

**PATRICK HENRY SCHOOL OF SCIENCE AND ARTS
MINUTES OF THE MEETING
OF THE BOARD OF DIRECTORS
October 4, 2011**

The President welcomed all and convened the meeting of the Board of Directors for PHSSA on Tuesday, October 4, 2011 at 7:09 p.m. at the Woodland Heights Baptist Church in Richmond, VA.

Directors Present: Sharon Burton, President
Kristen Larson, Vice President
Clay Dishon, Secretary
Dianna Herndon, Treasurer
Deborah Butterworth, Past President
Deborah Corliss, Interim Treasurer
Antione Green, Member
Cheryl Groce-Wright, Member
Joy Simpson, PTA President

Directors Absent: Pamela Boyd, Principal

Guests: Jesse Senechal, Shane Dowler.

The secretary noted that a majority of directors were present and a quorum existed for the transaction of business.

*Adoption of
the Agenda*

First, a motion to amend the agenda to add an action item related to the establishment of an Executive Committee and a change to one regular meeting of the Board of Directors per month with Executive Committee meeting in the interim, was made by Antione Green, seconded by Deb Butterworth, and approved unanimously. Upon motion duly made by Deb Butterworth to approve the amended agenda, and seconded by Antione Green, the agenda was adopted unanimously.

Public Comment

Second, during the public comment session, concerns were expressed about intercession programming related to short notice; length; fee absence; as well as the differentiation made in distributed materials between enrichment and mediation. An announcement was made about a charter school training opportunity to be held on October 22, 2011 at the University of Richmond Downtown Center.

*Approval of
Minutes*

Third, upon motion duly made by Kristen Larson to adopt the minutes of the Regular Meeting of the Board held on August 16, 2011, and seconded by Dianna Herndon, it was by

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vote of 5 ayes and 3 abstentions (Deb Butterworth, Deborah Corliss,
and Cheryl Groce-Wright)

RESOLVED, to approve the minutes from this meeting.

Fourth, upon motion duly made by Deb Butterworth to adopt the minutes of the Emergency Meeting of the Board held on August 23, 2011, and seconded by Kristen Larson, it was by vote of 6 ayes and 2 abstentions (Dianna Herndon, Antione Green)

RESOLVED, to approve the minutes from this meeting.

Fifth, upon motion duly made by Deb Butterworth to adopt the minutes of the Regular Meeting of the Board held on September 20, 2011, and seconded by Dianna Herndon, it was by vote of 7 ayes and 1 abstention (Kristen Larson)

RESOLVED, to approve the minutes from this meeting.

PTA Report

Sixth, Joy Simpson, PTA President, reported that a newsletter was being sent to students/parents on October 5, 2011. The entertainment book fund raiser was said to be progressing well with an anticipated goal of \$3,000. Also, it was announced that the next PTA board meeting would be held on October 11, 2011.

*Transportation
Committee
Report*

Seventh, Sharon Burton described the purpose of the transportation review and stated that a survey has been conducted and the results shared with the committee. Michelle Coleman helped compile some figures and Jesse Senechal presented the compilation of statistics. A handout entitled "Student Diversity and Transportation at PHSSA" was distributed. Kristen Larson presented an overview of the committees proposed plan. Outlined goals included to partner with Parks and Recreation to secure onsite low cost child care option; before and after care beginning in January 2012 after then move into the Patrick Henry building; continue to foster partnership with RPS; and re-solicit bids for next year.

*Compliance Review
Update
and Internal Review*

Eighth, Sharon Burton gave an update upon the progress of compilation of materials required for compliance review submission.

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It was recommended that a vote be taken to approve the collection of documents once compilation is completed.

*Emergency School
Closing Policy*

Ninth, the discussion was tabled for a later date.

*School Planning
Management Team
Review*

Tenth, Kristen Larson recommended the formation of an *ad hoc* committee comprised of 2 SPMT members and 2 board members to conduct a review of the SPMT.

*Committee
Reports*

Eleventh, reporting on behalf of the Board Governance/Board Development Committee, Clay Dishon thanked Antione Green for the work he did in making arrangements for the board training workshop held at the University of Richmond on October 1, 2011. Also, it was reported that interviews for the current board vacancy could begin after tomorrow (October 5, 2011).

Twelfth, representing the Facilities Committee, Kristen Larson introduced Ms. Karen Atkinson. Representing *Market Umbrella*, Ms. Atkinson presented a proposal for holding the local winter farmer's market on the grounds of the Patrick Henry School building. She stated that the hours of operation would be 10 a.m. to 12 noon and that there would be a cap placed upon the number of potential vendors that would participate.

Thirteenth, Deborah Corliss distributed a document entitled *Development Update, September 20, 2011* and reported that the budget was based upon an enrollment figure of 195 students and that current enrollment is 188.

*Items for
Action*

Eighth, upon motion duly made by Cheryl Groce-Wright and seconded by Deb Butterworth to vote *en bloc* upon two items, it was unanimously

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RESOLVED, to expedite authorizing the president to sign the Self-Help Loan and expedite opening a credit union account with Self-Help.

Ninth, upon motion duly made by Deborah Corliss and seconded by Kristen Larson to vote *en bloc* upon five items, it was unanimously

RESOLVED, to authorize the president to sign the Self-Help Loan; authorize Patrick Henry 501 (c) 3 to open a credit union account with Self-Help; authorize the advertising and hiring for the position of Environmental Instructor; consider authorizing the president to write a letter of support and enter into a partnership with Greater Richmond Education Reform Alliance; and to consider a partnership with Good360 program and approve any associated service fees related to obtaining in-kind donations for PHSSA facilities and curriculum based programs.

*Closed
Session*

Tenth, upon motion duly made by Deb Butterworth and seconded by Deborah Corliss, it was unanimously

RESOLVED, to enter into a closed session to consider the disposition of publicly held real property, where such discussion in an open meeting would adversely affect the bargaining position of negotiating strategy and 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 of scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body and to consider personnel matters.

*End of
Closed
Session*

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

Ayes: Sharon Burton, Deborah Butterworth, Kristen Larson, Deborah Corliss, Antione Green, Cheryl Groce-Wright, Clay Dishon

Nays: None

Absent During Vote: None

Absent During Meeting: None

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Secretary

*Items for
Action*

Twelfth, upon motion duly made by Deb Butterworth and seconded by Deborah Corliss, it was by vote of six ayes and one abstention (Antione Green)

RESOLVED, to send the letter discussed in closed session to Dr. Yvonne Brandon.

Thirteenth, upon motion duly made by Kristen Larson and seconded by Deb Butterworth, it was unanimously

RESOLVED, to implement financial procedural controls for the student Activity fund as proposed by Anita Zimmerman on April 26, 2011.

Fourteenth, upon motion duly made by Deb Butterworth and seconded by Deborah Corliss, it was unanimously

RESOLVED, to authorize the Self-Help Loan Borrowing Agreement.

Adjournment

Finally, there then being no further business to come before the meeting, it was, upon motion duly made by Clay Dishon and seconded by Deborah Corliss, adjourned at 10:27 p.m.

Respectfully submitted,

Clay Dishon, Secretary

Accepted: _____
Sharon Burton, Presiden