

**CULPEPER COUNTY SCHOOL BOARD**  
**Minutes**  
**January 11, 2016**

A meeting of the School Board of Culpeper County was held January 11, 2016 at the Board of Supervisors Meeting Room at 302 N. Main Street, Culpeper, VA 22701. Present were Patricia Baker (East Fairfax District); Rachel Carter (West Fairfax District); Nathaniel "Nate" Clancy (Catalpa District); Elizabeth Hutchins (Stevensburg District); Anne Luckinbill (Salem District); Michelle North (Jefferson District); Elizabeth "Betsy" Smith (Cedar Mountain District); Superintendent Dr. Anthony S. Brads; Executive Director of Curriculum and Instruction 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 7 p.m., Dr. Brads called the meeting to order.

Dr. Brads welcomed Pat Baker and Rachel Carter to the Board as well as returning members Nate Clancy, Anne Luckinbill, Elizabeth Hutchins, Michelle North, and Betsy Smith.

A closed session was not deemed necessary prior to the meeting.

Those present observed a moment of silence. Dr. Brads led the Pledge of Allegiance.

***Organization of School Board - Chair***

Dr. Brads opened the floor for nominations for chair.

Ms. North nominated Nate Clancy for chair.

Ms. Luckinbill nominated Elizabeth Hutchins for chair.

**On motion of Ms. Luckinbill seconded by Ms. North, the School Board closed the nominations for chair. Motion carried 7-0 by voice vote.**

Ms. North, Mr. Clancy, Ms. Baker, and Ms. Smith voted for Mr. Clancy by show of hands.

Ms. Hutchins, Ms. Carter, and Ms. Luckinbill voted for Ms. Hutchins by show of hands.

**Mr. Clancy was elected chair by a 4-3 vote, by show of hands.**

***Organization of School Board – Vice-Chair***

Mr. Clancy opened the floor for nominations for vice-chair.

Ms. Luckinbill nominated Ms. Smith for vice-chair.

**On motion of Ms. Luckinbill seconded by Ms. North, the School Board closed the nominations for vice-chair. Motion carried 7-0 by voice vote.**

**Ms. Smith was elected vice-chair.**

***Adoption of Agenda***

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

***Reports***

Eastern View High School (EVHS) Principal Report – Jeff Dietz

Mr. Bradshaw, EVHS Principal, introduced Ms. Tiffany Richtarski, Instructional Team Leader for Fine Arts at EVHS. Ms. Richtarski highlighted what the EVHS Fine Arts Department has accomplished.

Mr. Kevin Baker, Instructional Team Leader for Career and Technology Education (CTE) at EVHS, shared with the Board what the EVHS CTE program offers.

Mr. Bradshaw recognized Katie Reames, EVHS Agriculture Teacher, who has been recognized as Virginia Agriculture Teacher of the Year and Virginia CTE Teacher of the Year. Ms. Reames briefly highlighted some of the agriculture program offerings and accomplishments.

***Delegations***

Mr. Clancy 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. Clancy noted there would be a three minute limit for speakers.

There were no delegations.

### ***Consent Agenda***

Mr. Clancy reviewed the items on the consent agenda for approval.

**On motion of Ms. North seconded by Ms. Hutchins, the School Board considered approving the consent agenda.**

- (a) Approval of Minutes – December 14, 2015
- (b) Payroll and Payment of Bills
- (c) Personnel Recommendations

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

### ***The board considered the following action items:***

- (a) Appointment of Jeff Shomo, Clerk and Pearl Jamison, Deputy Clerk for 2016  
**On motion of Ms. Hutchins seconded by Ms. North, the School Board appointed Jeff Shomo, Clerk and Pearl Jamison, Deputy Clerk for 2016. Motion carried 7-0 by voice vote.**
- (b) Consideration of School Board Committees/Appointments  
**On motion of Ms. Hutchins seconded by Ms. Smith, the School Board approved the School Board Committees/Appointments. Motion carried 7-0 by voice vote.**
- (c) Adoption of 2016 CCSB Meeting Calendar and Committee Meeting Schedule  
**On motion of Ms. Luckinbill seconded by Ms. Smith, the School Board approved the School Board meeting schedule. Motion carried 7-0 by voice vote.**
- (d) Approval of Signature and Board Meeting Designee in the Absence of the Superintendent

**On motion of Ms. Hutchins seconded by Ms. North, the School Board approved Jeffrey R. Shomo, Russell Houck, and Robert T. Hauman, III as designee in the absence of the superintendent. Motion carried 7-0 by voice vote.**

- (e) Resolution Recognizing February as Virginia School Board Appreciation Month  
Dr. Brads read the resolution recognizing February as Virginia School Board Appreciation Month.

**On motion of Ms. Luckinbill seconded by Ms. North, the School Board approved the resolution recognizing February as Virginia School Board Appreciation Month. Motion carried 7-0 by voice vote.**

- (f) Consideration of School Board Signing the VSBA Code of Conduct  
**On motion of Ms. North seconded by Ms. Smith, the School Board agreed to sign the VSBA Code of Conduct. Motion carried 7-0 by voice vote.**

- (g) Resolution Recognizing February as Career and Technical Education Month  
Mrs. Richards-Lutz read the resolution recognizing February as Career and Technical Education Month.

**On motion of Ms. North seconded by Ms. Hutchins, the School Board approved the resolution recognizing February as Career and Technical Education Month. Motion carried 7-0 by voice vote.**

- (h) Resolution Recognizing February 1-5, 2016 as National School Counseling Week  
Mrs. Richards-Lutz read the resolution recognizing February 1-5, 2016 as National School Counseling Week.

**On motion of Ms. Hutchins seconded by Ms. Luckinbill, the School Board approved the resolution recognizing February 1-5, 2016 as National School Counseling Week. Motion carried 7-0 by voice vote.**

- (i) First Reading of School Calendar for 2016/2017  
Dr. Houck briefly reviewed the proposed school calendar for 2016/2017. (*See pages 14-31 of the School Board packet.*) He noted the calendar was reviewed by Leadership Council Members and teacher roundtable representatives.

Ms. North asked if Emerald Hill is the only school used as a polling place. Dr. Houck said yes. She asked if school could be held on Election Day if Emerald Hill was no longer used as a polling place. Dr. Houck said he spoke to the Electoral Board relative to the issue; however, they don't anticipate a change because of ADA compliance.

Mr. Clancy asked if parent input was obtained. Dr. Houck said no because the calendar did not change drastically.

Ms. Baker asked if the TRT members were happy with the calendar. Dr. Houck noted the majority were happy with the calendar.

Ms. North said the calendar was changed to help improve SOL test scores. She asked when the Board would see results from the change. Mr. Hauman said to truly analyze the data we need two years' worth of data for a good comparison.

**On motion of Ms. Hutchins seconded by Ms. North, the School Board approved the School Calendar for 2016/2017 on first reading with second reading February 8, 2016. Motion carried 7-0 by voice vote.**

(j) Approval of New Course Offerings for 2016/2017

**On motion of Ms. Hutchins seconded by Ms. North, the School Board approved the new course offerings for 2016/2017.**

Ms. North noted that the Agriculture Fabrication and Emerging Technologies course may impact other classes. Mr. Hauman said the concern is there may be more interest in the new courses.

Ms. Luckinbill asked how the school division determines what classes to offer. Mr. Hauman said requests come from students and staff.

Dr. Brads said high school courses are subject to student enrollment and available funding. He noted that the Board has to authorize new courses; however, if the enrollment is not there the course still remains in the program of studies and may be offered at a later date. He stated that we are very close to sending out the student surveys relative to CT&E offerings.

Ms. Richards-Lutz noted the survey will be distributed tomorrow and the results will be available by the end of January. She noted that all students will complete a career cluster survey prior to the CTE survey.

Ms. North asked if German is becoming a popular language. Mr. Hauman said yes, and this class will make German more in-line with French and Spanish. He said most colleges want a proficiency in one language vs. two different languages. Ms. North asked what other languages are offered. Mr. Hauman said French and Spanish and other languages may be taken virtually.

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

***The Board heard the following reports:***

(a) Finance Report

Mr. Shomo said the FY' 16 budget was built on an ADM of 7,979 and the December 30<sup>th</sup> count reflected a membership of 7,957.

Mr. Shomo estimated the FY' 15 state budget to be short by \$255,663 which includes the decrease in student enrollment.

Mr. Shomo stated that school allocations will be distributed in late February.

Mr. Shomo noted the accounts payable approved this evening totaled \$224,251 and the accounts payable approved in January 2015 totaled \$291,976.

Mr. Shomo reminded members that we budgeted \$3.31 per gallon for diesel and the last load of fuel cost \$1.28 per gallon.

Mr. Shomo briefly reviewed the current capital projects:

- CCHS renovation - extensive punch list (HVAC/controls)
- CCHS agriculture storage building – framing complete
- CCHS auditorium floor - stained and sealed
- AGRES/PSES road entrance – plans being reviewed by county
- Annex vestibule – completed
- Emerald Hill vestibule – operational next week

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- CMS gym/locker rooms - engineers are working on plans, project is not funded and is in new CIP sent to the county
- SPES roof tops and controls - engineers starting final design updates (still need approximately \$250,000 to be fully budgeted)
- PSES cafeteria serving lines – design phase
- Transportation concrete slab for changing tires - complete
- Food Service new computers - installed at Yowell and Eastern View

Mr. Shomo shared with members that during the past few rains the CCHS roof did not leak.

Mr. Shomo reviewed the CCHS renovation budget ledger.

***Board Member Reports***

Ms. Hutchins welcomed Ms. Baker and Ms. Carter to the Board and stated she looks forward to working with them.

Ms. North thanked Ms. Hutchins for her leadership. She noted that Ms. Hutchins and Mr. Houck were wonderful mentors. Mr. Clancy concurred.

***Information Items***

- Summary of CCSB Committee Reports
- Membership – December 18, 2015

***Future Meeting Dates***

- January 25, 2016 – Talk About Budget, 6 p.m. at the School Board Office followed by Business/Work Session (closed session following TAB, if needed)
- January 28, 2016 – Board of Supervisors/School Board Joint Meeting, 6 p.m. at Culpeper County High School
- February 8, 2016 – CCSB Capital Planning Committee Meeting, 9 a.m. at the School Board Office, 450 Radio Lane
- February 8, 2016 – CCSB Finance Committee Meeting, 5:45 p.m. at the County Admin. Office, 302 N. Main Street
- February 8, 2016 – CCSB Regular Board Meeting, 7 p.m. at the County Admin Office (Closed Session at 6:45 p.m. if needed)
- February 9, 2016 - CCSB Administration Committee Meeting, 7:30 a.m. at the School Board Office, 450 Radio Lane

➤ February 22, 2016 – CCSB Business/Work Session, 6 p.m. at the School Board Office, 450 Radio Lane

Ms. North asked when the budget survey results will be available. Staff responded that the survey had to be download and summarized.

**On motion of Ms. North seconded by Ms. Hutchins, the School Board voted to adjourn at 7:58 p.m. Motion carried 7-0 by voice vote.**

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JEFFREY R. SHOMO, CLERK

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NATHANIEL J. CLANCY, CHAIR