

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 Tuesday, October 2, 2012 at 7:00 P.M. following a Closed Meeting at 5:30 P.M. at Millboro Elementary School Cafeteria.

**PRESENT:** Mrs. Amy R. Gwin, Board Chairman  
Mrs. Rhonda R. Grimm, Board Vice-Chair  
Mrs. Catherine D. Lowry, Board Member  
Mr. William K. Manion, Board Member  
Dr. Ellen R. Miller, Board Member  
Miss Laura Haney, School Board Liaison

**DRAFT**

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

Mrs. Amy Gwin, Board Chairman, called the meeting to order at 5:30 p.m. with all members present.

**12-13: 041  
CALL TO ORDER**

**On motion by Mr. Manion and seconded by Mrs. Lowry, the Board (5-0 vote) convened in a closed meeting at 5:30 p.m. to discuss the appointment and the performance of specific School Board employees, and a student discipline matter.**

**12-13: 042  
CLOSED MEETING**

**On motion by Mrs. Grimm at 7:02 p.m., the Board came out of the closed meeting and certified (5-0 vote-roll call) 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.**

**12-13: 043  
CERTIFICATION OF  
CLOSED MEETING**

Mrs. Gwin called the meeting to order at 7:02 p.m. MES students, Gabriele Herscher, Aislinn Ryder and Mary Dressler, welcomed the Board and led the Pledge of Allegiance and the Millboro Elementary School ROAR pledge. Mrs. Gwin offered a moment of silence.

**12-13: 044  
CALL TO ORDER FOR  
PUBLIC MEETING**

**On motion by Mrs. Lowry and seconded by Mrs. Grimm, the Board (5-0 vote) approved the agenda as presented.**

**12-13: 045  
APPROVE OR  
AMEND AGENDA**

Mr. Jeff Grimm spoke in support of a preschool classroom at MES.

**12-13: 046  
PUBLIC COMMENTS**

- Mrs. Amy Gwin and Mrs. Rhonda Grimm, presented a certificate to Sue Hirsh honoring her commitment to effective school board governance through participation in the VSBA School Board Academy. Mrs. Hirsh received an Award of Distinction and a starfish pin.
- Mrs. Gwin presented certificates to Mike Bollinger of The Recorder, Larry O'Rourke-Virginian Review, and Bonnie Ralston-WCHG Allegheny Mountain Radio in recognition of the 2012 VSBA Media Honor Roll.
- Mrs. Hirsh recognized October 22-26, 2012 as School Bus Safety Week as proclaimed by Governor Robert F. McDonnell. The Governor declared October 25, 2012 as School Bus Transportation Employees Appreciation Day in the Commonwealth of Virginia.
- Mrs. Hirsh recognized the Band for a recent successful competition at the Blast from the Draft. BCHS Band placed— 1<sup>st</sup> - drum line, 1<sup>st</sup> - drum major, overall superior rating, 1<sup>st</sup> in general effect and 2<sup>nd</sup> - color guard. Mrs. Hirsh recognized Mrs. Hooker and Band members for their exceptional performance.

**12-13: 047  
GOOD NEWS IN  
BATH COUNTY**

**On motion by Mrs. Lowry and seconded by Mrs. Grimm, the Board (5-0 vote) approved minutes for a meeting held on September 4, 2012 as presented.**

**12-13: 048  
APPROVAL OF MINUTES**

Mr. Justin Rider, Business Manager presented an overview of expenditure summary and reconciled September, 2012 revenue summary. **On motion by Mr. Manion and seconded by Mrs. Grimm, the Board (5-0 vote) approved the revenue summary and September 2012 claims as presented:** General Fund Payroll 65864-65877, 65883-65896, Bills – 65878-65882, 65897-65988, Direct Deposit 2033, VA Tax 2034 – Food Service General Fund Payroll – 9967-9972, 9973-9978, Bills – 9979-9992, Direct Deposit 2033, VA Tax 2034.

**12-13: 049  
APPROVAL OF CLAIMS**

According to Mr. Rider, the October 15 payroll will reflect a decrease in health insurance premiums for employer and employees due to a rebate from United Health for last years' premiums.

Mr. Rider said the VES trash truck is no longer operable. Mr. Rider recommended we consider purchasing a new three-quarter ton truck to replace the VES trash truck as well as provide snow removal in the future. The current year budget contains \$21,578 for a 2012 half-ton truck and the upgrade to a 2013 three-quarter-ton truck would cost \$25,066.

**On motion by Mrs. Lowry and seconded by Mr. Manion, the Board (5-0 vote) authorized additional money for the purchase of a three-quarter-ton truck as recommended.**

The August 2012 ADM is as follows: BCHS 269.00, MES 107, VES 232.75, for a total of 608.75.

**12-13: 050  
ATTENDANCE  
REPORT**

The Board reviewed the Monthly Financial Report of the School Food Service Program for August 2012.

**12-13: 051  
CAFETERIA REPORT**

Mrs. Amy Gwin, Board Chair, asked if anything can be done to keep children from coming home hungry after school. Mrs. Shifflett, Director, School Nutrition & Wellness responded saying there is no way to know whether they ate a full meal at lunch. Mrs. Hirsh said our goal is that kids get enough to eat, get variety of foods and that we provide meals at a reasonable cost. Mrs. Shifflett noted that Bath County schools would lose their reimbursements if the new regulations are not followed. Mrs. Shifflett reminded everyone that National School Lunch Week would be held Oct. 15-19 at all schools.

The Board reviewed Maintenance and Transportation reports of activities for the month of September 2012.

**12-13: 052  
MAINTENANCE &  
TRANSPORTATION  
REPORTS**

Miss Laura Haney distributed information to Board members highlighting events at all three schools.

**12-13: 053  
STUDENT  
REPRESENTATIVE  
REPORT**

Referencing menu changes, she said she likes the changes but said the portions are small. She also likes the "strange" vegetable foods and takes both fruits if she likes them.

On February 23, 2012, the Board of Education approved the revised document, Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals. The guidelines and standards will become effective on July 1, 2013; however, school boards and divisions are authorized to implement them prior to July 1, 2013.

**12-13: 054  
GUIDELINES FOR  
UNIFORM  
PERFORMANCE  
STANDARDS &  
EVALUATION CRITERIA  
FOR PRINCIPALS  
(EFFECTIVE JULY 1, 2013)**

Mrs. Hirsh provided information regarding the possible establishment of a preschool classroom at Millboro Elementary School including an estimated timeline, cost, federal funding, salaries with benefits, program benefits, and limitations. Mrs. Hirsh said preschoolers need to be identified for the current year and next year. Mrs. Hirsh, Mrs. Hall and Mrs. Hicklin plan to meet with Head Start officials on October 10. From mid October to mid December, a preschool needs assessment will be conducted to secure enrollment commitments from parents.

**12-13: 055  
PRESCHOOL UPDATE**

On motion by Dr. Miller and seconded by Mrs. Lowry, the Board (5-0 vote), approved the personnel appointments as listed:

**12-13: 056  
ACTION FOLLOWING  
CLOSED MEETING**

- VES Gifted Coordinator           **Ramona Garcia**
- BCHS 2012 – 13 Coaching  
  Chatelaines                   **Kirby Smith**
- Weights                       **Will Fields**
- Substitute Teachers           **Susan McLain, Heidi Hewitt**
- Substitute Vehicle Drivers   **Roger Hupman, Nancy Sweitzer**
- Substitute Custodian         **Kirk Smith**

On motion by Mrs. Grimm and seconded by Dr. Miller, the Board (4-1 vote, Lowry opposed) **accepted the retirement request of Barry Forbes, MES custodian.**

On motion by Mr. Manion and seconded by Mrs. Lowry, the Board (5-0 vote) **authorized the Superintendent to advertise/appoint a substitute or full-time custodian at MES.**

**On motion by Dr. Miller and seconded by Mrs. Grimm, the Board (5-0 vote) authorized Beta Club Sponsor, Mrs. Bowyer, to continue planning an overnight trip to Richmond, VA on March 15-16, 2013 with final approval at a later date.**

**12-13: 057  
CONSIDER  
OVERNIGHT FIELD TRIP**

**On motion by Mrs. Lowry and seconded by Dr. Miller, the Board (5-0 vote) approved surplus items for auction on Saturday, October 20, 2012 as presented.**

**12-13: 058  
APPROVAL OF SURPLUS  
ITEMS FOR AUCTION**

**On motion by Dr. Miller and seconded by Mrs. Lowry, the Board (5-0 vote) approved School Board meeting dates 2013 (January to June, 2013) as presented.** Meeting locations will be discussed at a later date.

**12-13: 059  
CONSIDER SCHOOL  
BOARD MEETING  
CALENDAR FOR  
JANUARY-JUNE, 2013**

2013-2018 Capital Improvement Plan (CIP) must be finalized by January 7 for submission on January 8, 2013. Mrs. Hirsh distributed last years CIP information. Mr. Matthew Walker, County Administrator, confirmed the \$20,000 minimum for CIP projects.

**12-13: 060  
PRELIMINARY CIP AND  
BUDGET CALENDARS**

Board members reviewed a preliminary FY 2013-2014 Budget Development Calendar. No action was taken.

- A Joint Meeting with Board of Supervisors will be held on November 1 at 6 PM at VES.

**On motion by Dr. Miller and seconded by Mrs. Lowry, the Board (5-0 vote) authorized the Superintendent to sign the Safehome System Cooperative Agreement (April 1, 2012 to April 1, 2015) as presented.**

**12-13: 061  
CONSIDER SAFEHOME  
SYSTEM COOPERATIVE  
AGREEMENT**

On motion by Mrs. Lowry and seconded by Mrs. Grimm, the Board (5-0 vote) **approved the MedEvac Land Owner Agreement as presented by Andy Seabolt, County Emergency Services Coordinator.**

**12-13: 062  
CONSIDER MEDEVAC  
LAND OWNER  
AGREEMENT**

Mrs. Hirsh referenced Regulation GCE-R – Part-time and Substitute Professional Staff Employment for the current substitute pay rates. Mrs. Hirsh said a request that consideration be given to increasing the lowest two rates by \$2.00 per day had been received. After discussion, the Board plans to address this request during the 2013/14 budget discussions.

**12-13: 063  
CONSIDER SUBSTITUTE  
TEACHER PAY**

Mrs. Gwin, Chairman, departed the meeting at 8:52 p.m. due to a family emergency and Mrs. Grimm, Vice Chair assumed the Chairman position.

On motion by Mrs. Lowry and seconded by Mr. Manion, the Board (3-1 vote, Miller opposed) **approved changes to the Chaperone/Volunteer Guidelines and Application process as presented.**

**12-13: 064  
CONSIDER REVISIONS  
OF CHAPERONE-  
VOLUNTEER  
GUIDELINES AND  
APPLICATION PROCESS**

- **The field trip application component would no longer require chaperones to reapply for subsequent field trips in a given school year.**
- **The Chaperone-Volunteer minimum age limit would be reduced from 25 years to “at least 21 years of age or be the parent/guardian of a BCPS students.”**

The Board (5-0 vote) reviewed a First Reading of Policy JHCD-R3 – Recognition and Treatment of Anaphylaxis in the School Setting. Mrs. Hirsh said this DRAFT regulation has been shared with Health Department personnel for comments. Mrs. Hirsh said epi pens are located in all schools. Mrs. Jackie Baughan, Health Nurse, has met the requirements in training school staff. The Board will review the policy at the November Board meeting for a second reading.

**12-13: 065  
POLICY JHCD-R3 –  
RECOGNITION AND  
TREATMENT OF  
ANAPHYLAXIS IN THE  
SCHOOL SETTING –  
FIRST READING**

Informational items for Board members included: October 3, 2012 VSBA Webinar brochure – Sequestration: How Budget Cuts Mandated by the Budget Control Act of 2011 Will Impact Schools, and a DOE press release indicating that Bath County Schools are fully accredited and the information is posted on the website.

**12-13: 066  
ITEMS FOR BOARD  
MEMBERS/  
CORRESPONDENCE**

There were none to be heard.

**12-13: 067  
PUBLIC COMMENTS**

**Miss Haney**

- Thanked MES for hosting the meeting.
- Thanked Mrs. Shifflett for working so diligently on the lunches.
- Thanked Board members for helping schools.

**12-13: 068  
ITEMS BY BOARD  
MEMBERS**

**Dr. Miller**

- Thanked MES for hosting the meeting and the delicious snacks prepared by students.
- Thanked Mrs. Hirsh, Mrs. Hall and anyone else who worked on preschool figures. Glad the information has been collected for parents.
- Off to a good start for the school year.

**Mr. Manion**

- Thanked MES for hosting the meal and providing a meal.
- Referencing preschool, the minimum amount of money would benefit our children as they are the future.
- Thanked everyone who attended the meeting.

**Mrs. Lowry**

- Thanked culinary students/exploratory class for the food.
- Nice to see Board of Supervisors and County Administrator in attendance. Nice that they share visions as well.
- Appreciated the preschool update.
- Kids, teachers and staff do great things. Miss Haney's update lists many accomplishments in our schools.
- Hope the board is able to serve you in the best capacity possible. Budget time should be a little easier as the Board has a little more experience. Will try to get the most funds we can for the operation of the schools.

**Mrs. Grimm**

- Thanked everyone for attending the meeting and thanked staff for efforts in preparation for Board meetings.
- Thanked Miss Haney for her report.
- Thanked culinary/exploratory students for the delicious food.
- The next regular Board Meeting will be held at VES on November 6, 2012.
- Best wishes to Matt Walker and said "it has been a pleasure working with you".

The meeting adjourned at 9:14 p.m.

**12-13: 069  
ADJOURNMENT**