

BRISTOL VIRGINIA SCHOOL BOARD
REGULAR SESSION
JUNE 4, 2007

The Bristol Virginia School Board met in Regular Session on Monday, June 4, 2007, at 6:00 p.m. in the School Board Office, 222 Oak Street, Bristol, Virginia. The following Board members were present:

Mr. Butch Tolley, Chair
Mr. Eric Clark
Mr. Randall J. White

Mr. Ronald Cameron, Vice Chair
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:

Mrs. Patty Bowers
Mr. Jeff Shelton
Mrs. Debbie Leonard
Dr. Linda Brittle
Mr. Khristopher Brooks, *Bristol Herald Courier*

Mrs. Joy Berry
Mr. Mike Braswell
Mr. Dennis Staton
Mr. Terry Caldwell

Mr. Gary Ritchie
Ms. Kathy Hicks
Mrs. Vicie Dotson

Mr. Butch Tolley, Chair, called the meeting to order and opened the meeting with the Pledge of Allegiance.

Mr. Tolley asked for a motion to approve the agenda. Mrs. Virginia Goodson moved to amend the agenda as follows: move Items 5(D) Approval of Change in Contract for VHS Librarian and Secretary and 5(E) Approval of Change in Contract for Assistant Principal at Van Pelt to the Closed Session and renumber the items 7(A) (7) and 7(A)(8). Mr. Randy White seconded the motion, and the motion to amend the agenda carried unanimously.

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

The Consent Agenda consisted of the following:

- A. Approval of Minutes
 - (1) Student Hearing/Regular Session – May 7, 2007
 - (2) Called Session – May 21, 2007
- B. Approval of Payment of Bills
- C. Approval of Letter of Retirement from Iris Dodson, Food Service

(A copy of the letter of retirement is included with these minutes.)

Dr. Doug Arnold, Superintendent, noted that as part of the Consent Agenda, the Board approved a letter of retirement from Mrs. Iris Dodson. He commended Mrs. Dodson for her thirty years of service with the division and wished her a happy, healthy retirement.

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

The Focus on Instruction Report included a report on the LIFE Program. Mrs. Vicie Dotson, School Social Worker, updated the Board on the most successful program which offers the opportunity for students

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suspended from school to continue academic studies as well as participate in the required community service component of the program. She indicated that the program was a community effort which included Highlands Community Service, Boys and Girls Club of Bristol, People Inc., and the City of Bristol which actually administers the federally funded grant which funds the program. She also noted that she was optimistic that grant funds would be available for next year. Mr. Tolley thanked Mrs. Dotson for the most informative report.

At this time, Mrs. Goodson presented a report on a recent VSBA conference that she attended in May. She noted that the conference topic was data driven leadership. She discussed the resources available for school divisions regarding the use of data for improvement. She encouraged all personnel to take advantage of these one-day sessions offered through VSBA. Mr. Tolley thanked Mrs. Goodson for her report.

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

- He updated the Board on summer school enrollment – elementary – 90 and middle – 45.
- He reviewed the various spring athletic teams which had won regional championships, and he reviewed the schedule of upcoming state play-offs.
- He commended all participants for the wonderful graduation ceremony at Virginia High School.
- He congratulated VHS student Sasha Ovcharenko as he was a recipient of the prestigious Robert C. Byrd Honors Scholarship.
- He also recognized two VMS students, Megan Hilliard, district winner, and Sally Star, 2nd place winner, in the American Council of Engineering competition.
- He informed the Board that the division has been designated as the fiscal agent for the regional Project Graduation program.
- At this time, he introduced Mr. Julius Gallishaw, an employee of the Boys and Girls Club of Bristol, who works with the LIFE Program. Mr. Gallishaw thanked the Board members for their support of the LIFE Program.
- Dr. Arnold noted that the minimum wage would increase in approximately 60 days and increases would be phased in over a three-year period. He noted the increase would impact the budget and that information would be furnished to the Board.

Mrs. Tammy Jones, Director of Finance, addressed Item 5(A) Approval of 2006-2007 Budget Revision #10. She reviewed the revisions in both revenues and expenditures. Mrs. Goodson moved approval of 2006-2007 Budget Revision #10 as presented. Mr. White seconded the motion, and the motion carried unanimously. (A copy of 2006-2007 Budget Revision #10 is included with these minutes.)

Dr. Arnold addressed Item 5(B) Approval of Contract for Liability and Auto Insurance. He outlined the recommendation to renew the contract provided by Virginia Municipal League (VML). Mr. Ronald Cameron moved approval of the recommendation to renew the contract for liability and auto insurance with VML as presented. Mr. Clark seconded the motion, and the motion carried unanimously. (A copy of the recommendation for renewal is included with these minutes.)

Dr. Arnold addressed Item 5(C) Approval of Renewal of Contract for Custodial Services. He outlined the recommendation to renew the contract for custodial services with SSC Service Solutions. He indicated the total increase over the previous contract was \$34,900. Mr. White moved renewal of the contract for custodial services with SSC Service Solutions as recommended. Mr. Clark seconded the motion, and the motion carried unanimously. (A copy of the recommendation for renewal is included with these minutes.)

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Note: Item 5(D) was moved to Closed Session and renumbered to 7(A)(7).

Note: Item 5(E) was moved to Closed Session and renumbered to 7(A)(8).

Dr. Arnold addressed Item 5(F) Approval of Closing of VHS Certificates of Deposit and Establishment of a New Combined Certificate of Deposit. Mr. White moved approval of the request to close the certificates of deposits and combine the funds to establish a new certificate of deposit as recommended. Mr. Cameron seconded the motion, and the motion carried unanimously. (A copy of the recommendation to close the certificates of deposit and combine the funds to establish a new certificate of deposit is included with these minutes.)

Dr. Arnold addressed Item 5(G) Approval of Renewal of School Construction Capital Projects Fund Certificate of Deposit. He indicated the CD would renew on 6/7/2007. Mrs. Goodson moved approval of the renewal of the CD as recommended. Mr. White seconded the motion, and the motion carried unanimously. (A copy of the recommendation to renew this CD is included with these minutes.)

Dr. Arnold addressed Item 5(H) Second Reading and Adoption of Job Description for Full-Time School Nurse. Mr. White moved adoption of the job description as presented. Mr. Clark seconded the motion, and the motion carried unanimously. (A copy of the Job Description for Full-time School Nurse is included with these minutes.)

Dr. Arnold addressed Item 5(I) Approval of Food Service Certificate of Deposit. He outlined the recommendation to establish a CD to receive interest on funds. Mrs. Goodson moved approval of the establishment of the Food Service Certificate of Deposit as recommended. Mr. Cameron seconded the motion, and the motion carried unanimously. (A copy of the recommendation to establish a certificate of deposit is included with these minutes)

Ms. Kathy Hicks, Food Service Supervisor, addressed Item 6(A) Report on Federal Review of Food Service. She outlined the procedure for the review as well as the results of the review which were very favorable. Mr. White commended Ms. Hicks on an excellent job, and Mr. Tolley thanked Ms. Hicks for the informative report.

Dr. Mike Amstein, Assistant Superintendent, addressed Item 6(B) First Reading and Discussion of Revised School Board Policy IGBC – Parental Involvement and Board Regulation IGBC-R Division Wide Parental Involvement Policy. He indicated that the policy had been revised to meet the requirements of the No Child Left Behind Act.

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:

- A. Discussion of Personnel as Authorized by Section 2.2-3711(A)(1) of the Code of Virginia, Specifically:
 - (1) Approval of Employment of Wellness Instructor at Virginia Middle School
 - (2) Approval of Employment of Math Instructor at Virginia Middle School
 - (3) Approval of Employment of Math Instructor at Virginia High School
 - (4) Approval of Employment and Approval of Resignation(s) as needed
 - (5) Approval of Revisions to Specific Teacher Contracts

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- (6) Evaluation of Superintendent
- (7) Approval of Change in Contract for VHS Librarian and Secretary
- (8) Approval of Change in Contract for Assistant Principal at Van Pelt

Mrs. Goodson seconded the motion, and the motion carried unanimously.

The Board went into Closed Session at 6:50 p.m.

Back in Public Session at 8:20 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. Cameron moved employment of Ms. Amanda Baker as a math instructor at Virginia Middle School for the 2007-2008 school year. 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 employment of Mr. Clay Hutson as a math instructor at Virginia High School for the 2007-2008 school year. Mrs. Goodson 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 the recommended revisions to the following contracts: Virginia High School librarian changed from an 11-month contract to a 12-month contract, Virginia High School secretary (in the library) changed from a 12-month contract to an 11-month contract, Assistant Principal/Advanced Programs Instructor at Van Pelt changed to a 12-month contract and placed on the administrative salary scale, Lynda McClanahan's contract changed from a 10-month contract to a 10.25-month contract, and Holly Fuller's contract changed from a 10.25 -month contract to a 10-month contract. Mr. White seconded the motion, and the motion carried unanimously. (Copies of the recommendations for the above-mentioned revisions are included with these minutes.)

At this time, Mr. Tolley stated that Dr. Doug Arnold had received an extremely favorable evaluation from all Board members. He indicated that the Board was very pleased with Dr. Arnold's job performance. Dr. Arnold thanked Mr. Tolley for his kind remarks.

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

- Mr. White noted the increase in kilowatt hours used at VHS. He asked what would cause the increase. Dr. Arnold replied that the lighting on the new track facility would contribute to the increase as well as the many activities in general at VHS. Mrs. Jones noted that the utilities expense was still within the budgeted amount.
- There was discussion about homebound instruction and the increase in the number of students receiving homebound instruction this past school year.
- There was discussion about allowing high school students who can complete the requirements for graduation in summer school to participate in the graduation ceremony but not receive diplomas until the requirements are met in summer school.
- The Board determined the date for the Board Retreat – August 20 at 5:00 p.m. in the Board Room.

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- Mr. Cameron requested more information on the sports line-ups offered by schools participating in the new division next year. He specifically expressed interest in volleyball at the middle school level.

Mr. Tolley adjourned the meeting at 8:45 p.m.

Cathy Moss, Deputy Clerk

Butch Tolley, Chair