

**PETERSBURG SCHOOL BOARD
PETERSBURG, VIRGINIA
SPECIAL MEETING – 5:30 p.m.
REGULAR MEETING – 6:30 p.m.
SCHOOL ADMINISTRATIVE BUILDING
December 5, 2012
Jeanette P. Berrios, Board Clerk**

CALL TO ORDER

At 5:37 p.m., Mr. Kenneth L. Pritchett, Chairman, called the special meeting of the Petersburg School Board to order in the main Board Room, of the School Administrative Office, at 255 South Boulevard, East, Petersburg, VA.

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

Ward One:	Mr. Steven L. Pierce, Sr., Vice-Chairman
Ward Two:	Mr. Fred B. Wilson
Ward Three:	Mr. Kenneth L. Pritchett, Chairman
Ward Four:	Mrs. Mary Jane Hendricks
Ward Six:	Mr. Bernard J. Lundy, Jr.
Ward Seven:	Dr. Elsie R. Jarmon

The following school board member was absent: Dr. Kenneth W. Lewis (Ward Five)

The following staff members were present: Dr. Joseph C. Melvin, Superintendent, Mr. Stanley O. Jones, Acting Superintendent; and Ms. Gianna Grier, Human Resources Director.

CLOSED SESSION

Following a motion by Ms. Mary Jane Hendricks, and a second by Mr. Steven L. Pierce, Sr., the school board convened a closed session at 5:38 p.m., pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia to discuss personnel matters.

OPEN SESSION

On a motion by Ms. Mary Jane Hendricks, and a second by Mr. Fred B. Wilson, the school board returned to an open session at 5:38 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 Mr. Bernard J. Lundy, Jr., and a second by Mr. Fred B. Wilson, the school board unanimously approved the following recommendations of the superintendent, Dr. Joseph C. Melvin.

Personnel Case # 12-002: Recommendation to hire the individual for the position of Manager of Transportation at a salary of \$68,200.00.

Personnel Case # 12-003: Recommendation to hire the individual for the position of Supervisor of Federal Programs at a salary of \$89,094.00.

Personnel Case # 12-004: Recommendation to suspend the individual without pay effective December 5, 2012.

Personnel Case # 12-005: Recommendation to suspend the individual without pay effective December 6, 2012.*

Personnel Case # 12-005 (Amended Motion): On a motion by Dr. Elsie R. Jarmon, and a second by Mr. Steven L. Pierce, Sr., the school board unanimously approved the motion to amend the previously adopted motion at the December 5, 2012, school board meeting *to suspend the individual in personnel case # 12-005 without pay effective December 6, 2012, by striking without pay, and inserting with pay.

ROLL CALL:

At 6:40 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. Fred B. Wilson
Ward Three:	Mr. Kenneth L. Pritchett, Chairman
Ward Four:	Mrs. Mary Jane Hendricks
Ward Six:	Mr. Bernard J. Lundy, Jr.
Ward Seven:	Dr. Elsie R. Jarmon

The following school board member was absent: Dr. Kenneth W. Lewis (Ward 5).

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

Dr. Joseph C. Melvin	Superintendent
Mr. Stanley O. Jones	Acting 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
Ms. Johna Vazquez	Federal Programs
Mr. Russell Lawrence	Supervisor/Buildings and Grounds
Mr. Johnny Fobbs	Supervisor/Warehousing
Mr. Edwin M. Betts, Jr.	Policy Consultant
Mrs. Jeanette Berrios	Clerk of the Board

MOMENT OF SILENCE

The following were remembered during the moment of silence:

- Mr. Willie King, PCPS employee, and family in the passing of his wife, Mrs. Vanessa King
- Mr. Kenneth L. Pritchett, School Board Chairman, and family in the passing of his uncle, Mr. David Walker, on Tuesday, November 20, 2012

- The family of Mr. Albert Dawson, former PCPS educator, who passed away on November 28, 2012

PLEDGE OF ALLEGIANCE

Meeting attendees were led in the Pledge of Allegiance by Petersburg High School wrestling coach and Middle College arts and social sciences student, DaQuon Sample.

RECOGNITIONS

Ms. LaVerne Vines – Named Regional Director of the FBLA VSU Region – Mr. Willie J. Bell, Jr.

Mr. Willie J. Bell, Jr., indicated that Ms. LaVerne Vines, PCPS Career and Technical Education Supervisor, has been named by the Department of Education as the Regional Director of the FBLA VSU Region where she will oversee 23 schools in this region. Mr. Bell noted that this is an outstanding honor bestowed upon Ms. Vines.

First Responders – Ms. Gianna Grier

Ms. Gianna Grier, PCPS Director of Personnel and Human Resources, presented a certificate of appreciation to Mr. Russell Lawrence, PCPS School Facilities Supervisor, recognizing the Department of School Facilities for its service as first responder during the onslaught of Hurricane Sandy. Mr. Lawrence and his staff undertook a plethora of preparatory activities to ensure the safety of the students, faculty, and staff of Petersburg City Public Schools. Ms. Grier noted that *every School Facilities' staff member demonstrated commitment, technical expertise, and support while maintaining the highest level of operational readiness. The staff reflected great credit to their department and upheld the highest traditions of Petersburg City Public Schools.*

Mr. Bernard J. Lundy, Jr., also expressed appreciation to Mr. Lawrence and his staff for their efforts in preparing the grounds as well.

Special Recognition – Outgoing School Board Members and Acting Superintendent – Mr. Kenneth L. Pritchett, School Board Chair

Mr. Kenneth L. Pritchett, School Board Chairman, presented a plaque to outgoing acting superintendent, Mr. Stanley O. Jones, for his ongoing support of the day-to-day operation of the Petersburg school district. School board members and staff expressed deep appreciation for his leadership, for placing value on every individual, for being a *balm from Gilead*, and for strengthening positive team relationships. Mr. Jones expressed his appreciation to the school board for allowing him the opportunity to lead in the capacity of acting superintendent.

Mr. Fred B. Wilson was recognized for his very faithful service on the school board, which spanned 22 years; and Ms. Mary Jane Hendricks was recognized for her service and support of Petersburg's students and staff during her four years on the school board.

Ms. Hendricks expressed appreciation for giving her the opportunity to serve on the Petersburg School Board. She shared that her decision not to run for the school board seat is because she *wants to fight the big dragons*, which may be addressed better as a community member. She asked the board not to forget *to fight for raises and that we are on the same plane as everyone else; if there are extra snow days, tell the teachers early this year*.

Mr. Pritchett presented Mr. Wilson with a plaque, and noted that he may well hold the record for the longest serving school board member with 22 years of service. Mr. Wilson indicated that his first appointment to the school board was in 1988 (he was appointed for three terms and elected for his remaining terms). Mr. Wilson stated that he and many citizens worked hard to have an elected school board.

PUBLIC COMMENTS

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

Mr. Christian expressed appreciation to Mr. Russell Lawrence and his staff for their assistance at the recent forum that was held. He indicated that in his opinion Mr. Lawrence is irreplaceable. Mr. Christian noted that Ms. Mary Jane Hendricks was in attendance at the forum as well.

Mr. Christian stated that he hopes that before the 2013-2014 school year begins, orientation is provided prior to the week before school starts. He recommended that *a day or two of orientation* might be provided for fifth grade students moving to sixth grade; sixth grade students moving to seventh grade; eighth grade students moving to ninth grade; and ninth grade students moving to tenth grade. He also suggested that the district have Dr. Farley brought in to work with principals and teachers. Mr. Christian noted that he stands ready to assist in any way he can.

Mr. Christian challenged the new superintendent and incoming board members to thoroughly assess those working with the school division to ensure they are performing the duties as required by their positions.

Ms. Nancy Grosvenor – 1934 Fort Rice Street, Petersburg, VA

Ms. Grosvenor invited meeting attendees to join the Petersburg High School Booster Club. She indicated the Booster Club funds help provide scholarships, and fund activities (i.e. softball, football, and cheerleading). She indicated the fee to join the Booster Club is \$5.00.

Ms. Grosvenor noted Bingo is held on Saturdays, and encouraged participation in the first annual yard sale and upcoming Parent Teacher Student Association (PTSA) meeting.

CORRESPONDENCE

The Clerk of the Board read a letter from Mr. Linwood K. Christian, Jr., President of the Vernon Johns PTSA addressed to Dr. Joseph C. Melvin. Mr. Christian expressed appreciation to Dr. Melvin for reaching out to those in the Petersburg community. He also offered to assist with endeavors undertaken.

APPROVAL OF AGENDA

A motion was made by Dr. Elsie R. Jarmon, and a second was provided by Ms. Mary Jane Hendricks, to approve the agenda of the December 5, 2012, regular school board meeting. The motion carried without dissent.

On a motion by Mr. Bernard J. Lundy, Jr., and a second by Dr. Elsie R. Jarmon, the school board unanimously approved the December 5, 2012, consent agenda (to include the personnel agenda, and minutes of *November 13, 2012 (Student Disciplinary Hearings); November 19, 2012 (Student Disciplinary Hearings); and November 27, 2012 (Special Meeting of the School Board/Personnel).*

ACTION ITEMS

Policy Updates/Revisions – Mr. Edwin M. Betts, Jr.

Mr. Edwin M. Betts, Jr., PCPS Policy Consultant, presented a first reading of proposed policy revisions from the Virginia School Boards Association (VSBA) in May, 2012, to include the following:

- **BBFA** School Board Member Conflict of Interest
- **BCF** Advisory Committees to the School Board
- **DIA** Reporting Per Pupil Costs
- **DJ** Small Purchasing
- **DJG** Vendor Relations
- **EB** School Crisis, Emergency Mgmt., & Medical Emergency Response Plan
- **EBBA** First Aid/CPR Certified Personnel
- **GBO** Virginia Retirement System
- **GBR** Voluntary Retirement Savings Program (New Policy with legal references Updated to reflect amendment of Va. Code § 51.1-603 and 51.1-603.1 by HB.)
- **GCB** Professional Staff Contracts
- **GCBC** Staff Fringe Benefits

- **GCD**A Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect
- **GCE** Part-Time and Substitute Professional Staff Employment
- **GCG** Professional Staff Probationary Term and Continuing Contract
- **GCM** Supervision of the Evaluation Process
- **GCN** Evaluation of Professional Staff
- **GCPB** Resignation of Staff Members
- **GCPD** Professional Staff Discipline
- **GCPF** Suspension of Staff Members (New Policy designed to address the suspension of any staff person, which was covered in prior policies GCPD and GDPD.)

- **GCQAB** Tutoring for Pay
- **GD** Support Staff
- **GDG** Support Staff Probationary Period
- **GDI** Support Staff Assignments and Transfers
- **GDN** Evaluation of Support Staff
- **GDPD** Support Staff Members: Contract Status and Discipline
(Policy deleted to avoid duplication of Policies DCDA *Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect*, GCPF *Suspension of Staff Members*, and JHC *Student Health Services and Requirements*.)

- **IAA** Notification of Learning Objectives
- **IGAD** Career and Technical Education
- **IGAI** Character Education
- **IGBB** Programs for Gifted Students
- **IGBE** Remedial and Summer Instruction Program
- **IGBGA** Outline Courses and Virtual School Programs
- **IGBI** Advanced Placement Classes and Special Programs
- **IGCA** Summer Schools
- **IGDA** Student Organizations
- **JCJ** Classroom Assignments for Twins
- **JEA** Compulsory Attendance
- **JEC** School Admission
- **JFCL** Notification Regarding Prosecution of Juveniles as Adults (New Policy Based on Va. Code §22.1-279.4.)

- **JHC** Student Health Services and Requirements
- **JHCB** Student Immunizations
- **JHCD** Administering Medicines to Students (The updated policy and the Regulations were adopted during the summer.)

- **JHG** Child Abuse and Neglect Reporting
- **JO** Student Records
- **KG** Community Use of School Facilities

- **LBD** Home Instruction
- **LC** Charter Schools
- **LC-E** Charter School Application Addendum
- **LEB** Advanced/Alternative Courses for Credit

Mr. Betts indicated that the policies noted are not controversial. Some of the changes are editorial in nature and address the wording of policies, and other policies have been updated to reflect amendments of the Virginia Code; others have had legal and cross references added. He recommended that the school board approve the policy revisions as presented.

Dr. Elsie R. Jarmon asked for clarification that policy revisions are based on Virginia law and recommendations from the VSBA, along with some slight editorial changes as recommended by the VSBA. Mr. Betts answered affirmatively.

On a motion by Mr. Bernard J. Lundy, Jr., and a second by Dr. Elsie R. Jarmon, the school board, without dissent, approved the policy revisions as presented by Mr. Edwin M. Betts, Jr.

Field Trip Request – Mr. Willie J. Bell, Jr.

Mr. Willie J. Bell, Jr., PCPS Director of Secondary Instruction, presented a field trip request on behalf of four Petersburg High School 10th and 12th grade students to accompany their chaperone to the Woodrow Wilson Rehabilitative Center (WWRCA) Transition Academy, in Fishersville, Virginia, on January 8-10, 2013.

Discussion followed with questions from Dr. Elsie R. Jarmon related to clarification of length of stay, and accompaniment of bus driver and chaperone for a total of five individuals traveling. It was noted that the chaperone and driver will be staying for the duration of the trip in Fishersville.

Following a motion by Mr. Bernard J. Lundy, Jr., and a second by Ms. Mary Jane Hendricks, the school board unanimously approved the field trip request as presented.

Virginia Department of Education (VDOE) Authorization of Signature in the Absence of Division Superintendent – Dr. Joseph C. Melvin

Dr. Joseph C. Melvin noted that VDOE requires that an authorization of signature in the absence of the division superintendent must be approved. He requested school board approval of his recommendation of Mr. Willie J. Bell, Jr., PCPS Director of Secondary Instruction as the individual to sign for the superintendent in the event of his absence. Dr. Melvin added that he will request that this be changed when the assistant superintendent comes onboard.

A motion was made by Dr. Elsie R. Jarmon, and a second was made by Mr. Bernard J. Lundy, Jr., to approve the superintendent's recommendation of Mr. Willie J. Bell, Jr., as the individual authorized to sign in the absence of the superintendent in accordance with VDOE requirements. The motion carried unanimously.

Check Signing Resolution – Ms. Denise Sandlin

Ms. Denise Sandlin, PCPS Budget and Finance Director, requested the school board's approval of a resolution granting authorization for payroll and accounts payable checks to be signed with the signatures of the Treasurer of the City of Petersburg and the Superintendent, Dr. Joseph C. Melvin, upon the receipt of the Superintendent's signature plate.

On a motion by Dr. Elsie R. Jarmon, and a second by Mr. Fred B. Wilson, the school board with no opposing vote, approved the check signing resolution to authorize payroll and accounts payable checks to be signed with the signatures of the Treasurer of the City of Petersburg and the Superintendent, Dr. Joseph C. Melvin, upon the receipt of the Superintendent's signature plate.

INFORMATION ITEMS

Jobs for Virginia Graduates (JVG) – Mr. Barry Glenn

Dr. Joseph C. Melvin introduced Mr. Barry Glenn, President and CEO, of Jobs for Virginia Graduates, who presented information on the JVG program. Mr. Glenn introduced Mr. Jeff Kraus, a new member on his Board of Directors, and Vice-President of Container First Services, one of the most successful businesses in the area. Mr. Glenn indicated Mr. Kraus has adopted Petersburg High School as his school for visitation purposes. He also recognized JVG teacher, Ms. Berdenia Mason-Chillious.

Mr. Glenn indicated that Jobs for Virginia Graduates, Inc., a nonprofit organization has been in business for fifteen years, and noted that Petersburg has been faithfully associated with JVG. Petersburg represents one of JVG's best programs, in part due to the special teachers (i.e. job specialists). Mr. Glenn noted that he has been president and CEO of the organization for fifteen years and hopes to serve many more years.

Last year Petersburg High School won a national award called the "Five of Five." Mr. Glenn provided information on the breakdown of students in the class by gender, race, living conditions, and barriers to graduation. The information noted over four barriers each for the students to graduate from high school. Mr. Glenn stated that Petersburg first earned the grant fourteen years ago and has renewed it every year. The program is used to help students obtain quality summer jobs, and jobs as they attend college.

Mr. Glenn read the recognition as noted on the “Five of Five” award from Jobs for America’s Graduates, which stated in part that *Petersburg High School is recognized for outstanding performance in accomplishment in exceeding the Five of Five national performance goals for the Class of 2011 (received in July, 2012, in Lake Buena Vista, Florida, at the National Training Seminar)*. Mr. Glenn presented the award to Dr. Joseph C. Melvin for display at the PCPS central office. He added that when he announced that eleven of twenty programs won national “Five of Five” awards, the JVG Board decided to provide a banner for each winning classroom for display noting that the national “Five of Five” award was won. The JVG Class of 2011 will sign the banner. He added that as those students return to speak with future students, they will be able to say, “I started my career at JVG, and got a better job.”

Mr. Glenn stated that the program is a wonderful program, and he expressed his appreciation to the Petersburg School Board for its continued support. He thanked Ms. Berdenia Mason-Chillious for the wonderful job she has done in helping to prepare students for a career based job. Mr. Glenn indicated that he and his program manager visit the school once a month.

Mr. Kenneth L. Pritchett, Chairman, expressed his appreciation to Mr. Glenn, Mr. Kraus, and the JVG program.

Mr. Bernard J. Lundy, Jr., indicated that Blandford Academy is an alternative school and non-traditional setting, and asked if the students at Blandford are part of the JVG program. Mr. Glenn responded that JVG is currently taught as a class for graduation at the Petersburg High School only. Mr. Glenn said it could be extended to the Blandford Academy, but Petersburg would have to ask for another grant. Mr. Lundy expressed appreciation, and added *we have to look out for the career path that they (the students) take*. He noted there should be a connection with the CTE director so that students in the non-traditional setting are afforded the valuable opportunities offered by JVG. Once the students receive their GED’s, career opportunities should be made available to them. Mr. Glenn responded that he does not control the grants or the money the state provides; but if more money is received, a second grant may be requested.

Mr. Glenn added that a middle school program also exists with JVG; however, for fourteen years Petersburg has participated as a high school senior program. Mr. Glenn invited school board members to visit the classrooms to observe the work that is done. He noted that 87 job competencies are taught, along with five or six activities for each job competency. He added the program has been ongoing nationally for 32 years with 65,000 students across the country, and 1500 Virginia students who participate. Mr. Glenn said he is proud of the program and those who provide support in the classroom.

Ms. Mason-Chillious expressed appreciation to Mr. Glenn and Mr. Kraus, the School Board, Dr. Melvin, and Petersburg High School principal, Ms. Alicia Fields, for their support.

Financial Report (November, 2012) – Ms. Denise Sandlin

Ms. Denise Sandlin presented the financial reports for the month of November, 2012. She indicated that the division is doing well and has received a total of 25.63% actual in revenue. She added that some revenues will come forward in January through June (i.e. Lottery proceeds; another \$700,000 per month).

In the revenue detail report, Ms. Sandlin noted that the district is at 41.16% actual in category 52 Sales Tax, *which is where we should be*. Category 52 State Incentives are at 0.02% actual (the revenues noted previously that will come in January through June).

Category 53 State Categorical is at 19.99% actual, and these revenues will also continue to come in from January through June. She added that Category 58 Local Fees are sporadic, and some are year-end revenues. Ms. Sandlin also noted reimbursements are coming forward. In addition, local fees within the food piece are those received within the schools and are not state funded.

In response to an inquiry from Dr. Elsie R. Jarmon related to Category 56 Transfer from City, Ms. Sandlin indicated that the district has collected \$2.3 million in transfers from the city at this point. She stated that the district is still due to receive additional funds from the city, and added that *we are working on a 1/12 program* (i.e. the city funds the school district on the basis of funding on 1/12 of the annual amount). She added that basically, the district's *appropriation is based on how we spend* (i.e. the appropriation may be spent *all in one day, or all in one year*). Ms. Sandlin noted that *by law, whatever we spend the locality needs to appropriate*. The district is working with the city on a 1/12 basis to try to even out the cash flow.

Dr. Jarmon asked if the school district is able to operate efficiently on this basis with regard to payments to vendors as the school system works with the city. In response, Ms. Sandlin indicated, "We can do better." She added that part of the problem that occurred with the city related to cash flow is that at year-end last year the school district had a large accrual (i.e. there were bills that were done that were part of last year's bills in the amount of approximately \$2.2 million). The city stopped funding the district in February of last year (the city had funded the school district enough for a required local match). Ms. Sandlin added that part of what the city would look at is the amount in the district's bank account. Last year the city operated on the basis of whether or not the division needed money. She noted that when the district accruals, such as payroll, needed to be *pushed back into 2012*, the amount totaled \$2.2 million. In July, the city began *paying the amount back and paying the bills*, which are completely paid. The city then had to begin paying bills for 2013.

Ms. Sandlin indicated that the school system has been trying to work with the city, and she has strongly emphasized that any money that comes in for federal funding, food service funding, or capital improvement funding is released and paid. She added that the district should be completely *caught up with everything by the end of December*.

Ms. Sandlin noted that checks are being released as quickly as funds are received, and the accounts are being carefully monitored on a daily basis. She reiterated that the school system is doing its best to work with the city. Ms. Sandlin noted that while federal funding is coming in and the district is on target, she admitted that it has been challenging, and communication with the city is ongoing.

Discussion followed with the following comments and/or concerns expressed by the school board members:

Ms. Mary Jane Hendricks asked if the city's perception and how they are releasing funds to the school district is causing the district to have to explain to vendors why they are not receiving payments on time. Ms. Sandlin responded affirmatively.

Ms. Sandlin noted that payroll has been fully funded. She indicated that checks are sent to the city on the 15th and 30th of each month, adding she is working very closely with the city regarding this. Additional state funding will also be coming in January, and she is working with Mr. Russell Lawrence regarding maintenance needs to be addressed within the school district (i.e. roofing, etc.). She noted that any excess funds will be utilized. Ms. Sandlin stated that this scenario is seen in December due to the payroll that is paid earlier than usual (due to winter break). Ms. Sandlin indicated that she is *proud to say we are communicating well with the city and are moving forward.*

Dr. Elsie Jarmon noted that *we would be doing less than our due diligence if we did not inquire and keep an eye on the funding that is due to the school system.* Ms. Sandlin shared that the city has been informed that the required local match has increased. She added that the city has appropriated \$10.4 million to the school system; regardless of the required local match, and that is what the district is allowed to spend.

Mr. Bernard J. Lundy, Jr., stated that when the school system was approached regarding categorical funding, one council member noted that it was not *put together correctly, and we were then asked how it is going.* Mr. Lundy recommended that this be addressed at a liaison meeting with the city council members. He added that there are several things that the school district may put in place and will need monies at certain times (i.e. security). Mr. Lundy stated that the school district must express this. Mr. Lundy indicated that the district may have an opportunity to look at this again perhaps in a liaison setting.

Ms. Sandlin indicated that she has met with Dr. Melvin and department directors and *dissected the budget, and noted the budget is off the table this year, and appropriate individuals were asked to express what they will need to operate.*

She added that when the individuals do this, what is needed will be apparent; thus, categories will receive what they need, not necessarily what they received last year.

Ms. Sandlin noted the entire budget is being revamped, as every budget year is developed (the division simply must make the determination of categorical needs and operate within the category and amount within the year). She added that there are some things that can be done to help the district with *rainy day items*. Ms. Sandlin noted the Governor's budget will be released on December 18th. Dr. Melvin said that he and Ms. Sandlin will be reviewing budget information during the holiday. He said they will be able to clarify more once this review takes place. Ms. Sandlin added that they are very conservative and looking at a number of things, and *she is excited about what she is going to bring* to the board.

Mr. Lundy noted that *when you are playing a game and are given the opportunity to put the rules down, do so*. He reiterated that a Liaison Committee is in place, and this is an avenue that can be used to *present our position or concerns correctly to let the city know that we know exactly what we are talking about, and how this affects us*.

Ms. Hendricks stated that the *irony is that the ones who put it (categorical funding) in place are asking us how it is going, when they are the ones who are supposed to know exactly what is happening, when they are the ones who are sending us the money, and they are asking us how it works*.

Ms. Sandlin indicated that the district can ask that they not have categorical funding. It is; however, a choice the city officials made before she came onboard, and the school system must abide by the appropriation as written. She added that this is a conversation that can be addressed during the budget season if the district wishes to express to the city that it does not like categorical funding.

Mr. Steven L. Pierce, Sr., noted that he *never liked the idea of categorical funding as he did not like the idea of being dictated to with regard to how we spend money*. In addition, he stated that *we have city leaders that do not trust us enough to allow us to continue to take care of our own business (although we never had an issue with the finances)*. Mr. Pierce expressed appreciation to Ms. Sandlin and noted *you have done a very wonderful job of trying to satisfy us with some issues about which we have had a bad taste in our mouth*. In response to Mr. Pierce's inquiry whether she has received any dates from the city for anticipated Liaison Committee meetings, Ms. Sandlin indicated a date is being considered for a liaison meeting regarding the budget.

Mr. Pierce indicated that he did not understand why the city opted for categorical funding, as Liaison Committee meetings were scheduled by design between the city and the school district so the two entities could walk through the process. Mr. Pierce noted that *there should never come a time when you have difficulty paying bills*. He stated that Ms. Sandlin did a wonderful job of *putting salve on the wound; however, there is going to come a time when you are going to miss a bill and that is going to fall on our accountability*.

Ms. Sandlin indicated she will be glad to schedule some liaison meetings between the school board and the city if the board wishes for her to do so perhaps on a quarterly basis.

Mr. Kenneth L. Pritchett asked who is leading the process of meetings between the city and school division staff. Ms. Sandlin said she invited the City Treasurer and City Manager to the school district office as clarifications were needed on disbursements. She added that a previous meeting she had with the City Manager was set up to have discussions related to shared services (i.e. health insurance, etc.) as the process was begun a year ago.

Mr. Pritchett asked if Dr. Melvin has met with the City Manager. Dr. Melvin answered affirmatively and noted monthly meetings have been established. He added that discussion has been held with Ms. Sandlin related to setting up a budget calendar in collaboration with the board. Dr. Melvin indicated he will have a discussion with the board chairman related to a budget calendar, which will need input and approval from the school board and city council.

Mr. Bernard J. Lundy, Jr., reiterated the recommendation for the Liaison Committee to meet, *as the school board is totally involved in the budget process, knowing every move that is made so that the City Manager and anyone else will know that they are not running the show, but that the show involves two groups, the school board and the city elected group; nobody runs this group, and we are working together.* He added that the Liaison meeting helps the district, and asked if it is the will of the board that we return to this process as it was very beneficial. Ms. Sandlin noted that she has volunteered her time to meet individually with board members if so desired to be able to communicate with members as the budget process is navigated.

Returning to the financial report, Ms. Sandlin indicated the revenue total percent of actual was at 25.63%.

Ms. Sandlin presented the expenditure report for November, 2012. She noted that encumbrances and year-to-date expenditures totaled \$16,641,536.43 (36.66% of the adjusted budget).

Dr. Jarmon stated that *when the school district does not have money transferred when it is needed, the district incurs greater cost due to late fees.* She added that she hopes conversations are being held with our vendors to try to get them to work with the district and to let them *know it is out of our hands, but we are doing the best we can to work with them.* Ms. Sandlin responded that she and the business and finance staff are communicating with vendors with anticipated dates of payment. Dr. Jarmon also encouraged communication with vendors to request they work with the school district regarding a reduction of late fees.

Mr. Kenneth L. Pritchett asked for clarification that the transfer/release of funds is coming from the city treasurer's office rather than city council. Ms. Sandlin answered affirmatively.

In response to an inquiry from Dr. Jarmon related to funds that are appropriated by city council, Ms. Sandlin indicated that revenue comes from state, federal, and local funds, and added *that if there is no cash in the district's account, she cannot release the bills.* She noted that federal funding is reimbursable and comes in to the district, along with state funding.

Ms. Sandlin reiterated that she has to determine which bill payments are released based on the actual cash in the district's account. As an example, Ms. Sandlin noted that if \$800,000 is put in the account, that is what she will have; she reiterated that she does not make the decision about what is put in her account; however, she has been very bold with regard to monies that come in from federal or food sources, and noted the monies will be dispersed accordingly.

To clarify, Dr. Jarmon noted that Ms. Sandlin would not be able to *make up the difference* with state and federal funds for local funds that the district is not receiving. Ms. Sandlin said this could be done in January through June due to the receipt of Lottery revenue; however, this is not the case in July through December, as there is no incoming excess state money. She reiterated that the funds will be spent when they are received as there are building needs.

In response to an inquiry from Mr. Kenneth L. Pritchett, Ms. Sandlin confirmed that employees will be paid twice during the month of December; funding was set aside by the city as this is an annual need.

For clarification of a question from Mr. Fred B. Wilson, Ms. Sandlin indicated that the school district receives state, federal, and local funds. She added that certain portions of state funds come into the division every month. The federal funds are reimbursed based upon the bills the district has incurred. The city; however, determines how much it gives the school system based upon the city's allocation to the district.

Ms. Mary Jane Hendricks asked, even though the checks technically come from the city treasurer's office, who with the city actually authorizes the payments. Ms. Sandlin indicated she is not quite sure, but it is between the city manager and finance director. Ms. Hendricks asked if anyone knows what is slowing the process down. Ms. Sandlin indicated that even though the city wants to fund the district based on a 1/12 basis, the district's appropriation does not state this is a requirement. Ms. Sandlin expounded by saying that she does not know who in the city's office is making the express decision not to release district checks. She clarified that as long as she does not exceed the appropriated amounts in the particular categorical accounts, when bills are submitted to the city for payment, checks should be released.

Ms. Hendricks asked if the school board could receive what the city indicated it would give to the district versus what it actually provided. Ms. Sandlin noted she can provide this. Dr. Melvin said he and Ms. Sandlin will need to have a discussion as *we cannot deal in hypotheticals*.

Ms. Sandlin indicated that the district has spent 31.49% actual in Category 61 Classroom Instruction (starts in September and lags somewhat at the end of the year due to salaries). It was noted that Category 62 Admin/Att. & Health had a 37.86% actual expenditure; and Category 63 Transportation spent 36.01% actual.

Category 64 Operations and Maintenance expended 42.32% actual (a portion is due to encumbrances); Category 67 Debt Service is at 18% actual (most of the debt is paid in the month of December); Category 68 Technology spent 42.53% actual; Operations in total spent 33.70% actual; and Food Service spent 63.45% actual. Ms. Sandlin noted that there are a number of capital projects, and added that the district had to solicit the Internal Revenue Service for an extension ruling related to the Walnut Hill Elementary School addition of a multipurpose room, and this approval was received for a one year extension. She indicated the contractor graciously kept his original price for the month or two lag in the construction project. The completion of the construction is anticipated in five or six months.

The total expenditure report total was 36.66% actual.

Ms. Sandlin provided the expenditure detail by grant source report as of November 2012. A few of the different types of grant funds follow:

- Head Start = 81000
- At-Risk 4-Year Old (VPI) = 8200
- Jail Grant = 93200
- Gear Up Grant = 93230
- State Fiscal Stabilization Fund (ARRA) = 95000
- Basic Aid (ARRA) = 95001

The report includes: original budget = budget approved by the school board in June; budget transfers/adjustments = expenditure adjustments that have been made to the original budget as a result of additional revenue received or the result of transfers between expense categories (i.e. classroom instruction, transportation, etc.); adjusted budget = original expense budget plus or minus budget transfers/adjustments; year-to-date = actual payments or commitments that have been made thus far; remaining balance = funds remaining in the budget to spend this school year; percent of actual = percentage of funds that the district spent or committed to spend when compared with the total anticipated expenses.

MOU/LTP Update – Dr. Shannon Smith

Dr. Shannon Smith, PCPS Director of Elementary Instruction presented the following MOU/LTP update of December 5, 2012, reflective of school division goals and performance.

STUDENT ACHIEVEMENT

- Petersburg High School is one of 16 schools chosen by Governor Bob McDonnell for the Virginia College Application Week initiative, November 26-30, 2012. This initiative is designed to encourage the Class of 2013 to apply to any of Virginia's 23 community colleges, 16 public colleges and universities and 33 independent colleges. Presently, we have 13 seniors who have been accepted to Virginia State University.

- The Counseling Department of Petersburg High School is still busy working with student applications from other colleges and universities as well as trying to garner acceptance.
- The Fall 2012 MOCK Standards of Learning Assessments will be administered December 10-14, 2012 to students enrolled in first semester classes at Vernon Johns Jr. High School and Petersburg High School.
- Concurrent cooking classes are being held at Peabody Middle School and Vernon Johns Jr. High School for our 21st Century Community Learning Centers.
- On November 19, Kemba Smith-Pradia, presented an interactive session to all secondary students. She shared with them the consequences of good and bad decision making.
- The Gifted and Talented Program sponsored a Fine Arts Program for all schools at Petersburg High School on November 8, 2012. Student artwork and many talents were displayed.
- The Saturday Young Authors' Writing Academy for 5th grade students will commence on Saturday, December 8, 2012.

LEADERSHIP CAPACITY

- The Director of Secondary Instruction attended the SURN Advisory Board meeting at the College of William and Mary comprised of Area Superintendents. The meeting was held on November 7, 2012 addressing: Principal's Academy, Math and Science Partnership Grant, College and Career Readiness, Adolescent Literacy and Learning, and other professional development desires of Superintendents.
- The Director of Secondary Instruction and the Gifted and Talented Coordinator participated in an International Baccalaureate (IB program) conference in Chevy Chase, Maryland on November 13, 2012. Information on how to begin a district program for ages 3-19 was discussed.
- The Division Director of Testing (DDOT) participated in the Online Test Sessions Management and the TestNav 7 Functionality Overview webinars on November 26 and November 27, 2012. The webinars focused on updates to and use of the Pearson Access testing system.
- The Directors of Elementary and Secondary Instruction along with the administrators of Vernon Johns Junior High School and Walnut Hill Elementary School attended a VDOE Indistar Webinar on October 30, 2012, November 8, 2012, and 11/15/12.
- The Directors of Elementary and Secondary Instruction along with the administrators of AP Hill Elementary School and Peabody Middle School attended a VDOE Office of School Improvement Webinar on November 1, 2012.
- The Director of Elementary Instruction attended the Annual VASCD Conference that was held in Williamsburg on November 29 and November 30, 2012.
- The Principals of JEB Stuart and AP Hill Elementary Schools attended the Annual Southeastern Region Principals' Meeting hosted by EdisonLearning on 11/14-16/12.

TEACHER QUALITY

- Cambridge Education provided Staff Development for the Assistant Principals on October 24, 2012.
- The First Annual Elementary Academy was held on November 6, 2012 for all elementary faculty and staff at Robert E. Lee Elementary School.
- The graduate level reading course, TEDU 561- Reading Foundations: Sociological and Psychological Perspectives, offered through Virginia Commonwealth University, will commence on December 18. Teachers will receive graduate level course credit towards the Reading Specialist endorsement.

SAFETY & SECURITY

- Principals were trained how to identify potentially dangerous intruders as well as Crisis Management techniques by the Director of Secondary Instruction on November 1, 2012. Crisis kits will be provided to all schools as well as training videos for staff.
- Petersburg City Public School System participated in the Great Central U.S. ShakeOut!
- The Transportation Department held Bus Safety Sessions at all primary schools during the month of November.

COMMUNICATION WITH STAKEHOLDERS

- The Vernon Johns PTSA will host the First Annual Indoor Yard Sale. The event will take place on December 8, 2012 from 10am-2pm. If you would like to be a vendor and have a table, please contact the PTSA President or the principal of Vernon Johns Junior High School.
- Petersburg City Public Schools welcomed The Honorable Rosalyn R. Dance, Delegate of the 63rd District, for a visit to our schools in recognition of Governor's McDonnell's "Take Your Legislator to School Month"!
- The Title 1 Program Specialist met with 4-H Cooperative Extension Services to partner through 2015 to offer Health and Nutrition sessions for students and parents.
- The Links Inc. held a luncheon at Vernon Johns Junior High Schools for students in the "Totally U" Program which enabled students to meet with Kemba Smith-Pradia personally as they were provided a signed copy of her book "Poster Child".
- Under Federal Programs *Title I –Parental Involvement*, Vernon Johns Jr. High School held a Spirit Night for families at Arby's, JEB Stuart held a Parent Observation Day, and RE Lee hosted the Title I PAC Meeting.

EXTERNAL TURNAROUND PARTNER

- The Alternate Governance Meetings were held for the month of November on November 27, 2012. The principals of Vernon Johns Jr. High, Peabody Middle School, AP Hill Elementary School and JEB Elementary School were in attendance along with the External Lead Turnaround Partners, the Directors of Instruction, Coordinator of Exceptional Education and the Chief Academic Officer from the Office of School Improvement.

The following comments were received following the MOU presentation:

Mr. Bernard J. Lundy, Jr., indicated that he noticed *we have everyone involved* as noted in the MOU/LTP update *except those in the non-traditional setting at Blandford Academy*. He asked what is being done to include the students, faculty, and staff. Mr. Lundy reiterated some of his previous concerns that the students are not being provided CTE opportunities, and stated he cannot see how Blandford is being used. He added there are a number of places and schools where the students can go where there are better outcomes for them to seek.

Dr. Shannon Smith indicated that perhaps it is an oversight that the information is not noted in the MOU. She shared that the Blandford Academy faculty members have been involved in some of the training provided by the school system and have received benefits from that training.

NEW BUSINESS FROM BOARD MEMBERS

Dr. Elsie R. Jarmon shared that there will be a *Cockade Football Classic* at Cameron Field, on Saturday, December 15, 2013, from 8:30 a.m. – 4:00 p.m., at 425 Graham Road, Petersburg, VA. The event is being privately sponsored and will feature the Redskins Cheerleaders. Tickets will be made available to our students at a cost of \$10.00.

The developer is to forward information to Dr. Joseph C. Melvin, but it has not as yet been received. In response to an inquiry regarding the availability of gratis tickets, no information was known.

Mr. Bernard J. Lundy, Jr., indicated that he hopes the school district can help with the Christmas Parade within the city. He encouraged the sharing of information regarding locations to receive building supplies for floats. Mr. Lundy noted an endeavor such as the parade allows students, faculty, and staff to work together to make it an exciting parade.

Ms. Johna Vazquez shared that Petersburg High School won first place at the parade in the Band category; and Vernon Johns Junior High School placed second in the nonprofit category during the parade.

Ms. Mary Jane Hendricks on a parting note suggested the school system be spoken of as a school *district* rather than a *division*. She this word has a better connotation than the word “division.”

Mr. Kenneth L. Pritchett stated that the school board work session will not be held for the month of December, 2012, due to the Petersburg City Public Schools' *Annual Employee Holiday Celebration*, to be held on Wednesday, December 12, 2012, at the Lee Club, at Fort Lee, VA.

Mr. Pritchett also shared that Mrs. Jeanette Berrios will forward Field House Committee names and contact information that has been received to Mr. Russell Lawrence. Additional contacts will be secured from the newly elected school board members when they come onboard.

ADJOURNMENT

At 8:44 p.m., on a motion by Mr. Bernard J. Lundy, Jr., and a second by Dr. Elsie R. Jarmon, the school board unanimously agreed to adjourn.

Clerk of the Board

APPROVAL Approved:

Chairman of the Board