

CULPEPER COUNTY SCHOOL BOARD
Minutes
August 8, 2016

A meeting of the School Board of Culpeper County was held August 8, 2016 at the County Administration Office at 302 N. Main Street, Culpeper, VA. 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 Brads; Executive Director of Curriculum and Instruction Rob Hauman; Executive Director of Student Services Dr. Russell Houck; Director of Human Resources Michelle Metzgar; Executive Director of Finance/Clerk Jeff Shomo; Executive Director of Operations Dr. Stacey Timmons and Deputy Clerk Pearl Jamison.

At 7 p.m., Mr. Clancy called the meeting to order.

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

Adoption of Agenda

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

Presentations/Recognitions

Mr. Clancy and Ms. Smith presented Zealous Appreciation for Positive Performance Awards to the following:

- For placing 2nd in the High Jump at the 3A State Outdoor Track and Field Championship held at Harrisonburg High School in June 2016 – Luther Gibbs (Sponsor – Mark Dennis)
- For placing 3rd in the Long Jump at the 3A State Outdoor Track and Field Championship held at Harrisonburg High School in June 2016 – Jason Ford (Sponsor – Mark Dennis)
- For placing 7th in the 400 Meter Run at the 3A State Outdoor Track and Field Championship held at Harrisonburg High School in June 2016 – Nargil Grigsby (Sponsor – Mark Dennis)
- For placing 3rd in the 4 x 400 Meter Relay at the 3A State Outdoor Track and Field Championship held at Harrisonburg High School in June 2016 – Luther Gibbs, Nargil Grigsby, Landon O’Briant, & Nathan Stewart (Sponsor – Mark Dennis)

- For placing 8th in the 1600 Meter Run at the 3A State Outdoor Track and Field Championship held at Harrisonburg High School in June 2016 – Kellie Hyde (Sponsor – Libby H. Ouellette)

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

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

- (a) Approval of Minutes – June 27, 2016
- (b) Payroll and Payment of Bills

Motion carried 7-0 by voice vote.

The board considered the following action items:

- (a) Consideration of an Alternate for the VSBA Delegate Assembly
Ms. Hutchins nominated Michelle North to serve as an Alternate for the VSBA Delegate Assembly. There were no other nominations. Ms. North won by acclamation.
- (b) Appointment of School Board member to serve on the Culpeper Youth Advisory Council
Ms. Baker nominated Rachel Carter to serve on the Culpeper Youth Advisory Council. There were no other nominations. Ms. Carter won by acclamation.
- (c) Appointment of Community Representatives to serve on the Board of Supervisors/School Board Joint Career and Technical Advisory Committee

On motion of Ms. Hutchins seconded by Ms. Baker, the School Board appointed Frankie Gilmore and Ken Greenfield to serve on the Board of Supervisors/School Board Joint Career and Technical Advisory Committee. Motion carried 7-0 by voice vote.

- (d) Approval of Regulations for Sections G-L Reassigned to Board Regulation (BR) or Superintendent Regulation (SR)

On motion of Ms. Luckinbill seconded by Ms. Baker, the School Board approved the Regulations for Sections G-L Reassigned to Board Regulation or Superintendent Regulation. Motion carried 7-0 by voice vote.

The Board heard the following superintendent/staff reports:

- (a) Superintendent Updates

Dr. Brads shared with the Board that several VSBA Policies require annual reporting to the public. He highlighted the following:

- Policy DIA (Reporting per Pupil Costs) requires that the public be notified of annual per pupil expenditures. He noted the information is available online (hardcopy upon request) in the format specified by the state and the information includes the projected/proposed/estimated per pupil costs based on the annual school reporting system.
- Policy BF (Board Policy Manual) requires that the public be notified as to where they can find school division policies. He noted the information is available online and copies are available, as needed, to citizens who do not have online access.
- Policy KG (Community Use of School Facilities) requires that the School Board be notified monthly relative to use of facilities. He noted the “Community Use of Facilities” calendar is available online for review at any time.

- (b) Finance Report

Mr. Shomo noted the accounts payable approved totaled \$1.86M.

Mr. Shomo shared with the Board that the estimated year-end balance has increased due to a technology reimbursement we received. He said the new estimated balance is \$1,272,507. He said there is still about \$200,000 in accounts payable that is still in question.

Mr. Shomo said the Food Service revenues for the year totaled \$3.7M and expenditures were \$3.3M which resulted in a profit of \$350,000. He applauded Mr. Beamer and his staff for job well done.

Mr. Shomo said the CCHS Renovation is drawing to an end. He said we owe about \$481,000 and, at this point, the \$456,736 from the Central Plant is still intact and could be transferred to the A.G. Richardson/Pearl Sample project. He noted the project will end on budget.

Mr. Shomo said to complete both phases of the Pearl Sample/A.G. Richardson entrance we will need \$1.6M and we are short \$402,839. He explained to the Board that several issues have been encountered with the project. He briefly reviewed a cost breakdown for the project and described what will be involved in phase II of the project.

Mr. Clancy asked if the construction will take place during pickup and drop off times. Mr. Shomo said no, they will work around those times.

Mr. Shomo reminded members that the FY2017 adopted budget is \$86,779,672 including Food Service.

Mr. Shomo highlighted the following:

- Implementing procurement cards and developing internal controls
- Security Grant applied for \$124,500
- School activity audits completed in July
- School accounting software has been updated

(c) Operations Report

Dr. Timmons shared a PowerPoint with the Board showcasing various on-going construction projects and maintenance projects completed over the summer.

Dr. Timmons highlighted the following information relative to Food Service and Transportation.

Food Service

- Completed serving line renovation at Pearl Sample
- Installed new coolers and warmers at A.G. Richardson
- Hosted the regional Food Service workshop today at Culpeper High
- Received a waiver to not increase lunch prices

Transportation

- Reviewed summer trips
- Reviewed bus routes for 2016/2017 (109 runs w/33 double runs)
- Ordered 5 new 77 passenger Bluebird busses and 1 special needs bus
- Serviced and inspected 90 busses

Mr. Clancy said he had received several calls from parents relative to their child's bus route. He suggested that a map be put on the website showing the routes.

(d) Instruction Report

Mr. Hauman and Mrs. Richards-Lutz shared a PowerPoint with the Board entitled "What's New" which described the steps involved to develop the "Profile of a Graduate".

Mr. Hauman and Mrs. Richards-Lutz shared a draft of what the "Profile of a CCPS Graduate" looks like.

Ms. Richards-Lutz noted that a lot of collaboration (students, Chamber members, staff, School Board) went into developing the "Profile of a CCPS Graduate".

Ms. Richards-Lutz shared with the Board that the next issue of the "Culpeper County Quarterly" will include information on the "Profile of a Graduate".

Board Reports

Ms. Baker welcomed all the new and returning staff. She wished everyone a wonderful year.

Ms. North said the new school year comes with a fresh slate. She hopes teachers, administration, support staff, and parents can come together to inspire and educate our young learners. She said every student is unique but the division plans to meet all their needs and set them on a good course for life. She welcomed all the new teachers and their families.

Ms. Hutchins said over the summer Dr. Brads, Nate Clancy, and she attended the VSBA Conference on Education which allowed them the opportunity to look at various school programs. She also wished everyone a smooth and uneventful opening tomorrow.

Ms. Smith thanked the staff for all the hard work it takes to get ready for a smooth start. She shared with members that her daughter participated in the Germanna Scholars program and 58 of her credits transferred to a four-year college. She said Germanna Scholars is a great program.

Mr. Clancy welcomed all the new teachers, students, and staff returning. He thanked everyone for the work they do.

Information Items

- Summary of CCSB Committee Reports

Future Meetings

- August 10, 2016 – CCSB Capital Planning Committee Meeting, 8:30 a.m. at the School Board Office, 450 Radio Lane
- August 22, 2016 – CCSB Business/Work Session, 6 p.m. at the School Board Office, 450 Radio Lane (Closed Session later in the agenda, if needed)
- September 12, 2016 – CCSB Finance Committee Meeting, 5:45 p.m. at the County Admin. Office, 302 N. Main Street
- September 12, 2016 - CCSB Regular Board Meeting, 7 p.m. at the County Administration Office, 302 N. Main Street (Closed Session later in the agenda, if needed)

Personnel Recommendations

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

On motion of Ms. North seconded by Ms. Baker, the School Board voted to adjourn at 8:04 p.m. Motion carried 7-0 by voice vote.

JEFFREY R. SHOMO, CLERK

NATHANIEL J. CLANCY, CHAIR