

BRISTOL VIRGINIA SCHOOL BOARD
REGULAR SESSION
APRIL 7, 2008

The Bristol Virginia School Board met in Regular Session on Monday, April 7, 2008, at 6:00 p.m. in the Virginia High School Library, 1200 Long Crescent Drive, Bristol, Virginia. The following Board members were present:

Mr. Butch Tolley, Chair
Mr. Eric Clark

Mr. Ronald Cameron, Vice Chair
Mr. Randall J. White

Absent: Mrs. Virginia Goodson

Also present were:

Dr. Douglas E. Arnold, Superintendent
Mrs. Tammy Jones, Clerk

Dr. Michael K. Amstein, Assistant Superintendent
Mrs. Cathy Moss, Deputy Clerk

Among those in the audience were:

Dr. Terry Caldwell
Mr. Mike Braswell
Mr. Kevin Meade
Mrs. Joy Berry
Mr. Dennis Staton
Ms. Regina Hilton
Mr. Gary Ritchie

Mr. Ronnie Morris
Mrs. Mary Shaffer
Mr. Tyrone Foster
Mrs. Patty Bowers
Mrs. Brenda Carroll
Ms. Elizabeth Borris
Mr. Jeff Shelton

Ms. Jackie Nophlin
Mrs. Deb Read
Mr. Perry Hustad
Dr. Linda Brittle
Mrs. Andrea Birchfield
Ms. Elizabeth Wells
Mr. David McGee, *Bristol Herald Courier*

Others may have been present but either failed to sign in or their signatures were not legible.

Mr. Butch Tolley, Chair, called the meeting to order at approximately 6:02 p.m. He opened the meeting with the Pledge of Allegiance.

Mr. Tolley asked for a motion to approve the agenda. Mr. Eric Clark so moved. Mr. Randy White seconded the motion, and the motion carried unanimously.

Mr. Tolley asked for a motion to approve the Consent Agenda. Mr. White so moved. Mr. Clark seconded the motion, and the motion carried unanimously.

The Consent Agenda consisted of the following:

- A. Approval of Minutes
 - (1) Called Session – February 26, 2008
 - (2) Joint Session with Bristol Virginia City Council – March 3, 2008
 - (3) Regular Session – March 3, 2008
 - (4) Called Session – March 17, 2008
 - (5) Called Session – March 31, 2008
- B. Approval of Payment of Bills
- C. Approval of Additions to Substitute Teacher List
- D. Approval of Requests for Transfer of Sick Leave Days
- E. Approval of Letter of Resignation from Clay Hutson, Virginia High School Teacher
- F. Approval of Letter of Resignation from Amanda Baker, VMS Teacher

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- G. Approval of Letter of Retirement from Toni Ward, VMS Teacher
- H. Approval of Letter of Resignation from Norma Lester, Part-Time Coordinator of Federal Programs
- I. Approval of Letter of Resignation from Amy Edwards, Washington-Lee Teacher
- J. Approval of Letter of Retirement from Jack D. Merritt, Interchange Teacher

(Copies of the Additions to Substitute Teacher List, Requests for Transfer of Sick Leave Days, Letters of Resignation, and Letters of Retirement are included with these minutes.)

At this time, Dr. Doug Arnold, Superintendent, recognized Mrs. Toni Ward and Mr. Jack D. Merritt for their years of service with the division and he wished them the best in their retirement.

No one addressed the Board during the Public Comment portion of the meeting.

The Focus on Instruction Report featured reports from Mrs. Ina Danko, VHS Principal, and Mr. Gary Ritchie, VMS Principal, on Alternative Education Programs at the middle and high schools. Mrs. Danko outlined the Crossroads Alternative Program at Virginia High School. Mr. Ritchie introduced Mr. Robert Sturgill, alternative program teacher at Virginia Middle School. Mr. Sturgill highlighted the program offered at VMS, and he distributed a literary booklet which featured poetry and illustrations from students in the program. Mr. Tolley thanked Mrs. Danko, Mr. Ritchie, and Mr. Sturgill for the reports.

Dr. Arnold presented the Superintendent's Report which included:

- He informed the Board that Governor Kaine had designated April as Financial Literacy Month.
- He congratulated the VHS Winterguard and Indoor Percussion students for their accomplishments at recent competitions.

Mrs. Tammy Jones, Director of Finance, addressed Item 5(A) Approval of 2007-2008 Budget Revision #8. She outlined the revisions in revenues and expenditures. Mr. Clark moved approval of 2007-2008 Budget Revision #8 as presented. Mr. White seconded the motion, and the motion carried unanimously. (A copy of 2007-2008 Budget Revision #8 is included with these minutes.)

Mrs. Jones also addressed Item 5(B) Approval of Renewal of Virginia High School Certificate of Deposit. She reviewed the recommendation to renew the CD upon the renewal date, April 11, 2008. Mr. White moved approval of renewal of the Virginia High School certificate of deposit as recommended. Mr. Clark seconded the motion, and the motion carried unanimously. (A copy of the recommendation to renew the VHS certificate of deposit is included with these minutes.)

Mrs. Jones addressed Item 5(C) Approval of 2007-2008 Food Service Budget Revision #2. She outlined the revisions in revenues and expenditures. Mr. White moved approval of 2007-2008 Food Service Budget Revision #2 as presented. Mr. Cameron seconded the motion, and the motion carried unanimously. (A copy of 2007-2008 Food Service Budget Revision #2 is included with these minutes.)

Dr. Arnold addressed Item 5(D) Approval of Travel Requests. He outlined the trips which required Board approval. Mr. Cameron moved approval of the travel requests. Mr. White seconded the motion. There was discussion regarding the need for male chaperones on two of the trips. Mr. Cameron's motion carried unanimously. (Copies of the travel requests are included with these minutes.)

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Dr. Arnold addressed Item 5(E) Approval of 2008-2009 Tuition Rates. He recommended that rates remain at \$100 per student per year for in-state tuition and \$200 per student per year for out-of-state students. Mr. Cameron moved approval of 2008-2009 Tuition Rates as presented. Mr. Clark seconded the motion, and the motion carried unanimously. (A copy of the recommendation for 2008-2009 Tuition Rates is included with these minutes.)

Dr. Mike Amstein, Assistant Superintendent, addressed Item 5(F) Second Reading and Adoption of Revised Regulation IKF-R(3) Repeating Courses for Credit. Mr. Cameron moved adoption of the revised Regulation IKF-R(3) Repeating Courses for Credit as presented. Mr. Clark seconded the motion, and the motion carried unanimously. (A copy of IKF-R(3) is included with these minutes.)

Dr. Amstein addressed Item 5(G) Approval of 2008 Summer School Programs. He outlined the programs to be offered at the elementary, middle, and high schools. Mr. White moved approval of the 2008 Summer School Programs as presented. Mr. Cameron seconded the motion, and the motion carried unanimously. (A copy of the 2008 Summer School Programs is included with these minutes.)

Mrs. Jones addressed Item 5(H) Approval of Bid for Exterior Painting at Virginia High School. She reviewed the bids and recommended the bid be awarded to the low, responsive bidder, S & T Painting of Parkton, MD, at a bid price of \$55,500. Mr. White moved approval of awarding the bid to S & T Painting as recommended at a bid price of \$55,500. Mr. Clark seconded the motion, and the motion carried unanimously. (A copy of the bid tabulation sheet is included with these minutes.)

Mrs. Jones addressed Item 5(I) Approval of Bid for Exterior and Interior Painting at Washington-Lee Elementary School. She reviewed the bids and recommended the bid be awarded to the low, responsive bidder, Empire Painting from Richmond, Virginia, at a bid price of \$54,500. Mr. White moved approval of awarding the bid to Empire Painting as recommended at a bid price of \$54,500. Mr. Clark seconded the motion, and the motion carried unanimously. (A copy of the bid tabulation sheet is included with these minutes.)

Mrs. Jones addressed Item 5(J) Approval of Bid for Custodial Service. She reviewed the process for receiving proposals and indicated that the Custodial Review Committee recommended award of the contract to GCA Services Group, Inc., out of Knoxville, Tennessee, for an initial contract amount of \$510,000 for the period 6/1/08 through 5/31/09. Mr. Clark moved approval of award of the custodial service contract to GCA Services Group, Inc., as recommended. Mr. White seconded the motion, and the motion carried unanimously. (A copy of the Custodial Services Total Score Sheet is included with these minutes.)

Dr. Amstein addressed Item 5(K) Approval of Revisions to Comprehensive Plan 2008-2014. He reviewed the updates and revisions to the plan which is required by the Virginia State Board of Education in the Standards of Quality for Public Schools. Mr. Clark moved approval of the revisions as presented. Mr. White seconded the motion, and the motion carried unanimously. (A copy of the revised documents is included with these minutes.)

Mrs. Jones addressed Item 5(L) Adoption of Resolution Retaining ADMIN Solutions, LLC as the 403(b) Plan Third Party Administrator. She reviewed the required resolution. Mr. Cameron moved adoption of the resolution as presented. Mr. White seconded the motion, and the motion carried unanimously. (A copy of the resolution is included with these minutes.)

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Dr. Amstein addressed Item 6(A) Curriculum Advisory Committee Annual Report. He outlined the committee recommendations. (A copy of the Curriculum Advisory Committee recommendations is included with these minutes.)

Dr. Amstein addressed Item 6(B) Advanced Programs Advisory Committee Annual Report. He outlined the committee recommendations. (A copy of the Advanced Programs Advisory Committee recommendations is included with these minutes.)

Dr. Arnold addressed Item 6(C) First Reading and Discussion of VSBA February 2008 Policy Update. He highlighted the revisions and the new policies. He indicated that these policy revisions would be presented for second reading and adoption in May.

Mr. Randy White addressed Item 6(D) Discussion of Unlawful Acts. He requested that parents receive a letter at the beginning of each school year informing parents of the serious disciplinary actions for students who violate the weapons policies.

Pursuant to Section 2.2-3712(A) of the Code of Virginia, Mr. Cameron moved that the Board convene a Closed Meeting for the purpose of discussing the following specific matters: Discussion of Personnel as Authorized by Section 2.2-3711(A)(1) of the Code of Virginia, Specifically:

- (1) Approval of Employment of Summer School Faculty
- (2) Approval of Letter of Retirement from Employee #01BVPS07-08
- (3) Approval of Employment of Virginia Middle School Mathematics Instructor
- (4) Approval of Employment of Virginia High School Mathematics Instructor
- (5) Approval of Unpaid Leave of Absence
- (6) Discussion of Superintendent's Contract
- (7) Approval of Employment and Approval of Resignation(s) as needed

Mr. White seconded the motion, and the motion carried unanimously.

The Board went into Closed Session at approximately 7:15 p.m.

Back in Public Session at 7:50 p.m., Mr. Cameron moved Certification of Closed Meeting as such: the Bristol Virginia School Board certifies that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting and only such public matters as were identified in the motion convening the closed meeting were considered. Mr. White seconded the motion, and the motion carried unanimously.

Mr. White moved employment of summer school faculty as recommended. Mr. Clark seconded the motion, and the motion carried unanimously. (A copy of the 2008 Summer School Faculty is included with these minutes.)

Mr. White moved approval of the letter of retirement from Employee #01BVPS07-08. Mr. Clark seconded the motion, and the motion carried unanimously. (A copy of the letter of retirement is included with these minutes.)

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Mr. Cameron moved approval of employment of Jessica Orfield as Virginia Middle School mathematics instructor. Mr. Clark seconded the motion, and the motion carried unanimously. (A copy of the letter of recommendation for employment is included with these minutes.)

Mr. Clark moved approval of unpaid leave of absence for the remainder of the school year for Mr. Jack D. Merritt with no benefits being paid by the Board. Mr. White seconded the motion, and the motion carried unanimously. (A copy of the letter requesting an unpaid leave of absence is included with these minutes.)

During the Old and New Business portion of the meeting, the following was discussed:

- Dr. Arnold recommended that the Part-Time Coordinator of Federal Programs position be revised to a full-time position, Coordinator of Federal Programs and Grants, effective next school year.
- Dr. Arnold recommended that replacement gym seats be purchased as the VHS Boosters would contribute some funding. It was the consensus of the Board to go ahead and purchase replacement gym seats.
- Mr. Cameron expressed his concerns about the need to provide transportation to after school practices for students participating in spring sports.
- Mr. Clark stated his concerns about campaign materials being distributed within the schools.

Mr. Tolley adjourned the meeting at 8:00 p.m.

Cathy M. Moss, Deputy Clerk

Butch Tolley, Chair