

**PETERSBURG SCHOOL BOARD
PETERSBURG, VIRGINIA
SPECIAL BOARD MEETING TO
CONVENE A CLOSED SESSION (PERSONNEL) – 5:30 p.m.
SCHOOL BOARD WORK SESSION – 6:30 p.m.
Vernon Johns Junior High School
October 19, 2011
Jeanette P. Berrios, Board Clerk**

CALL TO ORDER

At 5:35 p.m., Mr. Kenneth L. Pritchett, Chairman of the Petersburg School Board, called the special meeting of the Petersburg School Board to order in the Vernon Johns Junior High School cafeteria, at 3101 Homestead Drive, Petersburg, VA.

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

Ward One:	Mr. Steven L. Pierce, Sr.
Ward Two:	Mr. Fred B. Wilson
Ward Three:	Mr. Kenneth L. Pritchett, Chairman
Ward Four:	Mrs. Mary Jane Hendricks
Ward Five:	Dr. Kenneth W. Lewis (arrived at 5:41 p.m.)
Ward Six:	Mr. Bernard J. Lundy, Jr.
Ward Seven:	Dr. Elsie R. Jarmon (arrived at 5:50 p.m.)

Dr. Alvera J. Parrish, Superintendent, was also present in the closed session.

CLOSED SESSION

At 5:36 p.m., following a motion by Mr. Steven L. Pierce, Sr. , and a second by Mr. Bernard J. Lundy, Jr., the School Board unanimously agreed to enter into a closed session related to recommendation for hire, resignation, and revision of job description, as permitted by Section 2.2-3711(A)(1) of the Code of Virginia.

OPEN SESSION

At 6:43 p.m., following a motion by Mr. Bernard J. Lundy, Jr., and a second by Mr. Fred B. Wilson, the School Board unanimously agreed to return to an open session. 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.

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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 roll call was taken, and all members responded affirmatively.

ACTION ON CLOSED SESSION MATTERS

There were no actions on closed session matters.

CALL TO ORDER – SCHOOL BOARD WORK SESSION

At 6:43 p.m., Mr. Kenneth L. Pritchett, Chairman of the Petersburg School Board, called the work session of the Petersburg School Board to order in the Vernon Johns Junior High School cafeteria, at 3101 Homestead Drive, Petersburg, VA.

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

Ward One:	Mr. Steven L. Pierce, Sr.
Ward Two:	Mr. Fred B. Wilson
Ward Three:	Mr. Kenneth L. Pritchett, Chairman
Ward Four:	Mrs. Mary Jane Hendricks
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:

Superintendent:	Alvera J. Parrish, Ed.D.
Assistant Supt. for Curriculum and Instruction:	John L. Mayo
Director of Business & Finance:	Tracie L. Coleman, CPA, MBA
Director/Secondary Instruction:	Willie J. Bell
Director/Elementary Instruction:	Dr. Shannon Smith
Director/Secondary Instruction:	Mr. Willie J. Bell, Jr.
Supervisor/Federal Programs:	Dr. Danielle Belton
Director of Technology:	William D. Rawles
Student Services Coordinator/Conduct Officer:	Ann M. Ford, Ed.D.
Coordinator/Testing:	Gwendolyn Price
Interim Public Information Officer:	Johna Vazquez
Supervisor/Buildings & Grounds:	Russell Lawrence
Supervisor/Warehousing:	Johnny Fobbs
Supervisor of Food Service:	Donna Johnson

Interim Director/Human Resources:
Policy Coordinator:
Clerk of the Board:

JoAnn Crowell-Redd
Edwin M. Betts, Jr.
Jeanette P. Berrios

MOMENT OF SILENCE

The family of Mrs. Virginia Churn was remembered during the moment of silence. Mrs. Church was a former Petersburg City Public Schools' employee, whose twenty-five year contribution to the students, faculty, and staff of the school division will long be remembered. She passed away on Saturday, October 8, 2011.

PLEDGE OF ALLEGIANCE

PCPS students, Gabriella Daniels and Kenneth Johnson led meeting attendees in the Pledge of Allegiance.

RECOGNITIONS

J.E.B. Stuart Elementary School Accreditation and AYP – Mr. Kenneth L. Pritchett and Dr. Alvera J. Parrish

Dr. Alvera J. Parrish, Superintendent, noted that one of the main focuses of the PCPS is that all schools become fully accredited and meet Adequate Yearly Progress (AYP). She added that the division is excited about the progress that is being made. Dr. Parrish said that many have been consistent, and committed to the idea and to what we represent as Petersburg City Public Schools. She indicated that the division is measured according to its accomplishments in terms of student achievement. Dr. Parrish stated that even though the division does many great things, the main thing the school division is measured by VDOE and USED, in terms of student achievement, is the level of full accreditation and AYP.

Dr. Parrish indicated that she was very excited to make a presentation to J.E.B. Stuart Elementary School for the history-making accomplishment of attaining full accreditation and AYP.

On behalf of the Petersburg School Board, Mr. Kenneth L. Pritchett, Board Chairman, congratulated the J.E.B. Stuart Elementary family on its successes. J.E.B. Stuart Elementary School is in Dr. Elsie R. Jarmon's ward, and she expressed that she knows *J.E.B. Stuart is ready, and they have proved that*. She thanked all of the administrators, teachers, staff, parents, and children for their part in the school's accomplishments, adding, "*To God be the glory.*"

Mrs. Kori Reddick, J.E.B. Stuart Elementary principal and staff were presented with a school banner, certificates, and pins that read, "I am the difference." Dr. Shannon Smith, Director of Elementary Instruction assisted in the presentation of recognition. She noted that the accomplishment was the effort of the whole school and expressed her appreciation for their

hard work. Dr. Smith encouraged the faculty and staff to continue with diligence in their endeavors, and noted *we know we will see this again next year.*

PTA Officers – Dr. Alvera J. Parrish

Dr. Alvera J. Parrish, Superintendent, recognized the individuals she said *make the world go around in our schools in working with our schools and our children.* She indicated that our PTA represents a piece that connects us together.

Dr. Parrish presented certificates of recognition to the following PTA officers for the 2011-2012 school year:

Peabody Middle School

President	Gloria Brown
Vice-President	Deneen Herriott
Secretary	Denise Turner
Treasurer	Wanda Harris
Parliamentarian	Angela Williams
Membership Chair	Deborah Whited

Walnut Hill Elementary School

President	Tavia Murdoch Johnson
Vice-President	Aaron Elrod
Secretary	Vacant
Treasurer	Amy Smith
Assistant Secretary	Vacant
Membership Chair	Sharon Pettiford

Westview Early Childhood Education Center

President	Sherrie Johnson
Vice-President	Arsheia Jones
Secretary	Tynetta Walker
Treasurer	Brandon Scheivert
Programs Chair	Stella Edwards

Vernon Johns Junior High School

President	Verlene Tucker
Vice-President	Linwood Christian, Jr.
Secretary	LaQuanda Pender
Assistant Secretary	Patricia Griffin
Treasurer	Beverly Greene

Robert E. Lee Elementary School

President Tracie Stewart
Vice-President Vacant
Secretary Barbara Johns
Treasurer Ivy Cary

Petersburg High School PTSA

President John Hart
(Need officers, and students will be involved this year.)

J.E.B. Stuart Elementary School

President Diane Vaughan
Vice-President Wanda Taliaferro
Secretary Katrina Wyatt
Treasurer Denise Depeazo
Treasurer Jeronica Paige
Membership Chair Tori Flowers

A.P. Hill Elementary School

Interim President Monique Lindsey
(Other offices vacant – Information has been sent home to parents to sign up for PTA)

Blandford Academy

(In its setup phase; Information has been requested of the Virginia PTA to start a new unit.)

City-wide PTA Council of PTAs

President John Hart

Mr. John Hart, City-wide PTA President, and James River District Director, expressed his appreciation for the very important contributions made by PTA volunteers. He also noted the importance of engaging high school students in the PTA component.

National Bosses’ Day – Dr. Alvera J. Parrish

Dr. Alvera J. Parrish noted that Monday, October 17, 2011, was recognized as National Bosses’ Day. Dr. Parrish presented gift bags to School Board members for all of the work they do and the sacrifices they make to make Petersburg better.

APPROVAL OF THE AGENDA

Following a motion by Mr. Steven L. Pierce, Sr., and a second by Mr. Fred B. Wilson, the School Board unanimously approved the October 19, 2011, School Board meeting agenda.

APPROVAL OF THE CONSENT AGENDA

A motion was made by Mr. Bernard J. Lundy, Jr., and a second was offered by Mr. Steven L. Pierce, Sr., to approve the consent agenda to include supplemental contracts as presented and the minutes of August 17, 2011 (*School Board Special Meeting and Work Session*). The motion passed with no opposing votes.

ACTION ITEMS

Update on Policies – Mr. Edwin M. Betts, Jr.

Mr. Edwin M. Betts, Jr., Policy Consultant, noted VSBA policy revisions **BBC** – Board Member Oath of Office; **BBFA** – School Board Members Conflict of Interest; **BBCC** - School Board Clerk; **BDDE** – Rules of Order; **BFE/CHD** – Administration in Policy Absence; **CBA** – Qualifications and Duties for the Superintendent; **CBG** – Evaluation of the Superintendent; **CHD/BFE** – Administration in Policy Absence; **CLA** – Reporting Acts of Violence and Substance Abuse; **DB** – Annual Budget; **DIA** – Reporting Per Pupil Costs; **DJ** – Small Purchasing; **GBA/JFHA** – Sexual Harassment/Harassment Based on Race, National Origin, Disability, and Religion; **GBE** – Staff Health; **GBEB** – Staff Weapons in School; **GCCB** – Employment of Family Members Options 1 & 2; **GCBE** – Family and Medical Leave; **GCG** – Professional Staff Probation and Continuing Contract; **IGAH** – Family Life Education; **IGAJ** – Driver Education; **IGBA** – Programs for Student with Disabilities; **IGBE** – Remedial Instruction Program; **IGBF** – Limited English Proficient Students that were brought before the School Board. Mr. Betts recommended that the policies be placed on the school division web site for further review by the public, and that the School Board's consideration of approval be deferred to the November 2, 2011, regular meeting of the Board.

The School Board reached consensus that the policy revisions will be brought back before the School Board on November 2, 2011. Mr. Kenneth L. Pritchett noted that preliminary copies are available online for the public's viewing on the October 19, 2011, BoardDocs agenda.

Field Trip Request JROTC PHS – Molena, Georgia – Mr. Willie J. Bell, Jr.

Mr. Willie J. Bell, Jr., PCPS Director of Secondary Instruction, presented the request for approval for an out-of-state field trip for 14 JROTC students from Petersburg High School, to travel to the Thunder River Boy Scout Camp in Molena, Georgia on November 4-6, 2011. It was noted that the purpose of the trip is to promote esprit de corps, teamwork, and self-confidence among JROTC cadets, and to serve as a JROTC cadet recruiting and retention tool.

Following a motion by Mr. Bernard J. Lundy, Jr., and a second by Mr. Steven L. Pierce, Sr., the School Board unanimously approved the field trip request of the Petersburg High School JROTC cadets, to travel to the Thunder River Boy Scout Camp, in Molena, Georgia, November 4-6, 2011, as requested.

Action Plan for On-time Graduation Rate – Mr. John L. Mayo and the Instructional Team

Dr. Alvera J. Parrish introduced Mr. John L. Mayo and the instructional team to present the *Action Plan for On-time Graduation Rate*. Dr. Parrish asked, with approval of the School Board, that the instructional team be allowed to present its full report and entertain questions at the end of the presentation.

Dr. Parrish indicated the team will go through the specifics, the definitions, and the process related to on-time graduation. Mr. Mayo shared information and the background related to graduations measures as follows:

- **On-Time Graduation Rate (OTG)**
 - Advanced Studies, Standard, Modified, Special, General Achievement
- **Graduation and Completion Index (GCI)**
 - Board Recognized Diploma, GED, Still in School, Certificate of Completion
- **Federal Graduation Indicator (FGI)**
 - Advanced Studies, Standard

The Virginia on-time graduation rate is based on four years of longitudinal student-level data, and it takes into account the following variables:

- Student mobility
- Changes in enrollment
- Policy and Instructional Practices – 9th Grade Retention
- LEP and some students with disabilities allowed more than four years to earn diploma

The graduation rate formula, which was approved in 2006 and implemented in 2008 is as follows: (# of 1st time entering 9th graders in year x – 4) + (Transfers In) – (Transfers out & deceased)]

Mr. Mayo noted that the cohort class of 2011 consists of the following:

- Students enrolled at Petersburg High School (PHS) in 9th grade in 2007-2008 and coded as first-time 9th graders
- Students who transferred into PHS in 10th grade during 2008-2009
- Students who transferred into PHS in 11th grade during 2009-2010
- Students who transferred into PHS in 12th grade during 2010-2011

Mr. Mayo indicated that tracking measures are in place, and expounded on how students are tracked as follows:

- ❖ Students are assigned a State-Testing Identifier (STI) number
 - Students who transfer out of Virginia public schools are removed from the cohort
 - Students who transfer in to Virginia Public Schools are assigned to a cohort based on the year and grade they enter a Virginia public high school (grades 9-12)
 - Students who are incarcerated are counted as transfers as they leave and reenter the system
 - Incarcerated students who reenter Virginia public schools are assigned to a cohort based on year and grade when they return to public school

The current cohort data for grades 9-12 as presented follows:

GRADE	COHORT	# IN COHORT	# ENROLLED IN STARBASE
12 th	2011-2012	371	296
11 th	2012-2013	292	229
10 th	2013-2014	354 (39 still @ VJJH)	345
9 th	2014-2015	302	306

It was noted that unconfirmed students are being identified. Often students will move and notification is not given. While school divisions carry students on the enrollment record, the individual may have transferred without notice.

With regard to the Graduation and Completion Index, fully accredited is 85-100; provisionally accredited is 80-84 and accredited with warning is less than 80.

Following is the information related to the Graduation Completion Indicator (GCI) for Petersburg High School:

GRADUATION COMPLETION INDICATOR (GCI)		
Cohort Year	# in Cohort	GCI
2008	445	63.88
2009	424	67.76
2010	406	68.67
2011	344	78.46

The following information related to the **Federal Graduation Indicator (FGI)** was presented:

- ❖ Determines AYP
- ❖ Excludes Modified Standard, Special and General Achievement Diplomas
- ❖ Benchmarks
 - At least 80% of students graduate with an advanced or standard diploma within 4 to 6 years of entering ninth grade for the first time, or
 - % of students not graduating within four years of entering ninth grade is reduced by a least 10%

FEDERAL GRADUATION INDICATOR (FGI)		
Cohort Year	# in Cohort	FGI
2008	455	47.91
2009	424	52.36
2010	384	62.69
2011	362	59.39

Dr. Shannon Smith, PCPS Director of Elementary Instruction, noted early identification, intervention, monitoring, and prevention as key components to address graduation measures. She stressed that we will look at the rigors of early childhood education to keep elementary students connected to school. She indicated that for children to succeed they must be in attendance, and noted strategies pertaining to incentives are being considered.

It was indicated by Dr. Smith that retention is another component that impacts the graduation rate. She added that we will keep a close eye on the students who are struggling, and guidance counselors are kept connected to students in need as well.

Diagnostic programs for early identification were indicated as follow:

- PALS (Phonological Awareness & Literacy Screening)
- iStation
- AR (Accelerated Reader) Program
- Study Island

Additionally, keeping elementary students connected to school is being accomplished by:

PROGRAM	HOW ARE WE REACHING THE IDENTIFIED POPULATION?	IMPACT
PALS	Identified students are tutored three days per week utilizing lessons designed by PALS (Fall, Mid-year, & Spring)	To allow targeted students to gain the phonological skills needed to become successful readers.
iStation	The program places students into three tiers. Students are provided with individualized instruction by way of iStation generated teacher lessons and computerized programming. (Monthly Assessments)	To allow Tier 3 students to move into either Tier 1 or 2 by the end of the school year.

Dr. Smith indicated that Study Island meets students where they are and moves them forward. She noted that interventions are paramount and need to be provided early.

Dr. Ann M. Ford, Student Services Coordinator/Conduct Officer, discussed the tracking system utilized related to student movement. She noted that the division has been doing a better job of tracking our students' movements. Dr. Ford added that involving all school personnel and the community is the key. She stated that careful monitoring of students with valid reasons for leaving, who have transferred to other schools is key. Additionally, better monitoring of student attendance is necessary as required by the Code of Virginia and the division Code of Conduct.

It was indicated by Dr. Ford that new initiatives and partnerships with the police department and court services started this school year. In the second week of school, 70 homes were visited by police officers, court service personnel, and truancy case managers to provide friendly reminders to the parents of students with a previous history of attendance problems, that attendance is compulsory.

Dr. Ford noted that involvement of the Social Services Department related to Learnfare students whose families receive benefits based on attendance. Dr. Ford stressed that dropping out does not start at the secondary level, but early. She added that efforts will be made to help children identify academic and career goals early.

Dr. Ronnie Watson, Principal of Vernon Johns Junior High School, talked about some of the things VJJH is doing in order to decrease the student dropout rate. He noted that currently, 49 VJJH school students were absent. Dr. Watson added that rarely does the VJJH attendance rate drop below 90%; however, the school is striving to have an attendance rate of 95% or above.

Some of the initiatives in place to encourage the core value of accountability follow:

- Counselors send a weekly report to the principal
- Bulletin Boards Provide Bully Free Messages
- The attendance secretary and truancy case manager meet with the principal weekly
- A detailed record of withdrawals is kept (noting where students have transferred and when their withdrawal took place)
- Every Friday for 60 minutes, students who do not require remediation may participate in the REACH opportunity, which enables students to participate in the following:
 - ✓ Drama
 - ✓ Step Team
 - ✓ Beta Club
 - ✓ Ambassadors
 - ✓ Twenty different club opportunities at VJJH with which students may participate

Dr. Watson shared that students are excited and motivated to come out of remediation to enter the activity clubs.

Ms. Alicia Fields, Principal of Petersburg High School, indicated a focus to monitor academic soundness through interim reports, and report cards to determine where students are in terms of the status of their grades. A monitoring report of all students obtaining “D’s” and “F’s” is utilized to help develop an academic plan for the students.

There is a weekly submission from truancy regarding excessive absences, and an attendance plan is put in place for student. In addition, Ms. Fields contacts parents of tardy students, and this has proved highly effective. She indicated that she is *making sure students are present , on time, and where they should be on my watch*. She noted many parents are glad she called. Guidance counselors monitor behavior through reports to help keep students connected and on track.

Ms. Fields indicated that in order for Petersburg High School to be successful, the graduation rate must improve. All staff members are involved in helping to ensure the success of students and to undergird improvement in graduation; teachers, custodians, and every other staff member.

Mr. Lawrence Bolar, Principal of Blandford Academy, shared the following initiatives that have been put in place at Blandford:

- Weekly counseling and guidance sessions with the school counselor
- Monthly school assemblies highlighting community GED graduates

- Truancy case manager meets with the principal weekly to address attendance
- Parent communication
 - ✓ Individually tailored orientations for GED students with principal, school counselor, and GED coordinator
 - ✓ Individually tailored orientation for CHOICES students with principal, school counselor
 - ✓ Truancy case manager or school counselor contacts parents when students are absent more than two days

- Intensive instruction and remediation in core academic areas
 - ✓ Direct small group instruction
 - ✓ One-on-one individual instruction with GED coordinator
 - ✓ Customized virtual instruction via e2020
 - ✓ Individual tutoring through VSU volunteers

Morning chats with the principal each morning, speakers who have passed their GED exams, and parent communication logs are a few additional ways students are motivated, and students and parents stay connected.

Mr. Bolar stated that efforts are continually made to help students see that enrollment at Blandford Academy is an opportunity for them, with increased graduation as a goal.

Mrs. Gwendolyn Price, PCPS Testing Coordinator, shared information related to monitoring students in terms of enrollment. She reiterated that each student that enters a Virginia public school is assigned a State Testing Identifier Number (STI). The DDOT, principals, and/or counselors monitor the SSWS cohort lists to verify student enrollment/withdrawal status. Secretaries, attendance clerks, and/or guidance counselors will follow up on students who are identified as unconfirmed or students who have dropped out. The Education Information Management Systems (EIMS) will be searched to determine if a student has been assigned another STI number.

Mr. Willie J. Bell, Jr., noted that research shows that if we continue to connect with technology, students will stay better connected. Learning must be exciting to our students and motivating. The CTE program is one way to connect with students.

Mr. John L. Mayo in summary stated that our next step is a corrective action plan that addresses early identification, intervention, monitoring, and prevention.

Dr. Parrish added that there is only one plan that the division expects to implement with fidelity to delineate what we are doing from grades K-12. She noted that this is a “*we*” *action plan*. She added that we want to express what the pedagogy tell us is a factor in drop out rates. Dr. Parrish indicated that everyone knows that there is one plan with various aspects of the plan, for various ages, and stages as we move forward.

She added that what we do to keep students connected in third grade is different than that done to keep second graders connected. Research says that if we can get students through the 9th grade, there is a better chance for that student to graduate.

Mr. Steven L. Pierce, Sr., said it would be helpful if someone were designated to be the *watch person or go to person*. He added that systemically, all of us are involved in this. Mr. Pierce said *let us charge ourselves to ensure that we will meet the graduation rate*.

Dr. Elsie R. Jarmon expressed appreciation for a very thorough and excellent presentation. She added that tracking takes a lot of work, but it is our responsibility if we want to meet AYP.

It was noted that a number of slides left out the parent piece. Parents must be involved in the process of working toward success.

Mr. Kenneth L. Pritchett noted that as the School Board Disciplinary Committee hears student cases, some students have been frustrated when they transition back to their home schools. They have noted that they have been placed back in courses they have already completed at Blandford Academy. He added that better tracking is needed as students return to their home schools.

Mr. Bernard J. Lundy, Jr., asked how often guidance counselors are meeting with one another so that they can formulate a tracking system. Dr. Ford responded that counselors meet on a monthly basis from K-12, including Blandford Academy. Discussions related to continuation of monitoring students are held.

Mrs. Gloria Brown – 1557 South Sycamore Street, Petersburg, VA

Mrs. Brown stated that the report was very thorough. She said as a parent and lay person the equations can be confusing. With regard to truancy, Mrs. Brown expressed her concern that many students are late every day. She indicated that it is her feeling that parents should be held accountable. Students arriving late to the classroom affect their fellow students.

Wanda Taliaferro – 1370 Frank Avenue, Petersburg, VA

Mrs. Taliaferro noted that as a grandparent she does not feel that we are really focusing on the early childhood levels. She said we are not being proactive in tracking the early level as an entity that feeds into so many schools. Mrs. Taliaferro stated that she thinks we should be more closely monitoring kindergarteners as they move to first, thus monitor the students before they reach the testing grades.

Mr. Kenneth L. Pritchett expressed appreciation to the truancy case managers for doing what they do.

Ms. Josette Carey-Barnes, truancy case manager for PCPS, stated that the more information people have the better with regard to attendance. She stated that a certain number of tardies do not “equal” an absence. Also, she does monitor excessive tardies, even though this is not currently tracked at the state level.

Ms. Angela Williams – 2019 Winter Road, Petersburg, VA

Ms. Williams indicated that she was impressed by the presentation. She added that we need to educate our parents, stating that *if they have no clue, the kids will have no clue*.

Mr. Kenneth L. Pritchett expressed appreciation to the presenters. He reiterated that Peabody Middle School should have been represented in the program presented to the School Board. He thanked Ms. Alicia Fields on behalf of the School Board for her gift of yearbooks.

ADJOURNMENT

Following a motion by Ms. Mary Jane Hendricks, and a second by Mr. Steven L. Pierce, Sr., the School Board, with no opposing vote, unanimously agreed to adjourn at 9:04 p.m.

APPROVAL

Approved:

Clerk of the Board

Chairman of the Board

ADDENDUM

15

Minutes of the Special Meeting/Personnel and Work Session of the
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