

The Buchanan County School Board in a Regular Meeting on Tuesday, February 6, 2018, at 5:30 p.m., met in the Main Office at Slate Creek, Virginia.

PRESENT: Mr. Scotty Owens, Chairman

Mr. Timothy Prater, Vice-Chairman

Mr. David Thornbury

Mrs. Angie McClanahan

Mr. Jerry Honaker

Mr. Mike Thompson

Mr. Heath Harrison

ADMINISTRATION

Mrs. Melanie Hibbitts

Superintendent

Mrs. Carolyn Dillow

Clerk of the Board

Mr. Jason Gallagher

Attorney

Mr. Owens called to order the February 6, 2018 regular meeting of the Buchanan County School Board.

A moment of silence was observed. Mr. Owens asked everyone to remember Mr. Sidney Deel, a former teacher and bus driver who is very ill, and Mary Estep, an employee at Hurley Elementary/Middle School, who is also ill.

Mr. Owens asked Carolyn Dillow to lead the Pledge of Allegiance.

Upon motion by Mr. Harrison and seconded by Mr. Prater, the Agenda was approved.

Motion Passed

Special recognition was given to Mr. Micah Blankenship, Hurley High Student, for his outstanding achievements.

Mrs. Pam Tester Wilson, Principal, introduced Mr. Blankenship, who is a tenth grade student. She noted his many accomplishments through academics, church leadership, community service, volunteerism and sports. Micah often speaks of his faith in Christ and offers to pray with and for his classmates and teachers. Mrs. Tester Wilson added that all these qualities attributes to why he is being recognized as an outstanding student at Hurley High School.

On behalf of the Board, Mrs. Hibbitts presented Mr. Blankenship with a "Special Student" Certificate of Recognition.

Science Fair Winners were recognized:

**County Science Fair
2017-2018
Grades 6-12**

Sixth Grade:

1st Place	Mason McClanahan	Hurley
2nd Place	Lucas Hale	Twin Valley
2nd Place	MaKayla Payne	Riverview
2nd Place	Lauren Clifton	Hurley
3rd Place	Isaac Tiller	Council
3rd Place	Johnathan Baker	Hurley

Seventh Grade:

1st Place	Kaleb Elswick	Riverview
2nd Place	Josh Stacy	Hurley
3rd Place	Alexis Porter	Riverview
3rd Place	Blake Davis	Twin Valley

Eighth Grade:

1st Place	Haylie Payne	Riverview
2nd Place	Alexis Fuller	Twin Valley
3rd Place	Brooke Ramey	Riverview

Middle School Group:

1st Place	Morgan Blankenship & Erin Sullivan	Hurley
2nd Place	Kaylie Hensley & Kara Hagerman	Hurley
3rd Place	Jordan Stevens & Cody Ratliff	Council

High School:

1st Place	Brandon Rife	HHS
2nd Place	Micah Blankenship	HHS

High School Group:

1st Place	Cody Justus & AJ Justus	HHS
2nd Place	Haylea Christian & Jacob Blankenship	HHS
3rd Place	Kellie Hensley & Alexandria Blankenship	HHS
Honorable Mention	Keisha Hurley & McKenna Tester	HHS

Miss Morgan Blankenship, a Hurley Elementary/Middle student, was recognized for her selection to participate in a Coding competition in Richmond through Women in Technology, sponsored by Capital One.

Mr. Parker Evans, a Grundy High student, was recognized for an original piece, a poem titled "Bullying", which was entered in Appelley Publishing National Poetry Contest. Parker has been notified that his poem will be published.

Hurley High's Football Team was recognized for an outstanding season and reaching the second round of the Regional Playoff's.

Mr. Tester thanked the Board for the recognition given the team and praised the team's successful efforts during the previous season.

Mrs. McClanahan left the meeting to attend Grundy High's basketball homecoming at 5:57 p.m. and returned at 6:39 p.m. Her son was part of the festivities.

Mr. Greg Tester, who recently resigned as Head Football Coach, at Hurley High, was recognized for the accomplishments during his tenure, as well as the guidance and care he has given to the players through his leadership. Mr. Tester was presented with a framed article from the Bristol Herald Courier Newspaper.

Mrs. Hibbitts presented the winning trophy to the school with the highest attendance for the month of January; Twin Valley High School was this month's winner with an attendance of 95.28%.

Mrs. Hibbitts presented Certificates of Recognition to the Board Members, as February is School Board Appreciation Month.

Mrs. Dillow was also recognized as Clerk of the Board.

Upon motion by Mr. Harrison and seconded by Mr. Thornbury the Board went into Closed Session for Personnel and Legal advice.

Motion Passed

Upon motion by Mr. Harrison and seconded by Mr. Prater, Closed Session was certified.

Roll Call:

Mrs. McClanahan	Abstain (due to coming in late)
Mr. Harrison	Yes
Mr. Thornbury	Yes
Mr. Prater	Yes
Mr. Honaker	Yes
Mr. Thompson	Yes
Mr. Owens	Yes

Motion Passed

Upon motion by Mrs. McClanahan and seconded by Mr. Thompson, the minutes of January 16, 2018, were approved.

Mr. Harrison questioned the motion process during the nomination of Chairman and not having a motion, a second or discussion. Mr. Harrison wanted to establish that we be consistent with the motion process.

Motion Passed - Mr. Honaker Abstained (due to being absent in January)

Mr. Prater made a motion to approve Payables, Mr. Honaker seconded.

Roll Call:

Mrs. McClanahan	Yes
Mr. Harrison	Yes
Mr. Thornbury	Yes
Mr. Prater	Yes
Mr. Honaker	Yes
Mr. Thompson	Yes
Mr. Owens	Yes

Motion Passed

Warrant numbers 88636 through 88800 and numbers 150487 through 150547 were issued from the School Operation and Cafeteria Fund. Warrant numbers 1180 through 1183 were issued from the Textbook Fund. The total amount spent via check for the month of January 2018 was \$949,999.28.

CHECK NUMBER	CHECK AMOUNT	CHECK DATE	REFERENCE NAME
88655	\$ 8,591.59	1/29/2018	BROWN BROTHERS PRODUCE
88656	\$ 175.98	1/29/2018	DOMINION OFFICE PRODUCTS INC
88657	\$ 34.93	1/29/2018	DOTSON'S MARKET INC
88658	\$ 3,105.90	1/29/2018	EARTHGRAINS
88659	\$ 232.00	1/29/2018	EKON-O-PAC LLC
88660	\$ 1,782.41	1/29/2018	FOOD CITY
88661	\$ 142.46	1/29/2018	PARTS TOWN, LLC
88662	\$ 1,630.69	1/29/2018	PEPSI COLA BOTTLING OF NORTON
88663	VOID	1/29/2018	PET INC
88664	\$ 14,537.52	1/29/2018	PET INC
88665	\$ 48,539.77	1/29/2018	REINHART FOOD SERVICE
88666	\$ 395.00	1/29/2018	RIFE'S TV & APPLIANCE CORP
88667	\$ 106.82	1/29/2018	SAVE A LOT
88668	\$ 135.15	1/29/2018	SOUTHERN REFRIGERATION
88669	\$ 360.06	1/29/2018	STATE CLEANING SOLUTIONS
88670	\$ 59.69	1/29/2018	STOP AND SHOP
88671	\$ 99.45	1/29/2018	SUE COOK
	\$ 79,929.42		

CHECK NUMBER	CHECK AMOUNT	CHECK DATE	REFERENCE NAME
1180	\$ 14.50	2/6/2018	PEARSON EDUCATION
1181	VOID	2/6/2018	WINSOR LEARNING, INC
1182	\$ 2,319.35	2/6/2018	WINSOR LEARNING, INC
1183	\$ 478.10	2/6/2018	BEPUBLISHING
88636	\$ 9,376.00	1/11/2018	RAINES
88637	\$ 70.03	1/19/2018	APPALACHIAN POWER
88638	\$ 10,693.71	1/19/2018	APPALACHIAN NATURAL GAS DISTRIBUTION CO
88639	\$ 295.17	1/19/2018	AT&T
88640	\$ 306.46	1/19/2018	MCI COMM SERVICE
88641	\$ 1,530.87	1/19/2018	OPTINET
88642	\$ 6,270.56	1/19/2018	PSA
88643	\$ 16,976.86	1/19/2018	RAINES
88644	\$ 6,220.99	1/19/2018	TIME WARNER CABLE
88645	\$ 106.79	1/19/2018	VERIZON
88646	\$ 197.88	1/19/2018	VERIZON BUSINESS
88647	\$ 31,393.84	1/26/2018	APPALACHIAN POWER
88648	\$ 55.00	1/26/2018	BUCHANAN COUNTY SCHOOL BOARD
88649	\$ 1,433.17	1/26/2018	BUSINESS CARD
88650	\$ 340.15	1/26/2018	FOOD CITY
88651	\$ 1,425.02	1/26/2018	GREAT AMERICA FINANCIAL SERVICES
88652	\$ 1,377.00	1/26/2018	PSA
88653	\$ 511.96	1/26/2018	RAINES
88654	\$ 169.60	1/26/2018	VERIZON
88680	\$ 89.61	1/31/2018	MCI COMM SERVICE
88681	\$ 204.00	2/6/2018	ACT
88682	\$ 70.87	2/6/2018	ANGIE MUTTER
88683	\$ 29,815.93	2/6/2018	APPALACHIAN POWER
88684	\$ 120.74	2/6/2018	APPLIED IND TECH - DIXIE, INC.
88685	\$ 4,525.96	2/6/2018	ARC 3 GASES
88686	\$ 303.71	2/6/2018	ARCHITECTURAL INTERIOR PRODUCTS
88687	VOID	2/6/2018	ASSOCIATED COUNSELING SERVICES
88688	VOID	2/6/2018	BEPUBLISHING
88689	\$ 105.00	2/6/2018	BUCHANAN GENERAL HOSPITAL
88690	\$ 45.60	2/6/2018	BLUE BIRD BUS SALES OF PITTSBURG, INC
88691	\$ 10,498.17	2/6/2018	JANET BROWN
88692	\$ 1,574.87	2/6/2018	BUCHANAN COUNTY SCHOOL BOARD
88693	\$ 1,100.00	2/6/2018	BURMAX COMPANY
88694	\$ 231.70	2/6/2018	BWB ENTERPRISE
88695	\$ 1,820.00	2/6/2018	CAREER/TECHNICAL EDUC.CONSORTIUM
88696	\$ 1,453.54	2/6/2018	CAROLINA BIOLOGICAL SUPPLY
88697	\$ 19.80	2/6/2018	CAROLYN WEBB
88698	\$ 580.24	2/6/2018	CINTAS
88699	\$ 316.70	2/6/2018	COMP AND SAVE
88700	\$ 100.89	2/6/2018	DAVID OWENS
88701	\$ 163.80	2/6/2018	CLAYTON P. DEEL
88702	\$ 147.60	2/6/2018	ROCHELLE DEEL

88703	\$	739.00	2/6/2018	DEPARTMENT OF STATE POLICE
88704		VOID	2/6/2018	DIA RIFE, PLLC
88705	\$	501.00	2/6/2018	DISA INC
88706	\$	460.35	2/6/2018	DK ENTERPRISES LTD.
88707	\$	270.69	2/6/2018	DOMINION OFFICE PRODUCTS
88708	\$	21.80	2/6/2018	DOMINION OFFICE PRODUCTS INC
88709	\$	156.40	2/6/2018	EAI
88710	\$	23.97	2/6/2018	EZ HARDWARE
88711	\$	6,887.24	2/6/2018	FLINN SCIENTIFIC INC
88712	\$	1,601.96	2/6/2018	FOLLETT SCHOOL SOLUTIONS
88713	\$	92.02	2/6/2018	FOOD CITY
88714	\$	1,307.31	2/6/2018	HOWIE FULLER
88715	\$	426.82	2/6/2018	GLENN STURGILL
88716	\$	548.73	2/6/2018	GOPHER
88717	\$	2,128.69	2/6/2018	W W GRAINGER
88718	\$	44.55	2/6/2018	NATASHA L. HAMM
88719	\$	76.45	2/6/2018	HIGHWATER CLAYS
88720	\$	1,193.44	2/6/2018	HUNGATE BUSINESS SERVICES
88721	\$	675.36	2/6/2018	INTERSTATE BATTERY SYSTEM OF SOUTHERN VA
88722	\$	350.07	2/6/2018	INVENTABLES
88723	\$	45.65	2/6/2018	INVENTIVE DRIVER EDUCATION ASSOCIATES
88724	\$	10,758.15	2/6/2018	JAVELIN GLOBAL COMMODITIES (US)LP
88725	\$	133.98	2/6/2018	JW PEPPER & SON
88726	\$	201.95	2/6/2018	KAREN S TAYLOR
88727	\$	558.83	2/6/2018	KEEN MOUNTAIN AUTO PARTS
88728	\$	170.02	2/6/2018	KIMBALL MIDWEST
88729	\$	3,738.90	2/6/2018	LEARNING A-Z
88730	\$	400.00	2/6/2018	LEARNING WORKS
88731	\$	1,600.50	2/6/2018	LEGO EDUCATION
88732	\$	353.63	2/6/2018	LIGHTHOUSE SUPPLY
88733	\$	979.31	2/6/2018	LOWES
88734	\$	165.00	2/6/2018	THE MASTER TEACHER INC
88735	\$	213.00	2/6/2018	MCCOY & MCCOY LABORATORIES INC
88736		VOID	2/6/2018	MELANIE HIBBITTS
88737	\$	71.51	2/6/2018	MICHELLE THOMPSON
88738	\$	125.36	2/6/2018	KRISTY MULLINS
88739	\$	588.00	2/6/2018	MUSIC DOCTORS,INC
88740	\$	129.60	2/6/2018	NANCY JACKSON
88741	\$	84.72	2/6/2018	NAPA AUTO PARTS
88742	\$	12,895.20	2/6/2018	NWEA
88743	\$	1,256.46	2/6/2018	POCKET NURSE
88744	\$	3,172.50	2/6/2018	PSA
88745	\$	665.39	2/6/2018	PUMP HOUSE SUPPLY
88746	\$	315.66	2/6/2018	PURCHASE POWER
88747	\$	37.95	2/6/2018	RADIO SHACK
88748	\$	3,500.00	2/6/2018	RDA SYSTEMS
88749	\$	150.00	2/6/2018	ROGERS SERVICE CENTER

88750	\$	346.27	2/6/2018	SCHOOL NURSE SUPPLY INC
88751	\$	91.80	2/6/2018	SCOTTY OWENS
88752	\$	4,830.44	2/6/2018	SECURITY CAMERAS DIRECT
88753	\$	1,567.74	2/6/2018	SELECT SPECIALTY PRODUCTS
88754		VOID	2/6/2018	M.SHANE CANTRELL,PLLC
88755	\$	54.00	2/6/2018	ELIZABETH A. SHEPHERD
88756	\$	4,587.22	2/6/2018	SHI
88757	\$	5,079.00	2/6/2018	SHIRLEY BLAKE
88758	\$	3,718.95	2/6/2018	SNAP ON TOOLS
88759	\$	381.65	2/6/2018	SONNY MERRYMAN
88760	\$	3,710.00	2/6/2018	SPEECH LANGUAGE PATHWAYS,PLLC
88761	\$	181.85	2/6/2018	STOP AND SHOP
88762	\$	97.50	2/6/2018	STREET LAW FIRM
88763	\$	540.00	2/6/2018	TCS SECURITY,LLC
88764	\$	156.98	2/6/2018	TEACHER DIRECT
88765		VOID	2/6/2018	TIME WARNER CABLE
88766	\$	409.95	2/6/2018	TOM BURNISTON
88767	\$	169.00	2/6/2018	TRUCK PRO,LLC
88768	\$	1,265.00	2/6/2018	TWO WAY RADIO SERVICE CO,INC
88769	\$	98.05	2/6/2018	UPS
88770	\$	50.00	2/6/2018	VIRGINIA DEPARTMENT OF SOCIAL SERVICES
88771	\$	119.70	2/6/2018	VIRGINIA MOUNTAINEER PUB CO INC
88772	\$	569.06	2/6/2018	VANSANT LUMBER CO
88773	\$	450.00	2/6/2018	VASS
88774	\$	258.91	2/6/2018	VERIZON
88775		VOID	2/6/2018	VICKIE MCCOMAS
88776	\$	2,274.00	2/6/2018	VIRGINIA MEDICAL AND RESPIRATORY EQUIP.
88777	\$	293.83	2/6/2018	WALMART
88778	\$	3,464.46	2/6/2018	WOODWORKER'S SUPPLY
88779	\$	804.00	2/6/2018	WORKING IN SUPPORT OF EDUCATION
88780	\$	3,978.72	2/3/2018	RAINES
88796	\$	3,850.00	2/1/2018	ASSOCIATED COUNSELING SERVICES
88797	\$	4,459.00	2/1/2018	DIA RIFE, PLLC
88798	\$	2,368.50	2/1/2018	M. SHANE CANTRELL, PLLC
88799	\$	10.87	2/6/2018	APPALACHIAN POWER
88800	\$	5,383.69	2/6/2018	TIME WARNER CABLE
	\$	260,289.00		

CHECK NUMBER	CHECK AMOUNT	CHECK DATE	REFERENCE NAME
88672	\$ 58,698.32	2/1/2018	BILLY J. KEENE, TREAS
88673	\$ 750.00	2/1/2018	DAVID G. RAINES
88674	\$ 764.85	2/1/2018	DINAH KAY HOGSTON
88675	\$ 847.00	2/1/2018	JOEY BLANKENSHIP
88676	\$ 977.00	2/1/2018	PATRICIA COOPER
88677	\$ 1,080.02	2/1/2018	RICHIE T BLANKENSHIP
88678	VOID	2/1/2018	SANDRA VANDYKE
88679	\$ 719.25	2/1/2018	SHARON BARTLEY
150487	\$ 669.74	1/11/2018	JUSTUS, MICHELLE
150488	\$ 377.70	1/11/2018	JUSTUS, MICHELLE
150489	\$ 145.46	2/1/2018	AESQUE, JAMES ALLEN
150490	\$ 126.99	2/1/2018	HARRIS, MACKENZA J
150491	\$ 126.99	2/1/2018	LESTER, CARRIE B
150492	\$ 50.79	2/1/2018	LESTER, TRINA J
150493	\$ 76.19	2/1/2018	SOZERI, LEIA C
150494	\$ 364.07	2/1/2018	WHITE, AMANDA COLE
150495	\$ 349.46	2/1/2018	BLANKENSHIP, JOEY R
150496	\$ 50.79	2/1/2018	DOTSON, CASSANDRA L
150497	\$ 76.19	2/1/2018	HARDIN, RICKY S
150498	\$ 997.04	2/1/2018	SHELTON, DIANA L
150499	\$ 938.28	2/1/2018	STACY, JACQUELINE
150500	\$ 50.79	2/1/2018	BROWN, FALLON
150501	\$ 1,090.03	2/1/2018	BOSTIC, VELVA G
150502	\$ 76.19	2/1/2018	BURKS, LISA R
150503	\$ 50.79	2/1/2018	EMERICK, TONY H
150504	\$ 126.99	2/1/2018	KEEN, HETTIE LANETT
150505	\$ 453.78	2/1/2018	CHURCH, DEBRA SHARON
150506	\$ 253.46	2/1/2018	CLEVINGER, SANDY
150507	\$ 64.65	2/1/2018	DALES, SABRINA D
150508	\$ 1,517.66	2/1/2018	MULLINS, ALLIE J
150509	\$ 101.59	2/1/2018	PECK, FLORENE C
150510	\$ 203.17	2/1/2018	SANABRIA, DEANNA
150511	\$ 1,971.56	2/1/2018	CRIGGER JR, GEORGE T
150512	\$ 50.79	2/1/2018	RATLIFF, BRANDIE L
150513	\$ 555.04	2/1/2018	JUSTUS, MICHELLE
150514	\$ 244.21	2/1/2018	MCGLOTHLIN, JOSHUA
150515	\$ 73.88	2/1/2018	CROUSE, BETHANY B
150516	\$ 110.82	2/1/2018	WOLFORD, HALEY
150517	\$ 126.99	2/1/2018	KING, WILLIAM MATTHEW
150518	\$ 179.63	2/1/2018	WIMMER, CONNIE
150519	\$ 50.79	2/1/2018	BROWN, GARY I
150520	\$ 8,026.05	2/1/2018	AMERICAN FAMILY LIFE CO
150521	\$ 95.77	2/1/2018	BUCHANAN GENERAL HOSPITAL
150522	\$ 25.00	2/1/2018	BUCHANAN GENERAL HOSPITAL
150523	\$ 165.63	2/1/2018	BUCHANAN GENERAL HOSPITAL
150524	\$ 574.72	2/1/2018	BUCHANAN GENERAL HOSPITAL

150525	\$	458,582.45	2/1/2018	BILLY J. KEENE, TREAS
150526	\$	9,431.31	2/1/2018	BILLY J. KEENE, TREASURER
150527	\$	96.00	2/1/2018	BUCHANAN COUNTY YMCA
150528	\$	885.09	2/1/2018	CAIC
150529	\$	9,126.51	2/1/2018	WASHINGTON NATIONAL INSURANCE COMPANY
150530	\$	12.00	2/1/2018	HORACE MANN ASSAULT
150531	\$	5,789.45	2/1/2018	HORACE MANN DISABILITY
150532	\$	726.04	2/1/2018	HORACE MANN DISABILITY
150533	\$	2,976.69	2/1/2018	HORACE MAN LIFE INC CO
150534	\$	6,630.00	2/1/2018	HORACE MAN LIFE INC CO
150535	\$	8,931.13	2/1/2018	HORACE MANN AUTO INSURANCE
150536	\$	220.72	2/1/2018	LINCOLN FINANCIAL GROUP
150537	\$	13,027.00	2/1/2018	MID ATLANTIC CAPITAL CORPORTATION
150538	\$	3,256.81	2/1/2018	MINNESOTA LIFE INSURANCE CO
150539	\$	584.53	2/1/2018	NALife
150540	\$	5.92	2/1/2018	RIFE'S TV AND APPLIANCE CORP.
150541	\$	381.99	2/1/2018	TG
150542	\$	1,003.00	2/1/2018	THE STATE OF FLORIDA DISBURSEMENT UNIT
150543	\$	485.30	2/1/2018	TREASURER OF VIRGINIA
150544	\$	325.04	2/1/2018	US DEPARTMENT OF EDUCATION
150545	\$	2,705.00	2/1/2018	VIRGINIA CREDIT UNION
150546	\$	44.67	2/1/2018	VIRGINIA ASSOCIATION OF SEC PRINCIPALS
150547	\$	128.10	2/1/2018	WELLMONT HEALTH SYSTEM
	\$	609,780.86		

Mr. Owens gave an update of upcoming VSBA events, noting the March Hot Topic Conference will be held March 14 in Wytheville and will be joined with the WVSBA. Also, the Superintendent's Evaluation Workshop will be held in Charlottesville February 22. There will be a VSBA Alternative Health Insurance Model Webinar on February 28 from 12:00-1:00 p.m. You must register to participate.

Governance Norms and Protocols were presented for adoption. These were developed by the Board when meeting with Samantha Bosserman, VSBA, December 5, 2017.

Mrs. McClanahan made a motion to approve the Governance Norms and Protocols established as a Board on December 5. Mr. Honaker seconded.

Motion Passed

Buchanan County School Board
Governance Norms & Protocols

We agree to follow the following protocols:

Developing the board agenda	Superintendent develops the agenda in conjunction with the school board chairman.
Placing items on the board meeting agenda	Board member will call the Superintendent or clerk to have an item added to the agenda.
Obtaining information about board meeting agenda items before the meeting	Board member will call the superintendent ahead of time to ask any questions about agenda items prior to the board meeting.
Responding to staff or community complaints at board meetings	Board members will listen and the superintendent will respond if necessary.
Responding to staff or community complaints outside of board meetings	Board members will listen to the community member or staff and refer them through the chain of command. If a board member refers something to the superintendent, the superintendent will follow up with confirmation of communication.
Communications between and among board members	Communication between board members is encouraged, keeping in mind of the 2 x 2 rule.
Communications between board members and the superintendent	Board members are encouraged to communicate with the superintendent via call, text or email.
Communications between board members and staff (including requests for information)	If board members have a request for information, they should go directly to the superintendent or senior management team.
Assignment of committee members	The chairman assigns committee members.
Committee reporting expectations	Committee members report at the board meetings.
Responding to media inquiries	The superintendent or designee responds to the media.
Use of social media	Board members are encouraged to use social media responsibly.

How, when and whom to notify about visiting school sites	Board members will notify the principal when visiting a school site and/or check in at the office upon arrival. The principal will then notify the superintendent of the visit.
How, when and whom to notify about volunteering in schools or at school events	The Board members will coordinate with the principal when volunteering at a school sites. The principal will then notify the superintendent of the visit.
How, when and whom to notify about attending school events (concerts, sporting events, etc.)	Board members are encouraged to attend school events.
Expectations for participation in professional development	Board members are expected to participate in one professional development per year.
Expectations for participation in meetings and conferences	Board members are expected to participate in one professional development per year.
When and how the board evaluates the superintendent	The board will evaluate the superintendent once per year.
When and how the board monitors and updates the school board's strategic plan	The board monitors the strategic plan on an ongoing basis.

Name: Heath HarrisonName: Aprilia McElroyName: Mike ThompsonName: Scotty OwensName: D.W. St. LouisName: John St.Name: Young D. HelmSchool Board: Buchanan CountyDate: 2/6/18

Mr. Harrison made a motion to accept the VSBA Code of Conduct for School Board Members, Mr. Honaker seconded.

Mr. Honaker asked if this passes, do we need to look at the Norms and Protocols to make sure they don't conflict at some point.

Mr. Owens stated that this is not a legal document, it is a guide.

Motion Passed



VSBA Code of Conduct for School Board Members

As a member of my local school board, I will strive to be an advocate for students and to improve public education and to that end:

1. I will have integrity in all matters and support the full development of all children and the welfare of the community, Commonwealth and Nation.
2. I will attend scheduled board meetings.
3. I will come to board meetings informed concerning the issues under consideration.
4. I will make policy decisions based on the available facts and appropriate public input.
5. I will delegate authority for the administration of the schools to the superintendent, and establish a process for accountability of administrators.
6. I will encourage individual board member expression of opinion and establish an open, two-way communication process with all segments of the community.
7. I will communicate, in accordance with board policies, public reaction and opinion regarding board policies and school programs to the full board and superintendent.
8. I will bring about desired changes through legal and ethical procedures, upholding and enforcing all laws, state regulations, and court orders pertaining to schools.
9. I will refrain from using the board position for personal or partisan gain and avoid any conflict of interest or the appearance of impropriety.
10. I will respect the confidentiality of privileged information and make no individual decisions or commitments that might compromise the board or administration.
11. I will be informed about current educational issues through individual study and participation in appropriate programs, such as those sponsored by my state and national school boards associations.
12. I will always remember that the foremost concern of the board is to improve and enhance the teaching and learning experience for all students in the public schools of Virginia.

Therefore, I will always strive to demonstrate appropriate behavior/conduct as a public school board member. (Each member of this school board voting to adopt this Code should sign.)

Name: <u>Heath Harrison</u>	Name: <u>Jay D. Huch</u>
Name: <u>Angela McChesney</u>	Name: _____
Name: <u>Mike Thompson</u>	Name: _____
Name: <u>Scotty Owens</u>	Name: _____
Name: <u>David Thompson</u>	Name: _____
Name: <u>J. White</u>	Name: _____

School Board: Buchanan County Date: 2/6/18

Mrs. Hibbitts, Mrs. Brown and Mrs. Tester presented the Superintendent's Preliminary Budget for 2018-2019.

A handout of the preliminary budget was given to the Board. Mrs. Brown said the state projections of our average daily membership (ADM), which is what all of our dollars are based on, is projected at 2661 for 2018. She stated that our preliminary budget is based on an adjusted ADM of 2675. At this time our ADM is 2750.

The County, in discussion with Mrs. Hibbitts, said we could probably start at 9.5 million, which shows a decrease of \$220,000 of what we received this year. Overall, our revenue decrease is \$412,296.

Changes this year; we have a 6% increase in health care \$267,000; this is keeping our percentage at 81% and the employee at 19%; increase in materials in chemistry of \$8,000/\$2,000 per high school; 2% salary increase for contracted salaries at \$328,000; reductions in staff through retirements and resignations will be approximately \$350,000; miscellaneous increases due to current spending trends - utilities, travel, communication, etc. will be increased by \$50,000; a new school bus \$78,000; coal truck \$50,000; a minivan \$20,000; decrease in health care credit at .67% reduced the budget by \$18,000; additional funds of \$478,000 in expenses that are not in the current budget.

Mrs. Brown concluded by reviewing a list of needs/projects, which she said has shortened due to the Board of Supervisors helping us with several repair projects from last year's list. These items are not built into the budget at this time. These items include sewage pumps and sewage lines; parking lots repaired and sealed. These items total \$196,000, but were \$400,000 last year.

Mrs. Brown gave a report on J. M. Bevins Elementary, stating this is information only. The land was purchased in 1970 for \$62,000; the building was built for \$388,000; additional debt was issued in May 1972 for \$500,000 to make improvements on the original building. September 2007 \$25,000 for roof flashing replacement; June 2008 \$288,848 for a retaining wall; September 2008 an additional \$15,000 for the retaining wall; September 2009 \$10,365 for tile and carpet, this is part of the fixed assets account. Staff is at 12.5 employees for 2017-18; 2011-12 we had 23.5 staff; with a total budget of \$1.4 million. Expenses in the budget at this time include salaries, benefits, materials and supplies, custodial supplies and utilities is \$810,000. Anticipated additional expenses, flood insurance \$25,000; internet services \$10,000; telephone \$2,400; extra electrical \$15,000; water services an additional \$3,000; new roof \$400,000; replacement of sewer lines \$18,000; total need for the building within the next year or so \$473,450. The ADM in 2009 was 122 students and is 91 students

for 2017-18. Mrs. Brown continued, stating, if J. M. Bevins remains open Buchanan County's basic aid would continue to receive the state share of funding for one full time position per grade level K-3. Since the classes fall below the standard if students were dispersed to other schools within the division and the individual classes did not exceed the maximum allowable per pupil teacher ratio, no additional teachers would be required. The state share of funding would be lost, however, it is important to know that Buchanan County would also be saving on the local funding requirement.

Mrs. Hibbitts interjected that they had worked hard the last two years to make sure that we fall within those class guidelines based on the free and reduced lunch percentages to make sure we meet those required numbers to receive the class size reduction funding from the state for all the schools.

Mrs. Hibbitts gave a calendar update noting, we are at day 101; have missed twelve days; operated on two, two hour delays and two, three hour delays, and are projected to dismiss May 31. Mrs. Hibbitts noted that the positive with the inclement weather is that it had helped to keep our flu numbers low.

Mrs. Hibbitts offered a proposal that would help in one day's make-up. She asked the Board to consider taking February 19 which is scheduled as a no school day and have it as a regular school day,

which would back us up to May 30. Open House would be scheduled for 3:30-6:00 p.m. at all schools on February 19.

Upon motion by Mr. Honaker and Mr. Harrison, and seconded by Mr. Thompson, the Board agreed to drop the no school day for February 19 and add back to the calendar.

Mr. Harrison asked what is the latest day we can go, Mrs. Hibbitts replied, there isn't an actual late date. We have some bank time and as we get closer to the end we will look at using that to curtail some of the days missed.

Motion Passed

Mrs. Hibbitts gave an enrollment update stating January wasn't good as far as weather nor for the enrollment, we lost eleven students. We are down to 2,730. In checking where some of the students have gone, Mrs. Hibbitts said it varied; some went to Washington County; some to a private school in Richlands; also Kentucky, Tennessee, Florida and Alabama. Mrs. Hibbitts shared some enrollment data from past files, noting in 1962 we had 10,087 students; 1972 we had 9,614 students; 1982 we had 8,578 students; 1992 we had 6,166 students; in August 2017 we had 2,771 and today at 2,730. From 1997 which was 4,735 in August to 2017 in August, we have lost 1,964 students.

Upon motion of Mr. Harrison and seconded by Mrs. McClanahan, all substitutes, volunteers and coaches were approved as presented.

Motion Passed – Mr. Thompson Abstained due to conflict, Mr. Honaker Abstained

Mr. Honaker asked if the wireless in the schools could be turned on so the teachers can have access to it. He said in speaking with Mrs. Hibbitts, she had said we couldn't afford it.

Mrs. Hibbitts asked Mrs. Melinda Skeens, Technology Supervisor, to present information gathered regarding wireless technology.

Mrs. Skeens presented a presentation she titled 'To Connect or Not To Connect'. She stated schools all across the nation are facing the issue of having enough bandwidth to allow so many devices on the internet. Data presented shows where we were prior to 2016 and technology updates since. We have added 1,735 Chrome books to our wireless and internet structure. It's not only the wireless devices pulling from our bandwidth; it is the desktops, programs running for bookkeeping, security systems, etc. Ten servers have been added to try to get the infrastructure where it is needed. We have gone from 150 megabytes to 2 gigabytes in bandwidth, but it gets taken up very quickly. All high schools are completely wired for wireless, as well as

the elementary schools. Routers have been purchased to improve internet at the Central Office as well. Information for day to day activities for our internet was given for both wired and wireless; many programs such as Accelerated Reader, testing, power school, Virtual Virginia and A. Linwood Holton Governor's School classes were listed. Chromebooks will be added for sixth and seventh grade next year; fourth and fifth the next year; followed by third, second and down to K-1. Desktops need to be updated and we need to look at increasing our bandwidth even more because the more put on, the more we will need. A BYOD (bring your own device), is something some systems are doing, which allows kids to bring whatever device they want to school for educational purposes. In researching this, the systems implementing BYOD that have large bandwidth aren't having as many problems as those with lower bandwidth. Mrs. Skeens spoke with Susan Clair at the State Department of Education about this and she said opening up and allowing everybody to put their devices on the internet isn't that simple, she said, "you can't just flip a switch and do that. If you overload the internet and bandwidth, nothing is going to work properly". In contacting other school systems to see what they are doing, allowing use of cell phones vary; some that allow it, throttle the internet and it runs like dial-up and is very limited; some allow teachers only; some allow no personal devices on the internet.

Mrs. Skeens named several things that contribute to bandwidth overload: YouTube, Netflix, Hulu, streaming of videos and music downloads, Snap Chat, Instagram, plus when cell phones are updating. Some pitfalls to bringing your own device, which we have already experienced; cheating, texting answers to tests, take pictures of tests to share. She said we must filter the internet because of e-rate; we cannot turn off the filtering because it is required. We do have agreements for some extenuating circumstances such as a student with a medical issue who has a pump that operates with a phone. Cell phones have been used to video fights and then put on Facebook and Instagram which causes problems with instructional time. Bandwidth overload will require getting a cost to update our infrastructure to be able to handle everybody having use of their cell phone on the network. More devices allow the possibility for attacks, security issues and viruses. Mrs. Skeens included information on "Monitoring/Looking at our Bandwidth" that showed the Technology Center, who has 100 megabytes of bandwidth using 73 megabytes without cell phones; Council High using 69 megabytes with no cell phones; Hurley Elementary/Middle was using 96 megabytes and only have 100; Twin Valley Elementary/Middle used 71 megabytes; Twin Valley High used 95 megabytes and they both have 100 megabytes.

Mrs. Skeens' recommendation is to continue to not allow cell phones on the internet, but still offer it for extenuating circumstances on a case by case basis. She also would like to monitor the bandwidth at the schools at peak times such as noon for the rest of this year. If the bandwidth is sufficient we may begin to throttle a small section and put our teachers on and monitor it. Making sure we have the infrastructure is priority. Mrs. Skeens noted that if there is a crisis situation, the chromebooks will call out like a telephone. The internet will be open at all schools after 3:30 p.m. Monday–Friday and will be open all day on Saturday and Sunday. Also noted was the fact that the Chromebooks will be monitored 24/7, if they are using it at home, the same filtering will apply. Mrs. Skeens posed the question, shouldn't the use of the district internet be directed to those activities which support education, enrichment and career development with the exception of open access times after school and on weekends.

Mr. Honaker said he likes the projection of allowing the teachers to have use of their cell phones. He also stated that if you couldn't trust a teacher with a cell phone then we probably don't need them on the staff. He said he understands the primary issue is the need for additional money which would be used to purchase additional bandwidth.

Mr. Honaker thanked Mrs. Skeens for the information and for looking forward to next year and giving the teachers an opportunity to use the cell phones.

Mr. Thornbury and Mr. Owens thanked Mrs. Skeens, Mr. Thomas, and Mr. Coleman for where they have gotten our system in the technology department.

Mr. Honaker asked about basketball practice during snow days and having open gym. He said he understands this is not a problem as long as the coaches are aware they can't require a player to show up for practice if there is no school due to snow. Mrs. Hibbitts said this is true and she and Mrs. Taylor will reiterate with the high school coaches and athletic directors, that during open gym, students will not be penalized or required to come.

Mrs. Hibbitts presented a request to have Mr. Zeke Pike, who has an amazing story, come to our schools to share his story. Mr. George Brown, Superintendent of Tazewell County presented him at a Superintendent's Meeting and he spoke in all the Tazewell County Schools. Mr. Brown said it was the most moving message he had heard and had made a profound impact with the students. Mrs. Hibbitts contacted Mr. Bob Cole with One Life of Virginia to see if they would be willing to partner with the school system and cover Mr. Pike's

cost, which they agreed to do. We will bus all 6-12 grade students to Riverview Elementary/Middle School on February 20th. We will cover the cost of busing the students; One Life of Virginia will cover Mr. Pike's cost. Mrs. Hibbitts requested that the Board allow this performance to occur at Riverview and partner with One Life of Virginia.

Upon motion by Mr. Thornbury and seconded by Mrs. McClanahan, the request was approved as presented.

Motion Passed

Administration informed the Board that they plan to advertise for History and Math teachers for the 2018-2019 school year. Mrs. Hibbitts plans to start early in hopes of recruiting new applicants with colleges nearing graduation.

Upon motion by Mr. Thornbury and seconded by Mrs. McClanahan a request to allow Council High and Council Elementary/Middle Schools to dismiss early on February 16, 2018 for the BDD Basketball Tournament, was approved.

Motion Passed

Upon motion by Mr. Thornbury and seconded by Mrs. McClanahan, a request from VCOM to come into our school system to

do Health Modules with all our schools March 19-21, and March 21-23, 2018, was approved.

Motion Passed

Upon motion by Mrs. McClanahan and seconded by Mr. Harrison and Mr. Thompson, Mr. Owens was nominated to serve on the Advisory Board for the A. Linwood Holton Governor's School for the remainder of the 2017-2018 school year.

Motion Passed

Upon motion by Mr. Thornbury and seconded by Mr. Honaker and Mr. Thompson, the Board approved proceeding with the 21st Century Grant for Council Elementary/Middle, Council High, Hurley Elementary/Middle and Hurley High Schools for the 2018-2019 school year.

Motion Passed

Mr. Prater presented and made a motion to accept the Personnel Committee recommendations for the following: Michelle Stacy and Elivia McCoy to fill two custodial positions at Hurley Elementary/Middle School; Tiffany McDonald, teacher at Riverview Elementary/Middle School, and George Brown, JROTC, who will not start until next school year. Mr. Thornbury seconded the motion.

Motion Passed

Mr. Owens gave an update of the Building Committee stating, upon recommendation by Mr. Gallagher, we are extending our escrow account with Sun Trust Bank for an additional four months. The deadline was January 31, 2018.

Mr. Honaker made a motion to accept the recommendation to extend the escrow account with Sun Trust and Mr. Harrison seconded.

Motion Passed

The next regularly scheduled meeting was set for Thursday, March 1, 2018, at 5:30 p.m.

Upon motion by Mr. Harrison and seconded by Mrs. McClanahan, the meeting was adjourned.

Motion Passed

Scotty Owens

Chairman of Board

March 19, 2018

Date

ATTEST:

Carolyn J. Dillow

Clerk of the Board

March 19, 2018

Date

At the time of printing the minutes, the Board Meeting was rescheduled to March 19, 2018.