

# GOVERNMENT OF THE VIRGIN ISLANDS VIRGIN ISLANDS BOARD OF EDUCATION



## BOARD OFFICERS

Kyza A. Callwood, MPA  
**Chairman**

Winona A. Hendricks  
**Vice-Chairman**

Shawna K. Richards  
**Secretary**

**St. Croix Members**  
Winona A. Hendricks  
Terrence T. Joseph  
Emmanuella M. Perez-Cassius  
Shawna K. Richards

**St. Thomas/St. John Members**  
Kyza A. Callwood, MPA  
Judy M. Gomez, Esq.  
Nandi Sekou, Esq.  
Jeanette Smith-Barry

Angel L. Bolques, Jr.  
**At Large Member**

Vacant  
**Executive Director**

Emmett Hansen II  
**Associate Executive Director**

**St. Croix Office**  
1123 King Street  
Christiansted, VI 00820

Telephone No.  
340-772-4144  
Fax No.  
340-772-2895

**St. Thomas Office**  
P.O Box 11900  
Dronningens Gade  
Nos. 60B, 61 & 62  
St. Thomas, VI 00801  
Telephone No.  
340-774-4546  
Fax. No.  
340-774-3384

**WEBSITE**  
[www.myviboe.com](http://www.myviboe.com)

## Virgin Islands Board of Education Special Meeting Minutes – December 29, 2021

### I. Call to Order

The special meeting of the 20th Virgin Islands Board of Education was called to order by Chair Kyza Callwood.

### II. Roll Call

The following were present: Kyza Callwood, Winona Hendricks, Shawna K. Richards, Emmanuella Perez-Cassius, Jeanette Smith-Barry, Judy Gomez, Terrence Joseph and Angel Bolques, Jr.

Staff Members Present: Executive Director Stephanie Berry. Atty. Jones was also present.

### III. Review and Approval of the Financial and Travel Policies and Procedures

Member Gomez gave an overview of the policy. Member Sekou said for the purposes of parity, there should be a meal allowance for people residing in the district and not just for interisland travel and said that the \$500 threshold was too low for reimbursement. She proposed the addition of a new section for Special Events or Activities. Member Richards said that funds should also be budgeted for the members' professional development since members usually will attend conferences. Members also discussed the stipends and their expectations that stipends will be processed timely.

By consensus, the members agreed:

1. The reimbursement threshold should be increased to \$1,000.00 and any larger amounts would require a justification.
2. In the case of Special Events or Activities that the VIBE participates in such as the Agricultural Fair, members and staff residing on the island of the event/activity shall receive meal allowances equivalent to the per diem allowed of the traveling members/staff.
3. Monies shall be budgeted for the members professional development.

**MOTION:** Member Smith-Barry moved that all approvals for travel be handled in the same manner and not just by the Chair's approval.

**SECOND:** Member Bolques

#### MISSION STATEMENT

The mission of the Virgin Islands Board of Education is to provide leadership and oversight, set policy and advocate for continuous improvement of the Public Education System of the Virgin Islands of the United States.

#### VISION STATEMENT

Each child is provided with the best quality education which guarantees academic excellence, promotes our history and culture, and builds strong local and global communities.

Voting was as follows:

Yea (4) – S. Richards, A. Bolques, T. Joseph, J. Smith-Barry

Nay (5) – K. Callwood, W. Hendricks, J. Gomez, E. Perez-Cassius and N. Sekou

MOTION: Member Perez-Cassius moved to add language to the policy travel to give notification to the whole board within the same day, once the request is made.

SECOND: Member Gomez

OBJECTION: Member Bolques who asked how the Board would be consulted,

Voting was as follows:

Yea (7) – K. Callwood, W. Hendricks, S. Richards, T. Joseph, E. Perez-Cassius, J. Smith-Barry and N. Sekou

Not Voting (1) – A. Bolques

Absent (1) – J. Gomez

The motion carried.

MOTION: Member Perez-Cassius moved to approve the Board's Financial and Travel Policy and Procedures, as presented with the changes made today.

SECOND: W. Hendricks

Voting was as follows:

Yea (8) – K. Callwood, W. Hendricks, S. Richards, A. Bolques, T. Joseph, E. Perez-Cassius, J. Smith-Barry and N. Sekou

Absent (1) – J. Gomez

The motion carried.

IV. Review and Approval of the revised Promotion & Retention, Grading System and Graduation Requirements for Secondary Level (9<sup>th</sup>-12<sup>th</sup>)

Members discussed the proposed policy. Vice-Chair Hendricks noted that the policy had been previously discussed at length and voted on by the Board.

MOTION: Member Smith-Barry moved that the Board come up with a policy and succinct language governing 504.

SECOND: Member Hendricks

Yea (8) – K. Callwood, W. Hendricks, S. Richards, A. Bolques, T. Joseph, E. Perez-Cassius, J. Smith-Barry and N. Sekou

Absent (1) – J. Gomez

The motion carried.

MOTION: Member Smith-Barry moved to define instructional days and instructional hours.

**MISSION STATEMENT**

The mission of the Virgin Islands Board of Education is to provide leadership and oversight, set policy and advocate for continuous improvement of the Public Education System of the Virgin Islands of the United States.

**VISION STATEMENT**

Each child is provided with the best quality education which guarantees academic excellence, promotes our history and culture, and builds strong local and global communities.

SECOND: Members Richards and Bolques

Yea (5) – S. Richards, A. Bolques, E. Perez-Cassius, J. Smith-Barry and N. Sekou

Nay (3) – K. Callwood, W. Hendricks, T. Joseph

Absent (1) – J. Gomez

MOTION: Member Smith-Barry moved to define the instructional day as when school is open, and students are engaged in learning activities.

SECOND: Chair Callwood

The motion was so ordered,

MOTION: Member Smith-Barry moved to define “actual instructional time” as actual learning for students and not equivalent to teacher contracted working time.

SECOND: Chair Callwood

The motion was so ordered.

MOTION: Member Smith-Barry moved that the Department shall integrate the following content in the curriculum: VI History and Culture.

SECOND: Member Joseph

The motion was so ordered.

MOTION: Member Smith-Barry moved that marking period grades for the secondary level be equivalent to 40/40/20(final).

SECOND: E. Perez-Cassius

The motion was so ordered.

MOTION: Member Smith-Barry moved to change curriculum to “course offerings” should be published in the student handbook.

SECOND: Member Perez-Cassius

The motion was so ordered.

MOTION: Vice-Chair Hendricks moved to approve the action changes which include insertions and deletions for the 9-12 promotion policy.

SECOND: Member Perez-Cassius

Voting was as follows:

Yea (3) – K. Callwood, W. Hendricks and E. Perez-Cassius

Nay (1) – S. Richards

Not Voting (1) – A. Bolques

Absent (4) – J. Gomez, T. Joseph, N. Sekou and J. Smith-Barry

The motion carried.

**MISSION STATEMENT**

The mission of the Virgin Islands Board of Education is to provide leadership and oversight, set policy and advocate for continuous improvement of the Public Education System of the Virgin Islands of the United States.

**VISION STATEMENT**

Each child is provided with the best quality education which guarantees academic excellence, promotes our history and culture, and builds strong local and global communities.

V. ADJOURNMENT

The meeting was adjourned by Chair Callwood at 4:53 p.m.

Submitted By:



Shawna K. Richards, PMP  
Secretary

**MISSION STATEMENT**

The mission of the Virgin Islands Board of Education is to provide leadership and oversight, set policy and advocate for continuous improvement of the Public Education System of the Virgin Islands of the United States.

**VISION STATEMENT**

Each child is provided with the best quality education which guarantees academic excellence, promotes our history and culture, and builds strong local and global communities.