



BATH COUNTY SCHOOL BOARD

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

SUBJECT: APPROVAL OF MINUTES

January 7, 2013.....AGENDA ITEM: 12-13: 9.





The Bath County School Board met in a Joint Quarterly Meeting w/ Board of Supervisors on Monday, December 3, 2012 at 6:00 P.M. at Valley Elementary School

PRESENT:

Bath County School Board:

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

DRAFT

Bath County Board of Supervisors:

- Mr. Cliff Gilchrest, Board Chairman**
- Mr. Kevin Fry, Board Member**
- Mrs. Claire Collins, Board Member**
- Mr. Bruce McWilliams, Board Member**
- Mr. Bill O'Brien, County Administrator**
- Janet Bryan, Assistant Deputy Clerk**

Mrs. Amy Gwin, Board Chairman, called the meeting to order at 6:00 p.m.

**12-13: 099
CALL TO ORDER**

Mr. Cliff Gilchrest, Board of Supervisors Chairman, called the meeting to order at 6:00 p.m.

No changes were made to the agenda.

**12-13: 100
APPROVE OR
AMEND AGENDA**

Mrs. Hirsh said the CIP is scheduled for final approval at the January 7, 2013 School Board meeting with submission to the Building, Planning and Zoning office on January 8.

**12-13: 101
BUDGET DEVELOPMENT
PROCESS CALENDAR**

The February 11, 2013 Joint Work Session will be held at the School Administration Building at 6:30 PM.

Board member discussion included, but was not limited to the following topics:

**12-13: 102
BUDGET PROCESS**

- Virginia Retirement System.
- Health insurance costs.
- Funding the school system with a flat percentage rate rather than having the schools request a specific amount.
- Impact of 65 percent rule – difficulty in spending 65 percent of budget on instruction when maintenance and transportation costs are rising.
- School administrators, principals, and office staff have been asked to prepare level funded budgets.





- Salary increases and a desire to give county and school staff the same raise.
- Impact of teacher/pupil ratios.
- Consider a joint fuel contract for county and school staff.

**12-13: 102 (Con't.)
BUDGET PROCESS**

- Study to determine proper BCHS parking lot surfacing.
- In order for BCHS to be named a certified emergency shelter, a generator must be purchased. This item will not be included in the CIP as other funding sources are to be explored.
- Blacktop area for children to play at VES and two areas of blacktop at MES.
- Identify paving needs for the county and schools to determine savings by having projects completed at the same time.
- Negative impact of hard water on school boiler machinery and equipment.
- County Transportation Joint Project – install fueling stations throughout the county with card readers for county and school employees.
- Consider removing lights along Rt. 220 at VES and installing a school metal sign.
- County wide Maintenance Program – consider sharing outdoor grounds maintenance, the benefit of an employee with HVAC skills, shared routine indoor building maintenance, fire extinguisher servicing, AED servicing, and any other combined efforts resulting in efficiency and a reduction in cost for the schools and county.
- Open communication and conversations between the Administrator and Superintendent.

**12-13: 103
CAPITAL
IMPROVEMENT PLAN**

The next quarterly meeting with the Board of Supervisors will be held at 6:30 PM on Monday, February 11, 2013 at the School Administration Building.

**12-13: 104
NEXT QUARTERLY
MEETING DATE**

The meeting adjourned at 7:34 p.m.

**12-13: 105
ADJOURNMENT**

AMY R. GWIN, CHAIRMAN

CARLYN SUE F. HIRSH, CLERK





The Bath County School Board met in a Regular Meeting on Tuesday, December 4, 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. 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**
- 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 except Dr. Miller who arrived at 5:35 p.m.

**12-13: 106
CALL TO ORDER**

On motion by Mrs. Grimm and seconded by Mrs. Lowry, the Board (4-0 vote) **convened in a closed meeting at 5:30 p.m. to discuss the appointment of personnel, compensation of specific personnel, and superintendent's evaluation.**

**12-13: 107
CLOSED MEETING**

On motion by Mrs. Grimm and seconded by Mrs. Lowry at 7:05 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: 108
CERTIFICATION OF
CLOSED MEETING**

Mrs. Gwin called the meeting to order at 7:05 p.m. and led the Board in the Pledge of Allegiance and called for a moment of silence.

**12-13: 109
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: 110
APPROVE OR
AMEND AGENDA**

There were none to be heard.

**12-13: 111
PUBLIC COMMENTS**





Mrs. Hirsh thanked Mrs. Hodge and BCHS culinary students for the delicious refreshments provided tonight. Miss Haney updated the Board on good news in her report.

**12-13: 112
GOOD NEWS IN
BATH COUNTY**

On motion by Mrs. Grimm and seconded by Mrs. Lowry, the Board (5-0 vote) approved minutes for a meeting held on November 6, 2012 as presented.

**12-13: 113
APPROVAL OF MINUTES**

Mr. Justin Rider, Business Manager presented an overview of expenditure summary and reconciled November, 2012 revenue summary. **On motion by Dr. Miller and seconded by Mr. Manion, the Board (5-0 vote) approved the revenue summary and November 2012 claims as presented:** General Fund Payroll 66109-66122, 66126-66139, Bills – 66123-66125, 66140-66212, , Direct Deposit 2037, VA Tax 2038 – Food Service General Fund Payroll – 10018-10023, 10024-10029, Bills – 10030-10036, Direct Deposit 2037, VA Tax 2038. Mr. Rider updated the Board on the school activity fund audit and said the schools received an unqualified opinion, the best possible.

**12-13: 114
APPROVAL OF CLAIMS**

The October 2012 ADM is as follows: BCHS 271.19, MES 104.38 and 240.57 for a total of 616.14.

**12-13: 115
ATTENDANCE
REPORT**

The Board reviewed the Monthly Financial Reports of the School Food Service Program for October 2012.

**12-13: 116
CAFETERIA REPORT**

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

**12-13: 117
MAINTENANCE &
TRANSPORTATION
REPORTS**

Laura Haney provided a detailed update on MES, BCHS, and VES upcoming school academic events.

Saul Pasco, BCHS student, will receive the Beta Club John W. Harris Leadership Award.

**12-13: 118
STUDENT
REPRESENTATIVE
REPORT**

Mr. Cook, Maintenance Director, updated the Board on the auction held on October 20, 2012. He said most all items were sold and any unsold items were taken to the Goodwill. A Ford Ranger sold for \$425, a Ford Crown Vic at \$310, a Dodge Ram at \$300, and a school bus at \$1,000. After all expenses were paid, the net-profit was \$2,415.12.

**12-13: 119
SURPLUS EQUIPMENT
AUCTION RESULTS –
MR. COOK**



Jane Hall, Special Education, Pupil Personnel Services & Preschool Director identified a total of sixteen to seventeen MES preschoolers for the current year, including five from a VES classroom. Thirteen students are enrolled at the VES Classroom 1 and sixteen students at VES Classroom 2. Mrs. Hall expressed concern about the VES classrooms during the SY2013-14 school year as only eleven preschoolers have been identified. Sixteen MES students have been identified for the 2013-14 school year. Mrs. Hall plans to update the Board at the next meeting including continued recruitment numbers, cost of classroom materials, transportation costs and anticipated special education endorsement teacher costs and availability. Mrs. Hirsh said the preschool consortium has given their approval for Bath County Schools to attempt to establish a classroom at MES.

On motion by Dr. Miller and seconded by Mrs. Lowry, the Board (5-0 vote) authorized the Superintendent to pursue advertising the possibility of a vacancy to see about the availability of a preschool teacher.

**12-13: 120
PRESCHOOL UPDATE –
MRS. HALL**

The annual VSBA conference was held November 14-16 in Williamsburg. Those attending the conference included Mrs. Gwin, Mrs. Grimm, Mrs. Lowry, Mr. Manion, Dr. Miller, Mrs. Hirsh and Mrs. Fry. Mrs. Hirsh provided a brief legislative update. Board members shared information providing prospective and insights from the conference.

**12-13: 121
VSBA ANNUAL
CONFERENCE REPORT –
MRS. HIRSH AND
BOARD MEMBERS**

Mrs. Hirsh provided background information on the community health report. Beginning in July 2012, community and health care organizations, including Bath County Public Schools, collaborated to implement a process focused on identifying local health issues, concerns, and needs. Over a three month period, information was gathered, analyzed, and reported. Ms. Pat Foutz, Bath Community Hospital, presented an update on the 2012 Bath County Health Needs Assessment, Igniting a Sense of Health including goals and action. Seven goals list Bath County Schools as part of the solution.

**12-13: 122
COMMUNITY HEALTH
REPORT – MRS. HIRSH,
PAT FOUTZ (BCH), AND
LUMINA SHIFFLETT**

On motion by Dr. Miller and seconded by Mrs. Lowry, the Board (5-0 vote), approved the **appointment of personnel as presented:**

- Substitute Custodians – **Elizabeth Avis and Keith McElwee**
- Substitute Food Service Worker – **Elizabeth Avis**
- Substitute Bus Driver/Vehicle Driver – **Paul Dean and Larry Entsminger**

**12-13: 123
ACTION FOLLOWING
CLOSED MEETING**

On motion by Dr. Miller and seconded by Mr. Manion, the Board (5-0 vote) **authorized the Superintendent to contact VDOT recommending the flashing, solar powered, signage be removed from VES and be replaced with standing school proximity signs similar to those at BCHS.**

**12-13: 124
SCHOOL ZONE
SIGNAGE - VES**





On motion by Mrs. Lowry and seconded by Mrs. Grimm, the Board (5-0 vote) **recommended acceptance of the Anderson, White & Company, P.C. proposal for the school activity funds audit services for 2013-2016 as presented.**

**12-13: 125
SCHOOL ACTIVITY
FUNDS AUDIT SERVICES
FOR 2013-2016**

Mrs. Hirsh presented the following list of possible CIP items for consideration:

cameras for school buses; BCHS parking lot improvements - surface, lining, drainage, and lighting; MES parking and playground re-paving; BCHS locker replacement; BCHS auditorium – humidity control, new curtains and carpet; VES doors – replacement of original south and west doors (1969); gym doors (1982); AC – gyms; school bus replacement per established schedule (2,1,2,1,2); vehicle replacement – cars (student transportation) and trucks (custodians), fuel pumps/card reader; restroom renovation – BCHS atrium - upper and lower, and new gym locker rooms BCHS; MES restrooms (stalls, fixtures, paint) MES; possibly athletic field restrooms; elementary playground improvements MES & VES; elementary school security – locks and cameras MES; keyless entry systems – all schools; football field improvements, VES gym roof leaks, structural review of all schools, water treatment/softeners for all schools, and a VES cafeteria dishwasher.

**12-13: 126
FY2013-18 CAPITAL
IMPROVEMENT PLAN**

Board members discussed projects/items, costs, priorities and time frames for inclusion in the CIP. The Board also discussed moving projects to funding sources other than CIP. Mrs. Hirsh reminded the Board that the CIP must be approved at the January 7, 2013 School Board meeting in order to be submitted to the Building, Planning and Zoning office on Tuesday, January 8, 2013.

On motion by Mrs. Grimm and seconded by Mrs. Lowry, the Board (5-0- vote) **approved Option 3 school board meeting locations, school rotation for future meetings as presented.**

**12-13: 127
CONSIDER SCHOOL
BOARD MEETING
LOCATIONS**

The following VSBA policy revisions were presented for 2nd reading: Content Revisions – GB, GB-F, GBA/JFHA, GBA-F/JFHA-F, JB, JB-F, JFHA/GBA, JFHA-F/GBA-F. **On motion by Dr. Miller and seconded by Mrs. Lowry, the Board (5-0 vote) approved VSBA policy content revisions – GB, GB-F, GBA/JFHA, GBA-F/JFHA-F, JB, JB-F, JFHA/GBA, JFHA-F/GBA-F as presented.**

**12-13: 128
VSBA POLICIES –
2ND READING**

Informational items for Board members included: upcoming school event dates for December and January, 2013 VSBA schedule of meetings and conferences, VSBA Legislative Conference brochure for January 23-24, 2013 in Richmond, VA, and a letter and resolution to Senator Mark Warner, Senator Jim Webb, and Congressman Robert Goodlatte regarding effects of Sequestration. Mrs. Hirsh reminded the Board of an upcoming webinar in December on budget and finance.

**12-13: 129
ITEMS FOR BOARD
MEMBERS/
CORRESPONDENCE**





There were none to be heard.

**12-13: 130
PUBLIC COMMENTS**

Dr. Miller

- Thanked everyone for their patience and attendance tonight. Encouraged those with concerns or questions to approach Board members. Wished everyone a safe and happy holiday season. Hopes there are no plagues or illnesses prior to students returning to school.

**12-13: 131
ITEMS BY BOARD
MEMBERS**

Mr. Manion

- Thanked everyone for persevering as the meeting ran longer than intended.
- Wished everyone a good holiday season and cautioned everyone to be careful going home tonight.

Mrs. Lowry

- Miss Haney told us about the great things going on in our schools. With three boys at home and serving on the Board, it consumes a lot of time. Wished she could attend more school events including the MES Academic Banquet, however, life tends to be very busy.
- We have great student achievement and a wonderful, fabulous staff.
- Lucky to spend holiday season with friends and family. A good time to celebrate the good times in the past year.

Mrs. Grimm

- Thanked everyone for attending the meeting.
- Thanked those who prepared and presented the information for the Board meeting.
- Thanked the Culinary program who supplied refreshments and the goody boxes.
- Looking forward to the second year on the Board.
- Wished everyone a Merry Christmas and a safe and Happy New Year.

Miss Haney

- Addressing technology in school, thinks tablets and computers would be much better than textbooks. The elimination of textbooks would save wear and tear on the lockers.
- Plans to promote the Bath County Wellness Center to BCHS students.

Mrs. Gwin

- Thanked everyone for coming to the meeting.
- Thanked those in attendance for their patience with the Board during the lengthy CIP discussion.
- Congratulated Saul Pasco on the John W. Harris Leadership Award.
- Merry Christmas!

On motion by Mrs. Grimm and seconded by Mrs. Lowry, the Board (5-0 vote) **convened in a closed meeting at 9:39 p.m. to discuss the superintendent's evaluation.**

**12-13: 132
CLOSED MEETING**





On motion by Mrs. Lowry and seconded by Mrs. Grimm at 10:07 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: 133
CERTIFICATION OF
CLOSED MEETING**

The meeting adjourned at 10:08 p.m.

**12-13 134
ADJOURNMENT**

AMY R. GWIN, CHAIRMAN

CARLYN SUE F. HIRSH, CLERK





The Bath County School Board met in a Work Session on Monday, December 17, 2012 at 3:30 P.M. at School Administration Building.

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

DRAFT

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

Mrs. Gwin, Board Chair, called the meeting to order at 3:36 p.m. with Mr. Manion arriving at 3:38 p.m. and Mrs. Lowry at 3:39 p.m. **12-13: 135**
CALL TO ORDER

On motion by Mrs. Grimm and seconded by Dr. Miller, the Board (3-0 vote) approved the agenda as presented. 12-13: 136
APPROVE OR AMEND AGENDA

After Board discussion, the following projects were prioritized and assigned rankings. Mrs. Hirsh said staff will continue obtaining project costs and estimates. The following CIP requests will be presented at the January 7, 2013 School Board meeting for approval. **12-13: 137**
WORK SESSION TO DISCUSS FY2013-2018 CAPITAL IMPROVEMENT PLAN

Priority	Project Description	Year
1	Door Replacement/Repair – BCHS & VES	FY2013-14
2	Camera Surveillance Systems (MES, VES) & Exterior Door Alarms (BCHS, MES, VES)	FY2013-14
3	2 ea. School Bus Replacements (65 Passenger)	FY2013-14
	1 ea. School Bus Replacement (65 Passenger)	FY2014-15
	2 ea. School Bus replacements (65 Passenger)	FY2015-16
	1 ea. School Bus replacement (65 Passenger)	FY2016-17
	2 ea. School Bus replacements (65 Passenger)	FY2017-18
	Auditorium Project (BCHS)	FY2014-15
	Parking Lot Project (BCHS)	FY2015-16
	Vehicle Replacement (Truck/Car)	FY2014-15 FY2016-17
	Locker Replacement (BCHS)	FY2015-16
	Restroom Project (BCHS, MES, VES)	FY2014-15
	Gym A/C (BCHS, MES)	FY2017-18

On motion by Mrs. Lowry and seconded by Mr. Manion, the Board (5-0 vote) adjourned the meeting at 5:16 p.m. 12-13: 138
ADJOURNMENT

