

GOOCHLAND COUNTY SCHOOL BOARD WORKSHOP
MARCH 23, 2010
Annex Building Conference Room
6:30 p.m.

ANNOTATED AGENDA

- I. Call to Order**
- II. Additions/Deletions/Changes to Agenda**
- III. Personnel Actions (Action Item)**
Personnel actions are provided as Enclosure 1. Additional recommendations may be provided at the meeting.
- IV. Preliminary Report on Audit (Information Item)**
A representative from the accounting firm of KPMG will be present to present a preliminary audit report.
- V. Public Comment Period**
- VI. Accounting Structure (Information Item)**
Dr. Underwood will present information regarding changes to the accounting structure. (Enclosure 2)
- VII. Bus Garage Update (Information Item)**
Sonny Turner will be present to present an update on the bus garage construction/renovation.
- VIII. Transportation Cost Analysis (Information Item)**
Information will be presented showing a cost analysis of transportation expenses.
- IX. Dog Searches (Information Item)**
Information will be discussed regarding drug dog searches in schools.
- X. 2010-2011 Calendar Update (Information Item)**
An update will be presented on the status of the 2010-2011 calendar.
- XI. Computer Inspection Update (Information Item)**
Information will be presented regarding the status of computer inspections and the savings realized from the warranties. (Enclosure 3)
- XII. February 28, 2010 Financial Update**
Enclosure 4 provides the February 28, 2010 financial update.
- XIII. Closed Session**
- XIV. Adjournment**

Personnel Action Summary

March 23, 2010

Resignations:

Tanya Howell, GMS, English

Leave of Absence:

Takara Higgs

Proposed School Board Budget

Fund 023

1

- Code of Virginia, Section 22.1-115
- Account code structure for the Annual School Report Financial Section
- Support school division operations

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Hierarchy of “Codes”

- Fund (Operating, Grants, School Nutrition)
- Category (Instruction, Transportation)
- Function (sub-categories)
- Object Codes (salary, benefits, supplies)
- Cost Centers (elementary, secondary)
- Program Codes (regular, special ed, gifted)

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Categories in Fund 023

- Instruction
- Administration, Attendance and Health
- Pupil Transportation
- Operation and Maintenance
- Facilities
- Technology

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Functions within Instruction

- Classroom Instruction
- Instructional Support - Student
 - Guidance Services
 - School Social Worker Services
 - Homebound Instruction
- Instructional Support - Staff
 - Improvement of Instruction
 - Media Services
- Instructional Support - School Administration
 - Office of the Principal

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Functions within Administration, Attendance, Health

- Administration
- Attendance and Health Services

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Functions within Pupil Transportation

- **Management and Direction**
- **Vehicle Operation Services**
- **Monitoring Services**
- **Vehicle Maintenance Services**
- **School Buses - Regular Purchases**
- **School Buses - Lease Purchases**
- **Other Vehicle and Equipment Purchases**

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Functions within Operation and Maintenance

- **Management and Direction**
- **Building Services**
- **Grounds Services**
- **Equipment Services**
- **Vehicle Services (other than Pupil
Transportation Vehicles)**
- **Security Services**
- **Warehousing and Distributing Services**

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Functions within Facilities

- **Site Acquisitions**
- **Site Improvements**
- **Architecture and Engineering Services**
- **Educational Specifications**
- **Building Acquisitions and Construction Services**
- **Building Addition and Improvement Services**

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Functions within Technology

- **Classroom Instruction**
- **Instructional Support**
- **Administration**
- **Attendance and Health**
- **Pupil Transportation**
- **Operations and Maintenance**
- **School Food Services and Other Non-Instructional Operations**
- **Debt Service and Fund Transfers**

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Potential Category Transfers

- **Funded by category**
- **Evolution**
 - consistent with code and VDOE
 - program and operations
 - interpretation
- **Clarification**

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Proposed Budget

Instruction	\$17,123,254	\$16,745,128
Administration, Attendance & Health	\$889,913	\$1,220,528
Transportation	\$2,388,773	\$2,355,209
Operations and Maintenance	\$2,629,324	\$2,710,399
Facilities	\$65,000	\$65,000
Technology	\$1,273,896	\$1,273,896
Total	\$24,370,160	\$24,370,160

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Changes

Instruction	-\$378,126	decreased 5.66 FTEs psychologists, nurse, HR, communication, security
Administration, Attendance & Health	\$330,615	increased 4.33 FTEs psychologists, nurse, HR, communication
Transportation	-\$33,564	decreased 1.0 FTE clerical, operational
Operations and Maintenance	\$81,075	increased 2.33 FTEs clerical, operational, security

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Fund 025 Grants

- Preliminary appropriation in spring
- Application created early summer
 - Restricted use
 - Supplement programs and services
- Approved by School Board
- Approved by VDOE

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Grants - Fund 025

- **ARRA (stimulus)**
 - **Elementary and Parent Involvement Specialist**
 - **Student Services Specialist**
 - **Elementary ITRT**
 - **Alternative Education teacher**

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ARRA continued...

- **LEP teacher**
- **Early Childhood Special Education teacher**
- **Special Education Aides (2)**
- **Special Education Transition Specialist**

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Grants - Fund 025

- No Child Left Behind
 - Literacy specialist (.25)
 - Teacher Induction Specialist (.75)
 - Reading teachers (2)
 - Special education teachers (6)
 - Aides (11)

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“Other” positions
questioned...

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Questions?

Memorandum

To: Linda Underwood, Tom DeWeerd, GCPS School Board Members
From: Peter Martin, Technology Coordinator
Date: 3/17/10
Re: Completed Computer Inspections

The Technology Department recently completed inspecting all of the computers leased by GCPS. This memo details the work performed during this project and highlights its financial advantages.

Background

In 2007, GCPS entered into a four-year lease agreement with CCA Financial Services to provide computing equipment. A substantial portion of this lease was used to procure laptop and desktop computers for student, faculty and staff use. This equipment is due to come out of warranty this spring. In an effort to minimize our exposure to out-of-warranty repairs during the 4th and final year of the lease, the Technology Department embarked on an effort to physically inspect these computers for issues that would be covered under the warranty before it expired. We also included the computers that were purchased during 2007 as part of the construction of the new GMS wing.

GCPS is a Apple Certified Service Provider (a self-servicing account) meaning that we are certified to do the vast majority of our own repairs and are reimbursed for labor by Apple for each warranty repair. The amount of reimbursement is related to the part, difficulty of the repair, etc.

Scope

We inspected approximately 1,425 computers for the following items that would potentially be covered under warranty:

- 1) Does the computer start up normally and is the internal hard drive sound?
- 2) Does the computer's optical (CD/DVD) drive operate properly?
- 3) Does the built-in camera work?
- 4) Is the display functioning properly and are there any defects not due to abuse (dropping, hitting)?
- 5) Are there any structural defects in the device not due to abuse?
- 6) Does the machine connect properly to the network?
- 7) For laptops: does the machine's battery charge properly?

Memorandum

Findings:

Of the 1,425 computers inspected we documented approximately 529 issues. Of these issues, 480 were covered under warranty. These parts have been ordered and by-and-large received. Had these repairs not been reported under warranty, the cost for the parts would have been \$33,874. As we replace these parts we will also benefit from the warranty labor reimbursement from Apple. We estimate this to be over \$10,000.

I would like to underscore the efforts of members of the Technology Department during the duration of this project, namely Sean Campbell, Amanda Henley and Ginni Nichols, for their tireless efforts to meet hard deadlines and courteous service to our customers.

GOOCHLAND COUNTY PUBLIC SCHOOLS

**FINANCIAL STATEMENT
Operating and Grant Fund
7/01/2009 - 2/28/2010**

REVENUES

FY 2010	ORIGINAL BUDGET	ADJUSTMENTS (+/-)	ADJUSTED REVENUES
Beginning Balance	\$100,000		\$100,000
Other Funds	\$87,100		\$87,100
State Funds	\$5,938,236		\$5,938,236
Local Transfer	\$19,965,174		\$19,965,174
Federal Funds	\$1,019,554	(\$1,019,554)	\$0
School Fund	\$27,110,064		\$26,090,510
Grants Fund	\$0	\$1,844,325	\$1,844,325
Total	\$27,110,064	\$824,771	\$27,934,835

COUNTY OF GOOCHLAND
 REVENUE SUMMARY
 7/01/0001 -

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	REMAIN.
10000	**SCHOOL FUND**						
15020	**OTHER FUNDS (RENT)**						
0100	RENTS	15,000.00	15,000.00	8,982.50	25,466.43	10,466.43-	69.77-
	OTHER FUNDS (RENT)	15,000.00	15,000.00	8,982.50	25,466.43	10,466.43-	69.77-
	OTHER FUNDS (RENT)	15,000.00	15,000.00	8,982.50	25,466.43	10,466.43-	69.77-
16120	**OTHER FUNDS (FEES)**						
0100	TUITION PRIVATE SOURCES REG DAY SCH	1,500.00	1,500.00	.00	10,594.00	9,094.00-	606.26-
0180	FEES-TENDER TOTS	50,000.00	50,000.00	9,120.00	30,684.66	19,315.34	38.63
0200	SPECIAL FEES STUDENTS	10,000.00	10,000.00	.00	200.00-	10,200.00	102.00
0700	TUITION PRIVATE SOURCES SUMMER SCH	2,000.00	2,000.00	.00	.00	2,000.00	100.00
	OTHER FUNDS (FEES)	63,500.00	63,500.00	9,120.00	41,078.66	22,421.34	35.30
	OTHER FUNDS (FEES)	63,500.00	63,500.00	9,120.00	41,078.66	22,421.34	35.30
18030	** OTHER FUNDS (REBATES)**						
0100	REBATES/REFUNDS SCH BUS OPERATION	100.00	100.00	.00	.00	100.00	100.00
0300	REBATES/REFUNDS OTHER	1,000.00	1,000.00	.00	1,962.16	962.16-	96.21-
	** OTHER FUNDS (REBATES)**	1,100.00	1,100.00	.00	1,962.16	862.16-	78.37-
18990	** OTHER FUNDS **						
0800	SALE SCHOOL BUSES	5,000.00	5,000.00	.00	1,700.00	3,300.00	66.00
0900	SALE OTHER EQUIPMENT	500.00	500.00	.00	567.64	67.64-	13.52-
1000	INSURANCE ADJUSTMENTS	.00	.00	57,959.90-	.00	.00	.00
1100	CSA REIMBURSEMENT (IN HOUSE SERVICE)	.00	.00	229,342.30	229,342.30	229,342.30-	100.00-
1200	MISCELLANEOUS	2,000.00	2,000.00	54,051.06-	18,054.91	16,054.91-	802.74-
	** OTHER FUNDS **	7,500.00	7,500.00	117,331.34	249,664.85	242,164.85-	228.86-
	** OTHER FUNDS (REBATES)**	8,600.00	8,600.00	117,331.34	251,627.01	243,027.01-	825.89-
20000	** STATE FUNDS **						
24020	** STATE FUNDS **						
0100	SALES TAX RECEIPTS	2,484,401.00	2,484,401.00	552,975.26	1,338,544.74	1,145,856.26	46.12
0200	BASIC AID ENTITLEMENT	2,311,502.00	2,311,502.00	395,479.20	1,559,700.72	751,801.28	32.52
0300	ISAP	7,859.00	7,859.00	.00	.00	7,859.00	100.00
0399	NATIONAL BOARD CERTIFICATION	.00	.00	.00	2,500.00	2,500.00-	100.00-
0400	REMEDIAL SUMMER SCHOOL	28,985.00	28,985.00	.00	24,698.00	4,287.00	14.79
0700	GIFTED EDUCATION SOQ	22,165.00	22,165.00	4,583.95	15,666.43	6,498.57	29.31
0800	REMEDIAL EDUCATION SOQ	27,583.00	27,583.00	5,704.40	19,495.88	8,087.12	29.31
1200	SPECIAL EDUCATION SOQ	315,731.00	315,731.00	65,293.95	223,159.47	92,571.53	29.31
1400	TEXTBOOK PAYMENTS	58,378.00	58,378.00	.00	24,324.20	34,053.80	58.33
1700	VOCATIONAL EDUCATION SOQ	65,510.00	65,510.00	13,547.95	48,735.33	16,774.67	25.60
2100	SOCIAL SECURITY INSTRUCTIONAL	132,499.00	132,499.00	27,401.05	93,650.53	38,848.47	29.31
2300	TEACHER RETIREMENT INSTRUCTIONAL	170,918.00	170,918.00	17,556.70	103,015.66	67,902.34	39.72
2800	EARLY READING INTERVENTION	4,295.00	4,295.00	3,323.75	3,323.75	971.25	22.61
4000	ADULT LITERACY SERVICES	3,380.00	3,380.00	.00	.00	3,380.00	100.00
4100	GROUP LIFE INSURANCE INSTRUCTIONAL	4,926.00	4,926.00	405.00	2,868.00	2,058.00	41.77

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	% REMAIN.
	** STATE FUNDS **						
4300	GOVERNOR SCHOOL	.00	.00	.00	5,000.00	5,000.00-	100.00-
4600	HOMEBOUND	2,750.00	2,750.00	.00	2,935.00	185.00-	6.72-
5300	CAREER & TECH ED-OCCUPATIONAL PREP	10,480.00	10,480.00	.00	.00	10,480.00	100.00
6500	AT-RISK	15,083.00	15,083.00	6,135.00	6,135.00	8,948.00	59.32
7500	K-3 PRIMARY CLASS SIZE	45,420.00	45,420.00	17,580.85	17,580.85	27,839.15	61.29
7600	VPSA TECHNOLOGY GRANTS	180,000.00	180,000.00	.00	.00	180,000.00	100.00
8100	VIRGINIA PRE SCHOOL INITIATIVE	33,600.00	33,600.00	20,000.00	20,000.00	13,600.00	40.47
9002	SPECIAL CONSTRUCTION FUNDS	.00	.00	19,045.00	19,045.00	19,045.00-	100.00-
9100	MENTOR TEACHER PROGRAM	2,004.00	2,004.00	4,449.39	4,449.39	2,445.39-	122.02-
9900	ENGLISH AS A SECOND LANGUAGE	10,767.00	10,767.00	3,142.50	3,142.50	7,624.50	70.81
	** STATE FUNDS **	5,938,236.00	5,938,236.00	1,156,623.95	3,537,970.45	2,400,265.55	40.42
24029	VPSA TECHNOLOGY GRANTS						
24030	** SCHOOL CONSTRUCTION **						
24040	TECHNOLOGY RESOURCE ASSISTANTS						
	** STATE FUNDS **	5,938,236.00	5,938,236.00	1,156,623.95	3,537,970.45	2,400,265.55	40.42
33020	** FEDERAL FUNDS **						
0200	TITLE I-LOCAL EDUCATION AGENCY	218,552.00	.00	.00	1.00-	1.00	100.00-
0202	STIMULUS FUNDS	200,000.00	.00	.00	.00	.00	.00
1900	SPECIAL EDUCATION-TITLE VI-B	490,686.00	.00	.00	.00	.00	.00
2400	VOCATIONAL EDUCATION (PERKINS)	27,965.00	.00	.00	.00	.00	.00
2600	TITLE II PART A (EISENHOWER)	73,314.00	.00	.00	4,198.74	4,198.74-	100.00-
2700	TITLE II PART D	2,715.00	.00	.00	2,916.37	2,916.37-	100.00-
2800	TITLE IV PART A (DRUG FREE SCH)	6,322.00	.00	3,178.00	3,770.00	3,770.00-	100.00-
	** FEDERAL FUNDS **	1,019,554.00	.00	3,178.00	10,884.11	10,884.11-	100.00-
	** FEDERAL FUNDS **	1,019,554.00	.00	3,178.00	10,884.11	10,884.11-	100.00-
40000	** OTHER SOURCES**						
41050	** TRANSFERS **						
0001	TRANSFER GENERAL FUND	19,965,174.00	19,965,174.00	6,359,296.68	9,300,628.74	10,664,545.26	53.41
0002	TRANS FROM GEN.FUND/PRIOR YEAR	100,000.00	100,000.00	.00	.00	100,000.00	100.00
	** TRANSFERS **	20,065,174.00	20,065,174.00	6,359,296.68	9,300,628.74	10,764,545.26	53.64
	** TRANSFERS **	20,065,174.00	20,065,174.00	6,359,296.68	9,300,628.74	10,764,545.26	53.64
	--FUND TOTAL--	27,110,064.00	26,090,510.00	7,654,532.47	13,167,655.40	12,922,854.60	49.53

MAJOR ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE	REMAIN.
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33020	FEDERAL GRANT FUNDS						
0200	TITLE I PART A BASIC	.00	268,631.00	87,138.61	87,138.61	181,492.39	67.56
0201	TITLE I PART A BASIC ARRA	.00	169,859.00	39,854.02	39,854.02	130,004.98	76.53
0202	STATE FISCAL STABILIZATION FUNDS	.00	334,606.00	.00	.00	334,606.00	100.00
0203	TITLE I PART D NEGLECTED & DEL ARRA	.00	67,238.00	.00	.00	67,238.00	100.00
1900	IDEA PART B SPECIAL EDUCATION	.00	590,888.00	360,103.95	360,103.95	230,784.05	39.05
1901	IDEA PART B REG SP ED PRESCHOOL	.00	15,309.00-	.00	.00	15,309.00-	100.00
1902	TITLE VIB SPECIAL EDUCATION ARRA	.00	298,020.00	.00	.00	298,020.00	100.00
1903	TITLE VIB SPEC ED PRESCHOOL ARRA	.00	9,580.00	.00	.00	9,580.00	100.00
2400	PERKINS CAREER AND TECHNICAL	.00	29,616.00	.00	.00	29,616.00	100.00
2600	TITLE II PART A IMPROV TEACHER QUAL	.00	73,314.00	.00	.00	73,314.00	100.00
2700	TITLE II PART D EDUCATIONAL TECH	.00	3,273.00	.00	.00	3,273.00	100.00
2701	TITLE II PART D EDUCATION TECH ARRA	.00	8,287.00	.00	.00	8,287.00	100.00
2800	TITLE IV PART A SAFE & DRUG FREE	.00	6,322.00	.00	.00	6,322.00	100.00
	FEDERAL GRANT FUNDS	.00	1,844,325.00	487,096.58	487,096.58	1,357,228.42	73.58
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	FEDERAL GRANT FUNDS	.00	1,844,325.00	487,096.58	487,096.58	1,357,228.42	73.58
	--FUND TOTAL--	.00	1,844,325.00	487,096.58	487,096.58	1,357,228.42	73.58

**GOOCHLAND COUNTY PUBLIC SCHOOLS
FINANCIAL STATEMENT
7/01/2009 - 2/28/2010
EXPENDITURES**

Expenditure Summary		ENCUMBRANCES	TOTAL EXPENSES	UNENCUMBERED BALANCE	% Remaining
FY 10 Adjusted Budget					
Instruction	18,958,170	146,076	9,892,708	8,919,386	47.0%
Administration Attendance and Health	920,166	186	538,877	381,103	41.4%
Transportation	2,320,222	101,151	1,199,442	1,019,629	43.9%
Operation and Maintenance	2,576,735	305,360	1,571,203	700,172	27.2%
Facilities	100,000		48,584	51,416	51.4%
Technology	1,215,217	19,500	868,293	327,424	26.9%
Total School Fund	26,090,510	572,273	14,119,107	11,399,130	43.7%
Grants Fund	1,844,325	4,747	846,397	993,181	53.9%
Total	27,934,835	577,020	14,965,504	12,392,311	44.4%
				Remaining 2/28/08	41.7%
				Remaining 2/28/09	44.6%
Adjustments to Approved FY 10 Budget					
	1,019,554	Transfer of approved federal funds from operating fund to grants fund			
	824,771	Supplemental Appropriation for federal grant fund allocations			
	1,844,325				