

Regular Meeting Minutes
Colonial Heights School Board
Tuesday, March 26, 2024 at 6:00pm
Colonial Heights High School Technical Building Audio-Visual Room
(3451 Conduit Road, Colonial Heights, Virginia 23834)

The Regular Meeting of the Colonial Heights School Board was conducted on Tuesday, March 26, 2024, in the Audio-Visual Room of the Colonial Heights Technical Center.

Call to Order

Mr. Neece called the regular meeting to order at 6:30 pm.

Roll Call – The following Board Members were present for roll call by the Clerk:

Mr. Steven Neece, Chairman
Mrs. Angie Woody, Vice-Chair
Mr. Keith Kapinskis, Member
Mrs. Lisa Kochuba, Member
Mrs. Lia Tremblay, Member

The following Staff Members were present:

Mrs. Haidee S. Ratliff, Superintendent
Mr. Troy Hedblom, Asst. Superintendent of Business Services
Mr. Travis Ridley, Asst. Superintendent of Instructional Services
Mrs. Melissa Lynch, Director of Budget & Finance
Ms. Tanya Ross, Assistant Director of Budget & Finance
Mr. Hugh P. Fisher, City Attorney
Mrs. Charity Burnett, Deputy Clerk
Absent: None

Pledge of Allegiance – Miss Lam Tran, CHMS SCA President, led the Board and audience in the Pledge of Allegiance.

Moment of Silence - A moment of silence was observed.

Announcements and Declarations of Personal Interest – Declarations of Personal Interest were read by Mr. Neece and Mr. Kapinskis relating to the discussion of the proposed budget and then filed with the Clerk.

Adoption of Agenda – Motion to adopt the agenda by Mrs. Tremblay, second by Mrs. Kochuba. Approved 5-0.

Delegations

A. Ms. Rylei Buck – March 2024 Senior of the Month - Mr. Nelson introduced Ms. Rylei Buck as the March 2024 Senior of the Month and the School Board further congratulated her and her family for a job well done!

B. Miss Christianna Owens- The Board recognized Christianna Owens (5th Grade) for her artwork entry in the 2024 VSBA Southside Spring Regional Forum Art Contest where she was named as the 1st Place Elementary School. Her artwork will be framed and displayed on a rotating basis at the VSBA offices in Charlottesville for one year.

Public Comments – Mr. Neece opened the floor for public comments. No public comments.

Consent Agenda

A. School Board Minutes

1. Special Meeting /Budget Work Session Minutes of February 27, 2024
2. Regular Meeting Minutes of February 27, 2024
3. Special Work Session Meeting Minutes of March 11, 2024

B. Annual Policy Review (Reviewed Annually and Updated as Appropriate)

1. Policy IGBC Parent and Family Engagement
2. Policy KP-R Title I District Parent Involvement Policy

C. Little Feet Meet Donation \$250 by American Legion VFW Post 284

D. Little Feet Meet Donation \$100 by CHHS PTSO

E. Little Feet Meet Donation \$500 by Aetna

F. Little Feet Meet Donation \$100 by Patrick & Lia Tremblay

G. Little Feet Meet Donation \$200 by Optimist Club of Colonial Heights

Motion to adopt the consent agenda by Mrs. Tremblay, second by Mrs. Kochuba. Approved 5-0.

Unfinished Business

A. Superintendent's Proposed 2024-2025 Fiscal Year Budget - The Superintendent stated that the budget features a balance of instructional priorities along with a strong staff compensation package. It includes a 3% step increase for teachers. An evergreen salary study was conducted for non-teaching positions and the budget includes funding to place those positions on a 30-step scale with a minimum of a 3% salary increase for each of those positions with additional adjustments in areas identified by the salary study to keep up with the market. Health insurance will not have an increase for the upcoming year. We have several new positions in the proposed budget focused on specialized instruction in student learning that will help us with our focus on meeting the diverse needs of our students. We have some positions that are administrative and operations centered and we'll make sure that we're focusing on our strategic plan action steps and moving forward with initiatives. The budget is based on the governor's proposed budget that was released in December and we are anticipating additional funding being allocated to us once he has his final budget. The administration will return to the board with proposals for adjusting the budget to accommodate unfunded items. Motion to approve the Superintendent's Proposed 2023-2024 Fiscal Year Budget by Mrs. Kochuba, second by Mrs. Tremblay. Approved 5-0.

New Business

A. VSBA Policy Updates – February 2024 (1st Review): This was a 1st review of the following updated policy revisions and a 2nd reading will take place on April 23, 2023 during the open meeting:

Explanation of Revisions – February 2024 Policy Update

Policy Code	Revision
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BCF	Advisory Committees to the School Board Policy and Legal References updated.
BG/GBD	Board-Staff Communications Policy updated to recognize collective bargaining.
CBE	Severance Benefits Cross References added.
DGD	Funds for Instructional Materials and Office Supplies Policy updated to reflect school board's designation of a second person to sign checks disbursing funds from specified accounts.

DJA	Purchasing Authority Policy reorganized for clarity. Cross References updated.
DJB	Petty Cash Funds Policy updated.
DK	Payment Procedures Policy updated.
DO	Non-Locally Funded Programs Footnote added for divisions which authorize superintendent to approve some grant proposals.
EBAA	Reporting of Hazards Legal References updated.
EBBA	Emergency First Aid, CPR and AED Certified Personnel Policy updated.
EBCD	School Closings Policy and Cross References updated. <i>Please note: The policy states that the superintendent may establish any regulations necessary to implement this policy.</i>
EC	Buildings and Grounds Management and Maintenance Cross References updated.
ECA	Inventory and Reporting of Loss or Damage Cross References updated.
EDC	Authorized Use of School-Owned Facilities and Materials Policy DELETED to avoid duplication with KG Community Use of School Facilities.
ET	Educational Technology Foundations and Public School Foundations Cross References updated.
FE	Playground Equipment Policy, Legal References, and Cross References updated.
FECBA	Energy Efficient Construction Policy DELETED because not legally required.
FFA	Naming School Facilities Title, Policy and Cross References updated. Footnote added for guidance.
GBC-E2	Notice of How Employees Who Work Less Than 12 Months Are To Be Paid Exhibit updated.
GBD/BG	Board-Staff Communications Policy updated to recognize collective bargaining.
GBEF	Lactation Support for Employees Separated from policy JHCL. Policy, Legal References, and Cross References updated.
GCBEA	Leave Without Pay Policy updated to reflect content of Legal References. Legal References updated.
GCPD	Professional Staff Discipline Policy updated.
GDB	Support Staff Employment Status Policy DELETED because not legally required.
IB	Academic Freedom Cross References updated.

IC/ID	School Year/School Day Policy and Cross References updated.
IKA	Parental Assistance with Instruction Legal References and Cross References updated.
IKB	Homework Policy DELETED because not legally required.
IKF	The Virginia Assessment Program and Graduation Requirements Text of policy updated to correct typographical error. Footnote revised for clarity.
IKFA	Locally Awarded Verified Credits Policy updated.
INDC	Religion in the Schools Cross Reference added.
JFCF	Drugs in Schools Policy and Legal References updated.
JFCJ	Written Notification of Violation of School Policies by Students in Alternative Education Programs Policy and Legal References updated.
JFG	Search and Seizure Cross References updated.
JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury Policy and Legal References updated.
JHCL	Lactation Support for Students Separated from policy GBEF. Policy and Cross References updated.
JJAF	Student-Athlete Sudden Cardiac Arrest Policy updated. <i>Please note: The policy requires the superintendent to develop, and biennially review, procedures to implement this policy.</i>
JM	Restraint and Seclusion of Students Policy and Legal References updated. <i>Please note: 8 VAC 20-750-70 requires that both this policy and the procedures developed by the superintendent as required by the policy be reviewed annually. Superintendents should be sure that the division's procedures are reviewed and updated on a schedule that complies with that requirement.</i>
JOB	Administration of Surveys and Questionnaires Policy formatting changed to reflect content of Legal References.
KL	Public Complaints Cross References updated.
KLB	Public Complaints About Learning Resources Sample policies KLB Options 1 and 2 combined to present two possible procedures for considering complaints regarding learning resources.
KLB Opt. 2	Public Complaints About Learning Resources Policy DELETED . Text combined with former sample policy KLB Option 1.
KLB-E	Request for Reconsideration of Learning Resources Exhibit updated.
KMA	Relations with Parent Organizations Legal References updated.
LC	Charter Schools Policy and Legal References updated.

- B. Change in Elementary School Times for the 24-25 School Year - During the current school year there has been concern that several school buses do not complete High School and Middle School routes in ample time to arrive at the Elementary Schools in time for their current dismissal time of 3:05. The Director of Transportation has evaluated the situation and made shifts where possible throughout the year, but the issue still remains. The increase in time needed to complete high school and middle school routes may be attributed to greater ridership among high school and middle school students as well as increased traffic within the city. It is proposed that the Elementary School day times be shifted from the current 8:25 – 3:05 to 8:35 – 3:15 beginning in the 2024-2025 school year. Motion to approve the Change in Elementary School Times for the 24-25 School Year by Mrs. Tremblay, second by Mrs. Kochuba. Approved 5-0.
- C. Associates Degree Program - Colonial Heights High School's Leadership Team has conducted research to propose the best option for high school students who would like to earn an Associate's Degree while in high school, allowing them to graduate with both a high school diploma and an Associate's Degree. Richard Bland College is the proposed partner. Motion to approve the Associates Degree Program by Mrs. Woody, second by Mrs. Tremblay. Approved 5-0.
- D. Proposal of New CHHS Courses for 2024-2025 School Year – Proposed new courses for the 2024-2025 school year.
- Change Dual Enrollment English 111/112 from an Elective to English 11
 - Craft Design I, II, III, IV
 - Advanced Placement Comparative Government
 - Dual Enrollment - Biology 101 and 101L - Richard Bland College - Online Format
 - Dual Enrollment - Biology 102 and 102L - Richard Bland College - Online Format
 - Dual Enrollment - Art 202 - Art History Survey - Richard Bland College - Online Format
 - Dual Enrollment - Math 121 - College Algebra - Richard Bland College - CHHS Staff
 - Dual Enrollment - Math 151 - Pre-Calculus - Richard Bland College - CHHS Staff
 - Dual Enrollment - PE 190 Activities - Richard Bland College - CHHS Staff
 - Dual Enrollment- LGL 110 - Introduction to Law and the Legal Assistant Brightpoint - CHHS Staff
 - Dual Enrollment - LGL 125 - Legal Research - Brightpoint - CHHS Staff
- Motion to approve the Proposal of New CHHS Courses for 2024-2025 School Year by Mrs. Tremblay, second by Mrs. Kochuba. Approved 5-0.
- E. Director of Career and Technical Education/Work Based Learning Coordinator Job Description - Motion to approve the Director of Career and Technical Education/Work Based Learning Coordinator Job Description by Mrs. Kochuba, second by Mrs. Tremblay. Approved 5-0.
- F. Instructional Specialist for Science and Social Studies Job Description
Motion to approve the Instructional Specialist for Science and Social Studies Job Description by Mrs. Woody, second by Mrs. Kochuba. Approved 5-0.

- G. Director of Innovative Learning Job Description - Motion to approve the Director of Innovative Learning Job Description by Mrs. Tremblay, second by Mrs. Kochuba. Approved 5-0.
- H. Director of Information Technology Job Description - Motion to approve the Director of Information Technology Job Description by Mrs. Tremblay, second by Mrs. Kochuba. Approved 5-0.
- I. Revenue and Grants Specialist Job Description - Motion to approve the Revenue and Grants Specialist Job Description by Mrs. Tremblay, second by Mrs. Kochuba. Approved 5-0.
- J. CHPS Budget Amendment #3 FY 2023-2024 – Business Services requested an amendment to the FY23-24 approved budget to transfer \$498,234 from Contingency to departmental expenditure accounts for newly recognized expenses to be paid during FY23-24. The Office of Support Services has experienced an unusual increase in their contracted services budget. First, the district renewed a contract with a private transportation company. The request is for \$23,234 from contingency to cover the balance of funds needed to transport students. Second, the number of aides driven by students IEP has increased this year. There are 19 students that require an aide and about half of the students transferred into the district. The request is for \$475,00 to cover the balance of funds needed for the aides.

	Adopted:	Change:	Amended:
General Expenditures:	\$54,111,322	\$498,234	\$54,609,556
Contingency Reserve:	\$ 1,374,164	-\$498,234	\$ 875,930
Total Budget	\$55,485,486	\$0	\$55,485,486

Motion to approve the CHPS Budget Amendment #3 FY 2023-2024 by Mrs. Tremblay, second by Mrs. Kochuba. Approved 5-0.

- K. Dominion Right of Way Agreement (Resolution) – In order to update the power supply to the High School, a Right of Way Agreement to approve additional easements is required. Motion to approve the Dominion Right of Way Agreement (Resolution) by Mrs. Tremblay, second by Mrs. Kochuba. Approved 5-0.

Financial Report Summary – February 2024

- A. Revenue – Budget
- B. Expenditures – Budget
- C. Payment of Invoices and Payroll
- D. CIP Reserve Analysis

Ms. Lynch presented the Financial Report Summary to the Board. Motion to approve the Financial Report Summary for February 2024 by Mrs. Tremblay, second by Mrs. Kochuba. Approved 5-0.

Reports

- A. Office of the Superintendent- Mrs. Ratliff reported on the spelling bee, Tussing Dare Graduations, Arbor Day, Little Feet Meet, and the CTE Open House.
- B. Office of Business Services – No Report.
- C. Office of Instructional Services – Mr. Ridley reported that Title I night was a great event.

D. Office of Support Services – Mrs. George reported that she received an additional grant opportunity through ChildSavers and the application has been submitted. Notification will be in June. This grant would provide a 2-year school-based health center pilot at Lakeview Elementary School. The Family Resource Coordinator is working with CHHS and Project Peace and is awaiting notification of the FRC grant. The 9th Annual Little Feet Meet will be held on Wednesday, April 24th at the football field from 9am-2pm. The rain date is scheduled for Monday, April 29th.

E. School Reports – Principals highlighted happenings at each school site:

Lakeview – Virginia State Police Contest; Annual 5th grade kickball.

North – House Pride; Principal of the Day; Dare Graduation on April 23rd.

Tussing – Dare Graduation on April 27th; SOL Pancake Breakfast; Drama Show.

CHMS – Career Day – 8th Grade; Fine Arts Festival.

CHHS – CTE Open House; Graduation on May 30th; Senior Cap/Gown Meeting.

E. Committee Reports – None

F. Student Representative Report – Gavin Jarvis highlighted Ring Dance and Senior meetings.

Board Member Comments – Mr. Neece thanked Councilman Kenny Frenier for attending the meeting. Mrs. Woody stated that she hopes everyone will have a restful and enjoyable Spring Break.

Adjournment

Motion to adjourn the regular meeting at 7:27 pm by Mrs. Tremblay, second by Mrs. Kochuba and the motion passed with an affirmative voice vote.

Chairman

Clerk