

PIEDMONT REGIONAL EDUCATION PROGRAM

BOARD MEETING

May 27, 2015

The PREP Joint Board of Control met on Wednesday May 27, 2015, at 10:00 AM at the Albemarle County Office Building Room 241, 401 McIntire Rd Charlottesville VA.

BOARD MEMBERS PRESENT: Chair Dr. Ned Gallaway, Albemarle County Schools, Vice Chair Ms. Elizabeth Hutchins, Culpeper County Schools, Ms. Leah Puryear, Charlottesville City Schools, Ms. Doreen Jenkins, Madison County Schools, Ms. Carol Couch, Orange County Schools, Ms. Brenda Pace, Fluvanna County Schools,

BOARD MEMBERS ABSENT: Mr. Gregory Strickland, Louisa County Schools, Mr. Jason Collier, Greene County Schools, Mr. David Parr, Nelson County Schools

STAFF MEMBERS PRESENT: Dr. Toni Elitharp, Executive Director, Bonnie Lyon, Clerk of Board, Diane Talerico-Cavanaugh, Autism Specialist, Dr. Nick Smith, Principal Ivy Creek School.

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

Chair Dr. Ned Gallaway called the meeting to order at 10:05 a.m.

Ms Elizabeth Hutchins made a motion to approve the agenda and Ms. Doreen Jenkins seconded the motion. The motion passed unanimously

Agenda Item No. 2. Public Comments

No public comments

Agenda Item No. 3. Consent Agenda Items

- 1913.** Minutes of the February 25, 2015 PREP Board Meeting
- 1914.** Claims for April 2015
- 1915.** Review of Revenues and Expenditures for April 2015 (A-E)
- 1916.** Approval of New Staff (A-E)
- 1917.** Approval of Retirement/Resignation of Staff (A-D)
- 1918.** Approval to Appropriate and Expend \$440.00 in Contingency Funds for April 2015 Attorney Fees
- 1919.** Approval to accept donation to Ivy Creek School Arts Enrichment Fund in the amount of \$1,000.00 from Westminster Presbyterian Church
- 1920.** Approval to Appropriate and Expend \$302,898.74 Albemarle County Public Schools Medicaid Carryover.
- 1921.** Approval to Appropriate and Expend \$140,000.00 Madison County Public Schools Medicaid Carryover.
- 1922.** Approval to Appropriate and Expend \$18,638.00 in Medicaid Carryover Fund for Fluvanna County Public Schools.

Agenda Item No. 4. Action Items

- 1923.** Approval of Consent Agenda Items
Ms Elizabeth Hutchins made a motion to approve the Consent Agenda Items and Ms. Doreen Jenkins seconded the motion. The motion passed unanimously.

Agenda Item No. 5. Information Items

Dr. Elitharp shared an audio recording of a Mother’s Day song written and performed by one of PREP’s students.

- 1924.** Dr. Elitharp recommended The Board’s practice of adopting the Albemarle County school calendar for Ivy Creek Schools continues to provide the best solution and maintains consistency with past practices.

Adopting each of the participating school division’s calendars for PREP staff continues to allow for maximum number of instructional days for all students serviced through PREP.

It is recommended that the PREP Board maintain the current schedule of meetings being held from 10:00 AM – 12:00 PM, six (6) times annually on the dates and locations provided below:

PREP BOARD MEETINGS

September 23, 2015	Albemarle County Office – Room 235	10:00 AM – 12:00 PM
October 21, 2015	Albemarle County Office – Room 241	10:00 AM – 12:00 PM
January 27, 2016	Albemarle County Office – Room 235	10:00 AM – 12:00 PM
February 24, 2016	Albemarle County Office – Room 235	10:00 AM – 12:00 PM
March 23, 2016	Albemarle County Office – Room 235	10:00 AM – 12:00 PM
May 25, 2016	Albemarle County Office – Room 241	10:00 AM – 12:00 PM

PREP BUDGET CALENDAR

September 23, 2015	Budget Discussion – Special Education Director’s Meeting*
October 21, 2015	Budget Requests Document to Special Education Directors*
December 7, 2015	Division budget documents due with salaries and fringes*
January 4-8, 2016	Superintendent’s verify budget requests
January 11, 2016	Administrative Team reviews budget
January 18, 2016	Divisions receive first draft of PREP budget
January 27, 2016	PREP Board meeting – Budget Workshop Special Education Director’s Meeting
February 1, 2016	Administrative Team reviews budget
February 15, 2016	Divisions receive second draft of PREP budget
February 24, 2016	PREP Board meeting – Second Presentation – Public Hearing*
March 1, 2016	Divisions provide revisions to budget
March 14, 2016	Divisions receive final version of PREP budget
March 23, 2016	PREP Board meeting – Approval of PREP Budget*

Dr. Gallaway suggested an orientation in January for new Board members. It was suggested the week of January 20th – 25th at the PREP Office be used.

- 1925.** Dr. Elitharp recommended:
 - A) Approve a resolution authorizing the Chair, with the recommendation of the Executive Director, to approve the payment of the final list of claims at the completion of each fiscal year.
 - B) Approve a resolution authorizing the Chair, with the recommendation of the Executive Director to approve the payment of the final list of claims for the months the PREP Board does not have a meeting during the 2015-2016 school year.
 - C) Approve a resolution authorizing the Chair, with the recommendation of the Executive Director, To appropriate and expend requested carryover funds for months the PREP Board does not have a meeting during the 2015-2016 school year.
- 1926.** A) Dr. Elitharp recommended the Joint Board approve the carryover of budget excess for FY15 to the contingency fund for FY16.
B) Dr. Elitharp recommended the Joint Board approve supplemental pay for lead physical therapist and vision specialist at a rate of \$1,200.00 annually to be paid through the contingency fund.

- C) Dr. Elitharp recommended the Joint Board approve supplemental pay for hours worked beyond contract as needed, not to exceed \$10,000 to be paid through the contingency fund.
- 1927.** Dr. Elitharp recommended the Joint Board approve the use of the Ivy Creek facility as described by Teens Give, a program through the Division of the Department of Human Services, Residential and Outreach Services for Youth. Dr. Nick Smith talked about previous years of using this program.
- 1928.** Dr. Elitharp recommended the Joint Board approve the revision to the "Related Service" Program budget at a reduction of \$139,242.84 for SY16. Culpeper County Public Schools will hire their own staff for Adapted Physical Education. Dr. Elitharp noted the spelling correction to the auto correct of Greene County Public Schools.
- 1929.** Dr. Elitharp requested the Joint Board approve the request to continue to cap sick leave pay-out at \$2,500.00 and computed at a rate of 25% of daily salary for FY16.

Agenda Item No. 6. Action Items

- 1930.** Approval of the PREP Calendar
Ms. Leah Puryear made a motion to approve the PREP Calendar as presented, and Ms. Brenda Pace seconded the motion. The motion passed unanimously.
- 1931.** **A)** Approve a resolution authorizing the Chair to approve the payment of the final list of claims at the completion of each fiscal year.
Ms. Elizabeth Hutchins made a motion to approve the payment of the final list of claims at the completion of each fiscal year, and Ms. Doreen Jenkins seconded the motion. The motion passed unanimously.
- B)** Approve a resolution authorizing the Chair to approve the payment of the final list of claims for the months the PREP Board does not have a meeting during the 2015-2016 school year.
Ms. Doreen Jenkins made a motion to approve the payment of the final list of claims the months the PREP Board does not have a meeting during the 2015-2016 school year, and Ms. Leah Puryear seconded the motion. The motion passed unanimously.
- C)** Approve a resolution authorizing the Chair appropriate and expend requested carryover funds for months the PREP Board does not have a meeting during the 2015-2016 school year.
Ms. Brenda Pace made a motion to appropriate and expend requested carryover funds PREP Board does not have a meeting during the 2015-2016 school year, and Ms. Leah Puryear seconded the motion. The motion passed unanimously.
- 1932.** **A)** Approve the carryover of budget excess for FY15 to the contingency fund for FY16.
Ms. Elizabeth Hutchins made a motion to approve the carryover of budget excess for FY15 to the contingency fund for FY16, and Ms. Doreen Jenkins seconded the motion. The motion passed unanimously.
- B)** Approve supplemental pay for lead physical therapist and vision specialist at a rate of \$1,200.00 annually to be paid through the contingency fund.
Ms. Doreen Jenkins made a motion to approve supplemental pay for lead physical therapist and vision specialist at a rate of \$1,200.00 annually to be paid through the contingency fund, Ms. Leah Puryear seconded the motion. The motion passed unanimously.
- C)** Approve supplemental pay for hours worked beyond contract as needed, not to exceed \$10,000 to be paid through the contingency fund.
Ms. Brenda Pace made a motion to approve the supplemental pay for hours worked beyond contract as needed, not to exceed \$10,000 to be paid through the contingency fund for FY16, and Ms. Leah Puryear seconded the motion. The motion passed unanimously.
- 1933.** Approve the revision to the "Related Service" Program budget at a reduction of \$139,242.84 for SY16. Culpeper County Public Schools will hire their own staff for Adapted Physical Education. Dr. Elitharp noted the spelling correction to the auto correct of Greene County Public Schools.
Ms. Elizabeth Hutchins made a motion to approve the supplemental pay for hours worked beyond contract as needed, not to exceed \$10,000 to be paid through the contingency fund for FY16, and Ms. Doreen Jenkins seconded the motion. The motion passed unanimously.

1934. Sick-Day Pay-Out was put on Hold for more information. The Board would like Dr. Elitharp to compare other Member School Divisions to PREP's current \$2,500.00 cap. This information will be reviewed and discussed for planning the FY17 Budget in the Fall of this year.

Agenda Item No. 7. Comments

Board Members-no comments

Superintendents-Dr. Pam Moran spoke about a universal sports pass for PREP employees to use at various Schools. PREP will contact VHSL for information. Dr. Pam Moran thanked PREP on such great programs that touch the lives of so many handicapped children in our area.

Directors-Dr. Toni Elitharp thanked all the Districts for their support and time.

Public-no comments

Agenda Item No. 8. Closed Meeting

At 11:00 am Ms. Elizabeth Hutchins made a motion and Ms. Leah Puryear seconded the motion, to go into Closed Session Pursuant to Virginia Code 2.2-3711 (A)(7) for the purpose of Employee matters. The motion passed unanimously.

Agenda Item No. 9. Certified Closed Meeting

At 11:50 am, 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: Vice Chair Ms. Elizabeth Hutchins, Culpeper County Schools, Ms. Leah Puryear, Charlottesville City Schools, Ms. Doreen Jenkins, Madison County Schools, Ms. Carol Couch, Orange County Schools, Chair Dr. Ned Gallaway, Albemarle County Schools, Ms. Brenda Pace, Fluvanna County Schools.

Nays: None

Abstention: None

Clerk
Piedmont Regional Education Program Joint Board

Closed Meeting Actions:

Ms. Elizabeth Hutchins made a motion to approve renewal of a contract for the Executive Director and was seconded by Mr. Leah Puryear
The motion passed unanimously.

Board Meeting:

Agenda Item No. 10. Adjournment

Ms. Leah Puryear made a motion to approve adjournment at 11:50 and Mr. Carol Couch seconded the motion. The motion passed unanimously.

The meeting adjourned at 11:50AM.

Respectfully Submitted:

Chair, PREP Joint Board of Control

Clerk, PREP Joint Board of Control