

Virginia Beach City Public Schools
Community Advisory Committee for Gifted Education

The regular meeting of the Community Advisory Committee for Gifted Education (CAC) was held on September 18, 2023, at 6:30 p.m., at Salem High School.

Attendance:

Voting Members Present:

Kerwin Kolheffer – *Chairperson*, Jennifer McKendree, Rachel Copeland, Whitney Harding, Allison Krug, Morgan Morrison, Justin Nichols

Voting Members Absent:

Olga Eskinazi, Brittany Horn, Kristina Laber, Frances Thompson, Sierra Williams

Non-Voting Members/Ex-Officio Members Present:

Dr. Lorena Kelly – *Executive Director of Elementary, DTAL* **Dr. Crystal Wilkerson** - *Director of K-12 and Gifted Programs*, **Dr. Dornswalo Wilkins-McCorey** - *Coordinator, Office of Gifted Programs*, **Angela Boubouheropoulos** - *Coordinator, Office of Gifted Programs*, **Meghann Scott** - *Instructional Specialist, Office of Gifted Programs*, **Becky Winslow** - *Ex-Officio, Elementary Gifted Resource Teacher*, **Jamie Odle** - *Ex-Officio, Middle School Gifted Resource Teacher*, **Dr. Melissa Sullivan** - *Ex-Officio, High School Gifted Resource Teacher*, **Cat Gadzinski** - *Ex-Officio, Arts*, **Melody Cariello** – *Ex-Officio, School Counseling*, **Zoey Hulatt** - *Student Representative (Tallwood HS)*

Non-Voting Members/Ex-Officio Members Absent:

Guests:

Jennifer Franklin - *VBCPS School Board*, Mike Callan - *VBCPS School Board*, Kami Lannetti, *School Board Attorney*

Quorum Present: YES

Meeting Minutes

1. Meeting called to order: 6:40 pm
2. Welcome – Mr. Kolheffer, Chairperson; Dr. Kelly and Dr. Wilkerson, Department of Teaching and Learning, welcomed visitors and members. Visitors were introduced.
3. Special Order/Topics - Information on Freedom of Information Act (FOIA), Electronic Meetings and Parliamentary Procedures – Ms. Lannetti
 - a. Information was shared about procedures and requirements for open meetings and records.
 - b. Electronic Meetings
 1. Local meetings are unable to hold meetings electronically since the COVID general order ended.

2. Groups who want to have a remote participation meeting must adopt a policy.
 3. In an electronic meeting, everyone is at separate locations.
 4. Remote participation requires a quorum in one location. Members have limits on reasons they do not attend due to personal reasons (e.g., twice in a calendar year or 25% of the meetings) and could participate remotely after they surpassed the limits but would be unable to vote. Members who are unable to attend due to illness can participate remotely with no limitations.
 5. During remote meetings, the chairperson would start the meeting and take attendance. VBCPS Staff and the chairperson need to know how many people are participating to determine if there's a quorum because there might not be enough people in person to have the meeting.
 6. If the city or state declare an emergency, the committee can have an electronic meeting during the emergency, but it should only be meeting for an important reason.
- c. Information was shared with the committee regarding Parliamentary Procedures
1. Parliamentary Procedures are processes which ensure the minority point of view to have a voice at meetings.
 2. Robert's Rules of Order applies to groups over twenty-two.
 3. Appendix A at the end of the Gifted CAC bylaws outlines the procedures the group follows.
 4. Best practice for meetings ensures that everyone who wants to speak should get to speak first before a person speaks again.
 5. The public doesn't have to have the right to speak or comment. Public comment can happen but there must have enough time to get the action done.
 6. Make sure to plan enough time to get the work of the agenda done during the meeting time.
 7. Before voting the chairperson should repeat the question/motion to ensure clarity.
- d. Ms. Lannetti proposed an amendment to bylaws and share copies with the members. The first section addresses emergency meetings, and the second section addresses remote participation.
1. If a member is going to be absent, they need to alert the chairperson and Office of K-12 and Gifted Programs ahead of time.
 2. If three members are together and talk about things relating to the committee, they have to open their meeting to the public with advance notices, an agenda, be ADA compliant and take minutes.
- e. Mr. Kolheffer requested the proposed bylaw amendment consideration be added to the agenda for the next meeting. Two-thirds of the committee must be present and affirmatively vote on bylaws in order for it to be passed.

4. Business Meeting

- a. Meeting called to order: Kolheffer.
- b. Motion to approve July 26, 2023, special meeting minutes: Kolheffer, 2nd Krug.
Vote: AYE - Unanimous.
- c. Member and officer update - One member and one officer (co-chairperson) have both resigned. Motion to vote to accept resignations: Kolheffer, 2nd Harding.
Vote: AYE - Unanimous.

- d. Co-chairperson nomination
 - 1. Three members were nominated and two declined the nominations.
 - 2. Motion to confirm Alli Krug as Co-chairperson: Kolheffer, 2nd McKendree. Vote: Abstain – Kolheffer and Krug. AYE: McKendree, Copeland, Harding, Morrison, Nichols.
- e. Mr. Kolheffer proposed reviewing updates to the Local Plan for the Education of the Gifted amendment in a similar fashion to the second July meeting.
 - 1. Page 28, Activity 3.1 Use of CASEL replacement - revised to use word “integrate” instead of “infuse”.
 - 2. P. 48 Activity 9.3 Added word “learning” after “social and emotional” to match language of other areas.
- f. Motion to extend the meeting to 8:30: Kolheffer, 2nd Harding. Vote: AYE - Unanimous.
- g. Update review continued
 - 1. Regarding P. 70, the group wanted it to be noted that - We feel that opt-out mechanism is preferable due to potentially missing students due to the opt-in. However, until there is a change in regulatory statutes, we have to do the opt-out to comply with state regulations.
 - 2. P. 77 last paragraph – the committee agreed to bring up for discussion for the next five-year plan and that the current wording will bring the Local Plan in alignment for current practices. Ultimately, this will be a point of conversation for CAC as more discussion is needed.
 - 3. Page 80 - 2nd and 3rd paragraphs – The committee passed on making comments on this amendment.
 - 4. Page 81 Rating scale –Members would prefer the 5-point scale and break it down to more groups. They prefer individual raters as opposed to a consensus.
- h. Motion to extend 10 minutes to 8:40 p.m.: Kolheffer, 2nd McKendree. Vote: AYE - Unanimous.
- i. Update review continued with Page 110 added statement. The group had concerns about this language and would like it clarified as to when it would be used.
- j. Motion to adjourn: Kolheffer, 2nd Nichols. Vote: AYE - Unanimous.

5. Adjournment: **8:40 p.m.**

Respectfully Submitted,

Maria Munson
Office Associate
Department of Teaching & Learning