

**PETERSBURG CITY SCHOOL BOARD  
PETERSBURG, VIRGINIA  
MINUTES OF THE LIAISON COMMITTEE MEETING  
PETERSBURG CITY COUNCIL & PETERSBURG SCHOOL BOARD  
School Administration Building – Main Board Room  
December 21, 2011 – 11:00 a.m.**

**CALL TO ORDER**

Mr. Kenneth L. Pritchett called the Liaison Committee Meeting of the Petersburg City Council and School Board to order at 6:00 p.m. in the Main Board Room of the Petersburg City Public Schools (PCPS) administrative office.

**ROLL CALL**

Mrs. Jeanette Berrios, Clerk of the School Board, called the roll. The following School Board Liaison Committee members were present:

Ward One:	Mr. Steven L. Pierce, Sr., (Vice-chairman)
Ward Three:	Mr. Kenneth L. Pritchett (Chairman)
Superintendent:	Alvera J. Parrish, Ed.D.
Director of Budget & Finance:	Mrs. Tracie L. Coleman, CPA, MBA

The following City Council Liaison Committee members were present:

Ward Four:	Mr. Brian A. Moore, Mayor
Ward Seven:	Mr. Horace P. Webb, Vice-Mayor
City Manager:	Mr. William E. Johnson, III
City Director of Finance:	Mr. Irvin M. Carter, Jr.

Dr. Parrish welcomed Liaison Committee members, and noted that as we start the budget year the purpose of the first Liaison Committee meeting is to get an idea of where we are. She indicated the governor has released his budget, and we will look at the city and school budgets to consider major issues that will impact the budget as we move forward.

Mrs. Tracie L. Coleman provided a preliminary school system update, noting *there are no solid numbers at this point*. She provided data related to budget and enrollment comparisons and indicated downturns in the economy have required reductions. It was noted that the school division went through an efficiency review was conducted in 2006-2007.

As noted below, the school budget is built on an enrollment of 4,046 students. Mrs. Coleman indicated that after this year \$1.2 million be going away at the end of this school year.



Information on initial projections was presented noting the following:

- FY2012 original revenue = \$47,738,722
- FY2013 projected revenue = \$47,578,002
  - Projected revenue increase of \$160,720
- Anticipated revenue Losses
  - JOBs Funding \$1.2 million
  - Loss of Cameron Foundation Funding – Algebra Project = \$255,000
  - Reduced entitlements and school improvement = \$369,310
- Anticipated expense increases

Mrs. Coleman indicated a VRS rate increase in the amount of \$1.4 million is projected. She added that it is unsure at this time what the exact VRS rate will be. She noted that historically, the senate version of the budget has traditionally been more *education friendly* in its discussions. As we currently have a Republican governor, senate, and house, little to no changes are anticipated. She added that the numbers are fresh and new and the school division will have to look at other personnel changes that have taken place. Mrs. Coleman reiterated that the discussion is to give the city council a preliminary overview.

It was stated that Qualified Zone Academy Bonds (QZAB) were issued on December 16, 2011, and additional QZAB funds are available. Mrs. Coleman noted that no debt is to fall off of the books for another 2-3 years.

Opportunities for further discussion include joint city/school division purchasing opportunities, feasibility of joint medical/dental insurance, and telecommunication services. Discussions are still being held, and it is unknown at this time if these considerations will provide savings.

Mr. William Johnson indicated a meeting was held with a Wells Fargo representative concerning combined medical insurance. Mr. Johnson noted that perhaps it would be best if the city and school division consider this item for the next fiscal year. He stated that we want to make sure that savings will be long term.

Mr. Johnson shared that following discussion with the city assessor, it appears revenue will be flat; no projected increase in assessments is anticipated. Additionally, he indicated that the city is considering a reduction in the number of employees, and an amount for employee raises (most of which address the city's pay scale) and cannot be done in one fiscal year.

The city will also look at a capital improvement plan from a General Fund perspective (water treatment plant; new library; and new city hall to improve the operation of the city). Mr. Johnson said he has definitely appreciated the cooperation of Dr. Parrish and Mrs. Coleman, noting there has been an open dialogue as we go forward.

Mr. Johnson stated that we need to begin discussion or dialogue on procedures (MOU) in terms of how we address the surplus at the end of the year and how we deal with revenues at the end of the year. He added that we need documents in place so that we know what we have agreed upon so both administrations can sit down and move forward. He noted that it has been said, "As the schools go, so will the economic development in the city." The challenge will be to determine how to balance the needs of both the schools and the city to move forward. He reiterated that *we need to set firm agreements to make Petersburg a great place to live, work, and play.*

Mr. Kenneth L. Pritchett, School Board Chairman, responded that *this is a great idea. We have heard so many things about how it used to be.* He said this is a great concept, and expressed his appreciation on behalf of the school board for the relationship the city has built with Dr. Parrish and Mrs. Coleman.

Dr. Parrish noted that the proposed budget calendar has been released to the school board, and copies will be supplied to city council members in order to set firm dates and locations for budget meetings. She added that as Mrs. Coleman is transitioning, we want to set the schedule to meet our budget deadlines.

Mrs. Coleman indicated that the practice has been to develop the draft budget in March before the city deliberates and makes decisions about its budget. She added that final budget information will be known in May. The school division budget development begins following the release of the governor's budget, and a public hearing is held to receive feedback from the community. Mrs. Coleman noted that a lot of school divisions try to have contracts out before June; however, the Petersburg school division generally gets contracts out in June.

Dr. Parrish stated that once the committee members have time to check calendars, Mr. Johnson and she will converse about the budget calendar.

Vice-Mayor Horace Webb asked Dr. Parrish to expound on the Cameron Foundation's funding of the Algebra Project. He asked if the school division lost funding. Dr. Parrish responded that the Algebra Project was funded through the Cameron Foundation for a specified period of time, and it is coming to the natural end of that time. Also, the division has been in extensive conversation with the Algebra Program Board, and the discussion has been related to going forward in terms of regional approaches in the future.

**ADJOURNMENT**

**Following a motion by Mayor Brian Moore, and a second by School Board Vice-Chairman, Mr. Steven L. Pierce, Sr., the Liaison Committee Meeting was adjourned at 11:45 a.m.**

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Clerk of the Board

**APPROVAL**

**Approved:**

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Chairman of the Board