



EMERGENCY SCHOOL BOARD MEETING (COVID-19)
CHARLOTTESVILLE CITY SCHOOLS
Electronic/Zoom Virtual Meeting
Thursday, November 19, 2020 (5:00 PM)

1.1 Call to Order: School Board Chair Jennifer McKeever called the emergency electronic/Zoom meeting to order at 5:00 p.m. Ms. McKeever noted that this emergency electronic meeting was held in accordance with the Virginia Freedom of Information Act §2.2- 3708.2 (A) (3), as amended, for the purpose of addressing matters related to the response to the State of Emergency and the Governor’s announcement that all public schools remain closed for the rest of the 2019-20 academic year. Video was streamed live on the Charlottesville City Schools Facebook page (<https://www.facebook.com/CvilleSchools/>).

2.1 Moment of Silence: Ms. McKeever asked all those present to observe a moment of silence.

3.1 Roll Call of Board Members:

The following Board Members were present:	Mr. James Bryant Dr. Sherry Kraft Ms. Lisa Torres Mr. Juandiego Wade	Ms. Lashundra Bryson Mosberger Ms. Jennifer McKeever Ms. Leah Puryear
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The following Board Members were absent:	None
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The following Staff Members were present:	Dr. Rosa Atkins Ms. Gertrude Ivory Mr. Pat Cuomo Dr. Keith Hubbard Ms. Renee Hoover	Dr. Katina Otey Ms. Kim Powell Ms. Beth Baptist Ms. Julia Green Ms. Leslie Thacker
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The following Staff Members were absent:	Dr. Kendra King
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4.1 Approval of Proposed Agenda: Mr. Wade made a motion, seconded by Ms. Puryear, to approve the proposed agenda. Upon a roll-call vote being taken, the motion carried with Mr. Bryant, Ms. Bryson Morsberger, Dr. Kraft, Ms. McKeever, Ms. Puryear, Ms. Torres, Mr. Wade voting yes. 7 ayes, 0 nays.

5.1 Comments from Members of the Community:

- Richard Feero shared his concerns about how the board should vote on plans for students to continue school for the remaining year.
- Manuel Lerdaud shared his concern of the school division going back to face to face.
- Maria Stein thanked everyone for their service during this time. Shared her concern about the intent form and felt like parents are signing up in favor of face to face to get an upper hand “gaming the system” to have their child/children included in the number of students returning.

- Jessica Taylor, teacher at Clark, shared her concerns about the intent form.

Action Items

6.1 [Request to Increase Substitute Custodians & Nutrition Worker Hourly Rate](#): Renee Hoover, Director of Finance, presented information on the Request to Increase Substitute Custodians & Nutrition Worker Hourly Rate.

Background: The current substitute hourly pay rate for custodians and school nutrition workers is \$9.75 per hour. The substitute rate for these substitute jobs did not change when the pay schedules for custodians and nutrition workers updated in fiscal year 2020 to reflect a living wage rate of minimum \$15 per hour. The current hourly pay rate has been in effect for over five years.

Budget Impact: The change in hourly pay rate from \$9.75 to \$15 is \$5.25 per hour. Increasing the hourly pay rate would increase annual sub cost by an estimated \$47,250 total based on an average of 250 sub hours per week for 36 weeks (the four 9 weeks of school), multiplied by \$5.25.

Request: To be competitive in attracting and retaining substitutes for custodians and school nutrition workers, the proposal is to increase the hourly pay rate to \$15 per hour from the current \$9.75 per hour. This would be a \$5.25 per hour increase in hourly pay for substitute custodian and nutrition workers. The requested hourly rate aligns with step 0 on the pay schedules for these jobs. These substitute positions were often difficult to fill at the \$9.75 rate prior to COVID-19, and it is now much more critical and difficult to fill these needs operating in the pandemic.

Dr. Kraft made a motion, seconded by Mr. Bryant, to approve the increase in substitute pay for custodians and nutrition workers. Upon a roll-call vote being taken, the motion carried with Mr. Bryant, Ms. Bryson Morsberger, Dr. Kraft, Ms. McKeever, Ms. Puryear, Ms. Torres, Mr. Wade voting yes. 7 ayes, 0 nays.

6.2 [Return to Face to Face Learning](#): Dr. Rosa Atkins, Division Superintendent, presented recommendations for Return to Face to Face Learning - COVID-19. [Supplemental Information](#)

Information presented included:

Return to Face to Face Learning
CDC Risk Metrics (last 7 days)

Date	CDC Incidence Rate per 100,000 for last 14 days	Actual new cases for last 14 days	Percent Positivity for last 7 days compared to previous 7 days	Percent change for last 7 days compared to previous 7 days
11/13/20	205.7	99	1.2	10.6
11/14/20	212.	103	1.3	8.2
11/15/20	209.9	101	1.3	2.0
11/16/20	241.1	116	1.4	23.1
11/17/20	261.9	126	1.2	-3.1
11/18/20	268.7	129	1.2	1.6
11/19/20	268.1	129	1.3	-23.3

“A positive attitude doesn’t guarantee your success, but a negative attitude kills your ability to adapt” Carey Lohrenz

Purpose of Tonight’s Meeting

Receive data reports:

- CDC Risk Metrics - last 7 days
- Students and Families Survey Process and Responses
- Staff Survey Process and Responses
- Preparation for Student Transportation

School Board Action Requested:

- November 19, 2020 School Board Meeting:
 - Approve continued preparation for in-person instruction beginning:
 - January 11, 2021 Grades PK-6 (phased approach)
 - February 1, 2021 Grades 7-12
- December 16, 2020 School Board Meeting:
 - Based on CDC Risk Metrics, vote on plan to return to in-person learning beginning January 11 and February 1

*It is understood that the School Board may adjust the date for return to in-person learning based on CDC Risk Metrics.

Students and Families Survey Process and Responses

CCS Family Intent Survey Process

Survey Opened for families	Paper Copies Distributed	Flyer Distribution	Final “Due Date”
November 3	Starting November 5	November 10	November 16

Information about Intent Form

- Available in print or online in English plus top 6 languages
- All languages used at least once!
- Ways to return/submit included online, texting, returning/ mailing to school, returning to meal delivery sites, calling school or designated number.
- Fewer than 50 returned via paper. (Thanks to IT and thanks to the community!)
- Schools are still following up with families and families are still submitting.

Response Rates

	Percentages	Numbers
Elementary Schools	89%	1642
Walker/Buford	80%	979
CHS/LMA	75%	879
Overall	83%	3500

In-Person vs. Online Selection

Elementary Schools	In Person	66%	1086
Elementary Schools	Online	34%	566

Walker/Buford	In Person	63%	619
Walker/Buford	Online	37%	360
CHS/LMA	In Person	67%	591
CHS/LMA	Online	33%	288
Overall	In Person	66%	2296
Overall	Online	34%	1204

Through 11/19, 8am. So far, the in-person selection rate ranges from 62-71%

Data Filtered by Demographic Groups

SPED/IEP	Active ESL	White	POC	Econ. Disadv	All
75%	78%	92%	76%	74%	83%

Data Filtered by Demographic Groups - In Person or Online

	SPED/IEP	Active ESL	White	POC	Econ. Disadv	All
In Person	66%	80%	68%	64%	65%	66%
Online	34%	20%	32%	36%	35%	34%

Staff Survey Process and Responses

CCS Employee Intent Survey Process

Survey Opened for employees	Responses collected	Data disaggregated	Information shared with building principals
November 6	November 6 - November 13	November 16	November 17

CCS Employee Intent Analysis - Forms Completed

Teachers	452 of 470
Instructional Assistants	94 of 115
Building Administrative Staff	54 of 63
Division Administrative Staff	20 of 72

*Division Administrative Staff have been working in the building since March 13 so did not feel the need to respond

Grades PreK - 6 Number of Teachers (275)

In Person	97
Online	77
Both in person and online	26

Wherever I'm needed	75
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Grades 7 -12 Number of Teachers (177)

In Person	40
Online	62
Both in person and online	34
Wherever I'm needed	41

Number of Instructional Assistants (94)

In Person	32
Online	24
Both in person and online	21
Wherever I'm needed	17

Building Administration Staff Number of Staff (67)

In Person	17
Online	11
Both in person and online	17
Wherever I'm needed	22

Division Administration Staff Number of Staff (20)

In Person	7
Online	1
Both in person and online	8
Wherever I'm needed	4

Families First Coronavirus Response Act (FFCRA) Requests - Medical Requests (36)

Teachers	27
Instructional Assistants	9

Reasons for Choosing Online

- High Risk 57.6% (99)
- Preference 27.3% (47)
- Provide care 14.5%(25)

Select the primary reason you prefer to teach online/work remotely: 172 responses

I am a staff member who is in a high-risk category per the CDC's guidelines.	35.5%
My childcare facility/child's school has closed due to COVID-19.	8.7%
I live in a home with another high-risk individual per the CDC's guidelines.	22.1%
I am a caregiver for a high-risk immediate family member who does not	
I prefer to teach online/work remotely.	27.3%
My childcare facility has closed due to	

Next Steps

- Continue to support teachers and staff as we navigate impacts from COVID 19
- Contact 98 employees who haven't submitted intent form
- Provide Principals with updated school-specific data
- Provide staffing support to schools as needed

Student Transportation

Bus Requests (through 11/19, 8am)

	Requested	"Can't Get to School Without It"
Elementaries	409	155
Walker/Buford	328	130
CHS/LMA	197	88
Overall	934	373

Projected availability for each level is 200.

Pupil Transportation Service Model Dec. 2020 – May 2021

	Budget	Vacant
Bus Aides	14	4
Drivers 29Hrs	10	6
Drivers 39Hrs	18	5
Relief Drivers	9	6
Admin	7	2

FY 2021 Budget Projections

CCS FY 21

Categories	Budget	Actual	Projection	Projected YTD Savings
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Personnel				
Salaries/Wages – Administration	272,667	97,008	277,667	(5,000)
Salaries/Wages – Drivers	936,796	301,028	837,316	82,480
Overtime/Bonus Pay	122,500	20,020	71,173	51,327
Benefits - Admin/Drivers	634,339	185,109	582,730	51,609
Operating				
Supplies/Materials/Other	484,994	99,643	453,931	31,063
Fuel	141,196	19,222	141,196	-
Capital				
New Buses	385,000	411,768	411,768	(26,768)
	2,977,492	1,133,798	2,775,781	184,711

Proposed Service Model Changes

- Subcontracting Bus Drivers could increase student transport capacity
- Current capacity restrictions limit 20 students per bus
 - Each new subcontract Bus Operator allows the transport of 20 additional students
 - Projected maximum number of subcontract Bus Operators needed - 20
 - 20 new subcontract Bus Operators will increase transport capacity by 400 additional students
- Cost per subcontract Bus Operator:
 - \$25 x 40 Hours per week x 19 weeks = \$19,000
 - 20 Operators x \$19,000 = \$380,000
 - Projected Admin Fee/Overhead Cost = \$2,500 per month x 5 = \$12,500
 - Project Subcontract Grand Total = \$392,500
 - Projected Funding Gap = \$392,500 - \$184,711 = \$207,789

Individual numbers per school as you requested from Dr. Hubbard

	Burnley-Moran	Clark	Greenbrier	Jackson Via	Johnson	Venable
Online	10	19	23	11	9	9
Both	7	7	7	8	7	6
Inperson	19	19	23	20	28	20
Wherever	14	14	13	16	9	17

- Ms. Bryson Morsberger asked about what the scenario is going to look like at the high school. Dr. Atkins shared that we are looking at having cameras in the classroom so that they can video the class so the virtual students can be in the classroom as well as the face to face students. The schedule for virtual right now starts at 12:30pm so this will change when we start face to face to 9am. Ms. Bryson Morsberger also asked

about FFCRA (Families First Coronavirus Response Act) for staff. Dr. Hubbard shared that staff earn sick time every month and they can use this before using the 12 weeks of FMLA.

- Dr. Irizarry explained the Charlottesville High School hybrid schedule and how the block schedule will work with two cohorts.
- Ms. Torres asked about the elementary schools and if we had matched up the students with teachers to know if we'll have enough staff to fill the positions that are needed. Dr. Atkins stated that the principals are looking at the specific numbers and pairing them up.
- Mr. Wade wanted more information with the sub-contracting drivers for transportation and that our drivers are not being overlooked with the pay.. Mr. Williams shared that these sub-contracted employees will not get paid any benefits from the city. The subs will also use our buses.
- Ms. Puryear asked about the contract for getting drivers and how long will you need to get a contract in place. Mr. Williams shared that we have been negotiating with vendors but we would need at least 3 weeks to get the procurement in place to have a contract in place.
- Ms. McKeever shared her concerns about asynchronous learning and how we need to decrease the time that the 7th through 10th graders are having. She also shared her concern of the COVID numbers coming back in January.

Mr. Wade made a motion, seconded by Mr. Bryant, to approve the model set for with the January 11th opening face to face and looking further at Buford and CHS asynchronous schedule. Upon a roll-call vote being taken, the motion carried with Mr. Bryant, Ms. Bryson Morsberger, Dr. Kraft, Ms. McKeever, Ms. Puryear, Ms. Torres, Mr. Wade voting yes. 7 ayes, 0 nays.

Dr. Kraft made a motion, seconded by Ms. Puryear, to approve the transportation subcontracting of bus drivers for the minimum needed. Upon a roll-call vote being taken, the motion carried with Mr. Bryant, Ms. Bryson Morsberger, Dr. Kraft, Ms. McKeever, Ms. Puryear, Ms. Torres, Mr. Wade voting yes. 7 ayes, 0 nays.

7.1 Comments from Members of the Community:

- Siobhan Saul, CHS Teacher, asked about how teachers are being approved for teleworking.
- Beth Ike shared concerns about the intent form noting that parents completed the survey with the understanding that no changes will be allowed once a model is approved.
- Angel Feero explained how Abundant Life is handling child care.
- Jen Oter shared concerns around the student intent form.
- April Gatewood noted that we will never meet everyone's needs and wants.

8.1 Board Member Comments:

- Ms. Bryson Morsberger shared her concern of the intent form. She also wanted to make sure that equity is still a priority during this COVID time.
- Dr. Kraft thanked all the staff for working so hard during this time. She also suggested that it was important to be in contact with our legislators.
- Mr. Bryant thanked Dr. Atkins and her staff for all the work they have done. Also thanked the COVID committee and principals for all they are doing.
- Ms. Puryear stated that she attended the VSBA virtual conference. She thanked the student board representatives for all that they shared in the VSBA student conference.

9.1 Superintendent's Comments: Dr. Atkins thanked everyone for everything they are doing during this time and wished all the best Thanksgiving.

10.1 Work Session Wrap-Up: There were eight requests from the Board:

1. Pay information for secretaries and student workers
2. More information about schedules especially Buford and CHS with the concern about asynchronous time.
3. More conversation with families and students about the plans

4. COVID Advisory Committee reconvened
5. Threshold levels of COVID metrics for return
6. Consideration of binding versus nonbinding agreement
7. Plan for the most vulnerable students if we have to stay or go back to virtual
8. Meeting with legislators

11.1 Upcoming Meetings: Ms. McKeever read the list of upcoming meetings.

12.1 Adjourn: The meeting adjourned at 8:20pm.

A video of the November 19, 2020 meeting can be located at:

<https://drive.google.com/file/d/1eGu47U63t2gSIbpXN0ipfyUMUleY8rua/view?usp=sharing>

Jennifer McKeever, School Board Chair

Julia Green, School Board Clerk