

SCOTT COUNTY SCHOOL BOARD

MINUTES OF REGULAR MEETING, FEBRUARY 4, 2020

The Scott County School Board met for their regular meeting on Tuesday February 4, 2020 at 6:30 p.m. at the Scott County Career & Technical Center, 387 Broadwater Avenue, Gate City, VA 24251 with the following members present:

David Templeton, Chairman	ABSENT: None
Lon Stephen "Steve" Sallee, Jr., Vice-Chairman	
Linda D. Gillenwater	
Gail L. McConnell	
Robin Hood	
William "Bill" Houseright	

OTHERS PRESENT: John I. Ferguson, Division Superintendent; Jason Smith, Assistant Superintendent; Angela Johnson, Deputy Clerk of the Board/Head Start Payroll Clerk/School Nutrition Agent; Doris Boitnott, VEA Representative; Makayla Jaramillo, Teacher/SCEA President; Kathy Wilcox, Head Start Director; Kathy Musick, VPE Representative; Amanda Clark, Heritage TV.

PUBLIC HEARING ON PROPOSED 2020-2021 SCHOOL BUDGET: Superintendent Ferguson explained to the Board the information he had regarding the proposed 2020-2021 School Budget and the proposed changes in the VRS rates based on Governor Northam's budget from December 17, 2019. The proposed rates for the 2020-2021 year are for the Professional staff as follows: for the School division's contribution of VRS rate of 16.62% and a rate of 1.4% for Retiree Health Care credit and Group Life with a rate of 1.34%; also proposed by the Governor is the Non-Professional VRS staff rate of 6.52% with a Group Life rate of 1.34%. Questions were raised by the Board as to when the Budget could be passed by the General Assembly and Superintendent Ferguson indicated that it could possibly be May or June before a final budget would be passed.

With no other questions or concerns being raised at this time, Chairman Templeton, adjourned the Public Hearing on the Proposed Budget for the 2020-2021 School Budget for a short recess.

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE: Chairman David Templeton called the February 4, 2020 regular meeting of the Scott County School Board meeting to order at 6:30 p.m. and welcomed everyone to the meeting. The members and audience observed a moment of silence and Ms. Linda Gillenwater led in citing the *Pledge of Allegiance*.

APPROVAL OF AGENDA: With the addition of an agenda item under Items by Assistant Superintendent Jason Smith: E. Approval of Hearing Officers, the Agenda was approved by a motion from Mr. Steve Sallee, seconded by Ms. Linda Gillenwater, all members voting aye, none voting nay.

APPROVAL OF JANUARY 7, 2020 ORGANIZATIONAL MEETING MINUTES: On a motion by Mr. Gail McConnell, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the January 7, 2020 organizational meeting minutes as presented.

APPROVAL OF CLAIMS: On a motion by Ms. Linda Gillenwater, seconded by Mr. Steve Sallee, all members voting aye, the Board approved the claims as follows:

School operating fund invoices and payroll in the amount of \$1,002,054.15 as shown by warrants #8130680-8130852 & electronic payroll direct deposit in the amount of \$1,413,769.72 & electronic tax deposits in the amount of \$242,991.06. Cafeteria fund invoices & payroll in the amount of \$201,785.38 as shown by warrants #1019710-1019753; electronic payroll direct deposit for cafeteria in the amount of \$48,856.31 and electronic tax deposits in the amount of \$15,178.46. Head start invoices totaling \$93,199.23 as shown by warrants #21057-21148.

RECOGNITION/RESOLUTION OF SCHOOL BOARD APPRECIATION OF SCHOOL BOARD APPRECIATION MONTH -FEBRUARY 2020: APPENDIX A: Superintendent Ferguson showed a video from VSBA President Rodney Jordan highlighting the focus of this year's theme for School Board Member Appreciation. Superintendent Ferguson presented each member with a framed certificate of appreciation and thanked them for their dedication to the students and staff of Scott County and read aloud the resolution that outlines the role of a Board member and the importance that brings to the lives of the students in the District in which they serve.

MEMBERS RECOGNIZED:

REGION 6: Mr. Robin Hood

REGION 5: Mr. Gail McConnell

REGION 4: Mr. Bill Houseright

REGION 3: Ms. Linda Gillenwater

REGION 2: Mr. Steve Sallee, Vice-Chairman

REGION 1: Mr. David Templeton, Chairman

RECOGNITION/RESOLUTION OF SCHOOL BOARD CLERK APPRECIATION WEEK-FEBRUARY 17-21, 2020:

Superintendent Ferguson presented Ms. Angela Johnson with a certificate of appreciation for being Deputy Clerk of the Board. Ms. Beverly Stidham, Clerk was not present at the meeting.

PUBLIC COMMENT: Kathy Musick, VPE Representative addressed the Board thanking them for their support of public education and asked them to think beyond funding of what it takes to keep our schools maintained and the aesthetics of the schools and to reflect about the dedicated teachers Scott County is fortunate to have and how they are our livelihood of how well our schools are doing. She commended the Board members for making a difference in Public Service and thanked them again for supporting Scott County's staff and students.

VEA Representative and TSHS Teacher Makayla Jaramillo also addressed the Board thanking them for their support of the staff of Scott County and being an advocate for Public Education.

HEAD START DIRECTOR, KATHY WILCOX: TRAINING- Ms. Kathy Wilcox addressed the Board with three focus points for Head Start training: A. Overview of Performance Standards- She stated that the Head Start Performance Standards (HSPPS) are a complement to the Head Start Act and are designed to deliver high quality individualized services and support school readiness of children and

families. They are designed to set forth the requirements that local grantees must meet to support the physical, social, emotional and cognitive development of children from birth to age 5.

They include requirements for providing education, health, mental health, nutrition, and family & community engagement services.

They provide program operations.

They provide fiscal & administrative requirements.

Head start programs must conduct a community assessment at least once over a five-year grant period and maintain its funded enrollment level and fill any vacancy within 30 days. Ms. Wilcox informed the Board that Head Start has 8 center-based Head Start classrooms and 4 centers based Early Head Start classrooms throughout Scott County as follows:

Duffield Early Head Start	Located at Duffield Primary School
Duffield 1 & 2 Head Start	Located at Duffield Primary School
Dungannon Head Start	Located at Dungannon Intermediate School
Nickelsville Head Start	Located at Nickelsville Elementary School
Shoemaker Early Head Start 1 & 2	Located at Shoemaker Elementary School
Shoemaker 1 & 2 Head Start	Located at Shoemaker Elementary School
Shoemaker 4 Head Start	Located at Shoemaker Elementary School
Weber City Early Head Start 1 & 2	Located at Head Start Office
Weber City Head Start	Located at Head Start Office

Ms. Wilcox went on to state that Head Start's programs must provide high-quality early education and child development service, including for children with disabilities, that promote children's cognitive, social, and emotional growth for later success in school. These services are partnered with Scott County Schools special education department.

Ms. Wilcox thanked the Board for their support of Head Start programs and gave a brief overview of the financial accountability of Head Start finances. She explained that Head Start's money is federally funded; however, the expenditures are approved and checks are written through the Central Office as fiscal accountability.

Head Start Eligibility Final Rule: Ms. Wilcox spoke to the Board about the population of students served by Head Start and the number of students that have to meet the income criteria set forth by the Federal guidelines.

SUPERINTENDENT'S REPORT: NEW COURSES FOR APPROVAL: (APPENDIX B)

On a motion BY Mr. Gail McConnell, seconded by Mr. Bill Houseright, all members voting aye, the Board voted to approve the following new courses for the 2020-2021 Academic year:

Game Design and Development (8400/36 weeks) – Course description: Students will create innovative games through the application of graphic design, animation, audio, and writing skills. Students will work in teams while developing problem solving, critical thinking, and effective communication skills.

Game Design and Development. Advanced (8401/36 weeks) – Course description: By students working collaboratively in teams, this project-based course enhances problem solving, project management, and communication skills through analysis, design, construction, and critique of interactive games.

Equine Science, Advanced (8094/36 weeks) – Course Description: This course work focuses on equine nutrition, handling and training techniques, grooming and foot care, anatomy and reproduction,

transportation and stable management, as well as required safety procedures and protocols used in the equine industry.

Internship: Grade 12 – Prerequisite: Application/Teacher Recommendation (course code 9826)
High School Credit: 2 - Scott County Public Schools recognizes that learning happens in many ways and in different environments. The internship course provides skill development knowledge students need for success in college, careers, and life. This course is designed for students in Gr. 12 for the Fall or Spring Semester to not only learn about skills within a specific field, but to also learn essential employment skills such as, managing resources, managing information, and teamwork.

APPROVAL OF EARLY HEAD START, DECEMBER 2019 FINANCIAL REPORT: (APPENDIX C) On a motion by Mr. Steve Sallee, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the December 2019 Early Head Start financial report as presented by Superintendent Ferguson on behalf of Head Start Director Kathy Wilcox.

APPROVAL OF HEAD START, PRELIMINARY FINANCIAL REPORT, DECEMBER 2019: (APPENDIX D) On a motion by Mr. Gail McConnell, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the preliminary December 2019 Head Start report as presented by Superintendent Ferguson on behalf of Head Start Director Kathy Wilcox.

Superintendent Ferguson presented the Head Start Director's Report for January 2020 to the Board for their review on behalf of Head Start Director Kathy Wilcox. With no questions or comments, the next agenda item was presented.

Superintendent Ferguson presented the Head Start Fall 2019 SCPHS Quarterly Report for informational purposes on behalf of Head Start Director Kathy Wilcox. With no questions, the next agenda item was presented.

VSBA CODE OF CONDUCT FOR SCHOOL BOARD MEMBERS: (APPENDIX E) On a motion by Mr. Gail McConnell, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve and sign the document submitted by the Virginia School Board Association to address key focal points for local School Board members.

CLOSED MEETING: Mr. Steve Sallee made a motion to enter into closed meeting at 7:12 p.m. to discuss Head Start personnel, Coaches, Secretaries, Custodians, Bus Drivers, and Cafeteria Staff as provided in Section 2.2-3711 of the Code of Virginia, as amended, the motion was seconded by Mr. Gail McConnell, all members voting aye.

RETURN FROM CLOSED MEETING: All members present returned from the closed meeting at 8:42 p.m. with a roll call vote being held, and on a motion by Mr. Steve Sallee, seconded by Mr. Gail McConnell, the Board returned to regular session, and Mr. Steve 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 the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Freedom of the 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: David Templeton, Steve Sallee, Gail McConnell, Linda Gillenwater, Bill Houseright, and Robin Hood.

NAYS: None.

ABSENT DURING THE MEETING: None.

ITEMS BY ASSISTANT SUPERINTENDENT JASON SMITH:

PERSONNEL:

RESIGNATIONS: On a motion by Mr. Gail McConnell, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the resignation of Jeri Pritchett, part-time administrative assistant, effective, January 24, 2020

On a motion by Mr. Steve Sallee, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the resignation of Faith Thomas, Early Head Start Teacher, effective, January 23, 2020.

EMPLOYMENT: On a motion by Mr. Gail McConnell, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the employment of Amber Kern, bus aide, effective, January 9, 2020.

On a motion by Ms. Linda Gillenwater, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the employment of Samantha Burton, bus aide, effective, January 9, 2020.

On a motion by Mr. Steve Sallee, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the employment of Tammy Kimbler, child nutrition worker, effective, February 1, 2020.

On a motion by Mr. Gail McConnell, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the employment of Elizabeth Taylor, child nutrition worker, effective February 1, 2020.

On a motion by Mr. Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the employment of Justin Bush, custodian, effective February 1, 2020.

On a motion by Mr. Robin Hood, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the employment of Cindy Gibson, part-time administrative assistant, effective February 1, 2020.

On a motion by Mr. Steve Sallee, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the employment of Lori Compton, non-stipend middle school softball coach, Gate City Middle School, effective January 16, 2020.

On a motion by Mr. Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the employment of Rebecca Hensley, non-stipend middle school softball coach, Gate City Middle School, effective January 16, 2020.

RETIREMENT:

On a motion by Mr. Gail McConnell, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the retirement request of Deborah Osborne, school nutrition worker, effective February 1, 2020.

TERMINATION:

On a motion by Mr. Steve Sallee, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the termination of Michael Burd, custodian, effective January 14, 2020.

SUBSTITUTE LIST: On a motion by Mr. Gail McConnell, seconded by Ms. Linda Gillenwater, all members voting aye, the Board voted to approve the substitute list as presented by Assistant Superintendent Jason Smith.

APPROVAL OF OVERNIGHT FIELD TRIP REQUEST:

On a motion by Mr. Robin Hood, seconded by Mr. Steve Sallee, all members voting aye, the Board voted to approve the overnight field trip request by Rye Cove High School, Scott County Career & Technical Center, Gate City High School, Gate City Middle School, and Twin Springs High School to attend the FCCLA-State Leadership Conference at Virginia Beach from April 16-19, 2020 to attend leadership workshops and competitive events.

On a motion by Mr. Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the overnight field trip request by Rye Cove High School, Scott County Career & Technical Center, Gate City High School, Gate City Middle School, and Twin Springs High School to attend the FCCLA-National Leadership Conference in Washington D.C. on July 4-9, 2020 to attend leadership workshops and competitive events.

ANNUAL SCHOOL SAFETY AUDIT: (APPENDIX F) Assistant Superintendent Jason Smith presented the following recommendations from the County Wide Safety Team which met on January 13, 2020 after their review of the School Safety audit assessment: 1. Review fencing repairs. 2. Secure glass windows in doors/improve classroom door security. 3. Increase camera coverage in common areas. (The Annual School Safety Audit will be posted to the website with the February 4, 2020 minutes as Appendix E)

APPROVAL OF HEARING OFFICERS: (APPENDIX G) On a motion by Mr. Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board voted to approve the following names as Hearing Officers: George Brown, Ralph Quesinberry, and Michael Brickey.


BOARD MEMBER COMMENTS: Mr. David Templeton expressed his thanks for the meal hosted by the Central Office Staff with the help of Mrs. Melanie McMurray and SCCTC Principal Greg Ervin for School Board appreciation month and thanked everyone for their participation. Mr. Robin Hood thanked everyone for the good meal that was provided for School Board Appreciation Month. Mr. Gail McConnell echoed these sentiments for the meal and thanked Ms. Kathy Wilcox for the great job she does with the Head Start program and also Ms. Angela Johnson for School Board Clerk Appreciation.

Ms. Linda Gillenwater wished Ms. Deborah Osborne a happy retirement and wished her well on this time in her life.

Mr. Steve Sallee thanked everyone for the meal for School Board appreciation month and thanked all of the schools for the gifts given to each member in recognition of School Board appreciation month.

ADJOURNMENT: There being no further business to discuss, the regular meeting of the Scott County School Board was adjourned at 8:56 p.m.


David Templeton, Chairman


Beverly Stidham, Clerk of the Board

APPENDIX FOR FEBRUARY 4, 2020 MEETING MINUTES:

- A.** Recognition/Resolution of School Board Appreciation of School Board Appreciation Month 2020
- B.** New Courses for Approval: Game Design and Development; Game Design and Development, Advanced; Equine Science; and Internship.
- C.** Approval of Early Head Start, December 2019 Financial Report
- D.** Approval of Head Start, Preliminary December 2019 Financial Report
- E.** VSBA Code of Conduct for School Board Members
- F.** Annual School Safety Audit
- G.** Approval of Hearing Officers

SCOTT COUNTY VIRGINIA PUBLIC SCHOOLS

"Every Child, Every Opportunity"

SCHOOL BOARD MEMBERS

David M. Templeton - Chairman
L. Stephen Sallee, Jr. - Vice-Chairman
Linda D. Gillenwater
Robin Hood
William D. Houseright
Gail L. McConnell



DIVISION SUPERINTENDENT

John I. Ferguson
340 East Jackson Street
Gate City, Virginia 24251
Phone: (276) 386-6118
Fax: (276) 386-2684

Virginia School Board Appreciation Month

February 2020

Whereas, the education of Virginia's school -aged children is the foundation upon which the economic, social and intellectual capital of our state is built; and

Whereas, locally elected and appointed school boards play an important and vital role in a representative democracy, and decisions made by local boards of education directly influence instruction in Virginia's public schools; and

Whereas, these decisions affect the present and future lives of children, and also set direction to prepare all students to be competitive in a local, state, national, and global 21st Century knowledge economy; and

Whereas, local school board members work with parents, businesses, education professionals and other community members to create the education vision we want for our students; and

Whereas, this year's theme – *Excellence Through Equity* – reflects the top priority of local school board members as they advocate for public education with local, state, and federal leaders; and

Whereas, School Board Appreciation Month provides an opportunity to build stronger relationships between the thousands of Virginians who champion the mission of public education and school board members; now, therefore be it

Resolved the Scott County School Board recognizes the contributions of the state's local school boards to the academic success of its public school students and expresses its sincerest recognition to local board members for their focus on the well being and achievement of children throughout the state; and be it finally

Resolved the Scott County School Board declares February 2020 as School Board Member Appreciation Month and encourages local school divisions and community leaders to appropriately recognize our state's dedicated school board members.

February 4, 2020

Date



Career and Technical Education

New Courses

2020-2021

Game Design and Development (8400/36 weeks) Course Description

The game design industry is the fastest revenue growing entertainment medium, and has created many new job disciplines. In this project-based course, students will create innovative games through the application of graphic design, animation, audio, and writing skills. Students will work in teams while developing problem-solving, critical thinking, and effective communication skills. They will analyze, design, prototype, and critique interactive games within a project management environment. Career opportunities across multiple industries, including the entertainment and educational arenas, will be explored.

Game Design and Development. Advanced (8401/36 weeks) Course Description

Students will work collaboratively in teams to refine their game design skills as they apply graphic design, animation, audio and writing skills to create innovative games for education and entertainment. This project-based course enhances problem solving, project management, and communication skills through the analysis, design, construction, and critique of interactive games. Students will learn about career opportunities in game design and development and investigate the training and certification requirements.

Equine Science, Advanced (8094/36 weeks) Course Description

This course focuses on equine nutrition, handling and training techniques, grooming and foot care, anatomy and reproduction, transportation and stable management, as well as required safety procedures and protocols used in the equine industry. Participation in FFA activities, leadership development events (LDEs), and career development events (CDEs) is encouraged

Proposed New High School Course

INTERNSHIP

GRADE: 12

Prerequisite: Application/Teacher Recommendation

High School Credit: 2

Scott County Public Schools recognizes that learning happens in many ways and in different environments. The internship course provides skill development knowledge students need for success in college, careers, and life. The internship experience is a structured work experience(s), which is related to a student's career goals, program of study, and employability skills. This course is designed for students in Grade 12 and can be taken in the fall or spring semester. Students will not only learn about skills within a specific field, but they will also learn essential employment skills such as, managing resources, managing information, and teamwork. They will also learn self-management skills of problem solving, timeliness, dependability, and effective communication skills.

**SCOTT COUNTY PUBLIC SCHOOL HEAD START
EARLY HEAD START FINANCIAL REPORT
GRANT #03HP00004903 (9/1/19-8/31/20)**

DECEMBER 2019

REVENUE	CURRENT MONTH	YTD	APPROVED FUNDING	UNCOLLECTED FUNDING	%
Federal Funds	30,595.28	111,423.34	372,363.00	260,939.66	70%
CACFP	4,577.72	7,094.16	-	-	-
Donations, Other Revenue	-	-	-	-	-
TOTAL	\$ 35,173.00	\$ 118,517.50	\$ 372,363.00	\$ 260,939.66	70%

EXPENSES	CURRENT MONTH	YTD	BUDGETED FUNDING	AVAILABLE FUNDING	%
PERSONNEL					
Payroll Expenses	21,683.85	79,630.52	217,876.00	138,245.48	63%
Fringe	6,457.13	25,407.08	82,425.00	57,017.92	69%
TRAVEL					
Out of Town Travel	-	18.40	3,024.00	3,005.60	99%
SUPPLIES					
Office Supplies	-	-	3,000.00	3,000.00	100%
Postage	-	-	100.00	100.00	100%
Food Supplies	1,759.83	6,986.27	14,723.16	7,736.89	53%
Food Service Supplies	-	-	1,000.00	1,000.00	100%
Classroom/Ed. Supplies	-	-	16,862.00	16,862.00	100%
Medical & Dental Supplies	16.74	16.74	1,000.00	983.26	98%
Transition Supplies	-	-	500.00	500.00	100%
Janitorial Supplies	146.25	146.25	1,500.00	1,353.75	90%
CONTRACTUAL					
Mental Health Services	30.00	37.50	1,620.00	1,582.50	98%
EQUIPMENT					
N/A	-	-	-	-	0%
OTHER					
Rent	-	-	-	-	0%
Utilities	212.11	586.19	4,500.00	3,913.81	87%
Telephone	253.51	715.36	3,000.00	2,284.64	76%
Maintenance & Repair	-	-	7,193.00	7,193.00	100%
Local Travel	35.86	90.75	660.00	569.25	86%
Parent Activities	-	-	600.00	600.00	100%
Audit Fee (Accounting & Legal)	-	-	1,000.00	1,000.00	100%
Publications, Ads, & Printing	-	-	500.00	500.00	100%
Health Services	-	-	1,000.00	1,000.00	100%
Field Trips	-	190.00	4,067.00	3,877.00	95%
Discretionary Funds	-	88.00	1,800.00	1,712.00	95%
Health Examinations	-	-	300.00	300.00	100%
Assoc. Dues & Fees	-	-	2,500.00	2,500.00	100%
Training	-	26.72	8,707.00	8,680.28	100%
TOTAL	\$ 30,595.28	\$ 113,939.78	\$ 379,457.16	\$ 265,517.38	70%

IN-KIND (NON-FEDERAL SHARE)	CURRENT MONTH	YTD	IN-KIND BUDGETED	IN-KIND REMAINING	%
Parents & Volunteer	6,367.49	28,601.58	68,271.00	39,669.42	58%
School District	-	8,936.28	9,205.00	268.72	3%
Donations	864.85	15,066.25	15,615.00	548.75	4%
TOTAL	\$ 7,232.34	\$ 52,604.11	\$ 93,091.00	\$ 40,486.89	43%

ADMINISTRATIVE COST	CURRENT MONTH	YTD	ADMIN. COST BUDGETED	ADMIN. COST REMAINING
Personnel/Fringe	5,178.56	15,257.15	28,778.00	13,520.85
Travel	-	2.94	484.00	481.06
Supplies	-	-	496.00	496.00
Other	5.74	500.63	6,993.00	6,492.37
TOTAL	\$ 5,184.30	\$ 15,760.72	\$ 36,751.00	20,990.28

DEC. ADMIN. COST	1.2%
YTD ADMIN. COST	3.7%

**SCOTT COUNTY PUBLIC SCHOOL HEAD START
EARLY HEAD START PROGRAM
FINANCIAL REPORT SUMMARIZATION
GRANT #03HP00004903 (9/1/19-8/31/20)**

DECEMBER 2019

REVENUES: Federal Funds - \$30,595.28; CACFP - \$4,577.72

EXPENSES:

Personnel

- Payroll/Fringe: EHS staff (contracted/non-contracted) payroll & fringe benefits.

Supplies

- Food Supplies/Food Service Supplies: CACFP meals purchased for centers & non-food meal preparation supplies.
- Medical & Dental Supplies: General expenses for program.
- Janitorial Supplies: General expenses for program.

Contractual

- Mental Health Services: October services.

Other

- Utilities: Utility service for centers.
- Telephone: Telephone/internet service for centers.
- Travel: Staff mileage reimbursement.

In-Kind Match: \$7,232.34. The remaining in-kind for the budget period is 43%.

Administrative Costs: \$5,184.30. The year-to-date administrative cost is 3.7%, not to exceed 15%.

Credit Card Expenses: \$35.28. See attached credit card expense report.

Scott County Public School Head Start
Custom Transaction Detail Report
December 2019

Date	Name	Memo	Account	Debit	Credit	Balance
Dec 19						
12/6/2019	Powell Valley National Bank	food supplies	6002 · Food Supplies	14.56		-14.56
12/6/2019	Powell Valley National Bank	medical supplies	6004 · Medical & Dental Supplies	16.74		-31.30
12/6/2019	Powell Valley National Bank	janitorial supplies	6005 · Janitorial Supplies	3.98		-35.28
Dec 19				35.28	0.00	-35.28

SCOTT COUNTY PUBLIC SCHOOL HEAD START
HEAD START FINANCIAL REPORT
GRANT #03CH3469-05 (1/1/19-12/31/19)

PRELIMINARY REPORT

DECEMBER 2019

REVENUE	CURRENT MONTH	YTD	APPROVED FUNDING	UNCOLLECTED FUNDING	%
Federal Funds	116,094.81	1,251,124.44	1,747,094.00	495,969.56	28%
CACFP	27,732.37	127,895.53	-	-	-
Donations, Other Revenue	2,460.00	3,391.42	-	-	-
TOTAL \$	146,287.18	\$ 1,382,411.39	\$ 1,747,094.00	\$ 495,969.56	28%

EXPENSES	CURRENT MONTH	YTD	BUDGETED FUNDING	AVAILABLE FUNDING	%
PERSONNEL					
Payroll Expenses	70,795.83	813,033.92	854,943.00	41,909.08	5%
Fringe	23,752.78	298,606.10	326,918.00	28,311.90	9%
TRAVEL					
Out of Town Travel	-	247.45	1,500.00	1,252.55	84%
SUPPLIES					
Office Supplies	666.19	7,291.32	8,000.00	708.68	9%
Postage	-	514.89	1,000.00	485.11	49%
Food Supplies	12,268.89	100,201.52	134,365.53	34,164.01	25%
Food Service Supplies	54.07	800.15	2,000.00	1,199.85	60%
Educational Supplies	641.82	19,162.67	41,740.42	22,577.75	54%
Medical & Dental Supplies	66.72	154.11	1,500.00	1,345.89	90%
Janitorial Supplies	539.19	2,929.90	2,000.00	(929.90)	-46%
EQUIPMENT					
Classroom/Outdoor Equipment	-	-	95,000.00	95,000.00	100%
CONTRACTUAL					
Mental Health Services	540.00	1,522.50	2,500.00	977.50	39%
Other Contracts	-	-	288,210.00	288,210.00	100%
OTHER					
Rent	-	9,600.00	9,600.00	-	0%
Utilities	1,065.37	16,080.60	21,000.00	4,919.40	23%
Telephone	1,123.41	12,926.64	14,400.00	1,473.36	10%
Child Liability Insurance	-	-	740.00	740.00	100%
Maintenance & Repair	353.36	15,686.35	20,000.00	4,313.65	22%
Local Travel	234.99	2,598.05	2,300.00	(298.05)	-13%
Parent Activities	220.67	3,012.35	3,500.00	487.65	14%
Audit Fee (Accounting & Legal)	-	-	2,750.00	2,750.00	100%
Publications, Ads, & Printing	1,967.30	16,105.38	14,500.00	(1,605.38)	-11%
Health Services	-	171.24	3,125.00	2,953.76	95%
Field Trips	-	2,525.30	1,000.00	(1,525.30)	-153%
Discretionary Funds	90.33	1,024.96	3,300.00	2,275.04	69%
Health Examinations	-	245.63	250.00	4.37	2%
Assoc. Dues & Fees	1.77	3,327.77	1,840.00	(1,487.77)	-81%
Training	1,532.12	23,411.95	20,399.00	(3,012.95)	-15%
TOTAL \$	115,914.81	\$ 1,351,180.75	\$ 1,878,380.95	\$ 527,200.20	28%

IN-KIND (NON-FEDERAL SHARE)	CURRENT MONTH	YTD	IN-KIND BUDGETED	IN-KIND REMAINING	%
Parents & Volunteer	13,266.33	154,492.73	134,686.00	(19,806.73)	-15%
School District	-	244,680.30	246,379.00	1,698.70	1%
Donations	3,821.11	49,481.34	55,709.00	6,227.66	11%
TOTAL \$	17,087.44	\$ 448,654.37	\$ 436,774.00	\$ (11,880.37)	-3%

ADMINISTRATIVE COST	CURRENT MONTH	YTD	ADMIN. COST BUDGETED	ADMIN. COST REMAINING
Personnel	18,761.79	169,428.64	159,915.00	(9,513.64)
Travel	-	27.22	165.00	137.78
Supplies	120.54	1,176.60	1,300.00	123.40
Other	645.50	29,121.55	31,796.00	2,674.45
TOTAL \$	19,527.83	\$ 199,754.01	\$ 193,176.00	(6,578.01)

DEC. ADMIN. COST	1.3%
YTD ADMIN. COST	12.9%

**SCOTT COUNTY PUBLIC SCHOOL HEAD START
HEAD START PROGRAM
FINANCIAL REPORT SUMMARIZATION
GRANT #03CH3469-05 (1/1/19-12/31/19)**

DECEMBER 2019 – PRELIMINARY REPORT

REVENUES: Federal Funds - \$116,094.81; CACFP - \$27,732.37; Santa's Helper - \$2,460.00

EXPENSES:

Personnel

- Payroll/Fringe: Head Start staff (contracted/non-contracted) payroll & fringe benefits.

Supplies

- Office Supplies: General expenses for program.
- Food Supplies/Food Service Supplies: CACFP meals purchased for centers & non-food meal preparation supplies.
- Educational Supplies: General expenses for program.
- Medical & Dental Supplies: General expenses for program.
- Janitorial Supplies: General expenses for program.

Contractual

- Mental Health Services: Oct. services.

Other

- Utilities: Utility service for centers & HS office.
- Telephone: Telephone/internet service for office & centers.
- Maintenance & Repair: Materials purchased for routine maintenance/repairs.
- Local Travel: Gasoline for HS vans & staff mileage reimbursement.
- Publications, Ads, & Printing: Copier contracts for office & centers.
- Discretionary Funds: Reimbursement to education staff for the purchase of classroom materials.
- Association, Dues & Fees: Finance charges on account.
- Training: Travel accommodations for Facilities & Safe Learning Environments training & VAHSA Health Institute.

In-Kind Match: \$17,087.44. The in-kind requirement for the budget period has been met.

Administrative Costs: \$19,527.83. The year-to-date administrative cost is 12.9%, not to exceed 15%.

Credit Card Expenses: \$5,402.09. See attached credit card expense report.

9:34 AM
01/21/20
Accrual Basis

Scott County Public School Head Start Custom Transaction Detail Report December 2019

Name	Memo	Account	Debit	Credit	Balance
Bank of America-Platinum Plus	VHSA Health & Family Institute	20-3800 · Training	31.00		-31.00
Bank of America-Platinum Plus	VHSA Health & Family Institute	20-3800 · Training	15.06		-46.06
Bank of America-Platinum Plus	VHSA Health & Family Institute	20-3800 · Training	39.00		-85.06
Bank of America-Platinum Plus	VHSA Health & Family Institute	20-3800 · Training	22.00		-107.06
Bank of America-Platinum Plus	VHSA Health & Family Institute	20-3800 · Training	28.71		-135.77
Bank of America-Platinum Plus	VHSA Health & Family Institute	20-3800 · Training	43.00		-178.77
Bank of America-Platinum Plus	VHSA Health & Family Institute	20-3800 · Training	37.72		-216.49
Bank of America-Platinum Plus	VHSA Health & Family Institute	20-3800 · Training	29.43		-245.92
Bank of America-Platinum Plus	Health Advisory Committee	6002 · Food Supplies	55.94		-301.86
Bank of America-Platinum Plus	Food supplies 4944322661/1201	6002 · Food Supplies	63.96		-365.82
Bank of America-Platinum Plus	medical / dental supplies 4944322661/1201	6004 · Medical & Dental Supplies	66.72		-432.54
Bank of America-Platinum Plus	janitorial supplies 4944322661/1201	6005 · Janitorial Supplies	14.88		-447.42
Bank of America-Platinum Plus	educational supplies 4944322661/1201	6013 · Educational Supplies	344.13		-791.55
Bank of America-Platinum Plus	po 1239 bathroom sink / plumbing parts shoemaker 3	3310 · Maintenance & Repair	83.00		-874.55
Bank of America-Platinum Plus	po 1236 storage boxes for classrooms	6013 · Educational Supplies	15.00		-889.55
Bank of America-Platinum Plus	4772-course registration fees	20-3800 · Training	674.83		-1,564.38
Bank of America-Platinum Plus	Meal purchased during meeting	5504 · Out of Town Travel	24.16		-1,588.54
Bank of America-Platinum Plus	1218-items for parade	5505 · Parent Activities	22.00		-1,610.54
Bank of America-Platinum Plus	1216-shoemaker 2 classroom tree	6013 · Educational Supplies	4.00		-1,614.54
Bank of America-Platinum Plus	1221-santa's helper bags	6013 · Educational Supplies	88.78		-1,703.32
Bank of America-Platinum Plus	4773-santa's helper fund	6013 · Educational Supplies	2,819.86		-4,523.18
Bank of America-Platinum Plus	1124536786714165-shoemaker 4 items for ornaments & stockings	6017 · Discretionary Center Funds	57.58		-4,580.76
Bank of America-Platinum Plus	1224/112-48806345959410-sink for classroom	6002A · Food Service Supplies	199.01		-4,779.77
Bank of America-Platinum Plus	112-02859664349841/4777 shoemaker 3 sink for kitchen	6002A · Food Service Supplies	622.32		-5,402.09
			<u>5,402.09</u>	<u>0.00</u>	<u>-5,402.09</u>



VSBA Code of Conduct for School Board Members

As a member of my local school board, I will strive to be an advocate for students and to improve public education and to that end:

1. I will have integrity in all matters and support the full development of all children and the welfare of the community, Commonwealth and Nation.
2. I will attend scheduled board meetings.
3. I will come to board meetings informed concerning the issues under consideration.
4. I will make policy decisions based on the available facts and appropriate public input.
5. I will delegate authority for the administration of the schools to the superintendent, and establish a process for accountability of administrators.
6. I will encourage individual board member expression of opinion and establish an open, two-way communication process with all segments of the community.
7. I will communicate, in accordance with board policies, public reaction and opinion regarding board policies and school programs to the full board and superintendent.
8. I will bring about desired changes through legal and ethical procedures, upholding and enforcing all laws, state regulations, and court orders pertaining to schools.
9. I will refrain from using the board position for personal or partisan gain and avoid any conflict of interest or the appearance of impropriety.
10. I will respect the confidentiality of privileged information and make no individual decisions or commitments that might compromise the board or administration.
11. I will be informed about current educational issues through individual study and participation in appropriate programs, such as those sponsored by my state and national school boards associations.
12. I will always remember that the foremost concern of the board is to improve and enhance the teaching and learning experience for all students in the public schools of Virginia.

Therefore, I will always strive to demonstrate appropriate behavior/conduct as a public school board member.
(Each member of this school board voting to adopt this Code should sign.)

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

School Board: _____ Date: _____

Memo

To: School Board Members
From: Jason Smith, Assistant Superintendent
Date: February 4, 2019
Re: Annual School Safety Audit

The county wide safety team met on January 13, 2019 to review the school safety audit assessment. After our review the following recommendations are made to the Board:

1. Review fencing repairs
2. Secure glass windows in doors/improve classroom door security
3. Increase camera coverage in common areas

The Virginia Center for School and Campus Safety

Annual School Safety Audit- A Written Assessment

Guidance & Template for Schools

The Code of Virginia §22.1-279.8 requires that all schools in Virginia complete an annual safety audit. The audit is a

“written assessment of the safety conditions in each public school to (i) identify and if necessary, develop solutions for physical safety concerns, including building security issues and (ii) identify and evaluate any patterns of student safety concerns occurring on school property or at school sponsored events. Solutions and responses shall include recommendations for structural adjustments, changes in school safety procedures, and revisions to the school board’s standards for student conduct.”

The Virginia Center for School and Campus Safety (VCSCS) is responsible for developing components of the safety audit. The components of the safety audit include:

- Annual update of the Crisis Management Plan
- School Safety Inspection Checklist (completed once every 3 years)
- School Safety Survey (completed August- September each year)
- Division Level Survey (completed August-September each year)
- Secondary School Climate Survey (for middle and high schools in alternating years)

Each school is responsible for:

- Updating their Crisis Management Plan
- Completing their School Safety Inspection Checklist (once every 3 years)
- Completing the School Safety Survey
- Completing the Secondary School Climate Survey (if applicable)
- Completing the School Safety Audit Template and submitting to the Division Safety Audit Committee (recommended by December 31 of each year)
- Making the results of the audit available within 90 days of completion
- Maintaining a copy of the safety audit for review, upon request, with exceptions

The purpose of this template is to assist schools in completing their written assessment which is based upon a review of all components of the audit. Any recommendations and plans for improvement should be submitted to the division safety audit committee and/or to the superintendent for submission to the school board. The following pages are a sample safety audit written assessment form for schools. Each school should conduct a review of all components of the safety audit, identify areas of concern, and assess any needed changes. Any identified safety concerns and solutions at the school level should be submitted to and evaluated by the division safety audit committee and/or to the superintendent.

The results of this audit shall be made public within 90 days of completion, with exception of any security plans, walk through checklists, and specific vulnerability assessments. Each school shall maintain a copy of the safety audit, minus the exceptions listed above, within the office of the school principal and shall make a copy available for review upon written request.

Pursuant to VA Code §2.2-3705.2 (7), schools may exclude security plans and specific vulnerability assessments from disclosure to the public. For convenience, these sections have been marked in the accompanying template.

For additional assistance with any component of the audit, please visit the Center for School and Campus Safety's website at <https://www.dcjs.virginia.gov/virginia-center-school-and-campus-safety>.

Additionally, you may contact VCSCS staff directly with questions:

Shellie Evers

Shellie.Evers@dcjs.virginia.gov

(804) 629-7042

James Christian

James.Christian@dcjs.virginia.gov

(804) 357-0967

Annual School Safety Audit Assessment

Name of School: Dungannon Intermediate

Date: 9/3/19

Annual Safety Audit Requirements

Completed	Reviewed	Task
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Crisis Management Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	School Safety Inspection Checklist (due every 3 years)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	School Safety Survey
<input type="checkbox"/>	<input type="checkbox"/>	Secondary School Climate Survey (if applicable)

Physical Vulnerability Assessment*:

Concerns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any physical safety concerns such as school building security vulnerabilities.

The playground has no video surveillance or intercom system.
Also, there is very little cell phone signal making communication during emergency situations difficult.

Solutions: Describe solutions to the physical safety concerns identified in the above section, including recommendations for structural adjustments, changes in school safety procedures, and suggested revisions to the school board's standards for student conduct.

Concern	Recommendation
<u>Communication</u>	<u>More cell boosters. Use of walkie-talkies.</u>

* subject to withholding or limited release pursuant to VA Code §2.2-3705.2 (7)

Student Safety Vulnerability Assessment*:

Patterns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any patterns of student safety concerns occurring on school property or at school-sponsored events.

None.

Evaluation: Evaluate and respond to identified patterns described above, including recommendations for structural adjustments, changes in school safety procedures, and revisions to the school board's standards for student conduct.

Pattern	Recommended Response

Safety Audit Results

For discussion

I, Jennifer F. Meade, Principal of Dungannon Intermediate School, certify that the safety audit has been completed pursuant to Virginia Code §22.1-279.8.

Printed Name: Jennifer F. Meade

Signature: [Signature]

Date: 3 Sept 2019

* subject to withholding or limited release pursuant to VA Code §2.2-3705.2 (7)

Annual School Safety Audit Assessment

Name of School: Duffield Primary

Date: 10/1/19

Annual Safety Audit Requirements

Completed	Reviewed	Task
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Crisis Management Plan
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	School Safety Inspection Checklist (due every 3 years)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	School Safety Survey
<input type="checkbox"/>	<input type="checkbox"/>	Secondary School Climate Survey (if applicable)

Physical Vulnerability Assessment*:

Concerns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any physical safety concerns such as school building security vulnerabilities.

A concern mentioned was that parking lot lines & bus lane lines needs repainting. Also, another concern noted is that school gate needs to be secure.

Solutions: Describe solutions to the physical safety concerns identified in the above section, including recommendations for structural adjustments, changes in school safety procedures, and suggested revisions to the school board's standards for student conduct.

Concern	Recommendation
<u>Parking lot lines</u>	<u>Parking lot lines & bus lane will be repainted.</u>
<u>West side Gate</u>	<u>Gate has been repaired. New lock & chain will be purchased to ensure enclosure when needed.</u>

* subject to withholding or limited release pursuant to VA Code §2.2-3705.2 (7)

Student Safety Vulnerability Assessment*:

Patterns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any patterns of student safety concerns occurring on school property or at school-sponsored events.

Fortunately for Duffield Primary School, no patterns of student safety concerns occurring on school property or at school-sponsored events were found.

Evaluation: Evaluate and respond to identified patterns described above, including recommendations for structural adjustments, changes in school safety procedures, and revisions to the school board's standards for student conduct.

Pattern	Recommended Response
none	none

Safety Audit Results

For discussion

I, Christy Miller, Principal of Duffield Primary School, certify that the safety audit has been completed pursuant to Virginia Code §22.1-279.8.

Printed Name: Christy Miller
Signature: Christy Miller
Date: 10/15/19

* subject to withholding or limited release pursuant to VA Code §2.2-3705.2 (7)

Annual School Safety Audit Assessment

Name of School: Fort Blackmore Primary School

Date: 08/29/2019

Annual Safety Audit Requirements

Completed	Reviewed	Task
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Crisis Management Plan
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	School Safety Inspection Checklist (due every 3 years)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	School Safety Survey
<input type="checkbox"/> N/A	<input type="checkbox"/>	Secondary School Climate Survey (if applicable)

Physical Vulnerability Assessment*:

Concerns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any physical safety concerns such as school building security vulnerabilities.

Potential access point through glass in exterior doors and windows low to the ground
(concern noted by ^{J. Cox} SRD)

Solutions: Describe solutions to the physical safety concerns identified in the above section, including recommendations for structural adjustments, changes in school safety procedures, and suggested revisions to the school board's standards for student conduct.

Concern	Recommendation
windows	consider replacing window panes with break resistant or tempered glass (recommended by ^{J. Cox} SRD)
doors (exterior)	consider replacing exterior doors with doors that have break resistant glass or small amount of glass.

* subject to withholding or limited release pursuant to VA Code §2.2-3705.2 (7)

Student Safety Vulnerability Assessment*:

Patterns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any patterns of student safety concerns occurring on school property or at school-sponsored events.

no patterns of student safety concerns
at this time

Evaluation: Evaluate and respond to identified patterns described above, including recommendations for structural adjustments, changes in school safety procedures, and revisions to the school board's standards for student conduct.

Pattern	Recommended Response
	no patterns of student safety concerns at this time

Safety Audit Results

For discussion

I, Kari White, ^{Asst.} Principal of Fort Blackmore Primary School,
certify that the safety audit has been completed pursuant to Virginia Code §22.1-279.8.

Printed Name: Kari White

Signature: Kari White

Date: 08-29-2019

* subject to withholding or limited release pursuant to VA Code §2.2-3705.2 (7)

Annual School Safety Audit Assessment

Name of School: GATE CITY High School

Date: OCT. 8, 2019

Annual Safety Audit Requirements

Completed	Reviewed	Task
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Crisis Management Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	School Safety Inspection Checklist (due every 3 years)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	School Safety Survey
<input type="checkbox"/>	<input type="checkbox"/>	Secondary School Climate Survey (if applicable)

Physical Vulnerability Assessment*:

Concerns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any physical safety concerns such as school building security vulnerabilities.

- 1) NUMEROUS EXTERIOR ENTRANCE DOORS w/ VARIOUS KEYS
- 2) 2 NON ATTACHED CLASSROOM BUILDINGS
- 3) CLASSROOM WINDOWS MAKE CLASSROOMS VISIBLE FROM OUTSIDE
- 4) PUBLIC ACCESS ROAD RUNS RIGHT THRU MIDDLE OF CAMPUS
- 5) CAMPUS HAS OPEN ACCESS TO PUBLIC

Solutions: Describe solutions to the physical safety concerns identified in the above section, including recommendations for structural adjustments, changes in school safety procedures, and suggested revisions to the school board's standards for student conduct.

Concern	Recommendation
#1	<u>ALL DOORS BE CAME CODED + 1 STANDARD KEY</u>
#2	<u>NOTHING FEASIBLE</u>
#3	<u>SHADES PUT ON WINDOWS TO HINDER VISIBILITY</u>
#4	<u>ROAD CLOSED TO PUBLIC ACCESS FROM 8AM-4PM</u>
#5	<u>STUDENTS HAVE LIMITED ACCESS TO OUTSIDE CAMPUS</u>

* subject to withholding or limited release pursuant to VA Code §2.2-3705.2 (7)

Student Safety Vulnerability Assessment*:

Patterns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any patterns of student safety concerns occurring on school property or at school-sponsored events.

#1 Student population is easily accessible to general public

Evaluation: Evaluate and respond to identified patterns described above, including recommendations for structural adjustments, changes in school safety procedures, and revisions to the school board's standards for student conduct.

Pattern	Recommended Response
#1	Due to the location of school very little can be done to totally resolve the problem. Possibly more SRO's to monitor the campus grounds.

Safety Audit Results

For discussion

I, Mike Lane, Principal of Gate City High
certify that the safety audit has been completed pursuant to Virginia Code §22.1-279.8.

Printed Name: Mike Lane

Signature: [Signature]

Date: 10-15-2019

* subject to withholding or limited release pursuant to VA Code §2.2-3705.2 (7)

Annual School Safety Audit Assessment

Name of School: Gate City Middle

Date: 8-20-19

Annual Safety Audit Requirements

Completed	Reviewed	Task
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Crisis Management Plan
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	School Safety Inspection Checklist (due every 3 years)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	School Safety Survey
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Secondary School Climate Survey (if applicable)

Physical Vulnerability Assessment*:

Concerns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any physical safety concerns such as school building security vulnerabilities.

The front of the building is accessible to the public, which leads directly into the cafeteria, which is full of students several times a day.

Solutions: Describe solutions to the physical safety concerns identified in the above section, including recommendations for structural adjustments, changes in school safety procedures, and suggested revisions to the school board's standards for student conduct.

Concern	Recommendation
<u>Entrance-Cafe</u>	<u>Walls and entry doors built inside to redirect SRO office built inside entry doors</u>

* subject to withholding or limited release pursuant to VA Code §2.2-3705.2 (7)

Student Safety Vulnerability Assessment*:

Patterns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any patterns of student safety concerns occurring on school property or at school-sponsored events.

Bullying, whether legitimate or just perceived, is a topic that continues to be discussed. It does not appear to be an issue, however, the community members, parents, and students are always concerned about bullying.

Evaluation: Evaluate and respond to identified patterns described above, including recommendations for structural adjustments, changes in school safety procedures, and revisions to the school board's standards for student conduct.

Pattern	Recommended Response
Bullying	Anonymous reporting process ✓ Educate students - included in Counselor sessions

Safety Audit Results

For discussion

I, Reagan Mullin, Principal of Gate City Middle,
certify that the safety audit has been completed pursuant to Virginia Code §22.1-279.8.

Printed Name: Reagan Mullin

Signature: [Signature]

Date: 8-20-19

* subject to withholding or limited release pursuant to VA Code §2.2-3705.2 (7)

Annual School Safety Audit Assessment

Name of School: Hilton Elementary

Date: 9/11/19

Annual Safety Audit Requirements

Completed	Reviewed	Task
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Crisis Management Plan
<input type="checkbox"/>	<input type="checkbox"/>	School Safety Inspection Checklist (due every 3 years) <i>to be completed by SRO</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	School Safety Survey
<input type="checkbox"/>	<input type="checkbox"/>	Secondary School Climate Survey (If applicable)

Physical Vulnerability Assessment*:

Concerns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any physical safety concerns such as school building security vulnerabilities.

- Not having a fence exit on side of school
- Exterior windows next to classroom door

Solutions: Describe solutions to the physical safety concerns identified in the above section, including recommendations for structural adjustments, changes in school safety procedures, and suggested revisions to the school board's standards for student conduct.

Concern	Recommendation
<u>Exit</u>	<u>we need a fence</u>
<u>Window</u>	<u>we need a fence installed</u>
	<u>special glass installed</u>

* subject to withholding or limited release pursuant to VA Code §2.2-3705.2 (7)

Student Safety Vulnerability Assessment*:

Patterns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any patterns of student safety concerns occurring on school property or at school-sponsored events.

• Students opening front door w/out office ringing in

Evaluation: Evaluate and respond to identified patterns described above, including recommendations for structural adjustments, changes in school safety procedures, and revisions to the school board's standards for student conduct.

Pattern	Recommended Response
opening door	reinforcing policy w/ students

Safety Audit Results

For discussion

I, Kelsey Taylor, Principal of Hilton Elem.
certify that the safety audit has been completed pursuant to Virginia Code §22.1-279.8.

Printed Name: Kelsey Taylor

Signature: Kelsey Taylor

Date: 9/11/19

* subject to withholding or limited release pursuant to VA Code §2.2-3705.2 (7)

Annual School Safety Audit Assessment

Name of School: Nickelsville Elementary

Date: 8/14/19

Annual Safety Audit Requirements

Completed	Reviewed	Task
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Crisis Management Plan
<input type="checkbox"/>	<input type="checkbox"/>	School Safety Inspection Checklist (due every 3 years)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	School Safety Survey
<input type="checkbox"/>	<input type="checkbox"/>	Secondary School Climate Survey (if applicable)

Physical Vulnerability Assessment*:

Concerns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any physical safety concerns such as school building security vulnerabilities.

None noted

Solutions: Describe solutions to the physical safety concerns identified in the above section, including recommendations for structural adjustments, changes in school safety procedures, and suggested revisions to the school board's standards for student conduct.

Concern	Recommendation

None
Noted

* subject to withholding or limited release pursuant to VA Code §2.2-3705.2 (7)

Student Safety Vulnerability Assessment*:

Patterns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any patterns of student safety concerns occurring on school property or at school-sponsored events.

None noted

Evaluation: Evaluate and respond to identified patterns described above, including recommendations for structural adjustments, changes in school safety procedures, and revisions to the school board's standards for student conduct.

Pattern	Recommended Response

Safety Audit Results

For discussion

I, Tracy Stallard, Principal of Nickelsville Elementary,
certify that the safety audit has been completed pursuant to Virginia Code §22.1-279.8.

Printed Name: Tracy Stallard

Signature: Tracy Stallard

Date: 8/14/19

* subject to withholding or limited release pursuant to VA Code §2.2-3705.2 (7)

Annual School Safety Audit Assessment

Name of School: RLHS

Date:

Annual Safety Audit Requirements

Completed	Reviewed	Task
X	<input type="checkbox"/>	Crisis Management Plan
X	<input type="checkbox"/>	School Safety Inspection Checklist (due every 3 years)
X	<input type="checkbox"/>	School Safety Survey
X	<input type="checkbox"/>	Secondary School Climate Survey (if applicable)

Physical Vulnerability Assessment*:

Concerns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any physical safety concerns such as school building security vulnerabilities.

Interior doors are not secure. Large windows and thin doors make for easy entry.

Solutions: Describe solutions to the physical safety concerns identified in the above section, including recommendations for structural adjustments, changes in school safety procedures, and suggested revisions to the school board's standards for student conduct.

Concern	Recommendation
Interior Doors	Replace with heavier door & smaller thicker glass.

* subject to withholding or limited release pursuant to VA Code §2.2-3705.2 (7)

Student Safety Vulnerability Assessment*:

Patterns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any patterns of student safety concerns occurring on school property or at school-sponsored events.

Evaluation: Evaluate and respond to identified patterns described above, including recommendations for structural adjustments, changes in school safety procedures, and revisions to the school board's standards for student conduct.

Pattern	Recommended Response

Safety Audit Results

For discussion

I, Jamie Carter, Asst. Principal of Rye Cove High,
certify that the safety audit has been completed pursuant to Virginia Code §22.1-279.8.

Printed Name:

Signature:

Date:

* subject to withholding or limited release pursuant to VA Code §2.2-3705.2 (7)

Annual School Safety Audit Assessment

Name of School: RCI - Rye Cove Intermediate

Date: 10/23/19

Annual Safety Audit Requirements

Completed	Reviewed	Task
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Crisis Management Plan
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	School Safety Inspection Checklist (due every 3 years)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	School Safety Survey
<input type="checkbox"/>	<input type="checkbox"/>	Secondary School Climate Survey (if applicable)

Physical Vulnerability Assessment*:

Concerns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any physical safety concerns such as school building security vulnerabilities.

#1 Door going to Library from Room #112 (Teacher's lounge) does not lock.

#2 Gym Doors must be locked with Key

Solutions: Describe solutions to the physical safety concerns identified in the above section, including recommendations for structural adjustments, changes in school safety procedures, and suggested revisions to the school board's standards for student conduct.

Concern	Recommendation
#1	Send request to Maintenance to Replace Door Knob so it can lock
#2	Have Maintenance check if we can replace existing Door locks & Knobs

* subject to withholding or limited release pursuant to VA Code §2.2-3705.2 (7)

Student Safety Vulnerability Assessment*:

Patterns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any patterns of student safety concerns occurring on school property or at school-sponsored events.

Close proximity to Rye Cove Memorial Road during recess and gym time

Evaluation: Evaluate and respond to identified patterns described above, including recommendations for structural adjustments, changes in school safety procedures, and revisions to the school board's standards for student conduct.

Pattern	Recommended Response
Daily	Keep students 50 yards from road during their recess and gym time

Safety Audit Results

For discussion

I, Travis M. Nickels, Principal of Rye Cove Intermediate,
certify that the safety audit has been completed pursuant to Virginia Code §22.1-279.8.

Printed Name: Travis M Nickels

Signature: M. Nickels, S.D.

Date: 10/23/19

* subject to withholding or limited release pursuant to VA Code §2.2-3705.2 (7)

Annual School Safety Audit Assessment

Name of School: Scott County Career and Technical Center

Date: October 28, 2019

Annual Safety Audit Requirements

Completed	Reviewed	Task
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Crisis Management Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	School Safety Inspection Checklist (due every 3 years)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	School Safety Survey
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Secondary School Climate Survey (if applicable)

Physical Vulnerability Assessment*:

Concerns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any physical safety concerns such as school building security vulnerabilities.

53 exterior access doors with varying levels of climate control in shops makes securing exterior doors difficult.

Only nine cameras on the 2 building physical plant (more cameras needed.)

Solutions: Describe solutions to the physical safety concerns identified in the above section, including recommendations for structural adjustments, changes in school safety procedures, and suggested revisions to the school board's standards for student conduct.

Concern	Recommendation
Exterior doors	Continue daily door checks; keep doors closed during class time
Cameras	Install more cameras in main hallways and building 2

* subject to withholding or limited release pursuant to VA Code §2.2-3705.2 (7)

Student Safety Vulnerability Assessment*:

Patterns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any patterns of student safety concerns occurring on school property or at school-sponsored events.

Windows are not numbered for first responders

No copy of crisis plan placed on the exterior of the building

Evaluation: Evaluate and respond to identified patterns described above, including recommendations for structural adjustments, changes in school safety procedures, and revisions to the school board's standards for student conduct.

Pattern	Recommended Response
windows	Print and laminate window signs for each room
Exterior copy of crisis plan	Designate area for exterior lockbox and keys

Safety Audit Results

For discussion

I, Greg Ervin, Principal of Scott County Career and Technical Center, certify that the safety audit has been completed pursuant to Virginia Code §22.1-279.8.

Printed Name: Greg Ervin

Signature: Greg Ervin

Date: 10/28/19

* subject to withholding or limited release pursuant to VA Code §2.2-3705.2 (7)

Annual School Safety Audit Assessment

Name of School: Shoemaker Elementary School

Date: October 14, 2019

Annual Safety Audit Requirements

Completed	Reviewed	Task
Yes	Yes	Crisis Management Plan
Yes	Yes	School Safety Inspection Checklist (due every 3 years)
Yes	Yes	School Safety Survey
N/A	N/A	Secondary School Climate Survey (if applicable)

Physical Vulnerability Assessment*:

Concerns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any physical safety concerns such as school building security vulnerabilities.

1- **Doors:** Exterior doors and side glass windows don't have tempered glass.

2- **Landscaping:** The trees around the building and along the fence row at the main entrance are not trimmed up to eight feet to the lowest branch. The trees are over grown and touching the sides of the building as well as hanging over the fence.

Solutions: Describe solutions to the physical safety concerns identified in the above section, including recommendations for structural adjustments, changes in school safety procedures, and suggested revisions to the school board's standards for student conduct.

Concern	Recommendation
1-Doors	Exterior doors and side glass windows don't have tempered glass.
2-Landscaping	The trees around the building and along the fence row at the main entrance are not trimmed up to eight feet to the lowest branch. The trees are over grown and touching the sides of the building as well as hanging over the fence.

* subject to withholding or limited release pursuant to VA Code § 2.2-3705.2 (7)

Student Safety Vulnerability Assessment*:

Patterns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any patterns of student safety concerns occurring on school property or at school-sponsored events.

1- Students are allowed to sit outside on the gym lobby steps prior to school beginning which allows those students to be easily accessible by anyone and adds difficulty to quickly moving them inside to a secure area if an incident was to occur.

2- The back kitchen door isn't locked on a consistent basis. Cafeteria and custodial staff use this exit door several times throughout the day to dispose of the breakfast/lunch trash and retrieve frozen food from the freezer. Sometimes the door isn't locked once they re-enter the kitchen.

Evaluation: Evaluate and respond to identified patterns described above, including recommendations for structural adjustments, changes in school safety procedures, and revisions to the school board's standards for student conduct.

Pattern	Recommended Response
1- Gym Lobby Steps	Students are no longer allowed to sit on the gym lobby steps prior to school beginning. This helps to improve the safety of our students and allows adults to increase their observation/supervision of the morning operations taking place outside the front of the school building.
2- Kitchen - Back Door	The cafeteria manager and the morning shift custodian will be responsible for completing extra door checks to ensure the back kitchen door is locked.

Safety Audit Results

For discussion

I, Renee Dishner, Principal of Shoemaker Elementary School, certify that the safety audit has been completed pursuant to Virginia Code § 22.1-279.8.

Printed Name: Renee Dishner, Principal

Signature: Renee Dishner, Principal

Date: October 14, 2019

Annual School Safety Audit Assessment

Name of School: TWIN SPRINGS HIGH SCHOOL

Date: 10/15/2019

Annual Safety Audit Requirements

Completed	Reviewed	Task
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Crisis Management Plan
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	School Safety Inspection Checklist (due every 3 years)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	School Safety Survey
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Secondary School Climate Survey (if applicable)

Physical Vulnerability Assessment*:

Concerns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any physical safety concerns such as school building security vulnerabilities.

TWIN SPRINGS IS WITHOUT FENCING ON THE GROUNDS.

Solutions: Describe solutions to the physical safety concerns identified in the above section, including recommendations for structural adjustments, changes in school safety procedures, and suggested revisions to the school board's standards for student conduct.

Concern	Recommendation
<u>NO FENCING</u>	<u>STUDENT ACCESS TO PARKING AREAS AND OTHER AREAS OUTSIDE THE BUILDING IS LIMITED TO TIMES OF ARRIVAL/DISMISSAL, UNLESS ADMIN. IS NOTIFIED, OTHERWISE. EXTERIOR DOORS ARE ALWAYS LOCKED AND ENTRY INTO THE BUILDING IS POSSIBLE ONLY THROUGH BUZZ-IN SYSTEM W/</u>
	<u>CAMERAS.</u>

* subject to withholding or limited release pursuant to VA Code §2.2-3705.2 (7)

Student Safety Vulnerability Assessment*:

Patterns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any patterns of student safety concerns occurring on school property or at school-sponsored events.

NO CONCERNS

Evaluation: Evaluate and respond to identified patterns described above, including recommendations for structural adjustments, changes in school safety procedures, and revisions to the school board's standards for student conduct.

Pattern	Recommended Response
<u>NO CONCERNS</u>	

Safety Audit Results

For discussion

I, JORDAN P. MULLINS, Principal of TWIN SPRINGS HIGH SCHOOL,
certify that the safety audit has been completed pursuant to Virginia Code §22.1-279.8.

Printed Name: JORDAN P. MULLINS

Signature: [Signature]

Date: 10/15/2019

* subject to withholding or limited release pursuant to VA Code §2.2-3705.2 (7)

Annual School Safety Audit Assessment

Name of School: Weber City

Date: 9/3/19

Annual Safety Audit Requirements

Completed	Reviewed	Task
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Crisis Management Plan
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	School Safety Inspection Checklist (due every 3 years)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	School Safety Survey
<input checked="" type="checkbox"/> n/a	<input checked="" type="checkbox"/> n/a	Secondary School Climate Survey (if applicable)

Physical Vulnerability Assessment*:

Concerns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any physical safety concerns such as school building security vulnerabilities.

None noted

Solutions: Describe solutions to the physical safety concerns identified in the above section, including recommendations for structural adjustments, changes in school safety procedures, and suggested revisions to the school board's standards for student conduct.

Concern	Recommendation

* subject to withholding or limited release pursuant to VA Code § 2.2-3705.2 (7)

Student Safety Vulnerability Assessment*:

Patterns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any patterns of student safety concerns occurring on school property or at school-sponsored events.

None noted

Evaluation: Evaluate and respond to identified patterns described above, including recommendations for structural adjustments, changes in school safety procedures, and revisions to the school board's standards for student conduct.

Pattern	Recommended Response

Safety Audit Results

For discussion

I, Cindy Dorton, Principal of Weber City Elementary,
certify that the safety audit has been completed pursuant to Virginia Code § 22.1-279.8.

Printed Name: Cindy Dorton

Signature: Cindy Dorton

Date: 9-9-19

* subject to withholding or limited release pursuant to VA Code § 2.2-3705.2 (7)

Annual School Safety Audit Assessment

Name of School: Yuma Elementary

Date: 10/24/19

Annual Safety Audit Requirements

Completed	Reviewed	Task
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Crisis Management Plan
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	School Safety Inspection Checklist (due every 3 years)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	School Safety Survey
<input type="checkbox"/>	<input type="checkbox"/>	Secondary School Climate Survey (if applicable)

Physical Vulnerability Assessment*:

Concerns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any physical safety concerns such as school building security vulnerabilities.

No fencing on the westside of school beside the cafeteria and behind the out building.

Solutions: Describe solutions to the physical safety concerns identified in the above section, including recommendations for structural adjustments, changes in school safety procedures, and suggested revisions to the school board's standards for student conduct.

Concern	Recommendation
Lack of Fencing	Get fencing installed

* subject to withholding or limited release pursuant to VA Code §2.2-3705.2 (7)

Student Safety Vulnerability Assessment*:

Patterns: Using the crisis management plan, safety inspection checklist, school safety survey, and any other resource, identify any patterns of student safety concerns occurring on school property or at school-sponsored events. **Students often get scrapped knuckles because of the GAGA Pit flooring.**

Evaluation: Evaluate and respond to identified patterns described above, including recommendations for structural adjustments, changes in school safety procedures, and revisions to the school board's standards for student conduct.

Pattern	Recommended Response
GaGa Pit	Working with local hardware store to get turf installed

Safety Audit Results

For discussion

I, Valerie Babb, Principal of Yuma Elementary,
certify that the safety audit has been completed pursuant to Virginia Code §22.1-279.8.

Printed Name: Valerie Babb

Signature: Valerie Babb

Date: 10/24/19

* subject to withholding or limited release pursuant to VA Code §2.2-3705.2 (7)

Memo

To: School Board Members
From: Jason Smith, Assistant Superintendent
Date: February 4, 2019 *2020*
Re: Proposed Hearing Officers

The following names are proposed hearing officers. Please see Policy GBM and GBMA attached.

1. George Brown
2. Ralph Quesinberry
3. Michael Brickey

SUPPORT STAFF GRIEVANCES

The Scott County School Board adopts the following procedure in accordance with § 22.1-79(6) of the Code of Virginia, as amended. Nothing in this procedure is intended to create, nor shall it be construed as creating, a property right in employment, nor shall this procedure be interpreted to limit in any way whatsoever the School Board's exclusive final authority over the employment and supervision of its personnel.

The following words and terms are defined as indicated when used in this procedure, unless the context clearly indicates otherwise.

"Days" means calendar days unless a different meaning is clearly expressed in this procedure. Whenever any period of time fixed by this procedure shall expire on a Saturday, Sunday or legal holiday, the period of time for taking action under this procedure shall be extended to the next day that is not a Saturday, Sunday or legal holiday. "Working days" means those days that the Scott County School Board office is open for business.

"Dismissal" means the termination of employment of any covered employee with or without cause during the term of such employee's employment.

"Employee" or "employees" means all full-time employees of the Scott County School Board who have completed the required probationary period except the division superintendent and those employees covered under the provisions of Articles 2 and 3 of Chapter 15 of Title 22.1 of the Code of Virginia, as amended. "Employee" does not mean a part-time or temporary employee.

"Grievance" means a complaint or dispute involving the dismissal or other disciplinary action of an employee. A dismissal, reassignment or other action pursuant to a Reduction in Force (RIF) is not a disciplinary action and is not grievable. Employee evaluations are not disciplinary actions and are not grievable. "Grievance" does not mean a complaint or dispute regarding the suspension of an employee. The procedure for the suspension of employees is set forth in Policy GCPF Suspension of Staff Members.

Procedure

1. Written notice of the proposed action, along with a statement of the reasons for the action, shall be given to the employee by his building administrator/department head. Upon receipt of the recommendation, the employee is required to meet with a Human Resources administrator. During this meeting the employee will receive a copy of this policy as notice of his grievance rights. The employee may file a written request for a hearing with the superintendent within five (5) working days of receiving the written notice. The failure to file such a request within the prescribed time will constitute a waiver of the right to a hearing and the proposed action will become final without a hearing or further notice.
2. Upon receiving a timely written request, the superintendent shall select an external hearing officer to hear the grievance. The hearing officer will be selected from a list approved by the School Board. The hearing officer will hold a hearing within fifteen (15) working days of receipt of the employee's request. Notice of the hearing shall be given orally or in writing to the employee at least five (5) working days before the hearing. The employee and the school division will share the cost of the hearing officer and the cost of recording the hearing equally.
3. The employee and his supervisor may be represented by legal counsel or a lay advocate at the hearing, but not both. The division may also be represented by legal counsel at the hearing. The hearing will be private and the hearing officer will have full discretion over the conduct of the hearing. However, the employee and the division may make opening statements, may present all material and relevant

evidence, including the testimony of witnesses, and may cross examine witnesses. Witnesses may be questioned by the hearing officer.

4. The hearing officer shall give the employee a written decision within five (5) working days after the completion of the hearing. The decision shall be based on the evidence relevant to the issues produced at the hearing in the presence of each party.
5. The employee may appeal the decision to the School Board by providing written notice of appeal to the superintendent within five (5) working days of receiving the decision of the hearing officer. Upon timely appeal, the School Board shall decide the appeal on the written record and render its decision within thirty (30) days of the appeal.

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-79(6), 22.1-313.

Cross Refs.: GCPF Suspension of Staff Members
GDG Support Staff Probation

PROFESSIONAL STAFF GRIEVANCES

The Scott County School Board adopts the most recent version of Procedure for Adjusting Grievances promulgated by the Virginia Board of Education based on current statutory provisions.

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-253.13:7.C.8, and 22.1-306 et seq.
8 VAC 20-90-10 through 8 VAC 20-90-80 and accompanying forms.

**Procedure for
Adjusting Grievances for Professional Staff**

8 VAC 20-90-10 et seq.

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8VAC20-90-10. Definitions.

Part I. Definitions

The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise.

"Business day" means any day that the relevant school board office is open.

"Days" means calendar days unless a different meaning is clearly expressed in this procedure. Whenever the last day for performing an act required by this procedure falls on a Saturday, Sunday, or legal holiday, the act may be performed on the next day that is not a Saturday, Sunday, or legal holiday.

"Dismissal" means the dismissal of any teacher within the term of such teacher's contract.

"Grievance" means, for the purpose of Part II (8VAC20-90-20 et seq.), a complaint or a dispute by a teacher relating to his employment, including but not necessarily limited to the application or interpretation of personnel policies, rules and regulations, ordinances, and statutes; acts of reprisal against a teacher for filing or processing a grievance, or participating as a witness in any step, meeting, or hearing related to a grievance; or complaints of discrimination on the basis of race, color, creed, political affiliation, handicap, age, national origin, or sex.

"Grievance" means, for the purposes of Part III (8VAC20-90-60 et seq.), a complaint or a dispute involving a teacher relating to his employment involving dismissal. The term "grievance" shall not include a complaint or dispute by a teacher relating to the establishment and revision of wages or salaries, position classifications or general benefits; suspension of a teacher or nonrenewal of the contract of a teacher who has not achieved continuing contract status; the establishment or contents of ordinances, statutes or personnel policies, procedures, rules and regulations; failure to promote; discharge, layoff, or suspension from duties because of decrease in enrollment, decrease in enrollment in or abolition of a particular subject, or insufficient funding; hiring, transfer, assignment and retention of teachers within the school division; suspension from duties; the methods, means and personnel by which the school division's operations are to be carried on; or coaching or extracurricular activity sponsorship. While these management rights are reserved to the school board, failure to apply, where applicable, these rules, regulations, policies, or procedures as written or established by the school board is grievable.

"Hearing officer" means an impartial hearing officer from outside the school division who possesses some knowledge and expertise in public education and education law and who is capable of presiding over an administrative hearing.

"Personnel file" means, for the purposes of Part III (8VAC20-90-60 et seq.), any and all memoranda, entries or other documents included in the teacher's file as maintained in the central school administration office or in any file regarding the teacher maintained within a school in which the teacher serves.

"Teacher" or "teachers" means, for the purposes of Part II (8VAC20-90-20 et seq.), all employees of the school division involved in classroom instruction and all other full-time employees of the school division except those employees classified as supervising employees. "Teacher" means, for the purposes of Part III (8VAC20-90-60 et seq.), all regularly licensed professional public school personnel employed by any school division under a written contract as provided by § 22.1-302 of the Code of Virginia as a teacher or as an assistant principal, principal, or supervisor as provided by § 22.1-294 of the Code of Virginia.

"Shall file," "shall respond in writing," or "shall serve written notice" means the document is either delivered personally or is mailed by registered or certified mail, return receipt requested, and postmarked within the time limits prescribed by this procedure to the grievant or office of the proper school board representative.

"Supervisory employee" means any person having authority in the interest of the board (i) to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees; and (ii) to direct other employees; or (iii) to adjust the grievance of other employees; or (iv) to recommend any action set forth in clause

(i), (ii), or (iii) above; provided that the authority to act as set forth in clause (i), (ii), (iii), or (iv) requires the exercise of independent judgment and is not merely routine and clerical in nature.

"Written grievance appeal" means a written or typed statement describing the event or action complained of, the date of the event or action complained of, and a concise description of those policies, rules, regulations, or statutes upon which the teacher bases his claim. The grievant shall specify what he expects to obtain through use of the grievance procedure. A written grievance appeal shall be on forms prescribed by the Board of Education and supplied by the local school board.

Statutory Authority

§§ 22.1-16 and 22.1-308 of the Code of Virginia.

Historical Notes

Derived from VR270-01-0008 § 1.1, eff. February 1, 1986; amended, Virginia Register Volume 21, Issue 14, eff.

8VAC20-90-20. Purpose of Part II of This Grievance Procedure.

Part II. Grievance Procedure

The purpose of Part II of the Procedure for Adjusting Grievances is to provide an orderly procedure for resolving disputes concerning the application, interpretation, or violation of any of the provisions of local school board policies, rules and regulations as they affect the work of teachers, other than dismissals. An equitable solution of grievances should be secured at the most immediate administrative level. The procedure should not be construed as limiting the right of any teacher to discuss any matter of concern with any member of the school administration, nor should the procedure be construed to restrict any teacher's right to seek, or the school division administration's right to provide, review of complaints that are not included within the definition of a grievance. Nothing in this procedure shall be interpreted to limit a school board's exclusive final authority over the management and operation of the school division.

Statutory Authority

§§ 22.1-16 and 22.1-308 of the Code of Virginia.

Historical Notes

Derived from VR270-01-0008 § 2.1, eff. February 1, 1986; amended, Volume 33, Issue 05, eff. November 30, 2016.

8VAC20-90-30. Grievance Procedure.

Recognizing that grievances should begin and should be settled promptly, a grievance must be initiated within 15 business days following either the event giving rise to the grievance, or within 15 business days following the time when the employee knew or reasonably should have known of its occurrence. Grievances shall be processed as follows:

1. Step 1 -- Informal. The first step shall be an informal conference between the teacher and his immediate supervisor (which may be the principal). The teacher shall state the nature of the grievance, and the immediate supervisor shall attempt to adjust the grievance. It is mandatory that the teacher present the grievance informally prior to proceeding to Step 2.

2. Step 2 -- Principal. If for any reason the grievance is not resolved informally in Step 1 to the satisfaction of the teacher, the teacher must perfect his grievance by filing a written grievance appeal on the required form within 15 business days following the event giving rise to the grievance, or within 15 business days following the time when the employee knew or reasonably should have known of its occurrence, specifying on the form the specific relief expected. Regardless of the outcome of Step 1, if a written grievance appeal is not, without just cause, filed within the specified time, the grievance will be barred.

A meeting shall be held between the principal (or his designee or both) and the teacher (or his designee or both) within five business days of the receipt by the principal of the written grievance. At such meeting the teacher or other party involved, or both, shall be entitled to present appropriate witnesses and to be accompanied by a representative other than an attorney. The principal (or his designee or both) shall respond in writing within five business days following such meeting.

The principal may forward to the teacher within five days from the receipt of the written grievance a written request for more specific information regarding the grievance. The teacher shall file an answer thereto within 10 business days, and the meeting must then be held within five business days thereafter.

3. Step 3 -- Superintendent. If the grievance is not settled to the teacher's satisfaction in Step 2, the teacher can proceed to Step 3 by filing a written notice of appeal with the superintendent, accompanied by the original written grievance appeal form within five business days after receipt of the Step 2 answer (or the due date of such answer). A meeting shall then be held between the superintendent (or his designee or both) and the teacher (or his designee or both) at a mutually agreeable time within five business days. The superintendent or designee may make a written request for more specific information from the teacher, but only if such information was not requested in Step 2. The teacher shall file an answer to such request within 10 business days, and the meeting shall be held within five business days of the date on which the answer was received. At such meeting both the superintendent and the teacher shall be entitled to present witnesses and to be accompanied by a representative who may be an attorney. A representative may examine, cross-examine, question, and present evidence on behalf of a grievant or the superintendent without violating the provisions of § 54.1-3904 of the Code of Virginia. If no settlement can be reached in said meeting, the superintendent (or his designee) shall respond in writing within five business days following such meeting. If the grievance is not resolved to the satisfaction of the teacher in Step 3, the teacher may request a decision by the school board pursuant to Step 4.

4. Step 4 -- Decision by the school board.

a. If a teacher elects to request a decision by the school board as provided for in Step 3, he must notify the superintendent in writing of the intention to make the request of the board within five business days after receipt of the answer as required in Step 3 or the due date thereof. Upon receipt of such notice, the board may hold a hearing on the grievance, may elect to have the hearing conducted by a hearing officer appointed by the school board consistent with the procedures in § 22.1-311 of the Code of Virginia, or may make its determination on the basis of the written evidence presented by the teacher and the recommendation of the superintendent.

b. In any case in which the school board elects to hold a hearing or elects to have a hearing officer conduct the hearing, the hearing shall be set within 30 days of the school board's receipt of the notice required by subdivision 4 a of this section (Step 4a), and the teacher must be given at least 15 days' written notice of the date, time, and place of the hearing.

The teacher and the division superintendent may be represented by legal counsel or other representatives. The hearing shall be private, unless the teacher requests a public hearing. The school board or the hearing officer, as the case may be, shall establish the rules for the conduct of the hearing. Such rules shall include the opportunity for the teacher and the division superintendent to make an opening statement and to present all material or relevant evidence, including the testimony of witnesses and the right of all parties or their representatives to cross-examine the witnesses. Witnesses may be questioned by the school board or the hearing officer.

In the case of a hearing conducted by the school board, the school board's attorney, assistants, or representative, if he or they represented a participant in the prior proceedings, the grievant, the grievant's attorney or representative and, notwithstanding the provisions of § 22.1-69 of the Code of Virginia, the superintendent shall be excluded from any executive session of the school board that has as its purpose reaching a decision on the grievance. However, immediately after a decision has been made

and publicly announced, as in favor of or not in favor of the grievant, the school board's attorney or representative, and the superintendent, may join the school board in executive session to assist in the writing of the decision.

A stenographic record or tape recording of the hearing shall be taken. However, the recording may be dispensed with entirely by mutual consent of the parties. If the recording is not dispensed with, the two parties shall share the cost of the recording equally, and if either party requests a transcript, that party shall bear the expense of its preparation.

c. In the event of a hearing conducted by a hearing officer, the recommendation of the hearing officer shall be based exclusively upon the evidence presented at the hearing. Upon the hearing officer's own motion or upon application by either party to the grievance, the hearing officer may reopen the hearing for the purpose of hearing after-discovered evidence upon a finding of good cause by the hearing officer at any time before his recommendation is due. The hearing officer shall transmit his written recommendation and a record or recording of the hearing to the school board as soon as practicable and no more than 10 business days after the hearing.

d. In the event of a hearing by a hearing officer, the school board may make its decision upon the record or recording of such hearing or the school board may elect to conduct a further hearing to receive additional evidence. The school board must hold such further hearing as soon as practicable and must give written notice of the time and place of such further hearing to the division superintendent and the teacher within 10 business days after the board received the record or recording of the initial hearing. The notice must specify each matter to be inquired into by the school board. The school board shall determine the procedure to be followed at such further hearing.

e. In the event of a hearing before the school board, the school board shall give the teacher its written decision as soon as practicable and no more than 30 days after the hearing. The decision of the school board shall be reached after considering the evidence and information presented at the school board hearing.

f. In the event of a hearing before a hearing officer followed by a further hearing by the school board, the school board shall give the teacher its written decision as soon as practicable and no more than 30 days after such further hearing. The decision of the school board shall be reached after considering the record or recording of the initial hearing, the recommendations of the hearing officer, and the evidence and information presented at the further hearing before the school board.

g. In the event of a hearing before a hearing officer in cases in which no further hearing is conducted by the school board, the school board shall give the teacher its written decision as soon as practicable and no more than 30 days after receiving the record or recording of the hearing. The decision of the school board shall be reached after considering the record or recording of the hearing and the recommendations of the hearing officer.

h. The school board shall retain its exclusive final authority over matters concerning employment and the supervision of its personnel.

Statutory Authority

§§ 22.1-16 and 22.1-308 of the Code of Virginia.

Historical Notes

Derived from VR270-01-0008 § 2.2, eff. February 1, 1986; amended, Volume 21, Issue 14, eff. May 2, 2005; Volume 33, Issue 05, eff. November 30, 2016.

8VAC20-90-40. Grievability.

A. Initial determination of grievability. Decisions regarding whether a matter is grievable shall be made by the school board at the request of the division administration or grievant and such decision shall be made within 10 business days of such request. The school board shall reach its decision only after allowing the division administration and the grievant opportunity to present written or oral arguments regarding grievability. The decision as to whether the arguments shall be written or oral shall be at the discretion of the school board. Such determination of grievability shall be made subsequent to the reduction of the grievance to writing but prior to any hearing by the board or a hearing officer, or the right to such determination shall be deemed to have been waived. Failure of the school board to make such a determination within such a prescribed 10-business-day period shall entitle the grievant to advance to the next step as if the matter were grievable.

B. Appeal of determination on grievability. Decisions of the school board may be appealed to the circuit court having jurisdiction in the school division for a hearing on the issue of grievability.

1. Proceedings for a review of the decision of the school board shall be instituted by filing a notice of appeal with the school board within 10 business days after the date of the decision and giving a copy thereof to all other parties.

2. Within 10 business days thereafter, the school board shall transmit to the clerk of the court to which the appeal is taken, a copy of its decision, a copy of the notice of appeal, and the exhibits. The failure of the school board to transmit the record within the time allowed shall not prejudice the rights of the grievant. The court may, on motion of the grievant, issue a writ of certiorari requiring the school board to transmit the records on or before a certain date.

3. Within 10 business days of receipt by the clerk of such record, the court, sitting without a jury, shall hear the appeal on the record transmitted by the school board and such additional evidence as may be necessary to resolve any controversy as to the correctness of the record. The court may, in its discretion, receive such other evidence as the ends of justice require.

4. The court may affirm the decision of the school board or may reverse or modify the decision. The decision of the court shall be rendered not later than 15 days from the date of the conclusion of the court's hearing.

Statutory Authority

§§ 22.1-16 and 22.1-308 of the Code of Virginia.

Historical Notes

Derived from VR270-01-0008 § 2.3, eff. February 1, 1986; amended, Volume 21, Issue 14, eff. May 2, 2005; Volume 33, Issue 05, eff. November 30, 2016.

8VAC20-90-50. Time Limitations.

A. The right of any party to proceed at any step of this Part II grievance procedure shall be conditioned upon compliance with the time limitations and other requirements set forth in this procedure.

B. The failure of the teacher to comply with all substantial procedural requirements including initiation of the grievance and notice of appeal to the next step in the procedure, shall eliminate the teacher's right to any further proceedings on the grievance unless just cause for such failure can be shown.

C. The failure of the school board or any supervisory employee to comply with all substantial procedural requirements without just cause shall entitle the grievant, at his option, to advance to the next step in the procedure or, at the final step, to a decision in his favor.

D. The determination as to whether the substantial procedural requirements of this Part II of the Procedure for Adjusting Grievances have been complied with shall be made by the school board. In any case in which there is a factual dispute as to whether the procedural requirements have been met or just cause has been shown for failure

to comply, the school board shall have the option of allowing the grievant to proceed to its next step. The fact that the grievance is allowed to proceed in such case shall not prevent any party from raising such failure to observe the substantial procedural requirements as an affirmative defense at any further hearing involving the grievance.

Statutory Authority

§§ 22.1-16 and 22.1-308 of the Code of Virginia.

Historical Notes

Derived from VR270-01-0008 § 2.4, eff. February 1, 1986.

8VAC20-90-60. Dispute Resolution.

Part III. Procedure for Dismissals

This Part III of the Procedure for Adjusting Grievances adopted by the Board of Education in accordance with the statutory mandate of Article 3 (§ 22.1-306 et seq.) of Chapter 15 of Title 22.1 of the Code of Virginia and the Standards of Quality for school divisions, Chapter 13.1 (§ 22.1-253.13:1 et seq.) of Title 22.1 of the Code of Virginia, is to provide an orderly procedure for the expeditious resolution of disputes involving the dismissal of any teacher.

Statutory Authority

§§ 22.1-16 and 22.1-308 of the Code of Virginia.

Historical Notes

Derived from VR270-01-0008, eff. February 1, 1986; amended, Volume 33, Issue 05, eff. November 30, 2016.

8VAC20-90-70. Procedure for Dismissals.

A. Notice to teacher of recommendation for dismissal.

1. In the event a division superintendent determines to recommend dismissal of any teacher, written notice shall be sent to the teacher on forms prescribed by the Board of Education notifying him of the proposed dismissal and informing the teacher that within 10 business days after receiving the notice, the teacher may request a hearing before the school board or, at the option of the school board, a hearing officer appointed by the school board, as provided in § 22.1-311 of the Code of Virginia.
2. During such 10-business-day period and thereafter until a hearing is held in accordance with the provisions herein, if one is requested by the teacher, the merits of the recommendation of the division superintendent shall not be considered, discussed, or acted upon by the school board except as provided for herein.
3. At the request of the teacher, the superintendent shall provide the reasons for the recommendation in writing or, if the teacher prefers, in a personal interview. In the event a teacher requests a hearing pursuant to § 22.1-311 or 22.1-312 of the Code of Virginia, the division superintendent shall provide, within 10 days of the request, the teacher, or his representative, with the opportunity to inspect and copy his personnel file and all other documents relied upon in reaching the decision to recommend dismissal. Within 10 days of the request of the division superintendent, the teacher, or his representative, shall provide the division superintendent with the opportunity to inspect and copy the documents to be offered in rebuttal to the decision to recommend dismissal. The division superintendent and the teacher or his representative shall be under a continuing duty to disclose and produce any additional documents identified later that may be used in the respective parties' cases-in-chief. The cost of copying such documents shall be paid by the requesting party.
4. Upon a timely request for a hearing, the school board or, at the school board's option, a hearing officer appointed by the school board shall set a hearing within 15 days of the request and the teacher shall be given at least five days' written notice of the time and the place of the hearing.

B. Procedure for hearing.

1. The hearing shall be conducted by the school board or, at the school board's option, a hearing officer appointed by the school board. The teacher and the division superintendent may be represented by legal counsel or other representatives. The hearing shall be private, unless the teacher requests a public hearing. The school board or hearing officer, as the case may be, shall establish the rules for the conduct of the hearing, and such rules shall include the opportunity for the teacher and the division superintendent to make an opening statement and to present all material or relevant evidence, including the testimony of witnesses, and the right of all parties to cross-examine the witnesses. Witnesses may be questioned by the school board or hearing officer.
2. The parties shall produce such additional evidence as the school board or hearing officer may deem necessary to an understanding and determination of the dispute. The school board or hearing officer shall determine the relevancy and materiality of the evidence offered. All evidence shall be taken in the presence of the school board or hearing officer and of the parties.
3. Exhibits offered by the teacher or the division superintendent may be received in evidence by the school board or hearing officer and, when so received, shall be marked and made a part of the record.
4. A stenographic record or tape recording of the proceedings shall be taken. The two parties shall share the cost of the recording equally. The record or recording of the proceedings shall be preserved for a period of six months. If the school board requests that a transcript of the record or recording be made at any time prior to expiration of the six-month period, it shall be made and copies shall be furnished to both parties. The school board shall bear the expense of the transcription.
5. The teacher shall bear his own expenses. The school board shall bear the expenses of the division superintendent and the hearing officer.
6. Witnesses who are employees of the school board shall be granted release time if the hearing is held during the school day. The hearing shall be held at the school in which most witnesses work, if feasible.
7. In the event of a hearing conducted by a hearing officer, the recommendation of the hearing officer shall be based exclusively upon the evidence presented at the hearing. Upon the hearing officer's own motion or upon application by the teacher or the division superintendent, the hearing officer may reopen the hearing for the purpose of hearing after-discovered evidence upon a finding of good cause by the hearing officer at any time before his recommendation is due. The hearing officer shall transmit his written recommendation and a record or recording of the hearing to the school board as soon as practicable and no more than 10 business days after the hearing.
8. In the event of a hearing by a hearing officer, the school board may make its decision upon the record or recording of such hearing or the school board may elect to conduct a further hearing to receive additional evidence. The school board must hold such further hearing as soon as practicable and must give written notice of the time and place of such further hearing to the division superintendent and the teacher within 10 business days after the board received the record or recording of the initial hearing. The notice must specify each matter to be inquired into by the school board. The school board shall determine the procedure to be followed at such further hearing.

C. School board determination.

1. In the event of a hearing before the school board, the school board shall give the teacher its written decision as soon as practicable and no more than 30 days after the hearing. The decision of the school board shall be reached after considering the evidence and information presented at the school board hearing.

2. In the event of a hearing before a hearing officer followed by a further hearing by the school board pursuant to subdivision B 8 of this section, the school board shall give the teacher its written decision as soon as practicable and no more than 30 days after such further hearing. The decision of the school board shall be reached after considering the record or recording of the initial hearing, the recommendations of the hearing officer, and the evidence and information presented at the further hearing before the school board.

3. In the event of a hearing before a hearing officer in cases in which no further hearing is conducted by the school board, the school board shall give the teacher its written decision as soon as practicable and no more than 30 days after receiving the record or recording of the hearing. The decision of the school board shall be reached after considering the record or recording of the hearing and the recommendations of the hearing officer.

4. The school board may dismiss or suspend a teacher upon a majority vote of a quorum of the school board. The school board's attorney, assistants, or representative, if he or they represented a participant in the prior proceedings; the grievant; the grievant's attorney or representative; and, notwithstanding the provisions of § 22.1-69 of the Code of Virginia, the superintendent shall be excluded from any executive session of the school board that has as its purpose reaching a decision on a grievance. However, immediately after a decision has been made and publicly announced, as in favor of or not in favor of the grievant, the school board's attorney or representative and the superintendent may join the school board in executive session to assist in the writing of the decision.

Statutory Authority

§§ 22.1-16 and 22.1-308 of the Code of Virginia.

Historical Notes

Derived from VR270-01-0008 § 3.1, eff. February 1, 1986; amended, Volume 21, Issue 14, eff. May 2, 2005; Volume 33, Issue 05, eff. November 30, 2016.

8VAC20-90-80. Time Limitations.

The right of any party to proceed at any step of the grievance procedure shall be conditioned upon compliance with the time limitations and other requirements set forth in this grievance procedure.

1. The failure of the grievant to comply with all substantial procedural requirements shall terminate the teacher's right to any further proceedings on the grievance unless just cause for such failure can be shown.
2. The failure of the school board or of any supervisory employee to comply with all substantial procedural requirements without just cause shall entitle the grievant, at his option, to advance to the next step in the procedure or, at the final step, to a decision in his favor.
3. The determination as to whether the substantial procedural requirements of this Part III of the Procedure for Adjusting Grievances have been complied with shall be made by the school board. In any case in which there is a factual dispute as to whether the procedural requirements have been met or just cause has been shown for failure to comply, the school board shall have the option of allowing the grievance to proceed to its next step. The fact that the grievance is allowed to proceed in such case shall not prevent any party from raising such failure to observe the substantial procedural requirements as an affirmative defense at any further hearing involving the grievance.

Statutory Authority

§§ 22.1-16 and 22.1-308 of the Code of Virginia.

Historical Notes

Derived from VR270-01-0008 § 3.2, eff. February 1, 1986.

Forms (8VAC20-90)

Statement of Grievance (rev. 4/2016)

Principal's Decision (rev. 4/2016)

Superintendent's Decision (rev. 4/2016)

Request for Hearing (rev. 4/2016)

Notice of Proposed Dismissal (rev. 4/2016)

STATEMENT OF GRIEVANCE

STEP 2 – TO BE PRESENTED TO PRINCIPAL

Name of grievant: _____	Date filed: _____
School/department of assignment: _____	Subject area or grade: _____
Immediate superior and/or principal: _____	Grievant's representative: _____

Policy, procedure, regulation, ordinance, statute being grieved:

Date you knew or reasonably should have known of its occurrence:

Statement of grievance:

Specific relief requested:

Grievant's Signature

Grievant's Name

Date

Representative's Signature

Representative's Name

Date

Date: April 28, 2016

PRINCIPAL'S DECISION

STEP 2 – DECISION TO BE PRESENTED TO GRIEVANT

Name of grievant:	Date grievance received:
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Decision of principal or designee:

___ I lack the authority to grant the relief requested.

Signature of principal or designee	Date
Name of principal or designee	

Is the above decision acceptable to grievant?	___ Yes	___ No
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___ I hereby appeal this decision to Step 3, Superintendent.

Grievant's Signature

Grievant's Name

Date

Date: April 28, 2016

SUPERINTENDENT'S DECISION

STEP 3 – DECISION TO BE PRESENTED TO GRIEVANT

Name of grievant:	Date appeal received:
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Decision of superintendent or designee:

Signature of superintendent or designee	Date
Name of superintendent or designee	

Is the above decision acceptable to grievant?	Yes	No
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_____ I hereby appeal this decision to Step 4, School Board.

Grievant's Signature

Grievant's Name

Date

Date: April 28, 2016

REQUEST FOR HEARING

Name of Teacher

I hereby request that I be afforded a hearing on the Superintendent's recommendation for my dismissal before that School Board or, at the School Board's option, a hearing before a Hearing Officer to be appointed by the School Board.

Teacher's Signature

Representative's Signature

Teacher's Name

Representative's Name

Date

Date

Date: April 28, 2016

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NOTICE OF PROPOSED DISMISSAL

Date: _____

Name of teacher

School/Department of assignment

The Division Superintendent will recommend to the School Board that you be dismissed from your position as:

(Position)

At your request reasons for this recommendation will be provided to you in writing or in a personal interview.

You have ten business days from receipt of this form to request, in writing, a hearing before the School Board or, at the option of the School Board, a hearing before a Hearing Officer. A copy of the Request for Hearing Form is attached.

Division Superintendent's Signature

Division Superintendent's Name

Date

Date: April 28, 2016

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