

BATH COUNTY SCHOOL BOARD

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

SUBJECT: APPROVAL OF MINUTES

The Bath County School Board met in a Regular Meeting on Monday, January 9, 2012 at 7:00 P.M. following a Closed Meeting at 5:30 P.M. at Bath County High School Library.

PRESENT: Mrs. Amy R. Gwin, Board Chairman
Mrs. Rhonda R. Grimm, Board Vice-Chair
Mrs. Allison R. Hicklin, Board Member
Mrs. Catherine D. Lowry, Board Member
Ms. Ellen R. Miller, Board Member
Ms. Jenna Crummett, School Board Liaison

Mrs. Carlyn Sue F. Hirsh, Division Superintendent & Clerk
Sharon P. Fry, School Board Deputy Clerk

Mrs. Sue Hirsh, Superintendent, called the meeting to order at 5:34 p.m. with all members present. **11-12: 140
CALL TO ORDER**

**On motion by Ms. Miller and seconded by Mrs. Hicklin, the Board (5-0 vote) convened in a closed meeting at 5:34 p.m. to discuss the appointment and performance of specific personnel. The Board came out of the closed meeting on motion by Mrs. Gwin at 7:00 p.m. 11-12: 141
CLOSED MEETING**

**On motion by Mrs. Gwin, the Board (5-0 vote-roll call) certified that, to the best of each member’s knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed; and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered. 11-12: 142
CERTIFICATION OF
CLOSED MEETING**

Mrs. Hirsh called the meeting to order at 7:00 p.m. and led the Board in the Pledge of Allegiance and called for a moment of silent prayer. **11-12: 143
CALL TO ORDER FOR
PUBLIC MEETING**

**On motion by Mrs. Lowry and seconded by Mrs. Gwin, the Board approved the agenda as presented. 11-12: 144
APPROVE OR
AMEND AGENDA**

There were none to be heard. **11-12: 145
PUBLIC COMMENTS**

- On motion by Mrs. Grimm and seconded by Mrs. Hicklin, the Board (4-0-1 vote, Mrs. Gwin abstained) appointed **Mrs. Amy Gwin** as Chairman.
- On motion by Mrs. Hicklin and seconded by Mrs. Lowry, the Board (4-0-1 vote, Mrs. Grimm abstained) appointed **Mrs. Rhonda Grimm** as Vice-Chairman.
- On motion by Mrs. Lowry and seconded by Mrs. Hicklin, the Board (5-0 vote) re-appointed **Mrs. Sue Hirsh** as Clerk of the Board.
- On motion by Ms. Miller and seconded by Mrs. Hicklin, the Board (5-0 vote) re-appointed **Mrs. Sharon Fry** as Deputy Clerk.
- On motion by Mrs. Hicklin and seconded by Mrs. Grimm, the Board (5-0 vote) **adopted the VSBA Code of Conduct** for School Board members.
- On motion by Mrs. Lowry and seconded by Mrs. Hicklin, the Board (5-0 vote) adopted **Robert's Rules of Order** for parliamentary procedures.
- The Board considered the School Board meeting dates as presented, **regular meeting times** on the first Tuesday of the month at 7:00 PM and executive meeting time of 5:30 PM. On motion by Mrs. Hicklin and seconded by Mrs. Lowry, the Board (5-0 vote) **changed all School Board meeting locations to Bath County High School Library with the exception of the October and November meetings (to be held at MES and VES), and the June 25, 2012 close-out meeting to be held at the School Administration Building; all times and dates to remain the same.**
- On motion by Ms. Miller and seconded by Mrs. Hicklin, the Board (5-0 vote) approved continuing the **legal services of Mr. J. Chris Singleton**.
- On motion by Ms. Miller and seconded by Mrs. Lowry, the Board (5-0 vote) approved the re-appointment of **Mr. Justin Rider** as fiscal agent and **Mrs. Sue Hirsh** as deputy fiscal agent.
- On motion by Mrs. Grimm and seconded by Mrs. Lowry, the Board (5-0 vote) designated and authorized **Mr. Paul Lancaster** as a back up for signatures in the absence of the Superintendent (DOE approval until January 31, 2013).
- On motion by Ms. Miller and seconded by Mrs. Lowry, the Board (5-0 vote) appointed **Mrs. Allison Hicklin** to serve on the **Jackson River Governor's School Board**.
- On motion by Mrs. Hicklin and seconded by Mrs. Lowry, the Board (4-0-1 vote, Gwin abstained) approved the appointment of **Mrs. Amy Gwin** as **VSBA Insurance Services Voting Representative**.
- On motion by Mrs. Hicklin and seconded by Mrs. Lowry, the Board (4-0-1 vote, Gwin abstained) appointed **Mrs. Amy Gwin** to serve on the **County Health Insurance Committee**.
- Mrs. Hirsh shared a letter from the Department of Education regarding Response to Intervention (RtI) Initiative in Virginia. DOE has extended an invitation to Bath County Schools to attend their meeting in Roanoke, VA on Jan. 31 to receive a resolution from the State Board regarding our efforts and participation as a pilot division.

**11-12: 146
SCHOOL BOARD
ORGANIZATIONAL
MEETING**

**11-12: 147
GOOD NEWS IN
BATH COUNTY
SCHOOLS**

- On motion by Mrs. Lowry and seconded by Mrs. Hicklin, the Board (5-0 vote) approved minutes for a meeting held on December 6, 2011 as presented.** 11-12: 148
APPROVAL OF MINUTES
- Mr. Justin Rider, Business Manager presented an overview of expenditure summary, and a reconciled December 2011 revenue summary. **On motion by Ms. Miller and seconded by Mrs. Grimm, the Board (5-0 vote) approved the revenue summary and December 2011 claims as presented:** General Fund Payroll 41146-41147, 41148-41149, 64843-64857, 41150-41151, 64864-64878, Bills – 64858-64863, 64879-64957 - Direct Deposit 2008. Food Service Payroll 2008, 4679, 9768-9776, 9777-9785, Bills – 9739 VOID, 9786, 9787-9793 – Direct Deposit 2008. 11-12: 149
APPROVAL OF CLAIMS
- The November ADM is as follows: BCHS 287.25, MES 116.69, and VES 235 for a total of 638.94. 11-12: 150
ATTENDANCE REPORT
- The Board reviewed the Monthly Financial Report of the School Food Service Program for November 2011. 11-12: 151
CAFETERIA REPORT
- The Board reviewed Maintenance and Transportation reports of activities for the month of December 2011. **On motion by Mrs. Hicklin and seconded by Mrs. Lowry, the Board (5-0 vote) approved the Attendance, Cafeteria, Maintenance and Transportation reports as presented.** 11-12: 152
MAINTENANCE & TRANSPORTATION REPORTS
- Jenna Crummett updated the Board on school activities:
- December events went well including the Band Concert and Christmas Programs.
 - BCHS students and staff are preparing for exams.
 - BCHS SCA thanked local businesses, individuals and schools for supporting the Christmas Mother's food box project. The SCA provided 57 boxes of food for qualified citizens of Bath County.
- 11-12: 153
STUDENT REPRESENTATIVE REPORT
- Mrs. Hirsh updated the Board on teacher recruitment for SY2012-13. Bath County Schools is a member of the Western Virginia Public Education Consortium (WVPEC) and will participate in the annual Job Fair on February 3 and 4. Mrs. Hirsh said job fair expenses to recruit highly qualified teachers are reimbursable with Title II-A funds. 11-12: 154
TEACHER RECRUITMENT FOR SY2012-13

Ms. Stephanie Hiner, BCHS guidance counselor, provided an overview of non-traditional/alternative course offerings at BCHS. These courses provide access to rigorous academic preparation, as well as college and career readiness. The powerpoint presentation included six different options currently in use: Jackson River Governor’s School, Dual Enrollment-DSLCC , Virtual Virginia, Project Return-NovaNet, ISAEP, and Independent Study.

**11-12: 155
VIRTUAL
LEARNING/DISTANCE
LEARNING
OPPORTUNITIES**

Mrs. Hirsh and Mr. Rider presented an overview of the Governor’s Budget Proposal. After the budget requests, Board members discussed anticipated increases to VRS, transportation costs, and health insurance. The Board also addressed revenue funds on a state and federal level.

**11-12: 156
FY2012-13 BUDGET
PRESENTATIONS**

Budget requests presented by:

Mr. Les Balgavy, MES & VES Principal

Mrs. Sarah Rowe, BCHS Principal

Mrs. Jane Hall, Director, Special Education & Pupil Personnel Services

Mr. Paul Lancaster, Director, Technology, Testing & Administrative Services

On motion by Mrs. Lowry and seconded by Ms. Miller, the Board (5-0 vote) approved the appointment of BCHS Spring Baseball Coaching assignments as listed:

**11-12: 157
ACTION FOLLOWING
CLOSED MEETING**

- Baseball Head Coach **Kris Phillips**
- Baseball Varsity Assistant **Joey Altizer**
- Baseball JV Coach **Roy Burns**
- Baseball Volunteers (unpaid) **Lance Lyons and Chris Skovira**

On motion by Mrs. Grimm and seconded by Mrs. Gwin, the Board (5-0 vote) approved the appointment of BCHS Softball assignments as listed:

- Softball Head Coach **Lisa Baugh**
- Softball Varsity Assistant Coach **Jeff Ford**

On motion by Mrs. Hicklin and seconded by Mrs. Lowry, the Board (5-0 vote) approved the appointment of Tennis Coaching assignments as listed:

- Tennis Head Coach **Mike Bollinger**

On motion by Mrs. Gwin and seconded by Mrs. Hicklin, the Board (4-0-1, Miller abstained) approved the appointment of BCHS Boys Soccer Coaching assignments as listed:

- Soccer (Boys) Head Coach **Marco Cucci**

On motion by Ms. Miller and seconded by Mrs. Gwin, the Board (5-0 vote) approved the appointment of BCHS Girls Soccer Head Coach as listed:

- Soccer (Girls) Head Coach **Juan Rocha**

On motion by Ms. Miller and seconded by Mrs. Hicklin, the Board (5-0 vote) approved the appointment of the following substitute teachers:

- **Joyce Brown, Katrina Fabbro-Bush, Jonathan Cook, and Joyce Ryder.**

On motion by Mrs. Grimm and seconded by Mrs. Hicklin, the Board (5-0 vote) approved the appointment of substitute cafeteria workers as listed:

- **Heidi Hewett and Sharon Wells.**

**11-12: 157
ACTION FOLLOWING
CLOSED MEETING**

Mrs. Rowe, BCHS principal, provided background information regarding the 2012-2013 Program of Studies.

Suggested changes to the 2012-2013 Program of Studies:

- Require all 8th graders to take Keyboarding Applications/Word Processing
- Restructure Exploratory: Current exploratory rotation only includes Band, Carpentry and Culinary classes with a study skills and career component. The new model would include 4.5 weeks of each CTE class and continue to offer the study skill and career exploration component.
- Discontinue the offering of Spanish 1 and Industrial Maintenance Technology 1 to 8th graders.
- Remove Nutrition and Wellness and Family Relations/Parenting from the program of studies.
- Change the name of Auto Mechanics to Auto Servicing.
- Require all students who are on "Work Release" to qualify for the Industrial Co-Operative Training Program.
- Require all students to complete community service hours as a local requirement for graduation.

**11-12: 158
BCHS 2012-13
PROGRAM OF STUDIES**

Board members asked for additional information on the proposed requirement that all "work release" students must qualify for the Industrial Co-Operative Training Program. Mrs. Rowe will also provide a formal community service proposal for Board approval at a later date. **On motion by Ms. Miller and seconded by Mrs. Hicklin, the Board (5-0 vote) approved the BCHS Program of Studies with the exception of the last two points requiring work release students to qualify for the Industrial Co-Operative Training and for community service hours.**

Mrs. Hirsh presented background information on the FY2012-17 Capital Improvement Plan. Originally due on January 4, 2012, an extension was granted and the CIP is now due to the Building, Planning and Zoning office on January 10, 2012.

**11-12: 159
FY 2012-2017 CAPITAL
IMPROVEMENT PLAN**

The CIP requests were prioritized by the Board as follows:

2012-2013

1. Purchase of 1 New/Replacement School Bus (65 passenger)
2. Installation of Cameras on 15 School Buses, (Front and Back)
3. Keyless Entry Systems at MES/VES/BCHS Exterior Doors)
4. Camera Surveillance Systems - Bath County High School
5. Installation of Window Shades at BCHS
6. BCHS Football Field Improvements

2013-2014

- Camera Surveillance Systems at MES and VES
- BCHS Parking Lot Improvements
- Replacement of Student Lockers at BCHS
- Replacement of the Football Scoreboard at BCHS

On motion by Mrs. Grimm and seconded by Mrs. Lowry, the Board (5-0 vote) approved the Capital Improvement Plan with changes as noted.

(See attachment A – Approved FY2012-2013 through FY2016-2017 Capital Improvement Plan.)

**11-12: 159 (con't.)
FY 2012-2017 CAPITAL
IMPROVEMENT PLAN**

Board members reviewed a VSBA 2012 Conference Calendar of Events for Professional Development as required by Standards of Quality (SOQ).

**11-12: 160
VSBA PROFESSIONAL
DEVELOPMENT FOR
SCHOOL BOARD
MEMBERS**

Mrs. Hirsh outlined the proposed calendar which provides for budget work sessions, public hearing on the budget, budget approval, and submission of the budget to the county administrator/Board of Supervisors. The Board asked for clarification on the March 12, 2012 date for a called School Board Meeting/Budget Work Session/Budget Approval. **On motion by Mrs. Lowry and seconded by Mrs. Hicklin, the Board (5-0 vote) approved the preliminary budget development calendar with a clarification to the March 12 date. The meetings will be held at BCHS in the Library.**

**11-12: 161
CONSIDERATION OF
2012-13 BUDGET
DEVELOPMENT
CALENDAR**

Mrs. Hirsh provided background information noting the revision to this policy changes the definition of “education record”. This revision is not required by law, but was suggested by attorneys who are members of the VSBA Counsel of School Attorneys. The Board expressed concern over email security references to student records and the definition of parent. **On motion by Ms. Miller and seconded by Mrs. Grimm, the Board (5-0 vote) moved to obtain more information and present Policy JO: Student Records for a 2nd reading.**

**11-12: 162
VSBA POLICY – 1st
READING -
(JO: STUDENT
RECORDS)**

The VSBA Board of Directors has designated January as Bullying Prevention Month in an effort to promote awareness of school bullying. Mrs. Hirsh read a resolution in which Bath County Public Schools recognizes the month of January 2012, as the VSBA Bullying Prevention Month, with the intention that the issue of bullying and its prevention be discussed in Virginia schools and classrooms during that time. **On motion by Mrs. Hicklin and seconded by Mrs. Lowry, the Board (5-0 vote) approved the VSBA Bullying Prevention Month for Bath County Schools.**

**11-12: 163
RESOLUTION TO
OBSERVE VSBA
BULLYING PREVENTION
MONTH**

Mrs. Hirsh reviewed informational items for Board members including: a letter to Bath County Treasurer regarding non-resident student tuition, November 7th, 2011 teacher inservice schedule, and a letter from Virginia Advanced Study Strategies, Inc. regarding a 2011 USDOE I3 Grant that was not funded.

**11-12: 164
ITEMS FOR BOARD
MEMBERS/
CORRESPONDENCE**

Mrs. Hicklin

- Long and interesting first meeting; and said she appreciated everything administration had done to present the budget in such a simplified manner.

**11-12: 165
ITEMS BY BOARD
MEMBERS**

Mrs. Lowry

- A little overwhelmed with all the paperwork; and it's nice to have an open relationship to ask questions.
- Said the staff was really open and receptive to our questions and concerns. She was very appreciative of their patience.

Mrs. Grimm

- Thanked everyone for coming to the meeting and for their patience at our first meeting.

Ms. Miller

- Thanked everyone for coming and said she was happy for the dialogue. She is hopeful it will continue to be a two way street and that staff will continue to share thoughts with the Board.
- Embarking on a long budget process and hopes to keep meetings a little shorter.

Ms. Crummett

- Coming into the meeting she knew it would be different. A privilege to have served with the old Board and now to sit with the incoming Board. Said it's neat to see this prospective and hear new ideas. As a senior, she recognizes the importance of community service as she referenced this information on college applications, resumes, scholarships and said she is in favor of the community service proposal.
- Sent condolences to the Hevener family with the passing of Joyce Hevener, past Board member. She said Mrs. Hevener made a huge impact on her and others as well.
- Drive safely.

On motion by Ms. Miller and seconded by Mrs. Lowry, the meeting adjourned at 10:29 p.m.

**11-12: 166
ADJOURNMENT**

**BATH COUNTY PUBLIC SCHOOLS
 PROPOSED CAPITAL IMPROVEMENT PLAN REQUESTS
 FY 2012-2013 through FY 2016-2017**

Approved by School Board: January 9, 2012

PRIORITY	PROJECT	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17
1	Purchase of 1 New/Replacement School Bus (65 Passenger)	\$82,175 (1 bus)	\$172,568 (2 buses)	\$90,598 (1 bus)	\$190,256 (2 buses)	\$99,884 (1 bus)
		(5% Annual Price Increase)				
2	Installation of Cameras on 15 School Buses (Front and Back)	\$25,500				
3	Keyless Entry Systems (MES/VES/BCHS Exterior Doors)	\$110,500				
4	Camera Surveillance Systems Year 1 - BCHS & Year 2 - MES & VES	\$45,000	\$58,000			
5	Installation of Window Shades at BCHS (classrooms, office, distance learning, cafeteria)	\$20,000				
6	BCHS Football Field Improvements	\$75,000				
7	BCHS Parking Lot Improvements (surface, lining, lighting)		\$160,000			
7	Replacement of Student Lockers (with locks) at BCHS		\$40,000			
7	Replacement of Football Scoreboard at BCHS		\$20,000			