



School Board Service

Kimberly A. Melnyk, Chair
District 2

Jennifer S. Franklin, Vice Chair
District 2 – Kempsville

Beverly M. Anderson
At-Large

Kathleen J. Brown
District 10

Michael R. Callan
District 6

David Culpepper
District 8

Victoria C. Manning
At-Large

Staci R. Martin
District 4

Jessica L. Owens
District 3 – Rose Hall

Trenace B. Riggs
District 1 – Centerville

Carolyn D. Weems
District 9

Donald E. Robertson, Ph.D., Superintendent

School Board Special Meeting MINUTES
Tuesday, February 6, 2024

School Administration Building #6, Municipal Center
2512 George Mason Drive
P.O. Box 6038
Virginia Beach, VA 23456
(757) 263-1000

NOTICE OF SPECIAL MEETING OF THE SCHOOL BOARD OF THE CITY OF VIRGINIA BEACH

1. **Call to Order and Roll Call:** Chair Melnyk convened the special meeting of the School Board at the School Administration Building #6, School Board Chamber at 4:00 p.m. on the 6th day of February 2024 and announced pursuant to Bylaw 1-46, and *Virginia Code* § 2.2-3707, the School Board will hold a special meeting on Tuesday, February 6, 2024, at 4:00 p.m., at the School Administration Building #6, 2512 George Mason Drive, Virginia Beach, Virginia 23456 in the School Board Room. The purpose of this special meeting is for the presentation of the:
 - A. Policy 4-88 Holidays – amendment
 - B. Policy 7-75 Vehicles, Motorized Devices and Animals on School Grounds

Chair Melnyk noted, members of the public will be able to observe the School Board Meeting through livestreaming onschoolboard.vbschools.com/meetings/live, broadcast on VBTV Channel 47, and on Zoom; thanked those that have joined us in person and online.

In addition to Superintendent Robertson, the following School Board members were present in the School Administration Building #6, School Board Chamber: Chair Melnyk, Vice Chair Franklin, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Manning, Ms. Owens (arrived at 4:02 p.m.), Ms. Riggs, and Ms. Weems.

2. **Moment of Silence followed by the Pledge of Allegiance**
3. **Adoption of the Agenda:** Chair Melnyk called for any modifications to the agenda as presented. Hearing none, Chair Melnyk called for a motion to approve the agenda as presented. Vice Chair Franklin made the motion, seconded by Ms. Brown. Without discussion, Chair Melnyk called for a vote. The School Board Clerk announced there were ten (10) ayes in favor of the motion to approve the agenda as presented: Chair Melnyk, Vice Chair Franklin, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Manning, Ms. Owens, Ms. Riggs, and Ms. Weems. The motion passed, 10-0-0.
4. **Action**
 - A. **Policy 4-88 Holidays – amendment:** Chair Melnyk called for a motion to approve an amendment to Policy 4-88 Holidays to include staff days as an exception for holidays. Ms. Owens made the motion, seconded by Ms. Weems. There was a brief discussion regarding the policy; preliminary discussions about the calendar and Election Day; adding two words to the policy “staff days,” under section A. Designated holiday. Without further discussion, Chair Melnyk called for a vote. The School Board Clerk announced there were ten (10) ayes in favor of the motion to approve an amendment to Policy 4-88 Holidays to included staff days as an exception for



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holidays: Chair Melnyk, Vice Chair Franklin, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Manning, Ms. Owens, Ms. Riggs, and Ms. Weems. The motion passed, 10-0-0.

- B.** Policy 7-57 Vehicles, Motorized Devices and Animals on School Grounds - amendment: Chair Melnyk called for a motion to approve an amendment to Policy 7-57 Vehicles, Motorized Devices and Animals on School Grounds to allow the Superintendent or designee to authorize exceptions to the restrictions on classroom animals with guidance. Ms. Manning made the motion, seconded by Ms. Weems. There was a discussion regarding Policy 7-57; teaching preparing for lesson; teachers attended 4H training; curriculum prepared; policy going through the Policy Review Committee; input from administration; Department of Teaching and Learning examining curriculum; CDC and PETA; to discuss in PRC; time sensitive issue; more discussions to take place on policy; look at all animals when reviewing policy; support for amendment; coming to an agreement; exciting project. Without further discussion, Chair Melnyk called for a vote. The School Board Clerk announced there were ten (10) ayes in favor of the motion to approve an amendment to Policy 7-57 Vehicles, Motorized Devices and Animals on School Grounds to allow the Superintendent or designee to authorize exceptions to the restrictions on classroom animals with guidance: Chair Melnyk, Vice Chair Franklin, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Manning, Ms. Owens, Ms. Riggs, and Ms. Weems. The motion passed, 10-0-0.

- 5. Adjournment:** Chair Melnyk adjourned the Special Meeting at 4:18 p.m.

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NOTICE OF SPECIAL MEETING OF THE SCHOOL BOARD OF THE CITY OF VIRGINIA BEACH

- 1. Call to Order and Roll Call:** Chair Melnyk convened the special meeting of the School Board at the School Administration Building #6, School Board Chamber at 5:00 p.m. on the 6th day of February 2024 and announced in accordance with the Schedule of School Board Meetings approved by the School Board at their January 9, 2024, Organizational/Regular Meeting, and pursuant to Bylaw 1-46, and *Virginia Code* § 2.2-3707, the School Board will hold a special meeting on Tuesday, February 6, 2024, at 5:00 p.m., at the School Administration Building #6, 2512 George Mason Drive, Virginia Beach, Virginia 23456 in the School Board Room.

The purpose of this special meeting is for presentation of the:

1. Superintendent's Estimate of Needs for Fiscal Year 2024-25;
2. Proposed Capital Improvement Program (CIP) Fiscal Year 2024-25 through Fiscal Year 2029-30.

Chair Melnyk noted, members of the public will be able to observe the School Board Meeting through livestreaming onschoolboard.vbschools.com/meetings/live, broadcast on VBT Channel 47, and on Zoom; thanked those that have joined us in person and online.

In addition to Superintendent Robertson, the following School Board members were present in the School Administration Building #6, School Board Chamber: Chair Melnyk, Vice Chair Franklin, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Manning, Ms. Owens, Ms. Riggs, and Ms. Weems.

- 2. Moment of Silence followed by the Pledge of Allegiance**
- 3. Adoption of the Agenda:** Chair Melnyk noted the section of Adoption of the Agenda was not listed on the published agenda for the special meeting. Chair Melnyk made a modification to the agenda to include the Adoption of the Agenda. Chair Melnyk called for any other modifications to the agenda as presented. Hearing none, Chair Melnyk called for a motion to approve the agenda as presented and modified. Ms. Brown made the motion, seconded by Ms. Manning. Without discussion, Chair Melnyk called for a vote. The School Board Clerk announced there were ten (10) ayes in favor of the motion to adopt the agenda as presented and modified: Chair Melnyk, Vice Chair Franklin, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Manning, Ms. Owens, Ms. Riggs, and Ms. Weems. The motion passed, 10-0-0.

- 4. Budget Presentation:**

- A. Superintendent's Estimate of Needs for Fiscal Year 2024-25
- B. Superintendent's Proposed Fiscal Year 2024-25 through Fiscal Year 2029-30 Capital Improvement Program Budget

Recommended that the School Board receive The School Operating Budget for FY 2024/25 and Capital Improvement Program (CIP) for FY 2024/25 - FY 2029/30 to be presented for information. After the School Board completes its process of workshops and review over the next few weeks, administration recommends School Board approval by March 5, 2024. Crystal Pate, Chief Financial Officer began the presentation; reviewed the presentation agenda: prelude to SEON, questions from School Board members, administrative actions, operating budget, capital improvement program, next steps, and questions.

Donald E. Robertson, Ph.D., Superintendent continued the presentation and reviewed prelude to SEON; took a moment to thank the School Board, staff, students, community, senior leadership, and budget staff; mentioned the recession; increase to borrowing costs; inflation rate at 3.54%; teacher compensation remains a top priority for fiscal year 24-25; over the past three years, federal relief funds of approximately \$129 million, set to expire in September 2024; SEON contains – federal revenues of \$14.7 million, state revenues of \$455.9 million, and revenue sharing formula revenues of \$479.4 million, other local revenues \$4.5 million, and a school reserve of zero; total budget approximately \$954.5 million; need for capital improvement across the division; funding to support the health, safety, maintenance, and replacement of School Division facilities; prioritize of maintenance projects; total

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CIP funding remains flat through the six-year program; adjustments made due to inflation; reviewed some division accomplishments; Goal 1: Educational Excellence – all schools accredited for the three years prior to the pandemic waiver and two years following the waiver, six schools earned the highest achievement award from the Virginia Board of Education, two high schools were recognized with continuous improvement awards for increasing their graduation and completion index, two elementary schools were recognized with continuous improvement awards for increasing achievement in mathematics and reading, on-time graduation rate: 95.3%, dropout rate: 2.8%, Great Neck and Salem Middle Schools received distinction as AVID National Demonstration Schools; Goal 2: Student Well-Being – from spring survey more than 85% of students, parents, and staff report schools and departments are safe and welcoming, VBCPS being awarded the school-based mental health services grant from the Virginia Department of Behavioral Health and Development Services for the 23-24 school year, 82 schools have earned the VDOE Purple Star Designation, Purple Star schools have demonstrated their commitment to meeting the needs of military families, TIDE Coalition is a network of staff and students working with community partners to address equity social emotional learning, mental health, and civic engagement, DEI mentoring program; Goal 3: Student Ownership of Learning – since 2002 over 155,000 industry credentials have been earned by VBCPS students, last year students earned a record 13,520 globally recognized industry credentials, more than 1,000 high school students participated in work-based and service learning in 2023, An Achievable Dream High School program opened in August 2023 at Lynnhaven Middle School, renewable energy program for students at the Advanced Technology Center; Goal 4: Exemplary Diversified Staff – from spring survey more than 85% of staff reported high levels of job satisfaction, teacher retention rate: 90%, in 2022-23, VBCPS implemented largest employee compensation package, reduced health care premiums by 40 to 50%; Goal 5: Mutually Beneficial Partnerships – more than 85% of participating families expressed satisfaction with division events, programs, and resources, VBCPS collaborated with Newport News Shipbuilding to create the Apprentice X Program; Goal 6: Organizational Effectiveness and Efficiency - VBCPS established the Virginia Beach School Safety Task Force, expanded the School Resource Officer Program, the Office of Security and Emergency Management acquired over \$1.3 million through grants, hired and trained 10 armed security officers, consistently recognized for excellence in financial reporting.

Ms. Pate continued the presentation and reviewed the various questions submitted by School Board members; topics regarding vendors (Community in Schools, Panorama), Newsela software, acreage requirement for middle and high school athletic fields, CHKD Bridge Program, Adult Learning Center; reviewed administrative actions since January 23, provided overview of reductions; school operating fund revenue sources: 49.8% local contribution, 38.0% State, 10.3% State Sales Tax, 1.5% Federal, and 0.4% other local; school operating fund by State category: 73.0% instruction, 12.1% operations and maintenance, 5.4% pupil transportation, 4.8% administration, attendance and health, 4.7% technology; school operating fund expenditures by type – largest categories: 61.8% personnel services and 23.8% fringe benefits; reviewed the budget balancing; highlighted some categories – compensation, increase transfer to Green Run Collegiate, increase transfer to athletics fund, increase contract for SECEP tuition, impact of inflation on general maintenance, parts and supplies, custodial supplies, grounds services, additional elementary security assistants, department reductions form 2023-2024; overview of potential consideration for budget cuts based on real estate tax rate cuts.

Melisa Ingram, Executive Director of Facilities Services continued the presentation; assumptions for proposed FY24-25 Capital Improvement Program (CIP): level funding over the 6-year CIP, impact of inflation, \$50 million Debt Service, prioritizing maintenance, funding constraints support smaller scale projects; reviewed current funding sources; level funding does not include inflation; overview of approved FY23-24 CIP – funding summary; cumulative 6-year funding: total CIP: \$372.3 million; maintenance projects \$313.9 million (84.3%), new construction projects \$58.4 million (15.7%); reviewed proposed FY24-25 CIP funding summary, and school modernization/replacement program. Ms. Pate reviewed timeline; February – budget workshops every week, February 13 – public hearing, March – School Board approval of budget, by May 15 – City Council approves municipal budget; email questions to Dr. Robertson, Crystal Pate, and all School Board members; submit questions by Friday each week to provide answers before the next Tuesday.

5. **Adjournment:** Chair Melnyk adjourned the Special Meeting at 5:54 p.m.

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NOTICE OF SPECIAL MEETING OF THE SCHOOL BOARD OF THE CITY OF VIRGINIA BEACH

- 1. Call to Order and Roll Call:** Chair Melnyk convened the special meeting of the School Board at the School Administration Building #6, School Board Chamber at 5:56 p.m. on the 6th day of February 2024 and announced pursuant to Bylaw 1-46, and *Virginia Code* § 2.2-3707, the School Board will hold a special meeting on Tuesday, February 6, 2024, at 6:00 p.m. or after the Special Meeting set for 5:00 p.m., at the School Administration Building #6, 2512 George Mason Drive, Virginia Beach, Virginia 23456 in the School Board Room.

The purpose of this special meeting is for presentation of the:

1. Appointment of Interim School Board Member District 4 and Petition for Writ of Special Election

In addition to Superintendent Robertson, the following School Board members were present in the School Administration Building #6, School Board Chamber: Chair Melnyk, Vice Chair Franklin, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Manning, Ms. Owens, Ms. Riggs, and Ms. Weems.

- 2. Adoption of the Agenda:** Chair Melnyk called for any modifications to the agenda as presented. Hearing none, Chair Melnyk called for a motion to approve the agenda as presented. Ms. Anderson made the motion, seconded by Ms. Owens. Without discussion, Chair Melnyk called for a vote. The School Board Clerk announced there were ten (10) ayes in favor of the motion to adopt the agenda as presented: Chair Melnyk, Vice Chair Franklin, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Manning, Ms. Owens, Ms. Riggs, and Ms. Weems. The motion passed, 10-0-0.

- 3. Information**

- A. Petition for Writ of Special election process
- B. Appointment of Interim School Board Member District 4 process

Recommended that the School Board review and provide guidance on the proposed process for filing a Petition for Writ of Special Election and the Appointment Process for the Interim School Board Member – District 4; Kamala Lannetti, School Board Attorney provided the School Board information regarding appointment of interim School Board member; what does the School Board have to do when a School Board member vacates office: file a petition with the Court requesting a Writ of Special Election within 15 days, appoint a qualified citizen to fill the vacancy within 45 days; Writ of Special Election: Code of Virginia 22.1-226 (A), School Board must adopt a resolution authorizing the Petition for Writ of Special Election; directs the School Board attorney to file the petition and take all appropriate actions; paying for notice in *Virginian Pilot*, setting up vbschools.com notice, setting up meeting rooms and scheduling chosen interviewees; time period for appointment on interim School Board member – February 14 plus 45 days equals March 30, 2024; public hearing before appointment: Code of Virginia 22.1-29.1, at least 7 days prior to any appointment of a School Board member hold one or more public hearing to receive the views of citizens of the school division, at least 7 days prior to the public hearing must publish notice of public hearing in a newspaper of general circulation in the school division; reviewed sample notice of public hearing; publication of names of applicants: Code of Virginia 22.1-29.1, no nominee or applicant whose name has not been considered at a public hearing shall be appointed as a School Board member, names should be in agenda materials and/or on vbschools.com and read before the public hearing; reviewed timeline; application dates: February 14 – first day applications are available, March 4 – 3:00 p.m. applications due to Clerk; application form – updated prior application form, School Board to review and provide suggestions or edits, application forms are available on vbschools.com or by contacting Clerk of the School Board; reviewed qualifications to serve as Interim School Board Member District 4; Code of Virginia 22.1-29, qualified voter and bona fide resident from the district form which he is selected, elected by the qualified voters of that district; Code of Virginia 22.1-30, no employee of a school board can be appointed to a School Board; Code of Virginia 2.2-3119, limitation on School Board members having family members as School Division employees; social media checks; interview of chosen candidates: March 26 – closed session before regular meeting at School Administration Building (SAB), interview questions approved prior to March 26, public comments during regular meeting, action agenda – School Board votes on Interim School Board



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Member District 4; swearing in and term of service: March 27 – swear in new School Board Member District 4, term of service – March 27, 2024 until November 5, 2024 election results are certified, and newly elected School Board member is sworn in.

The presentation continued with questions and comments regarding interview questions; interviews; recognition for Ms. Martin; timeline; criminal and social media checks; application form; suggestion for School Board members to give Ms. Lannetti a question; publish application by February 14; reviewed timeline dates of March 26 and March 12; application questions; posting of agenda packet.

4. **Adjournment:** Chair Melnyk adjourned the Special Meeting at 6:34 p.m.

Respectfully submitted:

Regina M. Toneatto, Clerk of the School Board

Approved:

Kimberly A. Melnyk, School Board Chair