

# SCOTT COUNTY VIRGINIA SCHOOLS

Phone: 276-386-6118 Fax: 276-386-2684 <http://scott.k12.va.us>

## Board Meeting Agenda (Regular Meeting)

**Date:** December 6, 2016 (Tuesday)

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

**Location:** Scott County School Board Office  
340 East Jackson Street, 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 3, 2016, Regular Meeting Minutes
5. Approval of Claims
6. Presentations
  - A. Gate City High School Golf Team Member Chance Taylor
  - B. Rye Cove High School Cross Country Team
  - C. Virginia Association of Environmental Education (VSELA/VAST) Opportunity – Donna Rowlett & Dawn Williams, Teachers at Gate City High School
6. Public Comment
7. Superintendent's Report
  - A. Report on Holiday and Payroll Schedule
  - B. Approval of Head Start 2016-2017 Time Line for Self-Assessment & Program Planning
  - C. Approval of Head Start Standards of Conduct
  - D. Approval of Head Start Financial Breakdown for October 2016.
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 3, 2017

**DRAFT**  
**SCOTT COUNTY SCHOOL BOARD**  
**MINUTES OF REGULAR MEETING-THURSDAY, NOVEMBER 3, 2016**

The Scott County School Board met for a regular meeting on Thursday, November 3, 2016, at the Scott County School Board Office, with the following members present:

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

**ABSENT:** L. Stephen "Steve" Sallee, Jr.  
Vice-Chairman

**OTHERS PRESENT:** John I. Ferguson, Division Superintendent; Beverly Stidham, Deputy Clerk/Purchasing Agent; Will Sturgill, School Board Attorney; Marcia Carroll, Parent; Christen Moach, King University Student; Nancy Godsey, citizen; Teal Wininger, Treasurer, Gate City Civitan; Curtis Laney, Gate City Civitan; Rhonda Kilgore, Teacher; Ramona Russell, Teaching Assistant; Doris Boitnott, Uniserv/VEA; Debby Brickey, Technology Coordinator; Tabitha Bales, ITRT teacher; Annette Parker, Cosmetology Instructor; Lindsey Stapleton, Teacher; Alicia White, Assistant Principal; Jennifer Meade, Principal; Lisa Bevins, Teacher; Angie Vermillion, Insurance/Medicaid Coordinator; 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. Templeton led in citing the *Pledge of Allegiance*.

**APPROVAL OF AGENDA:** With no items presented to add to the agenda-On a motion by Larry Horton, seconded by Gail McConnell, all members voting aye, the Board approved the agenda as presented from the November 3, 2016 Regular Board meeting.

**APPROVAL OF OCTOBER 4, 2016 REGULAR SCHOOL BOARD MEETING MINUTES:** On a motion by Linda Gillenwater, seconded by Larry Horton, all members voting aye, the Board approved the minutes of the October 4, 2016 Regular Board Meeting.

**APPROVAL OF CLAIMS:** On a motion by Gail McConnell, seconded by David Templeton, all members voting aye, the Board approved claims as follows:

School Operating fund invoices & payroll in the amount of \$000,000.00 as shown by warrants #0000-0000 & electronic payroll direct deposit in the amount of \$0,000,000.00 & electronic payroll tax deposits in the amount of \$000,000.00. Cafeteria fund invoices & payroll in the amount of \$000,000.00 as shown by warrants #00000000-00000000 & electronic payroll direct deposit in the amount of \$00,000.00 & electronic payroll tax deposit in the amount of \$00,000.00. Head start invoices & payroll totaling \$00,000.00 as shown by warrants #000000-000000.

**PRESENTATION:** Debby Brickey, Technology Coordinator, Tabitha Bales, ITRT, Alicia White, Assistant Principal; Lindsey Stapleton, Teacher-DIS; and Annette Parker, Cosmetology Instructor, SCCTC presented to the Board and Gate City Civitan their appreciation for the support and help in purchasing Google App Chromebooks for Dungannon Intermediate School. They gave a brief presentation of the purpose of the chrome books and the aid they are bringing to the students at DIS. Debby Brickey stated

Mr. Ferguson asked Ms. Brickey if VPSA grant funds could be used to offset some of the future purchases of the Chromebooks and she stated that if the funding continues for Scott County, that these funds could be used for this type of purchase. She went on to state that the target grade is the 3<sup>rd</sup> grade classroom sets and for the 8<sup>th</sup> grade. At the end of the Chromebook life, the students will be allowed to take these with them for other educational benefits.

Chairman Quillen raised the question of needing additional ITRT teachers to support this technology in the classroom. Tabitha Bales stated that she and one other ITRT teacher have the Google certification and can in return teach other staff members.

Mr. Larry Horton asked the question if Scott County would be ready to use these Chromebooks this year in SOL testing. Ms. Alicia White stated that the goal is to use the Chromebooks for this year's SOL testing. Mr. Horton also expressed his concern of students being responsible for keeping the Chromebooks in good condition. He also raised the concern of this type of technology replacing basic handwriting skills.

Chairman Quillen thanked Mrs. Brickey and all of the teachers/principals that accompanied her in their presentation to the Board and also thanked the Gate City Civitan for their support of Scott County students and their educational future.

**PUBLIC COMMENT:** Marcia Carroll presented concerns over the pricing of snacks on the elementary school level. She expressed her concern over some students not being able to afford to buy snacks.

**SUPERINTENDENT'S REPORT:** Superintendent Ferguson asked Mrs. Angie Vermillion to address the board concerning the approval of health insurance rates for 2017. (Appendix) Mrs. Vermillion explained the rates for the upcoming year and discussed the rates for being compliant and non-compliant. Chairman Quillen asked Ms. Vermillion to discuss the difference between being compliant and non-compliant and how that factors the insurance rates. Ms. Vermillion stated the criteria to be compliant to receive additional discounts in insurance premiums are as follows:

1. Employees have to complete an online health assessment.
2. Employees have to have a physical completed by December 31, 2016.
3. Employees have to complete their preventative bloodwork.
4. Females over 40 must have a mammogram screening.  
Males over 50 must have a PSI screening

Mr. David Templeton asked if we had several employees that are non-compliant to receive The discounted premium and Ms. Vermillion stated to date we have only three employees that are not choosing to meet the criteria outlined above.

Mr. Larry Horton asked Ms. Vermillion how the committee selected the rates with only a \$30.00 difference in premium between employee + 1 dependent and employee + 2 dependents.

Ms. Vermillion explained that the recommendation of the insurance committee to make all premiums under \$500.00 for even a family plan. Ms. Vermillion expressed her gratitude to the insurance committee for their hard work and in coming up with premiums they felt were advantageous to all employees. She also stated that Scott County Schools is one of the few employers left that still offer co-pays.

On a motion by David Templeton, seconded by Linda Gillenwater, all members voting aye, the Board approved the insurance rates for the 2017 calendar year.

Superintendent Ferguson presented a Resolution to Support the Recommendations Introduced at the Coalfields Equity Summit for approval. On a motion by David Templeton, seconded by Gail

Education Center, Abingdon, VA for All-District Band Clinic from February 3-4, 2017. (15 students, 1 sponsor; and 2 chaperones)

On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Larry Horton, seconded by Gail McConnell, all members voting aye, the Board approved the overnight field trip request from Rye Cove High School, to Washington D.C. for the Music Showcase Festival, April 26-30, 2017. (36 students, 1 Sponsor; and 7 chaperones)

**SUBSTITUTE TEACHERS:** On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by David Templeton, seconded by Linda Gillenwater, all members voting aye, the Board approved the following to be employed as substitute teachers: Kim McReynolds, Bethany Reed, Heather Glover, and Sherri Miller.

**RESIGNATIONS:** On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Larry Horton, seconded by Linda Gillenwater, all members voting aye, the Board approved the resignation of Austin Gullett, non-stipend assistant football coach, TSHS, effective October 14, 2016.

On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson, and on a motion by Larry Horton, seconded by Gail McConnell, all members voting aye, the Board approved the resignation of Daniel Barnette, assistant football coach, TSHS, effective October 14, 2016.

**EMPLOYMENT:** On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by David Templeton, seconded by Linda Gillenwater, all members voting aye, the Board approved Morgan Quillen, assistant softball coach (split Supplement), GCHS, effective November 1, 2016.

On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson, and on a motion by Linda Gillenwater, seconded by Gail McConnell, all members voting aye, the Board approved the employment of Bill Dingus, non-stipend track coach, TSHS, effective November 3, 2016.

On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson, and on a motion by David Templeton, seconded by Larry Horton, all members voting aye, the Board approved the employment of Gerald Reed, non-stipend baseball coach, TSHS, effective November 3, 2016.

On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson, and on a motion by Gail McConnell, seconded by Linda Gillenwater, all members voting aye, the Board approved the employment of Don Honeycutt, non-stipend baseball coach, TSHS, effective November 3, 2016.

On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson, and on a motion by Linda Gillenwater, seconded by Gail McConnell, all members voting aye, the Board approved the employment of Kayla Templeton, non-stipend basketball cheerleader coach, TSHS, effective November 3, 2016.

voting aye, the Board approved the employment of Brent Herron, non-stipend boys' middle school basketball coach, GCMS, effective November 3, 2016.

On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson, and on a motion by David Templeton, seconded by Linda Gillenwater, all members voting aye, the Board approved the employment of Tommy Musick, non-stipend boys' 9<sup>th</sup> grade basketball coach, GCMS, effective November 3, 2016.

**RETIREMENT:** On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson, and on a motion by Larry Horton, seconded by Gail McConnell, all members voting aye, the Board approved the retirement of Carolyn Kern, cook, RCHS, effective January 1, 2017.

**LEAVE OF ABSENCE:** On the recommendation of Mr. Jason Smith, Assistant Superintendent, presented by Superintendent Ferguson and on a motion by Larry Horton, seconded by Gail McConnell, all members voting aye, the Board approved the leave of absence of Shauna Lawson, teacher, effective for the remainder of the 2016-17 school year.

**BOARD MEMBER COMMENTS:** Mr. Larry Horton commented that when we have volunteers seeking non-stipend coaching positions that it would be beneficial to the board to have them specify the grade/level they are interested in. Mrs. Linda Gillenwater wished Congratulations to Dungannon Intermediate School for their presentation at tonight's meeting and for receiving the Chromebooks and the progress they are making with the new technology in the classroom.

**ADJOURNMENT:** The Board adjourned the November 3, 2016 regular meeting at 8:25 p.m.

---

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

---

Beverly Stidham, Deputy Clerk

**REPORT ON HOLIDAY & PAYROLL SCHEDULE:**

**12 Month Employees Holidays:**

Christmas – Friday, December 23 & Monday, December 26

New Years – Friday, December 30 & Monday, January 2, 2017

**Winter Break**

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

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

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

PAYROLL FOR DECEMBER: Thursday, December 29, 2016

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

October 22, 2016	Policy Council Luncheon Meeting	<p>Training: 10:00 a.m. Head Start Office          Marcus McClung, Scott County Commonwealth Attorney          Business: Approve:</p> <ul style="list-style-type: none"> <li>• Seating of Newly Elected Parent Reps</li> <li>• Election and Seating of Community Reps</li> <li>• Election of Officers</li> </ul>
November 2-4, 2016	Health & Family Institute	Health, Mental Health & Beyond: The Family Connection Stanton, Va
November 17, 2016	Policy Council Meeting	<p>10:00 a.m. Head Start Office</p> <p>Training</p> <ul style="list-style-type: none"> <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             <ul style="list-style-type: none"> <li>○ Time-Line for Self-Assessment &amp; Program Planning</li> </ul> </li> </ul>
November 23 –25, 2016	Fall Break	

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



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

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

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

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

**SCOTT COUNTY PUBLIC SCHOOL HEAD START**  
Program Policies and Procedures

SUBJECT: **Standards of Conduct**

POLICY:

The grantee and delegate program ensures that all staff, consultants, and volunteers abide by the program's standards of conduct.

□ *This policy relates to [Head Start Performance Standards Part 1302.90\(c\)\(1\)\(i\)\(ii\)\(iii\)\(iv\)\(v\)/1302.12 \(i\)](#)*

PROCEDURE:

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

## SCOTT COUNTY PUBLIC SCHOOL HEAD START

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

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

*Approved by the Policy Council:*  
*Approved by the School Board:*

# SCOTT COUNTY PUBLIC SCHOOL HEAD START

## Breakdown for the month of October 2016

Head Start expense for the month of October \$108,568.82

Administrative cost: \$16,296.70

Nonfederal In-kind \$57,126.31