

The Bath County School Board met in a Work Session on Monday, July 14, 2014 at 5:30 P.M. at School Administration Building.

PRESENT:

**Mrs. Catherine D. Lowry, Board Chair
Dr. Ellen R. Miller, Board Vice-Chair
Mrs. Rhonda R. Grimm, Board Member
Mr. William K. Manion, Board Member
Mr. Eddie H. Ryder, Board Member**

DRAFT

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

Mrs. Cathy Lowry, Board Chairman, called the meeting to order at 5:42 p.m. with all members present.

**14-15: 001
CALL TO ORDER**

Background information:

The *Bath County Public Schools Superintendent Growth and Performance Evaluation System* uses the Stronge Leader Effectiveness Performance System developed by Dr. James Stronge, Heritage Professor in the Educational Policy, Planning, and Leadership Area at The College of William and Mary, for collection and presenting data to document performance based on well-defined job expectations. The uniform performance standards used in this system provide a balance between structure and flexibility and define common purposes and expectations, thereby guiding effective leadership. The performance standards also provide flexibility, encouraging creativity and individual superintendent initiative. The goal is to support the continuous growth and development of each superintendent by monitoring, analyzing, and applying pertinent data compiled within a system of meaningful feedback.

**14-15: 002
WORK SESSION -
SUPERINTENDENT
EVALUATION**

Mrs. Hirsh, Mrs. Lowry and Dr. Miller previously attended a VSBA Superintendent Evaluation Workshop in Charlottesville, Va.

Mrs. Hirsh provided an overview of the Superintendent Evaluation process. She recommended the Board adopt the YourTown document for Superintendents in an effort to be consistent with the formats used for the other two categories, teachers and principals. Mrs. Hirsh said it is aligned with the criteria which we must follow by July 1, 2014.

Mrs. Hirsh recommended the Board complete the goal setting forms by the first Board meeting in September, 2014.

Mrs. Hirsh said the mid-year (December/January) and end of the year (June) reviews for superintendents are included in the document.

Mrs. Hirsh provided an overview of Part I – Introduction and Process which included: Introduction, Purposes and Characteristics, Essential Components of the Superintendent Performance Evaluation System, Performance Standards, Indicators, & Rubrics, Documenting Performance, Alignment of Performance Standards with Data Sources, Self-Evaluation, Documentation Evidence, Client Survey, Goal Setting, Examples of Measures of Division-wide Student Academic Progress, Rating Superintendent Performance, Formative Assessment, Summative Evaluation, Cumulative Summative Rating, and Improving Professional Performance.

**14-15: 002 (Con't.)
WORK SESSION -
SUPERINTENDENT
EVALUATION**

Board members reviewed Part II - Performance Standards and restructured the following Performance Standards:

1. Mission, Vision, and Goals
2. Planning and Assessment
3. Instructional Leadership
4. Organizational Leadership and Safety
5. Communication and Community Relations
6. Professionalism
7. Division-wide Student Academic Progress

Mrs. Hirsh updated the Board on personnel appointments, DSLCC dual enrollment program, a long term substitute, and scheduled interviews for the upcoming school year.

Mrs. Hirsh plans to complete a self-evaluation prior to the August 5, 2014 meeting. Board members were asked to review Superintendent's Annual Goals forms (page 30) and share recommendations at their August meeting.

The Board adjourned the meeting at 8:02 p.m.

**14-15: 003
ADJOURNMENT**

The Bath County School Board met in a Regular Meeting on Tuesday, August 5, 2014 at 7:00 P.M. following a Closed Meeting at 5:30 P.M. at Bath County High School.

PRESENT:

- Mrs. Catherine D. Lowry, Board Chair**
- Dr. Ellen R. Miller, Board Vice-Chair**
- Mrs. Rhonda R. Grimm, Board Member**
- Mr. William K. Manion, Board Member**
- Mr. Eddie H. Ryder, Board Member**

DRAFT

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

Mrs. Cathy Lowry, Board Chairman, called the meeting to order at 5:36 p.m. with all members present except Mr. Manion who arrived at 5:40 p.m.

**14-15: 004
CALL TO ORDER**

On motion by Mrs. Grimm, the Board (4-0 vote) convened in a closed meeting at 5:36 p.m. to discuss the admission of non-resident students, the resignation, appointment of specific employees, a background check, request for religious exemption, a student matter, the superintendent's self-evaluation, and to review details of school crisis management plans.

**14-15: 005
CLOSED MEETING
AND CERTIFICATION
OF CLOSED MEETING**

On motion by Mrs. Grimm at 7:11 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.

**14-15: 006
CERTIFICATION OF
CLOSED MEETING**

Mrs. Lowry called the meeting to order at 7:11 p.m. and led the Board in the Pledge of Allegiance and a moment of silence.

**14-15: 007
CALL TO ORDER FOR
PUBLIC MEETING**

On motion by Mr. Manion and seconded by Mr. Ryder, the Board (5-0 vote) approved the agenda as presented.

**14-15: 008
APPROVE OR
AMEND AGENDA**

There were none to be heard.

**14-15: 009
PUBLIC COMMENTS**

Since school is not in session, Mrs. Hirsh reported no specific recognitions, although she said Good News items may be introduced throughout the meeting. Mrs. Lowry welcomed Mr. Eddie Ryder to the Board.

**14-15: 010
GOOD NEWS IN
BATH COUNTY
PUBLIC SCHOOLS**

On motion by Dr. Miller and seconded by Mrs. Grimm, the Board (5-0 vote) approved the consent agenda as presented:

**14-15: 011
APPROVE
CONSENT AGENDA**

- **Minutes**

June 3, 2014 Regular Meeting, June 23, 2014 Close-out Meeting, and June 30, 2014 Called Meeting.

- **Claims**

Mr. Justin Rider, Business Manager, presented an overview of expenditure summary and an un-reconciled July 2014 revenue summary. General Fund Payroll - 68411-68421, 68428-68438, Direct Deposit - 2109-2111, Bills – 68422-68427, 68439-68505.

- **Reports**

Cafeteria, June 2014

Maintenance, June/July 2014

Transportation, June/July 2014

Mrs. Rowe, principal, said Bath County High School is fully staffed with an anticipated enrollment of 260 students and a master schedule which is 75 percent complete. She said custodians and staff worked hard to prepare for the opening of school. Orientation for incoming eighth graders begins at 10:30 a.m. and Back to School starts at 1:00 p.m. for students in grades 9-12. Student lockers are scheduled to ship on August 11 and Mrs. Rowe is hopeful installation occurs prior to the first school day.

**14-15: 012
PRINCIPALS' REPORTS –
OPENING OF SCHOOL**

Mrs. Hicklin, MES principal, said twelve month employees have been busy and the school building preparation is almost complete. All classrooms are ready and she anticipated an enrollment of 125 to 130 pupils in grades PreK-7. She said Millboro Elementary School is fully staffed including a new guidance counselor.

Ms. Coffman, VES principal, was unable to attend the meeting. Mrs. Lowry updated the Board as Ms. Coffman submitted a written report. According to the report, Ms. Coffman reported a projected enrollment of 223 students in Prek-7 with preparation for the opening of school almost finished. Classrooms have been painted in PreK, 1-7. Playground borders and additional mulch will be installed soon. All instructional positions have been filled at VES.

Mrs. Hirsh said she noticed an article in the Rural Cooperative magazine regarding three Bath County High School students who are serving as interns at BARC. She said it is nice to hear of an opportunity for students. Mrs. Lowry updated the Board on MES and VES plans to hold their "Back to School" night on August 14th.

Mrs. Hirsh presented a brief overview of activities for pre-school workdays and in-service schedules. New teachers are scheduled to arrive on August 8 with all teachers returning on August 11. Pre-school workdays are scheduled on August 11 through 18. Mrs. Hirsh said the annual bus driver/custodian in-services were held on August 4-5, 2014.

**14-15: 013
PRE-SCHOOL
WORKDAYS/INSERVICE
SCHEDULES**

Mrs. Hall, Director of Special Education, Pupil Personnel Services, & Preschool, updated the Board on the Positive Behavior Intervention Supports program in Bath County Public Schools. She outlined the stages of implementation, the ten critical elements, and a timeline of events specific to Bath County Schools.

**14-15: 014
PBIS UPDATE –
MRS. HALL**

Mr. Lancaster, Director of Technology, Testing & Administrative Services, reviewed recently released state accreditation and federal accountability results for the three schools. According to Mr. Lancaster, BCHS and MES received full accreditation while VES was accredited with warning as they did not meet benchmarks in English. Mr. Lancaster explained that VES had a pass rate of 69 percent in English and did not meet the 75 percent benchmark. If a school does not meet the benchmark for a particular year, the three-year average can be used for accreditation. The three-year average for VES in English was 73 percent, slightly under the 75 percent required benchmark. VES did not meet the benchmark in math last year and Mr. Lancaster said VES staff worked very hard to bring up math scores. He was pleased to report that VES students passing the math test at VES increased by 12 percent over the previous year. Mr. Lancaster said a school improvement plan will be required by the Virginia Department of Education. Mr. Lancaster reported on the Federal Annual Measurable Objectives. BCHS and MES met all FAMO's while VES did not. Mr. Lancaster said this will be addressed in the school improvement plan as well.

**14-15: 015
SOL (ACCOUNTABILITY
REPORTS) UPDATE –
MR. LANCASTER**

Mrs. Hirsh and Mr. Lancaster provided an update on the following school/division projects.

**14-15: 016
MAINTENANCE AND
CIP PROJECTS UPDATE**

- Security systems.
- Auditorium dehumidification; air circulation at BCHS and VES cafeteria.
- Cafeteria hoods/exhaust systems cleaned and inspected.
- BCHS gym floor refinishing; BCHS locker replacement; Repairs to air dryer, a part of the HVAC system near the Science area; Leaking sprinkler valve in the lower atrium scheduled for repair, Fan unit and drainage issues in the lower and upper atrium at BCHS are to be repaired, Preliminary repairs have begun to BCHS south entrance lower atrium steps due to damage, Dust collection system for Carpentry Shop.
- MES playground borders/wood chip installation; Repair has started at MES gym due to ceiling leakage.
- Planning a Surplus Auction as soon as the school year starts.
- To date, unanticipated funds returned to the County at the end of the 13/14 fiscal year have not been allocated for the purchase of a school bus as requested by the School Board.
- Mr. Harrison and the Board of Supervisors are committed to moving forward on improvement to the BCHS parking lot. The item is on their upcoming agenda.

On motion by Mrs. Grimm and seconded by Dr. Miller, the Board (5-0 vote) approved **non-resident student applications at BCHS, MES, and VES** as presented.

**14-15: 017
ACTION FOLLOWING
CLOSED MEETING**

On motion by Dr. Miller, and seconded by Mr. Manion, the Board (5-0 vote) accepted the **resignation of Alexis Slater, Flag Corp sponsor and approved the appointment of Monja Robertson as Flag Corp sponsor.**

On motion by Mr. Ryder and seconded by Mrs. Grimm, the Board (5-0 vote) **approved personnel appointments as presented.** (Complete list below.)

Acknowledged Personnel Appointments:

- VES Guidance Counselor – **Dale Etzel**
- VES Teacher – **Karen Gaduyon**
- VES Teacher – **Bryan Tuning**
- VES Teacher – **Selina Weaver**
- BCHS Special Education Teacher – **Rebecca Derharoutian**
- VES Behavior Intervention Specialist – **Katelyn Willoughby**

2014-15 Substitutes Teachers/Clerical

Continuing: **Mary Adderton, Betty Alexander, Brenda Altizer, Joyce Brown, Laura Cooper, Herb Hardbarger, Chrysti Landrum, Laura Massie, Elfrieda McDaniel, Brooke McMullen, Carol Phillips, Doug Reed, Melanie Ryder, Jean Seymour, Steve Shaver, Ruth Tolson, Janice Webb, Linda Weiss, Sue Wooding.**

New: **Dodie Baynes, Scott Conrad, Carlisa Essex, Darren Keithly, Julie Gibson, Kristy Humphreys, Judy McElwee, Suzanne Ostling, Dallas Reynolds, Michelle Ryder, Melinda Turner.**

2014-15 Food Service

Continuing: **Brenda Altizer, Elizabeth Avis, Joyce Brown, Chrysti Landrum, Yvonne Lockridge, Brooke McMullen, Ruth Tolson, Christine Unroe, Sharon Wells.**

New: **Michelle Ryder, Julie Gibson.**

2014-15 Transportation

Bus/Vehicle Continuing: **Jimmie Adkins, Richard Criser, Larry Entsminger, Billy Grimm, Justin Rider**

New: **Dallas Reynolds, LaWanda Riley, Trainer**

Vehicle/Continuing: **Ronnie Hodge, Rodger Hupman, Susan Keith, Charolette Lotts, Patty Reynolds, Mary Rogers, Nancy Sweitzer**

2014-15 Custodian

Continuing: **Elizabeth Avis, Fay Hise, Keith McElwee**

On motion by Mr. Manion and seconded by Mrs. Grimm, the Board (5-0 vote) approved a **religious exemption request for a student.**

As the Board welcomed a newly appointed member, the Code of Conduct should be confirmed by all Board members and revised to include new members. On motion by Mr. Ryder and seconded by Mrs. Grimm, the Board (4-1 vote, Manion opposed) **approved the VSBA Code of Conduct for School Board members.**

**14-15: 018
VSBA CODE OF
CONDUCT FOR SCHOOL
BOARD MEMBERS**

On motion by Mr. Ryder and seconded by Mrs. Grimm, the Board (5-0 vote) approved a **VSBA Media Honor Roll resolution recognizing Larry O'Rourke of the Virginian Review, Mike Bollinger of The Recorder, and Bonnie Ralston of Alleghany Mountain Radio (WCHG).**

**14-15: 019
MEDIA HONOR ROLL**

Mrs. Hirsh said legislation requires local school divisions and local departments of social services to develop written interagency agreements of all complaints of child abuse or neglect. Mrs. Hirsh said the legislation became effective July 1, 2014.

**14-15: 020
RESPONSE TO REPORTS
OF ABUSE AND
NEGLECT OF CHILDREN**

On motion by Mr. Manion and seconded by Dr. Miller, **adopted the agreement between the Bath County Department of Social Services and Bath County Public Schools "Response to Reports of Abuse and Neglect of Children" as presented.**

Informational items for Board members included: 2014 VSBA Schedule of Meetings & Conferences, VSBA August 13, 2014 Webinar – Courthouse Steps to Schoolhouse Gates: Working with Court-Involved Children, VSBA Legislative Advocacy Conference – September 11, 2014 and a letter from DOE regarding submission of data for Virginia's Federal Fiscal Year 2012 Annual Performance Report.

**14-15: 021
ITEMS FOR BOARD
MEMBERS/
CORRESPONDENCE**

There were no comments.

**14-15: 022
PUBLIC COMMENTS**

Mrs. Grimm

- Thanked everyone who gathered information for the meeting tonight.
- Excited about new upgrades.
- Proud of our students on their accomplishments in academics and athletics.
- Will monitor additional ten minutes to the school day and see how it works out with winter weather.

**14-15: 023
ITEMS BY BOARD
MEMBERS**

Mr. Ryder

- Thanked the School Board for selecting him to serve.
- For the first time in a couple of years, he visited schools today.
- Noticed a difference in the schools since he was on the Board. Schools appear to be clean, well maintained, and staff members are doing a fantastic job. Over the next ten years, BCHS will require additional maintenance and he encouraged the Board to make every effort to maintain all schools.
- Welcomed by staff members today at schools.

Mr. Manion

- Thanked all staff members for their efforts and expertise in educating children. Student SOL scores confirm the hard work of staff members.

Dr. Miller

- Thanked everyone for attending the meeting, providing various reports, and preparation for the upcoming school year.
- Asked Mrs. Fry to forward an email from VSBA, The Policy Page, entitled “Making Data Work For You” to all Board members. The article addresses the importance of continuing education for School Boards and how to make good use of data received. Suggested Board members read the article and consider a seminar/meeting to discuss dissemination of data.
- Extended sympathies to the family of Homer Simmons on his recent passing.

Mrs. Lowry

- Attended the VSBA Conference on Education which held mini-workshops. One of the workshops featured “Bright Futures” and Mrs. Lowry will forward emails to school principals. Workshops addressed poor attendance, social economics, community service, mentorships, parents and community relationships and safe schools.
- Welcomed Mr. Ryder to the Board.
- School is starting soon; thanked all staff for everything they do year round for our students.
- Looking forward to a new student representative at the September meeting, Mr. Tanner Bradley.

**14-15: 023 (Con’t.)
ITEMS BY BOARD
MEMBERS**

On motion by Mrs. Grimm and seconded by Mr. Ryder, the Board (5-0 vote) convened in a closed meeting at 8:42 p.m. to discuss superintendent’s self-evaluation. (Mr. Manion departed the meeting at 8:50 p.m.)

**14-15: 024
CLOSED MEETING**

On motion by Mrs. Grimm and seconded by Dr. Miller at 10:45 p.m., the Board came out of the closed meeting and certified (4-0 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.

**14-15: 025
CERTIFICATION OF
CLOSED MEETING**

No action was taken following the Closed Meeting.

**14-15: 026
ACTION FOLLOWING
CLOSED MEETING**

The Board adjourned the meeting at 10:48 p.m.

**14-15: 027
ADJOURNMENT**