



To: Senator Ghazala Hashmi, Chair of the Senate Committee on Education and Health; Delegate Sam Rasoul, Chair of the House Committee on Education

From: Jovanim Martinez, Assistant Superintendent of Operations, Petersburg City Public Schools

Date: November 1, 2025

Subject: HB 2278 Interim ADA Screening; Petersburg City Public Schools (PCPS)

Purpose & Statutory Context

HB 2278 requires each division to review (i) physical accessibility challenges in buildings and grounds; (ii) challenges in access to programming and supports for individuals with physical disabilities; (iii) whether schools have begun or plan to eliminate such challenges; and (iv) where state agencies can assist, and to report findings and recommendations by November 1, 2025. This memorandum constitutes PCPS's good-faith interim filing. The comprehensive assessment will follow. This review is being conducted in consultation with the Virginia Board for People with Disabilities (VBPD) and local stakeholders, incorporating the GAO-20-448 methodology into the comprehensive assessment phase.

Scope & Method

This interim review is a visual, non-destructive screening using the following focal criteria:

- ADA parking provided (signed/marked; van spaces; route continuity).
- Accessible route from ADA parking/bus drop-off to the primary entrance (curb cuts; sidewalk slope $\leq 1:20$ where not a ramp).
- Ramps were required (slope $\leq 1:12$; landings/handrails).
- Vertical access between floors (elevator/chairlift/ramp/single-story).
- Accessible restrooms (60" turning circle; 60"×56" toilet clearance; toilet centerline 16"–18" from wall; compliant grab bars).
- Programming & Supports Access (interim scoping): preliminary review of access to core classes and activities; assembly seating and egress; clinic/therapy access; evacuation supports; transportation interfaces; signage/way finding; and maintenance of accessible features. (Full GAO-based instrumenting will occur during MBP fieldwork.)



Limitations

This screening is not a substitute for a complete Title II / 2010 ADA Standards assessment. Quantitative verification (slopes, clearances, forces, reach ranges) requires professional measurement and documentation. Pittman Alternative (PA) data are pending and flagged for focused verification. Specific spaces were inaccessible during school hours and will be assessed during MBP's mobilization. The interim screen does not evaluate all programming/support dimensions; these will be documented using GAO-aligned tools in the comprehensive assessment.

Summary of Findings

District-Wide Themes

- Chairlifts: Several units require repair and/or replacement.
- Concrete ramps/walkways: Localized sections need repair/replacement to maintain compliant slopes and smooth surfaces.
- Restrooms: Multiple campuses require upgrades to meet fixture clearances, turning radii, grab bar specifications, and accessories placement.
- Program Notes: Walnut Hill ES (WHES) and Westview ECEC (WECEC) are scheduled for demolition/reconstruction; new facilities planned for Fall 2028.

Campus Notes (School Site) (Year Built)

- **Petersburg High School (PHS)** (1974): Bus loop and main entrance ADA accessible; elevator present; six renovated restrooms reported ADA compliant.
- **Vernon Johns Middle School (VJMS)** (1972): Bus loop and main entrance ADA accessible; some restrooms reported compliant; vertical access to be verified (elevator/lift presence and condition).
- **Blandford 6th Grade Academy (BA)** (1923): ADA access via rear entrance; elevator present; some restrooms reported compliant.
- **Pittman Alternative (PA)** (1970): Information pending; prioritized for MBP verification.
- **Walnut Hill Elementary School (WHES)** (1952): Main entrance ADA accessible; elevator present; some restrooms reported compliant; rebuild slated for Fall 2028.
- **Pleasants Lane Elementary School (PLES)** (1966): Bus loop ADA accessible; ADA ramp with railings from gym entrance to main building.
- **Cool Springs Elementary School (CSES)** (1967): The bus loop is ADA accessible, and some restrooms are reported to be compliant.
- **Lakemont Elementary School (LES)** (1962): The bus loop is ADA accessible, and some restrooms are reported to be compliant.
- **Westview ECEC (WECEC)** (1958): Bus drop-off is ADA accessible; some restrooms are reported to be compliant; a rebuild is slated for Fall 2028.



Preliminary Programming/Supports Observations (Interim)

Access to core classroom routes appears generally feasible at most sites; however, assembly-area seating layouts, evacuation assistance planning, and way finding require systematic review. Restroom availability during events, clinic access, and bus drop-off interfaces will be validated during MBP's fieldwork. The final report will provide program-access determinations and corrective actions.

Immediate Mitigations (≤ 30 Days)

- Refresh ADA parking striping and signage; confirm van-accessible spaces.
- Mark accessible routes from parking/bus drop-off to primary entrances; add temporary wayfinding.
- Install threshold bevels, adjust door closers/hardware, and add lever/pulls where feasible.
- Deploy portable ramps only where code-permitted and with staff controls.
- Issue staff communications on maintaining clear routes and ensuring access to restrooms.

Capital Planning & Funding Pathway

Create discrete work packages aligned to the comprehensive assessment:

1. Chairlift Program: repair/replace noncompliant units; add preventative maintenance.
2. Concrete Ramp/Walk Rehabilitation: correct slopes, cross-slopes, heaves/spalls; add compliant curb ramps and landings.
3. Restroom Retrofit Program: fixture relocations, partitions, grab bars, lavatory knee/toe clearances, dispensers, mirrors, and turning radii.

Identify and sequence funding, integrate with MBP's recommendations, and stage projects to minimize instructional disruption. The final report will also map needed state-agency assistance to specific barrier categories, as contemplated by HB 2278.

Timeline & Next Steps

- Nov 21, 2025: MBP mobilization.
- Nov 24 – Dec 22, 2025: Campus assessments (full ADA fieldwork and measurements).
- Jan 6, 2026: Draft division-wide report with prioritized recommendations.
- Jan 14, 2026: Board briefing on findings and proposed capital sequencing.
- Jan 20, 2026: Final comprehensive ADA assessment and recommendations submitted to Committees, including:
(a) physical and programmatic findings; (b) prioritized corrective actions; (c) state-agency assistance mapping; and (d) documentation of VBPD and stakeholder consultation.

Closing & Request

PCPS respectfully requests acceptance of this interim filing for November 1, 2025, with the final comprehensive report due January 20, 2026.



Appendix A — Interim Screening Table (PCPS Campus ADA Rapid Checklist)

Sidewalk slope $\leq 1:20$ where not a ramp; Ramp slope $\leq 1:12$ with landings/handrails; Restroom: 60" turning circle; 60"×56" at toilet; toilet centerline 16"–18" from wall.

Site	ADA Parking	Accessible Route to Entrance (curb cuts; $\leq 1:20$)	Ramps ($\leq 1:12$; landings/rails)	Vertical Access	Accessible Restroom (60" turn; 60"×56"; CL 16"–18")	Program & Supports Access	Immediate Mitigations ($\leq 30d$)	Follow-Up (MBP/Capital Window)
PHS	Yes	Yes (bus loop to entrance)	Partial (verify slopes/handrails)	Elevator	Yes (6 renovated)	Core academics accessible; assembly seating/egress to verify; evacuation supports review pending	Stripe/verify signage; route marking	MBP verify slopes & door hardware; restroom cross-check; program access validation
VJMS	Yes	Yes (bus loop to entrance)	Partial (verify)	Single-story	Partial (some compliant)	Core routes appear feasible; wayfinding & assembly seating to verify	Signage: add lever/pulls as needed	MBP restroom program; evaluate vertical access; program access review
BA	Yes	Yes, via rear entrance	Partial (verify)	Elevator	Partial (some compliant)	Core routes feasible via rear ADA path; assembly seating & evacuation to verify	Wayfinding to rear ADA route	MBP verify route continuity; restroom upgrades; program access checks
PA	No	No	TBD	2-Story (no-elevator).	TBD	TBD; prioritize program access verification	Post interim signage as needed. Chair lift repair	Prioritize MBP site verification (physical + program access)
WHES	Yes	Yes (main entrance)	Partial (verify)	Elevator	Partial (some compliant)	Maintain interim access; program access to be addressed in rebuild	Maintain interim access	Rebuild program — Fall 2028 (embed program access requirements)
PLES	Yes	Yes	Yes (ADA ramp with rails from gym to main)	Single-story	Partial (verify)	Gym-to-main access present; event seating & clinic access to verify	Route marking; rail inspection	MBP restroom program; confirm ramp slope/landings; program access
CSES	Yes	Yes	Partial (verify)	2-story	Partial (some compliant)	Core routes feasible; wayfinding & assembly seating to verify	Signage; threshold adjustments. Chair lift repair.	MBP restroom program; route continuity; program access
LES	Yes	Yes	Partial (verify)	Single-story	Partial (some compliant)	Core routes feasible; evacuation assistance planning to verify	Striping; door hardware adjustments	MBP restroom program; curb-ramp repair if needed; program access
WECEC	Yes	Yes (bus drop-off)	Partial (verify)	Single-story	Partial (some compliant)	Maintain interim access; program access to be addressed in rebuild	Maintain interim access	Rebuild program — Fall 2028 (embed program access requirements)



Appendix B— MBP Engagement Letter of Scope and Service / Assessment Timeline

Project: Petersburg City Public Schools (PCPS) — Division-wide ADA Accessibility Assessment

Client: Petersburg City Public Schools (PCPS)

Consultant: McDonough, Bolyard, Peck, Inc. (MBP)

MBP Primary Contact: James D. Yatzeck, PE, CCM, Vice President, Service Line Manager

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PCPS Executive Contact: Jovanim Martinez, MBA, M.Eng., PMP, Assistant Superintendent of Operations

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Effective Date: October 29, 2025

1) Purpose & Statutory Alignment (HB 2278)

This engagement enables PCPS to complete a division-wide review and recommendations consistent with **HB 2278**, addressing:

- (i) Physical accessibility challenges or barriers in school buildings and grounds.
- (ii) Access to programming and support for individuals with physical disabilities.
- (iii) Whether schools have already started or plan to eliminate such challenges; and
- (iv) State agencies can assist schools in removing barriers and ensuring compliance with federal and state regulations.

MBP will perform the comprehensive assessment that will support PCPS's final submission by January 20, 2026, building upon PCPS's November 1, 2025, interim visual, non-destructive screening.

2) Methodology & Standards

- **Primary standards:** ADA Title II (28 C.F.R. pt. 35) and the 2010 ADA Standards for Accessible Design.
- **Evaluation framework:** Incorporation of the U.S. Government Accountability Office (GAO) methodology from GAO-20-448 (June 2020), including:
 - Structured site instruments and representative sampling of repeated elements.
 - Quantitative verification of slopes, clearances, operable forces, reach ranges, and turning radius.
 - Program access analysis (comparable facilities and services, policy and practice adjustments, maintenance of accessible features),
 - Consolidated deficiency registers with priority levels and order-of-magnitude (ROM) costs.
- **Guidance references:** DOJ Title II technical assistance and relevant ANSI A117.1 references, as applicable.

3) Scope of Services

3.1 Exterior & Site Elements: Parking (counts, signage, van spaces, access aisles), accessible routes (surface condition, cross-slope, running slope), curb ramps, ramps, landings, handrails, entrances, assembly areas/fields interfaces, and bus drop-off interfaces.

3.2 Buildings & Vertical Circulation: Doors, hardware, thresholds, interior routes, ramps, elevators, chairlifts, platform lifts (including function, controls, communication), signage, way finding, seating in assembly spaces, and egress interfaces.

3.3 Toilet & Locker/Shower Rooms: Turning space; 60" × 56" clearances at toilets; 16"–18" toilet centerlines; grab bars; lavatory knee/toe clearances; accessories (dispenser, mirror, hand dryer) heights and locations; privacy partitions.

3.4 Classrooms & Support Spaces (Representative Sample) - General classrooms, labs, CTE/shops, libraries/media centers, cafeterias, clinics/therapy spaces, administrative/service counters, and special program spaces (e.g., SPED resource rooms).

3.5 Programming & Supports Access (HB 2278(ii))

Access to core academics and extracurricular activities; accessible seating and assembly locations; evacuation assistance plans and refuge strategies; transportation interfaces; clinic/therapy access; signage and way finding; maintenance of accessible features (policy and practice review). Findings will distinguish physical remediation from programmatic adjustments.

3.6 State Agency Assistance Mapping (HB 2278(iv))

Identify state-agency roles (e.g., VDOE, VBPd, DGS; DOJ technical assistance where appropriate), including training, technical guidance, and potential funding or program support aligned with barrier categories.



3.7 Deliverables

- Campus-level checklists and photo logs.
- Division-wide Master Deficiency Register (Excel/CSV) with priorities and ROM costs.
- Program Access Analysis with recommended programmatic remedies.
- State Agency Assistance Map linked to remediation categories.
- Executive summary and board-ready presentation deck.
- Final Comprehensive Report (PDF) prepared for submission to the Committees.

4) Consultation & Stakeholder Engagement

- **Virginia Board for People with Disabilities (VBPD):** MBP/PCPS will consult with VBPD on methodology focus, stakeholder feedback mechanisms, and review of draft recommendations related to program access and maintaining accessible features.
- **Local stakeholders:** Engage with parents or guardians of students with physical disabilities, Special Education leadership, facilities, custodial, and transportation staff, school health personnel, and campus administrators to verify routes, schedules, and program access.

5) Schedule & Milestones

- **Mobilization / Project Kickoff:** November 21, 2025
- **Field Assessments (all campuses):** November 24 – December 22, 2025
- **GAO-Aligned Instruments & Data QA/QC:** Rolling during fieldwork; consolidated by December 29, 2025
- **Draft Division-wide Report to PCPS:** January 6, 2026
- **Stakeholder/VBPD Touchpoint (Draft Review):** Week of January 6–10, 2026
- **PCPS Board Briefing (Executive Summary):** January 14, 2026
- **Final Comprehensive Report & Prioritized Recommendations (to Committees):** January 20, 2026

6) Assumptions & Method Notes

- **Occupied-facility protocols;** fieldwork coordinated to minimize disruption; no destructive testing without written authorization.
- **Representative sampling** for repeated rooms/elements; extrapolations labeled and limits disclosed.
- **Measurement tools:** digital inclinometers/levels, laser distance meters, door force gauges, templates.
- **Costing level:** ROM only; suitable for capital planning/programming—not a bid.
- **Program access determinations** will identify when programmatic modifications can provide equal access while capital projects are planned.

7) Exclusions

- Architectural/engineering design, construction documents, permitting, bidding, or construction administration (available under separate phase).
- Structural investigations, environmental/hazardous materials surveys, geotechnical work, or destructive probes.
- Legal opinions; MBP provides technical findings and recommendations.

8) Data Requests (PCPS to Provide Where Available)

- Site plans, floor plans, and any as-builts or record drawings; prior modernization scopes.
- Lift and elevator service logs; restroom renovation records; recent door hardware schedules.
- Current evacuation procedures and accessible seating charts for assemblies and athletics.
- Transportation and bus loop operation diagrams; signage and wayfinding standards.
- Accessibility-related capital plans and budgets.



9) Roles & Responsibilities

- **MBP:** Project management; field teams; measurements; standards interpretation; GAO-method implementation; deficiency registers; ROM costs; reporting; presentation support.
- **PCPS:** Campus access coordination, escorts as needed, records provision, stakeholder scheduling, review and approval.
- **Facilities Coordinator(s):** On-site escorts; historical context; access to restricted areas.
- **VBPD & Stakeholders:** Consultation feedback at scoping and draft stages.

10) Reporting & Formats

- **Final Report:** PDF including executive summary, campus chapters, deficiency registers, photo appendices, program access analysis, and state-agency assistance mapping.
- **Editable Data:** Master Deficiency Register in Excel/CSV.
- **Presentation:** Executive PowerPoint deck for Board/Committee briefings.

11) Fees, Invoicing & Terms (Placeholders for Execution)

- **Fee Basis:** Lump Sum or Not-to-Exceed Time & Materials (to be finalized in MBP price proposal).
- **Invoicing:** Monthly, payable within 30 days.
- **Insurance:** Professional liability, GL, Auto, Workers' Compensation (certificates available upon request).
- **Compliance:** FERPA/privacy adherence; background protocols for on-site personnel.

12) Change Management

Material scope and schedule changes (such as additional campuses, increased testing, or extra stakeholder sessions) will be documented through written amendments approved by both parties before implementation.

13) Safety & Student Privacy

MBP personnel will comply with all PCPS safety, visitor, and privacy requirements, including escort protocols in sensitive areas and scheduled access to minimize student contact.

14) Points of Contact

MBP: James D. Yatzeck, PE, CCM

PCPS: Jovanim Martinez, MBA, M.Eng., PMP