

CULPEPER COUNTY SCHOOL BOARD

**Minutes
June 22, 2015**

A meeting of the School Board of Culpeper County was held June 22, 2015 at the School Board Office (Colin Owens Conference Room) at 450 Radio Lane at 6 p.m. Present were Robert Beard (East Fairfax District); Nathaniel "Nate" Clancy (Catalpa District); Robert A. Houck (West Fairfax District); Elizabeth Hutchins (Stevensburg District); Anne C. Luckinbill (Salem District); Michelle North (Jefferson District); Executive Director of Curriculum, Instruction and Technology Rob Hauman; Executive Director of Student Services Dr. Russell Houck; Executive Director of Finance/Clerk Jeff Shomo; Executive Director of Human Resources Dr. Stacey Timmons; and Deputy Clerk Pearl Jamison. Elizabeth "Betsy" Smith (Cedar Mountain District) was absent.

At 6 p.m., Ms. Hutchins called the meeting to order and noted that all board members were in attendance with the exception of Ms. Smith.

Ms. Hutchins welcomed Dr. Anthony S. Brads, incoming superintendent.

On motion of Mr. Houck seconded by Ms. North, the School Board went into closed session at 6:02 p.m. regarding:

[a] Discussion of Personnel Recommendations and Named Employees A-I 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 6-0 by voice vote. (Ms. Smith was absent.)

On motion of Mr. Houck seconded by Ms. North, the Board ended the closed session at 7:04 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
Nate Clancy
Robert Houck
Elizabeth Hutchins
Anne Luckinbill
Michelle North**

ABSENT: 1

Betsy Smith

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

Adoption of Agenda

Ms. Hutchins noted the agenda needed to be modified to include Action Item G (Approval of Compensation for Employees A-G).

On motion of Ms. Luckinbill seconded by Ms. North, the School Board agreed to approve the agenda as amended. Motion carried 6-0 by voice vote. (Ms. Smith was absent.)

Consent Agenda

Ms. Hutchins reviewed the items on the consent agenda for approval.

On motion of Mr. Beard seconded by Ms. Luckinbill, the School Board considered approving the consent agenda.

- (a) Approval of Minutes – June 8, 2015
- (b) Payroll and Payment of Bills
- (c) Personnel Recommendations
- (d) Second Reading of Policies/Regulations
- (e) Recommendation for VSBA Advocate for Education Award
- (f) Approval of World Languages Textbook Adoption

Motion carried 6-0 by voice vote. (Ms. Smith was absent.)

The board considered the following action items:

- (a) Disposition of Named Student A (Compulsory Release)
On motion of Mr. Houck seconded by Ms. North, the School Board approved the Compulsory Release for Named Student A. Motion carried 5-1 by voice vote. (Ms. Luckinbill abstained and Ms. Smith was absent.)

- (b) Approval of Financial Closeout FY'15
Mr. Shomo estimated the EOY balance to be \$532,018. He said as of June 9th we have received \$77,067,574 in revenues and the actual expenditures to date are \$66,541,109. He noted that the 11 and 12 month payrolls are estimates.

Mr. Shomo reviewed the June 23rd payables. He briefly described what each item encompassed. (See handout page 4.) He noted that four air-conditioned, 77 passenger

buses were purchased with year-end funds to be used for trips and in large subdivisions. He stated these are the first regular education buses purchased with air-conditioning.

Ms. North asked what technology items were purchased for \$393,704. Mr. Shomo said interactive whiteboards, laptops, iPads, phones, mobile lab carts, and desktops.

Mr. Houck noted that the tractor purchased for the agriculture department at Eastern View High School actually cost \$31,195. Mr. Shomo said the cost increase was due to the fact that they upgraded the tractor so it could be used to push snow.

Mr. Shomo noted that John Walsh did some research on advantages and disadvantages of using propane powered busses. He shared Mr. Walsh's findings with the Board. Mr. Shomo stated that Quarles has indicated they would have issues meeting our demand at this point.

Mr. Shomo reviewed the Food Service indirect billing. He noted Food Service was billed \$199,016. He briefly described how they arrived at the indirect billing cost. He said these funds are typically used to purchase equipment for the cafeteria when needed.

Mr. Shomo noted that the auditors will be here next week doing their preliminary audit. He said this has been a good year and we accomplished almost everything we set out to do.

Mr. Beard said he does the calculation every year and the \$532,000 fund balance represents almost 7/10ths of 1 percent of the budget. He thanked the Finance Department for a job well done.

Mr. Shomo said it takes a team effort to make this happen each year. He thanked Lauren Thomas, Rob Hauman, and Stacey Timmons. He said it puts a lot of pressure on staff to hold off on purchasing until end of the year but that is how we have funded school buses and technology over the past several years. He noted that we no longer have to transport computer labs between schools which gives us another window of testing time. He stated the early retirement package is a great savings for the division. He said the division is run more like a business than people believe.

Ms. Hutchins echoed Mr. Beard's comments. She said several months ago we were worried about a budget shortfall.

On motion of Mr. Houck seconded by Mr. Clancy, the School Board approved the financial closeout for FY'15. Motion carried 6-0 by voice vote. (Ms. Smith was absent.)

On motion of Ms. North seconded by Mr. Clancy, the School Board agreed to compensate Employees A-G as agreed upon during closed session. Motion carried 6-0 by voice vote. (Ms. Smith was absent.)

Work Session

Open Gov

Ms. Thomas said last November, Board members requested a way to be more transparent relative to the school division budget. She briefly described the computer program “OpenGov”. “OpenGov” can be used to access, share, and analyze the school division financial data.

Ms. Thomas noted that starting July 1st all Virginia school divisions must publish their line by line item budget online. She said the CCPS budget is online already.

Ms. Thomas noted that Culpeper is the first school division in Virginia to acquire “Open Gov”. She noted that “OpenGov” provides instant access to the budget and allows trends over time. She said the targeted released date for the website is August 10th.

Ms. Thomas showed Board members how to navigate around “Open Gov”.

Ms. North said the interactivity is fabulous.

Ms. Thomas asked the Board members to share the most frequently asked questions with her so they can be added to the website.

Ms. North asked if the website can be shared. Ms. Thomas said yes; however, the actual link will not be posted on the website until early-mid August.

Discipline Report

Dr. Houck said 6 years ago the Board asked staff to evaluate consistency among discipline consequences. He said staff developed a matrix - major, moderate, or minor for each infraction with recommended consequences. He said they defined each category and developed guidelines for each first offense for elementary or secondary. He said the Discipline Committee meets every four to six weeks to discuss discipline cases and how they were handled as well as mitigating and aggravating factors. He noted that principals can suspend students for 10 days or less and anything over 10 days is referred to him prior to the discipline hearing officer. Dr. Houck stated that he reviews all cases to make sure due process was followed and guidelines were followed. It just is a good check and balance between the discipline hearing officer and the schools, he said. He described discipline issues that go beyond the principal’s authority - weapons, knives longer than 3”, drugs or alcohol.

Dr. Houck fielded questions from Board members relative to discipline.

Mr. Clancy asked if the division has a zero tolerance policy. Dr. Houck said we suspend kids for violent acts and require intervention and community service; however, we are firm with violence and alcohol.

Mr. Beard said we do not have zero tolerance in the sense that if you bring a gun to school you are automatically expelled. He said each case is looked at separately. We don't automatically suspend/expel students.

Ms. North asked if there has been an appeal to the Board since the new process was put into place. Dr. Houck said no.

Volunteer Database

Dr. Timmons said he was tasked with finding a volunteer management program. He said the division purchased "Volunteer Tracker" on June 3rd and staff attended the first webinar today and were really impressed. He said the program will allow principals and administrators to put out events for volunteers to sign up for. The program will be up and running by the beginning of school.

Dr. Timmons said current volunteers will be encouraged to sign up online; however, staff will still accept computer applications. Each volunteer will still be required to undergo a full background check.

Ms. Hutchins asked if it will be clear that volunteers have to go through a background check. Dr. Timmons said yes.

Ms. North asked if the program will track volunteer hours and financial worth. Dr. Timmons said yes, it will track hours; however, it doesn't calculate financial work but staff could calculate a rate.

Virtual Virginia

Mr. Hauman said the school division has been using Virtual Virginia for a number of years for certain classes. He shared a copy of a superintendent's memo from the Department of Education relative to Virtual Virginia. He noted the division received the information the same day as the public.

Mr. Hauman said the new pilot introduces regular level classes into the equation. He said immediately we started receiving calls from parents wanting to proceed with enrolling their child; however, there are only 100 seats statewide for this pilot and divisions are limited. He said the challenge is the pilot runs from September 8 to June 30th which does not match our school calendar which creates an issue with the master schedule collection which calculates ADM. He noted that he had shared his concerns with VDOE and the Director of Virtual Virginia. He said the major goal of Virtual Virginia and VDOE is to get the ball rolling. He stated the Director of Virtual Virginia said we should let kids apply so they don't miss out. He

explained that as of today only one student has been accepted into the program from Culpeper. He noted that the majority of calls have been from homeschool parents. The program tuition is free for the pilot and it is a year-long class.

Ms. Hutchins stated that she asked Mr. Hauman to report on Virtual Virginia because she received a call from *The Daily Progress* regarding our participation in the pilot program from Virtual Virginia.

Ms. North said she is amazed how things just happen out of Richmond.

On motion of Ms. Luckinbill seconded by Ms. North, the School Board voted to adjourn at 8:30 p.m. Motion carried 6-0 by voice vote. (Ms. Smith was absent.)

JEFFREY R. SHOMO, CLERK

ELIZABETH S. HUTCHINS, CHAIR