

***Minutes of the Work Session of the School Board of the City of Richmond  
November 21, 2011***

***Work Session***

A work session of the School Board of the City of Richmond was held on Monday, November 21, 2011, at 4:00 p.m., in the Conference Room on the 17<sup>th</sup> floor of City Hall. The Chair called the meeting to order. The Deputy Clerk called the roll. The following were present:

Members: Mrs. Kimberly Bridges, *Chair*  
Mrs. Dawn Page, *Vice Chair (arrived later)*  
Ms. Kimberly Gray  
Ms. Adria Graham Scott (*arrived later*)  
Maurice Henderson  
Mrs. Chandra Smith (*arrived later*)  
Donald Coleman  
Mrs. Evette Wilson (*arrived later*)

Officers: Dr. Yvonne Brandon, Superintendent  
Ms. Angela Lewis, Clerk (*arrived later*)  
Ms. Angela Anderson, Chief of Financial Reporting/Deputy Clerk  
Paul Hawkins, Chief Operating Officer/Agent  
Dr. Ronald Carey, Chief of Staff/Deputy Agent

Others Present: Mrs. Victoria Oakley, Chief Academic Officer  
Dr. Irene Williams, Executive Director, Elementary Education  
Dr. Thomas Beatty, Executive Director, Secondary Education  
Ms. Lynn Bragga, Director, Budget & Financial Planning  
Dandridge Billups, Human Resources Director  
Ms. Carolyn Tyler, Manager, Head Start  
William James, Instructional Specialist

Attorney: Ms. Jonnell Lilly

Absent: Dr. Norma Murdoch-Kitt, School Board Member

A call of the roll reflected that a quorum was not present.

***Receive the Human Resources Actions***

Mr. Billups presented the recommended Human Resources Department Actions for approval at the 7:00 p.m. meeting.

***Receive the Financial Statement for the Period Ended October 31, 2011***

Ms. Anderson reported that the financial statement for the period that ended October 31, 2011 general fund revenues were \$59.1 million, which represented 24.8 percent of budget revenues realized. The total general fund expenditures were \$56.9 million that were 22.3 percent of the budget spent. The report presented for the School Nutrition Services was based on the revised totals for the month of September and preliminary totals for the month of October.

***Discuss the Proposed Personnel Section of the***

Attorney Lilly presented the draft Personnel Section that was considered the first read of the proposed policy. Attorney Lilly provided for further clarification additional information on the Policy 7-1.1 Equal Employment Opportunity

***Bylaws and Policies  
Manual***

regarding sexual orientation. She reported that Arlington County Public Schools was the only school division that had include sexual orientation in their policy statement. She provided background information how Arlington County School Board had approach the inclusion of sexual orientation within its policy. There was discussion on the Attorney General's Office 2002 Opinion regarding the authority of School Boards including sexual orientation as a protective class. The City administration's policy was reviewed. Attorney Lilly noted that the City Council had passed a resolution to support legislation in the Virginia General Assembly regarding sexual orientation.

A quorum was now present with the arrival of Mrs. Wilson.

Since there was no Board consensus to include sexual orientation in its policy statement, Attorney Lilly shared that the policy would go forth as stated. If it was the Board's desire to include sexual orientation language within the policy, then it could be done as an amendment through the motion process.

There was discussion regarding the proposed grievance process for professional and support staff. The current policy applied to all eligible employees to utilize the same process. The administration was proposing two-grievance process, which the support staff could not utilized the fact-finding panel hearing process as based on state code. The process allows the support staff to proceed directly to Superintendent and the School Board. There were concerns expressed regarding the cost associated with fact finding panel process and giving all employees an option. The administration would review the internal procedural process to ensure that the school district was abiding by the timeline. There was Board consensus to incorporate the administration suggested to include language within the policy to clarify the process for support staff and professional staff.

***Discuss Alternative  
Meeting Schedule  
for the Disciplinary  
Committee***

Mr. Coleman presented and reviewed options of an alternative meeting schedule for the Disciplinary Committee.

- First and third Thursday of each month from 1:00 p.m. to 5:00 p.m.
- Regular School Board meeting days from 10:00 a.m. to 3:00 p.m., which start time may vary based on number of cases, and
- Saturday meetings.

Board members discussed other alternatives that included

- 4:00 p.m. to 8:00 p.m. meeting. The administration noted that consideration needed to be given to after-hour meetings that may impact overtime for employees and access to the building.
- To schedule a meeting for readmissions and appeals and a meeting for record reviews.
- To modify the start times of those meetings.

The committee Chair and Clerk would work together to draw up disciplinary hearing schedule requesting each Board member to serve four times per year. A Disciplinary Committee report would be given when the Board received updates from School Board representatives.

***Receive an Update***

Dr. Brandon reported that Virginia High School League (VHSL) central region

***on the  
Recommendation  
from the VHSL Re-  
Classification  
Richmond Public  
Schools Athletic  
Task Force***

members met on Tuesday, November 15, 2011 to discuss the reclassification for Richmond Public Schools. It was determined that RPS would submit its request to the Central Region Committee prior to it being presented to the R&R Committee. The Central Region Committee would meet to work through the process before its meeting in January 2012 with R&R Committee. The administration would keep the Board abreast of its progress.

***Closed Session***

On a motion by Mr. Henderson, seconded by Mrs. Page, the Board voted unanimously to go into closed session [pursuant to Section §2.2-3711 (A) (1) of the *Code of Virginia*] to consider the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of the School Board, or for discussion, consideration, or interview of prospective candidates for employment.

***Open Session***

On a motion by Mr. Henderson, seconded by Mrs. Page, the School Board voted to go into open session.

Motion:	Mr. Henderson	Resolution:	11
Seconded:	Mrs. Page	Date:	November 21, 2011

***Open Session***

**CERTIFICATION OF CLOSED MEETING**

I move that the Richmond School Board direct its Clerk to call for a roll call vote of the Board's members 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 by the Richmond School Board.

**VOTE**

A roll call was taken of members present and it was unanimous that the closed meeting was conducted in accordance with prescribed laws.

AYES: (8) (*Mesdames Bridges, Gray, Graham Scott, Page, Smith, Wilson, and Messrs Coleman and Henderson*)

NAY: (0)

ABSTENTIONS (0)

ABSENT DURING VOTE: (1) Dr. Murdoch Kitt

ABSENT DURING MEETING: (1) Dr. Murdoch Kitt

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Deputy Clerk

The Chair recessed the meeting.

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Deputy Clerk

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Chair

DRAFT

***Minutes of the Regular Meeting of the School Board of the City of Richmond  
November 21, 2011***

***Reconvene***

The Chair reconvened the Monday, November 21, 2011, meeting at 7:00 p.m. in the City Council Chambers, 2<sup>nd</sup> floor of City Hall.

Members: Mrs. Kimberly Bridges, *Chair*  
Mrs. Dawn Page, *Vice Chair*  
Mrs. Kimberly Gray  
Ms. Adria Graham Scott  
Maurice Henderson  
Mrs. Chandra Smith  
Donald Coleman  
Mrs. Evette Wilson  
Atarah-Sheba Young, *Student Representative*, Richmond  
Community High School

Officers: Dr. Yvonne Brandon, Superintendent  
Ms. Angela Lewis, Clerk  
Ms. Angela Anderson, Chief of Financial Reporting/Deputy  
Clerk  
Paul Hawkins, Chief Operating Officer/Agent  
Dr. Ronald Carey, Chief of Staff/Deputy Agent

Others Present: Mrs. Victoria Oakley, Chief Academic Officer  
Dr. Irene Williams, Executive Director, Elementary Education  
Dr. Thomas Beatty, Executive Director, Secondary Education  
Dandridge Billups, Human Resources Director  
Mrs. Debora Johns, Chief Internal Auditor  
Ms. Cozette McIntyre, Grants Manager  
Mrs. Maria Crenshaw, Director, Instruction  
Mrs. Sharon Scott, Chief, Safety and Security  
Dr. Darlene Currie, Director, Professional Development  
Harley Tomey, Director, Exceptional Education  
Dr. Ernestine Scott, Director, Federal Programs  
Vincent Ashley, Director, Pupil Transportation  
Felicia Cosby, Public Information Officer  
Valerie Abbot Jones, ADA Coordinator  
Kavansa Gardner, Director, Information Communication &  
Technology Services  
Andrew Davis, Director, Plant Services  
Frank Williams, Capital City Program  
Ronald Jordan, Legislative Consultant

Attorney: Mrs. Nicole Thompson Stock

Absent: Dr. Norma Murdoch-Kitt

***Pledge of Allegiance***

The Pledge of Allegiance was led by Ms. Graham Scott; it was followed by a moment of silence.

### ***Adoption of the Agenda***

The agenda was amended to

- Add a Report on the Virginia School Board Association (VSBA) Annual Conference.
- Remove budget transfers from under Item 9 Other Informational.
- Add SR11-12-33 Receive an Update on ADA Projects.
- SR11-12-34 School's Rezoning Task Force.

### ***Recognitions***

Atarah -Sheba Young, Richmond Community High School, received a Certificate of Recognition for serving as the Student Representative for the month of November 2011.

Dr. Darlene Currie, Office of Professional Development, received a Certificate of Recognition as the recipient of the 2011 Excellence in Educational Leadership Award from the University Council for Educational Excellence.

Sarah Mays, Ginter Park Elementary School, received a Certificate of Recognition for being named the State's Outstanding Elementary School Art Teacher.

Suhani Vakil, Swansboro Elementary School, received a Certificate of Recognition for being named the 2012 Teacher of the Year.

Heather Crone, Richmond Community High School, received a Certificate of Recognition for being named the 2012 Teacher of the Year First Runner Up.

Matthew Diamond, Thompson Middle School, received a Certificate of Recognition for being named 2012 Teacher of the Year Second Runner Up.

A Certificate of Recognition was presented to the following teachers for being named top ten finalists for 2012 Teacher of the Year.

Jane Hardin, *Bellevue Elementary School*  
Cameron Ammann, *Chimborazo Elementary School*  
Melanie Agee-Wade, *Miles Jones Elementary School*  
Chris Lombardi, *Mary Munford Elementary School*  
Chad Ingold, *Open High School*  
Mary Gresham, *Richmond Technical Center*  
Dwayne Jefferson, *Woodville Elementary School*

A Certificate of Recognition was presented to the members of the Richmond Business Council Education Committee for their work with Richmond Public Schools.

Adele Johnson, *Richmond Public Schools Education Foundation*  
Alan Hutson, *The Monument Group*  
Barry Cromuel, *PEAC Consulting*  
Bill Murray, *Dominion*  
S. Buford Scott, *Scott and Stringfellow*  
Dave Saunders, *Madison*  
Donald Coleman, *Richmond School Board*  
Harold Fittr, *Executive Director Communities in Schools of Richmond*

Michael Davis, *Virginia Commonwealth University*  
 Norma Murdoch-Kitt, *Richmond School Board*  
 Paul Manning, *City of Richmond*  
 Bill Martin, *Valentine Richmond History Center*  
 Brad Mullins, *Middleburg Trust Company*  
 Brandon Bruce, *Groovin' Gourmets*  
 Brian Harding, *UPS*  
 Brooks Smith, *Hunton & Williams*  
 Casey Bartok, *KPMG LLP*  
 Cassandra Emery, *YWCA of Richmond*  
 Danna Geisler, *Greater Richmond Chamber*  
 David Saunders, *Madison+ Main*  
 Haider Sharifi, *Morgan Stanley Smith Barney*  
 Harry Turton, *Union First Market Bank*  
 Jamie Jackson, *Astyra*  
 Jeff Fitch, *Sports Backers*  
 Joe Maslanka, *Admiral Security*  
 Lucy Meade, *Venture Richmond*  
 Mark Webb, *Dominion*  
 Robin Hurst, *The Hurst Team/Keller Williams Realty*  
 Stephanie Karn, *McGuire Woods*  
 Stephen Hippeard, *Virginia College*  
 Tom Shields, *University of Richmond*  
 Tucker McNeil, *MeadWestvaco*

Erica Huynh received a Certificate of Recognition for her generous donation of new football jerseys to Thomas Jefferson High School

***Public Information***

There were no speakers.

***Approve the Minutes of the October 7, 2011***

The minutes of the October 7, 2011, meetings were approved.

***Receive the Personnel Section of the Bylaws and Policies Manual***

This was considered the first read of the Personnel Section of the *Bylaws and Policies Manual*. Attorney Thompson Stock noted that any changes that were suggested during the 4:00 p.m. work session would be included for the second read. If Board members had, additional changes they were asked to forward them to the attorney by November 30, 2011.

***Receive Updates from School Board Representatives on the: Maggie L. Walker's Governor's School Regional Board, Richmond Council of PTAs, Community of Caring Campaign to Prevent Teen Pregnancy, Council of the Great***

Ms. Gray reported that the Maggie L. Walker's Governor's School Regional Board had discussion regarding hiring a new director. The announcement for director's position was reopened and the committee would continue to review applicants. It was anticipated that interviews would begin in December and January. The interim director agreed to continue to serve until a new director was hired. Ms. Gray shared that the Board received a report on the diversity study update.

There was no report at this time on the Richmond Council of PTAs.

Mr. Coleman reported that the Community of Caring Campaign to Prevent Teen Pregnancy continued to work on its strategic plan. The east end schools

***City Schools,  
Richmond Education  
Association  
Legislative Breakfast,  
VSBA Annual  
Conference***

participating in the program were proceeding along with the plan.

Mrs. Wilson reported on the Council of the Great City Schools 55th Annual Fall Conference that was held in Boston, MA on October 26-30, 2011. Mrs. Wilson shared information regarding funding. Mrs. Wilson also provided highlights of awards that were presented. Ms. Graham Scott attended the conference and provided highlights regarding the teaching indicators for performance. Dr. Brandon shared highlights on the Education Black Male initiatives that were discussed at the CGCS Conference.

Ms. Dews provided brief comments on the Richmond Education Association Legislative Breakfast that was held on November 12, 2011. Ms. Dew indicated that the meeting was well attended with representation by Senator Marsh, Senator McEachin, Delegate Morrissey, members of the School Board and City Council. Ms. Dews shared highlights of the round table discussion from the VEA meeting that was recently held at the Virginia Department of Education, which regarded waivers

Mr. Henderson, Mrs. Bridges, and Mrs. Page attended the VSBA Annual Conference that was held in Williamsburg, VA on November 16-18, 2011. Mr. Henderson provided highlights on Jamie Vollmer's presentation regarding the community being part of the education process. Mrs. Bridges shared that the Build a Better Richmond Team provided an update on the school projects. Mrs. Page provided comments regarding the communication plan process. Mrs. Smith shared highlights of the amendments that were presented to the Delegate Assembly.

Mr. Henderson reported that the Head Start Policy Council held its Annual Retreat in Williamsburg for new members. The Retreat was an opportunity for new members to receive training and team building. Mr. Henderson noted that the Head Start Policy Council elected new officers, adopted its bylaws, and announced two new community partners.

***Receive a Report on  
the City of Richmond  
and Richmond Public  
Schools' 2012  
Legislative Issues***

Mr. Jordan shared an update on the 2012 Legislative issues for Richmond Public Schools and the City of Richmond. He provided an overview of the House of Representative and Senate representation as it related to the school district. He noted that the City Administration Legislative packet included the Joint Legislative Audit and Review Commission's (JLARC) Study on positive index, full funding of the direct aide formula, and an amendment request to clarify lottery student enrollment and authorization of local schools to participate in funding for Laboratory schools. The three major budget issues coming before the General Assembly were re-benchmarking, VRS funding, and Medicaid funding. Governor McDonald would present his budget proposal in December 2011. Mr. Jordan provided an overview of legislative items that were being considered for the 2012 General Assembly session that included:

- Virtual School Funding
- Elementary Physical Education
- Flexible State assessment program
- Interscholastic sports
- School Calendar

- Grandparents rights
- 65 percent solution
- Teacher Merit Pay
- Autism Training
- Special Education Vouchers
- Tax credits for private schools

***Receive an Update on Building a Better Richmond***

Mr. Hawkins gave brief update on the elementary projects that indicated that Broad Rock Elementary School was slightly behind schedule, which was due to weather. Oak Grove Elementary School was on schedule and progressing as planned. The Martin Luther King, Jr., Middle School demolition services were projected to be issued the week of November 21, 2011. The site bid packets for Huguenot High School had been received and were being reviewed. A brochure that highlighted the each of the school projects construction and progress update were presented.

***Receive an Update on the Teacher Incentive Fund Grant***

Dr. Currie provided an update on the Teacher Incentive Fund (TIF) Grant that was awarded in October 2010 for \$27 million, which was implemented during the 2011-2012 school year. This grant was in collaboration with the National Board for Professional Teaching Standards, the state of Maine and Richmond Public Schools. The grant would be used to create and integrate a performance based-compensation system for teachers and principals. Dr. Currie reviewed the activities that were conducted and new initiatives during the planning year of October 2010 through June 2011, and the nine schools that were selected to participate in the grant.

***Receive an Update on ADA Projects***

Mrs. Abbot Jones provided an update on the ADA projects that included an overview of several school sites projects for elevators, parking, interior door hardware, counter height, playgrounds, signage, water coolers, and construction of bathrooms. Mrs. Abbot Jones shared that as of November 2011 the ADA available balance was \$6,920,996.74. In Year 4, \$4.5 million had have been allocated. It was anticipated that Year 4 projects cost were estimated at \$4.3 million. Those projects would include installation of 2 elevators, upgrades to 6 playgrounds, and 24 auditorium lifts at several school sites.

***Receive an Update on from the Richmond Public Schools' Rezoning Task Force***

Dr. Carey provided a brief update on the Richmond Public Schools Rezoning Task Force. The committee was provided with several rezoning scenarios set forth by the principals for consideration, review, and discussion. The Task Force had also established a Web site. The next scheduled task force meeting was scheduled for December 13, 2011, at 6:00 p.m.

***Other Information Items***

The following information was in the Board packages for review:

- Receive the Richmond Joint Emergency Response Reward.

***Consent Agenda***

On a motion by Mrs. Gray, seconded by Mr. Coleman, the School Board voted to approve the following items under the Consent Agenda:

*(Mrs. Wilson was absent for the vote and Dr. Murdoch-Kitt was absent during the meeting.)*

- Human Resources Actions:
  - The death of three employees.

- The retirement of five employees.
- The nomination of ten employees.
- The returning from leave of two employees.
- The change of contract of twenty-two employees.
- The change of name of two employees.
- The furlough of two employees.

There being no further business, the meeting adjourned at 9:21 p.m.

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Clerk

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Chair

***Minutes of the Work Session of the School Board of the City of Richmond  
December 5, 2011***

***Work Session***

A work session of the School Board of the City of Richmond was held on Monday, December 5, 2011, at 4:00 p.m., in the Conference Room on the 17<sup>th</sup> floor of City Hall. The Chair called the meeting to order. The Clerk called the roll. The following were present:

Members: Mrs. Kimberly Bridges, *Chair*  
Mrs. Dawn Page, *Vice Chair*  
Ms. Kimberly Gray (*arrived later*)  
Ms. Adria Graham Scott (*arrived later*)  
Dr. Norma Murdoch-Kitt  
Maurice Henderson  
Mrs. Chandra Smith (*arrived later*)  
Donald Coleman  
Mrs. Evette Wilson (*arrived later*)

Officers: Dr. Yvonne Brandon, Superintendent  
Ms. Angela Lewis, Clerk  
Ms. Angela Anderson, Chief of Financial Reporting/Deputy Clerk  
Paul Hawkins, Chief Operating Officer/Agent  
Dr. Ronald Carey, Chief of Staff/Deputy Agent

Others Present: Dr. Irene Williams, Executive Director, Elementary Education  
Dr. Thomas Beatty, Executive Director, Secondary Education  
Ms. Lynn Bragga, Director, Budget & Financial Planning  
Dandridge Billups, Human Resources Director  
Ms. Wanda Payne, Interim Director, Finance  
Ms. Maria Crenshaw, Director, Instruction  
Ms. Felicia Cosby, Public Information Officer  
Harley Tomey, Director, Exceptional Education  
Wendell Roberts, VSBA  
Ms. Sharon Burton, PHSSA  
Ms. Cynthia Gentry, Interim Principal, PHSSA  
Ms. Deborah Corliss, PHSSA  
Ms. Mary Loreno, BAM  
Paul Leleck, Building Hope  
Ms. Angela Dews, Richmond Education Association

Attorney: Ms. Jonnell Lilly

A call of the roll reflected that a quorum was present.

***Receive the Human Resources Actions***

Mr. Billups presented the recommended Human Resources Department Actions for approval at the 7:00 p.m. meeting.

***Receive the Final Compliance Review of Patrick Henry***

The Board reviewed the information for the PHSSA final compliance review that was submitted as of October 13, 2011. The compliance review consisted of information regarding the annual report and policy manual that demonstrated

***School of Science  
and Arts (PHSSA)***

compliance, 2010-11 intersessions, curriculum, Balanced Scorecard with appropriate measures, FY2010-2011 year-end financial statements in accordance with Generally Accepted Accounting Principle (GAAP) and status of renovations of the Patrick Henry School building.

***Discuss the Request  
from Patrick Henry  
School of Science  
and Arts (PHSSA)  
to Surplus the  
Patrick Henry  
Building***

There was no discussion regarding this matter.

***Receive  
Recommendations  
from the Charter  
School Task Force  
Regarding Policy  
and Procedure***

The Charter School Task Force recommended based on its discussions that the next steps were:

- To clarify local option to creating its charter as to what was required, who participated and reporting processes to ensure compliance.
- To expand the compliance evaluation for each charter program; and
- To gain insight for the creation of a charter school liaison.

Board members were asked to forward suggestions to the policy by December 19, 2011. The Board would receive the policy as a first read at its meeting on January 3, 2012.

***Closed Session***

On a motion by Mr. Henderson, seconded by Ms. Gray, the Board voted unanimously to go into closed session [pursuant to Section §2.2-3711 (A) (1) (7) (29) of the *Code of Virginia*] to consider the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of the School Board, or for discussion, consideration, or interview of prospective candidates for employment and to discuss the level status of an employee, to consider consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the School Board; and/or consultation with legal counsel employed or retained by the School Board regarding specific legal matters requiring the provision of legal advice by such counsel, and meeting to consider discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body to discuss awarding contracts for capital expenditure projects.

***Open Session***

On a motion by Mr. Henderson, seconded by Ms. Graham Scott, the School Board voted to go into open session.

Motion:	Mr. Henderson	Resolution:	12
Seconded:	Ms. Graham Scott	Date:	December 5, 2011

***Open Session***

**CERTIFICATION OF CLOSED MEETING**

I move that the Richmond School Board direct its Clerk to call for a roll call vote of the Board's members 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 by the Richmond School Board.

VOTE

A roll call was taken of members present and it was unanimous that the closed meeting was conducted in accordance with prescribed laws.

AYES: (8) (*Mesdames Gray, Graham Scott, Murdoch-Kitt, Page, Smith, Wilson, and Messrs Coleman and Henderson*)

NAY: (0)

ABSTENTIONS (0)

ABSENT DURING VOTE: (2) Mrs. Bridges

ABSENT DURING MEETING: (0)

\_\_\_\_\_  
Clerk

Contracts #6340 (ADA parking lot modifications) would be voted on at the 7:00 p.m. meeting.

The Chair recessed the meeting.

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Chair

***Minutes of the Regular Meeting of the School Board of the City of Richmond  
December 5, 2011***

***Reconvene***

The Chair reconvened the Monday, December 5, 2011, meeting at 7:00 p.m. in the City Council Chambers, 2<sup>nd</sup> floor of City Hall.

Members: Mrs. Kimberly Bridges, *Chair*  
Mrs. Dawn Page, *Vice Chair*  
Mrs. Kimberly Gray  
Ms. Adria Graham Scott  
Dr. Norma Murdoch-Kitt  
Maurice Henderson  
Mrs. Chandra Smith  
Donald Coleman  
Aaron Brown, *Student Representative*, Open High School

Officers: Dr. Yvonne Brandon, Superintendent  
Ms. Angela Lewis, Clerk  
Ms. Angela Anderson, Chief of Financial Reporting/Deputy Clerk  
Paul Hawkins, Chief Operating Officer/Agent  
Dr. Ronald Carey, Chief of Staff/Deputy Agent

Others Present: Dr. Irene Williams, Executive Director, Elementary Education  
Dr. Thomas Beatty, Executive Director, Secondary Education  
Mrs. Debora Johns, Chief Internal Auditor  
Ms. Lynn Bragga, Director, Budget & Financial Planning  
Ms. Cozette McIntyre, Grants Manager  
Mrs. Maria Crenshaw, Director, Instruction  
Dr. Darlene Currie, Director, Professional Development  
Harley Tomey, Director, Exceptional Education  
Dr. Ernestine Scott, Director, Federal Programs  
Vincent Ashley, Director, Pupil Transportation  
Kavansa Gardner, Director, Information Communication & Technology Services  
Andrew Davis, Director, Plant Services  
Trent Jones, Manager, Benefits & Risk Management  
Mrs. Wanda Payne, Interim Director, Finance  
Dr. Ann Allen, Coordinator, Research and Evaluation  
Keith Brown, Interim Director, Purchasing  
Ms. Felicia Cosby, Public Information Officer  
Ms. Cindy Kelp, Health Care Promotion Manager, CIGNA  
Ms. Maria Beck, Instruction Specialist

Attorney: Ms. Jonnel Lilly

Absent Mrs. Evette Wilson, School Board Member

***Pledge of Allegiance***

The Pledge of Allegiance was led by Mr. Henderson; it was followed by a moment of silence.

***Adoption of the  
Agenda***

The agenda was amended to

- Receive a report on operations.
- Consider approval of contract 6340 for ADA parking lot renovations.

***Recognitions***

A Certificate of Recognition was presented to the members of Richmond Public Schools ACE stakeholder team and Autism Grant participant.

Albert Hill Middle School

Donna Knight  
Lauren Dawson  
Beth Kunberger  
Christy Owen

Fox Elementary School

Daniela Jacobs

Mary Munford Elementary

Greg Muzik  
Holly Aldridge  
Jana Rairden

Blackwell Elementary School

Marice Trueheart

Maymont Preschool Center

James Keene

Westover Hills Elementary

Janice Gray

Francis Elementary School

Natasha Dandles

Maymont Learning Center

Holly Walker  
William O'Sullivan

Redd Elementary School

Patricia Kohlbeck

Richmond Technical Center-North

Melissa Kates

Woodville Elementary School Thomas Jefferson High  
School Patrick Henry School of Science and Arts

Richard Sawyer

Ginter Park Elementary School

Chris Parsons

Fox Elementary School

Kari O'Connell

Office of Exceptional Education and Student Services

Judy Howlett

Maria Beck

Juanita Nicholson

Andrew Greenidge

Alfred Vann

Adah Parashar

Deborah Andrews

Donella Moseley

Gloria Graham Johnson

Michelle Boyd

Juanita Nicholson

Cheryl Mangum

Richmond Technical Center-North

Veronica Wiles

John Marshall High School

Zach Sisisky

Linwood Holton Elementary School

Kathryn Bentley-Martin

Cheryll Hughes

Amelia Street School

Robin Barber

Adrienne Garner

Melanie Koch

Lorien Wilder

Oak Grove/Bellemeade Elementary School

Landanese Jackson

Office of Professional Development

Dr. Darlene Currie

Fox Elementary School

Harold Mitchell

Richmond Technical Center-North

Anita Swan

Munford Elementary School

Tiffanie Johnson

Daniel Irwin

Head Start Program

Barbara Barden

Chief Academic Officer  
Victoria Oakley

Department of Instruction  
Cozette McIntyre

Dr. Margaret Dabney received a Certificate of Recognition as one of the 2011 Richmond History Maker.

Samara Booker, Clark Springs Elementary School, received a Certificate of Recognition as a recipient of the 2011 R.E.B. Award for Teaching Excellence.

Danica Millner, Thomas Jefferson High School, received a Certificate of Recognition as a recipient of the 2011 R.E.B. Award for Teaching Excellence.

Carmon Foster, Alex Nyerges, and Michelle Oliver of the Virginia Museum of Fine Arts were presented with a Certificate of Recognition for their outstanding support to Richmond Public Schools for the 2012 Teacher of Year Program.

Linwood Holton Elementary School received a Certificate of Recognition as a recipient of the 2011 Golden Hammer for Best Neighborhood Design for its learning garden.

Jesse Fierson, Brian Gullins, L. J. McCoy, and Dr. Lerla Joseph received a Certificate of Recognition for their generous in-kind donation of tickets to the African American Lecture Series "The New Jim Crowe."

***Public Information***

There were no speakers.

***Approve The Minutes  
of the November 7,  
2011 Meetings***

The minutes of the November 7, 2011, meetings were approved.

***Receive The  
Personnel Section of  
the Bylaws And  
Policies Manual***

The Board received the Personnel Section of the *Bylaws and Policies Manual* as a second read to be presented for approval later in the meeting.

***Receive School Board  
Travel Requests.***

The travel request was presented for Mrs. Smith to attend the NSBA FRN Conference on February 5-7, 2012 in Washington, DC. It was approved by Board's consensus and for the Chair's signature.

***Receive Updates From  
School Board  
Representatives on the  
Appomattox  
Governor's School  
Regional Board.  
Career And Technical  
Education Advisory***

There was no report at this time on the Appomattox Governor's School Regional Board.

Ms. Gray announced that the Economic Development Authority approved the funding for the Manchester Bidwell Feasibility Study.

Mrs. Page reported that the Richmond Public Schools Education Foundation had completed its audits and had received an unqualified recommendation.

***Commission  
Richmond Public  
Schools Education  
Foundation, Head  
Start Policy Council,  
Math Science  
Innovation Center  
Richmond Council of  
PTAs***

Mrs. Page announced that the Foundation was awarded several grants from the Mary Morton Parson Foundation of \$100,000 and Verizon to support Middle School Renaissance, IBM technology grant, and from Altria \$45,000 for professional development.

There was no report at this time on the Head Start Policy Council. Mr. Henderson noted that at the Head Start Policy Council's new officers were installed.

There was no report at this time on the Math Science Innovation Center. Mr. Henderson announced that the Nnanotechnology was integrated within the curriculum and was introduced to surrounding districts.

Mrs. Smith announced that the Richmond Council of PTAs would hold its general meeting at John Marshall High School, 7:00 p.m. on December 12, 2011.

***Receive an Update on  
Operations***

Mr. Jones provided an update on the "Get Moving RPS" Activity Challenge for schools and department staff that was held October 10, 2011 through November 18, 2011. The challenge allowed participants to track their activity through a web-based program to allowed team to get credit for their activity. Of the 63 teams that entered the competition, 18 locations finished the challenged. The costs associated with the challenge were paid through the CIGNA Wellness healthcare plan budget. Teams were offered to participate in a second challenged that was to be completed by December 9, 2011. Ms. Cindy Kelp provided comments regarding the challenge. The first place winners, Linwood Holton Elementary School, Lucille Brown Middle School, George Wythe High School, Patrick Henry School of Science and Arts, Department of Finance and the Department of Audit received trophies. The Grand Prize winner was the Hospital Education staff. A challenged competition between the city and the school staff was being planned in the spring of 2012.

Mr. Gardner provided an update on the feasibility study performed by Information Technology Department regarding the implementation of the iPad into everyday instruction. The goal of the study that began in February 2011 was to align it with RPS' Strategic Plan, Technology Plan and Superintendent's mission. It was the recommendation of the project team to implement the Apple iPad as part of the Department of Professional Development "Observation 360" implementation and into the Department of Exceptional Education for students with disabilities.

***Receive an Update on  
Building a Better  
Richmond***

Mr. Hawkins reported that the Oak Grove Elementary school project was progressing with work on the foundation, masonry and the delivery of steel in January 2012. The wing foundation at Broad Rock Elementary School was 80 percent complete. At the middle school level, the team was waiting on the release of the notice to proceed with demolition package from the city. The construction package was due on December 20, 2011. The Huguenot High school project was also waiting on civil site package notice to proceed from city procurement.

***Receive an Update on***

Dr. Allen provided highlights of the Action Team commitments for the

***the Strategic Plan***

Strategic Plan for Year 1 activities which included:

- An analysis of the current curriculum.
- Hands-on Math and Science activities.
- To reform the middle school program.
- To expand school-community partnerships.
- A system-wide rezoning.
- To develop real world experiences for students.
- To increase partnerships in middle and high school sports.
- To developed a plan to support Adequate Yearly Progress (AYP) subgroups.
- To develop a plan to support school climate.
- To develop a new teacher evaluation system.
- To revamp the exit interview process and teacher orientation program.
- To revise the facility master plan.
- To implement and upgrade software programs across the system.
- To develop and enhance the communication process.
- To develop a plan for family involvement.
- An employees' training model.

***Receive an  
Presentation on the  
Autism Collaboration  
Grant***

Mr. Tomey provided a PowerPoint presentation on the Autism Collaboration Grant with the VCU Autism Center for Excellence Project. Richmond Public Schools was one of the eight schools selected to receive support services for students with autism. The grant would provide long-term training and technical assistance for the district for students with autism. Mr. Tomey reviewed the data for the number of RPS students identified with autism by grade level for period of December 1, 2010. Ms. Beck reviewed activities that would take place in the fall of 2011 that included implementation of Peer to Peer Program at Albert Hill Middle School, continue support of autism coursework, provide coaching training to cohort graduates, expand National Professional Development Center (NPDC) coaching model, identify a pilot communication staff development, add iPad initiative to communication goal, identify person-centered planning facilitator, develop content for website and networking meetings.

***Receive a Report on  
Open Enrollment***

Mr. Morgan provided a brief update on the Open Enrollment process. Students currently attending an "out of zone school" must complete Intent to Return Application for the period of January 3-31, 2012. The Open Enrollment process would be February 1-14, 2012, which involved a lottery process that determined the order in which available slots would be filled. Open Enrollment applications that were received after February 14, 2012 at 4:30 p.m. would not be considered. There would be two lottery drawings on March 5, 2012 for secondary level and March 12, 2012 for the elementary level. Mr. Morgan presented a copy of the Open Enrollment and Intent to Return procedures and application for the Board's review.

***Other Information  
Items***

The following information was in the Board packages for review:

- Receive an update on RPS contracts.
- Receive budget transfers.

***Consent Agenda***

On a motion by Ms. Gray, seconded by Mrs. Page, the School Board voted to

approve the following items under the Consent Agenda:

- Human Resources Actions:
  - The resignation of one employee.
  - The nomination of five employees.
  - The rescission of employment of one employee.
  - The returning from leave of seven employees.
  - The change of contract of six employees.
  - The furlough of two employees.
- The financial statement for the period ended October 3, 2011.

***Consider Approval of  
the Personnel Section  
of the Bylaws and  
Policies Manual***

A motion was made by Ms. Gray, seconded by Mrs. Page, to approve the Personnel Section of the *Bylaws and Policies Manual*.

Ms. Gray made an amendment to the motion to include sexual orientation in the first and second paragraph on page 4; it was seconded by Dr. Murdoch-Kitt. Mrs. Bridges suggested including language as it was on page 3 for consistency. (*Mesdames Gray, Murdoch-Kitt, Graham Scott, Page, Bridges and Messers Coleman and Henderson voted "aye" and Mrs. Smith voted "nay," and Mrs. Wilson was not present for the meeting.*) (*Passed 7-1*)

On the original motion by Ms. Gray, seconded by Mrs. Page, the Board voted unanimously to approve the Personnel Section of the *Bylaws and Policies Manual* to include sexual orientation in the first and second paragraph on page 3.

***Consider Approval of  
Contract 6340 (ADA  
Parking Lot  
Renovations)***

On a motion by Mrs. Page, seconded by Ms. Gray, the Board voted to approve contract 6340 – ADA parking lot renovations. (*Mesdames Gray, Murdoch-Kitt, Page, Smith voted "aye," Mrs. Bridges and Gray abstained and Mrs. Wilson was not present for the meeting.*)

There being no further business, the meeting adjourned at 9:31 p.m.

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Clerk

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Chair