

**PETERSBURG SCHOOL BOARD
PETERSBURG, VIRGINIA
MINUTES OF THE SPECIAL MEETING (Personnel)
Petersburg City Public Schools
School Administrative Office
November 14, 2011 – 7:15 p.m.
Mrs. Jeanette P. Berrios, Clerk of the Board**

CALL TO ORDER

Mr. Kenneth L. Pritchett, Chairman of the Board, called the Special Meeting of the Petersburg School Board to order at 7:21 p.m. at the Petersburg City Public Schools Administrative Office, 255 South Boulevard, East, Petersburg, VA.

ROLL CALL

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

Ward One: Mr. Steven L. Pierce, Sr.
Ward Three: Mr. Kenneth L. Pritchett, Chairman
Ward Four: Ms. Mary Jane Hendricks
Ward Six: Mr. Bernard J. Lundy, Jr.

The following Board Members were absent: Mr. Fred B. Wilson, Ward Two; Dr. Kenneth W. Lewis, Ward Five; and Dr. Elsie R. Jarmon, Ward Seven.

CLOSED SESSION

At 7:23 p.m., following a motion by Ms. Mary Jane Hendricks, and a second by Mr. Steven L. Pierce, Sr., the Board unanimously agreed to enter into a closed session pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia to discuss personnel matters related to resignations, appointments, position updates, and certification.

OPEN SESSION

At 8:44 p.m., following a motion by Mr. Steven L. Pierce, Sr., and a second by Ms. Mary Jane Hendricks, the 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.

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 Board members responded affirmatively.

ACTION ON CLOSED SESSION MATTERS

On a motion by Mr. Steven L. Pierce, Sr., and a second by Ms. Mary Jane Hendricks, the Board unanimously approved the November 14, 2011, personnel agenda as presented. (A copy is included as an addendum to these minutes.)

Following a motion by Ms. Mary Jane Hendricks, and a second by Mr. Steven L. Pierce, Sr., the School Board approved, without dissent, the following superintendent's recommendation:

- **The employee in personnel case # 11-049 is to be removed from the position of assistant principal at Petersburg High School immediately, and is to be placed in a long-term substitute position until further notice.**

Mr. Kenneth L. Pritchett indicated the consensus of the School Board that the Senior Network Analyst position be posted.

Mr. Pritchett also noted the consensus of the school board to post the position of Staff Development Coordinator with a salary range of \$53,810 to \$76,000.

Ms. Mary Jane Hendricks provided a reminder that the salary of the Staff Development Coordinator was originally raised as the duties of Grant Writer were also added previously.

Dr. Alvera J. Parrish, superintendent, indicated that in the school division we want to provide an environment that is conducive to learning. She noted that in doing so, it is the superintendent's recommendation to change dismissal times at Vernon Johns Junior High School (VJJH) and Petersburg High School (PHS). Dr. Parrish indicated that the recommended dismissal times are 2:00 p.m. at VJJH and 2:05 for PHS effective Monday, November 21, 2011, to provide a more safe and secure dismissal. Dr. Parrish has discussed the recommendation with the Assistant Superintendent, Director of Secondary Instruction, and the school principals, and all concur with the recommended changes.

On a motion by Mr. Bernard J. Lundy, Jr., and a second by Mr. Steven L. Pierce, Sr., the School Board approved the superintendent's recommendation that the dismissal time for Vernon Johns Junior High School be changed to 2:00 p.m., and the dismissal time for Petersburg High School be changed to 2:05 p.m.; effective as of Monday, November 21, 2011. The change is recommended to enhance a more safe and secure environment for students of both schools during the loading of buses, and overall dismissal process. Parents will be notified by letter, as well as, the "Alert Now" notification system. In addition, the information will be posted on the division and schools' web sites.

Mr. Bernard J. Lundy, Jr., noted the importance of the staff development person planning the staff development calendar in collaboration with the superintendent. In addition, he indicated the need to have assistance from PHS personnel to help in dismissing students from the grounds, noting some students are roaming.

ADJOURNMENT

Following a motion by Ms. Mary Jane Hendricks, and a second by Mr. Steven L. Pierce, Sr., the Board unanimously agreed to adjourn at 9:00 p.m.

Clerk of the Board

APPROVAL

Approved:

Chairman of the Board