



# ALLEGHANY

## county public schools

### MINUTES

#### REGULAR MEETING OF THE ALLEGHANY COUNTY SCHOOL BOARD

April 18, 2016

The Allegheny County School Board held its regular meeting on April 18, 2016, at 6:00 p.m. at Sharon Elementary School in Clifton Forge, Virginia.

PRESENT: Amber D. Kerns (arrived at 6:08 p.m.); R. Craig Lane; Norman L. Persinger, Jr. Benjamin J. Truett, Vice Chairman; and Jacob L. Wright.

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

ABSENT: William W. Angle; Randall S. Tucker

Vice Chairman Truett presided and called the meeting to order at 6:00 p.m. The call to order was followed by a moment of silence and the recitation of the *Pledge of Allegiance*.

#### **MINUTES**

##### (16-266) APPROVAL OF MINUTES

- a. March 7, 2016 Called Meeting and Work Session
- b. March 21, 2016 Regular Meeting
- c. March 23, 2016 Joint Work Session with Board of Supervisors

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

MOTION: Mr. Wright

SECOND: Mr. Lane

ROLL CALL VOTE: Unanimous

#### **COMMUNITY PARTICIPATION**

##### (16-267) OPENING REMARKS AND WELCOME BY SHERMAN CALLAHAN, PRINCIPAL, SHARON ELEMENTARY SCHOOL

Mr. Callahan welcomed everyone to Sharon Elementary School. He thanked everyone for attending the meeting. He also thanked the school board for their continued support and efforts in supporting the students and staff of our school division. He stated there is a positive vibe within the school and it is evident that spring is upon us.

##### (16-268) REMARKS BY SHARON ELEMENTARY PTO REPRESENTATIVE

Michelle Downs read the following statement: *“Good evening, my name is Michelle Downs and I am the president of the PTO at Sharon Elementary School. On behalf of the PTO, I would like to welcome you. We have had a busy year this year. Starting off the fall, we had our annual Halloween carnival. This event has become a staple here at Sharon and the students look forward to it every year. Next, we celebrated American Education Week. During that week, we had a poster contest for grades K-2 and an essay contest for grades 3-5. The theme this year was “What Makes Sharon School Special”. The winner of the poster contest was Zeke Saville in 2<sup>nd</sup> grade. The winner of the essay contest was Hunter Nicely in 5<sup>th</sup> grade. As always, we had many wonderful entries. Throughout the week, we had special guests come in to read to students. At the end of the week we provided lunch for our teachers and staff. In December, we held our annual Santa Shop. This is an event where students have the opportunity to Christmas shop for family, friends, and pets. Like the Halloween carnival, this event requires lots of volunteer participation. We are very blessed here at Sharon to have such active parents to make these events successful. We also held two fundraisers. In the fall we sold spirit cups and earlier this spring we sold Yankee Candles. The proceeds from our fundraisers are put back into the school. With the monies*

*we raised, we have helped fund field trips, special requests from teachers for classroom supplies, and the upcoming 5<sup>th</sup> grade DARE graduation. This year Connie Puckett, Jennifer Seckner, and I met with the Sharon Ruritans, who had expressed an interest in partnering with Sharon Elementary. Along with volunteer opportunities, they donated dictionaries for several classrooms. I reached out to the PTO officers at Mountain View Elementary School. As parents, we all have the same goal which is to help make our schools the best they can be for our children. We have shared ideas and will be meeting in a couple of weeks along with PTO officers from Callahan. Our goal is to form collaboration between our communities, because at the end of the day, we are not competing against each other, we share the same vision, a bright and successful future for our children. As the year comes to an end, we look forward to celebrating our teachers during Teacher Appreciation Week and showing them how much we really do appreciate them. While we have created wonderful memories, we have had our share of tragedy. In 2015, we lost two special teachers, Mrs. Shawn Truett and Mrs. Cindy Humphries. We also lost a dedicated PTO member and volunteer, Sid Small. Sid lost his battle with cancer in the fall. He and his wife Tabitha have two children here at Sharon, William and Elizabeth. Sid and Tabitha have volunteered many hours in the classroom. Tabitha remains involved and we love seeing her smiling face and appreciate all that she does for our school. I have enjoyed being a part of and leading the PTO here at Sharon the last two years. My term is ending as well as our vice-president, Jennifer Seckner. I have had fun working with her and appreciate her support and hard work. The president for 2016/17 will be Misti McGuffey and the new vice-president will be Pam Hosey. Alania Lowman will remain as secretary and Emily Muterspaugh will remain as treasurer. Both have done a wonderful job and I have enjoyed working along-side them as well. Thank you to the school board and Mr. Kotulka for your support and making education a priority in our community. Have a great evening."*

(16-269) SCHOOL BOARD COMMENDATIONS

SHARON ELEMENTARY STUDENTS WHO EARNED A PERFECT SCORE ON THEIR SPRING 2015 SOL'S:

Grade 4: Kellen Lowman, Ethan Nicely

Grade 5: Coy Brown, Ivan Dobbs, Ryan Tierney

ALLEGHANY HIGH SCHOOL STUDENTS WHO EARNED A PERFECT SCORE ON THEIR FALL 2015

SOL'S:

Rebecca McClung, Xavier Storey, Zachary Suggs, Caleb Brown

SHARON ELEMENTARY SCHOOL "ABCD" STAFF AWARDS: Liza Carroll and Connie Puckett

(16-270) PUBLIC COMMENT

There were no citizens wishing to address the Board.

(16-271) SCHOOL BOARD MEMBER AND SUPERINTENDENT COMMENTS

Mr. Wright thanked everyone for attending the meeting. He thanked Mr. Callahan and staff for hosting the meeting. He congratulated the students on their awards and thanked the PTO for their service to the school.

Mrs. Kerns commended everyone who received an award and thanked them for their extra efforts.

Mr. Lane thanked the parents for attending the meeting and supporting their student and school. He congratulated those who received an award and noted it is good to see awards in all areas, such as academics, athletics, and the arts.

Mr. Angle congratulated everyone on their awards. He noted he would be leaving the Board in June after six years of service, but encouraged everyone to contact him if he could be of any assistance.

Mr. Persinger thanked everyone for attending and congratulated award winners. He thanked the staff and PTO for their service to the students and the school.

Mr. Truett stated he enjoys seeing a good balance in the awards given out. He stated Sharon is a strong community and thanked everyone for their support.

Mr. Kotulka thanked the parents for their support of the school. He commended the PTO for their organization of events and financial support to the school. He commended Liza Carroll and Connie

Puckett for receiving the ABCD award and stated they are two examples of the many amazing staff members at Sharon Elementary School.

**BUSINESS AND FINANCE**  
**(16-272) BUDGET REPORT**

|   |                       |
|---|-----------------------|
| School Operating Fund                         | \$1,127,418.36        |
| School Textbook Fund                          | \$1,356,547.18        |
| Alleghany Foundation Nursing Grant            | \$56,381.62           |
| Governor's School                             | \$108,589.24          |
| Scholarship                                   | \$77,844.48           |
| Alleghany Foundation Mental Health Initiative | \$10,704.72           |
| School Capital                                | \$1,118,551.71        |
| Medicaid Reimbursement                        | \$464,523.89          |
| Technology                                    | \$21,906.21           |
| <b>Grand Total</b>                            | <b>\$4,342,467.41</b> |

**(16-273) PAYMENT OF BILLS**

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

MOTION: Mrs. Kerns

SECOND: Mr. Angle

ROLL CALL VOTE: Unanimous

**(16-274) CAFETERIA REPORT**

Mr. Kotulka presented the March cafeteria report. He reported a net income balance as of March 31 is \$469,361 which is a \$4,310 increase from last year. During 2015-2016, school revenues increased by \$72,482 and expenditures increased by \$38,183, he noted.

**(16-275) MARCH 31 ADM REPORT**

The average daily membership is a cumulative average of our division-level enrollment from the first day of school through March 31. It incorporates prorated membership for students who leave or enroll in the division during the year. The March 31 average daily membership is a major component in the process by which the Virginia Department of Education computes our annual funding. Our final March 31, 2016 average daily membership for the division was 2176.1, which reflects a decrease in membership of 103.22 (4.53%) from one year ago. Our 2016 budget was based upon 2,172.

**SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS**

**(16-2) CALENDAR INFORMATION**

Mr. Kotulka reminded the Board of the following meetings:

- May 10, 12:00 p.m. - Joint Board of Control at JRTC
- May 16, 6:00 p.m. - Regular meeting at Central Office Complex
- May 27, 6:00 p.m. - Alleghany High School Graduation at DSLCC
- May monthly calendar

**(16-277) ONE-TO-ONE INITIATIVE UPDATE**

Mary Jane Mutispaugh, Director of Instruction, stated as part of the One-to-One Initiative utilizing Chromebooks, Alleghany County Public Schools will be utilizing Google Apps for Education. In utilizing this platform, students will be assigned email addresses for login. Email will be enabled for students in grades 9-12. Email addresses will be assigned as logins for students in grades 3-8 but email capabilities will be disabled. Our current policies do not prohibit student email addresses, but this is a change in procedure.

**(16-278) APPROVAL FOR SUBMISSION OF PERKINS GRANT APPLICATION**

Jan Hobbs, Director of Assessment and Student Success, stated the Perkins Grant provides funding for the Career and Technical Education programs. In Alleghany County Public Schools the funds received from this federal grant are used to support programs in Technology Education, Business Education, Family and Consumer Sciences, and Agricultural Education. According to the State Superintendent's

memo dated April 1, 2016, the estimated allocation for Alleghany County Schools is \$36,490.42. The plan is missing some figures that will be filled in once the Student Record Collection is submitted on April 15, 2016. She recommended submission of the grant application.

MOTION: That the Board approve the submission of the Perkins Grant application, as presented.

MOTION: Mr. Angle

SECOND: Mr. Lane

ROLL CALL VOTE: Unanimous

(16-279) REVIEW OF PROPOSED CTE TEXTBOOKS

Ms. Hobbs explained several new Career and Technical Education courses are being added to the course offerings at Alleghany High School. She provided a list of CTE textbooks that need to be updated and new textbooks that need purchased to go with the new CTE courses being offered. The CTE committee met and has approved these textbooks. This was provided as an information item this month and will be considered for approval in May, she noted.

(16-280) REVIEW REVISIONS TO TEACHER PERFORMANCE EVALUATION SYSTEM

Fred Vaughan, Director of Human Resources and Pupil Personnel, explained that the division adopted a teacher performance evaluation system in July 2012 based upon then current standards and practice. The legal requirements and expectations have changed over time necessitating a revision to our document. With guidance from the Virginia Department of Education and a committee of division teachers and administrators, the revised draft reflects these changes as well as streamlines the evaluation process for both teachers and administrators. He noted this would be considered for approval at the May meeting.

(16-281) APPROVAL OF SPECIAL EDUCATION ANNUAL PLAN

Dr. Elizabeth Heath, Director of Special Education reviewed the revisions. The plan was presented to the Board at the March meeting for review. She noted the Plan was approved by the local Special Education Advisory Committee February 23, 2016.

MOTION: That the Board approve the Special Education Annual Plan, as presented.

MOTION: Mr. Wright

SECOND: Mr. Lane

ROLL CALL VOTE: Unanimous

(16-282) REVIEW OF 2016 STAFFING PLAN FOR K-12 SUMMER SCHOOL PROGRAM

Ms. Mutispaugh stated summer school for K-8 students will be held at Mountain View Elementary School and Clifton Middle School from June 6-June 29, 2016. Summer School for students in grades 9-12 will be held at Alleghany High School June 6 through July 27, 2016. Breakfast and lunch will be available for all students at no charge. If new courses are offered at Alleghany High School, the cost for the course will be \$200. She requested positions be approved for staffing the summer school program. As always, all positions are contingent upon student enrollment in the program, she noted. Summer School personnel will be included in personnel recommendations at the May School Board meeting.

(16-283) REVIEW OF LOCAL PLAN FOR THE EDUCATION OF THE GIFTED

Ms. Mutispaugh reported the Alleghany County Public Schools Local Advisory Committee for the Education of the Gifted will meet on April 19, 2016 to review the Alleghany County Public Schools Local Plan for the Education of the Gifted 2012-2017. This plan was submitted to the Virginia Department of Education in the fall of 2014 for peer review. Recommendations were considered by the Local Advisory Committee last year. The committee approved the plan with some revisions recommended by the peer review team. Any changes recommended by the committee will be included in the May school board packet for approval. Plans are no longer submitted to the state department for approval. Final approval will be granted by the local school board and must be done annually. The current plan may be accessed on the division website, she noted.

(16-284) LOCAL ASSESSMENT ANNUAL RENEWAL

Ms. Mutispaugh reported the Commonwealth of Virginia revised the teacher evaluation criteria and localities will be implementing the revised system. One component of the new model is demonstrating student growth. In order to demonstrate student growth multiple measures need to be considered. Ms. Mutispaugh reviewed several options and noted the purchase will be funded with instructional supply and local technology funds. This item will be presented for approval at the May board meeting, she noted.

(16-285) CAPITAL IMPROVEMENT AND OPERATIONAL MAINTENANCE UPDATE

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

(16-286) INFRASTRUCTURE UPGRADE AT THE CENTRAL OFFICE COMPLEX

Mary Jane Mutispaugh explained that the upgrades of the infrastructure will provide the support needed for the Technology Department and the Turning Point Program. It was recommended that Templeton Vest be awarded the contract. The total cost is \$40,749 and the funds would come out of the capital improvement fund.

MOTION: That the Board approve Templeton Vest for the infrastructure upgrade at the Central Office Complex, as presented.

MOTION: Mr. Lane

SECOND: Mr. Angle

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

4-YES 1-ABSENT 2-NO

(16-287) UPGRADE OF WI-FI INFRASTRUCTURE AT ALLEGHANY HIGH SCHOOL

Mrs. Mutispaugh explained that the Wi-Fi infrastructure is being refreshed in its entirety in support of the One-to-One Initiative. The switching equipment will maximize network throughput and will provide power over Ethernet capabilities. The access point installations have been designed to minimize signal interference and maximize throughput at the classroom level. The bid provided by ABS Technology was recommended. The total cost is \$146,724 and funds would come from VPSA (\$106,724) and Medicaid (\$40,000) categories.

MOTION: That the Board approve ABS Technology for the upgrade of Wi-Fi infrastructure at Alleghany High School, at a total cost of \$146,724.00, as presented.

MOTION: Mr. Angle

SECOND: Mr. Lane

ROLL CALL VOTE: Unanimous

(16-288) UPGRADE OF WI-FI INFRASTRUCTURE AT CLIFTON MIDDLE SCHOOL

Mrs. Mutispaugh explained that the Wi-Fi infrastructure is being refreshed in its entirety in support of the One-to-One Initiative. The switching equipment will maximize network throughput and will provide power over Ethernet capabilities. The access point installations have been designed to minimize signal interference and maximize throughput at the classroom level. The bid provided by ABS Technology was recommended. The total cost is \$177,889.85 and the funds will come out of the VPSA (\$58,000), Medicaid (\$20,000), and Capital (\$100,000) categories.

MOTION: That the Board approve ABS Technology for the upgrade of Wi-Fi infrastructure at Clifton Middle School, at a total cost of \$177,889.85, as presented.

MOTION: Mr. Lane

SECOND: Mr. Angle

ROLL CALL VOTE: Unanimous

POLICY REVISIONS

(16-289) REVISIONS BASED ON RECOMMENDATIONS FROM VSBA POLICY SERVICES AND/OR ADMINISTRATION

Policies were provided to Board members for their review. These policies will be considered for approval at the May meeting.

(16-290) COMMUNICATIONS

This information was provided for information purposes.

- a. Classified Advisory Committee
- b. Minority Advisory Committee
- c. Parent Advisory Committee
- d. Teacher Advisory Committee
- e. JRTC monthly report

**OTHER BUSINESS**

(16-291) DISCUSSION OF JOINT SCHOOL SYSTEM

At the March meeting, Board members directed Mr. Kotulka to contact the Covington superintendent to inquire if his Board would be interested in conducting a meeting between both School Boards. Mr. Kotulka reported he did make the contact but they were not interested in a joint meeting at this time. Board member feedback regarding the joint proposal will be discussed at the May meeting.

(16-292) ADDITION TO AGENDA

There were no further additions to the agenda.

**CLOSED SESSION**

(16-293) 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. Angle

SECOND: Mr. Lane

ROLL CALL VOTE: Mr. Angle - YES  
Mrs. Kerns - YES  
Mr. Lane - YES  
Mr. Persinger - YES  
Mr. Truett - YES  
Mr. Tucker - ABSENT  
Mr. Wright - YES

6 - YES 1 - ABSENT 0 - NO

Time: 7:18 p.m.

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

MOTION: Mr. Lane

SECOND: Mr. Angle

ROLL CALL VOTE: Mr. Angle - YES  
Mrs. Kerns - YES  
Mr. Lane - YES  
Mr. Persinger - YES  
Mr. Truett - YES  
Mr. Tucker - ABSENT  
Mr. Wright - YES

6 - YES 1 - ABSENT 0 - NO

Time: 7:39 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. Lane

SECOND: Mr. Angle

ROLL CALL VOTE: Mr. Angle - YES  
Mrs. Kerns - YES  
Mr. Lane - YES  
Mr. Persinger - YES  
Mr. Truett - YES  
Mr. Tucker - ABSENT  
Mr. Wright - YES

6 -YES      1 - ABSENT      0 - NO  
TIME: 7:41 p.m.

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Chairman, Allegheny County School Board

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Clerk

**PERSONNEL**

(16-294) PERSONNEL ACTIONS

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

MOTION: Mr. Angle

SECOND: Mrs. Kerns

ROLL CALL VOTE: Unanimous

(16-295) APPROVAL OF JOB DESCRIPTION 5-7, HEAD CUSTODIAN

Mr. Vaughan explained the position would be responsible for the coordination and oversight of building custodians, inspection of work, training, and the requisition and maintenance of inventory of needed supplies.

MOTION: That the Board approve job description 5-7, Head Custodian, as presented.

MOTION: Mr. Lane

SECOND: Mrs. Kerns

ROLL CALL VOTE: Unanimous

**ADJOURNMENT**

MOTION: That the April 18, 2016 meeting of the Allegheny County School Board be adjourned.

MOTION: Mr. Angle

TIME: 7:42 p.m.

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Chairman, Allegheny County School Board

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Clerk