

The Buchanan County School Board in Regular Session on Tuesday, November 25, 2014, at 5:30 p.m., met in the Main Office in Slate Creek, Virginia.

**PRESENT:** Mr. Clarence Brown, Jr., Chairman  
 Mr. Wayne Deskins, Vice Chairman  
 Mr. Scotty Owens  
 Mr. Willie Sullivan  
 Mr. Heath Harrison  
 Mr. Robert K. Bevins            Absent  
 Mr. Austin Crumpton

#### **ADMINISTRATION**

Mr. Larry K. Ashby	Division Superintendent
Mrs. Patricia Rowe	Clerk of the Board
Mr. Jason Gallagher	Attorney

Mr. Brown called the meeting to order and welcomed those in attendance. Mr. Brown welcomed a group of Boy Scouts who were in attendance to earn a merit badge. Mr. Brown asked the Scouts to lead the prayer and asked everyone to remember Mr. Bevins who is absent from the meeting due to illness. Mr. Owens asked that a neighbor of his, Harold Cline, who recently passed away be remembered. He also wished Mr. Bevins a happy birthday. The Boy Scout group led the Pledge of Allegiance.

1. Discussion /Approval

1. Agenda

Mr. Owens added the following items to the Agenda:

Other: #4 “Second Reading – Tobacco Policy”

#5 “2014 VSBA Annual Convention”

#6 “Superintendent’s Evaluation”

Mr. Brown - Delegations: Mark off #4 (deferred until next month)

The agenda was considered approved as corrected.

## 2. Minutes

Mr. Owens thanked Mrs. Rowe for cards she had printed for him and commented that he felt the minutes from the previous meeting were much improved: more details were listed which will make it easier for someone else reading them to understand what is going on.

Mr. Owens noted a correction was needed on page 16, top of the page, regarding the Superintendent’s Evaluation model handed out last month. It wasn’t developed by VSBA but by the Virginia Department of Education.

Phillip Keene from the Voice asked to make a comment about the previous minutes. He stated that there was no mention of his comments about not being able to contact anyone at the Central Office. Mr. Brown suggested Mr. Keene write down what he thought should be in the minutes relating to his comments and if the Board approves it, the comments will be put in the minutes for October 2014.

Mr. Harrison stated that we need to be more accurate with what we put in the minutes, as to what people are saying, “a lot of stuff that is said is not in the minutes, if we are going to be accurate, we need to put everything that is said in the meeting, in the minutes”.

The minutes were approved with corrections.

2. Delegations

1. BEA – no presentation
2. Pat Skeens – Aide for Grandson

Mrs. Skeens attended with her grandson, Cameron. She states that this was her third trip to a Board Meeting without resolution. Mrs. Skeens handed out a picture and a letter Cameron had written to the Board Members. Upon approval, she read the letter in which Cameron says he doesn't want to go back to school without Karen, (his previous aide), he states he is scared. Mrs. Skeens asked to play a recording of Cameron voicing objections to attending school. Mr. Brown asked advice from legal counsel. Mr. Brown and Mr. Gallagher stepped out of the meeting. Upon advice of legal counsel, Mr. Brown states that it is best that the Board not listen to the recording. Mrs. Skeens objected, but sat down.

3. Elaine Clevinger – Step Increase

Mrs. Clevinger stated that she is here representing herself but in so doing probably represents every other teacher in her situation. She stated that as of December 1, she will be starting her thirtieth year. Mrs. Clevinger states she is here to request that step increases be reinstated. She discussed the importance to the amounts paid from VRS and Social Security.

Mr. Deskins stated that he understood it to be the 27<sup>th</sup> year in which a large step increase is in the teacher's salary scale. He stated we would like to be able to do that if we can, but it comes down to the money. Mr. Brown stated that the Finance Committee will look at it.

3. Discussion and Approval of Payroll and Invoices

Mr. Brown asked for a motion to approve payroll and invoices. Mr. Harrison made the motion to approve. Mr. Deskins seconded the motion.

The roll call vote was as follows:

Mr. Owens	Yes
Mr. Deskins	Yes
Mr. Sullivan	Yes
Mr. Harrison	Yes
Mr. Crumpton	Yes w/exceptions
Mr. Brown	Yes

Warrant numbers 82447 through 82468, 82535 through 82647 and 144013 through 144222 were issued from the School Operation and Cafeteria Fund. Warrant number 1132 was issued from the Textbook Fund. The total amount spent for the month of November 2014 was \$2,505,458.73.

1132	Tests for Higher Standards	\$8,435.52
82447	Brown Brothers Produce	\$15,194.27
82448	Amanda Blackburn	\$172.80
82449	Betsy Kelly	\$229.71
82450	David Raines	\$750.00
82451	Diane Presley	\$977.00
82452	Dinah Hogston	\$764.85
82453	Gerald Vanover	\$884.82
82454	Joey Blankenship	\$847.00
82455	Lenice O'Quinn	\$451.89
82456	Linda Church	\$630.31
82457	Patricia Cooper	\$977.00
82458	Penny Ball	\$252.00
82459	Richie Blankenship	\$1,080.02
82460	Sandra Brown	\$420.73
82461	Sandra Vandyke	\$1,176.00
82462	Sharon Bartley	\$719.25
82463	Shelly Ann Allen	\$340.20

82464	Sherry Steele	\$719.25
82465	Teresa Mullins	\$180.00
82466	Thursley Justice	\$307.80
82468	Wayne Deskins	\$805.95
82535	Virginia Employment	\$9,667.29
82536	Anthem Dental	\$3,182.42
82537	BVU	\$14,565.25
82538	Della Jackson	\$84.80
82539	Dorothy Owens	\$60.90
82540	Jennifer Owens	\$959.88
82541	Karen Taylor	\$499.96
82542	Patricia Justus	\$84.80
82543	PDF Innovates, LLC	\$2,250.00
82544	Russell Street	\$842.12
82545	Sharon Hurley	\$117.45
82546	Sonja O'Quinn	\$182.25
82547	Tammy Elswick	\$44.42
82549	The Hartford	\$13,356.42
82550	AT&T	\$127.11
82554	Great America Financial Services	\$1,299.16
82557	Tara Keen	\$29.34
82559	Verizon	\$51.04
82560	Amanda Ashby	\$102.15
82561	Kansas State Bank	\$3,239.15
82562	Kathy Adkins	\$25.15
82564	Reinhart Food Services	\$48,606.81
82565	Tasha Yates	\$116.35
82566	Verizon	\$487.02
82567	Horace Mann Auto	\$147.21
82568	Lauren Ritz	\$184.00
82589	Advance Education	\$7,600.00
82590	Allied Instructional Services	\$1,053.75
82592	Appalachian Power	\$45,364.71
82593	Associated Counseling	\$3,025.00
82594	AT&T	\$951.48
82595	Brooke Bowers	\$25.80
82596	Carolyn Mitchell	\$146.70
82597	Cascade Water Services	\$1,859.00
82598	C.C. Dickson	\$797.96
82599	Charlene Large Vision Services	\$5,994.45
82600	Clinch Valley Medical	\$25.00
82601	Comfort Inn	\$172.94
82602	EZ Hardware	\$6.65
82603	Glenna Cantrell	\$6,478.55
82604	Gray Bar	\$1,111.68

82605	Janet Slone	\$58.50
82606	Jones Oil	\$2,700.94
82607	Kay Ratliff	\$90.10
82608	Light House Supply	\$293.55
82609	McCoy & McCoy Laboratories	\$528.00
82610	MCI	\$33.29
82611	Merritt Physical Services	\$9,693.81
82612	PSA	\$8,501.05
82613	Septic Inc	\$9,537.76
82614	Shane Cantrell	\$13,070.00
82615	Sherry Fletcher	\$473.24
82616	Shirley Blake	\$6,695.00
82617	Shirley Blake	\$945.00
82618	Time Warner Cable	\$1,211.80
82619	Two Way Radio	\$72.00
82620	Verizon	\$2,263.26
82621	Verizon	\$50.37
82622	Xerox	\$1,588.48
82623	Anchorage Photo	\$88.00
82624	BKT Inc	\$2,716.00
82626	Brown Brothers Produce	\$8,293.48
82627	Coca Cola	\$1,335.50
82628	Council Elementary	\$84.01
82629	Della Jackson	\$9.87
82630	Dominion Office Products	\$263.55
82631	Dotson's Market	\$108.24
82632	Earth Grains	\$3,696.49
82634	Grundy High	\$99.00
82635	Hurley High	\$16.44
82636	J.M. Bevins	\$261.40
82637	Kansas State Bank	\$3,239.19
82638	Minmor Industries	\$118.80
82640	Pepsi Cola	\$1,515.10
82644	Pet Inc	\$26,978.03
82645	Riverview Elementary	\$59.18
82646	Save A Lot	\$13.90
82647	State Cleaning Solutions	\$1,005.35

## Personnel

### 1. Professional Personnel / 2. Classified Personnel

#### Coaches

Mr. Brown commented on a change in Hurley High's Athletic Director. A copy of the revision request for Hurley High was not available, but Mr. Brown stated that previously this position was shared by Mark Cooper and Greg Tester. The request is for Mark Cooper to be the sole Athletic Director and get the full supplement, while Mr. Tester will fill the position of Student Coordinator at Hurley High. Grundy High sent a list of coaching changes also.

Mr. Sullivan stated that we are using the term "Middle School", but we may want to go back to using "eighth grade". He stated he is okay with sixth and seventh grade participating with eighth but he thinks that as far as VHSL is concerned, there may be a conflict in paying a coach below the eighth grade level.

The motion to approve the coaching revisions was made by Mr. Sullivan and seconded by Mr. Harrison.

The vote was for unanimous approval.

## Other

### 1. Dominique Traverse-Locke – Creative Writing Instructor A. Linwood Holton Governor's School

Mr. Owens commented that Mrs. Traverse-Locke gave a wonderful presentation at an appreciation luncheon in Abingdon the previous Monday. Mr. Owens had asked her to do the same presentation at the Board Meeting and bring as many students as possible. Mr. Owens stated that this is a wonderful program. It is a dual enrollment program that offers classes where students earn high school and

college credit. He asked the audience and the Board Members to encourage students to take advantage of this program. We have the third largest enrollment among the seventeen school divisions that participate.

Mrs. Traverse-Locke was unable to attend and asked a student, Mr. Roger Mack, to read aloud a written statement which expressed Mrs. Traverse-Locke's sincere appreciation for the opportunity given to her and her students to do a presentation of their work at the Board Meeting. She also apologized for not being able to attend the meeting herself.

Student Presentations:

1. Hannah Daniels
2. Toni Deskins
3. T. J. Ramey
4. Natasha Vandyke

Mr. Owens thanked the students for their presentation and attendance. Mr. Brown stated that he would like to see this group go to the other high schools and speak to the sophomores and juniors to encourage their participation in the program. Mr. Ashby will follow through with this request.

2. Finance Committee Report

Mr. Sullivan stated that there had not been a Finance Committee meeting since the previous Board Meeting. He stated that we are waiting on completion of some of the aide's evaluations. Mr. Ashby stated that all principals have received the evaluation instrument.



3. Substitutes Under 21 Years of Age

Mr. Ashby discussed the poll conducted with the principals with regard to their preference of whether to use substitutes under the age of 21. Mr. Ashby stated he is seeking direction from the Board. Mr. Harrison asked if those already approved and substituting will be grandfathered in. Mr. Ashby answered “yes”. Mr. Harrison also asked if the three applicants that are on hold pending the decision had paid. Mr. Ashby stated “no”; their information has not been sent in and is on hold. Mr. Harrison wanted to be sure these three would not pay for something that would not be beneficial to them. Mr. Harrison asked Mr. Ashby what his opinion is on the subject. Mr. Ashby stated that he is of the opinion that if they are 21 and have a college degree, use them. If they do not have a college degree and are under 21, don’t use them. Mr. Brown asked if this covers all areas, such as coaches and volunteers, or just teachers. Mr. Ashby stated that it just affects substitute teachers at this time. It was decided to discuss this further in Closed Session.

4. Tobacco Free School to Include Electronic Cigarettes Policy – Second Reading

Mr. Sullivan made a motion to approve, and Mr. Deskins seconded the motion.

Vote was for unanimous approval.

**BUCHANAN COUNTY PUBLIC SCHOOLS**

**TOBACCO-FREE SCHOOL FOR STAFF AND STUDENTS**

Smoking, chewing or any other use of any tobacco products by staff, students, and visitors is prohibited on school property.

For purposes of this policy,

1. “School property” means:

- a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
  - b. Any indoor facility or portion of such facility owned or leased or contracted for and used for the provision of regular or routine health care, day care, or early childhood development (Head Start) services;
  - c. All vehicles used by the division for transporting students, staff, visitors or other persons.
2. "Tobacco" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" includes cloves or any other product packaged for smoking.
  3. "Smoking" means the carrying or holding of any lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette of any kind.

This policy shall be published in student and employee handbooks, posted on bulletin boards and announced in meetings.

Each principal shall post signs stating "No Smoking," or containing the international "No Smoking" symbol, consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a bar across it, clearly and conspicuously in every school cafeteria and other dining facility in the school.

Staff and students found to be in violation of this policy shall be subject to appropriate disciplinary action.

#### Designated Smoking Areas

The School Board may direct the superintendent to issue regulations designating smoking areas on school grounds outside buildings.

#### Electronic Cigarettes

Students are prohibited from possessing electronic cigarettes on school buses, on school premises and at school-sponsored activities.

All other persons are prohibited from using electronic cigarettes on school premises and school vehicles.

Adopted: November 25, 2014

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Legal Refs.: 20 U.S.C. §§ 6083, 7183.

Code of Virginia, 1950, as amended, §§ 15.2-2820, 15.2-2824, 15.2-2825, 15.2-2827, 22.1-79.5, 22.1-279.6.

Cross Refs.: GBECA      Electronic Cigarettes  
JFCH      Tobacco-Free School for Staff and Students  
KG      Community Use of School Facilities  
KGC      Use of Tobacco and Electronic Cigarettes on School  
         Premises

5. VSBA Convention

Mr. Owens stated he thought the convention was very good. Bill Curry was the opening speaker and Mr. Owens and others at the convention commented how they felt it was the best opening speaker they've had in a long time. Mr. Owens stated he would like to have attended the delegate assembly if he had been designated to attend.

Mr. Owens discussed E-Media Virginia, an online library that never closes. Mr. Owens signed Buchanan County up to participate in this program. He will share the information with Ms. Hess in our Technology Department in order to get the information to our teachers. It has a wealth of information that he feels will be beneficial to our teachers and students.

Mr. Owens also discussed Internet Essentials, a program through Comcast. The cost is \$9.95 per month. Individuals qualify for the program based on free and reduced lunch. Anyone who is interested needs to call Comcast to see if the service is available to our area.

Mr. Owens stated that we may want to get in on the Green Schools Challenge with our energy savings through the performance project. Mr. Harrison stated he understood that once the performance project is complete, we would qualify for the Green Schools recognition.

Mr. Crumpton stated that he was glad the convention will be held in a different location next year. He stated it was a good convention with good workshops, but parking was a nightmare. The convention will be held in Williamsburg next year.

Mr. Owens stated the Regional Meeting will be held April 13, 2015, in Carroll County.

Before going in to Closed Session, Mr. Brown asked other members to look at the Cafeteria Report in their packets. He stated this needs to be looked at further and asked for a cafeteria report presentation at the December meeting.

Mr. Brown asked for a motion to go into Closed Session. Mr. Harrison made the motion, and Mr. Owens seconded the motion.

Vote was for unanimous approval.

Reason for Closed Session – Personnel and Legal Advice

A question was raised from an aide in the audience: Joyce Anderson asked why some aides are evaluated and others are not; she also asked when the Finance Committee will meet to discuss aides' contracts? Mr. Brown stated that the timing was out of order since a motion had been made to go into Closed Session but stated he would allow the Board to decide. Mr. Brown deferred the questions to Mr. Sullivan.

Mr. Sullivan stated he had been asked by someone from a high school about not having an evaluation completed, but he understands the evaluation forms have been sent to all schools for completion.

Mr. Deskins stated this is year one of the required five "successful years", "we can't go backward". Mr. Brown stated he may have misunderstood the evaluation, but he thought it was based on having five years previous experience and being evaluated. Mr. Deskins stated he has no problem giving the aides a contract, but it comes down to one simple fact: money.

Mr. Brown commented on the legality of issuing contracts without the funds to cover them. He stated that the Board is trying to rectify this situation. We will do the evaluations and discuss further, but it still depends on funding. Mr. Ashby stated he will make sure all evaluations are submitted and looked at during the next Finance Committee meeting. He also stated that some aides have been supervised by multiple principals and this, too, needs to be considered when reviewing the evaluations.

Mr. Owens states that, for his time on the Board, he has tried to work toward fairness.

Following this discussion, the Board went into Closed Session.

A motion to come out of Closed Session was made by Mr. Harrison and seconded by Mr. Crumpton.

Vote to approve – unanimous.

Motion to certify Closed Session was made by Mr. Harrison and seconded by Mr. Sullivan.

The roll call vote was as follows:

Mr. Owens	Yes
Mr. Deskins	Yes
Mr. Sullivan	Yes
Mr. Harrison	Yes
Mr. Crumpton	Yes
Mr. Brown	Yes

Motion to approve the resignations and retirement was made by Mr. Harrison and seconded by Mr. Sullivan.

Vote was for unanimous approval.

6. Superintendent's Evaluation

Mr. Owens stated that we need to go by the rules, regulations, and guidelines set forth by the Department of Education and the Virginia School Board Association. Mr. Owens commented that he wanted to refer back to a gentleman who worked here several years ago, Mr. Jack Davis, who was known for doing things by the rules. Mr. Owens feels that Mr. Davis was one of the best because he did things by the rules, regulations and guidelines.

The new Superintendent's Evaluation model was developed by a thirty-six member state-wide group called the Virginia Superintendent Evaluation Workgroup. The group was made up of several superintendents, several members of the Department of Education staff, including Patricia Wright, the Director of Instruction at that time. The group also included a few principals and teachers from all over the state. Mr. Owens feels that if this type of group puts together an evaluation, it must be pretty good because they have been in this business for a long time. The new model was passed September 27, 2012. Some systems used the new model in 2012-2013 and 2013-2014. Mr. Owens spoke with Patti Pitts, State Department, who suggested, to be fair to Mr. Ashby, the old model should be used because, as a Board, we haven't collaborated and discussed the goals of the Board nor Mr. Ashby's. Mr. Owens stated that the new model can be discussed possibly next month. The Board needs to get together to discuss the goals of the Board and the goals of Mr. Ashby to apply to the new model.

Mr. Owens shared a copy of the old evaluation with everyone to complete and return at the next Board Meeting.

Prior to the meeting, Mr. Harrison asked for a monthly report which will give an up to date listing of the last day of school in regards to missed days due inclement weather. A report was distributed showing the status as of 11/25/14. Mr. Owens agreed that this was a good idea, along with the attendance and cafeteria report.

The next meeting date was scheduled for Thursday, December 18<sup>th</sup>, at 5:30 p.m. Mr. Harrison will be on vacation, but has chosen to call in during the meeting, which will make him the first member to take advantage of the new Electronic Meeting Policy.

Phillip Keene asked the Board to consider his earlier request of an addition to the previous minutes.

Mr. Brown and legal counsel advised Mrs. Rowe to review the recording of the meeting to verify what Mr. Keene said and have ready to be considered for approval at the next meeting.

Mr. Brown declared the meeting adjourned.

*Clarence Brown, Jr.*  
\_\_\_\_\_  
Chairman of Board

December 18, 2014  
\_\_\_\_\_  
Date

ATTEST:  
*Patricia B. Rowe*  
\_\_\_\_\_  
Clerk of the Board

December 18, 2014  
\_\_\_\_\_  
Date

Approved 12/18/14 Board Meeting