

**SCOTT COUNTY SCHOOL BOARD
MINUTES OF REGULAR MEETING
THURSDAY, NOVEMBER 8, 2012**

The Scott County School Board met in a regular meeting on Thursday, November 8, 2012, in the Scott County Career & Technical Center Auditorium in Gate City, Virginia, with the following members present:

James Kay Jessee, Chairman
William "Bill" R. Quillen, Jr., Vice Chairman
Jeffrey "Jeff" A. Kegley
Gail L. McConnell
L. Stephen "Steve" Sallee, Jr.
Herman "Kelly" Spivey, Jr.

ABSENT: None

OTHERS PRESENT: John I. Ferguson, Superintendent; Will Sturgill, School Board Attorney; Loretta Q. Page, Clerk Of The Board/Budget Specialist; K.C. Linkous, Deputy Clerk Of The Board/Human Resource Manager; Suzanne Goins, Virginia Professional Educators Regional Director; Justin Forrester, Scott County Education Association President; Robert Sallee, Supervisor of Building Services; Ramona Russell, Duffield Primary School Teaching Assistant; Lee Sanders, School Bus Driver; Lisa Taylor, Parent; Kelsey Taylor, Weber City Elementary School Principal; Amy Sallee, Weber City Elementary School Assistant Principal/Teacher; John Kilgore, Scott County Economic Development Association; Heritage TV; Nancy Godsey, Citizen; Cheryl Babb, Fort Blackmore Primary School Parent; Shoemaker Elementary School Lego Robotics Team Members, Parents & Coach, Roger Cassell & spouse, Norma; Renee Dishner, Shoemaker Elementary School Principal; Milly Leighton, Shoemaker Elementary School Assistant Principal/Teacher; Rhonda Kilgore, Scott County Career & Technical Center Instructor; Ralph Quesinberry, Scott County Career & Technical Center Supervisor/Principal; Matthew Gilley, Siemens; Jordan Mullins, Twin Springs High School Assistant Principal; Kelvin Kimbler, School Resource Officer; Jason McCarty, Scott County Virginia Star; and, Wes Bunch, Kingsport Times-News.

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE: Chairman Jessee called the meeting to order at 6:30 p.m. He welcomed everyone to the meeting and recognized the upcoming special presentation from the Shoemaker Elementary School Lego Robotics Team. The audience observed a moment of silence and cited the *Pledge of Allegiance* led by the robotics team.

APPROVAL OF AGENDA: Mr. Sallee requested that the location of meetings that was previously voted on be revisited and discussed. Chairman Jessee requested that the item be addressed following the Public Comments item. Mr. Spivey made a motion to approve the agenda including the addition, motion was seconded by Mr. McConnell, all members voting aye.

APPROVAL OF OCTOBER 2, 2012 REGULAR MEETING MINUTES: On a motion by Mr. Spivey, seconded by Mr. McConnell, all members voting aye, the Board approved the Tuesday, October 2, 2012 Regular Meeting Minutes, as submitted.

APPROVAL OF CLAIMS: On a motion by Mr. Sallee, seconded by Mr. Kegley, all members voting aye, the Board approved the following claims: School Operating Fund invoices & payroll in the amount of \$1,070,213.50 as shown by warrants #8104984-8105284 electronic payroll direct deposit in the amount of \$1,138,489.25 & electronic payroll tax deposit \$495,425.80.

Cafeteria Fund invoices & payroll in the amount of \$155,648.49 as shown by warrants #1015079-1015138 electronic payroll direct deposit of \$22,934.95 & electronic payroll tax deposit of \$10,894.28.

Head Start invoices & payroll in the amount of \$51976.52 as shown by warrants #10694-10760.

PRESENTATION FROM SHOEMAKER ELEMENTARY SCHOOL LEGO ROBOTICS TEAM - ROGER CASSELL, COACH: Mr. Roger Cassell, Shoemaker Elementary School Lego Robotics Team Coach, expressed

thanks to the Board for the opportunity to present and for relocating the meeting to accommodate their presentation. He informed the Board that Regina Fuller and Joanna Spicer, Shoemaker Instructors/Parents; and, his wife, Norma, designed the team t-shirt and wrote the skit being presented. He explained that the team had 11 weeks to put together the project that included 1,600 pieces and a playing field made out of legos, research for their project, and to build and program their robot to run missions on the playing field. He expressed that although the program is not technically a school function, the schools have been very helpful in allowing use of their facilities. He also expressed appreciation to the 4-H Program, American Electric Power, private donors and parents for their financial assistance and support.

Mr. Cassell reported that the Legos Robotics is a worldwide activity for children ages 9-14 and is operated through First Lego League. He also reported that each fall a real world challenge mission is released. He explained that a team is judged in four categories: robot missions, robot design, teamwork, and project presentation. Also, he further explained that the team is required to present their project to at least one group and their team chose to present to the School Board. He reported that this year's challenge title is "Senior Solutions." The team performed a skit for the Board showing their solution, a moving crosswalk, to help the elderly cross the street safely and quickly. Board members expressed thanks to the team and coach for their presentation and they received a round of applause.

PUBLIC COMMENT: Lisa Taylor presented comments on cameras needing to be placed in certain classrooms and the need for employee drug testing.

Justin Forrester, SCEA President, thanked the school board for placing the Resolution Supporting Continuing Contract on the agenda for tonight's meeting. He commented that this would help the teachers when speaking to state legislators.

Cheryl Babb, Fort Blackmore Primary School Parent, appeared before the Board expressing a concern regarding the status of Fort Blackmore Primary School and reported hearing that comments had been made that the school would be closing. She also reported that a petition is being circulated.

Chairman Jessee informed Ms. Babb that this item has not been discussed by the Board. He reported that it was suggested by a member of the County Board of Supervisors at one time. He thanked Ms. Babb for her comments and concern. He commented on feeling that he didn't think it would be good to close the school if it could be afforded for it to stay open. He stated that he was aware of the effects school closings had in Lee County. He pointed out that with this "day and age" funding has to be looked at but stated that the community would be the first to know and be able to voice their opinions and concerns.

DISCUSSION/APPROVAL OF CHANGE IN LOCATION OF SCHOOL BOARD MEETINGS: Board members discussed that since there is a lack of room at the current location of the meetings they could change the meetings to be held at the Scott County Career & Technical Center Auditorium. Mr. Sallee made a motion that the meetings be moved to the Scott County Career & Technical Center, motion was seconded by Mr. Kegley, all members voting aye.

An audience member asked about using a sound system for the meetings since it is very hard for the audience to hear. Chairman Jessee asked Mr. Ralph Quesinberry, Scott County Career & Technical Center Supervisor/Principal, to work on the matter.

DISCUSSION/APPROVAL OF OUT-OF-SEASON PRACTICE GUIDELINES: Superintendent Ferguson presented the revised *Out-of-Season Practice Guidelines* for approval and provided an opportunity for members to ask questions, express concerns or provide any necessary additions or deletions to the guidelines presented. Mr. Spivey expressed a concern about the possible effects of the policy in regard to the small schools being Rye Cove High School and Twin Springs High School. It was discussed that this matter could be addressed at any time in the future but that this could be a starting point.

Superintendent Ferguson pointed out that the school system will provide catastrophic insurance and that a copy will be on file in the school board office and at each school. After discussion and on the recommendation of Superintendent Ferguson and on a motion by Mr. Spivey, seconded by Mr. Quillen, all members, the Board approved the *Out-of-Season Practice Guidelines* as follows:

Scott County Public Schools Out-Of-Season Guidelines

1. *A coach must follow all dead periods set by the VHSL (Summer, Fall, Winter and Spring).*
2. *No full contact spring football practice. Shoulder pads will not be worn during off-season practice.*
3. *If a student-athlete is on a team that completes their first contest and quits the respective sport, then the student-athlete cannot join another sport until the sport they quit completes its season in entirety.*
4. *A student-athlete will not participate and a coach will not allow an athlete to participate in a sport (in-season) and leave that sport to participate in another sport (out-of-season). This includes but is not limited to any open gyms or practices.*
5. *All students participating in out of season practices must have a complete, current VHSL physical form on file with the school to participate.*
6. *All students participating in out of season practices must have a completed parent/athlete concussion awareness form on file with the school.*
7. *Scott County Public Schools will provide catastrophic insurance for out of season practice. This is not to be confused with medical/health insurance, which in accordance with the VHSL physical form, is to be either medical/accident insurance through the school, athletic participation insurance through the school, or insurance by family policy.*
8. *Only coaches having completed VHSL approval process are to supervise out of season practice activities.*

DISCUSSION/APPROVAL OF RESOLUTION REGARDING SEQUESTRATION & SCHOOL BONDS:

Superintendent Ferguson presented a Resolution Regarding Sequestration & School Bonds. He pointed out that the federal sequester slated to be effective January 2, 2013, has cuts of 8.2% or more to federal grant programs and explained that it would tremendously affect the school operating budget, unless Congress intervenes to rescind sequestration. He provided an opportunity for the Board to ask questions and informed them that upon their approval of the resolution it would be sent to legislators. On the recommendation of Superintendent Ferguson and on a motion by Mr. Sallee, seconded by Mr. Spivey, all members voting aye, the Board approved the Resolution Regarding Sequestration & School Bonds as follows:

WHEREAS, a world class public education is essential for the future success of our nation and today's schoolchildren; and

WHEREAS, the Budget Control Act of 2011 includes a provision to impose \$1.2 trillion in across-the-board budget cuts to almost all federal programs including education that would become effective January 2, 2013; and

WHEREAS, these across-the-board budget cuts would impact school districts during the 2013-14 school year, with the exception of the Impact Aid program, with which a reduction would become effective this school year; and

WHEREAS, these across-the-board budget cuts, also known as sequestration, would impact education by a reduction in funds of 8.2 percent or more and could result in larger class sizes, fewer course offerings, possible four-day school weeks, loss of extracurricular activities, and teacher and staff lay-offs; and

WHEREAS, sequestration would impact almost every public school system in the nation and the millions of students educated through programs such as Title I grants for disadvantaged students, the Individuals With Disabilities Education Act (IDEA), English Language Acquisition, Career and Technical Education, 21st Century Community Learning Centers, and more; and

WHEREAS, Scott County Public Schools, as well as other public schools, would be impacted nationwide by an estimated \$2.7 billion loss from just three programs alone – Title I grants, IDEA special education state grants and Head Start – that serve a combined 30.7 million children; and

WHEREAS, federal funding for K-12 programs was already reduced by more than \$835 million in Fiscal Year 2011, and state and local funding for education continues to be impacted by budget cuts and lower local property tax revenues; and

WHEREAS, states and local governments have very limited capacity to absorb further budget cuts from sequestration, as Scott County Public Schools has already implemented cuts commensurate to state and local budget conditions;

NOW THEREFORE, BE IT RESOLVED, that Scott County Public Schools urges Congress and the Administration to amend the Budget Control Act to mitigate the drastic cuts to education that would affect our students and communities, and to protect education as an investment critical to economic stability and American competitiveness.

APPROVAL OF SCHOOL HEALTH/SAFETY ADVISORY BOARD FOR 2012-2013 SCHOOL YEAR: On the recommendation of Superintendent Ferguson and on a motion by Mr. Spivey, seconded by Mr. McConnell, all members voting aye, the Board approved the School Health/Safety Advisory Board for the 2012-2013 as follows:

Mrs. Amber Goode	School Nurse Coordinator
Mrs. Katrina Smith Toole	School Psychologist
Cindy Vaughn, RN	Scott County health Department/Parent
Mr. Jason Smith	Central Office Representative
Ms. Theresa Newton	Head Start Representative/Parent
Mrs. Jane Carter	Rye Cove High School Guidance Counselor
Ms. Rebecca Baker	Gate City High School Guidance Counselor
Mrs. Kathy Funkhouser	Gate City Middle School Parent

Sub Committee - School Nurses: Amanda Banks, RN; Michelle Basham, RN; Mona Carter, RN; Lisa Castle; Karen Dunlap, RN; Yvonne Edwards, LPN; Tammy Farmer, LPN; Farrah Lane, RN; Stephanie Penley, RN; and Kristie Qualls, RN

REPORT ON COMPREHENSIVE PLAN: Superintendent Ferguson presented a copy of the Superintendent's Annual Report 2012 for the Board's information. He expressed thanks to Ms. Tammy Quillen, Supervisor of Elementary Education/Director of Testing, for the graphics and putting together items of that nature. He informed the audience that copies are available at tonight's meeting and that the report would be available on the web as well.

APPROVAL OF REVISED ANAPHYLAXIS POLICY: Superintendent Ferguson pointed out revisions to the Anaphylaxis Policy and recommended approval as presented. On motion by Mr. Kegley, seconded by Mr. Sallee, all members voting aye, the Board approved the Revised Anaphylaxis Policy as follows:

Anaphylaxis Policy

I. Introduction:

The purpose of this Scott County School Policy on Anaphylaxis is to provide best-practice guidelines for responding to anaphylaxis in the school setting. It is not intended to supersede the individual prescriptive orders for epinephrine administration contained in the individualized healthcare plans of students with an established need for epinephrine availability. In fact, all students who have had a prior anaphylactic reaction or otherwise identified as with need for epinephrine availability, should have this addressed specifically in an individualized healthcare plan and should provide epinephrine for their personal use to their school.

II. Definition of Anaphylaxis:

Anaphylaxis is one type of allergic reaction, in which the immune system responds to otherwise harmless substances from the environment (called "allergens"). A variety of allergens can provoke anaphylaxis, but the most common culprits are food, insect venom, medications, and latex. Unlike other allergic reactions, however, anaphylaxis is potentially lethal and can kill in a matter of minutes. Anaphylaxis typically begins within minutes or even seconds of exposure, and can rapidly progress to cause airway constriction, skin and intestinal irritation, and altered heart rhythms. Without treatment, in severe cases, it can result in complete airway obstruction, shock, and death. Initial emergency treatment is the administration of injectable epinephrine (also known as "adrenaline") coupled with immediate summoning of emergency medical personnel and emergency transportation to the hospital. Appropriate, timely treatment can totally reverse anaphylaxis and return a child or adult to their prior state of health.

III. Signs and Symptoms of Anaphylaxis:

- *Sudden difficulty breathing, wheezing*
- *Sneezing or coughing*
- *Hives, generalized flushing, itching, or redness of the skin, or paleness*
- *Swelling of the throat, lips, tongue, eyes, face; tightness/change of voice; difficulty swallowing*
- *Blueness around lips, inside lips, eyelids*
- *Low blood pressure, dizziness and/or fainting*

- Heart beat complaints: rapid or decreased
- Tingling sensation, itching, or metallic taste in mouth
- Sweating and anxiety
- Feeling of apprehension, agitation
- Nausea, abdominal pain, vomiting and diarrhea
- Loss of consciousness
- Burning sensation, especially face or chest

Although anaphylaxis typically results in multiple symptoms, reactions may vary substantially from person to person. In some individuals, a single symptom may indicate anaphylaxis. Anaphylaxis usually occurs quickly-within seconds or minutes of exposure; death has been reported to occur within minutes. An anaphylactic reaction occasionally can occur up to one to two hours after exposure to the allergen.

IV. **Treatment of Anaphylaxis**

- A. **Epinephrine-** also known as “adrenaline” is the drug of choice to treat and reverse the symptoms of anaphylaxis by constricting blood vessels and raising blood pressure, relaxing the bronchial muscles and reducing tissue swelling. It is a prescribed medication and is administered by injection, either intramuscularly by an auto-injector or intramuscularly by syringe. **It should be administered at the first sign of anaphylaxis.** It is safer to administer epinephrine than to delay treatment for anaphylaxis. The sooner it is treated, the greater the person’s chance for survival. It is fast acting, but its effects last only 5-15 minutes; therefore, a second dose may be required if symptoms continue or return.
- B. **Doses-** epinephrine is available premeasured in an auto-injector or by ampule or vial. The single dose epinephrine auto-injector is available in two doses: **.15mg (for individuals weighing 33-66 lbs.) and .3mg (for individuals weighing greater than 66 lbs.)** Each school will stock 2 doses of both concentrations. Unless the principal can say 100% of the students weigh >66 lbs, only 2 doses of the .3mg concentration will be mandatory. Schools will use only the auto-injectors.
- C. **Trained Personnel-** Epinephrine auto-injectors can be administered in the school setting by both licensed personnel (i.e., registered nurse, physician) and by trained unlicensed personnel as well as by self-administration in the case of older students. Persons rendering emergency care in good faith shall not be liable for any civil damages for ordinary negligence in acts or omissions resulting from the rendering of such treatment. (Code of Virginia § 8.01-225) Unlicensed personnel shall be trained on an annual basis by a licensed registered nurse or physician. Training shall be conducted utilizing the most current edition of the Virginia Department of Education Manual for Training of Public School Employees in the Administration of Medication. **Each school administrator shall appoint 2 personnel to receive Epinephrine Administration training and administer epinephrine in the absence of the school nurse. All school staff shall be trained annually on the signs and symptoms of Anaphylaxis by a registered nurse or physician.**
- D. **Storage-** Epinephrine auto-injectors should be stored in a safe, unlocked and accessible location, in a dark place at room temperature (between 59-86 degrees F). It should be protected from exposure to heat, cold or freezing temperatures. Supplies associated with responding to suspected anaphylaxis should be stored along with the epinephrine (ex. Incident Form, copy of Anaphylaxis guidelines, Epi Injection Directions)
- E. **Inspection-** The expiration date of epinephrine solutions should be periodically checked. Each school should maintain documentation that stock epi has been checked on a monthly basis to ensure proper storage, expiration date, and medication stability. The medication should be discarded if expired and immediately replaced. The drug should be checked for discoloration or contents of solid particles if contents are visible. If contents are cloudy or contain solid particles, the drug should be discarded in a sharps container and replaced immediately. For replacement, nurse coordinator should be contacted.

V. **Administration of Epinephrine by Auto-injector**

- A. Based on symptoms, determine that an anaphylactic reaction appears to be occurring. Act quickly. It is safer to give epinephrine than to delay treatment. **Anaphylaxis is a life-threatening reaction.**
- B. If you are alone and are able to provide epinephrine, call out or yell for help as you immediately go to get the epinephrine. Do not take extra time seeking others until you have provided the epinephrine.
- C. If you are alone and do not know how to provide epinephrine, call out or yell for help. If someone is available to help you, have them get the personnel trained to provide epinephrine while you dial 911 and follow the dispatcher’s instructions. Advise 911 operator that anaphylaxis is suspected and epinephrine is available. Your goal is to get someone (EMS or trained personnel) to provide epinephrine and care as soon as possible.
- D. Select appropriate epinephrine auto-injector to administer, based on weight.
Dosage: .15 mg if <66 lbs

.3 mg if >66lbs

Frequency: If symptoms persist or return, a second dose should be administered 5-15 minutes after the first dose.

- E. Inject epinephrine via auto-injector: Pull off safety release cap. Swing and jab firmly into upper, outer thigh (through clothing if necessary). **Hold in place for 10 seconds to deliver medication and then remove.** Massage area for 10 seconds. Note the time.
- F. Call or have a bystander call 911 immediately or activate the Emergency Medical System (EMS). Advise the 911 operator that anaphylaxis is suspected and epinephrine was given.
- G. Keep the individual either lying down or seated. If they lose consciousness, check if they are breathing and have a pulse. If not, begin CPR, call out for help and continue CPR until the individual regains a pulse and is breathing or until EMS arrives and takes over.
- H. Call school nurse, administrator, or office staff and advise of situation.
- I. Repeat the dose after 5-15 minutes if symptoms persist or return.
- J. Stay with the individual until EMS arrives, continuing to follow the directions in #5 above.
- K. Provide EMS with Epinephrine auto-injector labeled with name, date, and time administered to transport to the ER with the student.
- L. Follow up: make sure parents have been notified and are encouraged to let child's pediatrician know about the episode.
- M. Complete required documentation of incident.
- N. Order replacement epinephrine auto-injector(s) by contacting nurse coordinator.

VI. Standing Order

Standing orders are written to cover multiple people as opposed to individual-specific orders, which are written for one person. Scott County Schools shall designate an authorized medical provider (MD, DO, PA, or NP with prescriptive authority) to prescribe non-student specific epinephrine in the school division, to be administered to any **student** believed to be having an anaphylactic reaction on school grounds, during the academic day. This order does not cover faculty or guests, only Scott County Students. Standing orders must be renewed annually and with any change in prescriber.

VII. Incident Report of Anaphylactic Reaction

A "Report of Anaphylactic Reaction" must be filled out immediately following the incident and rescue of the anaphylactic reaction. (see attached form) Person responsible for initiating the completion of this form should be either the 1st Responder who administered the epinephrine or the school Administrator. All parties involved in the rescue shall have input in the completion of this report. Once completed, a copy should be sent to the nurse coordinator, School Board Office, and the original shall be filed in the student's medical records.

VIII. Offsite School Activities

Stock Epinephrine is intended for use on school premises and should not be carried offsite. Additional epinephrine should be made available along with arrangements for administration during field trips and other official offsite school activities.

SCOTT SCHOOL DIVISION MET ALL BENCHMARKS IN READING, MATHEMATICS AND

GRADUATION: Superintendent Ferguson was pleased to report that sixty-eight percent, or 1,241 of the Commonwealth of Virginia's 1,836 schools met all of the benchmarks in reading, mathematics and graduation, as did 34 of Virginia's 132 school divisions, including Scott County. He expressed congratulations to the faculty, staff and students.

BUILDING SERVICES WORK SCHEDULE UPDATE: Robert Sallee, Building Services Supervisor, provided a Building Services Work Schedule Update for some of the projects maintenance employees completed during the past month. He reported that the maintenance employees are working on door repairs and roofing as much as possible. Mr. Sallee provided an update on the Back of the Envelope process. He reported that two of the four companies, Ameresco and Siemens, have completed the first tour of each school and that Trane is scheduled to do so on November 26-27. He further reported that submittals are due no later than December 7. He pointed out that the school division is looking at paying for the project with energy savings and explained that no money would be coming out of the budget.

CLOSED MEETING: Mr. Sallee made a motion to enter into a closed meeting at 7:16 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. Spivey, all members voting aye.

RETURN FROM CLOSED MEETING: All members returned from closed meeting at 8:10 p.m. and on a motion by Mr. Sallee, seconded by Mr. Kegley, 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

Chairman Jessee recognized that due to Mr. Jason Smith, Supervisor of Personnel, not being in attendance at tonight's meeting Superintendent Ferguson would be presenting those items.

SUPERINTENDENT FERGUSON EXPRESSED CONGRATULATIONS IN RECOGNITION OF PROUD PARENTS JASON SMITH, SUPERVISOR OF PERSONNEL/MIDDLE SCHOOL, AND SPOUSE, AMBER MCGEE SMITH, YUMA ELEMENTARY SCHOOL ASSISTANT PRINCIPAL/TEACHER: Superintendent Ferguson expressed congratulations in recognition of Jason Smith, Supervisor of Personnel/Middle Schools and his spouse, Amber McGee Smith, Yuma Elementary School Assistant Principal/Teacher, for the birth of their son, Landry Scott Smith.

APPROVAL OF OVERNIGHT FIELD TRIP REQUESTS: On the recommendation of Superintendent Ferguson, and on a motion by Mr. Sallee, seconded by Mr. Kegley, all members voting aye, the Board approved the overnight field trip request from Rye Cove High School (20) band students and (2) sponsors to attend the All-District Band Clinic in Bristol, Virginia, on February 1-2, 2012.

On the recommendation of Superintendent Ferguson and on a motion by Mr. Spivey, seconded by McConnell, all members voting aye, the Board approved the overnight field trip request received from Twin Springs High School (10) band students and (1) sponsor and (1) chaperone to attend the All-District Band Clinic in Bristol, Virginia, on February 1-2, 2012.

APPROVAL OF JOB DESCRIPTIONS: On the recommendation of Superintendent Ferguson, and on a motion by Mr. Quillen, seconded by Mr. Spivey, all members voting aye, the Board approved the Accounts Payable and Purchasing Specialist; Information Management Systems and Technology Coordinator; Medicaid Account Specialist; and Technology Specialist job descriptions as follows:

JOB DESCRIPTION
Scott County Schools

Accounts Payable and Purchasing Specialist

Reports to: Superintendent

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Processes accounts payable for the school system's funds including fiscal and federal agencies.
Maintains encumbrances and appropriate audit records.

ESSENTIAL FUNCTIONS:

- Types letters, memos, reports, forms, invoices, proposals, bids and other correspondence for the Superintendent;
- Processes proposals, bids, purchase orders, and requisitions for the central office, maintenance, and transportation; Will process proposals and bids for schools as needed;
- Assists in paperwork and processing/ordering grant paperwork;
- Processes accounts for the central office credit cards and files all reimbursements to correspond with the monthly statements;
- Orders and maintains central office's office supplies;
- Processes purchase requisitions and orders;
- Maintain data base of all purchase orders, requisitions, and invoices to be paid monthly;
- Coordinate with the county office to pay monthly bills;
- Maintain files for purchase orders, requisitions, and other paperwork as needed;
- Responsible for compiling bids for the central office on purchases equal to or exceeding \$500;
- Prepare expenditure list for School Board's approval;
- Assumes responsibility for all correspondence regarding all invoices;
- Checks monthly statements;
- Contacts companies regarding any outstanding invoices;
- Maintains files of schools' telephone bills and invoices for long distance calls;
- Complete credit applications and tax exemption forms as needed;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Attends in-service training to improve skills and knowledge of office work;
- Performs related tasks as assigned by Administration in accordance with the school/policies and practices.

JOB DESCRIPTION
Scott County Schools

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of division programs and policies; 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 EXPERIENCE:

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

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

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

EVALUATION:

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

Information Management Systems and Technology Coordinator

Reports to: Superintendent

FLSA Status: Non-Exempt

SUMMARY:

Provides leadership and assistance in the design, implementation, coordination and operation of the division's technology plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Directs the development, implementation and evaluation of the division's technological plans and programs;
- Serves as Project Manager for assigned technology implementation projects, integrating new software, and/or applications;
- Devise, implement, and update Internet Safety Plan;
- Provide support and troubleshooting to secretaries and bookkeepers;
- Directs and develops needs assessment of administrative and educational computing;
- Maintains current knowledge of software application programs and operation requirements for administrative computing on the division's mainframe and personal computers;
- Assists in working with other governmental agencies in regards to data processing;
- Assists other departments in using data and information from the mainframe and administrative personal computers;
- Directs the development and coordination of installation and use of local area networks;
- Provides leadership for collecting, organizing, and sharing information through technology;
- Provides technical direction for managing information to all systems within the organization through: planning, training, and evaluation of technology as a tool;
- Directs technical support for student attendance, personnel, accounting, confidential record maintenance and related compliance functions;
- Serves as point of contact for programs such as PowerSchool, TalentED, AlertNow, etc. ;
- Directs and coordinates acquisition of hardware for educational and management functions;
- Supervises, evaluates, and provides leadership for building a cohesive team within the technical staff;
- Manages and provides training (when needed) for :
 - Student Information System (SIS)
 - District Bookkeeping (EPES)
 - School Nurse's Health Software (SNAP)
 - School's Interoperability Framework (SIF)
 - Special Education Automation Software (SEAS)

- Coordinator of ITRTs and Computer Technicians;
- Verify data and submit reports for various data collections such as:
 - Fall Student Record Collection (SRC)
 - Spring Student Record Collection (SRC)
 - End-of-Year Student Record Collection (SRC)
 - Summer Student Record Collection (SRC)
 - Fall Master Schedule Collection
 - End-of-Year Master Schedule Collection
 - Instructional Personnel Record Collection (IPAL)
 - Early College Scholars Program
 - Miscellaneous Statistics Reporting for each SRC collection
 - Career and Technical Reporting (CTERS)
 - District Discipline Crime and Violence Reporting
 - Alternative Education Discipline Crime and Violence Reporting
 - On-Time Graduation Rate
 - Course Enrollment Data Collection
 - Educational Registry Application (ERA)
 - Gifted Education Reporting
 - Standards of Quality (SOQ)
 - Technology Status Survey Report (TSSR)
- Administers grant programs related to technology (E-Rate, Virginia Public School Authority (VPSA), etc.);
- Develops proposals for grant funding from federal, state and private sources;
- Prepares budget proposals reflecting the technology needs of the division;
- Coordinates division technology projects;
- Prepare student data uploads for all Standards of Learning testing;
- Uploads data for Algebra Readiness;
- Serves on committees as necessary;
- Coordinates with Head Start staff to maintain data in SIS in order to provide the mandatory state testing ID (STI) for PALS testing;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Attends in-service training to improve skills and knowledge of office work;
- Performs related tasks as assigned by Administration in accordance with the school/policies and practices.

JOB DESCRIPTION
Scott County Schools

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to establish and maintain a positive and cooperative working relationship with members of the Technology Staff
- Technical skills
- Troubleshooting skills
- Ability to demonstrate to others how to do something.
- Experience evaluating performance and usefulness of products
- Ability to read, evaluate, and compare product descriptions
- Logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Good listening skills, paying full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate
- Ability to consider the benefit of potential actions to choose the most appropriate one
- Skill to choose the kind of tools and equipment needed to do a job
- Good understanding of written and oral communication
- Ability to work independently without direct supervision
- Skill to plan and organize work
- Skill to maintain records and prepare reports
- Ability to effectively communicate orally, in writing, and electronically

EDUCATION AND/OR EXPERIENCE:

Candidate must possess at a minimum, an Associate's Degree in Information Technology and any combination of education and experience equivalent to graduation from high school including and supplemented by courses in office practices and procedures with clerical and secretarial experience. Education and/or experience in technology field 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to stand, reach with hand and arms, and talk or hear. The employee is occasionally required to walk; sit; 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, color vision, depth perception, and ability to adjust focus.

JOB DESCRIPTION
Scott County Schools

EVALUATION:

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

Medicaid Account Specialist and Health Insurance Clerk

Reports to: Supervisor of Elementary Education
and Director of Testing

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs a full range of tasks including collaboration, documentation and reporting, in support of the Scott County Public Schools Medicaid/FAMIS program. Serves as the primary point of contact for all Medicaid program activities.

ESSENTIAL FUNCTIONS:

- Develops procedures pertaining to Medicaid documentation and reimbursement and ensures compliance;
- Develops procedures for identification of Medicaid-eligible students;
- Interfaces with staff to obtain parental consent forms;
- Interfaces with federal, state, local and private agencies to obtain information about eligible students;
- Prepares, maintains and reviews all student Medicaid files;
- Analyzes documentation in case files for accuracy, follow-up and changes in status
- Coordinates all billable services (i.e. skilled nursing; psychological, speech, physical and occupational therapy services); Creates, maintains, and provides supporting documentation and provider qualifications;
- Analyzes plans of care, addendums, discharge and note documentation and billing information;
- Acts as Scott County Public Schools liaison with appropriate state agencies;
- Manages the Medicaid database;
- Develops and maintains billing program for reimbursement of services;
- Reconciles accounts and responds to billing discrepancies;
- Trains providers regarding compliance with Medicaid requirements and procedures;
- Prepares and reviews program-related correspondence;
- Creates procedural manuals for local implementation of Medicaid reimbursement program;
- Coordinates and monitors the Administrative Claiming Program (including quarterly time study);
- Stays abreast of changes and developments in the Medicaid reimbursement program and attend Medicaid meetings conducted by state and federal agencies;
- Collaborates with Finance, Special Education and Health Services departments to obtain information on Medicaid-related activities as needed for Cost-Based Reimbursement;

JOB DESCRIPTION
Scott County Schools

- Serves as Health Insurance Clerk to provide the following services:
 - Meet and answer questions concerning enrollment/benefits
 - Serve on insurance committee
 - Enroll employees in medical and dental plans
 - Verify insurance billing monthly
 - Assist employees locating providers
 - Monitor Health Insurance Fund balance
 - Stay abreast of healthcare legislation
 - Update Health Census
- Assist in Pre-K program;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Attends in-service training to improve skills and knowledge;
- Performs related tasks as assigned by Administration in accordance with the school/policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES:

Coordinates Medicaid billing for students served by Licensed Speech Therapist, Occupational Therapist, and Physical Therapist. Licensed Nurse Practitioner, Licensed Psychologists, and other billable services, as appropriate. Maintains files on all Medicaid recipient students receiving special services. Processes claims for payment, prepares all reports pertaining to Medicaid. Maintains source data and supports Medicaid billing. Prepares all reports pertaining to Medicaid, including quarterly reports to the state. Maintains the security and confidentiality of all Medicaid files and records. Attends workshops and seminars regarding Medicaid current policies and regulations. Maintains direct contact with all agencies connected to the Virginia Medicaid Program. Demonstrates willingness to help others with their problems such as chart request, billing understanding and requirements.

EDUCATION AND EXPERIENCE:

The Medicaid Account Specialist must possess a high school diploma or G.E.D. equivalent. Medical knowledge and Medicaid billing data entry skills for school division is desirable as well as knowledge of ICD 9 coding / CPT procedural terminology. Electronic billing experience required.

JOB DESCRIPTION
Scott County Schools

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

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 or office setting. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional 40 pounds may be required. Other limited physical activities are required. Occasional travel may be necessary as well as overnight stays. 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.

Technology Support Specialist

Reports to: Information Management and Technology Coordinator
and Superintendent

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Install, maintain, troubleshoot, and upgrade all computer hardware, software and peripherals. Deliver and install computers and computer related equipment to district sites. Maintain computer repair parts inventory. Manage internet and email accounts. Manage Active Directory user accounts and groups. Install, terminate and maintain all types of network cabling. Install, configure and maintain all types of servers and network equipment. Install and maintain Data, Voice, and Video network operations; E-mail, DNS, DHCP, ETC and Content filtering, archiving management. Maintain and develop Scott County Public Schools presence on the web via district website and cloud environments. Develop applications/programs in a .net framework environment, design SQL back end database. Service Scott County Public Schools in the area of Technology Services: functions as a department contact, team leader in areas of expertise, problem solver, and support any areas of technology instructed.

ESSENTIAL FUNCTIONS:

- Install computers, printers and network devices;
- Troubleshoot computers, printers, and network problems;
- Installs Software;
- Helps staff with email and computer questions;
- Maintains computer inventory;
- Maintains computer software: Antivirus, Acrobat Reader, Flash, etc.;
- Initiate warranty repairs of all computer equipment;
- Researches quotes for computer equipment and parts;
- Creates, changes, deletes and disables Active Directory Users, Computers and Groups;
- Creates, changes, deletes and disables Active directory Group Policies;
- Creates, changes, deletes and disables E-Mail accounts;
- Changes passwords for Active Directory Users;
- Changes passwords for E-mail accounts;
- Maintain workstations, laptops, and district owned mobile devices ;
- Manages software licenses;
- Configures TestNav caching servers for VA SOL Testing;
- Develops standard computer configurations;
- Develop and maintain custom applications and programs designed for the district;
- Receives technology shipments;

JOB DESCRIPTION
Scott County Schools

- Install, terminate, and test CAT5/CAT6 cabling;
- Install WiFi access points, and other hardware associated with wireless systems;
- Installs and maintains IP based surveillance cameras;
- Installs and maintains weather stations;
- Installs and maintains Smartboards;
- Installs ceiling mount projectors;
- Completes work orders as requested by district staff;
- Maintain and troubleshoot Cafeteria software, server, and terminals;
- Maintains county website;
- Maintain mission critical system backups;
- Maintain ITV classrooms;
- Maintain and troubleshoot Governor School and Virtual Virginia software and connection issues;
- Maintain Internet Service;
- Local Area Network design and implementation;
- Wide Area Network design and implementation;
- Surveillance design and implementation;
- Server management;
- Maintain Microsoft SQL database;
- Maintain Oracle database;
- Switch, router, and other network device programming;
- Maintain internet filter;
- Maintain E-mail spam filter;
- Maintain E-mail archive device;
- Maintain library management system;
- Provides advice on anticipated trends in technology;
- Makes recommendation on computer hardware and software selection;
- Monitors technology developments in business and industry to determine relevance to division management operations;
- Represents the division through membership in organizations involved in implementing technology in Virginia Public Schools;
- Plans technology installation;
- Develops priorities for technology acquisitions;
- Prepares specification for hardware and software;
- Solicits pricing information for budget planning/purchasing;
- Monitors equipment and materials for compliance with specifications;
- Point of contact to internet provider technical support;
- Point of contact for division software and hardware technical support;
- Provides hardware and software training to staff when needed;
- Modifies existing batch and on-line applications;
- Creates and maintains general systems flowcharts, including program documentation;

JOB DESCRIPTION
Scott County Schools

- Assists staff with simple to very complex questions and problems on applications as required;
- Designs and maintains print reports and charts as required;
- Determines, investigates, carries out application problem resolutions until the problem is resolved;
- Performs evaluations of new application software and hardware technologies within a multiplatform, networked environment;
- Provides coordination between various user departments during the implementation of projects to insure both interoperability and common interfaces; provides status reports to supervisor and management;
- Trains Division instructional and administrative staff on data retrieval and maintenance procedures;
- Works with various user staff to develop specifications for new programs and systems as well as changes to existing applications;
- Performs various other activities as required, including various technical tasks;
- Meets departmental and organizational deadlines;
- Participates in department's teamwork concept;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Attends in-service training to improve skills and knowledge of technology field;
- Performs related tasks as assigned by Administration in accordance with the school/policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES:

- Install computers, printers and network devices
- Must know computer hardware and software.
- Must have the ability to troubleshoot problems.
- Ability to answer questions by staff in regards to problems.
- Must know Cat5/Cat6 cable installation specifications.
- Must be able to maintain a professional relationship with district personnel and vendors.
- Must have the ability to work with/in a group.
- Must have thorough knowledge of technology.
- Must have knowledge of pc, network, and internet security.
- Must have thorough knowledge of LAN and WAN design.
- Must have thorough knowledge of Cisco equipment (operation and programming).
- Must have knowledge of surveillance design and installation.
- Must have knowledge of Windows Server environment (active directory, exchange, etc.).
- Must have ability to maintain essential district intranet services.
- Must have ability to maintain district internet/cloud services (email, web, etc.).
- Must be able to work in a fast paced environment.

JOB DESCRIPTION
Scott County Schools

- Must be able to communicate with others in both oral and written form.
- Must be able to train district staff on changes as needed.

EDUCATION AND EXPERIENCE:

- Associate Degree in Computer related field
- Certifications (A+, CCNA, MCSE, etc.) preferred but not required.
- Experience in computer repair/networking field preferred.
- Strong technical experience
- Strong troubleshooting experience
- Familiarity with Microsoft Windows desktop and server operating systems
- Familiarity with networking technology wired and wireless

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

- Lift and carry computer equipment and supplies sometimes 100+ lbs.
- Move, setup, and arrange computer and network equipment
- Must be willing to attend meetings and conferences
- Must have a willingness to learn, and continue education by certifications or degrees and maintain high level of expertise
- Work environment can change from classrooms, hallways, ceilings, boiler rooms, libraries, outside locations, and other locations as needed
- Must be able to climb ladders, pull cable, and crawl in confined spaces
- Must have good moral character and understand technology security standards
- Must be able to travel between schools by automobile

EVALUATION

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

APPROVAL OF RESOLUTION SUPPORTING CONTINUING CONTRACT: 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 *Resolution Supporting Continuing Contract* as follows:

Resolution Supporting Continuing Contract

WHEREAS, the Constitution of Virginia requires that the General Assembly seek to “provide a system of free public elementary and secondary schools for all children of school age throughout the Commonwealth and...seek to ensure an education program of high quality is established and continually maintained” (Article VIII section 1).

WHEREAS, the General Assembly and Board of Education find in the Standards of Quality that the quality of education is dependent upon high-quality instructional personnel and quality instruction (Virginia Code section 22.1-253.13:1).

WHEREAS, in 1968 the General Assembly adopted continuing contract laws establishing uniform employment practices, delineating causes for teacher dismissal, and providing employment security for teachers after a three-year probationary period.

WHEREAS, Continuing Contract laws benefit public school students, their parents, the community and the Commonwealth:

- By assuring the high-quality educational program and curriculum set by the local school board in compliance with the Standards of Quality is delivered by competent professional teachers;
- By attracting talented individuals to secure professional employment;
- By retaining high-quality professional teachers while minimizing expenses caused by high turnover;

- *By assuring stable and consistent instruction provided by professional teachers not subject to arbitrary dismissal;*
- *By fostering professional experience and subject understanding with teachers protected from replacement based on cost;*
- *By assuring professional teachers uphold high academic and behavior standards;*
- *By assuring school administrators and managers conduct professional teacher assessment and evaluation;*
- *By assuring nepotism or political favoritism do not influence teacher employment and school instruction;*

NOW THEREFORE, the Scott County School Board resolves to support continuing contract laws and oppose removing continuing contract protections from Virginia public school teachers.

RESIGNATION: On the recommendation of Superintendent Ferguson and on a motion by Mr. Sallee, seconded by Mr. Kegley, all members voting aye, the Board approved the resignation request of Donna Hood, school bus driver, effective November 26, 2012.

EMPLOYMENT: On the recommendation of Superintendent Ferguson and on a motion by Mr. Quillen, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Darren Pendleton as Gate City Middle/High School JV Baseball Coach (½ supplement), effective November 8, 2012 (replaces Justin Venable).

On the recommendation of Superintendent Ferguson and on a motion by Mr. McConnell, seconded by Mr. Kegley, all members voting aye, the Board approved the employment of Jason Howell as a Gate City Middle/High School Volunteer Basketball Coach, effective November 8, 2012.

On the recommendation of Superintendent Ferguson and on a motion by Mr. Quillen, seconded by Mr. Spivey, all members voting aye, the Board approved the employment of Robert Chapman as a Rye Cove High School Volunteer Wrestling Coach, effective November 8, 2012.

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 employment of Jon Hammonds as a Rye Cove High School Wrestling Coach, effective November 8, 2012.

BOARD MEMBER COMMENTS: Board members expressed thanks to Mr. Ralph Quesinberry and his staff for their preparation and accommodations for the meeting.

ADJOURNMENT: On a motion by Mr. Kegley, seconded by Mr. Quillen, all members voting aye, the Board adjourned at 8:15 p.m.

James Kay Jessee, Chairman

Loretta Q. Page, Clerk