D R A F T
SCOTT COUNTY SCHOOL BOARD
MINUTES OF ORGANIZATIONAL MEETING
TUESDAY, JANUARY 8, 2013

The Scott County School Board met in a regular organizational meeting on Tuesday, January 8, 2013, at the Scott County Career & Technical Center Auditorium in Gate City, Virginia, with the following members present:

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

ABSENT: None

OTHERS PRESENT: John I. Ferguson, Superintendent; Jason Smith, Supervisor of Personnel, Will Sturgill, School Board Attorney; Jason Smith, Supervisor of Personnel and Middle School Education; Loretta Q. Page, Clerk Of The Board/Budget Specialist/Head Start Clerk; K.C. Linkous, Deputy Clerk Of The Board/Human Resource Manager; Suzanne Goins, Virginia Professional Educators Regional Director; Justin Forrester, Scott County Education Association President; Robert Sallee, Supervisor of Building Services; Ralph Quesinberry, Scott County Career & Technical Center Supervisor/Principal; Stephen Taylor, Scott County Career & Technical Center Assistant Principal/Instructor; Rhonda Kilgore, Scott County Career & Technical Center Instructor; Ramona Russell, Duffield Primary School Teaching Assistant; Lee Sanders and Billy C. Odle, School Bus Drivers; Lisa Taylor, Citizen; Amanda Clark, Heritage TV; Matthew Gilley, Siemens; and, Wes Bunch, Kingsport Times-News.

CALL TO ORDER/MOMENT OF SILENCE/*PLEDGE OF ALLEGIANCE/PRO TEM CHAIRMAN*: This being the organizational meeting of the Board, Mr. Jessee, serving as Pro Tem Chairman, called the meeting to order at 6:30 p.m. The audience observed a moment of silence and Mr. Spivey led in citing the *Pledge of Allegiance.* Pro Tem Chairman Jessee relinquished the Chair to Superintendent Ferguson for serving as Pro Tem Chair for conducting the business of election and appointment of officers.

ELECTION OF CHAIRMAN: Superintendent Ferguson, serving as Pro Tem Chairman, opened the floor for nominations for Chairman for 2013. Mr. Quillen nominated Mr. James Kay Jessee to continue to serve as Chairman; motion was seconded by Mr. McConnell, all members voting aye. There being no other nominations for Chairman, Pro Tem Chairman Ferguson closed the floor for nominations and Mr. James Kay Jessee was elected by acclamation to once again serve as Chairman. Superintendent Ferguson congratulated Chairman Jessee on his re-election as Chairman.

ELECTION OF VICE CHAIRMAN: Pro Tem Chairman Ferguson relinquished the Chair to re-elected Chairman, Mr. James Kay Jessee. Chairman Jessee thanked fellow members for their confidence in re-electing him to serve as Chairman. Chairman Jessee opened the floor for nominations for Vice Chairman for 2013. Mr. McConnell nominated Mr. William "Bill" R. Quillen, Jr., seconded by Mr. Sallee. There being no other nominations for Vice Chairman, Chairman Jessee asked for a motion that nominations cease and that Mr. Quillen be elected by acclamation. Motion was made by Mr. Spivey, seconded by Mr. Kegley, all members voting aye. Bill Quillen was re-elected to serve as Vice Chairman.

APPOINTMENT OF CLERK AND DEPUTY CLERK: Mr. Quillen nominated Mrs. Loretta Page to serve as Clerk of the Board and Mrs. K.C. Linkous to serve as Deputy Clerk of the Board for 2013; nominations were seconded by Mr. Kegley, all members voting aye, Mrs. Page and Mrs. Linkous were re-appointed to serve as Clerk and Deputy Clerk.

APPROVAL OF *RULES OF ORDER*: Chairman Jessee asked for a motion to approve the proposed *Rules of Order*. On a motion by Mr. Kegley, seconded by Mr. Sallee, all members voting aye, the Board adopted the *Roberts Rules of Order, Newly Revised*, provided however that the Board may amend the Rules as it deems appropriate, as was the proposal submitted by Mr. Will Sturgill, School Board Attorney.

APPROVAL OF CANDIDATE FOR SUBMISSION TO NOMINATING COMMITTEE FOR ELECTION OF VSBA INSURANCE SERVICES PROGRAM SUPERVISORY BOARD: Mr. Quillen nominated Mr. Kegley as a candidate for submission to the nominating committee for election of VSBA Insurance Program Supervisory Board; nomination was seconded by Mr. McConnell, all members voting aye.

ADDITION TO AND APPROVAL OF AGENDA: Chairman Jessee presented the following item to add to the agenda: Selection of Official Voting Representative to the VSBA Insurance Services Programs. Superintendent Ferguson explained that the item previously presented, the VSBA Insurance Services Program Supervisory Board, is for the Workmen's Compensation or the Property Insurance Pool and explained that this additional item would be for Official Voting Representative to the VSBA Insurance Services Programs, if the Board so chooses. Chairman Jessee asked for a motion to approve the agenda including the additional item. There were no other additional items to be included on the agenda. On a motion by Mr. Kegley, seconded by Mr. Quillen, all members voting aye, the Board approved the agenda including the addition presented by Chairman Jessee.

OFFICIAL VOTING REPRESENTATIVE TO THE VSBA INSURANCE SERVICES PROGRAMS: Superintendent Ferguson explained that Mr. Kegley was nominated as a candidate for submission to the nominating committee for election of VSBA Insurance Services Program Supervisory Board. Superintendent Ferguson also explained that this is the committee he was nominated by the Board previously and is currently serving on until 2015. He further explained that this additional item being presented is entirely different and is for an Official Voting Representative to the VSBA Insurance Services Programs. He stated that this is at the discretion of the Board, whether they want to nominate someone to serve to represent Scott County. Mr. Quillen nominated Chairman Jessee to serve as the official voting representative to the VSBA Insurance Services Programs; seconded by Mr. Spivey, all members voting aye; Chairman Jessee was nominated by acclamation.

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

APPROVAL OF CLAIMS: On a motion by Mr. Quillen, seconded by Mr. Sallee, all members voting aye, the Board approved claims as follows: 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 #

APPROVAL OF SCHOOL BOARD MEETING DATES FOR 2013: Board members discussed proposed meeting dates, time and location for the coming year. No changes were made to the current regular meeting time of 6:30 p.m. and members were in agreement to keep the meeting location at the Scott County Career & Technical Center. On a motion by Mr. Sallee, seconded by Mr. Kegley, all members voting aye, the Board approved the school board meeting dates for 2013 as follows:

Location: Scott County Career & Technical Center **Time:** 6:30 p.m.

February 5, 2013 (Tuesday): 6:15 p.m. – Public Hearing: 2013-14 Proposed School Budget
6:30 p.m. – Regular Meeting

March 5, 2013 (Tuesday)

April Meeting: Thursday, March 28 (Spring Break April 1-5)
May 7, 2013 (Tuesday)
June 4, 2013 (Tuesday)
June 27, 2013 (Thursday): 2012-13 School Budget Close-Out Meeting
July 2, 2013 (Tuesday)
August 6, 2013 (Tuesday)
September 3, 2013 (Tuesday)
October 1, 2013 (Tuesday)
November 7, 2013 (Thursday)
December 3, 2013 (Tuesday)
January 7, 2014 (Tuesday)

PUBLIC COMMENT: Justin Forrester, SCEA President, presented comments regarding health insurance for school bus drivers. He reported that the Board has two ways of looking at bus drivers as employees: engaged to wait or waiting to be engaged; which, he explained, is the Board's choice. He asked that the school board and insurance committee look at a way to cover the school bus drivers, not exactly in same way that all other employees are covered but to ask Mr. Bayse (Health Insurance Consultant) if there is a way that the school system could offer insurance for these bus drivers to cover them in a catastrophic occurrence, to look at a way where the bus drivers would pay their own way up to a certain point, which is a catastrophic point and then allow them to take advantage of the self-funded insurance pool. He commented that he knew budgets are tight and there not being a lot of money anywhere but that these employees do need a little bit of coverage in case of a catastrophe. He stated that he is currently on the insurance committee and knows it is something that the committee has looked at time and time again. He asked that a request be made to Mr. Bayse to try to find a way to get these employees in without costing the self-funded insurance a whole lot of cash and find some kind of compromise where these employees can be covered in some kind of catastrophic instance but not bust the bank or the self-funded insurance.

Lisa Taylor, Citizen/Parent of Scott County Public Schools Student, presented comments in support of cameras for classrooms, bus driver insurance and drug tests for teachers.

APPROVAL OF SCHOOL ALLOCATIONS FOR SECOND HALF 2012-2013 SCHOOL YEAR: On the recommendation of Superintendent Ferguson and motion by Mr. Spivey, seconded by Mr. Quillen, all members voting aye, the Board approved School Allocations for Second Half of 2012-2013 as follows:

SCHOOL	COPIERS	REM./INS	LIBRARY	BUS/TECH	FAM SCI	BAND	CUSTODIAL	TOTAL
*DPS	2,940.00	732.00	420.00				5,600.00	9,692.00
*DIS	2,000.00	580.00	102.00				1,360.00	4,042.00
FBPS	2,000.00	1,347.50	115.50				1,540.00	5,003.00
HES	1,638.00	2,730.00	234.00				3,120.00	7,722.00
NES	2,583.00	4,305.00	369.00				4,920.00	12,177.00
*RCI	1,953.00	2,022.27	279.00				3,720.00	7,974.27
*SES	5,334.00	8,336.00	762.00				10,160.00	24,592.00
WCES	3,517.50	5,862.50	502.50				6,700.00	16,582.50
*YES	2,100.00	1,097.64	300.00				4,000.00	7,497.64
*GCMS	5,060.00	3,084.30	759.00	500.00		2,500.00	10,120.00	22,023.30
*GCHS	5,230.00	6,544.50	784.50	1,125.00	1,250.00	5,500.00	10,460.00	30,894.00
TSHS	2,950.00	5,162.50	442.50	1,000.00	750.00	3,750.00	5,900.00	19,955.00
RCHS	2,710.00	4,742.50	406.50	1,000.00	750.00	3,750.00	5,420.00	18,779.00
SCCTC	1,375.00	25,000.00					5,250.00	31,625.00
TOTAL	41,390.50	71,546.71	5,476.50	3,625.00	2,750.00	15,500.00	78,270.00	218,558.71

INSTRUCTIONAL ALLOCATIONS REFLECT SECOND HALF MONEY SPENT DURING THE FIRST SEMESTER FOR STARRED SCHOOLS

REPORT ON SECONDARY/CAREER & TECHNICAL 2-HOUR DELAY SCHEDULE: Superintendent Ferguson reported that a meeting was held with the career & technical principal and secondary principals to work out a 2-hour delay schedule that will be on a rotating basis to try to even out the time in classrooms. He explained that this schedule would be used in the event of 2-hour delays and only effect Gate City Middle/High School, Twin Springs and Rye Cove High Schools. Superintendent Ferguson answered questions regarding Rye Cove and Twin Springs students not being sent to the Career & Technical Center during the morning block, which would be supervised and; essentially, be a study hall for these students. The Secondary/Career & Technical 2-Hour Delay Schedule is as follows:

Schedule A

10:25- First Block Begins
11:00- First Block Ends
11:05- Second Block Begins
11:35- Second Block Begins
11:35- On Regular Schedule for the Remainder of the Day

* Rye Cove and Twin Springs would not send morning Career and Technical students.

Schedule B

10:25- Report to 1st block for homeroom
10:30- End of Homeroom block
10:35- Third Block Begins
11:05- Third Block Ends
11:10- Fourth Block Begins
11:35- Fourth Block Ends
11:35- Regular schedule with the exception of the following switch:
A. 3rd block will be 1st block classes
B. 4th block will be 2nd block classes

* Schools would send morning Career and Technical students during the afternoon blocks. Rye Cove and Twin Springs would not send 3rd and 4th block Career and Technical students during the morning blocks.

BUILDING SERVICES UPDATE: Robert Sallee, Supervisor of Building Services, presented a Building Services Update on a few of the work orders completed for the month of December. He pointed out that a new project the maintenance department took on this year is completing the inspection of all fire extinguishers for all schools in the county. He explained that this project is being done by the department in an effort to save funds and should save thousands in the maintenance budget.

Mr. Sallee informed the Board that he and others in the school system including the technology department personnel have been meeting with vendors regarding various options for door locks and cameras. He explained that although there is a sense of urgency with this project employees are trying to keep the overall picture into perspective. He pointed out that a time-consuming aspect of this project is not rushing into a decision and then having to come back and pay thousands of dollars to correct later. He explained that the plan is to have a camera at one entry point. He also explained that the overall goal is to secure the schools and safety of the children.

Mr. Sallee reported that surveys and evaluations are still being completed with all the energy service groups for the Back of the Envelope and submittals are due February 5.

Mr. Kegley asked about a timeframe that Mr. Sallee would have a system that the Board could look at and approve. Mr. Sallee reported that they have met with vendors and have actually submitted some figures to Jeff Spicer for some grant money in that area. He explained that he has a price range and that it is basically narrowing down to a particular vendor to get parts from. He reported that the recommendations are all pretty much for the same system and he hopes to wrap up any day now.

Superintendent Ferguson reported that the school system could proceed with the camera, microphone and monitor. He also reported that if the school system receives the money, as Mr. Sallee said, there is a need to get something that they can build from. He further reported they could go ahead and proceed with that almost immediately. He explained that the turnover time would be a different story. He also explained that if they proceeded with the equipment then they could go ahead and get the installation planned. He explained that the system is very similar to what Duffield and Weber City Elementary Schools currently have.

SCHOOL SAFETY TRAINING COMMENTS FROM JUSTIN FORRESTER, SCEA PRESIDENT: Mr. Justin Forrester, SCEA President, commented that if every employee went through the 3-hour training course that was offered through Bristol, which he did this past year at the middle school, children would be a whole lot safer.

SCHOOL SAFETY TRAINING COMMENTS FROM JASON SMITH, SUPERVISOR OF PERSONNEL: Mr. Smith reported that the training was provided by Officer Robinette and Bristol City Schools. He explained that it was for secondary teachers and they were offered actual shooter training. He further reported the plans to offer the training for elementary and intermediate teachers. He explained that the plan was to start with the secondary employees first and reported that he did receive some great feedback from the training. He also reported that the training is free of charge to the county.

UPCOMING SAFETY SYMPOSIUM: Superintendent Ferguson asked Mr. Smith to report on the plans for the upcoming Safety Symposium. Mr. Smith reported that on January 25th the school system will meet with Gate City Police, Scott County Police, Weber City Police, School Resource Officers and other representatives, as well as, the principals and himself for a Safety Symposium which would be series a of meetings. He explained that this symposium was already planned prior to the Connecticut incident but several people have talked about it and it has heightened the need. He also explained that the plans in meeting those needs is to come up with a Scott County system-wide, system managed, general response to crisis and active shooter—things that are protocol in place in our division that will feed down into the schools that will better prepare staff for situations that may arise. He stated that as the meetings are held he will report progress. He reported that the ultimate goal, by next year, is to have a division-wide plan in the schools.

CLOSED MEETING: Mr. Sallee made a motion to enter into closed meeting at 7:12 p.m. to discuss bus drivers and cafeteria personnel as provided in Section 2.2-3711A(1) Code of Virginia, as amended; and, to discuss possible acquisition and/or disposition of real estate, as provided in Section 2.2-3711A(3) 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 8:30 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

DISCUSSION/APPROVAL OF OFFER FOR LAND ADJACENT TO WEBER CITY ELEMENTARY SCHOOL: Superintendent Ferguson presented discussion in regard to property adjacent to Weber City Elementary School. He reported that he was approached about the property which is owned by Highlands Bank. He explained that the property runs adjacent to the school. Also, in answer to a board member's question he explained that the size of the property is 150 ft. by 175 ft. He further explained that the property runs parallel to the asphalt and 150 ft. toward the Cozart Warehouses, which he stated are on the back side of the school property. He reported that a house trailer and brick house are on the property but have been abandoned for some time and was delinquent on taxes.

Superintendent Ferguson explained that traffic has been an ongoing issue in the Weber City area for a number of years. He explained that, should the Board choose to purchase the property, the plan would be to use this area for parking. He also explained that it would not completely alleviate the traffic situation but would assist, not only for the school, but for the citizens in the community. He reported that the asking price, an offer that was made, was in the sum of $20,000.00. He asked the Board what would be their desire in regard to this property.

Mr. Sallee made a motion that the Board make the offer of $20,000.00 for the property, subject to a review of the documents and title by the attorney; motion was seconded by Mr. Kegley, all members voting aye.

APPROVAL OF TRANSFER REQUEST FORM: Mr. Jason Smith, Supervisor of Personnel/Middle Schools, presented a Transfer Request Form and explained that this process was begun last year. He reported that the form is sent to all employees, which allows them to express a desire for a transfer or a different placement within the division. He explained that administration compile the list and as vacancies come open the transfer list is used, in situations that is partly for the school division and the employee, to put them into that position. He requested Board approval of the form to send out.

He informed the Board that a program talked about previously, Nekemia, which is a recruit and hire program that allows administration to do internal job placements that can be posted and a very short form is filled out by the employee so that if a position comes open they can apply for that position. He explained that what the administrative preference is would be to work off the transfer list first to fill those vacancies and then if there were any other vacancies from there they would be posted in Nekemia so that employees would be aware of those positions also. He reported that this would give employees two opportunities to fill vacancies within the division. He stated that with the Board's approval he would send the transfer request form out during the principals meeting on Thursday and electronically to all staff this week. He provided an opportunity to answer questions regarding the transfer request form.

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 transfer request form as follows:

Scott County Public Schools

TRANSFER REQUEST FORM

Directions: Volunteer transfer requests shall be completed and returned to Jason Smith on or before March 1st.

SECTION I

Name_____ Date_____

Current School: _____ Current Assignment: _____

Teaching Endorsement(s) (If applicable):_____

_____

SECTION II

Directions: On the lines below, list the school(s) to which you wish to transfer (limit is three) and the assignment that you desire.

School	Assignment

_____

SECTION III (Optional)

Reasons for transfer request are optional. If you want to supply reasons, please use the space below; attach an additional page if necessary.

_____

_____

APPROVAL OF JOB DESCRIPTIONS: On the recommendation of Jason Smith, Supervisor of Personnel, and on a motion by Mr. Spivey, seconded by Mr. Kegley, all members voting aye, the Board approved job descriptions of Budget Specialist and Clerk of the Board; Supervisor of Personnel and Middle School Education, and Supervisor of Special Education as follows:

JOB DESCRIPTION
Scott County Schools

Budget Specialist and Clerk of the Board

Reports to: School Board Members and Superintendent

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Provides support to the School Board members and acts as a liaison for the Board to the Superintendent. Performs duties requiring a thorough knowledge of School Board and school division operations and functions; these duties are directly related to the School Board's identified initiatives and special programs. Responsible for all activities related to School Board meetings and work sessions. Maintains all official records of the Board and notarizes documents as needed. Performs a wide variety of complex duties providing budgetary assistance, preparing comprehensive financial reports, and assisting in ensuring school division fiscal accountability as Budget Specialist. Performs payroll and accounts payable duties as Head Start Clerk.

ESSENTIAL FUNCTIONS:

- Serves as the interface between the Superintendent and School Board members on correspondence, inquiries, and requests for information;
- Responds to telephone calls to the Office of the School Board and Superintendent, which may include calls of a sensitive or confidential nature from parents, school administrators, other school superintendents, or local, state, or federal officials;
- Establishes and maintains relationships with other offices, schools, and governing agencies;
- Signs all legal and official documents requiring the signature of the School Board Clerk, including contracts, resolutions, minutes and other documents; notarizes documents as required;
- Oversees all activities related to the School Board meetings and work sessions, to include developing the agenda, preparing and distributing board packets and all required information prior to meetings, and preparing meeting room arrangements;
- Ensures that reports prepared by staff for School Board members and/or board meetings are accurate and ready for distribution;
- Notifies internal and external stakeholders of any regular and special meetings of the Board;
- Attends all meetings of the School Board and 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;
- Notifies appropriate parties of Board actions;
- Advises the Board Chairman of Board action requiring attention;
- Drafts School Board correspondence as requested by the School Board Chairman and Superintendent;

- Drafts correspondence addressed to public officials, high level administrators, and citizen groups in reference to School Board polices, meetings, conferences and other department matters;
- Records and maintains official records of all actions of the School Board, including properties, bids submitted or projects to be let to contracts by the School Board, receipts and disbursements, vouchers, contracts and other official papers;
- Maintains a school division receipt and disbursement record as prescribed by the Board of Education;
- Oversees and supervises the maintenance of historical files for Board office and school division;
- Supervises and assists in the arrangement for registration, accommodations and associated travel for Board members to local, state, and national meetings including collecting receipts and submitting them for travel reimbursement;
- Supervises the maintenance record of individual School Board members accreditation required and keeps Board members apprised of this status;
- Researches and prepares school division monthly, annual and special reports as requested by the Superintendent or School Board; and coordinates interdepartmental projects;
- Responds to requests for school division policy information, assures adopted policies are accurate and defers specific policy questions to the appropriate department;
- Assists Board members with the preparation of articles and presentations related to the role of the School Board or topics of interest in Scott County;
- Serves on school division committees as requested;
- Serves as the school division's primary contact for FOIA requests;
- Coordinates school division commendation requests;
- Consults with officials and other division/departments on matters of mutual interest and coordinates projects;
- Assists in the preparation of News Releases, Public Service Announcements, etc., and serves as a liaison with local media representatives;
- Assists in the development and execution of public information policies, protocols, procedures, and related materials;
- Researches and evaluates existing and proposed administrative operational policies, practices, and techniques and recommends improvements;
- Maintains websites related to the Office of the School Board;
- Ensures that legal procedures are adhered to in consultation with the School Board Attorney;
- Identifies opportunities for the School Board to communicate with internal and external stakeholders and follows through on those opportunities as directed by the School Board;
- Assists in the preparation and management of the school division's budget;
- Provides assistance to staff to ensure fiscal compliance and accountability in regard to budget and finance;
- Deposits school division Miscellaneous revenues and maintains documentation for auditors;
- Reconciles school division state, federal and local revenues;

- Assists in ensuring school division financial accountability by attending meetings, preparing correspondence and making phone calls as needed;
- Receipts, prepares invoices and maintains records of the School Board Office Petty Cash Fund;
- Prepares requests to Reserve Account and maintains postage machine;
- Prepares school division financial data for Medicaid reports;
- Serves as Superintendent Designee for approval of grant requests submitted to VDOE via Single Sign-On Web System;
- Maintains records to assist in ensuring receipt of projected school division revenues;
- Serves as the Back Up Manager for Single Sign-On Web System;
- Maintains contact with auditors throughout the school year to ensure fiscal accountability and accurate school division financial reporting;
- Reports claims and maintains records of school division General Liability, School Board Legal, Crime, Equipment Breakdown, Property, Boiler and Machinery, and Excess Liability Insurance Policies;
- Serves as the Head Start Payroll and Accounts Payable Clerk performing the following duties:
  - Assists Head Start Administrative Assistant/Fiscal Officer with financial reports
  - Updates and maintains Head Start Budget records in bookkeeping system
  - Maintains Head Start receipts and deposits records
  - Prepares Head Start monthly bank account reconciliation and financial reports
  - Prepares Head Start monthly, quarterly and yearly tax reports; and, maintains record of payments
  - Prepares Head Start employees monthly payroll
  - Updates Head Start employees payroll deductions and prepares monthly liability reports and deduction checks
  - Prepares Head Start accounts payable checks and secures payment approval from the Head Start Liaison
  - Prepares other Head Start reports and correspondence as requested by the Head Start Liaison and Administrative Assistant/Fiscal Officer
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Attends in-service training to improve skills and knowledge of office work;
- Performs related tasks as assigned by Administration in accordance with the school/policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of school budget and finance.
Ability to prepare complex and comprehensive financial reports.
Knowledge of school division operational procedures and general government functions and routines.
Ability to coordinate school division and county fiscal services.

Ability to maintain discretion and confidentiality in performing duties and tasks assigned.
Ability to establish and maintain an effective working relationship with internal and external stakeholders contacted in the course of work.
Ability to take appropriate action including research and composition of materials for reply or referral to other sources for information.
Knowledge of standards for minute preparation, filing, and records management.
Knowledge of bookkeeping and office support practices, secretarial procedures, equipment, composition and format of various required and informational documents.

EDUCATION AND EXPERIENCE:

Candidate must possess a variety of school division job experience serving in various clerical and administrative assistant positions and maintain an Associate's Degree in Office Systems Technology with a specialization in Administrative Assistant or 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.

Work requires climbing, sitting, stooping, crouching, reaching, pushing, pulling, grasping, and repetitive motions. Frequent walking and lifting, up to approximately 30 pounds and occasional lift 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; hearing is required to perceive information at normal spoken word levels; visual acuity is required for input of information into computer system and processing of all required paperwork.

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

Supervisor of Personnel and Middle School Education

Reports to: Superintendent FLSA Status: Exempt

SUMMARY:

The Supervisor of Personnel and Middle School Education is responsible for providing strategic leadership, management and direction of the human resources functions, including but not limited to recruitment and selection, classification and compensation, employee training and organizational development, employee benefits, safety and wellness programs, employee records, and employee relations. Serves as the department's Compliance Officer, thus ensuring conformity with all personnel laws, rules and regulations at the federal, state and local levels. The Supervisor of Personnel and Middle School Education coordinate implementation of services, policies, and programs for the Local Government and Scott County Public Schools and serves on the senior leadership teams. Also provides leadership and coordination for middle school curricular, assessment, and instructional programs, including academic, co-curricular, extra-curricular and athletic areas in the middle and high schools. This position acts with the Superintendent and other division leaders to ensure full implementation of the division's curriculum, assessment, and instruction models. This position provides leadership for school-based middle school administrative teams that provide content-specific, technological, and pedagogical support for middle school teachers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops, recommends, administers and communicates policies and procedures to guide all phases of personnel administration in both the Local Government and School Division;
- Recommends, implements and communicates programs, policies, practices and processes associated with meeting the strategic and operational employee issues of the Local Government and School Division;
- Ensures that all personnel practices are in compliance with state and federal laws and regulations and Board policy; Ensures compliance with all existing reporting requirements, including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), and the Family and Medical Leave Act (FMLA);
- Plans, directs, and coordinates recruitment of staff, to include coordinating administrative and supervisory participation in the selection process, and interviewing and recommending qualified applicants for job vacancies;
- Oversees total rewards (compensation and benefits) strategy to attract, motivate and retain employees, ensures regulatory compliance with related laws, to include the Fair Labor Standards Act (FLSA);
- Directs performance management and development programs;

- Serves as internal consultant to management team, supervisors and employees on personnel issues that affect performance and advises/mediates in employee situations; Conducts investigations as required; Counsels employees on personnel-related issues, to include legal and grievance matters;
- Maintains effective lines of communication with all departments and schools to address personnel needs and issues;
- Represents the Department in dealings with the Board of Supervisors, School Board, administration, outside organizations, the media and the public;
- Attends training to enhance and maintain knowledge of emerging trends and issues in relevant disciplines;
- Serves on the Local Government and School Division Leadership Teams and various committees and task forces;
- Establishes and monitors standards of performance for the evaluation of student progress and directs continuous evaluation of the instructional programs at the middle school level based upon student performance trend data;
- Coordinates and implements curriculum and instructional decisions at the middle level that support the successful achievement of the instructional goals of the Virginia Standards of Learning, the Division Strategic Plan including the Goals, Vision, and Mission of the School Division, and the School Board/Superintendent Priorities;
- Monitors effective implementation of curricula, assessment, and instruction in middle schools;
- Leads division initiatives to improve student achievement at the middle school level;
- Provides division-level leadership for athletic programs, working with athletic directors to ensure high quality programs are implemented in this area;
- Provides support and resources for middle teachers;
- Coordinates and reviews state reports related to middle school programs;
- Coordinates Alternative Education and ISAEP programs;
- Serve as the division level contact for the Virginia High School League;
- Maintain and supervise the mentor program within the division;
- Approve educational leave, field trips, and facilities use;
- Attend school board meetings;
- Coordinate orientation program for all new employees;
- Serves as the safety officer and supervises the Student Resource Officer Program;
- Maintains licensure at the state and/or national level; assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Models non-discriminatory practices in all activities;
- Complies with and supports school and division regulations and policies;
- Performs related duties as assigned by the Superintendent in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

Candidate must possess demonstrated ability and professional and personal characteristics necessary for working effectively with school personnel and members of the community. The ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with staff, school administration, and members of the community.

EDUCATION AND/OR EXPERIENCE:

Master's degree from an accredited graduate program in school administration or a related field with emphasis in curriculum and instruction is required. Holds a Virginia certification in Administration and Supervision or eligible for such certification.

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 settings to include: Central office and schools throughout division. Frequent walking, stooping, standing, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required. Other limited physical activities are required. Travel to recruitment fairs/activities, schools throughout the division and central office 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; the worker is subject to inside environmental conditions. Regular contact with staff members, school administrators, and applicants is required. . Frequent travel to school sites throughout the County and occasional state wide or regional travel is required. Attendance to meetings outside the normal duty hours is frequently required. Regular involvement made with principals and teachers throughout the School Division. Contact with School Board members, Advisory Councils, faculties and students, parents and the general public, are regularly required

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

Supervisor of Special Education

Reports to: Superintendent FLSA Status: Exempt

SUMMARY:

Directs and coordinates activities of teachers and other staff providing home or school instruction, evaluation services or other special education services to physically, mentally, emotionally, or neurologically disabled children by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General Definition - Assists in the operation of the total special education program with emphasis on curriculum and instruction.

- Maintains compliance with federal and state special education regulations;
- Assists special education teachers in the implementation of the instructional objectives for students;
- Observes and assists with the classroom performance of special education teachers in cooperation with the building principal and supervisory staff;
- Provides in-service to teachers related to curriculum implementation, teaching methodology, and IEP implementation;
- Works with building administrators, supervisors, and special education teachers to assure appropriate services for identified students;
- Oversees, in conjunction with the Superintendent, Supervisor of Personnel, , and building administrators, that teacher and teacher assistant assignments across the school division maintain compliance with state program standards;
- Serves as the Occupational and Physical Therapist Coordinator for the school district;
- Maintains "child find" and community awareness activities regarding students with disabilities;
- Serves as Homebound and Homeschool Coordinator;
- Participates in special education Eligibility meetings, IEP meetings, Behavior Intervention Plan meetings and Manifestation Determinations as the situation demands;
- Assesses special education and related services to identified special education students through monitoring each student's IEP and SOL results;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Maintains licensure at the state and/or national level; assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Models non-discriminatory practices in all activities;
- Complies with and supports school and division regulations and policies;
- Performs related duties as assigned by Superintendent in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

Decision-making skills are significant to the job, affecting a large segment of the organization, students, and teachers. Effective leadership qualities and personal characteristics necessary for interacting with students, teachers, and parents are a paramount component of this position. Candidate must be knowledgeable of best practices in special education instruction, teaching methodology, behavior management of students with disabilities and the general education curriculum for students, ages 2-21(inclusive).

Knowledge of school law, legal provisions related to childcare, special education laws, and regulations are required. Knowledge of the Virginia School Health Guidelines and the guidelines for the Management of Student's Scholastic Records in Virginia are required. Candidate must be able to demonstrate the ability to function effectively as a team member in determining appropriate services for the children through such meetings as Eligibility proceedings, IEP team meetings, discipline reviews, mediation, and/or due process proceedings.

EDUCATION AND/OR EXPERIENCE:

Master's degree from an accredited graduate program in school administration or a related field with emphasis in special education is required. Holds a Virginia certification in Administration and Supervision or eligible for such certification.

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 school settings including offices, conference centers, and classrooms. Frequent walking, standing, stooping, lifting, up to approximately 20 pounds, and occasional lifting of equipment and materials weighing up to approximately 40 pounds. Other limited physical activities are required. Frequent operation of a vehicle and office equipment is required. Regular and frequent contact is made at all organizational levels for the purpose of developing and achieving organizational goals and missions. 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. Regular contact with students with special needs is a requirement. Contact with building administrators, staff members, community agencies, and parents are required. Occasional contact with medical professionals may be required. Frequent contact with parents and staff by phone and in person may be necessary. Frequent travel to school sites throughout the County and occasional state wide or regional travel is required. Attendance to meetings outside the normal duty hours is frequently required. Regular involvement made with principals and teachers throughout the School

Division. Contact with School Board members, Advisory Councils, faculties and students, parents and the general public, are regularly required.

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. McConnell, all members voting aye, the Board approved the resignation request of Mr. Adam Williams, school bus driver, effective December 21, 2012.

EMPLOYMENT: 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 employment of Roy Dwayn Wiliams, school bus driver, effective retroactive to the date of January 7, 2013 (replaces Adam Williams).

On the recommendation of Jason Smith, Supervisor of Personnel, and on a motion by Mr. Spivey, seconded by Mr. McConnell, all members voting aye, the Board approved the employment of Mark Dockery as a Twin Springs High School Volunteer Boys Basketball Coach, effective January 8, 2013.

On the recommendation of Jason Smith, Supervisor of Personnel, and on a motion by Mr. Kegley, seconded by Mr. Spivey, all members voting aye, the Board approved the employment of Jerry Fields as Twin Springs High School Junior Varsity Boys Basketball Coach, effective January 8, 2013 (replaces Tyler Webb).

TERMINATION: On the recommendation of Jason Smith, Supervisor of Personnel, and on a motion by Mr. Kegley, seconded by Mr. Spivey, all members voting aye, the Board approved the termination of Laura Hall, Nickelsville Elementary School cook, effective January 8, 2013.

EXPRESSION OF CONGRATULATIONS TO CHAIRMAN AND VICE CHAIRMAN: Jason Smith, Supervisor of Personnel, expressed congratulations to Chairman Jessee and Vice Chairman Quillen for their re-election as officers for 2013.

BOARD MEMBER COMMENTS: None.

ADJOURNMENT: On a motion by Mr. Sallee, seconded by Mr. Quillen, all members voting aye, the Board adjourned at 8:40 p.m.

James Kay Jessee, Chairman

Loretta Q. Page, Clerk