

**SCOTT COUNTY SCHOOL BOARD
MINUTES OF REGULAR MEETING
TUESDAY, JUNE 3, 2008**

The Scott County School Board met in regular session on Tuesday, June 3, 2008, in the School Board Office Conference Room in Gate City, Virginia, with the following members present:

Joe D. Meade, Chairman
James Kay Jessee, Vice Chairman
Gloria E. "Beth" Blair
Lowell S. Campbell
Katherine "Kathy" J. McClelland
Dennis C. Templeton

ABSENT: None

OTHERS PRESENT: James B. Scott, Division Superintendent; John Sigmond, School Board Attorney; Loretta Q. Page, Clerk; Karen C. Linkous, Deputy Clerk; Johnny Trent, Scott County Education Association Representative; Gerald Miller, Mayor of Duffield; Nancy Godsey and Catherine Crooke, Gate City Community Members; Lisa McCarty, Scott County Virginia Star; and M.A. Lunsford, Volunteer Coordinator, Imagination Library of Scott County.

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

APPROVAL OF AGENDA: On a motion by Mrs. Blair, seconded by Mr. Templeton, all members voting aye, the board approved the agenda items submitted and including the addition of "Gate City Town Council Outdoor Classroom" requested by Mrs. McClelland and "School Classroom Supplies Allocations" requested by Superintendent Scott.

PRESENTATION: IMAGINATION LIBRARY OF SCOTT COUNTY - M.A. LUNSFORD, VOLUNTEER COORDINATOR: Mr. M.A. Lunsford, Volunteer Coordinator for the Imagination Library of Scott County, presented a request that the board consider increasing their annual contribution from \$3,000.00 to \$6,000.00 due to the increased number of books being distributed. He provided a brief history of the program and reported that for the year 2007 the Imagination Library placed over 6,700 books to Scott County children from birth to five years of age. He also reported that donations received to support the program were in the amount of \$12,676.34 and the cost to administer the program was \$15,386.23, leaving a deficit of *\$1,354.95.

***\$2,709.89 (Corrected Amount Approved 7/1/08)**

Chairman Meade stated that the board would look at the request and take under advisement and let Mr. Lunsford know next month.

PUBLIC COMMENTS: There were no comments during this period.

APPROVAL OF CLARIFICATION TO MINUTES OF MAY 2, 2008, REGULAR MEETING: Mrs. McClelland made a motion for a clarification to the May 2, 2008 Regular Meeting minutes on page 86, Discussion and Approval of Claims, to include "On another claim item" at the beginning of the second paragraph; motion was seconded by Mr. Templeton.

VOTE

Ayes: Kay Jessee, Kathy McClelland, Dennis Templeton
Nays: Beth Blair, Lowell Campbell

SCHOOL BOARD MEETING MINUTES TO BE PUT ON WEBSITE AFTER APPROVAL BY THE SCHOOL BOARD:

Superintendent Scott reported that the public sometimes thinks that the draft minutes posted on the school system's website are the official approved minutes of a school board meeting. He informed board members that draft minutes do not have to be posted on the school system's website since the Virginia Code statute is not referring to school boards. He stated that the board could decide whether to continue posting minutes on the website as a draft or post them after they are formally approved. Board members discussed that a disclaimer could be listed with the draft minutes. Mr. Jessee stated that he likes having the draft minutes on the school system's website for the public and so that he could review them while they are fresh on his mind. He and other members also discussed that the draft minutes of school board meetings are subject to the Freedom of Information Act and must be made available to the public upon request. Mrs. McClelland stated that she would like for the public to know that the Board is not discouraging anyone from picking up a copy of the draft minutes or making them available to the public upon request.

After superintendent and board member discussion, Mr. Templeton made a motion that the School Board Meeting Minutes be put on the website after the minutes are approved by the school board, motion was seconded by Mrs. Blair.

VOTE

Ayes: Beth Blair, Lowell Campbell, Kathy McClelland, Dennis Templeton

Nays: Kay Jessee

APPROVAL OF MAY 6, 2008, REGULAR MEETING MINUTES: On a motion by Mr. Templeton, seconded by Mrs. McClelland, all members voting aye, the board approved the minutes of the May 6, 2008, Regular Meeting.

APPROVAL OF CLAIMS: On a motion by Mr. Jessee, seconded by Mr. Templeton, all members voting aye, the board approved claims as follows: School Operating Fund invoices and payroll in the amount of \$1,141,891.99 as shown by warrants #8086458-8086829. School Cafeteria Fund invoices and payroll in the amount of \$119802.65 shown by warrants #1010870-1010958. School Construction Fund invoices in the amount of \$19351.85 as shown by warrant #1900451-1900469. Scott County Head Start invoices and payroll in the amount of \$49,751.14 as shown by warrants #7018-7092 (#7047 voided).

APPROVAL OF EDUCATIONAL CONFERENCE AND WORKSHOP REIMBURSEMENT: On the recommendation of Superintendent Scott and on a motion by Mrs. Blair, seconded by Mr. Jessee, the board approved an Educational Conference and Workshop Reimbursement procedure as follows:

School personnel who are required to attend educational conferences and workshops will be reimbursed for expenses incurred, as funds are available, provided the following conditions are met.

1. *Prior approval for the trip is obtained from the direct supervisor and superintendent at least 5 days prior to the conference or workshop*
2. *Receipts are turned in to the School Board Office upon return*
3. *Expenses do not exceed Scott County Public School's guidelines*
 - a. *Travel – State mileage rate of 50.5*
 - b. *Meals – Do not exceed \$60.00 per day including taxes and tips (tips not to exceed 18%)*
 - c. *Lodging – Actual expenses, excluding room services, pay movies, and phone calls. Personnel are encouraged to select facilities that charge reasonable rates.*
 - d. *Registration fees*

School personnel who request to attend educational conferences and workshops will be partially reimbursed for expenses incurred, as funds are available, provided the following conditions are met.

1. Prior approval for the trip is obtained from the direct supervisor and superintendent at least five (5) days prior to the conference or workshop
2. Receipts are turned in to the School Board Office upon return
3. Expenses do not exceed Scott County Public School's guidelines
 - a. Gas – Actual cost of gasoline
 - b. Meals – Do not exceed \$60.00 per day including taxes and tips (tips not to exceed 18%)
 - c. Lodging – Actual expenses, excluding room services, pay movies, and phone calls. Personnel are encouraged to select facilities that charge reasonable rates.
 - d. Registration fees

NOTE: No reimbursement for gasoline, meals (including tips), tolls and lodging unless you include a receipt(s) showing payment was made.

VOTE

Ayes: Beth Blair, Lowell Campbell, Kay Jessee, Kathy McClelland, Dennis Templeton
Nays: Joe Meade

APPROVAL OF TRAVEL REGULATION DLC-R: On the recommendation of Superintendent Scott and on a motion by Mr. Campbell, seconded by Mrs. McClelland, all members voting aye, the board approved the regulation DLC-R as follows:

The following guidelines will be used for reimbursing employees for travel:

1. Mileage reimbursement will be on the shortest distance between schools.
2. No in-county travel will be paid, with the exception of itinerant employees, without prior approval from the Central Office.
3. Only one person per vehicle can count mileage.
4. Athletic travel will be paid only if your school is competing.
5. Athletic travel for secondary principals will be reimbursed from the school to the competing school.
6. A maximum of \$500 per year for mileage will be reimbursed for elementary and secondary principals. Secondary principals may receive an additional \$500 per year for mileage for athletic events.
7. All travel reimbursement requests must be turned in monthly.

APPROVAL OF UP TO FIVE (5) UNUSED VACATION DAYS TO BE TRANSFERRED TO SICK LEAVE DAYS: On the recommendation of Superintendent Scott and on a motion by Mr. Templeton, seconded by Mr. Jessee, all members voting aye, the board approved up to five (5) unused vacation days to be transferred to sick leave days.

APPROVAL OF SICK LEAVE BANK POLICY GCBE-R: 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 revised sick leave bank policy GCBE-R as follows:

Board shall maintain a sick leave bank for full-time employees who have prolonged, catastrophic or long-term illness or injury who have exhausted their own sick leave as long as one-third of the eligible members participate in the sick leave bank.

SICK LEAVE BANK

Membership Requirements

1. Eligible employees are those full-time employees who receive sick leave benefits.
2. Membership in the Sick Leave Bank is voluntary on the part of the eligible employees.

Enrollment

1. An eligible employee may enroll within the first 30 days of employment. An employee who does not enroll when first eligible may do so between any subsequent September 1 to October 15 by making application and providing satisfactory evidence of good health to the Board.
2. An employee may enroll in the Bank by donating one (1) day of sick leave upon joining and one (1) day thereafter whenever an assessment is required during the school year and must be a member 30 days prior to application for benefits.

Rules for Use

1. The Sick Leave Bank will be administered by the Central Office and an Advisory Board. The Advisory Board consists of the Superintendent, James B. Scott, and one (1) School Board Member.
2. A member must make application for use of the Sick Leave Bank benefit; it is not automatic.
3. The first 5 consecutive contract days of illness or disability will not be covered by the Bank but must be covered by the employees own accumulated sick leave days.
4. A member of the Bank will not be able to utilize the Sick Leave Bank benefits until his or her sick leave supply is exhausted.
5. For a participating member to be eligible to receive Sick Leave benefits, a physician's certificate is required.
 - a. This certificate must include the date the health condition began, the probable duration of the condition, and the appropriate medical facts.
 - b. For family care, the certification must state that the employee is needed to care for the family member, and must also provide an estimated amount of time he or she will need.
 - c. The health care provider must certify, based on the employee's statement of the care he or she will provide a family member, that the employee's presence is required or would be beneficial.
 - d. Where the leave is for the employee's own serious health condition, the certification must state the employee is unable to perform the essential elements of his or her job.

Also, members receiving Sick Leave Bank benefits must provide a progress assessment from his/her physician at the end of the thirty (30) days to be eligible for the additional fifteen (15) days.

6. Days drawn from the Bank for any one period of disability must be consecutive.
7. A maximum of 45 working days each school year can be drawn by any member of the Sick Leave Bank.

Sick Leave Bank may be used for the applicant's own personal illness and immediate family living in the applicant's household. Such leave may be granted for the following reasons:

- a. to care for a spouse, child, or parent with a serious health condition; or
- b. when a serious health condition (physical or psychological) makes the employee unable to perform essential job functions.

Serious health condition means:

- a. any period involving overnight inpatient care at a health care facility;
- b. any incapacity requiring an absence of more than three days and involving two or more visits to a health care provider;
- c. supervision by a health care provider (without visits) for a chronic or long-term health condition or complications involving pregnancies.
- d. Treatment for a serious chronic health condition which, if left untreated, would likely result in three or more days of absence from work; or
- e. Inpatient treatment for substance abuse under guidelines similar to the ADA.

9. A member not having a sick leave day to contribute at the time of assessment shall automatically be assessed the first sick leave subsequently earned.

10. Leave from the Bank may not be used for disabilities which qualify the member for Worker's Compensation leave and/or insurance benefits. (Cases pending will not be paid until resolution of such cases.)

11. The Bank will carry over its total days from one school year to the next.

12. A member may withdraw from the Bank, but days previously contributed will remain intact.

13. Participating members who have made application for Sick Leave Bank benefits and whose request was disapproved, may appeal the request to the Superintendent or his designee.

14. Upon termination of employment or withdrawal of membership, a participant will not be permitted to withdraw his/her contributed day(s).

15. The School Board reserves the right to abolish the Sick Leave Bank at any time it considered the Sick Leave Bank inappropriate. The School Board for not assume responsibility for claims by any employee against the Sick Leave Bank from its inception or at any time the future.

16. If the Sick Leave Bank becomes inoperative for any reason, the sick leave days remaining in the Bank at that time will be distributed first to those members receiving benefits. From the remaining Bank Balance, sick leave will be credited to the nearest one-half (1/2) day to each participating member, if a sufficient number of days exist. If any insufficient balance exists to do this, the Bank shall terminate and no further distribution be made.

AUTHORIZATION OF SIGNATURES IN ABSENCE OF SUPERINTENDENT: On the recommendation of Superintendent Scott and on a motion by Mr. Campbell, seconded by Mrs. Blair, all members voting aye, the board authorizes the persons listed below to sign Virginia Department of Education reports, documents, requisitions, and other official correspondence in the absence of the Division Superintendent.

Loretta Q. Page, Clerk of the Board/Data Administration Manager, SSWS-Back-up Manager
Tammy Quillen, Director of Testing/Elementary Supervisor
Debra Brickey, Coordinator/Student Records Collection

APPROVAL OF JAMES B. SCOTT, SUPERINTENDENT, AS REPRESENTATIVE FOR EARLY RETIREMENT INCENTIVE PLAN (ERIP) ACCOUNT WITH SUNTRUST: On a motion by Mr. Templeton, seconded by Mr. Jessee, all members voting aye, the board approved Mr. James B. Scott, Superintendent, as the authorized representative to conduct any necessary business matters for the Early Retirement Incentive Plan (ERIP) Account with SunTrust Bank. Mr. Scott replaces Mr. Darryl E. Johnson, who is retiring effective July 1, 2008.

APPROVAL OF GRANT APPLICATIONS: 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 Title I, Part A, Improving Basic Programs (\$763,375.97); Title II, Part A, Teacher Quality (204,866.02); Title II, Part D, Educational Technology (\$7,816.94); Title III, Part A, Language Instruction for Limited English Proficient and Immigrant Students; Title IV, Part A, Safe and Drug-Free Schools and Communities Act (SDFSCA) (\$17,392.93) grant applications as submitted.

APPROVAL OF VPSA TECHNOLOGY RESOLUTION: On the recommendation of Superintendent Scott and on a motion by Mrs. Blair, seconded by Mrs. McClelland, all members voting aye, the board approved the VPSA Technology Resolution as follows:

RESOLUTION OF THE SCOTT COUNTY SCHOOL BOARD OF SCOTT COUNTY DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE PROCEEDS OF ONE OR MORE GRANTS MADE BY THE COMMONWEALTH OF VIRGINIA FOR CERTAIN EXPENDITURES MADE AND/OR TO BE MADE IN CONNECTION WITH CERTAIN CAPITAL IMPROVEMENTS

WHEREAS, the Scott County School Board (the "Division") is a political subdivision organized and existing under the laws of the Commonwealth of Virginia; and

WHEREAS, the Division has paid, beginning no earlier than July 1, 2008, and will pay, on and after the date hereof, certain expenditures (the "Expenditures") in connection with the capital project (the "Project"), as more fully described in Appendix A attached hereto; and

WHEREAS, the Scott County School Board of the Division (the "Board") has determined that the money (previously advanced no more than 60 days prior to the date hereof and) to be advanced on and after the date hereof to pay the Expenditures are only available for a temporary period and it is necessary to reimburse the Division for the Expenditures from the proceeds of one or more grants to be made by the Commonwealth of Virginia (the "Grants") from the proceeds of its tax exempt equipment notes (the "Notes").

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

Section 1. The Board hereby declares the Division's intent to reimburse the Division with the proceeds of the Grants for the Expenditures with respect to the Project made on and after July 1, 2008, which date is no more than 60 days prior to the date hereof. The Division reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Grants.

Section 2. Each Expenditure was and will be of a type properly chargeable to capital account under general federal income tax principles (determined in each case as of the date of the Expenditure).

Section 3. The maximum cost of the Project is expected to be \$414,000 (Scott 084) and \$26,000 (Renaissance 429 - Scott County).

Section 4. The Division will make a reimbursement allocation, which is a written allocation by the Division that evidences the Division's use of proceeds of the Grants to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The Division recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, certain *de minimis* amounts, expenditures by "small issuers" (based on the year of issuance and not the year of expenditure) and expenditures for construction projects of at least 5 years.

Section 5. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this Third day of June, 2008.

Joe D. Meade, Chairman (Signature)

Attested:

Loretta Q. Page, Clerk (Signature)

APPROVAL FOR SURPLUS SALE: 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 surplus sale to be held at the School Bus Garage on Saturday, July 12, 2008. Superintendent Scott is to present a list of items for approval at the July 1, 2008 School Board Meeting.

APPROVAL OF (HEAD START) ONE-TIME COMPETITIVE TRAINING AND TECHNICAL ASSISTANCE FUNDS: 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 Head Start One-time Competitive Training and Technical Assistance Funds Application in the amount of \$4,560.00 as submitted.

GATE CITY TOWN COUNCIL OUTDOOR CLASSROOM: Mrs. McClelland reported that the Gate City Town Council has applied for a grant for Grogan Park. She explained that this is for an Outdoor Classroom and would be available for three schools in the area, Gate City High School, Gate City Middle School, and Shoemaker Elementary School that currently have no

area for ecology. She reported that the council is requesting financial assistance from the school board which includes expenses for the building for the outdoor classroom.

Chairman Meade asked Mrs. McClelland to check on this matter and provide further information.

SCHOOL ALLOCATIONS: Superintendent Scott explained that various allocation amounts, which are based on number of students, are given from the school board to the schools for school expenditures including classroom supplies. He also provided a report on the copier paper purchased by the school board for the schools. Therefore; he stated, when considering the amount of funds and copier paper given to the schools, it is difficult to understand why teachers have reported receiving only a small amount of funds, if any, from their school and those teachers have spent their own funds for classroom supplies in some cases. Also, he was informed that one teacher was told that there was no copier paper available at the schools. Superintendent Scott reported that school allocations are a concern that he will be speaking about to the school principals.

SCHOOL FUNDRAISERS: Superintendent Scott reported that requests for fund raising have been coming in and that he would like the board's guidance on this matter. He reported that some schools have one or two requests, while others may have as many as sixteen. He stated that he would like to discuss school fundraisers at the next meeting.

SCHOOL BUS TRAVEL: Superintendent Scott reported on the current cost of fuel for school busses and a need to maybe look at installing cameras for security purposes at the bus garage. He stated that field and athletic trips are a concern that he would like to discuss at the next meeting.

CLOSED MEETING: Superintendent Scott stated that personnel need to be discussed as follows: teachers, central office personnel, coaches, and bus garage personnel.

Mr. Templeton made a motion to enter into a closed meeting at 7:15 p.m. as provided in Section 2.2-3711A(3) of the Code of Virginia, as amended, to discuss personnel, all members voting aye.

Mr. Templeton also made a motion to enter into closed meeting to enter into closed meeting to consider real estate, as provided in Section 2.2-3711A(3) of the Code of Virginia as amended, motion was seconded by Mr. Campbell, all members voting aye

RETURN FROM CLOSED MEETING: All members returned from closed meeting at 7:48 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

RETIREMENT: On the recommendation of Superintendent Scott and on a motion by Mr. Campbell, seconded by Mr. Jessee, all members voting aye, the board approved the retirement request of Mrs. Deborah T. Adams, Scott County Career & Technical Center Teacher, effective August 1, 2008.

On the recommendation of Superintendent Scott and on a motion by Mr. Jessee, seconded by Mrs. Blair, all members voting aye, the board approved the retirement request of Mr. Darryl E. Johnson, Director of Operations, effective July 1, 2008, and Mr. Johnson has the option of participating in the health insurance benefit retirement plan for the next two years (prior to age 65 or Medicare eligible age).

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 retirement request of Ms. Reeda Kegley, part-time cafeteria employee, effective May 27, 2008.

RESIGNATION: On the recommendation of Superintendent Scott, and on a motion by Mr. Jessee, seconded by Mrs. McClelland, all members voting aye, the board approved the resignation request of Ms. Amy Bledsoe, Gate City High School Varsity Girls Basketball coach, effective May 27, 2008.

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 resignation request of Mr. Justin Forrester, Gate City Middle School Junior Varsity Girls Basketball Coach, effective May 19, 2008.

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 resignation request of Mr. Aaron J. Hillman, Twin Springs High School Assistant Football Coach, effective May 27, 2008.

EMPLOYMENT: 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 Ms. Cammie Bailey as a Head Start Teacher for the 2008-09 school year.

On the recommendation of Superintendent Scott, and on a motion by Mr. Templeton, seconded by Mrs. McClelland, all members voting aye, the board approved the employment of Ms. Christy Gardner as a Head Start Teacher for the 2008-09 school year.

On the recommendation of Superintendent Scott, and on a motion by Mr. Jessee, seconded by Mrs. McClelland, all members voting aye, the board approved the employment of Mr. Everett Shepard as a secondary teacher (Gate City High School and Twin Springs High School) and Twin Springs High School Football Coach and Girls Basketball Coach 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 Ms. Angela "Angie" Salling as a central office secretary effective July 1, 2008.

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. Hollis "Dean" Anderson, Jr. as a school bus garage employee effective July 1, 2008.

APPROVAL OF POLICY CONCERNING THE USE OF CELL PHONES BY SCHOOL BUS

DRIVERS: On a motion by Mr. Templeton, seconded by Mrs. McClelland, all members voting aye, the board authorized Superintendent Scott to notify all school bus drivers immediately that they are prohibited from the usage of cell phones at any time the school bus which they are operating is in a traveling mode, further the board directed Superintendent Scott to notify the school bus drivers of the “exact wording” of the legislation, which is state law effective July 1, 2008, and is to be included in the Scott County Public Schools Policy Manual.

ADJOURNMENT: On a motion by Mr. Jessee, seconded by Mr. Templeton, all members voting aye, the board adjourned at 8:04 p.m.

Joe D. Meade, Chairman

Loretta Q. Page, Clerk