

**MINUTES OF A SPECIAL MEETING  
SCHOOL BOARD OF PITTSYLVANIA COUNTY, VIRGINIA**

A special meeting of the School Board of Pittsylvania County was held in the School Administration Building, Chatham, Virginia, on Tuesday, July 12, 2016, at 6:00 p.m.

Members were present as follows: Mr. Calvin D. Doss, Chairman, Mr. W. Neal Oakes, Vice-Chairman, Mr. J. Samuel Burton, Mr. George V. Henderson, Mr. Don C. Moon, Mr. R. Todd Sanders, Dr. Mark R. Jones, Division Superintendent, and Mrs. Janet F. Hancock, Clerk. ABSENT: Dr. Charles H. Miller, Jr.

The Chairman called the meeting to order, and Mr. Henderson gave the invocation. The Pledge of Allegiance followed.

On motion by Mr. Burton, seconded by Mr. Moon, the Board by unanimous vote of all members present approved the agenda with the following addition:

- Closed Meeting Session to discuss personnel matters under Section 2.2-3711(A)(1) of the Code of Virginia; in particular: Superintendent's Evaluation

On motion by Mr. Burton, seconded by Mr. Oakes, the Board by unanimous vote of all members present convened a closed meeting session pursuant to the Virginia Freedom of Information Act for the following purpose:

1. to discuss personnel matters under Section 2.2-3711(A)(1) of the Code of Virginia; in particular: Superintendent's evaluation.

On motion by Mr. Burton, seconded by Mr. Moon, the Board by unanimous vote of all members present returned to open session and adopted the following certification:

**CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Pittsylvania County School Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712(D) of the Code of Virginia requires a certification by this School Board that such closed meeting was conducted in conformity with Virginia Law;

NOW, THEREFORE, BE IT RESOLVED, that the Pittsylvania County School Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered.

VOTE: Ayes: Mr. Burton, Mr. Doss, Mr. Henderson, Mr. Moon,  
Mr. Oakes and Mr. Sanders  
Nays: None

*Just A. Hancock*  
Clerk, Pittsylvania County School Board

July 12, 2016  
DATE

There being no further business, and on motion by Mr. Burton, seconded by Mr. Oakes, the Board by unanimous vote of all members present adjourned the meeting at 6:29 p.m.

*Calvin D. Doss*  
CHAIRMAN

*Just A. Hancock*  
CLERK

MINUTES OF A REGULAR MEETING  
SCHOOL BOARD OF PITTSYLVANIA COUNTY, VIRGINIA

A regular meeting of the School Board of Pittsylvania County was held in the School Administration Building, Chatham, Virginia, on Tuesday, July 12, 2016, at 6:30 p.m.

Members were present as follows: Mr. Calvin D. "Bunky" Doss, Chairman, Mr. W. Neal Oakes, Vice-Chairman, Mr. J. Samuel Burton, Mr. George V. Henderson, Mr. Don C. Moon, Mr. R. Todd Sanders, STUDENT REPRESENTATIVES: Mr. Samuel D. Nicholson (Chatham High School), Mr. Frank C. Blevins (Dan River High School), and Ms. Sarah E. Goard (Tunstall High School), Dr. Mark R. Jones, Division Superintendent, and Mrs. Janet F. Hancock, Clerk of the Board. ABSENT: Dr. Charles H. Miller, Jr. and Ms. Erin L. Mayhew, Gretna High School Student Representative.

Mrs. L. Ann Cassada, Assistant Superintendent for Support Services, Dr. Jeffrey B. Early, Assistant Superintendent for Operations, Dr. Lillian D. Holland, Assistant Superintendent for Administration, Ms. B. Teresa Petty, Assistant Superintendent for Instruction, and Mrs. Tracey R. Worley, Director of Finance/Deputy Clerk, were present.

The Chairman called the meeting to order.

On motion by Mr. Sanders, seconded by Mr. Oakes, the Board by unanimous vote of all members present convened a closed meeting session pursuant to the Virginia Freedom of Information Act for the following purpose:

1. to discuss personnel matters under Section 2.2-3711(A)(1) of the Code of Virginia; in particular: staff appointments, resignations, leaves, and assignments;
2. to discuss student matters under Section 2.2-3711(A)(2) of the Code of Virginia; in particular: student admission/discipline;
3. to discuss and consider the acquisition of real property for a public purpose under Section 2.2-3711(A)(3) of the Code of Virginia; and
4. briefing by staff/counsel pertaining to legal matters under Section 2.2-3711(A)(7) of the Code of Virginia.

On motion by Mr. Burton, seconded by Mr. Moon, the Board by unanimous vote of all members present returned to open session and adopted the following certification:

**CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Pittsylvania County School Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712(D) of the Code of Virginia requires a certification by this School Board that such closed meeting was conducted in conformity with Virginia Law;

NOW, THEREFORE, BE IT RESOLVED, that the Pittsylvania County School Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered.

VOTE: Ayes: Mr. Burton, Mr. Doss, Mr. Henderson, Mr. Moon  
Mr. Oakes and Mr. Sanders  
Nays: None

*Greg A. Harrison*  
Clerk, Pittsylvania County School Board

July 12, 2016  
DATE

On motion by Mr. Oakes, seconded by Mr. Moon, the Board by unanimous vote of all members present approved the PERSONNEL CHANGES for July 12, 2016, and the academic and coaching assignments for 2016-2017 as presented. (Copy filed in School Board Office).

On recommendation of the Superintendent and motion by Mr. Burton, seconded by Mr. Oakes, the Board by unanimous vote of all members present approved the termination of a classified staff member effective July 1, 2016.

On motion by Mr. Sanders, seconded by Mr. Burton, the Board by unanimous vote of all members present approved the continuation of expulsion for a student from Dan River High School with offer of laptop services through the Regional Alternative School to complete appropriate graduation requirements.

The Chairman recognized the following new employee for 2016-2017:  
Ms. Lari Scruggs, Teacher at Gretna High School

On motion by Mr. Moon, seconded by Mr. Sanders, the Board by unanimous vote of all members present approved the agenda as presented. The following items had been added after the agenda was mailed: Under New Business: Item 10.12 – Approval of the Initial Employer Health Savings Account (HSA) deposit of \$500.00 for participating employees and Item 10.13 – Special School Board Meeting date.

Under the consent agenda and on motion by Mr. Sanders, seconded by Mr. Oakes, the Board by unanimous vote of all members present approved the following items:

1. The Board approved the minutes of June 14, 2016, (Regular Meeting) and June 27, 2016 (Special Meeting) as mailed to members.
2. The financial report for the Regular School Budget for July 12, 2016, was accepted and authorization was given for payment of bills as follows:

<u>FUND</u>	<u>WARRANT NUMBERS</u>	<u>AMOUNT</u>
Regular Fund	140875 – 141452	\$ 4,431,898.57
Payroll (Regular & Cafeteria)	141401 – 141493 (checks) 234036 – 237201 (vouchers)	\$ 9,214,753.13
Cafeteria Fund	14572– 14682	\$ 403,368.18

- The Board accepted a donation of \$5,000.00 from It's All About the Kids (IAATK) to be used toward the purchase of Ident-A-Kid software for the school system. (Copy filed in Donations Book at School Board Office)
- The Board approved the following overnight field trips:

<b>SCHOOL(S)</b>	<b>ACTIVITY</b>	<b>LOCATION</b>	<b>DATES</b>
Tunstall High	Cheer Camp	NCSU, Raleigh, NC	July 22-24, 2016

- The Board approved the vendors for the 2016-2017 school year as presented.
- The Board designated Dr. Jeff Early, Assistant Superintendent for Operations, as the compliance officer for Section 504 and Dr. Lillian D. Holland, Assistant Superintendent for Administration, as the compliance officer for the Title IX.

The Board recognized the following students as winners of The Bass Federation (TBF) 2016 Virginia State Championship Fishing Competition.

- Landon Siggers, Tunstall High School
- Jacob Johnson, Tunstall High School

The Board recognized the following student as a State Track Winner:

- Kwalee Witcher, Chatham High School

The Board recognized Mr. Jason Ince, teacher at Chatham High School, as the 2016 Chamber of Commerce Educator of the Year. A "Teacher of the Year" watch, donated by Herff-Jones, was presented to Mr. Ince.

Mr. Ronald Emerson, Retired JROTC Instructor, and LTC David King, JROTC Instructor at Tunstall High School, made a special presentation to Dr. Mark Jones, Division Superintendent. Dr. Jones received the Rappel Tower Completion Certificate, JCLC Eagle Support Award and summer camp pin. He received an honorary Cadet Colonel award from the Tunstall High School Trojan Battalion. Mr. Brian Boles, Principal of Tunstall High School, also received the Rappel Tower Completion Certificate.

There was no report from the Pittsylvania Education Association.

Mrs. Tracey R. Worley, Director of Finance, provided information relative to the 2015-2016 budget summary and requested a carryover of \$2.9 million of 2015-2016 funds for designated expenses as provided.

On motion by Mr. Oakes, seconded by Mr. Moon, the Board by unanimous vote of all members present approved the carryover of 2015-2016 funds as presented for submission to the Board of Supervisors for approval.

Mrs. Worley also provided the health and dental insurance rates for the 2016-2017 school year. A new plan option with a Health Savings Account (HSA) will be provided for employees wishing to participate. Informational meetings about the new option will be held in August for interested employees.

The Superintendent reported the following information:

- The 2016-2017 Student Representatives were introduced. Appreciation was expressed to the students for their willingness to serve.
- Appreciation was expressed to the Gene Haas Foundation for providing scholarships for the high schools (\$5,000 for each school) and the Pittsylvania Career & Technical Center (\$15,000). These scholarships will be provided to students attending Danville Community College and participating in the Precision Machining Program.
- A copy of the Capital Improvement Plan for the school division was provided. The Board and staff will need to look at areas that need improvement.
- The Summer School Graduation ceremony will be held on July 21, 2016, at 6:00 p.m.
- The Board members were reminded of the following upcoming VSBA conferences:
  - 2016 VSBA Conference on Education, Richmond Marriott, Richmond, Virginia, July 19, 2016
  - Legislative Advocacy Conference, September 15, 2016, Doubletree by Hilton, Charlottesville, Virginia

On motion by Mr. Moon, seconded by Mr. Henderson, the Board by unanimous vote of all members present approved the second and final reading of the following School Board Policies:

1. BDC, Closed Meetings
2. BDDH-PC (also KD-PC), Public Participation at School Board Meetings
3. DJ-PC. Small Purchasing
4. EBB, Threat Assessment Teams
5. EBCB, Safety Drills
6. GBL, Personnel Records
7. GBMA, Support Staff Grievances

8. GBMA-R, Procedure for Adjusting Grievances for Support Staff **(DELETE POLICY)**
9. GC-PC, Professional Staff
10. GCPF, Suspension of Staff Members
11. GDG-PC, Support Staff Probationary Period
12. IA, Instructional Goals and Objectives
13. IAA, Notifications of Learning Objectives
14. IGAH, Family Life Education (FLE)
15. IGAI, Character Education
16. IGBG-PC, Homebound, Correspondence and Alternative Means of Instruction
17. IHB, Class Size
18. IKEB, Acceleration
19. IKFA-PC, Locally Awarded Verified Credits
20. JJAC, Student-Athlete Concussions During Extracurricular Activities
21. JO-PC, Student Records
22. JRCA, School Service Providers' Use of Student Personal Information **(NEW POLICY)**
23. KBA, Requests for Information
24. KBA-R/KBA-F1, Requests for Information / Requests for Public Records
25. KD-PC/KD-PC-R (also BDDH-PC), REGULATION - Public Participation at School Board Meetings / POLICY - Public Participation at School Board Meetings
26. LC, Charter Schools
27. LI, Relations with Educational Accreditation Agencies

On motion by Mr. Burton, seconded by Mr. Sanders, the Board by unanimous vote of all members present approved the budget amendments for 2015-2016 for division and cafeteria funds as presented.

On motion by Mr. Sanders, seconded by Mr. Burton, the Board by unanimous vote of all members present approved the categorical transfers for 2015-2016 as presented.

On motion by Mr. Burton, seconded by Mr. Sanders, the Board by unanimous vote of all members present authorized the application for the 2016 National School Lunch Program Equipment Assistance grant.

On motion by Mr. Oakes, seconded by Mr. Burton, the Board by unanimous vote of all members present authorized the application for the School Security Equipment grant.

On motion by Mr. Sanders, seconded by Mr. Burton, the Board by unanimous vote of all members present approved the continuation of the school food service product contracts under the roll-over contract agreements for food, milk, paper products, produce and chemicals.

On motion by Mr. Burton, seconded by Mr. Sanders, the Board by unanimous vote of all members present waived the first reading and granted final approval for the following School Board Policy:

- JN-PC, Student Fees, Fines and Charges

On motion by Mr. Sanders, seconded by Mr. Burton, the Board by unanimous vote of all members present approved the membership of the 2016-2017 Sick Leave Bank Committee as follows:

- Dawn Perkins, Payroll
- Donald Yard, Guidance Counselor at Chatham Middle School
- Jessica Jones, PEA Representative
- Carolyn M. Harris, Principal of Union Hall Elementary School
- Peggy Saunders, School Nurse Coordinator

On motion by Mr. Burton, seconded by Mr. Oakes, the Board by unanimous vote of all members present approved the offer of an employer-sponsored hybrid 403(b) retirement plan and adopted a resolution to allow eligible employees to direct hybrid voluntary contributions to an employer-sponsored hybrid 403(b) retirement plan.

On motion by Mr. Oakes, seconded by Mr. Henderson, the Board by unanimous vote of all members present approved the Request for Special Project for Dan River High School to install an 8' X 8' platform three (3) feet off of the ground with railings for safety to allow opponents to video games.

On motion by Mr. Burton, seconded by Mr. Sanders, the Board by unanimous vote of all members present approved the Memorandum of Agreement with Big Brothers/Big Sisters of Danville Area.

On motion by Mr. Sanders, seconded by Mr. Burton, the Board by unanimous vote of all members present adopted the resolution for opening and maintaining a checking account for Chatham Middle School.

The Chairman appointed the following members to serve on the 2017-2018 Budget Committee:

Mr. Sanders, Chairman  
Mr. Henderson  
Mr. Moon

On motion by Mr. Oakes, seconded by Mr. Henderson, the Board by unanimous vote of all members present approved the initial Employer Health Savings Account (HSA) deposit of \$500.00 for each participating employee using funds from the operating carryover.

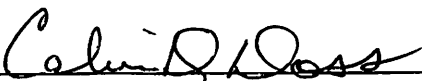
A Special School Board Meeting was scheduled on Monday, July 25, 2016, at 6:00 p.m.

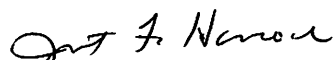
The Superintendent informed the Board that information had been received from the Governor's Office relative to revenue projections being less than expected. The Governor has put the 2% salary increase on hold and will review in September. Staff has reviewed the budget



and feels that contracts and salaries should remain intact for Pittsylvania County Schools. The Board was in agreement.

There being no further business, and on motion by Mr. Moon, seconded Mr. Burton, the Board by unanimous vote of all members present adjourned the meeting at 7:45 p.m.

  
\_\_\_\_\_  
CHAIRMAN

  
\_\_\_\_\_  
CLERK

**MINUTES OF A SPECIAL MEETING  
SCHOOL BOARD OF PITTSYLVANIA COUNTY, VIRGINIA**

A special meeting of the School Board of Pittsylvania County was held in the School Administration Building, Chatham, Virginia, on Tuesday, July 25, 2016, at 6:00 p.m.

Members were present as follows: Mr. W. Neal Oakes, Vice-Chairman, Mr. J. Samuel Burton, Mr. George V. Henderson, Dr. Charles H. Miller, Jr., Mr. Don C. Moon, Mr. R. Todd Sanders, Dr. Mark R. Jones, Division Superintendent, and Mrs. Janet F. Hancock, Clerk.  
ABSENT: Mr. Calvin D. Doss, Chairman. Dr. Lillian D. Holland, Assistant Superintendent for Administration, was also present.

The Vice-Chairman called the meeting to order, and Mr. Burton gave the invocation. The Pledge of Allegiance followed.

On motion by Mr. Burton, seconded by Mr. Moon, the Board by unanimous vote of all members present convened a closed meeting session pursuant to the Virginia Freedom of Information Act for the following purposes:

1. to discuss personnel matters under Section 2.2-3711(A)(1) of the Code of Virginia; in particular: personnel appointment, resignations, leaves and assignments; and
2. to discuss discipline and admission of students under Section 2.2-3711(A)(2) of the Code of Virginia.

On motion by Mr. Burton, seconded by Mr. Sanders, the Board by unanimous vote of all members present returned to open session and adopted the following certification:

**CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Pittsylvania County School Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712(D) of the Code of Virginia requires a certification by this School Board that such closed meeting was conducted in conformity with Virginia Law;

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VOTE: Ayes: Mr. Burton, Mr. Henderson, Dr. Miller, Mr. Moon,  
Mr. Oakes and Mr. Sanders  
Nays: None

John F. Hancock July 25, 2016  
Clerk, Pittsylvania County School Board DATE

On motion by Mr. Moon, seconded by Dr. Miller, the Board by unanimous vote of all members present approved the Personnel Changes for July 25, 2016, as presented.

On motion by Mr. Burton, seconded by Mr. Sanders, the Board by unanimous vote of all members present granted approval of the release from compulsory attendance for one (1) student.

On motion by Mr. Sanders, seconded by Mr. Moon, the Board by unanimous vote of all members present approved the agenda as presented.

On motion by Mr. Burton, seconded by Dr. Miller, the Board by unanimous vote of all members present adopted the Resolution for Opening and Maintaining a Checking Account for Chatham High School

There being no further business, and on motion by Mr. Burton, seconded by Mr. Sanders, the Board by unanimous vote of all members present adjourned the meeting at 6:18 p.m.

Calvin O. Ross  
CHAIRMAN

John F. Hancock  
CLERK