

SCOTT COUNTY VIRGINIA SCHOOLS

Phone: 276-386-6118 Fax: 276-386-2684 <http://scott.k12.va.us>

Board Meeting Agenda (Organizational Meeting)

Date: January 5, 2016

Time: 6:30 p.m.

Location: Scott County School Board Office
340 East Jackson Street, Gate City, Va. 24251



1. Call To Order
2. Moment of Silence Followed by *Pledge of Allegiance*
3. Election and Appointment of Officers for 2016
 - A. Elect Chairman
 - B. Elect Vice Chairman
 - C. Appoint Clerk
 - D. Appoint Deputy Clerk
4. Items to Add to Agenda/Approval of Agenda
5. Approval of Amended November 5, 2015 Minutes
Approval of Minutes of December 1, 2015 Regular Meeting
6. Approval of Claims
7. Approval of Board Meeting Dates
8. Approval of VSBA Code of Conduct of School Board Members
9. Public Comment
10. Superintendent's Report
 - A. Approval of the 2016 Health Insurance Committee
 - C. Approval of Budget Committee for Fiscal Year 2016-2017
 - D. Approval of Scott County Schools Service Animals Policies & Procedures
11. Closed Meeting: Motion to Enter (Specify Items)/Motion to Return to Regular Meeting/Closed Meeting Certification
12. Items by Supervisor of Personnel & Student Services: Jason Smith
 - A. Approval of Overnight Field Trip Requests
 - B. Personnel
13. Board Member Comments
14. Adjournment

Next Meeting: To Be Scheduled

A M E N D E D
SCOTT COUNTY SCHOOL BOARD
MINUTES OF REGULAR MEETING, THURSDAY, NOVEMBER 5, 2015

The Scott County School Board met for a regular meeting on Thursday, November 5, 2015, at the Scott County School Board Office in Gate City, Virginia, with the following members present:

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

ABSENT: None

OTHERS PRESENT: John I. Ferguson, Superintendent; Jason Smith, Supervisor of Personnel and Student Services; K.C. Linkous, Clerk Of The Board/Human Resource Manager; Beverly Stidham, Deputy Clerk/Purchasing Agent; Will Sturgill, School Board Attorney; Brenda Robinette, Supervisor of Special Education/Middle School Supervisor; Jennifer Frazier, Secondary Supervisor/Food Services Director; Robert Sallee, Supervisor of Maintenance; Freda Starnes, Imagination Library; Teresa Duncan, Teacher/VEA Representative; Ramona Russell, Duffield Primary School Teaching Assistant; Dan Gibson, Teacher SCCTC; Patricia Currier, Teacher/VPE Representative; Scotty & Misty Hartsock, Citizens; Lisa Taylor, Citizen; and Amanda Clark, Heritage TV.

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE: Chairman Quillen called the meeting to order at 6:30 p.m. The audience observed a moment of silence and Mr. Sallee led in citing the *Pledge of Allegiance*.

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

APPROVAL OF MEETING MINUTES OF OCTOBER 6, 2015 REGULAR BOARD MEETING & OCTOBER 22, 2015 SPECIAL MEETING: On a motion by Mr. Jessee, seconded by Mr. Sallee, all members voting aye, the Board approved the Tuesday, October 6, 2015 Regular Board Meeting Minutes as presented.

On a motion by Mr. Kegley, seconded by Mr. Spivey, all members voting aye, the Board approved the minutes of the October 22, 2015 Special Meeting as presented.

APPROVAL OF CLAIMS: On a motion by Mr. Jessee, seconded by Mr. Spivey, all members voting aye, the Board approved claims as follows: School Operating Fund invoices & payroll in the amount of \$763,602.24 as shown by warrants #8115713-8116066 (8116012, 8115740-8115757 voided) & electronic payroll direct deposit in the amount of \$1,101,757.13 & electronic payroll tax deposits in the amount of \$523,980.67. Cafeteria Fund invoices & payroll in the amount of \$183,970.64 as shown by warrants #1016883-1016943 & electronic payroll direct deposit in the amount of \$31,810.05 & electronic payroll tax deposit in the amount of \$14,050.85. Head Start invoices & payroll totaling \$58,563.44 as shown by warrants #13685-13750.

VSBA ACADEMY AWARDS PRESENTATION: Superintendent Ferguson presented Virginia School Boards Association Academy Awards to the following Board Members: Mr. Steve Sallee and Mr. Kelly Spivey, Award of Recognition. Chairman Quillen presented Superintendent Ferguson with a Gold Pin and the Award of Honor.

FREDA STARNES – IMAGINATION LIBRARY: Ms. Freda Starnes presented a request to the Board for a \$2,000 donation for the Imagination Library of Scott County. Ms. Starnes stated that the Imagination Library currently serves 333 Scott County Children each month and that the monthly cost of around \$700 which totals almost \$8,400 per year. Ms. Starnes also stated that in the past, the Board of Supervisors have matched the amount that the School Board donates. Chairman Quillen asked if Ms. Starnes has already presented this to the Board of Supervisors and she stated she has and that the Supervisors confirmed they would match the School Board's donation. Superintendent Ferguson stated that in the past the School Board's donation has been \$2,500.

On a motion from Mr. Jessee, seconded by Mr. Sallee, all members voting aye the Board approved to continue to support the Imagination Library of Scott County with a donation of \$2,500.

BRENDA ROBINETTE & JENNIFER FRAZIER/TEXTBOOK ADOPTION 6-9TH GRADE SCIENCE, BIOLOGY I & CHEMISTRY: Ms. Brenda Robinette, Supervisor of Special Education/Middle School Supervisor presented information on the textbook adoption of sixth, seventh, and eighth grade Science books. She stated that three companies provided quotes, Houghton Mifflin, McGraw Hill and Pearson. Ms. Robinette stated that the teachers on the textbook adoption team selected Pearson as their first choice with a total cost of \$77,083.02. This includes free shipping and free materials (\$29,499.18), and one set of videos per school for the computer labs. Ms. Robinette also explained that the second choice was Houghton Mifflin with a quote of \$111,976 which includes shipping cost of \$21,734. She stated that no votes were cast for McGraw Hill.

On a motion by Mr. Spivey, seconded by Mr. McConnell, all members voting aye, the Board accepted the quote from Pearson for the 6th, 7th and 8th grade Science textbooks.

Ms. Jennifer Frazier, Secondary Supervisor, presented information on the textbook adoption of Biology and Chemistry. Ms. Frazier stated that as with the 6-7th grade science books, the same three companies provided quotes for Biology and Chemistry. The adoption committee for this category chose Houghton Mifflin as their first choice with a total cost of \$33,671, which includes free shipping.

On a motion by Mr. Jessee, seconded by Mr. Kegley, all members voting aye the Board accepted the quote from Houghton Mifflin for the Biology and Chemistry textbooks.

PUBLIC COMMENTS: Lisa Taylor, Citizen, spoke in favor of cameras in the classrooms and drug testing for teachers and for the Board to spend their money on the schools and not on the athletic center located behind the vocational center. Ms. Taylor also expressed concerns about the playground located at the Career & Tech Center.

Dan Gibson, teacher at the Scott County Career & Tech Center spoke on behalf of an Early Retirement Incentive Plan. He presented the Board with figures that he compiled showing ways the board could save money if a plan was offered. Mr. Gibson stated that he presented this last April and was told that it was too late in the year to look into offering an ERIP. Mr. Gibson said he would like the Board to consider this for the 2016-2017 school year.

DISCUSSION OF SUPERINTENDENT'S ANNUAL REPORT FOR 2015: Superintendent Ferguson presented the Superintendent's Annual Report and pointed out to the Board that if there was a "star" on the page that this relates to priorities that were set for our six year plan. Superintendent Ferguson also highlighted our SOL Scores and stated that Scott County ranked 10th in the State for the 2014-2015 school year in the Standards of Learning. Mr. Ferguson also read an excerpt from the Kingsport Times News about the Region 7 schools and that out of 132 school systems in the state, 37 schools met or exceeded State Standards and that Scott County Schools was one of the 37. Mr. Ferguson went on to say that seven schools out of Region 7 were also part of the 37 systems that met or exceeded the State Standards.

DISCUSSION/APPROVAL OF LINE OF CREDIT FOR MAINTENANCE & RENOVATION PROJECTS: Superintendent Ferguson presented a request for approval to submit a request to the County Board of Supervisors to authorize the Treasurer for a line of credit in the amount of \$300,000 a year to be used for construction purposes for the school system. Superintendent Ferguson explained this line of credit would be open ended, not having an ending date and at a minimum, the interest earned off the money borrowed, would be paid at the end of each fiscal year if not more. He also stated that this line of credit would be separate from our current line of credit.

Superintendent Ferguson stated that the school system is in need of several roof repairs and asked Mr. Robert Sallee, Maintenance Supervisor, to address the Board concerning this situation.

Mr. Robert Sallee presented the following information on Scott County schools roofs stating that a total of 35 roofs were rated a priority one, six were rated a priority two and 39 rated a priority three.

<u>Type of Roof</u>	<u>Total Number</u>	<u>Total Square Footage</u>
Asphalt Shingle	2	10,038
Ballasted	35	323,362
EPDM Rubber	16	143,236
Fibertite	3	16,145
Standing Seam Metal	22	171,594
TPO	2	7,159
TOTAL	80	671,534

Board Member, Mr. Kay Jessee, made the motion for the Superintendent to ask the Board of Supervisors for a \$300,000 line of credit to be used for construction purposes, motion was seconded by Mr. Steve Sallee.

ADDENDUM TO TECHNOLOGY PLAN TO ALIGN WITH THE STATE OF VIRGINIA'S TECHNOLOGY PLAN: Superintendent Ferguson presented an Addendum to the Technology Plan 2016-2018. On a motion by Mr. Kegley, seconded by Mr. Spivey, all members voting aye, the Board approved the Addendum to the Technology Plan to align with the State of Virginia's Technology Plan for 2016-2018 (Appendix F).

APPROVAL OF RELIGIOUS EXEMPTION A2015-2016: On a motion by Mr. Jessee, seconded by Mr. Kegley, all members voting aye, the Board approved the Religious Exemption A2015-2016.

CLOSED MEETING: Mr. Sallee made a motion to enter into closed meeting at 7:05 p.m. to discuss, teachers, teaching assistants, coaches, bus drivers, maintenance staff and cafeteria staff as provided in Section 2.2-3711 A (1) of the Code of Virginia, as amended; motion was seconded by Mr. Jessee, all members voting aye.

Board Member Herman Kelly Spivey, Jr. left the Board Meeting at 7:05 p.m.

RETURN FROM CLOSED MEETING: All members returned from closed meeting at 7:55 p.m. and on a motion by Mr. Sallee, seconded by Mr. Jessee, 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 Kay Jessee, Jeff Kegley, Gail McConnell, Bill Quillen, Steve Sallee,

Nays: None

ABSENT DURING VOTE: Herman Kelly Spivey, Jr.

ABSENT DURING MEETING: Herman Kelly Spivey, Jr.

APPROVAL OF OVERNIGHT FIELD TRIPS: On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Jessee, seconded Mr. Sallee, all members voting aye the Board approved the overnight field trip request of Hilton Elementary 6th Grade (25 students, and 8 chaperones) to attend Washington, DC/Richmond/Charlottesville, May 19-22, 2016.

APPROVAL OF SUBSTITUTE TEACHERS: On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Mr. McConnell, all members voting aye, the Board approved Sherry Davidson, Roger Blair, Natish Griffis, Sherry VanZant, April Baldwin, Brittany Chapman, Leslie Phillips, Katelyn Cross and Jacquelyn Christian as substitute teachers.

RESIGNATIONS: On the recommendation of Mr. Jason Smith, Supervisor of Personnel, and on a motion by Mr. Sallee, seconded by Mr. Jessee, all members voting aye, the Board accepted the resignation of Ms. Deborah Bennett, Cafeteria Manager, effective October 15, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel, and on a motion by Mr. McConnell, seconded by Mr. Sallee, all members voting aye, the Board accepted the resignation of Ms. Elizabeth White Rainero, Speech Therapist, effective October 30, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel, and on a motion by Mr. Sallee, seconded by Mr. Kegley, all members voting aye, the Board accepted the resignation of Ms. Michelle White, Cook, effective October 21, 2015.

EMPLOYMENT: On the recommendation of Mr. Jason Smith, Supervisor of Personnel, and on a motion by Mr. Jessee, seconded by Mr. Sallee, all members voting aye, the Board approved Ms. Rebecca Compton, as a custodian, effective November 5, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. McConnell, seconded by Mr. Kegley, all members voting aye, the Board approved Mr. Johnny Lane, as a part-time custodian, effective November 5, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. McConnell, seconded by Mr. Kegley, all members voting aye, the Board approved Ms. April Culbertson, as a teacher, effective November 5, 2015.

VOLUNTEER COACHES: On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Mr. Kegley, all members voting aye, the Board approved the recommendation of Ms. Ashton Williams as a volunteer girls basketball coach for Gate City High School, effective November 5, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Kegley, seconded by Mr. Sallee, all members voting aye, the Board approved the recommendation of Mr. Mario Jaramillo as a volunteer boys/girls soccer coach for Gate City High School, effective November 5, 2015.

RETIREMENT: On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Kegley, seconded by Mr. McConnell, all members voting aye, the Board approved the retirement request of Mr. Larry Darrell McConnell, maintenance, effective January 1, 2016.

Mr. Jason Smith, Supervisor of Personnel expressed condolences to the family of Mr. Chad Fore, teacher at Nickelsville Elementary, who passed away on October 30, 2015.

BOARD MEMBER COMMENTS: Mr. Jessee wished everyone a Happy Thanksgiving.

ADJOURNMENT: On a motion by Mr. Kegley, seconded by Mr. Sallee, all members voting aye, the Board adjourned at 8:20 p.m.

William "Bill" R. Quillen, Jr., Chairman

K.C. Linkous, Clerk

DRAFT
SCOTT COUNTY SCHOOL BOARD
MINUTES OF REGULAR MEETING, TUESDAY, DECEMBER 1, 2015

The Scott County School Board met for a regular meeting on Tuesday, December 1, 2015, at the Scott County Career & Technical Center in Gate City, Virginia, with the following members present:

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

ABSENT: None

OTHERS PRESENT: John I. Ferguson, Superintendent; K.C. Linkous, Clerk Of The Board/Human Resource Manager; Beverly Stidham, Deputy Clerk/Purchasing Agent; Will Sturgill, School Board Attorney; Kathy Musick, Virginia Professional Educators Representative; Patricia Whitley, Teacher/Virginia Education Association Representative; Ralph Quesinberry, Scott County Career & Technical Principal; Steve Taylor, Teacher/Asst. Principal SCCTC; Ramona Russell, Teaching Assistant; Amanda Clark, Heritage TV; and Nancy Godsey, Citizen.

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE: Chairman Quillen called the meeting to order at 6:30 p.m. The audience observed a moment of silence and Mr. Kegley led in citing the *Pledge of Allegiance*.

APPROVAL OF AGENDA: On a motion by Mr. Sallee, seconded by Mr. Jessee, all members voting aye, the Board approved the agenda as presented.

APPROVAL OF NOVEMBER 5, 2015 MEETING MINUTES: On a motion by Mr. Kegley, seconded by Mr. McConnell, all members voting aye, the Board approved the Thursday, November 5, 2015 Regular Meeting Minutes, as submitted.

APPROVAL OF CLAIMS: On a motion by Mr. Jessee, seconded by Mr. Kegley, 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 deposits in the amount of \$. Cafeteria Fund invoices & payroll in the amount of \$ as shown by warrants # & electronic payroll direct deposit in the amount of \$ & electronic payroll tax deposit in the amount of \$. Head Start invoices & payroll totaling \$ as shown by warrants #

PUBLIC COMMENTS: No public comments.

REPORT ON HOLIDAY AND PAYROLL SCHEDULE: Superintendent Ferguson presented the following Holiday and Payroll Schedule for the Board's information:

12 Month Employees Holidays:

Christmas – Thursday, December 24 & Friday December 25

New Year's – Thursday, December 31 & Friday, January 1

Payroll for December: Wednesday, December 30, 2015

Winter Break:

Friday, December 18 – Students dismissed at 1:00 p.m.

Monday, January 4, 2016 – Teacher Workday/Schools Closed

Tuesday, January 5, 2016 – Second Semester Begins (Students return to school)

APPROVAL OF HEAD START 2014-2015 READINESS GOALS AND ACTION PLANS:

Superintendent Ferguson presented the Head Start 2015-2016 Readiness Goals and Action Plans for approval. On a motion by Mr. Spivey, seconded by Mr. Kegley all members voting aye, the Board approved the 2015-2016 Head Start Readiness Goals and Action Plans (Appendix G)

RECOGNITION OF SCHOOL BOARD MEMBERS, JAMES KAY JESSEE, JEFF KEGLEY AND KELLY SPIVEY: Superintendent Ferguson presented Board Members James Kay Jessee, Jeff Kegley and Kelly Spivey with the following Certificate of Recognition as these three board members terms expire December 31, 2015.

SCOTT COUNTY PUBLIC SCHOOLS WOULD LIKE TO RECOGNIZE _____ FOR HIS YEARS OF DEDICATED SERVICE TO OUR STUDENTS, STAFF AND COMMUNITIES REPRESENTED.

SCOTT COUNTY PUBLIC SCHOOLS WOULD LIKE TO EXPRESS OUR GRATITUDE FOR YOUR EFFORTS AS A MEMBER WHO ADVOCATED AND SHAPED OUR COUNTY'S PUBLIC SCHOOLS.

"LET US THINK OF EDUCATION AS THE MEANS OF DEVELOPING OUR GREATEST ABILITIES, BECAUSE IN EACH OF US THERE IS A PRIVATE HOPE AND DREAM WHICH, FULFILLED, CAN BE TRANSLATED INTO A BENEFIT FOR EVERYONE AND GREATER STRENGTH FOR OUR NATION.

JOHN F. KENNEDY, 35TH PRESIDENT OF THE UNITED STATES

John I. Ferguson, Division Superintendent

William R. "Bill" Quillen, Chairman
December 1, 2015.

CLOSED MEETING: Mr. Sallee made a motion to enter into closed meeting at 6:45 p.m. to discuss teachers, teaching assistants, coaches, principals, nurses, custodians, bus drivers and maintenance staff as provided in Section 2.2-3711 A (1) of the Code of Virginia, as amended; also move that the board enter into closed meeting to consult with legal counsel pertaining to actual or probable litigation as provided in Section 2.23711A (7) of the Code of Virginia as amended, motion was seconded by Mr. Jessee, all members voting aye.

RETURN FROM CLOSED MEETING: All members returned from closed meeting at 7:35 p.m. and on a motion by Mr. Sallee, seconded by Mr. Jessee, 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 Kay Jessee, Jeff Kegley, Gail McConnell, Bill Quillen, Steve Sallee, Kelly Spivey
Nays: None ABSENT DURING VOTE: None ABSENT DURING MEETING: None

APPROVAL OF OVERNIGHT FIELD TRIP REQUEST: On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Spivey, seconded by Mr. Kegley, the Board approved the overnight field trip request of Gate City High School/Middle School Band Wind Ensemble to Orlando, Florida, June 13-17, 2016 (65 students, one sponsor and 20 chaperones).

APPROVAL OF SUBSTITUTE TEACHERS: On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee seconded by Mr. Spivey, all members voting aye, the Board approved Eric Hodges, Tammy Kimbler, Jasmine Finch, Sophia Redwine, Lindsey McDavid and Maggie Gilliam as substitute teachers.

VOLUNTEER COACHES: On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Spivey, seconded by Mr. Kegley, all members voting aye, the Board approved the recommendation of Mr. Chris McDonald as a volunteer boys basketball coach for Gate City Middle School, effective November 18, 2015.

EMPLOYMENT: On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Jessee, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Ms. Brittany Chapman as a Teaching Assistant, effective November 23, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Kegley, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Ms. Alexandra Hill as a Teacher, effective January 4, 2016.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Spivey, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Ms. Sarah Edwards as a bus aide, effective December 2, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Mr. Kegley, all members voting aye, the Board approved the employment of Ms. Cynthia King as a Teacher, effective December 9, 2015.

RETIREMENTS: On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Mr. Spivey, all members voting aye, the Board approved the retirement request of Ms. Kathy Hensley, teaching assistant, effective December 31, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Kegley, seconded by Mr. Sallee, all members voting aye, the Board approved the retirement request of Ms. Phyllis Kilgore, effective January 1, 2016.

LEAVE OF ABSENCE: On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Kegley, seconded by Mr. Spivey, all members voting aye, the Board approved the Leave of Absence of Ms. Amy Marchant, effective November 7, 2015 through the remainder of the 2015-2016 school year.

BOARD MEMBER COMMENTS: All the Board members wished everyone with the school system a Merry Christmas and a Happy New Year.

ADJOURNMENT: On a motion by Mr. Kegley seconded by Mr. Jessee, all members voting aye, the Board adjourned at 8:00 p.m.

SCOTT COUNTY SCHOOL BOARD PROPOSED MEETING DATES

Location: **Scott County School Board Office**

Time: **6:30 p.m.**

FEBRUARY 2, 2016 (Tuesday) – 6:15 p.m. Public Hearing on the Proposed 2016-2017 School Budget
6:30 p.m. Regular Board Meeting

MARCH 1, 2016 (Tuesday)

APRIL 5, 2016 (Tuesday)

MAY 3, 2016 (Tuesday)

JUNE 1, 2016 (Tuesday)

JUNE 23, 2016 (Thursday) 2015-2016 Budget Close Out Meeting

JULY 5, 2016 (Tuesday)

AUGUST 2, 2016 (Tuesday)

SEPTEMBER 6, 2016 (Tuesday)

OCTOBER 4, 2016 (Tuesday)

NOVEMBER 3, 2016 (Thursday)

DECEMBER 6, 2016 (Tuesday)

JANUARY 3, 2017 (Tuesday)

VSBA Code of Conduct for School Board Members

As a member of my local school board, I will strive to be an advocate for students and to improve public education and to that end:

1. I will have integrity in all matters and support the full development of all children and the welfare of the community, Commonwealth and Nation.
2. I will attend scheduled board meetings.
3. I will come to board meetings informed concerning the issues under consideration.
4. I will make policy decisions based on the available facts and appropriate public input.
5. I will delegate authority for the administration of the schools to the superintendent, and establish a process for accountability of administrators.
6. I will encourage individual board member expression of opinion and establish an open, two-way communication process with all segments of the community.
7. I will communicate, in accordance with board policies, public reaction and opinion regarding board policies and school programs to the full board and superintendent.
8. I will bring about desired changes through legal and ethical procedures, upholding and enforcing all laws, state regulations, and court orders pertaining to schools.
9. I will refrain from using the board position for personal or partisan gain and avoid any conflict of interest or the appearance of impropriety.
10. I will respect the confidentiality of privileged information and make no individual decisions or commitments that might compromise the board or administration.
11. I will be informed about current educational issues through individual study and participation in appropriate programs, such as those sponsored by my state and national school boards associations.
12. I will always remember that the foremost concern of the board is to improve and enhance the teaching and learning experience for all students in the public schools of Virginia.

Therefore, I will always strive to demonstrate appropriate behavior/conduct as a public school board member. (Each member of this school board voting to adopt this Code should sign.)

Name: _____
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 Name: _____

School Board: _____ Date: _____

INSURANCE COMMITTEE MEMBERS

01/01/2016

Gail McConnell, Board Member to serve 1 year- Non Voting Member

William "Bill" Quillen, Board Member to serve 4years Non-Voting Member

John Ferguson- Non Voting Member

KC Linkous- Non Voting Member

Angie Vermillion- Non Voting Member

Tammy Quillen, Administrator (2015-2017)

Rebecca Baker, Classified (2015-2017)

Martha Vermillion, Retiree (2015-2017)

Tim Edwards, Non-Classified (2015-2017)

Pat Whitley, Scott Co Rep. VEA (2015-2017)

New Members

Cindy Dorton, Administrator (2016-2018)

Christy Miller, Classified (2016-2018)

Judy Calton, Headstart (2016-2018)

Daniel Gibson, Non-classified (2016-2018) *pending acceptance

Deborah Jo Adams, Retiree (2016-2018) *pending acceptance

Tina Howe, VPE (2016-2018) *pending acceptance

Scott County Public School
Service Animals
Policies and Procedures

Any animal is personal property and cannot be brought onto school property without prior approval. If a child arrives at school with an animal and previous approval has not been obtained, then the parents/guardians will be immediately notified and requested to come to the school to retrieve the animal until it is proven that the animal is in compliance with the law. The animal will remain with the child until the parent/guardian removes the animal from school property. The animal will not be “confiscated” and taken away from the child.

This document applies the legal standards as set forth in the:

- *Code of Virginia, § 51.5-44*
- *Individuals with Disabilities Education Act*; implementing regulations at 34 CFR Part 300
- *The Rehabilitation Act of 1973, as amended*
- *Americans with Disabilities Act- Amendments Act of 2008*; implementing regulations at 28 CFR Parts 35 and 36
- *Virginians with Disabilities Act*

“Definitions”

“Hearing dog” means a dog trained to alert its owner by touch to sounds of danger and sounds to which the owner should respond.

“Mobility impaired” student means one who is unable to move about without the aid of crutches, a wheelchair or any other form of support or because of limited functional ability to ambulate, climb, descend, sit, rise or perform any related function.

“Service animal” means any dog (or trained miniature horse) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

“Three-unit service dog team” means a team consisting of a trained service dog, a disabled person, and a person who is an adult and who has been trained to handle the service dog.

“Work or tasks” performed by a service animal must be directly related to the handler’s disability. Examples include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons

with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

“No Pets Allowed In School”

We are dedicated to protecting the health and well-being of our community. Some students are highly allergic to certain animals. Animals can also spread disease, or behave in dangerous or unpredictable ways that can cause injury to persons with whom they come into contact. Please help us maintain a safe environment for all students by respecting these policies.

“Service Animal Exception”

Service animals are not pets. Scott County Public Schools (SCPS) does not discriminate on the basis of disability. Persons with disabilities have the same right as the able-bodied to the use and enjoyment of our school. SCPS strives to make reasonable accommodations for a disabled person's use of a service animal on school property; however, SCPS may request information to substantiate that the service animal is actually providing a service to the student with disability-related conditions as opposed to being a companion animal. The following procedures have been established for evaluating whether and how a request to bring a service animal on school property can be implemented under the circumstances on a case-by-case basis.

“Supervision and Care of Service Animals”

SCPS is not responsible for the care or supervision of the service animal. The owner or handler of a service animal is responsible for the supervision and care of the animal, including any feeding, exercising, and clean up. If a student is unable to handle the service animal him/herself, a handler must be provided by the parent or the service animal is not allowed in or on school grounds. If the handler happens to be absent for any reason, the service animal cannot attend that day either.

A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, vest, leash or tether identifying the dog as a trained service dog unless the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control. A written reason from the handler explaining the lack of harness, backpack, vest, leash, or other tether must be placed on file yearly.

“Training”

The ADAAA regulations clarify that service animals that are not trained to perform tasks that mitigate the effects of a disability, including animals that are used purely for emotional support, are not service animals; therefore, these animals will not be allowed in SCPS. Individuals with mental disabilities who use service animals that are trained to perform a specific task are protected under these regulations; for example, preventing or interrupting impulsive or destructive behaviors. (28 CFR §36.104) If a dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability, a license will not be required as proof

that the animal is certified to provide the service. School officials may not ask about the nature or extent of a person's disability.

A "trained service dog" can be called a:	A "trained service dog" is NOT called a:
<ul style="list-style-type: none"> • hearing dog • guide dog • assistance dog • seizure alert dog • mobility dog • psychiatric service dog • autism service dog 	<ul style="list-style-type: none"> • skilled companion animal • therapy dog • social dog • facility dog • agility dog • police dog • search and rescue dog • helping dog • support dog

Examples of work or tasks a "trained service dog" performs for a disabled person:	A "service dog" can be denied access if it:
<ul style="list-style-type: none"> • hearing • guiding • retrieving objects • carrying objects • pulling a wheelchair • opening doors • seizure alert • allergen alert • diabetes alert • balance or mobility assistance • preventing or interrupting destructive or impulsive behavior 	<ul style="list-style-type: none"> • is out of control and the animal's handler does not take effective action to control it • the animal is not on a harness, leash or other tether, or otherwise under the voice control of the handler • the animal is not housebroken

"Health Certificate"

Documentation is required evidencing that the service animal is currently in good health, free from parasites, and has received all recommended vaccinations. The owner or handler of the animal must submit to the school principal each year documentation from a licensed veterinarian of the following: a current veterinary health certificate and proof of the service animal's current

vaccination and immunizations. This is to ensure that the service animal does not pose a health or safety threat to any student, personnel, or other persons.

“Identifiers for Service Dogs”

The Code of Virginia, at § 51.5-44 E requires the following identifiers for service dogs:

- for students with disabilities with visual impairment, including blindness: a harness.
- for students with disabilities with deafness or hearing impairment: a blaze orange leash.
- for students with disabilities with mobility impairment: harness, backpack, or vest identifying the dog as a trained dog.

“Service Animal in Training”

SCPS recognizes that a service animal may need additional training in the school setting in order to become familiar with the student’s surroundings; however, the handler must be an experienced trainer/or supervised by an experienced trainer as outlined in Virginia School Law as found in § 51.5-44 E. (certified by an accredited school for guide dogs or legally blind). The animal must be at least six months of age. The handler must wear a jacket identifying the organization to which they belong. The training cannot disrupt or interfere with a school’s educational process. It is expected that training would not normally take place in the classroom during instructional time. All requirements of this policy which apply to service animals, such as health certificates, annual written requests, and supervision, care and damages, also apply to dogs in training.

“Trained Miniature Horses”

Miniature horses can be trained as service animals (generally 24-34inches in height and weighing between 70-100 pounds); however, additional assessment factors will be taken into account in determining whether to allow a trained miniature horse into the school setting. SCPS must give consideration to the following:

- the type, size and weight of the horse and whether the facility can accommodate those features;
- whether the handler has sufficient control of the horse;
- whether the horse is housebroken; and
- whether the horse’s presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.

“Request for Service Animal”

A person who wants to be accompanied by his/her service animal must make a prior written request of the school’s principal if the service animal will come into his/her school. A person who wants to be accompanied by his/her service animal must make a prior written request to the

Superintendent for all locations. These requests must be renewed each year. The Superintendent or designee will respond to the parent in writing within 10 school days as to the approval/disapproval of the animal.

“Appeal if Request for Service Animal is Denied”

If in disagreement with the Superintendent or designee’s decision, within 10 days of receipt of notification from the Superintendent or designee, the parent(s)/guardian(s) may appeal the decision and file a written grievance, to SCPS 504 Compliance Officer.

“Additional Considerations Pertaining to the Animal”

The following considerations will be reviewed within 10 school days once SCPS approves the service animal.

- A rest place for the service animal when not working (gym, lunch and recess)
- Emergency evacuation plan including fire drill
- An alternate accommodation/plan in the event the service animal’s primary handler is not able to accompany the disabled child to school due to illness, injury or death
- Training for staff and children to educate others on how to behave appropriately around the service animal
- Bathroom needs of the animal

“Additional Considerations for School Age Peers and Staff”

- Medical needs of other children or staff (would require verification from medical doctor or nurse practitioner that a child or staff member was allergic to animals/dogs)
- Fear of animals (would require verification from medical doctor, nurse practitioner, psychologist or psychiatrist that a child/staff member had a fear of animals/dogs)
- Impede the learning of others, child(ren) so distracted by the animal that they could not learn

“Removal of Service Animals From School Property”

SCPS can require the removal of the service animal if the animal is out of control and the animal’s handler does not take effective action to control it, the animal is not housebroken, or the presence of the animal poses a direct threat to the health or safety of others. Factors that may be considered under this element are that the service animal:

- ☐ is clean, well-groomed and does not have an offensive odor.
- ☐ does not urinate or defecate in inappropriate locations.
- ☐ does not solicit attention, visit or annoy any students or school personnel.
- ☐ does not vocalize unnecessarily; i.e., barking, growling, or whining.
- ☐ shows no aggression towards people or other animals.
- ☐ does not solicit or steal food or other items from the students or school personnel.
- ☐ must not interfere with the educational program of any student.

SCOTT COUNTY PUBLIC SCHOOLS
SERVICE ANIMAL REGISTRATION/AGREEMENT

Owner of animal

Student or Staff member receiving assistance from animal

Type of Service Animal:

Dog

Other: _____

Name of Animal

I have read and understand the School District's Service Animals procedure. I will abide by the terms of this procedure.

I understand that if my Service Animal is: out of control and/or the animal's handler does not effectively control the animal's behavior; not housebroken or the animal's presence or behavior fundamentally interferes in the functions of the School District; or, poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications, the School District has the discretion to exclude or remove my Service Animal from its property.

I agree to be responsible for any and all damage to School District property, personal property, and any injuries to individuals caused by my Service Animal. I agree to indemnify, defend and hold harmless Scott County Board of Education from and against any and all claims, actions, suits, judgments and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my Service Animal.

Signature: Service Animal Owner

Date:

Signature: Superintendent or Designee

Date:

Note: This Registration/Agreement is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year, whenever the student changes schools or the employee changes his/her place of assignment, or when the individual accompanied by the service animal desires to use a different service animal.

SCOTT COUNTY PUBLIC SCHOOLS
SERVICE ANIMAL ACCESS REQUEST CHECKLIST

School: _____ Student: _____ BD: _____

Date: _____ Student State Testing ID: _____

Is the animal a trained Service Animal (hearing, seizure alert, mobility, autism, etc.) ____ YES ____ NO

Owner's Name: _____ Handler's Name: _____

Owner's Address: _____

Handler's Address: _____

Owner's Phone: _____ Handler's Phone: _____

The handler has had a background check and is qualified to be on school grounds? ____ YES ____ NO

Type of Service: _____ Type of Animal: _____

Does the animal perform task(s) or function(s) that mitigate the student's disability? (hearing, guiding, retrieving objects, carrying objects, pulling a wheelchair, opening doors, seizure alert, allergen alert, diabetes, balance/mobility, preventing behaviors)

Identify: _____

Could the student's needs be met by an adult in the school system? ____ YES ____ NO

Explain why the student's needs could not be met by an adult in the school system. _____

Does the animal and its primary handler have proof of training? ____ YES ____ NO

Certificate from ADI member organization provided? ____ YES ____ NO

(There are three VA member organizations – Service Dogs of Virginia, Charlottesville; St. Francis of Assisi Service Dog Foundation in Roanoke; and Blue Ridge Assistance Dogs Inc. in Manassas)

Does the animal have a current health certificate? ____ YES ____ NO

Based on observation is the animal (Check all that apply):

- _____ Dog is clean, well-groomed and does not have an offensive odor;
- _____ Dog does not urinate or defecate in inappropriate locations;
- _____ Dog does not solicit attention, visit or annoy any member of the general public;
- _____ Dog does not vocalize unnecessarily, i.e., barking, growling or whining;
- _____ Dog shows no aggression towards people or other animals; and
- _____ Dog does not solicit or steal food or other items from the general public