

**SCOTT COUNTY SCHOOL BOARD
REGULAR MEETING MINUTES, TUESDAY, JULY 3, 2012**

The Scott County School Board met in a regular meeting on Tuesday, July 3, 2012, in the Scott County Career & Technical Center Auditorium in Gate City, Virginia, with the following members present:

James Kay Jessee, Chairman

ABSENT: None

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

Jeffrey "Jeff" A. Kegley

Gail L. McConnell

L. Stephen "Steve" Sallee, Jr.

Herman "Kelly" Spivey, Jr.

OTHERS PRESENT: John I. Ferguson, Superintendent; Will Sturgill, School Board Attorney; Jason Smith, Supervisor of Personnel/Middle Schools; Loretta Q. Page, Clerk Of The Board/Administrative Assistant/ Head Start Payroll & Invoice Clerk; K.C. Linkous, Deputy Clerk Of The Board/Human Resource Manager; Helen Henderson, Head Start Director; Judy Calton, Head Start Administrative Assistant/Finance Officer; Beryl Maness, County Board of Supervisors Member; Suzanne Goins, Virginia Professional Educators Representative; Justin Forrester, Scott County Education Association Representative; Tim Edwards and Billy Nash, Maintenance Employees; Robert Sallee, Supervisor of Building Services; Lee Sanders, School Bus Driver; David Hartley, Heritage TV; Lisa McCarty, Scott County Virginia Star; Wes Bunch, Kingsport Times News; and, principals, teachers, coaches, parents and students.

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE: Chairman Jessee called the meeting to order at 6:30 p.m. He stated he was glad to see each and every one in the audience. He commented that some in the audience are regularly in attendance and others are present to be recognized for their accomplishments. He expressed congratulations for the year that they have had. He asked the audience to observe a moment of silence and then cited the *Pledge of Allegiance*.

CHANGES TO AGENDA/APPROVAL OF AGENDA: There being no changes to the agenda, Mr. Sallee made a motion to approve the agenda, seconded by Mr. Kegley, all members voting aye.

DISCUSSION/APPROVAL OF DELEGATE & ALTERNATE TO ATTEND VIRGINIA SCHOOL BOARDS ASSOCIATION (VSBA) ANNUAL CONVENTION IN NOVEMBER: Chairman Jessee asked for volunteers to serve as delegate and alternate to represent the Board at the VSBA Delegate Assembly and Regional meeting. There being no volunteers, he asked for nominations. Board members discussed tabling the item or whether any members plan to attend. Chairman Jessee pointed out that if no names are submitted then the chairman and vice chairman will be listed as delegate and alternate. Members decided to go ahead with the selection of members to attend since a notification has to be sent in by August 1, which is prior to the next regular meeting to be held on August 7. Mr. Quillen made a motion to nominate Mr. Sallee to serve as delegate; motion was seconded by Mr. McConnell, all members voting aye. Mr. Quillen made a motion to nominate Mr. Spivey as an alternate delegate; motion was seconded by Mr. McConnell, all members voting aye. Mr. Steve Sallee will serve as delegate and Mr. Kelley Spivey as alternate delegate to represent the Board at the VSBA Delegate Assembly and Regional Meeting of the 2012 VSBA Annual Convention to be held November 14-16.

APPROVAL OF JUNE 5, 2012 REGULAR MEETING MINUTES: On a motion by Mr. Kegley, seconded by Mr. Spivey, all members voting aye, the Board approved the Tuesday, June 5, 2012 Regular Meeting Minutes as submitted.

APPROVAL OF JUNE 15, 2012 SPECIAL MEETING MINUTES: On a motion by Mr. Sallee, seconded by Mr. Kegley, all members voting aye, the Board approved the Tuesday, June 15, 2012 Special Meeting Minutes as submitted.

APPROVAL OF JUNE 28, 2012 SCHOOL BUDGET CLOSE-OUT MEETING MINUTES: On a motion by Mr. McConnell, seconded by Mr. Spivey, all members voting aye, the Board approved the Thursday, June 28, 2012 School Budget Close-out Meeting Minutes as submitted.

APPROVAL OF CLAIMS: On a motion by Mr. Sallee, seconded by Mr. Spivey, all members voting aye, the Board approved the following payroll and claims: School Operating Fund invoices & payroll in the amount of \$1,093,685.34 as shown by warrants #8103918-8104148 & electronic payroll direct deposit in the amount of \$1,159,625.99 & electronic payroll tax deposit \$486,836.11. Cafeteria Fund invoices & payroll in the amount of \$34,575.96 as shown by warrants #1014935-1014954 & electronic payroll direct deposit in the amount of \$23,105.25 & electronic payroll tax deposit \$9,335.32. Head Start invoices & payroll in the amount of \$38,994.75 as shown by warrants #10482-10522 (#10503 & 10504 voided).

PRESENTATION - LINWOOD HOLTON GOVERNOR'S SCHOOL FIRST PLACE TEAM WINNER: Mr. Jeff Kegley (school board member currently serving on the Governor's School Board of Directors), expressed congratulations for the achievement of Austin Patrick, Gate City High School Student, a First Place Team Winner for the Ultra-High By-Pass Engines project that was a competition judged by a group of NASA engineers. Mr. Kegley reported and, expressed pride, in that the competition was international with more students in Europe and India entering than U.S. students and with the Linwood Holton Governor's School receiving 5 of the 6 national awards. Austin Patrick was not present but will be presented a \$500 check in recognition of his win in the competition (also received a First Place Team Winner trophy as well).

PRESENTATION OF SPORTS RESOLUTIONS: Superintendent Ferguson expressed pride in that there are several students and teams to be recognized tonight and expressed congratulations to the team members and coaches.

Superintendent Ferguson expressed congratulations to the Twin Springs High School VHSL Track Participants, 2012 Cumberland District, Region D, Group A. There was none present from Twin Springs High School to accept the resolution but Superintendent Ferguson stated that he would make sure the school received the resolution.

**RESOLUTION
TWIN SPRINGS HIGH SCHOOL
VHSL STATE TRACK PARTICIPANTS
2012 CUMBERLAND DISTRICT, REGION D, GROUP A**

BE IT RESOLVED, by the County School Board of Scott County, Virginia, on July 3, 2012, as follows:

WHEREAS, Twin Springs High School Track Team Members, Daniel Devine, Morgan Mays, and Kennede Matthews, have achieved an outstanding track season by participating in the VHSL State Track Championships.

WHEREAS, the Scott County School Board wishes to extend congratulations to Twin Springs High School Track Team Members, Daniel Devine, Morgan Mays, and Kennede Matthews, for placing in the Cumberland District and Region D Track Championships and participating in the VHSL State Track Championships.

WHEREAS, the Scott County School Board acknowledges the outstanding performance of the Twin Springs High School Track Team Members, Daniel Devine, Morgan Mays, and Kennede Matthews, and is proud of the fine manner in which they have represented Scott County,

WHEREAS, the Scott County School Board wishes continued success for Twin Springs High School Track Team Members, Daniel Devine, Morgan Mays, and Kennede Matthews, and coaches,

BE IT FURTHER RESOLVED, that the Scott County School Board wishes a copy of this resolution to be presented to Twin Springs High School Track Team Members, Daniel Devine, Morgan Mays, and Kennede Matthews, and the coaches.

James Kay Jessee, Chairman (Signature)
Bill Quillen, Vice Chairman (Signature)
Jeff Kegley, Board Member (Signature)

Gail McConnell, Board Member (Signature)
Steve Sallee, Board Member (Signature)
Kelly Spivey, Board Member (Signature)

ATTEST:*John I. Ferguson, Superintendent (Signature)*

Superintendent Ferguson expressed congratulations to Jacob Horton, Rye Cove High School Track Coach, and team members and presented the following resolution in recognition of their accomplishment. Coach Horton commended the students for doing well and commented on his enjoyment of coaching.

**RESOLUTION
RYE COVE HIGH SCHOOL
VHSL BOYS TRACK STATE PARTICIPANTS
2012 CUMBERLAND DISTRICT, REGION D, GROUP A**

BE IT RESOLVED, by the County School Board of Scott County, Virginia, on July 3, 2012, as follows:

WHEREAS, Rye Cove High School Boys Track Team Members, Uriah Addison and Ethan Seaver, have achieved an outstanding track season by participating in the Boys Track State Championships.

WHEREAS, the Scott County School Board wishes to extend congratulations to Rye Cove High School Boys Track Team Members, Uriah Addison and Ethan Seaver, for placing in the Cumberland District and Region D Track Championships and participating in the Boys Track State Championships.

WHEREAS, the Scott County School Board acknowledges the outstanding performance of the Rye Cove High School Boys Track Team Members. Uriah Addison and Ethan Seaver, and is proud of the fine manner in which they have represented Scott County,

WHEREAS, the Scott County School Board wishes continued success for Rye Cove High School Boys Track Team Members, Uriah Addison and Ethan Seaver, and coaches,

BE IT FURTHER RESOLVED, that the Scott County School Board wishes a copy of this resolution to be presented to Rye Cove High School Boys Track Team members, Uriah Addison and Ethan Seaver, and the coaches.

James Kay Jessee, Chairman (Signature)

Bill Quillen, Vice Chairman (Signature)

Jeff Kegley, Board Member (Signature)

Gail McConnell, Board Member (Signature)

Steve Sallee, Board Member (Signature)

Kelly Spivey, Board Member (Signature)

ATTEST:*John I. Ferguson, Superintendent (Signature)*

Superintendent Ferguson expressed congratulations to the Gate City High School VHSL Track State Participants. Upon being notified that Morgan Gose and Jordan Gose's names were left off the resolution, he stated that the correction would be made and then the resolution presented to them.

**RESOLUTION
GATE CITY HIGH SCHOOL
VHSL TRACK STATE PARTICIPANTS
2012 CLINCH MOUNTAIN DISTRICT, REGION D, GROUP A**

BE IT RESOLVED, by the County School Board of Scott County, Virginia, July 3, 2012, as follows:

WHEREAS, the Gate City High School Track Team Members, Ashley Carter, Destiny Hill, Bailie Light, Morgan Gose, and Jordan Gose have achieved an outstanding track season by winning the Clinch Mountain District and Region D, Group A State Participant, and

WHEREAS, the Scott County School Board wishes to extend congratulations to the Gate City High School Track Team Members, Ashley Carter, Destiny Hill, and Bailie Light, for winning the Clinch Mountain District, Region D, Group A State Participant, and

WHEREAS, the Scott County School Board acknowledges the outstanding performance of Gate City High School Track Team Members, Ashley Carter, Destiny Hill, and Bailie Light, and is proud of the fine manner in which they have represented Scott County, and

WHEREAS, the Scott County School Board wishes continued success for the Gate City High School Track Team Members, Ashley Carter, Destiny Hill, and Bailie Light, and coaches; and,

BE IT FURTHER RESOLVED, that the Scott County School Board wishes a copy of this resolution to be presented to Gate City High School Track Team Members, Ashley Carter, Destiny Hill, and Bailie Light, and the coaches.

James Kay Jessee, Chairman (Signature)
 Bill Quillen, Vice Chairman (Signature)
 Jeff Kegley, Board Member (Signature)

Gail McConnell, Board Member (Signature)
 Steve Sallee, Board Member (Signature)
 Kelly Spivey, Board Member (Signature)

ATTEST:

John I. Ferguson, Superintendent (Signature)

Superintendent Ferguson commented on the students being recognized tonight as doing an outstanding job in both the classroom and athletics. He expressed congratulations to the Gate City High School Boys Soccer Team and presented the following resolution.

RESOLUTION
GATE CITY HIGH SCHOOL BOYS TRACK
2012 LONESOME PINE DISTRICT, REGION D, GROUP A STATE PARTICIPANT

BE IT RESOLVED, by the County School Board of Scott County, Virginia, July 3, 2012, as follows:

WHEREAS, the Gate City High School Boys Track Team Members, Robbie Hicks, Fred Hicks, Austin Reed, and Garrett Watts, have achieved an outstanding track season by winning the Lonesome Pine District and Region D, Group A State Participant, and

WHEREAS, the Scott County School Board wishes to extend congratulations to the Gate City High School Boys Track Team Members, Robbie Hicks, Fred Hicks, Austin Reed, and Garrett Watts, for winning the Lonesome Pine District, Region D, Group A State Championship,

WHEREAS, the Scott County School Board acknowledges the outstanding performance of the Gate City High School Boys Track Team Members, Robbie Hicks, Fred Hicks, Austin Reed, and Garrett Watts, and is proud of the fine manner in which they have represented Scott County,

WHEREAS, the Scott County School Board wishes continued success for the Gate City High School Boys Track Team Members, Robbie Hicks, Fred Hicks, Austin Reed, and Garrett Watts, and coaches,

BE IT FURTHER RESOLVED, that the Scott County School Board wishes a copy of this resolution to be presented to the Gate City High School Boys Track Team Members, Robbie Hicks, Fred Hicks, Austin Reed, and Garrett Watts, and the coaches.

James Kay Jessee, Chairman (Signature)
 Bill Quillen, Vice Chairman (Signature)
 Jeff Kegley, Board Member (Signature)

Gail McConnell, Board Member (Signature)
 Steve Sallee, Board Member (Signature)
 Kelly Spivey, Board Member (Signature)

ATTEST:

John I. Ferguson, Superintendent (Signature)

Superintendent Ferguson expressed congratulations and presented the following resolution to Chris Mann, Gate City High School Girls Soccer Team Coach, and team members. Coach Mann commented on the wonderful year with the soccer team and looking forward to next year.

RESOLUTION
GATE CITY HIGH SCHOOL GIRLS SOCCER TEAM
2012 CLINCH MOUNTAIN DISTRICT CHAMPION, REGION D CHAMPION,
STATE QUARTER FINAL PARTICIPANT

BE IT RESOLVED, by the County School Board of Scott County, Virginia, on July 3, 2012, as follows:

WHEREAS, the Gate City High School Girls Soccer Team has achieved an outstanding soccer season by winning the Clinch Mountain District Championship,

WHEREAS, the Gate City High School Girls Soccer Team has achieved an outstanding soccer season by winning the Region D Championship,

WHEREAS, the Gate City High School Girls Soccer Team has achieved an outstanding soccer season by participating in the State Quarter Final Game;

WHEREAS, the Scott County School Board wishes to extend congratulations to the Gate City High School Boys Soccer Team as the Clinch Mountain District Tournament Champion, Region D Tournament Champion, and participating in the State Quarter Final Game,

WHEREAS, the Scott County School Board acknowledges the outstanding performance of the Gate City High School Girls Soccer Team and is proud of the fine manner in which the team has represented Scott County,

WHEREAS, the Scott County School Board wishes continued success for the Gate City High School Girls Soccer Team and coaches,

BE IT FURTHER RESOLVED, that the Scott County School Board wishes a copy of this resolution to be presented to each player and the coaches of the Gate City High School Girls Soccer Team.

James Kay Jessee, Chairman (Signature)

Bill Quillen, Vice Chairman (Signature)

Jeff Kegley, Board Member (Signature)

Gail McConnell, Board Member (Signature)

Steve Sallee, Board Member (Signature)

Kelly Spivey, Board Member (Signature)

ATTEST:

John I. Ferguson, Superintendent (Signature)

Superintendent Ferguson expressed congratulations and presented the following resolution to Eric Baker, Gate City High School Boys Soccer Team Coach, and the team members. Superintendent Ferguson commented on not all soccer team members being present as is with some of the others being recognized tonight with this being close to the fourth of July and a busy time. Coach Baker expressed appreciation to the boys soccer team and commented on it being an honor to get to know these students on both the soccer field and the classroom.

RESOLUTION

GATE CITY HIGH SCHOOL BOYS SOCCER TEAM 2012 CLINCH MOUNTAIN DISTRICT CHAMPION STATE SEMI-FINAL PARTICIPANT

BE IT RESOLVED, by the County School Board of Scott County, Virginia, on July 3, 2012, as follows:

WHEREAS, the Gate City High School Boys Soccer Team has achieved an outstanding soccer season by winning the Clinch Mountain District Championship,

WHEREAS, the Gate City High School Boys Soccer Team has achieved an outstanding soccer season by winning the State Quarter Final Game,

WHEREAS, the Gate City High School Boys Soccer Team has achieved an outstanding soccer season by participating in the State Semi- Final Game;

WHEREAS, the Scott County School Board wishes to extend congratulations to the Gate City High School Boys Soccer Team as the Clinch Mountain District Tournament Champion, and participating in the State Semi-Final Game,

WHEREAS, the Scott County School Board acknowledges the outstanding performance of the Gate City High School Boys Soccer Team and is proud of the fine manner in which the team has represented Scott County,

WHEREAS, the Scott County School Board wishes continued success for the Gate City High School Boys Soccer Team and coaches,

BE IT FURTHER RESOLVED, that the Scott County School Board wishes a copy of this resolution to be presented to each player and the coaches of the Gate City High School Boys Soccer Team.

James Kay Jessee, Chairman (Signature)

Bill Quillen, Vice Chairman (Signature)

Jeff Kegley, Board Member (Signature)

Gail McConnell, Board Member (Signature)

Steve Sallee, Board Member (Signature)

Kelly Spivey, Board Member (Signature)

ATTEST:

John I. Ferguson, Superintendent (Signature)

Superintendent Ferguson expressed congratulations to Steve Shockley, Gate City High School Boys Tennis Team Coach, and presented the following resolution to his son, John Dalton Ferguson, in recognition of his accomplishment as Gate City High School Boys Tennis Singles Clinch Mountain District, Region D, Group A State Semi-finalist. Coach Shockley commented that he could not say enough really good things about John, both in the classroom and around the tennis courts. He also commented that he has done a fantastic job over the past few years and that with his leadership he really thought that there will be a whole lot of others standing up here, particularly next year; and, that he is looking forward to it.

RESOLUTION
GATE CITY HIGH SCHOOL BOYS TENNIS SINGLES
2012 CLINCH MOUNTAIN DISTRICT, REGION D, GROUP A STATE SEMI-FINALIST

BE IT RESOLVED, by the County School Board of Scott County, Virginia, on July 3, 2012, as follows:

WHEREAS, the Gate City High School Boys Tennis Team Member, John Dalton Ferguson, has achieved an outstanding tennis season as a Boys Tennis Singles Group A State Semi-finalist, and

WHEREAS, the Scott County School Board wishes to extend congratulations to the Gate City High School Boys Tennis Team Member, John Dalton Ferguson, for winning the Boys Tennis Singles Clinch Mountain District and Region D Championships; and, being the Group A State Semi-finalist, and

WHEREAS, the Scott County School Board acknowledges the outstanding performance of the Gate City High School Boys Tennis Team Member, John Dalton Ferguson, and is proud of the fine manner in which he has represented Scott County, and

WHEREAS, the Scott County School Board wishes continued success for the Gate City High School Boys Tennis Team Member, John Dalton Ferguson, and coaches, and

BE IT FURTHER RESOLVED, that the Scott County School Board wishes a copy of this resolution to be presented to Gate City High School Boys Tennis Team Member, John Dalton Ferguson, and the coaches.

James Kay Jessee, Chairman (Signature)

Bill Quillen, Vice Chairman (Signature)

Jeff Kegley, Board Member (Signature)

Gail McConnell, Board Member (Signature)

Steve Sallee, Board Member (Signature)

Kelly Spivey, Board Member (Signature)

ATTEST:

John I. Ferguson, Superintendent (Signature)

Superintendent Ferguson expressed congratulations to Delonda Spivey, Gate City High School Girls Tennis Team Coach, and Rosa Smith, Gate City High School Girls Tennis Singles, Clinch Mountain District, Region D, Group A State Runner Up and presented the following resolution.

RESOLUTION
GATE CITY HIGH SCHOOL GIRLS TENNIS SINGLES
2012 CLINCH MOUNTAIN DISTRICT, REGION D, GROUP A STATE RUNNER-UP

BE IT RESOLVED, by the County School Board of Scott County, Virginia, on July 3, 2012, as follows:

WHEREAS, the Gate City High School Girls Tennis Team Member, Rosa Smith, has achieved an outstanding tennis season as a Girls Tennis Singles Group A State Runner-up, and

WHEREAS, the Scott County School Board wishes to extend congratulations to the Gate City High School Girls Tennis Team Member, Rosa Smith, for winning the Girls Tennis Singles Clinch Mountain District and Region D Championships; and, being the Group A State Runner-up, and

WHEREAS, the Scott County School Board acknowledges the outstanding performance of the Gate City High School Girls Tennis Team Member, Rosa Smith, and is proud of the fine manner in which she has represented Scott County, and

WHEREAS, the Scott County School Board wishes continued success for the Gate City High School Girls Tennis Team Member, Rosa Smith, and coaches, and

BE IT FURTHER RESOLVED, that the Scott County School Board wishes a copy of this resolution to be presented to Gate City High School Girls Tennis Team Member, Rosa Smith, and the coaches.

James Kay Jessee, Chairman (Signature)
Bill Quillen, Vice Chairman (Signature)
Jeff Kegley, Board Member (Signature)

Gail McConnell, Board Member (Signature)
Steve Sallee, Board Member (Signature)
Kelly Spivey, Board Member (Signature)

ATTEST:

John I. Ferguson, Superintendent (Signature)

Superintendent Ferguson expressed congratulations to Delonda Spivey, Gate City High School Girls Tennis Team Coach and Taylor Evans and Rose Smith for their accomplishment as Tennis Doubles Team, Clinch Mountain District, Region D Champion, Group A State Runner-up.

RESOLUTION

GATE CITY HIGH SCHOOL GIRLS TENNIS DOUBLES TEAM 2012 CLINCH MOUNTAIN DISTRICT, REGION D CHAMPION, GROUP A STATE RUNNER-UP

BE IT RESOLVED, by the County School Board of Scott County, Virginia, on July 3, 2012, as follows:

WHEREAS, the Gate City High School Girls Tennis Doubles Team, consisting of Taylor Evans and Rosa Smith, have achieved an outstanding tennis season as Clinch Mountain District and Region D Championships and being the Group A State Runner-up,

WHEREAS, the Scott County School Board wishes to extend congratulations to the Gate City High School Girls Tennis Doubles Team, Taylor Evans and Rosa Smith, for winning the Clinch Mountain District and Region D Championships and being Group A State Runner-up,

WHEREAS, the Scott County School Board acknowledges the outstanding performance of the Gate City High School Girls Tennis Doubles Team, Taylor Evans and Rosa Smith, and is proud of the fine manner in which they represented Scott County,

WHEREAS, the Scott County School Board wishes continued success for the Gate City High School Girls Tennis Doubles Team, Taylor Evans and Rosa Smith, and coaches,

BE IT FURTHER RESOLVED, that the Scott County School Board wishes a copy of this resolution to be presented to Gate City High School Girls Tennis Doubles Team, Taylor Evans and Rosa Smith, and the coaches.

James Kay Jessee, Chairman (Signature)
Bill Quillen, Vice Chairman (Signature)
Jeff Kegley, Board Member (Signature)

Gail McConnell, Board Member (Signature)
Steve Sallee, Board Member (Signature)
Kelly Spivey, Board Member (Signature)

ATTEST:

John I. Ferguson, Superintendent (Signature)

Superintendent Ferguson expressed congratulations to Delonda Spivey, Gate City High School Girls Tennis Team Coach, and the tennis team and presented the following resolution in recognition of their accomplishment as Gate City High School Girls Tennis Team, Clinch Mountain District, Region D, Group A State Champion. Coach Spivey expressed thanks for the recognition of the team and that they have worked really hard and put in a lot of time. She also commented on it being an honor in coaching them, that they are not only good athletes but are very good students. She said she couldn't say enough about their hard work and expressed congratulations to them.

RESOLUTION

GATE CITY HIGH SCHOOL GIRLS TENNIS TEAM 2012 CLINCH MOUNTAIN DISTRICT, REGION D, GROUP A STATE CHAMPION

BE IT RESOLVED, by the County School Board of Scott County, Virginia, on July 3, 2012, as follows:

WHEREAS, the Gate City High School Girls Tennis Team has achieved an outstanding tennis season by winning the Clinch Mountain District and Region D Championships, and

WHEREAS, the Gate City High School Girls Tennis Team won the Group A State Championship.

WHEREAS, the Scott County School Board wishes to extend congratulations to the Gate City High School Girls Tennis Team for winning the Clinch Mountain District Championship, Region D Championship, and the Group A State Championship,

WHEREAS, the Scott County School Board acknowledges the outstanding performance of the Gate City High School Girls Tennis Team and is proud of the fine manner in which the team has represented Scott County,

WHEREAS, the Scott County School Board wishes continued success for the Gate City High School Girls Tennis Team and coaches,

BE IT FURTHER RESOLVED, that the Scott County School Board wishes a copy of this resolution to be presented to each player and the coaches of the Gate City High School Girls Tennis Team.

James Kay Jessee, Chairman (Signature)

Bill Quillen, Vice Chairman (Signature)

Jeff Kegley, Board Member (Signature)

Gail McConnell, Board Member (Signature)

Steve Sallee, Board Member (Signature)

Kelly Spivey, Board Member (Signature)

ATTEST:

John I. Ferguson, Superintendent (Signature)

REPORT FROM HEAD START DIRECTOR, HELEN HENDERSON: Ms. Helen Henderson, Head Start Director, thanked the Board for allowing her the opportunity to present the annual report to them prior to the report being released to the public. She highlighted information from the annual reports that had been submitted to them prior to the meeting. She provided information on the number of employees and commented that these employees have put in years of experience and concern for the students starting out in the system and who transition from Head Start to Kindergarten. Ms. Henderson reported that the Head Start Program just completed its 47th year of operation in Scott County. She reported that all teachers have degrees in Early Childhood Education and are qualified teachers. She explained that 100% of the Policy Council officers were Head Start parents and also that there are representatives from the community that share their expertise on the council as well.

Ms. Henderson explained that the Head Start Program is totally federally funded—with no funds being received from the county or state. She reported that Head Start's contracted employees receive the same benefit package as the school system. She stated that her biggest concern is the Virginia Retirement System (VRS) increase that federal funds will be used to pay. She reported that due to the VRS increase \$32,000 had to be cut from the regular budget to meet that obligation for this year. She stated that for next year that same \$32,000 amount will be required, as well as, any increase. She pointed out that, as Grantee, the Board is fiscally and legally responsible for the program. She commented that that is to highlight the Board's responsibility which they do assume as the Grantee. She reported that all areas that were cut will need constant review but a main concern is maintenance and maintenance supplies. She explained that there are nine classrooms, at least nine playgrounds, with some areas having more than one playground. She reported that the Virginia Department of Social Services issues the program's child care licensing and should the department determine improvements are needed; then' Head Start has to meet their regulations and stipulations.

Ms. Henderson reported that the program is up for triennial federal review this year. She explained that the review could be unannounced and any time between October 1–May 31. She reported that there is an increase in expectations for the teachers since they are required to score within a certain range, so that expectations can be met. She explained that there are 7 triggers that can cause head start programs across the nation to be re-bid. She hopes all are covered. She explained that the program has never had exception to the audit. She did report that there was a non-compliance since an audit was not turned in on time but reported the audit was turned in on time this year. Ms. Henderson stated that she will keep them informed. She reported that dates of eligibility have been submitted and all of the requirements have been met. She will inform them as soon as she knows when the review is going to be. She explained that Superintendent Ferguson; and, possibly, Tammy Quillen, School Board Head Start Liaison, and Loretta Page, Head Start Payroll & Invoice Clerk, may be involved in the review.

Ms. Henderson presented highlights of the annual report including information on enrollment, health and disability services, family and community services, working closely with principals regarding transition to kindergarten, child outcomes on PALS – PreK phonological awareness literacy screening and graphs depicting scoring percentages in various test areas. She reported that the Head Start Program looks closely at how to work as close as possible with the school system. She commented on wanting to work with the Board, principals, and teachers to do everything possible to ensure that every child in Scott County has the very best start when they come in and that they are ready for school.

Ms. Henderson reported that she received a letter today for funding for the grant next year. She explained that she will work on the budget for submission to the Policy Council, Superintendent Ferguson and the school board. She also reported that the budget is due in Philadelphia by October 1st. Ms. Henderson provided an opportunity to answer any questions.

PUBLIC COMMENTS: None.

APPROVAL OF HEALTH INSURANCE RATES FOR 2012-2013 SCHOOL YEAR: Superintendent Ferguson recommended approval of the health and dental insurance rates, which he explained are being presented as approved by the Health Insurance Committee. On a motion by Mr. Quillen, seconded by Mr. Spivey, all members voting aye, the Board approved the health, dental and part time vision/dental insurance rates as follows:

<u>HEALTH</u>	<u>Employee Premium</u>	<u>Employer Premium</u>	<u>Total Premium</u>
Employee Only	\$ 125.00 (\$15+)	\$ 390.00	\$ 515
Employee + Child(ren)	\$ 235.00 (\$40+)	\$ 455.00	\$ 690
Employee + Spouse	\$ 284.00 (\$50+)	\$ 546.00	\$ 830
Family	\$ 393.00 (\$60+)	\$ 777.00	\$ 1,170

<u>DENTAL</u>	<u>Employee Premium</u>	<u>Employer Premium</u>	<u>Total Premium</u>
Employee Only	\$ 15.00	\$ 20.00	\$ 35.00
Employee + 1	\$ 28.00	\$ 20.00	\$ 48.00
Employee + 2 or More	\$ 52.00 (\$4+)	\$ 20.00	\$ 72.00

PART TIME VISION/DENTAL

Employee Only	\$23.00	\$ 20.00	\$ 43.00
Employee + 1	\$44.00	\$ 20.00	\$ 64.00

Superintendent Ferguson also recommended that the first month's rate increase be waived and that the increase be effective August 1 as was approved by the Health Insurance Committee. On a motion by Mr. Kegley, seconded by Mr. Quillen, all members voting aye, the Board approved waiving the first month's rate increase and that the increase be effective on August 1, 2012 (July payroll deduction).

APPROVAL OF PAYMENT OF EARLY INVOICES RESOLUTION: On the recommendation of Superintendent Ferguson and on a motion by Mr. Spivey, seconded by Mr. Kegley, all members voting aye, the Board approved the Payment of Early Invoices Resolution 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 authorizes the Purchasing Clerk to forward upon approval of the Superintendent invoices for payment as follows: Verizon, AT&T, American Electric Power Company, Bristol Utilities Board, Division of Motor Vehicles, Dungannon Water Department,

Exxon Company, Gate City Water Department, Bank of America (Mastercard) Platinum Plus for Business, MountainNet, Nickelsville Water Department, Office Depot, Powell Valley Electric Company, Scott County Telephone Cooperative, Scott County Public Service Authority, Scott Telecom & Electronics, Century Link, Virginia State Police, Central Registry Search, 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

Chairman (Signature)

Clerk (Signature)

Date: July 3, 2011

APPROVAL OF ITEMS FOR SURPLUS SALE: On the recommendation of Superintendent Ferguson and on a motion by Mr. McConnell, seconded by Mr. Saltee, all members voting aye, the Board approved the items for the surplus sale to be held on Saturday, July 14, 2012 as follows:

BUS GARAGE SALE ITEMS	
①	1978 INTERNATIONAL LEADSTAR 1700 WITH LARGE TANK V-8 GASOLINE ENGINE MANUAL TRANSMISSION VIN: JCS22H4B12152
①	1998 INTERNATIONAL 3800 BUS T444E DIESEL ENGINE MANUAL TRANSMISSION WITH WHEELCHAIR LEFT VIN: 1HVBBABK1WH654937

From: Kristi Rusek <kristi.rusek@scott.k12.va.us>
Sent: Friday, June 15, 2012 1:07 PM
To: john.ferguson@scott.k12.va.us
Subject: surplus sale

We have an old camcorder and tripod here at the school that has not been used in the five years I have been here. We would like to donate it to the surplus sale if possible.

Thank you,
Kristi Rusek

From: Kellie Johnson <kellie.johnson@scott.k12.va.us>
Sent: Thursday, May 03, 2012 11:48 AM
To: 'John Ferguson'
Subject: RE: Surplus Sale

Desks, tables, chairs, overhead projectors, fall festival games, and filing cabinets

DPS Surplus Sale Items

Big Screen TV
 17 Computer Monitors
 7 Computers
 Sound System
 5 TV's
 5 Overhead projectors
 Kitchen Deep Fryer
 4 Multi Fold Paper Towel holders
 Popcorn Machine
 Crusader Wet vac
 Metal Cabinet
 Box of random bulbs
 of household size tissue paper Spools
 3 Film Projectors & Films
 Black Bag
 4 Printers
 5 Yacker Trackers
 Card catalog

RCHS

2012 Surplus Sale

1	Bell Control Box
1	Clock
2	Can Openers
1	Tape Dispenser
1	Lexmark Fax Machine with ink
1	HP Deskjet 3940v
1	Laminating Machine
1	Lanier Cart
1	Copying Machine
2	Chairs
3	Sets Vinco Table Legs
1	Set The Annenberg / CPB Collection "Against All Odds"
	8 track Tapes
1	Magnavox TV
2	Laptops with cases
1	Slide Tray (to be used with slide projector)
1	Laser Disc Player (Pioneer)
3	Projectors
1	Record Player
1	Tenma Cassette Rewinder
1	Emerson TV
1	Brother Fax Machine
2	HP Printers
1	Pioneer CD CDV LD Player
1	Music Video (Classical Jukebox)
6	The Great Art Series (CD's)

NICKELSVILLE ELEMENTARY

Surplus Sales Items

25 small metal chairs with plastic seats
 4 over head projectors
 1 wood computer desk
 1 metal TV cart
 2 new bathroom vanities ceramic tops
 1 cafeteria table with broke seat
 2 artificial Christmas trees
 Typewriter
 Computer panel
 Eraser cleaner
 Floor stripper vacuum
 Floor bufffer

Surplus Sale Items for WCES

13 projector carts
 7 overhead projectors
 1 large table
 3 computer keyboards
 1 desk
 2 computer towers
 6 file cabinets
 2 rolling cabinets
 1 copier
 A piano

(i)

Twin Springs High School 2012**Surplus Sale Items**

1 Ink Cartridge (Ricoh JT-600)
 1 Warmer (cafeteria- bad)
 1 Wooden Teacher's Desk
 1 Metal Teacher's Desk
 1 Triangle Table
 2 Sets of Portable Partisans
 1 32" TV
 8 26" TV's with wall mount brackets
 1 Electric Stove
 1 4'x10' Black Chalk Board
 4 Microscopes
 9 Printers
 1 Stereo
 3 VCR's
 2 Typewriters
 2 Monitors
 4 Stainless Steel Towel Holders
 1 Fax Machine
 Several Keyboards and Mouse
 1 Cash Register
 1 Push Mower
 2 Chain Saws
 2 Weed eaters
 1 Hedge trimmer
 1 P.A. System from gym
 1 Refrigerator

SHOEMAKER ELEMENTARY SURPLUS LIST

2 Metal Teacher Desks
 1 Computer Hutch
 1 Flower shaped table
 1 Piano

HILTON ELEMENTARY SCHOOL SURPLUS LIST

1 Piano
 Chairs

SCHOOL BOARD OFFICE SURPLUS LIST

Cash registers
 Tables
 Chairs
 Lockers
 Filing cabinets
 2 showcases
 Auditorium seats
 Teacher desks
 Old student desks
 Buffer

Rye Cove Intermediate
 Surplus Items - May 7, 2012

1- Weedeater
 1-Weedeater Name Blower
 2-Printers

Yuma Elementary Items for Summer Sale- 2012

Laminator
 3- Televisions
 CVC- 22"
 Magnavox- 22"
 Sharp – 19"
 VCR – Sanyo- 4 Head HiFi VCR
 4 Electric Pencil Sharpeners-
 3 Globes
 2 teacher desk
 1 square table

APPROVAL OF FLAV-O-RICH DAIRIES AS MILK PRODUCTS VENDOR FOR 2012-2013 SCHOOL YEAR:

On the recommendation of Superintendent Ferguson and on a motion by Mr. Spivey, seconded by Mr. Sallee, all members voting aye, the Board approved the low bidder, Flav-o-rich Dairies, as the vendor to provide milk products for the 2012-2013 school year (per bid submitted June 29, 2012).

APPROVAL OF HOSTESS BRAND BAKERY AS BREAD PRODUCTS VENDOR FOR 2012-2013 SCHOOL YEAR: On the recommendation of Superintendent Ferguson and on a motion by Mr. Kegley, seconded by

Mr. McConnell, all members voting aye, the Board approved the low bidder, Hostess Brand Bakery, as the vendor to provide bread products for the 2012-2013 school year (per bid submitted June 29, 2012).

BUILDING SERVICES UPDATE: Mr. Robert Sallee, Supervisor of Building Services, presented a Building Services Update containing a few of the jobs done by the building services department over the past month. He commented that he is open to any questions on anything members would like to ask. He reported that during this summer the building services department has been working on preventative maintenance. He mentioned, once again, the July 1 deadline date for production of the bulbs that was previously presented to them. He reported that seven ballasts were upgraded recently and it took 16 man hours. Therefore, he explained a need to look at this project school-wide since there are thousands of these lights in the school system and with the total number of man hours needed for the project. He pointed out that in this meeting room there are about 100. He commented on the building services department being focused on air conditioning and energy savings. He expressed appreciation to the employees for their work, especially during the heat. He mentioned, once again, that his department is pushing preventative maintenance.

CLOSED MEETING: Mr. Sallee made a motion to enter into a closed meeting at 7:21 p.m. to discuss teachers, teaching assistants, coaches, principals, bus drivers, and central office staff as provided in Section 2.2-3711A (1) of the Code of Virginia, as amended; motion was seconded by Mr. Quillen, all members voting aye.

RETURN FROM CLOSED MEETING: All members returned from closed meeting at 8:24 p.m. and on a motion by Mr. Kegley, seconded by Mr. Spivey, 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 K. Jessee, Jeff Kegley, Gail McConnell, Bill Quillen, Steve Sallee, Kelly Spivey

Nays: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

APPROVAL OF COACHING SUPPLEMENTS AND SALARY SCALES FOR 2012-2013 SCHOOL YEAR: On the recommendation of Mr. Jason Smith, Supervisor of Personnel/Middle Schools, and on a motion by Mr. Sallee, seconded by Mr. Kegley, all members voting aye, the Board approved the coaching supplements and salary scales as follows (Mr. Smith pointed out that there are no increases in the supplements being paid.):

2012-2013 COACHING SUPPLEMENTS

FOOTBALL		BAND	
HEAD COACH	\$5,010	COUNTYWIDE	\$1,135.00
FIRST ASSISTANT	\$3,940		
OTHER ASSISTANT	\$3,300	ACADEMIC (TOTAL)	\$2,630.00
BOY'S BASKETBALL		CHEERLEADER (TOTAL)	\$3,940.00
HEAD COACH	\$5,010		
FIRST ASSISTANT	\$3,940	YEARBOOK	\$1,350.00

VARSITY AND/OR JV			
SECOND ASSISTANT	\$2,630		
VARSITY AND/OR JV			
9TH GRADE	\$1,690	CROSS COUNTRY	\$2,250.00
BASEBALL			
HEAD COACH	\$5,010	FORENSICS	\$1,350.00
ASSISTANT	\$2,630	THEATRE FESTIVAL	\$1,350.00
GIRL'S BASKETBALL			
HEAD COACH	\$5,010	ATHLETIC DIRECTOR	
FIRST ASSISTANT	\$3,940	GATE CITY HIGH	\$2,410
VARSITY AND/OR JV		GATE CITY MIDDLE	\$1,610
SECOND ASSISTANT	\$2,630	RYE COVE HIGH	\$1,610
VARSITY AND/OR JV		TWIN SPRINGS HIGH	\$1,610
9TH GRADE	\$1,690		
VOLLEYBALL			
HEAD COACH	\$5,010		
ASSISTANT	\$3,940		
TRACK	\$2,630		
SOFTBALL			
HEAD COACH	\$5,010		
ASSISTANT	\$2,630		
TENNIS	\$2,630		
GOLF	\$2,630		
SOCCER			
HEAD COACH	\$5,010		
ASSISTANT	\$2,630		

APPROVAL OF RYE COVE HIGH SCHOOL COACHING ASSIGNMENTS FOR 2012-2013 SCHOOL YEAR:

On the recommendation of Mr. Jason Smith, Supervisor of Personnel/Middle Schools, and on a motion by Mr. Quillen, seconded by Mr. McConnell, all members voting aye, the Board approved the Rye Cove High School coaching assignments as follows:

RYE COVE HIGH SCHOOL	
Assignment	2012-2013 Assignment
ATHLETIC DIRECTOR	Jamie Carter
ACADEMIC TEAM-SPONSOR	Jeremy Francis
BASEBALL-HEAD COACH	Terry Fields
JV COACH	Greg Gilliam
GIRL'S BASKETBALL-HEAD COACH	Kelly Hood
ASSISTANT COACH	Ashley Kincer
JV COACH	Melissa Sanders

BOY'S BASKETBALL-HEAD COACH	Michael Paul Berry
ASSISTANT COACH	Rhea McConnell
JV COACH	Jamie Carter
CHEERLEADING-SPONSOR	Tammy Cassell
CROSS COUNTRY-HEAD COACH-BOYS/Girls	Jacob Horton
FOOTBALL-HEAD COACH	Cheyenne Osborne
FIRST ASSISTANT	Michael Paul Berry
JV COACH	Jamie Carter
JV COACH	Adam Toney
FORENSICS-COACH	Christy Head
GOLF-HEAD COACH	Rhea McConnell
SOFTBALL-HEAD COACH	Cheyenne Osborne
JV COACH	Britney Salyer
THEATRE FESTIVAL-COACH	Christy Head
TRACK-HEAD COACH-BOYS	Jacob Horton
TRACK-HEAD COACH-GIRLS	Ashley Kincer
VOLLEYBALL-HEAD COACH	Greg Gilliam
JV COACH	Britney Salyer
YEARBOOK-SPONSOR	Joy Davidson
VOLUNTEERS	
BASEBALL	Allen Butler, Thomas Bowen, Jon Hammonds, Mike Hensley, David Kern, Richard Qualls
BOY'S BASKETBALL	Seth Rhoton
CHEERLEADING	Hettie Love
CROSS COUNTRY	Wendy Chambers and Lowell Bledsoe
GIRL'S BASKETBALL	Kevin Sanders and Jake Hood
FOOTBALL	Travis Lane and Garrick Hillman
GOLF	Wally Ford, Matt Bays, Luke Minor, Luther Minor, Seth Rhoton
SOFTBALL	Ronald Edwards, Shasta Addison, Kevin Sanders, Garrick Hillman
TRACK	Adam Toney and Brandon Addison
VOLLEYBALL	Regina Wallen, Melissa Sanders, David Kern, Garrick Hillman, Chad Jones, Maggie Berry, Heather Moore
WRESTLING	Chris Bartee
PRINCIPAL'S SIGNATURE: REAGAN MULLINS	Reagan Mullins
DATE:	July 2, 2012

APPROVAL OF GATE CITY MIDDLE/HIGH SCHOOL COACHING ASSIGNMENTS FOR 2012-2013

SCHOOL YEAR: On the recommendation of Mr. Jason Smith, Supervisor of Personnel/Middle Schools, and on a motion by Mr. Saltee, seconded by Mr. Quillen, all members voting aye, the Board approved the Gate City Middle/High School coaching assignments as follows:

GATE CITY HIGH/MIDDLE SCHOOL	
ASSIGNMENT	2012-2013 ASSIGNMENT
ATHLETIC DIRECTOR	
High School	Brent Roberts
Middle School	Scott Vermillion
ACADEMIC TEAM	
Sponsor (half supplement)	Sarah Whisenhunt
Sponsor (half supplement)	Mary Alice McClellan
BASEBALL	
Head	Robbie Perry
Assistant Varsity	Dustin Lucas
JV (half supplement)	Justin Venerable
JV (half supplement)	Gary Collier
GIRL'S BASKETBALL	
Head	Kelly Houseright
Assistant Varsity	Jeremy Houseright
Junior Varsity	Stan Roger
9th Grade	Terry Bird
BOY'S BASKETBALL	
Head	Scott Vermillion
Assistant Varsity	Nick Colobro
Junior Varsity	Tommy Musick
9th Grade	Shannon Boy
CHEERLEADING	Patty Sampson
CROSS COUNTRY Boys-/Girls	Vacant (will be filled at a later meeting)
FOOTBALL	
Head	Bill Houseright
First Assistant	Jeremy Houseright
Other Assistant	Chad Gose
Other Assistant	Steve Shockley (GCMS)
Other Assistant	Nathan Kilgore
Other Assistant	Gary Collier
FORENSICS	Jamie Perry
GOLF	Nick Colobro
SOFTBALL	
Head	Cara Noe
Assistant Varsity	Brent Spivey
Junior Varsity	David Jones
TENNIS	
Head Boys	Steve Shockley

Head Girls	Delonda Spivey
THEATRE FESTIVAL	Zeke Spivey
TRACK	
Head Boys	Bill Houseright
Head Girls	Amy Reed
VOLLEYBALL	
Head	Amy Reed
Junior Varsity	Delonda Spivey
SOCCER	
Head Boys	Eric Baker
Head Girls	Chris Mann
Asst Girls (half-supplement)	Sarah Whisenhunt
Asst Boys (half-supplement)	Vacant (will be filled at a later meeting)
YEARBOOK	
High School	Pam Jones
Middle School	Vacant (will be filled at a later meeting)
VOLUNTEERS	
Baseball:	
Mark Williams	Football:
Darrin Pendleton	Dave Billups
Stan Rogers	Jonas Houseright
Kurt Lane	Billy Houseright
Nick Bright	Henry Clabaugh
Girl's Basketball:	Brent Roberts
Cathy Bird	Mark Thompson
Nelson Elam	George Russell
Boy's Basketball:	Rick Shoemaker
Chris Fugate	B. K. Addington
Aaron Noe	Brad Taylor
Jessee McMurray	Golf:
David Jones	Andy Jones
Justin Smith	Mike Reed
Adam Keith	Nathan Catron
Mark Thompson	David Jones
Drew Scott	Softball:
Cheerleading:	Bobby Quillen
Rebecca Baker	Rodney Baker
	Bill Oakes
Cross Country:	Valerie Babb
Candance Kilgore	Ronnie Flannary
	Eric Lane
Soccer:	Tennis:
Mary Beth Vaughn	Jeff DeBoard

	Skip Sheets
	Volleyball:
	TRACK
	Jenny Gose

APPROVAL OF TWIN SPRINGS HIGH SCHOOL COACHING ASSIGNMENTS FOR 2012-2013 SCHOOL YEAR: On the recommendation of Mr. Jason Smith, Supervisor of Personnel/Middle Schools, and on a motion by Mr. McConnell, seconded by Mr. Spivey, all members voting aye, the Board approved the Twin Springs High School coaching assignments as follows:

Twin Springs Coaching Assignments 2012-2013

ATHLETIC DIRECTOR **Jordan Mullins**

ACADEMIC TEAM

Sponsor **Anthony Shipley**

BASEBALL

Head **Mike Castle**

Varsity Assistant **Derek Cassel**

Junior Varsity **Jeremy Culbertson**

GIRLS BASKETBALL

Head **Brian Powers**

First Assistant **Kayla Dougherty**

Junior Varsity **Kevin Warner**

BOYS BASKETBALL

Head **John McCrary**

First Assistant **Keith Warner**

Junior Varsity **Tyler Webb**

FOOTBALL

Head **Mike Castle**

First Assistant **Ben Robertson**

Other Assistant **Keith Warner**

Other Assistant **Josh Castle**

FORENSICS

Coach **Ashley Compton**

GOLF

Head **Anthony Shipley**

SOFTBALL

Head **Lisa Dean**

Junior Varsity **Kevin Warner**

THEATRE FESTIVAL

Coach **Ashley Compton**

TRACK

Head Boys and Girls **Ben Robertson**

VOLLEYBALLHead **Lisa Dean**Junior Varsity **Kayla Tiller****YEARBOOK**Sponsor **Mary Beth Keith****CHEER**Sponsor **Jackie Meade****VOLUNTEERS;****FOOTBALL:** Jason Castle, Kevin Warner**BASKETBALL:** Jerry Fields-Boys, Jarod Stapleton-Boys, Jim Stidham-Girls, Alisha Powers-Girls**CHEER:** None**SOFTBALL:** None

CLARIFICATION IN REGARD TO SALARY SCALES: Mr. Jason Smith, Supervisor of Personnel/Middle Schools, stated that he wanted to clarify to teachers that each step on the salary scales approved at the last meeting did include a 5% increase in regard to the requirement of the 5% VRS (Virginia Retirement System). He pointed out that the teachers will receive a 5% pay increase but in return they will be required to pay 5% VRS retirement. Also, he explained that teachers on the salary scale may be on a different step than what their years of service. He stated that he wanted to clarify that our salaries will not get a step increase, this is the fourth year that we have not given an increase. He stated that it is likely that a teacher may have 18 years of experience but only be on year 14 on the salary scale because of salaries being frozen. The step that they are on did receive a 5% increase for offset of the 5% VRS increase.

APPROVAL OF 5% SALARY INCREASE TO SUPERINTENDENT CONTRACT FOR PAY BACK OF 5% VRS INCREASE REQUIREMENT: Mr. Jason Smith, Supervisor of Personnel/Middle Schools, explained that Superintendent Ferguson is also bound by the VRS requirements as well and asked the Board for an amendment to his contract to reflect the 5% salary increase and in return he will pay back his 5% for his VRS requirement. On a motion by Mr. Kegley, seconded by Mr. Sallee, all members voting aye, the Board approved the 5% salary increase to Superintendent Ferguson's contract as stated by Mr. Smith.

APPROVAL OF ADDITIONS TO SALARY SCALES: Mr. Jason Smith, Supervisor of Personnel/Middle Schools, presented additions to the salary scales to make sure we are correctly reporting where our people are on the salary scales. Mr. Smith made a recommendation that the School Nurse Coordinator, Assistant Principal – Alternative Education, and central office support staff stipends be approved to be included in the salary scales. On the recommendation of Mr. Smith and on a motion by Mr. Sallee, seconded by Mr. Spivey, all members voting aye, the Board approved the additions to salary scales for School Nurse Coordinator, Assistant Principal – Alternative Education, and Central Office Support Staff as follows:

Additions to the 2012-2013 Salary Scales

Job Title	Salary
Nurse Coordinator	Teacher's Scale + 9%

Assistant Principal- Alternative Education	Stipend= \$11,0000
Central Office Support Staff Stipends	
Clerk of the Board	\$5,000
Deputy Clerk of the Board	\$2,000
Payroll Clerk	\$2,000
Officer Manager	\$2,600
Personnel Clerk	\$600

APPROVAL OF JOB DESCRIPTIONS: Mr. Jason Smith, Supervisor of Personnel/Middle Schools, stated that, as he informed the Board at the last meeting, administration is working on getting job descriptions for our school division and are reflective of the current employees and, hopefully, be taking into consideration those put into place in the future. On a motion by Mr. Spivey, seconded by Mr. Kegley, all members voting aye, the Board approved job descriptions as follows:

Job Description
Scott County Public Schools

Guidance Counselor

Reports to: Principal

FLSA Status: Exempt

SUMMARY:

Provide a comprehensive guidance and counseling program for students. Provide services to promote the social and emotional development as well as the academic and career development of each student. Consults with teachers, parents and staff to enhance their effectiveness in helping students' educational, social, personal, and career development; provides appropriate support to the total school program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintains and respects confidentiality of student and school personnel information, while maintaining the safety and welfare for all students and staff members;

- Follows federal, state, and local laws, regulations, and policies regarding children's educational welfare;*
- Reports any pertinent information to the proper authorities in cases of child endangerment, neglect, or abuse;*
- Meets and instructs the students(s) in assigned locations and at the designed times;*
- Collects and interprets data about students to assist in program planning, occupational and/or educational placement to include the development of a Career Development Plan;*
- Provides individual counseling to students who refer themselves or are referred by parents, teachers, or administrators;*
- Provides small group counseling as needed for all grade levels on developmental or problem-centered issues;*
- Counsels with students individually and in groups to assist in problem solving and decision-making of a personal, social, emotional, academic, educational, or vocational nature;*
- Provides for the student's orientation to the offerings of the school, its personnel, facilities, regulations, rules, customs, traditions, courses, health, discipline, attendance, and guidance counseling;*
- Supervises the development, security, and maintenance of cumulative record of each student;*
- Collects, organizes, and disseminates career, educational, and parenting information to students, teachers and parents through the use of technology and other means;*
- Consults with school staff and parents and refers students for specialized services;*

- *Designs coherent instruction based upon knowledge of subject matter, current instructional practices, students, the community, and Character Education curriculum goals;*
- *Plans instruction to achieve desired objectives that reflect the division curriculum guidelines of the Character Education Program;*
- *Promotes and supports the Character Education Programs on a school-wide basis;*
- *Provides a sequential developmental series of classroom guidance lessons for each grade level, including planned occupational information programs;*
- *Administers various tests for counseling and guidance purposes;*
- *Facilitates the transition of students by providing for consistent articulation between schools and serving as a community liaison agent;*
- *Supervises preparation of transcripts upon request of a receiving school, as requested by building administrator(s);*
- *Coordinates all scholarship programs;*
- *Coordinates all standardized testing programs;*
- *Coordinates 504 Plans in their buildings;*
- *Assists administrators with master scheduling, student courses, registration, course changes, etc.;*
- *Establishes and maintains relationships with regional colleges;*
- *Consults regularly with administrators, teachers, and parents regarding the needs of students;*
- *Attends Child Study meetings and offers suggestions for intervention plans, as appropriate;*
- *Serves as a referral source to parents and students who need specialized services beyond those provided by the school;*
- *Assists with providing mediation services for student conflicts;*
- *Provides information and training for parents concerning parenting skills and to educate parents about available resources for handling family crises;*
- *Consults with the teachers of students with whom the counselor is working regarding that student's needs and/or concerns;*
- *Works in conjunction with teachers and other counselors to prepare students for the transition from elementary school, middle school to high school;*
- *Promotes effective public relations through communication with parents and community members about the counseling program and by offering opportunities for input and review of materials;*
- *Assists students by appraising their interests, aptitudes, abilities, educational achievements, and personality development;*
- *Submits and/or reviews referrals to the school psychologist, visiting teacher, and health organizations, as requested by the building administrator;*
- *Assists in referrals, in collaboration with the building administrator(s), and the psychologist, for specialized services beyond those provided by the school;*
- *Assists in group sessions with teachers, parents, community resource personnel, and administrators;*
- *Participates in sessions with teachers and other personnel relative to individualizing instruction;*
- *Confers with parents, in group or individual sessions, concerning the total school program as it relates to the educational, career and technology education, and personal development of their children;*
- *Coordinates the maintenance of student records as required by law, system policy, and administrative regulations; and serves as a resource to other personnel in the use and interpretation of records;*
- *Evaluates the following on a continuous basis:*
the nature and scope of the guidance services as outlined above; the functioning of guidance program as an integral part of the total educational program; the effectiveness of guidance services;
- *Motivates students to achieve maximum potential;*
- *Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;*
- *Works collaboratively with staff, families, and community resources to support the success of a diverse student population;*

- Works in a collegial and collaborative manner with peers, school personnel, and the community to promote and support student learning;
- Maintains licensure at the state and/or national level; assumes responsibility for professional growth and keeps skills up-to-date;
- Models professional, moral, and ethical standards as well as personal integrity in all interactions;
- Models non-discriminatory practices in all activities;
- Complies with and supports school and division regulations and policies;
- Participates in curriculum development programs, faculty committees and student activity sponsorship as required;
- Assumes responsibilities outside the classroom as they relate to school;
- Performs other duties as assigned by administration.

Job Description
Scott County Public Schools

Guidance Secretary

Reports to: Principal

FLSA Status: Non-exempt

SUMMARY:

To provide secretarial (clerical) support to the guidance office and provide assistance with the effective and efficient operation of the office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Take calls and direct to guidance office personnel;
- Direct students to and from the office for appointment with guidance counselor.
- All and varied secretarial (clerical) duties for the counselor;
Duties would include correspondence of all kinds, such as with colleges, failure letters, etc.
- Do student "add/drop" process consisting of report forms, staff/faculty notification, computer data entry, cumulative record updating, compile credit check information, and grade and schedule tracking.;
- Send requests for records for all new students and/or send records to other schools for students leaving our school;
- Maintain cumulative record cards, this includes all test scores and grades;
- Enter grade changes manually (when instructed) and help track missing and incomplete grades;
- Provide testing registration materials for ACT, PSAT, and SAT. Help with registration, prepare and process test materials and funds as necessary;
- Input data for the Master Schedule;
- Balance class sizes as appropriate;
- Keep students informed about available general scholarships. Act as a contact person for groups offering the scholarship awards. Provide certificates to be presented to the award winners. Make arrangements for presenters of these awards;
- Prepare official school transcripts and mail college applications to the college. Send transcripts and or health records upon request for all students (former and present), for job applications, etc. Track all transcript activity in each student's cumulative file;
- Provide verification of graduation for data verification companies;
- Keep a current list of students and maintain schedule and transcript information on them;
- Maintain current credit information on all students. Verify credits from report cards; evaluate incoming records for new students regarding credit information. Prepare credit checks on all seniors and juniors each year;
- Assign lockers;
- Order materials and supplies as needed;
- Supply necessary information from the guidance department for teacher and students packets for the first day of school;
- Help maintain and distribute 504 plans;

- Maintain the school "Career Center" by keeping updated college catalogues available for interested students. Schedule and advertise visits by college and military representatives. Sign up students for college representative visits;
- Employee is responsible to be knowledgeable about all district policy;
- Attends in-service training to improve skills and knowledge of job expertise;
- Models non-discriminatory practices in all activities;
- Other duties as assigned by the administration.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and arithmetic; ability to word process accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to meet the public effectively; ability to operate a variety of office equipment; skill in the use of data and word processing equipment; ability to establish and maintain effective working relationships with others; ability to follow oral and written instructions.

EDUCATION AND/OR EXPERIENCE:

Candidate must possess any combination of education and experience equivalent to graduation from high school including or supplemented by courses in general office practices and procedures and clerical and secretarial experience.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is sedentary work requiring stooping, kneeling, crouching, reaching, pulling, routine lifting up to approximately 20 pounds, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the educational process, secondary and special education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching and counseling of students; thorough knowledge of school division rules, regulations and procedures; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with staff, students and parents.

EDUCATION AND/OR EXPERIENCE:

Candidate must be a graduate of an accredited college or university and possess appropriate license(s) and/or endorsement(s) for position as required by the Commonwealth of Virginia and School Board.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties performed typically in school settings to include: guidance office/classroom, regular classrooms, gymnasium, auditorium, and recreational areas. Frequent walking, standing, stooping, lifting, up to approximately 15 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 25 pounds may be required. Other limited physical activities may be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular instruction to special needs children may be necessary. Daily personal and close contact with children to provide classroom management and learning environment support is required. Regular contact with staff members, administrators, and parents is required. Contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.

Job Description
Scott County Public Schools

Library Media Specialist

Reports to: Principal

FLSA Status: Exempt

SUMMARY:

To conduct the media program in a manner that supports the instructional objectives of the individual school. Assesses and meets information needs of students and faculty and develops programs to stimulate student interest by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- *Selects, receives, and organizes books, multimedia, and other materials and equipment;*
- *Suggests appropriate books and multimedia to students for classroom assignments and personal access;*
- *Assists students and faculty with use of public access catalog;*
- *Assists students and faculty with online searches and research projects;*
- *Plans and carries out student instruction program for school library media center;*
- *Communicates with students and parents through conferences and other means;*
- *Prepares and administers budget for media center;*
- *Participates in curriculum development, faculty committees, and student activity sponsorship, as requested;*
- *Maintains licensure at the state and/or national level; assumes responsibility for professional growth and keeps skills up-to-date;*
- *Establishes and maintains positive rapport with students;*
- *Implements a classroom management policy that fosters a safe and positive environment for all students and staff;*
- *Administers standardized tests in accordance with established procedures;*
- *Complies with and supports school and division regulations and policies;*
- *Confers with faculty about provision of appropriate materials for classroom instruction.*
- *Confers with parents, faculty, public librarians, and community organizations to develop programs to enrich student communications skills;*
- *Takes responsibility for and participates in a meaningful and continuous process of professional development that results in the enhancement of student learning;*
- *Investigates technologies that will improve services;*
- *To instruct students in the location, use and choice of appropriate materials, both print*

and non-print;

- To aid teachers/staff in the location and choice of materials, both print and non-print, applicable for curriculum demands;
- To select materials which meet curriculum needs, provide enjoyment and promote leisure activities that are age-appropriate and interest-targeted;
- To establish media center policies and review them periodically, making adjustments when needed;
- To facilitate distance learning opportunities for our students;
- To manage the media center as a flexible, multi-tasking learning environment;
- Manage all reading programs assigned to the media specialist such as Accelerated Reader;
- Maintain and care for equipment assigned to the media center;
- Maintain a professional learning center for educators;
- Provide training on equipment and services provided in the media center;
- Assumes responsibilities outside the classroom as they relate to school;
- Models non-discriminatory practices in all activities;
- Perform other duties as assigned by administration.

KNOWLEDGE, SKILLS AND ABILITIES

Desired experience or training:

Successful teaching experiences; school library media experience;

Background in instructional technology;

Background in curriculum development

Special requirements:

Ability to work well with students, teachers, parents, and administrators in planning and leading the library media and information technology program.

Other requirements:

Thorough knowledge of elementary, secondary or special education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching; thorough knowledge of school division rules, regulations and procedures; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with staff, students, administration, and parents.

EDUCATION AND/OR EXPERIENCE:

Major or minor in Instructional Media and Technology or Library Media Education certification, as required by the state of Virginia.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit: use hands to finger, handle, or feel; reach with hand and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Daily personal and close contact with children to provide classroom management and learning environment support is required. Regular contact with staff members, administration, and parents is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.

Job Description
Scott County Public Schools

Maintenance Worker

Reports to: Supervisor of Maintenance

FLSA Status: Non-exempt

SUMMARY:

Provides for the general maintenance of buildings, grounds, and physical plant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- *Installs, repairs, and maintains machinery, plumbing, physical structure, air conditioning, refrigeration equipment, and electrical wiring and fixtures of school buildings in accordance with blue-prints, manuals, building codes, and safety regulations, using hand tools and carpenter's, electrician's and plumber's tools;*
- *Inspects machinery and mechanical equipment for defects;*
- *Installs, repairs, and replaces gauges, valves, pressure regulators, and other plumbing equipment, and opens clogged drains, using appropriate tools;*
- *Repairs or replaces electrical wiring and fixtures;*
- *Constructs and repairs partitions using metal and wood framing material and other wooden structures, using saws, braces, bits, and appropriate materials and tools;*
- *Paints walls, floors, woodwork and fixtures, using appropriate materials and tools;*
- *Replaces and repairs brick and plaster walls, using appropriate materials and tools;*
- *Operates gas - or arc - welding equipment to join metal parts used to pair or fabricate equipment;*
- *Maintains a clean and safe work area;*
- *Observes and promotes safe work practices and procedures at all times;*
- *Follows local, state, and OSHA regulations;*
- *Uses and wears safety and/or protective equipment, as appropriate;*
- *Adheres to proper cleaning methods, storage, and proper care of equipment and supplies;*
- *Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;*
- *Reports all accidents and/or potential hazards to the Supervisor of Maintenance immediately, or as soon as reasonably possible;*
- *Attends in-service training to develop and improve knowledge and skills of building service work;*
- *Complies with and supports school and division regulations and policies;*
- *Models non-discriminatory practices in all activities;*
- *Performs other duties as assigned by the Supervisor of Maintenance in accordance with school/division policies and practices.*

KNOWLEDGE, SKILLS, AND ABILITIES:

Must be able to follow oral and written directions. Must have the ability to establish and maintain effective working relations with co-workers, supervisor, administrators, and school-community members. Must be skilled in the performance of one or more trades.

EDUCATION AND/OR EXPERIENCE:

Education equivalent to graduation from an accredited high school or General Education Certificate (GED). Candidate must possess a valid Virginia driver's license with the ability to obtain a commercial driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties performed typically in, but not limited to the division maintenance department and in schools throughout the division. Frequent walking, standing, lifting, up to approximately 50 pounds, and occasional lifting of equipment weighing up to approximately 75 pounds may be required. Work is typically performed walking or standing. The environment also exposes the employee to potentially hazardous substances. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for diagnosing and repairing maintenance and mechanical problems; the worker is subject to inside and outside environmental conditions, noise and hazards.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.

**Job Description
Scott County Public Schools**

Mechanic

Reports to: Transportation Coordinator

FLSA Status: Non-exempt

SUMMARY:

Repairs, overhauls, and inspects school buses, trucks, and other automotive vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- *Examines and analyzes vehicles. Discusses with Transportation Coordinator nature and extent of damage of malfunction;*
- *Plans work procedure, using charts, technical manuals, and experience;*
- *Raises vehicles, using hydraulic jack or hoist, to gain access to mechanical units bolted to underside of vehicles;*
- *Removes unit, such as engine, transmission or differential, using wrenches, portable air hoist, and transmission jack;*
- *Disassembles unit and inspects parts for wear, using micrometers, calipers, and thickness gauges;*
- *Repairs or replaces parts, such as pistons, rods, gears, valves, and bearings using mechanic's hand tools and all necessary precautions;*
- *Overhauls or replaces carburetors, blowers, generators, distributors, starters, and alternators;*
- *Rewires ignition system, lights, and instrument panel;*
- *Relines and adjusts brakes, aligns front end, repairs or replaces shock absorbers, and solders minor leaks in radiator;*
- *Mends damaged body and fenders by hammering out or filling in dents and welding broken parts;*
- *Replaces and adjusts headlights, and installs and repairs accessories, such as heaters, mirrors, and windshield wipers;*
- *Makes minor repairs to county vehicles along highway, such as replacing spark plugs, batteries, and light bulbs, and connecting loose wires;*
- *Maintains a clean and safe work area;*
- *Follows local, state, and OSHA regulations;*
- *Observes and promotes safe work practices and procedures;*
- *Uses and wears safety and protective equipment;*
- *Attends in-service training to develop and improve knowledge and skills of a proficient mechanic;*
- *Adheres to proper cleaning methods, storage, proper care, and disposal of equipment and supplies;*
- *Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;*
- *Reports all accidents and/or potential hazards to the Transportation Coordinator immediately, or as soon as reasonably possible;*
- *Complies with and supports school and division regulations and policies;*

- Models non-discriminatory practices in all activities;
- Performs other duties as assigned by the Transportation Coordinator.

KNOWLEDGE, SKILLS, AND ABILITIES:

General knowledge of the county; skill in the safe operation of a school bus; ability to assist children, using patience and understanding; ability to establish and maintain effective working relationships with school officials, parents, school personnel, and students. Must be able to follow oral and written directions and have the ability to get along well with others. Automotive Service Excellence (ASE) Endorsement of Master School Bus Technician preferred. Must have basic skills and knowledge of diagnostic testing equipment.

EDUCATION AND/OR EXPERIENCE:

Candidate must possess any combination of education and experience equivalent to completion of high school. Commercial Driver's License with School Bus, Passenger Bus and Combination Vehicle Endorsements. Diesel mechanic training preferred. Evidence of prior successful experience as a journeyman automobile and/or truck fleet mechanic, and qualify for annual certification as an official inspection mechanic by the Virginia Department of State Police is preferred.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties performed typically in, but not limited to the division bus garage, on buses on bus routes throughout the division. Frequent walking, standing, stooping, lifting, up to approximately 50 pounds, and occasional lifting of equipment weighing up to approximately 75 pounds may be required. Work is typically performed walking or standing. The environment also exposes the employee to potentially hazardous substances and possible road hazards. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for diagnosing and repairing mechanical problems; the worker is subject to inside and outside environmental conditions, noise and hazards.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.

Job Description
Scott County Public Schools

School Nurse

Reports to: School Nurse Coordinator and Building Principal

FLSA Status: Non-Exempt

SUMMARY:

Provides appropriate preventive, acute, emergent and chronic health care management for students, promotes student wellness, supports student academic achievement, encourages safe environment, acts as health resource for students, families and faculty/staff, provides limited services for employees including emergent care and routing physical assessment for transportation employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans school health programs, in cooperation with medical authority and administrative school personnel;
- Maintains and respects confidentiality of student and school personnel information;
- Participates in medical examinations and reviews findings to evaluate health status of pupils and progress of program;
- Instructs classes in subjects such as child care, first aid, and home nursing, and establishes nursing policies to meet emergencies;

- Cooperates with school personnel in identifying and meeting social, emotional and physical needs of school children;
- Administers immunizations, provides first-aid, and maintains health records of students.
- Works with community agencies in planning facilities to meet needs of children outside school situations.
- Counsels students in good health habits;
- Assists in program for care of disabled children;
- Provides parents with school health forms so that the findings of the family physician or other pertinent health data can be reported to the school;
- Prepares a list of students who have specific health problems that might require modifications of physical activities or seating arrangements in the classroom;
- Reports significant student injuries, accidents and illness trends to the building principal;
- Checks pupil attendance and reports incidents of extended or illegal absence to school administration. Makes telephone calls to home to determine reason for absence;
- Notifies parents regarding illness or injury. Maintains a file of emergency phone numbers or other ways to contact those in parental authority;
- Provides supervision for sick or injured pupils until they are placed under their parent's care;
- Completes local and state school reports as required;
- Documents and files student accident reports;
- Attends meetings with the school administrators when required;
- Consults with attendance teacher and staff members concerning a variety of health factors related to nonattendance and communicable disease;
- Assists in the development of individualized health care plans, using the nursing process and assessment of the student's responses;
- Participates in IEP or 504 meetings with parents, students, faculty, and administrators and designated others for students with special health care needs.
- Completes reports as directed by School Nurse Coordinator (monthly summaries, chronic disease lists, substitution plan, etc.) and as requested or mandated by School Nurse Coordinator such as annual vision and hearing results (copied to school principal), annual scoliosis reports, etc.
- Recommends by requisition building equipment and supplies to the Principal.
- Orders, inventories, and oversees the storage of first aid and related health supplies and equipment;
- Approves early dismissal for health reasons;
- Respects the confidentiality of records and information;
- Attends in-service training to improve skills and knowledge of job expertise;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Performs related tasks as assigned by building administrator(s) and Nurse Coordinator in accordance with the school/policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

- Possess and maintain current First Aid and CPR certification
- Must have graduated from RN accredited nursing school preferred
- May have post-secondary education
- Be able to communicate effectively in both written and verbal language, demonstrate clerical proficiency, demonstrate sound judgment, and accept nursing supervision
- Must be able to work effectively with children of varying developmental stages
- Ability to establish and maintain effective working relationships with others

EDUCATION AND/OR EXPERIENCE:

- Must possess high school diploma, or GED equivalent and certificate from LPN nursing program or associate or baccalaureate degree in nursing if RN preferred
- Must possess and maintain valid licensure to practice nursing in the state of Virginia

- Experience in School nursing is desirable
- Experience in Community Health desirable

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work requires climbing, sitting, stooping, crouching, reaching, pushing, pulling, grasping and repetitive motions. Frequent walking and lifting of patients/students may be required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important information to others accurately and quickly; hearing is required to perceive information at normal spoken words and to use equipment (such as routine stethoscope); visual acuity is required in order to see small numbers such as on sphygmomanometer and to assess for small foreign objects such as splinters or glass and to observe general surroundings and activities. The worker is subject to exposure to body fluids in performance of duties. Flexibility in schedule may be needed in case of medical emergency by student or staff or disaster. Daily contact with students, faculty/staff, administrators, family members, health care providers and community partners is required.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.

**Job Description
Scott County Public Schools**

Special Education Teaching Assistant Severe and Profound

Reports to: Principal

FLSA Status: Non-Exempt

SUMMARY:

Works primarily with those students who are: severely to profoundly limited in their ability to perform independently in terms of basic motor, sensory, cognitive and/or behavior function. Provides responsible Personal Care Giver, clerical, and human support in assisting the special education or classroom teacher in the management and instruction of special education students; performs related tasks as required and directed. All work is performed under the direction and supervision of the special education teacher, however, the aide may independently carry out particular aspects of the instructional program which include activities outside the normal school facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Carries out instructional plans as designated by the special education teacher and the student's Individual Educational Plan (IEP);
- Is respectful to peers, supervising teacher, and administrators;
- Maintains and respects confidentiality of student and school personnel information;
- Maintains student training data according to prescribed procedures;
- Develops and maintains pleasant and orderly training environment (e.g. maintain instructional materials, design bulletin boards, assist special education teacher and/or students in clean-up activities, etc.);
- Strictly adheres to daily schedule which regularly and systematically account for the students' IEP;
- With special education teacher's supervision and direction, carries out appropriate behavior management programs;
- Procures, sets up, and operates audio-visual equipment;
- Assists special education teacher in related instructional activities (e.g., field trips, library, assembly, etc.) as directed;
- Assists in physical movement of students from one learning environment to another;

- *Performs such clerical duties as typing, filing, and duplicating at direction of special education teacher;*
- *Supervises and trains students in lunchroom or during lunch period;*
- *Supervises and trains students during free time and other non-instructional periods as directed by special education teacher;*
- *Assists in maintenance of special education students' records, under the supervision of special education teacher and/or building principal;*
- *Ride bus with student when needed;*
- *Assists with toileting, feeding, and positioning of students;*
- *Works directly with the teacher in the teaching life skills to the student;*
- *Participates in team meetings as appropriate;*
- *Assists with medical related duties, i.e. catheterization, gastrointestinal feedings, assistive breathing devices, colostomy and ileostomy needs;*
- *Assists with related services, i.e., occupational therapy, physical therapy, speech, adapted physical education, and vision;*
- *Attends required meetings and in-services, and webinars;*
- *Assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;*
- *Complies with and supports school and division regulations and policies;*
- *Models non-discriminatory practices in all activities;*
- *Performs other duties as assigned by classroom teacher(s) or building administrator(s) in accordance with school/division policies and practices.*

KNOWLEDGE, SKILLS, AND ABILITIES

Candidate must possess the ability to develop and maintain an empathetic attitude toward disabled students; work cooperatively with others in a positive manner; willing to learn specialized instructional/management techniques with disabled students, as needed; willing to seek and maintain CPR certification; ability to communicate and develop effective working relationships with students, parents, and staff while maintaining confidentiality.

EDUCATION AND/OR EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties performed typically in school settings to include: classrooms, gymnasium, cafeteria, auditorium, and recreational areas. Frequent walking, standing, sitting, stooping, lifting up to 20 pounds and occasional lifting of equipment, materials, and/or students up to 90 pounds may be required. Occasional lifting, movement, and transferring of students may be required. Occasional movement of students by wheelchairs and other physical contact with and/or possible exposure to bodily fluids may occur. Must have understanding of universal precautions measures and use of proper materials. Daily personal close contact with students to provide classroom management and learning environment support is required. Regular contact with staff members and administrators is required. Contact with parents and medical professional may be required.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.

**Job Description
Scott County Public Schools**

Special Education Teaching Assistant

Reports to: Building Principal**FLSA Status: Non-Exempt****SUMMARY:**

Work closely with one or a few handicapped pupils on a regular basis in an effort to provide them with the physical help and emotional support they need to gain as full benefits from the division's special education program as possible. All work is performed under the direction and supervision of a teacher.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- *Assists the student(s) to whom assigned in such physical tasks as putting on and taking off of outerwear, moving from room to room, using the lavatory, etc;*
- *Aides the student in curriculum tasks, guiding and helping them, but not teaching them;*
- *Performs simple errands and tasks for the student(s) such as sharpening pencils, carrying lunch trays, etc;*
- *Under the supervision of the special education teacher, works with small groups of students to reinforce material initially introduced by the teacher;*
- *Accompanies the student(s) to whom assigned to locations within the building such as the office or nurse;*
- *Establishes as fully as possible a supportive and sympathetic relationship with the student(s) without fostering or encouraging intense emotional involvement;*
- *Serves as a resource person, if and when requested, to the student personnel evaluation team conferring about one of the students to whom assigned;*
- *Follows daily schedule as outlined by the teacher or administrator;*
- *Maintains and respects confidentiality of student and school personnel information;*
- *Is respectful to peers, supervising teacher, and administration;*
- *Discusses assigned teaching area with classroom teacher(s) to coordinate instructional efforts;*
- *Assists in delivering instructions to students, which may include riding the bus as requested;*
- *Carries out instructional plans as designated by the classroom teacher(s) and if appropriate the students' Individual Educational Plans (IEPs);*
- *Tutors students on an as-needed basis;*
- *Reinforces good behaviors, respect, and higher level thinking skills;*
- *Assists students, individually and in groups, with lesson assignments to reinforce learning concepts;*
- *Maintains pleasant and orderly classroom environment (e.g., maintains instructional materials, designs bulletin boards, assists teacher(s) and/or students in clean-up activities, etc.);*
- *Assists teacher(s) in maintaining a classroom management policy that fosters a safe and positive environment for all students and staff;*
- *Assists in ensuring the adequate supervision for students;*
- *Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;*
- *Assists the teacher(s) in grading student work;*
- *Assists in comprehension and questioning techniques;*
- *Assists in teaching students independence;*
- *Maintains student data as requested by the teacher;*
- *Assists the teacher(s) in related instructional activities (e.g., field trips, library, assembly, etc.) as directed;*
- *Assists in ensuring the safe and proper physical movement of students from one learning environment to another, as requested;*
- *Assists in proper maintenance of students' records, under the supervision and/or direction of classroom teacher(s) and/or building administrator(s);*
- *Assists with toileting, feeding, cleaning, and positioning of students, as needed;*
- *Assists in medical related duties, i.e. catheterization, gastrointestinal feedings, assisted breathing devices, colostomy, and ileostomy, as needed;*
- *Assists in carryover of related services, i.e., occupational therapy, physical therapy, speech, adapted physical education, and vision, as needed;*

- *Attends required meetings and in-services, and webinars;*
- *Assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;*
- *Complies with and supports school and division regulations and policies;*
- *Models non-discriminatory practices in all activities;*
- *Performs other duties as assigned by classroom teacher(s) or building administrator(s) in accordance with school/division policies and practices.*

KNOWLEDGE, SKILLS, AND ABILITIES:

Candidate must possess the ability to develop and maintain an empathetic attitude toward disabled students; work cooperatively with others in a positive manner; willing to learn specialized instructional/management techniques with disabled students, as needed; willing to seek and maintain CPR certification; ability to communicate and develop effective working relationships with students, parents, and staff while maintaining confidentiality.

EDUCATION AND/OR EXPERIENCE:

Education equivalent to graduation from an accredited high school or General Education Development Certificate (GED). Teaching Assistants providing instructional support in programs supported by Title I must meet one of the following:

- *Complete two years of study at an institution of higher education.*
- *Obtain an associate's degree (or higher) degree.*
- *Meet a rigorous standard of quality and be able to demonstrate, through a formal state or local academic assessment, knowledge of and the ability to assist in instructing, reading, writing, and mathematics (or, as appropriate, reading readiness, writing, readiness, and mathematics readiness).*

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties performed typically in school settings to include: classrooms, gymnasium, cafeteria, auditorium, and recreational areas. Frequent walking, standing, sitting, stooping, lifting up to 20 pounds and occasional lifting of equipment, materials, and/or students up to 90 pounds may be required. Occasional lifting, movement, and transferring of students may be required. Occasional movement of students by wheelchairs and other physical contact with and/or possible exposure to bodily fluids may occur. Must have understanding of universal precautions measures and use of proper materials. Daily personal close contact with students to provide classroom management and learning environment support is required. Regular contact with staff members and administrators is required. Contact with parents and medical professional may be required.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.

Job Description

Scott County Public Schools

Teaching Assistant

Reports to: Building Principal

FLSA Status: Non-exempt

SUMMARY:

Provides assistance to the classroom teacher(s) in the management and instruction of students; performs related tasks as required and directed; performs work under the direction and supervision of the classroom teacher(s); however, the assistant may independently carry out particular routine aspects of the instructional program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Discusses assigned teaching area with classroom teacher to coordinate instructional efforts;
- Maintains and respects confidentiality of student and school personnel information;
- Prepares lesson outline and plan in assigned area and submits outline to teacher for review;
- Plans, prepares, and develops various teaching aids such as bibliographies, charts, and graphs;
- Under the direction of the classroom teacher: presents subject matter to students, utilizing variety of methods and techniques such as lecture, discussion, and supervised role playing;
- Assists teacher(s) in maintaining a classroom management policy that fosters a safe and positive environment for all students and staff;
- Assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Models non-discriminatory practices in all activities;
- Complies with and supports school and division regulations and policies;
- Prepares, administers, and grades examinations;
- Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts by:

Reading to children

Assisting children in the library

Writing the dictation given by your children

Helping children locate and use materials

Encouraging safety habits in work and play

Encouraging children to work independently

Listening to children

- Confers with parents on progress of students.
- Assists teachers with routine tasks such as:
 - Recording attendance and other information*
 - Collecting money*
 - Gathering resource and supplementary materials*
 - Setting up and operating audiovisual equipment*
 - Fire drills*
 - Field trips*
 - Special events*
 - Clerical duties including dictation, typing and record keeping*
 - Correct student work*
 - Supervise the entire classroom when called upon to do so by the classroom teacher or building principal*
 - Attend parent/teacher meetings (if appropriate)*
- Performs other duties as assigned by classroom teacher(s) or building administrator(s) in accordance with school/division policies and practices.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to work cooperatively with others in a positive manner; ability to learn and use specialized instructional/management techniques as needed; ability to communicate and develop effective working relationships with students, parents, administrators, and staff.

EDUCATION AND/OR EXPERIENCE:

Education equivalent to graduation from an accredited high school or General Education Development Certificate (GED). Teaching Assistants providing instructional support in programs supported by Title I must meet one of the following:

- *Complete two years of study at an institution of higher education.*
- *Obtain an associate's degree (or higher) degree.*
- *Meet a rigorous standard of quality and be able to demonstrate, through a formal state or local academic assessment, knowledge of and the ability to assist in instructing, reading, writing, and mathematics (or, as appropriate, reading readiness, writing, readiness, and mathematics readiness).*

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties performed typically in school settings to include: classrooms, gymnasium, cafeteria, auditorium, and recreational areas. Frequent walking, standing, sitting, stooping, lifting up to 20 pounds and occasional lifting of equipment, materials, and/or students up to 60 pounds may be required. Occasional lifting, movement, and transferring of students may be required. Occasional movement of students by wheelchairs and other mechanical devices may be required. Other limited physical activities may be required. Occasional travel with students on field trips may be necessary. Occasional attendance to parent conferences, building-level meetings, and division wide meetings and training activities beyond normal assigned hours may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, and hazards. Daily personal close contact with students to provide classroom management and learning environment support is required. Regular contact with staff members and administrators is required. Contact with parents and medical professional may be required.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.

EMPLOYMENT: On the recommendation of Mr. Jason Smith, Director of Personnel/Middle Schools, and on a motion by Mr. Spivey, seconded by Mr. Kegley, all members voting aye, the Board approved the employment of Maggie Gilliam, Head Start Teacher, effective July 3, 2012. Mr. Smith explained that Ms. Gilliam replaces an employee that resigned.

On the recommendation of Mr. Jason Smith, Director of Personnel/Middle Schools, and on a motion by Mr. McConnell, seconded by Mr. Saltee, all members voting aye, the Board approved the employment of Jon Pierson, bus driver, for the 2012-2013 school year, effective July 3, 2012 and pending physical. Mr. Smith explained that Mr. Pierson replaces a retiree.

On the recommendation of Mr. Jason Smith, Director of Personnel/Middle Schools, and on a motion by Mr. Saltee, seconded by Mr. Spivey, all members voting aye, the Board approved the employment of Karen Estepp as a substitute bus driver, effective July 3, 2012.

On the recommendation of Mr. Jason Smith, Director of Personnel/Middle Schools, and on a motion by Mr. Kegley, seconded by Mr. Saltee, all members voting aye, the Board approved the employment of Hobert Musick as a substitute bus driver, effective July 3, 2012.

On the recommendation of Mr. Jason Smith, Director of Personnel/Middle Schools, and on a motion by Mr. McConnell, seconded by Mr. Kegley, all members voting aye, the Board approved the employment of Tammy Bledsoe as a substitute bus driver, effective July 3, 2012.

Mr. Smith explained that the substitute bus drivers are used on an as needed basis and are not carried on the payroll. He further explained that the school system is not taking on any extra expenses on the payroll.

BOARD MEMBER COMMENTS: Board members expressed thanks to Mr. Ralph Quesinberry, Career & Technical School Supervisor/Principal, and staff for their preparation for the meeting held tonight.

Chairman Jessee expressed thanks for the attendance and participation at tonight's meeting. He also commented on our county having some outstanding people. He reported that he received a letter regarding the tennis team and is proud of the way the team has represented Scott County.

ADJOURNMENT: On a motion by Mr. Kegley, seconded by Mr. Spivey, all members voting aye, the Board adjourned at 8:35 p.m.

James Kay Jessee, Chairman

Loretta Q. Page, Clerk