

PRINCE GEORGE COUNTY SCHOOL BOARD  
PRINCE GEORGE, VIRGINIA  
REGULAR MEETING  
January 17, 2017

The regular meeting of the Prince George County School Board was held in the County Administration Building, Third Floor Board Room, on Monday, January 17, 2017 at 6:30 p.m. This meeting was re-scheduled from the January 9, 2017 meeting date due to inclement weather and the closing of schools.

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  
Mrs. Renee 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 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 Matters – Section 2.2-3711.A.1
  - 1. Personnel Matter P05/16-17
  - 2. Personnel Matter P15/16-17
  - 3. **Personnel Matter P16/16-17 [added per addendum]**
  - 4. **Personnel Matter P09/16-17 [added to the agenda]**
- B. Student Matters – Section 2.2-3711.A.2
  - 1. Residency Matter R19/16-17
  - 2. Residency Matter R38/16-17

**3. Student Request [added per addendum]**

**C. Legal Matters – Section 2.2-3711.A.7**

**1. L05/16-17 [added per addendum]**

Mr. Cox made a motion to go into a closed meeting to discuss specific personnel, student, and legal matters pursuant to the personnel, student, and legal records exemptions of the VA Code §§2.2-3711.A.1, 2.2-3711.A.2, 2.2-3711.A.7. Mr. Franklin seconded the motion.

VOTE: Ayes: Unanimous

**IV. CERTIFICATION OF CLOSED MEETING AND ACTIONS**

Mr. Franklin 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. Cox seconded the motion.

VOTE: Ayes: Unanimous

Mr. Cox made a motion that in Personnel Matter P05/16-17 to approve an Interim Transportation Coordinator. Mr. Ashcraft seconded the motion.

VOTE: Ayes: Unanimous

Mr. Cox made a motion that in Personnel Matter P15/16-17 to keep employee employed until June 30, 2017 or when disability retirement is approved if before that date. Mr. Ashcraft seconded the motion.

VOTE: Ayes: Unanimous

No action was taken on P16/16-17.

Mr. Cox made a motion that in Personnel Matter P09/16-17 to employ part-time elementary guidance counselors for 12 hours a week. Mr. Franklin seconded the motion.

VOTE: Ayes: Unanimous

Note: Counselors may schedule their time per week as long as it equates to 12 hours a week.

Mr. Cox made a motion that in Student Matter R19/16-17 to allow student to remain in Prince George Schools for the 2016-17 school year. Mr. Stevenson seconded the motion.

VOTE: Ayes: Unanimous

Mr. Cox made a motion that in Student Matter R38/16-17 residency has not been verified and student must enroll in another school district by end of the 2016-17 first semester. Mr. Ashcraft seconded the motion.

VOTE: Ayes: Unanimous

Mr. Cox made a motion that in Student/Parent Request to accept parent's request with proper documentation. Mr. Ashcraft seconded the motion.

VOTE: Ayes: Unanimous

No action was taken on Legal Matter L05/16-17.

## **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 amended by the addendum and to include Personnel Matter P09/16-17 under Closed Session period and add Discussion Item D – Social Security Reporting. Mr. Ashcraft seconded the motion.

VOTE: Ayes: Unanimous

## **VII. APPROVAL OF MINUTES**

- A. December 12, 2016 Regular School Board Meeting
- B. December 15, 2016 Special School Board Meeting
- C. January 5, 2017 Special School Board Meeting

Mr. Franklin made a motion to collectively approve the December 12, 2016 Regular School Board Meeting minutes, the December 15, 2016 Special School Board Meeting minutes, and the January 5, 2017 Special School Board Meeting minutes, as presented. Mr. Cox seconded the motion.

VOTE: Ayes: Unanimous

## **VIII. SPECIAL RECOGNITIONS**

- A. Corporate Sponsors

\* Perdue Farms, Inc. – Dan Stein, Director of Operations

Ms. Romig recognized Perdue Farms, Inc. for donating 108 whole, fresh chickens to the entire staff at N.B. Clements Junior High School. Teachers, counselors, custodians, cafeteria workers, office personnel and others were so appreciative of the kindness from Perdue Farms. During a recent golf tournament Ms. Romig connected with representatives from Perdue Farms which resulted in their partnering with the school to recognize the employees in this small, yet effective way. Mr. Stein was unable to attend thme meeting.

B. No Kid Hungry Virginia Program

\* Prince George Food and Nutrition Services / J.E.J. Moore Middle School

Last fall J.E.J. Moore hosted a Breakfast Open House in partnership with the “No Kid Hungry Virginia” program. The Open House allowed visitors a chance to see alternative breakfast models in action. The school transitioned to a “Grab and Go” breakfast last spring in which students select from a wide variety of items and grab a breakfast from either the cafeteria or kiosk that sits in the main thoroughfare of the school. Over 10,000 more breakfasts have been served at Moore in one year compared with the 2015 statistics that Lana Pearce shared. Mrs. Pearce thanked Stephanie Bishop and her staff for promoting and supporting the “Grab and Go” program, and she recognized Monica Giusto/ cafeteria manager and Ruth Branson from her cafeteria staff.

C. Virginia School Principals Appreciation Week – January 22-28, 2017

Mr. Foster read a Certificate of Recognition signed by Governor Terrence McAuliffe, proclaiming January 22-28, 2017 as Virginia School Principals Appreciation Week in the Commonwealth of Virginia. This week recognizes the hard work of Virginia school principals and the role they play in working with staff, community, parents, and guiding and mentoring children, ensuring that every child has access to a safe and effective learning environment for a quality education. All principals in attendance were asked to stand for recognition.

**IX. PRESENTATIONS**

A. Report from William A. Walton – by Sharon Kushma, Principal

Mrs. Kushma thanked the Board for allowing her to present this evening and introduced Stephanie Bailey (Assistant Principal), Chrissy Carr (ITRT), Holle Nase (Teacher), and Kyla Nase (high school student) who would help her illustrate two new programs implemented at Walton this school year. During the 2015-16 Math/Science Day event, the Prince George High School basketball team came to the school to assist and present on nutrition and exercise. The students were in awe of the basketball players and a new program was formed, Carr’s Kids. Chrissy Carr presented a video highlighting Coach Travis Carr, members of the varsity basketball team, and students. Coach Carr introduced a mentoring program for 16 students. It was learned that these students were selected for different reasons (non-complacent students, single parent

students, non-motivated students, students having problems with relationships or discipline issues, students whose parents have been deployed, etc.). Each Friday afternoon when the high school students are dismissed the entire team comes to Walton to eat a meal together and to talk individually with their mentor. The guys talk about how the week has gone, what went well, and what they still need help or support with. After that they play basketball together! Both groups of students benefit from this program: it gives the older students responsibility to mentor the younger students and the younger students look up to the older students. Staff has seen positive results from the younger students such as meeting their AR goals, better grades, and impact on discipline and attitude.

Ms. Kushma introduced Kyla Nase. For Kyla's IB Program project she worked on preparing tie blankets for the Helping Hands Project. With the assistance of Girl Scout Troop 5266, LDS Church Youth Group, Prince George High School's National Honor Society, Teachers for Tomorrow Group and varsity cheerleaders, and students from Walton Elementary School, she made 65 tie blankets and presented these blankets to the ASK Foundation at VCU Medical Center. She thanked everyone for their donation of time in cutting and preparing these blankets, including Mrs. Kushma and Allison Heath, for their support with this endeavor. Students from the 4-year old program presented School Board members, Superintendent, Assistant Superintendents, Clerk, Deputy Clerk and Finance Director with green and gold tie blankets.

B. Salary Committee Presentation – by Elizabeth Rothera

Elizabeth Rothera presented the Salary Committee's recommendations for the 2017-18 school year: 1) Prepare a 5-year plan to establish a consistent, progressive step pay scale for all employees based on years of experience and education; 2) Initiate a 2% raise for all employees; and 3) Continue contributions into the employee's HSA accounts. Other areas discussed included communicating the results from the salary study and the direction the division will take on the results, re-evaluate employee responsibilities as more work is added to individuals without anything being taken away, and finding more affordable healthcare coverage.

C. Maintenance and Construction Update – Ron Rhodes

Mr. Rhodes reported that division decals have been placed on all vehicles except for six. Completion was interrupted due to preparing for inclement weather. Staff met early to assess the weather pattern, made contingency plans, got equipment ready, marked curbs and parking bumpers with flags, etc. The construction and maintenance teams were out early Saturday morning plowing, scrapping and treating facilities. He thanked his staff for working diligently to get the areas cleared and ready for operation. Mr. Rhodes also indicated that both basketball scoreboards at the high school have been repaired and LED lights have replaced lighting outside the gym area and the department is looking at replacing lighting in different areas. Over 200 work orders were completed by the department.

## **X. PUBLIC COMMENT – GENERAL**

Leila Holmes, 4620 Cedar Creek Lane, Prince George, resigned in November and asked to meet with Board Members to discuss issues within the school system to keep employees from leaving this division. She stated employees receive no support from the administration and are afraid to speak up about issues for fear of retaliation. She stated Prince George is a great school system, her children graduated and benefited from the division and she wants what is best for students and employees.

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

Mr. Cox hoped all had a pleasant holiday and extended snow break. He recognized the principals as being the “Captain of the Ship” and the assistant principals as their “First Mate”. He reiterated that these people are the “top of the line” and they work hard daily making the schools safe and the learning environment enjoyable. He thanked administrators for the pride they have for each of their schools and for the division. He commented on Mrs. Kushma’s presentation and seeing the smiles on the kids’ faces.

Mr. Ashcraft echoed Mr. Cox’s comments. He thanked Mrs. Kushma for an amazing presentation and he thanked Coach Carr for putting the Carr’s Kids program in place. “We have an awesome school system”. He stated if a person has an issue, do not fear or hesitate to come forward as this division is transparent and “We want to hear what you have to say.” He indicated he is blessed to serve as an intern in the state delegation, and “it is important to communicate your concerns to elected officials from the top down. It does make a difference” (to voice your concerns).

Mr. Stevenson commented on the excellent presentation given by Walton staff. He also commented on the triplets and twins presenting the gifts to the board. He attended a musical at Moore Middle School recently and praised and complimented the music department and teacher for an outstanding concert. He gave a shout-out to Ms. Bishop and her staff for a well-organized event.

Mr. Franklin stated the board has a tremendous responsibility for the 6300 students in the school division. He has seen other school systems across the nation and each division has similarities and differences, but “Prince George does make a difference in all areas and this school system is the best.” He appreciates the opportunity working with this board and being a part of this school system.

Mr. Foster commented on the revised revenue projection of \$584,000 less in state supported funds. He questioned how would the division make up this shortfall (programs, people, etc.)? The board has a significant task to balance the budget and make this gap less, and he asked for prayer to guide the board. He and other staff members will be attending a legislative initiative next week meeting with delegates and senators and this conference is important for all districts. A town hall meeting was held last week and Mrs. Williams and Mr. Robertson did an excellent job presenting the school divisions and county’s successes and challenges to state legislators. In the past,

this board was not always involved or made aware of day-to-day operations. “We have come out of that environment and staff is now communicating information to us. The board will investigate and meet with personnel if warranted.” He stated it is a pleasure to serve with this board and staff. He thanked Mr. Stevenson for “leading us through the dark days.”

## **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. Foster questioned a facility use request not on the list. Dr. Bingham responded the request had not been received to date.

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 list). Mr. Franklin seconded the motion.

### Personnel Report

#### Appointments

- Hannah Moore – Chemistry Teacher, PGHS – January 2, 2017
- Sarah Hirst – SPED Teacher, Walton – January 2, 2017
- Stacy Hughes – JV Girls Soccer Head Coach, Community – February 1, 2017

#### Resignations

- Brandi Butterworth – School Nurse, PGHS – January 6, 2017
- June Rice – School Nurse, North – January 31, 2017
- Shirl Saunders – Bus Driver, Transportation – December 30, 2016

### Board Requests

#### Waiting to Lease/Purchase Home

Ms. Magen Morena requests permission for her child, James Battle III, to attend L.L. Beazley. She is currently residing in Petersburg and waiting to close on a home and expect occupancy approximately January 24, 2017.

#### Other

Ms. Brenda Parham requests permission for her daughter, Cigournay Parham-Bright, to complete her senior year at Prince George High School for the 2016-17 school year. The family is currently residing in Dinwiddie.  
Kattlynn Hudson requests permission to complete her senior year at Prince George High School for the 2016-17 school year. She currently resides in Hopewell.

### Field Trip Requests

Ms. Megan Cashing requests permission to take students to the annual District Convention for Key Club leadership workshop in Baltimore, MD on March 17-19, 2017.

VOTE: Ayes: Unanimous

### XIII. ACTION ITEMS

- A. Prince George Hometown Hero 5K Run and Little Hero Feet Meet – by Jamie Westbay and Brad Owens

Mrs. Westbay spoke on the success of the 2016 Hometown Hero 5K Run and Little Hero Feet Meet, stating it raised over \$10,000 which funded 5 scholarships for graduates pursuing careers in the fields of military, police, fire, or EMS, and engaged the community with over 700 participants. Plans are being made for a second event on May 13, 2017.

Mr. Cox made a motion to approve the 2017 Hometown Hero 5K and Little Hero Feet Meet 1 Mile Fun Run and to make this an annual event. Mr. Stevenson seconded the motion.

VOTE: Ayes: Unanimous

- B. CodeRVA Regional High School – by Renee Williams

The school division has committed to partnering with CodeRVA Regional High School not to exceed \$10,000 per student for the 2017-18 school year.

Mr. Cox made a motion to approve 2 student slots and enter into discussion to increase the number of slots as budget dialogue allows. There was discussion on this motion.

Mr. Cox made a motion to amend his previous motion to approve 3 students with the option to increase to 4 students if budget allows. Mr. Franklin seconded the motion.

VOTE: Ayes: Unanimous

- C. Sick Bank Policy (Re-write) Policy GCBD-R and GCBD-R Hybrid – by Becky Hicks

During the October and November meetings, the School Board reviewed changes to Policies GCBD-R and GCBD-R Hybrid.

Mr. Cox made a motion to approve Policies GCBD-R and GCBD-R Hybrid as presented. Mr. Ashcraft seconded the motion.

VOTE: Ayes: Unanimous

D. Policy GAA – Staff Time Schedules Overtime/Compensatory Time – by Becky Hicks

Policy GAA was rewritten to define employee overtime and compensatory time authorizations and to include request forms for compensatory time off (GAA-F1) and overtime/compensatory time certification (GAA-F2).

Mr. Cox made a motion to approve Policy GAA, GAA-F1, and GAA-F2, with the caveat the policy and forms are distributed to each employee and they acknowledge in writing that they have read and understand the policy. Mr. Ashcraft seconded the motion.

VOTE: Ayes: Unanimous

E. Approval of 2017 School Board Meeting Schedule – by Renee Williams

Mrs. Williams presented the 2017 School Board Meeting Schedule and asked that the February 21, 2017 meeting be moved to February 28, 2017 as the Public Hearing and change the March 2, 2017 to March 7, 2017 as the Approval of FY2017-18 Budget. She also noted that the April 17, 2017 meeting is after Spring Break.

Mr. Cox made a motion to approve the 2017 School Board meeting schedule as amended. Mr. Ashcraft seconded the motion.

VOTE: Ayes: Unanimous

F. Approval of 2017 Discipline Committee Schedule – by Renee Williams

Mr. Cox made a motion to approve the 2017 Discipline Committee Schedule as presented. Mr. Stevenson seconded the motion.

VOTE: Ayes: Unanimous

**XIV. DISCUSSION ITEMS**

A. Financial Statement for December 2016 – by Becky Hicks

Ms. Hicks presented the financial statement through December 2016. Staff continues to make corrections to the document. She stated it is too early to see what the \$585,000 shortfall will do to the budget. There were also discussions on Impact Aid, Munis program, and getting purchase orders on line for all employees.

B. 2017-18 Budget Update – by Becky Hicks and Renee Williams

The Governor rolled out his budget on December 15, 2016. He has pledged support for K12 education by introducing a 1.5% bonus for FY2018 for SOQ instructional and

support positions in December 2017. The Governor's budget also includes a VRS rate increase and a retiree healthcare credit rate increase. The House and Senate have not approved the Governor's budget. Senior administration is working hard to put together the best budget for FY2017-18 but there are not a lot of excess funds available as we go into the next year's budget. Upon first review, it appears healthcare costs will be going up again.

C. Bus Garage In-Ground Lift – by Renee Williams

During review of Capital Improvement Projects, the school division submitted information relating to the inspection of the existing bus garage in-ground lift. Estimates were received to repair the in-ground lift. The cost to repair it is estimated at \$9,600.00. However, there is no guarantee that once the lift has been pulled apart it can be repaired and there would be no warranty. It was the consensus of the board to push the CIP as priority.

D. Social Security Reporting – by Becky Hicks **[added to the agenda]**

It was communicated via employees that the 2015 social security wages had not been recorded. It was learned through investigation on January 5, 2017, that the 2015 social security wages were filed but the original file was returned in March 2016 with 57 critical errors. The file was corrected and uploaded again but was returned a second time with errors. Staff has now received a confirmation that the file has been accepted with no errors. Ms. Hicks apologized profusely for the error that occurred but feels this has now been corrected.

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

- A. December 2016 Bus Suspensions and School Suspensions
- B. 2016-17 Expulsions and Reinstatements
- C. Current enrollment as of January 3, 2017
- D. 2016-17 Year-to-Date Building Use Requests
- E. Student/Employee Emergency Monthly Report via School Messenger
- F. News article from Hopewell News, December 23, 2016, "The Story of Strider Bolvin" with Matt Hall
- G. Anonymous donation made to N.B. Clements Junior High School
- H. Email regarding Transportation/Bus Stop Issue
- I. Donation of 1957 J.E.J. Moore Yearbook from the Estate of Lydia D. Calviness
- J. Statement of Economic Interest – Due January 17, 2017
- K. VSBA Capital Conference – Richmond Marriott – January 23-24, 2017
- L. VSBA School Board Appreciation Month – "Lead to Inspire" – February, 2017
- M. VSBA School Board Clerk Appreciation Week – February 20-24, 2017
- N. VSBA Superintendent Evaluation Workshop – Charlottesville – February 22, 2017
- O. VSBA/WVSBA Hot Topic Conference – Wytheville – March 15, 2017

- P. NSBA Annual Conference, Denver – March 25-27, 2017
- Q. **Free EpiPen@ Auto Injector [added to the agenda]**

Mrs. Williams highlighted several items, including the news article on Strider Bolvin and Matt Hall, the anonymous donation made to N.B. Clements Junior High School to offset cafeteria charges, favorable email regarding the Transportation Department and bus stop issue, and donation of a 1957 J.E.J. Moore Yearbook from the Estate of Lydia D. Calviness. She also reminded the board of the Capital Conference on January 23-24, 2017. Lastly, she indicated Michelle Grate prepared a grant and received 26 free EpiPen@ Auto-Injectors, saving the district \$15,600.

**XVI. CLOSED MEETING – pursuant to Section 2.2-3711 of the Code of Virginia [added to the agenda]**

Mr. Franklin made a motion to return into a closed meeting to discuss specific personnel matters pursuant to the personnel records exemptions of the VA Code §2.2-3711.A.1. Mr. Stevenson seconded the motion.

VOTE: Ayes: Unanimous

**XVII. CERTIFICATION OF CLOSED MEETING AND ACTIONS [added to the agenda]**

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. Stevenson seconded the motion.

VOTE: Ayes: Unanimous

No action was taken on Personnel Matter P17/16-17.

**XVIII. ADJOURNMENT [renumbered]**

Mr. Cox made a motion to adjourn the meeting at 10:25 p.m. Mr. Stevenson seconded the motion.

VOTE: Ayes: Unanimous

The meeting adjourned at 10:25 p.m.

IN WITNESS WHEREOF, we set our signatures this 13th day of February, 2017.

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: 5

/s/ Rebecca B. Kirk  
January 17, 2017  
Meeting Date