

PRINCE GEORGE COUNTY SCHOOL BOARD  
PRINCE GEORGE, VIRGINIA  
REGULAR MEETING  
September 12, 2016

The regular meeting of the Prince George County School Board was held in the County Administration Building, Third Floor Board Room, on Monday, September 12, 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  
Mr. Lewis E. Stevenson, Vice Chairman  
Dr. Lisa Pennycuff, Assistant Superintendent  
Dr. Patrick Bingham, Assistant Superintendent  
Mrs. Jill Andrews, Deputy Clerk of the Board

**I. CALL TO ORDER**

Mr. Foster, Chairman, called the meeting to order at 5:35 p.m.

**II. ROLL CALL**

Roll call indicated all Board members present:

Present: Ashcraft, Cox, Foster, Franklin, Stevenson

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

- A. Personnel Matter – Section 2.2-3711.A.1
  - 1. Personnel Case No. P02/16-17
  - 2. Personnel Case No. P04/16-17
- B. Student Matter – Section 2.2-3711.A.2
  - 1. Student Matter 03/15-16

Mr. Cox made a motion to go into a closed meeting to discuss specific personnel and student matters pursuant to the personnel and student records exemptions of the VA Code §2.2-3711.A.1 and §2.2-3711.A.2. Mr. Ashcraft seconded the motion.

VOTE: Ayes: Unanimous

#### **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. Franklin seconded the motion.

VOTE: Ayes: Unanimous

No action was taken on P02/16-17, as it was information only.

Mr. Franklin made a motion in Personnel Matter P04/16-17 to uphold School Board Policy GDB - Support Staff Employment Status, and therefore, employee not eligible to continue in current role as substitute bus driver. Mr. Ashcraft seconded the motion.

VOTE: Ayes: Unanimous

No action was taken on Student Matter 03/15-16, as it was information only.

#### **V. PLEDGE OF ALLEGIANCE**

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

#### **VI. APPROVAL OF AGENDA**

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

VOTE: Ayes: Unanimous

#### **VII. APPROVAL OF MINUTES**

- A. August 8, 2016 Regular School Board Meeting
- B. August 11, 2016 Special School Board Meeting
- C. September 8, 2016 Special School Board Meeting

Mr. Cox made a motion to collectively approve the August 8, 2016 Regular School Board Meeting minutes, the August 11, 2016 Special School Board Meeting minutes, and the September 8, 2016 Special School Board Meeting minutes as presented. Mr. Ashcraft seconded the motion.

VOTE: Ayes: Unanimous

## **VIII. SPECIAL RECOGNITIONS**

### **A. Citgo Fuels Education Sweepstakes**

- \* Megan Wilder – 4<sup>th</sup> Grade Teacher, North Elementary School

Megan Wilder was recognized for being one of three teachers in the United States to win the Citgo Fuels Education Sweepstakes. She was awarded a voucher from National School Supply for \$5,000 in classroom supplies and a free, hands-on STEM workshop will be conducted for up to 100 teachers. The workshop is Saturday, October 15, 2016 at North Elementary School.

## **IX. PRESENTATIONS**

### **A. Video from Colonel Adam Butler, Garrison Commander**

A video message from Colonel Adam Butler, Fort Lee Garrison Commander, was shown welcoming teachers back to a new school year and expressing his appreciation for staff's dedication and hard work. Chaundra Taswell, Fort Lee School Liaison, also made a few comments about the new school year and working with the school system.

### **B. Work Camp Presentation – by Mike Krantz**

Mr. Krantz was not present, however, Dr. Bingham shared a few comments about the Student Work Camp Foundation that occupied N.B. Clements Junior High School July 24-30, 2016. Approximately 450 student volunteers took part in the work camp to repair homes of low-income residents, including elderly and disabled. The junior high school was turned over into a dorm-like atmosphere for the evening after the workers had performed duties during the day. The Food and Nutrition Services Department provided all meals for the volunteers. Dr. Bingham thanked Lana Pearce, Ron Rhodes, Lin Turner, Chris Romig, Chris Wills, and Chris Sumner for all they did to accommodate the Work Camp Foundation while they were in Prince George. Dr. Bingham presented Kevin Foster with a picture taken of the group before they departed.

### **C. Females Against Bullying (F.A.B.) Presentation – by Amanda Kimbrough**

Amanda Kimbrough, former teacher in Prince George County, has started a new mentoring program, Females Against Bullying (F.A.B.), to improve confidence, self-worth, and promote overall positive emotional, mental, physical and spiritual balance socially and academically. The goal is to increase positive relationships among females, strengthening and empowering young ladies to support each other and decrease emotional abuse and bullying among preteen/teen girls in secondary education. Monthly meetings are at J.E.J. Moore Middle School on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday.

D. Special Education Advisory Committee's Annual Report – by William Gandel

Mr. Gandel gave an annual report on the Special Education Advisory Committee (SEAC). Activities throughout the 2015-16 school year included 1) nine SEAC meetings held throughout the year and meeting time was adjusted to later in day to accommodate parent schedules 2) participation in two Back-to-School events, 3) participation in two Special Olympics events, 4) participation in a "Transition Fair" at J.E.J. Moore Middle School, 5) participation in "Guest Panel Discussion" with representatives from the State Department of Education, Department of Rehabilitation, Fort Lee Exceptional Family Member Program and our Director of Student Services met to discuss and support related efforts to enhance our special education program, 6) continued support and communication through Parent Resource Center, Face Book, other training events and workshops, and presentation and review of the Special Education Annual plan, 7) received two Apple ipads donated to the program by Mr. and Mrs. Tracie Russ. SEAC has been very active the last year and it continues to explore new and innovative ways to reach out to more of the parents, educators, and students in our special education program. A "Meet and Greet" event is planned for October 20, 2016 at the Prince George Parks and Recreation Fitness Center, Library Room, from 5:30 – 7:30 p.m. to learn more about the Prince George SEAC, meet members, and gain information about our excellent special education program.

E. Report from L. L. Beazley Elementary School – by Robin Germanos

Mrs. Germanos stated the school had had a fantastic first week of school. She thanked the custodians, maintenance workers, and paint crew for working so hard over the summer to make sure the school was in great condition. L.L. Beazley School opened their doors for the 52<sup>nd</sup> year with eight new faculty members, approximately 627 students, of which there were 89 new kindergarten families. Orientation was a huge success and well attended. The first day brought many smiles, laughter and a few crying moms. The slogan this year is "We may all be different fish, but at this school we swim together". The school's goal is to increase opportunities for students to allow for remediation and enrichment by increasing 1) use of small groups for reading and math, 2) use of LLI, 3) use of technology and 4) inclusion settings for all grade levels. The school's SOL scores were above the state average and 6 of 8 scores were double digits above the state average and scores for students with disabilities increased in math and reading. Cindy Collins, one of the inclusion teachers, reported on how she uses YouTube videos to help her 5<sup>th</sup> grade students with their studies.

F. Construction, Maintenance, and Transportation Update – by Ron Rhodes

Mr. Rhodes reported on construction and maintenance activities for the month. He commented that the Maintenance and Custodial Departments had worked hard over the summer to maintain the buildings and grounds. He gave an update on work being done around the schools and work completed throughout the school district, emphasis on painting at the Education Center, repairing a sidewalk cover at Beazley, grounds work

throughout the district, etc. He also reported on another successful Bus Rodeo. John Grummet took first place, while Tony Taylor and Cathy Butts placed 2<sup>nd</sup> and 3<sup>rd</sup> respectively in the rodeo. A few statistics on buses for the first day included 108 bus routes, 24 Fort Lee routes, 65 drivers (56 regular, 8 special education, 1 Maggie Walker, 7 car drivers) and all routes are covered except one. Out of 264 transportation requests received, 194 were approved, 62 denied, and 8 cancelled by parents and ridership is slowly increasing. Overall, it was a very good opening and less stressful.

Mr. Foster commented that the schools and buses looked great and Wanda Gilbert and her volleyball team came out and washed cars and buses for the 2<sup>nd</sup> year in a row.

#### **X. PUBLIC COMMENT – GENERAL**

There were no public comments.

#### **XI. SCHOOL BOARD MEMBER COMMENT**

Mr. Franklin said this is an exciting year for School Board Members. The school buildings look better than he can remember and it's a great start to the new year.

Mr. Stevenson's wife attended J.E.J. Moore Middle School's orientation with their fourth child. She said it was the best orientation she has attended. It was very well organized, friendly and his son thinks he's big stuff at the middle school now with lockers. He also mentioned tickets are on sale for the Crime Solver's Rib Fest on October 6 from 4-7 at Scott's Park.

Mr. Ashcraft commented on the presentations made this evening by Mr. Gandel on the Special Education Advisory Committee's report, Ms. Germano's report on L.L. Beazley Elementary School, Ms. Kimbrough's recount of Females Against Bullying, and Mr. Rhodes' Construction and Maintenance report. He proclaimed that the community is lucky to have people representing and supporting the programs in Prince George County.

Mr. Cox congratulated staff on the best convocation he has attended prior to school starting. Dr. Steven Staples, Superintendent of Public Instruction, was the guest speaker and he presented with humor and seriousness of public education in the state and Prince George County. He thanked the custodians, maintenance department, and administrators for getting the schools ready for the new school year, stating all the buildings look great. He also commented that the football games are well attended and he appreciated the assistance the Prince George Police Department provides on game nights, particularly their assistance when a Lee Davis guest went into cardiac arrest. He couldn't stress enough the importance of CPR training.

Mr. Foster announced that Russell Stone will be the new Transportation Coordinator and Becky Hicks had been named the new Finance Director. He wanted to give a shout

out to Harrison and Beazley Elementary School staffs as they made teacher changes after orientation. Parents were notified of the changes prior to the first day of school and the Harrison staff worked as a team to get the transfer teacher's classroom all set up over the holiday weekend. He also commented this was the smoothest opening ever and he thanked the administrators for their part in making this happen.

## **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 presented, including permission to pay additional bills/anticipated bills not listed on the Warrants list (see attached Ask Permission to Pay list). Mr. Franklin seconded the motion.

### Personnel Report

Appointments (for the 2016-17 School Year starting August 22, 2016 unless noted)

Jennifer Kimbleton – SPED Teacher, North

Joan Liggon – SPED Teacher, Beazley

Carol Ferris-Moore – 3<sup>rd</sup> Grade Teacher, North

Ashley Washington – SPED Teacher, PGHS

Lorna Amos – Custodian, Harrison – September 1, 2016

Brooke Hensley – SPED Teacher, Beazley

Kendall Christopher – Business Teacher, Clements

Diana Keller – Highly Qualified Paraprofessional, North – September 6, 2016

Terry Sweitzer – Office Associate II/Library, Beazley – August 25, 2016

Sara Davis – Paraprofessional, Walton – September 6, 2016

Jocelyn Woodson – SPED Teacher, PGHS – September 21, 2016

Maria Lasanta – Paraprofessional, Clements – September 6, 2016

Kristin Duckett – Highly Qualified Paraprofessional 1:1, Clements – September 6, 2016

Gloria Everson – School RN Nurse, Moore – September 7, 2016

Shannon Hubbert – Copy Aide, South – September 6, 2016

Linda Allen – Copy Aide, Harrison – September 12, 2016

### Resignation

Patty Bostic – Driver II, Transportation – August 9, 2016

Severn Stevens, Jr. – Driver II, Transportation – August 15, 2016

Linda Ross – Driver II, Transportation – September 6, 2016

Magan DeRuitter – Office Associate II – August 23, 2016

Gladys S. Stevens – Driver II, Transportation – August 22, 2016

Lorna Amos – Driver II, Transportation – August 15, 2016

Mohammd Jabri – Facility Maintenance Worker – August 23, 2016

Anna Fraraccio – Teacher, PGEC – August 23, 2016  
Darlene Walters – Sign Language Interpreter/Aid, Clements – August 23, 2016  
Joyce Gholston – Custodian, Walton – September 1, 2016  
Charles Gholston – Custodian, North – September 1, 2016  
Melissa Christina Springfield – SPED Teacher, Walton – August 29, 2016

#### Retirement

Kathy Petik – Instructional Assistant, Walton – September 1, 2016

#### Revised Contracts for 2016-17 School Year

Kendal Brock Christopher – Clements – Extra Period of Instruction  
Kimberly Brown – Clements – Extra Period of Instruction  
Anne Roberts – PGHS – Extra Period of Instruction  
Kevin Moore – PGHS – Extra Period of Instruction  
Monann Davis – PGEC – Extra Period of Instruction  
Robin Graham – PGEC – Extra Period of Instruction  
Marlon Haskins – PGEC – Extra Period of Instruction  
Jason Woodby – PGEC – Extra Period of Instruction  
Charles Wright – PGEC – Extra Period of Instruction  
Mary Sebera – South – Master's Degree  
Sandara Whitchurch – Harrison – Master's Degree  
Rebecca Shisler – Clements – Doctor of Education Degree  
Pandora Ford – Moore – 21 Hours  
Michelle Simerville – Clements – Master's Degree  
Elizabeth Houlihan – PGHS – MYP Site Coordinator  
Catherine Beasley – PGHS – Child Study Chair  
Stephanie Kliebenstein – Harrison – Responsibility Factor  
Elizabeth Griffith – Harrison – Responsibility Factor  
Julianne Ellison – Harrison – Child Study Chair  
Brandon Carroll – Clements - Responsibility Factor  
Anne Sciolino – Walton - Responsibility Factor  
Roshell Moon – Walton - Responsibility Factor  
Donna Anderson – Walton – Responsibility Factor  
Kathryn Warren – Walton - Responsibility Factor  
Trudy Goodman – Walton - Responsibility Factor  
Carrie Woodlief – Walton - Responsibility Factor  
Kelly Smith – Walton - Responsibility Factor  
Shelley Lewis – Walton - Responsibility Factor  
2016-17 Activity Supplements (see attached)

#### Board Requests

##### Waiting for Housing on Fort Lee

Mr. and Mrs. Starling McDonald request permission for their children, Ajanae, Savaughn, Jeremiah, and Abigail McDonald, to start the school year at Prince George High, N.B. Clements Junior, J.E.J. Moore Middle, and South Elementary Schools respectively. They are currently waiting for housing at Fort Lee and expect occupancy approximately September 15, 2016.

##### Waiting to Lease/Purchase Home

Ms. Ginger Chappell requests permission for her child, Kinsley Eades, to start the school year at South Elementary School. They are currently living in Chesterfield and expect occupancy on September 23, 2016.

Mr. and Mrs. Michael Long requests permission for their child, Devin Long, to start the school year at North Elementary School. They are currently living in Hopewell and expect occupancy on September 16, 2016.

#### Use of School Facilities

Prince George Police Department requests permission for use of school facilities (N.B. Clements Junior High School – 2<sup>nd</sup> floor/stairwell) for Officer Active Shooter Training on September 11, 18, 25 and October 2, 9, 2016.

Boy Scouts of America requests permission for use of school facilities (L.L. Beazley Elementary School) for Cub Scouts sign-up night on September 14, 2016.

Boy Scouts of America requests permission for use of school facilities (South Elementary School) for Cub Scouts sign-up night on September 15, 2016.

Boy Scouts of America requests permission for use of school facilities (David A. Harrison Elementary School) for Cub Scouts sign-up night on September 20, 2016.

Boy Scouts of America requests permission for use of school facilities (North Elementary School) for Cub Scouts sign-up night on September 29, 2016.

Boy Scouts of America requests permission for use of school facilities (Prince George High School) for Cub Scouts/Boy Scouts Recruiting Jamboree on September 9, 2016.

Dennis Sebera requests permission for use of school facilities (N.B. Clements Junior High School) for food preparation on October 7-8, 2016 in advance of the 4<sup>th</sup> Annual Czech-Slovak Festival.

Prince George Police Department requests permission for use of school facilities (Prince George High School Driving Range) for police officer driver training on September 10, 17, 24, October 1, and 8, 2016.

Unity Baptist Church requests permission for use of school facilities (David A. Harrison Elementary gym, South Elementary gym, North Elementary gym, for the Good News Club on certain days at each school from October 3, 2016 – April 27, 2017.

The Crater Criminal Justice Training Academy requests use of school facilities (PGHS auditorium) to conduct Academy graduations on September 8, 2016.

Girl Scout Troop 746 requests use of school facilities (Moore Middle School Library) for bi-weekly meetings on designated Tuesday nights from September 13, 2016 – May 23, 2017.

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

Mr. and Mrs. Jeremy Hamrick request permission for their children, Taite Brown, Mackenzie Hamrick, and Peyton Hamrick, to be exempt from compulsory attendance.

Ms. Monique Najee-Ullah requests permission for her child, Toni Ramsey, to be exempt from compulsory attendance.

Rev. and Mrs. Christopher Jenkins request permission for their children, Natalie and Chelsea Jenkins, to be exempt from compulsory attendance.

#### Field Trip Requests

Christy Eliades/Angela Corrigan requests permission to take students to visit the art museums on the national mall at Washington, DC on October 7, 2016.

Michael Warnock requests permission to take band to compete in the Fiesta-Val Contest and attend a Broadway musical, 9/11 Memorial, and other historical sites in New York on April 13-16, 2017.

Kimberly Beales requests permission to take DECA students to Washington, DC to attend Wizards Career Days and tour the Verizon Center on March 17, 2017.

VOTE: Ayes: Unanimous

### **XIII. ACTION ITEMS**

- A. Request for Approval and Appropriation of the Federal Department of Defense Educational Activity (DoDEA) Grant Funds for Use in FY17 – by Lisa Pennycuff

Mr. Stevenson made a motion to approve and refer to the Board of Supervisors appropriation of \$591,398.05 of DoDEA Grant Funds to be included into FY17 budget for the division in Fund 510. Mr. Cox seconded the motion.

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

By a 4:1 vote, the motion passed.

- B. Policy EBCB – Safety Drills – by Patrick Bingham

Mr. Cox made a motion to approve Policy EBCB – Safety Drills to comply with the Standards of Accreditation. Mr. Ashcraft seconded the motion.

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

By a 4:1 vote, the motion passed.

- C. 2015-16 Final Budget Adjustments – by Ray Watson

Mr. Cox made a motion to approve 2015-16 Final Budget Adjustments to clear the deficits in major budget reporting categories as presented. Mr. Stevenson seconded the motion (see attached).

VOTE: Ayes: Unanimous

- D. Supplemental Appropriation to School Board Budget for Assumption of Adult Education and Rowanty Technical Center – by Ray Watson

Mr. Stevenson made a motion to amend the FY 2017 School Board Budget by appropriating monies for the Adult Education Program (\$885,877.39) and Rowanty

Technical Center (\$1,763,181), as presented. Mr. Cox seconded the motion (see attached).

VOTE: Ayes: Unanimous

#### **XIV. DISCUSSION ITEMS**

##### **A. Electronic Device Procedures – by William Barnes**

Mr. Barnes presented Electronic Device Procedures for use at the elementary schools, middle school, junior and senior high schools, and transportation department. He thanked Mr. Nelson, Ms. Romig, and Mr. Rhodes for their hard work in putting the procedures in place. So far there have been no issues and students are happy and trying to make it work.

##### **B. Enrollment Overview – by Patrick Bingham**

Dr. Bingham gave an update on enrollment numbers for the start of the school year. On September 6, 2016 the projected number for student enrollment was 6,280 but the actual was 6,195 (this number included 113 Pre-K students). The projected number of student enrollment on September 12, 2016 was 6,456 and the actual was 6,241, which included 118 Pre-K students.

##### **C. Athletic Department Update – by Hez Butler**

Staff is used to collect tickets, monitor parking, game clocks, etc., during Prince George School athletic events. Currently pay for these events is based on the hourly rate of the employee working the event. Mr. Butler has gathered information from surrounding localities as well as the state to support the rationale of going to a flat rate payment for athletic workers. There was discussion on a rate for staff workers.

Mr. Cox made a motion to approve a \$13.00 flat rate for all workers at the athletic sporting events. Mr. Stevenson seconded the motion.

VOTE: Ayes: Unanimous

It was also noted that should there be a problem with the \$13.00 rate, the Athletic Director would need to come back before the Board for any adjustments to the hourly rate.

##### **D. Service Agreement-Pierce Group Benefits, LLC – by Patrick Bingham**

The school division has signed a Service Agreement with Pierce Group Benefits, LLC for the purpose of Consulting & Broker Services, including but not limited to analysis and recommendations of benefit programs, communications, and enrollment of eligible employees and customer service throughout the year.

E. 2016 End-of-Year Unaudited Projections – by Ray Watson

Information is provided to the School Board for the FY2015-16 budget – Projected Fund Balance Report, Year End Fiscal Status by Fund and Also Categorical Comparisons (see attached).

F. 2016 July/August Revenue and Expenditure Summary – by Ray Watson

Mr. Watson provided an inclusive report from July through August with revenue and expenditure summaries for General Funds, Federal Funds, and Nutritional Services Funds (see attached).

**XV. INFORMATION ITEMS/SUPERINTENDENT'S REPORT**

- A. Active Enrollment Summary September 7, 2016
- B. 2016-17 Year-to-Date Building Use Requests
- C. Out of District Requests 2016-17
- D. Tuition Requests 2016-17
- E. Bullying Prevention Month – October 2016
- F. Disability History and Awareness Month – October 2016
- G. Legislative Advocacy Conference, Charlottesville – September 15, 2016
- H. November is “VSBA Take Your Legislator to School” Month
- I. VSBA Hot Topic – Leading the Digital Transformation in Schools – Chesterfield CTE Center – October 18, 2016
- J. VSBA Education Foundation Workshop, Williamsburg, VA – November 15, 2016
- K. VSBA Annual Conference and Clerks Conference, Williamsburg, VA – November 16-18, 2016
- L. Save the Date – NSBA Annual Conference, Denver – March 25-27, 2017
- M. PTA/PTO/PTSO Meetings and other After Hour Events for 2016-17

Additional information was shared with the School Board for their review.

**XVI. ADJOURNMENT**

Mr. Cox made a motion to adjourn the meeting at 8:28 p.m. Mr. Ashcraft seconded the motion.

VOTE: Ayes: Unanimous

The meeting adjourned at 8:28 p.m.

IN WITNESS WHEREOF, we set our signatures this 10<sup>th</sup> day of October, 2016.

Approved:

/s/ Kevin S. Foster – Chairman

Attest:

/s/ Jill A. Andrews, Deputy 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: 5

/s/ Jill A. Andrews – Clerk  
September 12, 2016  
Meeting Date