

**PETERSBURG SCHOOL BOARD
PETERSBURG, VIRGINIA
REGULAR SCHOOL BOARD MEETING – 6:30 p.m.
School Administrative Office
December 7, 2011
Jeanette P. Berrios, Board Clerk**

CALL TO ORDER

At 6:36 p.m., Mr. Kenneth L. Pritchett, Chairman of the Petersburg School Board, called the regular meeting of the 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.
Ward Three:	Mr. Kenneth L. Pritchett, Chairman
Ward Four:	Ms. Mary Jane Hendricks
Ward Six:	Mr. Bernard J. Lundy, Jr.
Ward Seven:	Dr. Elsie R. Jarmon

The following School Board members were absent: Mr. Fred B. Wilson, Ward Two, and Dr. Kenneth W. Lewis, Ward Five

The following staff members were present at the meeting:

Alvera J. Parrish, Ed.D.	Superintendent
Mr. John L. Mayo	Assistant Superintendent
JoAnn Crowell-Redd	Interim Director/Human Resources
Mrs. Tracie L. Coleman	Director of Budget and Finance
Dr. Shannon Smith	Director of Elementary Instruction
Mr. Willie J. Bell, Jr.	Director of Secondary Instruction
Dr. Danielle Belton	Supervisor/Federal Programs
Mr. William Rawles	Director/Technology
Ann M. Ford, Ed.D.	Student Services Coordinator/Conduct Officer
Mrs. Ahnjayla Hunter	Coordinator/Special Education
Mrs. Gwendolyn Price	Coordinator/Testing
Ms. Sabrina Beamon	Coordinator/Gifted & Talented
Mr. Russell Lawrence	Supervisor/Buildings & Grounds
Mr. Johnny Fobbs	Supervisor/Warehousing
Ms. Donna Johnson	Supervisor/Food Service
Mrs. Jeanette Berrios	Clerk of the Board

MOMENT OF SILENCE

The following were remembered during the moment of silence:

- Mr. Lonniel Edmunds, Sr., Petersburg City Public Schools maintenance employee and family, in the loss of his son, Mr. Lonniel Edmunds, Jr., on Thursday, November 3, 2011.
- Ms. Rosa Hobson, and Ms. Carol Jones, Petersburg City Public Schools employees, in the passing of father and brother, Mr. Lawrence A. Saunders, on Saturday, November 26, 2011.
- The family of Mr. Clarence Butcher, Petersburg City Public Schools supporter in his passing.

PLEDGE OF ALLEGIANCE

Meeting attendees were led in the Pledge of Allegiance by Bianca Batts.

SPECIAL RECOGNITIONS

PHS Booster Bingo Club Donation 2011 – Mr. Mike Ross

Mr. Mike Ross, City Councilman and Petersburg High School Booster Bingo Manager, shared the PHS Booster Bingo Club Donation for 2011 as designated below and expressed appreciation for the assistance supplied by special volunteers and their families:

➤ Petersburg Academic Sports League	\$ 5,000
➤ PHS Booster Club Scholarship	\$ 6,000
➤ PHS Stadium Fund	<u>\$ 7,500</u>
Grand Total	\$18,500

Special Presentation – Mr. Bernard J. Lundy, Jr., on Behalf of the School Board

Mr. Bernard J. Lundy, Jr., presented poinsettias to Ms. Mary Jane Hendricks, Dr. Elsie R. Jarmon, Dr. Alvera J. Parrish, and Mrs. Jeanette P. Berrios on behalf of the Petersburg School Board.

PUBLIC COMMENTS

Gloria Brown – 1557 South Sycamore Street, Petersburg, VA

Mrs. Gloria Brown, Peabody Middle School PTA President, shared that the school received an award of over 1,536 books. She also noted that Peabody will be

participating in a fund raiser with Pizza Hut whereby 20% of purchases made on Thursday, December 8, 2011, at the South Crater Road Pizza Hut will benefit Peabody Middle School (community members may join the Peabody PTA for \$5.00).

CORRESPONDENCE

There was no correspondence.

APPROVAL OF AGENDA

On a motion by Dr. Elsie R. Jarmon, and a second by Mr. Steven L. Pierce, Sr., the School Board approved the December 7, 2011, meeting agenda.

APPROVAL OF CONSENT AGENDA

Following a motion by Dr. Elsie R. Jarmon, and a second by Mr. Steven L. Pierce, Sr., the School Board, without dissent, approved the consent agenda, to include the December 7, 2011, personnel agenda as presented (*a copy is included as an addendum to these minutes*), and minutes of the November 1, 2011 (*Student Disciplinary Hearings*); November 2, 2011 (*Regular School Board Meeting*); November 14, 2011 (*Special School Board Meeting/Personnel*); November 21, 2011 (*Special School Board Meeting/Personnel*); November 29, 2011 (*Special School Board Meeting – Personnel*).

ACTION ITEMS

There were no action items.

INFORMATION ITEMS

EdisonLearning Report – Ms. Katchia Gethers, Senior Vice-President of Educational Services, and Ms. Patricia Middleton, Vice-President of Educational Services

Dr. Parrish introduced EdisonLearning representatives, Ms. Katchia Gethers, Senior Vice-President of Educational Services (manages field teams), and Ms. Patricia Middleton, Vice-President of Educational Services (provides coaching, mentoring, support to client schools/A.P. Hill and J.E.B. Stuart Elementary Schools), along with Mr. Todd McIntire, Senior Vice-President of Operations for the Eastern Division (manages field teams that deliver services to partnership schools); as well as Mr. Chris Wheedleton, Vice-President, Business Development Operations.

Ms. Gethers indicated that an extensive handout was provided to school board members to use as a guide. She provided an abridged presentation, which focused on the work that EdisonLearning representatives and principals are doing in partnership.

It was noted by Ms. Gethers that EdisonLearning believes in working with schools to improve student achievement and help *make schools that are good even better*, as well as to help turn around struggling schools. In ongoing dialogue, EdisonLearning seeks to build capacity and to make sure schools achieve their vision and goals. Great research-based practices are being utilized for schools to build site capacity. Ms. Gethers stated that the number one goal of EdisonLearning is student achievement. Through dialogue with principals and partnerships, honest conversations may be held with regard to *where schools may be and plan to create next action steps that will give better results in regards to student achievement*. She indicated that *we are all in this together*, adding that *this is a long term process, and there are no quick fixes*. Great research-based practices are being put in place that will yield sustainability.

Ms. Gethers stated that EdisonLearning representatives are focused on student achievement with the following anticipated student outcomes:

- ✓ Successful learners
- ✓ Confident individuals
- ✓ Responsible citizens

This is to be achieved through a focus for learning on the following:

- Foundational literacies
- Values, capacities, beliefs
- Personal, social, and learning skills
- Subject knowledge and understanding

Measureable outcomes for all students to include:

- Competency in basic skills
- Proficiency in state assessments
- Access to college or university
- In-depth pursuit of interests

Everything EdisonLearning does is based on a five strand design (leadership, learning environment, pedagogy and curriculum, assessment for learning, and student and family support).

Ms. Patricia Middleton stated that EdisonLearning and the school division want to create a warm and nurturing environment where students, parents, and teachers feel welcome and safe. Assessment for learning is important to determine the effectiveness of initiatives. Individualized support is provided to families to create an ongoing communication between parents and the school so students can reach their learning goals and post-secondary aspirations.

It was noted that EdisonLearning's next steps include the following: *focus on student learning and achievement, identification of key lead teachers for the Five Strand Design (Leadership/Achievement Team), assist teachers and students in developing teacher and class mission statements; monitoring of the Student Incentive Program, assistance to counselors with the implementation of Core Values, coach and support staff in integration of Core Values in instruction, and assistance with implementation and monitoring of the School-wide Behavior and Student Intervention Plans, assessment of quality of learning and teaching, training of teachers in instructional observation, assistance in the development of a coherent lesson planning model, and begin an evaluation of the quality of curriculum offerings.*

Additionally, EdisonLearning in partnership with school division staff will assist in the *development of a schedule that will allow Title I and reading specialists to communicate with teachers to support core instruction, support of principals in the development of formal structures for parental participation (i.e. PTA, Parent Advisory Council and School Improvement Council), and the development of community partners.*

It was indicated that students of concern have been identified, and extended learning opportunities have been put in place (iStation results). EdisonLearning is excited to begin roll out of the eEvaluate system stating that it will provide teachers with easy access to student data. Also noted was the effective use of companion cards that align with the Standards of Learning in Virginia.

Other areas of focus will be to provide student and family support with Gifted and Talented Education (GATE), 504 Plans, special education, and English as a Second Language (ESL). Reference was made to the building of partnerships within the community (Red Lobster and VSU; Target is also considering partnership at this time). It was noted that whenever one works with young children, they must be placed in the center of focus for optimum parental involvement. It was further indicated that students are being encouraged to look beyond to high school and college.

Mr. Bernard J. Lundy, Jr., commended representatives for the presentation. He noted an excellent job has been done in building relationships and fostering buy-in to the program by parents and students.

Mr. Lundy noted that if it is the will of the school board, he would like to see different forms of media and organizations utilized (i.e. social services, churches, stores) to get the message out for students to arrive at school in a timely manner. The instructional environment is being disturbed by students arriving late to school.

Mrs. Gloria Brown – 1557 South Sycamore Street

In response to a question from Mrs. Brown related to EdisonLearning's measurable milestones to be accomplished in years one, two, and three, Ms. Middleton indicated that assurances are made to check off the things accomplished in light of goals.

Dr. Alvera J. Parrish added that from a district-wide perspective, bi-weekly meetings are held between VDOE and district level personnel to reflect on progress being made based on the 25 requirements noted in the contract. EdisonLearning has been a very active partner at the table to bring forth evidence that work is being done.

Dr. Vivian Williamson – 2342 Edgehill Street, Petersburg, VA

In response to inquiries from Dr. Williamson related to the expanded role of counselors in working with students with in-class guidance, scheduling of 504 meetings and career awareness, Ms. Middleton noted that guidance staff are involved in the process. As an example, J.E.B. Stuart Elementary School is to bring in people from various career areas, and A.P. Hill Elementary School is getting counselors more involved. Dr. Williamson asked if EdisonLearning can help to develop the K12 approach to guidance. Ms. Middleton noted that this is not part of EdisonLearning's initiative.

Mr. Kenneth L. Pritchett extended his appreciation to the EdisonLearning representatives for the presentation. He also expressed his concerns regarding building principals being out of the schools for meetings. He noted that parents like to see principals in the buildings, and asked if efforts can be made to hold Alternate Governance meetings in the school buildings so principals do not have to be absent from the school environment. In response, it was noted that principals are no longer being pulled from buildings for Alternate Governance meetings. Discussion was held with VDOE related to decreasing required meetings.

MOU/LTP Update – Mr. John L. Mayo

Mr. John L. Mayo, Assistant Superintendent for Instruction, presented the progress representative of the progress made towards achieving the objectives of the Memorandum of Understanding (MOU), since the last report before the school board on November 2, 2011.

Student Achievement

- The second nine weeks Benchmark Assessments are to be administered December 5-9, 2011.
- Civics and US-VA History students participated in the *Rule of Law Project* on November 10, 2011. The project's purpose was to *inspire students to become active citizens by helping them appreciate and protect the rights we enjoy under our laws and the responsibilities we share as American citizens.*"
- Marion Harris, III, student/athlete at Petersburg High School is a finalist for the U.S. Army Iron Man Award, which honors the best two-way high school football player in the state.

Leadership Capacity

- ✓ The Division Director of Testing (DDOT) participated in a series of webinars focused on the updates to the Standards of Learning (SOL) testing system (TestNav).
- ✓ The Program Specialist attend the 16th Annual VA Association of Federal Program Administrators (VAFEPA) Institute in Roanoke, VA, on November 15-17, 2011.
- ✓ On November 15, 2011, the first Aspiring Principal's Executive Program (APEP) was held.

Teacher Quality

- Algebra Project Trainers are scheduled to visit schools and work with teachers December 9-16, 2011, and conduct a workshop on Saturday, December 10, 2011.
- Dr. Simmie Raiford, Cambridge Education Representative, held the third *New Teacher Roundup* session for the 2011-2012 school year on November 17, 2011.
- Eight teachers from PCPS attended the first session of a series of sessions to prepare for the National Board Certification Teacher process. The teachers are working with the VDOE at VSU to prepare the documents necessary for the certification. Mr. Mayo noted that one PCPS teacher attained national certification last year.
- Division-wide staff development was held on November 8, 2011.

External Turnaround Partner

- ✚ Alternate Governance meetings were held on November 22, 2011, for A.P. Hill Elementary and J.E.B. Stuart Elementary Schools, Peabody Middle and Vernon Johns Junior High Schools.

- ✚ On November 9, 2011, a Technical Assistance Workshop, entitled *Reforming Instruction (Strand K)* was held by the VDOE, Office of School Improvement. The workshop was held for all state school divisions with a Lead Turnaround (LTP) in Cohort 2.
- ✚ On November 10, 2011, a Technical Assistance Workshop was held by the VDOE, Office of School Improvement, at Thompson Middle School in Richmond, VA.
- ✚ The superintendent, assistant superintendent, directors of elementary and secondary instruction, internal lead partner, external turnaround partners from Cambridge and Edison Learning, and principals from A.P. Hill Elementary, J.E.B. Stuart Elementary, Peabody Middle, and Vernon Johns Junior High Schools met on November 7, 2011, to discuss progress being made at schools with External Turnaround partners. Student assessment data and professional development opportunities were discussed during the meetings with the turnaround partners.

Financial Reports (October, 2011) – Mrs. Tracie L. Coleman

Mrs. Tracie L. Coleman, Director of Budget and Finance for PCPS, noted that the school board members will see a significant number of budget supplements relating to carryover purchase orders that were carried forward from the previous year. Board action was required to approve budget supplements and revenue expenditures.

It was indicated by Mrs. Coleman that a new Petersburg City Director of Finance (Mr. Irvin M. Carter, Jr.) took office on Monday, December 5, 2011. She also noted that she has been in communication with the previous Finance Director.

Mrs. Tracie L. Coleman provided the financial reports for October, 2011, and indicated the school division is above enrollment projections by approximately 100 students (for an increase of \$600,000). The key is retaining the students in order to keep the additional revenue.

The budget supplements total for the month of October, 2011, was reported as \$3,422,479.16 for revenue and \$1,855,027.93 for expenditures. It was noted that the difference of \$1,567,451.23 is an adjustment to increase revenue to balance with expenditures as a result of carry over purchase orders from the prior school year.

Budget supplements are made to either increase or decrease the original budget that has been approved by the school board. Detailed information was provided. A list of representative programs follows:

- 07-8100 – Head Start
- 07-93230 – Jail Grant
- 07-93420 – Gear Up

- 07-93800 – VPSA
- 07-95000 – SFSF – ARRA (among other programs)

The Revenue Summary Report as of October, 2011, was presented by Mrs. Coleman. The report, sorted by major revenue sources (i.e. SOQ/Sales Tax Revenue, State Incentive Revenue, Federal Grants, etc.) includes:

- Original Revenue = revenue budget approved by the school board in June
- Budget transfers/adjustments = revenue adjustments as a result of additional revenue received or reductions in revenue
- Adjusted revenue – original revenue plus or minus budget transfers/adjustments
- Year-to-date actual = funds actually received thus far
- Remaining balance = funds the division anticipates receiving this school year
- Percent of actual = percentage of funds that the division has received when compared with the total anticipated to be received

Mrs. Coleman indicated there are no areas of major concern related to revenue.

The Expenditure Summary Report as of October, 2011, was presented. The report is sorted by major category as defined by the Code of Virginia. Mrs. Coleman stated that encumbrances and year-to-date expenditures total \$12,460,008.96 (i.e. 28.58%). Year-to-date expenditures will be monitored throughout the school year, and areas of concern will be discussed with the school board.

It was noted that the report includes the original budget, budget transfers/adjustments, adjusted budget, year-to-date actual, remaining balance, and percent of actual. Mrs. Coleman indicated that the division is on target with regard to expenditures.

The Expenditure Report by Grant as of October, 2011, was presented. Mrs. Coleman indicated that the negative balance showing for Program 96170 (School Improvement) has been corrected as of November 16, 2011.

The following are representative of the different types of grant funds:

- Head Start – 81000
- At-Risk 4-Year Old (VPI) – 82000
- Jail Grant – 93200
- Gear Up Grant – 93230
- State Fiscal Stabilization Fund (ARRA) – 95000
- Basic Aide (ARRA) – 95002

The report includes the following: the original budget, budget transfers/adjustments, adjusted budget, year-to-date actual, remaining balance, and percent of actual. In addition, Mrs. Coleman indicated that two grants are being eliminated at the federal level. She added that Petersburg receives a great deal of its funding through entitlements. Mrs. Coleman indicated that discussions may need to be held if anything changes.

Gloria Brown – 1557 South Sycamore Street, Petersburg, VA

Mrs. Brown noted that the school division is doing well with the resources we have, but noted the budget development is coming up, and we are going before city council. She asked, *“Are we going to accept the low cut of the pie . . . 10% - 11% of the city’s budget when other school systems that we are always compared to receive 44% - 46% of their city’s budget?”* Mrs. Brown expressed that Mrs. Tracie Coleman definitely manages the monies of the school division well.

Mrs. Brown added that *what citizens do not want to hear is that there is a glitch, and contracts have to be eliminated. Everyone has to step up from now, not after the budget development has taken place. It is time to be proactive and stop taking the crumbs given to the school division.*

Mr. Kenneth L. Pritchett noted that he values Mrs. Brown’s support and challenged her to rally citizens to let city council know. Mrs. Brown responded that school division employees must also do their part, stating, *“We can’t help you if you don’t help yourself.”*

On a motion by Mr. Steven L. Pierce, Sr., and a second by Mr. Bernard J. Lundy, Jr., the School Board, without dissent, approved the recommendation to move Information Item 8.C *Financial Report (October, 2011)* to Action Item 7.A.

Following a motion by Ms. Mary Jane Hendricks, and a second by Mr. Steven L. Pierce, Sr., the school board unanimously agreed to approve budget supplements in the amount of \$3,422,479.16 for revenue, and \$1,855,027.93 for expenditures, as presented.

NEW BUSINESS

Mr. Bernard J. Lundy, Jr., noted that, *“We are preparing for a new year. We really need our parents to bring our children to school on time.”* He indicated we need to use social services and others to help get this message out, adding that tardiness to class *destroys the instruction time in the morning.*

Mr. Kenneth L. Pritchett indicated that a school board work session will not be held on Wednesday, December 14, 2011, due to participation in the Petersburg City Public Schools' employee holiday celebration to be held from 5:30 p.m. – 9:00 p.m. on December 14th. In addition, he noted that the next scheduled school board meeting will be held on Wednesday, January 11, 2012.

CLOSED SESSION

At 8:03 p.m., following a motion by Dr. Elsie R. Jarmon, and a second by Mr. Bernard J. Lundy, Jr., the School Board unanimously agreed to enter into a closed session related to performance of a Petersburg High School employee permitted by Section 2.2-3711(A)(1) of the Code of Virginia.

OPEN SESSION

At 8:21 p.m., following a motion by Ms. Mary Jane Hendricks, and a second by Mr. Bernard J. Lundy, III, 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.

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.

ACTIONS ON CLOSED SESSION MATTERS

There was no action on closed session matters.

ADJOURNMENT

On a motion by Dr. Elsie R. Jarmon, and a second by Ms. Mary Jane Hendricks, the Board, with no opposing vote, agreed to adjourn at 8:22 p.m.

APPROVAL

Approved:

Clerk of the Board

Chairman of the Board