

**SCOTT COUNTY SCHOOL BOARD
MINUTES OF REGULAR MEETING
TUESDAY, JULY 1, 2008**

The Scott County School Board met in regular session on Tuesday, July 1, 2008, in the School Board Office Conference Room in Gate City, Virginia, with the following members present: Joe D. Meade, Chairman **ABSENT**: None
James Kay Jessee, Vice Chairman
Gloria E. "Beth" Blair
Lowell S. Campbell
Katherine "Kathy" J. McClelland
Dennis C. Templeton

OTHERS PRESENT: James B. Scott, Division Superintendent; John Sigmond, School Board Attorney; Loretta Q. Page, Clerk; Karen C. Linkous, Deputy Clerk; Tammy Quillen, Director of Testing/Elementary Supervisor; Justin Forrester, Scott County Education Association Representative; Nancy Godsey and Catherine Crooke, Gate City Community Members; Jack Hamilton, Hilton Community Member; Lisa McCarty, Scott County Virginia Star; M.A. Lunsford, Volunteer Coordinator, Imagination Library of Scott County; Frances Perry, Gate City Town Council/Gate City Park Committee; Jeff Stapleton, Outdoor Classroom Developer; and Helen Henderson, Head Start Director.

CALL TO ORDER: Mr. Joe D. Meade, Chairman, called the meeting to order at 6:00 p.m.

APPROVAL OF AGENDA: Superintendent Scott requested an additional claim for payment to the Scott County Sheriff's Office in the amount of \$39,846.00 be included with the claims being presented for approval. On a motion by Mr. Templeton, seconded by Mr. Jessee, all members voting aye, the board approved the agenda including the addition claim item as requested by Superintendent Scott.

PUBLIC COMMENT: Mr. M.A. Lunsford, Volunteer Coordinator, Imagination Library of Scott County, reported that he recently enrolled 20 more children at the Nickelsville Days celebration held recently. He expressed thanks to board members for consideration of his request for support of the Imagination Library of Scott County.

PRESENTATION FROM HEAD START DIRECTOR: Ms. Helen Henderson, Head Start Director, expressed appreciation to the school board for the opportunity to present information on the Head Start Program. Mrs. Henderson presented booklets "*Scott County Public School Head Start Outcomes 2006-07*" which she reported included comparison information with the state of Virginia and "*Scott County Public School Head Start Outcomes 2007-08*" which included the current percentage of progress from Fall to Spring for head start students. She presented a brief report on the risk management meeting she recently attended in Philadelphia.

Mrs. Henderson informed the board that due to the need for more child care for parents, the Head Start Program will begin one week earlier than in prior years. She presented an update on enrollment, curriculum, staff credentials, planned schedule changes for family events due to current increase in transportation costs, scheduled maintenance of playgrounds, efforts in working on transportation safety issues, parent training being provided, classroom technology, and testing.

Mrs. Henderson reported a concern that due to funding remaining the same with no increases in recent years, the teaching assistants are still being hired on an

hourly basis only with no fringe benefits. She reported that the Head Start Program has partnerships with various programs in the county. She further reported that one of those services is provided by the Scott County Extension Service and introduces students to new foods. She reported that Virginia has a high level of obesity and this service goes along with the “I Am Moving, I Am Learning” grant.

Mrs. Henderson reported that an “ECLKC” (The Early Childhood learning & Knowledge Center) website is available at eclkc.ohs.acf.hhs.gov and “HSKIMS” (Head Start Knowledge & Information Management Services) website is available at askus@headstartinfo.org should board members like more information about the Head Start Program. Board members expressed thanks to Mrs. Henderson for her presentation.

TOWN OF GATE CITY/GATE CITY PARKS COMMITTEE – GROGAN PARK OUTDOOR CLASSROOM: Mrs. Frances Perry, Gate City Town Council Member/Gate City Parks Committee Member, expressed thanks to board members for the opportunity to present information on the proposed Outdoor Classroom Project at Grogan Park. She explained that a cost plan was presented to Mrs. McClelland previously. She requested that the board give consideration to a donation for the outdoor classroom. She explained that the project is sponsored by the Gate City Civitan and will be a great addition available for use by all schools. She reported that Mr. Jeff Stapleton is the Project Developer and can answer any questions members may have about the project.

Mr. Jeff Stapleton, Project Director for the Outdoor Classroom Project at Grogan Park, presented a construction document and provided details about the proposed project construction and an estimated cost (\$6,800 current approximate amount for materials and \$10,000-14,000 total project). He explained that the classroom will have open air seating, wireless network available, and be universally assessable. He reported that when the Department of Recreation and Conservation addresses any concerns that they may have, the project will be sent out to bid sometime in the next month, then a bid will be awarded and hopefully be completed and available for school use in the fall. He reported that there are several phases to the project.

On a motion by Mrs. Blair, seconded by Mr. Templeton, all members voting aye, the board agreed to review the proposed project request and to make a decision at a later date. Chairman Meade stated that the board would take this request under advisement and then make a decision in the near future.

APPROVAL OF MINUTES: Mr. Templeton made a motion that the *Presentation: Imagination Library of Scott County* deficit amount listed as \$1,354.95 be corrected to \$2,709.89 in the minutes of the June 3, 2008, Regular Meeting, motion was seconded by Mr. Jessee, all members voting aye. On a motion by Mrs. McClelland, seconded by Mr. Templeton, all members voting aye, the board approved the minutes of the June 3, 2008, Regular Meeting, with correction, and the June 26, 2008 School Budget Close-out Meeting, as submitted.

APPROVAL OF CLAIMS: On a motion by Mr. Jessee, seconded by Mr. Campbell, all members voting aye, the board approved claims as follows: School Operating Fund invoices and payroll in the amount of \$2,136,383.32 as shown by warrants #8086921-8087189 (voided: 8086715). School Cafeteria Fund invoices and payroll in the amount of \$69102.04 shown by warrants #1010959-1011028. School Construction Fund invoices in the amount of \$81,248.40 as shown by warrant #1900494-1900508 (#1900499 voided). Scott County Head Start invoices and payroll in the amount of \$35,712.05 as shown by warrants #7093-7146 (Voided: 7137, 7138, 7139 & 7142).

PRELIMINARY 2007-08 TEST SCORES: Mrs. Tammy Quillen presented preliminary test scores for 2007-08 for individual schools and countywide. Mrs. Quillen and board members discussed areas, schools, and subjects that needed to be focused on for the 2008-09 school year. Mrs. Quillen commended the schools for their efforts in improving test scores as shown by the increase in percentages for various test scores. She reported that school division staff reviews the scores to determine whether a growth or a decline has taken place, what might have taken place for the change, and for making any necessary changes. Mrs. Quillen stated that even with the areas that need to be focused upon, the school division has done exceptionally well on their test scores.

Superintendent Scott reported that the testing window is a concern since the testing window began on April 14 and therefore there was a loss of instructional time.

Mrs. Quillen reported that basically, the school division does not have much of a choice with the three options that are available for testing (1) Test window during the month of April, (2) Test window ending the first week of June, and (3) Test window during the third or fourth week of June, which is more for year round schools. She reported that she understands that the superintendents are making request for consideration of changes to the state council.

ANNUAL REVIEW SCHOOL CRISIS PLANS: Mrs. Tammy Quillen, Director of Testing/Elementary Supervisor, informed board members that the Scott County Schools Crisis Plan for each school is on display for review. She explained that the plans include everything needed for response to a crisis. She further explained that school boards are required to annually review the written school crisis response plans of each school and that the superintendent certifies the review no later than August 31 to the Virginia Center for School Safety.

APPROVAL OF SCHOOL BOARD SUPPORT OF IMAGINATION LIBRARY OF SCOTT COUNTY: Superintendent Scott recommended that due to fuel and other price increases, he feels the board could make a \$3,000 donation which is the budgeted amount and review the financial situation after Christmas or in the spring to consider additional funding. On a motion by Mr. Campbell, seconded by Mr. Templeton, all members voting aye, the board approved payment in the amount of \$3,000 to the Imagination Library of Scott County with the understanding that additional funding would be considered at a later date during the school year.

APPROVAL OF SCHOOL ALLOCATIONS FOR 2008-09 SCHOOL YEAR: Superintendent Scott presented a list of allocations to the schools and explained changes from the prior year. He also reported that the list did not include copier paper which is provided for the schools. He expressed that there is a need to have a means of insuring that the personnel at the school that need supplies do receive funds. On a motion by Mr. Jessee, seconded by Mrs. McClelland, all members voting aye, the board approved the school allocations for the 2008-09 school year as follows:

2008-2009 ALLOCATIONS								
	COPIERS	REMEDIAL/INST.	LIBRARY	BUS/TECH	FAM. SCI.	BAND	CUSTODIAL	TOTAL
DUFFIELD	\$5,700.00	\$17,100.00	\$1,750.00				\$12,000.00	\$36,550.00
DUNGANNON	\$4,000.00	\$4,150.00	\$1,415.00				\$3,500.00	\$13,065.00
FORT BLACKMORE	\$4,000.00	\$4,050.00	\$1,400.00				\$3,400.00	\$12,850.00
GATE CITY HIGH	\$6,500.00	\$24,150.00	\$2,500.00	\$4,500.00	\$5,000.00	\$10,500.00	\$17,600.00	\$70,750.00
GATE CITY MIDDLE	\$6,700.00	\$26,650.00	\$2,765.00	\$2,000.00	\$0.00	\$4,000.00	\$19,000.00	\$61,115.00
HILTON	\$5,000.00	\$8,900.00	\$1,895.00				\$6,500.00	\$22,295.00

NICKELSVILLE	\$5,300.00	\$13,600.00	\$2,065.00				\$9,550.00	\$30,515.00
RYE COVE HIGH	\$5,600.00	\$15,950.00	\$2,095.00	\$4,000.00	\$2,500.00	\$7,000.00	\$11,150.00	\$48,295.00
RYE COVE INT.	\$5,000.00	\$8,050.00	\$1,805.00				\$6,000.00	\$20,855.00
SHOEMAKER	\$6,500.00	\$24,500.00	\$2,595.00				\$17,000.00	\$50,595.00
TWIN SPRINGS	\$5,500.00	\$14,850.00	\$1,985.00	\$4,000.00	\$2,500.00	\$7,000.00	\$10,500.00	\$46,335.00
WEBER CITY	\$6,000.00	\$19,600.00	\$2,460.00				\$13,750.00	\$41,810.00
YUMA	\$5,000.00	\$8,000.00	\$1,800.00				\$6,000.00	\$20,800.00
SCVS	\$5,500.00	\$115,000.00	\$0.00				\$14,000.00	\$134,500.00
TOTAL	\$76,300.00	\$304,550.00	\$26,530.00	\$14,500.00	\$10,000.00	\$28,500.00	\$149,950.00	\$610,330.00

POLICY MANUAL & STUDENT/PARENT HANDBOOK AND CODE OF CONDUCT: Board members and Superintendent Scott discussed revisions and approval of the Policy Manual & Student/Parent Handbook and Code of Conduct. Mr. Templeton stated that he has a problem with the proposed policy for Payment of Accumulated Sick Leave Days Prior to Retirement. He read the Code of Virginia Section 51.1-152 Limitations on Average Final Compensation and Section 51.2-124.3 Definitions. He stated that this item is illegal.

Chairman Meade stated that the board would discuss this item at a time set to do so. After board member discussion, the board decided to meet at 7 p.m. on Tuesday, July 8, 2008 for an adjourned meeting to discuss the Policy Manual & Student/Parent Handbook and Code of Conduct.

APPROVAL OF RESOLUTION FOR PAYMENT OF EARLY INVOICES: On the recommendation of Superintendent Scott and on a motion by Mrs. Blair, seconded by Mr. Jessee, all members voting aye, the board approved the resolution for payment of early invoices as follows:

RESOLUTION

WHEREAS, the Scott County School Board desires to practice financial accountability, and

WHEREAS, certain invoices are of the nature that add interest charges and additional late charges for the registration fees after a prescribed number of days, and

WHEREAS, certain invoices have a discount applied if paid within a prescribed number of days, and

WHEREAS, these interest, late, and additional charges are viewed as unnecessary expense,

THEREFORE, BE IT RESOLVED that the Scott County School Board authorized the Superintendent and Clerk of the Board to approve and to forward for payment legitimate Alltel, AT&T, American Electric Power Company, Bristol Virginia Utilities Board, Chevron, Division of Motor Vehicles, Dungannon Water Department, Exxon Company, Gate City Water Department, MBNA America (Mastercard) Platinum Plus for Business, MountaiNet, Nickelsville Water Department, Office Depot, Office Max, Phillips 66 Company, Powell Valley Electric Company, Scott County Telephone Cooperative, Scott County Public Service Authority, Scott Telecom & Electronics, Embarq, Virginia State Police, Board approved and/or bidden contracted maintenance/construction invoices, architect and engineering invoices, insurance and Board invoices, registration fees, invoices stating discounts, and invoices involving grants that are to be used for reimbursement purposes.

THEREFORE, BE IT FURTHER RESOLVED that a copy of these prepaid invoices be presented to the School Board at its next regularly scheduled meeting.

Legal Reference: Code of Virginia 22.1-122

Joe D. Meade, Chairman (Signature)

Loretta Q. Page, Clerk (Signature)

APPROVAL OF SURPLUS SALE LIST: On the recommendation of Superintendent Scott and on a motion by Mrs. McClelland, seconded by Mr. Templeton,

all members voting aye, the board approved a list of items for the surplus sale to be held at 9 a.m. on Saturday, July 12, 2008, at the school bus garage.

FUNDRAISERS/SCHOOL HONOR SOCIETIES/FIELD TRIPS: Superintendent Scott and board members discussed that some schools have only a couple of fundraisers while others have several. Mr. Meade expressed a concern that some participants cannot come up with funds. Superintendent Scott reported that the grading is specifically stated for high school students' membership in the National Honor Society and that the grading for the honor roll for elementary school students is different. He stated that each elementary school should follow the same criteria for honor roll students. He also reported that athletic and field trips need to be reviewed due to the increased cost of fuel. Superintendent Scott stated that board members could review these items and discuss them further at the meeting on July 8.

UPDATE ON 403(b) PLAN: Mrs. K.C. Linkous, Deputy/Payroll Clerk, provided an update on the employer's participation in the 403(b) Plan. She presented board members a copy of the 403(b) Plan Adoption Agreement and Board Resolution Adopting a 403(b) Plan Document. She reported that the Plan would be established effective August 1, 2008 and that it did not exclude any employees. Also, that the Plan will accept transfers into the Plan from another employer's 403(b) Plan and permit transfers from the Plan to another employer's 403 (b) Plan, if requested by a former participant. She explained that the Plan allows for loans and that repayments will be paid directly to the applicable vendor(s) and repayments will not be available through salary reduction. She further reported that there are approximately 15 vendors and most of these have only one participant and it is anticipated that vendors with only one participant may drop out since fees must be paid to keep the participant on the Plan.

Mrs. McClelland, board member serving on the 403(b) Plan Administrator selection committee, reported that she feels this is a good group (ADMIN Solutions, LLC) to work with and changes can be made to the Plan when necessary. She also reported that Plan information will be presented at the preservice and everyone that is a participant will be notified. Mrs. Linkous also reported that Mr. Kay Jessee also served on the selection committee for a 403(b) Plan Administrator.

On a motion by Mr. Campbell, seconded by Mr. Jessee, all members voting aye, the board approved the 403(b) Plan Adoption Agreement and Board Resolution Adopting a 403(b) Plan Document. (Appendix C)

CLOSED MEETING: Superintendent Scott stated that personnel: central office staff, teachers, coaches and cafeteria employees; legal matters; and property need to be discussed in closed meeting.

Mr. Campbell made a motion to enter into a closed meeting at 7:35 p.m. motion was seconded by Mr. Templeton, citing Section 2.2-3711A(3)* of the Code of Virginia, as amended, to discuss central office staff, teachers, coaches, and cafeteria personnel, all members voting aye. ***Note: August 5, 2008 Correction Section 2.2-3711A(1)**

Mr. Templeton made a motion to also enter into closed meeting to consider 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 Mrs. McClelland, all members voting aye.

Mrs. McClelland made a motion to also enter into closed meeting to consult with legal counsel pertaining to actual or probable litigation, being discussion of legal fees,

as provided in Section 2.2-3711A(7) of the Code of Virginia as amended, motion was seconded by Mr. Templeton, all members voting aye.

RETURN FROM CLOSED MEETING: All members returned from closed meeting at 7:47 p.m. and on a motion by Mr. Campbell, seconded by Mrs. Blair, 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 2.2-3711 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: Beth Blair, Lowell Campbell, Kay Jessee, Kathy McClelland, Joe Meade, Dennis Templeton

Nays: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

AUTHORITY GIVEN TO SCHOOL BOARD ATTORNEY TO SIGN DOCUMENTS NECESSARY FOR THE FUTURE ACQUISITION OR DISPOSITION OF REAL PROPERTY PENDING FINAL APPROVAL OF THE BOARD: On a motion by Mr. Jessee, seconded by Mr. Templeton, all members voting aye, the board gave the school board attorney the authority to sign those documents necessary for the future acquisition or disposition of real property pending final approval of the board.

RESIGNATION: On the recommendation of Superintendent Scott and on a motion by Mrs. McClelland, seconded by Mr. Jessee, all members voting aye, the board accepted the resignation request of Ms. Angela McAmis, Twin Springs High School Teacher, effective June 26, 2008.

EMPLOYMENT: On the recommendation of Superintendent Scott and on a motion by Mrs. Blair, seconded by Mr. Campbell, all members voting aye, the board approved the employment of Ms. Julie Bowen, Teacher, effective for the 2008-09 school year.

On the recommendation of Superintendent Scott and on a motion by Mr. Jessee, seconded by Mr. Templeton, all members voting aye, the board approved the employment of Mr. Frank Wright, Teacher, effective for the 2008-09 school year.

On the recommendation of Superintendent Scott and on a motion by Mr. Templeton, seconded by Mrs. Blair, all members voting aye, the board approved the employment of Mr. Jeremy Collins, Teacher, effective for the 2008-09 school year.

On the recommendation of Superintendent Scott and on a motion by Mrs. McClelland, seconded by Mr. Campbell, all members voting aye, the board approved the employment of Mr. Tommy Musick as the Gate City 8th Grade Girls Basketball Coach, effective for the 2008-09 school year.

On the recommendation of Superintendent Scott and on a motion by Mr. Templeton, seconded by Mr. Campbell, all members voting aye, the board approved the employment of Mr. Chris Potts as the Gate City 7th Grade Girls Basketball Coach, effective for the 2008-09 school year.

On the recommendation of Superintendent Scott and on a motion by Mrs. McClelland, seconded by Mr. Templeton, all members voting aye, the board approved the employment of Mr. Jason Castle as Twin Springs High School Junior Varsity Football Coach, effective for the 2008-09 school year.

On the recommendation of Superintendent Scott and on a motion by Mr. Jessee, seconded by Mr. Campbell, all members voting aye, the board approved the employment of Ms. Ashlie Baker, Ms. Miranda Templeton, and Ms. Molly Jones as teachers for the 2008-09 school year.

On the recommendation of Superintendent Scott and on a motion by Mr. Campbell, seconded by Mr. Templeton, all members voting aye, the board approved the employment of Ms. Carolyn Meade as a full-time cafeteria employee at Nickelsville Elementary School, effective for the 2008-09 school year.

APPROVAL OF PAYMENT TO VACORP FOR LEGAL EXPENSES: On a motion by Mr. Campbell, seconded by Mr. Jessee, all members voting aye, the board approved payment to VACORP in the amount of \$1,080.00 for legal expenses.

MAINTENANCE UPDATE: Mr. Templeton requested a maintenance update. Superintendent Scott provided a maintenance update on projects at Twin Springs, Rye Cove, and the Scott County Career & Technical Center.

SELECTION OF DELEGATE AND ALTERNATE TO ATTEND VSBA ANNUAL CONVENTION – NOVEMBER 19-21, 2008: Mrs. Blair nominated Mr. Joe Meade, Chairman, as the delegate to attend the VSBA Annual Convention (November 19-21, 2008), nomination was seconded by Mr. Templeton, all members voting aye.

Mr. Templeton nominated Mr. Kay Jessee as the alternate delegate to attend the VSBA Annual Convention, nomination was seconded by Mr. Campbell, all members voting aye.

ADJOURNED MEETING: On a motion by Mr. Campbell, seconded by Mrs. Blair, all members voting aye, the board adjourned the regular meeting until 7:00 p.m., on Tuesday, July 8, 2008, in the School Board Office Conference Room.

Joe D. Meade, Chairman

Loretta Q. Page, Clerk