

SCOTT COUNTY SCHOOL BOARD  
**MINUTES OF REGULAR MEETING**  
**TUESDAY, MARCH 30, 2004**

The Scott County School Board met in a regular meeting on Tuesday, March 30, 2004, in the Scott County School Board Office Conference Room with the following members present:

E. Virgil Sampson, Jr., Chairman	David T. Kindle
Lowell S. Campbell, Vice Chairman	Glenn M. McMurray
Gloria E. ?Beth? Blair	Joe D. Meade

**ABSENT:** None

**OTHERS PRESENT:** James B. Scott, Division Superintendent; C. Dean Foster, Jr., County Attorney; Danny Dixon, Director of Instruction; Darryl E. Johnson, Director of Operations; Jimmy L. Dishner, Secondary Supervisor; Loretta Q. Page, Clerk of the Board; K.C. Q. Linkous, Deputy Clerk; Lisa McCarty, Scott County Virginia Star; Johnny Trent, Scott County Education Association Representative; Mr. Travis Nickels, Scott County Teacher/Coalfield Rural Systemic Initiative Project Teacher-Leader; Keith C. Smith, Ph.D., Coalfield Rural Systemic Initiative Project Director; and David Yates, M.Ed., Coalfield Rural Systemic Initiative/Virginia Math Content Specialist/Coalfield Rural Systemic Initiative Codirector.

**CALL TO ORDER:** Chairman Sampson called the meeting to order at 6:00 p.m. and presided.

**APPROVAL OF AGENDA:** Superintendent Scott requested additions to the agenda as follows: Items By Superintendent ? E. \$3,000 Salary Supplement and F. Approval of School

Budget 2004-05. Mrs. Blair made a motion to approve the agenda with additions as presented by Superintendent Scott, motion was seconded by Mr. Kindle, all members voting aye.

**PRESENTATION FROM COALFIELD RURAL SYSTEMIC INITIATIVE:** Mr. Keith Smith, Ph.D., Coalfield Rural Systemic Initiative Project Director, reported that the Coalfield Rural Systemic Initiative (CRSI) is made up of 18 rural counties in Virginia (Buchanan, Dickerson, Lee, Norton City, Russell, Scott, Tazewell, Wise) and West Virginia (Boone, Lincoln, Logan, McDowell, Mercer, Mingo, Monroe, Raleigh, Summers, Wyoming) designed to address the need of the Appalachian region to improve student academic performance in math, science, and the use of related technology. Mr. Smith explained that the CRSI Planning Committee works with the region to determine needs in math and science. He reported that Mr. Danny Dixon, Scott County Schools Director of Instruction, serves on the committee and has been very helpful. Mr. Keith stated that the CRSI is a five-year (2002-2007) project and that the second year has just been completed. Mr. Keith stated that the CRSI works to

- strengthen the leadership for math and science with the schools and district
- improve the delivery of curriculum and instruction
- develop a school-community context that will increase the number of local student who enter teacher preparation programs and choose specialties in math and science
- support new math and science teachers.

Mr. Keith reported that Mr. Travis Nickels and Mrs. Regina Lockhart, Scott County teachers, have been receiving professional development to provide assistance with developing classroom instructional programs and in developing data analysis skills. He also reported that Mr. David Yates, M.Ed. works with the secondary program and Ms. Diane C. Tomlinson, Ed. S. works with the elementary program. He further reported that the CRSI contracts with employees to work after school, weekends, and during the summer months. He stated that CRSI also works with other projects in the area.

Mr. David Yates, M.Ed., reported that CRSI goal is to provide training in various aspects to build a capacity for the school division to be able to provide an ongoing resource within the school division. The training is in data analysis, enhancing the instructional process, mentoring, and what to look for in the selection of students that have math and science skills that need to be encouraged to pursue careers in math and science. Mr. Yates reported that three retreats were held that included question and answer sessions, and brainstorming with district contacts, superintendents, and board members. Mr. Yates expressed appreciation to Mr. Danny L. Dixon, Director of Instruction, for his involvement with the CRSI. He stated that Mr. Travis Nickels and Mrs. Regina Lockhart have been teacher-leaders that have provided assistance to other schools within Scott County Schools.

Mr. Travis Nickels, CRSI Teacher-Leader/Scott County Schools Instructor, reported that he and Mrs. Regina Lockhart have been working since August to determine school division needs. He reported that a Data Course was held in the fall and a professional development course is planned in Reading, Math, and Science in the spring.

Mr. Keith reported that a grant was given to each county in the amount of \$5,000 to provide training sessions. He also reported that Mr. Nickels and Mrs. Lockhart have the opportunity to attend conferences at both the state and national levels and that it is a pleasure to work with them and for Scott County. He expressed thanks to the superintendent and board members for their leadership assistance with the CRSI project.

Superintendent Scott reported that the CRSI will be presenting an overview of their initiative to all the counties in the CRSI Project and that Scott County is their first presentation. He asked Mr. Keith to provide information on the summer plans for training to be provided for school principals.

Mr. Keith reported that the principal has a vital role at the school. He stated that plans are to provide training to the principal to look for what is good math and science instruction, and what to look for in observation in the classroom, and how to work with the teachers to improve classroom instruction. Mr. Keith expressed thanks to the superintendent and board members for allowing them opportunity to present information about the CRSI.

Chairman Sampson and Superintendent Scott thanked Mr. Keith, Mr. Yates, and Mr. Nickels for their presentation on the CRSI.

**PUBLIC COMMENTS:** No members of the audience came forth to speak during this period.

**APPROVAL OF MINUTES:** On a motion by Mr. McMurray, seconded by Mr. Meade, all members voting aye, the board approved the minutes of the Regular Meeting, March 3, 2004, as submitted.

**APPROVAL OF CLAIMS:** On a motion by Mr. Campbell, seconded by Mr. Meade, all members voting aye, the board approved payroll and claims as follows:

School Operating Fund invoices in the amount of \$535,714.76 and payroll in the amount of \$351,218.53 as shown by warrants #8062699-8063199.

School Construction Fund invoices in the amount of \$13,202.71 as shown by warrants #1900325-1900326.

Cafeteria Auxiliary Fund invoices in the amount of \$70,662.29 and payroll totaling \$33,714.49 as shown by warrants #1006081-1006180.

Scott County Public School Head Start invoices totaling \$24,697.34 and payroll totaling \$46,433.37 as shown by warrants #3155-3223 (voided #3169 & 3189).

**APPROVAL OF LOCAL SCHOOL BOARD POLICIES AND PROCEDURES FOR AWARDING VERIFIED CREDIT:** Mr. Danny L. Dixon, Director of Instruction, reported that according to legislation passed by the General Assembly and as required by the Virginia Department of Education, the local school board must adopt procedures for awarding verified credits in science and history/social sciences. He explained that this is necessary in order that eligible students within the school division are given the opportunity to demonstrate achievement in the relevant academic content areas through an appeals process administered at the local level. He stated that a Review Panel, including a member of the school board, a central office administrator, and a high school principal, must be approved for this purpose. He informed board members that it is not known at this point if there would be any students requesting verified credit this year. He further explained that the Review Panel is to be constituted by the Superintendent, as the need arises.

Mr. Dixon reported that students eligible for consideration of verified credit in science and history/social sciences are those entering the 9<sup>th</sup> grade for the first time during the years 2000-01, 2001-2002 and 2002-03; and have passed the relevant coursework; have earned more than four student-selected verified credits; and have scores 375-399 on relevant End-of-Course tests (after taking it at least twice). He explained the procedures that the Review Panel would give consideration to, is the student's overall scholastic performance (transcript); grades on other science and/or history courses; performance on other Standards of Learning tests (particularly in the areas of science and history); the student's grades in high school science and/or history courses; and any extenuating circumstances/factors that might have affected the student's End-of-Course performance.

On the recommendation of Mr. Danny L. Dixon, Director of Instruction, and on a motion by Mr. Kindle, seconded by Mr. Campbell, all members voting aye, the board approved the Local School Board Policy for Awarding Verified Credit as presented.

#### **DISCUSSION CONCERNING EARLY RETIREMENT INCENTIVE**

**PROGRAM:** Mr. Darryl E. Johnson, Director of Operations, explained that the school division was notified during February by Rutherford Benefits Services, that the Virginia Retirement System (VRS) was in the process of regulating Early Retirement Programs to insure that they met federal Internal Revenue Service guidelines. He also explained that in March, information was received from the VRS establishing guidelines for all Early Retirement Programs. He reported that the new guidelines required the employee to:

- ? have a break in service of at least 30 days (Mr. Johnson explained that the current plan having teachers return in August is not considered by the VRS as a 30 day break in service since school is not in session during the summer)
- ? not sign a pre-arranged employment agreement
- ? not return to the same duties as before retirement
- ? not have a set timeframe to work

Mr. Johnson stated that the new guidelines would not permit the school system to offer the

Early Retirement Incentive Program after this year. He recommended that although the previously approved timeframe during the school year for which employees have been permitted to retire under the ERIP Plan has been March 1, employees may be permitted to retire this year under the ERIP plan until April 15, 2004 since the new guidelines and early retirement program information was received at a late date. He stated that a memo explaining the new guidelines and timeframe would be included with payroll checks/deposit slips on March 31, 2004, therefore all employees would receive notification of the change.

Board members were informed that according to legislation passed by the 2001 General Assembly the Department of Education has the authority to allow teachers to return to the classroom in full-time positions that would otherwise be covered under VRS, provided they are not participating in an ERIP and they teach in a designated shortage area (shortage area determined by the State Superintendent of Public Instruction). It was explained that to participate in this arrangement, a teacher can return after a one-year break in service if the

teacher did not participate in an early retirement incentive program and there was no pre-existing arrangement with the school division to return.

#### **DISCUSSION AND APPROVAL OF \$3,000 RETIREMENT INCENTIVE**

**PAYMENT:** Board members were informed that in prior years classified employees requested the retirement incentive payment in one \$3,000.00, two \$1,500.00, or three \$1,000.00 payments prior to retirement. The payment was reported to the Virginia Retirement System (VRS) as salary, and employees received added compensation to their monthly benefit. He reported that effective this year, the payment must be paid as a supplement and can no longer be reported to the VRS as salary. Mr. Darryl E. Johnson and Superintendent Scott, and school board members discussed various suggestions and aspects regarding payment of the \$3,000 retirement incentive payment.

After discussion among the school board members and Superintendent Scott, Mr. Johnson suggested that beginning with the 2004-05 school year, all classified employees receive the \$3,000 supplement during their 30<sup>th</sup> year of employment and that they no longer would need to request the payment in writing. He stated that all employees with 30 or more years of service that have not received the \$3,000, or any portion of the amount, could be paid the appropriate amount this school year. Also, he stated that all employees that have received a portion of the \$3,000 and have not reached the 30<sup>th</sup> year of service could receive payment of the remaining portion during their 30<sup>th</sup> year of service. He also stated that those employees retiring with less than 30 years of service would need to request the supplement in writing.

On the recommendation of Mr. Darryl E. Johnson, Director of Operations, and on a motion by Mr. Kindle, seconded by Mr. Meade, all members voting aye, the board approved the \$3,000 supplement as presented by Mr. Johnson.

#### **APPROVAL OF HEALTH AND DENTAL RATES FOR 2004-05 SCHOOL**

**YEAR:** Superintendent Scott stated a recommendation that the employee/employer health and dental rates remain the same as the 2003-04 school year. On a motion by Mr. Campbell, seconded by Mr. McMurray, all members voting aye, the board approved the health and dental rates for the 2004-05 as follows:

#### 2004-05 HEALTH INSURANCE RATES

	<u>EMPLOYEE PREMIUM</u>	<u>EMPLOYER PREMIUM</u>
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<u>EMPLOYEE ONLY</u>	\$80.00	\$265.00
EMPLOYEE + MINOR CHILDREN	\$140.00	\$265.00
EMPLOYEE + SPOUSE	\$235.00	\$265.00
EMPLOYEE + FAMILY	\$315.00	\$315.00

#### 2004-05 DENTAL INSURANCE RATES

	EMPLOYEE PREMIUM	EMPLOYER PREMIUM
EMPLOYEE ONLY	\$12.00	\$15.00
EMPLOYEE + ONE	\$25.00	\$15.00
EMPLOYEE + 2 OR MORE	\$45.00	\$15.00

**APPROVAL OF COMBINED PERSONNEL LISTS FOR EMPLOYMENT - 2004-05 SCHOOL YEAR:** Superintendent Scott presented the list of Non-tenured Teachers, Non-professional Personnel, and the Full-time and Part-time Cafeteria Employees for approval. He reported that the school bus drivers listed for employment are to be approved to receive a contract pending their passing a physical examination. He stated that the board could approve the personnel lists individually or all together. Board members decided to approve the lists together. On a motion by Mrs. Blair, seconded by Mr. Kindle, all members voting aye, the board approved considering the combined lists of personnel for employment for the 2004-05 school year.

Board members asked about the number of teachers that would be needed for the 2004-05 school year. Superintendent Scott and Mr. Darryl E. Johnson, Director of Operations, discussed employment needs with the board members and that several teachers would be needed. They reported that several potential teachers have been interviewed recently at area job fairs. They were pleased that they have been able to find some teachers to fill needed positions and to get a ?jump? on the surrounding counties. Superintendent Scott stated that the 2004-05 Proposed School Budget will be given to the Board of Supervisors next week and hopefully some word can be received from them in order for contracts to be sent out soon, as in prior years. He explained that being able to send out contracts soon would be very helpful in the employment of new teachers.

Mr. Campbell expressed appreciation to Mr. Darryl Johnson, Director of Operations, for his efforts toward the employment of needed school personnel.

Superintendent Scott stated that it has been very helpful for the employment of new teachers since the school board members gave Mr. Johnson prior approval to employ teachers as necessary pending approval by the board at their next regular meeting following the employment.

**APPROVAL OF NON-TENURED TEACHERS, NON-PROFESSIONAL PERSONNEL, AND CAFETERIA PERSONNEL FOR 2004-05 SCHOOL YEAR:** On the recommendation of Superintendent Scott and on a motion by Mr. Kindle, seconded by Mr. Campbell, all members voting aye, the board approved the employment of non-tenured teachers, non-professional personnel, and cafeteria personnel for the 2004-05 school year as listed (school bus drivers are pending passing of a physical examination). (**Appendix L**)

**DISCUSSION OF REVISIONS TO PROPOSED 2004-05 SCHOOL BUDGET AND DISCUSSION OF COACHING SUPPLEMENTS SCALE:** Superintendent Scott reviewed the revisions to the Proposed 2004-05 School Budget since the March 3, 2004 school board meeting. He explained that the school division just received notification of changes to federal revenue for the Title VI-B Flow Through, Preschool, and Sliver Funds. He explained the revenue and expenditure changes that were made to the proposed budget in order to reflect the new figures. He stated that the proposed salary scales were the same as was presented and discussed at the last meeting except for a Supplements Scale, which had not been discussed. Superintendent Scott and board members discussed the Supplements Scale and Superintendent Scott stated that the board could approve the complete Supplements List with all positions listed or specific supplements, if they wished.

**APPROVAL OF ALL POSITIONS LISTED ON THE SUPPLEMENTS LIST:** After discussion, Mr. Campbell made a motion to approve all positions listed on the Supplements List, motion was seconded by Mr. Meade, all members voting aye.

**APPROVAL OF SUPPLEMENTS SCALE:** On the recommendation of Superintendent Scott and on a motion by Mrs. Blair, seconded by Mr. McMurray, all members voting aye, the board approved the Supplements Scale as presented. (**Appendix M**)

**APPROVAL OF 2004-05 SALARY SCALES, CAFETERIA AND SCHOOL BUDGETS:** Superintendent Scott informed board members that he plans to present the 2004-05 School Budget to Mr. John Strutner, County Administrator, on Thursday, April 1. He also informed board members that he would be out of town on the Board of Supervisors meeting date



(Wednesday, April 7) but that Chairman Sampson and Mr. Darryl Johnson, Director of Operations, plan to attend the meeting. Superintendent Scott invited other board members to attend the meeting if they were available to do so. He stated he hopes that the school division will be given the opportunity to proceed with plans and contracts for next school year.

On the recommendation of Superintendent Scott and on a motion by Mr. Kindle, seconded by Mr. Campbell, all members voting aye, the board approved the 2004-05 Cafeteria and School Budgets as presented and pending approval of the state budget. The 2004-05 School Budget is based on an average daily membership (ADM) of 3,706. (**Appendix N**)

**APPROVAL OF GRADUATION DATES AND YEAR-END SCHOOL CLOSING:**

Superintendent Scott reported that as of now the last day of school will be Monday, May 31 and presented graduation dates as follows: Rye Cove High School ? Saturday, May 29, 2004 ? A.M.; Gate City High School ? Saturday, May 29, 2004 ? P.M.; and Twin Springs High School ? Monday, May 31, 2004 ? P.M. He informed board members that the order of the school graduations is in line with the rotation schedule established a few years ago. He stated that if more than one day of school is missed between now and May 31, then graduation dates might have to be adjusted. On the recommendation of Superintendent Scott and on a motion by Mr. Meade, seconded by Mr. Campbell, all members voting aye, the board approved the graduation dates and year-end school closing as presented.

**CLOSED MEETING:** There was no request to enter into a closed meeting.

**RETIREMENT:** On the recommendation of Mr. Darryl E. Johnson, Director of Operations, and on a motion by Mr. Meade, seconded by Mr. Kindle, all members voting aye, the board approved the Early Retirement Incentive Program retirement request of Mrs. Brenda Dingus, Gate City Middle School Teaching Assistant, effective at the end of the 2003-04 school year (ERIP 2004-05 school year).

On the recommendation of Mr. Darryl E. Johnson, Director of Operations, and on a motion by Mr. McMurray, seconded by Mr. Campbell, all members voting aye, the board approved the Early Retirement Incentive Program retirement request of Mrs. Rochelle Maxwell, Gate City High School Special Education Teacher, effective at the end of the 2003-04 school year (ERIP 2004-05 school year).

On the recommendation of Mr. Darryl E. Johnson, Director of Operations, and on a motion by Mr. Campbell, seconded by Mr. Kindle, all members voting aye, the board approved the retirement request of Ms. Mary Sue Rigsby, Gate City Middle School Teacher, effective at the end of the 2003-04 school year.

**LEAVE-OF-ABSENCE:** On the recommendation of Mr. Darryl E. Johnson, Director of Operations, and on a motion by Mrs. Blair, seconded by Mr. Kindle, all members voting aye, the board approved the leave-of-absence request of Mrs. Lisa Ann Rhoton, Gate City Middle School Special Education Teacher, effective for the 2004-05 school year.

**ITEMS BY BOARD MEMBERS:** Chairman Sampson asked Superintendent Scott about a request he received regarding whether the field trip policy could be changed to allow K-2 grades to have two field trips per year instead of the current policy of one field trip per year.

Superintendent Scott explained that the policy of changing from two field trips per year to one field trip per year was made after careful consideration was given to the amount of time and various reasons that students were losing class time. He reported that this change to the field trip policy was made after changes were made to the Standards of Learning and the accreditation requirements. He explained that these requirements have made class times and tests even more important. He reported that the schools are asked to take their trips in the spring after tests are given. He also explained that requests were received from both principals and teachers to keep students in class as much as possible to work on the SOLs. He stated that he felt instructional class time in the K-2 grades is equally as important as in grade 3 and others. He reported that not only was a change made to field tips but also various things have been disallowed so as to insure more class time for the students and teachers.

**ADJOURN:** There being no further business to address, Mr. Kindle made a motion that the meeting be adjourned at 7:32 p.m., motion was seconded by Mr. Campbell, all members voting aye. Chairman Sampson thanked everyone for their attendance and invited them to attend future meetings of the school board. The next regular meeting is to be held at 6: 00 p.m. on Tuesday, May 4, 2004 in the School Board Office Conference Room.

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E. Virgil Sampson, Jr., Chairman

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Loretta Q. Page, Clerk

