



BOARD OF VISITORS

THE VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND
P.O. BOX 2069
STAUNTON, VA 24402-2069

Senator Emmett W. Hanger, Jr.
Board Chairman

VSDB Board of Visitors
March 20, 2014

Members present: Senator Hanger, Senator Favola, Delegate Bell, Delegate Wilt, Virgil Cook, Alice Frick, Rachel Bavister, John Pleasants, Donna Gateley.

Members absent: Diane Sandidge

Advisors to BOV: Wanda Council, VDOE; Wendell Roberts, AAG; Nancy Armstrong, Superintendent

Senator Hanger called the meeting to order at 11:00 am.

Roll Call of Members

Roll call of members present was conducted by introductions. A quorum is present.

Reading and approval of December 20, 2013 minutes

One correction to the December minutes was noted, Delegate Bell's name was included twice. John Pleasants moved to adopt the minutes with the one correction. The motion passed. Senator Hanger reported on the executive committee meeting. The executive committee discussed the employee work profile and vacancy announcements for the Superintendent's position.

Reports

Budget and Annual Plan:

Janice Rankin, Director of Operations, reported that VSDB is currently over budget. VSDB has been receiving restrictions on natural gas usage since January and therefore the gas bills have been unusually high. The attempt was made to switch to propane, but natural gas was less expensive. If the budget is still over at the end of the year, some items can be moved into the next fiscal year. The current budget does not include the potential income from renting empty buildings on campus. Senator Hanger reported that HB29 requests \$300,000 for VSDB to compensate for the unrealized rental income.

The 2014-2015 Special Education Annual Plan/Part B Flow-Through was presented to the board. John Pleasants moved to approve the plan as presented with the correction of "outreach coordinator" to "outreach director". The motion passed.

Human Resources:

Nate McLamb, Director of Human Resources, reported that there are eight positions awaiting approval from the Secretary of Education before they can be posted. Rachel Bavister requested that “and Hard of Hearing” be removed from the Department for the Deaf and Hard of Hearing. Nineteen positions are being held open due to budget cuts; this is in addition to the eight positions waiting approval. Donna Gateley moved to approve the advertising for the eight positions. The motion passed.

School Report:

Pat Trice, Principal, reported that the school has completed English Writing SOLs. A student stakeholder meeting was held with the high school students. Curriculum/program development is ongoing. The school is looking at expanding to three educational tracks: academic/diploma, life skills/IEP diploma, multi-disabled/IEP diploma. Further discussion and planning will occur over the summer. VSDB will host the summer program the week of June 23. The VSDB Foundation will cover all expenses. VSDB provided work study and dual enrollment for the students.

Residential Report:

Mary Murray, Director of Student Services, informed the board that she will retire July 1st after 32 years at VSDB. VSDB hosted the girls MasonDixon basketball tournament with eleven deaf schools attending. The visiting teams stayed in the dorms during the tournament. The Goalball team will be traveling to Boston for the annual Goalball tournament. During inclement weather the vacant dorms were opened for staff to stay on campus. The residential program is working on independent living skill and will be collaborating with the school on the new life skill curriculum.

Superintendent’s Report:

Dr. Armstrong reported that Senate Bill 642 (submitted by Senator Favola), admission of out of state students, was not passed during this General Assembly. VSDB will work with the board to develop program policies and procedures for a future submission.

VSDB hosted a stakeholders meeting on February 7th including individuals from state agencies, national and state organizations, local school divisions, alumni, parents, and VSDB staff. One of the points learned from the meeting was that there are still many schools and organizations that do not know of VSDB or understand the services offered.

The VSDB Foundation is being managed by Capital One and the fund has increased from \$3.9 million to \$5 million. A division of Capital One is working with VSDB to develop a comprehensive marketing plan. One portion of the plan is developing a logo. The Foundation has funded several projects for the school: The stakeholders meeting, the summer program, curriculum program/development, and a facilitator for leadership/team building sessions. The Foundation Board’s membership has changed and several new members need to be appointed by the Board of Visitors: Paul Singleton, Lester Smith, Carl Balderson, and J H Cline. Senator Favola moved to appoint the board members presented today. The motion passed.

VSDB is celebrating its 175th anniversary in 2014. Each month activities are being scheduled in honor of the celebration. The time capsule in front of Main Hall will be opened in November and VSDB will be on the Staunton house tour in December.

Dr. Armstrong met with the new Secretary of Education, Ann Holton. Several groups are looking at renting space on campus, but there are no firm commitments at this time. VSDB continues to work with the Department of General Services (DGS) on the advertisement and rental of the space.

The new position, Outreach Director, is funded by VDOE. This position will have state-wide duties that require much travel. Rachel Bavister requested that, if the person hired is hearing, a deaf individual be assigned to travel with the Outreach Director in order to share knowledge of the deaf community, language and culture.

IT Report:

Doug Wright, IT Director, gave an update on the IT security status of VSDB. In order to come into compliance with security mandates, VSDB will have to hire a company to perform the risk assessment and create policy and procedures. The total costs to come into compliance will be approximately \$100,000. The board discussed the costs and requested the Chair draft a letter to be presented to the Secretary of Education to find out if there are more affordable alternatives to this issue. Senator Favola moved to support the drafting of a letter to the Secretary of Education, from the board, requesting support from the state in covering the cost. The motion passed.

Working Lunch.

New Business

Approve Foundation Board members:

Foundation items were covered under the Superintendent's report.

Museum property from Hampton:

Wayne and Alice Frick provided a PowerPoint with a brief history of the school in Hampton. By state code, the items from Hampton are now owned by the Staunton school. The Board can approve the loan of museum items. Wendell Roberts, AAG, provided a draft agreement that could be used to lend items to other museums. Delegate Bell moved to lend museum items to the City of Hampton using the proposed loan agreement provided by Mr. Roberts. The motion passed.

FOIA/FERPA

Mr. Roberts, AAG, provided training on the Freedom of Information Act (FOIA) and the Family Educational Rights and Privacy Act (FERPA) for the Board. Each board member was provided a hard copy or electronic copy of the Code of Virginia covering FOIA.

Other Business

Full report on the Executive committee meeting:

Dr. Armstrong submitted a letter to the board declaring her intent to retire on August 1, 2014. Dr. Armstrong will announce her retirement to VSDB staff after the board has accepted her letter. The executive committee discussed the posting of the position and the duties in the employee work profile (EWP).

- Three changes to the EWP were approved in executive committee and presented to the board for approval.

1. Section 17. Knowledge, Skills, Abilities and/or Competencies, required to successfully perform the work. Need to add duties/liaison with the VSDB Foundation.

Virgil Cook moved to add VSDB Foundation activities to section 17. The motion passed.

2. Section 19B. Core Responsibilities, Leadership and School Administration, also need to have the duties related to the VSDB Foundation added.

Delegate Bell moved to include the VSDB Foundation duties to section 19B. The motion passed.

3. Section 19D. Core Responsibilities, Agency Program Management, needs to be modified to remove specific reference to the consolidation project and to include a non-specific duty to “assist the board with oversight of capital improvement projects”.

Senator Hanger moved that all three recommendations be implemented and to give Nate McLamb authority to develop appropriate language for each section. The motion passed.

Delegate Bell moved to adopt the changes recommended by the executive committee. The motion passed.

- Senator Hanger moved to proceed with the posting of the superintendent’s position with the approval of the Secretary of Education. The motion passed.
- Senator Hanger recommended that instead of forming a special committee for the hiring process, the executive committee take on the responsibility. If any member of the executive committee does not wish to serve, they will not be required. Also, if a member of the board not on the executive committee wishes to be involved he/she may. Rachel Bavister requested to be part of the committee; she also asked to take the lead role. Virgil Cook recommended that the committee follow established protocol with the chair taking

the lead position. The chair of the VSDB Foundation, Harrison May, will be asked to join the committee.

The review of the superintendent's employee work profile creates the opportunity to review the administrative team of VSDB. The committee will also look at the administrative staff positions to determine if responsibilities need to be adjusted. Senator Hanger requested that a flow chart of VSDB be provided to the committee for their next meeting. Rachel Bavister moved for the special executive committee to move forward with the process of reviewing the Superintendent position and the administrative positions, and starting the search/interview/hiring process. The motion passed.

Letter to Board:

The board received a letter from the residential staff through Diane Bryant requesting permission to name the student center "The Mary Murray Student Center" in honor of the current Director of Student Life, Mary Murray, who will retire this year. Virgil Cook moved to approve the naming of the student center. Rachel Bavister opposed the motion citing that the time was not right and the current students enrolled at VSDB need to be asked for input before a name could be chosen. The rules should be the same for naming inside spaces as well as outside space. Senator Favola moved to table the discussion until the policy can be confirmed. The motion passed.

Division wide safety committee:

Blake Porter, Director of Public Safety, briefed the board on the new code regarding campus security and the responsibilities that will fall under the board's supervision. Mr. Porter will keep the board informed as the procedure develops.

No public comment:

Next Board of Visitors meeting is scheduled for June 11th at 11:00 am.

Meeting adjourned at 2:30 pm.

Approved June 11, 2014