



# VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

## School Board Services

**Beverly M. Anderson, Chair**  
At-Large

**Joel A. McDonald, Vice Chair**  
District 3 – Rose Hall

<b>Daniel D. Edwards</b> District 2 – Kempsville	<b>Sharon R. Felton</b> District 6 – Beach	<b>Dorothy M. Holtz</b> At-Large
<b>Victoria C. Manning</b> At-Large	<b>Ashley K. McLeod</b> At-Large	<b>Kimberly A. Melnyk</b> District 7 – Princess Anne
<b>Trenace B. Riggs</b> District 1 – Centerville	<b>Carolyn T. Rye</b> District 5 - Lynnhaven	<b>Carolyn D. Weems</b> District 4 - Bayside

**Aaron C. Spence, Ed.D., Superintendent**

### **School Board Regular Meeting MINUTES**

**Tuesday, September 25, 2018**

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

### **INFORMAL MEETING**

1. **Closed Meeting #1 of 2:** The School Board convened in the einstein.lab at 3:02 p.m. All School Board members were present with the exception of Ms. McLeod who was absent from the meeting. Vice Chair McDonald 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, Paragraphs 1 and 7 of the *Code of Virginia*, 1950, as amended, for
  - A. **Personnel Matters:** Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees pursuant to Section 2.2-3711, (A)(1); namely to discuss an investigation into an employee matter and terms of employment; and
  - B. **Legal Matters:** Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation where such consultation or briefing in an open meeting would adversely affect the negotiating or litigating posture of the Board or consultation with legal counsel employed or retained by the Board regarding specific legal matters requiring the provision of legal advice by such counsel, pursuant to Section 2.2-3711 (A) (7); namely to discuss probable or pending litigation.

The motion passed (ayes 10, nays 0), and the School Board entered into a closed meeting at 3:04 p.m.

Individuals present for discussion: School Board members with the exception of Ms. McLeod who was absent from the meeting; Terrie L. Pyeatt, Director of Internal Audit; Larry Davenport, Audit Committee citizen member; 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 4:23 p.m.



Certification of Closed Meeting: Vice Chair McDonald made a motion, seconded by Mr. Edwards, 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).

2. **Convene School Board Workshop:** Chairwoman Anderson convened the School Board in workshop format in the einstein.lab at 4:34 p.m. In addition to Superintendent Spence, all School Board members were present with the exception of Ms. McLeod who Chairwoman Anderson announced was absent from the meeting due to a work obligation out of town.

A. School Board Administrative Matters and Reports:

1. Acknowledgement by the American Heart Association: Matthew Houck, American Heart Association's Youth Market Director – Coastal Virginia, presented an overview of the organization's dedicated efforts in overall health, physical and mental well-being; and recognized the division for being selected the top district in the state for efforts not only in financial support, but also for the outreach in educating students.

Chairwoman Anderson affirmed a second closed meeting would be held at the conclusion of the formal meeting. School Board members reported on activities and events related to Green Run High School's scheduled 40<sup>th</sup> anniversary celebration and mention of their i-lab (Innovation Lab) in *Virginia Magazine* where statewide progressive districts were recognized for specific programs; Princess Anne County/Union Kempsville's 80<sup>th</sup> reunion; Teacher Forum's Citywide Information Meeting; STEM student event for associated with the NAS Oceana Air Show; Food Bank's elected officials' engagement day; and tribute regarding an opioid awareness event.

This portion of the workshop concluded at 4:46 p.m.

- B. BASE Alternative Behavior Program: Kipp D. Rogers, Ph.D., Chief Academic Officer, presented an update on the Behavior and Social-Emotional (BASE) program for elementary students to include background information on the BASE committee, site visits during program development, and list of field test schools. Also presented was an overview of the program structure, student criteria, referral process, parent component, student transition process, program learning environment, and program staffing. Fiscal implications were reported in the area of reallocating central office positions to provide instructional positions, transportation for students, and materials provided by the Office of Student Support Services. This portion of the workshop concluded at 5:13 p.m.
- C. Capital Improvement Program (CIP) Construction Projects Update: Tony L. Arnold, P.E., Executive Director of Facilities Services, presented an update on construction projects in the Capital Improvement Program to include John B. Dey Elementary School,



Thoroughgood Elementary School, and Princess Anne Middle School modernization/replacement projects with a total value of \$136.3 million; summer infrastructure projects totaling \$14.4 million; and Long Range Facilities Master Plan update. This portion of the workshop concluded at 5:30 p.m.

- D. Forecast of Agenda Items FY19 2<sup>nd</sup> Quarter – October, November, December 2018: Superintendent Spence presented Administration's forecast of agenda topics to be presented in the FY19 second quarter – October, November, December 2018.

The workshop concluded at 5:34 p.m.

3. **School Board Recess:** The School Board recessed at 5:34 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 at 6:00 p.m. In addition to Superintendent Spence, all School Board members were present with the exception of Ms. McLeod who Chairwoman Anderson announced was absent from the meeting due to a work obligation out of town.

5. **Moment of Silence followed by the Pledge of Allegiance**

6. **Student, Employee and Public Awards and Recognition:**

- A. PTA Reflections National Winner: The School Board recognized Great Neck Middle School eighth-grade student Erin Bailey for winning an Award of Excellence in the National Parent Teacher Association (PTA) annual Reflections Contest at the national level in the dance choreography category.
- B. Virginia Finalists for 2018 Presidential Award in Mathematics and Science Teaching: Old Donation School teacher, Melissa Follin; and Holland Elementary School math specialist, Allison Crisher, were recognized by the School Board for being two of Virginia's four finalists for the 2018 Presidential Award for Excellence in Mathematics and Science Teaching; an honor administered by the National Science Foundation on behalf of the White House, regarded as the nation's top honor for mathematics and science teachers. The two will now advance to compete at the national level where only 108 teachers will be selected as national winners.

7. **Superintendent's Report:** In his tradition of recognizing the newest member(s) of the *Compass Keepers Club*<sup>1</sup>, Superintendent Spence's report featured Robert Brown, Kempsville Middle School custodian, and his work in building relationships with students by tending to the needs of the building while mentoring and encouraging students as a football and basketball coach.

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<sup>1</sup> 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



- 8. **Hearing of Citizens and Delegations on Agenda Items:** None
- 9. **Approval of Minutes:** September 11, 2018 Regular School Board Meeting: Ms. Rye made a motion, seconded by Ms. Holtz, that the School Board approve the minutes of their September 11, 2018 regular meeting as presented. The motion passed (ayes 8, nays 0; 2 abstentions – Edwards and Manning who were absent from the September 11 meeting).
- 10. **Adoption of the Agenda:** Prior to a motion, Chairwoman Anderson announced a modification to the published agenda as requested by a School Board member to move Consent Item 11D4 – Policy 7-43 to Action as Item 12B. Ms. Manning then made a motion, seconded by Ms. Felton, that the School Board adopt the agenda as amended. The motion passed (ayes 10, nays 0).
- 11. **Consent Agenda:** After the School Board Chair’s review of items presented as part of the Consent Agenda, Ms. Holtz made a motion, seconded by Ms. Riggs, that the School Board approve the Consent Agenda as reviewed. The motion passed (ayes 10, nays 0), and the following items were approved as part of the Consent Agenda:
  - A. Resolution: Dyslexia Awareness Month as follows:

**Resolution for Dyslexia Awareness Month  
October 2018**

**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

**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. Budget Calendar FY2019/20 as follows:



**Budget Calendar**

**FY 2019/20 School Operating Budget and FY 2019/20 - FY 2024/25 Capital Improvement Program**

**2018**

- September .....The Budget Calendar is developed
- Sept. 11 .....The Budget Calendar is presented to the School Board for information
- Sept. 25 .....The Budget Calendar is presented to the School Board for action
- Oct. 10 .....A budget kickoff meeting is conducted to provide senior staff and budget managers with an economic update, revenue outlook and general directions for budget development
- Oct. 10 - Dec. 11 .....Budget requests are submitted by senior staff and budget managers to the Office of Budget Development
- Nov. 20 .....A Five Year Forecast is presented to the School Board and the City Council
- Dec. 7 .....Recommended part-time hourly rates for FY 2019/20 are submitted by the Department of Human Resources to the Office of Budget Development
- Dec. 10 .....A draft of the Capital Improvement Program is prepared for the superintendent’s review
- Dec. 11 .....A 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

**2019**

- Jan. 2 - 18 .....Budget requests are reviewed, refined and summarized by the Office of Budget Development
- Jan. 7 .....The recommended Capital Improvement Program budget is presented to the superintendent and senior staff
- Jan. 14 .....The unbalanced School Operating budget is presented to the superintendent and senior staff
- \*Feb. 5 .....The Superintendent’s Estimate of Needs for FY 2019/20 is presented to the School Board (Special School Board meeting required)
- \*Feb. 5 .....The Superintendent’s Proposed FY 2019/20 - FY 2024/25 Capital Improvement Program budget is presented to the School Board (Special School Board meeting required)
- Feb. 12 .....School Board Budget Workshop #1 is held from 2:00 - 5:00 p.m.
- Feb. 19 .....School Board Budget Workshop #2 is held from 5:00 - 8:00 p.m.
- Feb. 26 .....A public hearing is held to solicit stakeholder input and offer the community an opportunity to be involved in the budget development process
- Feb. 26 .....School Board Budget Workshop #3 is held from 2:00 - 5:00 p.m. (if needed)
- March 5 .....School Board Budget Workshop #4 is held from 2:00 - 5:00 p.m. (if needed)
- \*March 5 .....The FY 2019/20 School Operating budget and FY 2019/20 - FY 2024/25 Capital Improvement Program budget are adopted by the School Board (Special School Board meeting required)
- March 12 .....The FY 2019/20 School Board Proposed Operating Budget is provided to city staff
- April .....The FY 2019/20 School Board Proposed Operating Budget and FY 2019/20 - FY 2024/25 Capital Improvement Program budget are presented to the City Council (Sec. 15.1-163)
- No Later Than May 15 .....The FY 2019/20 School Board Proposed Operating Budget and FY 2019/20 - FY 2024/25 Capital Improvement Program budget are approved by the City Council (Sec. 22.1-93; 22.1-94; 22.1-115)

\*Special School Board Meetings will still be required according to the School Board schedule.



- C. Religious Exemption Case Nos. RE-18-11 and RE-18-12
- D. Policy Review Committee Recommendations
  - 1. Policy 3-89 General Contract and Execution Policy modified to include changes in language to allow for consistent authorization of small purchases
  - 2. Policy 6-33 Special Education updated to include new state mandated language changes and/or updates
  - 3. Policy 7-36 Soliciting from/by School Personnel revised with minor wording changes to language to include online/social media fundraising and language to consider options that will provide the greatest financial return for the school based on students' participation in any fundraising activities
  - 4. *[moved to Item 12B during Adoption of the Agenda]*

## 12. Action

- A. Personnel Report: Mr. Edwards made a motion, seconded by Ms. 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 25, 2018. The motion passed (ayes 10, nays 0). There were no recommended administrative appointments to be announced by the Superintendent.
- B. Policy 7-43 Fundraising by Students (formerly Consent Item 11D4): Ms. Holtz made a motion, seconded by Ms. Melnyk, that the School Board approve amendments to Policy 7-43 Fundraising by Students as proposed where minor wording changes to language were recommended to include online/social media fundraising and language to consider options that will provide the greatest financial return for the school based on students' participation in any fundraising activities. Ms. Manning proposed a substitute motion to remove "and/or Department of Media and Communications" from Section A9; and add item 12 to Section A requiring disclosure on the percentage of funds to be kept by the school. Ms. Weems provided a second to the substitute motion. Discussion ensued. After a call for the question, the substitute motion failed (ayes 2 – Manning and Weems, nays 8). A vote on the original motion to approve amendments as proposed passed (ayes 8, nays 2 – Manning and Weems).

## 13. Information

- A. English as a Second Language Program (K-12): Evaluation Readiness Report: Stephen C. Court, Program Evaluation Specialist, presented the English as a Second Language (ESL) Program Evaluation Readiness Report including background information and review of the evaluation process, along with information on program goals and objectives. As a result, a three-year evaluation of the ESL program was recommended with a focus on the implementation process in years one and two, and shift to effectiveness of the program in terms of student outcomes in year three with a comprehensive evaluation report scheduled to be presented to the School Board in the fall 2021.
- B. Interim Financial Statements – June (unaudited), July, and August 20-18: Crystal M. Pate, Director of Business Services, presented highlights of the interim financial statements for



fiscal year ending June 30, 2018; reporting on overall final revenue trends in the areas of the Commonwealth of Virginia, results of a March 31 Average Daily Membership (ADM) coming in slightly higher than originally budgeted, federal Impact Aid, sales tax receipts, other revenue sources from sales of school vehicles and salvage materials, indirect cost revenue from grants, bond premiums, and revenue bond refunding by the City. Final expenditures and encumbrances were reported as favorable in all categories for the fiscal year. In conclusion, she reported components resulting in a reversion back to the City of approximately \$22.9 million for the fiscal year to be addressed in a resolution to be presented for the School Board's consideration for appropriation in October 2018 noting figures are unaudited and subject to change. July and August interim financial statements were presented as required by state code, although abbreviated absent salaries and benefits for ten month employees, encumbrances from the prior year and other adjustments therefore rendered not as meaningful or comparable as the financial statements to be presented to the School Board in September.

14. **Standing Committee Reports:** As chair of the School Board's Policy Review Committee, Ms. Rye announced committee meeting dates on October 17, November 19 and December 13.
15. **Conclusion of Formal Meeting:** The formal meeting concluded at 7:00 p.m.
16. **Hearing of Citizens and Delegations on Non-Agenda Items:** None
17. **Recess into Workshop:** None
18. **Closed Meeting #2 of 2:** Vice Chair McDonald made a motion, seconded by Ms. Melnyk, that the School Board recess into a closed session pursuant to the exemptions from open meetings allowed by Section 2.2-3711, Part A, Paragraphs 1 and 7 of the *Code of Virginia*, 1950, as amended, for the following purposes:
  - A. **Personnel Matters:** Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees pursuant to Section 2.2-3711, (A)(1); namely to discuss
    1. an investigation into an employee matter and terms of employment; and
    2. a determination regarding Employee Grievance Case No. 521-06-21-18.
  - B. **Legal Matters:** Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation where such consultation or briefing in an open meeting would adversely affect the negotiating or litigating posture of the Board or consultation with legal counsel employed or retained by the Board regarding specific legal matters requiring the provision of legal advice by such counsel, pursuant to Section 2.2-3711 (A) (7); namely to discuss
    1. probable or pending litigation and contract terms for a specific administrator; and
    2. procedure for employee grievance case.



The motion passed (ayes 10, nays 0), and the School Board recessed at 7:01 p.m. and reconvened in Room 113 in a closed meeting at 7:09 p.m.

Individuals present for discussion (in the order in which items were discussed):

A. Personnel Matters:

1. An investigation into an employee matter and terms of employment: School Board members with the exception of Ms. McLeod who was absent from the meeting; Superintendent Spence; School Board Legal Counsel, Kamala H. Lannetti, Deputy City Attorney; and Dianne P. Alexander, Clerk of the School Board.

B. Legal Matters:

1. Probable or pending litigation and contract terms for a specific administrator: School Board members with the exception of Ms. McLeod who was absent from the meeting; Superintendent Spence; School Board Legal Counsel, Kamala H. Lannetti, Deputy City Attorney; and Dianne P. Alexander, Clerk of the School Board.
2. Procedure for employee grievance case: School Board members with the exception of Ms. McLeod who was absent from the meeting; School Board Legal Counsel, Kamala H. Lannetti, Deputy City Attorney; and Dianne P. Alexander, Clerk of the School Board.

A. Personnel Matters:

2. A determination regarding Employee Grievance Case No. 521-06-21-18: School Board members with the exception of Ms. McLeod who was absent from the meeting; and Dianne P. Alexander, Clerk of the School Board.

The School Board reconvened in an open meeting at 8:00 p.m.

Certification of Closed Meeting: Vice Chair McDonald made a motion, seconded by Ms. Melnyk, 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).

- 19. *Vote on Remaining Action Items:*** Vice Chair McDonald made a motion, seconded by Mr. Edwards, that the School Board approve a resolution regarding Grievance Case No. 521-06-21-18 adopting the Findings of Facts amended to exclude item 18, and recommendation of the Hearing Officer that the Grievant be dismissed from employment. The motion passed (ayes 9, nays 0; 1 abstention – Riggs, describing the Grievant as a former colleague and past teacher of her son), and the resolution was approved as follows:





**RESOLUTION REGARDING GRIEVANCE CASE NO. 521-06-21-18**

**RESOLVED:** That on September 25, 2018, the School Board considered the Findings of Fact and Recommendation of the Hearing officer, the transcripts of the August 14, 15 & 21, 2018 hearings and the exhibits, and based upon such consideration, it is;

**RESOLVED:** That the School Board adopts the Findings of Facts, amended to exclude Item 18, and Recommendation of the Hearing Officer that the Grievant be dismissed from employment; and

**FURTHER RESOLVED:** That the Clerk is directed to send a copy of this Resolution to the Grievant, the Grievant’s attorney, the Principal of Salem Middle School, the City Attorney, the Employee Relations Specialist, and the Chief Human Resources Officer, who is directed to place a copy of this Resolution, the Hearing Officer’s amended Findings of Fact and Recommendation, and the exhibits in the Grievant’s personnel file.

Mr. Edwards made a motion, seconded by Ms. Manning, that the School Board of the City of Virginia Beach approves the continued employment of Dr. Aaron Spence by AASA – American Association of School Administrators [Superintendents] on a not to interfere basis with his duties as Virginia Beach Superintendent, and consistent with the terms of his contract. The motion passed (ayes 10, nays 0).

**20. Adjournment:** There being no further business before the School Board, Chairwoman Anderson adjourned the meeting at 8:05 p.m.

Respectfully submitted:

\_\_\_\_\_  
Dianne P. Alexander, Clerk of the School Board

Approved:

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Beverly M. Anderson, School Board Chair