

**CULPEPER COUNTY SCHOOL BOARD**  
**Minutes**  
**November 10, 2014**

A meeting of the School Board of Culpeper County was held November 10, 2014 at the Board of Supervisors Meeting Room at 302 N. Main Street, Culpeper, VA 22701. Present were Robert Beard (East Fairfax District); Robert A. Houck (West Fairfax District); Elizabeth Hutchins (Stevensburg District); Anne Luckinbill (Salem District); Michelle North (Jefferson District); Elizabeth "Betsy" Smith (Cedar Mountain District); Superintendent Dr. Bobbi F. Johnson; Executive Director of Curriculum, Instruction and Technology Rob Hauman; Executive Director of Student Services Dr. Russell Houck; Executive Director of Special Education Angela Neely; Executive Director of Finance/Clerk Jeff Shomo; Executive Director of Human Resources Dr. Stacey Timmons and Deputy Clerk Pearl Jamison. Sean Askew (Catalpa District) was absent.

At 6:45 p.m., Mr. Houck called the meeting to order.

**On motion of Ms. Hutchins seconded by Ms. Smith, the Board went into closed session at 6:46 p.m. regarding:**

- [a] Discussion of Personnel Recommendations as permitted by the Code of Virginia 2.2-3711 (A) (1)
- [b] Discussion of Student Matters of Named Student(s) A & B (Religious Exemption) as permitted by the Code of Virginia 2.2-3711 (A) (2)

**Motion carried 6-0 by voice vote. (Mr. Askew was absent.)**

**On motion of Ms. Hutchins seconded by Ms. Luckinbill, the Board ended the closed session at 7:00 p.m. and certified that to the best of each member's knowledge, (i) only public business matters lawfully exempted by Virginia law were discussed in the closed meeting to which this certification applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered.**

YEAS: 6  
Robert Beard  
Robert Houck  
Elizabeth Hutchins

Anne Luckinbill  
Michelle North  
Betsy Smith

ABSENT: 1  
Sean Askew

Those present observed a moment of silence. Mr. Houck led the Pledge of Allegiance.

Mr. Houck asked if there were changes to the agenda.

**On motion of Ms. Luckinbill seconded by Mr. Beard, the School Board considered approving the agenda. Mr. Houck noted that Action Item A (Appointment of Nate Clancy to the Capital Planning Committee) would not become effective until Mr. Clancy has been officially sworn in. Motion carried 6-0 by voice vote. (Mr. Askew was absent.)**

### *Reports*

(a) Principal Report – Susan Campbell

Susan Campbell, Yowell Elementary School Principal, introduced David Brawn, music teacher at Yowell. Mr. Brawn shared a “Prezi” about how Yowell Elementary School provides authentic learning experiences through extra-curricular activities – literature club, music ensemble, running club, and art club.

Ms. Campbell thanked Ms. Hutchins and Mr. Houck for participating in the civics event last week at Yowell.

Members were invited to attend the Winter Concert at Yowell Elementary School on December 11<sup>th</sup> at 7 p.m.

### *Recognitions*

VSBA encourages board members, clerks, deputy clerks, and superintendents to attend workshops to become further educated in boardmanship skills and curriculum issues. They recognize five levels – Recognition, Achievement, Excellence, Honor, and Distinction. Dr. Johnson presented Mr. Beard and Ms. Smith with a certificate at the “Recognition Level”, Ms. North with a certificate and a bronze VSBA pin at the “Achievement Level”, Mr. Houck with a

certificate and a gold VSBA pin at the “Honor Level”, and Ms. Hutchins with a certificate and distinctive starfish pin at the “Distinction Level”. Dr. Johnson also received a certificate and gold VSBA pin at the “Honor Level”.

### ***Delegations***

Mr. Houck said persons may present ideas or concerns regarding Culpeper County Public Schools. He said there would be no action taken by the Board at this meeting and that such items would be referred to the appropriate administrators for future information and research. He said the personalities and behavior of employees are not to be presented during this period but are to be reported to the employee’s immediate supervisor. Mr. Houck noted there would be a three minute limit for speakers.

There were no delegations.

### ***Consent Agenda***

Mr. Houck reviewed the items on the consent agenda for approval. Mr. Beard noted the Finance Committee met and reviewed the bills and recommended they be approved.

**On motion of Mr. Beard seconded by Ms. Hutchins, the School Board considered approving the consent agenda.**

- (a) Approval of Minutes – October 13 & 27, 2014
- (b) Payroll and Payment of Bills
- (c) Personnel Recommendations

**Motion carried 6-0 by voice vote. (Mr. Askew was absent.)**

### ***The board considered the following action items:***

- (a) Appointment of Nate Clancy to the Capital Planning Committee (November 2014 through January 2015 CCSB Reorganizational Meeting)  
**On motion of Ms. Hutchins seconded by Mr. Beard, the School Board appointed Nate Clancy to the Capital Planning Committee through the January 2015 Reorganizational Meeting. Motion carried 6-0 by voice vote. (Mr. Askew was absent.)**
- (b) First Reading of Budget Schedule for FY’ 16

**On motion of Ms. Luckinbill seconded by Ms. Smith, the School Board considered approving the FY'16 Budget Schedule on first reading with second reading on December 8, 2014.**

Ms. Hutchins expressed concern with having the Talk about Budget (TAB) meeting and the January reorganizational meeting at the same time. She suggested moving the TAB meeting to January 20, 2015.

Mr. Beard said he would like to move the meeting and include a discussion about future building projects.

**Ms. Hutchins moved to amend the motion to move the TAB time to January 20, 2015. Seconded by Mr. Beard.**

Ms. North said she preferred to have the meeting on a regular board meeting night since there is typically not an outpouring of constituents.

**Amendment carried 5-1 by voice vote. (Ms. North voted in opposition and Mr. Askew was absent.)**

**FY'16 Budget Schedule was approved on first reading as amended. Motion carried 6-0 by voice vote. (Mr. Askew was absent.)**

(c) Approval of Future Building Projects

Dr. Johnson noted that it will cost approximately \$750,000 (25 acres @ \$30,000 per acre) to acquire land to accommodate a combined elementary/middle school campus.

Mr. Houck said the Board needs to make a decision on this prior to approving the five year plan.

Ms. North said she had asked if the building could be staged and if there would be any cost ramifications. Mr. Spencer said the project could be staged; however, you can't figure cost ramifications until you work out the plan on how it will be staged. He noted that the cost estimates are based on 2014 dollars and will need to be adjusted each year.

Mr. Beard asked when the five year plan is due to the Board of Supervisors. Dr. Johnson said before their December meeting.

Mr. Beard said as he recalled the consensus was to make the recommendation for a combined elementary/middle school campus. He noted that the Board is implicitly approving the combined campus by approving the CIP five year plan. Dr. Johnson said that is correct.

**On motion of Ms. Hutchins seconded by Mr. Beard, the School Board considered moving forward with the recommendation of building a combined elementary/middle school campus.**

Ms. North said it is challenging to look at numbers as large as these and recognizing what has to happen for us to get the funds. She said based on her understanding and research, a combined school will offer the most bang for our bucks. She said the division will continue to experience growth and hopefully we will have the space we need for our students. She said this option will offer the most seats for the least amount.

Mr. Houck said he supports the project but noted that student numbers are down and that is an anomaly.

Ms. Smith stated we already have space issues at several of the elementary schools.

**Motion carried 6-0 by voice vote. (Mr. Askew was absent.)**

(d) Approval of Capital Improvement Five Year Plan

**On motion of Mr. Beard seconded by Ms. Hutchins, the School Board approved the Capital Improvement Five Year Plan as submitted. Motion carried 6-0 by voice vote. (Mr. Askew was absent.)**

(e) Approval of Educational Specialist Evaluation Instrument

**On motion of Ms. Luckinbill seconded by Ms. Smith, the School Board approved the Educational Specialist Evaluation Instrument. Motion carried 6-0 by voice vote. (Mr. Askew was absent.)**

(f) Disposition of Named Student(s) A – Religious Exemption

**On motion of Ms. Hutchins seconded by Ms. Luckinbill, the School Board approved the Religious Exemption for Named Student(s) A. Motion carried 5-1 by voice vote. (Ms. North abstained and Mr. Askew was absent.)**

- (g) Disposition of Named Student(s) B – Religious Exemption  
**On motion of Ms. Luckinbill seconded by Ms. Smith, the School Board approved the Religious Exemption for Named Student(s) B. Motion carried 5-1 by voice vote. (Ms. North abstained and Mr. Askew was absent.)**

***The Board heard the following reports:***

(a) Construction Report

*CCHS Renovation* – Mr. Spencer said the epoxy floors and lockers are currently being installed in the locker rooms and the area should be ready for students on Monday. He noted the new rigging in the stage area has also been installed. The contractor is working on the elevator tower and it should be under roof before too long.

Mr. Houck asked when the project will be complete. Mr. Spencer said there is a construction meeting next week and he should receive an update on the schedule. He said he believes all areas will be turned back over to us by Christmas Break.

*Security Grant* - Mr. Spencer said he is in the process of designing the last four security vestibules.

(b) Finance Report

Mr. Shomo said the budget was built on an ADM of 8,055 and the October 31<sup>st</sup> count reflected an ADM of 7,905 students. He said if the membership holds steady we may have a shortfall of \$600,000. He noted that last September the ADM was 7,932. He reminded members that there are 61 special education students that are outplaced; therefore, we don't receive the full state funding for them. He shared with the Board possible ways to cover the shortfall – diesel fuel, utility savings, health insurance savings, workers comp dividend, and holding back school allocations.

Mr. Shomo noted that we do not have control of the utilities at CCHS yet. He said once the building is under our control perhaps we can lower the utility bills.

Mr. Shomo shared the ledger sheets for the CCHS Renovation. He said to date we have paid \$16,085,668.27 on the renovation.

Mr. Houck said, at this point, it appears we may have excess funds from the CCHS renovation. He noted that the excess funds can only be used at CCHS.

### ***Board Member Reports***

Mr. Beard reminded members that tomorrow is Veteran's Day.

Ms. Hutchins said at the Yowell presentation the other night she was able to talk with some parents. She noted that one family told her that Yowell is the best school their child has ever attended because they made them feel so welcome.

Ms. Smith said she is often impressed with the dedication of staff. She thanked the staff for the time and effort that went into compiling the data for the School Board retreat.

Mr. Houck said the retreat is a very intense time for staff and the Board. He noted that members of the Board had lunch with Delegate Scott, Senator Reeves, and Delegate Webert a few weeks ago and talked with them about upcoming legislative issues.

### ***Information Items***

- Summary of CCSB Committee Reports
- Membership – October 31, 2014

### ***Future Meeting Dates***

- November 11, 2014 – CCSB Administration Committee Meeting, 1 p.m. at the School Board Office, 450 Radio Lane
- November 12, 2014 - CCSB Capital Planning Committee Meeting, 8:30 a.m. at the School Board Office, 450 Radio Lane
- November 19-21, 2014 – VSBA Annual Convention in Williamsburg, VA
- December 8, 2014 – CCSB Finance Committee Meeting, 5:45 p.m. at the County Admin. Office, 302 N. Main Street
- December 8, 2014 – CCSB Regular Board Meeting, 7 p.m. at the County Admin. Office, 302 N. Main Street (Closed Session at 6:45 p.m.)

**On motion of Mr. Beard seconded by Ms. Smith, the School Board voted to adjourn at 8:02 p.m. Motion carried 6-0 by voice vote. (Mr. Askew was absent.)**

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JEFFREY R. SHOMO, CLERK

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ROBERT A. HOUCK, CHAIR