

***Minutes of the Work Session of the School Board of the City of Richmond
June 18, 2012***

Work Session

A work session of the School Board of the City of Richmond was held on Monday, June 18, 2012, at 4:30 p.m., in the Conference Room on the 17th floor of City Hall. The Chair called the meeting to order. The Clerk called the roll. The following were present:

Members: Mrs. Dawn Page, *Chair*
Maurice Henderson, *Vice Chair*
Mrs. Kimberly Bridges, *(arrived later)*
Ms. Kimberly Gray *(arrived later)*
Dr. Norma Murdoch-Kitt
Ms. Adria Graham Scott *(arrived later)*
Mrs. Chandra Smith
Donald Coleman
Mrs. Evette Wilson

Officers: Dr. Yvonne Brandon, Superintendent
Ms. Angela Lewis, Clerk
Ms. Angela Anderson, Chief of Financial Reporting/Deputy Clerk
Paul Hawkins, Chief Operating Officer/Agent
Dr. Ronald Carey, Chief of Staff/Deputy Agent

Others Present: Mrs. Victoria Oakley, Chief Academic Officer
Dr. Irene Williams, Executive Director, Elementary Education
Dr. Thomas Beatty, Executive Director, Secondary Education
Ms. Lynn Bragga, Director, Budget & Financial Planning
Dandridge Billups, Director, Human Resources
Mrs. Debora Johns, Chief Auditor, Internal Audit Services
Mrs. Wanda Payne, Interim Director, Finance
Mrs. Gloria Graham Johnson, Interim Director, Exceptional Education
Ms. Felicia Cosby, Public Information Officer
Matthew Cropper, Consultant, Rezoning Committee
Aaron Cropper, Consultant, Rezoning Committee
Dr. Shonda Harris-Muhammed, Rezoning Committee
Mark Smith, Rezoning Committee

Attorney: Ms. Jonnell Lilly

A call of the roll reflected that a quorum was present.

Receive the Human Resources Actions

Mr. Billups presented the Human Resources Actions for approval at the 7:00 p.m. School Board meeting.

The Chair deferred Item 6, *Receive Article III of the Student Section of the Policy Manual* to the Boards July 16, 2012 meeting.

Receive the

Ms. Anderson presented the financial statement for the month of May 2012. She

**Financial
Statement for May
2012 and
Governmental
Accounting
Standards Board 54
Year End Report
(GASB)**

reviewed the year-to-year actual variances of 5% or greater.

- Administration, attendance, and health were down by 13.8%.
- Transportation was up by 14.5%.
- Facilities were up by 8%.
- Fund transfers were down by 8.5 %.
- Purchased services were up by 33.7%.
- Other charges were down by 7.4%.
- Materials and supplies were down by 14.5 %.
- Other operating expenditures were up by 20.3%.
- Capital outlay was down by 28.7 %.
- Operating transfers were down by 8.5%.
- VHSL supplement was up by 17.5%.

She noted that the Nutrition Services report was not provided for May because the data had not been certified for reimbursement. The administration would provide information regarding Mr. Henderson's inquiry of what were the degree-days energy savings of the buildings performance that were under energy savings contracts.

Ms. Anderson reported on the year-end GASB 54 report. She reminded the Board of this new standard that was adopted last year related to how the school district classified its fund balance. She noted that each year the Board would be presented with a list of constraints items classified as committed funds for the next fiscal year for Boards approval.

The estimated FY2012 committed encumbrances and programs were as follows.

Encumbrances:

- Instruction (\$1.2 million)
- Administration, attendance and health (\$30,300)
- Pupil transportation (\$1.4 million)
- Operations and maintenance (\$600,000)
- Technology (\$212,000)

Programs:

- Driver's Education (\$209,000)
- Employment contracts (\$280,000)
- Medicaid (\$700,000)
- Nursing (\$38,000)
- RTC Book Store (\$40,000)
- Unemployment (\$230,000)
- Workers' Compensation (\$850,000)

(Please see the financial statement report at the end of the minutes.)

**Discuss Next Steps
for Rezoning**

Mr. Copper presented the committee's recommended and alternate plans that met the criteria that were based on balancing the building utilization across the district. The Boards discussion was based on the recommended and alternate maps that were presented by Mr. Copper to meet the needs of the district.

Board members suggested:

- The consideration of south side elementary schools becoming K-6 school models. The committee would review the K-6 school model and provide a scenario to share with the Board.
- To restructure Fisher and Cary Elementary zones as open enrollment schools.
- To combine the alternate pairing of Broad Rock and Oak Grove Elementary Schools with the recommended map.

Attorney Lilly shared what the requirements regarding Public Hearings that were applicable to the Board (1) consolidation of schools and (2) redistricting plan that would affect more than 15 percent of the district membership. Attorney Lilly would also review the School Board policy regarding Public Hearings. She noted that the School Board could hold as many public hearings as it desired on a specific topic.

Mr. Cropper explained the process used regarding the committee recommendation for repurposing Bellevue Elementary School. He shared the criteria was based on balancing the utilization at the school. A majority of the students attending Bellevue were out zone, with 80 to 100 were students living in zone. The committee had considered the grade center concept as an alternate plan.

Board members expressed concerns regarding transportation for open enrollment schools.

Mrs. Page stated for the record that in 2009 the Board had a discussion regarding Broad Rock, Oak Grove, and Summer Hill Elementary School. It was the Board's consensus to support Broad Rock and Oak Grove in Phase I to address the overcrowding, which would include students at Summer Hill.

It was the consensus of the Board to extend the discussion to 6:00 p.m.

Mr. Cropper reviewed possible feeder patterns for Carver Elementary School, Binford Middle School, and Albert Hill Middle School.

Board members were asked to forward any new modifications or suggestions regarding the third map to Mr. Hawkins by Friday June 22, 2012.

The administration would bring back information on the estimated cost of transportation and a transportation hub.

The Board shared comments and discussed the suggestion that was recommended by Board member Wilson to form an Ad Hoc Committee. She shared that this committee could review recommended final maps and resolve questions from Board members to present any strategies to the Board on July 16, 2012.

Attorney Lilly provided clarification on an Ad Hoc Committee. She shared as described in the Board's policy; the committee was considered a standing committee. Attorney Lilly stated the Board would outline the purpose of the committee including the scope, timeframe, and individuals serving on the committee.

Dr. Brandon responded to Ms. Graham Scott's question regarding the flexibility of the Board making a decision on the rezoning recommendation. She shared that Oak Grove and Broad Rock Elementary Schools were expected to open in January 2013, a decision needed to be made before the December 2012 winter break.

Ms. Gray suggested that at the next work session the Board's focus would be on the on the changes occurring with the south side elementary schools.

It was Mr. Henderson's desire to have the Board vote at its next formal meeting on the implementation of the recommended plans to be shared with parents regarding Oak Grove and Broad Rock Elementary Schools. He also suggested working with the Strategic Planning teams to have the rezoning committee members to assist the administration in moving forward.

It was the consensus of the Board to address phasing in the approach to Phase I to address Broad Rock, Oak Grove, and Summer Hill Elementary Schools at the July 16, 2012 work session. Phase II would address questions regarding the transportation model south and north of the river.

Mrs. Smith suggested to have someone facilitate the process to ensure that the Board completed its task.

Closed Session

On a motion by Mrs. Bridges, seconded by Ms. Gray, the Board voted unanimously to go into closed session [pursuant to Section §2.2-3711 (A) (1) and the contracts exemption at §2.2-3711 (A)(29) of the *Code of Virginia* to discuss the performance of specific employees of the public body; and discuss the award of a public contract for school division equipment.

Open Session

On a motion by Ms. Graham Scott, seconded by Mr. Henderson, the School Board voted to go into open session.

Motion:	Ms. Graham Scott	Resolution:	24
Seconded:	Mr. Henderson	Date:	June 18, 2012

Open Session

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: (9) (*Mesdames Bridges, Gray, Murdoch-Kitt, Graham Scott, Smith, Page, Wilson, and Messers Coleman and Henderson*)
NAY: (0)

ABSTENTIONS (0)
ABSENT DURING VOTE: (0)
ABSENT DURING MEETING: (0)

Clerk

Contract 6418-5 for CIP Projects and Contract 6414-5 for CIP Projects would be voted on at the 7:00 p.m. meeting.

The Chair recessed the meeting.

Clerk

Chair

DRAFT

UNAUDITED
INTERIM FINANCIAL REPORT
GENERAL FUND
FOR THE MONTH OF
MAY 2012



**PRESENTED TO THE SCHOOL BOARD OF THE
CITY OF RICHMOND, VIRGINIA**

Agenda Item #4 – June 18, 2012 - Department of Budget & Financial Reporting

DK

Richmond Public Schools
Financial Report –For the Eleven Months Ending
May 31, 2012
Unaudited

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DK

**Richmond Public Schools
General Operating Budget
Financial Report Summary
May 31, 2012**

The Department of Budget and Financial Reporting respectfully presents this report on the financial performance of the Fiscal 2012 general operating fund budget of Richmond Public Schools. This summary presents an analysis of the overall financial performance of the general operating budget for the eleven months ending May 31, 2012. The YTD financial results presented are unaudited.

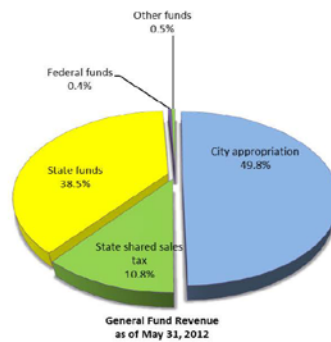
GENERAL FUND FINANCIAL HIGHLIGHTS

Year to date results on a budget basis for the ten months ending May 31, 2012 (92% of the fiscal year) report general fund revenues (not including encumbrances carried forward) of \$186.3 million, represent 78.2% of budgeted revenues realized. Total general fund expenditures of \$202.8 million, represent 79.5% of the budget spent, and do not include amounts for summer pay (current estimate is approximately \$19 million for salaries and benefits) which will be accrued to the fund at year end.

Summary of General Fund Revenue as of May 31, 2012

General Fund Revenue of \$197,269,331 received/earned by source:

- City appropriation - \$92,817,594
- State shared sales tax appropriation - \$20,118,099
- State revenue - \$71,661,971
- Federal revenue - \$695,911
- Other revenue - \$974,678



DKL

**Richmond Public Schools
General Operating Budget
Financial Report Summary
May 31, 2012**

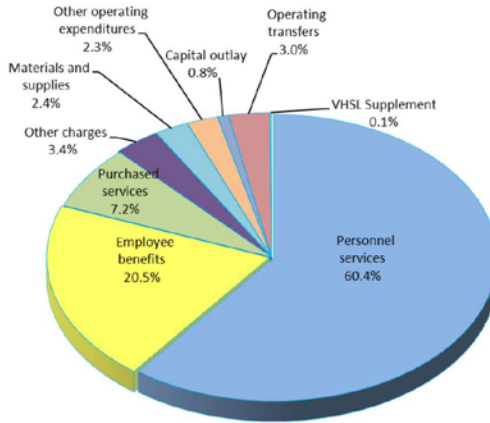
Summary of General Fund Expenditures as of May 31, 2012

General Fund Expenditures of \$202,801,113 by function:

- Instruction - \$148,884,477
- Administration, Attendance & Health - \$ 11,564,228
- Pupil Transportation - \$ 11,364,536
- Operations and Maintenance- \$ 24,903,921
- Facilities - \$ 75,431
- Fund transfers & other uses - \$ 6,008,520

General Fund Expenditures of \$202,801,113 by object category:

- Personnel services - \$ 122,480,596
- Employee benefits - \$ 41,517,295
- Purchased services - \$ 14,571,824
- Other charges - \$ 6,835,585
- Materials and supplies - \$ 4,952,227
- Other operating expenditures - \$ 4,568,874
- Capital outlay - \$ 1,610,127
- Operating transfers and other uses - \$ 6,008,520
- VHSL supplement - \$ 256,065



**General Fund Expenditures by Type
as of May 31, 2012**

DK

Richmond Public Schools
Statement of Activity
FY 2011-2012 Fund 100- General Operating Budget
 For the Eleven Months Ending May 2012
 Unaudited

	FY2012 Original Budget	FY2012 Current Budget	May Actual/ Revenue/ Expenditures	FY2012 YTD Revenue/ Expenditures	Budget Variance Favorable (Unfavorable)	% of Budget Received /Expended	FY2011 YTD Revenue/ Expenditures (revised)	Current YTD vs. Last YTD	Year to Year Actual % Increase/ (decrease)
Beginning Balance									
Prior year fund balance re-appropriation	\$ 6,000,000	6,000,000	-	-	(6,000,000)	0.0%	-	-	0.0%
Prior year committed fund balance - encumbrances	-	6,050,872	-	6,050,872	-	100.0%	6,994,379	(943,507)	100.0%
Health care reserve *	4,900,000	4,900,000	-	4,950,205	50,205	101.0%	-	4,950,205	0.0%
Total beginning balance	10,900,000	16,950,872		11,001,077	(5,949,795)	64.9%	6,994,379	4,006,698	
Revenue									
City appropriation	123,756,791	123,756,791	-	92,817,594	(30,939,197)	75.0%	93,175,701	(358,107)	-0.4%
State shared sales tax	26,824,133	26,824,133	-	20,118,099	(6,706,034)	75.0%	18,672,810	1,445,289	7.7%
State funds	80,629,392	80,629,392	8,082,665	71,661,971	(8,967,421)	88.9%	78,910,044	(7,248,073)	-9.2%
Federal funds	6,154,500	6,154,500	42,354	695,911	(5,458,589)	11.3%	738,789	(42,878)	-5.8%
Tuition, fees, and other sources	792,500	815,500	95,596	974,678	139,178	119.5%	861,263	113,415	13.2%
Total revenue	238,157,316	238,180,316	8,220,616	186,268,254	(51,912,062)	78.2%	192,358,607	(6,090,333)	-3.2%
Total available for expenditures	249,057,316	255,131,188		197,269,331	(57,861,857)		199,352,986	(2,083,655)	
Total expenditures	249,057,316	255,131,188	20,518,325	202,801,113	52,330,075	79.5%	198,572,383	4,228,730	2.1%
Revenues Over / (Under) Expenditures	\$ -	-	(20,518,325)	(5,531,782)			780,603	(6,312,385)	
Expenditures - by Function									
Instruction	\$ 189,486,088	192,733,618	15,430,848	148,884,477	43,849,141	77.2%	142,973,286	5,911,191	4.1%
Admin and Attendance and Health	13,171,443	13,247,166	1,145,064	11,564,228	1,682,939	87.3%	13,420,417	(1,856,189)	-13.8%
Pupil Transportation	10,062,632	12,032,459	1,360,260	11,364,536	667,923	94.4%	9,915,265	1,448,971	14.6%
Operations & Maintenance	28,026,934	28,807,725	2,146,229	24,903,921	3,903,804	86.4%	25,628,230	(724,309)	-2.8%
Facilities	78,095	78,095	6,804	75,431	2,664	96.6%	69,855	5,576	8.0%
Fund Transfers & Other Uses	8,232,124	8,232,124	429,120	6,008,520	2,223,604	73.0%	6,565,031	(556,511)	-8.5%
Total expenditures by function	249,057,316	255,131,188	20,518,325	202,801,113	52,330,074	79.5%	198,572,383	4,228,729	2.1%
Expenditures - by Type									
Personnel services	147,927,999	147,932,999	12,786,098	122,480,596	25,452,403	82.8%	120,474,814	2,005,782	1.7%
Employee benefits	57,541,966	57,541,966	4,271,256	41,517,295	16,024,671	72.2%	41,317,026	200,269	0.5%
Purchased services	15,650,129	18,144,144	1,385,926	14,571,824	3,572,321	80.3%	10,897,157	3,674,667	33.7%
Other charges	7,523,361	7,774,772	549,820	6,835,585	939,187	87.9%	7,382,877	(547,292)	-7.4%
Materials and supplies	5,712,382	6,216,223	417,547	4,952,227	1,263,996	79.7%	5,651,888	(709,661)	-12.5%
Other operating expenditures	4,752,021	6,320,544	822,827	4,568,874	1,751,670	72.3%	3,798,112	770,762	20.3%
Capital outlay	1,461,413	2,709,788	28,539	1,610,127	1,099,661	59.4%	2,257,536	(647,409)	-28.7%
Operating transfers & Other uses	8,232,124	8,232,124	429,120	6,008,520	2,223,604	73.0%	6,565,031	(556,511)	-8.5%
VHSI Supplement	255,921	258,628	27,192	256,065	2,563	99.0%	217,941	38,124	17.5%
Total expenditures by type	\$ 249,057,316	255,131,188	20,518,325	202,801,113	52,330,074	79.5%	198,572,383	4,228,729	2.1%

* Healthcare reserve excess amount of \$50,205 is credited towards the total healthcare program activity in the existing fiscal year.

Year to Year actual variances >= 5% are explained on the following page



Year to Year actual variances >= 5%

Variances by Function

Administration, Attendance & Health - down by -13.8% - pending posting entry to expense employer share of retiree health care estimate (based on average monthly) as of May 2012 is \$2.5 million.

Transportation - up by 14.6% -- primarily related in year over year increase in fuel as of May 2012 of approximately \$418,000 and the expenditure for new school buses of \$695,000, and \$188,000 for purchase of 11 replacement vehicles charged to function 3700.

Note: expenditures for replacement buses, vehicles and equipment valued at \$5,000 or greater will be capitalized at year end as part of the financial statement audit.

Facilities - up 8% -- personnel increase related to the additional duty supplement for the Construction Inspector.

Fund Transfers & Other Uses - down by -8.5% -- primarily related to timing of general fund transfer to summer school accounts, to be posted in June 2012.

Variances by Type

Purchased services - up by 33.7% -- \$1.9 million primarily related to increase over last year for contracted behavioral and related therapy services; and tuition payments for regional programs for FY12 paid in FY12 (MSIC \$648 thousand and MWGS \$1.4 million)

Other charges - down by -7.4% -- majority of net decrease in utilities category (approximately -\$804,000 net for the utilities category including electricity, natural gas, water/sewage and refuse).

Materials and supplies - down -14.5% --ytd decrease in instructional supplies of approximately -\$593,000 over last year to date, library books/periodicals, audio visual supplies and computer software supplies -\$204,000.

Other operating expenditures - up by 20.3% -- Majority of the increase is related to bus fuel, up by approximately \$418,000 and vehicle fuel up by approximately \$45,000 ytd. Additionally, commercial repairs up by \$191,000 ytd over last ytd.

Capital outlay - down by -28.7% -- category includes increase in ytd expenditures for replacement buses of \$695,000 and vehicles of \$188,000 offset by ytd decreases in expenditures for additional and replacement communication and computer equipment and software systems of approximately -\$959,000; and replacement office and machinery equipment of approximately -\$153,000. Additionally, -\$504,178 of the net decrease in capital outlay over last year is related to payoff of the bus capital lease in FY11.

Operating transfers & Other uses -- down by -8.5% - as noted above under the Fund Transfers & Other Uses function.

VHSL Supplement - up by 17.5% -- increase not related to increase in spending(2012 budget is less than 2011 budgeted amount); increase is related to spend rate compared to last year to date. Spend rate is based on the timing of when request for supplements are made by the schools.

DK

Richmond Public Schools
Statement of Activity
FY 2010-2011 Fund 100 - General Operating Budget Detail
For the Eleven Months Ending May 2011
Unaudited

	FY2012 Original Budget	FY2012 Current Budget	May Expenditures	April Expenditures	March Expenditures	February Expenditures	January Expenditures	December Expenditures	November Expenditures	October Expenditures	September Expenditures	August Expenditures	July Expenditures
Expenditure Detail - by Type													
Personnel services - salaries and wages	\$ 147,937,999	147,932,999	12,705,096	12,520,657	12,633,206	12,996,200	12,827,555	12,302,644	12,644,219	12,234,538	12,325,870	13,147,993	(4,026,286)
Employee benefits	57,541,666	57,541,666	4,271,256	4,284,545	4,394,272	4,242,630	4,222,469	4,235,095	5,229,939	4,268,256	4,177,867	3,026,543	(782,087)
Purchased services:													
Service contracts	2,014,660	3,185,958	155,663	129,337	219,955	128,516	161,668	101,404	210,223	36,939	139,145	84,092	105,815
Professional services	1,981,233	2,139,581	170,212	150,427	270,167	250,614	248,430	377,013	263,455	155,658	43,609	77,242	41,170
Tuition	5,934,582	6,470,234	609,150	278,540	262,850	610,343	524,758	121,823	366,591	235,739	113,779	2,285,441	6,131
Temporary services	228,550	282,972	7,188	13,679	13,229	16,095	16,303	15,866	13,835	15,955	19,016	10,594	11,513
Nonprofessional services	3,695,533	4,256,660	305,403	452,506	235,629	710,224	565,503	74,123	983,201	423,043	130,652	251,020	56,101
Repairs and maintenance	1,813,362	1,828,740	87,810	57,362	109,316	107,875	143,434	114,859	166,235	71,384	271,014	226,245	69,689
Total purchased services	15,650,120	18,544,184	1,385,926	1,071,631	1,111,746	1,845,671	1,658,266	826,068	1,743,345	935,532	777,215	3,032,934	296,416
Other charges:													
Advertising	95,675	101,144	4,661	10,619	2,751	2,244	19,980	8,441	1,106	17,963	2,766	1,569	-
Student transportation	660,421	668,555	130,766	145,216	2,987	85,024	73,796	106,916	121,937	66,539	33,057	8,311	4,719
Expense recovery	(3,700,000)	(3,200,000)	(225,136)	(177,979)	(152,644)	(241,779)	(11,204)	(179,596)	(238,049)	(62,079)	(326,469)	(145,034)	(117,664)
Insurance	2,091,682	2,091,682	21,649	1,231	62,345	21,395	(7,499)	43,628	46,203	46,894	82,940	(6)	897,170
Utilities	6,685,000	6,887,021	562,103	335,533	641,247	673,069	603,041	750,419	412,511	461,655	625,642	264,591	430,813
Communications	1,522,203	1,557,313	33,445	69,910	75,927	101,207	327,382	92,177	110,971	179,249	115,135	132,473	247,416
Rentals	368,680	369,069	26,894	25,201	20,930	34,420	23,058	24,554	116,899	21,500	34,228	21,746	26,132
Total other charges	7,523,361	7,774,722	949,629	410,621	653,336	676,140	830,736	646,201	582,877	234,750	953,319	307,611	1,091,667
Materials and supplies:													
Supplies	4,641,368	4,236,830	354,629	203,412	369,034	410,505	626,254	183,510	336,304	354,712	420,452	301,314	180,437
Printing and binding	175,879	181,322	37,979	(11,211)	4,342	1,659	18,276	3,477	2,216	46,230	17,496	2,513	2,650
Books and periodicals	294,319	306,601	9,381	11,621	74,182	25,415	26,831	34,250	36,434	11,176	7,129	2,384	-
Textbooks	501,500	604,151	-	38	2,607	15,961	11,763	22,710	64,138	62,834	142,320	205,739	-
Other	97,516	113,919	15,558	15,211	12,463	13,213	11,846	13,159	16,532	9,672	7,146	7,464	27,093
Total materials and supplies	5,712,382	6,193,223	417,547	239,161	465,626	466,633	699,380	256,026	457,804	487,553	524,743	607,474	211,180
Other operating expenditures:													
Staff development	458,675	474,068	36,444	16,350	21,656	29,160	38,203	51,265	13,135	37,841	61,293	40,247	9,639
Uses and fees	225,303	232,728	1,101	25,041	650	1,295	733	17,405	2,748	12,691	(8,148)	7,948	35
Travel	238,136	239,920	12,799	24,525	14,899	16,177	11,046	16,588	46,976	8,820	8,016	2,998	7,448
Conferencing	53,736	53,736	6,008	(404)	(80)	(80)	3,173	(40)	(90)	(54)	(41)	584	(58)
Awards	33,990	35,149	3,857	1,370	4,136	323	1,866	2,968	1,269	334	1,119	4,471	(19)
Clubs and judgements	45,000	45,000	-	-	-	-	-	-	-	-	-	-	-
Garage services	2,410,981	3,772,803	479,624	82,061	510,791	128,520	760,182	364	291,523	5,509	75,843	35,838	172,186
Warehouse services	1,200,000	1,238,504	83,152	87,257	103,287	121,207	123,887	102,862	136,440	115,359	30,629	113,845	116,916
Other	86,100	251,837	6,632	17,874	3,395	2,200	22,025	13,150	4,626	77,224	61,556	5,300	307
Total other operating expenditures	4,752,021	6,243,544	622,827	323,004	658,734	399,100	961,095	324,722	496,334	297,838	226,289	211,331	306,122
Capital outlay:													
Land & Building Improvements	1,500	1,525	-	-	-	-	-	-	114	11	-	-	25
Equipment additions	968,905	1,296,161	5,006	11,765	11,993	32,215	4,752	11,995	26,715	170,647	176,396	(46,018)	106,495
Equipment replacement	491,608	1,411,902	25,533	26,704	50,349	136,747	2,103	4,618	534,227	97,378	182,184	36,017	31
Total capital outlay	1,461,413	2,709,588	26,539	38,469	62,342	169,262	6,855	16,232	567,256	268,036	360,782	(10,001)	106,544
Operating Transfers & Other Uses:													
Operating transfers out	7,732,124	7,732,124	387,809	701,762	439,222	387,810	1,106,683	387,809	387,809	1,431,742	109,290	-	-
Debt Service-Capital Issues	500,000	500,000	41,311	41,311	41,311	82,623	-	82,623	80,972	-	82,622	-	41,311
Total operating transfers & other uses	8,232,124	8,232,124	429,120	743,073	480,533	470,423	1,106,683	470,432	468,781	1,431,742	191,912	-	41,311
UNSL Supplement:	255,821	258,628	27,192	13,869	11,816	6,899	17,068	12,680	19,725	66,174	5,800	35,000	46,077
Total expenditures	\$ 249,057,316	255,131,188	20,019,325	19,589,852	20,371,122	21,272,071	22,530,047	19,142,322	22,405,040	20,156,454	19,276,617	20,254,785	(2,715,023)

Richmond Public Schools
Fund Transfers & Other Uses
FY 2011-2012 Fund 100- General Operating Budget
For the Eleven Months Ending May 2012
Unaudited

	FY2012	FY2012	FY2012	Budget
	Original	Current	YTD	Balance
	Budget	Budget	Actual	Balance
<u>TRANSFERS TO SPECIAL REVENUE* & OTHER FUNDS</u>				
Adult Education	\$526,000	\$526,000	377,446	148,554
Federal Work Study Program	30,000	30,000	-	30,000
Early Reading Initiative	283,970	283,970	324,538	(40,568)
Enhancing Education through Technology	3,500	3,500	3,500	-
Head Start	690,000	690,000	404,263	285,737
J. Sarg. Reynolds Dual Enrollment	75,000	75,000	-	75,000
Mentor Teacher Program	35,500	35,500	35,500	-
St. Joseph's Villa	115,000	115,000	103,290	11,710
Title I	15,000	15,000	-	15,000
Truancy/Drug Free Schools	-	-	-	-
VA Commission for the Arts	35,000	35,000	-	35,000
Partners in the Arts	-	-	-	-
Summer School	892,500	892,500	-	892,500
Community Education Partnership **	4,897,039	4,897,039	4,265,899	631,140
Arthur Ashe Center	25,000	25,000	-	25,000
RTC Print Shop	54,100	54,100	-	54,100
Copy Center	54,515	54,515	-	54,515
TOTAL TRANSFERS OUT	\$7,732,124	7,732,124	5,514,436	2,217,688
<u>DEBT SERVICE</u>				
Capital One Public Funding LLC - Energy Performance Program	500,000	500,000	494,084	5,916
TOTAL FUND TRANSFERS OUT & OTHER USES	\$8,232,124	\$8,232,124	\$6,008,520	\$2,223,604

Notes:

*Transfers to Special Revenue funds are primarily the local cash match required for projects funded from grants.

** CEP transfer updated to reflect eleven months (July -May) of payments.

***Minutes of the Regular Meeting of the School Board of the City of Richmond
June 18, 2012***

Reconvene

The Chair reconvened the Monday, June 18, 2011, meeting at 7:00 p.m. in the School Board Room, 17th floor of City Hall.

Members: Mrs. Dawn Page, *Chair*
Maurice Henderson, *Vice Chair*
Mrs. Kimberly Bridges,
Ms. Kimberly Gray
Dr. Norma Murdoch-Kitt
Ms. Adria Graham Scott
Mrs. Chandra Smith
Donald Coleman
Mrs. Evette Wilson

Officers: Dr. Yvonne Brandon, Superintendent
Ms. Angela Lewis, Clerk
Ms. Angela Anderson, Chief of Financial Reporting/Deputy Clerk
Paul Hawkins, Chief Operating Officer/Agent
Dr. Ronald Carey, Chief of Staff/Deputy Agent

Others Present: Mrs. Victoria Oakley, Chief Academic Officer
Dr. Irene Williams, Executive Director, Elementary Education
Dr. Thomas Beatty, Executive Director, Secondary Education
Ms. Lynn Bragga, Director, Budget & Financial Planning
Dandridge Billups, Director, Human Resources
Mrs. Debora Johns, Chief Auditor, Internal Audit Services
Ms. Wanda Payne, Interim Director, Finance
Damon Richardson, Manager, Testing
Dr. Darlene Currie, Director, Professional Development
Dr. Ernestine Scott, Director, Federal Programs
Kavansa Gardner, Director, Information Communication & Technology Services
Mrs. Gloria Graham Johnson, Interim Director, Exceptional Education
Alfonzo Mathis, Public Relations & Marketing Specialist

Attorney: Mrs. Nicole Thompson-Stock

Pledge of Allegiance

The Pledge of Allegiance was recited and it was followed by a moment of silence.

Adoption of the Agenda

The following amendments were made to the agenda: add the Resolution regarding member contributions by salary reduction for school, IA1112-46 Consider Approval of the Governmental Accounting Standards Board 54 Year-end Report, IA1112-47 Consider Approval of an Amendment of Superintendent's Contract to Reflect Changes in the VRS Structure and Authorize the School Board Chair to Execute the Relevant Amendment, IA1112-48 Consider Approval of Contract 6418-5 for CIP Projects, IA1112-49

Consider Approval of Contract 6414-5 for CIP Projects, and remove the Colonial Athletic Association recognition, remove a report on the Richmond Chamber of Commerce Education Committee. The amended agenda was approved by Board's consensus.

Recognitions

Tariq Muhammad at the Adult Career Development Center received a Certificate of Recognition for serving as the School Board student representative for the month of June 2012.

The Armstrong High School Choir received a Certificate of Recognition for their participation in the World Strides Heritage Music Festival Carnegie Hall in New York.

Rachael Filmore
Rashad Burch
Johnequa Young
Zhane Boyd
Jennifer Laura
Jasmine Starlings
Preshauna Ross
Shaniece Bailey
Willie Ford
J'Shauna Lewis
Corey McKenzie
Teshawn Satterfield
Jerquan Barksdale
Keith Spurlock
Tryvus O'neil
Malik Mabra
Bianca Waddy
Wayneisha Turner
Leonard Prescod
Shakila Kearney
Markeisha Loundie
Kemondre Dailey
Shadejah Thompkins

Students at Open High School received a Certificate of Recognition as the recipients of the President's Volunteer Service Award.

Keon Lathon
Chrisean Brown
Aaron Brown
Nicole Branch
Tavieo Miles
Dianna Murchison
Monique Morris
Antonio Lee
Ben Brunson
Michale Dickson
Donata Dixon
Armani Benner
Quevonte Thomas

Jasmine Witcher
Nicole Branch
Joclyn Harrison
Beth Hosick
Alea Stephens
CiNease Freeman
Caliegh Remacaldo
Lindsey Turner
Ervin McBride
Hallie Pointer
Lydia Smith
Brianna Walls

The Teacher Evaluation Steering Committee received a Certificate of Recognition for their assistance with the teacher evaluation committee.

Dr. Thomas Beatty
D. Timothy Billups
Dr. Darlene Currie
Angela Dews
Regina Switzer-Ellis
Cheri James
Victoria Oakley
Dr. R. Dionne Ward
Dr. Irene Williams
Kathryn Bentley-Martin
Beverly Britt
Lawanda Curry-Roberts
Audrey Cypress
Valerie Dupree
Stephanie Hooks
David Hudson
Eric Jones
Cathy Kinzler
Gregory McCallum
Shaunte Means
Doris Siewert
Frenishee Smith
LaTonya Waller
Bernita Williams

A Certificate of Recognition was presented to the 2012 Future Business Leaders of America (FBLA) State Winners.

George Wythe High School

Jonathan Byers
Shaquille Robinson
Ritchie Sao

Richmond Community HS – 2nd Place Client Service

Gabriel Dixon
Mezel Square-Smith

Tiana Bolden served as the VA State Vice President at Large for 2012 school year.

A Certificate of Recognition was presented to the 2012 SkillsUSA State Competition Winners.

Richmond Technical Center

Takita Eaddy
Chényce Lewis
Nia Robinson
Brittany Lofton
Johnathan Byers

A Certificate of Recognition was presented to the 2012 Technology Student Association (TSA) Winners

Richmond Technical Center

Ehlissa Jenkins
Armani Joyner
Andrew Clark
Wareen Braxton

The Richmond Technical Center was recognized for receiving the Century Award for having 100 plus kids to participate at RTC for 2012.

Richmond Public Schools was recognized for receiving the Lynn P. Barrier Outstanding School Division Award.

LáTasha Watson received the Marshall O. Tetterton Citation, which is the highest honor for contributions to TSA 2012.

2012 Family Careers and Community Leaders of America FCCLA Winners

Elkhardt Middle School

Arkasia Wyatt
Monet Pierre-Louis
Kennedy Tatum
Shonya Sykes
Astasha Miller

Binford Middle School

Brooke Hunter
Kayla Battles
Diamond Thompson
Kamari Stokes
Monique Ross
Maddie Dynes
Tyasha Casey
Anika Hanks
Krishonda Jackson

Richmond Technical Center

Bryon Hughes

Huguenot High School

J'Nehsa Evans
Asia Leak
Nicole Couch
Takita Eaddy
Jada Gary
Destini Temple

Henderson Middle School

Unique Cosby-Carney
Janae White

Catrina Jones was the recipient of the Master Advisor and she will be recognized at the national conference in Orlando, FL.

A Certificate of Recognition was presented to the 2012 Health Occupations Students of America (HOSA) Winners

Richmond Technical Center

Chekeen Clark
Monay Boisseau
Elehiny Alcantara
Alexandrea Edwards
Aja-Rai Barker
Shaniqua Coleman
Kadeja Key
Lartiqua Jones
Shauneal Bobb
Ayana Henderson
Queen Mukiibi

Public Information

Robert Argabright, a citizen, addressed the Board regarding the rezoning issues. He reminded the Board that the recommended plan from the Rezoning Task Force should meet all nine guidelines for elementary schools. He asked that the Board reconsider its vote on the recommendations. The program would be restored at Bellemeade, support the three-year plan, and have extra teachers in all the buildings.

***Approve the Minutes
of the April 2, 2012,
7:00 p.m. Meeting***

The minutes of the April 2, 2012, 7:00 p.m. meeting was approved as received.

***Receive the Virginia
School Boards
(VSBA) Membership
Dues for the Period
July 1, 2012-June 30,
2013***

The VSBA membership dues of \$12,400 for the period July 1, 2012-June 30, 2013 were presented for approval later in the meeting.

***Receive the National
School Boards
Association (NSBA)***

The NSBA membership dues of \$12,000 for the period of July 1, 2012 through June 30, 2013 were presented for approval later in the meeting.

***Dues for the Period
July 1, 2012-June 30,
2013***

***Receive the 2012
General Assembly
Summaries and the
Corresponding
Policies***

The Board received the 2012 General Assembly summaries and corresponding policies as a second read with no changes.

***Receive School Board
Travel Requests***

The Board was presented for its consideration Mr. Coleman's travel reimbursement request of \$79.94 and travel requests for Mrs. Page, Ms. Gray, and Dr. Murdoch-Kitt to attend the Governor's Conference on Education on July 31, 2012.

***Receive Updates from
School Board
Representatives on the
Appomattox Regional
Governing Board***

Mrs. Bridges reported that the board received information on its year-end audit and financial review. The Appomattox Regional Governing Board adopted and approved the VRS Resolution. She shared that localities had shared concerns regarding SOL Math testing and budget decisions. The Appomattox Regional Governor's School had graduated 88 students.

***Receive a Report on
Operations***

Dr. Carey provided a report on the school health clinics that were located at Martin Luther King, Jr. Middle School and George Wythe High School. He shared after discussions with the Richmond City Health District and Communities in Schools regarding the FY2013 budget it was the recommendation of the administration to close the clinics at the schools. Richmond Public Schools personnel assigned to positions at the schools would be reassigned within the district.

***Receive an Update on
Building a Better
Richmond***

Mr. Hawkins reported that the elementary schools projects were on schedule. His presentation included photos of the progress at the school sites. Mr. Hawkins invited Board members to tour the sites. Board members were asked to submit their available dates by June 30, 2012. Mr. Hawkins reported that HESS Construction was selected as the vendor to build the new Huguenot High School.

***Receive the Tuition,
Meals, and Rental
Fees for 2012-2013***

The Board received for their review the proposed school meal price increase of 10 cents for FY2013. The administration had recommended for FY2013 that the tuition rates and building rental fees would remain the same.

***Receive the 2012-2013
Salary Schedule***

Mr. Billups presented the FY2012-2013 proposed salary schedule for the Board review. He noted that a three-percent increase was included in employee's contracts for the required VRS contribution.

***Receive the 2012-2013
Re-election List***

The Board received for their review and approval later in the meeting the FY2012-2013 re-election list.

***Receive Authorization
to Hire During the
Month of July***

The Board received the Superintendent's request to authorize hiring during the month of July to interview for vacancy and offer a contract for those positions.

***Receive the Revised
2012-2013 School
Calendar***

Mr. Richardson presented the revised 2012-2013 calendar that reflected the five furlough days for employees as recommended by the calendar committee. The schedule presented was based on contracts as follows:

9 ½ Month:

Nov. 6, 2012 Nov. 21, 2012 May 24, 2013 June 18, 2013 June 19, 2013

10 Month:

Nov. 6, 2012 Nov. 21, 2012 May 24, 2013 June 18, 2013 June 19, 2013

11 Month:

Nov. 6, 2012 Nov. 21, 2012 May 24, 2013 June 18, 2013 June 19, 2013

12 Month:

Nov. 6, 2012 Nov. 21, 2012 May 24, 2013 June 18, 2013 June 19, 2013

9 ½ Month Bus Drivers and Monitors:

Nov. 6, 2012 Nov. 21, 2012 May 24, 2013 June 18, 2013 June 19, 2013

9 ½ Month Food Services:

Nov. 6, 2012 Nov. 21, 2012 May 24, 2013 June 18, 2013 June 19, 2013

***Other Information
Items***

The following information was in the Board packages for review:

- An update on RPS Contracts.
- Budget transfers.

Consent Agenda

On a motion by Ms. Graham Scott, seconded by Ms. Gray, the School Board voted unanimously to approve the following items under the Consent Agenda:

- Human Resources Actions:
 - The death of one employee.
 - The resignation of thirty-six employees.
 - The recession of resignation of two employees.
 - The retirement of seven employees.
 - The nomination of twenty-one employees.
 - The returning from leave of fifteen employees.
 - The change of contract of twenty-three employees.
 - The transfer of eleven employees.
 - The change of name of three employees.
 - The furlough of seven employees.
 - The reduction in force of sixteen employees.
- The 5-year Gifted Plan.
- The financial statement for April 2012.
- The Virginia School Boards (VSBA) membership dues for the period July 1, 2012-June 30, 2013.
- National School Boards Association (NSBA) membership dues for the period July 1, 2012-June 30, 2013.
- The authorization to hire during the month of July.
- Revised 2012-2013 School Calendar.
- The Resolution regarding member contributions by salary reduction for school divisions.

Consider Approval of

On a motion by Mrs. Smith, seconded by Mr. Henderson, the Board voted

Tuition Meals and Rental Fees for 2012-2013

unanimously to approve the tuition meals and rental fees for 2012-2013.

Consider Approval of 2012-2013 Salary Schedule

On a motion by Mr. Henderson, seconded by Dr. Murdoch-Kitt, the Board voted unanimously to approve the 2012-2013 Salary Schedule.

Consider Approval of 2012-2013 Re-election List

On a motion by Ms. Gray, seconded by Dr. Murdoch-Kitt, the Board voted unanimously to approve the 2012-2013 Re-election List.

Consider Approval of the Corresponding Policies to the 2012 General Assembly

On a motion by Ms. Gray, seconded by Mrs. Bridges, the Board voted unanimously to approve the corresponding policies to the 2012 General Assembly.

Consider Approval of the Transportation Proposal regarding Patrick Henry School of Science and Arts (PHSSA) as presented by the Administration and the Drafting of an Memorandum of Understanding (MOU) regarding the same

On a motion by Mrs. Bridges, seconded by Mr. Coleman, the Board voted to approve the transportation proposal regarding Patrick Henry School of Science and Arts (PHSSA) as presented by the administration and the drafting of an Memorandum of Understanding (MOU) regarding the same. (*Mesdames Bridges, Gray, Murdoch-Kitt, Graham Scott, Page, Wilson and Messers Coleman and Henderson voted "aye" and Mrs. Smith voted "nay"*)

Consider Approval of the Governmental Accounting Standards Board 54 Year-end Report

On a motion by Mr. Henderson, seconded by Ms. Graham Scott, the Board voted unanimously to approve the Governmental Accounting Standards Board 54 Year-end Report.

Consider Approval of an Amendment of Superintendent's Contract to Reflect Changes in the VRS Structure and Authorize the School Board Chair to Execute the Relevant Amendment

On a motion by Mr. Coleman, seconded by Mrs. Smith, the Board voted unanimously to approve an amendment of Superintendent's contract to reflect changes in the VRS structure and authorize the School Board Chair to Execute the relevant amendment.

Consider Approval of Contract 6418-5 for CIP Projects

On a motion by Ms. Graham Scott, seconded by Mrs. Smith, the Board voted unanimously to approve contract 6418-5 for CIP Projects.

***Consider Approval of
Contract 6414-5 for
CIP Projects***

On a motion by Ms. Graham Scott, seconded by Dr. Murdoch-Kit, the Board voted unanimously to approve contract 6414-5 for CIP Projects.

There being no further business, the meeting adjourned at 9:00 p.m.

Clerk

Chair

DRAFT

Minutes of the Work Session of the School Board of the City of Richmond
June 25, 2012

Work Session

A work session of the School Board of the City of Richmond was held on Monday, June 25, 2012, at 4:30 p.m., in the Conference Room on the 17th floor of City Hall. The Chair called the meeting to order. The Clerk called the roll. The following were present:

- Members: Mrs. Dawn Page, *Chair*
Maurice Henderson, *Vice Chair*
Mrs. Kimberly Bridges,
Ms. Kimberly Gray (*arrived later*)
Dr. Norma Murdoch-Kitt
Ms. Adria Graham Scott (*arrived later*)
Mrs. Chandra Smith (*arrived later*)
Donald Coleman
Mrs. Evette Wilson
- Officers: Ms. Angela Lewis, Clerk
Ms. Angela Anderson, Chief of Financial Reporting/Deputy Clerk
Paul Hawkins, Chief Operating Officer/Agent
- Others Present: Mrs. Victoria Oakley, Chief Academic Officer
Dr. Thomas Beatty, Executive Director, Secondary Education
Dandridge Billups, Director, Human Resources
Ms. Wanda Payne, Interim Director, Finance
Ms. Cozette McIntyre, Manager, Grants Management
Ms. Maria Crenshaw, Director, Instruction
Ms. Felicia Cosby, Public Information Officer
Andrew Davis, Director, Facility Services
Ms. Susan Roberson, Director, School Nutrition Services
Kavansa Gardner, Director, Information Communication & Technology Services
Mrs. Debora Johns, Chief Auditor, Internal Audit Services
Mrs. Satydra Chandler, Auditor, Internal Audit Services
Mrs. Melinda Williams, Sr. Purchasing Officer, Purchasing
Ms. Angela Dews, President, Richmond Education Association
- Attorney: Ms. Jonnell Lilly
- Absent: Dr. Yvonne Brandon, Superintendent
Dr. Ronald Carey, Chief of Staff/Deputy Agent

A call of the roll reflected that a quorum was present. It was noted Mrs. Oakley serve in the absence of Superintendent.

**Receive School
Board Travel
Requests and
Summary Report of**

The School Board's 2012 travel summary report was presented to Board members for their review. Mrs. Bridges requested a travel comparison of FY2010 and FY2011 travel. The Chair noted that the Board had approved previously by consensus that Mrs. Page, Ms. Gray, and Dr. Murdoch-Kitt would attend the

2012 Travel

VSBA Governor's Education Conference on July 31, 2012. By consensus, the Board approved Mr. Henderson travel reimbursement of \$200 for his attendance at the CUBE Programming Conference in Boston, MA, in April 2012. The Board approved by consensus that the remaining travel balance of \$17.52 would be used to reimburse Dr. Murdoch-Kitt's travel to Boston, MA to attend the Greater Richmond Chamber of Commerce InterCity visit in April 2012.

Receive the Audit Recommendation Implementation Status Report

A status report update was given on the open audit recommendations.

Human Resources

Mr. Billups reported that the Human Resources department was in the progress of updating the administrative procedures manual. Job descriptions for positions within RPS were being updated and consulting with department heads to ensure that each department had the most current and accurate job description.

Homebound

Mrs. Johns reported that on-line instruction for homebound student's targeted date was September 30, 2012.

Facilities Services

Mr. Davis reported that School Dude would replace the current FAMIS system that was used to track maintenance work orders. Staff would be receive training during the summer with implementation at the schools in the fall.

Pupil Transportation

Mrs. Johns shared that there were no changes to the report that was given by Mr. Ashley in April 2012. The Pupil Transportation Department target date of completion was December 2012.

Capital Improvement

Mr. Davis reported that the Capital improvement recommendations were on schedule to be completed. The completion rate was 81.2 percent.

School Nutrition Services

Ms. Roberson reported that Nutrition Services had implemented a new Website and an on-line survey for parents and students. The implementation of the catering services software was scheduled to implement by July 1 and training to be completed by September 31, 2012. Ms. Roberson was asked to provide a report on the number of catering events that School Nutrition Services had provided for the year.

Ms. McIntyre reported that on May 12, 2012 all recommendations for grants management were closed.

Mrs. Johns provided a copy of the City Auditor's June 2012 report regarding the follow-up progress report on open recommendations through December 31, 2011. Mrs. Johns noted that in the report it was indicated that the district had eleven recommendations that remained open. Mr. Gardner addressed the Information Technology recommendation regarding the security and operational settings of the AS/400 systems. The Chair noted that a discussion regarding the protocol of the City auditor reporting on school system audits was needed.

MGT

Mrs. Johns noted that the completions of the MGT recommendations were based on the completion of updates of the job description by the Human Resources.

***Receive the 2013
Audit Plan***

Mrs. Johns presented the proposed Annual Audit Plan for FY2013. Mrs. Johns provided an overview of the audit plan, which included the available audit hours of 4,480. She noted that available hours included the five furlough days and a vacant position. The payroll and purchasing audit would remain in the Audit Plan for review. The Career and Technical Education and Property Management/Fixed Assets were scheduled for review. The Audit Plan would be adopted at the next scheduled School Board meeting.

There being no further business, the meeting was adjourned.

Clerk

Chair

***Minutes of the Work Session of the School Board of the City of Richmond
July 16, 2012***

Work Session

A work session of the School Board of the City of Richmond was held on Monday, July 16, 2012, at 4:30 p.m., in the Conference Room on the 17th floor of City Hall. The Chair called the meeting to order. The Clerk called the roll. The following were present:

Members: Mrs. Dawn Page, *Chair*
Maurice Henderson, *Vice Chair*
Mrs. Kimberly Bridges
Ms. Kimberly Gray
Dr. Norma Murdoch-Kitt
Ms. Adria Graham Scott (*arrived later*)
Mrs. Chandra Smith (*arrived later*)
Donald Coleman
Mrs. Evette Wilson

Officers: Dr. Yvonne Brandon, Superintendent
Ms. Angela Lewis, Clerk
Ms. Angela Anderson, Chief of Financial Reporting/Deputy Clerk
Paul Hawkins, Chief Operating Officer/Agent
Dr. Ronald Carey, Chief of Staff/Deputy Agent

Others Present: Mrs. Victoria Oakley, Chief Academic Officer
Dr. Irene Williams, Executive Director, Elementary Education
Dr. Thomas Beatty, Executive Director, Secondary Education
Dandridge Billups, Director, Human Resources
Ms. Wanda Payne, Interim Director, Finance
Kavansa Gardner, Director, Information Communication & Technology Services
Steven Bolton, Public Information
Mrs. Mieko Manual Timmons, School-Community Partnership Specialist
Matthew Cropper, Rezoning Committee
Dr. Shonda Harris-Muhammed, Rezoning Committee
Trent Park, Rezoning Committee
Mark Smith, Rezoning Committee
El Merko, Rezoning Committee

Attorney: Ms. Jonnell Lilly
Adam Harrell

A call of the roll reflected that a quorum was present.

***Discuss School
District Rezoning***

Mrs. Page thanked the members of the Rezoning Committee for their time and commitment to the rezoning process. She recognized the members of the committee that were present.

Mr. Cropper presented a map that represented the recommended plan for schools

that were south of the river to include Oak Grove, Broad Rock, and Summer Hill Elementary schools. The Board would address the north side boundaries at a later date. Mr. Cropper addressed concerns regarding students in the Hillside Court community. He shared information regarding the Board's discussion on the students in the Summer Hill community that were attending Oak Grove and Broad Rock schools. He noted that the committee had met with the RPS administration to discuss the recommended and alternate plans and options for consideration. The map represented the committee's recommendation with modifications to Oak Grove and Broad Rock schools. Mr. Cropper reviewed the changes to the map to include (1) Hillside Court students attending Oak Grove/Bellemeade and (2) Summer Hill students would feed into Broad Rock and Oak Grove. Mr. Cropper reviewed data on the number of students living within the Summer Hill community.

Mr. Cropper reviewed the Fisher and Southampton Elementary school zones as outlined in the recommended south side map.

The Board discussed proposed housing developments within the communities, the influx of the Hispanic population within the south side, and the location of students attending private schools.

Mr. Cropper reviewed data on the classroom capacity at Elkhardt and Brown Middle Schools. He provided an overview of the area zoned for the Westover Hills community.

Mrs. Bridges reminded the Board of the facilities master plan and the recommendations regarding the closure of schools to increase efficiency.

The Board would schedule a Public Hearing and vote on the committee's recommended map with modifications for south side elementary schools at its August 6, 2012 meeting. The information would be available on the RPS Web site for the public to review.

Based on the Board's discussion, adjustments to the map would be made for the Fisher Elementary zone bordered by Chippenham Parkway for the August 6, 2012. The school would be dedicated as a partial magnet school.

The Board would share the next steps for the next phase of the rezoning process at the August 6, 2012 meeting.

Closed Session

On a motion by Mr. Henderson, seconded by Ms. Graham Scott, the Board voted unanimously to go into closed session [pursuant to Section §2.2-3711 (A) (1) and (29) of the *Code of Virginia*] 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 for employment and to discuss the award of a public contract for ADA projects.

Open Session

On a motion by Mr. Coleman, seconded by Ms. Graham Scott, the School Board voted to go into open session.

Motion: Mr. Coleman Resolution: 1
Seconded: Ms. Graham Scott Date: July 16, 2012

Open Session

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: (8) (*Mesdames Gray, Graham Scott, Murdoch-Kitt, Page, Smith, Wilson, Messers Coleman and Henderson*)
NAY: (0)
ABSTENTIONS (0)
ABSENT DURING VOTE: (1) *Mrs. Bridges*
ABSENT DURING MEETING: (0)

Clerk

The Board would vote on Contract 6462 for ADA Projects, Contract 5761 for legal services and the administrations recommendation in Employee Matter #1213-01.

The Chair recessed the meeting.

Clerk

Chair

***Minutes of the Regular Meeting of the School Board of the City of Richmond
July 16, 2012***

Reconvene

The Vice Chair reconvened the Monday, July 16, 2011, meeting at 7:00 p.m. in the City Council Chambers, 2nd floor of City Hall.

Members: Mrs. Dawn Page, *Chair*
Maurice Henderson, *Vice Chair*
Ms. Kimberly Gray
Dr. Norma Murdoch-Kitt
Ms. Adria Graham Scott
Mrs. Chandra Smith
Donald Coleman
Mrs. Evette Wilson

Officers: Dr. Yvonne Brandon, Superintendent
Ms. Angela Lewis, Clerk
Ms. Angela Anderson, Chief of Financial Reporting/Deputy Clerk
Paul Hawkins, Chief Operating Officer/Agent
Dr. Ronald Carey, Chief of Staff/Deputy Agent

Others Present: Mrs. Victoria Oakley, Chief Academic Officer
Dr. Irene Williams, Executive Director, Elementary Education
Dr. Thomas Beatty, Executive Director, Secondary Education
Ms. Lynn Bragga, Director, Budget & Financial Planning
Dandridge Billups, Director, Human Resources
Ms. Wanda Payne, Interim Director, Finance
Ms. Michelle Boyd, Director, Exceptional Education
Dr. Darlene Currie, Director, Professional Development
Dr. Ernestine Scott, Director, Federal Programs
Kavansa Gardner, Director, Information Communication & Technology Services

Attorney: Ms. Jonnell Lilly

Absent: Mrs. Kimberly Bridges

Pledge of Allegiance

The Pledge of Allegiance was recited; it was followed by a moment of silence.

Adoption of the Agenda

The agenda was amended to

- Defer 7b *Receive the quarterly report from Patrick Henry Charter School of Science and Arts (PHSSA).*
- Remove Recognition for *Colonial Athletic Association,*
- Remove 7e *update on Appomattox Regional Governor's School Regional Board, Maggie L. Walker Governor's School, Richmond Chamber of Commerce Education Committee, and Richmond Public Schools Education Foundation.*
- Add to the Consent Agenda the *Audit Plan*
- Add to Items for Action, *Consider Approval of Contract 6462 for ADA*

Projects), Consider Approval of Contract 5761 for Legal Services, Consider approval of the administration's recommendation in Employee Matter #1213-01.

Public Information

Valerie Gentry, a former employee, addressed the Board regarding the elimination of her position in the Department of Transportation. She asked that the Board investigate the infractions that she had outlined regarding an employee's duties.

Angela Dews, President of Richmond Education Association, expressed that as the Board reviewed the budget for the new fiscal year to look for additional funds to recall employees that were part of the reduction in force, to restore furlough days, and work collaboratively. She welcomed members of the administrative team.

Patrice Shelton, a parent, expressed that the children in Hillside Court should be allowed to attend Bellemeade Elementary School.

Tom Hartman, a citizen, thanked the Board for providing updates on the strategic planning. He stated that the best school district in the country would be that district that did the best job for its students.

LaDonna Freeman, a citizen representing the Bellemeade community, stated that the community was committed to the school and students. She asked that it remain a K-5 school.

Angela Long, a parent whose daughter attended Bellemeade, asked the Board to keep the school open. She stated that many great things were happening at the school.

Approve the Minutes of April 6, 2012 Budget Work Session, April 16, 2012 work Session and Meeting, April 30, 2012 Work Session, May 7, 2012 Work Session and meeting, May 21, 2012 Work Session and Meeting, May 24, 2012 work session, May 29 Budget Work Session May 29, 2012, Public Hearing, May 31, 2012, Public Hearing, June 4, 2012 Work Session and Meeting

The minutes of April 6, 2012 budget work session, April 16, 2012 work session and meeting, April 30, 2012 work session, May 7, 2012 work session and meeting, May 21, 2012 work session and meeting, May 24, 2012 work session May 29 budget work session, May 29, 2012 Public Hearing, May 31, 2012, Public Hearing, and June 4, 2012 work session and meeting were approved as received.

Receive Articles III

Attorney Lilly provided highlights of Articles III and IV of the Student Section

***and IV of the Student
section of the Policy
Manual***

of the Policy Manual. She addressed new information that was incorporated into the policy. She noted that Virginia Department of Education would provide additional information regarding administering epinephrine and Article V would be presented at the next scheduled meeting. Articles III and IV would receive as first read on August 6, 2012 and second read on August 20 and if there were significant, changes the second read would be September 2, 2012. Attorney Lilly asked that all comments or revisions forwarded to her by July 31, 2012. The articles reviewed were as follows:

Article III Student Conduct and Discipline:

- Policy 8-3.1 Student Conduct.
- Policy 8-3.2 Acceptable Computer System Use.
- Policy 8-3.3 Bullying and other Threatening Behavior.
- Policy 8-3.4 Destruction or Defacement of School Property.
- Policy 8-3.5 Exchange Gifts.
- Policy 8-3.6 Student use Motor Vehicles and Parking.
- Policy 8-3.7 Removal of Students from Class.
- Policy 8-3.8 Corporal Punishment.
- Policy 8-3.9 Search and Seizure.
- Policy 8-3.10 Interrogation and Arrest.
- Policy 8-3.11 In-school Disciplinary Alternatives.
There was discussion regarding language to encourage use of an alternative to in-school suspension.
- Policy 8-3.12 Student Suspensions and Expulsions.
Attorney Lilly would research the *Code of Virginia* to find out if there were any ramifications to changing short and long-term suspension as suggested by Dr. Murdoch-Kitt to 5 days for short term and more than 5 days for long-term suspensions. After further discussion regarding the policy, Dr. Murdoch-Kitt and Ms. Gray were asked to bring forth other options at the August 6, 2012, meeting.
- Policy 8-3.13 Completion of Academic Assignments by Suspended Students.
- Policy 8-3.14 Reassignment of Certain Students.
- Policy 8-3.15 Exclusion.
- Policy 8-3.16 Transfer of Students.

Article IV – Student Activities:

- Policy 8-4.1 Clubs and Student Organizations.
- Policy 8-4.2 Interscholastic Athletics.
- Policy 8-4.3 Sportsmanship, Ethics, and Integrity.
- Policy 8-4.4 Student Publications.
- Policy 8-4.5 Student Representatives to School Board.
- Policy 8-4.6 Fund Raising and Solicitation.
- Policy 8-4.7 Contests, Awards, and Prizes.
- Policy 8-4.8 Public Performances.
- Policy 8-4.9 Graduation Activities.

***Receive School Board
Travel Requests***

The Board received the FY2013 upcoming conferences and projected travel budget. As previously requested by Mrs. Bridges a travel comparison of fiscal

years 2011 and 2012 funds were presented. The Chair presented travel requests for Mrs. Bridges and Dr. Murdoch-Kitt to attend the Governor's K-12 Education Reform Summit on August 15, 2012 and Mrs. Wilson to attend the Council of Great City Schools Annual Conference, October 17-21, 2012, in Indianapolis, IN. The travel requests were approved by Board consensus.

Receive Updates from School Board Representatives on the: Appomattox Regional Governor's School Regional Board, Richmond Chamber of Commerce Education Committee Richmond Public Schools Education Foundation, Head Start Policy Council, MathScience Innovation Center

Mr. Henderson reported that the Head Start Policy Council was completing the competitive grant application. He asked that Board members submit any comments regarding the Head Start Program. The Council was reviewing the Strategic plan for the Head Start Program.

Mr. Henderson reported that the MathScience Innovative Center was focused on the summer programs for the center. He had an opportunity to speak at a professional workshop for high school science teachers.

Receive the Human Resources Actions

The Human Resources Actions were presented by Mr. Billups for approval. Mr. Billups introduced the new administrative appointments for 2012-2013 school year:

Principals:

- Jafar Barakat, Huguenot High School
- Racquel Jones, Albert Hill Middle School
- Herman Mizell, Swansboro Elementary School
- Mary Townes, Clark Springs Elementary School
- Melissa Johnson, Overby-Sheppard Elementary School
- Vincent Darby, Reid Elementary School
- Sabrina Beamon, Patrick Henry School of Science and Arts

Assistant Principals:

- Glenn Starnes, John Marshall High School
- Lamont Trotter, Armstrong High School
- Taneshia Ford, Adult Career Development Center
- Crystal Potee, Franklin Military Academy
- Lauren Dawson Albert Hill Middle School
- Jennifer Davis, Boushall Middle School
- Duane Samuels, Overby-Sheppard Elementary School
- Tarnee Kendall Hudson, Blackwell Elementary School
- Sharon Collins, Chimborazo Elementary School
- Shante Freeman, Greene Elementary School

Other Administrators:

- Todd Phillips, Director, Transportation

- Michelle Boyd, Director, Exceptional Education
- Hollee Freeman, Director, Math & Science Innovation Center
- Anthony Washington, Coordinator, Gifted & Talented Programs

Receive a Report on Operations

Mr. Hawkins reported on the GRTC study that would determine the feasibility of transporting high school students to and from school. He shared that the GRTC staff had received information regarding the school bell times, student addresses for the school they attended, and School Board's policy in walking to school. The results of the study was as follows:

- A capital cost of \$17 million was needed to acquire 40 additional buses.
- Operating cost would total \$1.7 million.
- No special education transportation.
- No early dismissal transportation due to the event of inclement weather.
- No extended day or after school transportation.
- Not just students at the bus stop would ride the bus.
- Permission would be needed to be obtained from federal authorizes and driver union.
- To secure identification cards for all students to ensure only authorized students ride at the appropriate time.
- Approximately 75 percent of all student riders would have to transfer buses at least once.

It was the recommendation to discontinue further discussion with GRTC regarding transportation as an option for RPS high school students. It was shared that the GRTC Study had been shared with the Task Force in February 2012.

Receive an Update on Building a Better Richmond

Mr. Hawkins shared a PowerPoint presentation that showed the construction progress that was being made at the new schools. He noted that the schools were on schedule to open in January 2013.

Receive a Report on the Virginia Department of Education No Child Left Behind Waiver

Dr. Scott reported on the approved Virginia's *No Child Left Behind* waiver that would allow the state flexibility in reporting the performance results on the federal accountability system. The major changes were (1) Virginia schools would no longer use the term "Adequately Yearly progress or receive an annual AYP rating, (2) information on schools meeting and not meeting the new annual federal benchmarks for narrowing the proficiency gaps would be reported separately, (3) Virginia Department of Education would identify and report low performing schools as "priority" and "focus" schools and recognize high-performing Title I schools as "reward" schools. Dr. Scott provided an overview of the new annual measurable objectives (AMOs). She noted that under the waiver, school divisions must implement the performance and evaluation standards for teachers and principals, which was approved by the Virginia Department of Education in 2012. The performance standards for teachers became effective July 1, 2012 and effective for principals in July 1, 2013

Receive the Transition Plan for Broad Rock and Oak Grove

A tentative transition schedule for Broad Rock and Oak Grove Elementary Schools was presented to the Board. Mr. Hawkins reviewed a month-by-month break down of the schedule.

Elementary Schools

May 2012

- Teachers purged accumulated instructional supplies and year-end packing.

September 2012

- Meet with instructional staff to discuss transition schedule.
- Presented to parents at Back-to-School nights and community centers.
- Teachers would purged accumulated instructional supplies and would be instructed to unpack only necessary items for first semester.
- Technology cabling installed.

October 2012

- Principals would make room assignments
- Recruit volunteers to assist teachers and serve as tour guides as needed prior opening of new schools.
- Ensure that Food Service, Clinic, and Media Center were established and prepared for transition in November.

November 2012

- Install all furniture, fixtures, equipment, and technology equipment.
- Test all HVAC, technology, and security systems.
- Grade level tours for teachers and students.
- Meet with community partners/volunteers to discuss transition.

December 2012

- Conduct community tours
- Complete all grade level tours for teachers and students.
- Move teachers' instructional materials to classrooms.
- Teachers and volunteers to prepare classrooms/bulletin boards.
- To test all equipment for operational effectiveness.
- To make final transition for Food Service, Clinic, and Media Center.

January 2013

- Opening of new schools, January 2, 2013, with Ribbon Cutting Ceremony.
- Volunteers at schools the first week of school to assist students, parents, teachers, and community.
- School administrators to select furniture/fixtures for redistribution from Oak Grove and Broad Rock Elementary Schools.
- Move selected furniture/fixtures to proper school location.

February 2013

- Begin plans for closure of Summer Hill Elementary School.
- Conduct meetings with Summer Hill staff discussing transition plan.
- Move all unclaimed furniture/fixtures from Oak Grove and Broad Rock Elementary Schools to Arlington Road Warehouse.

March 2013

- Summer Hill staff and student reassignment plan development.
- School bus schedule reassignment plan development.

April 2013

- Send staff and student reassignment notification.
- Send bus schedule reassignment plan notification to parents.
- Begin student data base revisions for September 2013.
- Surplus sale of Oak Grove and Broad Rock Elementary Schools unclaimed furniture/fixtures.

May 2013

- Host Summer Hill parent meeting at new school assignment.
- Conduct building tours for parents and staff.
- School financial closeout plan.

June 2013

- Conduct student visits/tours.
- Summer Hill celebration and recognition.

Other Information Items

The following information was in the Board packages for review:

- An update on RPS Contracts.
- Receive an update on Freedom of Information Act requests.

Consent Agenda

On a motion by Mrs. Smith, seconded by Ms. Graham Scott, the School Board voted to approve the following items under the Consent Agenda (*Mrs. Bridges was absent.*):

- Human Resources Actions:
 - The resignation of thirty-four employees.
 - The rescission of employment of one employee.
 - The retirement of thirteen employees.
 - The nomination of sixty-one employees.
 - The returning from leave of fifteen employees.
 - The change of contract of forty-four employees.
 - The transfer of twenty-six employees.
 - The change of name of five employees.
 - The furlough of sixteen employees.
 - The re-election list corrections of twenty-five employees.
- Approved the financial statement for May 2012. (*Please see the attached financial statement at the end of the minutes.*)

Consider Approval of Contract 6462 for ADA Projects

On a motion by Dr. Murdock-Kitt, seconded by Ms. Gray, the Board voted to approve Contract 6462 for ADA Projects. (*Mrs. Bridges was absent.*)

Consider Approval of Contract 5761 for Legal Services

On a motion by Mr. Henderson, seconded by Ms. Graham Scott, the Board voted to approve Contract 5761 for Legal Services. (*Mesdames Graham Scott, Smith, Page, Wilson, and Messers Henderson, Coleman voted "aye", Mesdames Gray and Murdoch-Kitt voted "nay" and Mrs. Bridges was absent*)

Consider approval of

On a motion by Ms. Gray, seconded by Mrs. Smith, the Board voted to approve

***the Administration's
Recommendation in
Employee Matter
#1213-01***

the administration's recommendation in Employee Matter #1213-01. (*Mrs. Bridges was absent.*)

There being no further business, the meeting adjourned at 9:10 p.m.

Clerk

Chair

DRAFT