SCOTT COUNTY VIRGINIA SCHOOLS

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

Board Meeting Agenda

(PUBLIC HEARING & REGULAR MEETING)

Date: February 6, 2018

Time: 6:15 p.m. Public Hearing & 6:30 p.m. Regular Meeting Location: Scott County Career & Technical Center Auditorium

387 Broadwater Avenue, Gate City, VA 24251



- 1. Call To Order 6:15 p.m.: Public Hearing on Proposed 2018-2019 School Budget & Adjournment
- 2. Call To Order 6:30 p.m.: Regular Meeting
- 3. Moment of Silence Followed by Pledge of Allegiance
- 4. Items to Add to Agenda/Approval of Agenda
- 5. Approval of Minutes of January 9, 2018 Regular Organizational Meeting of the Board
- 6. Approval of Claims
- 7. Recognition/Resolution of School Board Appreciation Month February 2018
- 8. Recognition/Resolution of School Board Clerks February 19-23 School Board Clerk Appreciation Week
- 10. Recognitions:
 - A. Kallie Berry, Gate City High School Essay Winner Western Region in the Dominion Energy & Library of Virginia's student writing contest.

 B. Ms. Donna Rowlett & Ms. Dawn Williams – Virginia Association of Science Teachers RISE Award

 - C. County Sports Achievements
- 11. Public Comment
- 12. Superintendent's Report
 - A. Approval/Discussion of Honors Biology
 - B. Approval/Discussion of Honors English 9
 - C. Approval of 2017-2018 Early Head Start School Readiness Goals & Action Plan
 - D. Approval of Head Start Revised Hiring Procedures
 - E. Approval of Head Start Cost Allocation Plan
 - F. Approval of Head Start "Draft" Policy & Procedures Manual
 - G. Approval of Head Start Preliminary Financial Breakdown for December, 2017
 - H. Approval of Early Head Start Financial Breakdown for December, 2017
- 13. Closed Meeting: Motion to Enter (Specify Items)/Motion to Return to Regular Meeting/Closed Meeting Certification
- 14. Items by Supervisor of Personnel and Student Services: Jason Smith
 - A. Approval of Overnight Field Trip Requests

 - C. Approval of Comprehensive Plan Committee Members
- 15. Board Member Comments
- 16. Adjournment

Next Meeting: Scott County School Board Office - March 6, 2018 Regular Meeting - 6:30 p.m.

ABSENT: None

SCOTT COUNTY SCHOOL BOARD MINUTES OF REGULAR MEETING, TUESDAY, JANUARY 9, 2018

The Scott County School Board met for a regular meeting on Tuesday, January 9, 2018, at the Scott County School Board Office in Gate City, Virginia, 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.

OTHERS PRESENT: John I. Ferguson, Superintendent; Jason Smith, Assistant Superintendent; K.C. Linkous, Clerk Of The Board/Human Resource Manager; Beverly Stidham, Deputy Clerk/Purchasing Agent; Will Sturgill, School Board Attorney; Robert Sallee, Maintenance Supervisor; Rhonda Kilgore, Teacher/Virginia Professional Educators Representative; Lisa Bevins, Teacher/VEA Representative and Amanda Clark, Heritage TV.

<u>CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE</u>: Board Member William 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*.

ELECTION OF BOARD CHAIRMAN: Superintendent Ferguson presided and asked for nominations for School Board Chairman. Ms. Gillenwater nominated Mr. Quillen, seconded by Mr. McConnell, all members voting aye.

ELECTION OF VICE CHAIRMAN: Chairman Quillen asked for nominations for Vice Chairman and Mr. Horton nominated Mr. Templeton, seconded by Mr. Sallee, all member voting aye.

ELECTION OF CLERK OF THE BOARD: On a motion by Mr. Horton, seconded by Mr. McConnell, all members voting aye, the Board approved Ms. K.C. Linkous as Clerk of the Board.

ELECTION OF DEPUTY CLERK OF THE BOARD: On a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved Ms. Beverly Stidham as Deputy Clerk of the Board.

APPROVAL OF AGENDA: Chairman Quillen stated that Item 8: Recognition of Mrs. Dawn Williams & Mrs. Donna Rowlett needs to be removed and added to the February meeting agenda. On a motion by Mr. Sallee, seconded by Mr. Horton, all members voting aye, the Board approved the amended agenda of the January 9, 2018 regular board meeting.

<u>APPROVAL OF DECEMBER 5, 2017 MEETING MINUTES:</u> On a motion by Mr. Horton, seconded by Mr. McConnell, all members voting aye, the Board approved the December 5, 2017, Regular Meeting Minutes as submitted.

<u>APPROVAL OF CLAIMS</u>: On a motion by Mr. Templeton, seconded by Ms. Gillenwater, 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 #0000000-000000 & 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 #0000000-000000 & 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.

APPROVAL OF BOARD MEETING DATES: On a motion by Mr. Templeton, seconded by Mr. Sallee, all members voting aye, the board approved the School Board meeting dates as follows:

SCOTT COUNTY SCHOOL BOARD PROPOSED MEETING DATES Location: Scott County School Board Office Time: 6:30 p.m.

FEBRUARY 6, 2018 (Tuesday) – 6:15 p.m. Public Hearing on the Proposed 2018-2019 School Budget
Scott County Career & Technical Center
6:30 p.m. Regular Board Meeting

MARCH 6, 2018 (Tuesday)

APRIL 10, 2018 (Tuesday)

MAY 1, 2018 (Tuesday)

JUNE 5, 2018 (Tuesday)

JUNE 26, 2018 (Tuesday) 2017-2018 Budget Close Out Meeting

JULY 10, 2018 (Tuesday)

AUGUST 7, 2018 (Tuesday)

SEPTEMBER 4, 2018 (Tuesday)

OCTOBER 2, 2018 (Tuesday)

NOVEMBER 8, 2018 (Thursday)

DECEMBER 4, 2018 (Tuesday)

JANUARY 8, 2019 (Tuesday)

APPROVAL OF BUDGET COMMITTEE FOR FISCAL YEAR 2018-2019: Superintendent Ferguson asked if Mr. Templeton and Mr. Sallee would continue to serve on the Budget Committee for Fiscal year 2018-2019. On a motion by Ms. Gillenwater, seconded by Mr. McConnell, all members voting aye, the Board approved Mr. Steve Sallee and Mr. David Templeton to serve on the Budget Committee for the fiscal year 2018-2019.

APPROVAL OF HEAD START FINANCIAL BREAKDOWN FOR NOVEMBER, 2017:

On a motion by Mr. McConnell, seconded by Mr. Templeton, all members voting aye, the Board approved the Head Start Financial Breakdown for November, 2017 as follows:

Expenses for November, 2017

\$128,755.09

Total In-Kind

\$ 44,511.14

APPROVAL OF EARLY HEAD START FINANCIAL BREAKDOWN FOR NOVEMBER.

2017: On a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved the Early Head Start Financial Breakdown for November, 2017 as follows:

Expenses for November, 2017

\$57,398.18

Total In-Kind

\$ 2,675.86

APPROVAL OF HEAD START COST ALLOCATION PLAN: On a motion by Ms. Gillenwater, seconded by Mr. McConnell, all members voting aye, the Board approved the Head Start Cost Allocation Plan. (Appendix)

APPROVAL OF HEAD START & EARLY HEAD START QUARTERLY REPORT FOR

FALL 2017: On a motion by Mr. Sallee, seconded by Mr. Horton, all members voting aye, the Board approved the Head Start and Early Head Start Fall 2017 Quarterly Report. (Appendix)

MAINTENANCE UPDATE: Mr. Robert Sallee, Maintenance Supervisor, presented an update on roofing projects at the county schools. Mr. Sallee stated that Rye Cove High School has been prioritized as the first school needing a new roof. Mr. Sallee explained that he is trying to obtain a loan for Rye Cove High roofing project and would like to go out to bid first for the new roof on the second floor classrooms and repairing the gym roof.

Mr. Sallee also stated that he is going out to bid for the Twin Springs water treatment sewer project.

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

RETURN FROM CLOSED MEETING: All members returned from closed meeting at 8:50 p.m. and on a motion by Mr. Templeton, seconded by Mr. McConnell, 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 DURING MEETING: None

APPROVAL OF SUBSTITUTE TEACHERS: On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Templeton, seconded by Mr. Horton, all members voting aye, the Board approved Matthew Spears, Linda Munsey, Hannah Balthis, Melissa Dillman and Matthew McClellan as substitute teachers.

RESIGNATIONS: 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 resignation request of Ms. Melissa Trinkle, cross country coach GCHS, effective December 6, 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 resignation request of Ms. Amanda Green, teacher, effective January 5, 2018.

EMPLOYMENT: Mr. Jason Smith, Assistant Superintendent wanted to present a list of coaches to be voted on and the board had a discussion as to present this list now or in the Spring.

Mr. Sallee made a motion to present the list of coaches tonight to be voted on individually, seconded by Mr. Templeton, motion passed 5-1:

Roll Call Vote: Ms. Gillenwater-Aye, Mr. Horton-Nay, Mr. McConnell-Aye, Mr. Quillen-Aye, Mr. Sallee-Aye, Mr. Templeton-Aye.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Sallee, seconded by Mr. McConnell, the Board voted 4-2 to approve the employment of Mr. Chris Akers as Head Football Coach at Gate City High School, effective the 2018 season.

On the recommendation of Mr. Jason Smith, Assistant Superintendent and on a motion by Mr. Sallee, seconded by Mr. McConnell, the Board voted 3-3 on Mr. Tim Burke as First Assistant Football Coach at Gate City High School and therefore this recommendation did not pass.

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 employment of Mr. Aaron Daugherty as Assistant Football Coach at Gate City High School, effective the 2018 season.

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 Mr. Fred Selfe as Assistant Football Coach at Gate City High School effective the 2018 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 Mr. Jamie Hackney as Assistant Football Coach at Gate City High School effective the 2018. Season.

BOARD MEMBER COMMENTS: Ms. Gillenwater wished Ms. Amanda Green the best in her new endeavor.

ADJOURNMENT: There being no further business, the Board adjourned at 9:05 p.m.

William "Bill" R. Quillen, Jr., Chairman	K.C. Linkous, Clerk

December 29, 2017

Mr. John Ferguson Gate City High School 178 Harry Fry Drive Gate City, VA 24251

Dear Mr. Ferguson:

Congratulations! Kallie Berry, a sophomore at Gate City High School, is the Western Regional winner in Dominion Energy and the Library of Virginia's student writing contest about leadership and outstanding African Americans.

On Wednesday, February 7, 2018, both the student and the school will be honored at Dominion Energy and the Library of Virginia's **Strong Men & Women in Virginia History** celebration at the Marriott Hotel, 500 E. Broad, Richmond, Va. We are enclosing an invitation in the hope that you may be able to join us for this special evening and recognition of the essay winners.

We are in communication with the school's principal about how the recognition will be handled that evening. I am enclosing a copy of Kallie's essay as well as a list of other winners, their schools, and the prizes that will be awarded that evening. Should you have questions, please call me at (804) 692-3722.

Sincerely,

Bregg D. Khall
Gregg Kimball

Director of Public Services and Outreach

Library of Virginia

Enclosures 2018 Essay Winners

2018 Strong Men & Women Honorees

Edited Essay Hotel Directions

Invitation

cc: Mrs. Suyapa Marquez Mr. John Ferguson

Strong Men & Women in Virginia History

Biology I Honors

Biology I Honors is designed for students in 10th grade. The course may be taken in either the fall or the spring semester. The regular Biology standards in scientific reasoning and investigation, chemical and biochemical processes, cellular processes, life functions, mechanisms of inheritance, principles of evolution, and ecological interactions and population dynamics will be met in this course. In addition, this course will be more challenging due to the reading pace, the depth of concept coverage, and the expected quality of student participation in oral, written, and laboratory performance-based activities. Since this class will also lay the foundations of college level critical thinking, scientific and technical interpretation and expression, and experimental design and investigation, the course will include advanced scientific investigations and scientific reporting as well as comprehension and critical evaluation of scientific literature. The expectation will be for high quality and quantity as students meet and exceed state standards. Students are required to take and pass the Standards of Learning End of Course exam to receive a verified credit for Biology.

English 9 Honors

Grade: 9

Prerequisite: English 8

Credit: One

English 9 Honors is designed for students in the 9th grade. The course may be taken in either the fall or spring semester. The regular English 9 standards in communication, reading, writing, and research will be met in this course. In addition, this course will be more challenging due to the reading pace, the depth of analysis, public speaking component, and the expected quality of writing. The literary sections will cover a large breadth in history and depth in culture in order to provide a provoking and long-lasting experience for the student. The faster reading pace means students will be required to read and analyze more works than the regular English 9 students. This course involves a consistent homework load. This class will also lay the foundations of college level written and oral expression and serve to deepen the students' investigation and critical evaluation of literature, history, theory, and rhetoric. During the completion of this course, the student will practice research skills while also gaining sound experience in writing from both the persuasive/argumentative and analytical modes, both of which are necessary for the college and business communities. The student will generate a rational approach to criticism and analysis of their own and other written work. The expectation will be for high quality and quantity as students meet and exceed state standards.

Scott County Public School Head Start Hiring Procedure

When hiring for a Head Start position, the subsequent procedure will be followed: The job opening will be advertised in the local media to ensure equal opportunity for all interested persons to file an application and to be considered for employment. The Director will set a date after which no application will be accepted.

The Administrative Assistant or Secretary will receive all applications for employment and keep them on file in the Head Start Office. The Regional Office must approve the Director and Fiscal Officer applicants recommended by Policy Council and School Board.

The Director will schedule a time for the Personnel Committee composed of a Scott County School Board representative, the Head Start Director, Policy Council members, (two parents and one community representative) and one appropriate staff member. All applications will be screened on the basis of hiring criteria developed in advance specifically for the job and as advertised. Those applicants whose credentials do not meet the hiring criteria will receive no further consideration.

All references listed on the employment application for full or part-time work are contacted by the Administrative Assistant/Fiscal Officer or Secretary. The reference response is written on the Reference Response Form and two written references must be listed. This form must be signed by the person recording the references.

The Administrative Assistant will schedule appointments for personal interviews with the Personnel Committee. The Personnel Committee will interview applicants and will select the candidate for employment whose interview and credentials show that they are best qualified to perform the functions of the job.

Pending satisfactory clearance for a Virginia State Police criminal record check (No Conviction Data/ No Sex Offender Registration Record) and Virginia Department of Social Services Central Registry Release (individual whose name was being searched is NOT identified in the Central Registry of Child Abuse/Neglect, the Personnel Committee will recommend a candidate to Policy Council for approval. Upon approval from the Policy Council, candidate applications and interview information will be given to the Superintendent of Schools for the School Board's approval.

If the Policy Council or the School Board declines to approve the candidate for employment, the Personnel Committee may recommend the first alternate for approval. If the Council or School Board refuses to approve the first alternate, the Personnel Committee may recommend the second alternate. If the Council or School Boards fail to approve the second alternate, then the position will be re-advertised.

Criminal Record Check/ Va. Social Services Central Registry Release of Information Requirements including the process to obtain the appropriate documentation.

Prior to being hired, all potential employees must pass a satisfactory clearance for a fingerprint criminal record check (No Conviction Data/ No Sex Offender Registration Record) through the Virginia State Police and FBI. Also, all employees must pass a satisfactory clearance to meet the Virginia Department of Social Services Child Day Centers requirements (individual whose name was being searched is NOT identified in the Central Registry of Child Abuse/Neglect. Va.

Scott County Public School Head Start is required by the Office of Head Start and/or Virginia Department of Social Services Licensing Division to complete the following:

1. Sworn Disclosure Statements

- 2. Criminal Record Check Request and Sex Offender Registry (Virginia State Police and FBI)
- 3. Central Registry Release of Information Va. Department of Social Services

Sworn Disclosure Statements are completed when employment applications are completed. After a potential employee has been chosen by the Personnel Committee, the candidate must complete a Virginia Department of Social Services Central Registry Release of Information form. The Release of Information form must be notarized by a Notary Public. The AAFO will submit the form to the Va. Department of Social Services.

Fingerprint based background check are required. The prints will be sent to Virginia

State Police and the FBI. Administrative Assistant/Fiscal Officer will give potential employees a

Fieldprint code and facility ID. Each potential employee must make an appointment online.

Fieldprint will not take walk in appointments. The potential employee must bring a confirmation

page and two forms of ID to the appointment. One ID must be a picture ID.

If the potential employee does not have a criminal record, the FBI and Virginia State Police will notify the Virginia Department of Social Services (VDSS) Office of Background Investigation that there is no record found. The VDSS Office of Background Investigation will email a determination letter to our Administrative Assistant/Fiscal Officer to let them know if the individual that submitted fingerprints is eligible or not eligible to work with children.

Monitoring Criminal Record Checks

Once a Criminal Record check is returned to the Central Office, the Director will review the potential employee's record and utilize the Criminal Check Record Monitoring form to complete the following:

• List Name of Potential Employee

- Date the CRC was requested
- Date Received by Va. State Police
- Date and Response by Va. State Police
 (No Conviction Data/ No Sex Offender Registration Record)
- Date Received by Head Start
- Date Reviewed by Head Start Director
- Hire Date

After the review, the Director will initial the criminal record check and place the record in the Administrative Assistant/Fiscal Officer's in box. The AAFO will enter the information into the ChildPlus tracking system. The AAFO will file the CRC in the employee's personnel file.

After the program receives a satisfactory clearance of a Virginia State Police and FBI criminal record check (includes fingerprinting), approval by Policy Council and School Board, the Director will notify the applicant to inform him/her of the start date for beginning work. The Director will notify the appropriate Head Start Supervisor of the date that the employee will begin work.

Monitoring for Va. Department of Social Services Central Registry Search of Child Abuse/Neglect.

Once a Social Services Central Registry Release of Information Form is returned to the Central Office, the Director will review the potential employee's record and utilize the Social Services Central Registry Release of Information monitoring form to complete the following:

- List Name of Potential Employee
- Date of Notary Signature
- Date Received by DSS

- Date of Completed Search and Results
- Date Received by Head Start
- Date Reviewed by Head Start Director
- Hire Date

After the review, the Director will initial the Central Registry Release of Information Form and place the record in the Administrative Assistant/Fiscal Officer's inbox. The AAFO will enter the information into the ChildPlus tracking system. The AAFO will file the Central Registry Release of Information Form in the employee's personnel file.

All Criminal Record Checks and Social Services Central Registry Release of
Information forms are kept in a locked file in the AAFO's office. Criminal Record Check and
Social Services Monitoring forms are kept in a locked file in the Director's office.

Monitoring and Follow Up

Monthly

The Director and AA/ FO will utilize Child Plus to monitor all Background checks. Report 1125 Employment Background Check will be used to review follow-up dates for all employees.

Report 1130 Personnel Agency – Specific Fields – is utilized to monitor the DSS Child Registry Search/ Sworn Disclosure. Reports will be reviewed at the end of each month. The Director and the AA/ FO will utilize these reports to ensure that all follow ups are completed in a timely manners. Criminal Record Checks must be completed every 3 years.

Quarterly

The Director and AA/FO will complete a report that indicates the number of background checks that have been completed in the Quarter. This will include staff that has been hired within that quarter. Also, it will include staff that needed follow-up.



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:

January 22, 2018

TO:

Whom It May Concern

FROM:

Mrs. Kathy Wilcox, Director

Scott County Public School Head Start

SUBJECT:

December Head Start Financial Report

Enclosed is the <u>PRELIMINARY</u> December 2017 Financial Report, Summarization & Credit Card Expense Report for the Head Start program of Scott County Public School Head Start.

Total expenses for December are \$128,343.12. Total in-kind reported for December is \$52,507.11. Year-to-date administrative cost for the program is at 12.4%. 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:

January 22, 2018

TO:

Whom It May Concern

FROM:

Mrs. Kathy Wilcox, Director

Scott County Public School Head Start

SUBJECT:

December Early Head Start Financial Report

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

Total expenses for December are \$31,180.02. Total in-kind reported for December is \$3,487.34. Year-to-date administrative cost for the program is at 2.6%. Administrative cost must not exceed 15% of yearly grant budget. Please feel free to contact me should you have any questions or concerns.

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33

Sincerely,

Mrs. Kathy Wilcox, Director

Scott County Public School Head Start