

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

A meeting of the School Board of Culpeper County was held February 10, 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); Russell E. Jenkins (Catalpa District); Anne C. Luckinbill (Salem District); Michelle North (Jefferson District); Elizabeth “Betsy” Smith (Cedar Mountain District); Superintendent Dr. Bobbi Johnson, Executive Director of Student Services Dr. Russell Houck, 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.

At 7 p.m., Mr. Houck called the meeting to order.

A closed session was not deemed necessary.

Those present observed a moment of silence. Ms. Luckinbill led the Pledge of Allegiance.

***Adoption of Agenda***

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

**On motion of Mr. Beard seconded by Ms. Hutchins, the School Board approved the agenda. Motion carried 7-0 by voice vote.**

***Presentations/Recognitions***

Dr. Johnson and Mr. Houck presented the following Zealous Appreciation for Positive Performance Awards:

- For selection by audition to the 2014 National American Choral Director’s Association’s High School Women’s Honor Choir – Morgan Anderson
- For selection by audition to the 2014 National American Choral Director’s Association’s Junior High School Women’s Honor Choir – Amelia Elias

### ***Reports***

(a) Principal Report

Principal Sherri Harkness introduced the Floyd T. Binns' Positive Behavior Interventions and Supports "PBIS" team (Alicia Marsh, Doray Walker, Derek McWilliams, Sasha Clark, and Donovan O'Brien).

Ms. Harkness distributed Peace Praise Notes to the Board members in recognition of School Board Appreciation Month.

The PBIS Team shared a PowerPoint presentation with Board members showcasing the PBIS program, Check-In Check-Out program, and Peace Mediation program.

(b) Superintendent/Student Advisory Group (SSAG) Report

Katelyn Gorby, CCHS junior, stated that this is her first year on SSAG. She said at the meeting last month the students toured renovations at CCHS and discussed the new air-conditioning system. She said the skylights in the library are wonderful.

### ***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.

### ***Superintendent Budget Remarks***

Dr. Johnson shared a brief summary of the superintendent's proposed budget which was presented to the School Board on January 29, 2014. The proposed budget reflects an increase of \$6.5M.

### ***Convene Public Hearing on FY'15 Budget***

Joyce Tyree, President of CCEA (Cedar Mountain District) – On behalf of CCEA, Ms. Tyree thanked Dr. Johnson for her proposed budget and encouraged members of the Board to support the proposal. She said it has been years since staff has seen a true increase in salaries. She also expressed concern with increasing class-size.

Richard Goff (Cedar Mountain District) – Mr. Goff thanked Dr. Johnson and the staff for all the work that went into developing the proposed budget. He said the superintendent's proposed budget sounds reasonable; however, the Board of Supervisors is not planning on increasing taxes. He also referenced the Culpeper Times story regarding increased student enrollment and a back-log on the teacher salary scale. He noted that recently he spoke with a gentleman from Fauquier County who is upset because they are losing teachers to counties north of them. He encouraged CCPS to have a job fair.

Kim Williams (Salem District) – Mr. Williams thanked the Board for the opportunity to speak. He said according to his contacts in Richmond, we may receive more state funding. He expressed concern with teacher compensation. He noted that if we don't clear the log-jam at the bottom of the scale we will lose a lot of new teachers because of salaries. He also said he is very happy to see the recommendation for in-door track in the proposed budget.

Mark Dennis (Salem District) – Mr. Dennis is the head track and field coach at Culpeper County High School. He said indoor-track is needed in the school and parents and students want the program. He said he felt the athletic fee would offset the expenditures. He distributed a handout detailing the success of the program.

Mr. Houck thanked each speaker for addressing the Board during the public hearing.

### ***Close Public Hearing on FY'15 Budget***

### ***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. Luckinbill, the School Board considered approving the consent agenda. Dr. Johnson read the resolutions noted in the consent agenda below.**

- (a) Approval of Minutes – January 13, 2014 TAB Meeting & January 13 & 29, 2014 Regular Meeting
- (b) Payroll and Payment of Bills
- (c) Personnel Recommendations
- (d) Resolution Recognizing February as Career and Technical Education Month
- (e) Resolution Recognizing February 3-7 as National School Counseling Week

**Motion carried 7-0 by voice vote.**

*The board considered the following action items:*

(a) First Reading – Policies & Regulations

**On motion of Ms. Hutchins seconded by Ms. Smith, the School Board approved the policies/regulations on first reading with second reading on March 10, 2014.**

- JHCH School Meals and Snacks
- JHH R1 Student Suicide Protocols
- JHH E1 Suicide Threat Assessment Documentation
- JHH E2 Suicide Safety Plan
- JHH E3 Suicide Risk Assessment Sheet

**Motion carried 7-0 by voice vote.**

(b) Approval of Rt. 229 VDOT Easement

**On motion of Mr. Beard seconded by Ms. North, the School Board approved the Rt. 229 VDOT Easement as presented.**

Ms. Hutchins noted this was discussed at the Capital Planning meeting last week and the document has been reviewed by counsel.

**Motion carried 7-0 by voice vote.**

*Mr. Beard left the meeting at 7:48 p.m.*

*The Board heard the following reports:*

(a) Construction Updates

*Security Grant and Secure Vestibules* – Mr. Spencer said the Culpeper Middle School vestibule will be installed on February 21<sup>st</sup> and the remaining four vestibules will be delivered the week after that. He noted that it will take approximately 1-2 days to install each vestibule and the contractor will try to schedule some evening work to alleviate the disruption.

Mr. Spencer noted that the majority of the security cameras have been installed and the access control systems will not be active until the vestibules are installed.

*CCHS Renovation* – Mr. Spencer said the contractor poured the footings for the studio today and hope to pour concrete walls for the elevator and stair addition, at the rear of the building, tomorrow.

He said the contractor has developed an aggressive schedule and they hope to be complete with the entire project by the end of November 2014.

Mr. Houck asked what the original completion date for the project was. Mr. Spencer said December 2014 – February 2015.

(b) Finance Report

Mr. Shomo noted that on January 31, 2014 the ADM was 7,905 and the budget was built on an ADM of 7,800 which equates to 105 more students and approximately \$420,000 in additional revenue from the state.

Mr. Shomo stated the accounts payable approved this evening totaled \$319,978.

Mr. Shomo noted diesel prices are holding steady. He said we budgeted \$3.81 per gallon and the last load cost \$3.05 per gallon.

Mr. Shomo shared a breakdown of the health insurance costs for the employer/employee premium as well as a breakdown of employee health insurance plans (Health Savings Account vs. HMO).

Mr. Shomo suggested that the money received from the VDOT land easement along Rt. 229, in the amount of \$35,399, be deposited to the Capital Account.

Mr. Shomo shared with the Board a breakdown of meals per labor hour for Food Service. He said the program has run in the black for many years; however, participation has decreased by about 1%. He said over the next two months they hope to develop a more aggressive menu that will appeal to students.

Mr. Shomo shared with the Board the ledger sheets for the CCHS renovation.

(c) School Make-Up Day Procedures

Dr. Johnson said our secondary day is long enough to cover lost instructional hours as far as the state requirement for instruction. She said when we miss more than five days due to weather the secondary schools are in good shape; however, the elementary schools need to gain back time to make up snow days beyond the first five days missed. She

noted that elementary schools have been asked to find 20 minutes starting next Monday until the end of the school year to gain back instructional time. She said we are now in the “miss two days only have to make up one day” phase. She shared with the Board the ideas the elementary schools have come up with to gain back time: start instruction five minutes earlier, add five minutes to the end of the day, reduce lunch periods to 25 minutes, and changing part of the recess time to a structured time. She said the only two things that don’t count for instructional time currently are recess and lunch. She said if part of the recess time is structured it counts toward instructional time.

Dr. Johnson said if we start next year with these changes we could accumulate about five days of bank time.

Dr. Johnson said all parents were notified about the change either through a letter or robocall or both.

Mr. Jenkins said the calendar only addresses making up five days at the end of the school year. He recommended that a statement be included on the calendar that time may also be added to the instructional day.

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

Ms. North said she has thoroughly enjoyed visiting the schools, maintenance, and transportation.

Ms. Hutchins said she was at CCHS during some of the very cold days and was amazed that the construction workers were working in such extreme cold weather. She stated that she is pleased to see the vestibules are being installed. She expressed concern with the statement in the paper saying the school system would be level funded when the Board has not submitted the budget needs to the Board of Supervisors.

Mr. Houck noted he and two other board members attended the E-Squared kick off at Eastern View last week. He said 21 teams participated in the event. He said it was great to see the ideas the students came up with. He congratulated all the students, staff, and coaches involved.

Dr. Johnson echoed Mr. Houck’s comments about E-Squared. She thanked all the staff who helped make the event a success. She noted that on Saturday she attended the performance for District XIII of the Virginia Choral Directors Association and it was awesome. She noted a couple of students will move onto the state level. She thanked the choral directors and elementary music teachers who helped organize the event.

***Information Items***

- \* January 31, 2014 Membership
- \* Summary of CCSB Committee Reports

***Future Meeting Dates***

- February 11, 2014 - CCSB Administration Committee Meeting, 1 p.m. at the School Board Office, 450 Radio Lane
- February 24, 2014 - CCSB Closed Session, 6 p.m. immediately followed by CCSB Business/Work Session at the School Board Office, 450 Radio Lane
- February 25, 2014 - CCSB Capital Planning Committee Meeting, 8:30 a.m. at the School Board Office, 450 Radio Lane
- March 10, 2014 - CCSB Finance Committee Meeting, 5:45 p.m. at the County Admin. Office, 302 N. Main Street
- March 10, 2014 - CCSB Regular Board Meeting, 7 p.m. at the County Admin. Office, 302 N. Main Street (6:45 p.m. Closed Session) - Approval of FY'15 Budget

**On motion of Ms. Hutchins seconded by Ms. North, the School Board voted to adjourn at 8:14 p.m. Motion carried 6-0 by voice vote. (Mr. Beard was absent.)**

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JEFFREY R. SHOMO, CLERK

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ROBERT A. HOUCK, CHAIR