

**PETERSBURG SCHOOL BOARD
PETERSBURG, VIRGINIA
ORGANIZATIONAL – 5:30 p.m.
REGULAR BOARD MEETING – 6:30 p.m.
January 9, 2013
Jeanette P. Berrios, Board Clerk**

CALL TO ORDER

At 5:34 p.m., the Clerk of the Petersburg School Board called the organizational/regular meeting of the Petersburg School Board to order in the main Board Room of the School Administrative Office, 255 South Boulevard, East, Petersburg, VA.

The following school board members were present:

Ward One:	Mr. Steven L. Pierce, Sr., Vice-Chairman
Ward Two:	Mr. Atiba H. Muse
Ward Three:	Mr. Kenneth L. Pritchett, Chairman
Ward Four:	Ms. Patricia Hines
Ward Five:	Dr. Kenneth W. Lewis
Ward Six:	Mr. Bernard J. Lundy, Jr.
Ward Seven:	Dr. Elsie R. Jarmon

The following staff members were present:

Dr. Joseph C. Melvin	Superintendent
Ms. Gianna Grier	Director/Human Resources
Mrs. Jeanette Berrios	Clerk of the Board

Nomination/Election of the School Board Chair – Clerk of the Board

The Clerk of the Board indicated that the first order of business was to elect a Board Chair. It was noted that according to Robert's Rules of Order, nominations for officers of the Board do not require a second, and the election is based on a simple majority. The floor was opened for nominations for Board Chair. Dr. Kenneth W. Lewis placed Mr. Kenneth L. Pritchett in nomination as Board Chair.

There were no other nominations, and on a motion by Dr. Kenneth W. Lewis, and a second by Mr. Bernard J. Lundy, Jr., the school board unanimously elected Mr. Kenneth L. Pritchett as Chairman of the Petersburg School Board by acclamation.

Mr. Pritchett expressed his appreciation for the nomination.

Nomination/Election of the School Board Vice-Chair – Chairman of the Board

The floor was opened for nominations for Board Vice-Chair. Dr. Kenneth W. Lewis placed Mr. Steven L. Pierce, Sr., in nomination as Board Vice-Chair. There were no other nominations.

Following a motion by Mr. Bernard J. Lundy, Jr., and a second by Dr. Kenneth W. Lewis, the Board, without dissent, elected Mr. Steven L. Pierce, Sr., as Vice-Chair of the Petersburg School Board by acclamation.

Mr. Steven Pierce expressed appreciation for the nomination

Approval of the Designee of the Division Superintendent and Appointment of the Clerk and Deputy Clerk of the School Board

Mr. Pritchett asked Petersburg Superintendent of Schools, Joseph C. Melvin, Ed.D., for the name of his recommended designee to attend meetings of the School Board in the absence or inability of the superintendent to attend, and his recommendation for appointment of the Clerk and Deputy Clerk of the Board.

Dr. Melvin asked for the Board's consideration of Ms. Stephanie D. Bassett, Assistant Superintendent, as the superintendent's designee to attend school board meetings in the event of his absence. Dr. Melvin recommended the appointment of Mrs. Jeanette P. Berrios as Clerk of the Petersburg School Board, and Ms. Sonji Mason, as Deputy Clerk of the School Board.

On a motion by Dr. Kenneth W. Lewis, and a second by Mr. Steven L. Pierce, Sr., the school board unanimously approved the superintendent's recommendations to approve Ms. Stephanie D. Bassett as his designee to attend school board meetings in the event he may be unable to do so; Mrs. Jeanette P. Berrios, as School Board Clerk, and Ms. Sonji Mason as the Deputy Clerk.

CLOSED SESSION

Following a motion by Mr. Steven L. Pierce, Sr., and a second by Dr. Elsie R. Jarmon, the school board convened a closed session at 5:40 p.m., pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia to discuss personnel matter and a legal matter pursuant to Section 2.2/3711 (A)(7).

OPEN SESSION

On a motion by Mr. Steven L. Pierce, Sr., and a second by Dr. Elsie R. Jarmon, the school board returned to an open session at 6:45 p.m.

The Clerk of the Board then read the following statement:

As required by Section 2.2-3712.D of the Virginia Freedom of Information Act, a roll call vote will be taken to certify that, to the best of each member's knowledge (1) only public business matters lawfully exempted from open meeting requirements under the Act and (2) only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed, or considered in the closed session by the Board.

Prior to the vote, any member of the Board who believes that there was a departure from the requirements of 1 and 2 as read shall so state the same, indicating the substance of the departure that, in his or her judgment, has taken place. Does any Board member wish to respond?

No member responded; therefore, a certification roll call was taken and all Board members responded affirmatively.

ACTION ON CLOSED SESSION MATTERS

On a motion by Dr. Elsie R. Jarmon, and a second by Dr. Kenneth W. Lewis, the school board unanimously approved the following recommendation of the Superintendent, Dr. Joseph C. Melvin:

- **Ms. Janet Wright (personnel case # 12-008) for the position of Assistant Principal of Peabody Middle School with an annual salary of \$61,500 based on the current Unified Salary Scale.**

Following a motion by Dr. Elsie R. Jarmon, and a second by Mr. Steven L. Pierce, Sr., the school board, without dissent, approved the following recommendation of the Superintendent, Dr. Joseph C. Melvin:

- **The resignation of Senior Secretary II (personnel case 12-009) effective November 30, 2012, to be rescinded and the termination approved on December 5, 2012.**

ROLL CALL: (Regular School Board Meeting)

At 6:48 p.m., Mr. Kenneth L. Pritchett, Chairman of the Petersburg School Board, called the regular meeting of the Petersburg School Board to order in the main Board Room of the School Administrative Office, 255 South Boulevard, East, Petersburg, VA.

The Board Clerk called the roll with the following members responding:

Ward One:	Mr. Steven L. Pierce, Sr., Vice-Chairman
Ward Two:	Mr. Atiba H. Muse
Ward Three:	Mr. Kenneth L. Pritchett, Chairman
Ward Four:	Ms. Patricia Hines
Ward Five:	Dr. Kenneth W. Lewis
Ward Six:	Mr. Bernard J. Lundy, Jr.
Ward Seven:	Dr. Elsie R. Jarmon

The following Petersburg City Public Schools' staff members were in attendance:

Dr. Joseph C. Melvin	Superintendent
Ms. Stephanie D. Bassett	Assistant Superintendent
Ms. Gianna Grier	Director/Human Resources
Ms. Denise Sandlin	Director/Budget & Finance
Mr. Charles Ponton	Director/Technology
Dr. Shannon Smith	Director/Elementary Instruction
Mr. Willie J. Bell, Jr.	Director/Secondary Instruction
Dr. Ann Ford	Student Services Coordinator/Conduct Officer
Mrs. Ahnjayla Hunter	Coordinator/Special Education
Mrs. Gwendolyn Price	Coordinator/Testing
Mrs. Stephanie Harvell	Coordinator/Gifted & Talented
Dr. Shawnrell Blackwell	Supervisor of Federal Programs
Ms. Johna Vazquez	Federal Programs
Mr. Russell Lawrence	Supervisor/School Facilities
Ms. Donna Johnson	Supervisor/Food Services
Mr. Johnny Fobbs	Supervisor/Warehousing
Mr. Andrew Spencer	Manager of Pupil Transportation
Mrs. Jeanette Berrios	Clerk of the Board

MOMENT OF SILENCE

The following were remembered during the moment of silence:

- Ms. Robin Skelton, PCPS' employee, and family, in the passing of her mother, Ms. Queen Skelton, on Tuesday, December 11, 2012
- Mrs. Chevaliet Gray, PCPS' employee, and family in the passing of her sister, Ms. Chevalia Hunt.

PLEDGE OF ALLEGIANCE

Meeting attendees were led in the Pledge of Allegiance by Frankie Barksdale.

RECOGNITIONS

Newly Elected School Board Members: Ms. Patricia A. Hines and Mr. Atiba H. Muse – Mr. Kenneth L. Pritchett

Mr. Kenneth L. Pritchett, School Board Chairman, welcomed and introduced new elected school board members Ms. Patricia A. Hines (Ward 4), and Mr. Atiba H. Muse (Ward 2).

Mr. Vincent Ashley, Interim Manager of Pupil Transportation – Ms. Gianna Grier

Ms. Gianna Grier, PCPS Director of Personnel and Human Resources, presented a certificate of appreciation to Mr. Vincent Ashley, *for exceptional service in his role as Interim Manager of Pupil Transportation. Mr. Ashley's leadership, logistical, and operational skills, significantly enhanced the execution of services provided to our students of Petersburg City Public Schools and assured mission accomplishment.*

Ms. Grier noted that *Mr. Ashley's dedication reflects great credit upon himself, the department of transportation, and the Petersburg City Public Schools.*

Introduction of New Employees: Ms. Stephanie Bassett, Assistant Superintendent; Dr. Shawnrell Blackwell, Supervisor of Federal Programs; Ms. Nicole Bell-Van Patten, Public Information Officer; and Mr. Andrew Spencer, Manager of Pupil Transportation – Ms. Gianna Grier

Ms. Gianna Grier welcomed the following new employees to the Petersburg City Public Schools' team:

- **Ms. Stephanie D. Bassett, Assistant Superintendent:** Ms. Bassett began her educational career in 1999, where she started as an elementary school teacher. Ms. Bassett worked her way up the ranks as a school testing coordinator, assistant principal, principal, and assistant superintendent of instruction in federal programs. Ms. Bassett holds a B.A. in English and Elementary Education and a Master's degree in Educational Leadership, both from Virginia Commonwealth University. She is currently pursuing her doctorate in Educational Leadership and Policy Studies from Virginia Tech.
- **Dr. Shawnrell Blackwell, Supervisor of Federal Programs:** Dr. Blackwell began her educational career as an English teacher at Petersburg High School in 2000. Since that time, she has served as both an assistant principal and principal. Dr. Blackwell earned her B.A. in English and her Master's in Administration and Supervision from Virginia State University, and obtained her doctorate in Educational Leadership and Policy Studies from Virginia Tech.

- **Ms. Nicole Bell, Public Information Officer:** Ms. Bell began her journalism career in 2000, where she reported for several news stations in Boston, Vermont, and South Carolina. Most recently she served as a news reporter for Channel 12 News in Richmond. Ms. Bell earned her B.A. in Speech Communication and Broadcasting from East Straussberg University, and her Master's in Broadcast Journalism from Boston University.
- **Mr. Andrew Spencer, Manager of Pupil Transportation:** Mr. Spencer began working in various roles of transportation departments in 2006, where he served as an assistant director of transportation, director of pupil transportation, and transportation supervisor. Before that Mr. Spencer served as a supervisor in various capacities and as an engineer.

It's All Write – Writing Contest – Mrs. Stephanie Harvell

Mrs. Stephanie Harvell, PCPS Gifted and Talented Coordinator, recognized fifth, eighth, and eleventh grade students, who participated in a writing contest from November until February. Ms. Harvell recognized the winners who represented Walnut Hill Elementary, A.P. Hill Elementary, and Robert E. Lee Elementary Schools, and Vernon Johns Junior High School. Contest winners also received gift cards.

PUBLIC COMMENT PERIOD

Mr. Linwood Christian – 410 Mistletoe Street, Petersburg, VA

Mr. Christian stated that the (school) shooting in Connecticut was a terrible tragedy; however, he added that he *hopes this school board will not overact as other school divisions have across the state*. Mr. Christian cautioned against turning *our school divisions into police states*. He encouraged our school board to enforce the policies that are already in place. Mr. Christian noted that *we do not need to arm our teachers with guns; we just need to enforce the disciplinary policies that we have*. He stated that parents should not use profanity when they visit schools, and bus drivers should not have to fear when they enforce the bus policy to require students to be seated on the bus. In summary, Mr. Christian noted that *we should not be reactive but proactive*.

On another note, Mr. Christian stated that he *hopes the best decisions for our money have been made* related to appointments made by the school board.

Ms. Annie Mickens – 1019 Melville Street, Petersburg, VA

As President of the Petersburg Educational Association, Ms. Mickens addressed the school board and meeting attendees. Ms. Mickens indicated she is also a sixth grade teacher at Peabody Middle School.

Ms. Mickens expressed appreciation to Mr. Kenneth L. Pritchett for sending an e-mail of a news release distributed by Governor Robert McDonnell. She noted the information was shared with staff. She added that prior to the news release an educational summit was held in August. Ms. Mickens added that last year educational professionals had a legislative fight regarding the continuing contract status. She stated this fight was narrowly won in that *we did not lose the continuing contract status*. She indicated that Governor McDonnell stated that he had the input of the Virginia Education Association (VEA). Ms. Mickens shared a document from the association's journal, which discusses many of the concerns of professionals across Virginia related to the continuing contract status. Continuing contract status allows teachers to have some job security with regard to an ability to grow within the profession. Ms. Mickens added that the probationary period of three years has been a fairly standard probationary period across the entire United States.

A new proposal noted in the news release talks about *empowering teachers*. The governor is making a proposal where there are components (*i.e. all students empowering excellent teacher's component, a 2% salary increase, STEM incentives, strategic compensation grant incentive, the Educator Fairness Act, as well as the teachers' cabinet, and Center for Excellence in Teaching*). Ms. Mickens noted that of these components, the only one *tied to the General Assembly making a law is the 2% salary increase, which is tied to the General Assembly passing the Educator Fairness Act*. She indicated that the Educator Fairness Act states the probationary period will be increased from three years to five years. In addition, the definition of *incompetence* will be extended to an educator who receives two negative evaluations with the loss of the individual's license (there will be a due process grievance procedure reform). Ms. Mickens indicated that no other part of the proposal is built on the General Assembly passing a law. In addition, the 2% salary increase is optional because it is built on matching funds. Thus, if the locality is not able to match, and unless the school system is able to shift its funds to match, the 2% salary increase will not be possible.

Ms. Mickens said *we (education professionals) are exceptionally concerned about the governor's Year of the Teacher in the General Assembly, and added, we will be working very vigorously and are asking for support*. She stated that she is hoping some types of meetings may be held with the superintendent and staff to be able to receive input from the community, and to determine where the school board stands with regard to the laws related to the educational profession. With regard to teachers, Ms. Mickens stated that *the issue is survival, and they cannot survive under these conditions*. She added that *we have to be very careful what we support when everyone is talking about the Year of the Teacher*.

Ms. Mickens asked the school board and superintendent to take time to read the VEA journal provided, and referenced an online report that is available that speaks about teacher turn over, tenure policies, and the distribution of teacher quality (i.e. *Can High Poverty Schools Catch a Break*). Ms. Mickens noted that *under the conditions we are in now, we don't get a break*.

Ms. Mickens indicated that she would like to arrange a time to meet as soon as possible to represent the educational professionals in the Petersburg school system so that we may have a united front about what the district believes should be taking place for the school system's employees.

CORRESPONDENCE

There was not correspondence.

APPROVAL OF AGENDA

On a motion by Dr. Elsie R. Jarmon, and a second by Dr. Kenneth W. Lewis, the school board unanimously approved the January 9, 2013, regular school board meeting agenda.

APPROVAL OF THE CONSENT AGENDA

A motion was made by Dr. Kenneth W. Lewis to accept the January 9, 2013, personnel agenda with the exception of item II.a.i. (*Teacher Appointments*). The motion received a second by Mr. Bernard J. Lundy, Jr., and was approved by the school board, without dissent.

Following a motion by Dr. Elsie R. Jarmon, and a second by Mr. Steven L. Pierce, Sr., the school board unanimously approved consent agenda item 6.B school board meeting minutes of the October 17, 2012 (*School Board Work Session*), the November 7, 2012 (*Regular School Board Meeting*), and December 3, 2012 (*Student Disciplinary Hearings*).

ACTION ITEMS

Memorandum of Understanding – Boys & Girls Clubs of Metro Richmond – Mr. Sean Miller

Dr. Joseph C. Melvin introduced Mr. Sean Miller, Vice-President of Operations for the Boys and Girls Clubs of Metro Richmond (BGCMR). Mr. Miller noted that a request is being made of the school board to have a *multi-year facility use agreement in place with the Petersburg City Public School system*. He indicated that the BGCMR is currently operating in Blandford Academy Monday-Friday, from 2:30 p.m. – 7:30 p.m.

Mr. Miller stated the average daily attendance is approximately 95 children between the ages of 6 and 18 years of age. The core program areas are focused on academic achievement, healthy lifestyles and relationships, and also teen programming. Mr. Miller said of the students in attendance each day there are approximately 20-25 teens.

Mr. Miller indicated the agreement will allow the program to promote an opportunity for stronger partnerships, support, and a longer time period for the Boys & Girls Clubs of Metro Richmond to operate. In addition to the after-school operation, the BGCMR also operates from 7:30 a.m. – 5:30/6:00 p.m. during the summer as well. He noted there is a nominal membership fee of \$10 for each school year.

Dr. Elsie R. Jarmon indicated the services offered are excellent. She inquired about the notation in the MOU related to the BGCMR rehabilitating areas of dedicated space for the BGCMR at Blandford in order to facilitate the program. Dr. Jarmon asked Mr. Miller if a plan is already in place. Mr. Miller responded that a grant request is in place from a local foundation. He added that a long-term facility use agreement gives the BGCMR an opportunity to receive the grant to enable cosmetic changes to be made to the facility (i.e. paint, carpet, etc.).

Dr. Jarmon stated that as Blandford Academy does not typically operate in the summer, usage by the BGCMR will mean that cooling and related costs will be incurred (i.e. water, lights, etc.). She asked if there are grant funds to help with these costs as well. Mr. Miller responded that the current operating budget is \$200,000, and fund raising activities are underway to support this cost. He added that no conversation related to utilities has been discussed at this point. Dr. Jarmon stated that she hopes this is something *we can work out* as the program sounds great.

Mr. Steven L. Pierce, Sr., expressed appreciation for the presentation. He indicated that this was part of an initiative to have additional activity in Blandford. Mr. Pierce said he thinks *it is wonderful*. He said conversation has been held with Mr. Russell Lawrence to look at ways funds might be directed in collaboration with Ms. Denise Sandlin.

Mr. Linwood Christian – 410 Mistletoe Street, Petersburg, VA

Mr. Christian indicated that he thinks the program partnership would be a good thing. He noted that in times past there was no such initiative in the City of Petersburg. Mr. Christian asked if the program was still going to have college students assisting as tutors, and if there is a breakdown of various age groups. Mr. Miller responded that there are currently 20-25 Virginia State University students who volunteer with the program, and he added age group breakdowns are still utilized. Mr. Christian stated that the program can also be used in the summer to improve student reading ability.

On a motion by Mr. Steven L. Pierce, Sr., and a second by Dr. Elsie R. Jarmon, the school board unanimously approved the Memorandum of Understanding Between the Boys & Girls Clubs of Metro Richmond and Petersburg City Public Schools as presented.

Memorandum of Understanding – Police Department Usage of the Pittman Building – Col. John Dixon, III

Dr. Joseph C. Melvin welcomed Petersburg Bureau of Police representatives to present information related to the requested MOU between Petersburg City Public Schools and the Petersburg Bureau of Police on behalf of Chief John Dixon, III.

Sargeant James indicated the requested MOU was for the purpose of allowing the Petersburg Bureau of Police to use office space at the Pittman Technical Center located at 35 Pine Street, Petersburg, Virginia.

Following a motion by Mr. Steven L. Pierce, Sr., and a second by Dr. Kenneth W. Lewis to approve the Memorandum of Understanding by and Between the Petersburg City School Board and the Petersburg Bureau of Police for the purpose of allowing the Bureau of Police to use office space at the Pittman Technical Center located at 35 Pine Street, Petersburg, Virginia, a roll call vote was taken with the following results:

Mr. Steven L. Pierce, Sr.	<u>Yes</u>
Mr. Atiba H. Muse	<u>Yes</u>
Mr. Kenneth L. Pritchett	<u>Yes</u>
Ms. Patricia A. Hines	<u>Yes</u>
Dr. Kenneth W. Lewis	<u>Yes</u>
Mr. Bernard J. Lundy, Jr.	<u>Yes</u>
Dr. Elsie R. Jarmon	<u>Abstain*</u>

*Dr. Elsie R. Jarmon noted that she would like to abstain from the vote as there may be a possible conflict of interest due to the release of liability issue, as Dr. Jarmon is the Risk Manager for the City of Petersburg, and she handles all insurance claims for the City of Petersburg.

The motion passed with six (6) affirmative votes.

The Bureau of Police representatives also introduced a representative who shared information related to *Redflex Student Guardian*, which places cameras on school buses to catch stop arm violators. The cameras are placed to aid in student safety during bus loading and unloading.

She noted the pilot program is 100% violator funded (once a local ordinance is approved for the issuance of a \$250 fine for violators). It was indicated that with the pilot program, a 30-90 day trial period would be held during which time cameras would be mounted on buses to record and determine the numbers of stop arm offenses to assess whether or not these violations are problematic in Petersburg.

Mr. Kenneth L. Pritchett directed her to the superintendent for follow up, and with the school board at a later date.

Dr. Kenneth W. Lewis asked if the pilot program would be punitive while information is gathered. The Redflex representative indicated it would not be punitive during the pilot, but would be for observation. Dr. Lewis noted that coordination would be needed between the program, school system, and the city council, as an approved city ordinance would be needed. She responded affirmatively, and indicated the program would handle all necessary requirements. She noted that the City of Richmond has recently initiated a pilot program with two buses, and added that *the problem is larger than one might think, and children are at risk*. It was further stated that the caveat is that there is never a charge to the city.

Mr. Bernard J. Lundy indicated that the school system has always tried to open up our schools, and has tried to establish an office at Blandford Academy, and added that he hopes the school district will continue to ask the chief of the Bureau of Police to use that site. He added that because of the funding the school district has, we cannot secure as many full-time security officers as needed, and sometimes presence makes a difference. Sargeant James indicated he will relay the message to Chief Dixon.

Beta Club Field Trip Request – Dr. Shannon Smith

Dr. Joseph C. Melvin asked Dr. Shannon Smith, Director of Elementary Instruction, to present the Beta Club field trip request for the school board's consideration. Dr. Smith indicated that J.E.B. Stuart Elementary School inducted twelve fifth grade students into the National Junior Beta Club. She noted J.E.B. Stuart Elementary School's request to allow the twelve students to attend the Virginia Junior Beta Club Convention in Virginia Beach, Virginia, February 22-23, 2013 (and an overnight stay on February 21, 2013).

Mr. Kenneth L. Pritchett indicated his concern that elementary students would be staying overnight without parents present. Ms. Kori Reddick, J.E.B. Stuart Elementary School principal, responded that for this reason she has chosen to attend personally. She added that she has had several conferences with the students' parents, and noted only one parent had a question, which was addressed; no adults will be sleeping with students; couches will be available.

Dr. Kenneth W. Lewis asked how many rooms have been secured. Ms. Reddick indicated that four rooms have been secured with a 3 to 1 ratio. In response to his question related to securing adjoining rooms, Ms. Reddick indicated this request has been made as well.

Following a motion by Dr. Elsie R. Jarmon, and a second by Dr. Kenneth W. Lewis, the school board unanimously approved the field trip request for twelve J.E.B. Stuart Elementary School fifth grade National Junior Beta Club inductees to attend the Virginia Junior Beta Club Convention, February 22-23, 2013, in Virginia Beach, Virginia.

INFORMATION ITEMS

8.A Financial Update (December, 2012) – Ms. Denise Sandlin

Ms. Denise Sandlin, Budget and Finance Director, presented the December 30, 2012, financial statements. She asked school board members to keep in mind as the report is presented that the school district should be at approximately 50% for FY2012-13.

In review of the budget revenue in summary, Ms. Sandlin indicated the district is at 34.56% of actual. She noted that quite a bit of state funding is received from January – June (part of which is expected on January 15th and the remainder on the 30th).

Ms. Sandlin noted that adult education has traditionally been reconciled on an annual basis; however, she has requested reconciliation on a semester basis instead.

Dr. Elsie R. Jarmon inquired why the district has not received any money for Category 52. In response, Ms. Sandlin indicated this category is lottery proceeds income and will come in January – June (this is also true for the Regional Foster Child item).

For the district's 01 Operating Fund 39.06% of actual has been recouped and 02 Food Service has recouped 35.37%. In federal funding, the district has received 19.71%, (reimbursements – 07 Special Revenue Fund).

Ms. Sandlin presented the expenditure summary report, noting that the school system has expended 43.68% of the adjusted budget to date, which is under the 50% mentioned previously. She noted she is working on a year-end projection at this time.

The following expenditures were noted:

- 61 Instruction – 40% expended
- 62 Administration – 45% expended
- 63 Transportation – 46%

- 64 Operations and Maintenance – 49%
- 68 Technology – 49%
- 01 General Fund (overall) – 41%
- 02 Food Service – 67%

Ms. Sandlin noted the special revenue fund expenditure is at 48%. Ms. Sandlin added that this lags behind on the revenue because of reimbursements.

The expenditure details by grant source were highlighted by Ms. Sandlin. She noted these will vary as the grants end at different times (i.e. Head Start ends on 8/30 and a number of grants end on 9/30). Ms. Sandlin indicated she is looking at which grants will end at the end of the year to ensure the district is on target with regard to expenditures to eliminate a lot of *carry forward*, and *spend downs*. She stated that there is normally a two-year time frame to spend a grant. This is being carefully monitored.

Ms. Sandlin shared the grants that have been completed. As some of the grants are older, determination is being made regarding removal from the report, which is a Keystone item for which service has been requested (i.e. ARRA Educ. Jobs Fund; T1 Accountability; TII D Technology; and others as noted in the financial report).

The following questions/comments were received following the presentation of the financial reports:

Dr. Elsie R. Jarmon asked if *we are still in discussion to get money needed from all sources*. Ms. Sandlin answered affirmatively. She added that a lot of federal reimbursements have been received.

Mr. Bernard J. Lundy, Jr., inquired about the needs of the various school district departments with regard to vendors and everyone getting what is needed. Ms. Sandlin indicated the district is on par with regard to our vendors. She noted that the district made a move in July making a move from a *twice a week payment* to a *twice a month payment*. Letters are being forwarded to vendors with payments to communicate this change. She added that the change was made for AP efficiency and aligns expenditures with revenue, which comes in on the 15th and 30th of the month.

Ms. Sandlin shared that she has been looking at the textbook issues related to dual enrollment students. She noted that she has asked Mr. Willie J. Bell, Jr., Director of Secondary Instruction, to collect the books from students for reuse by other students.

Mr. Linwood Christian – 410 Mistletoe Street, Petersburg, VA

Mr. Christian noted that though we avoided the *financial cliff*, *sequestration is looming over us*. Ms. Sandlin indicated that sequestration would not become effective for the school division until July 1, 2013. She stated that she is keeping sequestration in mind throughout the budget season, and noted a final decision has not been made related to sequestration. She added that she is giving consideration to budgetary scenarios should it become a reality.

Ms. Sandlin stated that one thing that has become effective is the FICA tax increase. Two years ago the FICA tax decreased from 6.2% to 4.2%. On the next payroll, employees will be assessed at 6.2% for FICA. Employees were given early notification of the imminent FICA increase.

Also, a change has become effective (though it does not affect the school district) that anyone who makes \$200,000 or more will be assessed a 1.9% Medicare cost in addition to the 1.45%.

Dr. Joseph C. Melvin expressed appreciation for an excellent presentation.

Dr. Kenneth W. Lewis noted that he *attended* a VSBA webinar that in part addressed the course of action school districts may take regarding sequestration (i.e. resolution, or letter) and indicated this has been approved by the Petersburg school system. Ms. Sandlin indicated it has already be forwarded.

Dr. Elsie R. Jarmon indicated she also *attended* the VSBA webinar in anticipation of an upcoming Federal Relations Network Conference in Washington, DC. She noted that part of the homework assignment was to consider what the school district will do if sequestration is approved. Dr. Lewis asked that sequestration impact information be gathered so the district will have it available to give to our congressional and senatorial representatives.

Ms. Sandlin stated that during the budgetary process she has tried to look at finalizing federal funding as the amounts can change. This information will be brought forward during the budgetary process.

Dr. Elsie R. Jarmon indicated that she has a document with questions for which answers are needed to take with her to her upcoming conference. Ms. Sandlin noted she will provide the information as needed.

8.B Memorandum of Understanding (MOU)/LTP Update – Dr. Shannon Smith

Student Achievement

- Petersburg High School students participated in the Annual Petersburg Area Art Leagues' Trees of Christmas Exhibit.
- During College Application Week held November 26-30, 2012, at Petersburg High School, 137 seniors completed 185 applications. Forty-eight students were accepted on site and 97 students are awaiting a decision. The students were assisted by the principal, guidance counselors, teachers, and site coordinator for the project.
- Datawalks were held at all schools within the division for the month of December. During these comprehensive meetings all aspects of the school program are addressed in an effort to foster student achievement.

Leadership Capacity

- ❖ The Director of Career and Technical Education attended the IT Academy Training in Cumberland County, Virginia. This training was attended in accordance with mandates from VDOE that all school systems pursue IT Academies; a site where students can test Microsoft Office Software (MOS) certifications for free where in the past we had to pay for students to test to become industry certified.
- ❖ The Program Coordinator of Blandford Academy visited Durham Performance Learning Center, a school within a school initiative of the Magic Johnson Dreamscape Academy in Durham, NC.
- ❖ The Director of Secondary Instruction and the Director of Technology attended the Project RED Conference in New Jersey on December 3-4, 2012, to discuss and evaluate one-to-one computer initiatives.
- ❖ The Director of Elementary Instruction attended the Statewide K-12 Education Advisory Council Meeting held in Charlottesville, VA, on December 7, 2012. This forum provides an opportunity for the School of Continuing and Professional Studies of UVA to grow programs and services that will address areas of need in schools and school divisions around the state.
- ❖ The Director of Elementary Instruction attended the Virginia State University's Department of Administrative & Organizational Leadership's Fall 2012, Advisory Board Session on Friday, December 14, 2012. The focus of this session was to discuss the Summer Internship Program.

Teacher Quality

- ✓ Professional Development was held for secondary teachers on January 2, 2013. Blandford Academy focused on data discussions and Marzano strategies; Petersburg High School focused on John Hattie's Visible Learning for Optimum Student Engagement; and Peabody Middle School focused on the Madeline Hunter Lesson Plan Model, data-driven decision making, and brain research.
- ✓ Professional Development for elementary teachers was held on January 2, 2013. The MathScience Innovation Center of Richmond, Virginia, provided training regarding the conceptualization of mathematics concepts. Kindergarten – second grade teachers focused on fractions and geometry, and 3rd-5th grade teachers focused on number and number sense and algebraic thinking.
- ✓ The Lead Teacher of the IT Academy attended the IT Academy Training in Cumberland with the Director of Career and Technical Education to become certified for administration of the MOS Test.
- ✓ Three elementary teachers have been selected to serve on the Standards Setting Committees by the Virginia Department of Education. Two teachers will concentrate on the area of reading, and one teacher will focus on the area of science.
- ✓ The training for adjudications will be held on January 12 and 19, 2012, for Appomattox Regional Governor's School.
- ✓ All elementary instructional specialists and math facilitators participated in VDOE directed mathematics training on December 12, 2012, to obtain strategies for the delivery of math lesson plans for the 3rd nine week grading period.

Communication with Stakeholders

- Parent Advisory Council Meetings were held at A.P. Hill Elementary School, Robert E. Lee Elementary School, and Vernon Johns Junior High School during the month of December. The purpose of the meetings was to share with parents instructional strategies offered by Title I staff.
- Two community partners sponsored a gift-giving program for 100 of our students and their families. The new initiative entitled "Holiday wishes, Sugarplum Dreams" was started to provide holiday cheer to some of our families. Students were chosen from all schools.
- A commercial was created on December 12, 2012, by CW Richmond, WUPV TV Station, Channel 13 (subsidiary of Channel 12) showcasing the programs offered by the Career and Technical Education Department.
- The CTE Advisory Council Meeting was held on December 14, 2012, at PHS South Wing; Rolls Royce, Dogwood Trace, John Tyler, and others were at the table discussing career path success and project based learning for high school students.

- Petersburg City Public Schools has received the Middle College spring Semester 2013 student schedules from Richard Bland Community College.
- Students will rent books from Richard Bland during the Spring Semester.

Safe and Secure Schools

- Crisis Kits have been delivered to all schools.
- The exterior doors have been identified via numbers to assist in the case of an emergency.

External Turnaround Partner

- Alternate Governance Meetings were held on December 13, 2012, for A.P. Hill Elementary School, J.E.B. Stuart Elementary School, Peabody Middle School, and Vernon Johns Junior High School. The External Lead Turnaround Partners, the Chief Academic Officer from VDOE/OSI, and the Directors were in attendance.

The following questions/comments were received from school board members:

Dr. Kenneth W. Lewis reiterated the need for proper signage and lights in and around Peabody Middle School. He noted the plethora of warning signs he has observed in neighboring school districts (i.e. flashing signs, *school zone* marked on the pavement, speed limit signs, and end of school zone signs).

Dr. Lewis indicated discussion has been held regarding the usage electronic textbooks. He asked if it is the will of the school board if it is possible to see what the cost would be to rent versus purchase electronic books. Dr. Lewis noted that *we have an opportunity to cautiously move forward and explore this.*

Mr. Bernard J. Lundy, Jr., indicated that while the school system does not want to be reactive when looking at the topic of safe and secure schools, there are individuals working within the schools, *we need to tell how they are being trained and what we are doing. We still need to let people know that we are concerned, and to let them know what we are doing.*

With regard to the CTE Advisory Council, **Mr. Lundy** stated that he hopes when businesses are coming to us we have a career pathway already planned. The individuals should be assisting us to transition our students with our plan in place.

Mr. Atiba H. Muse asked what items are included in the schools' crisis kits. Mr. Russell Lawrence, PCPS Supervisor of School Facilities, indicated the crisis kits include: the schools' crisis plan, back up rosters, magic markers, a list of door numbers and a map with the location of the doors (all locations have been marked, and the police department has this information and a map on the department's iPad®), and emergency contacts for students. The kits are in two locations in the buildings.

Mr. Russell Lawrence indicated that some things the school district does related to safety should be shared, and other things must be kept confidential. He noted he will bring in a crisis kit at the next school board meeting.

8.C Proposed Budget Calendar – Ms. Denise Sandlin

Ms. Denise Sandlin presented the proposed budget calendar for FY 2013-2014. She noted that a budget workshop was held in October, 2012, for school district administrators/principals to look at how to proceed with budget development. In November, she met with every department head, leader, and principal to discuss development of their departmental budgets. She indicated that with a very tight budget individuals have to look at specifics for proper planning moving forward in the budget development process.

It was noted that the Governor's budget was released on December 18, 2012, and Ms. Sandlin attended a conference call related to the proposed budget, along with the school district accountant.

Ms. Sandlin indicated a school board work session is proposed on January 23, 2013, with a budget overview based on the Governor's proposed budget. Additionally, a budget work session is proposed on February 4, 2013; a Liaison Committee meeting on February 21, 2013 (time and location to be determined); a public hearing on February 25, 2013; a school board budget work session on March 4, 2013; tentative date of March 13, 2013, for approval of the FY2013-2014 draft budget by the school board; tentative date of April 2, 2013, for submission of the FY2013-2014 budget request to the city manager; tentative April 4, 2013, city council work session; tentative April 16, 2013, public hearing – city; tentative April 18, 2013, city council work session; tentative May 7, 2013, approval of FY 2013-2014 budget by the city council; and tentative May 15, 2013, approval of FY2013-2014 budget by the school board.

An inquiry has been made to the city regarding the Liaison Committee meeting proposed for February 21, 2013. Once information is received, it will be passed on to the school board with an updated calendar.

In summary, Ms. Sandlin noted that she is hoping for a very smooth budget, and has worked very hard toward a balanced budget for presentation.

NEW BUSINESS

Dr. Kenneth W. Lewis noted that he *trusts we are moving along in some reasonable fashion regarding our field house, and will hopefully, have a ribbon cutting ceremony in August of 2014, for the 2014-2015 academic year.* He added that he *hopes information presented to the school board chairman and superintendent is useful.*

By way of a reminder, **Dr. Lewis** indicated the issue of participation by home schooled students in extra-curricular activities offered by the public school system will be addressed during this General Assembly legislative session. He noted that this is the reason for his discussion related to a determination of the district’s tuition rate. Dr. Lewis indicated he is opposed to this initiative.

Dr. Lewis also welcomed the two new school board members aboard.

Mr. Bernard J. Lundy, Jr., noted that he saw Dr. Joseph C. Melvin and Public Information Officer, Ms. Nicole Bell-Van Patten at the schools, and he added this is something very needful. Mr. Lundy said he would *like us to keep in mind (as Dr. Melvin plans community meetings) even though we are already affected by our monies and legislation, in Petersburg, our distribution of students is lopsided, and it affects our (students’) learning, our principals, our teachers, and we need to look at that. Hopefully, we will start early enough because our numbers are way off in some areas, and very high in other areas.* He added that *now is the time to think about this so that we have better preparation as we attack this problem.*

ADJOURNMENT

Following a motion by Dr. Elsie R. Jarmon, and a second by Ms. Patricia A. Hines, the school board, with no opposing vote, unanimously agreed to adjourn at 8:33 p.m.

Clerk of the Board

APPROVAL Approved:

Chairman of the Board