

BATH COUNTY SCHOOL BOARD

AGENDA ITEM: INFORMATION {    }                      ACTION { X }                      CLOSED MEETING {    }

**SUBJECT:                                      SCHOOL BOARD ORGANIZATIONAL MEETING**

- A. Election of Officers
  - Chairman \_\_\_\_\_
  - Vice-Chairman \_\_\_\_\_
  - Appointment of Clerk Sue Hirsh
  - Appointment of Deputy Clerk Sharon Fry
  
- B. VSBA Code of Conduct for School Board Members (see attached)
  
- C. Parliamentary Procedure Robert's Rules of Order
  
- D. Adopt 2012 Meeting Dates, Times & Locations (see attached)
  
- E. Designate School Board Attorney \_\_\_\_\_
  
- F. Approval of Fiscal Agent & Deputy Fiscal Agent Justin Rider  
Sue Hirsh
  
- G. Approval of Signatures in Superintendent's Absence Paul Lancaster
  
- H. Appointment to Jackson River Governor's School Board \_\_\_\_\_
  
- I. Appointment of VSBA Insurance Services
  - Voting Representative \_\_\_\_\_
  - Supervisory Board Member \_\_\_\_\_
  
- J. Appointment to County Health Insurance Committee \_\_\_\_\_

## VSBA Code of Conduct for School Board Members

As a member of my local school board, I will strive to be an advocate for students and to improve public education and to that end:

1. I will have integrity in all matters and support the full development of all children and the welfare of the community, Commonwealth and Nation.
2. I will attend scheduled board meetings.
3. I will come to board meetings informed concerning the issues under consideration.
4. I will make policy decisions based on the available facts and appropriate public input.
5. I will delegate authority for the administration of the schools to the superintendent, and establish a process for accountability of administrators.
6. I will encourage individual board member expression of opinion and establish an open, two-way communication process with all segments of the community.
7. I will communicate, in accordance with board policies, public reaction and opinion regarding board policies and school programs to the full board and superintendent.
8. I will bring about desired changes through legal and ethical procedures, upholding and enforcing all laws, state regulations, and court orders pertaining to schools.
9. I will refrain from using the board position for personal or partisan gain and avoid any conflict of interest or the appearance of impropriety.
10. I will respect the confidentiality of privileged information and make no individual decisions or commitments that might compromise the board or administration.
11. I will be informed about current educational issues through individual study and participation in appropriate programs, such as those sponsored by my state and national school boards associations.
12. I will always remember that the foremost concern of the board is to improve and enhance the teaching and learning experience for all students in the public schools of Virginia.

Therefore, I will always strive to demonstrate appropriate behavior/conduct as a public school board member.  
(Each member of this school board voting to adopt this Code should sign.)

|                          |                 |
|--------------------------|-----------------|
| Name: Rhonda R. Grimm    | Signature _____ |
| Name: Amy R. Gwin        | Signature _____ |
| Name: Allison R. Hicklin | Signature _____ |
| Name: Catherine D. Lowry | Signature _____ |
| Name: Ellen R. Miller    | Signature _____ |

# BATH COUNTY PUBLIC SCHOOLS 2012 SCHOOL BOARD MEETINGS

Adopted by School Board: \_\_\_\_\_

|   |                                  |                       |
|---|----------------------------------|-----------------------|
| <i>1st Tuesday of the Month</i><br><i>5:30 PM-Executive</i><br><i>7:00 PM-Regular</i> |                                  |                       |
| <b>Monday</b>   | <b>January 9, 2012</b>           | <b>SAB</b>            |
| <b>Tuesday</b>  | <b>February 7, 2012</b>          | <b>SAB</b>            |
| <b>Tuesday</b>  | <b>March 6, 2012</b>             | <b>SAB</b>            |
| <b>Tuesday</b>  | <b>April 3, 2012</b>             | <b>SAB</b>            |
| <b>Tuesday</b>  | <b>May 1, 2012</b>               | <b>SAB</b>            |
| <b>Tuesday</b>  | <b>June 5, 2012</b>              | <b>SAB</b>            |
| <b>Monday</b>   | <b>June 25, 2012 (Close Out)</b> | <b>SAB (10:00 am)</b> |
| <b>Tuesday</b>  | <b>August 7, 2012</b>            | <b>SAB</b>            |
| <b>Tuesday</b>  | <b>September 4, 2012</b>         | <b>SAB</b>            |
| <b>Tuesday</b>  | <b>October 2, 2012</b>           | <b>MES</b>            |
| <b>Tuesday</b>  | <b>November 6, 2012</b>          | <b>VES</b>            |
| <b>Tuesday</b>  | <b>December 4, 2012</b>          | <b>BCHS</b>           |

SAB = School Administration Building  
 MES = Millboro Elementary School (Library)  
 VES = Valley Elementary School (Music Room)  
 BCHS = Bath County High School (Library)

# ***Bath County Public Schools***

*P.O. Box 67*

*Warm Springs, Virginia 24484*

*Phone: 540-839-2722*

*Fax: 540-839-3040*

*www.bath.k12.va.us*

## ***RESOLUTION***

### **Authorizing the Appointment of Fiscal Agent and Deputy Fiscal Agent**

**Be it resolved that the Bath County School Board approves the appointment of Justin Rider, Business Manager, as fiscal agent and Mrs. Sue Hirsh, Superintendent, as deputy fiscal agent for Bath County Public Schools. The fiscal agent and deputy fiscal agent are authorized only to execute the duties as described in Virginia Statute §22.1-122 (B).**

**Adopted by Bath County School Board on this date: January 9, 2012**

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**Chairman, Bath County School Board**

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**Date**

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**Deputy Clerk, Bath County Schools**

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**Date**

**Superintendent's Memo #155-11****COMMONWEALTH of VIRGINIA  
Department of Education**

June 3, 2011

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

**SUBJECT: Authorization of Signatures in Absence of Division Superintendent**

Local school boards may designate other personnel to sign or authorize Department of Education documents in the absence of the division superintendent. There is no restriction on the period of time that an individual can be approved as a designee. The Department of Education must be notified of such board action and the authorized signature must be on file in the department before requests for reimbursements or other official actions that would normally require the division superintendent's signature can be processed.

When a designee authorization expires, a new form must be completed to re-establish signature authority. Online Management of Education Grant Awards (OMEGA) access is impacted when designee authorization expires. Once a designee's authorization expires, OMEGA access automatically terminates on that date. Please be advised that it is not necessary to resubmit authorization for existing designees that are not expiring this school year.

To identify authorized designees, a Web form is included as a part of the Educational Registry Application (ERA) data collection accessible via Single Sign-on for Web Systems (SSWS). After identifying the authorized person(s), print the "Authorization of Signatures" form, enter the respective authorization expiration date(s), and obtain the required signatures and the seal of the Clerk of the School Board to establish signature authorization.

If the person(s) authorized to sign department documents should change at any time, the Web form must be updated to reflect the change(s), and a new "Authorization of Signatures" form signed, seal affixed, and mailed to the Department of Education.

Please mail the completed form to the Department of Education at the following address:

Educational Applications  
Office of Educational Information Management  
Virginia Department of Education  
P.O. Box 2120  
Richmond, Virginia 23218-2120

For further information, please contact Linda Major, by e-mail at [linda.major@doe.virginia.gov](mailto:linda.major@doe.virginia.gov) or by telephone at (804) 371-7875.

PIW/SMW/lam

**Virginia Department of Education**

Authorization of Signature in Absence of Division Superintendent  
Bath County Public Schools

The School Board of the Country, City, or Town of **Bath County** at a meeting held on \_\_\_\_\_, by duly recorded vote approved and authorized the person(s) listed below to sign all Virginia Department of Education reports, documents, requisitions, and other official correspondence in the absence of the Division Superintendent.

**Mr. Paul Lancaster**  
Director

Technology & Administrative Services

Signature:  
Signature on File

Authorization Approved  
through: January 31, 2012

Extended  
through: \_\_\_\_\_

This is to certify that the signature authorization action was approved and incorporated in the minutes of said School Board on the aforementioned date.

\_\_\_\_\_  
Signature of Division Superintendent

\_\_\_\_\_  
Signature of School Board Chair

\_\_\_\_\_  
Printed Name of Division Superintendent

\_\_\_\_\_  
Printed Name of School Board Chair

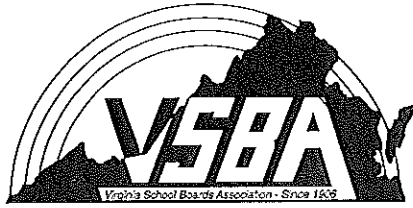
Seal of Clerk of the School Board

\_\_\_\_\_  
Signature of Clerk of the School Board

\_\_\_\_\_  
Printed Name of Clerk of the School Board

Date: \_\_\_\_\_

Mail to: Virginia Department of Education  
Educational Applications  
22nd Floor  
P.O.Box 2120  
Richmond, VA 23218-2120

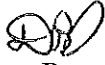


Virginia School Boards Association  
"Children Are Our Common Wealth"



December 9, 2011

TO: School Board Chairmen  
Division Superintendents

FROM: David Smith, Director   
VSBA Insurance Services Programs

RE: Request for Official Voting Representative  
to the VSBA Insurance Services Programs

In accordance with Article I, Section 6 of the VSBA Insurance Services Programs By-Laws, each participating Insurance Services pool member school division "shall have one vote... at any annual or special meeting...". Such member may be an "elected or appointed" member of the participating school board.

Please complete and return by fax the enclosed Official Voting Representative Form by **January 9, 2012.**

Thank you for your support in our pools.



**VSBA Insurance Services Programs  
Official Voting Representative**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

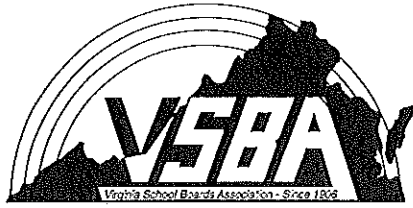
**Phone:** (W) \_\_\_\_\_ (H) \_\_\_\_\_

**Email:** \_\_\_\_\_

**School Division:** \_\_\_\_\_

**Please Fax This Form To  
The VSBA Office (434) 963-4776**

**Attn: Lisa Thacker  
By January 9, 2012**




Virginia School Boards Association  
"Children Are Our Common Wealth"

December 9, 2011



TO: School Board Chairmen  
Division Superintendents

FROM: David Sulzen, Chairman  
VSBA Insurance Services Supervisory Board

David Smith, Director   
VSBA Insurance Services

RE: Election of Supervisory Board Members  
Requests for Candidate Suggestions

At the Annual Meeting of the Property and Casualty and Workers' Compensation pools, on February 15, 2012 at 1:30 p.m. the Supervisory Board will be electing board members to fill expiring terms on the VSBA Insurance Services Supervisory Board. The terms for Ms. Stone's and Mr. Sulzen's current positions shall be for three years. The superintendents' terms shall be filled by appointment.

As a participating member school division in the VSBA Insurance Services Programs, you are eligible to submit the name of one of your school board members for consideration by the Nominating Committee.

Current members on the Supervisory Board are:

|  |   |                             |
|--|---|-----------------------------|
| Scott Albrecht, Manassas City          | - | Term expires February, 2013 |
| Julie Bennington, Bedford County       | - | Term expires February, 2013 |
| Bill Brooks, Washington County         | - | Term expires February, 2013 |
| Barry Deuel, Winchester City           | - | Term expires February, 2014 |
| Robert Grimesey, Orange County (Supt.) | - | Term expires February, 2012 |
| Lloyd Hamlin, Surry County (Supt.)     | - | Term expires February, 2012 |
| Wallace Hurt, Nottoway County          | - | Term expires February, 2014 |
| James Ruhland, Botetourt County        | - | Term expires February, 2013 |
| Terry Stone, King William County       | - | Term expires February, 2013 |
| David Sulzen, Floyd County             | - | Term expires February, 2012 |

Each School Board member seeking election should be willing to attend up to four meetings per year. If you wish to submit the name of a person to be considered, please complete the enclosed form and fax it to the VSBA office (434) 963-4776 by **January 9, 2012**.

Thank you for your interest in our VSBA Insurance Services Programs.

**Candidate Form for  
VSBA Insurance Services Programs  
Supervisory Board Member**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone:** (W) \_\_\_\_\_ (H) \_\_\_\_\_

**Email:** \_\_\_\_\_

**School Division:** \_\_\_\_\_

**I. Supporting Data for Supervisory Board Member Candidate**

1. Attach a brief written statement describing why she/he desires or should be a VSBA Insurance Services Program Supervisory Board Member, together with pertinent biographical information and a statement confirming willingness to serve.
2. Attach a list of all dates and offices the nominee has held on her/his local school board.

**II. Attested by:**

Board Chairman: \_\_\_\_\_ (signature) \_\_\_\_\_ (date)

Division Superintendent: \_\_\_\_\_ (signature) \_\_\_\_\_ (date)

**Please Fax This Form  
To The VSBA Office (434) 963-4776**

**Attn: Lisa Thacker  
By January 9, 2012**