



**CITY OF HOPEWELL**  
Hopewell, Virginia 23860

**CITY COUNCIL**

Jackie M. Shornak, Mayor, Ward #7  
Jasmine E. Gore, Vice Mayor, Ward #4  
Christina J. Luman-Bailey, Councilor, Ward #1  
Arlene Holloway, Councilor, Ward #2  
Anthony J. Zevgolis, Councilor, Ward #3  
Janice Denton, Councilor, Ward #5  
Brenda S. Pelham, Councilor, Ward #6

**AGENDA**

PHONE: 541-2249  
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[www.hopewellva.gov](http://www.hopewellva.gov)  
[rarrington@hopewellva.gov](mailto:rarrington@hopewellva.gov)

Mark A. Haley, City Manager  
Stefan M. Calos, City Attorney  
Ronnieye Arrington, City Clerk

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**Date: June 27, 2017**

**MUNICIPAL BUILDING**

**TIME:** Closed Meeting 6:30 p.m.  
Regular Meeting 7:30 p.m.

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**6:00 p.m. Police station groundbreaking ceremony, behind the Municipal Building**

**OPEN MEETING**

**6:30 p.m.** Call to order, roll call, and welcome to visitors

**MOTION: To amend/adopt agenda.**

**Roll Call**

**MOTION: To go into closed meeting for (1) discussion of appointment of specific appointees of city council (oversight committee, school board, HRHA, city manager); (2) consultation with legal counsel and briefings by staff members pertaining to actual litigation (VAWCO–SCC litigation, Green Plains–tax litigation, grievance, EEOC complaint), where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of city council; and (3) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code section 2.2-3711 (A) (1) and (7) (two items), respectively.**

**Roll Call**

**CLOSED MEETING**

**RECONVENE OPEN MEETING**

**CERTIFICATION PURSUANT TO VIRGINIA CODE § 2.2-3712 (D): *Were only public business matters (1) lawfully exempted from open-meeting requirements and (2) identified in the closed-meeting motion discussed in closed meeting?***

**Roll Call**

**WORK SESSION**

**WS-1** Community Development Block Grant Work Session

**REGULAR MEETING**

**7:30 p.m.** Call to order, roll call, and welcome to visitors

Prayer by Chaplain Pamela Cooper of John Randolph Medical Center Pastoral Care followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Pelham.

**Consent Agenda**

*All matters listed under the Consent Agenda are considered routine by Council and will be approved or received by one motion in the form listed. Items may be removed from the Consent Agenda for discussion under the regular agenda at the request of any Councilor.*

- C-1** **Minutes:**
- C-2** **Pending List:** Updated through June 2017
- C-3** **Routine Approval of Work Sessions:**
- C-4** **Personnel Change Report & Financial Report:** June financial report
- C-5** **Ordinances on Second & Final Reading:**
- C-6** **Routine Grant Approval:**
- C-7** **Public Hearing Announcement: August 8, 2017** – public hearing to consider a conditional use permit to allow metal carport in B-3 zoning district at 903 South 15<sup>th</sup> Avenue; public hearing to consider a conditional use permit to allow a meadery; public hearing on transfer of land to school board
- C-8** **Information for Council Review:** Media release—Butts on Broadway; Butts on Broadway flyer; April 10, 2017 HRHA minutes; May 11, 2017 School Board minutes
- C-9** **Resolutions/Proclamations/Presentations:** Presentation by Healthy Easting Active Living (HEAL) Food Alliance regarding its new logo; presentation by The Woda Group
- C-10** **Additional Announcements: June 30, 2017** – Water and Wastewater Professionals Day; **July 1, 2017** Fireworks Over the Appomattox

**Public Hearings**

*Each person addressing the Council shall step to the microphone, give name and address and limit comments to **five (5) minutes** or less. No person shall be permitted to address Council a second time until all others have been heard once and no one shall speak more than twice on any subject in any one meeting. All remarks shall be addressed to Council as a body and not to any member thereof. No person other than the Council and the person having the floor shall enter into any discussion either directly or through a member of the Council without permission of the Mayor. No question shall be asked a Council member (including Administration) except through the presiding officer. (Rule 405.)*

**PH-1**            **A request by George Fetko to vacate a 75-foot portion of Gray Street adjacent to 2508 Gray Street [081-0661] and 2500 Oaklawn Boulevard [081-0640] in accordance with Code of Virginia § 15.2-2006.**

**ISSUE:**            Vacating the 75-foot portion of Gray Street will permit sufficient parking and vehicle circulation for the Hometown Drug Pharmacy

**RECOMMENDATION:** The Planning Commission and Staff recommend approval.

**MOTION:**        **To vacate the 75-foot portion of Gray Street adjacent to 2508 Gray Street and 2500 Oaklawn Boulevard.**

**Roll Call**

**Communications from Citizens**

*A Communications from Citizens period, limited in total time to 30 minutes, shall be part of the Order of Business at each regular Council meeting. **Each speaker** will be limited to **three (3) minutes**. No citizen will be permitted to speak on any item scheduled for consideration on the regular agenda of the meeting. (Rule 405.)*

**Regular Business**

**Reports of City Manager:**

**R-1**        **Approval of Fiscal Year 2017 General Fund/finance budget appropriation for City Council miscellaneous expenses.**

**ISSUE:**            Council's budget has been depleted for the current fiscal year

**RECOMMENDATIONS:** Staff recommends approval

**MOTION:**        **To appropriate an additional \$15,000 to supplement the Fiscal Year 2017 budget for Council miscellaneous expenses.**

**Roll Call**

**R-2**        **Request from LBKBL Properties LLC to subdivide a parcel of land.**

**ISSUE:**            LBKBL Properties is requesting subdivision of 3317 Trenton Street into two parcels

**RECOMMENDATION:** Staff recommends approval

**MOTION:**        **To approve the subdivision of 3317 Trenton Street into Lots 25R and 28R, Block 40, Woodlawn Subdivision.**

**Roll Call.**

**R-3 Rental Inspection Update**

An update on building safety through the implementation of the Rental Inspection Program, and potential expansion.

**R-4 Repeal and replace Chapter 2A of the City Code**

**ISSUE:** The City's current procurement code is outdated and not in compliance with Virginia code, and needs to be replaced with the Virginia Public Procurement Act.

**RECOMMENDATION:** Staff recommends approval and adoption on one reading.

**MOTION:** To repeal Chapter 2A of the City Code and replace it with the proposed ordinance, which incorporates the Virginia Public Procurement Act.

**Roll Call.**

**Reports of the City Attorney:**

**Reports of the City Clerk:**

**MOTION:** To appoint \_\_\_\_\_ and \_\_\_\_\_ to the Hopewell School Board.

**Roll Call**

**MOTION:** To appoint \_\_\_\_\_ to the Hopewell Redevelopment and Housing Authority.

**Roll Call**

Accepting TBR's for all boards and commissions.

**Reports of City Council:**

**Committees**

**Individual Requests**

**IR-1 Gore** – requests that council consider a contract with an outside organization to complete a performance review of city government to assess accountability, efficiency, manpower/staffing, employee morale, city council strategic plan compliance, and delivery of services.

**Roll Call**

**IR-2 Gore** - requests that council agree to schedule a work session with the new auditors to specifically discuss a plan of action to review past audit issues.

**Roll Call**

**IR-3 Gore** - requests that council consider making H.E.A.L. Food Alliance a council-appointed board or commission.

**Roll Call**

**Citizen/Councilor Requests**

**Other Council Communications**

**Adjournment**

# **Work Session**

June 22, 2017

Honorable Members of City Council  
City Council  
City of Hopewell  
300 North Main Street  
Hopewell, Virginia 23860

Dear Committee Members:

This is to acknowledge our work session on June 27, 2017 to discuss the 17-18 CDBG budget.

This has been a challenging year for all the participants within the federal budget process. Congress did not appropriate funds to the Department of Housing and Urban Development (HUD) until the middle of May. HUD released their annual allocations on Tuesday, June 21, 2017. Our Annual Action Plan must be submitted not later than August 16, 2017. City Council must appropriate our budget on the last meeting day in July to meet this requirement or we will lose the funds this year and probably in years to come.

We look forward to meeting with you on the 27<sup>th</sup>. If you have any questions prior to that time, do not hesitate to call or email me or Bill Doré ([buildera@cox.net](mailto:buildera@cox.net) or phone: 757.675.4961).

Sincerely,

*Tevya Griffin*

Tevya Griffin  
Director  
Department of Development

Cc: City Manager  
Assistant City Manager  
Bill Doré

## Attachment 1

### SUMMARY OF NOTICE CPD16-18 FOR CPD ENTITLEMENT COMMUNITIES

Normal requirements for submission of our annual action plan is 45 days prior to the start of Fiscal Year (July 1) which is usually around May 15<sup>th</sup>. To submit later than this date, you usually need to request a waiver from HUD-Richmond Field Office.

Mandatory Congressional Statute: All Annual Action Plans will be submitted not later than August 16<sup>th</sup> of the federal fiscal year, in this case prior to August 16, 2017. This is 45 days prior to the end of the federal fiscal year.

#### **Notice Waivers:**

We cannot submit an Annual Action Plan until after the actual allocations are approved by HUD and published for the entitlement communities.

Sixty-days after receipt of our allocation or August 16<sup>th</sup>, whichever is earliest is our absolute submission date.

#### **Review of our Annual Action Plans:**

HUD is mandated to approve or disapprove our Annual Action Plans within 45 days following our submission to them and their receipt of the SF-424 that we provide.

We are required to comply with the requirements of our Civic Participation Plan to include a 30-day comment period and a Civic Hearing. **It is our recommendation to initiate this by way of our recommendations to you in our required newspaper advertisement by not later than June 22, 2017. This would allow us to conclude our comment period on the date of your council meeting we would need to have council appropriate these funds. However, we will place caveats in the advertising allowing you to make changes to our recommendations and then make further modifications to the actual appropriations once our actual allocation is received. We would designate in our announcement exactly how we would modify the specific funded amounts. We would base it upon the amount of increase or decrease of our actual versus projected amounts and modify each sub-grant by their percentage of the total amount for their category of funding.**

**I don't like doing it this way but we are against a timeclock that we didn't set.**

We have to appropriate the funds in July since Council will not be meeting until after our congressionally mandated date of August 16, 2017.

The funds will be retroactive to both the City of Hopewell and our sub-grantees to July 1, 2017. What this means to us is that our non-profit partners and city departments will be able to submit reimbursement requests for actual expenses on or after July 1, 2017 through June 30, 2018.

We have to wait until after HUD actually approves our annual action plan and we complete the written agreement with them. Then we can enter into our written agreements with our non-profits so that they can begin to make reimbursement requests.

**This is obviously not ideal situation for any of us but it is what we have to live with and make the best of without missing HUD deadlines and meeting all our requirements. The option is to miss the deadlines and lose our funding not only for this year but possibly in the future.**

# Community Development Block Grant Funding

Fiscal Year 2017-2018

# Mission of HUD

HUD's mission is to create strong, sustainable, inclusive communities  
and  
quality affordable homes for all

# Strategic Goals of the City Council (Adopted September 2014) Pertaining to CDBG Funding

- ▶ City Beautification
  - ▶ Rehabilitation of Housing
  - ▶ Family Services including elderly and disabled
  - ▶ Education, primarily adult and pre-school literacy
  - ▶ Public Safety

# Impact of Federal Budget Reductions

- ▶ Decline in total funding of 10.0 percent or \$18,053
- ▶ Public Service Funds declined \$2,708 (capped at 15% of total allocation)
- ▶ Administrative funds declined \$3,609 (capped at 20% of total allocation)
- ▶ Other funds are applied based on remaining amounts

# FY 2017-2018 Proposed Budget\*

Budget Item	Amount by Rule	Funding Recommended	Change	Comments
HUD Allocation	\$162,676	\$162,676	0.0%	No Comments
Public Service at 15%	\$24,401	\$24,401	0.0%	These items typically support homeless prevention, homelessness programs, victims of violence and potential child abuse and elderly projects
Administrative Planning	\$32,535	\$32,535	0.0%	Technical training of non-profits, numerous new HUD regulations to create operating procedures to be enacted
Capacity Building	\$23,000	\$23,000	0.0%	Provides funds to aid organizations and schools in helping at-risk children in getting reading materials and mentoring for life-long learning assistance. 5
Remaining Balance for Housing Rehabilitation	\$82,740	\$82,740	0.0%	Rehabilitate Housing for Qualified Owner-Occupants

# HOWEVER

## Re-purposed Funds FY 2017-2018

- ▶ St. Joseph's Villa failed to request reimbursement for their past two years of funding. Their projects for those two years have been cancelled and the funding is being re-purposed for your appropriation in this fiscal year.
- ▶ Total amount is \$7,368 for re-appropriation in the 2017-2018 federal budget
- ▶ Total APPROPRIATION IS THEN \$170,044 for FY 2017-2018
- ▶ These extra funds cannot be used in areas where cap rates apply, i. e. Public Service Funds and Administrative Funds.

# FY 2017-2018 Proposed Budget

Budget Item	Amount by Rule	Funding Recommended	Change	Comments
HUD Allocation	\$170,044	\$170,044	0.0%	No Comments
Public Service at 15%	\$24,401	\$24,401	0.0%	These items typically support homeless prevention, homelessness programs, victims of violence and potential child abuse and elderly projects
Administrative Planning	\$32,535	\$32,535	0.0%	Technical training of non-profits, numerous new HUD regulations to create operating procedures to be enacted. New FAIR HOUSING ANALYSIS TO BE COMPLETED OF 9 MONTHS
Capacity Building	\$27,000	\$27,000	0.0%	Provides funds to aid organizations and schools in helping at-risk children in getting reading materials and mentoring for life-long learning assistance.
Remaining Balance for Housing Rehabilitation	\$86,108	\$86,108	0.0%	Rehabilitate Housing for Qualified Owner-Occupants

# 2017-2018 Appropriation Recommendations



# Public Service Funds (\$24,401)

Recommended Amount	Project	Organization	Description	Goal
\$4,500	Yellow Card Program	Hopewell Food Pantry (CD911)	Provides food on a monthly basis to seniors and disabled persons in Hopewell	Family Services
\$2,700	Respite Care Program - Elderly	Recs and Parks, City of Hopewell (CD909)	Provides funds for recreation, day care, education and cultural activities to the elderly and disabled	Family Services - Disabled and Elderly
\$4,500	Home Visitation	Hopewell-Prince Georges County Health Families (CD905)	Provides funds for early intervention to reduce incidences of child abuse in "at-risk" households	Family Services

# Public Service Funds (\$28,215)

Recommended Amount	Project	Organization	Description	Goal
\$2,801	Women's and Children's Shelters	CARES, Inc. (CD906)	Provides funds to provide emergency shelter for homeless women and children	Family Services
\$2,700	Domestic Violence Intervention	The James House (CD907)	Provides housing assistance and case management support for victims and families of violence.	Family Services
\$3,600	Family Resource Center	SCORE (Formerly HRHA but now in a separate non-profit under HRHA umbrella (CD923)	Assists public housing residents in obtaining job skills as they work toward self-sufficiency	Family Services
\$3,600	Permanent Supportive Housing	Catholic Charities of Richmond (CD924)	Provides funds to prevent homelessness and to rapidly re-house households that have become homeless	Family Services

# Capacity Building Funds (\$27,000)

Recommended Amount	Project	Organization	Description	Goal
\$12,000	Reading is Fun	Community Action Program - Reading (CD912)	Provides funds to aid organizations and schools in helping at-risk children in getting reading materials and mentoring for life-long learning assistance.	Improve literacy and decrease school drop-out rate.
\$15,000	Literacy Capacity Building	SMART BEGINNINGS (CD902)	Provides funds to aid organizations and schools in helping at-risk children in getting reading materials and mentoring for life-long learning assistance.	Improve literacy and decrease school drop-out rate.

# Housing Rehabilitation Funds (\$86,108)

Recommended Amount	Project	Organization	Description	Goal
\$43,054	Housing Rehabilitation	Rebuilding Together of Richmond (CD920)	Provides grant funds to rehabilitate homes owned by income eligible homeowner households	City Beautification
\$43,054	Emergency Housing Rehabilitation	PROJECT: Homes (CD919)	Provides grant funds to rehabilitate homes owned by income eligible homeowner households	City Beautification

# General Administrative Funds (\$32,535)

Recommended Amount	Project	Organization	Description	Goal
\$32,535	General Administration	City of Hopewell- Department of Development (CD901)	Provides funds to manage all aspects of grants management for HUD funds including budgeting, written agreements, reporting, compliance management and monitoring, advertising and fair housing.	Maintain effective government with optimal management and service practices, fully compliant with federal programs

# Recommendations

1. Approve our Third-Year Annual Action Plan with the Appropriations and re-appropriations as presented
2. Council Authorization for City Manager to submit the Third-Year Annual Action Plan to the Department of Housing and Urban Development

# Department of Development

Tevya Griffin - Director

Bill Doré - Grants Manager

Thank You

# **REGULAR MEETING**

# **CONSENT AGENDA**

**PENDING CITY COUNCILOR REQUEST**

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
1.	<p>Beacon Update; RFP; Marketing Plan; Beacon LLC                      City Manager clarified that only the RFP has been completed so far; Shornak requested copy of RFP; Mayor suggested that RFP be dispensed to council at the same time as to the public, to which City Manager agreed; Shornak requested financial information for the Beacon, as well; City Attorney explained Beacon setup and why, and advised that LLC could be dissolved 3 years after last tax payment rec'd; Walton requested specific date re when LLC can be dissolved</p>	<p>2-7-17  2-21-17</p>	<p>Date when LLC can be dissolved  Mayor requested Plan when submitted.</p>	<p>Mark Haley Stefan Calos</p>	<p><b>ONGOING</b>                      2/1/2018, if notice is given on the first possible business day of the year. 2-7-17 Mr. Haley reported, Slap Productions hired, contract on year to year basis.                       1/1/2018 the LLC can proceed to purchase the interest of the State Investor Member (the "Fund"). The purchase would occur between 30 and 90 days after notice that the LLC is exercising its purchase option.</p>

**PENDING CITY COUNCILOR REQUEST**

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
2.	Revision of Council Rules and Procedures Breach of Confidentiality Sanctions VML training VML training for Directors, City Council and Admin Gore agreed to combine numbers 5, 10, 21 and 32 of this list into this numbered item. Shornak and Zevgolis have completed draft Code of Ethics, which they passed out at meeting; Pelham said training should come first; Gore agreed to do VML training which would include emphasis on Ethics and Roberts Rules; City Manager to schedule training.	2-9-15 3-15-16 2-7-17  2-21-17  3-13-17	Council to review Code of Ethics & City Attorney to review Code of Ethics  Vice Mayor requested Council Rules to be distributed to members of Council before the March 17-18, 2017 Retreat.  City Attorney emailed to all members of Council 3-13-17 the proposed revisions for Council to review.	Mark Haley Stefan Calos City Clerk	<b>PENDING</b> <b>3-13-17 - City Attorney emailed proposed revisions to Council. Ms. St. Claire will return and facilitate the review at a future retreat.</b> <b>WAITING ON COUNCIL RESPONSE</b>
3.	Class and Compensation Study	4-11-17	Council requested costs associated with having an employee satisfaction survey/audit and staffing/manpower review for efficiency.  Does comp report include how much directors and admin are being paid as it relates to high salary	Haley Coles	<b>PENDING</b> <b>6-23-17 - the final study has not been received. Upon receipt and review, it will be sent to Council.</b>

4.	Cost update on City taking control of Mallonee Gym	<p><b>6-19-17</b></p> <p>2-23-17</p>	<p>Vice Mayor Gore is awaiting meeting dates from the Superintendent and will inform Mayor when those dates are received so they can meet. VM stated she had heard that Quotes have been sent to Mr. Ed Watson &amp; requested City Manager to provide those quotes to her and the members of Council.</p>	<p>Mark Haley Ed Watson</p>	<p><b>PENDING</b></p> <p><b>Vice Mayor Gore requested meeting w/Hackney, Watson, Haley, etc. for 6-29-17</b></p> <p>Pro-Elite Met w/ Youth Coordinator and did not present a plan as requested. Seemed they wanted City to fund them and Youth Coordinator requested they put everything in writing and present to her.</p> <p>Waiting on MOU</p> <p>No quote received yet but PW is now working on it but until the use is clearly defined HVAC design can't proceed.</p>
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**PENDING CITY COUNCILOR REQUEST**

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
5.	Hopewell Emergency Crew	4-12-17	Council requests a meeting with the volunteer crew	Hunter	<b>PENDING</b> 6-23-17 - The next meeting of the Hopewell Emergency Crew is July 18, 2017. Request will be placed on agenda for discussion.
6.	Tax Assessment – council requested the number of appeals on the tax assessments and what impact this had on revenues	4-11-17	Can an explanation be given for the number of appeals and how the appeals were addressed?	Waggoner Haley	<b>PENDING</b> 6-23-17 – email reminder sent to Waggoner

**PENDING CITY COUNCILOR REQUEST**

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
7.	Liens – Spot Blight and Grass Liens	4-11-17	Luman-Bailey requested information regarding the financial impact of demolition for vacant buildings, including how much money spent on demo and how much recuperated by liens for the past 12 years	Griffin Haley	<b>PENDING</b> <b>6-23-17 follow up email sent to Griffin, Bagshaw, Haley</b>

**PENDING CITY COUNCILOR REQUEST**

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
8.	City Vehicles	4-25-17	<p>Council requests info: how many vehicles does the City own?</p> <p>How many City vehicles are driven outside of Hopewell on a daily/weekly basis?</p> <p>Which departments use the vehicles (include how many vehicles each dept uses)</p> <p>How are the vehicles being used</p> <p>How many vehicles does the school own?</p>	Haley Watson Young	<b>PENDING</b> <b>6-23-17 – reminder email sent to Haley, Watson, Young</b>
9.	Speeding issues -	10-1-16	Councilor Gore states that Residents are requesting speed limit signs at Atwater Rd and Jackson Farm Road to deter speeding. Additionally, residents in Cameron’s Landing are requesting a radar station at Atwater Road to deter speeding.		<b>6-20-17 – Haley requested that Watson review the streets to ensure there are sufficient signs. He further asked Watson to add signs if there were not enough</b>

**PENDING CITY COUNCILOR REQUEST**

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
10	Branding & City Logo's; compile all used logos for approval. Council requested that Haley provide them with a list of the City's logos and RFP for Branding	5/12/15 3-15-16 2-7-17  2-21-17	Email/Printed logos collected used  City Manager to provide RFP for Branding during the Retreat In March 2017.	Haley	<p><b>PENDING</b> 6-23-17 email reminder sent to Haley</p> <p>City Manager to email council the list of City logos</p> <p>Haley will issue RFP re branding - Hopewell logo</p> <p>No RFP needed.</p>
11	Boards and Commission City Council Letter for Reports, Joint Meetings and Information (past/current/future projects; bylaws)	2013-Present 2-7-17  2-21-17	Letter/Email Request and CC City Council  Clerk to meet with Mayor for review of completed DRAFT letter.	City Clerk	<p><b>ONGOING</b></p> <p>Clerk prepare Letter for Mayor to send to the Boards &amp; Commissions who are not sending minutes as required.</p>

**PENDING CITY COUNCILOR REQUEST**

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
12	Council wants to review and revise its travel policy	4-25-17	Current travel policy is outdated	Council Haley	<p><b>6-23-17 – need date(s) from Council as to availability</b></p> <p>Council to review it policy, along with its revised rules when Tyler St. Claire is available.</p>
13	National Park Service – Marketing battlefields at City Point to highlight Hopewell	Regular Meeting 2-7-17 2-28-17		Aaron Reidmiller H/PG Chamber of Commerce	<p><b>ONGOING</b></p> <p>H/PG Chamber to provided update @ the 2-28-17 Council Meeting and is marketing Hopewell, City Point &amp; Battlefields</p>



**PENDING CITY COUNCILOR REQUEST**

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
16	Gore requested that department heads review the strategic plan and advise as to the status of specific tasks (requested to be submitted in a week)	2-23-16 2-29-16 2-7-17 2-21-17 3-17-17	Update of comprehensive plan and staff tasks.  Provided @ Retreat	Mark Haley Department Heads	<b>ONGOING</b> <b>Provided @ Retreat 3-17-17.</b>
17	Council requested a list of how many already authorized positions remain unfilled (requested to be submitted in a week)	2-23-16 2-29-16 2-7-17 2-21-17	To ascertain how staff shortages are impacting staff ability to manage tasks	Mark Haley Department Heads	<b>ONGOING</b> <b>Asst. City MGR reported a DRAFT would be presented during the Budget Session</b>
18	Fees for Planning Commission	Work Session 2/17/15 2/7/17		Tevya Griffin	<b>ONGOING</b> Look at during Budget Meetings 16-17.
19	ARB & Streetscaping	2-7-17	Schedule joint WS w/City Council	Tevya Griffin Horace Wade	<b>6-23-17 – reminder email sent to Griffin and Wade</b>



**PENDING CITY COUNCILOR REQUEST**

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
21.	Cultural Resource Management Plan	2-21-17	Councilor Luman-Bailey	<b>City Manager Tevya Griffin</b> ARB DDRC Planning Commission	<b>ONGOING</b> City Manager and Mrs. Griffin to supply the Cultural Resource Management Plan to the ARB; DDRC & Planning Commission for Financial Grants available to them and the City.
22.	City Wide Tree Ordinance	2-21-17	City Wide Tree Ordinance	Tevya Griffin Mark Haley	<b>PENDING</b> Mrs. Griffin is working on an overall City Tree Ordinance and is collecting the said information to present to Council.

# **FINANCIAL REPORT**

**INFORMATION  
FOR COUNCIL  
REVIEW**

For Immediate Release  
Thursday, June 22<sup>nd</sup>, 2017

Press Contact:  
Stacey Henderson  
Marketing and Events Director

(804) 415-8798  
[Stacey@hopewelldowntown.com](mailto:Stacey@hopewelldowntown.com)

**4<sup>th</sup> Annual Butts to Broadway Pork Butt Competition**

**Hopewell, VA** – It's almost time to get your Butts to Broadway! This Saturday, thousands of people will return to E Broadway in downtown Hopewell to enjoy hot BBQ, cold beverages and great music! Jackass Flats will be on hand to delight the crowd with some excellent tunes and over a dozen competitors will cook their best BBQ in an effort to be named Best Butt on Broadway!

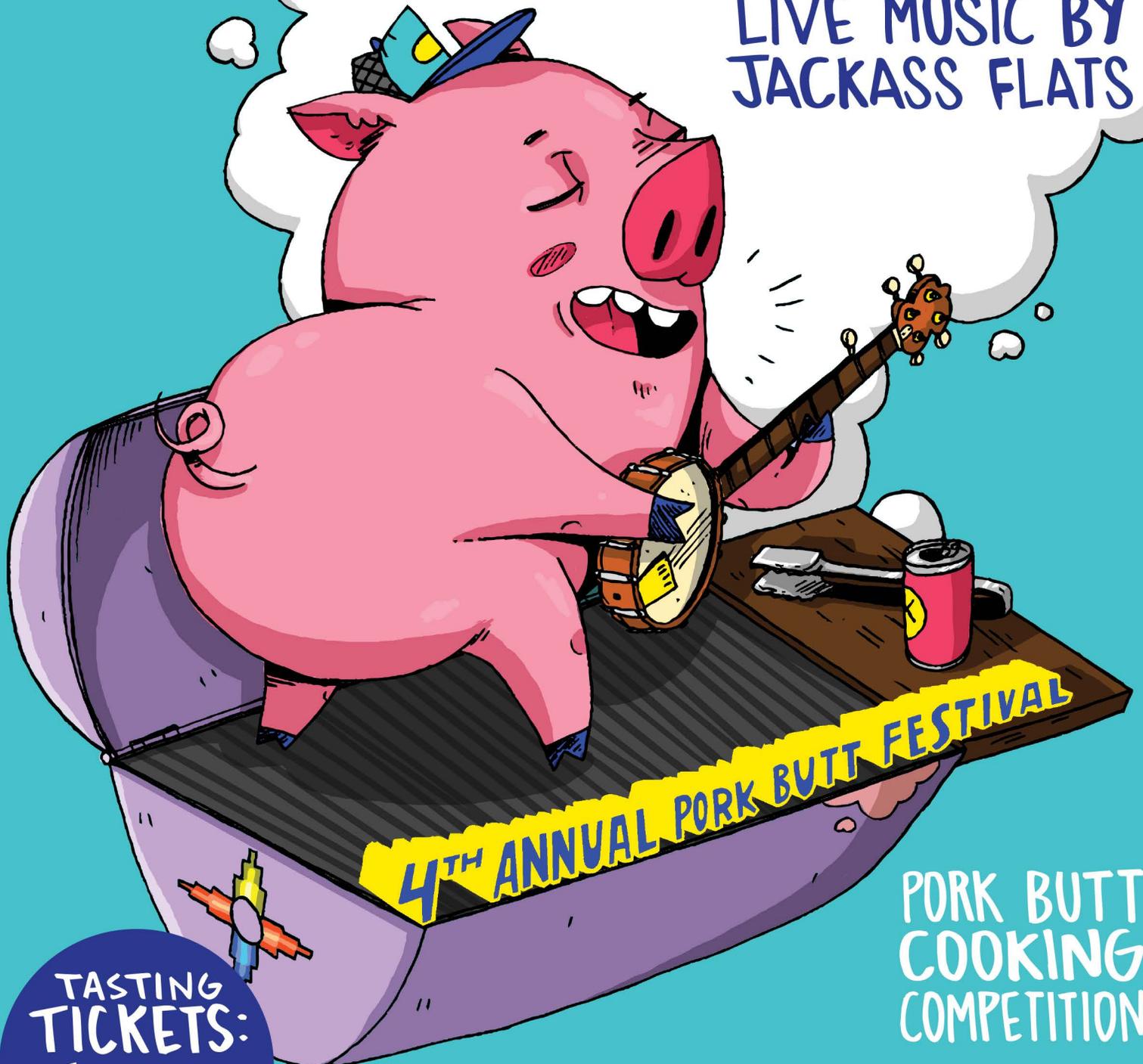
The event will be held on Saturday, June 24<sup>th</sup>, 2017 along E Broadway Avenue in Hopewell, VA. It will take place from 5:00-9:00pm with the People's Choice Award voting from 5:00-7:00pm. Individuals can find more information and pre-purchase tickets at [www.hopewelldowntown.com/butts](http://www.hopewelldowntown.com/butts). Admission is free but sampling tickets are \$15 and can be purchased at the event or online.

This event is part of the Hopewell Downtown Partnership's revitalization strategy for Hopewell's historic downtown district. All proceeds from the event go towards supporting this non-profit organization and their revitalization efforts. Special thanks to the title sponsors Marks & Harrison and Landen Strapping for making this event possible.

#####

# GET YOUR BUTTS TO BROADWAY!

LIVE MUSIC BY  
JACKASS FLATS



4<sup>TH</sup> ANNUAL PORK BUTT FESTIVAL

PORK BUTT  
COOKING  
COMPETITION

SATURDAY, JUNE 24<sup>TH</sup>, 5-9 PM

TASTING  
TICKETS:  
**\$15**

TASTINGS 5-7

FREE ADMISSION. TASTING TICKETS  
INCLUDE SAMPLING OF OVER 12  
COMPETITORS BBQ AND ONE VOTE

205 E. BROADWAY,  
DOWNTOWN HOPEWELL, VA

HOPEWELL  DOWNTOWN  
PARTNERSHIP

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HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY  
350 East Poythress Street  
Hopewell, VA 23860

794

REGULAR MEETING OF April 10, 2017

\*\*\* MINUTES \*\*\*

Minutes of Regular Meeting of the Board of Commissioners of the Hopewell Redevelopment and Housing Authority of the City of Hopewell, Virginia, held Monday, April 10, 2017 at 5:15 p.m.

The meeting was called to order by the Chairman. Roll call, those present and absent were as follows:

Present:

Michael Mahaney, Chairman  
Sheila Flowers, Vice-Chairman  
Johnny Jones, Commissioner  
Patrick Plourde, Commissioner  
Sherman Cross, Commissioner

Absent:

Rogers Henry, Commissioner

Also Present:

Steven A. Benham, Executive Director  
Sherry Henderson, Executive Secretary  
Michelle Coleman, Acting Director of Finance and Administration  
Tarvaris McCoy, Community Revitalization Director

CONSENT AGENDA

Vision-Executive Committee – No Report

C-1 thru C-6: Upon motion made by Commissioner Jones and seconded by Commissioner Plourde with all Commissioners present responding, the Consent Agenda was approved.

Upon roll call, the vote resulted:

Chairman Mahaney - Yes  
Vice-Chairman Flowers - Yes  
Commissioner Jones - Yes  
Commissioner Plourde - Yes  
Commissioner Cross - Yes

5 Yes; Motion Passed

COMMUNICATIONS FROM CITIZENS: None

EXECUTIVE SESSION

E-1 The Board of Commissioners adjourned into Executive Session at 5:20 p.m. for the purpose of discussing personnel and other matters in accordance with 2.2-3711 (A) (1) (3) (4) (7) of the Code of Virginia as amended.

RETURN TO REGULAR SESSION

Upon return from Executive Session at 7:00 p.m., the following motion was made by Commissioner Plourde and seconded by Commissioner Jones with all Commissioners present responding affirmatively:

WHEREAS, the Board of Commissioners has convened an executive session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act, and

WHEREAS, Section 2.2-3711(B) of the Code of Virginia of 1950, as amended, requires a certification by the Board of Commissioners that such executive meeting was conducted in conformity with Virginia law:

800

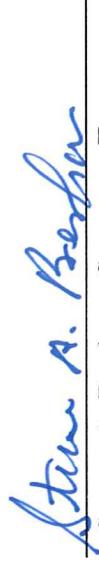
NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners hereby certifies that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, and only such public business as were identified in the motion convening the executive meeting were heard, discussed or considered by the Board of Commissioners.

**ADJOURNMENT**

Upon motion made Commissioner Plourde seconded by Commissioner Jones with all Commissioners present responding affirmatively, the meeting was adjourned at 7:01 p.m.



Michael L. Mahaney, Chairman



Steven A. Benham, Secretary-Treasurer

**MINUTES OF THE MEETING  
SCHOOL BOARD OF THE CITY OF HOPEWELL  
May 11, 2017**

**CALL TO ORDER**

Mr. Christopher Reber called the meeting to order at 5:33 p.m. and delivered the opening prayer.

**PRESENT**

Mr. Christopher Reber, Chairman; Ms. Linda E. Hyslop, Vice-Chairman; Mrs. Shirl A. Jefferson, member; and Mr. N. Gregory Cuffey, member, were present. Dr. Deborah Marks, member, was absent.

**ALSO PRESENT**

Dr. Melody D. Hackney, Superintendent of Schools; Dr. Kim Evans, Assistant Superintendent for Instruction; Mrs. Monique G. Barnes, Director of Finance; Mr. Patrick Barnes, Director of Operations; Mrs. Missy Shores, Director of Personnel; Mrs. Janice Butterworth, Supervisor of Secondary Instruction; Mrs. Janel English, Coordinator of Finance; Mrs. Cindy Harville, Executive Assistant for Finance; Ms. Caitlyn Davis, Public Relations Specialist; and one member of the press.

**ADOPTION OF AGENDA**

Upon a motion by Ms. Linda Hyslop, and seconded by Mr. Greg Cuffey, the School Board adopted the early meeting agenda as amended, with all members voting aye.

**DISCUSSION ITEMS**

**A. Status of John Tyler Community College Early College Academy -**

Dr. Hackney informed the Board that we have not received an official announcement from John Tyler concerning the reorganization of personnel within the Early College Academy program. She assured the Board that we are being aggressive in attaining information and that there is a scheduled meeting May 23<sup>rd</sup>, 2017, to discuss their budget for the cohorts moving forward.

Mr. Reber asked Ms. Hyslop and Mr. Cuffey if they had been provided budget plans during their quarterly meetings at John Tyler. Ms. Hyslop said that they had just received an email informing them of upcoming changes.

**B. City/Schools Budget Status -**

Dr. Hackney shared with the Board that she felt that the budget process went very smoothly. She explained that both she and Mrs. Barnes had spent several hours working through the budget details and presentation, as well as time at the City Council meetings. Dr. Hackney expressed her pleasure and her belief in the city's confidence in our budget, our budget process and in our Finance Director.

## School Board Minutes

May 11, 2017

Page 2

Ms. Hyslop commented that the budget presentation to City Council was very good and hit the points successfully.

Dr. Hackney pointed out that City Council approved our budget before they approved their own, and she felt that demonstrates a show of support and confidence in us.

### **C. Hopewell Education Foundation Update –**

Dr. Hackney provided an update on the Education Foundation. She shared how the Foundation has completely restructured and refocused their strategic plan to align with our goals and objectives. She noted several changes: a renewed commitment to fund raising, a desire to support our efforts in instruction design, and to recognize and acknowledge the efforts of our teachers. They have reworked their grant process to focus on project based learning and innovation in instruction.

Mr. Reber pointed out that we need to continue to support our Foundation by inviting and paying for them to attend the VSBA Foundation Workshops held in the Fall in conjunction with the Board's conference in Williamsburg.

### **D. HHS After Prom Party Request –**

Dr. Hackney shared that, historically, her previous Boards have contributed in some way to after prom events and she asked the Board to consider contributing to the event in the future. Discussion ensued.

### **CLOSED MEETING**

Upon a motion by Mrs. Shirl Jefferson, and seconded by Mr. Greg Cuffey, the School Board adopted the following resolution to enter a Closed Meeting at 6:08 p.m., with all members voting aye.

Pursuant to §2.2-3711(A) of the Code of Virginia, I move that the Board convene in a closed meeting for the purpose of discussing the following specific matters:

- A. The discussion or consideration of the employment, assignment, appointment, promotion, performance, demotion, salaries, or resignation of employees at Hopewell High School, Carter G. Woodson Middle School, Dupont Elementary School, Harry E. James Elementary School, Patrick Copeland Elementary School, Woodlawn Learning Center, Food Service Department, Transportation Department and the Central Office, which is authorized by §2.2-3711(A)(1) of the *Code of Virginia*.

## **School Board Minutes**

**May 11, 2017**

**Page 3**

At 7:30 p.m. Mr. Reber reconvened the Open Meeting.

### **REGULAR MEETING**

Chairman Reber called the regular meeting to order at 7:33 p.m. The prayer was delivered by Dr. Kim Evans, followed by the Pledge of Allegiance.

### **PRESENT**

Mr. Chris Reber, Chairman; Ms. Linda Hyslop, Vice-Chairman; Mrs. Shirl Jefferson, member; and Mr. Greg Cuffey, member, were present. Dr. Deborah Marks, member, was absent.

### **ALSO PRESENT**

Dr. Melody D. Hackney, Superintendent; Dr. Kim Evans, Assistant Superintendent for Instruction; Mrs. Monique Barnes, Director of Finance/Board Clerk; Mrs. Cindy Harville, Executive Assistant for Finance/Deputy Clerk; Mrs. Missy Shores, Director of Personnel; Dr. Shelia Bailey, Director of Student Services; Mr. T. Patrick Barnes, Director of Operations; Mrs. Tina Barringer, Supervisor of Elementary Instruction; Mr. Scott Brubaker, Supervisor of Technology; Ms. Betty Ware, Supervisor of Career & Technical Education; Mrs. Janice Butterworth, Supervisor of Secondary Instruction; Mrs. Paula Brumfield, Supervisor of Literacy and Federal Programming; Ms. Brookie Fowler, Coordinator of Disabilities Services; Mrs. Janel English, Coordinator of Finance; Ms. Stacey Williams, Division Transportation Manager; Mr. Shannon Royster, Principal; Ms. Carla Fizer, Principal; Ms. Judy Barnes, Principal; Mr. Byron Davis, Principal; Mrs. Joyce Jones, Principal; Mr. Keith Crews, Alternative Education Program Coordinator; Ms. Patricia Lobo, Assistant Principal; Mrs. Peggy Fulton, Head Start Coordinator; Honorees with their families; and Ms. Caitlyn Davis, Public Relations Specialist.

### **CERTIFICATION OF CLOSED MEETING**

Upon a motion by Mr. Greg Cuffey and seconded by Mrs. Shirl Jefferson, the Board adopted the attached Certification of Closed Meeting, with all members voting aye.

### **ADOPTION OF AGENDA**

Upon a motion by Ms. Linda Hyslop and seconded by Mrs. Shirl Jefferson, the School Board adopted the May 11, 2017, Regular Meeting Agenda as presented, with all members voting aye.

### **SPECIAL RECOGNITION**

#### **A. Dr. Peggy Wescott, John Tyler Community College – Dr. Kim Evans**

Dr. Evans recognized Dr. Peggy Wescott for her efforts in working with Hopewell City Public Schools in the creation and implementation of the John Tyler Early College Academy.

**School Board Minutes**

**May 11, 2017**

**Page 4**

Mr. Reber reminded those present that the Board is committed to providing an early college experience to our children. He expressed his pride in standing with the Board in this commitment. He noted that 70% of our population was living in poverty and that education was the key to breaking that cycle.

**B. VHSL First Team All-State Group 3A Girls Basketball Award Recipients – Dr. Kim Evans**

Dr. Kim Evans recognized the following Hopewell High School students who received the Virginia High School league Group 3A All-State Basketball Team Award: Daijah Jefferson, Tyah Hunter.

**C. Presentation of American Flags, Patriot Handbooks and American History Award Winners – Lee Moody/Woodmen Life**

Dr. Kim Evans introduced Mr. Lee Moody with Woodmen Life Chapter I in Petersburg. Mr. Moody thanked the Board for the opportunity to make the presentation of the flags for the evening.

Mr. Moody stated that the Woodmen Life Petersburg Chapter is the oldest in the state (since 1890) and is a non-profit civic organization that looks for ways to give back to the community by presenting flags, patriotic handbooks and history awards to schools.

Mr. Moody presented, from Woodmen Life, U.S. History Awards. The first U.S. History Award was presented to Zachary Jordan Beverly, Hopewell High School. He presented the next award to Mary Catherine Neal, also Hopewell High School. He noted that the accompanying plaque would be presented to them at a ceremony at their school.

**D. Bus Driver Awards – Lee Moody/Woodmen Life**

Mr. Lee Moody presented the Five-Year Accident Free Bus Driver Award to the following Hopewell City Public School bus drivers:

Diane Burch	Delores Edwards	Mary Harper
Edith Holsopple	Terry Morse	Rebeca Ortiz
Bernard Phillips	Tammy Plant	Tazzerah Shoffner
Margaret Smith	William White	

**E. Boy Scouts Troop 923 and Pack 923 – Dr. Melody Hackney**

Dr. Melody Hackney recognized Scoutmaster Jay Holsopple, of Boy Scouts Troop 923 and Pack 923 for their construction and generous contribution of a wooden (buddy) bench to Woodlawn Learning Center.

Mrs. Joyce Jones, Principal Woodlawn Learning Center, expressed her appreciation for the gift of the bench, and welcomed the troop to come back.

**F. School Level Teachers of the Year – Dr. Kim Evans**

Dr. Kim Evans, Mrs. Missy Shores and the respective school principals, presented the following Teacher of the Year recipients with a certificate of recognition and a gift card from Staples:

Malik Wheat - Hopewell High School  
Kevin Clear - Carter G. Woodson Middle School  
Ryan Ponder - Dupont Elementary School  
Rebecca Winfree – Harry E. James Elementary School  
George Sumner – Patrick Copeland Elementary School  
Monae Wells – Woodlawn Learning Center  
Eurika Tyree – New Hope Academy

**G. Presentation of School Highest Monthly Student Attendance Trophy – Dr. Melody Hackney**

Dr. Hackney recognized the school with the highest student attendance for April of 2017. Carter G. Woodson Middle School won the award with a 97.19% attendance rate. Mr. Shannon Royster, Principal, accepted the award on behalf of his students.

**H. Presentation of School Highest Monthly Staff Attendance Trophy – Dr. Melody Hackney**

Dr. Hackney recognized the school with the highest licensed staff attendance for April of 2017. Woodlawn Learning Center won the award with a 97.69% staff attendance rate. Mrs. Joyce Jones, Principal, accepted the award on behalf of her staff.

**REPORTS**

**A. Instructional Spotlight – Dupont Elementary School**

Mr. Gabe Cintron and Mrs. Leila Youmans, teachers at Dupont Elementary School, presented projects and activities their students have completed as part of the STEM and Enrichment programs at Dupont Elementary School.

**B. Literacy Update: Carter G. Woodson's BINGO for Books – Mrs. Paula Brumfield**

Mrs. Brumfield presented a slide presentation updating the Board on literacy efforts through the BINGO for Books event held at Carter G. Woodson Middle School. She

also updated the Board on the 2<sup>nd</sup> and 3<sup>rd</sup> quarter Elementary Schools CIP Benchmark analysis.

**C. Monthly Instructional Update – Dr. Kim Evans**

Dr. Evans provided an update on school improvement efforts as required by the State Department of Education.

Dr. Evans reminded the Board that at the beginning of the 2016-17 school year Hopewell City Public School administrators, led by Dr. Hackney, acted as “One Team” with a focus on school improvement and ensuring the academic success of every student in the division. She shared that our schools that were not fully accredited have additional state requirements implemented to ensure a more in-depth focus on school improvement. A comprehensive needs assessment was conducted and data reviewed to form a clear picture of what is and has been occurring at the school. Dr. Evans explained that this process engaged everyone in the school by focusing on school improvement.

**D. Bryant & Stratton College Partnership – Ms. Beth Murphy, Director, Ms. Nishone Powell, Sr. High School Admissions Coordinator, and Ms. Darlene Lachnut, Dean of Instruction**

Dr. Hackney introduced several staff members and educators from Bryant & Stratton College. She reminded the Board of the wonderful working partnership we have with them and how we hope to expand the program based on the Board’s commitment and on their commitment to support our students.

Ms. Nishone Powell from Bryant & Stratton College presented a brief history of the college and a PowerPoint presentation of the Jump Start (Dual Enrollment, Phase 1) Program along with the basic highlights, enrollments and successes of the year.

Several students shared what the Dual Enrollment Program means to them. They expressed their enjoyment of the classes and instructors.

Mr. Reber asked about Bryant & Stratton’s vision. They expressed their desire to move to the next phase, to increase credits earned and for the students to earn a college diploma upon graduation from high school.

Dr. Hackney thanked the team for the love and special care they give our students.

**E. Finance, Maintenance and Clerk’s Report – Mrs. Monique Barnes**

Mrs. Monique Barnes, Director of Finance, presented the Finance, Maintenance and Clerk’s Report and polled the Board for any questions they might have.

## School Board Minutes

May 11, 2017

Page 7

### **Finance Report**

Mrs. Barnes stated that the accounts payable listings for April 7 and April 28, 2017, include payments for: instructional supplies, library books, staff development, recruitment supplies, travel, Fine Arts Festival, technology hardware, software and maintenance agreements, testing materials, postage, contracted services, lease obligations, debt service, maintenance and janitorial supplies, pest control, utilities, fuel and propane. \$22,360 was expended from the Building/Bus Replacement Fund for the purchase of a 2016 Ford Transit, a 10 passenger transport van.

As a point of comparison, the Operating Fund had 30.08% of the FY2017 expenditure budget remaining at the end of April 2017, and there was 29.07% of the FY2016 expenditure budget remaining at the same time last year. The revenue receipts were 47.86% of the budgeted receipts for FY2017 at the end of April 2017, and the revenue receipts were 47.51% of the FY2016 budget at the same time last year. The difference in the percent of receipts is due to the receipt of the funding from the City for the performance contract last year.

Mrs. Barnes noted that the state supported student membership at the end of April was 3,993 with a state supported monthly Average Daily Attendance, (ADA) of 96.02%. The FY2017 Budget was built on a March 31st ADM of 3,975 and the actual state supported annual Average Daily Membership as of March 31, 2017 for FY2017 is 3,966.05. This number has been reported and certified to the state.

Mrs. Barnes also mentioned that Hopewell City Council adopted the FY2018 budget as presented on May 2, 2017, so we will not need to bring it back to the School Board members for revision, since the School Board approved it on March 16, 2017.

### **Clerk's Report**

Mrs. Barnes stated that at this time we do not have any redline policies for Board review. She requested the Board to contact the Clerk or the Superintendent if they had a comment or question about any policies.

### **Maintenance Report**

Mrs. Barnes stated that during the month of April we completed 413 support requests and we ended the month with 151 requests open.

**PUBLIC COMMENTS**- None

**CONSENT AGENDA**

**School Board Minutes**

**May 11, 2017**

**Page 8**

Upon a motion by Mr. Greg Cuffey, and seconded by Ms. Linda Hyslop, the Board adopted the attached Consent Agenda with all members voting aye.

**Minutes**

The minutes of the meeting of April 6, 2017, were approved as submitted.

**Licensed Personnel Resolutions**

**17-05-L1**

Retirement  
Venessa Bond  
English Teacher,  
Hopewell  
High School

**WHEREAS, Venessa Bond** has announced her retirement as of July 1, 2017

**WHEREAS,** during her years of faithful and dedicated service, she has earned the admiration and respect of her friends and colleagues; and

**WHEREAS,** she has demonstrated her ability to meet new challenges with enthusiasm; therefore, be it

**RESOLVED,** that the School Board of the City of Hopewell expresses its appreciation to Venessa Bond for her many years of dedicated service, and contributions to her profession; and be it further

**RESOLVED,** that the School Board of the City of Hopewell extends to Venessa Bond its best wishes for many years of happiness during her retirement.

**17-05-L2**

Retirement  
Robert Pershing  
P.E. Teacher  
Harry E. James  
Elementary School

**WHEREAS, Robert Pershing** has announced his retirement as of July 1, 2017

**WHEREAS,** during his years of faithful and dedicated service, he has earned the admiration and respect of his friends and colleagues; and

**WHEREAS,** he has demonstrated his ability to meet new challenges with enthusiasm; therefore, be it

**RESOLVED,** that the School Board of the City of Hopewell expresses its appreciation to Robert Pershing

**School Board Minutes**

**May 11, 2017**

**Page 9**

for his many years of dedicated service, and contributions to his profession; and be it further

**RESOLVED**, that the School Board of the City of Hopewell extends to Robert Pershing its best wishes for many years of happiness during his retirement.

**17-05-L3**

Retirement

Phyllis Slachter

Business Marketing,

Hopewell

High School

**WHEREAS, Phyllis Slachter** has announced her retirement as of July 1, 2017

**WHEREAS**, during her years of faithful and dedicated service, she has earned the admiration and respect of her friends and colleagues; and

**WHEREAS**, she has demonstrated her ability to meet new challenges with enthusiasm; therefore, be it

**RESOLVED**, that the School Board of the City of Hopewell expresses its appreciation to Phyllis Slachter for her many years of dedicated service, and contributions to her profession; and be it further

**RESOLVED**, that the School Board of the City of Hopewell extends to Phyllis Slachter its best wishes for many years of happiness during her retirement.

**17-05-L4**

Retirement

Mary White

Teacher

Harry E. James

Elementary School

**WHEREAS, Mary White** has announced her retirement as of July 1, 2017

**WHEREAS**, during her years of faithful and dedicated service, she has earned the admiration and respect of her friends and colleagues; and

**WHEREAS**, she has demonstrated her ability to meet new challenges with enthusiasm; therefore, be it

**RESOLVED**, that the School Board of the City of Hopewell expresses its appreciation to Mary White for her many years of dedicated service, and contributions to her profession; and be it further

**School Board Minutes**

**May 11, 2017**

**Page 10**

**RESOLVED**, that the School Board of the City of Hopewell extends to Mary White its best wishes for many years of happiness during her retirement.

**17-05-L5**

Retirement

Janet Hartsook

Spanish Teacher,

Carter G. Woodson

Middle School

**WHEREAS, Janet Hartsook** has announced her retirement as of July 1, 2017

**WHEREAS**, during her years of faithful and dedicated service, she has earned the admiration and respect of her friends and colleagues; and

**WHEREAS**, she has demonstrated her ability to meet new challenges with enthusiasm; therefore, be it

**RESOLVED**, that the School Board of the City of Hopewell expresses its appreciation to Janet Hartsook for her many years of dedicated service, and contributions to her profession; and be it further

**RESOLVED**, that the School Board of the City of Hopewell extends to Janet Hartsook its best wishes for many years of happiness during her retirement.

**17-05-L6**

Retirement

Deborah Hunt

Teacher,

Dupont

Elementary School

**WHEREAS, Deborah Hunt** has announced her retirement as of July 1, 2017

**WHEREAS**, during her years of faithful and dedicated service, she has earned the admiration and respect of her friends and colleagues; and

**WHEREAS**, she has demonstrated her ability to meet new challenges with enthusiasm; therefore, be it

**RESOLVED**, that the School Board of the City of Hopewell expresses its appreciation to Deborah Hunt for her many years of dedicated service, and contributions to her profession; and be it further

**RESOLVED**, that the School Board of the City

**School Board Minutes**

**May 11, 2017**

**Page 11**

of Hopewell extends to Deborah Hunt its best wishes for many years of happiness during her retirement.

**17-05-L7**

Retirement  
Margaret Henderson  
Culinary Arts,  
Hopewell  
High School

**WHEREAS, Margaret Henderson** has announced her retirement as of July 1, 2017

**WHEREAS,** during her years of faithful and dedicated service, she has earned the admiration and respect of her friends and colleagues; and

**WHEREAS,** she has demonstrated her ability to meet new challenges with enthusiasm; therefore, be it

**RESOLVED,** that the School Board of the City of Hopewell expresses its appreciation to Margaret Henderson for her many years of dedicated service, and contributions to her profession; and be it further

**RESOLVED,** that the School Board of the City of Hopewell extends to Margaret Henderson its best wishes for many years of happiness during her retirement.

**17-05-L8**

Retirement  
Brian O'Neill  
Early Childhood,  
Special Education  
Teacher  
Woodlawn Learning  
Center

**WHEREAS, Brian O'Neill** has announced his retirement as of July 1, 2017

**WHEREAS,** during her years of faithful and dedicated service, he has earned the admiration and respect of his friends and colleagues; and

**WHEREAS,** he has demonstrated his ability to meet new challenges with enthusiasm; therefore, be it

**RESOLVED,** that the School Board of the City of Hopewell expresses its appreciation to Brian O'Neill for his many years of dedicated service, and contributions to his profession; and be it further

**RESOLVED,** that the School Board of the City of Hopewell extends to Brian O'Neill its best wishes for many years of happiness during his retirement.

**School Board Minutes**

**May 11, 2017**

**Page 12**

**17-05-L9**

Retirement

Charles King

History Teacher,

Carter G. Woodson

Middle School

**WHEREAS, Charles King** has announced his retirement as of July 1, 2017

**WHEREAS**, during his years of faithful and dedicated service, he has earned the admiration and respect of his friends and colleagues; and

**WHEREAS**, he has demonstrated his ability to meet new challenges with enthusiasm; therefore, be it

**RESOLVED**, that the School Board of the City of Hopewell expresses its appreciation to Charles King for his many years of dedicated service, and contributions to his profession; and be it further

**RESOLVED**, that the School Board of the City of Hopewell extends to Charles King its best wishes for many years of happiness during his retirement.

**17-05-L10**

Probationary

Appointment

Genevieve Ruff

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Genevieve Ruff, being duly certified, be and is hereby granted a probationary appointment as a Media Specialist, effective August 14, 2017  
Vice: Rebecca Lowe  
Assignment: Patrick Copeland Elementary School  
Salary: \$48,315.00 (TCHIII 210, Step 0)

**17-05-L11**

Probationary

Appointment

Abigail Bailey

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Abigail Bailey, being duly certified, be and is hereby granted a probationary appointment as a Physical Education Teacher, effective August 14, 2017  
Vice: Robert Pershing  
Assignment: Harry E. James Elementary School  
Salary: \$48,315 (TCHIII, Step 2)

**17-05-L12**

Probationary

Appointment

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Megan Fisk, being duly certified, be and is hereby granted a probationary

**School Board Minutes**

**May 11, 2017**

**Page 13**

Megan Fisk                      appointment as a teacher, effective August 14, 2017  
Vice: TBD  
Assignment: TBD  
Salary: \$43,491.00 (TCH, Step 0)

**17-05-L13**                      **RESOLVED**, upon the recommendation of the  
Probationary                      Superintendent of Schools, that Ashley Cavey, being  
Appointment                      duly certified, be and is hereby granted a probationary  
Ashley Cavey                      appointment as a Teacher, effective August 14, 2017  
Vice: TBD  
Assignment: TBD  
Salary: \$43,491.00 (TCH, Step 0)

**17-05-L14**                      **RESOLVED**, upon the recommendation of the  
Resignation                      Superintendent of Schools, that the resignation of Theresa Bailey  
of    be and is hereby accepted, effective June 30, 2017.  
Theresa Bailey                      Assignment: Teacher, Dupont Elementary School

**17-05-L15**                      **RESOLVED**, upon the recommendation of the  
Resignation                      Superintendent of Schools, that the resignation of Melissa  
of    Washington be and is hereby accepted, effective April 30, 2017.  
Melissa Washington              Assignment: Teacher; Dupont Elementary School

**17-05-L16**                      **RESOLVED**, upon the recommendation of the  
Resignation                      Superintendent of Schools, that the resignation of Amy Jarvis  
of    be and is hereby accepted, effective June 30, 2017.  
Amy Jarvis                              Assignment: Teacher; Carter G. Woodson Middle School

**17-05-L17**                      **RESOLVED**, upon the recommendation of the  
Resignation                      Superintendent of Schools, that the resignation of Marnee Delerme  
of    be and is hereby accepted, effective June 30, 2017.  
Marnee Delerme                      Assignment: Teacher; Patrick Copeland Elementary School

**17-05-L18**                      **RESOLVED**, upon the recommendation of the  
Resignation                      Superintendent of Schools, that the resignation of Kathy Frink  
of    be and is hereby accepted, effective June 30, 2017.  
Kathy Frink                              Assignment: Title I Reading Teacher; Carter G. Woodson

**17-05-L19**                      **RESOLVED**, upon the recommendation of the  
Resignation                      Superintendent of Schools, that the resignation of Emilie Sovocol  
of    be and is hereby accepted, effective June 30, 2017.

**School Board Minutes**

**May 11, 2017**

**Page 14**

Emilie Sovocol

Assignment: Teacher; Woodlawn Learning Center

**17-05-L20**

Resignation  
of  
Samantha Clark

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the resignation of Samantha Clark be and is hereby accepted, effective June 16, 2017.  
Assignment: Speech Pathologist; Patrick Copeland Elementary School

**17-05-L21**

Approval of  
Stipend

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Eleisha Davis be paid a stipend in the amount of \$750.00 per semester for coaching the flag team at Hopewell High School.

**17-05-L22**

Amendment to  
**16-08-L24**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that resolution **16-08-L24** be and is hereby amended to pay a stipend in the amount of \$3000.00 to Kori Harrow for supervising other speech pathologists and completing required Medicaid trainings and documentation funded by Medicaid reimbursements.

**17-05-L23**

Approval of  
Supplements

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that supplements be and are hereby approved for the provision of all speech pathology, educational, and psychological services (e.g. screenings, evaluations, re-evaluations, program planning activities, IEP development, and related meetings) during the summer of 2017.  
Total Number of Staff: 15  
Total Amount of Supplements: Not to exceed \$30,000

**17-05-L24**

Approval of  
Supplements

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that supplements be and are hereby approved for the provision of all special education **instructional** services mandated under IDEA (e.g. **extended school year**, summer services) during the summer of 2017.  
Total Number of Staff: 15  
Total Amount of Supplements: Not to exceed \$25,000

**17-05-L25**

Reappointment  
of Professional  
Staff for  
2017-2018

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that professional personnel, being duly certified and holding a valid Virginia teaching license, if required, be and are hereby reappointed for the 2017-2018 school year.

# School Board Minutes

May 11, 2017

Page 15

ROBERT E JACKSON	CGW	COORD. & ASST. PRINCIPAL
BOBBI J PECK	CGW	COORD. & ASST. PRINCIPAL
RAE P HARVEY	CGW	COORD. & ASST. PRINCIPAL
JEFFREY W BOARMAN	CGW	COORD. & ASST. PRINCIPAL
JOHN S ROYSTER	CGW	DIRECTOR & SEC. PRINCIPAL
COURTNEY A HARRISON	CGW	SCHOOL NURSE
EDWARD M KAUFMAN	CGW	TEACHER
ELIZABETH S WICKLINE	CGW	TEACHER
LESLIE S ZIMMER AUSTIN	CGW	TEACHER
KIMBERLY H HARRISON	CGW	TEACHER
LINDA B HAHN	CGW	TEACHER
CARRIE M ROSS	CGW	TEACHER
PORTIA M GAINES	CGW	TEACHER
DIANNE E HARLEY	CGW	TEACHER
DEANNA M YANCEY	CGW	TEACHER
RAVEN A WRAY	CGW	TEACHER
CAROLYN BROWN	CGW	TEACHER
FRANK T CANCINO	CGW	TEACHER
CHRISTINA P WADE	CGW	TEACHER
CARLA R CARR	CGW	TEACHER
KATHERINE COLES-ROBINSON	CGW	TEACHER
SUSANNE MOORE	CGW	TEACHER
LINDA J BURNS	CGW	TEACHER
JOHNNA E MOORE	CGW	TEACHER
ANTONIA L THOMPSON	CGW	TEACHER
ANGELA J HUFFMAN	CGW	TEACHER
TRACEY C MARTIN	CGW	TEACHER
JACOB D GREEN	CGW	TEACHER
NICOLE H IRBY	CGW	TEACHER
LEONARD A JACKSON JR	CGW	TEACHER
FUNCELLA M WALKER	CGW	TEACHER
MARLAINA E MUELLER	CGW	TEACHER
CARRIE E WESTON	CGW	TEACHER
JENNIFER L KOREN	CGW	TEACHER
CASSANDRA R OGLE	CGW	TEACHER
PATRICE A GODBOLT	CGW	TEACHER
ASHLEY L CLEAR	CGW	TEACHER
MORGAN B HOBSON	CGW	TEACHER
RACHEL K LEGACY	CGW	TEACHER
LARA B VAN GUNDY	CGW	TEACHER
SABRINA S DAVIS	CGW	TEACHER
KEVIN M CLEAR	CGW	TEACHER
TIFFANY M BAILEY	CGW	TEACHER
WHITNEY S COPELAND	CGW	TEACHER
STEPHANIE P GARRETT	CGW	TEACHER
MELISSA R. ROOKS	CGW	TEACHER

# School Board Minutes

May 11, 2017

Page 16

MEGAN K. MCCUE	CGW	TEACHER
KIRA R. BROWN	CGW	TEACHER
CAITLIN A. CALLISTER	CGW	TEACHER
NINA M. DURSTINE	CGW	TEACHER
TAMMY J. HINES	CGW	TEACHER
ANGELA M. MILLER	CGW	TEACHER
TAYLOR A. REDMOND	CGW	TEACHER
HALEY E. SOCHA	CGW	TEACHER
TAKIA MONTGOMERY	CGW	TEACHER
KEKERIA EDWARDS	CGW	TEACHER
QUINN T MASON	CGW	TEACHER
SARAH E MELTON	CGW	TEACHER
BRYAN D ANDREWS	CGW	TEACHER
SKYLOR A FITZ-COY	CGW	TEACHER
NIKITA R GATES	CGW	TEACHER
CARSIE E WILLIAMS	CGW	TEACHER
KRYSTAL J RICKS	CGW	TEACHER
CAROB V MISE	CGW	TEACHER
MARNAE L BROWN	CGW	TEACHER
FELECIA B IRVING	CGW	TEACHER - 210 DAYS
EUGENE L BROWN	CGW	TEACHER - 215 DAYS
TARA A. BELCHER	CGW	TEACHER - 215 DAYS
JANICE M SKIPWITH	CGW	TEACHER - 220 DAYS
KORI L HARROW	CGW	TEACHER - 220 DAYS
GLORIA D OLINGER	CGW	TEACHER ASSISTANT 2
PATRICIA D LOBO	DUP	COORD. & ASST. PRINCIPAL
REBECCA T DRURY	DUP	SCHOOL NURSE
CARLA M FIZER	DUP	SUPERV. & ELEM. PRINCIPAL
LEILA M YOUMANS	DUP	TEACHER
AIMEE R GALLANT	DUP	TEACHER
GABRIEL V CINTRON	DUP	TEACHER
TONI M EUBANK	DUP	TEACHER
CHRISTEEN J HARVEY	DUP	TEACHER
MISTY W KASSEBAUM	DUP	TEACHER
SUSAN W TERRETTA	DUP	TEACHER
EVA J BOWEN	DUP	TEACHER
MARICIA Y KING	DUP	TEACHER
MELODYE H PARUSZKIEWICZ	DUP	TEACHER
BARBIE T STEED	DUP	TEACHER
MARY KATHERINE O STEED	DUP	TEACHER
CATHY J HUNNEL	DUP	TEACHER
MOLLY P BOYD	DUP	TEACHER
CARRIE L MARSH	DUP	TEACHER
MARY B HULL	DUP	TEACHER
JULIE A GENTRY	DUP	TEACHER
LORRAINE A GOFF	DUP	TEACHER
ORA D SEATON SMITH	DUP	TEACHER
SUSAN M PARKER	DUP	TEACHER

# School Board Minutes

May 11, 2017

Page 17

JENNIFER N BLACKBURN	DUP	TEACHER
LINDSAY W GOYNE	DUP	TEACHER
TAMMY P STEPHENS	DUP	TEACHER
CONNIE P ALLEN	DUP	TEACHER
ALYSSA M MCNAIR	DUP	TEACHER
ASHLEY E MOLTER	DUP	TEACHER
KATHERINE M CARICOFE	DUP	TEACHER
CHELSEY K BRADBY	DUP	TEACHER
ELIZABETH L REEVES	DUP	TEACHER
SARAH D PERSHING	DUP	TEACHER
COURTNEY H RYBAR	DUP	TEACHER
RYAN P PONDER	DUP	TEACHER
ANNA L. PENTECOST	DUP	TEACHER
TONI N ANDERSON	DUP	TEACHER
BRITTANY D ASHBY	DUP	TEACHER
TOENI V. TILLMAN	DUP	TEACHER
MYISHA N. BAINES	DUP	TEACHER
MELISSA P. BRAY	DUP	TEACHER
AMANDA L. DAVIS	DUP	TEACHER
TERESA B RALPH	DUP	TEACHER
PAMELA S. COLLIER	DUP	TEACHER
INDIRA J. SMITH	DUP	TEACHER
REBECCA L. WOODSON	DUP	TEACHER
NATALIE FAYE RUFFIN	DUP	TEACHER
SHAVONNE E. VALENTINE	DUP	TEACHER
TERRY SUE GUILL	DUP	TEACHER
ANKI D. JONES	DUP	TEACHER
EAUNA M. FREEMAN	DUP	TEACHER
RHINDRA E GILLIAM	DUP	TEACHER - 210 DAYS
PENNIE L TAYLOR	DUP	TEACHER - 210 DAYS
ELIZABETH J SHELTON	DUP	TEACHER - 210 DAYS
LA-DONNA S MILLS	HEJ	COORD. & ASST. PRINCIPAL
SUSAN B BACK	HEJ	SCHOOL NURSE
JUDY C BARNES	HEJ	SUPERV. & ELEM. PRINCIPAL
CHRISTINE A GROSS	HEJ	TEACHER
JANINE E BELL	HEJ	TEACHER
ROBIN COLE	HEJ	TEACHER
PAIGE G RENN	HEJ	TEACHER
CASSIE H SHELBURNE	HEJ	TEACHER
DONNA H HOOVER	HEJ	TEACHER
VERONICA B MOORE	HEJ	TEACHER
DONNA L DEMPSEY	HEJ	TEACHER
JANICE BAUM	HEJ	TEACHER
LAURA K HENIG	HEJ	TEACHER
KATHLEEN A JOYNER	HEJ	TEACHER
PAMELA H. ROBERTSON	HEJ	TEACHER
TAMALA R RITENOUR	HEJ	TEACHER
KRISTIN A GORE	HEJ	TEACHER

# School Board Minutes

May 11, 2017

Page 18

SHARON L BOOTHE	HEJ	TEACHER
CRYSTINE M BAYNARD	HEJ	TEACHER
VALERIE A NICHOLS	HEJ	TEACHER
MEGAN B MCGRATH	HEJ	TEACHER
WHITNEY D BLANKENSHIP	HEJ	TEACHER
KIMBERLY L OSBORN	HEJ	TEACHER
KATHERINE B THOMPSON	HEJ	TEACHER
ADRIANNE G THORNTON	HEJ	TEACHER
CADEIDRE C ALEXANDER	HEJ	TEACHER
KIMBERLY D FAUBION	HEJ	TEACHER
VICTORIA F MARTIN	HEJ	TEACHER
BRITTANY D NICE	HEJ	TEACHER
KERRY W. CANADAY	HEJ	TEACHER
REBEKAH A. PERKINSON	HEJ	TEACHER
REBECCA M. WINFREE	HEJ	TEACHER
ANGELA R CONLEY	HEJ	TEACHER
WOROD K HAMILL	HEJ	TEACHER
NICOLE T. CARY	HEJ	TEACHER
RHONDA L. CONNER-MORGAN	HEJ	TEACHER
AMY P. CUMBNEY	HEJ	TEACHER
JODI L. HARRIS	HEJ	TEACHER
JULIE M. IANNITTO	HEJ	TEACHER
JENNIFER L. MASON-FLEMING	HEJ	TEACHER
WANDA G. THARPE	HEJ	TEACHER
ARIEL ABSHER-ESQUE	HEJ	TEACHER
KARA T. CANADAY	HEJ	TEACHER
DANETTE C. BUCKLEY	HEJ	TEACHER
LINDSY D. WYATT	HEJ	TEACHER
THOMAS W. APPLGATE	HEJ	TEACHER
MELISSA A. MILES	HEJ	TEACHER
EQUELLA A. UNDERWOOD	HEJ	TEACHER
MARISSA A YALA	HEJ	TEACHER
REBEKAH E. BRIDGERS	HEJ	TEACHER
JULIE JO A HARRIS	HEJ	TEACHER - 210 DAYS
ANNESSA G JONES	HEJ	TEACHER - 210 DAYS
MEGHAN D. DANIEL	HEJ	TEACHER - 210 DAYS
MALIK D WHEAT	HHS	COORD. & ASST. PRINCIPAL
LARRY M CHERRY JR	HHS	COORD. & ASST. PRINCIPAL
STEPHANIE L. POE	HHS	COORD. & ASST. PRINCIPAL
THOMAS M POND	HHS	DIRECTOR & SEC. PRINCIPAL
PAMELA W AERNI	HHS	OTHER PROFESSIONAL
KERRY L GRAY	HHS	OTHER PROFESSIONAL - 220
KRISTIN H KELLY	HHS	SCHOOL NURSE
REID J SAELER	HHS	SUPERV. & ELEM. PRINCIPAL
LISA S MANN	HHS	TEACHER
ELVIN H EDMONDS III	HHS	TEACHER
CYNTHIA A YOUNG	HHS	TEACHER
HOPE L HILL	HHS	TEACHER

# School Board Minutes

May 11, 2017

Page 19

DAWN E HURT	HHS	TEACHER
JACQUELINE M EDMONDS	HHS	TEACHER
STACEY S HIPPS	HHS	TEACHER
TARA D HENRY	HHS	TEACHER
LADELE J TAYLOR	HHS	TEACHER
KELLY L KIRKSEY	HHS	TEACHER
BROCK M PARKER	HHS	TEACHER
MICHAEL HAYES	HHS	TEACHER
RICHARD H IRBY III	HHS	TEACHER
FRANCES M MONROE-WILLIS	HHS	TEACHER
ROBERT E WITHEROW	HHS	TEACHER
VIOLET J TAYLOR	HHS	TEACHER
SUNNY C HADEN	HHS	TEACHER
QIANA M TURNER	HHS	TEACHER
PATRICIA A SCANLAN	HHS	TEACHER
MARY G COLEMAN	HHS	TEACHER
ANTHONY D ANDERSON	HHS	TEACHER
DAINGERFIELD T HENLEY	HHS	TEACHER
APRIL L MCDONOUGH	HHS	TEACHER
JULIE N ARNTSON	HHS	TEACHER
SAMANTHA J AULTMAN	HHS	TEACHER
DEMETRICE S TURNAGE	HHS	TEACHER
KAREN N SHEPPARD	HHS	TEACHER
RACHEL E TEW	HHS	TEACHER
ANNETTE R TERVALON	HHS	TEACHER
ADAM B CAPPS	HHS	TEACHER
ROSA M LAWRENCE	HHS	TEACHER
HENRIE EYA	HHS	TEACHER
JERRY W MCCOY JR	HHS	TEACHER
JUNE L SARVAY	HHS	TEACHER
VICKI M FOSTER	HHS	TEACHER
AMELIA J BARMOY	HHS	TEACHER
CHRISTOPHER K CLAASSEN	HHS	TEACHER
MICHAEL R DALTON	HHS	TEACHER
BRIANNA R HODGES	HHS	TEACHER
JOHN H JOHNSON III	HHS	TEACHER
MARY LOUISE SIMS	HHS	TEACHER
ALEXIS B. MAUNES	HHS	TEACHER
DEROME S. SMITH	HHS	TEACHER
LARA E. STABLES	HHS	TEACHER
ROSA M. RODRIGUEZ	HHS	TEACHER
LUTHER B STANLEY III	HHS	TEACHER
DANIELLE R. NIXON	HHS	TEACHER
ELEISHA L. DAVIS	HHS	TEACHER
JONATHAN M. LEWIS	HHS	TEACHER
INGVILD N THOMPSON-TATE	HHS	TEACHER
JARRED D JENKINS	HHS	TEACHER
CARL P EASTER	HHS	TEACHER

# School Board Minutes

May 11, 2017

Page 20

RACHEL S. BALDWIN	HHS	TEACHER
PIERRE BELISLE	HHS	TEACHER
SARA E. MILLER	HHS	TEACHER
ANGELA L. SYKES	HHS	TEACHER
ALANA D. MARSH	HHS	TEACHER
CHLOE M. THOMAS	HHS	TEACHER
TRISTINA A MARX	HHS	TEACHER
WARREN M MOUSTAPHA	HHS	TEACHER
DION D ROBINSON	HHS	TEACHER
STEPHANIE E BELL	HHS	TEACHER
DAVID J STERN	HHS	TEACHER
SARAH POARCH	HHS	TEACHER
CRYSTAL G BARNETT	HHS	TEACHER - 205 DAYS
ELTON A BENNETT	HHS	TEACHER - 205 DAYS
ANGELA D MOSELEY	HHS	TEACHER - 205 DAYS
SHANA J GRIFFIN	HHS	TEACHER - 205 DAYS
JENNIFER L ALLEN	HHS	TEACHER - 210 DAYS
CINDY G. WAYMACK	HHS	TEACHER - 210 DAYS
CHARLES J. BURTON	HHS	TEACHER - 210 DAYS
MELANIANN K PIERCY	HHS	TEACHER - 215 DAYS
ASHLEY N DENTON	HHS	TEACHER - 215 DAYS
RASHAD K. VESPREY	HHS	TEACHER - 215 DAYS
EVELYN P CABRERA PLAZA	HHS	TEACHER - 220 DAYS
SOMMER V JONES	HHS	TEACHER - 220 DAYS
ANDRES L PIERCE	HHS	TEACHER - 240 DAYS
KEITH E CREWS	NHA	COORD. & ASST. PRINCIPAL
RENITA A DINGLE	NHA	TEACHER
JESSICA MINNIX	NHA	TEACHER
EURIKA TYREE	NHA	TEACHER
NATHAN W KING	NHA	TEACHER
TIFFANY N FARMER	PC	COORD. & ASST. PRINCIPAL
RENEE T NOBLES	PC	SCHOOL NURSE
BYRON R. DAVIS	PC	SUPERV. & ELEM. PRINCIPAL
JENNIFER L BOUCHARD	PC	TEACHER
CAROL C BELCHER	PC	TEACHER
LISA FESCEMYER	PC	TEACHER
SUSANNE HANTWERKER- BROWN	PC	TEACHER
LISA S WARE	PC	TEACHER
JESSICA W CRAFT	PC	TEACHER
VALERIE H RAFEY	PC	TEACHER
PATRICIA R MOORE	PC	TEACHER
YVONNE R HOLLEY	PC	TEACHER
DIANE S QUINN	PC	TEACHER
JANET M YANDLE	PC	TEACHER
GEORGE L SUMNER	PC	TEACHER
KRISTINA B HOLLAND	PC	TEACHER
ELIZABETH A HOLCOMB	PC	TEACHER

# School Board Minutes

May 11, 2017

Page 21

MEGAN G HOLDER	PC	TEACHER
ROBIN R CAMPBELL	PC	TEACHER
REBECCA J REDLING	PC	TEACHER
JOAN WHITFIELD	PC	TEACHER
CARLA P JOHNSON	PC	TEACHER
CHRISTINE S WESTON	PC	TEACHER
LARA P PITCOCK	PC	TEACHER
LISA J KALLIO HARRIS	PC	TEACHER
KEA S BROCK-TURNER	PC	TEACHER
RHONDA K HOLLEY	PC	TEACHER
LEWIS E SHELBURNE	PC	TEACHER
ELIZABETH G CUMMINGS	PC	TEACHER
CHERYL D WILLIAMS	PC	TEACHER
ANGELA L HILDRETH	PC	TEACHER
ANGELIQUE B ALLEN	PC	TEACHER
NARLISHWA T LAWSON	PC	TEACHER
JAMILAH T SCOTT	PC	TEACHER
VIRGINIA M PFISTER	PC	TEACHER
ELONA N JOHNSON	PC	TEACHER
NICOLE D NIELSEN	PC	TEACHER
SUZANNE S MAHIEU	PC	TEACHER
JARET M CHILCOTE	PC	TEACHER
MARCELLA E. COOK	PC	TEACHER
AMY J PIPETTI	PC	TEACHER
CAROL W HILL	PC	TEACHER
ALISON E. BARRETT	PC	TEACHER
PAMELA S. JOHNSON	PC	TEACHER
GWENDOLYN E. CLANTON	PC	TEACHER
RACHEL V. HODGSON	PC	TEACHER
APRIL M. SCHNIPPER	PC	TEACHER
KELLEY D. HANNIFAN	PC	TEACHER
HILLARY M. HENNE	PC	TEACHER
ALICIA M. NELSON	PC	TEACHER
DEBORAH D GREEN	PC	TEACHER - 210 DAYS
DANA N CLEMONS	PC	TEACHER - 210 DAYS
REBECCA L LOWE	PC	TEACHER - 210 DAYS
KIM F EVANS	SBO	ASSISTANT SUPERINTENDENT
CYNTHIA W YOUNG	SBO	COORD. & ASST. PRINCIPAL
BROOKIE D FOWLER	SBO	COORD. & ASST. PRINCIPAL
TRACY WILSON	SBO	COORD. & ASST. PRINCIPAL
CAROL L CAMPBELL	SBO	COORD. & ASST. PRINCIPAL
SHEILA B BAILEY	SBO	DIRECTOR & SEC. PRINCIPAL
CHERYL C WEBB	SBO	DIRECTOR & SEC. PRINCIPAL
PAULA H BRUMFIELD	SBO	SUPERV. & ELEM. PRINCIPAL
JANICE D BUTTERWORTH	SBO	SUPERV. & ELEM. PRINCIPAL
TINA M BARRINGER	SBO	SUPERV. & ELEM. PRINCIPAL
BETTY R WARE	SBO	SUPERV. & ELEM. PRINCIPAL
CAROL E SHEPHERD	SBO	TEACHER - 210 DAYS

# School Board Minutes

May 11, 2017

Page 22

SARA J FLETCHER	SBO	TEACHER - 210 DAYS
EMILY M WARD	SBO	TEACHER - 210 DAYS
RICHARD D HALAS	SBO	TEACHER - 210 DAYS
DIMITRIA S. ROBERTS	SBO	TEACHER - 210 DAYS
CAROLYN S KAUFMAN	SBO	TEACHER - 220 DAYS
SUSANNAH M BISHOP	SBO	TEACHER - 220 DAYS
PEGGY L FULTON	WLC	COORD. & ASST. PRINCIPAL
CHERYL M GREENE	WLC	OTHER PROFESSIONAL - 210
MICHELLE W FORD	WLC	OTHER PROFESSIONAL - 210
TONIA A BLAND	WLC	OTHER PROFESSIONAL - 220
HOLLY DUNN	WLC	SCHOOL NURSE
JOYCE P JONES	WLC	SUPERV. & ELEM. PRINCIPAL
DAVID M BANKS	WLC	TEACHER
CASSANDRA M MERRICK	WLC	TEACHER
DEBBIE L CAPPS	WLC	TEACHER
AMANDA M WOODARD	WLC	TEACHER
ELIZABETH A EDWARDS	WLC	TEACHER
MONAE M WELLS	WLC	TEACHER
ROBERT L BECKHAM JR	WLC	TEACHER
MYRA A ROWAN	WLC	TEACHER
TRACY L SCHWARTZ	WLC	TEACHER
COURTNEY C STREET	WLC	TEACHER
MINDY L STOUT	WLC	TEACHER
STEPHANIE B DAYBERRY	WLC	TEACHER
ANNA E. FIELDS	WLC	TEACHER
KRISTEN T DAVIS	WLC	TEACHER
KATHERINE O. TALBOTT	WLC	TEACHER
MANDY F. GERBER	WLC	TEACHER
MEGAN T VELA	WLC	TEACHER
KRYSTAL MILLS	WLC	TEACHER
ANNA S PONDER	WLC	TEACHER

## **17-05-L26**

Amendment to  
Resolution

### **17-02-L1**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, Resolution **17-02-L1** be and is hereby amended and that Courtney Harrison be appointed full time nurse at Carter G. Woodson, effective March 6, 2017.  
Salary: \$43,007

## **17-05-L27**

Amendment to  
Resolution

### **17-04-L9**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, Resolution **17-04-L9** be and is hereby amended to include payment of \$815 to Debbie Riddle as a Winter Sports Game Worker for the 2016-2017 Winter Sports season.

## **Classified Personnel Resolutions**

**School Board Minutes**

**May 11, 2017**

**Page 23**

**17-05-C1**

Resignation  
Sarah West

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the resignation of Sarah West be and is hereby approved, effective April 7, 2017.  
Assignment: Secretary I Hopewell High School

**17-05-C2**

Appointment  
Secretary I  
Tiffany Roman

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Tiffany Roman be and is hereby appointed as a Hopewell High Secretary I for the 2016-2017 school year, effective April 17, 2017.  
Vice: Sarah West  
Salary: \$20,255

**17-05-C3**

Appointment  
Part-Time  
Food Service  
Christel Dean

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Christel Dean be and is hereby appointed as a Part-Time Café Monitor worker for the 2016-2017 school year, effective April 18, 2017.  
Vice: New Position (Monitor)  
Salary: \$8.58 per hr

**17-05-C4**

Appointment  
Part-Time  
Food Service  
Cloreese Wells

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Cloreese Wells be and is hereby appointed as a Part-Time Food Service worker for the 2016-2017 school year, effective May 1, 2017.  
Vice: New Position  
Salary: \$8.58 per hr

**17-05-C5**

Appointment  
Full-Time  
Food Service  
Juanita Boggs

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Juanita Boggs be and is hereby appointed as a Full-Time (6 hr) Food Service worker for the 2016-2017 school year, effective April 1, 2017.  
Vice: Mary Walker  
Salary: \$9,786 per yr. (Correction in Salary)

**17-05-C6**

Appointment  
Part-Time  
Transportation  
Dreshawn Lewis

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that Dreshawn Lewis be and is hereby appointed as a Part-Time Vehicle Driver for the 2016-2017 school year, effective April 25, 2017.  
Vice: Reappointment  
Salary: \$8.85 per hr

**School Board Minutes**

**May 11, 2017**

**Page 24**

**17-05-C7**

Appointment  
Teacher Assistant  
Kathryn Davis

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the appointment of Kathryn Davis as a Teacher Assistant be and is hereby approved for the 2016-2017 school year, effective May 1, 2017.  
Vice: Ashley Harvey Bilski  
Assignment: Dupont  
Salary: \$17,705.00 (Step 4, SPED TAIII)

**17-05-C8**

Appointment  
Finance Clerk  
Lauren Hayes

**RESOLVED, upon** the recommendation of the Superintendent of Schools, that the appointment of Lauren Hayes as finance clerk be and is hereby approved for the 2016-2017 school year, effective March 20, 2017.  
Vice: Debra Best  
Assignment: The School Board Office  
Salary: \$29,847.00 (Step 2)

**17-05-C9**

Reappointment  
Classified  
Personnel

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the following Classified Personnel be and are hereby granted reappointments for the 2017-2018 school year, effective July 1, 2017:

AARON SCOTT	TRANSPORTATION	BUS DRIVER
AIMEE L OLWIN	SBO	SECRETARY - 260 DAYS
ALEXANDER ALLEN III	DUP	CAFETERIA WORKER
ALICE D CRENSHAW	CGW	SECRETARY - 220 DAYS
ALONZO A JEFFERSON	HEJ	SPED TEACHER ASSISTANT II
AMANDA M CRAFT	CGW	SECRETARY - 260 DAYS
AMBROSIA VANEPPS	DUP	CAFETERIA WORKER
AMY C DEADWYLER	HEJ	SPED TEACHER ASSISTNT III
AMY LEE ANN TOTTEN	PC	SPED TEACHER ASSISTANT II
ANDREA Y BAILEY	HHS	CUSTODIAN
ANDREW L FURBUSH	DUP	SPED TEACHER ASSISTNT III
ANGELA BROWN	TRANSPORTATION	BUS DRIVER
ANGELA COLLINS	WLC	CAFETERIA WORKER
ANGELA J RODRIGUEZ	DUP	SPED TEACHER ASSISTANT II
ANGELA L COFIELD	PC	CUSTODIAN
ANGELA PERKINS	TRANSPORTATION	BUS DRIVER
ANGELA R RICHARDSON	DUP	CUSTODIAN
ANGELIA D BROWN	WLC	TEACHER ASSISTANT 1
ANGELIA MOODY	HEJ	CAFETERIA WORKER
ANITA M HENRY	DUP	TEACHER ASSISTANT 2

# School Board Minutes

May 11, 2017

Page 25

ANITA MAYES	PC	CAFETERIA WORKER
ANN BAILEY	PC	TEACHER ASSISTANT 2
ANTHONY A CAIRNES	TRANSPORTATION	OTHER PROFESSIONALS
ANTHONY G RILEY	WLC	CUSTODIAN
ASHLEIGH J JARRETT	PC	TEACHER ASSISTANT 2
ASHLEY EDWARDS	HHS	CAFETERIA WORKER
ASHLEY N VAUGHAN	TRANSPORTATION	SUB-TEACHER ASST. & BUSA
ASHLEY WHITE	TRANSPORTATION	BUS AIDE
AUDREY E CHARITY	DUP	CUSTODIAN
BARBARA SCOTT	SBO	SECRETARY - 260 DAYS
BARBARA WINCHESTER	DUP	CAFETERIA MONITOR
BERNADINE B PATTERSON	CGW	SPED TEACHER ASSISTANT II
BERNARD PHILLIPS JR	TRANSPORTATION	BUS DRIVER
BERTHA JONES	HEJ	CAFETERIA WORKER
BILLY PULVER	TRANSPORTATION	VAN DRIVER
BLYNDER AMOAH	PC	CAFETERIA WORKER
BOBBY GORDON	CGW	CUSTODIAN
BOBBY L PETTAWAY	HHS	CUSTODIAN
BONNIE BRISENDINE	HEJ	CAFETERIA WORKER
BONNIE J GREGORY	SBO	SECRETARY - 260 DAYS
BRAYON T RICHARDSON	CGW	CUSTODIAN
BRENDA HILL	HHS	CAFETERIA WORKER
BRENDA P RODDEY	CGW	OTHER PROFESSIONALS
BURLIN A. GREGORY III	SBO	DIRECTOR & SEC. PRINCIPAL
CARLA M MANIERI	HEJ	TEACHER ASSISTANT 2
CARRIE W MAJEWSKI	DUP	SPED TEACHER ASSISTNT III
CATHERINE MITCHELL	TRANSPORTATION	BUS DRIVER
CHARLES E PATE JR	HHS	SECURITY GUARD
CHARLES T HARVILLE	SBO	OTHER PROFESSIONALS
CHAVON O COLEY	CGW	SPED TEACHER ASSISTNT III
CHERYL A PETERSOHN	DUP	TEACHER ASSISTANT 2
CHERYL L MCZEAL	DUP	SPED TEACHER ASSISTANT II
CHERYL P HOLDEN	HHS	SECRETARY - 260 DAYS
CHRISTEL DEAN	DUP	CAFETERIA WORKER
CHRISTINA MATTHEWS	CGW	CAFETERIA WORKER
CLARENCE J SMITH	WLC	CUSTODIAN
CLAUDETTE JOHNSON	HEJ	TEACHER ASSISTANT 2
COREY L JONES	WLC	HEAD CUSTODIAN
CRISTINA VASQUEZ	WLC	TEACHER ASSISTANT 1
CRYSTAL E KOWALIK	SBO	OTHER PROFESSIONALS
CRYSTAL M RAGSDALE	CGW	SECRETARY - 260 DAYS
CURTIS FRAZIER	CGW	CUSTODIAN
CYNTHIA E HARVILLE	SBO	SECRETARY - 260 DAYS
CYNTHIA FISTLER	DUP	CAFETERIA WORKER
CYNTHIA KREYNUS	DUP	CAFETERIA WORKER
CYNTHIA S LOZANO	DUP	SECRETARY - 260 DAYS
DALE A PATTERSON	HHS	OTHER PROFESSIONAL - 200
DANIEL L SAUNDERS	DUP	CUSTODIAN

# School Board Minutes

May 11, 2017

Page 26

DAQUAN STUDIVANT	CGW	CAFETERIA WORKER
DARCEL HILL	HHS	CAFETERIA WORKER
DARNELL HAMILTON	CGW	CAFETERIA WORKER
DARRELL B AVERY	HEJ	CUSTODIAN
DAVID L CROCKETT	HHS	CUSTODIAN
DAVID L RIVERA	HEJ	SPED TEACHER ASSISTANT II
DAVID ROZIER	TRANSPORTATION	BUS DRIVER
DEANA HANSHEW	TRANSPORTATION	BUS DRIVER
DEBBIE D WALLACE	HEJ	TEACHER ASSISTANT 2
DEBORAH A DOGGETT	HHS	SPED TEACHER ASSISTANT
DEBORAH J VICK	PC	TEACHER ASSISTANT 2
DEBORAH STURGES	CGW	CAFETERIA WORKER
DELORES EDWARDS	TRANSPORTATION	BUS DRIVER
DEONDRE MARKS	HHS	CAFETERIA WORKER
DIANE BURCH	TRANSPORTATION	SPED BUS DRIVER
DIANETTE M AVERY	NHA	SPED TEACHER ASSISTANT
DONALD KYLES	TRANSPORTATION	BUS DRIVER
DONALD N RENN	TRANSPORTATION	SUB-TEACHER ASST. & BUSA
DREMA HOUSTON	TRANSPORTATION	BUS DRIVER
EDITH HOLSOPPLE	TRANSPORTATION	SPED BUS DRIVER
EDRICK D COFIELD	SBO	OTHER PROFESSIONALS
EDWARD JONES	TRANSPORTATION	SUB-TEACHER ASST. & BUSA
ELEANOR P SCARBROUGH	CGW	SECRETARY - 260 DAYS
ELIZABETH A DANIEL	SBO	SECRETARY PART-TIME
ELIZABETH EDWARDS	CGW	CAFETERIA WORKER
ELLA M. BRADBY	WLC	SPED TEACHER ASSISTANT II
ELREE B HAYES	HEJ	SPED TEACHER ASSISTANT II
EMILY L. TAYLOR	HEJ	TEACHER ASSISTANT 1
ERNESTINE SHAW	CGW	CAFETERIA WORKER
FABRI D CLAIBORNE	WLC	SECRETARY - 260 DAYS
FAITH GABLE	HEJ	SPED TEACHER ASSISTANT III
FANNIE HAWTHORNE	TRANSPORTATION	BUS DRIVER
FLORETTA MOORE	DUP	CAFETERIA WORKER
FRANK E. JORDAN JR	HEJ	SPED TEACHER ASSISTANT III
GAY BROWN	TRANSPORTATION	BUS DRIVER
GERNISHA S. PATTERSON	WLC	TEACHER ASSISTANT 1
GINA L. BITTLE	NHA	CUSTODIAN
GLENN D TANNER	PC	HEAD CUSTODIAN
HANNAH L PETTAWAY	HHS	SPED TEACHER ASSISTANT II
HELEN P HUNTER	DUP	TEACHER ASSISTANT 2
HENRIETTA JACKSON	CGW	CAFETERIA WORKER
IESHA JONES	TRANSPORTATION	BUS AIDE
IRIS J WALKER	SBO	SECRETARY - 260 DAYS
JADIA M MCKIVER	CGW	CUSTODIAN
JAKETTA LEWIS	PC	CAFETERIA WORKER
JAMES A HILL	HHS	HEAD CUSTODIAN
JAMES CRICHTON	CGW	SPED TEACHER ASSISTANT III
JAMES STUDIVANT	HHS	CAFETERIA WORKER

# School Board Minutes

May 11, 2017

Page 27

JAN M COX	HHS	SPED TEACHER ASSISTANT II
JANEL F ENGLISH	SBO	COORD. & ASST. PRINCIPAL
JANET S MARSH	HHS	HEAD CUSTODIAN
JASMIN TORRES	HHS	CAFETERIA WORKER
JATARRA RUFFIN	HEJ	CAFETERIA MONITOR
JENNIE KIRBY	TRANSPORTATION	BUS DRIVER
JENNIFER L SCOTT	NHA	SECRETARY - 260 DAYS
JENNIFER VREELAND	CGW	CAFETERIA WORKER
JEREMIAH JACKSON JR	CGW	CUSTODIAN
JESSICA A WOODFIN	HHS	SECRETARY - 260 DAYS
JESSICA EDWARDS	TRANSPORTATION	SPED BUS AIDE
JEWEL L JONES	SBO	MANAGER
JOAN A WASHINGTON	PC	TEACHER ASSISTANT 2
JOAN SMITH	CGW	HEAD CUSTODIAN
JOHN CUCHARA	TRANSPORTATION	BUS DRIVER
JOHN HUNTER IV	NHA	SECURITY GUARD
JOHN L JONES	CGW	CUSTODIAN
JOSEPH L WOODLEY	HEJ	HEAD CUSTODIAN
JOYCE POPE	DUP	CAFETERIA WORKER
JUANITA BOGGS	HEJ	CAFETERIA WORKER
KAMLA S VAUGHAN	WLC	TEACHER ASSISTANT 2
KAREN E BOWEN	DUP	SPED TEACHER ASSISTNT III
KASEY COLLINS	TRANSPORTATION	BUS AIDE
KATHLEEN L ZEYGOLIS	HHS	SPED TEACHER ASSISTNT III
KATHRYN H DAVIS	DUP	TEACHER ASSISTANT
KATRINA AUSTIN	NHA	SPED TEACHER ASSISTNT III
KEITH EDWARD O'BRIEN	CGW	CUSTODIAN
KELLY G STOCK	SBO	COORD. & ASST. PRINCIPAL
KERRY L GRAY	HHS	OTHER PROFESSIONAL - 220
KHARIS W JAJESNICA	WLC	SPED TEACHER ASSISTANT II
KIRSTIE ROSH	HHS	SPED TEACHER ASSISTNT III
KRISTEN ST PRIX	TRANSPORTATION	BUS AIDE
KRISTIN D STILL	WLC	TEACHER ASSISTANT 2
KRISTOPHER M. REED	SBO	MANAGER
L SCOTT BRUBAKER	SBO	SUPERV. & ELEM. PRINCIPAL
LAERIC D HALL	HEJ	CUSTODIAN
LATASHA GHOLSON	TRANSPORTATION	BUS DRIVER
LATASHA N COLEMAN	SBO	SECRETARY - 260 DAYS
LATONIA LEWIS	TRANSPORTATION	SPED BUS AIDE
LAURA ALLEN	TRANSPORTATION	VAN DRIVER
LAUREN N HAYES	SBO	SECRETARY - 260 DAYS
LESLE ROOK	PC	CAFETERIA MONITOR
LILLIAN A FEDIGAN	TRANSPORTATION	SECRETARY - 260 DAYS
LILLIE B TAYLOR	PC	TEACHER ASSISTANT 2
LINDA CIANCIO-BROWN	WLC	SPED TEACHER ASSISTANT II
LINDA VAN DELLE	TRANSPORTATION	SPED BUS AIDE
LINDSEY HUMPHRIES	HHS	SPED TEACHER ASSISTANT II
LISA A JONES	HEJ	CUSTODIAN

# School Board Minutes

May 11, 2017

Page 28

LISA HERETICK	HHS	CAFETERIA WORKER
LISA R HANSEN	HEJ	SPED TEACHER ASSISTANT II
LORLE A TRIMARCO	CGW	SPED TEACHER ASSISTANT II
LYNNESSA L JOHNSON	SBO	SECRETARY - 260 DAYS
MADELINE E ALLEN	DUP	HEAD CUSTODIAN
MAEBELL CLAIBORNE	HEJ	CAFETERIA WORKER
MARGARET SMITH	TRANSPORTATION	BUS DRIVER
MARGARET T CROCKER	WLC	TEACHER ASSISTANT 2
MARIA BOONE	CGW	CAFETERIA WORKER
MARIAN E BLACKMON	HHS	CUSTODIAN
MARY A ROSS	PC	SPED TEACHER ASSISTANT II
MARY M SHORES	SBO	DIRECTOR & SEC. PRINCIPAL
MARY MAZZEI	CGW	CAFETERIA WORKER
MARY WALKER	PC	CAFETERIA WORKER
MEGHAN R PULLEY	DUP	TEACHER ASSISTANT 2
MELANIE M HOWELL	HHS	SECRETARY - 260 DAYS
MELODY D HACKNEY	SBO	SUPERINTENDENT
MIA CARPENTER	TRANSPORTATION	BUS AIDE
MICHAEL ROBBINS	PC	CAFETERIA WORKER
MICHAEL S FACEY	HHS	CUSTODIAN
MICHAEL TAGGART	HHS	CAFETERIA WORKER
MICHELLE FRAZIER	PC	CUSTODIAN
MICHELLE N PIERCE	HHS	CUSTODIAN
MIKE G EDWARDS	SBO	MAINTENANCE
MILTON G JONES JR	SBO	MAINTENANCE
MISTI R PERSINGER	DUP	SECRETARY - 260 DAYS
MISTY G. WATKINS	DUP	SECRETARY - 260 DAYS
MONICA D ROBINSON	WLC	TEACHER ASSISTANT 2
MONIQUE G BARNES	SBO	DIRECTOR & SEC. PRINCIPAL
MONIQUE GAITHER	PC	CAFETERIA WORKER
NELES M PADILLA	PC	CUSTODIAN
NELLIE HUDDLESTON	WLC	CAFETERIA WORKER
NICOLAS BERRERA-GOMEZ	HHS	CUSTODIAN
PAMELA BOWLES	HHS	CAFETERIA WORKER
PATRICIA ALLEN	HEJ	CAFETERIA WORKER
PATRICIA BURROUGHS	TRANSPORTATION	BUS AIDE
PATRICIA L RAMEY	SBO	SECRETARY - 260 DAYS
PATRICIA S ROBINETTE	CGW	SECRETARY - 260 DAYS
PATSY T PHILLIPS	PC	TEACHER ASSISTANT 2
PAULA BOWEN	DUP	CAFETERIA MONITOR
PAULA JOHNSON	SBO	SECRETARY - 260 DAYS
PAULA W DUNCAN	PC	SECRETARY - 260 DAYS
PORSHA KING	CGW	CAFETERIA WORKER
PRISCILLA D MYRICK	HEJ	SPED TEACHER ASSISTANT II
QUIANA R FRAZIER	WLC	SPED TEACHER ASSISTANT II
RASHIDA F BROWN	HHS	OTHER PROFESSIONALS
REBECA ORTIZ	TRANSPORTATION	BUS DRIVER

# School Board Minutes

May 11, 2017

Page 29

REBECCA CARPENTER	TRANSPORTATION	BUS AIDE
RENITA COURTNEY	TRANSPORTATION	SECRETARY PART-TIME
RHONDA L BROWN	SBO	SECRETARY - 260 DAYS
RICKYTA Y PETERSON	WLC	TEACHER ASSISTANT 2
ROBERT SAWYER	TRANSPORTATION	SPED BUS DRIVER
ROBERT WARD III	SBO	CUSTODIAN
ROBIN W ZEH	PC	SECRETARY - 260 DAYS
ROGER J BRADBY	DUP	SPED TEACHER ASSISTANT II
RONALD T JOSWICK	HEJ	SPED TEACHER ASSISTANT II
ROSE M THOMAS	HHS	CUSTODIAN
ROSEMARY M COPELAND	WLC	TEACHER ASSISTANT 2
ROSIA M HOLLOWAY	HEJ	CUSTODIAN
ROSIE MCCABE	PC	CAFETERIA WORKER
SAMANTHA A JENKINS	CGW	SPED TEACHER ASSISTANT III
SANDRA A JONES	CGW	SPED TEACHER ASSISTANT III
SANDRA D GRAVES	HEJ	TEACHER ASSISTANT 3
SARAH E CRENSHAW	PC	SPED TEACHER ASSISTANT III
SHANNON M TURNER	SBO	SECRETARY - 260 DAYS
SHANNON RACKLEY	HHS	CAFETERIA WORKER
SHARDAE L COLEMAN	WLC	TEACHER ASSISTANT 1
SHARON L DUNN	SBO	SECRETARY - 260 DAYS
SHARON M SCOTT	HEJ	SECRETARY - 260 DAYS
SHARON M. COCHRAN	TRANSPORTATION	SUB-TEACHER ASST. & BUSA
SHAUNA M HUFFMAN	SBO	OTHER PROFESSIONALS
SHEILA H MILLER	DUP	TEACHER ASSISTANT 2
SHELIA PETERSON	TRANSPORTATION	BUS AIDE
SHELIA R CLANTON	SBO	SECRETARY - 260 DAYS
SHERRY K MATHIS	HEJ	TEACHER ASSISTANT 2
SHERRY L. WARTHAN	WLC	TEACHER ASSISTANT 1
SONIA F DELROSARIO	WLC	TEACHER ASSISTANT 2
SONYA D ADKINS	HEJ	SECRETARY - 260 DAYS
STACEY G. HUMMEL	PC	SPED TEACHER ASSISTANT III
STACEY N WILLIAMS	TRANSPORTATION	OTHER PROFESSIONALS
STEFANIE R HERETICK	WLC	TEACHER ASSISTANT 2
SUSAN BRADSHAW	HHS	CAFETERIA WORKER
SUSAN JACOBS	HHS	CAFETERIA WORKER
SUSAN K MOORE	CGW	SECRETARY - 260 DAYS
SYLVIA D COLEMAN	WLC	TEACHER ASSISTANT 1
T PATRICK BARNES	SBO	DIRECTOR
TAMARA M EPPES	PC	TEACHER ASSISTANT 2
TAMIKA M REESE	WLC	TEACHER ASSISTANT 2
TAMMY ANDERSON	WLC	CAFETERIA WORKER
TAMMY PLANT	TRANSPORTATION	BUS DRIVER
TAMMY T HEIGHT	CGW	SPED TEACHER ASSISTANT II
TANNER R RAMEY	CGW	SPED TEACHER ASSISTANT II
TAZZERAH SHOFFNER	TRANSPORTATION	BUS DRIVER
TERI A ASIM	PC	SPED TEACHER ASSISTANT II
TERRI HENGGELER	HEJ	CAFETERIA WORKER

**School Board Minutes**

**May 11, 2017**

**Page 30**

TERRY MORSE	TRANSPORTATION	BUS DRIVER
TERRY STITH	HEJ	TEACHER ASSISTANT 2
TEWANA MCMILLAN	WLC	CAFETERIA WORKER
TEWARI S HAYES	WLC	TEACHER ASSISTANT 2
THERESA L BELL	HEJ	SECRETARY - 260 DAYS
THERESA LIPARI	DUP	CAFETERIA WORKER
THOMAS HARVILLE	SBO	MAINTENANCE
TIFFANY ROMAN- WALDROP	HHS	SECRETARY - 260 DAYS
TIMOTHY DUNN	SBO	OTHER PROFESSIONALS
TIMOTHY T CAIRNES	SBO	MAINTENANCE
TINA TYLER	CGW	CAFETERIA WORKER
TRACY WHITE	PC	CAFETERIA WORKER
TRICIA KING	DUP	CAFETERIA WORKER
TRUDY HORSLEY	TRANSPORTATION	BUS DRIVER
VALERIE P SUMMERFIELD	PC	SECRETARY - 260 DAYS
VELMA P MCCARTER	DUP	SPED TEACHER ASSISTANT II
VERNON JEFFERSON	CGW	HEAD CUSTODIAN
VERONICA WILSON	WLC	TEACHER ASSISTANT 1
VICKY VANCE	CGW	CAFETERIA WORKER
VICTORIA R MASON	SBO	MANAGER
VINCENT O AKINTOMIDE	SBO	OTHER PROFESSIONALS
VIRGINIA B CARSLEY	WLC	SECRETARY - 260 DAYS
WENDY D DUDLEY	WLC	SECRETARY PART-TIME
WENDY GRAY	TRANSPORTATION	BUS DRIVER
WILLIAM A CRAFT JR	SBO	MAINTENANCE
WILLIAM MCALLISTER JR	TRANSPORTATION	VAN DRIVER
WYNONA C BLACKWELL	HHS	SECRETARY - 260 DAYS
YAMESHA L GRIER	PC	SPED TEACHER ASSISTANT II
ZACHARY D LEWIS	HEJ	SPED TEACHER ASSISTANT II

**17-05-C10**

Approval  
SOL  
Tutor

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the following be and is hereby approved as SOL Tutor for the 2016-2017 school year, effective March 3, 2017:  
(Funded through SOL Tutoring Funds)  
Salary: \$25.00 per hour, not to exceed 400 hours each  
Location: Patrick Copeland Elementary

Thelma Brown

**17-05-C11**

Approval  
SOL  
Tutor

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the following be is are hereby approved as SOL Tutor for the 2016-2017 school year, effective April 26, 2017:

## School Board Minutes

May 11, 2017

Page 31

(Funded through SOL Tutoring Funds)  
Salary: \$25.00 per hour, not to exceed 100 hours each  
Location: Patrick Copeland

Judy Redmond

### 17-05-C12

Approval  
21<sup>st</sup> Century  
Tutor

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the following be and is hereby approved as 21<sup>st</sup> Century Tutor for the 2016-2017 school year, effective May 12, 2017 – June 16, 2017:  
(Funded through 21<sup>st</sup> Century Community Learning Centers Grant)  
Salary: \$11.83 per hour, for 60 hours (not to exceed \$710.00)  
Location: Patrick Copeland

Kyleigh Gray

## General Resolutions

### Warrants

#### 17-05-G1

Review of Bills  
FY2017

RESOLVED, upon the recommendation of the Superintendent of Schools, that bills in the amount of **\$2,101,087.85 (Operating Fund)**, **\$221,835.39 Cafeteria Fund** and **\$22,360.00 (Building/Bus Fund)** for the April 2017 billing period, have been presented and reviewed by the Hopewell City School Board.

### Miscellaneous

#### 17-05-G2

Approval of  
Donations

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the Hopewell School Board accepts, with thanks, the following **donations**:

- \$100.00 from Taliaferro & Mallory in Colonial Heights to the Drama Dept. at HHS to sponsor the play
- \$100.00 from El Caporal in Colonial Heights to the Drama Dept. at HHS to sponsor the play
- 300 Gideon Bibles from Mr. Phil Justice of Hopewell, valued at \$405.00, to HHS and Carter Woodson Schools
- \$900.00 from AMRA Hopewell Chapter VA2 in Hopewell for the Lady Pride Team at Carter G. Woodson Middle School

#### 17-05-G3

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the 2017-2018 **Local Special Education Annual**

## School Board Minutes

May 11, 2017

Page 32

Approval of Local Special Ed Annual Plan & Flow-Through Application Report **Plan/Flow-Through Application Report** be and is hereby approved as submitted.

### Field Trip

#### 17-05-G4

Approval of Overnight Field Trip

**RESOLVED**, upon the recommendation of the Superintendent of schools, that permission is granted for four Hopewell High School students to attend the YADAPP Leadership Conference at Longwood University, July 16-21, 2017, in Farmville, VA.

### Miscellaneous

#### 17-05-G5

Approval  
Renewal of Contract

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the contract for **workers compensation insurance** services for the 2017-18 school year, be and is hereby renewed with **VACORP**, in the amount of **\$128,214**.

#### 17-05-G6

Approval  
Renewal of Contract

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the contract for **property and casualty insurance** for the 2017-18 school year, be and is hereby renewed with **VACORP**, in the amount of **\$123,294**.

### ACTION ITEMS

#### LICENSED RESOLUTIONS

#### 17-05-L28

Approval of  
Administrative  
Leave with Pay  
Employee:15106

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that employee 15106, be placed on administrative leave with pay for the remainder of the 2016-2017 school year.  
Effective: May 3, 2017

Upon a motion by Mr. Greg Cuffey and seconded by Ms. Linda Hyslop, the Board approved Licensed resolution 17-05-L28, with all members present voting aye.

### SUPERINTENDENT'S REPORT

#### A. Teacher & Staff Appreciation Week

## School Board Minutes

May 11, 2017

Page 33

Dr. Hackney recognized May 1-5, 2017, Teacher & Staff Appreciation Week and thanked all staff members for their hard work.

### **B. Retirement Celebration**

Dr. Hackney reminded the board and those present, of the employee retirement celebration scheduled for Thursday, May 25, 2017, 6:00 p.m. at the Beacon.

### **C. Promotion Ceremonies and Graduation**

Dr. Hackney reminded the Board that graduation was scheduled for Saturday, June 10, 2017, 9:30 a.m. at Merner Field. She indicated that she would provide the Board with a listing of school promotion ceremonies.

### **D. SOL Pep Rallies**

Dr. Hackney shared the school SOL pep rally dates and times with the Board.

### **E. Testing Schedule**

Dr. Hackney reminded the Board of the school's testing schedules. Elementary testing will begin next week. Carter G Woodson small group level testing will begin next week and their grade level testing will begin two weeks following. Hopewell High School starts on the 23<sup>rd</sup> of May.

### **F. Four-Day Work Week Plan**

Dr. Hackney shared that the approved four-day work week schedule would be similar to what it has been in the past. It would begin the week of June 19<sup>th</sup> and extend through the week of August 10<sup>th</sup> with the exception of the week of July 4<sup>th</sup>. Dr. Hackney asked the Board to support giving the staff Monday, July 3<sup>rd</sup> and Tuesday, July 4<sup>th</sup> off and allowing them to work Friday, July 7<sup>th</sup>.

Mr. Reber asked Dr. Hackney to send the Board a note on the four-day work week schedule.

Dr. Hackney thanked Ms. Shores and Mr. Barnes for the hard work they have done on preparing staff contracts.

Dr. Hackney told the Administrators present not to worry as we begin SOL testing. She expressed her confidence in seeing improvement in test scores. She shared that she knows the results will show their hardest and finest work. She challenged them to relax and honor the work they have done.

**INFORMATION ITEMS** - None

**School Board Minutes**

**May 11, 2017**

**Page 34**

**GENERAL INFORMATION** - None

**Board Member Comments**

Ms. Hyslop commented that this past week she attended the funeral of long time coworker and mentor, Mildred Epps. She expressed her thanks to Mrs. Epps for all she has done to help her understand our children. Ms. Hyslop shared that even though the work gets harder we should celebrate.

Mr. Cuffey noted that as a teacher it is hard to relax during SOL season. He expressed his pride in the staff and administrators and thanked all for their hard work.

Mr. Reber commented on the interesting evening and that he was very excited about the things happening in the schools. He congratulated the Teachers of the Year honorees and he looks forward to seeing the district outcome. Mr. Reber noted how the schools unify the city. He mentioned how City Council graciously approved our budget but had not approved their own. Mr. Reber expressed his gratefulness to City Council for their support of school division goals. He shared how he is looking forward to seeing how the next few weeks unfold and seeing the results of the testing and the progress made. He wished everyone a good evening and reminded everyone to remember Mother's Day on Sunday.

Chairman Reber adjourned the meeting at 9:31 p.m.

In witness whereof I set my signature this 22<sup>nd</sup> day of June, 2017.

**Chairman:** \_\_\_\_\_  
**School Board of the City of Hopewell**

**Attest:** \_\_\_\_\_ **Clerk**

**PROCLAMATIONS**

§

**RESOLUTIONS**

§

**PRESENTATIONS**

H.E.A.L.

# Hopewell Alliance

Healthy Eating Active Living

History in the making...

“Transforming Hopewell into the Healthiest city in Virginia”

# H.E.A.L. Hopewell Alliance History in the Making

**2014**

The coalition was formed in 2014 through community and capacity building efforts of the Crater Health District for its chronic disease prevention grant.



**2014**

The group name, mission, vision and workgroups were developed through the help of Dr. Fran Butterfoss from CoalitionWorks.



**2015**

The City of Hopewell, VA become one of 21 Towns & Cities to join the HEAL Towns & Cities Campaign and adopts the Healthy Eating Active Living Resolution.



**2015-2016**

In 2015, the City earned two gold medals, and with the help of the HEAL Hopewell Alliance the City pushed forward to obtain an additional three gold medals in 2016.



**2015-2016**

HEAL hosted two complete streets workshops to improve walkability and bike-ability in the City.



**2017**

HEAL collected 64 surveys that helped establish a baseline for physical activity levels and address barriers to healthy eating and active living in the City.



**2017**

HEAL hosted a logo design competition with Carter G. Woodson students which resulted in the Alliance's first official logo.



WHAT'S NEXT???



# What's Next?

## Healthy Eating

- **Goal:** To improve healthy food access, availability, and knowledge for all Hopewell residents.
  - Nutrition Education
  - Healthy Corner Stores & Open Air Farmer's Market
  - Food and Beverage Policies

## Active Living

- **Goal:** Create a culture of active living through improved infrastructure, increased opportunities for physical activity and supportive policies.
  - Complete Streets Action Plan
  - Healthy Hopewell Mile
  - CDC's recommendation for physical activity
  - Supportive policies/joint use agreements.

# Come Join Us!

Meetings are every 3<sup>rd</sup> Thursday from 3PM to 4:30PM

Find us on   
@HEALHopewellVA



HEALHopewellAlliance@gmail.com

# Honorable Mention

Kyndra Tomic

8<sup>th</sup> Grader

Carter G. Woodson M.S.



# Runner-Up

Myra Brooks

8<sup>th</sup> Grade

Carter G. Woodson M.S.



# Winning Design

Yukiyah Miles

8<sup>th</sup> Grade

Carter G. Woodson M.S.



**PH-1**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

**Order of Business:**

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

**Action:**

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:** Consider Citizen Comments regarding a request by George Fetko to vacate a 75 ft portion of Gray Street adjacent to 2508 Gray Street [081-0661] and 2500 Oaklawn Boulevard [081-0640].

**ISSUE:** The request to vacate a 75 ft portion of Gray Street will permit sufficient parking and vehicle circulation for the Hometown Drug Pharmacy.

**RECOMMENDATION:** The City Administration recommends City Council hold a public hearing to consider the vacation of a portion of Gray Street adjacent to 2508 Gray Street and 2500 Oaklawn Boulevard.

Staff and Planning Commission recommend approval.

**TIMING:** City Council action is requested on June 27, 2017.

**BACKGROUND:** Approximately 2,300 square of Right-of-Way is proposed to be vacated on a mostly impervious portion of Gray Street. The owner of the Hometown Drug seeks to vacate this portion to accommodate customers to the site with parking and vehicle circulation.

**FISCAL IMPACT:** Real Estate Tax Revenue

**ENCLOSED DOCUMENTS:** Staff Report

**STAFF:** Tevya W. Griffin, Director of Development  
Horace H. Wade, III, City Planner

**SUMMARY:**

- | Y                        | N                        |  | Y                        | N                        |                                  |
|--------------------------|--------------------------|--|--------------------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Christina J. Luman-Bailey, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2           | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Anthony J. Zevgolis, Ward #3       | <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jackie M. Shornak, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine E. Gore, Ward #4          |                          |                          |                                  |



**Vacation of a portion of Gray Street adjacent to 2508 Gray Street, [081-0661], Lot 19R, Block Q, West Hopewell and 2500 Oaklawn Boulevard, [081-0640], Lots 1 to 7 Incl, Block P, West Hopewell**

*Staff Report prepared for City Council's Regular Meeting- June 27, 2017*

*Revised: June 19, 2017*

*This report is prepared by the City of Hopewell Department of Development Staff to provide information to City Council to assist them in making an informed decision on this matter.*

**I. PUBLIC HEARINGS:**

Planning Commission	May 11, 2017	Tabled
Planning Commission	June 1, 2017	Recommend Approval
City Council	June 27, 2017	Pending

**II. IDENTIFICATION AND LOCATIONAL INFORMATION:**

Requested Zoning:	N/A
Existing Zoning:	B-3, Highway Commercial District
Size of Area:	Approximately 2300 sq ft
Proposed Use:	Commercial
Location of Property:	Gray Street Street adjacent to 2508 Gray Street [081-0661]and 2500 Oaklawn Boulevard [081-0640]
Impervious Surface Area [Existing] [Proposed]	Approximately 1175 sq ft Approximately 1950 sq ft
Election Ward:	Ward 6
Land Use Plan Recommendation:	Commercial
Strategic Plan Goal:	N/A

### III. EXECUTIVE SUMMARY:

George Fetko and Jonathan Scott Lee are requesting the vacation of a portion of Gray Street adjacent to [Subparcels 081-0661 & 081-0640] in accordance to Code of Virginia § 15.2-2006.

### IV. STAFF ANALYSIS:

George Fetko and Jonathan Scott Lee are requesting the vacation of approximately 2300 sq ft of a portion of Gray Street adjacent to 2508 Gray Street and 2500 Oaklawn Boulevard. The adjacent parcels are zoned B-3 Highway Commercial District.

The vacation of 30 ft of Right-of-way at 75 ft in length would permit the property owner to have additional space for parking and vehicle circulation. Staff's evaluation of the site poses a significant issue with vacating the right-of-way. Because the applicant is only requesting 75 ft of the 30 ft wide right-of-way to be vacated, the approval of the request would leave an undeveloped portion of right-of-way to the north of the request with no passage. City Engineer has adopted a policy of recommending approval of vacating right-of-way requests when the applicant demonstrates that an entire segment is not blocked or has an adverse effect on the area because of the vacation request.

In order for the vacation of the right-of-way to not have an adverse effect on the adjoining parcels there are certain expected terms and conditions for this vacation request:

- 1) Pavement markings [painted flush thermoplastic entrance apron, 3 curb side parking parallel parking spaces and one-way exit lane arrow]. City will offer to do the pavement marking work under a posted advance payment to Department of Public Works (DPW).
- 2) Street Signage [i.e. End of City Maintenance and Hometown Drug Customer Parking Only]. City will offer to do the signage work under a posted advance payment to DPW.
- 3) Dedicated/declared/understood/memorialized *access rights easement* for future building maintenance purposes and dumpster pickup on the adjoining affected property.
- 4) All utility easements are dedicated as deemed necessary to honor existing service providers.

Additionally, there is some consideration of doing the same items with terms, conditions, and site improvements on allowed use under an authorization to encroach and us the public right-of-way. This would be a five (5) year renewable Work In the Right-of-Way (WROW) Permit allowing the encroachment. The encroachment authorization would

have annual renewal terms after the 5-year period. The encroachment would also have a stated 90-Day revocation clause, whereby the City can revoke the WROW Encroachment Permit and require the reinstatement of the right-of-way zone. The revocation would be due to a failure to comply with the terms and conditions of issuance, failure to renew the WROW Permit, or the public right-of-way zone is needed for an unspecified future public purpose.

**V. STAFF RECOMMENDATION:**

Based on the staff review comments and the applicant's proposal, staff recommends that the 75 ft portion of Gray Street be vacated to allow for parking and vehicle circulation around the site

**VII. PLANNING COMMISSION RECOMMENDATION:**

In accordance with City Council's Right-of-way Vacation Policy, The Planning Commission recommends *approval* of the request submitted by George Fetko and Jonathan Scott Lee to vacate a portion of Gray Street adjacent to [Subparcels 081-0661 & 081-0640] in accordance to Code of Virginia § 15.2-2006 subject to conditions by the City Engineer.

Attachment(s):

1. Application
2. Aerial Map of Area
3. Parking Option

app # 20170283

City Council Policy No. CC-3

APPLICATION FOR STREET/ALLEY VACATION

(Hometown Drug)

I (We) George Fetko of 2508 Gray Street Hopewell VA  
(Names) (Mailing Address) 23860

(OK tires)

Jonathan Scott Lee 2500 Oaklawn Blvd Hopewell VA  
(Names) (Mailing Address) 23860

petition the City of Hopewell to vacate the undeveloped right-of-way situated at: See attached 23860  
drawing (end of Gray street) for parking / parking flow

There has not been previously a petition to vacate this right-of-way.

Attached is a drawing of the right-of-way to be vacated.

There is/are 2 property owner(s) adjoining this right-of-way. Attached is/are the signature(s) of the adjoining property owner(s) and a \$100.00 deposit per property owner.

I (We) agree to pay for two public notice advertisements in the Hopewell News as well as all other costs incurred by me/us associated with this application, regardless of Council's final decision regarding the petition.

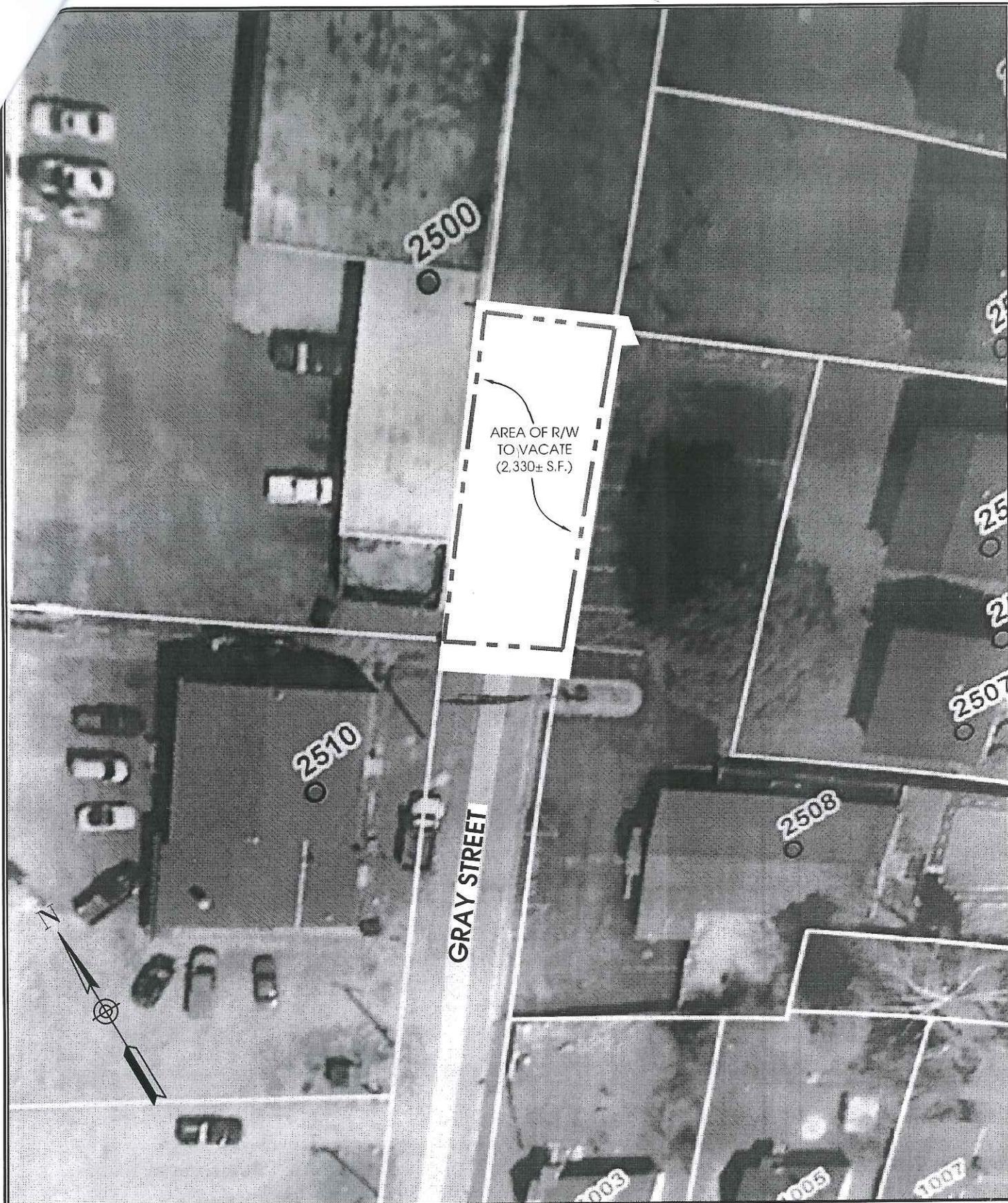
I (We) have received Council's Policy concerning right-of-way vacations.

[Signature] 458-3712  
(Signature of Petitioner)

Hometown Drug phone number  
(Telephone Number) 804-458-3704

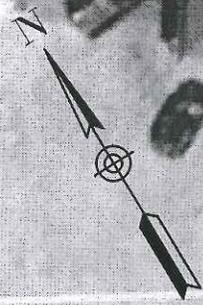
[Signature] 540-808-9227  
(Signature of Petitioner)

7/3/17  
(Date)



AREA OF R/W  
TO VACATE  
(2,330± S.F.)

GRAY STREET







**COMMUNICATIONS  
FROM CITIZENS**

**REGULAR  
BUSINESS  
REPORTS OF  
THE CITY  
MANAGER**

**R-1**

BUDGET AMENDMENT RESOLUTION  
FISCAL YEAR 2017

WHEREAS, at the June 27, 2017 Hopewell City Council meeting, an amendment to the FY 2017 budget was introduced to appropriate an additional \$10,000 for City Council miscellaneous expenses, and

WHEREAS, sufficient funds exist in the unassigned fund balance account,

BE IT, HEREBY, RESOLVED by the Hopewell City Council that:

\$10,000 be appropriated from the General Fund to City Council miscellaneous expense fund, as follows:

General Fund-011:

Resources:

Fund Balance.....	\$15,000
-------------------	----------

Appropriations:

City Council Miscellaneous Expenses.....	\$15,000
--	----------

**R-2**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

**Order of Business:**

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

**Action:**

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:** Approve and file a request to subdivide Lots 25-30, Block 40, Woodlawn Subdivision from one building lot to two lots forming Lot 25R and Lot 28R, Block 40, Woodlawn Subdivision.

**ISSUE:** A request from LKBBL Properties LLC to subdivide property located at 3317 Trenton Street (Subparcel 089-2145).

**RECOMMENDATION:** The City Administration recommends the approval of the request to subdivide the building lot into Lots 25R and 28R, Block 40, Woodlawn Subdivision

**TIMING:** City Council action is requested on June 27, 2017.

**BACKGROUND:** The purpose of this plat is to subdivide one building lot into two building lots

**FISCAL IMPACT:** None

**ENCLOSED DOCUMENTS:**

1. Application
2. Staff Report
3. Proposed Subdivision Plat

**STAFF:** Tevya W. Griffin, Director of Development  
Horace H. Wade, III, City Planner

**SUMMARY:**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Christina J. Luman-Bailey, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Anthony J. Zevgolis, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jackie M. Shornak, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Jasmine E. Gore, Ward #4			



## Subdivision of Lots 25-30, Block 40, Woodlawn Subdivision

Staff Report prepared for the City Council Regular Meeting  
June 27, 2017

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*This report is prepared by the City of Hopewell Department of Development Staff to provide information to City Council to assist them in making an informed decision on this matter.*

### I. MEETING INFORMATION:

Planning Commission	June 1, 2017	Recommended Approval
City Council	June 27, 2017	Pending

### II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Proposed Zoning:	N/A
Existing Zoning:	R-2, Residential, Medium Density District
Parcel Size:	<u>Total Acreage:</u> Approximately 0.5 Acres
Owner:	LBKBL Properties, L.L.C.
Location of Property:	Lots 25-30, Block 40, Woodlawn Subdivision
Election Ward:	Ward 7
Land Use Plan Recommendation:	Residential
Strategic Plan Goal:	Residential
Map Location(s):	Tax ID Sub-Parcel # 089-2145
Zoning of Surrounding Property:	North: R-2 South: R-3 East: R-2 West: R-2

### III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request from LBKBL Properties, L.L.C. to subdivide a 0.5 parcel of land into two (2) lots. The property is currently zoned R-2, Residential, Medium Density District, and is located at the corner of Wilmington Avenue and Trenton Street. The address is currently 3317 Trenton Street.

#### **IV. SUBJECT PROPERTY:**

The subject property is currently zoned R-2, Residential, Medium Density District, identified as Tax Sub-parcel # 089-2145. The property is within the Woodlawn Subdivision. As the plat submitted by Baseline Land Surveying dated April 11, 2017 illustrates, if approved Parcel 25R would be approximately 0.25 acres and Parcel 28R would also be 0.25 acres. The plat shows an existing single family house on the soon to be Lot 25R. Both parcels would be accessed by Trenton Street.

#### **V. ZONING/STAFF ANALYSIS**

The applicant is requesting to subdivide a 0.5 acre property into two buildable lots. The Zoning Ordinance requires properties to be developed as single family residential in the R-2 District to meet the requirements of 75 ft in lot width and 7,500 sq ft in lot width. The plat submitted meets the requirements of the zoning ordinance and the subdivision ordinance. Staff has no objection to the subdivision.

#### **VI. APPLICABLE CITY REGULATIONS**

The provisions of the Subdivision Ordinance that are germane to this subdivision request include the following:

*Article 6, Preparation, Approval and Recording of Subdivision Plats,  
Section 6-10, Approval of Preliminary Plat:*

"The City shall refer the preliminary plat to the Planning Commission and to the City Council for Council's information. The Planning Commission shall discuss the preliminary plat with the subdivider in order to determine whether or not the preliminary plat generally conforms to the requirements of the Subdivision Ordinance, Zoning ordinance and any other applicable City plans or ordinances. Within sixty (60) days of the preliminary plat submission to the Planning Commission, the subdivider shall be advised in writing by formal letter of approval, approval with conditions or disapproval of the preliminary plat."

*Article 6, Preparation, Approval and Recording of Subdivision Plats,  
Section 6-14, Approval of Final Plat:*

"The final plat shall not be approved until the subdivider has complied with the general requirements and minimum standards of design in accordance with this ordinance, and has made satisfactory arrangements for performance bond, cash or cash bond to cover the cost of necessary improvements, in lieu of construction, to the satisfaction of Council. Approval of final plat shall be written on the face of the plat by the Council."

## **VII. STAFF RECOMMENDATION:**

The staff recommends approval of the resubdivision request submitted by LBKBL Properties, L.L.C. to subdivide Lots 25-30, Block 40, Woodlawn into two lots of 0.25 acres each. The resubdivision allows there to be an additional single family residence in addition to the existing house.

## **VIII. PLANNING COMMISSION RECOMMENDATION**

At their June 1, 2017 meeting, the Hopewell Planning Commission voted to recommend approval 3-0, with one commissioner abstaining, of the subdivision request submitted by LBKBL Properties L.L.C. to subdivide Lots 25-30, Block 40, Woodlawn Subdivision into two building lots [Lot 25R & 28R] with 0.25 acres on each.

### Attachments:

1. Application
2. Subdivision Plat
3. Aerial Map

App # 20170395



The City of Hopewell, Virginia

300 N. Main Street · Department of Development · (804) 541-2220 · Fax: (804) 541-2318

SUBDIVISION / ADMINISTRATIVE RESUBDIVISION

SUBDIVISION  APPLICATION ADMIN. RESUB.   
APPLICATION FEE: \$250 APPLICATION FEE: \$50

APPLICANT: LBKBL Properties LLC  
ADDRESS: 2425 Chamberlayne Ave  
Richmond VA 23222  
PHONE #: (804) 349-6545 FAX #: (804) 198-0590

INTEREST IN PROPERTY:  OWNER OR  AGENT  
OWNER: LBKBL Properties LLC  
ADDRESS: 2425 Chamberlayne Ave  
Richmond VA 23222  
PHONE #: (804) 349-6545 FAX #: (804) 198-0590

PROPERTY ADDRESS / LOCATION: 3317 Trenton St

PARCEL #: 089-2145 ACREAGE: .50 ZONING: R-2

ENGINEER/SURVEYOR: Stephen Barcena  
ADDRESS: 414 N. Sycamore St. 2nd Floor  
Petersburg VA 23803  
PHONE #: (804) 520-9180 FAX #: (804) 722-9517

SUBDIVISION / ADMIN. RESUB. TITLE: Woodlawn Lots 25-30 Block 40

NUMBER OF EXISTING / PROPOSED LOTS: 0 / 2

LENGTH OF PROPOSED NEW PUBLIC STREETS:  
\_\_\_\_\_

<u>LOT INFO</u>	<u>MINIMUM REQUIRED</u>	<u>PROVIDED</u>
LOT SIZE	1500	10,875
LOT WIDTH AT SETBACK LINE	75'	75'

*EIGHT (8) COPIES OF A PLAT OF THE SUBDIVISION / ADMINISTRATIVE RESUBDIVISION MUST ACCOMPANY THIS APPLICATION*

- FOR A SUBDIVISION, THE SUBDIVISION PLATS MUST BE ON 17" x 22" SHEETS AND FOLLOW THE GUIDELINES SET FORTH IN ARTICLE 6-13 OF THE SUBDIVISION ORDINANCE.
- FOR AN ADMIN. RESUB., THE "BOUNDARY LINE ADJUSTMENT" (BLA) PLATS MUST FOLLOW THE GUIDELINES SET FORTH IN ARTICLES 6-15 AND 6-16 OF THE SUBDIVISION ORDINANCE.

*AS OWNER OF THIS PROPERTY OR THE AUTHORIZED AGENT THEREFOR, I HEREBY CERTIFY THAT THIS APPLICATION AND ALL ACCOMPANYING DOCUMENTS ARE COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.*

*[Handwritten Signature]*  
 \_\_\_\_\_  
 APPLICANT SIGNATURE  
*Oliver C Lawrence*

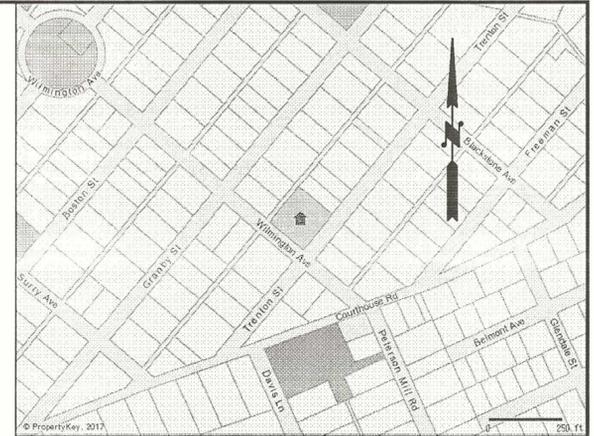
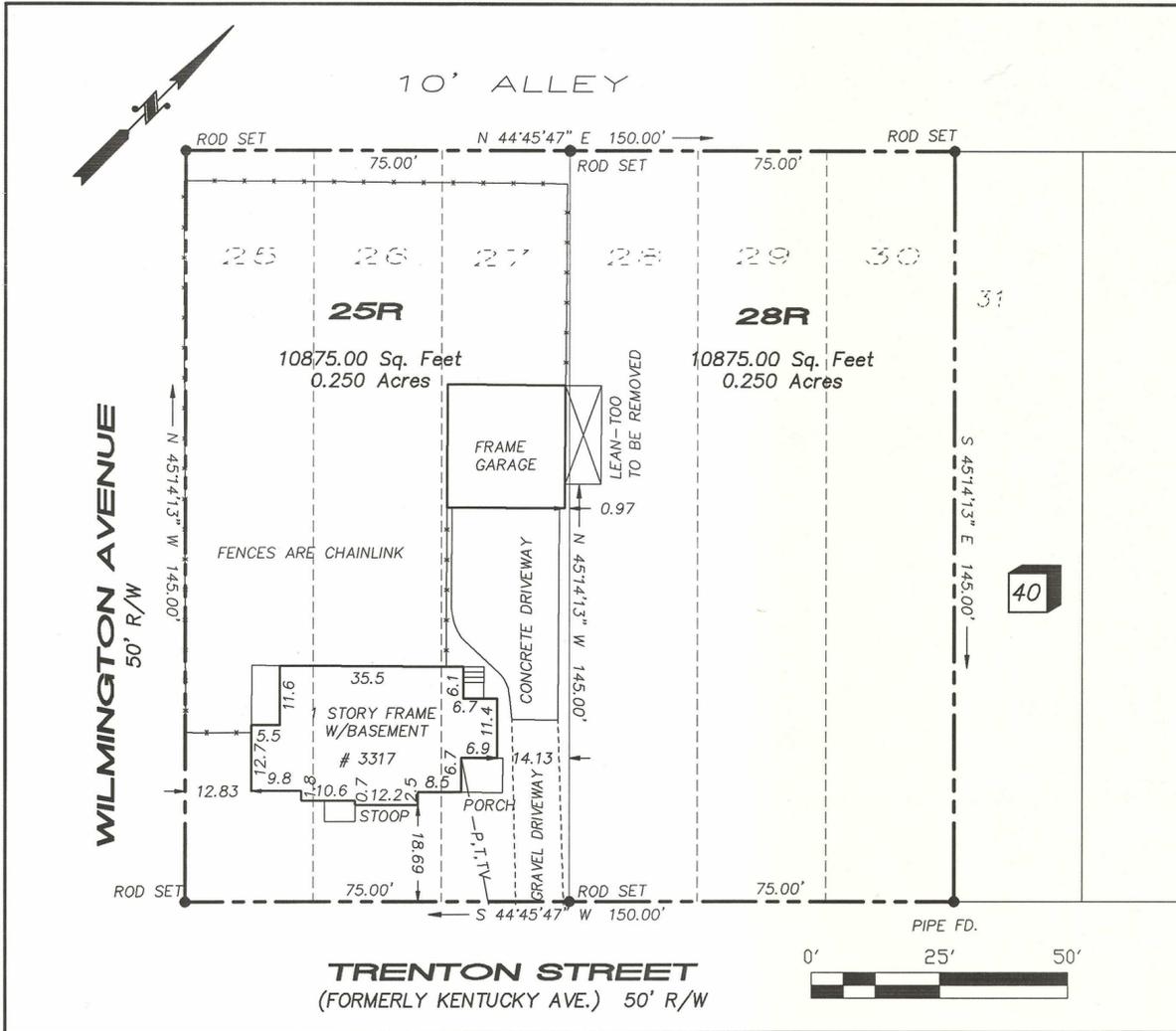
*5-11-17*  
 \_\_\_\_\_  
 DATE

OFFICE USE ONLY

DATE RECEIVED \_\_\_\_\_ DATE OF ACTION \_\_\_\_\_

\_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED





VICINITY MAP

**SUBDIVISION CERTIFICATE**

The subdivision of land shown on this plat, designated as A RESUBDIVISION OF LOTS 25 - 30, BLOCK 40, WOODLAWN is with the free consent and in accordance with the desires of the undersigned owners. The dedication of streets and easements are of the width and extent shown on this plat.

COMMONWEALTH OF VIRGINIA  
OF

TO WIT

I, \_\_\_\_\_, a Notary Public in and for the State of Virginia, do hereby certify that \_\_\_\_\_ whose names are signed to the Owner's Consent and Dedication have acknowledged the same before me in my State aforesaid. Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2017

My commission expires \_\_\_\_\_

Notary Public

**CERTIFICATE OF APPROVAL**

This subdivision known as A RESUBDIVISION OF LOTS 25 - 30, BLOCK 40, WOODLAWN is approved by the undersigned in accordance with existing subdivision regulations and may be committed to record.

\_\_\_\_\_  
Date Mayor, City of Hopewell

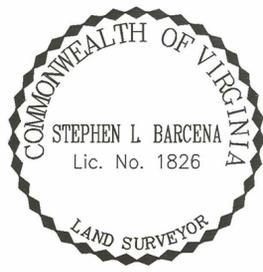
\_\_\_\_\_  
Date Chairperson, City Planning and Zoning Commission

**GENERAL NOTES**

1. USE: SINGLE FAMILY RESIDENCE
2. ZONING: R-2
3. WATER: VAWCO
4. SEWER: PUBLIC
5. DRAINAGE: EXISTING
6. LOT SIZE: INTERIOR LOTS= 10875 SQ. FT.  
MAXIMUM TOTAL SIZE= 10875 SQ. FT.  
MINIMUM LOT SIZE= 10875 SQ. FT.
7. AREA: TOTAL AREA= 0.500 ACRES  
AREA IN LOTS= 0.500 ACRES  
AREA WITHIN RIGHT-OF-WAY= N/A  
COMMON AREAS= N/A
8. NUMBER OF LOTS:
9. EASEMENTS: ALL EASEMENTS SHOWN ON PLAT ARE FOR DRAINAGE AND UTILITIES, UNLESS OTHERWISE NOTED.
10. BUILDING LINES: ALL BUILDING LINES ARE TO CONFORM TO THE CITY OF HOPEWELL ZONING ORDINANCE.

**SURVEYORS CERTIFICATE**

To the best of my knowledge and belief all of the requirements as set forth in the ordinance for approving plats of subdivision for recordation in the City of Hopewell, Virginia have been complied with.



STEPHEN L. BARCENA, L.S.

**SOURCE OF TITLE**

The property embraced within the limits of this subdivision was conveyed to Kim B. Lawrence from The Secretary of Veteran Affairs by deed dated March 2, 2017 and recorded March 9, 2017 as Instrument Number 170000458 in the Clerk's Office of the Circuit Court of the City of Hopewell, Virginia.

STEPHEN L. BARCENA, L.S.

**PLAT SHOWING A RESUBDIVISION OF LOTS 25-30 ~ BLOCK 40 ~ WOODLAWN HOPEWELL, VIRGINIA**

THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE BINDER AND IS SUBJECT TO ANY ENCUMBRANCES THAT ONE MAY REVEAL. THIS IS TO CERTIFY THAT ON 4/11/17 TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF I MADE AN ACCURATE FIELD SURVEY OF THE PREMISES SHOWN HEREON; THAT ALL IMPROVEMENTS KNOWN OR VISIBLE ARE SHOWN HEREON; THAT THERE ARE NO VISIBLE ENCROACHMENTS BY IMPROVEMENTS EITHER FROM ADJOINING PREMISES OR FROM SUBJECT PREMISES UPON ADJOINING PREMISES OTHER THAN AS SHOWN HEREON.

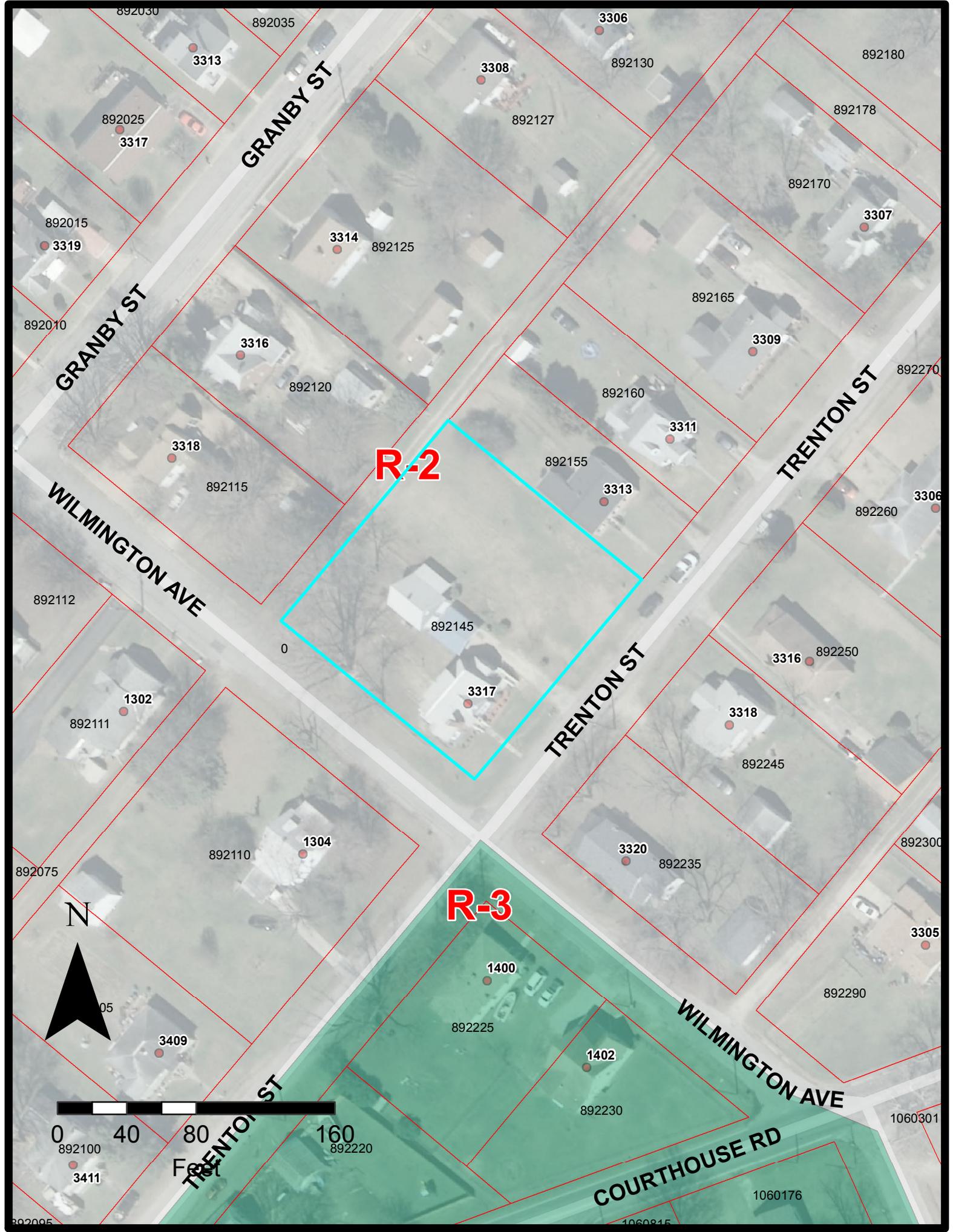
THIS PROPERTY IS IN ZONE "X" OF THE HUD DEFINED FLOOD HAZARD AREA AS SHOWN ON F.E.M.A. FLOOD INSURANCE RATE MAPS, COMMUNITY PANEL #5100800018C DATED 6/16/11.

**BASELINE LAND SURVEYING**  
414 N. SYCAMORE ST. 2nd FLOOR  
PETERSBURG, VIRGINIA 23803  
BLS23803@GMAIL.COM  
PH.: 804.520.9180 / FX.: 804.722.9517

DATE: APRIL 11, 2017	SCALE: 1" = 25'
DRAWN BY: SLB	
CHECKED BY:	CALC. CHK.: SLB
JOB NO.: 21212	F.B. 196/18

REV.:

NOT VALID UNLESS SIGNED IN RED  
PREVIOUS JOB NO.



**R-2**

**R-3**



**R-3**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

**Order of Business:**

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

**Action:**

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:** Update on Rental Inspection Program

**ISSUE:** An update on the progress being made in building safety through the implementation of the Rental Inspection Program and potential expansion of districts.

**RECOMMENDATION:** Receive input from City Council regarding potential areas to add to the program. Staff review the areas and provide analysis at a later date. After consensus of Council, Staff would prepare an ordinance adding areas. Implementation of program in new areas would take place when a new rental inspection inspector is hired per the latest budget approval.

**TIMING:** None

**BACKGROUND:** Councilor Pelham requested update of the Rental Inspection Program and to discuss the possibility of adding additional rental inspection districts.

**FISCAL IMPACT:** Reinvestment in residential neighborhoods

**ENCLOSED DOCUMENTS:** Rental Inspection Ordinance

**STAFF:** Tevya W. Griffin, Director, Neighborhood Assistance & Planning

**SUMMARY:**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Christina J. Luman-Bailey, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Anthony J. Zevgolis, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jackie M. Shornak, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine E. Gore, Ward #4			

**R-4**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

**Order of Business:**

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business**
- Reports of Council Committees

**Action:**

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE: Regular Business – Item R-**

Resolution repealing and replacing Chapter 2A - Procurement of the City Code, incorporating by reference the Virginia Public Procurement Act (VPPA), which requires that the City's ordinances implementing the VPPA be consistent with it.

**ISSUE:**

Current Procurement Policy and Ordinance became effective in 2005. The VPPA is updated annually, but changes have not been made to the City Code to incorporate changes to the VPPA. Having the Ordinance reference the VPPA and all its modifications, past and future, will alleviate the need for constant changes to the Procurement chapter of the City Code. Since the ordinance has been outdated, the Purchasing Department has been following the VPPA.

**RECOMMENDATION:**

Administration recommends that Council adopt the new ordinance.

**TIMING:** Council Action is necessary on June 27, 2017 in order to start FY17-18 with an updated Procurement Ordinance and procedures.

**BACKGROUND:** As previously stated

**FISCAL IMPACT:** None

**ENCLOSED DOCUMENTS:** *the VPPA*

**STAFF:** April Cone, Purchasing Officer

Council action form 06-27-20167

**SUMMARY:**

- | Y                        | N                        |  | Y                        | N                        |                                      |
|--------------------------|--------------------------|--|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Christina J. Luman-Bailey, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5     |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2           | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda S. Pelham, Ward #6  |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Anthony Zevgolis, Ward #3          | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jackie M. Shornak, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jasmine Gore, Ward #4              |                          |                          |                                      |

<b>06-27- 2017</b>
------------------------

**ORDINANCE NO. 2017-062717-1**

**AN ORDINANCE REPEALING AND REPLACING  
CHAPTER 2A - PROCUREMENT**

WHEREAS ordinances implementing the Virginia Public Procurement Act must be consistent with the Virginia Public Procurement Act;

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HOPEWELL, VIRGINIA, THAT CHAPTER 2A - PROCUREMENT OF THE CITY CODE IS HEREBY REPEALED, AND REPLACED WITH THE FOLLOWING:**

**Chapter 2A - PROCUREMENT**

The Virginia Public Procurement Act (Virginia Code § 2.2-4300 et seq.) and all future amendments thereto are hereby incorporated by reference pursuant to Virginia Code §§ 2.2-4302 (Implementation) and 1-220 (Local ordinances incorporating state law by reference). The city's procurement officer and his or her designees are hereby authorized to act hereunder.

**REGULAR  
BUSINESS  
REPORTS OF  
THE CITY  
ATTORNEY**

# **REPORTS OF THE CITY COUNCIL**

- **COMMITTEES**
- **INDIVIDUAL REQUEST**
- **ANY OTHER COUNCILOR**

**ADJOURN**