



# ALLEGHANY

county public schools

## MINUTES

### REGULAR MEETING OF THE ALLEGHANY COUNTY SCHOOL BOARD

February 22, 2016

The Alleghany County School Board held its regular meeting on February 22, 2016, at 6:00 p.m. at the Central Office Complex in Low Moor, Virginia. The meeting was originally scheduled for February 15 at Jackson River Technical Center but was postponed due to inclement weather.

**PRESENT:** William W. Angle; Amber D. Kerns; R. Craig Lane; Norman L. Persinger, Jr. Benjamin J. Truett, Vice Chairman; and Randall S. Tucker, Chairman; and Jacob L. Wright.

Also present: Eugene P. Kotulka, Superintendent; and Lorie C. Bess, Clerk.

**ABSENT:**

Chairman Tucker announced the following addition to the agenda:

1. Agenda item #16-230, "Consider revision of 2015-2016 Academic Calendar". This is an action item and will be inserted after agenda item #16-224.

**MINUTES**

(16-206) APPROVAL OF MINUTES

- a. January 11, 2016 Called Meeting
- b. January 25, 2016 Regular Meeting

**MOTION:** That the Board approve the minutes, as presented.

**MOTION:** Mr. Angle

**SECOND:** Mr. Truett

**ROLL CALL VOTE:** Unanimous

**BUSINESS AND FINANCE**

(16-207) BUDGET REPORT

School Operating Fund	\$774,809.19
School Textbook Fund	\$1,356,547.18
Alleghany Foundation Nursing Grant	\$56,626.64
Governor's School	\$94,501.34
Scholarship	\$77,844.48
Alleghany Foundation Mental Health Initiative	\$10,695.22
School Capital	\$1,118,551.71
Medicaid Reimbursement	\$464,523.89
Technology	\$21,906.83
<b>Grand Total</b>	<b>\$3,976,006.48</b>

(16-208) PAYMENT OF BILLS

**MOTION:** That the Board approve the payment of bills, as presented.

**MOTION:** Mrs. Kerns

SECOND: Mr. Lane  
ROLL CALL VOTE: Unanimous

(16-209) CAFETERIA REPORT

Mr. Kotulka presented the January cafeteria report. He reported a beginning cash balance as of January 31 is \$438,489, which is a %24,564 decrease from last year. During 2015-2016, school revenues decreased by \$18,767 and expenditures decreased by \$13,235, he noted.

(16-210) 2016-2017 BUDGET UPDATE

Keven Rice, Director of Finance, gave a brief budget update. He noted more information would be available at the March 7 work session.

**COMMUNITY PARTICIPATION**

(16-211) RECOGNITION OF SCHOOL BOARD APPRECIATION MONTH

Mr. Kotulka presented each Board member with a certificate of appreciation. He also noted the gift left at each member's seat was a collaborative effort from all of the schools. Mr. Kotulka then read the following statement: *"As citizen leaders, school board members face complex and demanding challenges. Yet few people fully understand the scope and far reaching implications of board members' responsibilities. Virginians should recognize the vital contributions of these men and women and focus attention on the crucial role these public officials play in the education of our children. Their job is to establish a vision for the education program, design a structure to achieve that vision, ensure schools are accountable to the community and strongly advocate continuous improvement in student learning. That job entails an endless string of meetings and school functions to attend; reams of reports, agendas, proposals and other information to read and study; and a host of difficult decisions to make. Although they wear many hats in the workday world, school board members put on a collective hat when they get down to the business of leading their school divisions. Board members must pull together as a team toward a common goal of helping all students achieve. Though individual school board members may sometimes disagree on issues, their role as a member of the school board is to consistently strive toward the goal of high academic achievement. Working together, school board members speak out for public schools and the students they serve. Board members contribute hundreds of hours each year leading their divisions. Whether it is crafting policies, hiring top-notch employees, listening to staff and student concerns or recognizing outstanding programs, board members always keep their eyes on the goal of student achievement. The time spent in board meetings represents just a small fraction of the hours school board members spend leading in their divisions. They also work hard at seminars and training sessions to keep abreast of the latest trends in educational leadership, are deeply involved in community activities and spend many hours in the schools and at extracurricular events. Their love for learning, and concern and caring for students, staff and community, drives board members' desire to lead so students can achieve. In recognition of the dedicated service of school board members throughout Virginia, February has been designated as School Board Appreciation Month. This is the time to show our recognition and to increase our understanding of how local board members work together to provide a better future for our children. Please join Alleghany County Public Schools and the state to salute the men and women who provide grassroots governance of public schools."*

(16-212) PUBLIC COMMENT

Lisa Worley (545 Brentwood Drive, Covington, VA) expressed concerns that the YMCA child care program would be relocating to Mountain View Elementary School. Her concerns included traffic congestion, building security, and student safety. She encouraged the Board to carefully consider the effect on the students before making a decision.

Selena Childress-Mayo (TAP Head Start, 302 2<sup>nd</sup> Street SW, Roanoke, VA) introduced herself as the Director of the TAP Head Start/Early Head Start program. She expressed concern that the Central location was recently renovated using federal funds and reported that research is being done to see if the School Board will be responsible for reimbursement of those funds.

Angela Penn (TAP Early Head Start, 302 2<sup>nd</sup> Street SW, Roanoke, VA) echoed Ms. Mayo's concerns regarding the use of federal funds to renovate the building.

**(16-213) SCHOOL BOARD MEMBER AND SUPERINTENDENT COMMENTS**

Mr. Wright thanked everyone for attending the meeting. He thanked Ms. Worley, Ms. Mayo, and Ms. Penn for their concern for the welfare of our students. He thanked the schools for the School Board appreciation gifts and dinner.

Mrs. Kerns thanked Ms. Worley, Ms. Mayo, and Ms. Penn for their comments and concerns. She noted she had received several emails regarding the YMCA moving to the school, and she appreciates everyone's concerns. She thanked the schools for the gifts.

Mr. Persinger thanked everyone for attending the meeting and for voicing their concerns. He thanked the schools for the dinner and gifts.

Mr. Lane thanked the staff for the dinner, gift, and certificate. He stated he too had received several emails regarding the reorganization plan and assured everyone that he will carefully consider the options. He thanked the staff for providing information to the Board so it can make an informed decision. He noted students are always the top priority for the Board.

Mr. Angle thanked everyone for the dinner, gift, and certificate. He announced he would be resigning from the Board on June 30 due to accepting a new position that requires him to move out of his district. He thanked everyone for their support over the years and stated the Board may not always agree but they always have the best interest of the students at heart.

Mr. Truett thanked everyone for the gift and for attending the meeting to express their concerns. He stated the Board thinks things through before making a decision, but ultimately tough decisions must be made. He stated our division has great students, staff, and opportunities for success.

Mr. Tucker thanked everyone for attending the meeting and stated the Board appreciates feedback. He thanked Mr. Angle for his years of service on the Board. He noted Board members receive a lot of emails from parents and school employees but the Board member may not know the answer, so they contact the Superintendent for more information. He stated the VISION 2020 Plan will put our high school where it should be in comparison with other high schools in the state and he is excited about moving forward to give our students the best possible chances for success.

Mr. Kotulka commended the large crowd and welcomed everyone. He stated the administration and the Board has to make tough decisions and he appreciates the phone calls, emails, and concerns from everyone. He thanked the School Board for their leadership and dedication to our students. He thanked Mr. Angle for his service as a Board member over the years and wished him well in his new job.

**SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS**

**(16-214) CALENDAR INFORMATION**

Mr. Kotulka reminded the Board of the following meetings:

- February 27, 5:30 p.m. – Annual Chamber of Commerce Dinner at Homestead
- February 29, 1:00 p.m. -- Administrative Budget Committee at Central office
- March 7, 6:00 p.m. – Budget Work session at Central office
- March 8, 12:00 p.m. – Joint Board of Control meeting at JRTC
- March 21, 6:00 p.m. – Regular meeting at Mountain View Elementary School
- March monthly calendar

(16-215) TRENDS IN CTE CERTIFICATIONS, CREDENTIALS, CTE DUAL ENROLLMENT

Glenn Spangler, Director of Jackson River Technical Center, reviewed the Alleghany High School JRTC Completers 2002-2015 chart, the AHS Dual Enrollment Programs and Students 2003-2015 chart, and the AHS DOE Recognized Industry Certification/Credential 2002-2015 chart.

(16-216) TRENDS IN ADVANCED PLACEMENT, DUAL ENROLLMENT, GOVERNOR'S SCHOOL, AND VIRTUAL COURSE ENROLLMENT

Jan Hobbs, Director of Assessment and Student Success, presented the information, which included a table that maps the enrollment trends in advanced placement, dual enrollment, Governor's School and virtual courses since 2007.

(16-217) APPROVAL OF TEXTBOOK ADOPTION COMMITTEE

Mary Jane Mutispaugh, Director of Instruction, explained because new courses were added to the Alleghany High School Program of Studies, it is necessary to adopt textbooks for the proposed courses. She recommended individuals for the Career and Technical Education Courses Textbook Adoption Committee to select textbooks for the new courses.

MOTION: That the Board approve the Textbook Adoption Committee, as presented.

MOTION: Mr. Angle

SECOND: Mrs. Kerns

ROLL CALL VOTE: Mr. Angle - YES  
Mrs. Kerns - YES  
Mr. Lane - YES  
Mr. Persinger - YES  
Mr. Truett – ABSENT (Stepped out of the meeting before vote was taken.)  
Mr. Tucker - YES  
Mr. Wright - YES

6 - YES    1 - ABSENT    0 - NO

(16-218) PRELIMINARY FALL SOL SCORES

Ms. Hobbs presented the preliminary fall SOL scores for Alleghany High School and Clifton Middle School.

(16-219) APPROVAL OF UPDATES TO SECTION 504 OF THE ADA POLICIES AND PROCEDURES MANUAL

Elizabeth Heath, Director of Special Education, explained the updates to the Division's Policies and Procedures for Section 504 were indicated after the training provided by VDOE in September. Advisement on changes was received from VDOE and incorporated in the changes. The purpose of the changes is to make sure that all language required by statute and by the Office of Civil Rights is included.

MOTION: That the Board approve the updates to Section 504 of the ADA Policies and Procedures Manual, as presented.

MOTION: Mr. Wright

SECOND: Mr. Truett

ROLL CALL VOTE: Unanimous

(16-220) CONSIDER APPROVAL TO SUBMIT REQUEST FOR PRE-LABOR DAY OPENING FOR 2016-2017

Ms. Mutispaugh explained Section §22.1-79.1 of the Code of Virginia prohibits the opening of public schools prior to Labor Day unless a school division qualifies for a waiver under the definition of "good cause". The Code defines good cause as severe weather, energy shortages, power failure, or other emergency situations. In order to qualify for a waiver, a school division must have closed an average of eight days per year during any five of the last ten years and the waiver must be approved by the local school board. Based on school closing data since the 2006-2007 school year, Alleghany County Public Schools have been closed an average of 12.8 days for good cause.

MOTION: That the Board approve the submission to request a pre-Labor Day opening for 2016-2017, as presented.

MOTION: Mr. Wright

SECOND: Mrs. Kerns

ROLL CALL VOTE: Unanimous

(16-221) CONSIDER APPROVAL FOR COMBI-OVEN AT CMS/MVES CAFETERIA

Mr. Rice requested approval to purchase a combi-oven for the Clifton Middle/Mountain View Elementary kitchen to replace the one that no longer works. The total cost is \$32,052.12

MOTION: That the Board approve the purchase of a combi-oven for the Clifton Middle School/Mountain View Elementary kitchen, as presented.

MOTION: Mr. Wright

SECOND: Mrs. Kerns

ROLL CALL VOTE: Unanimous

(16-222) CAPITAL IMPROVEMENT AND OPERATIONAL MAINTENANCE UPDATE

Board members were provided the work orders in their agenda packet. Mr. Isbell reviewed the reports.

(16-223) CONSIDER APPROVAL OF ONE-TO-ONE INITIATIVE CATEGORY OF VISION 2020

Mr. Kotulka reviewed the VISION 2020 Plan. Mr. Wright commented that while he supports the One-to-One Initiative, he is not supportive of the ETC and Alternative Education options that are included in the VISION 2020 Plan. Mr. Persinger also expressed concern with moving the ETC and Alt Ed programs.

Mr. Persinger suggested reevaluating the 4-year replacement plan to obtain more accurate costs and to look at space utilization. Ms. Mutispaugh clarified the Board was being asked to approve an "up to" amount, not a blanket approval to purchase the devices. She noted this approval simply earmarks the funds but the final costs could be less. Board members further discussed approving the VISION 2020 Plan as a whole. Mr. Wright stated he could support the Plan except for the technology center move.

MOTION: That the Board approve the VISION 2020 Plan as presented, except take out the technology center move.

MOTION: Mr. Truett

SECOND: Mr. Angle

ROLL CALL VOTE: Unanimous

(16-224) CONSIDER APPROVAL OF REORGANIZATION CATEGORY OF VISION 2020

Mr. Kotulka presented the Reorganization Plan, noting the Plan includes moving the early childhood programs sponsored by the YMCA to Mountain View Elementary and also moving ETC and Alternative Education from Jackson River Technical Center to the Central Office Complex. There was further discussion amongst Board members.

MOTION: That the Board table this item for further discussion at the March meeting.

MOTION: Mr. Wright

SECOND: Mr. Persinger

ROLL CALL VOTE: Mr. Angle - NO  
Mrs. Kerns - YES  
Mr. Lane - NO  
Mr. Persinger - YES  
Mr. Truett - NO  
Mr. Tucker - NO  
Mr. Wright - YES

3 - YES    0 - ABSENT    4 - NO  
The motion failed.

MOTION: That the Board approve the Reorganization Plan, as presented and recommended by the Superintendent.

MOTION: Mr. Truett

SECOND: Mr. Lane

ROLL CALL VOTE: Mr. Angle - YES  
Mrs. Kerns - NO  
Mr. Lane - YES  
Mr. Persinger - NO  
Mr. Truett - YES  
Mr. Tucker - YES  
Mr. Wright - NO

4 - YES 0 - ABSENT 3 - NO

(16-225) FIELD TRIP REQUESTS

- a. 60-80 AHS band students to Hershey, PA, March 31-April 2, 2016
- b. 18 AHS FCCLA students to FCCLA State Convention, Virginia Beach, April 7-10
- c. 5 FFA students to FFA State Convention, Blacksburg, VA, June 20-23

MOTION: That the Board approve the field trip requests, as presented.

MOTION: Mr. Truett

SECOND: Mr. Angle

ROLL CALL VOTE: Unanimous

POLICY REVISIONS:

(16-226) POLICY GCA-R1, ORGANIZATION CHART

MOTION: That the approve the revised Organization Chart, Policy GCA-R1, as presented.

MOTION: Mr. Truett

SECOND: Mr. Lane

ROLL CALL VOTE: Mr. Angle - YES  
Mrs. Kerns - YES  
Mr. Lane - YES  
Mr. Persinger - NO  
Mr. Truett - YES  
Mr. Tucker - YES  
Mr. Wright - NO

5 - YES 0 - ABSENT 2 - NO

(16-227) POLICY GCPA-R, REGULATION FOR REDUCTION IN PROFESSIONAL STAFF WORK FORCE

Mr. Vaughan explained the policy was updated by our attorney and will be considered for approval at the March 21 meeting.

(16-228) POLICIES FROM JANUARY BOARD MEETING

These policies were reviewed by the Board at the January 25 meeting.

- Policy GCBD-RA, Sick Leave
- Policy GCBD-RF, Regulations Pertaining to Staff Leaves and Absences
- Policy GCG-R, Teaching Experience: Allowable Credit
- Policy GDPA, Reduction in Support Staff Work Force
- Policy KG-F, Application for Use of Facilities

MOTION: That the Board approve the policies, as presented.

MOTION: Mr. Lane

SECOND: Mr. Truett

ROLL CALL VOTE: Unanimous

**(16-229) COMMUNICATIONS**

This information was provided for information purposes.

- a. JRTC monthly report
- b. New Tech update

**OTHER BUSINESS**

**(16-230) CONSIDER REVISION OF 2015-2016 ACADEMIC CALENDAR**

Due to the days missed for inclement weather, it was recommended the 2015-2016 academic calendar be revised to extend the length of the 4<sup>th</sup> six weeks by one week. Report cards will be issued on March 8.

MOTION: That the Board approve the revision of the 2015-2016 Academic Calendar, as presented and recommended by the Superintendent.

MOTION: Mr. Angle

SECOND: Mrs. Kerns

ROLL CALL VOTE: Unanimous

**CLOSED SESSION**

**(16-231) CODE OF VIRGINIA: PERSONNEL MATTERS 2.2-3711.A.1, STUDENT MATTERS 2.2-3711.A.2, AND DISCUSSION OF SCHOOL SAFETY REPORTS 2.2-3711.A.19**

MOTION: That the School Board enter closed session to discuss Personnel Matters, Student Matters, and School Safety Reports, as authorized by the Code of Virginia Sections 2.2-3711.A.1, 2.2-3711.A.2, and 2.2-3711.A.19.

MOTION: Mr. Wright

SECOND: Mr. Angle

ROLL CALL VOTE:

Mr. Angle - YES  
Mrs. Kerns - YES  
Mr. Lane - YES  
Mr. Persinger - YES  
Mr. Truett - YES  
Mr. Tucker - YES  
Mr. Wright - YES

7 -YES    0 - ABSENT    0 - NO

Time: 8:17 p.m.

MOTION: That the School Board return to open session from closed session.

MOTION: Mr. Angle

SECOND: Mr. Truett

ROLL CALL VOTE:

Mr. Angle - YES  
Mrs. Kerns - YES  
Mr. Lane - YES  
Mr. Persinger - YES  
Mr. Truett - YES  
Mr. Tucker - YES  
Mr. Wright - YES

7 - YES    0 - ABSENT    0 - NO

Time: 8:45 p.m.

**CERTIFICATION OF EXECUTIVE SESSION**

The Chairman requests a motion to certify that to the best of each member's knowledge:

1. Only public business matters lawfully exempted from opening meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies; and
2. Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the School Board.

MOTION: Mr. Truett  
SECOND: Mr. Angle  
ROLL CALL VOTE:

Mr. Angle - YES  
Mrs. Kerns - YES  
Mr. Lane - YES  
Mr. Persinger - YES  
Mr. Truett - YES  
Mr. Tucker - YES  
Mr. Wright - YES

7 - YES      0 - ABSENT      0 - NO  
TIME: 8:46 p.m.

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Chairman, Alleghany County School Board

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Clerk

**PERSONNEL**

(16-232) PERSONNEL ACTIONS

MOTION: That the Board approve all personnel actions, as discussed in Closed Session and recommended by the Superintendent.

MOTION: Mr. Angle

SECOND: Mr. Lane

ROLL CALL VOTE: Unanimous

(16-233) APPROVAL OF JOB DESCRIPTIONS

Mr. Vaughan noted the job descriptions would become effective July 1, 2016. The following job descriptions were revised: Superintendent, Director of Instruction, Director of Assessment and Accountability, Director of Special Education, Director of Finance, Director of Human Resources and Pupil Personnel, five Administrative Assistants, Administrative Assistant to the Superintendent, Clerk of the Board, Supervisor of Technology, Computer Network Specialist, Technology Support Specialist, Behavior Analyst, Reading Specialist, and Testing and Technology Resource Teacher.

MOTION: That the Board approve the revised job descriptions, as presented.

MOTION: Mr. Truett

SECOND: Mr. Angle

ROLL CALL VOTE:      Mr. Angle - YES  
                             Mrs. Kerns - NO  
                             Mr. Lane - YES  
                             Mr. Persinger - NO  
                             Mr. Truett - YES  
                             Mr. Tucker - YES  
                             Mr. Wright - NO

4 - YES      0 - ABSENT      3 - NO

**ADJOURNMENT**

MOTION: That the February 22, 2016 meeting of the Alleghany County School Board be adjourned.

MOTION: Mr. Angle

TIME: 8:47 p.m.

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Chairman, Alleghany County School Board

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Clerk