

**SCOTT COUNTY SCHOOL BOARD
MINUTES OF REGULAR MEETING, TUESDAY, DECEMBER 6, 2016**

The Scott County School Board met for a regular meeting on Tuesday, December 6, 2016, at the Scott County School Board Office in Gate City, Virginia, with the following members present:

William "Bill" R. Quillen, Jr., Chairman
Larry L. Horton
Linda D. Gillenwater
Gail L. McConnell

ABSENT: David M. Templeton
L. Stephen "Steve" Sallee

OTHERS PRESENT: John I. Ferguson, Superintendent; Jason Smith, Assistant Superintendent; K.C. Linkous, Clerk Of The Board/Human Resource Manager; Beverly Stidham, Deputy Clerk/Purchasing Agent; Will Sturgill, School Board Attorney; Kathy Musick, Virginia Professional Educators Representative; Lisa Bevins, Teacher/Virginia Education Association Representative; Doris Boitnott, VEA/NEA Uniserv Director; Lisa Taylor, Citizen; Melinda Taylor & Mitch Taylor, parents of Chance Taylor, Golf Team Member GCHS; Rhea McConnell, GCHS Golf Coach; Travis Nickels, Principal RCHS; Donna Rowlett & Dawn Williams, Science Teachers at GCMS; Ramona Russell, Teaching Assistant; Amanda Clark, Heritage TV; and Nancy Godsey, Citizen.

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE: Chairman Quillen called the meeting to order at 6:30 p.m. The audience observed a moment of silence and Mr. Horton led in citing the *Pledge of Allegiance*.

APPROVAL OF AGENDA: On a motion by Mr. Horton, seconded by Mr. McConnell, all members voting aye, the Board approved the agenda as presented.

APPROVAL OF NOVEMBER 3, 2016 MEETING MINUTES: On a motion by Ms. Gillenwater, seconded by Mr. McConnell, all members voting aye, the Board approved the Thursday, November 3, 2016 Regular Meeting Minutes, as submitted.

APPROVAL OF CLAIMS: On a motion by Mr. Horton, seconded by Mr. McConnell, all members voting aye, the Board approved claims as follows:

School Operating Fund invoices & payroll in the amount of \$902,038.35 as shown by warrants #8119717-8120035 (8119631, 8119977, 8119990, 8120009 voided) & electronic payroll direct deposit in the amount of \$1,116,880.24 & electronic payroll tax deposits in the amount of \$512,194.60. Cafeteria Fund invoices & payroll in the amount of \$184,657.26 as shown by warrants #1017544-1017603 & electronic payroll direct deposit in the amount of \$30,906.21 & electronic payroll tax deposit in the amount of \$13,691.06. Head Start invoices & payroll totaling \$69,103.58 as shown by warrants #14309-14378 (14359 voided).

PRESENTATION TO GATE CITY HIGH SCHOOL GOLF TEAM MEMBER CHANCE TAYLOR: Superintendent Ferguson presented a Resolution to Chance Taylor, GCHS Golf Team Member and Rhea McConnell, GCHS Golf Coach, recognizing Chance Taylor for placing 14th in the 2A State Golf Tournament and making the 2A All State Golf Tournament.

PRESENTATION TO RYE COVE HIGH SCHOOL GIRL'S CROSS COUNTRY TEAM: Superintendent Ferguson presented a Resolution to Dr. Travis Nickels, Principal of RCHS, recognizing the Rye Cove High School Girls Cross Country Team for being the 2016 Cumberland Conference District Champions, placing 5th in the 1A West Region and being a 1A State Participant.

PRESENTATION TO RYE COVE HIGH SCHOOL BOY'S CROSS COUNTRY TEAM MEMBER MALACHI GILLIAM: Superintendent Ferguson presented a Resolution to Dr. Travis Nickels, Principal of RCHS, recognizing Malachi Gilliam, Rye Cove High School Boys Cross Country Team Member for finishing 2nd in the Cumberland Conference Meet and qualifying high enough in the Region IA West to qualify for Group 1A State Meet.

PRESENTATION OF VIRGINIA ASSOCIATION OF ENVIRONMENTAL EDUCATION (VSELA/VAST) OPPORTUNITY – DONNA ROWLETT & DAWN WILLIAMS: Ms. Dawn Williams and Ms. Donna Rowlett, science teachers at Gate City Middle School, presented a power point presentation on the “Lake Fleming - Wetlands” project that has been ongoing since October, 2009. This project has been awarded a \$25,000 Grant from the State Farm Neighborhood Assistance Program. The awards ceremony will take place on Thursday, December 8, at 4:30 p.m. at Lake Fleming.

Ms. Williams and Ms. Rowlett have been asked to present their “Wetlands” presentation all over the state of Virginia and also have been asked to share their knowledge with school systems in other states.

PUBLIC COMMENTS: Lisa Taylor, Citizen, addressed the board with concerns of drug testing all employees of Scott County Schools and placing cameras in the special needs classrooms. She also explained that there needs to be visitor parking up front at the Scott County Career & Technical School. Ms. Taylor also invited the school board to the special needs Christmas dinner Thursday evening, December 8.

REPORT ON HOLIDAY AND PAYROLL SCHEDULE: Superintendent Ferguson presented the following Holiday and Payroll Schedule for the Board’s information:

12 Month Employees Holidays:

Christmas – Friday, December 23 & Monday, December 26

New Year’s – Friday, December 30 & Monday, January 2, 2017

Payroll for December: Thursday, December 29, 2016

Winter Break:

Friday, December 16 – students dismissed at 1:00 p.m.

Monday, January 3, 2017 – Teacher Workday/Schools Closed

Tuesday, January 4, 2017 – Second Semester Begins (Students return to school)

APPROVAL OF HEAD START 2016-2017 TIME LINE FOR SELF-ASSESSMENT & PROGRAM PLANNING: Superintendent Ferguson presented the Head Start 2016-2017 Time Line for Self-Assessment & Program Planning for approval. On a motion by Mr. McConnell, seconded by Ms. Gillenwater, all members voting aye, the Board approved the 2016-2017 Head Start Time Line for Self - Assessment & Program Planning (Appendix D)

APPROVAL OF HEAD START STANDARDS OF CONDUCT: Superintendent Ferguson presented the Head Start Standards of Conduct for approval. He explained that these have not been updated for several years. On a motion by Mr. Horton, seconded by Mr. McConnell, all members voting aye, the Board approved the Head Start Standards of Conduct effective 2016-2017 (Appendix D)

APPROVAL OF HEAD START FINANCIAL BREAKDOWN FOR OCTOBER 2016: On a motion by Ms. Gillenwater, seconded by Mr. McConnell, all members voting aye, the Board approved the Head Start Financial Breakdown for October, 2016 as follows:

Head Start Expenses for October	\$108,568.82
Administrative Cost	\$ 16,296.70
Nonfederal In-Kind	\$ 57,126.31

CLOSED MEETING: Mr. McConnell made a motion to enter into closed meeting at 7:00 p.m. to discuss teachers, coaches, custodians and central office staff as provided in Section 2.2-3711 A (1) of the Code of Virginia, as amended, motion was seconded by Mr. Horton, all members voting aye.

RETURN FROM CLOSED MEETING: All members returned from closed meeting at 8:13 p.m. and on a motion by Mr. McConnell, seconded by Mr. Horton, the Board returned to regular session and Mr. McConnell 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: Linda Gillenwater, Larry Horton, Gail McConnell, Bill Quillen,

Nays: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

APPROVAL OF OVERNIGHT FIELD TRIP REQUEST: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. McConnell, the Board approved the overnight field trip request of Scott County Career & Technical School, FFA Program to National Farm Machinery Show in Louisville, Kentucky, February 18-19, 2017 (12 students, 2 chaperones).

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. McConnell, all members voting aye, the Board approved the overnight field trip request of Scott County Career & Tech Center, FFA Program, to Virginia Tech Stockmans & Livestock Judging in Blacksburg, Virginia, February 24-25, 2017 (12 students, 2 chaperones).

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. McConnell, seconded by Ms. Gillenwater, all members voting aye, the Board approved the overnight field trip request of Scott County Career & Technical Center, FFA Program, to Virginia Tech Hippology & Horse Judging in Blacksburg, Virginia, February 10-11, 2017 (8 students, 1 chaperone).

APPROVAL OF SUBSTITUTE TEACHERS: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Ms. Gillenwater, all members voting aye, the Board approved Madison Garrett, Brittney Duty, Rebecca France, Larry Tolley, Amanda Stansberry, Somer Osborne, Cindy White and Israel Currier as substitute teachers.

EMPLOYMENT: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. McConnell, seconded by Mr. Horton, all members voting aye, the Board approved the employment of Mr. Charles Oakes, custodian, effective December 6, 2016

RETIREMENTS: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the retirement request of Ms. Ruby Rogers, Gifted Coordinator, effective January 1, 2017.

BOARD MEMBER COMMENTS: All the Board members wished everyone with the school system a Merry Christmas and a Happy New Year.

Mr. Horton expressed his appreciation to Ms. Williams and Ms. Rowlett for their presentation.

Ms. Gillenwater congratulated Gate City Middle school for the \$25,000 State Farm Grant and also congratulated Chance Taylor on his All State Golf Tournament and expressed well wishes to Ms. Ruby Rogers on her retirement and future endeavors.

ADJOURNMENT: The Board adjourned the December 6, 2016 regular meeting at 8:20.

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

K.C. Linkous, Clerk

APPENDIX D

APPROVAL OF HEAD START 2016-2017 TIME LINE FOR SELF ASSESSMENT & PROGRAM PLANNING

APPROVAL OF HEAD START STANDARDS OF CONDUCT

SCOTT COUNTY PUBLIC SCHOOL HEAD START
2016-2017
TIME LINE FOR SELF ASSESSMENT AND PROGRAM PLANNING
Including
SCHOOL BOARD & POLICY COUNCIL MEETING AGENDAS

October 22, 2016	Policy Council Luncheon Meeting	<p>Training: 10:00 a.m. Head Start Office Marcus McClung, Scott County Commonwealth Attorney Business: Approve:</p> <ul style="list-style-type: none"> • Seating of Newly Elected Parent Reps • Election and Seating of Community Reps • Election of Officers
November 2-4, 2016	Health & Family Institute	Health, Mental Health & Beyond: The Family Connection Stanton, Va
November 17, 2016	Policy Council Meeting	<p>10:00 a.m. Head Start Office</p> <p>Training</p> <ul style="list-style-type: none"> • All About Head Start • Head Start in Virginia/SW Region • History of Head Start in Scott County • Roles & Responsibilities of Policy Council • Roles & Responsibilities of School Board • Parliamentary Procedures • By-Laws Review • Budget Committee Sign-Up • Business: Approve <ul style="list-style-type: none"> ○ Time-Line for Self-Assessment & Program Planning
November 23 –25, 2016	Fall Break	

November 28, 2016	Quarterly Data Outcomes Meeting	9:00 a.m. – 12:00 p.m. Head Start Office
November 29, 2016	Health Advisory Committee Meeting	9:00 a.m. – 11:00 a.m. Head Start Office
December 1, 2016	Tender Loving Caregivers Conference	Southwest Virginia Higher Ed Center Abingdon, Va
December 2, 2016	Management Team Meeting	Complete State Needs Assessment 9:00 a.m. Head Start Office
December 15, 2016	Policy Council	10:00 a.m. Head Start Office Training Overview of Performance Standards Using Ongoing Monitoring Results/ School Readiness Data
January 3, 2017	Staff Development Day	8:00 a.m. – 4:00 p.m. Head Start Office Training Focus:
January 19, 2017	Policy Council Meeting	10:00 a.m. Head Start Office Training <ul style="list-style-type: none"> • Overview of Monitoring Policy & Procedures • Head Start Eligibility Final Rule • Business: <ul style="list-style-type: none"> Quarterly Data Outcomes Report
February 7, 2017	School Board Meeting	Training Overview of Performance Standards Roles & Responsibilities of School Board

February 16, 2017	Policy Council Meeting	Training: 10:00 a.m. Head Start Office
February 21, 2017	Quarterly Outcomes Data Meeting	9:00 a.m. – 12:00 p.m. Head Start Office
March 25, 2017	Smart Beginnings Summit	Mountain Empire Community College
March 16, 2017	Policy Council Meeting	10:00 a.m. Head Start Office Training: <ul style="list-style-type: none"> • Community Assessment • Business: Approve Quarterly Data Outcomes Report
March 21, 2017	Health Advisory Committee	9:00 a.m. – 11:00 a.m.
March 27– March31, 2017	Spring Break	
April 4 – 6, 2017	Virginia Head Start Association Spring Conference	Roanoke, Va
April 14, 2017	Holiday – Good Friday	
April 20, 2017	Policy Council Meeting	Training Overview of Self Assessment Process Program Planning/Goal Setting Process Self-Assessment Committee Sign Up Activities to be Announced
April 24 – 28, 2017	Week of the Young Child	
May 2, 2017	Child Health & Safety/ Transportation Self-Assessment & Plan Review Team Leader – Theresa Newton, Health Services Coordinator	9:00 a.m. – Noon; Head Start Office

May 3, 2017	Eligibility, Recruitment, Selection, Enrollment, Attendance Self-Assessment & Plan Review Team Leader – Kelly Bledsoe, Family & Community Services Coordinator	9:00 a.m. – Noon; Head Start Office
May 3, 2017	Family & Community Engagement Self-Assessment & Plan Review Team Leader – Kelly Bledsoe, FCSC	
May 4, 2017	Financial and Administrative/ Facilities Self-Assessment Plan & Review Team Leader – Judy Calton, Fiscal Officer	9:00 a.m. – Noon; Head Start Office
May 10, 2017	Child Development & Education Self-Assessment & Plan Review Team Leader – Cindy Raymond, Child Development Services Coordinator	9:00 a.m. – Noon; Head Start Office
May 11, 2017	Human Resources/ Program Management and Quality Improvement Self-Assessment & Plan Review Team Leader – Kathy Wilcox, Head Start Director	9:00 a.m. – Noon; Head Start Office
May 11, 2017	Program Governance Self-Assessment & Plan Review Team Leader – Kathy Wilcox, Head Start Director	9:00 a.m. – Noon; Head Start Office
May 12, 2017	Quarterly Outcomes Data Meeting	9:00 a.m. – Noon; Head Start Office
May 15, 2017	Self-Assessment Results Analysis & Report Development	9:00 a.m. – Noon

May 18, 2017	Policy Council Meeting	10:00 a.m. Head Start Office Training: <ul style="list-style-type: none"> • Personnel Committee Training (as needed) Business: Approve <ul style="list-style-type: none"> • Self-Assessment Results Report • Service Plans
June 20-22, 2017	Head Start Director's Meeting	Virginia Beach, VA
June, 2017 TBA	Policy Council Meeting (as needed)	Approve Employment of Staff (as needed)
July, 2017 TBA	School Board Meeting	FY 2016-17PIR Report FY 2016 Annual Report 2016-2017 Child Outcomes Report Strategic Planning: Development of Annual Goals
August, 2017 TBA	Policy Council Meeting	10:00 a.m. Head Start Office Approve FY 2017 Continuation Application Approve FY 2017 Training Plan Approve FY 2017-2018 Program Goals & Objectives
September, 2017 TBA	Policy Council Meeting	10:00 a.m. Policy Council Meeting Regular/As Needed Business
September, 2017	School Board Meeting	Approve FY 2017 Continuation Application Approve FY 2017 Training Plan 2016-2017 Program Goals & Objectives

Policy Council Approval of Timeline:
School Board Approval of Timeline:

1. All staff, consultants, and volunteers will:

Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability, sexual orientation, or family composition.
2. All staff, consultants, and volunteers will implement positive strategies to support children's well-being and prevent and address challenging behavior.
3. All staff, consultants, and volunteers will not employ methods of discipline that maltreat or endanger the health or safety of children, including at a minimum, staff will not:
 - A. Use Corporal Punishment.
 - B. Use isolation to discipline a child.
 - C. Bind or tie a children to restrict movement or tape a child's mouth.
 - D. Use or withhold food as a punishment or reward.
 - E. Use toilet learning/training methods that punish, demean, or humiliate a child.
 - F. Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child.
 - G. Physically abuse a child.
 - H. Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family.
 - I. Use physical activity or outdoor time as a punishment or reward.
4. No child will ever be left alone or unsupervised while under the care of a Head Start Staff, Consultants, Contractors, or volunteers.
5. All Staff, Consultants, Contractors, and Volunteers will comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with Subpart C of part 1303 and applicable federal, state, local, and tribal laws.

SCOTT COUNTY PUBLIC SCHOOL HEAD START

6. The program ensures that all employees engaged in the award and administration of contracts or other financial awards will sign statements that they will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.
7. Personnel policies and procedures include appropriate penalties for staff, consultants, or volunteers who violate the standards of conduct.
 - A. If a staff member is accused of abuse against an enrolled Head Start child or using any form of corporal punishment, the individual will be immediately suspended from his/her position of interacting with children until an investigation is conducted and it is determined whether the claim is substantiated. If it is found that the staff person is guilty of child abuse/corporal punishment, their employment with the agency will be immediately terminated.
 - B. While the employee is under investigation by child protective services or the agency, it will be the decision of the Scott County Public School Board to determine whether the employee will receive their regular wages while suspended.
8. Staff members will not falsify Head Start related information of any kind for any reason including any attempt to help a child qualify for services by requesting or encouraging incorrect information from a parent or family member. The Personnel Policies and Procedures include the provision of appropriate penalties for violating the standards of conduct.

The above are Program Standards of Conduct established by the Scott County Public School Head Start program. It is mandatory that all staff, consultants, contractors, and volunteers abide by these programs standards. As a result, any violation of these standards by a staff member will result in disciplinary action up to and including termination.

Approved by the Policy Council:

Approved by the School Board: