



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

September 21, 2016

Minutes of Meeting

Call to Order: Senator Hanger called the meeting to order at 9:38 a.m.

The first order of business was a motion by Delegate Bell to enter into closed session as follows:

I move that the Board of Visitors of the Virginia School for the Deaf and the Blind convene in closed session pursuant to Section §2.2-3711(A)(1) of the Code of Virginia to discuss personnel matters related to the annual performance evaluation of the Superintendent. Virgil Cook seconded the motion. The motion passed.

At the conclusion of the closed session, Delegate Bell made the following motion:

I move that the Board of Visitors of the Virginia School for the Deaf and the Blind adopt a resolution certifying 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 in which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed, or considered by the Board of Visitors.

Virgil Cook seconded the motion.

WHEREAS, the Board of Visitors of the Virginia School for the Deaf and the Blind has this day adjourned into Closed Session in accordance with the Virginia Freedom of Information Act: and

WHEREAS, the Virginia Freedom of Information Act provides for certification that such Closed Session was conducted in conformity with the law.

NOW, THEREFORE BE IT RESOLVED, that the Board of Visitors hereby certifies 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 in which this certification resolution applies, and

(ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed, or considered by the Board of Visitors.

In accordance with the Virginia Freedom of Information Act, this shall be a roll call vote. All in favor of adopting the Resolution please vote "AYE" all opposed vote "NAY"

The Board of Visitors being polled, the vote was as follows:

- 1) Senator Hanger: Aye
- 2) Delegate Bell: Aye
- 3) Mrs. Frick: Aye
- 4) Mr. Cook: Aye

The motion passed.

The meeting reconvened at 10:30 am. Because the board was one member short of a quorum, Senator Hanger ruled that no official action will occur until the quorum is established. One member has been detained and will arrive shortly.

Approval of the June 8, 2016 minutes was deferred until a quorum is established.

Roll Call of Members: The roll call of members was conducted by introductions.

Members present: Senator Emmett Hanger, Senator Barbara Favola, Delegate Dickie Bell, Alice Frick, Virgil Cook, and Judy Sorrell. Delegate Wilt is en route.

Members absent: Paula Young Johnson, John Pleasants, Mike Asip, and Ann Latham-Anderson.

Advisors to BOV Present: Mona Siddiqui, AAG; Pat Trice, Superintendent, Wanda Council, VDOE

Delegate Wilt arrived at 11:02 am, and Senator Hanger declared a quorum.

Reading and approval of June 8, 2016 minutes: Delegate Wilt moved to dispense with the reading of the minutes and to accept the minutes as distributed. The motion passed.

At this time Senator Hanger had to excuse himself from the meeting for a short time. Delegate Bell assumed the position of Chair.

ADA Audit Report: Katherine Collins and Blake Bialkowski were present to explain the recent ADA audit, which was for the years 2013-2015. A copy of their audit report was provided to the Board members. There were several areas where internal managerial procedures could be improved. Follow-up test work was done to see if the school had developed and implemented a security network, and to determine if policies for the firewall had been developed. VSDB is in the process of implementing these policies with Assura. The firewall protects the student network. Although the firewall is in place, VSDB needs formal policies and procedures in place that demonstrate how it is managed. Discussion proceeded on possible funding, Umbrella IT contracts, and third party contractors. Doug Wright, Director of Information Technology, will speak to these issues following the ADA Audit Report.

Another managerial comment was that VSDB needs to make sure that every asset has the correct value, being sure that the amounts are in the correct account for each building. The project was for multiple assets rather than just one and some amounts were just assigned to the wrong building. The auditor made clear that none of the expenses were incorrect or fraudulent. Also, when assets are demolished they need to be removed from the system in a timely manner. A new spread sheet has been developed for all new projects.

The Assura representatives also noted that sub object codes should not be used for normal expenses. One new account had come into play for which VSDB was not sure how to code. DPB can assist with this issue.

One new issue was that VSDB needs to have a tracking mechanism to account for how much the VSDB Foundation should reimburse the school for any VSDB employees working for the Foundation. Superintendent Trice reported that this mechanism has already been put into place for this year.

Janice Rankin, Director of Operations, noted that neither Payroll nor Human Resources received any management comments on VNAP, which is a new system.

The next ADA audit will be in two or three years.

Delegate Bell announced that we would proceed with VSDB reports and that Doug Wright would be moved up on the Agenda so that he can address IT issues discussed by the Auditors while they are still present.

Reports

IT Report: Doug Wright, Director of Information Technology. Mr. Wright reported that VSDB has a deficiency in the IT security program concerning documented policies and procedures addressing the firewall. Doug reported we not only meet the standard/minimal requirements, but we go beyond the Enterprise standard. Concerning the firewall, what we have in place does not accept incoming connections from anyone. We also have a second inner firewall and a double redundant Web-filtering process. Our deficiency is in procedures on paperwork, but our focus is always on security. He is currently working with Karen Cole, CEO with Assura. Karen is here to begin a new project to lay out a step by step plan of action. Karen Cole then spoke to explain what Assura is doing to help VSDB meet the minimum requirements. She and Mr. Wright are assessing what we have vs. what we need and what would be a reasonable program that meets minimal controls.

At this time the Board thanked both the auditors and Mr. Wright for their reports.

VSDB Foundation Report: Harrison May, President of the VSDB Foundation, addressed the Board. He distributed a handout to members outlining the activities of the Foundation, which he discussed in detail. The Foundation Board asked seven banks and financial agencies to submit investment proposals and chose Capital One. The plan provides that 3% of the gross will be given to the school every year. This policy was adopted to perpetuate the fund. The Foundation's first grant was for purchasing a computer for every student and faculty member. Mr. May proceeded to go over other contributions which have been made to the school since that time. At present they are under the 3% budget allotment this year. Mr. May noted that the role of the Foundation is not here to supplant the state's obligations, but to supplement them. Ms. Trice thanked Mr. May and informed the Board that the Foundation has been a wonderful resource and has always risen to the occasion.

Superintendent's Report: Pat Trice, Superintendent, reported that Keith Van Fossen, Principal, and Becky Watson, Director of Student Life, are presently visiting the Washington State Schools for the Deaf and the Blind; therefore, she will also present their reports.

Ms. Trice first reported on VSDB Enrollment. At the beginning of the year, the enrollment was 105. Since that time, while some students have been removed from the roll because of parents relocating, new students are still being accepted, and prospective interviews are continuing. Currently there are 52 deaf, 24 blind, one deaf-blind, and 14 multi-disabled students enrolled, including 60 residential students for a total of 91.

Ms. Trice reported that one of her goals is to attend every regional superintendent meeting as well as regional meetings for Special education directors. On August 23rd Ms. Trice gave a presentation to several heads at the Governor's office, and many of those in attendance expressed a desire to visit VSDB. Ms. Trice gave an important update on VSDB licensure. In the past VSDB, has been licensed because of the residential portion of the program. The first licensure was under Social Services, then under Behavioral Health and Developmental Services. However, VSDB is not a treatment facility. Consequently, it was very difficult to operate under those rules. Mr. Roberts and MS Siddiqui, with the Attorney General's Office did not feel one agency could license another, so they arranged a meeting with all parties involved, including DMAS and Behavioral Health and Developmental Services. Participants at the meeting concluded that there is no authority for one agency to license another. VSDB will continue to work with DMAS and Ms. Siddiqui to maintain self-monitoring and accountability. Ultimately all monitoring responsibility will now come from the Board of Visitors. VSDB will follow the same procedures to keep the integrity of the system and will still report any incidents to Social Services or Adult Services as required. DMAS said that it can help with initiating funding requests to Medicaid so we can bill Medicaid and request waivers for those students who don't have them.

Senator Hanger returned at 11:46 and resumed the Chair.

Ms. Trice also reported that Elk Hill, the tenant in Strader Hall, has started their program with 10 students and that things are going very well. There is a strong possibility that they may expand to the second floor by next year. Delegate Bell stated that he is familiar with their program and that their work "is fantastic." Currently there is no program in Virginia for sensory impaired students with an additional emotional disability. In a few years VSDB hopes to develop a program with Elk Hill.

Pat Trice presented Becky Watson's report. Because of the removal of the 35 mile radius restraint, several day students have transitioned into the residential program. The after-school program is going well, and there are plans for some camping activities on campus. Sports programs are in action, including a running club. Blind-department students will attend the National Goal Ball Tournament in Florida in November.

Ms. Trice presented Keith van Fossen's report. The year began well, even with the change in schedule starting school three weeks earlier. There are 25 students in the work study program, both on and off campus. Partnering with York County Public Schools, five students in the blind department are taking online classes. Some staff positions have been repurposed to provide additional services. A new benchmark program, NWEA, has been implemented which works well with both the deaf and the blind. Work continues on SOL assessments and on building a transition program. VSDB has several students attending the PERT program at WWRC. Also, for the first time, VSDB has a student attending a nine -week assessment at the Helen Keller Deaf Blind Center in New York. Funding was provided by the Department for the Blind and Vision Impaired (DBVI).

Having the Independent Living Apartments open in January will be a significant addition to the program. Both the CROPS program and the VSDB Volleyball team are quite successful. Concerning professional development, time has been built into staff schedules for Professional Learning Communities (PLC). Two days have been built into each semester for professional development for faculty and residential staff. Ms. Sorrell commented on how impressed she is with the foresight and understanding of a very strategic administrative team. Ms. Council said it was exciting to hear about both the professional development and Ms. Trice's initiative to participate in all of the Superintendents' meetings. Face-to-face communication will foster opportunities. Ms. Trice expressed her gratitude to Ms. Council.

Budget and Grants: Janice Rankin, Director of Operations, reported that, regarding the recent audit, the Business Office has implemented all corrective action plans. She also reported that, as of the end of August, VSDB is 4% over budget. That is not a concern, however, because VSDB always has larger expenses at the beginning of the school year because of food orders, cleaning supplies etc. In addition, VSDB has not received any carry-forward money. Although there are no guarantees, thus far VSDB has been spared recommendations for budget cuts.

Senator Favola moved to acknowledge that the Board accepts the audit report and staff response corrections. Judy Sorrell seconded the motion. The motion passed.

Senator Hanger stated that there will be a lot of changes as the state solicits the needs from the various agencies while going through the disentanglement from Northrup Grummond. He also stated that it may be difficult to make the case for the renovations of Main Hall during the next General Assembly session. The Board, and VSDB, may need to challenge our Foundation for a possible capital campaign to raise funds to assist with the renovation.

Human Resources: Nathan McLamb, Human Resource Director, reported on new employees and provided a handout. Although the Board approved salary adjustments at the last meeting, VSDB is holding off until December to make sure there are no unforeseen budget implications.

Facilities Report: In the absence of Marvin Mahler, Director of Facilities and Engineering, Janice Rankin presented the Land Use Plan. Senator Favola moved to approve the Land Use Plan as presented. Delegate Wilt seconded the motion. The motion passed.

Janice Rankin reported on the capital request for funding to prevent any further deterioration on Main Hall, for a generator upgrade, and storm shelters for life safety issues until renovations are approved. Questions came up on whether enough detailed planning has been completed so that we could move forward on some of it even if we can't do the entire project. Senators Hanger and Favola and Delegates Wilt and Bell will speak to General Services. Ms. Rankin will talk to Mr. Mahler and bring a report back to the December meeting indicating our current status and what, if anything, can be done.

Continuing Business

Policy Updates: Nate McLamb presented the following policies, which were given to Board members for review at the June 8, 2016 meeting:

G014.2	Visitors on Campus
G019.1	Fire Safety Guidelines
G019.2	Safety & Health Program
G019.3	Crisis Management Plan
HR008	Educational Assistance and Leave Policy
OPO18	Parking & Traffic Policy
OPO34	Concussion Policy
S017	Appointment of Surrogate Parents

Discussion followed.

G014.2 Visitors on Campus: The consensus of the Board was to add to the last sentence of the first paragraph that the Board of Visitors and members of the VSDB Foundation are excluded from being visitors.

G019.1 Fire Safety Guidelines: Several questions arose on whether this policy has been reviewed by a fire expert, and to the labeling of flammable liquids. Although this is covered in the Hazardous Communication Policy, the Board decided to set this policy aside at the moment. Mr. McLamb will discuss this policy with Mr. Porter, Director of Public Safety, and bring it back for a vote at the December meeting.

OPO34 Senator Favola questioned whether our Concussion Policy fell within other school and state concussion policies. Ms. Huffer, Director of Nursing, assured the Board that VSDB does follow what other local schools follow. Parents sign that they have received the policy. The Concussion Policy also refers to the Code of Virginia, with the new legislation being included. One revision that needs to be made in the second sentence under "definitions", is to remove the comment that physicians "are on campus once a week", but keep that they are "on call 24 hours a day". VSDB will make that revision.

G019.2 Safety & Health Program: Ms. Frick expressed concern regarding the section that looks at classroom safety, wanting to be sure this was shared with faculty and staff. Mr. McLamb explained that once the Board approves the policies, Mr. Wright posts them on the VSDB Website. Ms. Cupp then sends an email to all employees letting them know that they have been posted. Everyone has access to all policies that have been posted. At the beginning of the school year all employees are required to read the policies electronically and the system acknowledges that they have read them. If they don't read them Ms. Cupp follows up with them and their supervisors. Once they have acknowledged electronically that they have read them, it is an official document.

Senator Favola moved to accept the proposed policies, with the above amendments noted for G014.2 Visitors on Campus, the above amendment noted for OPO34 Concussion Policy, and with G019.1 Fire Safety Guidelines being deferred until the December meeting. Ms. Sorrell seconded the motion. The motion passed.

Mr. McLamb presented the following policies, with recommended amendments from the June 8th meeting and fully explained by Ms. Huffer, Director of Nursing:

- SH04 Universal Precautions Reporting (granted provisional at the last meeting)
- SH09 Student Health Screenings (granted a provisional at the last meeting)

Senator Favola moved to accept the two above policies as amended and presented today. The motion was seconded and passed.

The following policies were given to all Board members for their review and are to be voted on at the December 14, 2016 meeting:

- G013 Animals on Campus
- G020 ID Badges and Electronic Access
- HR009 Telework
- HR011 Grievance Procedure Policy
- S061 Vending Machine Use by Students/Staff

G019.1 Fire Safety Guidelines (being brought forward from the September meeting)

New Business
none

Public Comment
none

The last item on the agenda is to complete business carried forward from the earlier closed session. Delegate Bell moved to enter into closed session as follows:

I move that the Board of Visitors of the Virginia School for the Deaf and the Blind convene in closed session pursuant to Section §2.2-3711(A)(1) of the Code of Virginia to discuss personnel matters related to the annual performance evaluation of the Superintendent. Virgil Cook seconded the motion. The motion passed.

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The Board of Visitors being polled, the vote was as follows:

- 1) Senator Hanger: Aye
- 2) Delegate Bell: Aye
- 3) Mrs. Frick: Aye
- 4) Ms. Sorrell Aye
- 5) Mr. Cook Aye
- 6) Delegate Wilt Aye
- 7) Senator Favola Aye

The motion passed.

Delegate Bell moved that the Board approve the Superintendent's Evaluation and Performance Plan. Ms. Sorrell seconded the motion. The motion passed.

Adjournment: Senator Favola moved to adjourn the meeting. The motion passed and Senator Hanger announced the meeting adjourned at 2:52 pm.

Next Meeting: Wednesday, December 14, 10:30 am.

Virgil A. Cook, Board Secretary