

CITIZENS BUDGET ADVISORY COMMITTEE MEETING

Oct. 25, 2018 at 8 a.m.

CCPS CENTRAL OFFICE BOARD ROOM

CITIZEN ATTENDEES

Reynaul DeShazor, Dale District
Brenda Stewart, Matoaca District
Bryan Aud, Midlothian District
Christopher Williams, Chair, At-Large

SCHOOL DIVISION ATTENDEES

Dianne Smith, School Board, Clover Hill Representative
Christina Berta, Chief Financial Officer
Mike Maher, Assistant Director of Management and Budget
Nita Mensia-Joseph, Chief Operations Officer
Francine Bouldin, Executive Director of Human Resources and Employee Services
Kim Carter, Director of Compensation and Benefits
Rob McDaniel, Clerk and Executive Assistant to the School Board

Mr. Williams called the meeting to order at 8:05 a.m.

I. APPROVAL OF MINUTES FROM SEPT. 27, 2018 MEETING

The committee members in attendance unanimously approved the minutes as drafted; however, there was not a quorum present for official action to be taken.

II. CUSTODIAL SERVICES UPDATE

Ms. Mensia-Joseph presented to the committee. Highlights included:

- An overview of APPA standards.
- Analytics and budgetary considerations.
- Vendor performance and school cleanliness data.
- An overview of custodial challenges.
- A list of action items.

Discussion topics included: custodian access to online resources while at work; vendor and staff evaluation processes; the custodial management structure; the RFP process for vendors; day porter compensation; the cost of placing a full-time building operations supervisor at each school; and, vendor and day porter performance.

PLEASE NOTE: The materials and audio for this meeting can be obtained by contacting the Clerk's Office at ccpsschoolboard@ccpsnet.net.

III. TEACHERS, SUBSTITUTES, AND OTHER TEMPORARY STAFFING

Ms. Bouldin and **Ms. Carter** presented to the committee. Highlights included:

- A list of hard-to-staff positions, as well as an overview of ongoing recruitment efforts.
- Substitute teacher data.
- Instructional assistant and temporary work assignment (“TWA”) pay rates.

Discussion topics included: substitute and TWA pay rates; bus driver and substitute teacher recruitment practices; substitute fill rates and the need for additional data regarding this topic; communication best practices regarding substitute opportunity availability; and, best practices for incentivizing harder-to-fill substitute opportunities.

IV. DISCUSSION

The committee **discussed** how best to work with the county’s CBAC moving forward.

V. NEXT CBAC MEETING - NOV. 29, 2018

Potential topics included:

- A review of student enrollment.
- A transportation update.
- A discussion with students regarding their needs.

VI. ADJOURNMENT

Mr. Williams adjourned the meeting at 9:55 a.m.