



# ALLEGHANY

## county public schools

### MINUTES

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

October 17, 2016

The Allegheny County School Board held its regular meeting on October 17, 2016, at 6:00 p.m. at Clifton Middle 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 #17-113, "Approve revisions to Special Education Annual Plan" will be added after agenda item #17-112. This is an action item.
2. Agenda item #17-118, "Organizational Climate Survey" will be added after agenda item #17-113. This is an information item.

#### **COMMUNITY PARTICIPATION**

- Amanda Sargent's Falcon Time Students performed the Pledge of Allegiance in sign language as it was recited.
- Lucrecia Polo's Spanish students recited the Pledge of Allegiance in Spanish.
- Kathy Crutchfield's 'The Super Sharp Sixthers' sang the Star Spangled Banner and Lean on Me.
- KaarnThomas' art students had art exhibited throughout the room.

#### **(17-90) OPENING REMARKS AND WELCOME BY KIM CRANDALL, PRINCIPAL, CLIFTON MIDDLE SCHOOL**

Ms. Crandall welcomed everyone to Clifton Middle School and stated she was especially excited to be hosting this month's board meeting. She commended the students for their performances at the start of the meeting and thanked them for sharing their talents. She thanked the staff for their hard work and stated she is looking forward to a successful year.

#### **(17-91) REMARKS BY PTO REPRESENTATIVE**

Katrina Bradberry, PTO president, welcomed everyone to the school. She stated is the goal of the PTO to breathe new life into the organization and they are looking forward to being the hands and feet that help the school with some of its needs. The PTO has asked parents to make a minimal contribution to get the funds built up, she noted. She stated a more involved community creates better schools.

#### **(17-92) SCHOOL BOARD COMMENDATIONS:**

Clifton Middle School students who earned a perfect 600 score on their spring 2016 tests:

Grade 6: Kassie Huffman and Emma Williams

Grade 7: Jeffrey Harris and Aysia Massie

Grade 8: Derek Benoit, Chevy Brown, David Donnan, Kristopher Humphries, Julieanna Laravasz, Keely Lowman, Madison Meadows, Victoria Meeks, Remington Propps, and Cody Ramsey

2015-2016 WISE Blue Star School : Allegheny High School – Kenneth Wright and Greg Perdue  
2015-2016 WISE Gold Star Teacher Award: Greg Perdue, Allegheny High School  
AHS FFA Team – 2<sup>nd</sup> place at Virginia State Fair: Zach Tucker, Nick Mailliard, Adam Vess, Tyler Huffman, Seth Richmond, Jacob Sales, and Danny Persinger  
AHS FFA Individual awards – Adam Vess and Tyler Huffman (Log Roll), Seth Richmond (Bow Saw), Jacob Sales and Danny Persinger (Cross Cut Saw)  
Clifton Middle School Volleyball team - Undefeated season: Coach: Jennifer Taylor, Team Managers: Susanna Bordias and Anna Puckett, Players: Anna Hayes, Gracie Conner, Emily Deisher, Abby Martin, Kassy Bowen, Darcy Ross, Katie Pleasant, Sydney Paxton, Sierra Proffitt, Alexis Simmons, Fallon Smith, Rylee Reynolds, Alyssa Taylor, and Kalianna Warlitner.  
ABCD Awards: Melissa Church, Teressa Calvert, Anita Bird, Terri Slate, Karen Bradley, Christine Hosey, and Jennifer Taylor  
VSBA Academy Awards: Certificate of Recognition – Randall S. Tucker, Benjamin J. Truett, Norman L. Persinger, Jr., and Lorie C. Bess. Award of Excellence – Eugene P. Kotulka

(17-93) PUBLIC COMMENT

There were no citizens wishing to address the Board.

(17-94) SCHOOL BOARD MEMBER AND SUPERINTENDENT COMMENTS

Mr. Wright stated Clifton Middle School has an amazing group of young adults and congratulated them on their awards. He thanked the staff of Clifton Middle School and noted the grounds look good.

Mr. Persinger thanked Ms. Crandall and staff for hosting the meeting. He commended the students who achieved a perfect score on the SOL tests. He stated this is a great community that backs our students. He thanked Jennifer Taylor for sharing her personal sentiments for the girls' volleyball team.

Mrs. Seckner thanked Ms. Crandall for the meal and stated it was a nice program to open the meeting. She thanked the PTO president and team for their support of the school and noted how important volunteers are to a school. She commended everyone on their awards. She stated there are many dedicated teachers and staff in the division and she is proud to be a part of it. She reported that she, Mr. Franson, and Mr. Kotulka recently attended a VSBA event and it was very informative.

Mr. Franson thanked Ms. Crandall for hosting the meeting. He stated it is obvious the students work hard at academics, arts, and athletics. He commended those who received the ABCD award noting they have made a difference in the lives of the young people. He said we are all part of a big family.

Mr. Truett stated Clifton Middle School has it all – arts, academics, and a great PTO. He encouraged everyone to “keep it up”!

Mr. Tucker stated it would be difficult for another board meeting to top the excitement of this meeting and the opening acts. He stated it was good to see so many parents attending the meeting.

Mr. Kotulka stated the school is reflective of this wonderful community. He thanked everyone for their continued support.

(17-95) CONSENT AGENDA

The following items were included for approval:

- A. Approval of Minutes of September 19, 2016 Regular Meeting
- B. Approval of payment of bills
- C. Cafeteria report
- D. Approval of field trip request – CMS 7<sup>th</sup> graders to Washington, D.C.
- E. Communications/Monthly Reports
  1. JRTC monthly report

2. Classified Advisory Committee
3. Minority Advisory Committee
4. Parent Advisory Committee
5. Teacher Advisory Committee

MOTION: That the items listed on the consent agenda be approved, as presented.

MOTION: Mr. Franson

SECOND: Mr. Wright

ROLL CALL VOTE: Unanimous

**BUSINESS AND FINANCE**

(17-96) BUDGET REPORT\*

School Operating Fund	\$1,987,357.36
School Textbook Fund	\$1,479,385.23
Allegheny Foundation Nursing Grant	\$56,276.94
Governor's School	\$125,333.58
Scholarship	\$76,898.30
Allegheny Foundation Mental Health Initiative	\$10,554.00
School Capital	\$1,422,918.41
Medicaid Reimbursement	\$501,228.28
Technology	\$29,999.57
<b>Grand Total</b>	<b>\$5,689,951.67</b>

(17-97) SEPTEMBER 30 STUDENT MEMBERSHIP REPORT\*

The preliminary September 30, 2016 average daily membership (ADM) as reported to the Virginia Department of Education is 2,121.8. This level is 21.8 students more than the 2,100 upon which our 2016-2017 budget is based, and is 66 less than the September 30, 2015 membership of 2,187.8. The average daily membership is a cumulative average of our division-level enrollment from the first day of school through September 30. It incorporates prorated membership for students who leave or enroll in the division during this time period. The September 30 average daily membership is a major component in the process by which the Virginia Department of Education computes our annual funding.

**SUPERINTENDENT REPORTS AND RECOMMENDATIONS**

(17-98) CALENDAR INFORMATION\*

Mr. Kotulka reminded the Board of the following meetings:

- October 21, 7:00 a.m. – Visit CTE school in West Virginia
- November 8, 12:00 p.m. – JRTC Joint Board of Control meeting at JRTC
- November 10 – Tentative date for board retreat
- November 16-18 – VSBA State Convention in Williamsburg
- November 21, 6:00 p.m. – Regular monthly meeting at Allegheny High School
- November 23-25 – Schools closed for holiday
- November monthly calendar

(17-99) RESOLUTION DESIGNATING NOVEMBER 14-18, 2016 AS AMERICAN EDUCATION WEEK\*

The resolution is in observance of American Education Week, November 14-18, recognizing the efforts made by all employees in educating our students. A signed letter from the Board and gift will be presented to each employee the week of November 14.

MOTION: That the Board designate November 14-18, 2016 as American Education Week, as presented.

MOTION: Mr. Truett

SECOND: Mrs. Seckner

ROLL CALL VOTE: Unanimous

(17-100) ONE-TO-ONE INITIATIVE UPDATE\*

Jeff Alleman provided an update on the One-to-One initiative covering topics such as Chromebook deployment at Alleghany High School, parent meetings at Alleghany High School, ABS technology installation at Clifton Middle School and staff training/preparation.

(17-101) DISCUSS PURCHASE OF CONVECTION OVEN FOR ALLEGHANY HIGH SCHOOL\*

The Board discussed the purchase of a convection oven for the Alleghany High School kitchen to replace the deep fat fryers that can no longer be repaired. It was also noted that baking foods instead of frying foods is a much healthier option. This item will be presented for approval in November.

(17-102) APPROVAL FOR DISPOSAL OF SURPLUS ITEMS\*

The annual sale of surplus property is planned for late October or early November. A list of surplus items was provided to the Board. Vehicles will be advertised separately and will require sealed bids.

MOTION: That the Board approve disposal of surplus items, as presented.

MOTION: Mr. Truett

SECOND: Mr. Wright

ROLL CALL VOTE: Unanimous

(17-103) CAPITAL IMPROVEMENT AND OPERATIONAL MAINTENANCE UPDATE\*

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

(17-104) APPROVAL OF BUS FUEL MILEAGE REIMBURSEMENT RATE\*

It was recommended that the bus mileage reimbursement rate be set at \$1.25/mile for use of Alleghany 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.

MOTION: That the Board set the bus mileage reimbursement rate at \$1.25 per mile, as presented.

MOTION: Mr. Wright

SECOND: Mr. Truett

ROLL CALL VOTE: Unanimous

(17-105) TRANSFINDER REPORT\*

Russell Stone provided a PowerPoint presentation and answered questions from the Board members. Two options were provided by Transfinder and the recommended option (Option #1) explores capping student ride time at 75 minutes. The afternoon ride times are utilized in this option since they are somewhat longer than the morning ride times. It is estimated that at least 8 additional trips could be required to reduce ride time for every student to 75 minutes or less. However, some if not most of the additional buses could be avoided if efficiency routing occurred while implementing this option.

(17-106) FINAL REPORT ON STATE ACCREDITATION STATUS AND SCHOOL IMPROVEMENT REPORT\*

Schools and divisions must meet state accountability standards and federal accountability standards. State standards are met by schools achieving a 75% pass rate on Standards of Learning (SOL) assessments in English and a 70% pass rate on SOL assessments in math, science and history. The high school must also have a graduation completion index of 85 or greater. Final data is available through school report cards on the Virginia Department of Education website. Three schools in Alleghany County are fully accredited under state accreditation standards-Alleghany High School, Callaghan Elementary School, and Sharon Elementary School. Clifton Middle School is accredited with warning approaching benchmark and Mountain View Elementary School is accredited with warning. Mountain View Elementary School and Clifton Middle School are in school improvement this year. An update on school improvement efforts at each of the schools was provided.

(17-107) ON-TIME GRADUATION REPORT\*

A cohort group is students who began school as ninth graders during the 2012-2013 school year and graduated within 4 years. On Time Graduation Rate Graduates are defined as students who earn Advanced Studies, Standard, Modified Standard, Special and General Achievement Diplomas. The state OGR rate is 91.3%. Allegheny High School had 92.9% of the 226 students graduate on time compared to 88.7% last year. The dropout rate for the state is 5.3%. Allegheny High School had a dropout rate of 4.87% compared to 5.6% the previous year.

(17-108) STUDENT RETENTION INFORMATION\*

The retention report for the last six years was presented. Of note was the drop from 58 retentions in 2014-15 to 26 for 2015 – 2016. The most significant decrease was at Mountain View Elementary and Clifton Middle School. There were two students who were to be retained at CMS, but were placed at Turning Point to catch them up with the goal to return them to CMS second semester. The Light Retention Scale was utilized at the elementary level to make more informed decisions concerning retention.

(17-109) APPROVAL FOR MENTAL HEALTH COUNSELOR GRANT APPLICATION\*

Jan Hobbs requested permission to apply for continued support from the Allegheny Foundation for the Comprehensive School-Based Mental Health Initiative. This grant is a joint request from Covington City Schools and Allegheny County Public Schools. The Mental Health Counselor provides many services to both school systems.

MOTION: That the Board approve the submission of a grant application to The Allegheny Foundation to support the Comprehensive School-Based Mental Health Initiative, as presented.

MOTION: Mr. Truett

SECOND: Mr. Wright

ROLL CALL VOTE: Unanimous

(17-110) DISCUSSION OF CTE MANUFACTURING SYSTEMS TECHNOLOGY TEXTBOOKS\*

Manufacturing Systems Technology is being offered second semester at Allegheny High School and the textbook needs updated. A quote was provided for the CTE textbook that the CTE textbook committee recommended.

(17-111) REVIEW TIMELINE FOR COMPREHENSIVE IMPROVEMENT AND CAPITAL IMPROVEMENT PLANS\*

The presented timeline represents the administration's plan to review and revise the school division's six-year comprehensive and capital improvement plans.

MOTION: That the Board approve the timeline for the Comprehensive Improvement and Capital Improvement Plans, as presented.

MOTION: Mr. Wright

SECOND: Mr. Truett

ROLL CALL VOTE: Unanimous

(17-112) UPDATE ON CAPITAL PROJECTS\*

An update was given on the proposed capital improvement projects for the 2016-17 school year.

**OTHER BUSINESS**

(17-113) APPROVE REVISIONS TO SPECIAL EDUCATION ANNUAL PLAN\*

The Virginia Department of Education through Regional Special Education Council members have advised Directors of Special Education in all Divisions to make minor changes to the Related Services Page of the Special Education Procedures Manual with language as recommended by the Virginia Department of Education and with a citation from the *Regulations Governing Special Education Programs for Children with Disabilities in Virginia*. Dr. Heath recommended the changes be approved.

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

MOTION: Mr. Franson  
SECOND: Mrs. Seckner  
ROLL CALL VOTE: Unanimous

(17-118) ORGANIZATIONAL CLIMATE SURVEY\*

Administration is again contracting with Dr. Wayne “Dempsey” Worner to conduct an organizational climate survey which is identical to the surveys administered in 2003, 2006 and 2009. This will allow a direct comparison to the employee responses at that time. Demographic information will allow comparison of professional and classified responses and response comparison by level (pre-k, middle school, high school, and multiple level). A draft version of the survey will be shared with both the division’s teacher advisory and classified advisory committee at the November 7, 2016 meetings. The survey will be administered the week of November 14-18, 2016 with results tentatively available in January 2017.

**CLOSED SESSION**

(17-114) CODE OF VIRGINIA: PERSONNEL 2.2-3711.A.1, STUDENT MATTERS 2.2-3711.A.2, 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 Personnel, Student Matters, Legal Matters, and School Safety Reports, as authorized by the Code of Virginia Sections 2.2-3711.A.1, 2.2-3711.A.2, 2.2-3711.A.7, and 2.2-3711-A.19.

MOTION: Mr. Wright

SECOND: Mr. Truett

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 1 - ABSENT 0 -NO

TIME: 8:13 p.m.

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

MOTION: Mr. Wright

SECOND: Mr. Truett

ROLL CALL VOTE: Unanimous

TIME: 8:58 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. Franson

SECOND: Mr. Truett

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      1 – ABSENT      0 - NO  
TIME: 8:59 p.m.

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Chairman, Allegheny County School Board

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Clerk

**PERSONNEL**

(17-115) PERSONNEL ACTIONS\*

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

MOTION: Mr. Wright

SECOND: Mr. Truett

ROLL CALL VOTE: Unanimous

(17-116) APPROVAL OF JOB DESCRIPTION FOR ATHLETIC DIRECTOR\*

This is a new job description outlining the expectations of the athletic director at both the high school and middle school level.

MOTION: That the Board approve the job description for Athletic Director, as presented.

MOTION: Mr. Wright

SECOND: Mr. Truett

ROLL CALL VOTE: Unanimous

(17-117) APPROVAL OF JOB DESCRIPTION FOR BUS ATTENDANT\*

This is a new job description outlining expectations of personnel assigned to buses on a part-time basis.

MOTION: That the Board approve the job description for Bus Attendant, as presented.

MOTION: Mr. Truett

SECOND: Mr. Wright

ROLL CALL VOTE: Unanimous

**ADJOURNMENT**

MOTION: That the October 17, 2016 meeting of the Allegheny County School Board be adjourned.

MOTION: Mr. Wright

TIME: 9:00 p.m.

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Chairman, Allegheny County School Board

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Clerk