



# 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 Organizational/Regular Meeting MINUTES***

**Tuesday, January 9, 2018**

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

#### **FORMAL MEETING**

- 1. *Call to Order and Roll Call:*** Acting as School Board Chair pro-tem for the election of the School Board Chair, Superintendent Spence called the formal meeting to order at 6:00 p.m. All School Board members were present.
- 2. *Moment of Silence followed by the Pledge of Allegiance***
- 3. *School Board Organizational Matters:*** After describing the nomination and voting procedures to be used for the election for School Board Chair and Vice Chair as outlined in School Board Bylaws, and there being no objection, Superintendent Spence called for nominations in the election of School Board Chair.
  - A. Election of School Board Chair:** Mr. Edwards nominated Ms. Anderson; and Ms. Weems nominated Ms. McLeod to serve as School Board Chair for the 2018 calendar year. At the conclusion of School Board members speaking to the nominations, Ms. McLeod received 3 votes – Manning, McLeod, and Weems; while Ms. Anderson obtained the majority vote of 8 and therefore declared School Board Chair for the 2018 calendar year. Superintendent Spence then turned the meeting over for Chairwoman Anderson to proceed.
  - B. Election of School Board Vice Chair:** Mr. Edwards nominated Mr. McDonald to serve as School Board Vice Chair for the 2018 calendar year. There were no further nominations. As several School Board members commended his service as Chair and Vice Chair, Mr. Edwards stated he looked forward to serving as a School Board member outside of a leadership role. At the conclusion of School Board members speaking to the nomination, Mr. McDonald was elected School Board Vice Chair for the 2018 calendar year by a unanimous vote.
  - C. Appointment of Clerk and Deputy Clerk:** Ms. Manning made a motion, seconded by Mr. Edwards, that the School Board approve the Superintendent’s recommendation to re-



appoint Dianne P. Alexander as Clerk of the School Board, and Debra D. Cook as Deputy Clerk for the 2018 calendar year. The motion was unanimously approved.

- D. School Board Committee Assignment Review for Term Ending June 30, 2018: School Board Committee Assignments for the term ending June 30, 2018 were provided for the School Board’s review. Chairwoman Anderson noted adjustments to Student Discipline Committees to include Mr. Edwards replacing Mr. McDonald will be presented at the next regular School Board meeting for approval.
- E. Review of School Board Bylaws Appendix B – Standing Rules: Ms. Riggs made a motion, seconded by Ms. Holtz, that the School Board reaffirm Standing Rules in effect. Ms. Manning proposed the Policy Review Committee (PRC) review the process and procedures related to the hearing of citizen and delegations to allow citizens to speak on each agenda item. Ms. Weems further suggested the time allotment for speakers be increased to five minutes from three. Mr. Edwards then made a motion, seconded by Ms. Melnyk, that the School Board reaffirm Standing Rules in effect with the understanding the PRC will consider stated recommendations. The motion passed unanimously.
- F. Schedule of Meetings: January 2018 through June 2019: Ms. Riggs made a motion, seconded by Ms. Melnyk, that the School Board approve the Schedule of School Board Meetings through June 30, 2019 as presented. There was discussion regarding only one regular meeting scheduled during the summer months in July and August with July’s meeting concurring with the School Board’s Retreat. Following discussion, Ms. Weems made a motion, seconded by Ms. Riggs, that the Schedule be approved with the July 2018 Retreat listed as to be determined for discussion at a future workshop. The motion passed unanimously, and the Schedule of Meetings approved as follows:

Pursuant to School Board Bylaw 1-38 and Standing Rules outlined in Appendix B, meetings will be held at the School Administration Building, 2512 George Mason Dr., Virginia Beach, and generally on the second and fourth Tuesday of each month with some variations as needed due to scheduled holidays and other significant events.

- Informal meetings generally convene at 4 p.m. subject to the volume of business to be transacted
- School Board Recess at 5:30 p.m.
- Formal Meeting Called to Order at 6:00 p.m.

Balance of SY2017-18 Schedule of Meetings	SY2018-19 Schedule of Meetings
<b>January 9 &amp; 23</b> <span style="float: right;"><b>2018</b></span>	<b>July 10</b> <span style="float: right;"><b>2018</b></span> July Retreat to be determined
<b>February 6 Special Meeting</b> for presentation of the Superintendent’s Estimate of Needs FY2018/19 and Proposed Capital Improvement Program (CIP) FY2018/19 through FY2023/24 <b>February 13 &amp; 27</b> <span style="float: right;">February 20*</span>	<b>August 14</b>
<b>March 6* Special Meeting</b> for adoption of the School Operating Budget FY2810/19 and Capital Improvement Program (CIP) FY2018/19 through FY2023/24	<b>September 11 &amp; 25</b>



Balance of SY2017-18 Schedule of Meetings	SY2018-19 Schedule of Meetings
March 13 & 27	
April 10 & 24	October 9 & 23
May 8 & 22	November 13 & 27
June 11 (Mon) & 26 [Graduations June 12-16]	December 11
	January 8 & 22 <span style="float: right; color: red;">2019</span> January 22 Retreat (if needed)
	<b>February 5 Special Meeting</b> for presentation of the Superintendent's Estimate of Needs FY2019/20 and Proposed Capital Improvement Program (CIP) FY2019/20 through FY2024/25 <b>February 12 &amp; 26</b> <span style="float: right;">February 19*</span>
	<b>March 5* Special Meeting</b> for adoption of the School Operating Budget FY2019/20 and Capital Improvement Program (CIP) FY2019/20 through FY2024/25 <b>March 12 &amp; 26</b>
	<b>April 9 &amp; 30 (5<sup>th</sup> Tues)</b> <span style="float: right;">4/22-26 = Spring Break</span>
	<b>May 14 &amp; 28</b>
	<b>June 10 (Mon) &amp; 25</b> <span style="float: right;">[Graduations June 11-15]</span>
* Budget/CIP Workshop	* Budget/CIP Workshop

4. **Student, Employee and Public Awards and Recognition:** None
5. **Superintendent's Report:** Superintendent Spence reported on the impact of Winter Storm Grayson sharing images of road and building conditions from what he described as one of the largest snowstorms the area had seen in some time. In advising of plans to reopen schools, he noted options for make-up days would be announced by the end of the week to include the use of staff days, holidays or the addition of time to the school day.
6. **Hearing of Citizens and Delegations on Agenda Items:** None
7. **Approval of Minutes:** December 19, 2017 Regular Meeting: Ms. Holtz made a motion, seconded by Ms. Felton, that the School Board approve the minutes of their December 19, 2017 regular meeting as presented. The motion passed unanimously.
8. **Adoption of the Agenda:** Prior to a motion, Chairwoman Anderson advised of two items being removed from the agenda to be rescheduled: Action Item 10B – Resolution to Declare School Board-Owned Property Surplus in Order to Execute Purchase Agreement; and Information Item 11A Green Run Collegiate Evaluation due to representatives not being able to attend. Additionally, she affirmed a closed session would be held at the conclusion of the formal meeting as listed as Item 16. Ms. Weems then made a motion, seconded by Ms. Manning, that the School Board adopt the agenda as amended. The motion passed unanimously.
9. **Consent Agenda:** None



**10. Action**

Personnel Report / Administrative Appointments: Ms. Rye made a motion, seconded by Ms. Riggs, that the School Board approve the appointments and accept the resignations, retirements and other employment actions as listed on the Personnel Report dated January 9, 2018. The motion passed unanimously. There were no administrative appointments recommended.

**11. Information**

A. *[Green Run Collegiate Evaluation removed during Item 8 Adoption of the Agenda]*

B. Policy Review Committee Recommendations: School Board Legal Counsel, Kamala H. Lannetti, Deputy City Attorney, presented an overview of the following Policy Review Committee recommendations regarding review, amendment and/repeal of certain policies reviewed by the committee at their December 14, 2017 meeting:

1. Policy 3-32 Emergency/Small/Sole Source Purchases: Amended to provide clarity and add procedures for consultant services: Discussion ensued where it was suggested reporting provisions to be included in the policy. School Board members were asked to submit recommendations to the Policy Review Committee for further consideration.
2. Policy 4-4 Equal Employment Opportunity, Non-Discrimination, and Compliance Officers: Title amended to include anti-harassment
3. Policy 4-21 Payment to Estate of Deceased Employees: Amended to change payment timeline from end of month to end of pay period during which death occurred
4. Policy 4-32 Employee Associations: Amended to remove reference to a previously repealed policy, and provide clarification of the definition of an employee association to be an organization comprised of an organized by only employees or retirees of Virginia Beach City Public Schools. Ms. Lannetti responded to comments by several School Board members who suggested the language limits access by other organizations by referring to Community Relations' policies that outline guidelines for outside organizations. Following discussion, the Policy Review Committee was asked to further review the policy
5. Policy 4-43 Personnel Protection from Sexual Harassment: Repealed because protections are incorporated into regulations
6. Policy 4-87 Overtime: Amended to reflect current practices and changes in law
7. Policy 4-97 Administrative Internships: Amended to provide definitions of administrative internships and administrative assistants
8. Policy 7-1 Relations with the Public: Amended to reflect website accessibility in policy procedures as required by the United States Department of Education Office for Civil Rights

**12. Standing Committee Reports**: Ms. Felton and Ms. Melnyk reported on the recent Equity Council meeting and commended the presentations suggesting the School Board be provided with the same.



Recognizing not a committee report, Mr. McDonald thanked School Board members for their vote of confidence and support in electing him as their Vice Chair, and commended Mr. Edwards for his faithful service.

13. **Conclusion of Formal Meeting:** The formal meeting concluded at 7:33 p.m.
14. **Hearing of Citizens and Delegations on Non-Agenda Items:** None
15. **Recess into Workshop:** None
16. **Closed Meeting:** 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 3 and 7 of the *Code of Virginia*, 1950, as amended, for
  - A. **Real Property:** Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held property where discussion in an open meeting would adversely affect the bargaining, position, or negotiating strategy of the public body, pursuant to Section 2.2-3711, (A) (3); namely to discuss sale of School Board owned property in the Kempsville district.
  - 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. pending litigation; and
    2. request for legal opinion.

The motion passed unanimously, and the School Board recessed at 7:35 p.m., and reconvened in a closed meeting in Room 113 at 7:47 p.m.

Individuals Present for Discussion (in the order in which matters were discussed):

- A. **Real Property:** School Board members; Superintendent Spence; Marc A. Bergin, Ed.D., Chief of Staff; Dale R. Holt, Chief Operations Officer; Anthony L. Arnold, P.E., Executive Director of Facilities Services; Debra M. Bryan, Associate City Attorney; School Board Legal Counsel, Kamala H. Lannetti, Deputy City Attorney; and Dianne P. Alexander, Clerk of the School Board.
- B. **Legal Matters:** School Board members; 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 9:22 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



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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 unanimously.

17. **Vote on Remaining Action Items:** None
18. **Adjournment:** There being no further business before the School Board, Chairwoman Anderson adjourned the meeting at 9:23 p.m.

Respectfully submitted:

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

Approved:

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Beverly M. Anderson, School Board Chair