

CULPEPER COUNTY SCHOOL BOARD
Minutes
August 11, 2014

A meeting of the School Board of Culpeper County was held August 11, 2014 at the Board of Supervisors Meeting Room at 302 N. Main Street, Culpeper, VA 22701. 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.

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

On motion of Ms. Hutchins seconded by Mr. Beard, 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, & C (Religious Exemption) and D (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 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: 7
Sean Askew
Robert Beard
Robert Houck

Elizabeth Hutchins
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 changes to the agenda.

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

Recognitions

Dr. Johnson introduced the following new administrators:

- Susan Campbell, Principal at Yowell Elementary School
- Mark Callahan, Division Testing Coordinator
- Evan Straub, Assistant Principal at Yowell Elementary School
- Jesse Blackburn, Administrative Intern at Culpeper Middle School

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 Ms. Luckinbill seconded by Ms. Hutchins, the School Board considered approving the consent agenda.

- (a) Approval of Minutes – June 23, 2014
- (b) Payroll and Payment of Bills
- (c) Personnel Recommendations
- (d) Second Reading of JFC R-1 (Student Code of Conduct)

Motion carried 7-0 by voice vote.

The board considered the following action items:

- (a) Disposition of Named Student(s) A-C (Religious Exemption)
On motion of Mr. Beard seconded by Mr. Askew, the School Board approved the Religious Exemptions for Named Student(s) A-C. Motion carried 7-0 by voice vote.
- (b) Disposition of Named Student D (Compulsory Release)
On motion of Ms. Hutchins seconded by Mr. Beard, the School Board approved the Compulsory Release for Named Student(s) D. Motion carried 7-0 by voice vote.

The Board heard the following reports:

- (a) Construction Report
CCHS Renovation – Mr. Spencer said the contractor had established a very aggressive summer schedule and the project appears to be going well. He noted the following areas:
 - Kitchen - will undergo final inspection in the next few days
 - Gym – needs to be cleaned and some painting needs to be done; air-conditioning should be up and running on Wednesday
 - ROTC – still work to be done

He said overall he has been pleased with the contractor.

Ms. North asked if the locker rooms will be done prior to school. Mr. Spencer said no because the demolition and abatement took longer than anticipated. He said the gym will be ready; however, the locker rooms may not be complete until mid-September. Ms. North asked if the locker room delay will cause issues with the sports. Mr. Spencer said no because Mr. Dietz has a 'Plan B' in place.

Mr. Houck asked if the abatement is complete. Mr. Spencer said we still need to abate the auditorium and some spots in agriculture.

Ms. Hutchins asked about the status of the roof. Mr. Spencer said they are still working on it and there is not much left to be completed.

Mr. Houck asked if the final completion date is still estimated to be the end of November. Mr. Spencer said yes.

Ms. North asked about the status of the elevator. Mr. Spencer said they are working on it and have started some of the block work. He said the steel is on site ready to be installed.

Roof Projects – Mr. Spencer said the roof repairs at Sycamore Park and Farmington are complete and waiting on inspections.

Access Control System – Mr. Spencer said the access control systems are up and running at A.G. Richardson, Pearl Sample, Farmington, Culpeper Middle, and Sycamore Park. He noted that we already had access control systems at Eastern View and Yowell. He said the new system is tied to our employee ID badges.

Security Grant – Mr. Spencer said he submitted paperwork for another security grant and the award will take place around September 1st. He noted that we still have four more vestibules to complete.

Records Room – Mr. Spencer said the records room will be completed this week and the records will be moved the week of August 25th.

(b) Human Resources Updates

Dr. Timmons said his staff will issue employee ID badges to the first five schools on the access control system as soon as possible. He said it is a great system.

Dr. Timmons said teacher induction was very successful. He thanked the Board, Human Resource staff, and Eastern View staff for all the hard work that went into making the event a huge success.

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Dr. Timmons briefly described the topics covered during new teacher induction. He noted that we hired 85 teachers and that figure does not include new positions due to class size. He shared the following statistics:

Teachers hired:

- 2010/2011 – 54
- 2011/12 - 64
- 2012/13 – 61
- 2013/2014 - 78

He also noted that he conducted a preliminary survey to determine turnover. He shared the following turnover statistics:

- CCPS 11.6%
- Fauquier 9.2%
- Madison 5.8%
- Orange 10.7%
- Prince William 11.8%
- Warren 12%
- National Avg. 17%

Mr. Askew asked if the workplace safety training includes CPR/First Aid. Dr. Timmons said no; however, teachers are required to receive training in CPR/First Aid/AED as part of their license requirements.

Mr. Beard asked if all positions have been filled. Dr. Timmons said there is still one math position open at Culpeper Middle School.

Mr. Askew asked if there is a “tailgating” policy with respect to the employee badge system. Dr. Timmons stated that a policy would be developed.

Dr. Timmons said exit surveys reflected the following:

Retirees – 11

Moved out of state – 11

Left teaching field – 7

Went to another school division – 25

Resigned – 13
Expired Visas - 4

Ms. North said she had the pleasure of attending new teacher induction on the first day and the teachers were excited and enthusiastic. She said it was a wonderful morning. She noted that the majority of the teachers she spoke to came from Pennsylvania.

(c) Finance Report

Mr. Shomo stated that the accounts payable approved this evening totaled \$1,946,297. He said the estimated year-end balance is \$666,802. He noted that Food Service ended the year with a balance of \$39,839 and that included the indirect billing of \$231,740 which was moved to CIP. He said the diesel price for the year averaged \$3.10 per gallon and we budgeted \$3.81 per gallon. Mr. Shomo reviewed the utility costs for the year. He said we saved \$246,026 in utilities for the year and the actual cost per square foot was \$1.29. He shared with the Board that it costs approximately \$5,000 for electricity for everyday school is in session.

Ms. Hutchins asked if the equipment for the CCHS kitchen was purchased from CIP funds. Mr. Shomo said yes, it was purchased with the indirect Food Service billing funds.

Board Member Reports

Ms. Smith said she attended two of the new teacher induction days and it was very well done.

Mr. Beard thanked all the staff for the work that went into getting things up and running.

Ms. North said she hopes there will be no school closings for snow this year.

Ms. Hutchins thanked the staff for all the hard work this summer. She also thanked Antioch Baptist Church and other churches in the community who supplied school supplies to families in need. She wished everyone a great year and a smooth opening.

Mr. Houck commended the school system for the year-end balance of less than 1%. He welcomed everyone to the new school year and the opportunity to learn and work together as a team.

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Dr. Johnson thanked all employees for all the hard work this summer. She said staff also spent time in the administrative conference last week reviewing information and reflecting on leadership and how leaders can do their job better in supporting and laying out expectations. She said they also discussed clarity in expectations and support and how to improve. She said her thoughts and prayers are with the Washington family. She stated it was a true tragedy and many agencies and community organizations have offered help and support.

Information Items

- Summary of CCSB Committee Reports

Future Meeting Dates

- August 12, 2014 – CCSB Administration Committee Meeting, 1 p.m. at the School Board Office (CANCELLED)
- August 13, 2014 – CCSB Capital Planning Committee Meeting, 8:30 a.m. at the School Board Office, 450 Radio Lane
- August 23, 2014 – CCSB Boardmanship 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
- September 8, 2014 – CCSB Finance Committee Meeting, 5:45 p.m. at the County Admin. Office, 302 N. Main Street
- September 8, 2014 – CCSB Regular Board Meeting, 7 p.m. at the County Admin. Office (6:45 p.m. Closed Session)

On motion of Mr. Beard seconded by Ms. Luckinbill, the School Board voted to adjourn at 7:55 p.m. Motion carried 7-0 by voice vote.

JEFFREY R. SHOMO, CLERK

ROBERT A. HOUCK, CHAIR