



VIRGINIA BEACH CITY PUBLIC SCHOOLS

CHARTING THE COURSE

School Board Services

Beverly M. Anderson, Chair
At-Large

Daniel D. Edwards, Vice Chair
District 2 – Kempsville

Sharon R. Felton
District 6 – Beach

Dorothy M. Holtz
At-Large

Victoria C. Manning
At-Large

Joel A. McDonald
District 3 – Rose Hall

Ashley K. McLeod
At-Large

Kimberly A. Melnyk
District 7 – Princess Anne

Trenace B. Riggs
District 1 – Centerville

Carolyn T. Rye
District 5 - Lynnhaven

Carolyn D. Weems
District 4 - Bayside

Aaron C. Spence, Ed.D.
Superintendent

Regular School Board Meeting MINUTES

Tuesday, December 19, 2017

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

INFORMAL MEETING

1. **Convene School Board Workshop #1 of 2:** The School Board convened in the einstein.lab at 4:01 p.m. In addition to Superintendent Spence, all School Board members were present.

Chairwoman Anderson reported a change in the order of the afternoon workshop topics, and advised an additional workshop would be held after the formal meeting regarding compensation strategies as well as a closed session.

- B. **2018 General Assembly Legislative Preview by Kemper Consulting:** Legislative liaisons from Kemper Consulting, Joel Andrus and Ross Grogg, presented a preview of the upcoming 2018 General Assembly Session including a 2017 refresher, outcome from recent elections including gubernatorial results and composition of the Senate and House of Delegates and effect on committees and loss of institutional knowledge, transition appointments, budget proposals and overview of anticipated legislation, and key dates for the Session projected to adjourn March 10, 2018. Discussion concluded at 4:26 p.m.

- A. **School Board Administrative Matters and Reports:**

1. **Organizational Matters Preview**

- a. **School Leadership Interest:** School Board members were provided an opportunity to express interest or offer recommendations to be considered for a leadership role on the School Board as the Chair or Vice Chair at the January 9, 2018 Organizational Meeting. School Board members spoke to interest expressed by Ms. Anderson, Mr. Edwards, Mr. McDonald, and Ms. McLeod to be considered to serve in a leadership role for the 2018 calendar year.

- b. **Schedule of Meetings through June 30, 2018 Reaffirmed and Set through June 30, 2019:** Chairwoman Anderson distributed a draft schedule of School Board meetings proposed for the period ending June 30, 2019. It was affirmed no

Put Students First • Seek Growth • Be Open to Change • Do Great Work Together • Value Differences



School Board Retreat was scheduled for January 2018. Noting several School Board members would be returning from the National School Boards Association (NSBA) Advocacy Conference on February 6, 2018, a later start time was requested for the special meeting scheduled for presentation of the Superintendent's Estimate of Needs for fiscal year 2018-19.

- c. Committee Assignments SY18 Adjustments (as needed): The list of committee assignments approved June 20, 2017 for the term ending June 30, 2018 was distributed for School Board members to review. It was explained the protocol for a January review is not to restructure, but to allow for School Board members to advise the School Board Clerk of any requests for modifications to be taken into consideration along with adjustments that may be needed based on the outcome from selection of School Board leadership.

On behalf of Ms. Manning, Ms. Weems, and herself, Ms. McLeod submitted a written request for a legal opinion to address five questions regarding three specific sole source contracts. She explained the rationale for the request as it relates to recent Audit Committee findings, and asked that a future workshop on sole source contracting procedures be held. In response to discussion regarding procedures for School Board member(s) to request a legal opinion and whether it required a vote by the School Board, Chairwoman Anderson agreed to review the request and contact the requester(s) with any additional questions prior to it being undertaken by the School Board Chair after election at the January 9, 2018 organizational meeting. As chair of the Policy Review Committee (PRC), Ms. Rye reported the committee's review of proposed revisions to the sole source policy. She explained modifications were driven by staff and in response to a prior legal opinion, and noted the committee's approval for proposed changes to move forward for the School Board's consideration.

- d. Standing Rules (reaffirm or needed adjustments): Chairwoman Anderson distributed Standing Rules outlined in Appendix B of School Board Bylaws subject to review at the School Board's annual January organizational meeting as stipulated in School Board Bylaw 1-37 noting Standing Rules shall remain in effect until changed. In response to a request regarding the process for receiving public comment during regular School Board meetings, it was suggested any changes first be presented to the Policy Review Committee for consideration.
- C. Quarterly Forecast of School Board Agenda Topics FY18, 3rd Quarter – January through March 2018: Superintendent Spence presented Administration's forecast of agenda topics to be presented in the FY18 third quarter – January, February, March 2018 noting most of the quarter was scheduled around budget development which will likely impact the scheduling of a workshop on sole source procedures as requested. There was a request made by a School Board member for a discussion within the quarter under School Board Admin Matters of procedures outlined in School Board bylaws related to public participation and presentations



with any suggested adjustments to be referred to the Policy Review Committee (PRC) for review. Discussion concluded at 5:02 p.m.

The workshop concluded at 5:02 p.m.

2. **Closed Meeting:** None at this time. See Item 19.
3. **School Board Recess:** The School Board recessed at 5:03 p.m. to reconvene in the School Board Room at 6:00 p.m. for the formal meeting.

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.
5. **Moment of Silence and Pledge of Allegiance:** None
6. **Student, Employee and Public Awards and Recognition:** Chairwoman Anderson commended School Board member Carolyn Weems for having been selected by the Special Agent in Charge (SAC) Martin Culbreth of the Norfolk Field Office of the Federal Bureau of Investigation (FBI) for the 2017 Director's Community Leadership Award for her dedicated work in opioid abuse prevention and education initiatives at the local, state, and national level.
7. **Superintendent's Report:** In his tradition of recognizing the newest member(s) of the *Compass Keepers Club*¹, Superintendent Spence's report featured Barbara Seltzer, a volunteer in Virginia Beach schools for close to two decades, most recently at Arrowhead Elementary School, sharing her love of learning with children as well as spreading a bit of holiday magic visiting classrooms as Mrs. Claus. In closing, he wished everyone a happy holiday season and wonderful winter break.
8. **Public Hearing on Disposition of School Board Owned Property Located in the Kempsville District:** The School Board received no comments at this hearing scheduled to obtain public input to determine whether 10.69 acres +/- of property located at 273 North Witchduck Rd., Virginia Beach (GPIN: 1467-75-8675) should be declared surplus and sold to Franklin Johnston Group Management and Development, LLC, for development of a residential apartment complex, and the proceeds of such sale to be retained by the School Board.
9. **Hearing of Citizens and Delegations on Agenda Items:** None
10. **Approval of Minutes:** December 5, 2017 Regular Meeting: Mr. McDonald made a motion, seconded by Ms. Manning, that the School Board approve the minutes of their December 5, 2017 regular meeting as presented. The motion passed unanimously.
11. **Adoption of the Agenda:** Prior to a motion, Chairwoman Anderson noted a workshop on Compensation Strategies will be held under Item 18 – Recess into Workshop (as needed). Vice Chair

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



Edwards then made a motion, seconded by Ms. Melnyk, that the School Board adopt the agenda as amended. The motion passed unanimously.

- 12. Consent Agenda:** Ms. Rye made a motion, seconded by Ms. Riggs, that the School Board approve the Consent Agenda. The motion passed unanimously and the following items were approved as part of the Consent Agenda:

- A. Textbook Adoption as recommended by the Advanced Placement Human Geography Textbook Adoption Committee for implementation in the fall of 2018 as follows:

Course Title	Textbook	Publisher	Copyright
Advanced Placement (AP) Human Geography	<i>A Cultural Landscape, An Introduction to Human Geography AP edition, with seven-year access to online components</i>	Pearson	2017

- B. Religious Exemption Case Number RE-17-23

13. Action

Personnel Report / Administrative Appointments: Ms. Melnyk made a motion, seconded by Ms. Felton, that the School Board approve the appointments and accept the resignations, retirements and other employment actions as listed on the Personnel Report dated December 19, 2017 inclusive of an amendment to rescind a retirement added to page three of the non-instructional listing distributed prior to the meeting, and one administrative appointment as recommended by the Superintendent. The motion passed unanimously, and Superintendent Spence introduced Erica Yelland, current Marketing Coordinator at The GBS Group, as the new Public Relations Coordinator in the Department of Media and Communications effective January 2, 2018.

14. Information

- A. Comprehensive Annual Financial Report FY17 External Auditor Review: Greg Bussink with Clifton Larson Allen, LLP, external auditors, reported on the audit they conducted on the Comprehensive Annual Financial Report (CAFR) FY17. He explained the CAFR provides additional information to financial statements, and the audit outcome yielded a favorable, unmodified opinion with no internal control findings or recommendations.
- B. Industry Credentialing Report: Anjanette Hendricks, School-to-Work Supervisor, along with Sara Lockett, Ed.D., Director of Technical and Career Education (TCE), presented a summary of industry credentials earned by Virginia Beach City Public School students during the 2016-17 school year. They reported out of the 12,765 industry credential assessments administered from among the 115 different credential assessments offered in the division, 10,621 industry credentials were earned with an overall pass rate of 83.2 percent – well above the overall 73.9 percent average for the Commonwealth.
- C. Interim Financial Statements – November 2017: Crystal M. Pate, Director of Business Services, presented highlights of interim financial statements as of November 30, 2017. In reporting the overall revenue trend as acceptable, she explained the Governor’s proposed amendments



to the FY18 Direct Aid Budget known as the Caboose Bill included a small increase in their March 31 Average Daily Membership (ADM) estimate, a small increase in their sales tax estimate and other minor adjustments to various categorical and lottery funded programs resulted in a revised projected shortfall of approximately \$345,000 in state revenue. Noting the U.S. Department of Education is currently working off of a continuing resolution until December 22, no revenue from Federal Impact Aid is expected until the Commonwealth's budget is finalized. Sales tax receipts were reported on an acceptable trend at \$356,000 higher than the prior year along with an increase of \$89,000 over the prior year to be reflected in December statements. Expenditures and encumbrances were also reported on an acceptable trend at this point in the fiscal year.

15. **Standing Committee Reports:** As chair of the Policy Review Committee, Ms. Rye reported the committee's meeting schedule for 2018 had been finalized as aligned to take place within the week after the first School Board meeting of each month.
16. **Conclusion of Formal Meeting:** The formal meeting concluded at 6:32 p.m.
17. **Hearing of Citizens and Delegations on Non-Agenda Items:** The School Board heard comments from Catherine Pitchford regarding concerns with the no-zero policy in place at Brandon Middle School.
18. **Recess into Workshop #2 of 2:** The School Board recessed at 6:37 p.m. and reconvened in the einstein.lab in workshop format at 6:48 p.m. In addition to Superintendent Spence, all School Board members were present with the exception of Ms. Weems who departed the meeting early at 6:37 p.m. due to illness.

Compensation Strategies: Superintendent Spence explained the purpose of the workshop was to continue pre-budget discussion in the area of different compensation strategies based on a two-percent salary increase reported in the Five-Year Forecast presentation. John A. Mirra, Chief Human Resources Officer, presented possible budget development strategies that restructure the division's employee compensation scales to maintain the integrity of equity based on experience, increase the value between compressed steps, reduce the number of steps, and is transparent to employees. The methods and results were presented for three options to 1) maintaining the current process; 2) freeze scales at 38 experience steps; or 3) provide a .5 percent adjustment between experience steps and a 1.5 percent Cost of Living Adjustment (COLA). Following discussion, there appeared to be consensus to move forward with the third option that provides experience steps and a COLA. The workshop concluded at 7:07 p.m.

19. **Closed Meeting:** Vice Chair Edwards 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, Paragraph 1 of the *Code of Virginia*, 1950, as amended, for Personnel Matters: Discussion of or consideration of 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



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

MINUTES
Tuesday, December 19, 2017
Regular Meeting
Page 6 of 6

performance evaluation of a specific administrator. The motion passed (ayes 10, nays 0; Weems departed the meeting early) and the School Board entered into a closed meeting at 7:08 p.m.

Individuals Present for Discussion: School Board members with the exception of Ms. Weems who departed the meeting earlier due to illness; Superintendent Spence; Marc A. Bergin, Ed.D., Chief of Staff; 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 7:27 p.m.

Certification of Closed Meeting: Vice Chair Edwards 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; Weems departed the meeting earlier).

20. *Vote on Remaining Action Items:* None

21. *Adjournment:* There being no further business before the School Board, Chairwoman Anderson adjourned the meeting at 7:28 p.m.

Respectfully submitted:

Dianne P. Alexander, Clerk of the School Board

Approved:

Beverly M. Anderson, School Board Chair