



# ALLEGHANY

county public schools

## MINUTES

### REGULAR MEETING OF THE ALLEGHANY COUNTY SCHOOL BOARD September 19, 2016

The Alleghany County School Board held its regular meeting on September 19, 2016, at 6:00 p.m. at Callaghan Elementary School in Covington, Virginia.

PRESENT: Gerald E. Franson; Norman L. Persinger, Jr.; Jennifer S. Seckner; Benjamin J. Truett, Vice Chairman; Randall S. Tucker, Chairman; and Jacob L. Wright. Also present: Eugene P. Kotulka, Superintendent; and Lorie C. Bess, Clerk.

ABSENT: R. Craig Lane

Chairman Tucker announced the following addition to the agenda:

1. Agenda item #17-89 "Disposition of Pupil Personnel" will be added after agenda item #17-88. Pupil Personnel case #17-07 will be discussed in Closed Session.

### MINUTES

(17-56) Approval of Minutes

a. August 15, 2016 Regular Meeting

MOTION: That the minutes be approved, as presented.

MOTION: Mr. Wright

SECOND: Mr. Truett

ROLL CALL VOTE: Unanimous

### COMMUNITY PARTICIPATION

(17-57) OPENING REMARKS AND WELCOME BY NANCY MOGA, PRINCIPAL, CALLAGHAN ELEMENTARY SCHOOL

Mrs. Moga read the following statement: *"Welcome to the greatest school in the universe! This is the 17<sup>th</sup> school board meeting to be held here. The school building is 52 years old. We remain grateful to the Alleghany County School Board and the citizens of Alleghany County for providing a comfortable, renovated building in which students enjoy learning each day. Your supper was served by our cafeteria staff, led by Sherry Wolfe, Gina Adkins, and Tracey Thompson, and desserts by Tracey O'Connor, Tammy Crane, and Valerie Humphreys. Thank you! This is our 15th year of Callaghan earning full accreditation according to Virginia standards and it will be the 11th year making AYP as set by federal benchmarks for NCLB. Congratulations to our students and parents, those present, please stand. These parents represent 96% of the parents who attended the August Open House. All teachers are highly qualified. 58% have earned their Master's degree. All of our assistants are highly qualified. With our support staff of drivers, custodians, cafeteria workers, and therapists, we have 47 adults scheduled to work here all or some part of each week. Staff members, please stand. You board members are an extended part of our Callaghan family. So welcome home, and let me know what I can do to help your meeting operate smoothly."*

(17-58) REMARKS BY PTO REPRESENTATIVE

Amanda Webb read the following statement: *"Good evening ladies and gentlemen and welcome to Callaghan School. My name is Amanda Webb and I am one of the co-presidents this year for the*

*Callaghan PTO. The Callaghan PTO holds scheduled monthly meetings and welcomes everyone to attend these meetings each month at 5:30 p.m. Our PTO is very active. On August 6<sup>th</sup>, the PTO hosted a community event at Callaghan School. Over 35 volunteers worked to spread woodchips on our playgrounds, cut low branches, paint curbs, pull weeds and begin the removal of large shrubs. Jody Morris and Modern Woodmen of America sponsored a lunch after all the hard work was completed. Members from the Kiwanis, Callaghan Ruritans, Boys Home residents, community volunteers, school faculty and staff, PTO members and students worked hard to make Callaghan more beautiful. Callaghan PTO sponsored a membership drive during the open house before school started. Callaghan PTO has many members and also a long list of volunteers. We have monthly activities including our Family Fun Fridays consisting of Sock Hops, Trunk or Treat and Candy Bar Bingos. A Candy Bar Bingo was held on Friday, September 9. Deputy Chris Fisher was our guest speaker. Deputy Fisher discussed internet safety and general safety. Four giveaways sponsored by the PTO were drawn. The children had fun at this event and look forward to the next. Speaking of the next event...Our next Fun Friday event is scheduled for October 7. Callaghan PTO will host a sock hop for all parents and students. Erin Bartley will be our guest speaker for the parents. Erin will discuss Reducing Adverse Childhood Experiences such as stressors and also promoting a better parent/child relationship. Our annual fall fundraiser will begin on October 10<sup>th</sup>. This year we will sell cookie dough. Friday, October 28<sup>th</sup> is our Annual Trunk-or-Treat. This event is free and we will be serving hot dogs, chips and drinks while the children trick-or-treat around the parking lot. We are blessed that the Callaghan Ruritans have been helping cook and serve our food for this event for several years. On Sunday, November 6<sup>th</sup> we will host our annual Thirty-One bingo at the Covington Moose Lodge. There will be 20 opportunities to win some wonderful stuffed bags. We invite you to attend. Tickets will be on sale soon. In December we will hold our annual holiday shop. We have a special shopper that purchases items all year long for the shop. The children love this event and enjoy being able to purchase items for their moms, dads, sisters and brothers. It's so much fun to watch the children pick out those special gifts that they "think" their family will enjoy. Field Day is another special event the students enjoy. Although Mr. Bartley organizes all the events the PTO purchases lunch, t-shirts, water bottles, makes sno cones and picks up the expenses for the day. These are just some of the activities that the Callaghan PTO promotes for Callaghan School. We have a Callaghan PTO Facebook page. We invite you to like this page in order to follow the success of our faculty, staff and students. Thank you so much for allowing me to speak tonight. It is a great privilege to represent the Callaghan PTO."*

(17-59) SCHOOL BOARD COMMENDATIONS:

Callaghan students who earned a perfect 600 score on their spring 2016 tests/assessments:

Grade 4 – Christian Flenner, Tabitha Simmons

Grade 5 – Connor McPeek

ABCD Awards: Cherry Connor (awarded posthumously), Kathy Sexton, and Teresa Urban

(17-60) PUBLIC COMMENT

There were no citizens wishing to address the Board.

(17-61) SCHOOL BOARD MEMBER AND SUPERINTENDENT COMMENTS

Mr. Wright thanked Mrs. Moga for hosting the meeting. He offered condolences to the family of Cherry Connor and stated she would be missed by many. He thanked Teresa Urban and Kathy Sexton for their extra efforts. He commended Rick and Melanie Hartman for their extra efforts with the recent flood.

Mr. Persinger thanked Mrs. Moga and staff for hosting. He stated the PTO does a lot for the community and it is appreciated. He congratulated staff of Callaghan Elementary School on being fully accredited again this year and stated this recognition is a "bright spot" for the area. He commended those who received ABCD and SOL awards. He thanked everyone for attending the meeting.

Mrs. Seckner commended the staff for being fully accredited. She stated Mrs. Moga's leadership is incredible and a lot of hard work goes into making a school successful. She stated Cherry Connor was a big advocate for the school system and she will be greatly missed. She commended Mrs. Urban and Ms. Sexton on their ABCD award and stated bus drivers are a very important part of our school system. She stated she recently attended the VSBA Legislative Advocacy conference with Mr. Franson and Mr. Kotulka and it was very informative. She thanked everyone for attending the meeting.

Mr. Franson thanked everyone for attending the meeting. He thanked Mrs. Moga and her staff for an excellent job at achieving perfect SOL scores. He stated he knows the teachers have a personal interest in the students and their success. He offered condolences to the Cherry Connor family. He stated if anyone had any questions or suggestions to contact their school board representative as they are here to serve.

Mr. Truett thanked Mrs. Moga for hosting the meeting and the cafeteria staff for the wonderful meal. He commended everyone who received an award and stated there is a lot of pride in this community.

Mr. Tucker stated he appreciates what everyone does for Callaghan Elementary School. He stated the school board provides the building and resources, but it's the staff that makes it a successful school. He thanked the PTO for everything they do to support the school.

Mr. Kotulka thanked Mrs. Moga and staff for their hospitality. He stated he attended the Trunk or Treat event last year and never saw so many people gathered together for one of these events, which showed the support of the Callaghan community. He thanked everyone who assisted with the recent flood and stated the extra efforts and pride is what makes this a great school division and place to live.

**BUSINESS AND FINANCE**

(17-62) BUDGET REPORT\*

School Operating Fund	\$2,169,553.82
School Textbook Fund	\$1,479,141.41
Alleghany Foundation Nursing Grant	\$74,894.72
Governor's School	\$131,014.76
Scholarship	\$76,885.63
Alleghany Foundation Mental Health Initiative	\$16,306.39
School Capital	\$1,422,672.00
Medicaid Reimbursement	\$501,145.67
Technology	\$29,999.57
<b>Grand Total</b>	<b>\$5,901,613.97</b>

(17-63) PAYMENT OF BILLS\*

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

MOTION: Mr. Franson

SECOND: Mrs. Seckner

ROLL CALL VOTE: Unanimous

(17-64) TEN-DAY STUDENT MEMBERSHIP REPORT\*

This report of our enrollment is for the first ten days of school and for the Tuesday after Labor Day. The enrollment for JK-12 as of September 6, 2016 was 2,128. Our budget is based on 2,100 students.

(17-65) CAFETERIA REPORT\*

The net income balance for month ending August 31, 2016 is \$386,156 which is a \$22,279 decrease from last year (August, 2015 \$408,435).

(17-66) APPROVAL OF BUDGET DEVELOPMENT CALENDAR AND DESIGNATION OF 6 P.M., JANUARY 23, 2017 AS DATE FOR PUBLIC HEARING ON 2017-2018 BUDGET\*

The budget development calendar was presented and the date for the public hearing on the 2017-2018 budget was recommended for January 23, 2017.

MOTION: That the Board approve the budget development calendar and January 23, 2017 as the date for the public hearing on the 2017-2018 budget, as presented.

MOTION: Mr. Truett

SECOND: Mr. Wright

ROLL CALL VOTE: Unanimous

(17-67) DESIGNATION OF SCHOOL BOARD LIAISON(S) TO ADMINISTRATIVE BUDGET COMMITTEE

Mr. Kotulka noted one or two Board members could be designated as school board liaisons to serve on the Administrative Budget Committee. The committee will meet on the following dates: December 7, January 4, February 1, and February 22, with all meetings beginning at 9:00 a.m.

MOTION: That Gerald Franson and Todd Persinger serve on the Administrative Budget Committee.

MOTION: Mr. Wright

SECOND: Mr. Truett

ROLL CALL VOTE: Unanimous

(17-68) SCHOOL ACTIVITY FUND AUDIT\*

On an annual basis a certified public accounting firm is engaged to audit the financial records of each of our schools' activity fund and the division's cafeteria fund. Robinson, Farmer, Cox Associates recently completed an audit of the aforementioned entities for the 2015-2016 fiscal year and have submitted the final results of their audit. In the opinion of the auditors, the financial statements present fairly, in all material respects, the cash receipts, disbursements, and balances for the school activity and cafeteria funds. Two of the five schools plus the division cafeteria operation received no recommendations or comments. Three schools received minor recommendations, and these recommendations have been addressed directly with each of the applicable principals and bookkeepers/secretaries. The results of the 2015-2016 school activity and division cafeteria funds audit reaffirm our long-standing practice of sound financial management in these areas.

**SUPERINTENDENT REPORTS AND RECOMMENDATIONS**

(17-69) CALENDAR INFORMATION\*

Mr. Kotulka reminded the Board of the following meetings:

- October 10 – No school for students. Parent/teacher conferences.
- October 11, 12:00 p.m. – JRTC Joint Board at JRTC
- October 17 – Regular monthly meeting at Clifton Middle School
- October 23-25 – VASS Fall Conference in Charlottesville
- October monthly calendar
- October TBD – School Board Retreat with VSBA
- November 16-18 – VSBA Annual Conference in Williamsburg

(17-70) JRTC ANNUAL REPORT\*

Glenn Spangler, JRTC Director, presented the annual report.

(17-71) APPROVAL TO ADMINISTER YOUTH RISK BEHAVIOR STUDY\*

Board members were provided copies of the Centers for Disease Control and Prevention (CDC) Youth Risk Behavior Survey with the addition of core factors and beliefs. This survey, which we have administered every other year since 2002, provides the most comprehensive data on a variety of teenage behaviors and will allow for comparison of longitudinal data relative to the Alleghany County Public Schools. In addition, this survey offers additional questions that will be beneficial in reflecting community values. Once again, our School Health Advisory Board (SHAB) will assist in administration of the survey

with the Community Services Board providing funding for analysis of the data once again by Dr. Kerry Redican. Mr. Vaughan recommended administration of this survey to be conducted in late October or early November. Copies of the survey will be posted on the division's website for parent and community review. Any parent may choose to opt their child out of the survey if they so desire.

MOTION: That the Board approve the administration of the Youth Risk Behavior Study, as presented.

MOTION: Mr. Truett

SECOND: Mr. Franson

ROLL CALL VOTE: Unanimous

(17-72) APPROVAL OF 2016-2017 COMMITTEES\*

The following committees were presented for approval: Calendar Committee, CTE Advisory Committee, Gifted Advisory Committee, Greater Allegheny School Health Consortium Committee, Safe School Committee, School Health Advisory Board (SHAB), and Title I District Advisory Committee.

MOTION: That the Board approve the recommended 2016-2017 committees, as presented.

MOTION: Mr. Wright

SECOND: Mrs. Seckner

ROLL CALL VOTE: Unanimous

(17-73) APPROVAL OF TEXTBOOK ADOPTION COMMITTEES\*

As the result of adding new courses to the Allegheny High School Program of Studies, it is necessary to adopt textbooks for the proposed courses. The committee recommended textbooks for the new Social Studies elective course of Psychology and the Manufacturing Career and Technical Education course. In addition, this is the year to adopt Social Studies textbooks for use beginning in the -2017-18 school year.

MOTION: That the Board approve the textbooks for Psychology, Manufacturing Career and Technical Education, and Social Studies, as presented.

MOTION: Mr. Truett

SECOND: Mr. Wright

ROLL CALL VOTE: Unanimous

(17-74) RESOLUTION DESIGNATING OCTOBER AS BULLYING PREVENTION MONTH\*

Allegheny County Public Schools in conjunction with the Virginia School Boards Association (VSBA) have declared October to be Bullying Prevention Month. Mr. Truett read the resolution.

MOTION: That the Board designate October as Bullying Prevention Month, as presented.

MOTION: Mrs. Seckner

SECOND: Mr. Truett

ROLL CALL VOTE: Unanimous

(17-75) SCHOOL BUS MILEAGE REIMBURSEMENT\*

It was recommended that the mileage reimbursement remain at \$1.25/mile for use of Allegheny County School buses, effective for the 2016-2017 school year. The current total per-mile operating cost for a bus is \$1.02. This rate does fluctuate with the cost of fuel, parts, and labor.

(17-76) ANNUAL DISPOSITION OF SURPLUS PROPERTY\*

Mr. Isbell is planning the annual sale of surplus property for late October or early November. A complete list of items for sale will be available in October.

(17-77) CAPITAL IMPROVEMENT AND OPERATIONAL MAINTENANCE UPDATE\*

The Board was updated on completed, ongoing, and/or planned maintenance, renovations, and CIP projects.

(17-78) UPDATE ON CAPITAL PROJECTS\*

The Board was provided a list of proposed capital improvement projects for the 2016-17 school year. The roof at Sharon Elementary School and bathrooms at Allegheny High School were specifically discussed. The Board discussed approving only the first ten items on the list, which includes:

1. Additional security cameras at AHS
2. Additional radios at AHS
3. Upgrade exterior lighting at AHS
4. Upgrade secured entrances to key fobs at AHS
5. Additional security cameras at CMS
6. Intercom/Bell system at CMS
7. Upgrade secured entrances to key fobs at CMS
8. Upgrade secured entrances to key fobs at MVES
9. Upgrade secured entrances to key fobs at CES
10. Upgrade secured entrances to key fobs at SES

MOTION: That the Board approve only the first ten items on the list, as discussed.

MOTION: Mr. Truett

SECOND: Mr. Franson

ROLL CALL VOTE: Mr. Franson – YES  
Mr. Lane - ABSENT  
Mr. Persinger - NO  
Mrs. Seckner - YES  
Mr. Truett – YES  
Mr. Tucker - YES  
Mr. Wright - YES

(17-79) CONSIDER SUBMISSION OF GRANT APPLICATION FOR ALLEGHANY HIGH SCHOOL GREENHOUSE\*

Allegheny High School requested to apply for a grant from The Allegheny Foundation to build a new greenhouse for the agriculture department. The current greenhouse was built in 1994 and is no longer useable. The size of the current greenhouse allows for a max of ten students at one time inside; however, the maximum class size is twenty. The recommended square footage per student in a greenhouse is 90. The greenhouse being proposed is 30x60 feet, allowing the 1,800 square feet recommended for 20 students. The estimated cost is \$50,000. Mr. Persinger and Mr. Wright suggested using capital improvement funds to purchase the greenhouse rather than going through the grant process.

MOTION: That the Board approve the submission of a grant application to The Allegheny Foundation for a new greenhouse at Allegheny High School, as presented.

MOTION: Mr. Truett

SECOND: Mr. Franson

ROLL CALL VOTE: Mr. Franson – YES  
Mr. Lane - ABSENT  
Mr. Persinger - NO  
Mrs. Seckner - YES  
Mr. Truett – YES  
Mr. Tucker - YES  
Mr. Wright - YES

(17-80) CONFIRMATION THAT SCHOOL BOARD MEMBERS HAVE REVIEWED AND APPROVE OF SCHOOL BOARD OFFICE/TURNING POINT CRISIS PLAN\*

The Code of Virginia requires the School Board certify that School Board members have reviewed each school's crisis plans. The School Board Office/Turning Point Crisis Plan was not complete at the time all other school plans were approved on August 15, but was provided to each Board member for review before August 31, as required.

MOTION: That the Board certifies its review and approval of the School board Office / Turning Point Program Crisis Plan, as presented.

MOTION: Mr. Wright

SECOND: Mr. Truett

ROLL CALL VOTE: Unanimous

(17-81) EMPLOYEE COMPENSATION\*

Mr. Kotulka explained that due to the Commonwealth's decision to redirect the 2% pay increase for state employees and teachers in FY17 towards the budget deficit, he was recommending that the FY 2017 budget be amended to include a 1% pay increase for all employees. The increase will be retroactive to July 1, 2016.

MOTION: That the Board amend the FY 2017 budget to include a 1% pay increase for all employees, retroactive to July 1, 2016, as recommended by the Superintendent.

MOTION: Mr. Franson

SECOND: Mr. Truett

ROLL CALL VOTE: Unanimous

(17-82) CONSIDERATION OF CONSENT AGENDA\*

Mr. Kotulka explained that a consent agenda allows the Board to approve all the items together without discussion or individual motions. A consent agenda may be presented by the chairman at the beginning of the meeting. Typical consent agenda items are routine, procedural decisions, and decisions that are likely to be noncontroversial, such as minutes, payment of bills, monthly reports/communications, and field trip requests. Items may be removed from the consent agenda on the request of any board member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the Board.

MOTION: That the Board approve the use of a consent agenda beginning in October 2016, as presented.

MOTION: Mr. Franson

SECOND: Mr. Truett

ROLL CALL VOTE: Mr. Franson – YES  
Mr. Lane - ABSENT  
Mr. Persinger - NO  
Mrs. Seckner - YES  
Mr. Truett – YES  
Mr. Tucker - YES  
Mr. Wright -YES

POLICY REVISION:

(17-83) POLICY RECOMMENDED BY VSBA AND/OR ADMINISTRATION

Policy GCQA – Non-School Employment by Staff Members. This was an information item last month.

MOTION: That the Board approve Policy GCQA, as presented.

MOTION: Mr. Truett

SECOND: Mr. Franson

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

(17-84) COMMUNICATIONS AND REPORTS

- a. JRTC monthly report

- b. One-to-One Initiative update
- c. New Tech update
- d. Community Educational Committee
- e. Exit 21 interchange update
- f. "Allegheny Proud" discussion

**OTHER BUSINESS**

**(17-85) ADDITION TO THE AGENDA**

There were no additions.

**CLOSED SESSION**

**(17-86) CODE OF VIRGINIA: COMPULSORY ATTENDANCE 2.2-1-254.D.1, PERSONNEL 2.2-3711.A.1, LEGAL MATTERS 2.2-3711.A.7, AND DISCUSSION OF SCHOOL SAFETY REPORTS 2.2-3711.A.19.**

**MOTION: That the School Board enter closed session to discuss Compulsory Attendance, Personnel, Legal Matters, and School Safety Reports, as authorized by the Code of Virginia Sections 2.2-1-254.D.1, 2.2-3711A.1, 2.2-3711.A.7, and 2.2-3711-A.19.**

**MOTION:** Mr. Truett

**SECOND:** Mrs. Seckner

**ROLL CALL VOTE:** Mr. Franson - YES  
Mr. Lane - ABSENT  
Mr. Persinger - YES  
Mrs. Seckner - YES  
Mr. Truett – YES  
Mr. Tucker - YES  
Mr. Wright - YES

6 -YES 0 - ABSENT 0 -NO

TIME: 8:25 p.m.

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

**MOTION:** Mr. Truett

**SECOND:** Mrs. Seckner

**ROLL CALL VOTE:** Unanimous

TIME: 9:41 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. Franson

**ROLL CALL VOTE:** Mr. Franson - YES  
Mr. Lane - ABSENT  
Mr. Persinger - YES  
Mrs. Seckner - YES  
Mr. Truett - YES  
Mr. Tucker - YES  
Mr. Wright - YES

6 -YES 0 – ABSENT 0 - NO

TIME: 9:42 p.m.

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Chairman, Allegheny County School Board

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Clerk

**PERSONNEL**

**(17-87) PERSONNEL ACTIONS\***

MOTION: That the Board approve all personnel actions as discussed in closed session and recommended by the Superintendent.

MOTION: Mr. Wright

SECOND: Mrs. Seckner

ROLL CALL VOTE: Unanimous

**(17-88) REVIEW OF REVISED JOB DESCRIPTIONS\***

The proposed job descriptions are for Athletic Director and Bus Attendant. These job descriptions were provided for review this month and will be presented for approval in October.

**DISPOSITION OF PUPIL PERSONNEL**

**(17-89) PUPIL PERSONNEL CASE #17-07**

MOTION: That student #17-07 is released from compulsory attendance per religious exemption, as discussed in closed session.

MOTION: Mr. Wright

SECOND: Mr. Truett

ROLL CALL VOTE: Unanimous

**ADJOURNMENT**

MOTION: That the September 19, 2016 meeting of the Allegheny County School Board be adjourned.

MOTION: Mr. Wright

TIME: 9:44 p.m.

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Chairman, Allegheny County School Board

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Clerk