

July 13, 2011

TO: Principals

FROM: James E. McDaniel, Division Superintendent

SUBJECT: HIGHLIGHTS OF ACTION TAKEN AT JULY MEETING

1. Ms. Hollie Jennings was approved as the Assistant Principal of Chatham High School effective August 1, 2011 (11 month position).
2. The Board designated Dr. Jeff Early, Assistant Superintendent for Support Services, as the compliance officer for Section 504 and Mrs. Clarissa T. Knight, Assistant Superintendent for Human Resources, as the compliance officer for Title IX.
3. The Board recognized the following students with Certificates of Recognition:
  - Kelley Dalton, a rising senior at Gretna High School, placed 1<sup>st</sup> in Job Skill Demonstration “Open” at the National SkillsUSA Competition
  - Jacob T. Shelton, a 2011 graduate of Gretna High School, placed 5<sup>th</sup> in Industrial Motor Controls at the National SkillsUSA Competition
4. Mr. Donald R. Johnson, Assistant Superintendent for Business, provided an update on the high school revitalization project. The budget for this project was approved by the Board of Supervisors and funds appropriated in May. However, the staff was not made aware of this until June. The bond monies (\$381,000 and \$47,000) should also be appropriated by the Board of Supervisors in August. The bids for the project were advertised on July 3, 2011, proposals are to be received on July 26, 2011. The design work for the Brosville Elementary School cafeteria is being completed at this time. All of the specifications for the high school projects were previously completed. The contractors are in the process of installing the fan coil units at the high schools in order to regulate the heating and cooling at these sites.
5. Mr. Donald R. Johnson, Assistant Superintendent for Business, provided a summary of the 2010-2011 budget. Approximately \$1.6 million was remaining at the end of the 2010-2011 school year. A request to carry over these funds for the 2011-2012 school year will be made to the Board of Supervisors if approved by the School Board. These carry-over funds would be used to cover the costs of the

following expenses: the engineering grant, the high school projects, PALS, textbooks and pre-school program.

The Board granted authorization to request approval from the Board of Supervisors to carry over the 2010-2011 end of year fund balances of approximately \$1.6 million to the 2011-2012 school year.

6. Mr. Donald R. Johnson, Assistant Superintendent for Business, provided a report on the cost of health and dental insurance for the 2011-2012 school year. The employer share (amount paid by the School Board) will increase from \$4,560.00 to \$5,100.00 annually. This will result in a slight decrease for the employee only premiums; however, employees covering other family members would experience an increase in the cost of the premiums. There were two (2) options to consider for dental insurance. One option included a one-year renewal with no increase in premiums. The second option was a two-year renewal with a 2% increase in premiums. The second option was selected for the 2011-2012 school year. Using the money from the health insurance fund (from the sale of the Blue Cross stocks), the School Board will pay the difference in premiums for the employees. Employees will see no increase in dental insurance premiums for the next two (2) years. The Superintendent also noted that the individuals who retired under the ERHIIP program June 30, 2010, would continue to receive the employer share of \$4,560.00 per year toward their health insurance benefit. This amount would not increase for these individuals.
7. Dr. Jeff Early, Assistant Superintendent for Support Services, provided a report on the collaborative efforts of the Community Policy & Management Board (CPMB) and Pittsylvania County Schools. A meeting was held on June 28, 2011, involving the CPMB Chair, Ms. Sherry Flannagan, the Superintendent, Mr. Al Klugh, Mrs. Josie Loomis, Ms. Amy Rice, Community Services Act Coordinator, Mr. Eric Reynolds, CPMB attorney, Mr. J. Vaden Hunt, County Attorney, and Ms. Kim Vanderhyde, County Finance Director and CPMB member. This meeting had been requested by the CPMB. It was determined that the CPMB had received all required documentation, and there has been regular communication between the CSA and the Support Services Office to ensure issues are resolved and collaborative efforts continue. It was also indicated that the school system has been in compliance with the CPMB minimum standards motion. The Virginia Department of Education, however, has provided guidance to indicate that the CPMB may not dictate the development of an IEP. It was established that Mr. Klugh was the most knowledgeable individual serving on the CPMB; however, a request was made to have a representative from the school system with greater authority to serve on the Board. The discussion included the funding of related services for students placed in private schools which is the responsibility of the CPMB. The Pittsylvania County School System wishes to have a harmonious working relationship with the CSA and the CPMB and will continue to be fully compliant with all applicable local and State regulations and policies. It was requested that the CSA office and the CPMB follow the same

regulations and policies. It is anticipated that relations with the CPMB will continue to improve as the group recognizes its statutory obligation to fund mandated services as dictated by the student's Individualized Education Program (IEP).

8. Mrs. Wanda Vaughan, Director of Assessment & Accountability, presented the preliminary Spring 2011 Standards of Learning (SOL) test scores. The preliminary analysis shows that Pittsylvania County Schools will make accreditation in all areas for the 2010-2011 school year. New tests for all history courses were given this year and more rigorous question types were included on the assessments. The scores for each test and the pass rate for the schools were reviewed and discussed. The preliminary AYP results from the Virginia Department of Education should be released on July 18, 2011. Staff will review the information for accuracy and correct as necessary prior to the final report which will be released in August. The standards for Adequate Yearly Progress (AYP) continue to climb higher each year. The schools had to reach the annual measurable objective (AMO) of 85% in math for all groups (including black, white, Hispanic, disadvantaged, students with disabilities and overall) and meet a target of 95% participation in testing for all subgroups. For English the AMO was 86%. For next year, all subgroups must reach a 90% pass rate in math and a 91% pass rate in English. The graduation index has also changed making it even more important for all students to graduate with a standard or advanced diploma. No other diploma types or certificates will be recognized as points for graduation. The school system continues to struggle with students in subgroups and will work to ensure that the students reach proficiency in all academic areas.
9. The Superintendent provided the following reports:
  - Ms. Jasmine Lovelace, Student Representative from Gretna High School, was introduced as one of the 2011-2012 Student Representatives to the School Board. The other three (3) representatives were unavailable to attend the meeting. An orientation session was held for the Student Representatives on June 6, 2011, to review School Board procedures and protocol.
  - The school staff is moving forward with the organized abandonment concept which involves the process of determining activities or practices that may be obsolete or counterproductive for the school system. The following items have been identified for consideration in the process: School Improvement Process, evaluation process, school-level assessments, and reduction of paperwork. It is the desire that the process will trickle down to the classroom level in order to provide teachers more time to teach and address academic achievement and eliminate some committee assignments. It has already been determined to disband the Media Relations Committee. There may be additional committees, activities or practices that may be discussed. The staff is continuing to try to ensure that Pittsylvania County Schools becomes a lean, productive and effective school system.

- The Danville Pittsylvania County Chamber of Commerce has printed an Educator of the Year publication. Copies of the publication were provided to the Board members.
- The student tuition costs for the 2011-2012 school year will not increase and remain at \$1,650.00 per child. A preliminary report on the transfer and tuition requests for the 2011-2012 school year was provided and discussed.
- The Superintendent requested the approval of the final nominations for the VSBA Media Honor Roll as follows:
  - Robert Benson, Danville Register & Bee
  - Susan Worley, Star-Tribune
  - Tim Davis, Star-Tribune

The Board adopted a resolution and approved the submission of these names for the 2011 VSBA Media Honor Roll.

- Upcoming VSBA conference includes the following:
  - VSBA Annual Governor's Conference, July 26, 2011, Richmond Marriott, Richmond, Virginia

10. The Board granted final approval of the following School Board policies:

- BBBC, Board Member Oath of Office
- BBFA, School Board Members Conflict of Interest
- BCC, School Board Clerk
- BDDE-PC, Rules of Order
- BDDE, Rules of Order (**DELETE**)
- BFE/CHD, Administration in Policy Absence
- CBA, Qualifications and Duties for the Superintendent
- CBG, Evaluation of the Superintendent
- CHD/BFE, Administration in Policy Absence
- DB, Annual Budget
- DIA, Reporting Per Pupil Costs
- DJ-PC, Small Purchasing
- GBE, Staff Health
- GBEB, Staff Weapons in School
- GCCB-PC, Employment of Family Members
- GCG, Professional Staff Probation and Continuing Contract
- IGAH, Family Life Education
- IGBA, Programs for Student With Disabilities
- IGBF, Limited English Proficient Students

- IGBG-PC, Homebound, Correspondence and Alternative Means of Instruction
- IL-PC, Testing Programs
- JEA-PC, Compulsory Attendance
- JEA, Compulsory Attendance (**DELETE**)
- JEC-PC, School Admission
- JEG, Exclusions and Exemptions from School Attendance
- JFCD-PC, Weapons in School
- JGDA-PC, Disciplining Students With Disabilities
- JHC, Student Health Services and Requirements
- JHCB, Student Immunizations
- JHCC, Communicable Diseases
- JHCD, Administering Medicines to Students
- JJAC, Student-Athlete Concussions during Extracurricular Activities (**NEW**)
- KKA, Service Animals in Public Schools
- KN-PC, Sex Offender Registry Notification
- KNA, Violent Sex Offenders on School Property
- LBD, Home Instruction
- LC (FORMS), Charter School Application
- LI, Relations with Education Accreditation Agencies
- IGBG-PC Regulation, Homebound Education Guidelines

11. The Board waived the first reading and approved the following School Board policy:
  - GCBFA-PC, Sick Leave Bank
  
12. The following individuals were selected by the Chairman to serve on the Budget Committee effective July 1, 2011:
 

Mr. Doss, Chairman  
Mr. Sanders  
Mr. Stowe
  
13. The Board approved the low bids meeting specifications for the following bids:
  - Vehicle lease purchase
  - Ice cream
  - Paper products for cafeterias
  - Milk delivery
  
14. The Board approved the categorical transfers for the 2010-2011 school budget as presented. These transfers are necessary in order to reflect actual year end expenditures.

15. The Board approved the partnership with the Virginia Health Care Foundation and the process for seeking a qualified individual for the position of Project Connect Case Manager for the 2011-2012 school year as stipulated.
16. The Board approved the request for Special Projects from the Pittsylvania County Recreation Department to install fencing on the football fields at Chatham Middle School and Dan River Middle School.
17. The Board approved the addition and changes in a'la carte meal items as follows

**NEW A'LA CARTE ITEMS:**

Chips – Middle and High Schools - \$0.50

Muffin – Elementary Schools - \$0.75

Muffin – Middle and High Schools - \$0.85

**PRICE INCREASES:**

Extra Entrée – Elementary Schools - \$1.50 (previous price - \$1.25)

Extra Entrée – (with meal purchase) Middle and High Schools - \$1.50  
(previous price - \$1.25)

Extra Entrée – (without meal purchase) Middle and High School - \$1.75  
(previous price - \$1.50)

Frozen Fruit Cup – Elementary Schools - \$0.70 (previous price - \$0.65)

Frozen Fruit Cup – Middle and High Schools - \$0.85 (previous price -  
\$0.75)

Ice Cream – Middle and High Schools - \$0.85 (previous price - \$0.75)

Pancakes, Mini Pancakes, Pastries - \$0.85 (previous price - \$0.50)

18. The Board waived the first reading and approved the following School Board Policy:
  - KFB-PC, Administration of Surveys and Questionnaires

