

SCOTT COUNTY VIRGINIA SCHOOLS

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

Board Meeting Agenda (Regular Meeting)

Date: December 5, 2017 (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 9, 2017, Regular Meeting Minutes
5. Approval of Claims
6. Recognition of Sports Achievements
7. Public Comment
8. Superintendent's Report
 - A. Report on Holiday and Payroll Schedule
 - B. Approval of Head Start Financial Breakdown for October 2017
 - C. Approval of Early Head Start Financial Breakdown for October 2017
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. Personnel
11. Board Member Comments
12. Adjournment

Next Meeting: Scott County School Board Office – 6:30 p.m., Tuesday, January 9, 2018

DRAFT
SCOTT COUNTY SCHOOL BOARD
MINUTES OF REGULAR MEETING-THURSDAY, NOVEMBER 9, 2017

The Scott County School Board met for a regular meeting on Thursday, November 9, 2017, at the Scott County School Board Office, with the following members present:

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

ABSENT:

OTHERS PRESENT: John I. Ferguson, Division Superintendent; Beverly Stidham, Deputy Clerk/Purchasing Agent; Will Sturgill, School Board Attorney; Nancy Godsey, citizen; Lisa Taylor, citizen; Elliott Smith, citizen; Rhonda Kilgore, VPE Representative; Kathy Wilcox, Head Start Director; April Carter, Head Start Financial Officer; Zeke Newton, citizen; Aaron Stokes, citizen; Tammy & Gary Tiller, citizens; Jennifer Stokes, 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. Templeton led in citing the *Pledge of Allegiance*.

APPROVAL OF AGENDA: Chairman Quillen stated that two items need to be added to the agenda under Presentations (6B) Approval of Early Head Start Expansion Grant (Remaining six months of 18 month budget) and (6C) Approval of Memorandum of Understanding between Boys & Girls Club of Greater Kingsport and Scott County Board of Education.

On a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved the agenda with the two additions.

APPROVAL OF OCTOBER 3, 2017 REGULAR SCHOOL BOARD MEETING MINUTES: On a motion by Mr. Horton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the minutes of the October 3, 2017 Regular Board Meeting.

APPROVAL OF OCTOBER 16, 2017 SPECIAL MEETING MINUTES: On a motion by Ms. Gillenwater, seconded by Mr. McConnell, all members voting aye, the Board approved the minutes of October 16, 2017 Special Meeting as presented.

APPROVAL OF OCTOBER 25, 2017 SPECIAL MEETING MINUTES: On a motion by Mr. Horton, seconded by Mr. Templeton, all members voting aye, the Board approved the minutes of October 25, 2017 Special Meeting as presented.

APPROVAL OF CLAIMS: Mr. Templeton asked about a claim for elementary instructional supplies to Zaner Bloser for \$41,354.63. Ms. Beverly Stidham, Purchasing Agent/Deputy Clerk of the Board explained that this was for a Reading Program "Super Kids" for students Kindergarten through Second grade.

On a motion by Mr. Sallee, seconded by Mr. Horton, 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 #0000000-0000000 & 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 #0000000-0000000 & 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 #00000-00000.

PRESENTATIONS: LISA BEILHARZ, BOYS & GIRLS CLUB: Ms. Lisa Beilharz, presented an update on the Boys & Girls Club in Scott County Schools by first saying that the program started on June 5, 2017 at Shoemaker Elementary and now is being administered at Weber City Elementary. Ms. Beilharz also explained that there are currently 172 members and the average daily attendance is around 70 and 3,200 meals and more than 500 snacks have been provided. Ms. Beilharz stated that the Boys & Girls Clubs provide targeted programs that are relevant to young people's lives today, i.e. STEM, Creativity, Literacy, College & Workforce Development, 21st Century Leadership & Character, Fitness, Health and Wellness.

APPROVAL OF EARLY HEAD START EXPANSION GRANT: Ms. Kathy Wilcox, Head Start Director, presented the Head Start Expansion Grant and explained that the remaining six month of the 18 month budget must be approved by the Board. The total funding is \$182,845 which will serve the current 24 children in the Early Head Start Program.

On a motion by Mr. McConnell, seconded by Mr. Sallee, all members voting aye, the Board approved the Early Head Start Expansion Grant remaining six months.

APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN THE SCOTT COUNTY SCHOOL BOARD AND THE BOYS & GIRLS CLUBS OF GREATER KINGSPORT: On a motion by Mr. McConnell, seconded by Mr. Horton, the Board approved the Memorandum of Understanding between the Scott County Board of Education and the Boys & Girls Club of Greater Kingsport. (Appendix)

PUBLIC COMMENT: Lisa Taylor, citizen, addressed the Board about the dress code for teachers also explained that she received a letter from school stating that she could not go to her child's classroom and her signature was required on the letter and sent back to the school. Ms. Taylor stated that she will not be signing the letter.

APPROVAL OF HEAD START FY2017 COMMUNITY ASSESSMENT UPDATE: On a motion by Mr. Templeton, seconded by Mr. McConnell, all members voting aye, the Board approved the Head Start FY2017 Community Assessment Update as presented:

SCOTT COUNTY PUBLIC SCHOOL HEAD START

FY2017 Community Assessment Update

According to the results of the community assessment survey, an overwhelming number of families have a concern about the lack of jobs that are available. Two major industry employers have sustained additional lay-offs, possibly impacting the number of families that are applying to enroll their child in the program.

According to parent surveys, affordable and available adult and child dental care is a great need in our community. This is still more of a concern for families in the outlying parts of the county. Three dentists practice in Scott County, yet only one accepts Medicaid patients. Our program has partnered with the dentist that accepts Medicaid. However, it was a struggle to ensure that all children from the outlying areas could visit the dentist in Gate City. In addition to partnering with the dentist, we are partnering with Smile Virginia. This is a mobile dental clinic that will visit each Head Start site. Families expressed lack of affordable dental insurance for adults.

According to the 2017 parent surveys, one of the biggest concerns for the community is the lack of affordable childcare. Some families have expressed concerns about the lack of child care for infants and toddlers, home base for infants and toddlers, and the need for after school care.

According to parent surveys, affordable and available adult and child dental care is a great need in our community. This is still more of a concern for families in the outlying parts of the county. Three dentists practice in Scott County, yet only one accepts Medicaid patients. Our program has partnered with the dentist that accepts Medicaid. However, it was a struggle to ensure that all children from the outlying areas could visit the dentist in Gate City. In addition to partnering with the dentist, we are partnering with Smile Virginia. This is a mobile dental clinic that will visit each Head Start site. Families expressed lack of affordable dental insurance for adults.

Beginning in the 2016-2017 school year, Virginia school divisions may only use the following four eligibility criteria for VPI slots:

- 1). Family income at or below 200 percent of poverty.*

2). *Homelessness*

3). *Student's parents or guardians are school dropouts*

4) *Family income is less than 350 percent of federal poverty guidelines in the case of students with special needs or disabilities.*

Further, the 2016 Appropriation Act enacted at the 2016 General Assembly Session included a budget language provision allowing "up to 15 percent of a division's [VPI] slots may be filled based on locally established criteria so as to meet the unique needs of at-risk children in the community." This provision is effective with fiscal year 2017 and allows school divisions and localities to fill up to 15 percent of the actual VPI slots used each year based on locally established at-risk criteria, in addition to the four criteria.

5) **Local criteria**

Parent did not complete high school Physical abuse and neglect, family abuse, substance abuse, Single family home, Foster care English Language Learners (ELL), Parent that is incarcerated, Military deployment .Student raised by relatives other than parents, and other than income or listed local criteria.

According to the Scott County School Systems data, the enrollment for the 2017-2018 school year is down by 30 students from the previous school year. In the 2016-2017 school year, ten Scott County Head Start families had moved out of the county since they enrolled or reenrolled with the program. In the 2017-2018 school year, the program has seen an increase in the number of families moving into Scott County.

APPROVAL OF HEAD START FINANCIAL REPORT FOR SEPTEMBER, 2017: On a motion by Mr. Horton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the Head Start Financial breakdown for September, 2017 as follows:

Total Expenses:	\$98,062.15
Total In-Kind	\$44,374.27

APPROVAL OF EARLY HEAD START FINANCIAL BREAKDOWN FOR SEPTEMBER, 2017: On a motion by Ms. Gillenwater, seconded by Mr. Templeton, all members voting aye, the Board approved the Early Head Start Financial Breakdown for September, 2017 as follows:

Total Expenses	\$33,841.24
Total In-Kind	\$ 1,038.24

APPROVAL OF CHROMEBOOK POLICY/HANDBOOK: Superintendent Ferguson presented the handbook and policy on Chromebooks for approval. Ms. Gillenwater asked what happened if parents cannot pay the \$25 Chromebook Repair Insurance. Superintendent Ferguson stated that parents can make increment payments. Mr. Horton asked if teachers have the ability to change what is on the Chromebook if they deem certain material is not appropriate and Superintendent Ferguson explained that teachers have the option to change material.

On a motion by Mr. Horton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the Chromebook Policy/Handbook as presented. (Appendix)

SUPERINTENDENT'S ANNUAL REPORT: Superintendent Ferguson shared the 2017 Annual Report and stated that this is the seventh edition since he has been Superintendent and stated that a copy of this report will be on the Scott County Schools website: www.scottschools.com. Superintendent Ferguson also thanked Ms. Tammy Quillen, Elementary Supervisor/Director of Testing, for her hard work on completing this report.

CLOSED MEETING: On a motion by Mr. Templeton, seconded by Mr. McConnell, the Scott County School Board entered into a closed meeting at 7:05 p.m. to discuss teachers, coaches, and Cafeteria Staff, as provided in Section 2.2 3711A (1) of the *Code of Virginia*, as amended and entered into closed meeting to discuss possible acquisition and/or disposition of real estate, as provided in Section 2.2-3711A (3) of the *Code of Virginia* as

amended and entered into closed meeting to consult with legal counsel pertaining to actual or probable litigation, as provided in Section 2.2-3711A (7) of the *Code of Virginia* as amended.

RETURN FROM CLOSED MEETING: All members returned from closed meeting at 9:40 p.m. On a motion by Mr. Templeton, seconded by Mr. Horton, the Board returned to regular session and Mr. Templeton cited the following certification of the closed meeting:

CERTIFICATION OF CLOSED MEETING

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

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

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

ROLL CALL VOTE

Ayes: Linda Gillenwater, Larry Horton, Gail McConnell, Bill Quillen, Steve Sallee, David Templeton

Nays: None ABSENT DURING VOTE: None ABSENT FROM MEETING: None

APPROVAL OF OVERNIGHT FIELD TRIPS: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Sallee, seconded by Mr. Templeton, all members voting aye, the Board approved the overnight field trip request from Gate City High School Senior Class to Atlanta, Georgia, April 6 – 8, 2018. (37 students, 2 sponsors, 4 chaperones).

SUBSTITUTE TEACHERS: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Sallee, seconded by Mr. Horton, all members voting aye, the Board approved the following to be employed as substitute teachers: Tina Williams, Emily Mays, Kellie Smith, Bobby Burke, Cameron Waldon and Kenneth Lane as substitute support staff.

RESIGNATIONS: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. Templeton, all members voting aye, the Board approved the resignation of Melissa Kerns, part-time school nutrition worker, effective September 30, 2017.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. McConnell, seconded by Mr. Gillenwater, all members voting aye, the Board approved the resignation of Jessee Carpenter, part-time custodian, effective October 5, 2017.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Ms. Gillenwater, seconded by Mr. Horton, all members voting aye, the Board approved the resignation of Chad Hood, head football coach at TSHS, effective

EMPLOYMENT: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Templeton, seconded by Mr. Sallee, all members voting aye, the Board approved Tanya McClellan, bus driver, effective October 4, 2017.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. McConnell, seconded by Ms. Gillenwater, all members voting aye, the Board approved the employment of Connie Lane, part-time school nutrition worker, effective October 9, 2017.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. McConnell, all members voting aye, the Board approved the employment of Charles Quillen, non-stipend football coach, TSHS, effective the 2017 season.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Matthew Elliott, full-stipend football coach, TSHS, effective the 2017 season.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Templeton, seconded by Ms. Gillenwater, all members voting aye, the Board approved the employment of Laura Pascual, part-time custodian, effective October 11, 2017.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. McConnell, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Jason Howell, non-stipend boys basketball coach, GCMS, effective November 6, 2017.

RETIREMENT: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Horton, seconded by Mr. Sallee, all members voting aye, the Board approved the retirement request of Ms. Brenda Byrd, teacher, effective October 16, 2017.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Ms. Gillenwater, seconded by Mr. Templeton, all members voting aye, the Board approved the retirement request of Mr. Rick Francis, teacher, effective January 1, 2018.

BOARD MEMBER COMMENTS: Ms. Gillenwater expressed best wishes to Ms. Byrd and Mr. Francis on their retirement.

ADJOURNMENT: The Board adjourned the November 9, 2017 regular meeting at 9:50 p.m.

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

K.C. Linkous, Clerk

REPORT ON HOLIDAY AND PAYROLL SCHEDULE:

12 Month Employees Holidays:

Christmas – Friday, December 22 & Monday, December 25

New Year's – Friday, December 29 & Monday, January 1, 2018

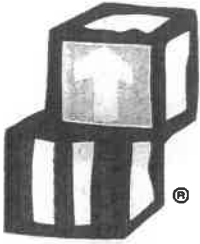
Payroll for December: Friday, December 29, 2017

Winter Break:

Thursday, December 21 – students dismissed at 1:00 p.m.

Friday, January 5, 2018 – Teacher Workday/Schools Closed

Monday, January 8, 2018 – Second Semester Begins (Students return to school)



SCOTT COUNTY PUBLIC SCHOOL HEAD START[®]

305 LEGION STREET
WEBER CITY, VIRGINIA 24290

PH.: 276-386-6051

FAX: 276-386-7281

Kathy Wilcox, Director

DATE: November 14, 2017
TO: Whom It May Concern
FROM: Mrs. Kathy Wilcox, Director
Scott County Public School Head Start
SUBJECT: October Head Start Financial Report

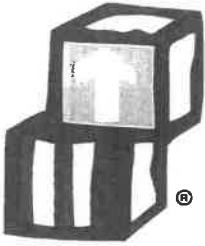
Enclosed is the October 2017 Financial Report/Summarization & Credit Card Expense Report for the Head Start program of Scott County Public School Head Start.

Total expenses for October were \$124,309.02. Total in-kind reported for October through volunteers/donations was \$56,651.45. Year-to-date administrative cost for the program is at 10.1%. Administrative cost must not exceed 15% of yearly grant budget. Please feel free to contact me should you have any questions or concerns.

Sincerely,

Mrs. Kathy Wilcox, Director

Scott County Public School Head Start



SCOTT COUNTY PUBLIC SCHOOL HEAD START®

305 LEGION STREET
WEBER CITY, VIRGINIA 24290

PH.: 276-386-6051

FAX: 276-386-7281

Kathy Wilcox, Director

DATE: November 14, 2017
TO: Whom It May Concern
FROM: Mrs. Kathy Wilcox, Director
Scott County Public School Head Start
SUBJECT: October Early Head Start Financial Report

Enclosed is the October 2017 Financial Report/Summarization & Credit Card Expense Report for the Early Head Start program of Scott County Public School Head Start.

Total expenses for October were \$48,907.98. Total in-kind reported for October through volunteers/donations was \$15,299.26. Year-to-date administrative cost for the program is at 2.0%. Administrative cost must not exceed 15% of yearly grant budget. Please feel free to contact me should you have any questions or concerns.

Sincerely,

Mrs. Kathy Wilcox, Director

Scott County Public School Head Start