D R A F T

SCOTT COUNTY SCHOOL BOARD MINUTES OF REGULAR MEETING
TUESDAY, SEPTEMBER 4, 2012

The Scott County School Board met in a regular meeting on Tuesday, September 4, 2012, at the School Board Office in Gate City, Virginia, with the following members present:

James Kay Jessee, Chairman
William "Bill" R. Quillen, Jr., Vice Chairman
Jeffrey "Jeff" A. Kegley
Gail L. McConnell
L. Stephen "Steve" Sallee, Jr.
Herman "Kelly" Spivey, Jr.

ABSENT: None

OTHERS PRESENT: John I. Ferguson, Superintendent; Will Sturgill, School Board Attorney; Jason Smith, Supervisor of Personnel/Middle Schools; Loretta Q. Page, Clerk Of The Board/ Head Start Payroll & Invoice Clerk; K.C. Linkous, Deputy Clerk Of The Board/Human Resource Manager; Patricia Currier, Virginia Professional Educators Representative; Justin Forrester, Scott County Education Association Representative; Robert Sallee, Supervisor of Building Services; Ramona Russell, Duffield Primary School Teaching Assistant; Lee Sanders, School Bus Driver; David Hartley, Heritage TV; Nancy Godsey, Citizen; Brook McDavid, Gate City High School/Virginia Commonwealth University Governor's School Student; Gary McDavid and Lisa Taylor, Parents; and Wes Bunch, Kingsport Times-News.

CALL TO ORDER/MOMENT OF SILENCE/*PLEDGE OF ALLEGIANCE*: Chairman Jessee called the meeting to order at 6:30 p.m. He welcomed everyone and commented on it being good to see everyone in attendance and expressed thanks for their interest in the school system. He asked the audience to observe a moment of silence and Mr. Spivey was asked to lead when citing the *Pledge of Allegiance.*

APPROVAL OF AGENDA: There being no changes to the agenda, Mr. Kegley made a motion to approve the agenda as presented, seconded by Mr. Sallee, all members voting aye.

APPROVAL OF AUGUST 7, 2012 REGULAR MEETING MINUTES: On a motion by Mr. McConnell, seconded by Mr. Spivey, all members voting aye, the Board approved the Tuesday, August 7, 2012 Regular Meeting Minutes as submitted.

DISCUSSION/APPROVAL OF CLAIMS: Mr. Sallee requested that the Board receive a list of the school system and head start's expenditures on the Bank of America credit cards for review prior to approval of claims. Chairman Jessee pointed out that the (Bank of America) credit cards are paid by resolution since they would incur late charges if not paid on time. He further pointed out that those included in tonight's claims have already been paid by resolution. He questioned if members thought the Board needs to take an in-depth look and see if something needs to be done. Mr. Quillen commented that he thought everyone wants to see these in the packets prior to the meeting. Chairman Jessee stated that he didn't think this was something that the Board needed to vote on but needed to let central office staff know that it needs to be in the Board packets next month. Board members agreed. On a motion by Mr. Spivey, seconded by Mr. Kegley, all members voting aye, the Board approved the following payroll and claims: School Operating Fund invoices & payroll in the amount of $ as shown by warrants # & electronic payroll direct deposit in the amount of $ & electronic payroll tax deposit $ Cafeteria Fund invoices & payroll in the amount of $ as shown by warrants # & electronic payroll direct deposit in the amount of $ & electronic payroll tax deposit $ Head Start invoices & payroll in the amount of $ as shown by warrants #

RECOGNITION OF GOVERNOR'S SCHOOL "LIFE SCIENCES & MEDICINE" PARTICIPANT – BROOK MCDAVID, GATE CITY HIGH SCHOOL STUDENT: Superintendent Ferguson recognized Brook McDavid, Governor's School "Life Sciences & Medicine" Participant representing Gate City High School and Scott

County. He commented on it being an honor for her to be selected. He reported that she is a senior this school year and her parents are Gary and Rebecca McDavid. Brook presented an overview of her experience while attending the Summer Residential Governor's School Program July 1-27, 2012 at Virginia Commonwealth University and shared pictures as well. Brook reported that she is the President of the Gate City Chapter of the FCCLA and John Dalton Ferguson is the Vice President for the state of Virginia.

SCHOOL ACTIVITY FUND AUDIT PRESENTATION – CHARLES BRIDWELL CPA & ASSOCIATES, PC: Mr. Charles Bridwell and associate, Mr. Rufus Hood, presented an overview of their audit of the school activity funds conducted at all schools. Mr. Bridwell explained that a different approach was used this year in that the audits were conducted on-site at each school facility. Mr. Bridwell and Mr. Hood presented three overall general findings. Mr. Bridwell explained that specifics were addressed with Mr. Ferguson, staff and school bookkeepers. The auditors provided an opportunity to answer questions. Mr. Bridwell commented that they were really pleased with the audit and that the school division was very professional and gave them an appreciation for this school system in this part of the state.

Superintendent Ferguson reported that a bookkeeping manual is being updated and that the school division will have a finished product soon. He asked the auditors to review the manual and offer any suggestions to which the auditors agreed.

PUBLIC COMMENT: Lisa Taylor, Scott County Public Schools Parent, expressed a concern in regard to wording on an accident report filed by school personnel that involved her daughter which she stated she felt was an accident. She also suggested once again that cameras be placed in classrooms.

Lee Sanders, school bus driver, presented comments in regard to health insurance benefits for bus drivers, which, he explained, terminated at the end of August. He asked about the option of bus drivers obtaining their own policy and the school division reimbursing an amount toward the premium.

K.C. Linkous, Human Resource Manager, reported that bus drivers have dental and vision benefits but that the Aetna health benefit plan was terminated. She explained that Mr. Alan Bayse, the school division's health insurance consultant, has been looking for a better plan. Mrs. Linkous will ask Mr. Bayse to keep working on health insurance benefits for school bus drivers.

Mr. Sanders expressed appreciation and thanks to the Board for their time and listening.

CONSTITUTION WEEK 2012: Superintendent Ferguson read a letter from Kay Culbertson, Chairman, Constitution Week, Carter's Fort Chapter NSDAR, thanking the Board for their faithful participation in the annual observance of Constitution Week in all the past years. He recognized that September 17 – 23 will be the annual observance of Constitution Week. On a motion by Mr. Kegley, seconded by Mr. Sallee, the Board approved a proclamation as follows:

Carter's Fort Chapter NSDAR

WHEREAS September 17 marks the 225th anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS It is fitting and proper to accord official recognition to this magnificient document and its memorable anniversary; and to the patriotic celebration which will commemorate the occasion; and

WHEREAS Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 - 23 as Constitution Week,

NOW THEREFORE I James K. Jessee

by virtue of the authority vested in me as Chairman

of Scott County School Board

hereby proclaim CONSTITUTION WEEK to be observed September 17 - 23, 2012

IN WITNESS WHEREOF. I have set my hand this 4th day of September in the year of 2012

SIGNED: James K. Jessee

REPORT ON STUDENT ENROLLMENT AND PUPIL-TEACHER RATIO: Superintendent Ferguson reported that the ten-day enrollment, as of today, is 3,660 students and presented the ten-day enrollment of 3,658 students by school as of August 28, 2012 as follows:

Duffield	302
Dungannon	64
Fort Blackmore	80
Gate City Middle	180
Hilton	151
Nickelsville	244
Rye Cove Intermediate	182
Shoemaker	509
Weber City	320
Yuma	201
Gate City High	502
Gate City Middle	356
Rye Cove High	282
Twin Springs High	286
TOTAL	3,658

Superintendent Ferguson explained that the elementary schools must stay within certain numbers in order for the school division to receive K-3 funding. He provided an opportunity for questions and reported on the overall student to teacher ratio as follows:

Scott County Public Schools
Teacher to Student Ratios

Elementary and Intermediate Teacher to Student Ratio

Scott County Public Schools realizes the importance of manageable class sizes. We strive to have a good teacher-to-student ration in all our classes. This is evident in elementary and intermediate classrooms.

School	Teacher-to-Student Ratio 2011-2012	Teacher-to-Student Ratio 2012-2013
Duffield Primary	17:1	18.9:1
Dungannon Intermediate School	17.25:1	16:1
Fort Blackmore Primary	13.5:1	13.3:1
Hilton Elementary School	15.4:1	16.8:1
Nickelsville Elementary School	15.88:1	16.2:1
Rye Cove Intermediate School	20.89:1	20.2:1
Shoemaker Elementary School	18.67:1	18.9:1
Weber City Elementary School	18.56:1	18.8:1
Yuma Elementary School	18.27:1	18.3:1

K-3 Class Size Reduction

The K-3 Class Size Reduction Program allows school systems to keep the number of students enrolled in the K-3 at or below the required pupil-teacher ratio. Scott County Schools meets or exceeds this guideline.

School	K-3 Teacher-to-Student Ratio 2011-2012	K-3 Teacher-to-Student Ratio 2012-2013
Duffield Primary	16.8:1	19.1:1
Fort Blackmore Primary	13.5:1	13.3:1
Hilton Elementary School	17.2:1	18.1:1
Nickelsville Elementary School	16.9:1	16.1:1
Shoemaker Elementary School	17.5:1	18.8:1
Weber City Elementary School	17.6:1	19.1:1
Yuma Elementary School	16.1:1	15.9:1

APPROVAL OF ANAPHYLAXIS POLICY: Superintendent Ferguson explained the background of the requirement to adopt and implement policies (Epi-pen Policies) for the possession and administration of epinephrine in schools. He presented a policy and a form for Report of Anaphylactic Reaction. He explained that nursing staff, along with other school division personnel, have been trained. Upon questioning by the Board, the school board attorney, Will Sturgill, was in agreement with the policy presented. On the recommendation of Superintendent Ferguson and on a motion by Mr. McConnell, seconded by Mr. Spivey, all members voting aye, the Board approved the Anaphylaxis Policy as follows:

Anaphylaxis Policy

I. Introduction:

The purpose of this Scott County School Policy on Anaphylaxis is to provide best-practice guidelines for responding to anaphylaxis in the school setting. It is not intended to supersede the individual prescriptive orders for epinephrine administration contained in the individualized healthcare plans of students with an established need for epinephrine availability. In fact, all students who have had a prior anaphylactic reaction or otherwise identified as with need for epinephrine availability, should have this addressed specifically in an individualized healthcare plan and should provide epinephrine for their personal use to their school.

II. Definition of Anaphylaxis:

Anaphylaxis is one type of allergic reaction, in which the immune system responds to otherwise harmless substances from the environment (called "allergens"). A variety of allergens can provoke anaphylaxis, but the most common culprits are food, insect venom, medications, and latex. Unlike other allergic reactions, however, anaphylaxis is potentially lethal and can kill in a matter of minutes. Anaphylaxis typically begins within minutes or even seconds of exposure, and can rapidly progress to cause airway constriction, skin and intestinal irritation, and altered heart rhythms. Without treatment, in severe cases, it can result in complete airway obstruction, shock, and death. Initial emergency treatment is the administration of injectable epinephrine (also known as "adrenaline") coupled with immediate summoning of emergency medical personnel and emergency transportation to the hospital. Appropriate, timely treatment can totally reverse anaphylaxis and return a child or adult to their prior state of health.

III. Signs and Symptoms of Anaphylaxis:

- Sudden difficulty breathing, wheezing
- Sneezing or coughing
- Hives, generalized flushing, itching, or redness of the skin, or paleness
- Swelling of the throat, lips, tongue, eyes, face; tightness/change of voice; difficulty swallowing
- Blueness around lips, inside lips, eyelids
- Low blood pressure, dizziness and/or fainting
- Heart beat complaints: rapid or decreased
- Tingling sensation, itching, or metallic taste in mouth
- Sweating and anxiety
- Feeling of apprehension, agitation
- Nausea, abdominal pain, vomiting and diarrhea
- Loss of consciousness
- Burning sensation, especially face or chest

Although anaphylaxis typically results in multiple symptoms, reactions may vary substantially from person to person. In some individuals, a single symptom may indicate anaphylaxis. Anaphylaxis usually occurs quickly-within seconds or minutes of exposure; death has been reported to occur within minutes. An anaphylactic reaction occasionally can occur up to one to two hours after exposure to the allergen.

IV. Treatment of Anaphylaxis

A. **Epinephrine**- also known as "adrenaline" is the drug of choice to treat and reverse the symptoms of anaphylaxis by constricting blood vessels and raising blood pressure, relaxing the bronchial muscles and reducing tissue swelling. It is a prescribed medication and is administered by injection, either intramuscularly by an auto-injector or intramuscularly by syringe. **It should be administered at the first sign of anaphylaxis.** It is safer to administer epinephrine than to delay treatment for anaphylaxis. The sooner it is treated, the greater the person's chance for survival. It is fast acting, but its effects last only 5-15 minutes; therefore, a second dose may be required if symptoms continue or return.

B. Doses- epinephrine is available premeasured in an auto-injector or by ampule or vial. The single dose epinephrine auto-injector is available in two doses: **.15mg (for individuals weighing 33-66 lbs.) and .3mg (for individuals weighing greater than 66 lbs.)** Each school will stock 2 doses of both concentrations. Unless the principal can say 100% of the students weigh >66 lbs, only 2 doses of the .3mg concentration will be mandatory. Schools will use only the auto-injectors.

C. Trained Personnel- Epinephrine auto-injectors can be administered in the school setting by both licensed personnel (i.e., registered nurse, physician) and by trained unlicensed personnel as well as by self-administration in the case of older students. Persons rendering emergency care in good faith shall not be liable for any civil damages for ordinary negligence in acts or omissions resulting from the rendering of such treatment. (Code of Virginia § 8.01-225) Unlicensed personnel shall be trained on an annual basis by a licensed registered nurse or physician. Training shall be conducted utilizing the most current edition of the Virginia Department of Education *Manual for Training of Public School Employees in the Administration of Medication*. **Each school administrator shall appoint 2 personnel to receive Epinephrine Administration training and administer epinephrine in the absence of the school nurse. All school staff shall be trained annually on the signs and symptoms of Anaphylaxis by a registered nurse or physician.**

D. Storage- Epinephrine auto-injectors should be stored in a safe, unlocked and accessible location, in a dark place at room temperature (between 59-86 degrees F). It should be protected from exposure to heat, cold or freezing temperatures. Supplies associated with responding to suspected anaphylaxis should be stored along with the epinephrine (ex. Incident Form, copy of Anaphylaxis guidelines, Epi Injection Directions)

E. Inspection- The expiration date of epinephrine solutions should be periodically checked. Each school should maintain documentation that stock epi has been checked on a monthly basis to ensure proper storage, expiration date, and medication stability. The medication should be discarded if expired and immediately replaced. The drug should be checked for discoloration or contents of solid particles if contents are visible. If contents are cloudy or contain solid particles, the drug should be discarded in a sharps container and replaced immediately. For replacement, nurse coordinator should be contacted.

V. Administration of Epinephrine by Auto-injector

A. Based on symptoms, determine that an anaphylactic reaction appears to be occurring. Act quickly. It is safer to give epinephrine than to delay treatment. ***Anaphylaxis is a life-threatening reaction.***

B. If you are alone and are able to provide epinephrine, call out or yell for help as you immediately go to get the epinephrine. Do not take extra time seeking others until you have provided the epinephrine.

C. If you are alone and do not know how to provide epinephrine, call out or yell for help. If someone is available to help you, have them get the personnel trained to provide

epinephrine while you dial 911 and follow the dispatcher's instructions. Advise 911 operator that anaphylaxis is suspected and epinephrine is available. Your goal is to get someone (EMS or trained personnel) to provide epinephrine and care as soon as possible.

D. Select appropriate epinephrine auto-injector to administer, based on weight.
   Dosage: .15 mg if <66 lbs
   .3 mg if >66lbs
   Frequency: If symptoms persist or return, a second dose should be administered 5-15 minutes after the first dose.
E. Inject epinephrine via auto-injector: Pull off safety release cap. Swing and jab firmly into upper, outer thigh (through clothing if necessary). **Hold in place for 10 seconds to deliver medication and then remove.** Massage area for 10 seconds. Note the time.
F. Call or have a bystander call 911 immediately or activate the Emergency Medical System (EMS). Advise the 911 operator that anaphylaxis is suspected and epinephrine was given.
G. Keep the individual either lying down or seated. If they lose consciousness, check if they are breathing and have a pulse. If not, begin CPR, call out for help and continue CPR until the individual regains a pulse and is breathing or until EMS arrives and takes over.
H. Call school nurse, administrator, or office staff and advise of situation.
I. Repeat the dose after 5-15 minutes if symptoms persist or return.
J. Stay with the individual until EMS arrives, continuing to follow the directions in #5 above.
K. Provide EMS with Epinephrine auto-injector labeled with name, date, and time administered to transport to the ER with the student.
L. Follow up: make sure parents have been notified and are encouraged to let child's pediatrician know about the episode.
M. Complete required documentation of incident.
N. Order replacement epinephrine auto-injector(s) by contacting nurse coordinator.

VI. Standing Order

Standing orders are written to cover multiple people as opposed to individual-specific orders, which are written for one person. Scott County Schools shall designate an authorized medical provider (MD, DO, PA, or NP with prescriptive authority) to prescribe non-student specific epinephrine for the school division, to be administered to any student believed to be having an anaphylactic reaction on school grounds, during the academic day. Standing orders must be renewed annually and with any change in prescriber.

VII. Incident Report of Anaphylactic Reaction

A "Report of Anaphylactic Reaction" must be filled out immediately following the incident and rescue of the anaphylactic reaction. (see attached form) Person responsible for initiating the completion of this form should be either the 1st Responder who administered the epinephrine or the school Administrator. All parties involved in the rescue shall have input in the completion of this report. Once completed, a copy should be sent to the nurse coordinator, School Board Office, and the original shall be filed in the student's medical records. If the patient is not a student, but is a guest or other staff member of the school, a copy should be sent to the nurse coordinator, School Board Office, and the original kept on file in the Administrator's possession.

VIII. Offsite School Activities

Stock Epinephrine is intended for use on school premises and should not be carried offsite. Additional epinephrine should be made available along with arrangements for administration during field trips and other official offsite school activities.

APPROVAL OF SALARY, FRINGE BENEFITS AND SCHOOL CALENDAR COMMITTEE FOR 2012-2013 SCHOOL YEAR: On the recommendation of Superintendent Ferguson and on a motion by Mr. Sallee, seconded by Mr. Kegley, all members voting aye, the Board approved the Salary, Fringe Benefits and School Calendar Committee for 2012-2013 school year as follows:

Charlene Isenberg	Duffield Primary School
Karen Hartsock	Dungannon Intermediate School
Kellie Johnson	Fort Blackmore Primary School/Principal Representative
Debbie Kilgore	Gate City High School
Kelsey Jones	Gate City Middle School
Tracy Stallard	Hilton Elementary School
David Gwinn	Nickelsville Elementary School
Jennifer Clark (1st Semester)	Rye Cove High School
Tom Callaway (2nd Semester	
Amanda Johnson	Rye Cove Intermediate School
Rachel Burke	Scott County Career & Technical Center
Shawna Vermillion	Shoemaker Elementary School
Anthony Shipley	Twin Springs High School
Teddi McMurray	Weber City Elementary School
Amy Bean	Yuma Elementary School
Jason Smith	Central Office Representative
Pam Flanary	Support Staff Representative
Trish Currier	VPE Representative
Teresa Duncan	SCEA Representative

APPROVAL OF COMMUNICATIONS/SCHOOL IMPROVEMENT COMMITTEE: Superintendent Ferguson reported that Mr. Spivey was the board member that served on the Communications/School Improvement Committee the past school year. Mr. Spivey expressed that due to the meetings being held at 3:30 in the afternoons it makes it hard for him to attend due to his employment. Superintendent Ferguson asked for a volunteer. Mr. Quillen volunteered as a replacement for Mr. Spivey. Mr. McConnell made a motion for approval of Mr. Quillen to serve on the committee and committee members as presented, motion was seconded by Mr. Spivey, all members voting aye, the Communications/School Improvement Committee for the 2012-2013 school year was approved as follows:

Sharon Rhoton	Duffield Primary School
Betty Rose	Dungannon Intermediate School
Kellie Johnson	Fort Blackmore Primary School/Principal Representative
Eric Baker	Gate City High School
Rhonda Williams	Gate City Middle School
Joel Jenkins	Hilton Elementary School
Kelli Blackwell	Nickelsville Elementary School
Debbie Culbertson (1st Semester)	Rye Cove High School
Jeremy Francis (2nd Semester)	
Whitney Parker	Rye Cove Intermediate School
Stephen Taylor	Scott County Career & Technical Center
Seth McConnell	Shoemaker Elementary School
Justin Seaver	Twin Springs High School
April Osborne	Weber City Elementary School
Trois Carter	Yuma Elementary School
John Ferguson	Superintendent
Bill Quillen	School Board Member
Angie Vermillion	Support Staff Representative
Justin Forrester/Designee	SCEA Representative
Trish Currier	VPE Representative

APPROVAL OF CHARACTER EDUCATION COMMITTEE: On the recommendation of Superintendent Ferguson and on a motion by Mr. Sallee, seconded by Mr. Spivey, all members voting aye, the Board approved the Character Education Committee as follows:

Central Office Representative	Jennifer Frazier
School Board Member	Jeff Kegley
Principal	Jennifer Meade
Community Member	Judy Calton
Parent	Dennis Fritz
Student	Dare Bond
Student	Julie Dockery
Community Member	Otis Rhoton
Parent/Community Member	Christy Miller

APPROVAL OF PARENT ADVISORY COUNCIL FOR FEDERAL PROGRAMS: On the recommendation of Superintendent Ferguson and on a motion by Mr. Spivey, seconded by Mr. Quillen, all members voting aye, the Board approved the Parent Advisory Council for Federal Programs as follows:

Tammy Quillen	Central Office Representative
Brigitte Casteel	Duffield Primary School
Kristi Farmer	Dungannon Intermediate School
Kellie Johnson	Fort Blackmore Primary School
Stacie Jenkins	Hilton Elementary School
Jennifer Collins	Nickelsville Elementary School
Lisa Rhoton	Rye Cove Intermediate School
Amy Wettack	Shoemaker Elementary School
Amy Lucas	Weber City Elementary School
Tina Cole	Yuma Elementary School

APPROVAL OF REMEDIATION PROGRAM STANDARDS COMMITTEE: On the recommendation of Superintendent Ferguson and on a motion by Mr. Kegley, seconded by Mr. Sallee, all members voting aye, the Board approved the Remediation Program Standards Committee as follows:

Central Office Representative	Jason Smith
Remediation Coordinator	Tammy Quillen
Central Office Supervisor	Jennifer Frazier
School Board Member	Bill Quillen
Virginia Cooperative Extension	Patty Steffey
Teacher	Stacy Wood
Teacher	Amy Wettack
Parent	Becky Meade
Parent	Crystal Williams

APPROVAL OF PROCEEDING WITH THE BACK OF THE ENVELOPE PERFORMANCE CONTRACTING INITIAL PHASE: Superintendent Ferguson stated that at a previous meeting a presentation was done on performance contracting and it was mentioned there about doing what is called the Back of the Envelope, whereas a group will come in, evaluate the schools, depending on their need, whether it is lighting, heating and cooling; and, different other factors. He also stated that as was mentioned, the Back of the Envelope process is at no cost to the county. He commented that he felt the school system would get some useful information; especially, if the Board wishes, whether in the near future or on down the road, to pursue performance contracting. He asked that Mr. (Robert) Sallee, along with other different companies who work in performance contracting, to go ahead and pursue the process referred to as the

Back of the Envelope, contracting in the initial phase. He stated once again that there are no strings to this process, other than taking the time and effort to go and evaluate each of the schools.

Mr. McConnell asked about the evaluation being at no cost. Superintendent Ferguson and Chairman Jessee both stated there would be no cost, just school division personnel's time.

On the recommendation of Superintendent Ferguson and on a motion by Mr. Kegley, seconded by Mr. Sallee, all members voting aye, the Board approved proceeding with the Back of the Envelope performance contracting initial phase as presented by Superintendent Ferguson.

APPROVAL OF CHARLIE BARKSDALE (DMME) TO PROVIDE ASSISTANCE AND GUIDANCE IN TERMS OF THE BACK OF THE ENVELOPE PROCESS: Superintendent Ferguson recommended approval of Charlie Barksdale (Virginia Department of Mines, Minerals & Energy) for providing assistance and guidance in terms of the Back of the Envelope process. He recommended that he, himself, and the Board, ask for his assistance in this initial process. On a motion by Mr. Sallee, seconded by Mr. Spivey, all members voting aye, the Board approved Superintendent Ferguson's recommendation as requested.

BUILDING SERVICES WORK SCHEDULE UPDATE: Robert Sallee, Building Services Supervisor provided a Building Services Work Schedule Update for some of the projects completed during August. He commented on this being a busy time with the students and teachers coming back. He also commented that doors have been a big topic and extensive repairs have been done. Board members discussed a request building services received for keys that were made for the field house and gym for Rye Cove High School. Mr. Spivey pointed out that if the keyless entry was used codes could be changed.

CLOSED MEETING: Mr. Sallee made a motion to enter into a closed meeting at 7:47 p.m. to discuss teachers as provided in Section 2.2-3711A (1) of the Code of Virginia, as amended; motion was seconded by Mr. Spivey, all members voting aye.

RETURN FROM CLOSED MEETING: All members returned from closed meeting at 8:27 p.m. and on a motion by Mr. Sallee, seconded by Mr. Spivey, the Board returned to regular session and Mr. Sallee cited the following certification of the closed meeting:

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Scott County School Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires certification by this Scott County School Board that such meeting was conducted in conformity with Virginia law;

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

ROLL CALL VOTE

Ayes: James K. Jessee, Jeff Kegley, Gail McConnell, Bill Quillen, Steve Sallee, Kelly Spivey

Nays: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

APPROVAL OF JOB DESCRIPTIONS: Jason Smith informed the Board that job descriptions and salary schedules are now available on the website. On the recommendation of Jason Smith, Supervisor of Personnel, and on a motion by Mr. Sallee, seconded by Mr. Kegley, all members voting aye, the Board approved the Instructional Technology and Research Teacher, School Nurse Coordinator, School Psychologist, School Social Worker and Transportation Coordinator job descriptions as follows:

JOB DESCRIPTION
Scott County Schools

Instructional Technology and Research Teacher

Reports to: Supervisor of Personnel and Middle Schools
Information Management Systems and Technology Coordinator

FLSA Status: Exempt

SUMMARY:

The Instructional Technology and Research Teacher provide support to principals and teacher leaders to integrate instructional technology into all curricula. Provides professional development and guidance for teachers to enhance their knowledge of emerging technologies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works with classroom teachers to develop specific strategies for integrating technology into instruction;
- Provides on-site and on demand assistance for fellow teachers to create different forms of learning and teaching with the help of technologies;
- Improve student learning by showing teachers the thoughtful applications and best practices of these new tools;
- Provides support as need for installation of new computers, including training;
- Model the utilization of technology tools and resources;
- Collaborate directly with teachers;
- Conducts workshops for instructional staff on uses of technology;
- Train teachers to use technology in an effective manner;
- Provides guidance in making decisions regarding software purchases;
- Provides classroom instruction for students when needed;
- Serves on division committees;
- Complies with and supports school and division regulations and policies;
- Assumes responsibilities outside the classroom as they relate to school or division;
- Models non-discriminatory practices in all activities;
- Performs other task as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Skill in integrating technology with curriculum
Skill in working with others in a leadership position
Knowledge of curriculum, instructional strategies and the SOL
Ability to work and communication with others
Attributes of an ITRT are interpersonal skills including the habit, attitudes, manners, appearance and behaviors we use while working with people that affect how well we get along.

JOB DESCRIPTION
Scott County Schools

EDUCATION AND/OR EXPERIENCE:

Baccalaureate degree from an accredited four-year college or university is required. Experience as a K-12 classroom teacher. Meet all requirements to be a certified teacher in the Commonwealth of Virginia. Possess a valid driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, talk, and hear. The employee frequently is required to walk and use hands to finger, handle, or feel. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Regular contact with staff members, administration, and parents is required. Occasional contact with children in the classroom setting may be required.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.

JOB DESCRIPTION
Scott County Schools

School Nurse Coordinator

Reports to: Supervisor of Personnel and Middle Schools FLSA Status: Non-Exempt

SUMMARY:

In addition to those duties and responsibilities outlined in the School Nurse position description, the School Nurse Coordinator is responsible for supervising the school nurses and implementing the school health program. The School Nurse Coordinator is responsible for completing the documents and performing the trainings related to the health program implementation that by the dictates of the Virginia Nurse Practice Act require an RN. Additionally, the School Nurse Coordinator provides coordination, development, and reporting support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs all functions listed in the School Nurse position description, as well as:
- Serves as a resource for the school nurses and school administrators;
- Provides on-going feedback on the school nurse's performance utilizing the County's Evaluation Form;
- Responsible for the training for employees on OSHA, CPR, First Aid, Medication Administration, glucagon/insulin administration and Medicaid;
- Administer or Coordinate the individual screenings of vision, hearing, and scoliosis. Also evaluate, refer, and follow-up as required by the Virginia School Law and School Board Regulations;
- Attend state and regional school Nurse Coordinator meetings;
- Reviews list of students with various health problems that the school nurses has complied from school records;
- Assists in the identification of students that are in need of a school health care plan;
- Assists in writing and implementing the school health care plan for identified students;
- Provides training for school staff members who are assigned to perform medical procedures or who are monitoring a student with health needs such as food allergies, diabetes, and seizure disorders;
- Observes the health service area to ensure compliance with legal and county requirements regarding the maintenance and the functional service area including the proper supplies, the storing of medications, and appropriate documentation system;
- Observes and provides feedback on the practice of the school nurses to ensure appropriate patient care, use of universal precautions and proper safety procedures, as well as proper implementation of the required screening programs;
- Provides assistance as necessary in managing infectious illness outbreaks;

- Reviews clinic records to ensure proper documentation including the completion of the correct medication administration and medical procedure forms, physical examination and immunization requirements, and documentation of nursing services administered;
- Provide assistance or input in written communication as needed;
- Provides feedback to the principal on the practice of the school nurse and provides input for the principal to consider in conducting the performance evaluation of the school nurse;
- Coordinates presentations by various agencies and professionals on pertinent health care topics for members of the school health;
- Encourages nursing and health services staff participation in conferences and workshops at the local and state level, addressing a range of school health issues;
- Coordinates the collection of data and compiles accurate and complete health reports as required by the school system and state agencies;
- Develops, updates, and implements written policies and procedures for the clinical services and programs addressing health issues;
- Incorporates evidence-based research practice into the school nursing program;
- Acts as a liaison and promotes positive collaboration with community providers for a range of services addressing child and adolescent health;
- Participates and collaborates with administrators in identification of qualified candidates, screening of applications, interview process, selection and orientation of school nurses as needed;
- Complies with and supports school and division regulations and policies;
- Assumes responsibility for professional growth and keeps skills up-to-date;
- Models non-discriminatory practices in all activities;
- Provides other health related duties as assigned.

EDUCATION AND/OR EXPERIENCE:

Must hold a valid license to practice as a Registered Nurse in Virginia and have a minimum of 5 years of experience as a school nurse. Must hold a BS in nursing or related field.

KNOWLEDGE, SKILLS AND ABILITIES

- Possess and maintain current First Aid and CPR certification
- Graduated from RN accredited nursing school
- May have post-secondary education
- Be able to communicate effectively in both written and verbal language, demonstrate clerical proficiency, and demonstrate sound judgment
- Must be able to work effectively with children of varying developmental stages
- Ability to establish and maintain effective working relationships with others
- Be flexible and adaptable to changing environments

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, talk, and hear. The employee frequently is required to walk and use hands to finger, handle, or feel. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Occasional personal and close contact with children is required. Regular contact with staff members, administration, and parents is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals is required.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.

JOB DESCRIPTION
Scott County Schools

School Psychologist

Reports to: Supervisor of Personnel and Middle School Education FLSA Status: Exempt

SUMMARY:

Evaluates needs of average, gifted, disabled, and disturbed children within educational system or school, and plans and carries out programs to enable children to attain maximum achievement and adjustment by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conducts diagnostic studies to identify child's needs, limitations, and potentials, observing child in classroom and at play, studying school records, consulting with parents and school personnel, and administering and interpreting diagnostic findings;
- Provides psychological services for students to assist in the measurement and interpretation of their intellectual, social, physical, emotional, and educational development; assist in the identification of handicapping conditions; provide practical recommendations for implementation in the classroom;
- Prepares clearly written, comprehensive psychological reports which address the referral issues and provide practical recommendations that can be realistically implemented by school personnel and used to assist in the development of the Individual Educational Plan (IEP);
- Plans special placement or other treatment programs;
- Provide Medicaid Supervision of Plan of Care for students with a Behavioral Intervention Plan;
- Maintains accurate and careful records of all psychological services provided;
- Counsels pupils individually and in groups to assist pupils to achieve personal, social, and emotional adjustment;
- Follows federal, state, and local laws, regulations and policies regarding children's educational welfare; and serves as an advocate for students and parents;
- Assists, as needed, with the development and provision of in-service programs related to child behavior, child development, special programs, and preventative mental health in the school setting;
- Serves as liaison between the schools and consulting clinical psychologists, psychiatrists, and mental health agencies;
- Carries out research to aid in introduction of programs in schools to meet current psychological, educational, and sociological needs of children;
- Advises teachers and other school personnel on methods to enhance school and classroom atmosphere to provide motivating educational environment;
- Refers individuals to community agencies to secure medical, vocational, or social services for child or family;

- Serves as a member of The Child Study Team, as requested, and the Special Education Eligibility Committee. Serves as chairperson of certain eligibility committees, as assigned; Serves as consultant to school board, superintendent, administrative committees and parent teacher groups in matters involving psychological services within educational system or school;
- Administers individual diagnostic techniques for the assessment of intelligence, personality, aptitude, achievement and perception;
- Conducts short-term individual and/or group counseling whenever possible;
- Conducts in-service workshops or consultative conferences for school personnel on request or as needed;
- Interprets test results to parents and teachers;
- Serves on School Crisis Team;
- Serves as a member of the Scott County Juvenile drug court team;
- Attends professional workshops and conferences to refine skills and gain new competencies;
- Keeps abreast of the professional literature in order to remain alert for ways in which psychological services to students can be improved, and makes such suggestions and recommendations;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of psychological theory and practice including assessment and test theory, diagnostic categories, personality assessment, learning disabilities, statistics, and counseling theories; knowledge of and adherence to legal procedures as contained in local, state, and federal policies governing special education, including IDEA laws and guidelines; knowledge of and adherence to professional and ethical standards of the American Psychological Association and the National Association of School Psychologists; knowledge of counseling techniques, behavioral management techniques, classroom instructional interventions, and parent training strategies.

EDUCATION AND/OR EXPERIENCE:

Master's degree (M.A.) or equivalent; Hold appropriate Virginia Department of Education certification. Hold a license from the Board of Psychology.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit, and talk or hear. The employee is occasionally required to walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.

Occasional personal and close contact with children in the learning environment is required. Regular contact with staff members, administration, and parents is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.

JOB DESCRIPTION
Scott County Schools

School Social Worker

Reports to: Supervisor of Special Education FLSA Status: Exempt

SUMMARY:

To assist students in responding appropriately to personal, emotional and social problems which interfere with their adjustment to school and their capacity to achieve academic success. Assist school staff to develop and implement plans to enhance students' school success and to better understand how factors such as family, culture, socio-economic status, and physical and mental health can affect students' performance. Assist families to participate more fully in their children's education and to use school and community resources more effectively.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Counsels students whose behavior, school progress, or mental or physical handicap or condition indicates need for assistance as requested;
- Consults with parents, teachers, and other school personnel to determine causes of problems and effect solutions;
- Recommends change of class or school, special tutoring, or other treatment to affect remedy;
- Serves as liaison between student, home, school, and community resources such as family service agencies, child guidance clinics, courts, protective services, doctors, and clergy members;
- Serves as consultant to school personnel regarding students or situations which are not referred for direct service;
- Serves as county-wide 504 coordinator;
- Homeless Education Liaison for McKinney-Vento Homeless Assistance Act of 2001;
- Leads or facilities group counseling sessions to enhance social development of individual members;
- Serve on student support teams and special education committees at assigned schools in the division;
- Review student records to identify previous barriers and/or interventions;
- Conduct parent interviews to acquire socio-developmental information as needed for special education referrals;
- Analyze information gained through record reviews and interviews to determine environmental impacts and appropriate resource needs; integrate gained information into a written report and oral presentation;
- Develop and implement professional development training for educational staff and parents, as requested;
- Provide individual and/or group counseling in response to school-wide crisis;

- Participate in professional development activities aimed at current trends and best practices for the provision of comprehensive school social work services;
- Conduct home visits as a method to access the family and conduct interviews in response to school referrals;
- Maintain an ongoing liaison with community agencies and other resources to meet student needs; refers parents and student to agencies when appropriate;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Other duties as assigned by administration.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and skills for direct and indirect intervention including: counseling on an individual, group, or family basis; consulting with administrators, teachers, parents, and other professionals about student problems and appropriate change strategies; and networking with school programs and community agencies to provide essential services for families and children; understanding of the knowledge, skills, and processes for effective casework practice; understanding of the school social work profession including associated laws (IDEA, ADA, compulsory attendance, etc.), ethical issues, professional issues and standards; foundations of school psychology; and the role and function of the school social worker; understanding of child development, psychopathology, social and environmental conditioning, cultural diversity and family systems.

EDUCATION AND/OR EXPERIENCE:

Holds a master's degree from an accredited graduate school of social work.
Must possess or be eligible for a Certification from Virginia Department of Education as a School Social Worker.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, talk, and hear. The employee frequently is required to walk and use hands to finger, handle, or feel. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Occasional contact with children in the learning environment is required. Regular contact with staff members, administration, and parents is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.

JOB DESCRIPTION
Scott County Schools

Transportation Coordinator

Reports to: Supervisor of Personnel/Middle Schools FLSA Status: Non-Exempt

SUMMARY:

Plans, directs, coordinates and oversees all functions pertaining to the operation and maintenance of the division transportation department. This includes personnel, equipment, and facilities. The prime concern is safe, efficient, economical transportation of students between home and school on a regular schedule, and between other destinations within or outside the division boundaries on a special scheduling basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Establish all regular bus routes, schedules and stops. Develop route maps for drivers, schools, etc. as appropriate;
- Coordinate student transportation activities with school officials, department heads and other interested groups or individuals;
- Participate along with school officials in parent/student conferences in an effort to resolve or prevent misconduct and unsafe conditions, which involve the transportation system;
- Check school bus specifications, to meet the need of the division and fully comply with state and federal regulations;
- Recommend procurement of additional or replacement buses and disposal of old or uneconomical units;
- Assist in the development of the transportation department budget and administer the expenditure of funds as allocated;
- Maintain cost accounting records;
- Collect data and develop all required school bus transportation oriented reports and insures their submission on a timely basis;
- Insure compliance with the codes and pertinent policies regarding training, licensing, registration, and operational permits;
- Recruit, recommend for employment, and evaluations of transportation department personnel;
- Provides information about the fleet leading to the purchase of new vehicles and declaring vehicles surplus;
- Arranges for special transportation for summer school and other special needs circumstances;
- Provides for safety at all bus stops;
- Provides instruction in behavior management of all students;
- Provides instruction in management of special needs students;
- Provides for a pool of adequately trained and informed substitute bus drivers;

- Conducts continuing bus driver training and traffic safety program;
- Supervise general maintenance program with specific attention to safety inspections;
- Implement procedures to insure adequacy of maintenance phase of the safety programs;
- Establish performance standards and supervise operational care, service and maintenance of all vehicles within the department;
- Conduct accident investigations and supervise accident report to appropriate law enforcement and insurance agencies;
- Establish and maintain good public relations program;
- Evaluate all elements of transportation program on continuing basis;
- Evaluate safety of road conditions during inclement weather and provide timely information to superintendent;
- Provides for appropriate fiscal management, according to law and policy, of all allocated funds assigned;
- Complies with and supports school and division regulations and policies;
- Attends in-service training to improve skills, attitudes, and knowledge of school related transportation and pupil control;
- Models non-discriminatory practices in all activities;
- Performs related duties as assigned by the Supervisor of Personnel/Middle Schools and/or the Superintendent in accordance with the school/system policies and practices.

EDUCATION AND/OR EXPERIENCE:

Candidate must possess a high school diploma or GED. Meet school bus driver certification requirements

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the county; skill in the safe operation of a school bus; ability to detect malfunctioning equipment; ability to assist children using patience and understanding; ability to establish and maintain effective working relationships with school officials, parents, school personnel, and students.

JOB DESCRIPTION
Scott County Schools

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to stand, walk and talk or hear. The employee is occasionally required to sit; reach with hand and arms; climb or balance; and stoop, kneel crouch or crawl; taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently list and/or move up to 25 pounds, and occasionally list and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.

RESIGNATION: On the recommendation of Jason Smith, Supervisor of Personnel, and on a motion by Mr. Quillen, seconded by Mr. Sallee, all members voting aye, the Board approved the resignation request of Pam Castle, cook, effective August 13, 2012.

On the recommendation of Jason Smith, Supervisor of Personnel, and on a motion by Mr. Spivey, seconded by Mr. Kegley, all members voting aye, the Board approved the resignation request of Cheryl Summey, Gate City High School Teaching Assistant, effective August 31, 2012.

EMPLOYMENT: On the recommendation of Jason Smith, Supervisor of Personnel, and on a motion by Mr. Quillen, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Jenny Gose as a Gate City High School Volunteer Track Coach, effective September 4, 2012.

On the recommendation of Jason Smith, Supervisor of Personnel, and on a motion by Mr. Quillen, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Pam Flanary as Gate City High School Volunteer Volleyball Coach, effective September 4, 2012.

On the recommendation of Jason Smith, Supervisor of Personnel, and on a motion by Mr. Quillen, seconded by Mr. Spivey, all members voting aye, the Board approved the employment of Melissa Bowman as a cook, effective August 20, 2012. Mr. Smith reported that Ms. Bowman is a replacement.

RESIGNATION RESCINDED: On the recommendation of Jason Smith, Supervisor of Personnel, and on a motion by Mr. Spivey, seconded by Mr. McConnell, all members voting aye, the Board rescinded the resignation request of Rita Barger which was effective July 29, 2012 and approved by the Board at the August 7, 2012, regular meeting.

RETIREMENT: On the recommendation of Jason Smith, Supervisor of Personnel, and on a motion by Mr. Kegley, seconded by Mr. Sallee, all members voting aye, the Board approved the retirement request of Rita Barger, Scott County Career & Technical Center teacher, effective July 29, 2012.

BOARD MEMBER COMMENTS: Mr. Sallee thanked everyone in the audience for coming out to attend the meeting tonight.

Chairman Jessee commented on the good start for the school year and commended the central office staff.

ADJOURNMENT: On a motion by Mr. Kegley, seconded by Mr. Spivey, all members voting aye, the Board adjourned at 8:34 p.m.

James Kay Jessee, Chairman

Loretta Q. Page, Clerk