

CULPEPER COUNTY SCHOOL BOARD
Minutes
January 13, 2014

A meeting of the School Board of Culpeper County was held January 13, 2014 at the Board of Supervisors Meeting Room at 302 N. Main Street, Culpeper, VA. Present were Robert Beard (East Fairfax District); Robert A. Houck (West Fairfax District); Elizabeth Hutchins (Stevensburg District); Anne C. Luckinbill (Salem District); Michelle North (Jefferson District); Elizabeth "Betsy" Smith (Cedar Mountain District); Superintendent Dr. Bobbi Johnson, Executive Director of Curriculum, Instruction and Technology Rob Hauman, Executive Director of Finance/Clerk Jeff Shomo, Executive Director of Special Education Angela Neely, Executive Director of Human Resources Dr. Stacey Timmons, Director of Facilities, Planning and Construction Hunter Spencer, and Deputy Clerk Pearl Jamison. Russell E. Jenkins (Catalpa District) was absent.

At 6:45 p.m., Mr. Houck called the meeting to order. He welcomed the new board members – Betsy Smith and Michelle North. He noted that Mr. Jenkins was absent due to illness.

On motion of Ms. Hutchins seconded by Ms. Luckinbill, the Board went into closed session at 6:45 p.m. regarding:

- [a] Discussion of Personnel Recommendations as permitted by the Code of Virginia 2.2-3711 (A) (1)

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

On motion of Ms. Hutchins seconded by Ms. Luckinbill, the Board ended the closed session at 7 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
George Dasher
Robert Houck
Elizabeth Hutchins
Anne Luckinbill

Michelle North
Betsy Smith

ABSENT: 1
Russell Jenkins

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

Organization of the School Board

Dr. Johnson entertained nominations for chair.

Ms. Hutchins nominated Robert Houck for chair. No other nominations were made for chair.
Mr. Houck was elected chair by voice vote 6-0. Mr. Jenkins was absent.

Mr. Houck entertained nominations for vice-chair.

Ms. Smith nominated Elizabeth Hutchins for vice-chair. No other nominations were made for vice-chair. **Ms. Hutchins was elected vice-chair by voice vote 6-0. Mr. Jenkins was absent.**

Adoption of Agenda

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

On motion of Ms. Luckinbill seconded by Mr. Beard, the School Board approved the agenda. Motion carried 6-0 by voice vote. (Mr. Jenkins was absent.)

Presentations/Recognitions

- Floyd T. Binns' students performed several excerpts from their production of "Once on This Island Jr"
- Lauren Thomas was recognized for earning the Distinguished Budget Presentation Award for the FY' 14 Budget from the Government Finance Officers Association
- Farmington Elementary School was recognized for receiving the 2014 Title I Distinguished School Award
- Dr. Johnson presented each Board member with a certificate from VSBA recognizing February as School Board Appreciation Month.

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(a) Principal Report

Principal Margery Southard shared a video created by the students highlighting the following programs at Culpeper Middle School:

- CMS Band and Chorus
- Teen Read Week
- FFA

Ms. Southard thanked Heather O'Brien, Adam Hughes, Rebecca Roach, Stephanie Emmel, and Annette Nicolay for participating in the video.

(b) Principal Report

Principal Gail Brewer thanked the School Board for the new quad-modular classrooms at Farmington. She said they are delighted to have the space.

Ms. Brewer noted that when Dr. Johnson started in Culpeper, schools were asked to focus on 21st Century Skills.

Anne Richardson and Jeanine Judd shared a PowerPoint focusing on "Table Talk"; a program developed to help students with their conversation skills. Ms. Richardson and Ms. Judd further described "Table Talk".

Crystal Silk-Hitt, Rebecca Paxton, and Gwen Norton shared a new strategy that is being used throughout the county on how to utilize more rigorous instructional strategies to improve students' comprehension skills. They said they are using Jan Richardson's Next Step in Guided Reading as the coaching tool along with a handy resource flipbook based on Richardson's book.

(c) Superintendent/Student Advisory Group Report

Jordan Howard, EVHS sophomore, described the composition of the SSAG group. She said their discussions have evolved around the following topics: athletic budget, career opportunities after graduation, and CCHS renovations.

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 - December 9, 2013
- (b) Payroll and Payment of Bills
- (c) Personnel Recommendations
- (d) Second Reading of Policies/Regulations VSBA Policy Updates
CMA School Division Annual Report Card
GBL Personnel Records
GBM Professional Staff Grievances
GCA Local Licenses for Teachers
GCBE Family Medical Leave
IKFA Locally Awarded Verified Credits
JO Student Records
New Policy/Regulation
GCBC R-3 Employee Insurance Payments upon Retirement/Resignation
CLB Culpeper County Public Schools Anti-Violence Policy
- (e) Second Reading of the Superintendent Evaluation Instrument
- (f) Adoption of the 2014 CCSB Meeting Calendar and Committee Meeting Schedule
(Mr. Houck noted that work sessions are held if needed in January – October.)

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

The board considered the following action items:

- (a) Recommended Appointments
On motion of Ms. Luckinbill seconded by Ms. Hutchins, the School Board appointed Jeffrey R. Shomo, Clerk and Pearl V. Jamison, Deputy Clerk. Motion carried 6-0 by voice vote. (Mr. Jenkins was absent.)

- (b) Consideration of School Board Committees/Appointments
On motion of Ms. Hutchins seconded by Ms. Luckinbill, the School Board approved the committees/appointments as recommended. Motion carried 6-0 by voice vote. (Mr. Jenkins was absent.)
- (c) Approval of Signature and Board Meeting Designee in Absence of the Superintendent – Jeffrey R. Shomo, R. Russell Houck, and Robert T. Hauman, III
On motion of Ms. Hutchins seconded by Mr. Beard, the School Board approved Jeffrey R. Shomo, R. Russell Houck, and Robert T. Hauman, III as designees in the absence of the superintendent. Motion carried 6-0 by voice vote. (Mr. Jenkins was absent.)
- (d) Approval of School Board Bylaws
On motion of Ms. Luckinbill seconded by Mr. Beard, the School Board approved the School Board Bylaws. Motion carried 6-0 by voice vote. (Mr. Jenkins was absent.)
- (e) Consideration of School Board Signing the VSBA Code of Conduct
On motion of Ms. Smith seconded by Ms. Hutchins, the School Board agreed to sign the VSBA Code on Conduct. Motion carried 6-0 by voice vote. (Mr. Jenkins was absent.)
- (f) Resolution Recognizing February as Virginia School Board Appreciation Month
Dr. Johnson read the resolution recognizing February as Virginia School Board Appreciation Month.

On motion of Ms. North seconded by Mr. Beard, the School Board approved the resolution recognizing February as Virginia School Board Appreciation Month. Motion carried 6-0 by voice vote. (Mr. Jenkins was absent.)
- (g) Consider Supporting Cost to Compete Funding
On motion of Ms. Hutchins seconded by Ms. Smith, the School Board approved supporting the Cost to Compete Funding.

Dr. Johnson said over winter break she was asked if the Board supported Cost to Compete Funding. She said local governments and School Boards are trying to make sure the General Assembly understands that we need this funding kept in the budget.

Ms. Hutchins said Senator Houck worked very hard to get this in the budget for Culpeper and surrounding counties because we compete with northern Virginia counties for teachers and other public servants. She said she hopes the delegates and senators will support it.

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

(h) New Course Offerings/Course Changes for 2014/2015

On motion of Mr. Beard seconded by Ms. Hutchins, the School Board approved the new course offerings/course changes for 2014/2015.

Mr. Hauman said the change in physics is a change in practice. He said they just received information that the second course would not meet the requirements and the third course is a program rather than a course required by HB1184.

Dr. Johnson said this will be an exciting opportunity for students to earn an Associates' Degree as they graduate from high school. She said we have to be very clear in articulating what the college will accept (each school is different). There is no guarantee the student will enter college as a junior upon completing the program.

Mr. Hauman said the students will be taking classes at the Daniel Center.

Ms. Hutchins asked if these classes are still dual enrolled. Mr. Hauman said yes.

Ms. Hutchins asked if the school division will provide transportation. Mr. Hauman said yes.

Ms. Hutchins asked if students can drive to the Daniel Center. Mr. Hauman said yes.

Ms. Hutchins asked how the Code of Conduct will be enforced by Germanna. Mr. Hauman said we have designated one point of contact at each school to deal with any issues.

Ms. Hutchins asked if the students will be assigned a counselor at Germanna to deal with course issues. Mr. Hauman said they will have someone on campus to help with counseling and the issues should be minimal.

Mr. Hauman said there will be student information sessions later in the month about the offerings.

Mr. Houck asked what if more than 25 apply. He said the program will start with 25 and we hope it will grow which will make it more competitive.

Ms. Hutchins asked if the classes would include non-Culpeper high school students. Dr. Johnson said the division will be offered the spaces first and if the class is not full there may be non-Culpeper students in the class.

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

- (i) Consider Recommendation to Alter the School Calendar for January 2014
Dr. Johnson said this request is to simply make this Thursday and Friday full school days. She said this does not gain makeup days but gives us time to get the semester closed out.

On motion of Mr. Beard seconded by Ms. Smith, the School Board approved the superintendent's recommendation to alter the school calendar for January 2014.

Ms. Luckinbill asked if the SOL schedule will remain the same. Mr. Glick said Floyd T. Binns will test Thursday and Culpeper Middle School will test Thursday and Friday.

Mr. Hauman said the teachers are excited to have more time for instruction.

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

The Board heard the following reports:

- (a) Construction Updates
CCHS Renovation – Mr. Spencer said the abatement crew has completed the next section of hazardous materials. The third hall classrooms are now occupied and the 5th hall will be closed to students until it is completed.

Mr. Spencer noted the weather has affected the work on the roof, elevator, and studio. He noted that it is very challenging to schedule everything that needs to be done to suit staff and students.

Security Grant and Secure Vestibules – Mr. Spencer said we have received the bids for the security grant work and vestibules at five schools (Pearl Sample, Culpeper Middle, Farmington, Sycamore Park, and A. G. Richardson). Mr. Spencer noted that Crenshaw Construction was awarded four projects and Taft construction was awarded one project.

He noted that Vector Security will install the additional security cameras and access control systems and CTSI is the contractor installing the PA systems.

Mr. Houck asked if we are in good shape relative to the grant timeframe. Mr. Spencer said yes.

Ms. Hutchins asked if the hospital has completed the parking lot next to Farmington because they have planted trees and the area has been paved; however, she thought it was going to be a gated parking area. Mr. Spencer said he will check on that.

(b) Finance Report

Mr. Shomo noted that on December 31st the ADM was 7,929 and the budget was built on an ADM of 7,800 which equates to 129 more students and approximately \$516,000 in additional revenue from the state.

Mr. Shomo shared with members the diesel usage as of November 8, 2013. He said he does not anticipate needing additional money in the budget for fuel for FY'15. He said we budgeted \$3.81 per gallon and the last load cost \$3.05 per gallon.

Mr. Shomo distributed copies of the final audit report for FY'13 to the Board. He said the actual fund balance was \$1,108,095 and he had anticipated \$1,036,328 for a difference of \$71,767. He briefly reviewed the audit report.

Mr. Shomo said the bid for replacing the Culpeper High School kitchen equipment was favorable. He noted that a vendor out of Richmond will be supplying the equipment.

Mr. Shomo shared a breakdown of expenditures for the Culpeper County High School renovation.

Mr. Shomo thanked Mr. Dietz and his staff for all their hard work over the holidays in getting stuff done.

Dr. Johnson also noted that maintenance and technology did a lot of work over the holidays to make sure things were ready to roll when the students returned from winter break.

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Mr. Beard thanked Dr. Johnson and the transportation department for keeping our students safe. He said he really appreciated the FTB presentation earlier in the evening. He noted that we have to educate our children and community to deal with arbitrary benchmarks.

Ms. North thanked everyone on the Board and staff for their effort to bring her up to speed. She said she looks forward to visiting the schools and meeting the administrative staff. She thanked everyone for the warm welcome so far.

Ms. Hutchins thanked the Board for their support in electing her as vice-chair. She said they are more mandates coming and the Board needs to hear from the constituents concerning the next budget.

Ms. Smith thanked the staff and School Board for the way she was received and welcomed immediately. She noted that she was invited to a retreat right away and it was very helpful.

Mr. Houck thanked the staff and Ms. Hutchins for helping to educate our new board members and taking the time to share with them the things they do. He also thanked the FTB group and principals for the work that they continue to do to make the students great and showcase the work students and staff are doing. He asked citizens to watch the budget process and provide input on the process. He noted that several board members are attending the VSBA Capital Conference in Richmond and they will be meeting with legislators. He said the legislators like to hear from the community about the educational needs.

Dr. Johnson congratulated Mr. Houck and Ms. Hutchins and welcomed the two new board members. Dr. Johnson said we have a lot of great things happening in the schools.

Information Items

Ms. Hutchins noted that the Mountain Vista Governing Board will be meeting in Middletown in January instead of Front Royal.

- * December 20, 2013 Membership
- * Summary of CCSB Committee Reports

Future Meeting Dates

January 21, 2014 - CCSB Closed Session, 6 p.m. immediately followed by CCSB Business/Work Session at the School Board Office, 450 Radio Lane (Superintendent's FY'15 Budget Presentation)

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January 29, 2014- CCSB Capital Planning Committee Meeting, 8:30 a.m. at the School Board Office, 450 Radio Lane

January 30, 2014 - CCSB Administration Committee Meeting, 1 p.m. at the School Board Office, 450 Radio Lane

February 10, 2014 - CCSB Finance Committee Meeting, 5:30 p.m. at the County Administration Office, 302 N. Main Street

February 10, 2014 - CCSB Regular Board Meeting, 7 p.m. at the County Administration Office, 302 N. Main Street (6:45 p.m. Closed Session) -Includes Public Hearing on the Budget

On motion of Ms. Hutchins seconded by Mr. Beard, the School Board voted to adjourn at 8:35 p.m. Motion carried 6-0 by voice vote. (Mr. Jenkins was absent.)

JEFFREY R. SHOMO, CLERK

ROBERT A. HOUCK, CHAIR