



VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

School Board Services

Beverly M. Anderson, Chair
At-Large

Kimberly A. Melnyk, Vice Chair
District 7 – Princess Anne

Daniel D. Edwards District 2 – Kempsville	Sharon R. Felton District 6 – Beach	Dorothy M. Holtz At-Large
Laura K. Hughes At-Large	Victoria C. Manning At-Large	Jessica L. Owens District 3 – Rose Hall
Trenace B. Riggs District 1 – Centerville	Carolyn T. Rye District 5 - Lynnhaven	Carolyn D. Weems District 4 - Bayside

Aaron C. Spence, Ed.D., Superintendent

School Board Regular Meeting MINUTES

Tuesday, September 24, 2019

School Administration Building #6, Municipal Center
2512 George Mason Dr.
Virginia Beach, VA 23456

INFORMAL MEETING

1. **Convene School Board Workshop:** The School Board convened in the einstein.lab in workshop format at 4:00 p.m. In addition to Superintendent Spence, all School Board members were present with the exception of Mr. Edwards who was absent from the meeting.
 - A. School Board Administrative Matters and Reports: Chairwoman Anderson advised of a School Board member’s request to move Consent Item 11E – Positive Behavioral Interventions and Supports (PBIS) Evaluation Readiness Recommendations to Action during Adoption of the Agenda. In response to an inquiry as to the reason for the request, the rationale was explained to allow any School Board member who may not support an item on the Consent Agenda to request it be moved to be voted on separately. Chairwoman Anderson then announced the scheduled closed session would be taken up next to accommodate City staff and guests in attendance potentially resulting in remaining workshop items being taken up after the formal meeting. There was no objection. In the absence of additional administrative matters or reports, this portion of the workshop concluded at 4:05 p.m.
 - B. Policy Review Committee (PRC) Proposal: Bylaw 1-28 Committees, Organizations and Boards – School Board Member Assignments: Taken up under Item 17
 - C. Compass to 2025 Strategic Framework: Taken up under Item 17
 - D. School Calendar Development for SY2020-21 and SY2021-22: Taken up under Item 17
 - E. Forecast of Regular School Board Meeting Agenda Topics FY20, 2nd Quarter: October, November and December 2019: Taken up after Item 2
2. **Closed Meeting: Public Contract Matters:** Vice Chair Melnyk made a motion, seconded by Ms. Riggs, that the School Board recess into a closed session pursuant to the exemptions from open meetings allowed by Section 2.2-3711, Part A, Paragraph 29 of the *Code of Virginia*, 1950, as



amended, for Public Contract Matters: Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body pursuant to Section 2.2-3711(A) (29); namely to discuss benefit plans contract negotiation.

There being no discussion, the motion passed (ayes 10, nays 0), and the School Board recessed into a closed session at 4:08 p.m.

Individuals present for discussion: School Board members with the exception of Mr. Edwards who was absent from the meeting; Superintendent Spence; Chief of Staff Marc A. Bergin; Chief Financial Officer Farrell E. Hanzaker; Linda C. Matkins, Director of Consolidated Benefits; representative from Mercer Investment Consulting; School Board Legal Counsel Kamala H. Lannetti, Deputy City Attorney; and Dianne P. Alexander, Clerk of the School Board.

The School Board reconvened in an open meeting at 5:15 p.m.

Certification of Closed Meeting: Vice Chair Melnyk made a motion, seconded by Ms. Riggs, that the School Board certifies that to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered. The motion passed (ayes 10, nays 0).

1. Reconvene School Board Workshop:

E. Forecast of Regular School Board Meeting Agenda Topics FY20, 2nd Quarter: October, November and December 2019: Superintendent Spence presented Administration's forecast of School Board meeting agenda topics to be presented in the FY20 second quarter – October, November, December 2019. Other topics suggested by School Board members were in the area of foreign language, cell phone policies, Future Teachers for Tomorrow program, and timeline for the overview of gifted services in association with the next enrollment period. Discussion concluded at 5:27 p.m.

3. School Board Recess: The School Board recessed at 5:27 p.m. to reconvene in School Board Chambers for the formal meeting at 6:00 p.m.

FORMAL MEETING

4. Call to Order and Roll Call: Chairwoman Anderson called the formal meeting to order in School Board Chambers at 6:00 p.m. In addition to Superintendent Spence, all School Board members were present with the exception of Mr. Edwards who Chairwoman Anderson announced was out of town on business associated with serving as treasurer of Virginia Beach Crime Solvers.

5. Moment of Silence followed by the Pledge of Allegiance

6. Student, Employee and Public Awards and Recognition

A. 2019 Sphero Robotics Challenge Second Place Winners: The School Board recognized the Salem Middle School team as second place winners in the 2019 Sphero Robotics Challenge competition. Additionally, they won the competition's Precision Coding Award.



B. JROTC Academic Bowl National Champions: Princess Anne High School cadets were recognized for having won the Junior Reserve Officer Training Corps (JROTC) Junior Leadership Academic Bowl from 64 teams competing in events that test cadets' knowledge about the JROTC curriculum as well as English, math, science and current events.

7. **Superintendent's Report:** In his tradition of recognizing the newest member(s) of the *Compass Keepers Club*¹, Superintendent Spence's report featured Pembroke Elementary School's newly renovated life skills classroom where First Atlantic Restoration's Give First Foundation, and Home Depot donated time and resources to remake a classroom for students to master independent daily living skills.

8. **Hearing of Citizens and Delegations on Agenda Items:** None

9. **Approval of Minutes:** September 10, 2019 School Board Regular Meeting: Ms. Felton made a motion, seconded by Ms. Rye, that the School Board approve the minutes of their September 10, 2019 Regular Meeting as presented. The motion was approved (ayes 10, nays 0).

10. **Adoption of the Agenda:** Prior to a motion, Chairwoman Anderson announced revisions to the published agenda to move Consent Item 11E – Positive Behavioral Interventions and Supports (PBIS) Evaluation Readiness Recommendations to Action as Item 12B, and remaining Workshop Items 1B, 1C and 1D be taken up under Item 17. Ms. Riggs then made a motion, seconded by Ms. Holtz, that the School Board adopt the meeting agenda as amended. The motion passed (ayes 10, nays 0).

11. **Consent Agenda:** After Chairwoman Anderson's overview of remaining items presented for approval as part of the Consent Agenda, Ms. Riggs made a motion, seconded by Ms. Rye, that the School Board approve remaining items as presented on the Consent Agenda. The motion passed (ayes 9, nays 0; 1 abstention – Melnyk). Vice Chair Melnyk explained she was specifically abstaining from the Procurement of Architectural/Engineering Services Annual Contract because her husband is a subcontractor and while they do not participate with design build with architects, they are subcontractors on some jobs by HBA Architecture and Interior Design. The following items were approved as part of the Consent Agenda:

A. Resolution: Dyslexia Awareness Month

Resolution for Dyslexia Awareness Month

October 2019

WHEREAS, dyslexia is a language-based learning disability that causes difficulties with reading, writing, spelling, and word pronunciation; and

WHEREAS, the onset and severity of dyslexia varies for each individual; and

WHEREAS, it takes individuals with dyslexia longer to process phonemic information, thus affecting academic growth, achievement, and self-esteem; and

¹ Members of the Compass Keepers Club are students, staff or community supporters who truly represent Virginia Beach City Public Schools with dedication, determination, passion and drive



WHEREAS, it is important to provide effective teaching approaches and educational intervention strategies for individuals with dyslexia; and

WHEREAS, Dyslexia Awareness Month is an opportunity to acknowledge educators utilizing effective teaching strategies, and to celebrate the many achievements of adolescents, students and adults with dyslexia; and

WHEREAS, the School Board of the City of Virginia Beach is committed to a continued focus on educating students, parents, and school staff about effective teaching strategies to address the needs of students with learning disabilities.

NOW, THEREFORE, BE IT

RESOLVED: That the School Board of the City of Virginia Beach designates the month of October to be Dyslexia Awareness Month; and be it

FURTHER RESOLVED: That strategies and interventions to address the needs of students with learning disabilities be ongoing in Virginia Beach City Public Schools; and be it

FURTHER RESOLVED: That a copy of this resolution be spread across the official minutes of this Board.

- B. Religious Exemption Case Nos. RE-19-08, 09 and 10
- C. Budget Calendar: School Operating Budget FY2020/21 and Capital Improvement Program (CIP) 2020/21 through 2025/26 as follows:

2019

- SeptemberThe Budget Calendar is developed
- September 10The Budget Calendar is presented to the School Board for information
- September 24The Budget Calendar is presented to the School Board for action
- October 9A budget kickoff meeting is conducted to provide senior staff and budget managers with an economic update, revenue outlook and general directions for budget development
- October 9 - December 11Budget requests are submitted by senior staff and budget managers to the Office of Budget Development
- November 19A Five-Year Forecast is presented to the School Board and the City Council
- December 6Recommended part-time hourly rates for FY 2020/21 are submitted by the Department of Human Resources to the Office of Budget Development
- December 9A draft of the Capital Improvement Program is prepared for the superintendent's review
- December 10A public hearing is held to solicit stakeholder input and offer the community an opportunity to be involved in the budget development process
- December (3rd week)State revenue estimates are released by the Virginia Department of Education

2020

- January 2 - 17Budget requests are reviewed, refined and summarized by the Office of Budget Development
- January 13The recommended Capital Improvement Program budget is presented to the superintendent and senior staff
- January 13The unbalanced School Operating budget is presented to the superintendent and senior staff
- February 4The Superintendent's Estimate of Needs for FY 2020/21 is presented to the School Board (Special School Board meeting required)
- February 4The Superintendent's Proposed FY 2020/21 - FY 2025/26 Capital Improvement Program budget is presented to the School Board (Special School Board meeting required)
- February 11School Board Budget Workshop #1 is held - Time TBD.
- February 18School Board Budget Workshop #2 is held - Time TBD.



February 25	A public hearing is held to solicit stakeholder input and offer the community an opportunity to be involved in the budget development process
February 25	School Board Budget Workshop #3 - Time TBD (if needed)
March 3	School Board Budget Workshop #4 - Time TBD (if needed)
March 3	The FY 2020/21 School Board Proposed Operating budget and FY 2020/21 - FY 2025/26 Capital Improvement Program budget are adopted by the School Board (Special School Board meeting required)
March 10	The FY 2020/21 School Board Proposed Operating budget is provided to city staff
April	The FY 2020/21 School Board Proposed Operating budget and FY 2020/21 - FY 2025/26 Capital Improvement Program budget are presented to the City Council (Sec. 15.1-163)
No Later Than May 15	The FY 2020/21 School Board Proposed Operating budget and FY 2020/21 - FY 2025/26 Capital Improvement Program budget are approved by the City Council (Sec. 22.1-93; 22.1-94; 22.1-115)

- D. The School Board authorized the Superintendent to execute a lease of land with Verizon Wireless for adding equipment to the existing cell tower at Landstown High School originally approved to provide space for the City’s VBTv department to provide an antenna, but has since indicated they have no plans to utilize the tower space freeing up space for the lease with Verizon Wireless
- E. (moved to Action Item 12B during Adoption of the Agenda)
- F. Policy Review Committee Recommendations
 - 1. Policy 2-42 School Improvement Process: Title update in conjunction with scrivener edits made to reflect a change in the division’s school support process.
 - 2. Policy 3-90 Contract Execution Policy for Capital Improvement Program (CIP) Projects: Policy updated to include proposals from cooperative agreements and energy performance contracts to the existing list of architectural/engineering proposals and construction bids of items that need to be approved by the School Board if over \$100,000, and to impose additional levels of approval to construction change orders.
 - 3. Policy 5-3 Formulation of Student Rules and Regulations: Policy reviewed to ensure a public role for suggesting changes to student rights and responsibilities and that up-to-date School Board policy and regulations shall be maintained and made available on the School Division’s websites or made available to the public upon request. Policy includes language related to requests for policy updates.
 - 4. Policy 6-26 Evaluation of New and Existing Programs: Policy reviewed for legal sufficiency and minor scrivener changes were made.
 - 5. Policy 7-66 Membership in Educational Associations: Southern Association of Colleges and Schools (SAC): Repeal proposed because the Commonwealth (through the Standards of Learning -SOL) is the accreditor and monitor that evaluates and accredits education institutions in the state, thereby eliminating the need for the division to use the services of the SAC.
- G. The School Board authorized the Superintendent to execute multidiscipline annual contracts with the following architectural/engineering firms: HBA Architecture and



Interior Design; Waller, Todd and Sadler Architects, Inc.; and Dills Architects Procurement renewable up to five years with an annual limit of \$2.5 million

- H. The School Board authorized the Superintendent to execute multidiscipline annual contracts with the following geotechnical engineering and materials testing firms: GeoEnvironmental Resources, Inc. (GER); and Geotechnical Environmental Testing Solutions, Inc. (GET) renewable up to five years with an annual limit of \$750,000

12. Action:

- A. Personnel Report/Administrative Appointments: Ms. Owens made a motion, seconded by Vice Chair Melnyk, that the School Board approve the appointments and accept the resignations, retirements and other employment actions as listed on the Personnel Report dated September 24, 2019 along with three administrative appointments as recommended by the Superintendent. The motion passed (ayes 10, nays 0). Superintendent Spence then introduced the following approved administrative appointments:

- Admon Alexander, Ed.D., current Executive Director of Hot Spots Extended Care Programs, Inc., as the new Director of Family and Community Engagement in the Department of Communications and Community Engagement effective November 4, 2019;
- Chad D. Gangwer, current Instructional Specialist in the Department of Teaching and Learning, as the new Coordinator of Elementary Social Studies in the Department of Teaching and Learning effective September 25, 2019; and
- Paige D. Scherr, current Assistant Principal at Bayside Middle School, as the new Principal of Virginia Beach Middle School effective October 1, 2019.

Additionally, Superintendent Spence recognized Tonia R. Waters, current Instructional Specialist at Green Run Collegiate, as the new Coordinator of International Baccalaureate at Green Run Collegiate as approved by the Green Run Collegiate Charter Board with an effective date of September 24, 2019

- B. Positive Behavioral Interventions and Supports (PBIS) Evaluation Readiness Recommendations: Vice Chair Melnyk made a motion, seconded by Ms. Holtz, that the School Board approve the Positive Behavioral Interventions and Supports (PBIS) goals, objectives, evaluation questions, and recommended three-year evaluation plan development during the evaluation readiness process as presented. The motion was approved (ayes 7, nays 3 – Hughes, Manning, Weems) to include the recommendation to begin a three-year evaluation of PBIS with a focus on Tier 1 PBIS implementation in 2019-2020 and 2020-2021 and focus on implementation of PBIS Advanced Tiers in 2021-2022 (*Responsible Group: Planning, Innovation, and Accountability – Office of Research and Evaluation*).

13. Information:

- A. LEAD Aspiring Administrators Program Comprehensive Evaluation Report: Robert A. Veigel, Research Specialist in the Office of Planning, Innovation, and Accountability, presented results of the comprehensive evaluation of the LEAD Aspiring Administrators



Program conducted during 2018-2019 focused on the operation of the program as it relates to preparing aspiring administrators to be appointed to an assistant principal position or into other leadership roles within the division; participant characteristics; progress toward meeting program goals and objectives including examination of participants' professional activities and roles following their exit from the program; participant and supervisory perceptions; and cost. Based on the results, it was recommended that the program be continued because participants report overall high satisfaction with the program components and outcomes with limited cost to the division. A second recommendation was to review and adjust course content and program components as needed based on survey results to meet the needs of participants and the division. Specifically, survey results suggested that course content in the areas of handling student discipline, assisting with the development of learning plans, and budget development and management, as well as the portfolio/action research project, could be adjusted to better meet participants' needs. Paulette C. France, Ed.D., Coordinator in the Office of Professional Growth and Innovation, shared the administration's response to the recommendations.

- B. Interim Financial Statements: June (unaudited), July and August 2019: Crystal M. Pate, Director of Business Services, presented the division's financial position as of June 30, 2019 reporting the overall revenue trend as favorable with an actual over budget amount of approximately \$8 million. She explained the Commonwealth of Virginia revenue source was favorable with an actual over budget of approximately \$2 million or 100.74% collected. March 31st Average Daily Membership (ADM) came in lower than originally budgeted by 295 students but, was offset by the surplus related to the increase in the Supplemental Lottery Per Pupil Allocation passed by the General Assembly subsequent to the budget adoption. The Federal Government revenue source was also reported as favorable with an actual over budget of approximately \$3.8 million realizing surpluses in all federal revenue streams with Impact Aid and Medicaid reimbursements being the largest at \$1.1 million and \$1.8 million, respectively. The state sales tax revenue source was reported as favorable with an actual over budget of approximately \$976,000 and approximately \$2 million higher than the prior year. Other revenue sources were also reported as favorable with an actual over budget of approximately \$1.2 million due mostly to an actual over budget in the sale of school vehicles, the Stop Arm Enforcement Program, receipt of SECEP Capital Improvement Program (CIP) funds, Indirect Cost revenue from grants, and other smaller surpluses in various areas such as lost and damaged technology, calculators and heart rate monitors. An overview of major revenue sources in FY2019 was provided, and the final expenditure trend for FY2019 was reported as favorable in all categories with an overall remaining unspent and unencumbered balance of \$19.1 million. A summary of the narrative surrounding the FY2018/19 reversion was explained to take in consideration the Athletic Fund 119 reversion and Green Run Collegiate Fund 104 reversion reduced by the revenue sharing formula reconciliation of revenues under budget; \$8 million in non-appropriated revenue over budget; and \$11.0 million reversion funds assigned for specific purposes to include \$5.8



million to cover possible revenue shortfalls in FY2019/20, \$4.9 million to complete implementation of full-day kindergarten, and \$673,247 of SECEP Capital Improvement Program (CIP) funds requested and received for items such as interactive white board replacements, playground equipment upgrades, and fencing. She noted a resolution outlining future use of reversion funds will be forthcoming for the School Board's consideration in October. She advised June 2019 financial statements are unaudited and subject to change.

Finally, she reported July and August interim financial statements are presented as required by *Virginia Code*, but are abbreviated due to salaries and benefits for ten-month employees not being included, as well as encumbrances and other adjustments not yet brought forward from the prior year and therefore not as meaningful or comparable as the financial statements to be presented for September 2019.

- 14. Standing Committee Reports:** As chair of the Policy Review Committee, Ms. Rye announced the next meeting scheduled for October 11.

In Mr. Edwards' absence, Ms. Riggs reported on behalf of the Audit Committee inviting School Board members to review audit materials available on their SharePoint site to include an annual report, and upcoming audit work plan.

As the School Board-appointed liaison to the Special Education Advisory Committee, Ms. Weems reported on the upcoming Resource Fair on October 1.

As the School Board-appointed liaison to Sister Cities, Ms. Riggs reported on status of the youth ambassador selection and advised of the forthcoming scholarship application process.

- 15. Conclusion of Formal Meeting:** The formal meeting concluded at 6:54 p.m.
- 16. Hearing of Citizens and Delegations on Non-Agenda Items:** The School Board heard comments from Torase Williams regarding Old Donation School demographics; Phillip Dukes regarding concerns with the special education process as it relates to his son; and Latasha Tinsley advocating for prayer in schools.

The School Board recessed at 7:00 p.m. and reconvened in the einstein.lab in workshop format at 7:11 p.m.

17. Workshop:

- 1B. Policy Review Committee (PRC) Proposal: Bylaw 1-28 Committees, Organizations and Boards – School Board Member Assignments:** As chair of the Policy Review Committee, Ms. Rye presented the committee's first draft of proposed modifications to Bylaw 1-28 Committees, Organizations and Boards – School Board Member Assignments to establish a committee structure designed by Doug Eadie in his 2007 publication - Meeting the Governing Challenge and described at the School Board's July Retreat with majority School Board reaching consensus for a new structure to be designed in a School Board Bylaw and vetted through the Policy Review Committee (PRC). She reviewed adjustments to the Standing Committees to include adjustments in the Internal Audit Committee made to be consistent with the Audit Charter; and change in the order of Standing Committees with uniformity in each defining the membership and responsibilities. Finally, she described



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- the rationale and role of the added Performance Monitoring Committee, the Planning Committee, and the Governance Committee. Discussion concluded at 7:44 p.m.
- 1C. Compass to 2025 Strategic Framework: Marc A. Bergin, Ed.D., Chief of Staff; and Lisa A. Banicky, Ph.D., Executive Director of Planning, Innovation and Accountability, presented an update on progress on the development of the school division's next strategic framework, *Compass to 2025*. A review of the work-to-date initiated in July 2018 was presented to include engaging the community, convening a strategic plan committee, sharing drafted goals and gathering feedback in strategy development sessions. The draft strategic framework was presented for feedback from the School Board on the six student-centered for student success goals of 1) educational excellence; 2) student well-being; 3) student ownership of learning; 4) an exemplary, diversified workforce; 5) mutually supportive partnerships; and 6) organizational effectiveness and efficiency; with the equity emphasis, strategies, and potential indicators outlined for each. Next steps called for the framework to be presented as an Information item at the October 8 School Board meeting in order to gather public comment at the Navigating the Journey K-12 Resource Fair on October 17 before returning the framework to the School Board in November for action prior to the development of a communication plan for roll out and to collaboratively finalize indicators. Discussion concluded at 8:11 p.m.
- 1D. School Calendar Development for SY2020-21 and SY2021-22: Natalie N. Allen, Chief Communications and Community Engagement Officer; and Donald E. Robertson, Jr., Ph.D., Chief Schools Officer, shared plans to begin work on the development of the biennial school calendar for the 2020-21 school year and 2021-22 school year. They reviewed routine items considered in the development of the calendar to include 181 instructional days, 10 staff days (6 that occur before students return, 3 during the school year, and 1 after the last day of school), 2 professional learning days embedded during the school year, various holidays and breaks, and, new legislation that provides for a pre-Labor Day start. Attributes related to starting school before Labor Day were presented to include calendar alignment to Tidewater Community College (TCC) for dual enrollment classes; more preparation time for Standards of Learning (SOL), Advanced Placement, and International Baccalaureate testing; the potential for a two-week winter break; and more flexibility with inclement weather occurrences. Other considerations were described in the area of the Convention Center availability for graduation ceremonies; preference of the Virginia Beach Hotel Association and Virginia Beach Restaurant Association to maintain status quo; and regional alignment in programming across Hampton Roads related to the Governor's School, sports, and SouthEastern Cooperative Educational Programs (SECEP). They explained Administration's recommendation to release a community survey asking stakeholders if they are open to the idea of a pre-Labor Day start, and include an information section that outlines the pros and cons of doing so. Also noted were plans to speak to teachers at Teacher Assembly and Teacher Forum as well as administrators during league meetings to garner additional feedback. The potential to phase-in a pre-Labor Day start meaning in 2020 school could start a week before Labor Day, and then in 2021 school could start two weeks before Labor Day as well as the option to wait until



2021 to make the switch to a pre-Labor Day start to give families time to adjust were ideas that could be discussed by the calendar workgroup in order to bring options to the School Board for consideration in November. There was no objection to moving forward with the community survey and subsequent timeline.

The workshop concluded at 8:31 p.m.

- 18. **Closed Meeting:** None at this time. See Item 2
- 19. **Vote on Remaining Action Items:** None
- 20. **Adjournment:** There being no further business before the School Board, Chairwoman Anderson adjourned the meeting at 8:31 p.m.

Respectfully submitted:

Dianne P. Alexander, Clerk of the School Board

Approved:

Beverly M. Anderson, School Board Chair