

# SCOTT COUNTY VIRGINIA SCHOOLS

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## **Board Meeting Agenda (Regular Meeting)**

**Date:** December 1, 2015 (Tuesday)

**Time:** 6:30 p.m.

**Location:** Scott County Career & Technical Center Auditorium  
387 Broadwater Avenue, Gate City, VA 24251



1. Call to Order
2. Moment of Silence Followed By *Pledge of Allegiance*
3. Items to Add to Agenda/Approval of Agenda
4. Approval of Minutes – November 5, 2015, Regular Meeting Minutes
5. Approval of Claims
6. Public Comment
7. Superintendent's Report
  - A. Report on Holiday and Payroll Schedule
  - B. Approval of Head Start 2015-2016 Time Line for Self-Assessment & Program Planning
  - C. Recognition of School Board Members: Kay Jessee, Jeff Kegley and Kelly Spivey
8. Closed Meeting: Motion to Enter (Specify Items) & Motion to Return to Regular Meeting/Closed Meeting Certification
9. Items by Supervisor of Personnel and Student Services – Jason Smith
  - A. Overnight Field Trip Request
  - B. Personnel
11. Board Member Comments
12. Adjournment

**Next Meeting:** Scott County School Board Office – 6:30 p.m., Tuesday, January 5, 2016

**DRAFT**  
**SCOTT COUNTY SCHOOL BOARD**  
**MINUTES OF REGULAR MEETING, THURSDAY, NOVEMBER 5, 2015**

The Scott County School Board met for a regular meeting on Thursday, November 5, 2015, at the Scott County School Board Office in Gate City, Virginia, with the following members present:

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

**ABSENT:** None

**OTHERS PRESENT:** John I. Ferguson, Superintendent; Jason Smith, Supervisor of Personnel and Student Services; K.C. Linkous, Clerk Of The Board/Human Resource Manager; Beverly Stidham, Deputy Clerk/Purchasing Agent; Will Sturgill, School Board Attorney; Brenda Robinette, Supervisor of Special Education/Middle School Supervisor; Jennifer Frazier, Secondary Supervisor/Food Services Director; Robert Sallee, Supervisor of Maintenance; Freda Starnes, Imagination Library; Teresa Duncan, Teacher/VEA Representative; Ramona Russell, Duffield Primary School Teaching Assistant; Dan Gibson, Teacher SCCTC; Patricia Currier, Teacher/VPE Representative; Scotty & Misty Hartsock, Citizens; Lisa Taylor, Citizen; and Amanda Clark, Heritage TV.

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

**APPROVAL OF AGENDA:** There being no changes to the agenda, Mr. Sallee made a motion to approve the agenda, seconded by Mr. Jessee all members voting aye, the Board approved the agenda as presented.

**APPROVAL OF MEETING MINUTES OF OCTOBER 6, 2015 REGULAR BOARD MEETING & OCTOBER 22, 2015 SPECIAL MEETING:** On a motion by Mr. Jessee, seconded by Mr. Sallee, all members voting aye, the Board approved the Tuesday, October 6, 2015 Regular Board Meeting Minutes as presented.

On a motion by Mr. Kegley, seconded by Mr. Spivey, all members voting aye, the Board approved the minutes of the October 22, 2015 Special Meeting as presented.

**APPROVAL OF CLAIMS:** On a motion by Mr. Jessee, seconded by Mr. Spivey, all members voting aye, the Board approved claims with the revisions as follows: School Operating Fund invoices & payroll in the amount of \$ as shown by warrants # & electronic payroll direct deposit in the amount of \$ & electronic payroll tax deposits in the amount of \$. Cafeteria Fund invoices & payroll in the amount of \$ as shown by warrants # & electronic payroll direct deposit in the amount of \$ & electronic payroll tax deposit in the amount of \$. Head Start invoices & payroll totaling \$ as shown by warrants #

**VSBA ACADEMY AWARDS PRESENTATION:** Superintendent Ferguson presented Virginia School Boards Association Academy Awards to the following Board Members: Mr. Steve Sallee and Mr. Kelly Spivey, Award of Recognition. Chairman Quillen presented Superintendent Ferguson with a Gold Pin and the Award of Honor.

**FREDA STARNES – IMAGINATION LIBRARY:** Ms. Freda Starnes presented a request to the Board for a \$2,000 donation for the Imagination Library of Scott County. Ms. Starnes stated that the Imagination Library currently serves 333 Scott County Children each month and that the monthly cost of around \$700 which totals almost \$8,400 per year. Ms. Starnes also stated that in the past, the Board of Supervisors have matched the amount that the School Board donates. Chairman Quillen asked if Ms. Starnes has already presented this to the Board of Supervisors and she stated she has and that the Supervisors confirmed they would match the School Board's donation. Superintendent Ferguson stated that in the past the School Board's donation has been \$2,500.

On a motion from Mr. Jessee, seconded by Mr. Sallee, all members voting aye the Board approved to continue to support the Imagination Library of Scott County with a donation of \$2,500.

**BRENDA ROBINETTE & JENNIFER FRAZIER/TEXTBOOK ADOPTION 6-9<sup>TH</sup> GRADE SCIENCE, BIOLOGY I & CHEMISTRY:** Ms. Brenda Robinette, Supervisor of Special Education/Middle School Supervisor presented information on the textbook adoption of sixth, seventh, and eighth grade Science books. She stated that three companies provided quotes, Houghton Mifflin, McGraw Hill and Pearson. Ms. Robinette stated that the teachers on the textbook adoption team selected Pearson as their first choice with a total cost of \$77,083.02. This includes free shipping and free materials (\$29,499.18), and one set of videos per school for the computer labs. Ms. Robinette also explained that the second choice was Houghton Mifflin with a quote of \$111,976 which includes shipping cost of \$21,734. She stated that no votes were cast for McGraw Hill.

On a motion by Mr. Spivey, seconded by Mr. McConnell, all members voting aye, the Board accepted the quote from Pearson for the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade Science textbooks.

Ms. Jennifer Frazier, Secondary Supervisor, presented information on the textbook adoption of Biology and Chemistry. Ms. Frazier stated that as with the 6-7<sup>th</sup> grade science books, the same three companies provided quotes for Biology and Chemistry. The adoption committee for this category chose Houghton Mifflin as their first choice with a total cost of \$33,671, which includes free shipping.

On a motion by Mr. Jessee, seconded by Mr. Kegley, all members voting aye the Board accepted the quote from Houghton Mifflin for the Biology and Chemistry textbooks.

**PUBLIC COMMENTS:** Lisa Taylor, Citizen, spoke in favor of cameras in the classrooms and drug testing for teachers and for the Board to spend their money on the schools and not on the athletic center located behind the vocational center. Ms. Taylor also expressed concerns about the playground located at the Career & Tech Center.

Dan Gibson, teacher at the Scott County Career & Tech Center spoke on behalf of an Early Retirement Incentive Plan. He presented the Board with figures that he compiled showing ways the board could save money if a plan was offered. Mr. Gibson stated that he presented this last April and was told that it was too late in the year to look into offering an ERIP. Mr. Gibson said he would like the Board to consider this for the 2016-2017 school year.

**DISCUSSION OF SUPERINTENDENT’S ANNUAL REPORT FOR 2015:** Superintendent Ferguson presented the Superintendent’s Annual Report and pointed out to the Board that if there was a “star” on the page that this relates to priorities that were set for our six year plan. Superintendent Ferguson also highlighted our SOL Scores and stated that Scott County ranked 10<sup>th</sup> in the State for the 2014-2015 school year in the Standards of Learning. Mr. Ferguson also read an excerpt from the Kingsport Times News about the Region 7 schools and that out of 132 school systems in the state, 37 schools met or exceeded State Standards and that Scott County Schools was one of the 37. Mr. Ferguson went on to say that seven schools out of Region 7 were also part of the 37 systems that met or exceeded the State Standards.

**DISCUSSION/APPROVAL OF LINE OF CREDIT FOR MAINTENANCE & RENOVATION PROJECTS:** Superintendent Ferguson presented a request for approval to submit a request to the County Board of Supervisors to authorize the Treasurer for a line of credit in the amount of \$300,000 a year to be used for construction purposes for the school system. Superintendent Ferguson explained this line of credit would be open ended, not having an ending date and at a minimum, the interest earned off the money borrowed, would be paid at the end of each fiscal year if not more. He also stated that this line of credit would be separate from our current line of credit.

Superintendent Ferguson stated that the school system is in need of several roof repairs and asked Mr. Robert Sallee, Maintenance Supervisor, to address the Board concerning this situation.

Mr. Robert Sallee presented the following information on Scott County schools roofs stating that a total of 35 roofs were rated a priority one, six were rated a priority two and 39 rated a priority three.

<u>Type of Roof</u>	<u>Total Number</u>	<u>Total Square Footage</u>
Asphalt Shingle	2	10,038
Ballasted	35	323,362
EPDM Rubber	16	143,236
Fibertite	3	16,145
Standing Seam Metal	22	171,594
TPO	2	7,159
<b>TOTAL</b>	<b>80</b>	<b>671,534</b>

**ADDENDUM TO TECHNOLOGY PLAN TO ALIGN WITH THE STATE OF VIRGINIA'S TECHNOLOGY PLAN:** Superintendent Ferguson presented an Addendum to the Technology Plan 2016-2018. On a motion by Mr. Kegley, seconded by Mr. Spivey, all members voting aye, the Board approved the Addendum to the Technology Plan to align with the State of Virginia's Technology Plan for 2016-2018 (Appendix F).

**APPROVAL OF RELIGIOUS EXEMPTION A2015-2016:** On a motion by Mr. Jessee, seconded by Mr. Kegley, all members voting aye, the Board approved the Religious Exemption A2015-2016.

**CLOSED MEETING:** Mr. Sallee made a motion to enter into closed meeting at 7:05 p.m. to discuss, teachers, teaching assistants, coaches, bus drivers, maintenance staff and cafeteria staff as provided in Section 2.2-3711 A (1) of the Code of Virginia, as amended; motion was seconded by Mr. Jessee, all members voting aye.

Board Member Herman Kelly Spivey, Jr. left the Board Meeting at 7:05 p.m.

**RETURN FROM CLOSED MEETING:** All members returned from closed meeting at 7:55 p.m. and on a motion by Mr. Sallee, seconded by Mr. Jessee, the Board returned to regular session and Mr. Sallee cited the following certification of the closed meeting:

*CERTIFICATION OF CLOSED MEETING*

*WHEREAS, the Scott County School Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Freedom of Information Act; and*

*WHEREAS, Section 2.2-3711 of the Code of Virginia requires certification, by this Scott County School Board that such meeting was conducted in conformity with Virginia law;*

*NOW, THEREFORE, BE IT RESOLVED that the Scott County School Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies and (ii) only such public matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Scott County School Board in the closed meeting.*

**ROLL CALL VOTE**

*Ayes: James Kay Jessee, Jeff Kegley, Gail McConnell, Bill Quillen, Steve Sallee,*

*Nays: None*                      *ABSENT DURING VOTE: Herman Kelly Spivey, Jr.*

*ABSENT DURING MEETING: Herman Kelly Spivey, Jr.*

**APPROVAL OF OVERNIGHT FIELD TRIPS:** On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Jessee, seconded Mr. Sallee, all members voting aye the Board approved the overnight field trip request of Hilton Elementary 6<sup>th</sup> Grade (25 students, and 8 chaperones) to attend Washington, DC/Richmond/Charlottesville, May 19-22, 2016.

**APPROVAL OF SUBSTITUTE TEACHERS:** On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Mr. McConnell, all members voting aye, the Board approved Sherry Davidson, Roger Blair, Natish Griffis, Sherry VanZant, April Baldwin, Brittany Chapman, Leslie Phillips, Katelyn Cross and Jacquelyn Christian as substitute teachers.

**RESIGNATIONS:** On the recommendation of Mr. Jason Smith, Supervisor of Personnel, and on a motion by Mr. Sallee, seconded by Mr. Jessee, all members voting aye, the Board accepted the resignation of Ms. Deborah Bennett, Cafeteria Manager, effective October 15, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel, and on a motion by Mr. McConnell, seconded by Mr. Sallee, all members voting aye, the Board accepted the resignation of Ms. Elizabeth White Rainero, Speech Therapist, effective October 30, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel, and on a motion by Mr. Sallee, seconded by Mr. Kegley, all members voting aye, the Board accepted the resignation of Ms. Michelle White, Cook, effective October 21, 2015.

**EMPLOYMENT:** On the recommendation of Mr. Jason Smith, Supervisor of Personnel, and on a motion by Mr. Jessee, seconded by Mr. Sallee, all members voting aye, the Board approved Ms. Rebecca Compton, as a custodian, effective November 5, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. McConnell, seconded by Mr. Kegley, all members voting aye, the Board approved Mr. Johnny Lane, as a part-time custodian, effective November 5, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. McConnell, seconded by Mr. Kegley, all members voting aye, the Board approved Ms. April Culbertson, as a teacher, effective November 5, 2015.

**VOLUNTEER COACHES:** On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Mr. Kegley, all members voting aye, the Board approved the recommendation of Ms. Ashton Williams as a volunteer girls basketball coach for Gate City High School, effective November 5, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Kegley, seconded by Mr. Sallee, all members voting aye, the Board approved the recommendation of Mr. Mario Jaramillo as a volunteer boys/girls soccer coach for Gate City High School, effective November 5, 2015.

**RETIREMENT:** On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Kegley, seconded by Mr. McConnell, all members voting aye, the Board approved the retirement request of Mr. Larry Darrell McConnell, maintenance, effective January 1, 2016.

Mr. Jason Smith, Supervisor of Personnel expressed condolences to the family of Mr. Chad Fore, teacher at Nickelsville Elementary, who passed away on October 30, 2015.

**BOARD MEMBER COMMENTS:** Mr. Jessee wished everyone a Happy Thanksgiving.

**ADJOURNMENT:** On a motion by Mr. Kegley, seconded by Mr. Sallee, all members voting aye, the Board adjourned at 8:20 p.m.

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

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K.C. Linkous, Clerk

**REPORT ON HOLIDAY & PAYROLL SCHEDULE:**

**12 Month Employees Holidays:**

Christmas – Thursday, Dec. 24 & Friday Dec. 25

New Years – Thursday, Dec. 31 & Friday, Jan. 1

**Winter Break**

Friday, December 18 – Students dismissed at 1:00 p.m.

Monday, January 4, 2016 – Teacher Workday/Schools Closed

Tuesday, January 5, 2016 – Second Semester Begins (Students return to school)

PAYROLL FOR DECEMBER: Wednesday, December 30, 2015

SCOTT COUNTY PUBLIC SCHOOL HEAD START  
2015-2016  
TIME LINE FOR SELF ASSESSMENT AND PROGRAM PLANNING  
Including  
SCHOOL BOARD & POLICY COUNCIL MEETING AGENDAS

October 13, 2015	Self- Assessment (Webinar)	Introduction: What We Used to Believe, What We Believe Now
October 22, 2015	Policy Council Luncheon Meeting	Training: 10:00 a.m. Head Start Office Overview of Autism: Stacy Wood, Assistant Principal, Scott County School District  Business: Approve: <ul style="list-style-type: none"> <li>• Seating of Newly Elected Parent Reps</li> <li>• Election and Seating of Community Reps</li> <li>• Election of Officers</li> </ul>
October 27, 2015	Self-Assessment (Webinar)	Creating a Culture of Data Using Organizational Design, Distributed Data Input Systems, and Effective Use of Reports and Dashboards
October 27-29, 2015	Health & Family Institute	Health, Mental Health & Beyond: The Family Connection Charlottesville, VA
November 10, 2015	Self-Assessment (Webinar)	Ongoing Self-Assessment—the “Stat” Model
November 13, 2015	Childhood Obesity Training	Southwest Virginia Higher Education Center
November 17, 2015	Health Advisory Committee Meeting	9:00 a.m. – 11:00 a.m. Head Start Office

November 19, 2015	Policy Council Meeting	10:00 a.m. Head Start Office Training <ul style="list-style-type: none"> <li>• All About Head Start</li> <li>• Head Start in Virginia/SW Region</li> <li>• History of Head Start in Scott County</li> <li>• Roles &amp; Responsibilities of Policy Council</li> <li>• Roles &amp; Responsibilities of School Board</li> <li>• Parliamentary Procedures</li> <li>• By-Laws Review</li> <li>• Budget Committee Sign-Up</li> <li>• Business: Approve</li> </ul>
		○ Time-Line for Self-Assessment & Program Planning
November 20, 2015	Quarterly Data Outcomes Meeting	9:00 a.m. – 12:00 p.m. Head Start Office
November 24, 2015	Self-Assessment (Webinar)	Part I Rubric Based Self-Assessment
November 25-27, 2015	Fall Break	
December 2, 2015	Management Team Meeting	Complete State Needs Assessment 9:00 a.m. Head Start Office
December 8, 2015	Self-Assessment (Webinar)	Part II Rubric Based Self-Assessment
December 15, 2015	Self-Assessment (Webinar)	Self-Assessment, 5 Year Goals and Closing
January 4, 2016	Staff Development Day	8:00 a.m. – 4:00 p.m. Head Start Office Training Focus: Social Emotional Development
January 8, 2016	Childhood Obesity Training	Southwest Virginia Higher Education Center



January 21, 2016	Policy Council Meeting	10:00 a.m. Head Start Office Training <ul style="list-style-type: none"> <li>• Overview of Service Plan</li> <li>• Overview of Monitoring Policy &amp; Procedures</li> <li>• Head Start Eligibility Final Rule</li> <li>• Business: Quarterly Data Outcomes Report</li> </ul>
February 2, 2016	School Board Meeting	Roles & Responsibilities of School Board Understanding Financial Reporting Self-Assessment Process Office of Head Start Communications Head Start Eligibility Final Rule
February 18, 2016	Policy Council Meeting	Training: 10:00a.m. Head Start Office <ul style="list-style-type: none"> <li>• Overview of Self-Assessment Process</li> <li>• Overview of OHS Protocol FY 2016</li> <li>• Self-Assessment Committee Sign Up</li> </ul>
February 19, 2016	Quarterly Outcomes Data Meeting	9:00 a.m. – 12:00 p.m. Head Start Office
February 26, 2016	Childhood Obesity Training	Southwest Virginia Higher Education Center
March 12, 2016	Smart Beginnings Summit	Mountain Empire Community College
March 17, 2016	Policy Council Meeting	10:00 a.m. Head Start Office Training: <ul style="list-style-type: none"> <li>• Business: Approve Quarterly Data Outcomes Report</li> </ul>

February 16, 2016	Child Health & Safety Self-Assessment & Plan Review Team Leader – Theresa Newton, Health Services Coordinator	9:00 a.m. – Noon; Head Start Office
March 8, 2016	Eligibility, Recruitment, Selection, Enrollment, Attendance Self-Assessment & Plan Review Team Leader – Kelly Bledsoe, Family & Community Services Coordinator	9:00 a.m. – Noon; Head Start Office
March 8, 2016	Family & Community Engagement Self-Assessment & Plan Review Team Leader – Kelly Bledsoe, FCSC	
March 10, 2016	Fiscal Integrity Self-Assessment Plan & Review Team Leader – Judy Calton, Fiscal Officer	9:00 a.m. – Noon; Head Start Office
March 25, 2016	Holiday – Good Friday	
March 28–April 1, 2016	Spring Break	
April 5 – 7, 2016	Virginia Head Start Association Spring Conference	Fredericksburg, VA
April 11 – 15, 2016	Week of the Young Child	Activities to Be Announced
April 21, 2016	Policy Council Meeting	Training <ul style="list-style-type: none"> <li>• Program Planning/Goal Setting Process</li> </ul>
April 22, 2016	Childhood Obesity Training	Southwest Virginia Higher Education Center
April 26, 2016	Health Advisory Committee	9:00 a.m. – 11:00 a.m.

April 28, 2016	Management Systems Self-Assessment & Plan Review Team Leader – Kathy Wilcox, Head Start Director	9:00 a.m. – Noon; Head Start Office
April 28, 2016	Program Governance Self-Assessment & Plan Review Team Leader – Kathy Wilcox, Head Start Director	9:00 a.m. – Noon; Head Start Office
May 11, 2016	Child Development & Education Self-Assessment & Plan Review Team Leader – Cindy Raymond, Child Development Services Coordinator	9:00 a.m. – Noon; Head Start Office
May 13, 2016	Quarterly Outcomes Data Meeting	9:00 a.m. – Noon; Head Start Office
May 17, 2016	Self-Assessment Results Analysis & Report Development	9:00 a.m. – Noon
May 19, 2016	Policy Council Meeting	10:00 a.m. Head Start Office Training: <ul style="list-style-type: none"> <li>• Personnel Committee Training (as needed)</li> </ul> Business: Approve <ul style="list-style-type: none"> <li>• Self –Assessment Results Report</li> <li>• Service Plans</li> </ul>
June 10, 2016	Childhood Obesity Training	Southwest Virginia Higher Education Center
June 21-23, 2016	Head Start Director’s Meeting	Virginia Beach, VA
June, 2016 TBA	Policy Council Meeting (as needed)	Approve Employment of Staff (as needed)
July, 2016 TBA	School Board Meeting	FY 2015-16 PIR Report FY 2015 Annual Report 2015-2016 Child Outcomes Report Strategic Planning: Development of Annual Goals

August, 2016 TBA

Policy Council Meeting

10:00 a.m. Head Start Office  
Approve FY 2016 Continuation Application  
Approve FY 2016 Training Plan  
2016-2017 Program Goals & Objectives

September, 2016 TBA

Policy Council Meeting

10:00 a.m. Policy Council Meeting  
Regular/As Needed Business

September, 2016

School Board Meeting

Approve FY 2016 Continuation Application  
Approve FY 2016 Training Plan  
2015-2016 Program Goals & Objectives

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