

**PATRICK HENRY SCHOOL OF SCIENCE AND ARTS  
MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS  
February 15, 2011**

The President convened the meeting of the Board of Directors for PHSSA Tuesday, February 15, 2011 at 8:10 pm at the Woodland Heights Baptist Church in Richmond, VA.

*Directors Present:* Sharon Burton, President  
Deborah Butterworth, Past President & Acting Secretary  
Kristen Larson, Member  
Deborah Corliss, Member and Acting Treasurer  
Cheryl Groce-Wright, Member  
Antione Green, Member  
Pamela Boyd, PHSSA Principal  
Joined by Clay Dishon, newly elected Board Secretary at 9:00 pm

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

*Adoption of  
the Agenda*

First, the chairman asked the Board to approve the Agenda for this meeting. Upon motion duly made by Deb Butterworth to approve the amended agenda, and seconded by Cheryl Groce-Wright, the agenda was adopted by unanimous vote.

*Public Comment*

Introduction of PHSSA Board candidate, Clay Dishon

*Approval of  
Minutes*

Second, upon motion duly made by Kristen Larson to adopt the minutes of the Regular Meeting of the Board on January 17, 2011 and seconded by Deborah Corliss, it was unanimously

**RESOLVED**, to approve the minutes from this meeting.

Third, approval of the February 1, 2011 regular meeting of the Board and the February 8, 2011 emergency meeting of the Board was tabled.

*Principals'  
Report*

Forth, Pamela Boyd submitted a report, a memo and supporting documents of the Internal Audit, and copies of the 2011-2012 Open Enrollment Application Summary.

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*Committee  
Report*

Fifth, Curriculum Committee: Deb Butterworth reported the status of the committee's work on the Strategic Plan. The committee will meet again pending Deborah Corliss' meeting with Pat Morris. Principal Boyd asked that the committee assist in identifying environmental education curriculum.

Sixth, Personnel Committee- Sharon Burton requested that the committee make the Principal Evaluation its top priority.

Seventh, Board Development/Governance Committee: Sharon Burton requested the committee develop and Email Policy, a confidentiality message disclaimer to include on PHSSA emails, and revise the FOIA policy.

Eighth, Audit/Budget Committee: Deborah Corliss presented the draft audit report from Goodman & Company.

*Items for  
Action*

Ninth, upon motion duly made by Kristen Larson and seconded by Cheryl Groce-Wright, it was unanimously

**RESOLVED**, to elect Clay Dishon to Secretary of the Patrick Henry School of Science and Arts Board of Directors.

Tenth, upon motion duly made by Antione Green and seconded by Kristen Larson, it was unanimously

**RESOLVED**, to appoint John Lloyd as a non-board member of the Governance/Board Development Committee.

Eleventh, the Resolution to consider the Board Commitment Agreement was tabled. Board members are asked to send comments to Sharon Burton no later than February 22, 2011.

Twelfth, upon motion duly made by Deb Butterworth and seconded by Deborah Corliss, it was on a 6 ayes, 1 abstention

**RESOLVED**, to expedite consideration of Material Change to the Charter Agreement as it relates to PHSSA Lottery.

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Thirteenth, upon motion duly made by Deb Butterworth and seconded by Deborah Corliss, it was on a 6 ayes, 1 abstention

**RESOLVED**, to accept the Material Change to the Charter Agreement approved by the School Board of Richmond Public Schools as it relates to PHSSA Lottery.

Fourteenth, upon motion duly made by Cheryl Groce-Wright and seconded by Kristen Larson, it was unanimously

**RESOLVED**, to strike the resolution to consider, beginning 2011 – 2012 school year, that the administrative assistant will assume the task of bookkeeper for all funds related to school operations.

Fifteenth, the Point of Sale terminal will be purchased to simplify the accounting for breakfasts and lunches as a line item budget with funds from the CSP grant.

Sixteenth, the Resolution to have the cost of meals at PHSSA, beginning in the 2011 – 2012 school year to be comparable to Richmond Public Schools' meals was tabled until more information is gathered.

Seventeenth, the Resolution to consider accepting the revised PHSSA 5 year budget was tabled pending follow up questions to Ms. Bragga.

*Closed  
Session*

Eighteenth, upon motion duly made by Kristen Larson and seconded by Cheryl Groce-Wright, it was unanimously;

**RESOLVED, to enter into a closed session meeting to consider the assignment, appointment, promotion, performance, demotion, and salaries of employees, and to consider the disposition of publicity held real property, where such discussion in an open meeting would adversely affect the bargaining position or negotiating strategy.**

*End of Closed  
Session.*

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

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Ayes: Deborah Corliss, Sharon Burton, Deb Butterworth, Kristen Larson,  
Cheryl Groce-Wright, Antione Green, Clay Dishon  
Nays: None

Absent During Vote: None  
Absent During Meeting: Etienne LaVallee

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Secretary's Signature

Twentieth, upon motion duly made by Deb Butterworth and seconded by Cheryl Groce-Wright, it was on a vote of 6 ayes, 1 nay

**RESOLVED**, to authorize Sharon Burton to sign the finalized architect's contract, which is anticipated at the end of this week.

*Announcement of  
Future  
Resolutions*

The following resolutions were brought to the Board in anticipation of future action:

- ❖ A resolution to consider appointing Liz Boggis to the Curriculum Committee.

*New Business*

Twenty-first. The Board was asked to consider the position of Compliance Director to ensure compliance with the charter agreement. Kristen Larson will distribute a position description to the Board.

*Adjournment*

Finally, motion made by Sharon Burton to adjourn the meeting at 9:45 pm.

Respectfully submitted,

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Deb Butterworth, Acting Secretary

Accepted: \_\_\_\_\_  
Sharon Burton, President