DRAFT
SCOTT COUNTY SCHOOL BOARD
MINUTES OF REGULAR MEETING
THURSDAY, NOVEMBER 8, 2012

The Scott County School Board met in a regular meeting on Thursday, November 8, 2012, in the Scott County Career & Technical Center Auditorium 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; Loretta Q. Page, Clerk Of The Board/Budget Specialist; K.C. Linkous, Deputy Clerk Of The Board/Human Resource Manager; Suzanne Goins, Virginia Professional Educators Regional Director; Justin Forrester, Scott County Education Association President; Robert Sallee, Supervisor of Building Services; Ramona Russell, Duffield Primary School Teaching Assistant; Lee Sanders, School Bus Driver; Lisa Taylor, Parent; Kelsey Taylor, Weber City Elementary School Principal; Amy Sallee, Weber City Elementary School Assistant Principal/Teacher; John Kilgore, Scott County Economic Development Association; Heritage TV; Nancy Godsey, Citizen; Cheryl Babb, Fort Blackmore Primary School Parent; Shoemaker Elementary School Lego Robotics Team Members, Parents & Coach, Roger Cassell & spouse, Norma; Renee Dishner, Shoemaker Elementary School Principal; Milly Leighton, Shoemaker Elementary School Assistant Principal/Teacher; Rhonda Kilgore, Scott County Career & Technical Center Instructor; Ralph Quesinberry, Scott County Career & Technical Center Supervisor/Principal; Matthew Gilley, Siemens; Jordan Mullins, Twin Springs High School Assistant Principal; Kelvin Kimbler, School Resource Officer; Jason McCarty, Scott County Virginia Star; 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 to the meeting and recognized the upcoming special presentation from the Shoemaker Elementary School Lego Robotics Team. The audience observed a moment of silence and cited the *Pledge of Allegiance* led by the robotics team.

APPROVAL OF AGENDA: Mr. Sallee requested that the location of meetings that was previously voted on be revisited and discussed. Chairman Jessee requested that the item be addressed following the Public Comments item. Mr. Spivey made a motion to approve the agenda including the addition, motion was seconded by Mr. McConnell, all members voting aye.

APPROVAL OF OCTOBER 2, 2012 REGULAR MEETING MINUTES: On a motion by Mr. Spivey, seconded by Mr. McConnell, all members voting aye, the Board approved the Tuesday, October 2, 2012 Regular Meeting Minutes, as submitted.

APPROVAL OF CLAIMS: On a motion by Mr. Sallee, seconded by Mr. Kegley, all members voting aye, the Board approved the following 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 #

PRESENTATION FROM SHOEMAKER ELEMENTARY SCHOOL LEGO ROBOTICS TEAM - ROGER CASSELL, COACH: Mr. Roger Cassell, Shoemaker Elementary School Lego Robotics Team Coach, expressed

thanks to the Board for the opportunity to present and for relocating the meeting to accommodate their presentation. He informed the Board that Regina Fuller and Joanna Spicer, Shoemaker Instructors/Parents; and, his wife, Norma, designed the team t-shirt and wrote the skit being presented. He explained that the team had 11 weeks to put together the project that included 1,600 pieces and a playing field made out of legos, research for their project, and to build and program their robot to run missions on the playing field. He expressed that although the program is not technically a school function, the schools have been very helpful in allowing use of their facilities. He also expressed appreciation to the 4-H Program, American Electric Power, private donors and parents for their financial assistance and support.

Mr. Cassell reported that the Legos Robotics is a worldwide activity for children ages 9-14 and is operated through First Lego League. He also reported that each fall a real world challenge mission is released. He explained that a team is judged in four categories: robot missions, robot design, teamwork, and project presentation. Also, he further explained that the team is required to present their project to at least one group and their team chose to present to the School Board. He reported that this year's challenge title is "Senior Solutions." The team performed a skit for the Board showing their solution, a moving crosswalk, to help the elderly cross the street safely and quickly. Board members expressed thanks to the team and coach for their presentation and they received a round of applause.

PUBLIC COMMENT: Lisa Taylor presented comments on cameras needing to be placed in certain classrooms and the need for employee drug testing.

Justin Forrester, SCEA President, thanked the school board for placing the Resolution Supporting Continuing Contract on the agenda for tonight's meeting. He commented that this would help the teachers when speaking to state legislators.

Cheryl Babb, Fort Blackmore Primary School Parent, appeared before the Board expressing a concern regarding the status of Fort Blackmore Primary School and reported hearing that comments had been made that the school would be closing. She also reported that a petition is being circulated.

Chairman Jessee informed Ms. Babb that this item has not been discussed by the Board. He reported that it was suggested by a member of the County Board of Supervisors at one time. He thanked Ms. Babb for her comments and concern. He commented on feeling that he didn't think it would be good to close the school if it could be afforded for it to stay open. He stated that he was aware of the effects school closings had in Lee County. He pointed out that with this "day and age" funding has to be looked at but stated that the community would be the first to know and be able to voice their opinions and concerns.

DISCUSSION/APPROVAL OF CHANGE IN LOCATION OF SCHOOL BOARD MEETINGS: Board members discussed that since there is a lack of room at the current location of the meetings they could change the meetings to be held at the Scott County Career & Technical Center Auditorium. Mr. Sallee made a motion that the meetings be moved to the Scott County Career & Technical Center, motion was seconded by Mr. Kegley, all members voting aye.

An audience member asked about using a sound system for the meetings since it is very hard for the audience to hear. Chairman Jessee asked Mr. Ralph Quesinberry, Scott County Career & Technical Center Supervisor/Principal, to work on the matter.

DISCUSSION/APPROVAL OF *OUT-OF-SEASON PRACTICE GUIDELINES*: Superintendent Ferguson presented the revised *Out-of-Season Practice Guidelines* for approval and provided an opportunity for members to ask questions, express concerns or provide any necessary additions or deletions to the guidelines presented. Mr. Spivey expressed a concern about the possible effects of the policy in regard to the small schools being Rye Cove High School and Twin Springs High School. It was discussed that this matter could be addressed at any time in the future but that this could be a starting point.

Superintendent Ferguson pointed out that the school system will provide catastrophic insurance and that a copy will be on file in the school board office and at each school. After discussion and on the recommendation of Superintendent Ferguson and on a motion by Mr. Spivey, seconded by Mr. Quillen, all members, the Board approved the *Out-of-Season Practice Guidelines* as follows:

Scott County Public Schools Out-Of-Season Guidelines

1. *A coach must follow all dead periods set by the VHSL (Summer, Fall, Winter and Spring).*
2. *No full contact spring football practice. Shoulder pads will not be worn during off-season practice.*
3. *If a student-athlete is on a team that completes their first contest and quits the respective sport, then the student-athlete cannot join another sport until the sport they quit completes its season in entirety.*
4. *A student-athlete will not participate and a coach will not allow an athlete to participate in a sport (in-season) and leave that sport to participate in another sport (out-of-season). This includes but is not limited to any open gyms or practices.*
5. *All students participating in out of season practices must have a complete, current VHSL physical form on file with the school to participate.*
6. *All students participating in out of season practices must have a completed parent/athlete concussion awareness form on file with the school.*
7. *Scott County Public Schools will provide catastrophic insurance for out of season practice. This is not to be confused with medical/health insurance, which in accordance with the VHSL physical form, is to be either medical/accident insurance through the school, athletic participation insurance through the school, or insurance by family policy.*
8. *Only coaches having completed VHSL approval process are to supervise out of season practice activities.*

DISCUSSION/APPROVAL OF RESOLUTION REGARDING SEQUESTRATION & SCHOOL BONDS: Superintendent presented a Resolution Regarding Sequestration & School Bonds. He pointed out that the federal sequester slated to be effective January 2, 2013, has cuts of 8.2% or more to federal grant programs and explained that it would tremendously affect the school operating budget, unless Congress intervenes to rescind sequestration. He provided an opportunity for the Board to ask questions and informed them that upon their approval of the resolution it would be sent to legislators. 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 Resolution Regarding Sequestration & School Bonds as follows:

WHEREAS, a world class public education is essential for the future success of our nation and today's schoolchildren; and

WHEREAS, the Budget Control Act of 2011 includes a provision to impose $1.2 trillion in across-the-board budget cuts to almost all federal programs including education that would become effective January 2, 2013; and

WHEREAS, these across-the-board budget cuts would impact school districts during the 2013-14 school year, with the exception of the Impact Aid program, with which a reduction would become effective this school year; and

WHEREAS, these across-the-board budget cuts, also known as sequestration, would impact education by a reduction in funds of 8.2 percent or more and could result in larger class sizes, fewer course offerings, possible four-day school weeks, loss of extracurricular activities, and teacher and staff lay-offs; and

WHEREAS, sequestration would impact almost every public school system in the nation and the millions of students educated through programs such as Title I grants for disadvantaged students, the Individuals With Disabilities Education Act (IDEA), English Language Acquisition, Career and Technical Education, 21st Century Community Learning Centers, and more; and

WHEREAS, Scott County Public Schools, as well as other public schools, would be impacted nationwide by an estimated $2.7 billion loss from just three programs alone – Title I grants, IDEA special education state grants and Head Start – that serve a combined 30.7 million children; and

WHEREAS, federal funding for K-12 programs was already reduced by more than $835 million in Fiscal Year 2011, and state and local funding for education continues to be impacted by budget cuts and lower local property tax revenues; and

WHEREAS, states and local governments have very limited capacity to absorb further budget cuts from sequestration, as Scott County Public Schools has already implemented cuts commensurate to state and local budget conditions;

NOW THEREFORE, BE IT RESOLVED, that Scott County Public Schools urges Congress and the Administration to amend the Budget Control Act to mitigate the drastic cuts to education that would affect our students and communities, and to protect education as an investment critical to economic stability and American competitiveness.

APPROVAL OF SCHOOL HEALTH/SAFETY ADVISORY BOARD FOR 2012-2013 SCHOOL YEAR: On the recommendation of Superintendent Ferguson and on a motion by Mr. Spivey, seconded by Mr. McConnell, all members voting aye, the Board approved the School Health/Safety Advisory Board for the 2012-2013 as follows:

Mrs. Amber Goode	School Nurse Coordinator
Mrs. Katrina Smith Toole	School Psychologist
Cindy Vaughn, RN	Scott County health Department/Parent
Mr. Jason Smith	Central Office Representative
Ms. Theresa Newton	Head Start Representative/Parent
Mrs. Jane Carter	Rye Cove High School Guidance Counselor
Ms. Rebecca Baker	Gate City High School Guidance Counselor
Mrs. Kathy Funkhouser	Gate City Middle School Parent

Sub Committee - School Nurses: Amanda Banks, RN; Michelle Basham, RN; Mona Carter, RN; Lisa Castle; Karen Dunlap, RN; Yvonne Edwards, LPN; Tammy Farmer, LPN; Farrah Lane, RN; Stephanie Penley, RN; and Kristie Qualls, RN

REPORT ON COMPREHENSIVE PLAN: Superintendent Ferguson presented a copy of the Superintendent's Annual Report 2012 for the Board's information. He expressed thanks to Ms. Tammy Quillen, Supervisor of Elementary Education/Director of Testing, for the graphics and putting together items of that nature. He informed the audience that copies are available at tonight's meeting and that the report would be available on the web as well.

APPROVAL OF REVISED ANAPHYLAXIS POLICY: Superintendent Ferguson pointed out revisions to the Anaphylaxis Policy and recommended approval as presented. On motion by Mr. Kegley, seconded by Mr. Sallee, all members voting aye, the Board approved the Revised 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 in the school division, to be administered to any ***student*** *believed to be having an anaphylactic reaction on school grounds, during the academic day. This order does not cover faculty or guests, only Scott County Students. 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.

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.

SCOTT SCHOOL DIVISION MET ALL BENCHMARKS IN READING, MATHEMATICS AND GRADUATION: Superintendent Ferguson was pleased to report that sixty-eight percent, or 1,241 of the Commonwealth of Virginia's 1,836 schools met all of the benchmarks in reading, mathematics and graduation, as did 34 of Virginia's 132 school divisions, including Scott County. He expressed congratulations to the faculty, staff and students.

BUILDING SERVICES WORK SCHEDULE UPDATE: Robert Sallee, Building Services Supervisor, provided a Building Services Work Schedule Update for some of the projects maintenance employees completed during the past month. He reported that the maintenance employees are working on door repairs and roofing as much as possible. Mr. Sallee provided an update on the Back of the Envelope process. He reported that two of the four companies, Ameresco and Siemens, have completed the first tour of each school and that Trane is scheduled to do so on November 26-27. He further reported that submittals are due no later than December 7. He pointed out that the school division is looking at paying for the project with energy savings and explained that no money would be coming out of the budget.

CLOSED MEETING: Mr. Sallee made a motion to enter into a closed meeting at 7:16 p.m. to discuss teachers, teaching assistants, coaches, principals, bus drivers and central office staff 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 8:10 p.m. and on a motion by Mr. Sallee, seconded by Mr. Kegley, 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

Chairman Jessee recognized that due to Mr. Jason Smith, Supervisor of Personnel, not being in attendance at tonight's meeting Superintendent Ferguson would be presenting those items.

SUPERINTENDENT FERGUSON EXPRESSED CONGRATULATIONS IN RECOGNITION OF PROUD PARENTS JASON SMITH, SUPERVISOR OF PERSONNEL/MIDDLE SCHOOL, AND SPOUSE, AMBER MCGEE SMITH, YUMA ELEMENTARY SCHOOL ASSISTANT PRINCIPAL/TEACHER: Superintendent Ferguson expressed congratulations in recognition of Jason Smith, Supervisor of Personnel/Middle Schools and his spouse, Amber McGee Smith, Yuma Elementary School Assistant Principal/Teacher, for the birth of their son, Landry Scott Smith.

APPROVAL OF OVERNIGHT FIELD TRIP REQUESTS: 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 overnight field trip request from Rye Cove High School (20) band students and (2) sponsors to attend the All-District Band Clinic in Bristol, Virginia, on February 1-2, 2012.

On the recommendation of Superintendent Ferguson and on a motion by Mr. Spivey, seconded by McConnell, all members voting aye, the Board approved the overnight field trip request received from Twin Springs High School (10) band students and (1) sponsor and (1) chaperone to attend the All-District Band Clinic in Bristol, Virginia, on February 1-2, 2012.

APPROVAL OF JOB DESCRIPTIONS: On the recommendation of Superintendent Ferguson, and on a motion by Mr. Quillen, seconded by Mr. Spivey, all members voting aye, the Board approved the Accounts Payable and Purchasing Specialist; Information Management Systems and Technology Coordinator; Medicaid Account Specialist; and Technology Specialist job descriptions as follows: