DRAFT

SCOTT COUNTY SCHOOL BOARD
MINUTES OF REGULAR MEETING
TUESDAY, OCTOBER 2, 2012

The Scott County School Board met in a regular meeting on Tuesday, October 2, 2012, at the School Board Office in Gate City, Virginia, with the following members present:

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

ABSENT: None

OTHERS PRESENT: John I. Ferguson, Superintendent; Will Sturgill, School Board Attorney; Jason Smith, Supervisor of Personnel/Middle Schools; Tammy Quillen, Supervisor of Elementary Education/Director of Testing/Head Start Liaison; Loretta Q. Page, Clerk Of The Board/ Head Start Payroll & Invoice Clerk; K.C. Linkous, Deputy Clerk Of The Board/Human Resource Manager; Doris Boitnott, Cumberland Mountain UniServ District 1 Director; Suzanne Goins, Virginia Professional Educators Regional Director; Justin Forrester, Scott County Education Association President; Robert Sallee, Supervisor of Building Services; Ramona Russell, Duffield Primary School Teaching Assistant; Lee Sanders, School Bus Driver; David Hartley, Heritage TV; Nancy Godsey, Citizen; John Dalton Ferguson, Gate City High School FCCLA Student & Virginia State FCCLA Vice President of Programs (son of Superintendent Ferguson); Beverly Musick, Gate City Teacher/FCCLA Advisor; Matthew Gilley, Siemens; Susan and Anna-Grace Fraley; Jack Newland, Citizen/Former Teacher; and, Wes Bunch, Kingsport Times-News.

CALL TO ORDER/MOMENT OF SILENCE/*PLEDGE OF ALLEGIANCE*: Chairman Jessee called the meeting to order at 6:30 p.m. He welcomed everyone to the meeting and the audience observed a moment of silence and cited the *Pledge of Allegiance.*

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

APPROVAL OF SEPTEMBER 4, 2012 REGULAR MEETING MINUTES: On a motion by Mr. Spivey, seconded by Mr. Sallee, all members voting aye, the Board approved the Tuesday, September 4, 2012 Regular Meeting Minutes, as submitted.

APPROVAL OF CLAIMS: Mr. Quillen questioned conference reimbursements to three Scott County Career & Technical Center employees listed on the grants expenditure list paid by resolution (September 5, 2012). Superintendent Ferguson explained that this travel expenditure was through the Perkins Grant and would be fully reimbursed to the school system. After discussion of the travel claims, Mr. Sallee made a motion to approve claims, motion was 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 $

Head Start invoices & payroll in the amount of $ as shown by warrants #

VSBA ACADEMY AWARD PRESENTATION- WILLIAM R. QUILLEN, JR.: Superintendent Ferguson expressed congratulations to and presented a VSBA Academy Certificate of Recognition Award to William Rhea Quillen, Jr. for his participation in the Virginia School Board Academy during the past year. He explained that Mr. Kegley received an academy award as well but is not present to accept the award and it would be presented to him at a later date.

PRESENTATION FROM JOHN DALTON FERGUSON, GATE CITY HIGH SCHOOL FCCLA STUDENT/VIRGINIA STATE FCCLA STATE VICE PRESIDENT OF PROGRAMS: Superintendent Ferguson introduced his son, John Dalton Ferguson, Gate City High School FCCLA Student/Virginia State FCCLA Vice President of Programs. John Dalton presented information on chapter, state, and national FCCLA conferences and programs that he has attended and participated in and upcoming conferences as well. He explained that FCCLA stands for Family, Career and Community Leaders of America. He pointed out that along with that title (FCCLA) you will probably see the "ultimate leadership experience" attached since it is their "tag line." He also explained that the "tag line" is a really good description of what FCCLA is and what it means to its members. He pointed out how various skills and experiences obtained from taking FCCLA classes and attending conferences have been beneficial to him and is for other students. He expressed pride in that Virginia received, for the first time, the *Ultimate Image Award* which was presented during the 2012 FCCLA National Leadership Conference in Orlando. John Dalton recognized Mrs. Beverly Musick, Gate City Teacher/FCCLA Adviser, who was present in the audience. He asked board members to participate in a drawing exercise and related items of the drawing to various aspects of the FCCLA program. He answered Board member questions and received a round of applause for his accomplishments.

VSBA ACADEMY AWARDS PRESENTATION – JEFFREY KEGLEY: Board member Jeff Kegley arrived at the meeting. Superintendent Ferguson expressed congratulations and presented a VSBA Certificate of Recognition Award for his participation in the VSBA Academy during the past year.

PUBLIC COMMENT: Doris Boitnott, UniServ Director, introduced herself as the replacement for the Cumberland Mountain UniServ District 1 Office of the Virginia Education Association located in Lebanon. Ms. Boitnott provided her background as a former teacher and work in various positions. She reported that the local associations of the UniServ District 1 served are Buchanan, Dickenson, Lee, Norton, Russell, Scott and Wise Counties. She explained that she works with the Scott County Education Association and is looking forward to working with the school division.

Justin Forrester, Scott County Education Association President, presented comments and explained his request to the Board for their support of passing a Resolution Supporting Continuing Contract, which he presented to board members shortly before the meeting. He asked the Board for a vote on the resolution. After discussion, Board members decided that, in order to have ample time to review the resolution, it will be addressed at the next meeting. Chairman Jessee requested that the Clerk of the Board add this item to the agenda for board action at the next meeting.

Suzanne Goins, Virginia Professional Educators Regional Director, provided her background as a teacher in Scott County for 31 years and that she attended elementary and high school in Scott County as well. Mrs. Goins presented a brochure detailing the VPE grants and scholarships available and explained the brochure was distributed to all teachers. She pointed out that competitive grants and scholarships in the award amount of up to $500, whether it be for classroom supplies or continuing education, are available to all teachers, including non-members as well. Also, that the deadline to apply is coming up soon. She thanked Superintendent Ferguson and Jason Smith, Director of Personnel, for their encouragement to teachers to apply last year. She reported that the school division received a total of seven awards last year, more than any school division in Southwest Virginia. She also reported that five of those were in the fall and two in the spring. She further reported that the two spring awards have not yet been recognized at a meeting since they are waiting to receive the certificates. She asked board members

to encourage teachers to apply for the grants and scholarships and expressed appreciation for their support.

Mrs. Goins also expressed comments in support of the Resolution Supporting Continuing Contract presented by Mr. Forrester, SCEA President.

Lisa Taylor, Scott County Public Schools Parent, presented comments on placing cameras in the classrooms and that drug tests should be required for teachers.

Tammy Quillen, Scott County Public Schools Parent, expressed thanks to the current and previous Board for the opportunity provided for high school students to take dual enrollment courses and at an affordable rate. She explained how this opportunity helped her daughter, who graduated from Gate City High School last year, to begin classes at ETSU as a sophomore.

REPORT ON 2011-2012 FINAL SOL TEST RESULTS/2012 ACCREDITATION STATUS & 2012 NCLB AYP: Tammy Quillen, reported that there still is no final vote on the AMO's that Virginia has requested in the NCLB waiver from the U.S. Department of Education. She reported that the test results presented are preliminary but expected to be final in a few weeks. She was pleased to report that all Scott County Schools received full accreditation.

Ms. Quillen explained that changes were made to the Math assessments and central office administrators knew this would affect the school division. She further explained that staff continues to work on that particular core area. In view of the outstanding test scores, she expressed thanks to the Board for their support, the efforts of the administrators, principals, teachers and students. She asked board members to express thanks to the teachers as they come in contact with them.

Mr. Quillen, board member, presented comments in regard to the textbooks currently being used and a need to look at finding funds to purchase updated books. Superintendent Ferguson; Jason Smith, Supervisor of Personnel/Middle Schools; and Tammy Quillen, Supervisor of Elementary Education; presented comments regarding textbook matters being reviewed, that office staff are working with teachers to get their input, information is being received daily from textbook companies; and, the technology to be considered as well. It was reported that Regional Best Practices Workshops are being held monthly in which various personnel attend depending on the subject matter being presented. It was also reported that the school division is applying for the nationally competitive Race to the Top Grant with the hopes that if received it will assist with school division needs.

During the discussion of Scott County's top position with test scores in comparison to other school divisions, Jason Smith, Director of Personnel, pointed out that what Scott County has really done differently than other counties, which he explained has been noted quite a bit when school divisions meet regionally, is the hiring practices—hiring the best of the best early before other school divisions have access to them.

Chairman Jessee pointed out that the school division has the County Board of Supervisors to thank for allowing the school division to proceed with early hiring.

Scott County Public Schools SOL Assessment Data

~as reported on the Virginia School Report Card Sept. 2012

Subject	Student Group	2009-2010 SCOTT	2009-2010 VA	2010-2011 SCOTT	2010-2011 VA	2011-2012 SCOTT	2011-2012 VA
English: Reading	All Students	94	89	93	88	94	89
	Gap Group 1 (Disabled, LEP or Disadvantaged)	92	81	90	79	90	80
	Gap Group 2 (Black)	85	81	83	80	86	80
	Gap Group 3 (Hispanic)	91	85	91	84	83	84
	Economically Disadvantaged	93	81	91	80	91	81
	Students with Disabilities	86	73	77	67	75	66
English: Writing	All Students	93	90	92	89	93	89
	Gap Group 1 (Disabled, LEP or Disadvantaged)	90	81	88	80	89	80
	Gap Group 2 (Black)	*	84	*	82	*	82
	Gap Group 3 (Hispanic)	*	85	69	87	94	86
	Economically Disadvantaged	91	83	88	81	91	81
	Students with Disabilities	79	62	71	62	67	61
History & Social Science	All Students	96	89	98	84	93	85
	Gap Group 1 (Disabled, LEP or Disadvantaged)	94	80	86	73	89	74
	Gap Group 2 (Black)	96	81	80	73	92	74
	Gap Group 3 (Hispanic)	92	82	88	77	92	79
	Economically Disadvantaged	94	80	87	72	90	74
	Students with Disabilities	84	72	75	61	78	61
Mathematics	All Students	94	88	98	87	74	68
	Gap Group 1 (Disabled, LEP or Disadvantaged)	92	80	90	78	67	54
	Gap Group 2 (Black)	95	79	94	77	63	52
	Gap Group 3 (Hispanic)	96	82	100	83	76	61
	Economically Disadvantaged	93	80	91	78	68	54
	Students with Disabilities	87	73	77	66	48	40
Science	All Students	97	90	96	90	96	91
	Gap Group 1 (Disabled, LEP or Disadvantaged)	95	81	94	81	94	83
	Gap Group 2 (Black)	100	81	100	81	82	82
	Gap Group 3 (Hispanic)	100	82	95	84	93	85
	Economically Disadvantaged	96	82	94	82	94	83
	Students with Disabilities	82	71	82	70	81	70
		2009-2010		2010-2011		2011-2012	

2012 REMEDIAL SUMMER SCHOOL: Tammy Quillen, Supervisor of Elementary Education/Director of Testing/Head Start Liaison, reported on remedial summer school as follows:

Scott County Public Summer School Student Participation Report

	2009	*2010*	*2011*	*2012*
Science in the Summer	60	60	60	40
English EOC	6	20	7	11
21st Century Duffield	162	142	98	89
21st Century Shoemaker	144	159	199	118
EOC SOL Remediation/Testing	19	21	46	43
TOTAL NUMBER OF STUDENTS	391	402	410	301

DISCUSSION/APPROVAL OF BOOKKEEPING MANUAL: Superintendent Ferguson presented a Bookkeeping Manual for approval and explained that the manual was reviewed by the auditors and a committee who provided input for the manual. On the recommendation of Superintendent Ferguson and on a motion by Mr. McConnell, seconded by Mr. Spivey, all members voting aye, the Board approved the Scott County Public Schools Activity Fund Manual as presented. (See Appendix A)

DISCUSSION CONCERNING SCHOOL BUS DRIVER INSURANCE: Superintendent Ferguson commented that this item was brought up at a previous meeting and reported that the Health Insurance Committee met on Thursday, September 27. He asked K.C. Linkous, Insurance Clerk, to report on that meeting.

Mrs. Linkous stated that the health insurance committee met on Thursday, Sept. 27 and it was to discuss the insurance for part time employees. She reported that two letters were sent out; one was June 25 explaining why the part time employees were not able to participate in the group full time health plan. She also reported that one of the reasons was due to the new health care reform and government regulations. She further reported that another letter dated August 17 explained that same situation. Mrs. Linkous explained that according to the new guidelines federal agencies have released two notable positions of health care reform legislation and it directly impacts employers. She also explained that the first is from the Internal Revenue Service which issued notice 2012-58 and provides a clarification on what constitutes a full time employee. She further explained that under the federal employer mandate provisions of the Patient Protection and Affordable Care Act it states most employers are aware that the Patient Protection and Affordable Care Act requires large employers, which are those who have 50 or more employees, to provide minimum essential coverage to all full time employees or be subject to a penalty. She reported that under the PPACA a full time employee is any employee who is employed to work an average of thirty hours per week and explained that Scott County's drivers average hours per week is about 16.25.

Mrs. Linkous reported that they talked to Mr. (Alan) Bayse, the school division's insurance consultant, and his company has the capability of underwriting any individual, even a part time employee that wishes to have medical coverage. She stated that she thought it was said we took away bus drivers health insurance. She pointed out that, technically, part time employees didn't really have health insurance, explaining that they had what was called a hospital indemnity plan.

Mrs. Linkous explained that a hospital indemnity plan is basically a fee for service, a reimbursable plan for limited services, such as doctor visits and hospital stays, reimburses the subscriber or the employee directly, does not pay the provider, and does not have prescription drug coverage. She explained that bus drivers did have dental and vision coverage with Aetna and it was felt the dental and vision coverage was being used most; but, according to Mr. Bayse, who reviewed the policy, it didn't have that much coverage that actually benefited the part time employees. She also explained that the bus drivers had a limited network with the Aetna indemnity plan and now with the current vision and dental plan through the school system the bus drivers have a network and they can see anyone in the United States. She further explained that the indemnity plan can be available through any kind of insurance company and/or consultant.

Mrs. Linkous reported that with the self-funded group plan, which is what the full time employees have, a self-funded plan is basically the employer taking the full financial risk of providing health insurance to its employees. She explained that the employer collects fees from the employees each month and puts them into a trust fund and then, as claims are incurred a percentage of usual and customary charges are paid out of that trust fund directly to the provider of the health service. She also

Superintendent of Public Instruction, regarding an earthquake drill planned for October 18, 2012. He also reported that Mrs. Kathie Noe, County Administrator, plans to ask the County Board of Supervisors to pass a resolution at their meeting tomorrow. He also explained that the county and school division plan to participate in the Ready Virginia Earthquake Drill.

BUILDING SERVICES WORK SCHEDULE UPDATE: Robert Sallee, Building Services Supervisor, provided a Building Services Work Schedule Update for some of the projects maintenance employees worked on during the past month. He presented a binder that included all the work orders completed during September and reminded Board members that work orders are available for their review at any time. He also informed them of the kick off meeting that was held on October 1, 2012 for the Back of the Envelope (BOE) Phase 1 of the Performance Contracting. He handed out a list of open work orders and explained orders are prioritized as best as they can be by reviewing the student needs first and then the financial standpoint. He informed the Board that the four companies involved in the initial process of the BOE will visit the four schools (Duffied, Gate City Middle, Gate City High & Rye Cove Intermediate), with submittals due December 7 and interviews to be scheduled mid-January. He reminded the Board that this phase is at no cost. He commented on looking forward to working with Charlie Barksdale, Virginia Department of Mines, Minerals and Energy Representative, who is helping the school system through the process.

CLOSED MEETING: Mr. Sallee made a motion to enter into a closed meeting at 8:10 p.m. to discuss teachers, coaches, principals, secretaries, custodians, bus drivers, cafeteria and central office staff 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 9:28 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 REQUESTS: Jason Smith, Supervisor of Personnel/Middle Schools, explained the overnight field trip policy to the Board. He commented that there may be a less than three month notice on some overnight field trips presented due to some only having a three week notice posted. On the recommendation of Mr. Smith, and on a motion by Mr. Spivey, seconded by Mr. Sallee, all members voting aye, the Board approved the overnight field trip request received for (6) students and (2) sponsors to attend the FCCLA National Cluster Meeting in Indianapolis, Indiana, on November 15-18, 2012.

On the recommendation of Mr. Smith and on a motion by Mr. Sallee, seconded by Mr. Kegley, all members voting aye, the Board approved the overnight field trip request received for (28) students and (7) chaperones to attend a social/educational trip to Chattanooga, Tennessee, on May 16-17, 2013 (date tentative: after SOL testing).

APPROVAL OF JOB DESCRIPTIONS: Jason Smith, Supervisor of Personnel, reported that job descriptions should be completed by December. On the recommendation of Mr. Smith, and on a motion by Mr. Kegley, seconded by Mr. McConnell, all members voting aye, the Board approved the Food Services and Child Nutritional Specialist, Administrative Assistant – Central Office, Administrative Assistant to the Special Education Supervisor, Human Resource Manager and Deputy Clerk of the Board and Assistant to the Superintendent job descriptions as follows:

JOB DESCRIPTION
Scott County Schools

Food Services and Child Nutrition Specialist

Reports to: Supervisor of Secondary Education and Food Services FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs responsible technical and skilled clerical work to provide detailed financial oversight and budget preparation of the Child Nutrition Program (CNP); does related work as required

ESSENTIAL FUNCTIONS:

- Assist Supervisor of Food Services with preparation of annual budget; administers CNP operational budget; keeps Supervisor of Food Services informed of status of accounts and irregularities;
- Work independently on complex products including preparation of budget and reports, administration of accounting system;
- Code, copy and submit bills to Accounting for payment;
- Monitor fund balance in accounts that cross fiscal years;
- Utilize accounting software, Microsoft Excel, Cafe Enterprise software to maintain and reconcile department accounts;
- Create and maintain detailed reports, spreadsheets or formulas for tracking and reconciliation of accounts payable and receivable and monthly profit/loss report;
- Work with auditing staff as required; Prepares and makes bank deposits as needed;
- Reconciles sales activity with the bank deposits;
- Assist in bid process for milk, bread, and grease traps;
- Reconciles state and federal reimbursements to National School Meal Program (NSMP) claims;
- Prepares monthly financial reports;
- Monitors the department's compliance with County budget and accounting policies and procedures;
- Handles purchase orders/requisitions, receiving reports;
- Runs reports for Café Pre-pay;
- Manage yearly process of verification of cafeteria lunch applications;
- Set monthly menus;
- Put monthly invoices together for School Board to review;
- Place weekly food orders;
- Coordinate USDA deliveries;
- Attend meetings as needed;

- Manage employee identifications;
- Attends in-service training to improve skills and knowledge of job expertise;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of modern, professional accounting principles and practices; thorough knowledge of the principles of underlying state and local laws and regulations pertaining to school division accounting policies; ability to follow complex oral and written directions and to prepare complex fiscal reports; ability to establish and maintain effective working relationships with school officials, associates and the general public.

EDUCATION AND EXPERIENCE:

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

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.

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 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

JOB DESCRIPTION
Scott County Schools

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

Administrative Assistant –Central Office

Reports to: Superintendent

FLSA Status: Non-Exempt

SUMMARY:

Performs a variety of general office clerical duties and provides secretarial support service for administrative functions of the school division.

ESSENTIAL FUNCTIONS:

- Serves as secretary to the central office; greets visitors and answers telephone, provides information; keyboards correspondence and related matters; prepares and maintains files and records.
- Prepares general correspondences, memorandums, reports, schedules, purchase orders and other materials from rough draft, copy, marginal notes or verbal instruction;
- Answers correspondence as directed by supervisor;
- 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;
- Collects and prepares data for records and reports;
- Maintains log of principal attendance for the Superintendent;
- Manages scheduling of conference rooms;
- Manages substitute applications and approved substitute list;
- Receipts payment for fingerprinting;
- Maintains records and generates appropriate reports;
- Compiles and produces statistical information and reports;
- Makes arithmetical calculations; requisitions supplies and materials for office and office copy equipment;
- Receives, routes, sorts, and processes mail;
- Performs multi-pragmatic tasks successfully;
- Maintains filing system as required by supervisor;
- Operates standard office equipment to include word-processing and data processing equipment, copiers, laminators, etc.;
- Maintains confidential information of office related information;
- Coordinate county-wide awards ceremony;
- Place yearly order for diploma seals;
- Attends in-service training to improve skills and knowledge of office work;

- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Performs related tasks as assigned by Administration 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; thorough knowledge of division programs and policies; 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 EXPERIENCE:

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

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.

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.

EVAULATION:

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

Administrative Assistant to the Special Education Supervisor

Reports to: Supervisor of Special Education

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Under general direction, serve as a confidential secretary and administrative assistant to the Special Education Supervisor, performing a wide variety of highly independent, difficult, and complex secretarial, clerical, and administrative support services for the Special Education Supervisor.

ESSENTIAL FUNCTIONS:

- Process all referrals and triennial evaluations and notify special education staff of components needed for evaluations;
- Check new referrals and triennial evaluations and notify case managers of missing components if needed;
- Monitor triennial and new referral timelines;
- Input data in PowerSchool;
- Complete Foster Care Report;
- Assist in Child Count;
- Manage Intent to Home School forms;
- Collect end of year testing on Home School students;
- Track students that are not in school;
- Type and print brochures to send to businesses for annual Child Find;
- Maintain active and inactive student records;
- Coordinate student data with Technology Coordinator;
- Assist with family life, homebound, transition and 504 plans;
- Typing, filing, copying and faxing on a daily basis;
- Generates all purchase orders and ordering of merchandise via fax, internet, or phone;
- Submits annual reports;
- Tracking indicators to be reported to state department;
- Manages textbook inventory;
- Orders and disperses textbooks as directed;
- Attends in-service training to improve skills and knowledge of job expertise;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Other duties as assigned by the Special Education Supervisor

JOB DESCRIPTION
Scott County Schools

KNOWLEDGE, SKILLS AND ABILITIES:

Candidate must possess excellent oral and written communication skills as well as to be able to work effectively with teachers, principals, and district administrators. Candidate must possess knowledge of Special Education procedures and policies. Candidate must have organizational skills in collecting and organizing data.

EDUCATION AND EXPERIENCE:

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

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.

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 25 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

Human Resource Manager and Deputy Clerk of the Board

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

GENERAL DEFINITION OF WORK:

The Human Resources Manager and Deputy Clerk of the Board performs a wide variety of technical and/or difficult clerical and administrative duties in a team environment. Areas of responsibility may include: benefit administration, employee relations, certification and licensure administration, annual staffing, and other duties as assigned.

ESSENTIAL FUNCTIONS:

- Attends regular meetings of the School Board ; takes notes and runs a recorder, accurately records and interprets data from the Board meetings in order to compose accurate accounts of comments, discussions and official actions taken by the Board;
- Create personnel contracts for classified and non-classified employees;
- Maintain personnel records;
- Organize teacher licensure and renewal;
- Conduct payroll: School Board and Cafeteria;
- Serve as Deputy Clerk of the Board;
- Oversees Worker's Compensation;
- Represents the School Board in appeal cases of unemployment;
- Completes monthly report of Current Employment Statistics to the Department of Labor;
- Prepares annual report of Occupational Employment Statistics Survey;
- Completes Equal Employment Opportunity (EEO5) annual report;
- Prepare annual OSHA report;
- Oversee and organize insurance including:
    - retiree,
    - dental,
    - health monthly debit of early retiree insurances
    - assist with online enrollment
    - reconciles monthly enrollment
    - designee for Early Retiree Reinsurance Program and COBRA compliance
    - assists with negotiations when insurance is put out to bid
- Administer Virginia Retirement System Benefit and report deaths to Minnesota Life (VRS);
- Provide employer report of new hires
- Serve as Clerk for Principal Meetings;
- Serve as Clerk for Discipline Hearings;
- Serve as 403 (b) Compliance Officer;

- Serve as Family Medical Leave (FMLA) Compliance Officer;
- Organize Wage and Hour Compliance;
- Complete quarterly report for Medicaid: Salary and Fringe Benefits;
- Organize and maintain 10 month employee Sick Leave and Business Leave;
- Assists in new employee orientation;
- Prepare personnel documentation for School Board meeting;
- Assists in the budget process;
- Serves as a member of the Health Insurance Committee and Wellness Committee;
- Prepares monthly debit of early retiree insurance;
- Attends in-service training to improve skills and knowledge of job expertise;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Other duties as assigned by Supervisor of Personnel and Middle School Education.

KNOWLEDGE, SKILLS AND ABILITIES:

- The desire and the ability to engage in continuing education and upgrading skills in order to stay abreast of personnel issues and laws affecting employees
- The ability to work effectively within a team environment
- A demonstrated commitment to customer service by clear, concise communication with employees
- The ability to maintain the strictest confidentially of personnel matters
- The ability to work under pressure with accuracy to complete deadlines
- The willingness to take on added responsibilities as becomes necessary

EDUCATION AND EXPERIENCE:

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

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.

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 25 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 DESCRIPTIO
Scott County Schoo

Assistant to the Superintendent

Reports to: Superintendent

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Under general direction, serve as a confidential secretary and administrative assistant to the Superintendent, performing a wide variety of highly independent, difficult, and complex secretarial, clerical, and administrative support services in the office of the Superintendent.

ESSENTIAL FUNCTIONS:

- Act as confidential secretary and administrative assistant to the Superintendent, relieving the Superintendent of a wide variety of technical and administrative detail;
- Screen phone calls for Superintendent in a professional and courteous manner;
- Type correspondence for the Superintendent;
- Schedule appointments and maintain calendar for the Superintendent ;
- Distribute Virginia Department of Education Memos to appropriate personnel;
- Maintain files for the Superintendent;
- Log sick, business, and vacation leave for all 11 and 12 month employees;
- File sick, business, and vacation leave for all Scott County School employees;
- Maintain 11 and 12 month employees' calendars monthly;
- Maintain the following grants:
    - Title I-Improving Basic Programs
    - Title II- Teacher Quality
    - Title III- ESL
    - Carl Perkins
    - 21st Century
- Process and file new applications;
- Contact and schedule interviews for potential employees;
- Oversees all aspects of the sick leave bank;
- Responsible for researching school records as requested;
- Attend the Superintendent's communication committee meeting;
- Maintain a filing system for the Superintendent;
- Oversee Student Accident Insurance for all students;
- Log mileage for bus trips by school and invoice at the end of the year;

- Update Scott County Schools Weather Hotline and contact radio and television stations if there is change in the school schedule;
- Serve as Single Sign-On Web System Manager;
- Provide information and assist in budget preparation, implementation and control;
- Prepare, balance, compile, and enter budget data;
- Prepare monthly analysis of budget;
- Maintain communication with Superintendent and appropriate central office personnel regarding financial matters;
- Attends in-service training to improve skills and knowledge of job expertise;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Perform other duties as assigned by the Superintendent.

EDUCATION AND EXPERIENCE:

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

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of division programs and policies; 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.

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.

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.

EVAULATION:

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

RESIGNATION: On the recommendation of Jason Smith, Supervisor of Personnel, and on a motion by Mr. Sallee, seconded by Mr. Quillen, all members voting aye, the Board approved the resignation request of Jennifer French, Gate City Middle/High School Teacher, effective October 5, 2012.

EMPLOYMENT: On the recommendation of Jason Smith, Supervisor of Personnel, and on a motion by Mr. Sallee, seconded by Mr. Spivey, all members voting aye, the Board approved the employment of Willie Hamilton as a Gate City High School Volunteer Cross Country Coach, effective October 2, 2012 (after background check comes back).

On the recommendation of Jason Smith, Supervisor of Personnel, and on a motion by Mr. Quillen, seconded by Mr. Kegley, all members voting aye, the Board approved the employment of Rhonda Williams, school system employee, as Gate City High School Volunteer Cheerleading Coach, effective October 2, 2012.

On the recommendation of Jason Smith, Supervisor of Personnel, and on a motion by Mr. Sallee, seconded by Mr. McConnell, all members voting aye, the Board approved the employment of Lisa Bishop as a teaching assistant at Gate City High School, effective September 11, 2012. Mr. Smith reported that Ms. Bishop replaces an employee who resigned.

BOARD MEMBER COMMENTS: None.

ADJOURNMENT: On a motion by Mr. Quillen, seconded by Mr. Sallee, all members voting aye, the Board adjourned at 9:34 p.m.

James Kay Jessee, Chairman

Loretta Q. Page, Clerk