

**CULPEPER COUNTY SCHOOL BOARD**  
**Minutes**  
**June 23, 2014**

A meeting of the School Board of Culpeper County was held June 23, 2014 at the School Board Office (Colin Owens Conference Room) at 450 Radio Lane at 6 p.m. Present were Sean Askew (Catalpa District); 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 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.

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

- [a] Discussion of Personnel Recommendations and Named Employee A as permitted by the Code of Virginia 2.2-3711 (A) (1)
- [b] Discussion of Named Employee B (Performance) as permitted by the Code of Virginia 2.2-3711 (A) (1)

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

**On motion of Ms. Hutchins seconded by Mr. Askew, the Board recessed the Closed Session at 6:45 p.m. and reconvened the open meeting (the Closed Session will be reconvened following the open meeting to discuss Item B). Motion carried 7-0 by voice vote.**

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

Mr. Houck asked if there were any changes to the agenda. No changes were made.

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

*Consent Agenda*

Mr. Houck asked if there were any changes to the Consent Agenda. No changes were made.

**On motion of Ms. Luckinbill seconded by Ms. Smith, the School Board approved the consent agenda.**

- (a) Approval of Minutes – June 9, 2014
- (b) Payroll and Payment of Bills
- (c) Personnel Recommendations
- (d) Second Reading of Policies/Regulations
- (e) Approval of Title Grants for 2014/
  - Title I, Part A – Improving Basic Programs
  - Title I, Part D – Subpart 2, Neglected, Delinquent, or At-Risk
  - Title II, Part A – Teacher Quality
  - Title III, Part A – Language Instruction for Limited English Proficient and Immigrant Students

Mr. Houck commended Ms. Lane and her staff for all the work that went into compiling the Title Grants.

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

Dr. Johnson congratulated Betty Jo Wynham who will serve as the new assistant principal at Eastern View High School.

*The board considered the following action items:*

- (a) Approval of Financial Closeout for FY'14  
**On motion of Mr. Beard seconded by Ms. Luckinbill, the School Board approved the financial closeout for FY'14.**

Mr. Shomo said the revenue picture is constantly changing. He said last week we received \$373,555.37 from the state for the special education regional payments and during the month of June there are typically three or four significant deposits. He noted that he anticipates another large deposit around the end of the month. He said the sales tax this month should be \$691,882 and we have only received the first installment. He estimated the state revenues to be \$40,509,103. He also noted that the state revenues decreased \$258,586 in just a couple of weeks.

Mr. Shomo said the federal revenues are on a cash basis; however, they could be a little more than anticipated once we get through the accruals in September. He noted the miscellaneous revenue will be around \$1M and the local revenue is taking into account that we get the appropriation from the county. He estimated the total revenues to be \$73,826,643.

Mr. Shomo said the June 23<sup>rd</sup> payables totaled \$3,416,814. He said as of today the total expenditures are \$66,796,000. He said we still have to payout the June and July payrolls, VIRP, and accounts payable increase. He said the total expenditures are expected to be \$73,253,119. He estimated the projected year-end balance to be \$573,524.

Mr. Shomo reviewed a list of items purchased with year end funds (See handout Page 5.)

Ms. North asked if the new DEF (Diesel Exhaust Fluid) bus will affect gas mileage. Mr. Shomo said no and it will probably cost more to maintain; however, emissions will be requiring it.

Mr. Beard asked if we have seen the anticipated savings from the GPS installation. Mr. Shomo said it is constantly being improved each month.

Mr. Shomo shared the Board the amount of the school allocations.

Mr. Shomo described how he calculates the indirect costs billed to food service. He said we billed food service \$231,740 for the year.

Mr. Beard said it is always good to see the year end number in the black. Members concurred. He said the estimated balance is just above three-fourths of one percent of the entire budget.

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

- (b) First Reading of JFC R-1 Student Code of Conduct (Second Reading 8/11/14)  
**On motion of Ms. Hutchins seconded by Ms. Luckinbill, the School Board approved JFC R-1 Student Code of Conduct on first reading with second reading August 11, 2014.**

Ms. Hutchins said the majority of changes to the policy dealt with electronic cigarettes and mandatory/non mandatory expulsion.

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

- (c) First/Final Reading of May 2014 VSBA Policy Updates  
**On motion of Mr. Beard seconded by Ms. North, the School Board approved the May 2014 VSBA Policy Updates on first/final reading.**

Mr. Beard noted the changes to policy simply incorporate minor code reference changes.

Ms. Luckinbill also stated the policies have been reviewed by the School Board Administrative Committee.

Dr. Houck said the policy clearly states that electronic cigarettes are prohibited and it follows legislative policy.

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

- (d) Approval of Overhead Right of Way Easement Along Radio Lane and North Main Street  
**On motion of Ms. North seconded by Ms. Hutchins, the School Board approved the overhead right of way easement along Radio Lane and North Main Street.**

Mr. Spencer said Rappahannock Electric is requesting to relocate two electric poles. He respectfully requested the Board approve the document pending counsel approval.

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

- (e) Approval of Resolution to Refinance Certain Outstanding Obligations for School Projects  
**On motion of Mr. Beard seconded by Ms. Luckinbill, the School Board approved the resolution to refinance certain outstanding obligations for school projects.**

Ms. North asked how much the division gains by doing this. Dr. Johnson said it will save approximately \$260,000 per year.

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

(f) Approval of FY'15 Revised Budget

**On motion of Ms. Hutchins seconded by Mr. Beard, the School Board approved the FY'15 revised budget.**

Mr. Shomo said the state budget from Richmond reflected a decrease of \$298,715. He said the staff's recommendation is to place the food service indirect billing money into miscellaneous revenues to help cover the deficit and that money could be moved back to CIP at the end of the year; if it isn't needed. He said the other \$60,000 that we need to cover the deficit can be found by reducing the fringe benefit expenses by \$60,000. He said basically this will keep the budget intact with all the recommendations made. He said the budget includes Option I of the salary scale (3% raise), 25.5 positions, and the VRS increase.

Dr. Johnson said in the past the money we billed food service went into CIP and this year it will be redirected to operations to balance the budget. She said if we get to the end of the year and have money we would request to move it back to CIP. She said going forward we need to have a balanced budget.

Ms. North asked Mr. Shomo to describe what is included under miscellaneous revenue. Mr. Shomo said rental fees, ROTC reimbursement, tuition reimbursement, field trip reimbursement, and insurance adjustments. Mr. Shomo said he maintains a detailed list of each item deposited into miscellaneous revenues.

Mr. Beard asked if the Board will need to request a categorical adjustment. Mr. Shomo said yes, in instruction.

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

***Future Meeting Dates***

- July 21, 2014 – VSBA New Chairmen/Board Member/Superintendent Orientation at the Richmond Marriott
- July 22, 2014 – VSBA Conference on Education at the Richmond Marriott
- August 11, 2014 – CCSB Finance Committee Meeting, 5:45 p.m. at the County Admin. Office, 302 N. Main Street
- August 11, 2014 – CCSB Regular Board Meeting, 7 p.m. at the County Admin. Office, 302 N. Main Street (Closed Session at 6:45 pm.)

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- August 12, 2014 – CCSB Administration Committee Meeting, 1 p.m. at the School Board Office, 450 Radio Lane
- August 13, 2014 – CCSB Capital Planning Committee Meeting, 8:30 a.m. at the School Board Office, 450 Radio Lane
- August 23, 2014 – CCSB Boardsmanship Training in Charlottesville
- August 25, 2014 – CCSB Business/Work Session, 6 p.m. at the School Board Office, 450 Radio Lane (Closed Session at 6 p.m.) - **If Needed**

***Work Session***

Bylaws

Mr. Houck said one of the things members need to be aware of is the Bylaws and Rules of Procedure of the School Board. He asked members to remember the chain of the command. He said the Board's job is to select the superintendent and expect the superintendent to manage and administer the policies established. He said the Board members are not micromanagers and don't need to "get into the weeds". He said the Board is a policy making body and doesn't make everyday decisions. He asked members to respect the staff's time and property.

Mr. Houck briefly reviewed certain sections from the Bylaws. During the review, the following discussions transpired:

Mr. North asked if it was alright if she contacted the superintendent directly if she just needs a little bit of information. Mr. Houck said that is fine. Ms. North stated that Board members need to be educated on topics they will be required to vote on.

Ms. Hutchins said she has never encountered a staff member who is unwilling to provide information.

Mr. Beard said the Board acts as a body through their motions and votes. He said the Board needs to empower the staff to say that the information requested will require a lot of time and it needs to be discussed by the full Board.

Ms. Hutchins said this is not to discourage Board members from speaking to staff but to discourage 30-40 minute conversations about a specific topic.

Ms. North said it would be nice to have the agenda a few days earlier so she has time to review it and ask questions. Further discussion ensued.

Ms. North stated that several employees have contacted her about policies and would like to know what the changes are. She said it would be nice to include a note as to why the policy has been changed. Mr. Houck said the policies are on the web for review. Dr. Houck said perhaps we could differentiate between CCPS policy and VSBA policy and it might be nice to have a discussion with staff about how policies are developed and how the manual is laid out.

Ms. Smith thanked the staff for the time that went into balancing the budget.

**On motion of Ms. Hutchins seconded by Ms. Smith, the School Board recessed the open meeting at 7:52 p.m. and reconvened the Closed Session to discuss Item B. Motion carried 7-0 by voice vote.**

**On motion of Ms. Hutchins seconded by Mr. Askew, the Board ended the closed session at 9:01 p.m. and reconvened the open meeting 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

Sean Askew

Robert Beard

Robert Houck

Elizabeth Hutchins

Anne Luckinbill

Michelle North

Betsy Smith

**On motion of Ms. Luckinbill seconded by Ms. Smith, the School Board voted to adjourn at 9:02 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