



School Board Services

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

Shannon L. Kendrick
District 4
Interim

Victoria C. Manning
At-Large

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, June 4, 2024

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

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 4th day of June 2024 and announced in accordance with Bylaw 1-46, and Virginia Code § 2.2-3707, the School Board of the City of Virginia Beach has called for a special meeting to be held at 4:00 p.m., Tuesday, June 4, 2024, at the School Administration Building #6, Municipal Center, 2512 George Mason Drive, Virginia Beach, Virginia 23456. The purpose of the special meeting is for the School Board:

1. In open session/Workshop, for the School Board to be presented with an update of the FY 2024/25 Budget.
2. To convene in 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, 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) the Superintendent’s evaluation and matters related to the Superintendent’s contract.
3. To vote in open session on any matters related to the closed session, if needed.

Chair Melnyk mentioned the members of the public will be able to observe the open sessions of the Special School Board Meeting through livestreaming on schoolboard.vbschools.com/meetings/live, broadcast on VBTV Channel 47, and on Zoom and thanked those that joined the meeting 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, Ms. Kendrick, Ms. Manning, Ms. Riggs, and Ms. Owens.

The following School Board members were not in attendance: Mr. Callan (personal reasons), Mr. Culpepper, and Ms. Owens (medical reasons).

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. Vice Chair Franklin made the motion, seconded by Ms. Riggs. Without discussion, Chair Melnyk called for a vote. The School Board Clerk announced there were eight (8) ayes in favor of the motion to approve the agenda as presented: Chair Melnyk, Vice Chair Franklin, Ms. Anderson, Ms. Brown, Ms. Kendrick, Ms. Manning, Ms. Riggs, and Ms. Weems. The motion passed, 8-0-0.

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- 3. Workshop: FY 2024-25 Budget Update:** Cassandra Armstrong, Budget Development Coordinator, and Charity Zellmer, Budget Development Coordinator presented the School Board with an update of the FY 2024-25 budget; reviewed the presentation agenda: FY2024-25 budget recap and update, JUUL Abatement Settlement funds; budget challenges: employee compensation/benefits, higher Local Composite Index (LCI), State funding only increased \$545,000 over the amended FY 2023-24 budget, increasing costs based on inflation, Federal Elementary and Secondary Emergency Relief (ESSER) funding expires September 30, 2024; preemptive measures for revenue challenges: net decrease of 57.0 FTEs in the school operating fund, reduced department budgets by over \$1.4 million, reduced each school's budget by 5%, reduced the number of site-assigned substitutes, reduced the cost of various contracts by renegotiating terms, increased the staffing ratio in secondary schools; items included in the budget: step increase to the teacher pay scale (1.5%), step increase to the unified pay scale (1.0% or 1.5% depending on creditable years of service), change to minimum wage for the lowest wage employees to \$15.00 per hour, change to VRS Hybrid voluntary contributions; reviewed the School Board approved employee increases effective July 1, 2024; effective July 1, 2024 – minimum wage increase \$15.00: bus assistants, cafeteria assistants, custodian I; July 1, 2024 – tuition reimbursement will increase from \$850 to \$1,000 per eligible employee while funding is available; overview of revenue comparison for the Superintendent's Estimate of Needs, total amended FY 2023-24: \$934,083,094; total SEON FY 2024-25: \$954,507,262; total variance: \$20,424,168; reviewed balancing to the two-cent tax reduction, noted reduction of staff through attrition; revenue comparison for the proposed budget: SEON FY 2024-25: \$954,507,262; proposed FY 2024-25: \$948,585,720; variance from SEON: \$5,648,542. Charity Zellmer continued the presentation; provided a City budget update: the City adopted the budget on May 14, 2024, the adopted budget included a two-cent reduction to the real estate tax rate, Revenue Sharing Formula (RSF) to be reduced an additional \$218,208; State budget update: the Governor signed the state budget on May 13, 2024, the spending priorities of the General Assembly remained mostly intact, provides state funding for a 3.0 percent compensation supplement effective July 1, 2024 for SOQ-funded instructional and support positions, digital sales tax was not included; reviewed revenue comparisons for the amended budget; State revenue increased by \$18.9 million, Sales Tax decreased by \$2.8 million, the RSF decrease by approximately \$200,000, overall increase over the proposed budget of \$15.9 million.
- Cheryl Woodhouse, Chief Human Resources Officer, continued the presentation and covered employee compensation; teacher market comparisons – top candidates make their selections based on three factors: salary and total compensation, cost of living, and quality of the school division; two factors for candidates going to another school division: salary and affordability; School Board consideration for employee increases effective August 1, 2024: 2% increase in the entry rates for both the unified and instructional experience-based step pay scales; reviewed 2024-2025 market assessment – teacher entry-level salaries for a Bachelor's Degree; effective August 1, 2024 – Virginia Beach: \$54,065; Chesapeake: \$55,184; Norfolk: \$57,500; 2024-2025 Wellness Leave Days for consideration: continue or discontinue Wellness Leave, cost to cover substitutes: projected cost for 1 day: \$650,00 and projected cost for 2 days: \$1,300,000, make Wellness Leave permanent or consider Wellness Leave annually, maintain established parameters on the usage of Wellness Leave, prorate the issuance of Wellness Leave for new employees up to May 31.
- Ms. Zellmer continued the presentation; additional considerations for the remaining \$2.9 million: Special Education Support (\$2.0 million), Wellness Day (\$650,000), Virginia Literacy Act (\$1.0 million), Educational Allowances (\$1.9 million); next steps for the FY 2024-25 budget: by June 7 – provide recommendations to Dr. Robertson and copy all School Board members, June 10 – resolution for Information and Action, June 18 – presentation to City Council, July 2 – City Council action; JUUL Abatement Settlement Funds: VBCPS received \$892,142.52 from the JUUL Abatement Settlement funds, the School Board reserved \$500,000 of this amount in the Categorical Grant fund to support a recovery school, currently \$392,142.52 remains unallocated.
- The presentation continued with questions and comments regarding balance of JUUL settlement; if not in categorical grant, funds need to be spent by June 30; positions scaled back; no one losing job, through attrition; teacher starting pay; support for Wellness Days; cost for Wellness Days; number of sick leave and personal leave days teacher receive; additional funds for addiction, resources, to help students; review of compensation information from presentation, 3% compensation for SOQ; increase of class size; funds for Special Education; step



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increases; number of teacher vacancies; impact of class sizes; real estate tax and home value increases; clarification of abatement funds; support for special education and Wellness Days; competitive salaries; benefits; Virginia Literacy Act; exit surveys; 98% fill rate of classrooms; funds to help students; and recovery school.

Before reading into the Closed Session, Chair Melnyk mentioned the Governance Committee meeting scheduled for tomorrow (June 5) has been cancelled; next School Board meeting will be on Monday, June 10 due to graduations beginning on Tuesday, June 11.

4. **Closed Session:** At 5:22 p.m., Vice Chair Franklin made the following motion, seconded by Ms. Anderson, that the School Board recess into Closed Session in accordance with the exceptions to open meetings law set forth in Code of Virginia §2.2-3711, Part A, Paragraph, 1, as amended, to deliberate on the following matters:

1. 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 of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals.

Namely to discuss:

- A. The Superintendent's evaluation and matters related to the Superintendent's contract.

Without discussion, Chair Melnyk called for a vote. The School Board Clerk announced there were eight (8) ayes in favor of the motion to recess into Closed Session: Chair Melnyk, Vice Chair Franklin, Ms. Anderson, Ms. Brown, Ms. Kendrick, Ms. Manning, Ms. Riggs, and Ms. Weems. The motion passed, 8-0-0.

The School Board recessed into Closed Session at 5:24 p.m.

Individuals present for discussion in the order in which matters were discussed:

- A. The Superintendent's evaluation and matters related to the Superintendent's contract: School Board Members: Chair Melnyk, Vice Chair Franklin, Ms. Anderson, Ms. Brown, Ms. Kendrick, Ms. Manning, Ms. Riggs, and Ms. Weems; Kamala H. Lannetti, School Board Attorney; and Regina M. Toneatto, School Board Clerk.

The following School Board members left and returned to the Closed Session:

Ms. Weems left at 6:08 p.m. and returned at 6:11 p.m.; Ms. Manning left at 6:30 p.m. and returned at 6:31 p.m.; Vice Chair Franklin left at 6:32 p.m. and returned at 6:34 p.m.; Ms. Riggs left at 6:38 p.m. and returned at 6:40 p.m.; and Ms. Anderson left at 6:46 p.m. and returned at 6:47 p.m.

The School Board reconvened at 7:10 p.m.

Certification of Closed Session: Vice Chair Franklin read the Certification of Closed Session:

WHEREAS, the School Board of the City of Virginia Beach has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 (D) of the Code of Virginia requires a certification by this School Board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the School Board of the City of Virginia Beach hereby certifies that, to the best of each member's knowledge, (i) 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 (ii) only



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such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered.

Ms. Manning made the motion, seconded by Ms. Brown for the Certification of Closed Session. Without discussion, Chair Melnyk called for a vote. The School Board Clerk announced there were eight (8) ayes in favor of the motion for Certification of Closed Session: Chair Melnyk, Vice Chair Franklin, Ms. Anderson, Ms. Brown, Ms. Kendrick, Ms. Manning, Ms. Riggs, and Ms. Weems. The motion passed, 8-0-0.

5. ***Vote on any matter related to the Closed Session (if needed):*** None.
6. ***Adjournment:*** Chair Melnyk adjourned the meeting at 7:11 p.m.

Respectfully submitted:

Regina M. Toneatto, Clerk of the School Board

Approved:

Kimberly A. Melnyk, School Board Chair