

PRINCE GEORGE COUNTY SCHOOL BOARD
PRINCE GEORGE, VIRGINIA
REGULAR MEETING
October 10, 2016

The regular meeting of the Prince George County School Board was held in the County Administration Building, Third Floor Board Room, on Monday, October 10, 2016 at 6:30 p.m.

A closed meeting was held at 5:30 p.m.

Members and staff present:

Mr. Reeve E. Ashcraft, Board Member
Mr. Robert E. Cox, Jr., Board Member
Mr. Kevin S. Foster, Chairman
Mr. Roger E. Franklin, Jr., Board Member [absent]
Mr. Lewis E. Stevenson, Vice Chairman
Mrs. Renee P. Williams, Superintendent
Dr. Lisa Pennycuff, Assistant Superintendent
Dr. Patrick Bingham, Assistant Superintendent
Mrs. Rebecca Kirk, Clerk of the Board

I. CALL TO ORDER

Mr. Foster, Chairman, called the meeting to order at 5:30 p.m.

II. ROLL CALL

Roll call indicated the following Board members present:

Present: Ashcraft, Cox, Foster, Stevenson
Absent: Franklin

III. CLOSED MEETING – pursuant to Section 2.2-3711 of the Code of Virginia

- A. Student Matter – Section 2.2-3711.A.2
1. Student Matter 08/16-17

Mr. Cox made a motion to go into a closed meeting to discuss specific student matters pursuant to the student records exemptions of the VA Code §2.2-3711.A.2. Mr. Ashcraft seconded the motion.

VOTE: Ayes: Ashcraft, Cox, Foster, Stevenson

Absent: Franklin

IV. CERTIFICATION OF CLOSED MEETING AND ACTIONS

Mr. Cox made a motion to go back into an open meeting and certified that nothing had been discussed in the closed session other than what was stated in the original motion. Mr. Ashcraft seconded the motion.

VOTE: Ayes: Ashcraft, Cox, Foster, Stevenson
Absent: Franklin

No action was taken on Student Matter 08/16-17.

V. PLEDGE OF ALLEGIANCE

Mr. Foster led the audience in the Pledge of Allegiance.

VI. APPROVAL OF AGENDA

Mr. Foster asked the Board to remove Item B – Cenergistic Update under the Presentations.

Mr. Cox made a motion to approve the agenda as amended. Mr. Ashcraft seconded the motion.

VOTE: Ayes: Ashcraft, Cox, Foster, Stevenson
Absent: Franklin

VII. SPECIAL RECOGNITIONS

- A. W!SE 2015-16 Blue Star School
 - Prince George High School

Mr. Pete Fisher congratulated Prince George High School and recognized the Economics and Personal Finance teachers for their efforts in helping the school become a W!SE Blue Star School. The Economics and Personal Finance group participates in the nationally recognized “Working in Support of Education Financial Literacy Certification” Program. Schools participating in this certification program administer the W!SE Financial Literacy Certification Test. A school whose students achieve a pass rate of 85% or higher is designated a W!SE Blue Star School. Due to the efforts of the EPF teachers, Prince George High School has been designated a “W!SE Blue Star School”. He recognized the EPF teachers Takisha Ogunyemi, Michelle Crumpler, Janet

Carr, Cheryl Reifer, Nelson Britt, Kendell Warren, Carrie McSherry, Cynthia Chinworth, Raven Holc and Anne Roberts, Test Coordinator, on a job well done.

B. 2017 Region I Teacher of the Year

- Louise Thornton, Prince George High School

Dr. Bingham stated that last spring Louise Thornton had been named the Prince George School Division's Teacher of the Year. She has made an impact on many young adult students and her peers, and it was clear that she was "that teacher" that stood her out from the other teachers. On September 13, 2016, she was selected as the Region I Teacher of the Year. On October 17, 2016 she will compete against 7 other school divisions in her quest to be the state's Teacher of the Year. We wish Ms. Thornton the very best next week.

C. 2016 Media Honor Roll Recipient

- Amir Vera, "*The Progress-Index*"

During the VSBA's 2016 Media Honor Roll process, the School Board unanimously nominated Amir Vera's name to be included to the annual VSBA's Media Honor Roll in recognition of his fair and balanced reporting on school division and education related topics. Amir was a student of Prince George and graduated from Prince George High School, he worked for "*The Progress Index*" and then moved to the Hampton area working for "*The Virginia Pilot*". The School Board thanked him for his positive approach in reporting the challenges facing our schools and the successes achieved by the teachers and students. Mr. Foster presented Mr. Vera with a certificate of appreciation for his reporting and focusing on the school division's goal of providing the best public schools we can for the children who attend them.

D. Virginia School Boards Association Awards

- Award of Recognition – Jill Andrews
- Award of Achievement – Reeve Ashcraft
- Award of Excellence – Rebecca Kirk
- Award of Distinction – Renee Williams

School board members earn Academy credits through participation in VSBA meetings and other Academy sessions and through VSBA governance and service activities. Jill Andrews received the Award of Recognition certificate with 15 Academy credits. Reeve Ashcraft received the Award of Achievement and a bronze pin with 28 Academy credits in a year. Rebecca Kirk received the Award of Excellence and a silver pin with 57 Academy credits in two years. Lastly, Renee Williams received the starfish pin in recognition of the Award of Distinction with 86 Academy credits in a 2-year period.

E. Retirement

- Kathy Petik – Instructional Assistant, Walton (19 years)

Kathy Petik was recognized for 19 years of service in education. Kathy has worked faithfully as an Instructional Assistant and has made an impact on many students during her career.

VIII. APPROVAL OF MINUTES

- A. September 12, 2016 Regular School Board Meeting
- B. September 28, 2016 Special School Board Meeting
- C. October 6, 2016 Special School Board Meeting

Mr. Cox made a motion to collectively approve the September 12, 2016 Regular School Board Meeting minutes, the September 28, 2016 Special School Board Meeting minutes, and the October 6, 2016 Special School Board Meeting minutes as presented. Mr. Ashcraft seconded the motion.

VOTE: Ayes: Ashcraft, Cox, Foster, Stevenson
Absent: Franklin

IX. PRESENTATIONS

- A. School Program Capacity – Doug Westmoreland [**reported after Mr. Rhodes**]

Mr. Doug Westmoreland was late arriving due to a previous meeting. Two years ago Moseley Architects was contacted to do a facility study. He presented a Powerpoint presentation that depicts updated data reviewing student enrollment projections and school program capacities at the elementary and secondary levels to determine student-teacher ratios, Pre-K programs and Special Education/Student Resource programs, and the current use of trailers at the facilities. Observations established with this review indicate program capacity is an issue in the 10 year planning stage for Prince George High School, trailers are utilized at the elementary level to provide capacity and programs, Walton and Beazley Elementary Schools are in need of replacement due to maximum student capacity and Prince George High School has issues with student circulation through the commons area and desirable program enhancements should be considered. A Core Committee should be established with community people, county and school personnel, school administrators and board members to work with Moseley Architects to understand enrollment projections and existing school program capacities, identify facility priorities and identify and analyze appropriate options. The average property to build an elementary school is 20-25 useable acres and 60-80 useable acres for high school building to include parking and athletic facilities.

Mr. Cox volunteered to be part of the Core Committee when established.

- B. Cenergistic Update – Jon Hampton [removed from agenda]
- C. Back-To-School Fair Report – Bertha Judge

Bertha Judge presented on behalf of Shel Douglas who had a previous engagement. The 5th Annual Back to School Fair was a success with 1,055 total book bags distributed (549 elementary bags and 506 secondary bags). Students from all schools including home schooled children, Governor's Schools and private schools received bags to start the school year. There were many supporters of this event, including the Titmus Foundation, The John Randolph Foundation, Container First Services, and the Prince George Food Lion. Also, 10 county churches and 11 county offices were asked to donate one additional bag from each group. The churches exceeded this request with 135 extra bags and the county offices exceeded with 22 extra bags. Additional statistics during the event included over 3,000 people visiting the park, 1,360 hot dogs served by BBQ Bliss, over 1,000 waters distributed by Container First Services, 52 community resource participants, 42 vision screenings, library traffic, etc., and entertainment provided by the Prince George Marching Band and Drill Team, and the Unity Church Band. In closing, she thanked the School Board for its support and announced the 6th Annual Back to School Fair will be August 24, 2017 at Scott Park.

- D. Report from Prince George High School – Mike Nelson

Mr. Nelson welcomed the opportunity to report on behalf of the fully-accredited high school. The school's math scores improved from 65 to 80% pass rate. This is accredited to the school's math department. Other areas also improved due to being proactive in maintaining accreditation and using tiered intervention lesson plans, academic labs, academic tutorial, and extra-time extra help (ETEH) after school programs in math and English and being proactive in project based learning. Examples given were with marketing classes (creating corporation to market and sell products) health and P.E. class (costs associated with having a baby), biology class (DNA testing to solve a murder), historical interpretation (use of Quarter Master Museum), and 1 on 1 testing/instruction. Teachers are embracing project based learning, teaching real and relevant examples and students learning and applying what they learn.

- E. Report from Transportation / Construction Update – by Ron Rhodes

Mr. Rhodes provided updates on maintenance, construction and transportation. There were a lot of weather related problems over the weekend. Staff repaired the air condition unit in the press box at the football field, found and repaired a pipe leak at Walton, removed downed trees at the high school, cut and removed a tree off a bus at a driver's house (the bus had minor damage), removed cold/frozen food from Walton School as a result of a power outage and placed the food in the refrigerator truck, then returned the food once power came back on. Staff also completed many work orders over the last month. Mr. Rhodes also reported on the transportation department saying they continue to safely transport 5,100 students daily to/from school. This number will increase when the fall sports end. There are 108 routes of which 48% are at capacity (51 elementary buses and 57 secondary buses). There are 56 bus drivers, 8 SPED drivers, 1 Maggie Walker Driver, 7 car drivers and 1 combination driver. These drivers service 9 schools outside of this district

and the division has 6 reliable subs to contact. "The transportation department has great folks who work with the division every day and we appreciate our drivers!"

X. PUBLIC COMMENT – GENERAL

Alexandria Wiseman, 13488 Old Stage Road, North Prince George, shared her concerns about school safety. During homecoming/spirit week there was controversy at Prince George High School. During Patriotic Monday some students did not feel comfortable with clothing that others wore. Students did not think faculty did enough to handle the concerns and anxieties. She wants to know how we can make school safer for all students.

Mary Jo Tison, 15303 Arwood Road, Disputanta, voiced several concerns. She spoke about the bell schedule at Prince George High School, wanting to extend lunch time as her child only has 14 minutes to eat, her child taking classes at both the high school and junior high school, and the school division wasting money. She indicated that the school division wasted money by renovating the former J.E.J. Moore building with expensive safety measures then to close the building and buy trailers to put up behind the new Moore Middle School for the Education Center. She referenced the purchase of the transportation office (old 7-Eleven store) and that half of the building is not up to code and unusable, and spoke about the upkeep of grounds and storm water at J.E.J. Moore.

XI. SCHOOL BOARD MEMBER COMMENT

Mr. Cox indicated that McDonalds is rewarding teachers with a free coffee/tea on Tuesdays, just present your school I.D. to receive a free coffee/tea from now through June. He also commended staff and the Prince George Police Department for their presence during the Homecoming game and dance. It was well attended by excited students and all appeared to be having a great time. Mr. Cox responded to one of Ms. Tison's comments by stating that the school division does not own the former J.E.J. Moore Building. This building is owned by the county and she did not have her facts correct on several of the comments she made.

Mr. Foster stated that there are good things happening with all Prince George Schools. He responded to Ms. Wiseman's comments by stating that Central Office Staff and high school administrators have had meaningful and informative conversations with students since last Monday over issues and perceived interpretations. This is a work in progress, it always has and will continue to be a work in progress. He recognized Mr. William Robertson, Chairman of the Board of Supervisors, in the audience and stated that he and Mr. Robertson have been having meaningful dialogue and he thanks him for his support. He also recognized Officer John Pearson being supportive of the School Board at the regular meetings including the discipline hearings. He also indicated that the school division had lost some influential people over the last week: Ed Eakin, former School Board member, Mary Coleman, former teacher and guidance counselor

at Walton and Woman's Club and Library advocate, and Don Schraner, who served as a teacher in the division and guidance counselor at J.E.J. Moore. "These former employees moved education forward and influenced many people with their leadership, direction and guidance" and he lifts them up and sends thoughts and prayers to the families. He also thanked everyone for cards, calls, and prayers extended to him and his family during their recent loss. Lastly, he indicated that the Board will be working with Mr. Nelson and Ms. Romig on student issues at each school.

Mr. Stevenson stated he is in his third term on the School Board. He has been honored to work with former Board members Kenny and Ann Parr, Jerry Warren, and Patrick Bingham. He alluded to Ms. Tison's comments stating that he's "not sure where she got her facts from" but they were untrue. Everyone does a great job in the school division. Mr. Rhodes is doing an excellent job holding the maintenance and construction and transportation departments together, including all the facilities and working with the architect designer. Our school facilities are well-maintained but as Mr. Westmoreland said a couple of our schools have exceeded use expectancy and cannot be upgraded/renovated again. The division is working with the Moseley Architects to identify needs for the future. We need volunteers to serve on the Core Committee and he would like to see 2 students serving on this committee.

Mr. Foster responded that this board has always been and continues to be transparent. Comments about any wrong doing by a board member are false.

XII. CONSENT AGENDA

- A. Personnel Report
- B. Board Requests
- C. Warrants
 - 1. General
 - 2. Title I
 - 3. Food and Nutrition Services
 - 4. Permission to Pay Additional Bills/Anticipated Bills not listed on Warrants List

Mr. Cox made a motion to approve the Consent Agenda as amended, including permission to pay additional bills/anticipated bills not listed on the Warrants list (see attached Ask Permission to Pay list). Mr. Stevenson seconded the motion.

Personnel Report

Appointments

Theresa Belcher – SPED Teacher, Walton – September 14, 2016
Beverly Adkins – Night Custodian, Moore – October 1, 2016

Resignation

Gloria Everson – RN Nurse, Moore – September 11, 2016
Kippy Lundy – Paraprofessional, PGHS – October 20, 2016

Board Requests

Waiting for Housing on Fort Lee

Mr. and Mrs. Cannon Mangrum request permission for their children, Justin and Emelisse Rodriguez to start school at J.E.J. Moore Middle and William A. Walton Elementary Schools respectively. They are currently living in Petersburg and waiting for housing at Fort Lee and expect occupancy approximately October 17, 2016.

Waiting to Lease/Purchase Home

Mr. James Parker requests permission for his child, Jasmine Parker, to start the school year at South Elementary School. They are currently living in Chesterfield and expect occupancy on October 3, 2016.

Waiting for Home Under Construction

Mr. and Mrs. James Davis request permission for their children, Clayton and Anna Davis to attend N.B. Clements Junior and Prince George High Schools while they wait for home to be constructed. They currently reside in Petersburg and expect occupancy on January 31, 2017.

Religious Exemptions - Section 22.1-254.B.1 of the Code of Virginia

Mr. and Mrs. Paul Blyden request permission for their children, Myla-Danae Blyden and Malaeya Blyden, to be exempt from compulsory attendance.

Field Trip Requests

Chris Waugaman requests permission to take 5-6 students to the JEA/NSPA Conference scholastic journalism conference in Indianapolis, IN on November 9-12, 2016.

Takisha Ogunyemi requests permission to take Cultural Awareness students and SADD Club to visit Howard University, Washington, DC to tour the campus, historic monuments, and the new National Museum of African-American Heritage and Culture on November 18, 2016.

Mr. Storm Burks requests permission to take the Advanced Choir to the Festival Disney, Orlando, FL, to compete against choirs across the nation on April 6-9, 2017.

Megan Wilder requests permission to take 4th grade students from North Elementary to the Museum of Natural History, Washington, DC on April 20, 2017.

VOTE: Ayes: Ashcraft, Cox, Foster, Stevenson
Absent: Franklin

XIII. ACTION ITEMS

- A. 2015-16 Gifted Advisory Board Report – Annual Report and End of Year Report – by Willie Elliott

Mr. Elliott shared the end of year report from the Gifted Advisory Board and the Gifted Annual Report that is filed with the State Department. The Gifted Advisory Board focused on curriculum for the identified gifted students at the elementary level, discussed social and emotional needs of gifted students and how to encourage those underachieving and discussed and critiqued the current curriculum and service delivery model in relation to the 5-year goals. The Gifted State Department Annual Report

reflects the qualifications of Director of Gifted and list of the division's services by grade level.

Mr. Ashcraft made a motion to approve the 2015-16 Gifted Advisory Board Report. Mr. Stevenson seconded the motion.

VOTE: Ayes: Ashcraft, Cox, Foster, Stevenson
Absent: Franklin

Mr. Stevenson made a motion to approve the 2015-16 Gifted Annual Report. Mr. Ashcraft seconded the motion.

VOTE: Ayes: Ashcraft, Cox, Foster, Stevenson
Absent: Franklin

B. Policy GCBD-R Leaves and Absences (Sick Bank Policy) – by Renee Williams

Mr. Stevenson made a motion to follow Policy GCBD-R and terminate the sick leave bank provision and staff is to come back with information for consideration of re-writing the sick leave bank provision. Mr. Cox seconded the motion.

VOTE: Ayes: Ashcraft, Cox, Foster, Stevenson
Absent: Franklin

Board members asked staff to review and return sick leave bank support documentations since 2014 and they also instructed staff to explore short-term disability for employees with the assistance of the Pierce Group, Insurance Consultant, during the next open enrollment period. Staff is also to communicate to employees that the sick leave bank policy has been terminated at this time.

Mr. Cox made a motion to remove the sick leave bank provision from Policy GCBD-R – Leaves and Absences (VRS Plan 1 and VRS Plan 2 Employees) and approve as presented. Mr. Ashcraft seconded the motion.

VOTE: Ayes: Ashcraft, Cox, Foster, Stevenson
Absent: Franklin

Mr. Stevenson made a motion to remove reference to the sick leave bank provision from Policy GCBD-R – Hybrid - Leaves and Absences (VRS Hybrid Employees) and approve as presented. Mr. Cox seconded the motion.

VOTE: Ayes: Ashcraft, Cox, Foster, Stevenson
Absent: Franklin

[For the record, the School Board took a 5 minute recess.]

XIV. DISCUSSION ITEMS

A. School Staffing Agreements – by Renee Williams

Annually school staffing agreements and MOUs are executed for services throughout the year. A Memorandum of Agreement has been executed with District 19 Community Services Board, Prince George Police Department and the division has executed a Master Articulation Agreement with John Tyler Community College and Peer School Divisions for the 2016-17 school year.

B. Fiscal Year 2015-16 School Activity Fund Audit Reports – by Rebecca Hicks

Robinson Farmer Cox completed the audit of the School Activity Funds for the fiscal year ending June 30, 2016. The continued efforts of our school bookkeepers and administrators are obvious due to the low number of management comments and the low level of “severity” of such comments. Two schools (Walton and Prince George Education Center) received no management comments. Management comments have been shared with principals and bookkeepers and corrective actions are being implemented. Staff will be conducting a workshop for bookkeepers later in the year.

C. Fiscal Year 2015-16 PTO & Booster Club Audits – by Rebecca Hicks

Robinson Farmer Cox completed the audit of the independent Parent Teacher Organizations and Booster Club for the fiscal year ending June 30, 2016. Management comments were noted in the reports and corrective action has been taken on several comments. PTA organizations are from J.E.J. Moore Middle, N.B. Clements Junior, and Prince George High Schools. There are no PTA organizations at the elementary level.

D. 2016-17 Monthly Budget Update – by Rebecca Hicks

Ms. Hicks presented the Financial Report for September 2016 with revenue and expenditure summaries for General Funds, Federal Funds, and Nutritional Services Funds (see attached). She indicated that an Encumbered Section had been added to the report and purchase orders are being entered into the system. Currently school board office personnel only have access to Munis to enter purchase orders. It is the goal to expand this feature to all schools for purchase order reporting.

E. Update FY 2016 Budget – by Rebecca Hicks

The Annual School Report was completed and filed with the State. Monies in the Textbook Fund were expended in 2016 and carried over into the General Fund (\$42,323). The Textbook Fund has a zero balance.

F. FY 2015-16 Final Budget Adjustments – by Rebecca Hicks

Ms. Hicks presented the final 2015-16 budget transfer adjustments. Accounting standards do not permit divisions to end the year with overall deficits in budget categories. These deficits were caused by overspending in the instruction category (\$3,559.29) and underspending in the Transportation category by savings generated from lower than anticipated fuel costs. She stated that transfers do cross adopted budget categories but do not require approval by the Board of Supervisors because the district is funded on a lump-sum basis.

Mr. Cox made a motion to approve the budget transfer from the Transportation category to the Instruction Category. Mr. Ashcraft seconded the motion.

VOTE: Ayes: Foster, Stevenson, Warren, Cox
Absent: Franklin

XV. INFORMATION ITEMS/SUPERINTENDENT'S REPORT

- A. Active Enrollment Summary October 5, 2016
- B. September 2016 Bus Suspensions and School Suspensions
- C. 2016-17 Suspensions and Reinstatements
- D. 2016-17 Year-to-Date Building Use Requests
- E. School Messenger Report
- F. VDOE 81% Schools Fully Accredited

Dr. Pennycuff enthusiastically commented that Prince George is 1 of 53 school divisions (out of 132) that has received full accreditation. Eighty-one percent (or 1,482 of Virginia's 1,825 public schools) are fully accredited. All schools in Prince George County are fully accredited.

- G. Disability History and Awareness Month - October
- H. National School Lunch Week – October 10-14, 2016
- I. National School Bus Safety Week – October 17-21, 2016
- J. Read Aloud to a Child Week – October 23-29, 2016
- K. VSBA Hot Topic – Leading the Digital Transformation in Schools – Chesterfield CTE Center – October 18, 2016
- L. VSBA Education Foundation Workshop, Williamsburg, VA – November 15, 2016
- M. VSBA Annual Conference and Clerks Conference, Williamsburg, VA – November 16-18, 2016
- N. VSBA School Budget & Finance 101 Webinar - Part 1 – November 29, 2016; Part 2 – November 30, 2016
- O. Free Webinar: Changes to the Statement of Economic Interest – December 6, 2016.
- P. Save the Date – NSBA Annual Conference, Denver – March 25-27, 2017
- Q. VSBA Newsletter

Additional information and dates were shared with the School Board for their review.

XVI. ADJOURNMENT

Mr. Stevenson made a motion to adjourn the meeting at 10:10 p.m. Mr. Cox seconded the motion.

VOTE: Ayes: Ashcraft, Cox, Foster, Stevenson
 Absent: Franklin

The meeting adjourned at 10:10 p.m.

IN WITNESS WHEREOF, we set our signatures this 14th day of November, 2016.

Approved:

/s/ Kevin S. Foster – Chairman

Attest:

/s/ Rebecca B. Kirk, Clerk

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Prince George County School Board 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 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 Prince George County School Board 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 such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered.

VOTE

Ayes: 4

/s/ Rebecca B. Kirk
October 10, 2016
Meeting Date