

City Council/School Board Ad Hoc Committee Agenda

Rouss City Hall, Exhibit Hall

February 5, 2013

6:30 p.m.

1. Approval of Minutes – October 4, 2012
2. Winchester STARBASE Academy – Susan Corrigan, Program Director
3. John Kerr Elementary School / Proposed Public Hearing
4. Red Flex Student Guardian (School Bus Camera Program)
5. CTE Health Science
6. FY14 Budget
7. Adjournment

MINUTES OF THE COUNCIL/WPS AD HOC COMMITTEE

October 2, 2012

6:30 p.m.

DRAFT

PRESENT: President of Council Jeff Buettner and Councilors Les Veach, John Willingham, John Tagnesi; School Board Vice Chairman Melvin Thomas, and School Board members Vincent Di Benedetto, Allyson Pate, Erica Truban, Mary Margaret Wise

STAFF: City Manager Dale Iman; WPS Superintendent Rick Leonard, Executive Director Kevin McKew, Director of Finance Linda Meadows

- Jeff Buettner called the meeting to order at 6:30 p.m.
- Introductions were made.
- Approval of April 4, 2012 Minutes
 - On a motion made by John Willingham, seconded by Mel Thomas, minutes of the April 4, 2012 Council/WPS Ad Hoc Committee were approved unanimously as presented.
- Major Capital Improvement Projects for Elementary Capacity
 - Vince DiBenedetto reported the CIP Plan has been presented for a first reading.
 - Vince stated Buildings and Grounds will look at all options this year relative to elementary school capacity and what to do with John Kerr Elementary School. If the \$20 million figure for John Kerr is the guidepost, WPS may need to consider building a smaller John Kerr or install modular at all schools until we can afford to get permanent space. A facility plant tour of all elementary schools has been scheduled for October 6.
 - Vince reported many of the WPS Capital Improvement Projects are dependent on the City so we may want to talk about integrating those projects with the City's plan. WPS rolls leftover monies at the end of the year into the CIP fund; however, at a certain dollar level, WPS needs city funding. We need to determine what will happen with Douglas Community Learning Center -- if the building is not going to be used as a school, is it appropriate to spend school money to renovate?
 - Jeff Buettner stated the city has applied for state funding for projects, up to \$10 million, and Nester Drive and Meadowbranch were included in that application. It is a 50/50 match and if awarded, would reduce the burden.
 - Jeff stated it's important that we match up the City and Schools CIP. If the city has the information 5 years out, it helps the city to plan. Dale Iman stated the CIP also has an impact on bond rating. Rating agencies want to see long-term planning so even if the resources aren't there, the projects need to be identified. John Willingham suggested that as part of the budget process, WPS CIP items should be explained as to why they are important so Council can be informed and address projects that may realize cost savings if approached sooner rather than later.

- Les Veach inquired whether WPS is looking at possible ways to decrease enrollment citing that the influx of students is from children residing in the city, WPS employees' children, city employees' children, tuition students, and students from out of area that aren't technically eligible to attend. Vince replied that the issue of employees' children has been reviewed and the Board's consensus is that it is an important benefit for employee recruitment and retention. The way students are spread across the system wouldn't necessarily alleviate overcrowding. WPS does receive state money for these students.
 - Dale Iman reported he and Rick Leonard met with their respective Finance department heads and agreed to match up CIP plans. Rick reported that the WPS CIP will be presented for a second reading on October 8. The School Board reviews CIP annually. A column will be added for future and major projects. The Board will be asked to approve Groups A-E (minor projects). Group F, major projects, will be addressed after Buildings and Grounds has had an opportunity to work through issues. The CIP is sent to the city annually.
 - Jeff stated the Council tours last year of John Kerr and Frederick Douglass were very beneficial and he would like to schedule tours of Quarles and Virginia Avenue.
- Snapshot of Budget Process
 - Rick reported WPS revenue streams are dependent on four sources: federal, state, city, and local (facility rentals, etc.) Budget holders already have materials to form their budget requests which are due early November. After Thanksgiving, senior staff will meet with budget holders to determine how requests tie in with the strategic plan, the school improvement plan, etc. and priorities are established. Once the Governor releases his budget, the Finance Committee works through the budget and prioritizes requests from the budget holders to the senior executive staff. The School Board then prioritizes and Council's concerns are considered in the discussion. Personnel is the largest expenditure followed by program maintenance/sustainment, facility costs and program enhancements. Upon recommendation by the Finance Committee, the Board then approves the Executive Summary which is submitted to the City Finance Director and City Manager in early April. Revenue enhancements, expenditures, and priorities may be agenda topics for Ad Hoc meetings.
 - Dale reported the city's budget process begins with the strategic planning process in late October. The budget addresses goals and objectives of the strategic plan. In many areas, the city will look at zero based budgeting. The schedule is similar to the WPS with department head meetings and prioritizing according to Council's objectives.
- Career Technical Education
 - Rick reported the AFROTC STEM (Science, Technology, Engineering, Math) program is a great value for the money, not only for the STEM components, but also for the citizen/social servant expectation of participants. Council needs to be aware that it takes time to implement a program like this. First the School Board would have to approve the allocation which will be considered in the budget discussions as a program enhancement. Using a modified zero based budget process, WPS must determine if it can sustain/maintain programs in place and compare new or additional program costs. The start up costs could be significant but could drop off if other schools participate. Space is available at Handley, and it is a CTE enhancement. The program would have to be marketed to students. We might want to do summer camps, etc. to get as many students in as possible that may have an interest. The

School Board will need to determine the priority along with other considerations in the budget process. John Tagnesi reported the Winchester Education Foundation and some area businessmen stated they would be willing to support the start up. Rick said unless the bylaws of the WEF are modified, they cannot allocate a distribution until they reach a corpus of \$1.1 million. Les asked how long it would take. Rick responded that it is revenue dependent. It could begin as early as the August opening of school or it could be a 2nd semester offering if additional time is needed.

- Jeff stated last year Council gave an additional \$600,000 plus with the intention that the bulk of the funds would go into further development of CTE programs. Council believes there was not enough emphasis on CTE with the additional funds given. If Council were to include these additional monies in the next budget, what are the plans? Rick reported additional funds would go toward growth in the CTE program including: 1. potential health science career pathway beginning with CNA or home health professional with industry certification in partnership with Valley Health and neighboring school divisions; 2. AFROTC STEM; 3. increase number of industry certifications (a new state requirement), 4. more internships/mentorships/job shadowing. We have a part-time career coach in partnership with LFCC. We'd like to see this position become a full-time supervisory/administrative position. Rick noted there is not a separation of CTE and the academic curriculum. We have more industry certifications and more students enrolled in the program than ever before. We are one of the few divisions in the state that offer high school credited courses at middle school in CTE. Rick reported that when the additional funds were allocated, the School Board went back to the budget and reallocated those monies which included \$651,000 from city council and \$296,000 from the state to support the entire program including the hiring of 3 CTE teachers which enabled us to grow sections in business, marketing and technology. A part-time CTE position at DMMS was made full time. Training, curriculum materials, technology and tests were also supported by these funds. The Board opted for teaching positions rather than the coordinator position (administrative/supervisory position). Other putbacks in the budget were contracted services for Special Education, remediation, money restored to operations/utilities and schools and the Instruction Department for training, curriculum, and tests. The new board approved \$350,000 for modulars along with the things listed above.
- John Willingham asked how we can get business to help fund CTE initiatives. Rick said he would speak to any group and is making a presentation on October 5 to the Chamber of Commerce on State of Schools with other area superintendents; the opportunity for community partnerships will be discussed. Rick reported we need more businesses to give work opportunities. John recapped that WPS added capacity, added 3 CTE teachers in business, marketing and technology, and associated curriculum and material requirements, as well as corresponding training and technology.
- John Willingham asked what it means from a budget perspective to ramp up the health sciences program as well as some others. Are the schools dependent upon those additional funds that may or not be there, or are the CTE programs so important you'll do them no matter what and take funds from other programs. Rick said we go back to a modified zero base budget model (can't do zero base because we are required to do certain things) and then the Board sets priorities. CTE is only one component of our program. Class size is another issue. All of issues are discussed and priorities established.

- John Tagnesi asked if any of the monies that are rolled over from line items into CIP at the end of the year come from line items that could be used for the CTE coordinator position? Rick said it is all operational. Carry forward can only be used for the CIP budget. State funding for operations is tied to Average Daily Membership (ADM) which is taken September 30 and March 30. If the school division is below what is budgeted, you owe the state money. If you are above, the state reimburses you the state portion for those additional students. Historically, the Board is conservative in its ADM estimate.
- Jeff asked whether as we've ramped up middle school programs to add more advanced classes if consideration is being given to how it will affect the traditional track? Rick said we are looking at virtual instruction, some blended instruction, and staffing requirements for the advanced curriculum, i.e. Algebra II, Geometry in the middle school. This year we are actually sending a couple of 8th graders to JHHS to take calculus and AP calculus. Rick reported there is a blurring of grade levels and age as we have become very diagnostic and prescriptive to accelerate or remediate students from wherever they are.
- John Willingham inquired how much more opportunity there is for virtual learning. Rick reported the state requires that every student that graduates from high school must have some online learning. The amount is resource dependent.
- On a motion made by Mr. Thomas, seconded by Mr. Willingham, the meeting adjourned at 7:37 p.m.
- The next meeting is scheduled for Tuesday, December 4, 2012, 6:30 p.m. at City Hall.