DRAFT

SCOTT COUNTY SCHOOL BOARD
REGULAR MEETING MINUTES, TUESDAY, JUNE 5, 2012

The Scott County School Board met in a regular meeting on Tuesday, June 5, 2012, in the Scott County School Board Office Conference Room 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; Jennifer Frazier, Supervisor of Secondary Education/School Nutrition Director; Loretta Q. Page, Clerk Of The Board/Administrative Assistant/ Head Start Payroll & Invoice Clerk; K.C. Linkous, Deputy Clerk Of The Board/Human Resource Manager; Alice Funk, GEAR UP Lead Regional Manager; Suzanne Goins, Virginia Professional Educators Representative; Pat Whitley, Scott County Education Association Representative; Ramona Russell, Duffield Primary School Teaching Assistant; Lee Roy Sanders, School Bus Driver; Reba Kindle, Shoemaker Elementary School Teacher; Lisa Bevins, Gate City Middle School Teacher; Travis Nickels, Duffield Primary School Principal; Ronnie Godsey, Nancy Godsey and John Hamilton, Citizens; Chief Kim Birchfield, Gate City Police Department; David Hartley, Heritage TV; Lisa 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. and welcomed everyone in attendance. He expressed appreciation to the audience for their interest in the educational system in Scott County. He asked the audience to observe a moment of silence and then asked Mr. Quillen to lead the audience in citing the *Pledge of Allegiance.*

CHANGES TO AGENDA/APPROVAL OF AGENDA: Chairman Jessee requested that Item 11.C. under Superintendent's Report be moved to Item 14.F. Items by Supervisor of Personnel. On a motion by Mr. Quillen, seconded by Mr. Sallee, all members voting aye, the Board approved the agenda including the change requested by Chairman Jessee.

APPROVAL OF MAY 1, 2012 REGULAR MEETING MINUTES: On a motion by Mr. Sallee, seconded by Mr. Kegley, all members voting aye, the Board approved the Tuesday, May 1, 2012 Regular Meeting Minutes as submitted.

APPROVAL OF MAY 22, 2012 SPECIAL MEETING MINUTES: On a motion by Mr. Quillen, seconded by Mr. Sallee, all members voting aye, the Board approved the Tuesday, May 22, 2012 Special Meeting Minutes as submitted.

APPROVAL OF CLAIMS: On a motion by Mr. Kegley, seconded by Mr. Spivey, 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 $. Scott County Head Start invoices & payroll in the amount of $ as shown by warrants #.

GEAR UP PRESENTATION: Alice Funk, GEAR UP VA Lead Regional Manager, presented a brief history of the GEAR UP Program in the school system and the scholarships awarded. She explained that the purpose of the Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) is to foster increased knowledge, expectations, and preparation for postsecondary education among all students, including those from low income families. She reported that the health care camp was held that is still

being talked about at the state level and also relayed some interesting things that the students learned while decision making with their participation in the Reality Store. She reported that the Reality Store was held for the 8th grade students and involved their critical thinking skills. Ms. Funk informed the Board that the GEAR UP Program started with 287 seventh grade students from various areas within the school division (Nickelsville Elementary, Dungannon Intermediate, Rye Cove Intermediate and Gate City Middle Schools) and ended with 240 students graduating from the three high schools (Gate City, Rye Cove & Twin Springs High School). She provided numbers on student participation in the program for dual enrollment, advanced diploma, AIM Scholars, and VA/TN Scholars. She presented percentages and a brief summary of the number attending community college, applied to college, attending parent meetings, receiving awards and scholarships, achievement grants and second chance opportunity. Ms. Funk reported that overall, for the last six years, the GEAR UP Program has provided $328,770 in funding for Scott County. She also reported that if all students take full advantage of their award the total funds will be $805,250. She explained that the GEAR UP Program will not be continuing in the fall but is waiting new program funding. She stated that she hopes to see an increase in the number of students served; and, once again, serving Scott County. Ms. Funk commended the professionalism and hospitality of school division staff and expressed appreciation for their assistance with the GEAR UP Program.

VIRGINIA BOARD OF EDUCATION RECOGNITION OF SCOTT COUNTY PUBLIC SCHOOLS DIVISION ACCREDITATION AND ALL SCHOOLS WITHIN THE DIVISION BEING FULLY ACCREDITED: Superintendent Ferguson reported that Scott County Public Schools received a Certificate of Recognition from the Virginia Board of Education which was presented last Thursday by David M. Foster, President, Virginia Board of Education, and Patricia I. Wright, Ed.D., Virginia Superintendent of Public Instruction. He further reported that Scott County Public Schools, along with two other school divisions, Bath County Public Schools and Richmond County Public Schools, received this recognition, which is the highest level of accreditation that a school division can receive from SACS. He also explained that the school division was also recognized for being fully accredited under the Virginia Standards of Learning Accountability Program. Superintendent Ferguson commended the schools and their outstanding job and the community members for their input in helping Scott County Schools complete the accreditation. He expressed thanks to everyone assisting with the school division obtaining this recognition.

COMMENTS FROM CHAIRMAN JESSEE: Before we get into public comments there's something I wanted to mention to the public. All the school board members now carry a business card that has their contact information on the front. Also, on the back, it has a list of folks here in the central office. If you have issues that you need to address; for example, if it's an issue in the classroom, address the teacher; if it's the school, the principal, etc. We welcome, as board members, comments and input from the public anytime but, if there is a specific issue that you need to address, you need to follow procedure before going to your school board member. I'm not saying that to say that we don't want to talk to you because we do. We want to hear what you have to say but a lot of times things are brought to us that could be resolved in the classroom with a teacher, or in the school with the principal, or with the bus garage, with the manager there. I brought all this up because two or three weeks ago I received a letter and, I assume the other school board members probably did too, that was not signed. In November of 2008, I addressed that very same thing in this board room—a letter that is sent that is not signed. I made it known then that I would not accept any such correspondence. That's not changed. When I receive something that doesn't have a return address and it's not signed, it goes straight in the trash can. I don't bother to read it, because folks, if you have a problem with the school system, we're here to talk to you. Talk to your board member. Talk to Mr. Ferguson or Mr. Smith. Go to the principal of your school. Wherever the issue lies, that's where you need to go. We will listen to you and we will try to come to a resolution of whatever that issue is. But please, don't send things anonymously. Because, I, for one, will not take it seriously; and, I don't think any of the board members will either. If you want to see stuff that is unsubstantiated, go to *Topics.com* and you see all that you want. So, with that being said, I will now open the floor for public comments. Is there anyone from the public wish to address the board this evening?

PUBLIC COMMENTS: None.

APPROVAL OF HEAD START PERSONNEL FOR JULY 1, 2012 – JUNE 30, 2013: Jason Smith, Supervisor of Personnel, recommended approval of the List of Head Start Personnel for July 1, 2012–June 30, 2013. He pointed out that there is currently a teacher resignation and a vacancy for that position. On a motion by Mr. Spivey, seconded by Mr. Sallee, all members voting aye, the Board approved Head Start Personnel for July 1, 2012–June 30, 2013 as follows:

Charnita Adams	Teacher's Assistant	Contract
Donna Frasier	Teacher's Assistant	Contract
Amanda Bright	Teacher	Contract
Kara Grizzel	Teacher	Contract
Donna Blankenship	Teacher	Contract
Susan Lane	Teacher	Contract
Donna Hufnagle	Teacher	Contract
Camilla (Cammie) Collier	Teacher	Contract
To Be Hired	Teacher	Contract
Kristy Davidson	Teacher	Contract
Cindy Raymond	Teacher	Contract
Melissa (Lisa) Parks	Family Resource Specialist 1	Contract
Nora Robinette	Family Resource Specialist 2	Contract
Hourly Employee	Family Resource Specialist 3	
Hourly Employee	Food Service/Education Resource Assistant	
Kelly Bledsoe	Family and Community Services Coordinator	Contract
Katherine (Kathy) Wilcox	Child Development Services Coordinator	Contract
Theresa Newton	Health & Nutrition Services Coordinator	Contract
Michelle Ratliff	Receptionist/Data Secretary	Contract
Helen Henderson	Director	Contract
Catherine (Cathie) Sluss	Secretary/Supply Clerk	Contract
Judy Calton	Administrative Assistant/Fiscal Officer	Contract
Hourly Position	Teacher's Assistant	
Hourly Position	Teacher's Assistant	
Hourly Position	Teacher's Assistant	
Hourly Position	Teacher's Assistant	
Hourly Position	Teacher's Assistant	
Hourly Position	Teacher's Assistant	
Hourly Position	Teacher's Assistant	

***PENDING RECEIPT OF FEDERAL FUNDS

APPROVAL OF CONTINUATION OF PARTNERSHIP WITH SOUTHERN APPALACHIAN MOUNTAINS FOOD BUYING CO-OPERATIVE (SAM) AND EXTENSION OF CURRENT CONTRACT FOR FOOD AND SUPPLIES: On the recommendation of Jennifer Frazier, Director of School Nutrition, and on a motion by Mr. Spivey, seconded by Mr. Kegley, all members voting aye, the Board approved the continuation of the partnership with the Southern Appalachian Mountains Food Buying Co-operative (SAM) and extension of the current contract with Reinhart Food service for the 2012-2013 school year.

APPROVAL OF ADJUSTMENT TO ELEMENTARY MEAL PRICES: On the recommendation of Jennifer Frazier, Director of School Nutrition, and on a motion by Mr. Quillen, seconded by Mr. Kegley, all members voting aye, the Board approved the adjustment to elementary meal prices for the 2012-2013 school year from $1.50 to $1.60 as mandated by the Virginia Department of Education.

APPROVAL OF VIRGINIA RETIREMENT SYSTEM RESOLUTIONS: On the recommendation of Superintendent Ferguson and on a motion by Mr. McConnell, seconded by Mr. Sallee, all members voting aye, this board hereby approves the 10.67% Virginia Retirement System rate for Group 55584 in accordance with the 2012 Appropriation Act Item 468 (H) with employees contributing five percent of their creditable compensation by salary reduction for fiscal year beginning July 1, 2012 in accordance with Chapter 822 of the 2012 Acts of Assembly (SB497) as per resolutions submitted.

Member Contributions by Salary Reduction for School Divisions

(In accordance with Chapter 822 of the 2012 Acts of Assembly (SB497))

Resolution

WHEREAS, the Scott County School Board employees who are Virginia Retirement System members who commence or recommence employment on or after July 1, 2012 ("FY2013 Employees" for purposes of this resolution), shall be required to contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code § 414(h) on a pre-tax basis upon commencing or recommencing employment; and

WHEREAS, the Scott County School Board employees who are Virginia Retirement System members and in service on June 30, 2012, shall be required to contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code § 414(h) on a pre-tax basis no later than July 1, 2016; and

WHEREAS, such employees in service on June 30, 2012, shall contribute a minimum of an additional one percent of their creditable compensation beginning on each July 1 of 2012, 2013, 2014, 2015, and 2016, or until the employees' contributions equal five percent of creditable compensation; and

WHEREAS, the Scott County School Board may elect to require such employees in service on June 30, 2012, to contribute more than an additional one percent each year, in whole percentages, until the employees' contributions equal five percent of creditable compensation; and

WHEREAS, the second enactment clause of Chapter 822 of the 2012 Acts of Assembly (SB497) requires an increase in total creditable compensation, effective July 1, 2012, to each such employee in service on June 30, 2012, such increase in total creditable compensation to be equal to the difference between five percent of the employee's total creditable compensation and the percentage of the member contribution paid by such employee on January 1, 2012.

BE IT THEREFORE RESOLVED, that the Scott County School Board does hereby certify to the Virginia Retirement System Board of Trustees that it shall effect the implementation of the member contribution requirements of Chapter 822 of the 2012 Acts of Assembly (SB497) according to the following schedule for the fiscal year beginning July 1, 2012 (i.e., FY2013):

Professional Employees 40184:

Type of Employee	Employer Paid Member Contribution	Employee Paid Member Contribution
Plan 1	%	%
Plan 2	%	%
FY2013 Employees	0%	5%

(Note: Each row must add up to 5 percent.)

Non-professional Employees 55584:

Type of Employee	Employer Paid Member Contribution	Employee Paid Member Contribution
Plan 1	%	%
Plan 2	%	%
FY2013 Employees	0%	5%

(Note: Each row must add up to 5 percent.); and

BE IT FURTHER RESOLVED, that such contributions, although designated as member contributions, are to be made by the Scott County School Board in lieu of member contributions; and

BE IT FURTHER RESOLVED, that pick up member contributions shall be paid from the same source of funds as used in paying the wages to affected employees; and

BE IT FURTHER RESOLVED, that member contributions made by the Scott County School Board under the pick up arrangement shall be treated for all purposes other than income taxation, including but not limited to VRS benefits, in the same manner and to the same extent as member contributions made prior to the pick up arrangement; and

BE IT FURTHER RESOLVED, that nothing herein shall be construed so as to permit or extend an option to VRS members to receive the pick up contributions made by the Scott County School Board directly instead of having them paid to VRS; and

BE IT FURTHER RESOLVED, that notwithstanding any contractual or other provisions, the wages of each member of VRS who is an employee of the Scott County School Board shall be reduced by the amount of member contributions picked up by the Scott County School Board on behalf of such employee pursuant to the foregoing resolutions.

NOW, THEREFORE, the officers of Scott County School Board are hereby authorized and directed in the name of the Scott County School Board to carry out the provisions of this resolution, and said officers of the Scott County School Board are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by the Scott County School Board for this purpose.

James K. Fraser
School Division Chairman

CERTIFICATE

I, Loretta Q. Page, Clerk of the Scott County School Board, certify that the foregoing is a true and correct copy of a resolution passed at a lawfully organized meeting of the Scott County School Board held at Gate City, Virginia at 6:30 o'clock on June 5, 2012. Given under my hand and seal of the Scott County School Board this 5th day of June, 2012.

Loretta Q. Page
Clerk

This resolution must be passed prior to July 1, 2012 and received by VRS no later than July 10, 2012.

APPROVAL OF EMPLOYMENT FOR 2012-2013 SCHOOL YEAR – THIRD YEAR NON-TENURED TEACHERS: On the recommendation of Superintendent Ferguson and on a motion by Mr. Quillen, seconded by Mr. Spivey, the Board approved the employment of third year non-tenured teachers for the 2012-2013 school year as follows:

YRS EXP	LAST NAME	FIRST NAME
3	BEVINS	LISA
3	BRIGHT	TIERSTAN
3	CONKLIN	JON
3	DAVIS	JAMIE
3	GODSEY	TIFFANY
3	GOLDEN	LINDSEY
3	HARDY	DONNA
3	HORTON	JACOB
3	HORTON	SHANNON
3	HUMPHREYS	ELIZABETH
3	JONES	SAMANTHA
3	KILGORE	SHERRY
3	KINCER	ASHLEY
3	MANN	AMY
3	MEADE	JACQUELINE
3	MEADOWS	CRYSTAL
3	MULLINS	APRIL
3	NOE	CARA
3	OSBORNE	TERRY
3	SALYER	BRITNEY
3	STOCK	DEBORAH
3	WATTS	KYNDALL

VOTE
Ayes: Kay Jessee, Jeff Kegley, Gail McConnell, Bill Quillen, Kelly Spivey
Nays: None
Abstain: Steve Sallee

APPROVAL OF EMPLOYMENT FOR 2012-2013 SCHOOL YEAR - FIRST AND SECOND YEAR NON-TENURED TEACHERS: 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 employment of first and second year non-tenured teachers for the 2012-2013 school year as follows:

YRS EXP	LAST NAME	FIRST NAME
2	CASSELL	DEREK
2	EDWARDS	BRITTANY
2	FLEENOR	DUSTIN
2	KILGORE	KANDACE
2	KINDLE	REBA
1	BURKE	RACHEL
1	CARPENTER	RYAN

1	CASTLE	JOSHUA
1	DOWDY	CASSANDRA
1	GRAYBEAL	JAMES
1	HERRON	MEGAN
1	JOHNSON	AMANDA
1	LAWSON	SHAUNA
1	RHOTON	AMANDA
1	ROBERTSON	BENJAMIN
1	WARNER	KEITH

AUTHORIZATION OF SIGNATURES IN ABSENCE OF SUPERINTENDENT: On the recommendation of Superintendent Ferguson and on a motion by Mr. Quillen, seconded by Mr. Spivey, all members voting aye, the Board hereby authorizes Jason Smith, Personnel Administrator/Supervisor, to sign all Department of Education reports, documents, requisitions, and other official correspondence when situations occur that Superintendent Ferguson is out of the office.

On the recommendation of Superintendent Ferguson and on a motion by Mr. Quillen, seconded by Mr. Spivey, all members voting aye, the Board hereby authorizes Loretta Q. Page, Clerk of the Board/SSWS Back-up Manager, to sign all Department of Education reports, documents, requisitions, and other official correspondence when situations occur that Superintendent Ferguson is out of the office.

APPROVAL OF GRANT APPLICATIONS: 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 application for level funding for the Title I, Part A, Improving Basic Programs.

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 application for level funding for the Title II, Part A, Teacher Quality.

On the recommendation of Superintendent Ferguson and on a motion by Mr. Spivey, seconded by Mr. Sallee, all members voting aye, the Board approved the Title III, Part A, Language Instruction for Limited English Proficient and Immigrant Students, level funding: participation in the Southwest Virginia Consortium through Carroll County Schools.

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 application for level funding for the Title IV, Part B, 21st Century Community Learning Center.

APPROVAL OF VPSA TECHNOLOGY RESOLUTION: On the recommendation of Superintendent Ferguson and on a motion by Mr. Quillen, seconded by Mr. McConnell, all members voting aye, the Board approved the VPSA Technology Resolution as submitted.

Attachment G to Supts Memo #133-12
May 18, 2012

RESOLUTION OF THE SCOTT COUNTY SCHOOL BOARD OF SCOTT COUNTY DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE PROCEEEDS OF ONE OR MORE GRANTS MADE BY THE COMMONWEALTH OF VIRGINIA FOR CERTAIN EXPENDITURES MADE AND/OR TO BE MADE IN CONNECTION WITH CERTAIN CAPITAL IMPROVEMENTS

WHEREAS, Scott County School Board (the "Division") is a political subdivision organized and existing under the laws of the Commonwealth of Virginia; and

WHEREAS, the Division has paid, beginning no earlier than July 1, 2012, and will pay, on and after the date hereof, certain expenditures (the "Expenditures") in connection with the capital project (the "Project"), as more fully described in Appendix A attached hereto; and

WHEREAS, the Scott County School Board of the Division (the "Board") has determined that the money [previously advanced no more than 60 days prior to the date hereof and] to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the Division for the Expenditures from the proceeds of one or more grants to be made by the Commonwealth of Virginia (the "Grants") from the proceeds of its tax exempt equipment notes (the "Notes").

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

Section 1. The Board hereby declares the Division's intent to reimburse the Division with the proceeds of the Grants for the Expenditures with respect to the Project made on and after July 1, 2012, which date is no more than 60 days prior to the date hereof. The Division reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Grants.

Section 2. Each Expenditure [was and] will be of a type properly chargeable to capital account under general federal income tax principles (determined in each case as of the date of the Expenditure).

Section 3. The maximum cost of the Project is expected to be $388,000 (Scott 084) and $26,000.00 (Renaissance 429 – Scott County).

Section 4. The Division will make a reimbursement allocation, which is a written allocation by the Division that evidences the Division's use of proceeds of the Grants to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The Division recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, certain de minimis amounts, expenditures by "small issuers" (based on the year of issuance and not the year of expenditure) and expenditures for construction projects of at least 5 years.

Section 5. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this Fifth day of June, 2012
James K. Jessee, Chairman (signature)
Attested to: Loretta Q. Page, Clerk of the Board (signature)

Attachment G – APPENDIX A

DESCRIPTION OF PROJECT

Check the Applicable Box(es):

*_x_(1) **Classroom Multimedia Network Computers** - requests in this category include only the cost of the new computer system itself (e.g., monitor, CPU, keyboard, mouse, operating system software). Additional software or peripherals such as printers or modems should not be included in this category.*

*_x_(2) **Internet-Ready Local Area Network (LAN) Capability** – requests in this category include costs related to networking, retrofitting, upgrading of school buildings, and operating software related to Internet-ready local area network capability (e.g., wiring, servers, power upgrade, etc.).*

*_x_(3) **Assure adequate high-speed, high-bandwidth capability** – requests in this category include costs related to networking, retrofitting, upgrading of school buildings, and operating software related to access the Internet (e.g., wiring, servers, power upgrade, etc.).*

*_x_(4) **Instructional Software** - requests in this category shall not exceed **1/13th** of the amount spent on Classroom Multimedia Network Computers (see A1). Software purchased must have a useful life of at least one year and be included in the division's approved technology plan.*

*_x_(5) **Handheld Devices-** requests in this category include handheld multifunctional computing devices that support a broad range of applications and that are controlled by operating systems providing full multimedia support and mobile Internet.*

APPROVAL OF JUNIOR POLICE ACADEMY MEMORANDUM OF UNDERSTANDING: Superintendent Ferguson presented a Memorandum of Understanding agreement between the Gate City Police Department, the Weber City Police Department, and the Scott County School Board for the purpose of implementing a Junior Police Academy. He provided an opportunity for Chief Kim Birchfield, Town of Gate City, to speak and answer board member questions. On the recommendation of Superintendent Ferguson and on a motion by Mr. Quillen, seconded by Mr. Kegley, all members voting aye, the Board approved the Junior Police Academy Memorandum of Understanding as submitted.

Memorandum of Understanding (MOU)

This is an agreement between **The Gate City Police Department, The Weber City Police Department**, and **The Scott County School Board** for the purpose of implementing a Junior Police Academy. It is mutually understood and agreed by the parties that:

I. The Gate City Police Department, the Weber City Police Department, and the Scott County School Board are co-sponsors of this event.

II. The purpose of this event to educate Gate City High School and Gate City Middle School about the basics of police work. This is entirely a voluntary event.

III. The event will be held on Scott County School Board Property and as such, the School Board agrees that the School Board insurance would cover all aspects of the event.

IV. The School Board agrees to provide lunch to the participants at no cost.

V. Two sessions will be held for the event: June 25-29, 2012 and July 9-13, 2012.

VI. Donations will be solicited from local businesses by the sponsors in order to cover the costs of the event.

VII. The Gate City Police Department and Weber City Police Department each agree to be responsible for the accounting of funds and financing of this event, while the School Board agrees to provide the facilities.

VIII. The Scott County School Board agrees to hold the Town of Gate City and the Town of Weber City blameless for any accident or injury that may occur on these premises except for any accident or injury that occurs as a result of an intentional act or failure to act by the Gate City Police Department, the Weber City Police Department, and/or their officers, employees, or agents.

_____
Kim Birchfield, Gate City Chief of Police

_____
Michele Brooks, Gate City Town Attorney

_____
Phillip Lane, Weber City Chief of Police

_____
Mike Carrico, Weber City Town Attorney

_____
John Ferguson, Superintendent of Schools

_____
William Sturgill, School Board Attorney

Participant Liability Waiver and Hold Harmless Agreement

Please read this form carefully and be aware that by registering for and participating in this program, you will be waiving your rights to all claims for injuries you might sustain arising out of this program and you will be required to indemnify and hold harmless the Gate City Police Department, Weber City Police Department, and the Scott County School Board for any and all claims arising out of participation in the Junior Police Academy Program.

Risk of Injury: As a participant in the program, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of injuries, including the damages or loss which I may sustain as a result of participating in any and all activities associated with this program.

Waiver of Injury Claim: I agree to waive and relinquish any and all claims I may have arising out of, connected with, or in any way associated with the activities of the program.

Release from Liability: I do hereby fully release and discharge the Gate City Police Department, Weber City Police Department, and the Scott County School Board and its officers, agents and employees from any and all claims from injuries, including damage or loss which I may have or which may occur on account of participation in this program.

Indemnity and Defense: I further agree to indemnify and hold harmless the Gate City Police Department, the Weber City Police Department, and the Scott County School Board and its officers, agents and employees from any and all claims from injuries, including damages and loss sustained by me arising out of, connected with or in any way associated with the activities of the program.

I have read and fully understand and agree to the above stated conditions of participation in the Junior Police Academy.

_____
Please Print Name of Applicant

_____
Applicant's Signature

I have read and fully understand and agree to the above stated conditions of participation in the Junior Police Academy and give permission for my child, the listed applicant, to attend.

Please Print Name of Parent or Legal Guardian

_____
Signature of Parent/Legal Guardian

Date _____

BUILDING SERVICES UPDATE: Robert Sallee, Supervisor of Building Services, presented a Building Services Update containing a partial listing of items completed during May. He explained that an item that the building services department continues to work on is preventative maintenance. He mentioned the lighting upgrade need that had been previously discussed with them. He reported that the school division just received the $7,057 Phase II energy reimbursement from American Electric Power.

CLOSED MEETING: Mr. Sallee made a motion to enter into a closed meeting at 7:13 p.m. to discuss all personnel: teachers, teaching assistants, coaches, principals, secretaries, custodians, bus drivers, maintenance, cafeteria, central office staff and school resource officers as provided in Section 2.2-3711A (1) of the Code of Virginia, as amended; motion was seconded by Mr. Quillen, all members voting aye.

RETURN FROM CLOSED MEETING: All members returned from closed meeting at 8:24 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

APPROVAL OF OVERNIGHT FIELD TRIP REQUEST: On the recommendation of Jason Smith, Supervisor of Personnel/Middle Schools, and on a motion by Mr. Sallee, seconded by Mr. Kegley, all members voting aye, the Board approved the overnight field trip request from Gate City High School FCCLA students (11), sponsors (2), and chaperone (1), to compete in the STAR Event Competitions and for leadership training in Orlando, Florida, on July 7-14, 2012.

APPROVAL OF MENTOR TEACHER STIPENDS FOR 2011-12: Jason Smith, Supervisor of Personnel/Middle Schools, informed the Board that grant/state funding is received for payment of mentor teacher stipends. On the recommendation of Mr. Smith and on a motion by Mr. Quillen, seconded by Mr. Sallee, all members voting aye, the Board approved mentor teacher stipends as follows:

School	Mentor
Rye Cove High School	Rhea McConnell (1/2 stipend)
Twin Springs High School	Jeremy Culbertson (1/2 stipend)
Rye Cove Intermediate School	Amanda Green
Gate City Middle/High School	Sarah Whisenhunt
Yuma Elementary School	Trois Carter
Yuma Elementary School	Michael Vermillion
Duffield Primary School	Tiffany Scott
Twin Springs High School	April Addington
Shoemaker Elementary School	Diane Kegley

APPROVAL OF SALARY SCALES FOR 2012-2013 SCHOOL YEAR: Jason Smith, Supervisor of Personnel/Middle Schools, reported that the salary scales reflect the Virginia Retirement System (VRS) required 5% salary increase but explained that since the employees will pays 5% toward their retirement benefits they, regrettably, will not receive more take home pay as the budget would not allow otherwise. On the recommendation of Mr. Smith, and on a motion by Mr. McConnell, seconded by Mr. Spivey, all members voting aye, the Board approved all salary scales presented with the exception of the coaching supplements which will be presented at the next meeting at the time coaches will be presented for approval for the 2012-2013 school year.

2012-2013

SCOTT COUNTY TEACHER'S SALARY SCHEDULE

STEPS	BACHELOR'S	MASTERS
0	37,535	39,590
1	37,755	39,810
2	37,960	40,015
3	38,180	40,240
4	38,470	40,525
5	38,745	40,805
6	39,040	41,100
7	39,320	41,375
8	40,035	42,090
9	40,745	42,805
10	41,905	43,965
11	43,260	45,320
12	45,185	47,240
13	45,900	47,960
14	46,320	48,380
15	47,325	49,385
16	48,050	50,110
17	48,750	50,805
18	49,470	51,530
19	50,185	52,245
20	50,895	52,955
21	51,635	53,695
22	52,320	54,375
23	53,040	55,100
24	54,755	56,810
25	56,045	58,105
26	56,045	58,105
27	56,045	58,105
28	56,045	58,105
29	57,095	59,155
30	57,095	59,155
31	57,095	59,155
32	56,045	58,105
MASTER'S DEGREE: $1,960		

2012-2013

TEACHING ASST'S/SUBSTITUTE TEACHER SALARY SCHEDULE

HIGH SCHOOL EDUCATION	
STEPS	SALARY
0	$15,655
1	$15,865
2	$16,090
3	$16,310
4	$16,535
5	$16,750
6	$17,490
7	$18,230
8	$18,970

CERTIFICATE (BACHELOR'S DEGREE)	
STEPS	SALARY
0	$18,915
1	$19,135
2	$19,360
3	$19,585
4	$19,800
5	$20,025
6	$20,815
7	$21,600
8	$22,390

TWO YEARS COLLEGE	
STEPS	SALARY
0	$17,455
1	$17,670
2	$17,905
3	$18,115
4	$18,330
5	$18,550
6	$19,300
7	$20,050
8	$20,800

SUBSTITUTE TEACHER SALARY 2012-2013	
HIGH SCHOOL	$57/DAY
2 YRS COLLEGE	$59/DAY
4 YRS COLLEGE	$68/DAY
LONG-TERM COLLEGE DEGREE	$88/DAY
LONG-TERM CERTIFIED TEACHER	$118/DAY

2012-2013 ADMINISTRATOR'S SALARY SCHEDULE

CLASSIFICATION	
"AA"	Assistant Superintendent
"A"	Personnel Supervisor Secondary Supervisor Supervisor of Special Education Supervisor of Career and Technical Education Principal-High School Principal-Middle School
"B"	Principal-Elementary School

SALARY SCALE			
STEPS	A	B	AA
0	$75,525	$68,870	$79,200
1	$76,600	$69,880	$80,275
2	$77,665	$70,945	$81,340
3	$78,725	$72,000	$82,400
4	$79,800	$73,075	$83,470
5	$80,855	$74,145	$84,530

6	$82,150	$75,445	$85,825

CLASSIFICATION (ASSISTANT PRINCIPAL)		
10 Month	Elementary (325 or less)	Teacher's Scale + Masters + $5,000
10 Month	Elementary (More than 325)	Teacher's Scale + Masters + $8,000
10 Month	Career and Technical Middle/Secondary	Teacher's Scale + Masters + $11,000
11 Month	Middle/Secondary	Teacher's Scale + Month + Masters + $11,000
12 Month	Middle/Secondary	Teacher's Scale + 2 Months + Masters + $11,000

JOB	SCALE
TRANSPORTATION COORDINATOR	TEACHER'S SCALE + 2 MONTHS
MAINTENANCE SUPERVISOR	TEACHER'S SCALE + 2 MONTHS

2012-2013 SCHOOL SECRETARY SALARY SCHEDULE

SALARY SCALE		
	CLASSIFICATION	
"A"	ELEM/SECONDARY (11 Months)	
"B"	SECONDARY (12 Months)	
STEPS	A	B
0	$16,660	18,020
1	$17,955	19,440
2	$19,245	20,855
3	$20,545	22,260
4	$21,840	23,630
5	$23,205	25,085
6	$24,435	26,500
7	$25,755	27,945
8	$26,505	28,690

2012-2013 SALARY SCHEDULE MECHANICS/MAINTENANCE/BUS

YRS EXP	MECHANICS SPEC
0-3	$32,420
4-8	$34,210
9	$35,975
10+	$36,750

YRS EXP	MAINTENANCE SPEC
0-3	$31,705
4-8	$33,500
9	$35,260
10+	$36,080

YRS EXP	BUS DRIVERS	
0-9	$13,090	
10-19	$13,480	
20-29	$13,870	
30-34	$14,270	
35+	$14,630	
0-9	$13,090	VOCATIONAL SUPPLEMENT = $5,440

SUBSTITUTE DRIVERS	
REGULAR	$54.00
VOCATIONAL	$26.00
LONG TERM	$59.00

2012-2013 SCHOOL CUSTODIAN SALARY SCHEDULE
(12 MONTHS)

STEPS	2012-2013
0	$19,650
1	$21,140
2	$22,625
3	$24,100
4	$25,575
5	$26,315

2012-2013 CAFETERIA SALARY SCHEDULE

COOKS	
STEP	6.5 HOURS
0	$11,930
1	$12,530
2	$13,130
3	$13,740
4	$14,340
5	$14,945
6	$15,550
7	$16,155
8	$16,890
9	$17,455

MANAGERS	
STEP	7 HOURS
0	$12,850
1	$13,490
2	$14,140
3	$14,790
4	$15,435
5	$16,095
6	$16,745
7	$17,400
8	$18,190
9	$18,795

SUPPLEMENTS FOR MANAGERS	
ENROLLMENT+HEAD START	SALARY RANGE
0-199	$2,000
200-399	$3,000
400+	$4,000

SUPPORT SERVICES SALARY SCALE 2012/2013

JOB	SCALE
SCHOOL PSYCHOLOGIST	TEACHER'S SCALE + MASTER'S DEGREE + 9%
PHYSICAL/OCCUPATIONAL THERAPIST	TEACHER'S SCALE + 12% + (EXTRA MONTHS WHEN APPLICABLE)
CERTIFIED OCCUPATIONAL THERAPIST ASSISTANT	TEACHER'S SCALE

BOARD CERTIFIED BEHAVORIAL ANALYSIST	TEACHER'S SCALE + MASTER'S DEGREE + 12%
SPEECH PATHOLOGIST	TEACHER'S SCALE + MASTER'S DEGREE + 12%
TECHNOLOGY PERSONNEL	TEACHER'S SCALE + 2 MONTHS
SCHOOL NURSE COORDINATOR	TEACHER'S SCALE

REMEDIAL/HOMEBOUND SALARY SCALE 2012/2013

HOMEBOUND	**$20/HR**
EARLY READING	$20/HR
SOL/EOC REMEDIAL	$20/HR
HIGH SCHOOL TUTORS:	
A. ENDORSED TEACHER	$20/HR
B. COLLEGE STUDENT (2 YRS)	$12/HR
C. HIGH SCHOOL STUDENT	$8/HR
HIGH/MIDDLE SUMMER SCHOOL	$20/HR
SOL ELEM SUMMER SCHOOL (GR 3 & 5)	$20/HR
AFTER-SCHOOL DETENTION	$20/HR
SATURDAY SCHOOL	$20/HR
GEAR-UP	$20/HR
21ST CENTURY	$20/HR

SCHOOL RESOURCE OFFICER SALARY SCHEDULE 2012-2013

STEPS	**SALARY**
0	$31,500
1	$32,445
2	$32,970
3	$33,495
4	$34,020
5	$34,545

2012-2013 CENTRAL OFFICE SALARY SCHEDULE

STEPS	**SALARY**
0	$23,240
1	$24,520
2	$25,795
3	$27,050
4	$28,320
5	$29,615
6	$30,945
7	$32,280
8	$33,055
9	$33,800
10	$34,450

2012-2013 NURSING ASSISTANTS SALARY SCALE

YRS EXP	**RN**	**LPN**	**MT**
0-2	$22,105	$18,600	$16,750
3-5	$23,355	$19,855	$17,950
6-8	$24,595	$21,095	$19,140
9	$26,250	$22,760	$20,570
10+	$26,800	$23,305	$21,120

* Nursing contracts are 182 days

APPROVAL OF JOB DESCRIPTIONS: Jason Smith, Supervisor of Personnel/Middle Schools, informed the Board that he reviewed the Virginia School Boards Association guidelines as well as regional job descriptions and has 10 job descriptions for approval. He explained that he worked on the job descriptions trying to be fair to current and future employees. He also informed them that he plans to submit 10-12 each month at subsequent meetings and proposes to conclude by the November meeting, with all job descriptions being updated. He expressed thanks to Mrs. K.C. Linkous, Human Resource Manager, for her assistance with job descriptions and salary scales. On the recommendation of Mr. Smith, and on a motion by Mr. Kegley, seconded by Mr. Sallee, all members voting aye, the Board approved the bus driver, cafeteria manager, cook, custodian, school bookkeeper, school resource officer, school secretary, speech and language pathologist and teacher job descriptions as submitted.

JOB DESCRIPTION
Scott County Schools

Bus Driver

Reports to: Transportation Coordinator

FLSA Status: Non-Exempt

SUMMARY:

To transport students safely, efficiently and economically to and from school on a daily basis and to extracurricular events on a non-regular basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Exercises greatest care at all times in transportation of school children;
- Takes all necessary and reasonable precautions to protect students, employees, equipment, and property;
- Reports all student injuries, accidents, illnesses and discipline problems to the appropriate authority immediately or as soon as reasonably possible;
- Opens and closes entrance door and keeps it securely closed while bus is in motion;
- Wears safety seat belt assembly while driving;
- Instructs pupils who ride buses in rider safety annually, and practices emergency exit drills at least twice annually;
- Prohibits use of posters, stickers, or advertising material of any kind in or on school bus;
- Adheres to provision of Motor Vehicle Code, Pupil Transportation Regulations of Board of Education;
- Operates school bus at a safe speed not to exceed 45 miles per hour or the minimum speed allowable, whichever is greater, on any highway other than an interstate highway, and 55 miles per hour on interstate highways. However, for any such vehicle which takes on or discharges children, the maximum speed limit shall be 35 miles per hour between the first stop and the last stop, not including the school. The school and the designated school bus parking area shall not be considered for the first or last stop;
- Operates warning lights for a distance of not less than 100 feet before bus stops, if lawful speed limit is less than 35 miles per hour, and for a distance of at least 200 feet before bus stops if lawful speed limit is 35 miles per hour or more;
- Makes stops in the right-hand lane when loading or discharging pupils on highway and only at designated points, where bus can be clearly seen for a safe distance from both directions;
- Operates school bus warning devices while stopped to warn approaching traffic to stop and allow pupils to cross highway safely;
- Requires pupils who must cross the road to walk to a point 10 feet or more in front of bus, stop before reaching a position in line with left side of bus, and await signal from bus driver to start across highway;

- Picks up and discharges pupils on side of road on which they live on dual highways divided by a physical barrier on unpaved area;
- Stops school bus at railway grade crossings - opens entrance door of bus and driver's window and determines when it is safe for vehicle to cross railroad tracks. No such stop need be made where a police officer or traffic light directs traffic to cross;
- Keeps copy of route schedule in bus, including time bus starts in morning, time it leaves each point at which pupils are taken on, time of arrival at school, bus' odometer reading at beginning of route where first pupil is picked up, where other stops are made, and reading upon arrival at school;
- Operates school bus in accordance with route schedule and designated stops;
- Transports only students assigned to particular route, unless otherwise authorized by the building administrator(s) with consent of parents;
- Reports misconduct of pupils on school bus or at waiting stations or stops on the way to or from school and shall be guided by building administrator's advice and direction, subject to the regulations of School Board and particular school;
- Performs morning and afternoon pre-trip safety inspection of vehicle and reports damage and/or malfunction to Transportation Coordinator promptly;
- Performs daily post-trip inspection of the entire interior and exterior of the bus;
- Fills fuel tank of vehicle;
- Checks level of oil daily, and adds necessary amount of oil;
- Sweeps interior of bus following trips;
- Cleans exterior of vehicles regularly;
- Cleans windows, including windshield and rear window, and warning and signal lights regularly;
- Requires pupils to keep the bus clean;
- Reports on number of pupils transported and miles traveled to Transportation Coordinator;
- Reports all accidents, delays, and driver absences to Transportation Coordinator promptly;
- Contacts parents immediately, or as soon as reasonably possible, in the event of a student injury, serious illness, or other matter pertaining to the general welfare of the student;
- Suggests safe and efficient routes, stops, and schedules to Transportation Coordinator;
- Attends in-service training to improve skills, attitudes, and knowledge of school bus driving and pupil control;
- Observes established and accepted work practices and procedures in accordance with School Board pupil transportation policy, particular school policy, and supplemental administrative directives;
- Reports to Transportation Coordinator motorists who violate Virginia "School Bus Stop Law";
- Models non-discriminatory practices in all activities;
- Complies with and supports school and division regulations and policies;
- Performs related duties as assigned by the building administrator(s) and/or the Transportation Coordinator in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

General 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. Must be able to follow oral and written directions and have the ability to get along well with others.

EDUCATION AND/OR EXPERIENCE:

Candidate must possess any combination of education and experience equivalent to completion of high school.
Meet school bus driver certification requirements (minimum hours of instruction and satisfactorily pass knowledge examination)
Meet state requirements for appropriate licensing.
Meet state physical examination requirements.
Meet local and state standards for driver record check.
Successfully completed the National Red Cross First Aid Course.

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.

Work requires climbing, sitting, stooping, crouching, reaching, pushing, pulling, grasping, and repetitive motions. Frequent walking and lifting, up to approximately 20 pounds and occasional lifting of equipment up to 40 pounds. Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to outside environmental conditions, noise, vibration, road hazards, and atmospheric conditions. Attendance to training sessions and bus driver meetings beyond the normal assigned hours is necessary. Daily contact with students to provide an orderly and safe environment is required. Contact with parents and administrators are required. 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

Cafeteria Manager

Reports to: Principal, Supervisor of Food Services

FLSA Status: Non-Exempt

SUMMARY:

Manages an individual school food service operation in an organized and efficient manner by directing the activities of cafeteria workers, while also meeting state and division requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In addition to the job duties of a cook, a cafeteria manager will:

- Observes and promotes safe work practices and procedures;
- Directs the preparation of food according to standardized recipes and established food preparation procedures;
- Plans food production for the following day by directing the preparation of required food items;
- Plans and directs an acceptable placement of steam table pans on the cafeteria line prior to the start time;
- Assesses the appropriate quantity of food to order, prepare and serve according to projected meal count;
- Secures food and supplies according to established guidelines and requirements;
- Receives and verifies all deliveries and refuses unsatisfactory products or services;
- Prepares invoices for payment in a timely manner according to established procedures;
- Secures substitutes for food service workers and him/herself in the event this is necessary; provides all related information to the school administrator according to established procedures;
- Provides instruction, directs and organizes the performance responsibilities of other food service workers;
- Ensures the proper storage of food and supplies;
- Directs, supervises and evaluates all kitchen cleaning functions;
- Counts daily cash drawers and completes forms related to the deposit;
- Reports any personal injuries and/or accidents to the proper authority;
- Reports equipment failure according to established procedures;
- Supervises food service functions to insure that food is served in a safe and sanitary environment;
- Accurately completes and submits all required daily, weekly and monthly food service reports;
- Attends regularly scheduled manager meetings;
- Attends in-service training to improve skills and knowledge of job expertise;

- Performs job activities in a timely and efficient manner;
- Promotes nutrition awareness in his/her school through innovative activities which help students to understand the relationship of proper nutrition and healthy body and mind;
- Promotes the school meal programs to encourage participation;
- Communicates effectively with the Supervisor of Food Services and the Building Administrator keeping both informed of operational concerns;
- Recommends changes and improvements regarding his/her job;
- Takes all necessary and reasonable precautions to protect staff, students, equipment, materials, and facilities;
- Plans and implements banquet and catering functions when requested;
- Adheres to uniform and personal hygiene requirements;
- Assumes responsibility for professional growth and keeps skills up-to-date;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Plans periodic in-service with food service workers to update safety procedures and other related job information;
- Performs other duties as assigned by the Building Administrator and/or the Supervisor of Food Services.

KNOWLEDGE, SKILLS AND ABILITIES

- Must be able to follow oral and written directions and have the ability to get along well with others;
- Must possess the ability to manage resources (people, equipment, food, finances, etc.) to best meet the nutritional needs of the students and the expectations of the school district;
- Ability to accurately complete and submit food service reports according to state and division requirements.

EDUCATION AND/OR EXPERIENCE:

Candidate must possess any combination of education and experience equivalent to completion of high school. Experience and proficiency in quantity food service functions are preferred.

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.

Duties are typically performed in areas related to the cafeteria and kitchen. Work is typically performed walking or standing. Physical stamina is required to tolerate continuous standing, stooping, reaching, grasping, kneeling, walking, bending and lifting of objects weighing up to approximately 50 pounds is required. The ability to withstand temperature variances common to food service facilities is required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Food service managers are in daily contact with teachers, students, administration, the general public and other work related personnel. The ability to handle complaints, express a service-oriented attitude, communicate effectively with others, and work with limited supervision.

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

Cook

Reports to: Cafeteria Manager, Principal

FLSA Status: Non-Exempt

SUMMARY:

Responsible for the preparation, cooking, and serving of hot and cold food items to students, faculty and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Observes and promotes safe work practices and procedures;
- Prepares food according to standardized recipes and established food preparation procedures;
- Takes and records internal food temperatures;
- Plans food production for the following days by preparing the designated food items ahead of time;
- Plans and implements an acceptable placement of steam-table pans on the cafeteria line prior to serving time;
- Takes temperatures of warming units, freezers and refrigerators;
- Transfers supplies and equipment between storage, work, serving, and cleaning areas in an appropriate manner;
- Stores food in designated areas, utilizing knowledge of temperature requirements and food spoilage guidelines;
- Stores food in refrigerators after covering, labeling, and dating; properly discards outdated food items;
- Courteously serves food with accuracy and speed while adhering to portion control, safety and appearance standards;
- Maintains kitchen work areas, equipment, and utensils in clean and orderly condition;
- Sweeps and mops floors;
- Washes work tables, walls, and equipment as directed;
- Washes pots and pans according to established procedures;
- Scrapes food from dirty dishes and washes them in dishwasher following established procedures;
- Inspects cleaned dishes for cleanliness, chips, cracks, etc., and stores in the appropriate location;
- Accepts payment for food, using cash register or other means as directed by cafeteria manager;
- Follows trash separation and proper disposal procedures;
- Reports needed supplies and equipment malfunction to cafeteria manager;
- Rotates stock, checks receiving dates, refills coolers and units as needed;

- Follows established sanitary techniques while preparing and serving food and while handling clean utensils;
- Uses and wears safety and/or protective equipment, as appropriate;
- Attends in-service training sessions to develop and improve knowledge and skills;
- Performs job activities in a timely efficient manner and displays a willingness to work beyond the end of the contract work time as the infrequent need arises;
- Complies with and supports school and division regulations and policies;
- Recommends changes and improvements regarding his/her job; accepts changes readily;
- Adheres to uniform and personal hygiene requirements;
- Prepares and serves banquet and special function meals as required;
- Models non-discriminatory practices in all activities;
- Performs other duties as assigned by the manager and/or the Supervisor of Food and Nutrition Services.

KNOWLEDGE, SKILLS AND ABILITIES

Candidate must be able to follow oral and written directions and have the ability to get along well with others.

EDUCATION AND/OR EXPERIENCE:

Any combination of education and experience equivalent to completion of high school. Experience and proficiency in quantity food service functions are preferred.

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.

Duties are typically performed in areas related to the cafeteria and kitchen. Work is typically performed walking or standing. Physical stamina is required to tolerate continuous standing, walking, bending, stooping, reaching, grasping, kneeling, and lifting of objects weighing up to approximately 50 pounds is required. The ability to withstand temperature variances common to food service facilities is required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Food service workers are in daily contact with teachers, students, administration, the general public and other work related personnel. The ability to coordinate and prioritize work activity, handle complaints, express a service-oriented attitude, communicate effectively and work with limited supervision 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

Custodian

Reports to: Building Principal

FLSA Status: Non-Exempt

SUMMARY:

Performs routine and non-routine cleaning in an assigned area or areas to provide the proper building sanitation by following prescribed cleaning schedules. Participates in project work periodically and responds to other miscellaneous requests submitted by faculty and staff. Works under limited supervision performing routine cleaning and minor maintenance tasks by using prescribed chemicals, hand tools, and machines in order to keep the school building and grounds in a safe, clean, and orderly condition.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Routine functions include trash removal and disposal, sweeping, dust mopping, dusting, wet mopping, vacuuming and spot cleaning of carpet, restroom sanitation, cleaning glass, mirrors and fixtures, restocking soap dispensers and paper supplies, sanitizing drinking fountains, replacing light bulbs/fluorescent tubes, cleaning/replacing air conditioner filters, cleaning walls, vents, and baseboards;
- Adheres to the proper cleaning methods, storage, proper care, and disposal of equipment and supplies;
- Responds to a variety of requests from the administration, faculty, and staff which include but is not limited to: setting up for meetings and class functions, moving furniture, unloading and storing deliveries;
- Responds promptly to accidents or potential safety hazards such as spills, restroom problems, and child illnesses;
- Reports all accidents and/or potential hazards to the building administration(s) immediately, or as soon as reasonably possible;
- Performs minor maintenance tasks to maintain the building site, including, minor and routine painting, plumbing, and other related maintenance activities;
- Refinishes or restores resilient floor tile as required by mechanical stripping, sealing, finishing, buffing, scrubbing, and recoating;
- Maintains carpet by machine extraction, shampooing, and spotting;
- Opens and/or secures the building, including weekends, to provide protection against vandalism and theft, as requested by supervisor(s);
- Prepares for and assists with such activities as PTO, faculty meetings, sporting events, and other school functions;
- Maintains building perimeter by sweeping walks, mowing grass, trimming, cultivating flower beds, trimming shrubbery, playground facilities/grounds, and shoveling/removing snow/ice;

- Checks freezers, coolers, and other equipment to insure functional operation;
- Tends to furnace, air conditioner, boiler, and other equipment to provide heat, cool air, ventilation, hot water, and monitors gauges;
- Attends in-service training to develop and improve knowledge and skills of building service work;
- Observes and promotes safe work practices and procedures at all times;
- Uses and wears safety and/or protective equipment, as appropriate;
- Takes all necessary and reasonable precautions to protect students, employees, visitors, equipment, materials, and facilities;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Performs other duties as requested by immediate in accordance with school/division policies and practices.

KNOWLEDGE, SKILLS, AND ABILITIES

Requires knowledge of, or the ability to learn routine and non-routine cleaning methods, procedures, and equipment usage. Must be able to follow oral and written directions and have the ability to get along well with others.

EDUCATION AND/OR EXPERIENCE:

Candidate must possess any combination of education and experience equivalent to completion of high school. Experience with building cleaning is desirable.

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.

Work is typically performed walking or standing. This work includes, but not limited to stooping, kneeling, crouching, reaching, pulling, and lifting. Must be able to lift objects weighing up to approximately 25 pounds frequently and up to approximately 75 pounds occasionally. The environment also exposes the employee to potentially hazardous substances. Work is subject to inside and outside environmental conditions, extreme temperatures, noise and hazards. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Custodians are in daily contact with teachers, students, administration, the general public, and other work related personnel. The ability to coordinate and prioritize work activity,

handle complaints, express a service-oriented attitude, communicate effectively, and work with limited supervision. Daily attendance 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 Bookkeeper

Reports to: Principal

FLSA Status: Non-Exempt

SUMMARY:

Performs a variety of general bookkeeping, record keeping, accounting functions, administrative and office clerical duties; and computes, classifies, and records numerical data to keep sets of financial records complete.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Keeps an accurate record of all receipts and disbursements;
- Keeps accurate records and receipts for the funds allotted to the school for the purchase of supplies, equipment, etc.;
- Maintains a complete bookkeeping system for the school and all extra-curricular activities/sporting events;
- Maintains files for all purchases that required quotes;
- Assists with keeping administration/ staff advised of balances and deadlines for all orders and expenditures;
- Keeps separate records for funds allocated to each department/account and records purchases made against each account;
- Writes checks for payment of bills;
- Utilizes word processing equipment to prepare general correspondences, memorandums, reports, purchase orders, and other materials from rough draft, copy, marginal notes, or verbal instruction;
- Records, codes, and files all purchase orders;
- Prepares and routes purchase orders and vendors invoices for school staff;
- Checks and reviews a variety of data for accuracy, completeness, and conformance to established standards and procedures;
- Collects and prepares expenditure data at the end of each month for records and reports;
- Maintains records and generates appropriate reports;
- Accumulates all bills, making copies of the same for reimbursement from the appropriate agency;
- Keeps accurate records and writes checks for supply accounts;
- Keeps records of students lost textbooks and amounts owed to the school in collaboration with the principal;
- Assists with the establishment of computer data involving the foregoing procedures and maintains the same;

- Makes arithmetical calculations; requisitions supplies and materials for office and office copy equipment;
- Maintains financial transactions of office funds;
- Maintains filing system as required by supervisor;
- Operates standard office equipment to include, word-processing, and data processing equipment, copiers, laminators, etc.;
- Attends in-service training to improve skills and knowledge of job expertise;
- Maintains and respects confidentiality of student and office related information;
- Attends in-service training to improve skills and knowledge of office work;
- Maintains accurate/updated school inventory;
- Reconciles monthly bank statements;
- Picks up and drops off deposit bags from the bank, as requested by the building administrator(s);
- Attempts to collect bad debts due to the school; writes receipts for all transactions and maintains accurate records on debts collected;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Complies with and supports school and division regulations and policies;
- Prepares requisitions for funds as required by the School Board;
- Fulfills duties of the School Secretary as needed;
- Models non-discriminatory practices in all activities;
- Performs related tasks as assigned by the supervisor in accordance with the school/policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of standard office and general bookkeeping practices, procedures, equipment, and secretarial techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of division regulations and policies as they pertain to school financial record keeping; ability to keyboard accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to maintain accurate records on a variety of school accounts; ability to meet the public effectively; ability to operate a variety of office equipment; skill in the use of data and word processing equipment; ability to establish and maintain effective working relationships with others; ability to follow oral and written instructions.

EDUCATION AND/OR EXPERIENCE:

Candidate must possess any combination of education and experience equivalent to graduation from high school including or supplemented by courses in office processes and procedures, clerical and secretarial experience.

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.

This is sedentary work also requiring stooping, kneeling, crouching, reaching, pulling, lifting up to approximately 20 pounds, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work.

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 Secretary

Reports to: Principal

FLSA Status: Non-exempt

SUMMARY:

Performs a variety of general office clerical duties and processes and transmits information to the staff and other organizations as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains and respects confidentiality of student and school personnel information;
- Serves as secretary to the building administrator(s) and staff; provides information; prepares correspondences and related matters; prepares and maintains files and records; assists teachers, parents and students;
- Serves as a receptionist, receives and greets persons or groups calling on building administrator(s); answers telephones, provides information, takes and dispatches messages;
- Records daily attendance and calls from parents for absent students;
- Maintains records of excessive student absences and unexcused absences;
- Processes general correspondence, memorandum, reports, schedules, manuals, bulletins, agendas, purchase orders, and other materials from rough draft, copy, marginal notes, or verbal instruction;
- Answers correspondence as directed by building administrator(s);
- Maintains appointment calendar, schedules appointments, conferences, and meetings;
- Checks and reviews a variety of data for accuracy, completeness, and conformance to established standards and procedures;
- Maintains records and generates appropriate reports;
- Requisitions supplies and materials for office and office copy equipment;
- Receives, sorts and processes mail;
- Operates standard office equipment to include, word-processing and data processing equipment, copiers, laminators, etc.;
- Supplies routine information to staff members, building administrator(s), and others;
- Completes accident and workers' compensation forms;
- Makes announcements on public address system;
- Maintains student files and responds to transcript requests;
- Prepares files and records for entering and withdrawing students;
- Handles a variety of routine technical and administrative assignments;
- Assists with scheduling substitutes and maintaining attendance records;
- Photocopies and prepares booklets, handouts, and general correspondences for building administration;

- Monitors and maintains operational function of the photocopy machine;
- Administers first aid and dispenses medicine, as requested by building administrator(s);
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Maintains electronic student information system and all data pertinent to Virginia Department of Education mandated reporting;
- Attends in-service training to improve skills and knowledge of job expertise;
- Complies with and supports school and division regulations and policies;
- Performs duties of school bookkeeper as needed;
- Models non-discriminatory practices in all activities;
- Performs related tasks as assigned by building administrator(s) in accordance with the school/policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and arithmetic; ability to word process accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to meet the public effectively; ability to operate a variety of office equipment; skill in the use of data and word processing equipment; ability to establish and maintain effective working relationships with others; ability to follow oral and written instructions.

EDUCATION AND/OR EXPERIENCE:

Candidate must possess any combination of education and experience equivalent to graduation from high school including or supplemented by courses in general office practices and procedures and clerical and secretarial experience.

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.

This is sedentary work requiring stooping, kneeling, crouching, reaching, pulling; routine lifting up to approximately 20 pounds, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work.

EVALATION:

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

JOB DESCRIPTION
Scott County Schools

Teacher

Reports to: Principal

FLSA Status: Exempt

SUMMARY:

Performs complex professional work, providing teaching and/or training services to students in general instruction or in a specialized subject or assigned group of subjects; motivates students to develop skills in assigned subject matters; performs related work as required. Works with general supervision. Limited supervision may be exercised over assigned paraprofessionals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains and respects confidentiality of student and school personnel information;
- Meets and instructs the students(s) in assigned locations and at the designated times;
- Designs coherent instruction based upon knowledge of subject matter, current instructional practices, students, the community, and curriculum goals;
- Plans instruction to achieve desired objectives that reflect the Virginia Standards of Learning and division curriculum guidelines;
- Prepares for classes assigned and shows evidence of lesson preparation upon request of the building administrator(s);
- Diagnoses individual, group, and program needs and plans for the appropriate use of time, materials, and resources to match the ability and needs of all students;
- Evaluates students' progress; provides students with specific evaluative feedback; maintains appropriate records and prepares progress reports;
- Uses a variety of assessment strategies and instruments to make both short-term and long-range instructional decisions to improve student learning;
- Administers standardized tests in accordance with established procedures;
- Identifies and communicates specific student performance expectations; documents student learning gains using appropriate assessment instruments;
- Demonstrates an understanding of curriculum, subject, and current instructional practices;
- Creates learning experiences that make the subject matter meaningful for all students;
- Understands that students differ in their learning styles and differentiates instruction to meet diverse student needs;
- Uses comprehensive materials, technology, and resources in a manner that promotes the development of critical thinking, problem solving, and performance skills;
- Selects, evaluates, and refines a variety of teaching methods and instructional strategies for the active engagement of students and improvement of student learning;
- Implements a classroom management policy that fosters a safe and positive environment for all students and staff;

- Ensures the adequate and safe supervision of students;
- Manages classroom procedures to maximize academic learning time;
- Establishes and maintains positive rapport with students;
- Motivates students to achieve maximum potential;
- Creates a supportive learning environment for all students that encourage social interaction, active engagement in learning, and self-motivation;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Reports any pertinent information to the building administrators in case of child endangerment, neglect, or abuse;
- Uses effective verbal, nonverbal, and media communication techniques to foster positive interactions in the classroom;
- Forges partnerships with families to promote student learning at home and in the school;
- Works collaboratively with staff, families, and community resources to support the success of a diverse student population;
- Models professional and ethical standards as well as personal integrity in all interactions;
- Takes responsibility for and participates in a meaningful and continuous process of professional development that results in the enhancement of student learning;
- Maintains licensure at the state and/or national level; assumes responsibility for professional growth and keeps skills up-to-date;
- Works in a collegial and collaborative manner with peers, school personnel, and the community to promote and support student learning;
- Provides service to the profession, the division, and the community;
- Complies with and supports school and division regulations and policies;
- Communicates with students and parents through conferences and other means;
- Participates in curriculum development, faculty committees, and student activity sponsorship, as requested;
- Assumes responsibilities outside the classroom as they relate to school;
- Models non-discriminatory practices in all activities;
- Performs related duties as assigned by the building administrator(s) in accordance with the school/division policies and practice.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of subject(s) taught; thorough knowledge of elementary, secondary or special education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching; thorough knowledge of school division rules, regulations and procedures; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with staff, students, administration, and parents.

EDUCATION AND/OR EXPERIENCE:

Candidate must be a graduate of an accredited college or university and possess or be eligible to acquire appropriate license(s) and/or endorsement(s) for position as required by the Commonwealth of Virginia and School Board.

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.

Duties performed typically in school settings to include: classrooms, gymnasium, cafeteria; auditorium; and recreational areas. Frequent walking, standing, stooping, lifting, up to approximately 10 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 25 pounds may be required. Other limited physical activities may be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular instruction to special needs children may be necessary.
Daily personal and close contact with children to provide classroom management and learning environment support 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 Resource Officer

Reports to: Principal and Sherriff

FLSA Status: Non-Exempt

SUMMARY:

To foster more positive relationships between the police and youth and to increase student knowledge of law enforcement, the judicial and courts systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Abide by the policies, rules and regulations of the school division;
- Provide law enforcement for Scott County;
- Be a representative of the Sheriff;
- Perform all duties and responsibilities of a field deputy;
- Protect lives and property for the citizens and public school students;
- Enforce Federal, State, and Local criminal laws and ordinances;
- Assist school officials with Administrative regulations regarding student conduct;
- Investigate criminal activity committed on or adjacent to school property;
- Be a law related educator;
- Attends in-service training to improve skills and knowledge of job expertise;
- Be a community liaison and role model;
- Counsel public school students in special situations;
- Answer questions students might have about Virginia Criminal and Juvenile law;
- Assist other law enforcement officer's investigations concerning students;
- Provide security for special school events or functions;
- Provide traffic control during the arrival and departure of students as needed;
- Prevent juvenile delinquency through close contact with students/school personnel;
- Establish liaison with school principals, faculty, and staff;
- Inform students of their rights and responsibilities as lawful citizens;
- Be a resource to the principal in investigating criminal law violations at school;
- Assist administration and faculty in formulating criminal justice programs;
- Formulate crime prevention programs;
- Coordinate all law enforcement response/service at their school;
- Prevent duplication of effort and provide coordination of law related services;
- Ensure the investigation and enforcement of criminal law violations;
- Provide necessary follow-up investigation as required;
- Remain abreast of investigations involving students at their school;
- Be aware of demographics and distinctive characteristics of the student body;

- Provide visible deterrence to crime;
- Present a positive impression of a uniformed law enforcement officer at the school;
- Performs duties away from assigned school as agreed upon by the school principal and/or law enforcement officials.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of applicable Federal, State, and Local codes used in pursuing and convicting perpetrators in the appropriate court.
- Knowledge of administrative and operational policies and procedures.
- Knowledge and skill of laws of arrest, probable cause and search and seizure issues used in the enforcement of laws and in the school setting.
- Knowledge of law enforcement operations, duties, and responsibilities.
- Knowledge of roads and addresses of the county.

EDUCATION AND/OR EXPERIENCE:

High School Graduation or GED and Resource Officer training required.

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; climb or balance, reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds, and occasionally 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.

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

Speech and Language Pathologist

Reports to: Supervisor of Special Education FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Responsible for diagnosing speech and language disorders and for providing professional services to students through assessment, planning, goal development and provision of appropriate intervention services designed to enable students to access the general education curriculum.

ESSENTIAL FUNCTIONS:

- Maintains a working knowledge of Response to Intervention and participating as assigned with the school team to plan and implement interventions at all tier levels according to student need;
- Assesses, screens, and evaluates students and effectively shares results with parents and educational staff, and participates in the eligibility determination process in accordance with state and school division requirements and best practice;
- Develops and implements Individual Education Plans (IEPs) for students with Speech/Language Impairment and assists with IEPs for students with speech/language as a related service, on an annual basis or according to requirements;
- Addresses all components of the IEP;
- Addresses appropriate Present Level of Performance;
- Develops goals and objectives for the IEP;
- Sends home quarterly progress reports;
- Responsible for hearing screenings according to state regulations and school division policy;
- Complies with all Medicaid requirements for school-based claiming, including obtaining written Medicaid consent from parents of all students served and timely filing of claims that meet Medicaid standards;
- Demonstrates knowledge of child growth and development and individual student needs by providing relevant instruction according to the IEP, Personalized Learning Plan, and educational best practices;
- Meets and instructs students in the locations and at the time designated using materials, instructional techniques, and resources in accordance with school division curriculum, special education policies and procedures, and recommended best practices;
- Provides consultative services for school staff by sharing and demonstrating specific techniques and working with school teams to facilitate relevant and consistent interventions for targeted students;
- Establishes a system of documentation that is measurable, accountable, and that conforms to state and school division policy;

- Maintains records and information concerning individual students in the prescribed confidential manner and using the records and information only for the purposes for which they are maintained, according to FERPA guidelines;
- Attends meetings and staff development as requested by the principal and Department of Special Education;
- Arranges for purchase of necessary instructional supplies for speech and language services and maintains an inventory of supplies;
- Establishes and maintains cooperative professional relationships with administrative and school staff;
- Models non-discriminatory practices in all activities;
- Complies with and supports school and division regulations and policies;
- Performs related duties as assigned by the administration in accordance with school division policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES

Candidate must possess the ability to work cooperatively with others in a positive manner; possess the ability to communicate and develop effective working relationships with students, parents, administrators, teachers, and staff.

EDUCATION AND EXPERIENCE:

Candidate must be a graduate of an accredited college or university and possess or be eligible to acquire appropriates license(s) and/or endorsement(s) for position as required by the Commonwealth of Virginia and School Board. Must be eligible to participate in school-based Medicaid claiming.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

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.

Duties performed typically in school settings to include: classrooms and other school facilities. Frequent walking, standing, sitting, stooping, lifting, up to approximately 10 pounds and occasional lifting of equipment and/or materials weighing up to approximately 25 pounds may be required. Other limited physical activities may be required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to

noise and hazards. Occasional attendance to building-level meetings and division wide meetings and training activities may be necessary. Regular contact with other staff members and administrators is required. Contact with parents and medical professional may be required.

EVALUATION:

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

WEBER CITY ELEMENTARY SCHOOL RECOGNIZED FOR RECYCLING PROJECT: Jason Smith, Supervisor of Personnel/Middle Schools, commended and congratulated Weber City Elementary School for their hard work and group effort toward recycling and their recycling contest win of $3,000 toward green improvements for their school.

RESIGNATION: On the recommendation of Jason Smith, Supervisor of Personnel/Middle Schools, and on a motion by Mr. Quillen, seconded by Mr. McConnell, all members voting aye, the Board approved the resignation request of Lindsey Stapleton from the position of Twin Springs High School Junior Varsity Volleyball Coach, effective June 5, 2012.

On the recommendation of Jason Smith, Supervisor of Personnel/Middle Schools, and on a motion by Mr. Sallee, seconded by Mr. Kegley, all members voting aye, the Board approved the resignation request of E. BreeAnn Smith, Head Start Teacher, effective June 5, 2012.

On the recommendation of Jason Smith, Supervisor of Personnel/Middle Schools, and on a motion by Mr. Spivey, seconded by Mr. Sallee, all members voting aye, the Board approved the resignation request of Clifford Bledsoe, school bus driver, effective June 5, 2012.

On the recommendation of Jason Smith, Supervisor of Personnel/Middle Schools, and on a motion by Mr. Sallee, seconded by Mr. Spivey, all members voting aye, the Board approved the resignation request of Darren Reed, Gate City High School Teacher, effective June 8, 2012.

RETIREMENT: On the recommendation of Jason Smith, Supervisor of Personnel/Middle Schools, and on a motion by Mr. Quillen, seconded by Mr. Sallee, all members voting aye, the Board approved the Early Retirement Incentive Program (ERIP) request of Judy Sanders, speech pathologist, effective at the end of the 2011-2012 school year.

On the recommendation of Jason Smith, Supervisor of Personnel/Middle Schools, and on a motion by Mr. Quillen, seconded by Mr. Kegley, all members voting aye, the Board approved the Early Retirement Incentive Program (ERIP) request of Susan Peters, Gate City Midde School Librarian, effective at the end of the first semester of the 2012-2013 school year.

On the recommendation of Jason Smith, Supervisor of Personnel/Middle Schools, and on a motion by Mr. Spivey, seconded by Mr. Sallee, all members voting aye, the Board approved the Early Retirement Incentive Program (ERIP) request of Kathy Musick, Yuma Elementary School Principal, effective January 1, 2013.

Mr. Smith expressed thanks for the many years of service of these retirees.

RE-EMPLOYMENT OF NON-CLASSIFIED PERSONNEL FOR THE 2012-2013 SCHOOL YEAR: On the recommendation of Jason Smith, Director of Personnel/Middle Schools, and on a motion by Mr. Kegley, seconded by Mr. Spivey, all members voting aye, the Board approved the re-employment of the non-classified personnel as a group as listed (school bus drivers approved pending passing a physical exam):

GROUP OF NON-CLASSIFIED PERSONNEL

Jeannie Callaway	Ruth Potts
Tammie Dixon	Francina Lynn Bishop
Phyllis Bellamy	Jana Bright
Jennifer Evans	Wilma Cox
Dorothy Grinsell	Tyler Webb
Gena Quillen	Ramona Russell
Donna Sanders	Nikki Gardner
Carolyn Howington	Tina Williams

Kathy Hensley
Jane Templeton
Christie Howell
Teresa Williams
Christy Bradshaw
Amanda Mullins
Cheryl Peters
Brittany Stephenson
Matthew Bright
Patrick Johnson
Loretta Page
Karen (K.C.) Linkous
Beverly Stidham
Angie Johnson
Sharon Holland
Angie Vermillion
Amanda Banks
Lisa Castle
Tammy Farmer
Kristie Qualls
Michelle Smith
Sherry Lell
Emily Prater
Susan Carter
Patricia Sampson
Teresa Shupe
Pam Flanary
Debbie Gillenwater
Kristie Rusek
Carla Carter
Norma Casteel
Sheila Mays
Karen Blanton
Kim Henderson
Robin Bond
Bobby Collins
Larry France
Freddie France
Dexter Harmon
Peggy Cruby
David Kinkead
Randall Laney
David Tipton
Jeff Napier
Brenda Richardson
Claude Robinson
Gaye Sanders
Patsy Sizemore
Rhonda Franklin
David Williams
Jeff Lawson
Phyllis Payne
Donald Lane
Connie Edwards
Larry Vermillion

Karen Jennings
Christy Billips
Jordan Coates
Kayla Templeton
Brenda Gilliam
Jenny Page
Melissa Robertson

Debby Brickey
Adam Tipton
Anita Howell
Annette Parker
Vickie Lane

Tina Anderson

Mona Carter
Yvonne Edwards
Stephanie Penley
Farrah Lane
Karen Dunlap

Sheila Nash
Barbara Baker
Sherry Bridwell
Tracy Ferguson
Robin Hall
Jenny Jordan
Sherri Carter
Lana Culbertson
Rebecca Statzer
Jennifer Houseright
Jackie Willis
Patricia Nash
Thomas Dooley
Cathy Criswell
Vernon Free
Vilas Bowen
Greg Hill
Kenneth Lane
Susan Looney
Rebecca Powers
Diane Martin
Penny Osborne
Debra K. Brown
Gary McDavid
Stanley Sluss
Paula Gilliam
Melissa Williams
Scottie Williams
Teresa France
Rodney Darnell
Pam Sivert
Randy Ward

Helen Jackson
Gary Adams
Larry Bledsoe
Hollis Dean Anderson
Larry Darrell McConnell
Tommy Payne
Paul Boggs
Henry Helton
Roger Sampson
William Don Akers
Deborah Bledsoe
Charles Fugate
Jack Combs
Cathy Dooley
Allen Godsey
Greg Marshall
Hazel Hass
Garry Hood
Judy Johnson
Ashley Justice
Carl Keith
Valerie Lane
Lisa Anderson
Nancy McDavid
Dale McMurray
G. E. Nash
Billy Odle
Lisa Russell
Lee Roy Sanders
Kenneth Sluss
Charlie R. Taylor
Doris Tipton
Adam Williams
Ralph Lyons
Lisa Bishop
Jackie Taylor
Brenda Rhoton
Deborah Bennett
Margaret Hass
Barbara Pearcy
Michelle White
Sharon Culbertson
Linda Dockery
Teresa Lane
Linda Lane
Anna Griffin
Patricia Robertson
Betty Castle
Carla Gardner
Judy Spears
Debra Fletcher

Charles Wood
Billy Addington
Phillip Quillen

Billy Nash
Tim Edwards
Richard Howell
William Pippin
Jamie Blanton
Tim Benton
Clifford Bledsose
Robert Bouton
Melinda Brickey
Rhonda Estepp
Charlie B. Gray
Dexter Harmon
Donna Hood
Donna Hass
Donna Jones
Grover Kegley, Jr.
David Kinkead
Shirley Marshall
Linda Cantrell
Odene Nash
Kevin Moore
Anthony Odle
Carlene Cross
Donald Salyer
Eva J. Shelton
Charles O. Taylor
Deborah Taylor
Nadine Vermillion
Billy Flanary

Tamara Berry
Joyce Austin
Vickie Kern
Laura Hall
Heather McComas
Margaret Jessee
Pamela Castle
Carolyn Meade
Carolyn Kern
Cynthia Carter
Brenda Bishop
Jessica Howell
Amy Shaffer
Sharon Vermillion
Kathy Penley
Lisa Diana Crabtree

BOARD MEMBER COMMENTS: Mr. Kegley expressed thanks to Mr. Smith, Superintendent Ferguson, and Mr. Sallee for their work on the school budget. He expressed appreciation to the County Board of Supervisors for providing funding needed. He stated that the school division must cut costs and save funds wherever and whenever possible. He further stated that the school division has one year to make changes instead of hurried mistakes.

Mr. Sallee expressed thanks to Mr. Kegley and the County Board of Supervisors and all that assisted with the school budget. He stated that anyone with ideas on cost savings to let him know and he will accept the ideas and work toward helping to save funds.

Mr. Quillen reported that the School Employees Insurance Committee will be meeting in Roanoke tomorrow. He reported that adjustments to the plan will be discussed and more will be known at the next meeting.

Chairman Jessee expressed thanks to everyone that worked on the budget. He also mentioned that the school board has been given time to work on cutting costs and asked the staff to diligently work toward that over the course of the coming year.

ADJOURNMENT: On a motion by Mr. Quillen, seconded by Mr. Kegley, all members voting aye, the Board adjourned at 8:37 p.m.

James Kay Jessee, Chairman

Loretta Q. Page, Clerk