



**MINUTES**  
**SCHOOL BOARD SPECIAL MEETING**  
**CHARLOTTESVILLE CITY SCHOOLS**  
**Division Administrative Offices Conference Room, 1562 Dairy Road**  
**Tuesday, August 20, 2019 (4:00 PM)**

**1.1 Call to Order:** School Board Chair Jennifer McKeever called the meeting to order at 4:00 p.m.

**2.1 Roll Call:**

The following Board Members were present:

Mr. James Bryant	Ms. Jennifer McKeever
Ms. Leah Puryear	Ms. Lisa Torres
Mr. Juandiego Wade	

The following Board Members were absent:

Dr. Sherry Kraft	Mr. Ned Michie
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The following Staff Members were present:

Dr. Rosa Atkins	Ms. Kim Powell
Ms. Leslie Thacker	

**3.1 Approval of Proposed Agenda:** Ms. Puryear made a motion, seconded by Ms. Torres, to approve the proposed agenda. Upon a roll-call vote being taken, the motion carried with Mr. Bryant, Ms. McKeever, Ms. Puryear, Ms. Torres, and Mr. Wade voting yes. 5 ayes, 0 nays.

**Action Items**

**4.1 Musical Instrument Lease:** Kim Powell, Assistant Superintendent for Finance and Operations, presented the Musical Instrument Lease item for consideration.

**DETERMINATION AND NOTICE:** Pursuant to the Virginia Public Procurement Act, the School Board hereby determines that an emergency exists with regard to the procurement and financing of music instruments for the school division in order to address an increase in orchestra enrollment of over 160 students at Walker Upper Elementary School. This surge in enrollment in the entry level program far exceeds the annual allowance for replacement and the addition of instruments for the division. The instrument demand was not known until after students completed course selections for the coming school year under the new master schedule for Walker. The issue was compounded by difficulty identifying vendors who would work with Charlottesville City Schools to provide instruments under a lease or a lease/purchase arrangement, and then efforts to ensure that the quality of instruments would be acceptable. After weeks seeking options, three possible vendors were identified and provided instrument quotes and samples. The time required to identify viable options precludes the issuance of a formal Request for Proposals (RFP) through the normal competitive proposal process prior to award of contracts for the purchase and financing of the instruments. This is a departure from the normal competitive sealed invitation for bids or request for proposals process. It is imperative that the order be placed now so that instruments will be available to students as soon as possible. In the School Board's opinion, issuance of an IFB/RFP for a typical sealed proposal process will unacceptably delay the procurement of necessary instruments

for the coming school year which starts August 21, 2019. Consequently, the School Board was asked to authorize the Superintendent to execute contracts for the instruments to Conn-Selmer, Inc. in the amount of \$180,525.22, and for the financing to Marlin Business Bank for five annual payments of \$37,157.43.

It was noted that the proposed lease was reviewed by legal counsel before being presented to the Board and that there would be no rental increase for students.

Mr. Wade made a motion, seconded by Ms. Puryear, to authorize the Superintendent and staff to move forward in the procurement of instruments needed for students for this school year. Upon a roll-call vote being taken, the motion carried with Mr. Bryant, Ms. McKeever, Ms. Puryear, Ms. Torres, and Mr. Wade voting yes. 5 ayes, 0 nays.

**5.1 Adjourn:** The meeting adjourned at 4:14 p.m.

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Jennifer McKeever, School Board Chair

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Leslie Thacker, School Board Clerk