A Regular Meeting of the Albemarle County School Board was held on April 15, 2004 at 6:30 p.m., Room 241, County Office Building, 401 McIntire Road, Charlottesville, Virginia 22902.

PRESENT: Mr. Stephen Koleszar; Mrs. Pamela Moynihan; Mrs. Diantha McKeel; Mr. Brian Wheeler; and Ms. Barbara Massie.

ABSENT: Ms. Sue Friedman and Mr. Gordon Walker.

STAFF PRESENT: Dr. Kevin Castner, Superintendent; Dr. Pam Moran, Assistant Superintendent for Instruction; Dr. Diane Behrens, Executive Director of Support Services; Mrs. Steele Howen, Executive Director of Administrative Services; Mr. Tom Nash, Director of Special Education and Student Services; Mr. Jackson Zimmermann, Director of Fiscal Services; Mr. Bruce Benson, Executive Director of Curriculum, Instruction and Technology; Mr. Al Reaser, Director of Building Services; Ms. M.E. Via, World Languages Coordinator; Mr. Michael Struiksma, Director of Federal Programs; Ms. Carolyn Ross, Career and Technology Teacher; Ms. Sue Sheffield, Coordinator for Guidance, Career, and Technical Education; Mr. Mark Trank, Deputy County Attorney; and Mrs. Jennifer Johnston, Clerk.

Call to Order.

At 6:00 p.m., Mrs. McKeel, Chairman, called the Board to order in Room 235.

Closed Meeting.

At 6:01 p.m., Mrs. Moynihan offered a motion that the School Board go into Closed Meeting as authorized by the Virginia Freedom of Information Act, section 2.2-3711(A) of the Code of Virginia, under subsection 1 to discuss the appointment and assignment of administrators and professional staff for the 2004-05 school year; and subsection 2 to discuss a student disciplinary matter involving Albemarle High School, and to discuss an elementary school attendance issue. Ms. Massie seconded the motion, and the motion passed with Ms. Friedman and Mr. Walker absent.

Agenda Item No. 1. Call Back to Order.

At 6:42 p.m., Mrs. McKeel called the Board back to order in Room 241.

Certify Closed Meeting.

Ms. Moynihan 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. Mr. Wheeler seconded the motion. Roll was called, and the motion passed by the following recorded votes:

AYES: Mr. Wheeler, Mr. Koleszar, Mrs. Moynihan, Mrs. McKeel, and Ms. Massie.
NAYS: None.
ABSENT: Ms. Friedman and Mr. Walker.

Motion carried by a 5:0:2 vote.

Agenda Item No. 2. Pledge of Allegiance.
Agenda Item No. 3. Moment of Silence.
Agenda Item No. 4. Agenda.

Mr. Wheeler offered a motion to approve the agenda. Ms. Massie seconded the motion, and the motion passed with Ms. Friedman and Mr. Walker absent.

Agenda Item No. 5. Commendations.

1. Each year the county art teachers select artwork for the poster advertising Albemarle County's Fine Arts Festival. This year's honor goes to a painting by Lauren Chilton. Lauren, an eighth grade student at Sutherland Middle School, is an accomplished artist. As this year's poster artist, her painting will be reproduced on all posters, flyers, and postcards used as advertisements for the 2004 Fine Arts Festival. Ms. Chilton is to be commended for her talented and creative contribution to this yearly event.

2. The 11th Annual 24 Challenge hosted 140 students from Albemarle County and surrounding school divisions on Thursday, February 12th, 2004 at Hollymead Elementary School. This event was co-sponsored by Albemarle County Schools and Teacher's Edition Educational Products. Participants joining Albemarle in the competition came from Greene County, Madison County, Orange County, St. Anne's Belfield, and The Peabody School. The age group winners were: 4th Grade and Under: 1st Place - Robert Robison, Woodbrook Elementary School; 2nd Place - Dylan Park, Meriwether Lewis Elementary School; 3rd Place - Timmy O'Shea, Meriwether Lewis Elementary School; 5th and 6th Grade: 1st Place - Sarah Gadwa, Henley Middle School; 2nd Place - Ryan McRimmon, Murray Elementary School. Team Award: Top Score - Woodbrook Elementary School, 3rd and 4th Grade Category.

3. The MATHCOUNTS competition was developed to increase interest and involvement in mathematics among all middle school students in order to assist in developing a technically literate population essential to U.S. global competitiveness and the quality of life. The MATHCOUNTS Foundation administers a nationwide math coaching and competition program based on problem solving and mathematical skills. The local competitions are held at each school to select the top 8 competitors from each school. The regional competition was held on February 14th at Blue Ridge Community College. Chelsea Heil, an 8th Grader at Burley Middle School, won 3rd Place in the Individual Competition. The Burley Middle School Team placed 3rd in the Team Competition. Ms. Heil will go on to compete in the State Competition on March 27th in Richmond.

4. Marlene Robinson, Mathematics Coordinator, has been elected President of the Virginia Council of Mathematics Supervisors (VCMS) for 2004-2006. VCMS is an organization of mathematics leaders in the State of Virginia whose purpose is to support and encourage excellence and equity in mathematics education at the school, division, and college/university levels across the state. Congratulations Marlene!

5. The VIAAA (Virginia Interscholastic Athletic Administrators Association) selects and recognizes four state Athletic Directors, one from each division AAA, AA, A, and private school. Ms. Deb Tyson is the Athletic Director selected from a AAA division High School. The criteria for selection are the service that a person provides to the school, district, region, and state. Ms. Tyson serves as secretary of the VIAAA. As Athletic Director of Albemarle High School, she has sponsored many district and regional contest and also directed state events. She has also served on state sponsored committees. Ms. Tyson is most deserving of this recognition as she has worked diligently to make athletics at Albemarle High School a positive experience for all involved, athletes, coaches, parents, and spectators. She has also made herself available to help in anyway she can to the district, region and state.

6. This past November, Bruce Benson, was selected to receive the 2003 Region V Educational Technology Leadership Award. The purpose of the award is to recognize outstanding leadership in educational technology planning and implementation. Mr. Benson was selected to receive this award, sponsored by the Virginia Department of Education, because of his significant contribution to help Albemarle County Public Schools meet the challenges of teaching and learning through the use of instructional media and technology. The division is extremely pleased to have Mr. Benson's accomplishments receive state-wide recognition.

7. Albemarle County Schools is proud of the many students and their coaches whose athletic team achievements during 2002-2003 have been recognized at the District, Region II and State Championship level of competition. They are as follows: Girls' Cross Country: Gina Casella, Carrie Ellwood, Jessica Fanning (Individual District Champion), Tasmin Fanning, Kathryn Goekte, Kelsey Stafford, Samantha Stafford, Sarah Connette, Audrey Lorenzoni, Rikah Madl, Madeleine Gomez, Meagan Jennett, Aileen Keogh, Stephanie Miller, Monica Periasamy, Stephanie Roddy, Kara Schultz, and Sara Thompson. The Head Coach, Carin Ward, and the Assistant Coach, Ann Wanner were instrumental in the team's achievement. Girls' Indoor Track: Ashley Atwood, Margaret Bailey, Alexis Bressler, Amber Cadle, Gina Casella, Bridget Dettmann, Shawnee Dyer, Ashley Early, Carrie Ellwood, Jessica Fanning, Tasmin Fanning, Kathryn Goekte, Madeleine Gomez, Amy Grinnell, Meagan Jennett, Aileen Keogh, Elizabeth Killham, Audrey Lorenzoni, Rebekah Madl, Roberta Salisbury, Adrienne Schubert, Kelsey Stafford, Samantha Stafford, and Celeste Wright. The Head Coach Carin Ward, and Assistant Coaches Ann Wanner, and William Tillery are recognized for the support and guidance given to their winning team. Varsity Golf: Josh Bascom, Gus Hansborough, Daniel Irwin, Nick Little, Paige Miller, Todd Miller, Dan Paley, Chris Ray, Robbie Turner, and Daniel Powers. The Golf Team's Head Coach, Darren Maynard is to be commended on the success of this team. (This section ended at 7:10 p.m.)

Agenda Item No. 6. Consent Agenda.

6A. Minutes: February 21, 2004 Special Meeting; March 25, 2004 Regular Board Meeting
6B. AIMR Rental Contract for Monticello High School
6C. Policy Review and Revision
6D. Additional Carl Perkins Funds
6E. Donation to Albemarle High School
6F. Donation to Murray Elementary School
6G. Donations to Western Albemarle High School
6H. Year-to-Date Financial Report as of February 28, 2004
6I. Personnel Action (plus addendum)

Mrs. McKeel noted that there was a personnel addendum.

Mr. Koleszar pulled 6B for a roll call vote. Mr. Wheeler asked to pull the February 21, 2004 minutes and Policy KJB from 6C. Mr. Koleszar offered a motion to approve the Consent Agenda items 6D-6I with the addendum. Mr. Wheeler seconded the motion, and the motion passed with Ms. Friedman and Mr. Walker absent.

6A. Minutes: Mr. Wheeler said there was something Mr. Koleszar said at the February 21, 2004 meeting, which was not included in the minutes. He contacted the Clerk, and feels that the following paragraph should be added to the minutes, “Mr. Koleszar said that because we did not redistrict middle schools there are still a few small feeder pattern splits in the northern part of the county from the redistricting for Baker-Butler. He would like these splits addressed by the Long-Range Planning Committee. Mr. Reaser said that the Long-Range Planning Committee already recommended that these be fixed. There was Board consensus for this to be looked at as a separate item at the same time the Meriwether Lewis Split is reviewed.” Mr. Wheeler offered a motion to approve the February 21, 2004 minutes as amended. Mr. Koleszar seconded the motion, and the motion passed with Ms. Friedman and Mr. Walker absent.

Mr. Koleszar offered a motion to approve the March 25, 2004 minutes. Mr. Wheeler seconded the motion. Roll was called, and the motion passed by the following recorded votes:

AYES: Mr. Koleszar, Mr. Wheeler, Mrs. Moynihan, and Ms. Massie.
NAYS: None.
ABSENT: Ms. Friedman and Mr. Walker.
ABSTAIN: Mrs. McKeel

Motion carried by a 4:0:2:1 vote.

Mr. Wheeler offered a motion to approve the AIMR Rental Contract for Monticello High School. Mrs. Moynihan seconded the motion. Roll was called, and the motion passed by the following recorded votes:

AYES: Mrs. McKeel, Mr. Wheeler, Mrs. Moynihan, and Ms. Massie.
NAYS: None.
ABSENT: Ms. Friedman and Mr. Walker.
ABSTAIN: Mr. Koleszar.

Motion carried by a 4:0:2:1 vote.

6C. Policy Review and Revision: Mr. Wheeler said Policy KJB states if fundraising is done using the school’s name written permission to do so is needed. Mr. Wheeler said as a former PTO president and former member of the Parent Advisory Council, he does not remember this policy being discussed or followed. Dr. Behrens said this has been policy since 1995 and it should have been followed. Mrs. Moynihan asked if there was a legal requirement that written permission be received by an organization doing fundraising on behalf of a school. Mr. Trank said no, this is only a local requirement. Dr. Castner said policy KJB would be withdrawn and taken to the Parent Advisory Council for comment. Mr. Koleszar offered a motion to approve 6C minus policy KJB. Ms. Massie seconded the motion, and the motion passed with Ms. Friedman and Mr. Walker absent.

(This section ended at 7:19 p.m.)

Agenda Item. No. 7. Announcements.

Teacher Performance Appraisal: Dr. Moran said a group of educators has worked for six months to review and make recommendations for revision to the current teacher performance appraisal instrument. Staff is attempting to align the teacher performance appraisal focus with the work the Division is doing with Design 2004.
Staff will be providing the Board with more information concerning where they would like to see this performance appraisal go. Mrs. Howen said the revisions would help carry forth the visions of the Division. Is every tenured teacher evaluated each year? Mrs. Howen said we are talking about evaluating all of our teachers not just our non-tenured teachers that will include data gathering on that teacher’s progress toward certain goals they set in the beginning of the year.

**Annenburg Foundation Grant:** Mrs. Howen said Ms. Leanne Forney would be the lead teacher for the grant next year. Eighteen teachers from nine central Virginia school divisions, including all Albemarle County high schools, have been chosen to take part in this grant. This is a civics education project focusing on seniors who take government to get them actively involved in their communities and civic work. Mrs. Howen said there would be a kick off reception on May 25th at Monticello High School. Board members will be able to meet the participants and talk with the people from Annenburg to find out more about the actual project and the activities that will be accomplished.

**Summer Curriculum Institute:** Dr. Moran said that during the summer Sutherland Middle School would be holding a six day curriculum institute. It involves the participation and training of a cadre of teachers from each school. Teachers from the institute last summer will be working in a leadership capacity with the new teachers this year. Dr. Moran said it is the intention that each school will have a cadre of teachers who will be able to provide the training focus at the building level. Mr. Benson said teachers have had a very positive response to the institute. The institute will take place June 16th to 18th and June 21st to 23rd. (This section ended at 7:30 p.m.)

**Agenda Item No. 8. Public Comment.**

Ms. Brittany Marsh is a ninth grade student at Albemarle High School. She said she must deal with harassment every day at school. She feels she is being treated differently because she is African American. She feels teachers are not treating her with respect because of her race.

Ms. Judy Fields is the mother of Brittany Marsh. She also has a son in the 11th grade at Albemarle High School. She feels Albemarle High School has racial issues that need to be addressed. She suggested that the administration and some of the teachers are not concerned about the education of African American students. She feels they have not addressed the concerns of parents in a professional manner.

Ms. Dominique Estes is a freshman at Albemarle High School. She complained about teacher harassment because she is African American. She feels teachers and administration deal unfairly with minority students.

Ms. Angela Estes is the mother of Dominique Estes. She said that she met with Dr. Castner in 2001 and he said that there was racial tension and issues within the Albemarle School Division and the Division was not where it should be. She now feels that the same issues exist. The Superintendent’s action or non-actions prove he supports the wrongs in these areas. When are we going to get where we need to be? What are you going to do to assist us in getting there? Why are we not there? Who is going to take responsibility for us not being where we should be as a Division? She asked if the Albemarle County School Division really wants to reach the point of equality.

Ms. Sharon Lloyd is a French teacher at Albemarle High School. She feels very strongly that it would be an absurd idea for the Division to drop French from the curriculum. She has taught many students in various fields of study and has taught students who study more than one language. She feels the Division must consider marketable skills and abilities with regard to curriculum. As an educator, she is excited to see the Division expand its language program but she hopes the Board would not make a careless judgment on a curriculum that has thrived in American schools for over fifty years. If there were no students taking French or no qualified teachers available, program withdrawal might be an option. The only options for withdrawal that she sees are narrow-mindedness and insufficient data.

Ms. Hannah Ayers and Ms. Jerilllyn Kent are AP French 5 students from Monticello High School. They are concerned that the Board may be considering discontinuing French. They feel knowing French allows them to
study and read literary works in their original language. The study of French history, philosophy and art has provided valuable interdisciplinary connections between many of their other classes. They have participated for four years in the French National Honor Society.

Mrs. McKeel asked if the Board or Superintendent had any comments. Dr. Castner said that he is aware of some of the issues that were brought up regarding Albemarle High School. He feels that it is necessary to allow the Albemarle High School administration an opportunity to respond. Some of the issues involving personnel need to be discussed in closed session. Dr. Castner said there are certain areas that the school is working on and he wants the Board to be informed so they can respond appropriately. He felt that the meeting he had with some of the students and parents had a more productive outcome with a constructive dialogue. He hopes that dialogue continues.

Dr. Castner said that the Board did have a frank discussion about foreign languages at the last meeting. He feels that French should be a supply and demand language. He asked staff to look at the middle school French program. He is not prepared to make a recommendation to drop French but languages need to be cost effective. Mr. Wheeler said he was one of the Board members asking questions about French and whether the Division should be teaching a language that is not among one of the top ten spoken in the world. He feels it is something the Board has to look at, not only as conditions exist today, but in the future. (This section ended at 7:52 p.m.)

Agenda Item No. 9. School Board and Superintendent Business.

NSBA Conference: Mr. Koleszar provided a brief summary of the NSBA Conference in Orlando, FL. He said it seemed as though everything we deal with as a Division was addressed at the Conference. Mr. Koleszar provided the Board with a copy of a bilingual education study, which followed students from kindergarten through high school (on file). Programs that emphasized dual language, honoring the original language as well as instruction in English, had students with the highest academic success rate. Jim Collins, one of the speakers, said we should not run schools like a business but like schools. Good business principles do, however, apply to schools. Mr. Koleszar recommended reading Breaking Ranks II, a study of various innovative programs provided by the Gates Foundation. The Foundation’s focus is high schools and they feel that high schools need to be made more personalized.

Evaluation Process: Dr. Castner said in May he starts the formal evaluation process of administrators reporting to him. He asked Board members to provide input relative to these particular individuals. These evaluations go over specific criteria for the past year and then time is spent planning for the coming year.

Strategic Planning: Dr. Castner said he asked Dr. Moran to look at a system wide approach to examining our Strategic Plan. It would involve a time commitment from the Board before they get to the Board Retreat. It would also involve a financial commitment of $16,000. Dr. Moran showed a graphic, which indicated that the Division has accomplished a good deal of the goals set from the last Strategic Plan (on file). Since our present plan is coming to an end, we are in the process of taking on the next step. Dr. Moran presented a summary of the next steps. The Steering Committee will need to receive advice from the many advisory groups that exist now which did not exist when the original plan was done. Mrs. McKeel and Dr. Moran met with the consultant the county is using for their strategic plan and they feel that using the same person would benefit the Division. To start the process the consultant needs to hear what the Board sees as their vision for the future. Staff is proposing that we work with consultant, Dr. Strumph, over the next year and move the process forward beginning with the Board in May. Dr. Moran said Dr. Strumph would then work with the Steering Committee for about six months throughout the rest of the year developing the document. The consultant would need to meet with the Board for about six hours to brainstorm about its vision for the future. Mrs. McKeel said the Strategic Plan needs updating; the County is working with a consultant for the first time to create a Strategic Plan for county government. She said it would seem that there are some advantages to tie in with the same consultant used by local government. Dr. Moran said at the end of the process the document should be constructed with feedback from as many filter groups as possible to say this is where we see the Division going in the next five years. Mr. Koleszar said he supports having the brainstorming session to set our vision for the future. The consultant suggested either the 8th
or 15th of May as dates for the Board to meet with her. This process has budget implications. There was Board consensus to continue this discussion with more information at the April 22nd meeting.

Communications Committee: Mr. Wheeler said that he and Ms. Friedman spoke to Lee Catlin, County Community Relations Manager, and Sean Corso, County Web Content Manager, about A-mail. They will be doing a demo for the Communications Committee and the Committee will report back to the Board. (This section ended at 8:22 p.m.)

Agenda Item No. 10. Special Education Parent Advisory Committee Report.

Mrs. Mary Huff, Vice-Chairperson of the Special Education Parent Advisory Committee, summarized the committee report (on file in the Clerk’s Office). The Special Education Advisory Committee performs the following functions:

1. Advises Albemarle County Schools of unmet needs in the education of children with Disabilities;
2. Assists Albemarle County Schools in the formulation and development of long-range plans designed to provide needed education services for children with disabilities;
3. Participates in the development of priorities and strategies for meeting the identified needs of children with disabilities;
4. Assists Albemarle County Schools in interpreting plans to the community for meeting the special needs of children with disabilities.

The Special Education Advisory Committee submits an annual report and recommendations regarding the education of children with disabilities to the division superintendent for transmission to the local school board.

Any recommendations made by the Special Education Advisory Committee that have fiscal impact and are pursued and developed based on direction of the School Board will be brought forward through the budget initiative procedures established during the development of the 2005-06 budget process.

Does the No Child Left Behind legislation have an impact on special education? Mr. Nash said his department feels everyone should participate in whatever this legislation requires. However, he also feels special education students should have the same opportunities every other child has who participates. (This section ended at 8:38 p.m.)

Agenda Item No. 11. Special Education Annual Plan.

Mr. Nash summarized the staff report (on file in the Clerk’s Office). Under the provisions of the Individuals with Disabilities Education Act (IDEA), and the Regulations governing Special Education Programs for Children with Disabilities in Virginia, (effective March 27, 2002), local educational agencies are required to submit an annual plan and applications for providing special education and related services to children with disabilities.

School divisions must submit the policies and procedures that are consistent with both the revised Virginia Special Education Regulations and the IDEA amendments of 1997 and its implementing regulations. The Annual Plan and funding application will consist of three components:

1. The policies and procedures required for establishing eligibility for IDEA Part B funding.
2. The Annual Plan/Local Improvement Plan.
3. The applications for Section 611 Flow-Through Grant and the Section 619 Preschool Grant.

The 2001-02 Albemarle County Special Education Annual Plan as amended included policies and procedures consistent with both Federal and State Regulations and serves as the basis for establishing eligibility for Part B funding. These policies and procedures have been submitted, reviewed and approved by the Virginia Department of Education. There are no changes to these policies at this time. The 2004-05 Albemarle County Special Education Annual Plan was reviewed at the Special Education Advisory Meeting on March 23, 2004. Enclosed are the certification statement, the assurance/policy statements and a project budget for the Part B Section 611 Flow-Through Grant, the 619 Preschool Grant A and Grant B, and the Part B 611 Silver Grant. A complete copy of the Annual Plan is available in the School Board Office.

The disbursement of state and federal funds appropriated for the education of children with disabilities is contingent upon approval of this plan and application.

How many children do we have with autism? Mr. Nash said we have one of the largest percentages of children with autism in the state. We have about 90 students or about 4 percent of our special education population. (This section ended at 8:57 p.m. There was a break until 9:06 p.m.)
Agenda Item No. 12. Local Plan/Budget for Career and Technical Education.

Ms. Ross summarized the staff report (on file in the Clerk’s Office). Under the provisions of the Carl D. Perkins Vocational Technical Education Act of 1998 (Perkins III), local education agencies are required to submit an annual plan and applications that include the policies and procedures for providing career and technical education programs. The Joint Career and Technical Education Advisory Council advises and assists with the development of this annual plan. The council meets three to four times a year to provide relevance of courses being offered within the division, current trends in business, technological demands, and job requirements.

The local Career and Technical Education Management Plan outlines vocational policies and procedures and proposed expenditure of federal funds. Attachment 1 (on file) shows the total enrollment of middle and high school vocational courses from fall 2003. Attachment 2 (on file) provides the Annual Performance Report for Career and Technical Educational Programs. Attachment 3 (on file) provides the highlights of the Career and Technical Education Follow-up of 2002 Graduates. Attachment 4 lists the Local Assurances and 2004-2005 Budget of Perkins funds.

The disbursement of federal funds appropriated for the Career and Technical Programs is contingent upon approval of this plan.

Board members noted or asked the following that staff answered:

1. Are Carl Perkins Funds used to fund programs in the high schools as well as CATEC? Ms. Ross said it is used for our high schools. CATEC does not get Carl Perkins Funds. Does CATEC get funds for staff development? Ms. Ross said she includes the CATEC teachers in with our staff development.
2. Is the health and medical science teacher at Monticello High School the one noted in the report? Ms. Ross said Monticello does have enough students for one class and we are anticipating enough students for a class at Albemarle and Western Albemarle High Schools. A program at each high school would be three classes or a half time teacher. How does this influence the Health and Science Academy at CATEC? Ms. Ross said we hope to get students interested in the program and start to move them into the program at CATEC and at the community college. This is an introductory class so it would be a starting point to build up interest.
3. Are CATEC students included in the enrollment numbers provided to the Board? Ms. Ross said no, they are included in a report she does in June. Does the survey include CATEC students? Ms. Ross said no, CATEC follows up with their students. Ms. Ross said we operate two different programs but we work together.
4. Can the Carl Perkins funds be used at CATEC? Ms. Ross said the only way that they could be used is if we have an agreement with Charlottesville City and each Division contributed their share of the cost.
5. What sort of collaboration exists with CASBA and the Tech Tour? Ms. Sheffield said we are asking businesses to sponsor internships and we are saying to businesses that we will help teach work ethic issues in the schools.
6. Do we belong to the Piedmont Technology Council? Mr. Benson said we have not joined as a Division but the Department of Technology has individuals who are members.
7. Is the follow up survey a requirement? Ms. Ross said that for the past eight years, except one, we have followed up with students. Board members felt it might be interesting to see where our students are today. Ms. Ross said students can only be surveyed if they are employed full-time. Ms. Ross said the survey is not to check on how well the student is doing but on how well we have prepared them and if they have all the skills they should have after completing one of our courses. (This section ended at 9:30 p.m.)

Agenda Item No. 13. World Languages Resource Selection and Adoption.

Ms. Via summarized the staff report (on file in the Clerk’s Office). The Albemarle County School Board will adopt textbooks for use in the local division based upon recommendations presented by the Superintendent. Recommendations are presented for textbooks and other curricular resources for all World Languages programs, K-12.

Consistent with the procedures outlines in Policy IIAA, subject area teams (see Enclosure 1)(on file) were asked to review textbook samples submitted by a variety of publishers of World Languages textbooks and learning resources. The teams made their decisions known to the World Languages Coordinator after giving all teachers in the county time to comment.

The Committee used the following criteria for selection (as stated in Policy IIAA):

- Overall instructional purpose
- Educational suitability and age appropriateness
- Timeliness
The evaluation committee members used a common textbook review criteria form (refer to section IIA-E: Textbook Review Criteria Form) to guide selection. Members sought materials that aligned with Albemarle County curriculum and the Virginia Standards of Learning.

After reviewing the available textbooks, the committee recommends the following textbooks (with their associated ancillaries) and learning resources for adoption:

**Elementary:**

*Español para ti*, SRA/McGraw-Hill

**Middle School Cultures:**

*An Invitation to Languages*, Glencoe/McGraw-Hill

**Middle/High Schools:**

**Arabic:**

- *Your First 100 Words in Arabic: Beginner's Quick & Easy Guide to Demystifying Arabic Script*, National Textbook Company
- *Elementary Modern Standard Arabic: volume 1, pronunciation and writing*; lessons 1-30, Cambridge University Press
- *A Textbook for Beginning Arabic: Part One*, Georgetown University Press
- *201 Arabic Verbs*, Barron’s
- *Arabic-English Dictionary: The Hans Wehr Dictionary of Modern Written Arabic Spoken Language Services*
- *Materials Center from M. Sawaai Arabic 101 and 102 at University of Virginia*

**Chinese:**

- *Integrated Chinese*, Cheng & Tsui Company, Boston, MA

**French:**

- *Allez, viens!*, Holt, Rinehart and Winston © 2003
- *French III Years*, Amsco
- *En Bonne Forme*, McDougal Littell
- *Graded French Reader I*, Houghton Mifflin
- *Graded French Reader II*, Houghton Mifflin
- *Tresors de Temps*, Glencoe
- *Une fois pour Toutes*, Prentice Hall
- *Cours Superieur*, Amsco
- *Triangle*, Wayside Publishing
- *AP French*, Prentice Hall
- *501 French Verbs*, Barron’s
- *Das Wetter*, CD-ROM für Windows ab 3.11/95, Mac ab 7.0. Navigo
- *Der Ring des Nibelungen (MAC)*, Arktis Software

**Greek:**

- *Athenaze: An Introduction to Ancient Greek*, Oxford
- *201 Modern Greek Verbs*, Barron’s
- *Ten Plays by Euripides*, Bantam
- *The Complete Plays of Aristophanes*, Bantam
- *The Iliad of Homer*, University of Chicago Press
- *The Oresteia Trilogy : Agamemnon, the Ligation-Bearers and the Furies*, Dover

**Italian:**

- *Prego! An Invitation to Italian*, McGraw-Hill
It is also recommended that teachers be able to purchase, with textbook funds, a variety of children’s literature that is language specific and satisfies the needs of the World Languages classroom teacher. Suggested books may be obtained from the World Languages coordinator.

Textbook funds will be distributed among the schools. The proposed 2004-2005 textbook allocations, estimated at approximately $1400 per classroom for the elementary materials, approximately $75 per pupil at the middle and high school levels, with honors and Advanced Placement courses averaging approximately $185 per pupil. The total projected cost of the pupil resources is $295,825. The learning resources for the classroom teacher (dictionaries, etc.) will be purchased in classroom sets and will cost approximately $22,500.

Board members noted or asked the following that staff answered:

1. Are these purchases in the proposed budget? Ms. Via said yes.
2. When was the last time these textbooks were updated? Ms. Via said they were updated seven years ago. Dr. Moran said there have been budget cycles where we had to delay, phase in or eliminate adoptions and world languages has been two years out of its cycle.
3. Do we have any kind of guidance that helps students with their choice of a language to study? Ms. Via said we are making a concentrated effort to make sure middle schools are visited by someone from the world languages’ staff during registration and the options available discussed with students. Dr. Moran
said Ms. Via has worked hard to make sure students are aware of the non-traditional language choices available. (This section ended at 9:39 p.m.)


Mr. Struiksma summarized the staff report (on file in the Clerk's Office). Board Policy IGCA states “high school summer school programs shall be financed by fees as approved by the School Board.” Historically, that has been the case. However, in 2003, insufficient funds were collected to allow the high school summer school program to operate without utilizing school division funds to balance the summer school budget.

While the overall K-12 summer school program registered a deficit of $2379.85, the high school program operated at a deficit of $34,458.44. This equated to an undercharge of approximately $56.50 per student. Tuition for 2003 summer school was at a rate of $200 per course for in-division students and $225 per course for out-of-division students.

**Summer School tuition in near-by districts**

- Charlottesville City - $25/50 in-division*
- Culpeper – $175 in-division, $200 out-of-division (last summer’s price)
- Lynchburg City – $75 in-division, $150 out-of-division ($50 in 2003, not self-sustaining)
- Rockingham – no fee in-division, $250 out-of-division (not self-sustaining)
- Fredericksburg - $100 in-division, $160 out-of-division (not self-sustaining)

*Charlottesville does not run many classes. They pay us a fee and reimburse their students for a portion of the out-of-division tuition paid to Albemarle County.

**ACPS High School Summer School Program Fee History**

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Funds designated for summer school remediation programs were used last year to balance the deficit from programs where students took courses for credit. The demand for remedial course work in the summer will continue at the elementary and middle school level while significantly increasing at the high school level. As a result, it is anticipated that all of these funds will be needed for remediation programs. Raising summer school tuition to a self-sustaining level is one option that will allow funds designated for K-12 remediation to be fully used for those purposes. If the high school courses are fully self-sustaining through an appropriate tuition level, the funds designated for remediation should be solely focused to that purpose.

High School Tuition-based instruction deficit $34,458.44
Projected increase in cost (due to salary increases) $9,777.39
Total additional funds to needed to balance $44,235.83

With a projected enrollment of 610 students, summer school tuition rate would need to increase by approximately $72.50 per class in order for the program to return to a self-sustaining status.

Another option is to implement an incremental increase in tuition of $30 per class, using a portion of the summer school fund balance (a current balance of approximately $42,000) to offset costs. Assuming a similar enrollment count, a $30 increase would require use of approximately $29,000 of the current fund balance.

Summer school could also operate at a self-sustaining level by raising class sizes. Currently, class sizes are required to reach 15 students to 1 teacher, or higher, for remedial classes, and 25 students to 1 teacher, or higher, for PE/Health classes. Holding at the current tuition rate and adjusting for increased wages, summer school classes would need to increase to approximately 30 students to 1 teacher, or higher, for PE/Health classes, and nearly 20 to 1, or higher for remedial classes.

Division and Summer School staff will examine the efficiency of various facets of the program this summer. Some classes currently are barely making or not quite making enrollment at 15. Some classes have had to be combined in order to have sufficient enrollment. Reducing the number of staff may reduce offerings. Increasing class sizes in PE classes may also have the effect of a corresponding increase in safety concerns as supervision ratios increase.
Board members noted or asked the following that staff answered:

1. Do students required to attend summer school for SOL remediation pay tuition? Mr. Struiksma said the state does not allow us to charge for SOL remediation. However, we can ask the state for reimbursement if the state continues to fund this.
2. Is the loss shown on the report just for tuition students? Mr. Struiksma said the loss is strictly based on the tuition-based program.
3. What are the options? Mr. Struiksma said we could raise the tuition $72.00 and break-even or we could increase class sizes. He said staff thinks the $72.00 is too large an increase at one time. We have a $42,000.00 carry-over in the summer school budget. He suggested a $30.00 increase per class for Division students and out-of-Division students and using the carry-over to make up the difference. The class size will also be increased slightly from fifteen to twenty.
4. How many classes do we offer that are not SOL remediation? Are all the classes necessary for some kind of remediation? Dr. Behrens said we do offer some combined classes if the class size is not of a significant number so that we do at least offer the classes the students need.
5. Will this be an economic obstacle to some students if we increase the tuition by $30.00? Do we offer free and reduced lunch students scholarship opportunities? Dr. Behrens said the students who need to earn the credits find the money to take the classes.
6. What size are the physical education classes? Dr. Behrens said they have twenty-five students.
7. Does Charlottesville run a summer school program? Mr. Struiksma said for some things.

There was Board consensus to bring this back for approval on the April 22nd agenda with a $30.00 increase in summer school tuition for Division students and a $40.00 increase for non-Division students and to use a combination of fund balance and class size to make up the difference in actual cost per student.

This section ended at 9:57 p.m.

Agenda Item No. 15. Elementary School Site at North Pointe.

Mr. Reaser summarized the staff report (on file in the Clerk’s Office). On February 26, 2004, the School Board reaffirmed the decision made over the previous three years that the location of the school site was acceptable and we are planning to open the school on that site within the next ten years. The Board also requested that the land proffer be increased to 12 usable acres.

Staff has continued discussions with the developer and has hired a consulting engineer for preliminary work, to insure that the site will meet the needs of a school facility. We have also researched school site sizes in Virginia, as well as in surrounding states, and we have consulted with our instructional staff. We have determined that the baseball/softball field that is a traditional part of an elementary school site is not necessary for instruction, or part of our PE curriculum. One large, or two smaller multipurpose fields, is better suited to our instructional needs. This reduces the total area required for fields. The developer has agreed to design a regional storm water management facility on his property to handle all run-offs from the building and parking lots. He has also agreed to compact the fill to meet construction standards and to provide off site auxiliary parking for the school’s special functions. The site would include at least 100 parking spaces on site for automobiles. Additionally, the size has been increased from 11.43 acres to a total of 12.85 acres, as per Enclosure 1. (on file) The increase is minimal usable space, but it does provide additional acreage to accommodate the required buffers and setbacks.

Staff met with the Board of Supervisors in March 2004. The Board of Supervisors requested that after working with Local Government Staff and the developer that we report back to them to let me know if the site was acceptable.

Increasing the site size, allowing storm water management to occur off site, and providing off site overflow parking for 20 to 30 cars, makes the site acceptable to staff and we can get all instructional elements necessary on the site. Although we do not have 12 usable acres but the off site parking and storm water management compensates for this, we now recommend accepting this site. The developer has agreed to provide the onsite and off site improvements, as listed above. Enclosure 2 (on file) is a sketch of a possible school site lay out. A proffer of the 12.85 acres would save the County approximately $1,500,000 in capital costs.

Board members noted or asked the following that staff answered:

1. Will this site require a waiver from the Planning Commission? Mr. Reaser said yes, but the developer will have to ask for the waiver.
2. What about the problem with the critical slope? Mr. Reaser said we are creating steep slopes but in this plan we are staying out of possible wetlands and the heavy terrain.
3. Have you built any other schools on a totally compacted site like this? Mr. Reaser said yes.
4. Is the Board of Supervisors telling us this area will supply 600 students? Mr. Reaser said it is our best guess that this area will supply possibly 600 students based on housing proposals but the actual numbers will not be known until homes are built and sold. Mr. Reaser said we would have the site, but we do not have to build the school until we have the enrollment.

5. What happens if the proffer is never used? Mr. Reaser said most proffers have a sunset clause of twenty years or it reverts to community use but that is the responsibility of local government staff. We have said ten years is not an acceptable sunset clause.

6. What is the actual build-out? Mr. Reaser said the build-out is probably ten or eleven years. What is the status of the southern elementary school project? Mr. Reaser said according to the CIP, land would be purchased for the southern elementary school next year with an opening in 2007.

Mr. Wheeler offered a motion to request that the Board of Supervisors accept the 12.83 acre North Pointe site with the condition that storm water management and that auxiliary parking for 20 to 30 spaces will be provided off site and that the fill on the site be compacted to meet current specifications to support a building. Mr. Koleszar seconded the motion, and the motion passed with Ms. Friedman and Mr. Walker absent. (This section ended at 10:16 p.m.)

Agenda Item No. 16. Policy JEC, School Admission.

Dr. Behrens summarized the staff report (on file in the Clerk’s office). On March 25 the Board was given policy JEC with changes that would allow School Division and local government employees who live outside Albemarle County to pay tuition to enroll their children in Albemarle County Public Schools. At that meeting the Board directed staff to survey School Division Employees to determine the degree of interest.

Enclosure 1 (on file) is policy JEC with the proposed changes reflected in bold. Survey information provided in enclosure 2 (on file) indicates six School Division employees who are definitely interested who have a total of nine children. An additional fifteen School Division employees indicate they might be interested for next year with a total of eighteen children. Enclosure 3 (on file) is a summary of comments received from employees who do not have school age children at this time or who have concerns about the tuition.

The tuition required would be half of the local cost.

Board members noted or asked the following that staff answered:

1. Dr. Castner recommended that if an employee has more than one child the tuition cost should be reduced for additional children and that the Board accept Mr. Tucker’s recommendation that local government employees from the County Office Building be included. Dr. Behrens asked Mr. Tucker whom he would identify as local government employees and he said it would include those under his direct supervision. Some Board members were in favor of Dr. Castner’s suggestion of a discount for additional children.

2. Where would CATEC and Ivy Creek staff fall with regard to this policy? Dr. Behrens said CATEC could be considered ours and Ivy Creek has Fluvanna as their fiscal agent. Dr. Behrens indicated Ivy Creek has mentioned they would like to be included under this policy.

3. Dr. Castner said that although some issues still had to be worked out, he is not in favor of lowering the base tuition rate. He is only looking at this as an employee benefit issue.

4. Some Board members felt this was not only an employee benefit but also a source of additional revenue.

5. Some Board members expressed concern about the space availability issue. Board members want to make sure employees participating in the program are aware that they are not guaranteed the same feeder patterns as the schools they are attending and that attendance is strictly on space availability. Dr. Castner agreed this has to be made clear to all participants and set out in the administrative procedures.

6. What is the timing for doing this in any individual year? Dr. Behrens said the application process would begin in March with the student being notified in June for the coming school year.

7. Are there legal implications for giving this to some classes of employees and not to others? Dr. Behrens said the present policy already has language using all school division employees and all local government employees for certain benefits and we are staying within that framework. Mr. Trank said that this is a policy decision and not a legal one.

8. Would we be required to take a special education child and be responsible for all costs of their education? Dr. Behrens said if we do not already have the services the child would not be able to come.
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There was Board consensus to bring this item back for approval on the April 22nd agenda with CATEC and Ivy Creek added to the policy and offering the reduced rates for subsequent children. (This section ended at 10:37 p.m.)

Agenda Item No. 17. Policy Review and Revision.

Dr. Behrens summarized the staff report (on file in the Clerk’s Office). Board Policy BFB states “The School Board Policy Manual shall be reviewed at least every five years and revised as needed.” Policies IIBE, KB, KK, KLB and KMA have been amended and are being brought forward for the first time.

In an effort to bring the ACPS Board Policy manual up to date, policies will be reviewed, revised, and submitted for approval over the next several months. Policies KB, KK, KLB, and KMA have been reviewed by legal counsel. Adjustments have been made to content, legal references, and cross-references. Policy IIBE has several changes and is still under review by legal counsel to make sure the language in the Liability section (#3) and in paragraph 13 is appropriate. Policy IIBE is part of the Technology Plan that will be submitted to the state; therefore, we are bringing it forward for a first reading in order to have time for approval prior to its submission to the state.

There is no financial impact associated with review of these policies.

Board members noted or asked the following that staff answered:

1. Does the language in paragraph 12, page 3, Staff Communications, sound too broad, possibly infringing on First Amendment issues? Mr. Trank agreed that the scope of this language should probably be narrowed.
2. Some Board members suggested changing the language referring to PTOs to include PTA, as well. Dr. Behrens said since we do have one PTA, it would be appropriate to add that reference.

There was Board consensus to place policies KB, KK, KLB and KMA on the April 22nd Consent Agenda and policy IIBE on the Regular Agenda. (This section ended at 10:42 p.m.)

Agenda Item No. 18. Budget Update and Adoption Timetable.

Mr. Zimmermann summarized the staff report (on file in the Clerk’s Office). The General Assembly as of April 6, 2004 has not adopted a final budget for the Commonwealth. However, it is anticipated that the Albemarle County Board of Supervisors will pass a budget on April 14 based upon the Governor’s proposal. While the amount of revenue from the Commonwealth is unknown until the General Assembly acts, staff recommends moving forward with the adoption of a budget, preliminarily based upon the Governor’s proposal and the Board of Supervisors’ Adopted Budget.

Currently there are three proposals for education funding at the state level; the Governor’s proposal, the House of Delegates proposal, and the Senate proposal. Our existing funding request is predicated upon the Governor’s proposal. The House proposal includes additional funding totaling approximately $100,000 in net revenue increase over the Governor’s proposal. The Senate proposal includes a substantial increase in overall revenues of more than $2.5 Million in additional funds.

Of these three proposals, the House version is the least desirable proposal. Although it does offer a short-term increase of approximately $100,000 in additional funds, the proposal dramatically increases local expenses for teacher/professional retirement (VRS) in the long term. This portion of the House bill would saddle localities with millions of dollars of retirement costs while capping retirement costs for the Commonwealth’s mandated SOQ positions. The House proposal makes little headway in meeting the state’s mandated 55% funding commitment for education.

The Senate proposal represents a significant increase in funding to school divisions statewide. The increased funding would be a beneficial step to meeting the state’s 55% funding commitment for education. Additionally the Senate proposal would reinstate state dollars, which were removed by the Governor and House’s proposals, due to a new methodology of counting Federal funds. Reinstating the previous methodology for determining state mandated funding, exclusive of Federal pass-thru dollars, is highly beneficial in the long term.

There is one last issue for consideration. What if, for the first time is more than 400 years, no state budget is passed? This could have catastrophic implications for the school division. Our finances could be reduced substantially, however it is unlikely that all state funding of education would stop. Significant reductions in services would likely be necessary, should the state fail to adopt an operating budget.

Although the Code of Virginia does not have a specific requirement for the adoption of a final budget on the part of the School Board, having a spending plan in place is necessary for the efficient and effective operation of our organization. Information regarding the Board of Supervisors’ Adopted Budget will be presented at the April 15, 2004 meeting. Information regarding changes in the state position will be updated if necessary. Staff recommends that discussion of the budget take place during the April 22, 2004 meeting with a
presentation by the Superintendent of suggested revisions and that a special work session be convened if necessary to prepare for final adoption during the May 13, 2004 meeting. Potential topics to be discussed include the classified compensation implementation, certain self-sustaining fund fee increases, review of the pilot communications program, discussion of migrant program support, and meeting balanced budget requirements.

Budget adoption is necessary for operation in the next fiscal year. While election of staff letters have been distributed, final teacher contracts have not yet been sent. If there is continued delay in the approval of a state budget, staff contracts may have to be held longer than normal to ensure sufficient fund availability to meet payroll obligations. Enclosure #1 (on file) includes additional information regarding the state budget dilemma from both VSBA and VASS. Additional information on the current budget situation may be provided during this meeting.

Board members noted or asked the following that staff answered:

1. Has staff developed the final budget numbers yet? Dr. Castner said we know that we are going to stay within our budget. We do not have a final number but we know that we are not going over that number.
2. Do we have to make a decision at the April 22nd meeting? Dr. Castner said we are not forced to make a decision on April 22nd.
3. What was the time-line for when we were going to produce a balanced budget? Mr. Zimmermann said April 22nd was the date we had set for passage of the balanced budget but the Board of Supervisors was one week late in their schedule, which delayed ours.
4. Was the 7.5 percent holdback funds released? Board members said they were released with the approval of item 6H of the Consent Agenda.
5. Do we have to adopt the budget on April 22nd? Mrs. McKeel if everything falls into place we can but it is not necessary.

There was Board consensus for the Superintendent and staff to develop a proposal to balance the budget for presentation at the April 22nd meeting with the possibility of scheduling a work session for April 29th. (This section ended at 11:06 p.m.)

Agenda Item No. 19. Other Business by Board Members/Superintendent.

Mrs. Moynihan asked if anyone attending the VSBA Central Regional Forum would like to carpool. The Clerk will make arrangements with everyone via e-mail.

Mrs. McKeel:

1. CASBA is hosting the Business Education Leadership Institute on May 6th from 4 to 8 p.m. at the Darden School. If anyone is interested in attending they can contact the Clerk. Some Board members asked for more information to be sent to them.
2. She attended the NAACP meeting and they requested information on Project Graduation. She shared the information with the Board that she provided at that meeting (on file).

Agenda Item No. 20. Closed Meeting. None.
Agenda Item No. 21. Certify Closed Meeting. None.

Agenda Item No. 22. Adjournment.

At 11:12 p.m. Mr. Wheeler offered a motion to adjourn the meeting of the Albemarle County School Board. Ms. Moynihan seconded the motion, and the motion passed with Ms. Friedman and Mr. Walker absent.

_______________________________________
Chairman

__________________________________
Clerk