

PIEDMONT REGIONAL EDUCATION PROGRAM

BOARD MEETING

January 28, 2015

The PREP Joint Board of Control met on Wednesday January 28, 2015, at 10:00 AM at the Albemarle County Office Building Room 320, 401 McIntire Rd Charlottesville VA.

BOARD MEMBERS PRESENT: Dr. 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, Ms. Doreen Jenkins, Madison County Schools, Mr. Gregory Strickland.

BOARD MEMBERS ABSENT: Ms. Aline Johnson, Rappahannock County Schools Representative and Mr. David Parr Nelson County Schools Representative.

STAFF MEMBERS PRESENT: Dr. Toni Elitharp, Executive Director: Ms. Joanne Tyler, Clerk: Dr. Nicholas Smith, Principal, Bonnie Lyon Bookkeeper.

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

Madam Chair Leah Puryear, called the meeting to order at 10:04 a.m.

Mr. Greg Strickland made a motion to approve the agenda and Ms. Elizabeth Hutchins seconded the motion. The motion passed unanimously.

Dr. Elitharp acknowledged School Board Members

Dr. Elitharp showed the Board a student made platter to present to Retiring Nelson County Board Member Ms. Mays at an upcoming meeting.

Agenda Item No. 2 Public Comment

Public comment was heard from:

No public comment

Agenda Item No. 3 Action Items

1865. Election of the PREP Board Chairman

Ms. Elizabeth Hutchins nominated Dr. Ned Gallaway as the Chairman of the PREP Joint Board of Control. Mr. Greg Strickland seconded the nomination of Dr. Ned Gallaway as Chairman. The election passed unanimously.

1866. Election of the Vice-Chairman

Dr. Ned Gallaway nominated Ms. Elizabeth Hutchins as the Vice Chairman of the PREP Joint Board of Control. Ms. Brenda Pace seconded the nomination of Ms. Elizabeth Hutchins as Vice Chairman. The election passed unanimously.

1867 Election of the Superintendent from the Superintendent's Committee

Dr. Rosa Atkins moved to nominate Dr. Pamela Moran as Executive Superintendent of PREP. Dr. Matthew Eberhardt seconded the nomination to appoint Dr. Pam Moran as the Executive Superintendent of Record for PREP. The election passed unanimously.

1868. Appointment of the Clerk and the Deputy Clerk of the Board

Dr. Toni Elitharp Recommended appointing Bonnie Lyon as the Clerk of the PREP Board and Joanne Tyler as Deputy Clerk of the PREP Board. Ms. Brenda Pace Seconded the recommendation. The Appointments passed unanimously.

1868a. Appoint members of the PREP Equal Opportunity/Non-Discrimination Committee

Mr. Greg Strickland Recommended appointing Mr. Jason Collier, Ms. Doreen Jenkins, Ms. Brenda Pace, Ms. Elizabeth Hutchins seconded the recommendation. The Appointments passed unanimously.

Agenda Item No. 4 Consent Agenda Items

1869. Minutes of the October 22, 2014, PREP Board Meeting

1870. Review of List of Claims for December 2014

Dr. Ned Gallaway asked to remove this item for clarification.

1871. Review of Revenues & Expenditures for December 2014(A-E)

1872. Approval to Appropriate and Expend \$5,750.00 in Contingency Funds for Ivy Creek Enrichment Program-(A-C)

1872.D.Approval to accept donation to Ivy Creek School Activity Fund In the amount of \$50.00 from Ashley Church-Enclosed.

1873. Approval to Appropriate and Expend \$1,435.00 in Contingency Funds for October, November and December for Attorney fees

1874. Approval to Appropriate and Expend \$4,786.29 in Contingency Funds for the OT/PT Conference

1875. Approval to Appropriate and Expend \$43,000.00 in Medicaid Carryover Funds for Albemarle County Public Schools

1876. Approval of New Staff (A-B)

Dr. Gallaway requested to remove agenda item 1870, List of Claims for December 2014.

Agenda Item No. 5 Action Items

1877. Approval of Consent Agenda Items

Mr. Greg Strickland made a motion to approve the Consent Agenda Items with the abstention of agenda item 1870. Ms. Elizabeth Hutchins seconded the motion. The motion passed unanimously

- 1870.** Dr. Ned Gallaway asked to remove this item for clarification specifically on the Amazon purchases. Dr. Gallaway requested that future purchases have an itemized listing of items purchased.

Ms. Leah Puryear made a motion to approve the List of Claims for December 2014 and Ms. Brenda Pace seconded the motion. The motion passed unanimously

Agenda Item No. 6 Information Items

- 1878.** Board Recognitions for School Board Appreciation Month
Board recognition was done following approval of agenda.
- 1879.** Rappahannock County Public School-Dr. Elitharp acknowledged their request to withdraw from the program.
- 1880.** Orange County Public Schools-Dr. Elitharp acknowledged their request to participate in the program.
- 1881.** Early Retirement Incentive Program-Dr. Elitharp informed the Board PREP would follow the Fluvanna Plan, and this will be looked at each year. Employees would notify PREP in January of each year if they wish to participate.
- 1882.** Corporate Partnership with ACAC Fitness and Anytime Wellness Center. Dr. Elitharp informed the Board the cost to the Board would be \$4500.00 from Contingency for PREP's participation.
- 1883.** Records Retention –Dr. Elitharp informed the Board that Attorney Rodney Young advised to follow the Library of Virginia rules.
- 1884.** Financial Services Agreement - Dr. Elitharp advised the cost for this will be \$71,000 and Fluvanna will continue to be PREP's Fiscal Agent.
- 1885.** Health Insurance FY16 –Dr. Elitharp informed the Board of an increase of \$25,000 to the PREP Board, holding the employees harmless. Ms. Keller confirmed the plan will not change, but there is likely to be a cost increase of 3-5% at the most.
- 1886.** First Presentation of FY16 Budget-Dr. Elitharp presented the Board with the first presentation of the FY2016 Budget and discussed the budget development process.

Dr. Elitharp discussed the Annual Expenditures and Assumptions taken into consideration in developing the projected FY15 budget:

- Lease payment to Albemarle County for Ivy Creek School – Sixteenth year of twenty year lease (approx. \$175,677,00 annual)
- Cost to Fiscal Agent (\$71,000)

Health Insurance Rates – (Board's share-should be \$575.00 Employee only), with no additional cost differential for Fluvanna including PREP personnel in Fluvanna;s HMP.

- Composite Index for Localities determines State Reimbursement rates for each LEA
- Virginia Retirement System Employer Contribution (14.50%)
- FICA and Medicare (FICA- 7.65% employer contribution)
- Retiree Health Care Credit (1.18 % employer contribution)
- Group Life Insurance (1.33 % employer contribution)
- Workman's Compensation (\$10,000), Unemployment (.87% of first \$8,000)

Dr. Elitharp presented the Board with a power point presentation providing several different variations of the FY2016 Operating Budget.

Board Meeting:

- 1% increase for employees
- 2 % increase for employees
- Step only for employees
- 1 Step plus 1% for employees
- 1 Step plus 2% for employees

Dr. Elitharp mentioned she met with district Superintendents, Special Ed Directors, and Finance Directors in the last couple of months to explain the Budget Process and gather the Districts PREP budget request. She also opened up budget sessions for PREP staff. She mentioned her goal is to have everyone understand how the budget is put together. Each school district requested emails of the breakdown of their own districts information to present to their Boards.

Dr. Elitharp reminded the Board that school divisions who participate in the reimbursement programs do not get Average Daily Membership (ADM) for students listed in those programs. She mentioned school divisions receive more money back from the state by participating

Dr. Elitharp offered to meet with school districts respective Boards to go over the benefits of participation in the regional reimbursement programs

Agenda Item No. 7 Action Items

1887. Approval of the FY2014 Audit

Mr. Greg Strickland made a motion to approve the FY2014 Audit and Ms. Leah Puryear seconded the motion. The motion passed unanimously

1888. Approval of Rappahannock County Public Schools Withdrawal from PREP,

Ms. Leah Puryear made a motion to approve Rappahannock County Public Schools request to terminate Participation in the Piedmont Regional Education Program and withdrawal from the governance of the program under By-Laws Article VIII, Section (c) while continuing to provide for provisions under Article VIII, Section (d) and Ms. Brenda Pace seconded the motion. The motion passed unanimously

1889. Approval of Orange County Public Schools Participation with PREP

Ms. Leah Puryear made a motion to approve Orange County Public School's request to re-establish participation in the governance of the Piedmont Regional Education Program and Ms. Brenda Pace seconded the motion. The motion passed unanimously

1890. Approval of Early Retirement Incentive Program

Ms. Leah Puryear made a motion to approve the Extended Service Program for the retirees out of FY2016 and Mr. Greg Strickland seconded the motion. The motion passed unanimously.

1891. Approval of Corporate Partnership with ACAC Fitness and Anytime Wellness Center

Ms. Leah Puryear made a motion to approve PREP's participation in offering the Corporate Memberships with ACAC Fitness and Anytime Fitness and the costs associated with participation in the Corporate Partnerships and Mr. Greg Strickland seconded the motion. The motion carried 4 -2 with Mr. Jason Collier and Ms. Elizabeth Hutchins opposing.

1892. Approval of Records Officer/Liaison

Ms. Elizabeth Hutchins made a motion to approve designating the clerk of the Board as the records officer/liaison with verification of this designation provided to the Library of Virginia Records Analysis Services and Ms. Brenda Pace seconded the motion. The motion passed unanimously.

Ms. Elizabeth Hutchins made a motion to approve an expenditure of \$1,300.00 from the contingency fund to purchase a Fire Resistant Fire Cabinet for records retention and safety and Ms. Leah Puryear seconded the motion. The motion passed unanimously.

1893. Approval of Financial Services Agreement, Fiscal Agent (Fluvanna)

Ms. Leah Puryear made a motion to approve the cost for Fiscal Agent services at a cost of \$71,000.00 as defined in the "Projected Expense" document and the amended Memorandum of Agreement dated March 26, 2014, and Mr. Greg Strickland seconded the motion. The motion passed unanimously.

1894. Approval of Health Insurance FY2016

Ms. Keller expressed concern that the Board is approving components of a budget that will ultimately be part of the budget.

Dr. Gallaway expressed his concern to the Board, asking if the Board is committing to the 4.1% increase to health insurance and \$71,000.00 to the fiscal agent versus giving the director direction to use those figures as place holders.

Ms. Doreen Jenkins made a motion to direct the executive director to use the increase in the recommendation of health insurance to 4.1% to create a budget and Mr. Greg Strickland seconded the motion. The motion passed unanimously.

Agenda Item No. 8 Comments

A. Board Members

Mr. Greg Strickland thanked Dr. Elitharp for the Budget Presentation and extended his appreciation for her hard work. All Board Members present extended their appreciation as well.

Leah Puryear informed the Board, Charlottesville Board Representative, Amy Laufer wanted to inform the PREP Board that the state is revising the IEP form.

Ms. Laufer also stated there was ongoing discussions regarding school divisions having a professional development day for staff on assisting families with applying for waivers.

Ms. Leah Puryear thanked the Board for the guidance and patience during her time as the Chair.

Dr. Ned Gallaway acknowledged Ms. Puryear and Ms. Tyler for their service to PREP.

Ms. Elizabeth Hutchins thanked Dr. Elitharp for breaking down the budget, and also thanked the students for the gifts they presented.

Dr. Elitharp expressed her gratitude for the support she has received through-out the school divisions.

Ms. Keller thanked Dr. Elitharp for the budget breakdown and requested Dr. Elitharp present the budget breakdown to her Board.

Dr. Eberhardt expressed his gratitude to the Dr. Atkins and Ms. Puryear for their hard work and dedication to PREP during these the last two years.

Dr. Atkins thanked all the Board members for their support

B. Superintendents- no comments

C. Directors- no comments

D. Public- no comments

E.

Agenda Item No. 9 Closed Meeting

At 12:07 pm Mr. Greg Strickland 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; Ms. Elizabeth Hutchins seconded the motion. The motion passed unanimously.

Only Board members were invited to the Closed Session, along with Dr. Elitharp.

Agenda Item No. 10 Certified Closed Meeting

At 12:18 pm Ms. Elizabeth Hutchins 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. Leah Puryear 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. 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

Nays: None

Abstentions: None

Ms. Elizabeth Hutchins made a motion to approve The request Executive Director made for Employee "A" and Ms. Leah Puryear seconded the motion. The motion passed unanimously.

Agenda Item No. 11 Adjournment

Ms. Doreen Jenkins made a motion to approve adjournment at 12:20 and Mr. Greg Strickland seconded the motion.

The motion passed unanimously. The meeting adjourned at 12:20 PM.

Respectfully Submitted:

Chair, PREP Joint Board of Control

Clerk, PREP Joint Board of Control

Board Meeting: