



ALLEGHANY

county public schools

MINUTES

REORGANIZATION, YEAR END CLOSEOUT, AND REGULAR MEETING OF THE ALLEGHANY COUNTY SCHOOL BOARD

July 5, 2016

The Allegheny County School Board held its reorganization, year-end closeout and regular meeting on July 5, 2016, at 6:00 p.m. at Central Office Complex in Low Moor, Virginia.

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

ABSENT:

Mr. Kotulka presided as chairman pro tempore 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*.

ELECTION OF CHAIRMAN

In his capacity as chairman pro tempore, Mr. Kotulka asked for nominations for Chairman. Mr. Lane nominated Mr. Tucker, seconded by Mr. Truett.

Mr. Kotulka asked for a motion to close the nominations.

MOTION: That the nominations for Chairman of the Allegheny County School Board be closed.

MOTION: Mr. Lane

MOTION: That Randy Tucker be approved as Chairman of the Allegheny County School Board.

MOTION: Mr. Lane

SECOND: Mrs. Seckner

ROLL CALL VOTE: Unanimous

ELECTION OF VICE CHAIRMAN

Chairman Tucker asked for nominations for Vice-Chairman. Mr. Lane nominated Mr. Truett as Vice-Chairman, seconded by Mr. Franson.

Chairman Tucker asked for a motion to close the nominations.

MOTION: That the nominations for Vice-Chairman of the Allegheny County School Board be closed.

MOTION: Mr. Lane

MOTION: That Ben Truett be approved as the Vice-Chairman of the Allegheny County School Board.

MOTION: Mr. Lane

SECOND: Mrs. Seckner

ROLL CALL VOTE: Unanimous

ELECTION OF CLERK

MOTION: That Lorie C. Bess shall serve as Clerk of the Board.

MOTION: Mr. Truett

SECOND: Mr. Lane

ROLL CALL VOTE: Unanimous

ELECTION OF DEPUTY CLERK

MOTION: That Mary Jane Mutispaugh shall serve as Deputy Clerk.

MOTION: Mr. Truett

SECOND: Mr. Lane

ROLL CALL VOTE: Unanimous

DESIGNATION OF SUPERINTENDENT'S DESIGNEES

Chairman Tucker, upon recommendation of the Superintendent, designated Mary Jane Mutispaugh, Jan Hobbs, Fred Vaughan, and Keven Rice to serve as the superintendent's designees.

DESIGNATION OF RECORDERS

Chairman Tucker, upon recommendation of the Superintendent, designated Lorie Bess and Mary Jane Mutispaugh to serve as recorders.

APPOINT FOUR REPRESENTATIVES TO JACKSON RIVER TECHNICAL CENTER JOINT BOARD OF CONTROL

Gerald Franson, Craig Lane, Jennifer Seckner, and Randy Tucker were appointed as Alleghany County Public School representatives to the Jackson River Technical Center Joint Board of Control.

APPOINT REPRESENTATIVE TO JACKSON RIVER GOVERNOR SCHOOL EXECUTIVE COMMITTEE

Ben Truett was appointed as the Alleghany County Public School representative to the Jackson River Governor's School Executive Committee.

APPOINT DELEGATE AND ALTERNATE TO VSBA DELEGATE CONVENTION

The Chairman and Vice Chairman will serve as the voting delegate and alternate to represent Alleghany County Public Schools during the 2016 Virginia School Board Association convention in November.

Chairman Tucker announced the following revision to the agenda:

1. Under agenda item #17-25, "Closed Session", the superintendent's evaluation will also be discussed.

(17-01) PROVISION OF REQUIRED CODE OF VIRGINIA DOCUMENTS

Pursuant to the Code of Virginia, Section 2.2-3702, Mr. Kotulka reminded School Board members that they are to read and familiarize themselves with the provisions of the Virginia Freedom of Information Act, the Virginia Conflict of Interest Act (School Board Policy BBFA), and the Virginia Public Records Act. A copy of each document was provided to all Board members.

(17-02) ACCEPTANCE OF VSBA CODE OF CONDUCT

Mr. Kotulka read the Code of Conduct and asked all Board members who agreed with the Code of Conduct to please sign the form. There were no questions from the Board.

MOTION: That the VSBA Code of Conduct be adopted, as presented.

MOTION: Mr. Truett

SECOND: Mr. Lane

ROLL CALL VOTE: Unanimous

(17-03) LOCATIONS OF ALLEGHANY COUNTY SCHOOL BOARD POLICY MANUALS

Mr. Kotulka reported that copies of the Alleghany County School Board Policy Manual are available to the public at the central office at 100 Central Circle, Low Moor, VA, and in each school's office and library. He noted the policy manual is also available on the school website, per state statutory requirement.

(17-04) APPROVAL OF 2016-2017 CALENDAR OF SCHOOL BOARD MEETINGS AND EVENTS

Mr. Kotulka noted the April 17 meeting was changed to April 19, due to April 17 being a holiday.

MOTION: That the Board approve the 2016-2017 calendar of School Board meetings and events, as presented.

MOTION: Mr. Truett

SECOND: Mr. Lane

ROLL CALL VOTE: Unanimous

MINUTES

(17-05) Approval of Minutes

a. June 20, 2016 Regular Meeting

MOTION: That the minutes be approved, as presented.

MOTION: Mr. Lane

SECOND: Mr. Truett

ROLL CALL VOTE: Unanimous

COMMUNITY PARTICIPATION

(17-06) 2016 VSBA MEDIA HONOR ROLL COMMENDATION: Horton Beirne, The Virginian Review, awarded posthumously. Mary Ann Beirne, widow of Horton Beirne, accepted the commendation.

17-07 SCHOOL BOARD COMMENDATIONS:

Recognition of retiree: Teresa Johnson (35 years)

(17-08) PUBLIC COMMENT

There were no citizens wishing to address the Board.

(17-09) SCHOOL BOARD MEMBER AND SUPERINTENDENT COMMENTS

Mr. Truett thanked everyone for attending the meeting and stated he is looking forward to the new school year. He stated his thoughts have been with the folks affected by the flood.

Mr. Franson stated he is looking forward to serving on the Board and his is always available to listen.

Mrs. Seckner congratulated Mrs. Johnson on her retirement and stated she has achieved many great accomplishments, and will be missed. She thanked Mrs. Siple for her 43 years of service and support, and that she will never forget her kindness over the years. She welcomed April Eason and Kim Crandall as the new principals of Mountain View Elementary School and Clifton Middle School. She thanked the media for their positive support of the school division.

Mr. Lane congratulated Mrs. Johnson on her retirement and stated she will be missed, especially by his daughter. He thanked everyone for attending the meeting.

Mr. Persinger commended Mrs. Johnson on her distinguished career and stated she will be missed.

Mr. Wright congratulated Mrs. Johnson and thanked her for her commitment through the tough times. He noted Cindy Morgan would also be missed at the school. He expressed disappointment that he was not reappointed to the JRTC Joint Board of Control.

Mr. Tucker congratulated Mrs. Johnson on her retirement but said he is sorry to see her leave, and also Mrs. Morgan. He recognized and thanked Eddie Graham for attending the meeting.

Mr. Kotulka welcomed the two new Board members, Mrs. Seckner and Mr. Franson. He congratulated Mrs. Johnson on her 35 year career and stated she and Mrs. Morgan will both be missed. He thanked all those involved in recent flood clean-up efforts.

BUDGET AND FINANCE

(17-10) BUDGET REPORT

School Operating Fund	\$1,894,771.12
School Textbook Fund	\$1,479,141.41
Allegheny Foundation Nursing Grant	\$37,765.02
Governor's School	\$133,328.99
Scholarship	\$76,885.63
Allegheny Foundation Mental Health Initiative	\$6,136.26
School Capital	\$1,494,888.46
Medicaid Reimbursement	\$501,145.67
Technology	\$21,892.57
Grand Total	\$5,645,955.13

(17-11) FINAL 2015-2016 YEAR-END PAYMENT OF BILLS

MOTION: That the Board approve the 2015-2016 final year-end payment of the bills, as presented.

MOTION: Mr. Truett

SECOND: Mr. Lane

ROLL CALL VOTE: Unanimous

(17-12) FINAL 2015-2016 YEAR-END FUND BALANCE TRANSFERS

Year End Operating Fund Balance

1) Unexpended 2016 Fund 1 – Operating balance of \$533,997.36. The primary contributors to this balance were:

- (a) Unexpended textbook funds – \$121,875.10
- (b) Medicaid reimbursement in excess of budget – \$80,505.24
- (c) Substitute and overtime payroll compensation less than budget – \$126,188.02
- (d) Position vacancies throughout the fiscal year – \$205,429.00

Year End Operating Fund Transfers

The year end Fund 1 – Operating balance was transferred via journal entry prior to the year-end close as follows:

<u>Fund</u>	<u>2016 YE Transfer</u>	<u>6/30/2016 Balance</u>
Fund 2 – Textbooks	\$121,875.10	\$1,479,141.41
Fund 10 – School Capital	\$375,746.74	\$1,494,888.46
Fund 11 – Medicaid Reimbursement	\$36,375.52	\$501,145.67

(17-13) 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 funds. As in past years, the firm of Robinson, Farmer, Cox Associates will be performing the audit for 2016. The audit requires the execution of the audit engagement letter that formalizes the terms and services performed by the audit firm.

SUPERINTENDENT REPORTS AND RECOMMENDATIONS

(17-14) CALENDAR INFORMATION

Mr. Kotulka reminded the Board of the following meetings:

- July 12, 12:00 – JRTC Joint Board of Control at JRTC
- July 18 – VSBA New Board Member Orientation in Richmond
- July 19 – VSBA Conference on Education in Richmond
- August 8 - Division-wide convocation at Allegheny High School, Hodnett Hall
- August 10 – School opens
- August 15 – Regular monthly meeting at Central Office Complex
- August monthly calendar

(17-15) INVITATION TO ATTEND AUGUST 8, 2016 DIVISION-WIDE CONVOCATION

New teachers report 6 days and returning teachers report 5 days prior to the start of school. Convocation will be held on August 8, 2016 and the guest speaker will be David Weber, *Leadership Redefined*. Most teachers will have at least 4 days in the classroom prior to the start of school.

(17-16) SPED, HOMEBOUND, SECTION 504 PROCEDURES MANUAL UPDATE

Annual updating and revisions of the procedures manual are necessary to keep current information and practice in the hands of service providers in the Division. This item will be considered for approval at the August meeting.

(17-17) APPROVAL OF 2016-2017 STANDARD SCHEDULE DAY

The length of the standard school day was extended this year to provide the Division with extra instructional time. The Standards of Quality allow Divisions to accrue extra instructional time during the school day to replace days lost to inclement weather or for unforeseen circumstances. It was recommended that the same schedule be approved for 2016-2017.

MOTION: That the School Board approve the 2016-2017 Standard Schedule Day, as presented.

MOTION: Mr. Truett

MOTION: Mrs. Seckner

SECOND: Unanimous

(17-18) CONSIDER CAFETERIA PRICE INCREASES

It was recommended by the division cafeteria manager that elementary, high school, middle school and adult lunches increase by ten cents for the 2016-2017 school year. Breakfast prices will remain the same.

MOTION: That the School Board approve a ten cent increase for elementary school, middle school, high school, and adult lunches for 2016-2017, as presented.

MOTION: Mr. Wright

SECOND: Mr. Franson

ROLL CALL VOTE: Unanimous

(17-19) UPDATE REGARDING EARLY CHILDHOOD CENTER, DEPARTMENT OF TECHNOLOGY, AND TURNING POINT PROGRAM

The following update was presented:

Mountain View Elementary

- Teacher's classrooms have been relocated.
 - Blue hall has been painted, floors waxed, and carpets cleaned except for room 135.
 - Construction on door and sidewalk for room 135 has started.
 - Door security system will be installation will start on June 27th. Two day installation.
 - Equipment for new Early Head Start playground on order. Exact installation date to be determined as per Crystal Fernatt with TAP.
 - Playground equipment will be moved to MVE between June 22 and June 24.
 - Bells were rezoned on June 8.
 - Construction has started on half wall restroom.
 - Early Childhood Program has purchased a storage building delivered and installed.
 - Early Childhood Center will be relocated the week of July 4th. Moving truck has been reserved.
- Turning Point
- Installation of electrical and data has started.
 - Will be moving items from JRTC July 13th.
- Technology
- Office painted.
 - Will coordinate any necessary moving the department needs with Jeff.
- Painting
- Mountain View completed except room 135. Additional work may be requested.
 - Clifton Middle School underway.

- Other locations will be started after CMS/MVE.

(17-20) CAPITAL IMPROVEMENT AND OPERATIONAL MAINTENANCE UPDATE

Board members were provided the work orders in their agenda packet.

(17-21) TRANSFINDER UPDATE

The following options are available with Transfinder:

- Provides address of student, emergency contact information.
- Allows exceptions to be created in the event that a student may have more than one bus stop, which is helpful when working with elementary students and babysitters.
- Manages bus routes, students and drivers. Allows us to see and track the miles of a school bus route.
- Allows us to print a complete list of all students assigned to a particular route in the event of an emergency.
- Gives an overview of all bus routes and pick up/drop off locations.
- Gives print out of all routes to give to substitutes and to use for quick reference.
- Allows easy access to view efficiencies.
- Allows field trip driver tracking. Currently we have completed over 400 field trips since the beginning of last school year and have travelled more than 40,000 miles.

FIELD TRIP REQUESTS

(17-22) ALL OVERNIGHT AND OUT-OF-STATE TRIPS ASSOCIATED WITH VIRGINIA HIGH SCHOOL LEAGUE, AND DISTRICT/REGIONAL/STATE/HONORS BAND AND CHORAL COMPETITIONS

MOTION: That the School Board approve all overnight and out-of-state trips associated with Virginia High School League and District/Regional/State/Honors band and choral competitions.

MOTION: Mr. Wright

SECOND: Mrs. Seckner

ROLL CALL VOTE: Unanimous

(17-23) COMMUNICATIONS AND REPORTS

- JRTC monthly report
- New Tech Committee
- Discussion of consent agenda

OTHER BUSINESS

(17-24) ADDITION TO THE AGENDA

There were no further additions to the agenda.

CLOSED SESSION

(17-25) CODE OF VIRGINIA: PERSONNEL 2.2-3711.A.1, AND DISCUSSION OF SCHOOL SAFETY REPORTS 2.2-3711.A.19.

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

MOTION: Mr. Lane

SECOND: Mr. Truett

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

7 -YES 0 - ABSENT 0 -NO
 TIME: 7:12 p.m.

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

MOTION: Mr. Truett

SECOND: Mr. Franson

ROLL CALL VOTE: Unanimous

TIME: 8:11 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. Truett

ROLL CALL VOTE:

Mr. Franson – YES

Mr. Lane - YES

Mr. Persinger - YES

Mrs. Seckner - YES

Mr. Truett – YES

Mr. Tucker - YES

Mr. Wright - YES

7 -YES 0 - ABSENT 0-NO

TIME: 8:12 p.m.

Chairman, Alleghany County School Board

Clerk

PERSONNEL

(17-26) PERSONNEL ACTIONS

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

MOTION: Mr. Truett

SECOND: Mr. Lane

ROLL CALL VOTE: Unanimous

ADJOURNMENT

MOTION: That the July 5, 2016 meeting of the Alleghany County School Board be adjourned.

MOTION: Mr. Lane

TIME: 8:14 p.m.

Chairman, Alleghany County School Board

Clerk