper County Schools Representative, Ms. Sharon Mack, Greene County Schools Representative, Ms. Brenda Pace, Fluvanna County Schools Representative

Nays: None

Agenda Item: 1845
PREP Board: 10.22.2014

Abstentions: None

Ms. Doreen Jenkins excused herself from the meeting at 12:15 pm.

Agenda Item No. 9 Comments

There were no comments

Agenda Item No. 10 Adjournment

Ms. Elizabeth Hutchins made a motion to approve adjournment at 12:41 p.m. and Mr. Ned Gallaway seconded the motion. The motion passed unanimously.

Respectfully Submitted:

Chair, PREP Joint Board of Control

Clerk, PREP Joint Board of Control