

SCOTT COUNTY SCHOOL BOARD
MINUTES OF REGULAR MEETING
TUESDAY, DECEMBER 10, 2002

The Scott County School Board met in a regular meeting on Tuesday, December 10, 2002, in the School Board Office Conference Room in Gate City with the following members present:

Glenn M. McMurray, Chairman

ABSENT: None

Lowell S. Campbell, Vice Chairman

Gloria A. ?Beth? Blair

W. Mack Gilliam

David T. Kindle

E. Virgil Sampson, Jr.

OTHERS PRESENT: James B. Scott, Division Superintendent; Darryl E. Johnson, Director of Operations; C. Dean Foster, Jr., County Attorney; Loretta Q. Page, Clerk of the Board; K.C. Quillen Linkous, Deputy Clerk; Robert Moorehouse and Alison Taylor, Scott County Education Association Co-Presidents; Sheila Stapleton, Gate City High School Cadet Class Instructor; Emily Glenn, Jamie Taylor, Tierstan Scalf, Kayla Godsey, and Jennifer Williams, Gate City High School Cadet Class Students.

CALL TO ORDER: Mr. Glenn M. McMurray, Chairman, called the meeting to order at 6:00 p.m. and presided.

APPROVAL OF AGENDA: Chairman McMurray stated that Superintendent Scott would be presenting additional Items By Superintendent (VII). On a motion by Mrs. Blair, seconded by

Mr. Gilliam, all members voting aye, the Board approved the agenda including additions to Items By Superintendent.

EXPRESSION OF CONDOLENCE: On behalf of the school board, Chairman McMurray expressed condolences to Mr. Robert (Bob) Moorehouse, Scott County Public Schools Instructor and Scott County Education Association Co-President, due to the death of his father.

PUBLIC COMMENTS (GATE CITY HIGH SCHOOL TEACHER CADET CLASS): Chairman McMurray asked Mrs. Sheila Stapleton, Gate City High School Cadet Class Instructor, if she would like to comment on the Teacher Cadet Class at Gate City High School. Mrs. Stapleton reported that five of the six students in the cadet class were in attendance for the meeting, those students being Emily Glenn, Jamie Taylor, Tierstan Scalf, Kayla Godsey, and Jennifer Williams. Mrs. Stapleton reported that Jessica Yontz was unable to attend the meeting due to illness. She reported that the students are currently in the process of performing field experience at Shoemaker Elementary School in grades K-6. The students reported that they are enjoying their field experience. The students reported that some younger students have expressed an interest in taking the cadet class.

Chairman McMurray and Superintendent Scott thanked Mrs. Stapleton and the cadet class for their attendance at the meeting.

No other members of the audience came forth to speak during this period.

APPROVAL OF MINUTES: On a motion by Mr. Campbell, seconded by Mr. Sampson, all members voting aye, the Board approved the minutes of November 6, 2002, as submitted.

APPROVAL OF CLAIMS: Superintendent Scott presented an additional claim in the amount of \$1,840.05 to be included with the expenditures for approval. On a motion by Mr. Kindle, seconded by Mr. Sampson, all members voting aye, the board approved the invoices and payrolls as follows:

School Fund invoices totaling \$759,887.72 and payroll totaling \$349,156.54 as shown by warrants #8054765-8055266 (#8054766 voided).

Cafeteria Fund invoices totaling \$88,472.81 and payroll totaling \$34,312.58 as shown by warrants #1004393-1004509.

Capital Improvement/School Construction Fund invoices totaling \$4,691.94 as shown by warrants

#1900262-1900265.

Scott County Public School Head Start invoices totaling \$48,951.16 and payroll totaling \$1,245.59 as shown by warrants #1547-1669.

Board members and Superintendent Scott stated that the teachers and students are to be commended for these outstanding results.

APPROVAL OF OVERNIGHT FIELD TRIP REQUEST: On the recommendation of Mr. Darryl E. Johnson, Director of Instruction, and on a motion by Mr. Kindle, seconded by Mrs. Blair, all members voting aye, the board approved the overnight field trip request from Duffield Primary School 4th Grade Honor Society to Chattanooga, Tennessee, on May 2-4, 2003.

APPROVAL OF HEAD START POLICY COUNCIL MEMBERS: On the recommendation of Superintendent Scott and on a motion by Mr. Gilliam, seconded by Mr. Campbell, all members voting aye, the board approved Ms. Victoria Egan and Ms. Brenda Ryan as Head Start Policy Council Members. Superintendent Scott reported that several more Head Start Policy Council Committee Members are needed and asked them to notify the school division if they know of anyone interested in serving on the committee.

APPROVAL OF SICK LEAVE PLAN REGULATIONS CHANGE GDBD-R (PAGE5) AND GCBD (PAGE 5) : Superintendent Scott presented the proposed changes to the sick leave plan regulations changes that allow for professional staff employees to receive \$50 per day for unused sick days (beginning July 1, 2003) and non-professional staff to receive \$25 per day for unused sick days. The recommended change also allows non-professional staff employees to accumulate unlimited sick leave days (beginning January 1, 2003). He reported that currently professional staff are paid \$40 per day for unused sick leave upon retirement until June 30, 2003 and non-professional staff are paid \$20 per day for unused sick leave upon retirement until June 30, 2003. He also reported that the current policy limited accumulated sick leave days to 180 days for non-professional staff and that some employees have already accumulated the maximum sick leave and are losing days. On the recommendation of Superintendent Scott and on a motion by Mr. Kindle, seconded by Mr. Gilliam, all members voting aye, the board approved the Sick Leave Plan Regulations Change (GDBD-R) (Page 5) and GCBD-R (Page 5) as presented.

DETERMINATION CONCERNING SCOTT COUNTY'S EARLY RETIREMENT PROGRAM (ERIP): Superintendent Scott informed school board members that the current Early Retirement Incentive Plan has lost funds at the percentage of annual salary that was offered to the ERIP employees in the current plan. He reported that a fund balance of approximately \$770,000 is needed to fund those employees in the current ERIP program. He further reported that the fund is down approximately \$130,000 from where it needs to be for funding these salaries and for the fund balance to be as expected when the percentage of annual salary was offered to these employees.

Superintendent Scott stated that people desire to keep an Early Retirement Program available; however, he reported that some changes need to take place in order for the program to be more financially feasible to offer. He recommended that the days of the Scott County Early Retirement Program for 10-month employees be increased from 165 to 186 days. He reported that the additional days would result in a realized savings of \$2,000-3,500 by not having to pay a substitute and assist in having a break-even plan. He explained that currently the school division has to pay a long-term substitute at \$100 per day to cover the extra days not worked by the ERIP employees. He also explained that the 186 days would consist of the 180 student school calendar days, 2 days prior to beginning of student school calendar, 2 days after the end of student school calendar and the additional 2 days would be assigned by the principal/central office.

Superintendent Scott also reported that the trust fund bank informed Mr. Darryl Johnson, Director of Operations, that the bank couldn't guarantee a long-term fixed rate for the plan. He recommended that the school system monitor the investments annually to insure that the trust fund remains solvent and at no cost to the school board. He reported that if the Board chooses to continue the program after 2003-04, a determination would be made annually by December 1 to continue the program and the percentage of annual salary that would be offered to employees. For example, whether the percentage would be need to be set at 90%, 95%, 100% etc. He also reported that the previous plan specified certain years such as, 3, 5, 7, or 10 etc. He explained that with the new recommendation, the program offers greater flexibility with the option of the range of months available for the program. Board members expressed a concern about the early retirement program's range of months available to the employees and the timeframe that may be needed before their social security would be available. Superintendent Scott stated that the school system could work with the employees in these situations.

Superintendent Scott also informed the board that the administrative cost for the retiree trust fund is 1.5% APR and that \$4,500 is paid annually for the program consultant. He recommended that the program be approved for this school year and offered at 100% annual

salary to employees. He reported that approximately 60 to 70 employees are eligible for the Scott County Early Retirement Program.

On a motion by Mr. Campbell, seconded by Mr. Sampson, all members voting aye, the board approved Scott County's Early Retirement Program as follows:

SCOTT COUNTY'S EARLY RETIREMENT PROGRAM

Personnel Covered:

All full time employees are eligible to participate in the Early Retirement Program sponsored by the Scott County School Board.

Procedure:

Employees who wish to participate in the Scott County Early Retirement Program must submit an application or letter to the Director of Personnel by March 1 prior to the anticipated date of retirement.

Eligibility:

Any Scott County School Board contracted full-time employee is eligible to retire under the Early Retirement Program after reaching age 50, provided the employee has been employed with the Scott County School System for ten (10) consecutive years, immediately preceding retirement, and provided that the employee is not eligible for disability retirement benefits from the Virginia Retirement System and/or Social Security.

Option:

The school system will enter into a written agreement with employees. The option is:

- 1. A minimum of 60 months ranging to 180 months.*

2. *Payments must be terminated before employee begins drawing Social*

Security benefits.

3. *Payment option must be based on 12-month duration*

(Ex.: 60, 72 months).

4. *Employees will pay their share of Social Security benefits for the first year only.*

5. *Employees may remain enrolled in the Scott County School's Group Health Insurance Plan and participate with the retiree group, paying the applicable rate.*

6. *Under the terms of the defined benefit plan, applicable federal and state income taxes would be withheld.*

Payments Requirements:

1. *Employees retiring under the Scott County Early Retirement Program will*

be required to work the following days:

a. **Ten (10) month employees** *will work 186 days. 180 student school calendar days and*

(6) days, which will be assigned or approved by the principal/central office.

b. **Eleven (11) month employees** *will work 205 days. 180 student school calendar days and*

25 days, which the Division Superintendent or Designee will assign.

c. **Twelve (12) month employees** *will work 230 days, which the Division Superintendent*

or Designee will assign.

Payment:

Payments will continue until the earlier of (applicable month):

- A. In the event the employee becomes deceased or disabled during the first year before completing the required number of days, the amount of benefits will be prorated, based upon the number of days worked. The estate or the designated beneficiary will be paid the balance prorated benefit in a lump sum payment.*
- B. In the event the employee becomes deceased in the second or remaining years, the employee's designated beneficiary or estate will be entitled to the full benefits from the effective date of retirement. The estate or beneficiary may elect to continue monthly benefits through the remaining months or may elect a lump sum payment.*
- C. The retired employee may be paid through the month in which the individual obtains full social security retirement age.*
- D. Method of payment will be 12 equal payments or as may be prorated from July 1 through June 30.*

Termination:

During the first year, this agreement may be terminated by mutual consent and payment will be made on the basis of service rendered on a daily basis to the date of termination. If not terminated sooner, this agreement will automatically terminate on the last day of the month in which the individual reaches their full social security retirement age.

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Review:

The Scott County School Board will review the Early Retirement Program annually, by December 1, to insure that the trust fund remains solvent and at no cost to the School Board. Based upon this review, the School Board will annually determine the percent of contracted salary (which may be more or less than 100 percent) that they are able to offer employees. Because of economic factors, the School Board may not offer this program on an annual basis.

On a motion by Mr. Campbell, seconded by Mr. Sampson, all members voting aye, the board approved Scott County's Early Retirement Program rate of 100% . He reported that should the board choose to offer the program again next year, it could be necessary to offer less than 100% of annual salary next year depending upon the fund status.

LUNCHEON INVITATION TO SCHOOL BOARD MEMBERS AND SPOUSES:

Superintendent Scott extended an invitation on behalf of Mr. Tom Haynes, Career and Technical Principal/Director, to the school board members and spouses to attend a Christmas luncheon at the Career and Technical Center on Wednesday, December 11, 2002.

SCOTT COUNTY VOCATIONAL CENTER FACILITY NAME CHANGE ? SCOTT COUNTY VOCATIONAL CENTER FACILITY NAME CHANGED TO SCOTT COUNTY CAREER AND TECHNICAL CENTER:

Superintendent Scott reported that the state's recommendation is that vocational and agriculture references need to be changed to ?career and technical.? Therefore, Superintendent Scott recommended that the Scott County Vocational Center facility name be changed to Scott County Career and Technical Center effective immediately.

BID OPENING SCHEDULED FOR OFFSET PRESS AND DIGITAL PLATEMAKER FOR SCOTT COUNTY CAREER AND TECHNICAL CENTER:

Superintendent Scott reported that a bid opening will be held at 2 p.m. on Thursday, December 12, in the School Board Office Conference Room concerning the purchase of an offset press and digital platemaker for the Scott County Career and Technical Center. He asked board members about their desires concerning accepting and awarding bid to the lowest most responsible bidder. After discussion, it was decided that Mr. Mack Gilliam and Mr. Lowell Campbell would be included as members of a committee to accept and award bid for the purchase of an offset press and digital platemaker.

EMPLOYMENT: On the recommendation of Mr. Darryl E. Johnson, Director of Instruction, and on a motion by Mr. Campbell, seconded by Mr. Sampson, all members voting aye, the board approved the employment of Ms. Susan Peters as the Gate City High School Forensics Team Coach.

CLOSED MEETING: On a motion by Mr. Campbell, seconded by Mr. Kindle, all members voting aye, the board entered into a closed meeting at 7:00 p.m. pursuant to the Code of Virginia, as amended, Section 2.2-711A to discuss personnel and division superintendent evaluation.

RETURN FROM CLOSED MEETING: All board members returned from the closed session at 8:00 p.m. and on a motion by Mrs. Blair, seconded by Mr. Campbell, the board returned to regular session and considered 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 2.1-344.1 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: Beth Blair, Lowell Campbell, Mack Gilliam, David Kindle, Glenn McMurray, Virgil Sampson

Nays: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

ADJOURN: There being no further business to discuss, the meeting adjourned. The next regular meeting is to be held at 6:00 p.m. on Tuesday, January 7, 2003, in the School Board Office Conference Room.

Glenn M. McMurray, Chairman

Loretta Q. Page, Clerk

