

**CULPEPER COUNTY SCHOOL BOARD**

**Minutes**

**April 25, 2016**

A meeting of the School Board of Culpeper County was held April 25, 2016 at the School Board Office (Colin Owens Conference Room) at 450 Radio Lane at 6 p.m. 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 6:01 p.m., Mr. Clancy called the meeting to order.

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

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

*The Board considered the following action items:*

- a. Approval of Career and Technical Education Local Plan for 2016/2017

**On motion of Ms. Hutchins seconded by Ms. Luckinbill, the School Board approved the Career and Technical Education Local Plan for 2016/2017.**

Ms. Richards-Lutz said every year the school division is required to submit a CT&E plan. She reminded the Board that the CT&E plan is a requirement to receive Carl Perkins federal funding. She noted that the CT&E Advisory Council met and reviewed the plan. She briefly reviewed the plan and noted that the division received an increase in federal funds this year that were used for: professional development for teachers, students attending state and national conferences, and to purchase technology.

Ms. Richards-Lutz noted the Performance Standards are referenced in the plan and the division has met all the criteria. Ms. Hutchins noted the Performance Standards, as always, are phenomenal.

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

b. Approval of Special Education Annual Plan for 2016/2017

Ms. Neely said every year the school division is required to submit a Special Education Annual Plan and Report for the upcoming year. She reminded the Board that the Special Education Plan is a requirement to receive federal funds under the Individuals with Disabilities Education Act (IDEA). She briefly reviewed the plan.

Ms. Neely fielded questions during the review of the plan.

**On motion of Ms. Carter seconded by Ms. Baker, the School Board approved the Special Education Annual Plan for 2016/2017. Motion carried 7-0 by voice vote.**

c. Approval of Superintendent Evaluation Instrument

Dr. Brads said the Board packet includes the draft format of a revised superintendent evaluation form. He said the document encompasses the items VDOE added in July 2015, as well as, the two additional performance indicators the Board had requested relative to finance.

Ms. Luckinbill said the CCSB Administration Committee reviewed the instrument and it is very similar to the previous document with the exception of the finance items that were added. She explained that the scoring section is also better than what was in the previous document. She noted that the CCSB Administration Committee recommends switching to the document.

Dr. Brads noted that the opening of the document explains the purpose and process whereas the previous plan jumped right into the indicators and there was no explanation.

**On motion of Ms. Carter seconded by Ms. Smith, the School Board approved the Superintendent Evaluation Instrument. Motion carried 7-0 by voice vote.**

FY'16 Budget Updates

Mr. Shomo distributed a handout summarizing the year-end estimates for FY'16. He estimated the total revenues for FY'16 to be \$78,393,272 and as of today the division has spent \$54,270,201. He estimated the year-end balance to be \$729,461. He reviewed the end-of-year expenditures (See handout.)

Mr. Shomo fielded questions during the review.

Mr. Clancy asked if the division is able to use the Google Chromebooks for textbooks. Ms. Richards-Lutz said we can but it is just as expensive. Mr. Hauman said the publisher still requires a hard copy to be purchased with each electronic version. He noted the publishers realized they would lose money if they did not receive money for the actual book.

#### Resolution Guidelines

Dr. Brads said the CCSB Administration Committee asked the administrative staff to come up with guidelines for resolutions and those guidelines are being presented for consideration this evening.

Ms. Luckinbill said the CCSB Administration Committee discussed this for two meetings and agreed with the staff recommendation. Further discussion ensued.

Ms. North and Ms. Baker requested to add "Public School Volunteer Week" to the resolutions to be observed. Members concurred.

Final consensus:

*Eliminate all resolutions with the exception of:*

- 1. American Education Week*
- 2. Arts in Education Week*
- 3. Bullying Awareness Month*
- 4. Career and Technical Month*
- 5. Public School Volunteer Week*
- 6. Other mandated resolutions*

*An employee appreciation list with dates will be submitted to the School Board in June for review for the upcoming school year. The list will be distributed to all schools and posted on the website. The list will also appear each month on the Board's agenda as an Information Item.*

#### Zealous Appreciation for Positive Performance (ZAPP) Guidelines

Dr. Brads said during the last two meetings the CCSB Administration Committee has discussed developing more specific guidelines for ZAPP awards. He noted that the ZAPP award was created to be a high level recognition and it has evolved into more than that. He said it is very hard for staff to determine what constitutes a ZAPP. He noted this will not take away from special staff recognitions.

Ms. Luckinbill said the Committee recommends recognizing those students who place at state or make it to a national competition. She said in some areas we over recognizing some students and under recognizing others. She explained the goal is to standardize the process and what the Board awards.

Members concurred with the staff recommendation. (See handout.)

#### Staff Survey Results

Dr. Timmons shared the following statistics relative to the Faculty and Staff Mid-Year 2016 Survey:

- 767 employees (67%) completed the survey (462-certified/188-classified/117-did not identify)
- CCPS employs 1,143 employees (629-certified/514 classified) excluding substitute teachers

Dr. Timmons briefly reviewed the results from the survey. Dr. Timmons fielded questions from Board members throughout the review.

Dr. Brads shared with the Board that Peter Sengenberger with VSBA asked recently if any divisions had done employee surveys. He noted that we may share the survey with him.

Ms. North said the biggest concern from staff was the confidentiality of the survey. She said hopefully in the future more staff will participate and the Board will see results from the new programs that have been implemented.

Dr. Timmons noted that staff without email were provided hard copies to complete and return and those hard copies were entered by hand.

Dr. Brads said going forward we need to decide how often the survey will be administered. He said if it is done too often staff will lose interest.

Ms. Baker and Ms. North said the answer "Neutral" is not a good answer, it can be positive or negative.

Further discussion ensued.

Members requested to see the comments with redactions. Dr. Timmons said even with the redactions staff would be identifiable and that would get into personnel issues.

JC-R1 (Out-of-Zone School Attendance)

Dr. Houck reviewed the current out-of-zone policy for K-12 and noted the changes that were made last year.

Members gave Dr. Houck several scenarios relative to out-of-zone that he responded to.

Dr. Brads said the out-of-zone conversations do not start with the athletic conversation. He said the policy is more permissive than prohibitive and it has been consistently carried out.

Ms. North said numerous family members have contacted Board members relative to the out-of-zone policy. She said they feel the policy is very restrictive. Dr. Houck said all the reasons for out-of-zone are not listed. He shared a few examples with Board members.

Dr. Houck reviewed the out-of-zones approved for 2015/2016.

Dr. Houck said staff does not see athletics as the major reason for out-of-zone.

**On motion of Ms. Smith seconded by Ms. Hutchins, the Board went into closed session at 7:27 p.m. regarding:**

**[a] Discussion of Personnel Recommendations to include appointment, transfers, approval, and separation of staff and for the purpose of discussing the performance and specific terms of employment of a Board employed administrator as permitted by the Code of Virginia 2.2-3711 (A) (1)**

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

**On motion of Ms. Smith seconded by Ms. North, the Board ended the closed session at 9 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  
Pat Baker  
Rachel Carter  
Nate Clancy  
Elizabeth Hutchins**

**Anne Luckinbill**  
**Michelle North**  
**Betsy Smith**

Personnel Recommendations

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

**On motion of Ms. Smith seconded by Ms. Baker, 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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NATHANIEL J. CLANCY, CHAIRMAN