

**CULPEPER COUNTY SCHOOL BOARD**  
**Minutes**  
**March 24, 2014**

A meeting of the School Board of Culpeper County was held March 24, 2014 at the School Board Office (Colin Owens Conference Room) at 450 Radio Lane at 6 p.m. 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; Director of Special Education Angie Neely; Director of Human Resources Dr. Stacey Timmons; Director of Facilities, Planning and Construction Hunter Spencer and Deputy Clerk Pearl Jamison.

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

**On motion of Ms. Hutchins seconded by Ms. North, the Board went into closed session at 6:00 p.m. regarding:**

- [a] Discussion of Personnel Recommendations and Named Employee A (Reduction in Force) as permitted by the Code of Virginia 2.2-3711 (A) (1)
- [b] Discussion of Student Matters of Named Student A (Compulsory Release) as permitted by the Code of Virginia 2.2-3711 (A) (2)

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

**On motion of Ms. Hutchins seconded by Mr. Beard, the Board ended the closed session at 6:07 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: 7  
Robert Beard

Robert Houck  
Elizabeth Hutchins  
Russell Jenkins  
Anne Luckinbill  
Michelle North  
Betsy Smith

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

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

**On motion of Ms. North seconded by Ms. Smith, the School Board considered amending the agenda to discuss specific budget line items.**

Mr. Beard said the budget has been approved by the School Board and recommended to the Board of Supervisors. He said he felt the discussion would be better suited after the Board of Supervisor's approve the budget.

Ms. North said as a School Board member she felt a great deal of responsibility to completely understand the budget, and if she is going to advocate for the budget, she needs to better understand it. She stated that she wants the information so she can answer questions posed to her by members of the community.

Mr. Beard said Board members are entitled to get answers; however, he felt the information could be obtained through staff without modifying the agenda.

Dr. Johnson said the question is where things show up in the budget when they are presented to the Board of Supervisors. She said some of the totals are spread out amongst several line items.

**Motion carried 6-1 by show of hands. (Mr. Beard voted in opposition.)**

**On motion of Mr. Jenkins seconded by Ms. North, the School Board considered amending the agenda to include discussion about the VSBA Master Board Program.**

Ms. North asked Mr. Jenkins to describe the program. He said it is a program offered by VSBA on communicating, budgeting, and other items he feels the Board would benefit from.

**Motion carried 6-1 by voice vote. (Mr. Beard voted in opposition.)**

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

*The board considered the following action items:*

- (a) Personnel Recommendations  
**On motion of Ms. Hutchins seconded by Ms. Luckinbill, the School Board approved the Personnel Recommendations. Motion carried 7-0 by voice vote.**
- (b) Disposition of Named Employee A (Reduction in Force)  
**On motion of Ms. Hutchins seconded by Ms. Luckinbill, the School Board adopted Dr. Johnson's Reduction in Force recommendation, as provided for in her letter of March 12<sup>th</sup> to Named Employee A whose position will be eliminated at the end of the current year, because of insufficient student program demand. Motion carried 7-0 by voice vote.**
- (c) Disposition of Named Student A (Compulsory Release)  
**On motion of Ms. Luckinbill seconded by Ms. Smith, the School Board approved the Compulsory Release for Named Student A. Motion carried 7-0 by voice vote.**

### *Work Session*

#### Vestibules

Mr. Spencer said the first five vestibules have been installed and the wiring for the access control systems has been completed. He said there were minor delays because the two contractors used the same supplier for the store-fronts but, all in all, the process has gone very well.

Ms. North asked if the cameras record. Mr. Spencer said yes; we just expanded the camera systems we have.

Ms. Hutchins said she visited each of the schools and the vestibules look good.

Revisit Student Population and Educational Programs Study Group Report

Dr. Johnson said there was no new information to present; however, she felt it would be a good idea to revisit the information presented in September.

Dr. Houck reviewed the recommendations presented by the Study Group in September 2013 and shared with members the different issues/problems that were identified by the group.

Mr. Beard asked if the recommendation for a new middle school and elementary school are listed on the CIP. Dr. Johnson said yes.

Ms. North said she would like to see updated information on building starts.

Ms. Hutchins said she talked to someone on the Town to see if they have ever done anything relative to proffers. She suggested the Board have a conversation about the issue with the Town.

Dr. Johnson said there is more building activity then there was in the fall. She said the recommendations are not based on new housing developments.

Ms. Smith stated that some houses have multiple families living in them.

Ms. Hutchins said when the Board of Supervisors/School Board meet jointly to discuss new school construction that an updated presentation needs to be made on the Town and County growth.

Ms. Hutchins asked Dr. Johnson to inquire about the joint meeting. Mr. Houck said he sent a letter to the Board of Supervisors and talked to the chairman briefly at the budget hearing and the consensus was to wait until after the budget is approved.

2015/2016 Early Start Calendar

Ms. North said she had been contacted by several constituents about the early start calendar. She shared with members that she drafted a standard email that she sends out explaining the rationale behind the early start.

Ms. Smith said she had received a ton of calls beyond vacation concerns. Mr. Beard asked what the reasons were they cited. Ms. Smith cited the following reasons: sporting programs practicing in the heat and continuing after graduation, concerts at Christmas time, and taking

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college placement tests and SOLs at the same time. Ms. Smith stated that she heard Rappahannock Schools are going away from the early start calendar.

Ms. Hutchins said some coaches have expressed concern relative to practicing in the heat of the day.

Mr. Beard said if more schools move to this type of calendar he would anticipate VHSL changing the rules.

Ms. Hutchins noted that she received some positive comments on the early start calendar as well.

Mr. Beard said it appears we are receiving rationale input already.

Ms. North asked if anything has gone out to the parents. Ms. Hutchins said no.

Ms. North asked if something could be put on the website showing the calendar comparisons.

Mr. Beard suggested putting real information with real rationale on the website and asking for feedback. Members also discussed sending out a robocall referring parents to the website to review and make comments.

Ms. Smith said if students came back a week later they could have a week of review after Christmas break before taking tests. Mr. Hauman said you really need eight days prior to the end of the semester for review, testing, and re-takes. Dr. Houck also noted June is not a good time for students to be testing.

Mr. Beard said most colleges are already on this type of calendar. He suggested including a short segment on Culpeper Media about the early start calendar.

Ms. Smith suggested hosting a "Talk about Calendar" forum.

Ms. North asked if the secondary day could be extended to gain more time prior to Christmas Break. Dr. Johnson said the secondary schools have enough time and the semesters don't have to be the same amount of days. She said the goal is to finish first semester and all the testing prior to Winter Break.

Ms. Hutchins said she would like to hear why Rappahannock is going away from the early start calendar and how other counties have dealt with the sports issues brought on by the early start calendar.

Dr. Johnson noted that Bedford County went to an early start calendar this year and she will talk with them about how it went.

It was agreed that staff would post the comparison information on website with an email address for feedback; send out a robocall telling parents about the opportunity to provide feedback, and schedule a segment with Culpeper Media to talk about the calendar.

Ms. Hutchins said she is not opposed to having a public forum.

Consider scheduling a luncheon with legislators in April or May

Mr. Houck said the School Board hosted a luncheon last year with the legislators and they seemed to appreciate the opportunity.

Dr. Johnson said the luncheon would not be scheduled until the General Assembly is over with.

Members agreed they would like to have a luncheon with the legislators.

Grievance Procedures

Dr. Johnson said the legislation has changed relative to teacher grievance procedures. She said the three member fact finding panel was eliminated to streamline the process and VSBA has not developed a policy to address this yet. Dr. Johnson said under the law the School Board can hear the grievance as a full board or hire a hearing officer who would hear the evidence and make a recommendation to the School Board.

Dr. Johnson recommended appointing a hearing officer who is outside of the division. She noted that some divisions appoint one or two individuals who can serve as a hearing officer in case one is not available or there is a conflict of interest. She said next month she would like to present one or two names of individuals who can serve as a hearing officer.

Mr. Beard asked if the hearing officer is an employee in the division. Dr. Johnson said no.

Ms. Luckinbill asked what qualifications the hearing officer needs. Dr. Johnson said a current or former administrator or superintendent; someone familiar with education.

Ms. Hutchins asked where was VSBA in developing the policy. Dr. Johnson said she did not know.

Members agreed to go proceed with hiring a hearing officer.

#### Website Conversion

Mr. Hauman shared the progress on the new website and said the new website will include content management. He shared with members some sites that currently exist in other divisions.

Members were very impressed with what the new website will offer.

#### Family and Consumer Science/Early Childhood Program

Mr. Hauman said the Early Childhood Program area was built as part of the renovation at CCHS. He said staff is at the point where they need to make decisions regarding notifying preschoolers who may participate in the program as well as purchasing furniture. He asked the Board if he should start inviting parents to apply and purchasing furniture for the program. He said this class will grow and build on itself. He said the programs housed in their own building tend to grow. He said we need to get word out if the program is a go or not.

Dr. Johnson said in the proposed budget there were three secondary high school positions and one of those three is this position.

Mr. Hauman said there is an in-house teacher who is extremely interested in the position.

Ms. Luckinbill asked how long the waiting list is for the Eastern View Preschool Program. Ms. Randi Richards-Lutz said it is long and there is also a waiting list for the Preschool Program at Culpeper High School.

Ms. North asked how many preschoolers can be in the program. Ms. Richards-Lutz said 40 students (20 – three year olds and 20 – four year olds).

Ms. North asked how much is charged for tuition. Ms. Richards-Lutz said \$200 per semester. Ms. North asked if the tuition could be higher. Ms. Richards-Lutz said no, because we are non-profit and we can only charge them consumables.

Dr. Johnson said the staff understands the Board cannot commit to a teaching position but needs the Board's thought on this relative to equipment.

Mr. Hauman said there is not a great interest for students to travel across town to Eastern View for the class. He said students will sign up for this class if it is offered in their building.

Ms. Hutchins asked what would happen if the position was not funded. Dr. Johnson said she believes there will be a retirement in one of the programs that could be transferred to this position.

Mr. Houck said worse case scenario is we purchase the equipment and it sits for a year and we let the families know in June if the program can't be funded.

Dr. Johnson said staff does not need action to purchase the materials; however, we are committed to making it work personnel wise.

Members agreed they would like to pursue the class at Culpeper High School.

#### Budget Line Items

Ms. North said she met with Dr. Johnson prior to the meeting because she wanted some clarification on some budget line items. Staff fielded questions from Ms. North about where certain items appear in the budget.

#### VSBA Master School Board Program

Mr. Jenkins said he would like to see the Board agree on getting information on this program. He also stated he would like the superintendent to attend and invite the executive directors to attend. He said there is a note that all board members have to be present which needs to be clarified.

Ms. Hutchins noted the Central Regional Spring Forum has been rescheduled for April 21<sup>st</sup>.

**On motion of Ms. Hutchins seconded by Mr. Beard, the School Board voted to adjourn at 8:29 p.m. Motion carried 7-0 by voice vote.**

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JEFFREY R. SHOMO, CLERK

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ROBERT A. HOUCK, CHAIR