

**Colonial Beach School Board
Regular Meeting
November 10, 2010, 5:30 pm
Town Center, 22 Washington Avenue, Colonial Beach, Virginia
MINUTES**

Call to Order

Chairman Trivett called the meeting to order at approximately 5:35 pm.

Present

Tim Trivett, Chairman; Mike Looney, Vice Chairman; Wayne Kennedy, Michelle Payne, Vicki Roberson, comprising a quorum of the board.

Dr Donna M Power, Superintendent; Janet Brown, Financial Consultant; Annette Thompson, Director of Finance; Tracey Tunstall, Clerk of the Board.

Approval of Agenda

Mr. Looney moved to amend the agenda to include a repeal of Policy-BCEA under *New Business, VII. Item E*. Mr. Kennedy seconded the motion and it passed unanimously.

Approval of Minutes

Mrs. Roberson moved to approve the October 13, 2010 meeting minutes, Mr. Kennedy seconded the motion and it passed unanimously.

Reports

School Board Members

Mrs. Payne reported that the middle school girls' basketball team won the last game and the girls' cheerleading team received a third place at Districts.

Mr. Kennedy gave a "hat's off" to all fall sports participants. He reported that Colonial Beach received District Championships in cheerleading, drama, and middle school girls' basketball and that the JV football team played a competitive game against Washington and Lee despite losing 21-20. He encouraged attendance at Varsity football games and shared that they were currently ranked first in the Northern Neck. He asked fans to show their support of the football team by wearing black and gold and to show good sportsmanship at all games. He concluded by stating that this fall has been the most successful extracurricular fall ever.

Mr. Looney congratulated the cheerleaders for their accomplishments and the football team for qualifying for the play-off's.

Mrs. Roberson gave no report.

Mayor

There was no report from the mayor.

Town Council Members

There were no reports from Town Council.

Audit Report of Student Activity funds

Dr. Power welcomed Mr. Wesley Clark from Robinson, Farmer, and Cox to present the results of the Public School Activity Funds Audit.

Mr. Clark was pleased to report a "clean opinion" of the audit of Colonial Beach Public Schools Activity funds for the year ending June 30, 2010. He reported no findings.

Mr. Kennedy asked how long Robinson, Farmer, and Cox had been doing the audits for Colonial Beach Public Schools. Mr. Clark responded that his firm has been doing public audits for over fifty years and that this was the firm's second year for Colonial Beach.

Mr. Kennedy asked if this year's audit of activity funds was the best the school system had ever done? Mr. Clark responded that there was one comment last year and no comments were reported this year.

Mr. Looney acknowledged Mrs. Long for a "job well done" for the clean audit of the high school activity funds.

Mr. Looney asked if under the *Security for Public Documents Act*, we had reported to the bank as we should have. Mrs. Thompson replied that it had been done and changed at the bank.

Superintendent

Team Player Award

Dr. Power explained that the Team Player award is chosen by colleagues for honor and dependability in the workplace. She awarded Shawna Gonzalez the October Team Player of the month from the elementary school and Ms. Gonzalez graciously accepted the award with coupons for a day off from work and free lunch at the high school. Dr. Power awarded Beverly Horner the October Team Player of the month from the high school and Mrs. Horner graciously accepted the award with coupons for a day off from work and free meal at the high school.

A Minute in Colonial Beach History

Students from Karen Camlin and Beth Abercrombie's third grade classes gave a presentation that included a timeline of the history of Colonial Beach called "*A Ride Through Colonial Beach History*".

2nd Annual Colonial Beach Night of Excellence

Dr. Power invited everyone to attend the Colonial Beach Educational Night of Excellence on Monday, November 15, 2010, at the high school. She reported that the program will include: musical performances, boy scouts, educational exhibits, self-defense demonstrations, community vendors, elementary and high school book fairs, and a play presented by the Mr. McNamara's drama club. Dr. Power invited the press to attend and announced that Mr. Moncure and the culinary students will be serving snacks.

Mod Pod Elementary School trailers update

Dr. Power asked the Board to use caution when reviewing the timeline that was presented. She explained that the timeline was depicting the most opportune scenario for the progress of replacing the elementary trailers. Dr. Power explained that the school division was supposed to sign the contract on Friday, November 12, 2010 after the Town Council officially released the right-of-ways; however, since the Town Council meeting was postponed, the signing of the contract will be postponed also.

Mrs. Payne asked Dr. Power if the students would have to be out by the 13th of December and Dr. Power replied that they would wait until the 21st and 22nd to move them.

1st Quarter I-station and Benchmark testing update

Dr. Power began the presentation of the results by explaining that the data was from benchmark testing and the School Improvement mandated use of I station from grades 3-12. She explained that even though I station is only mandated for high school grades, it was recommended for use with grades 3-7 also. She explained that the testing identifies children who are struggling and addresses the areas of weakness before they fall behind. She explained that Annual Yearly Progress (AYP) is based on 4 subgroups and if Colonial Beach students fail in any subgroup, they will not make AYP. Dr. Power informed the Board that in previous years, there was a mandatory 4% increase in passing percentages, but new legislation has been passed to keep the passing percentage in reading and math at 80% for the next 3 years. Please see attached PowerPoint presentation for details on this report.

Mr. Newman began with the attached Power Point presentation. He explained that he had been out of town for Professional Development and would begin meeting with teachers to discuss the benchmark testing data, lesson plans, pacing guides, and plans for remediation.

Dr. Power asked that Mrs. Beane, the Director of Testing speak about the local curriculum that will be used for World Geography. Mrs. Beane explained that in order to eliminate the World Geography course at the high school, each grade from 5th to 8th would use a locally developed curriculum to prevent the shift in order of History course taken to affect any specific grade by having to take the same course twice. She explained that a transition year has to occur with this curriculum to keep students moving forward in the correct order.

Mr. Looney asked if students were still studying Geography this school year and Mrs. Beane responded by saying that 5th, 6th, and 7th graders were taking Geography.

Mrs. Payne asked if this school year was the transition year and Mrs. Bean responded that it was and that each grade has to transition at the same pace to prevent them from repeating a course in high school.

Mr. Runyan began his presentation on benchmark data based on the attached power point. He explained that he would be looking for intervention plans from his teachers based on this data. He explained that Algebra II data looked alarming, but he is confident that the teacher is enthusiastic and motivated. He asked the Board to remember what she has been up against with prior year's Math issues. He explained that the teacher will be holding after school tutoring session for remediation.

Dr. Power continued with the power point presentation with the results of the I station testing. She explained that the format was different than the benchmarks and I station is helpful because it identifies the exact student needing remediation and each plan is scripted for the teacher to correct the deficits.

Mr. Newman continued with the Power point presentation by reading the scores and comments that the 5th grade results were being analyzed to see how the class can be helped as the scores were much lower.

Mrs. Roberson asked about the results of the SOLs for the now 5th graders last school year and Mr. Newman responded that they were good and he was unsure yet for the cause of the low benchmark scores. Mrs. Roberson asked if the demographics of the grade have changed and Mr. Newman responded that to his knowledge they have not.

Mr. Looney thanked Dr. Power, Mr. Runyan, Mr. Newman, Mrs. Beane, and Mrs. Horner for the presentation on benchmark data and felt it was very helpful.

Dr. Power informed the board that Dr. Gregory and Dr. Roselle would be conducting alignment workshops at the high school in the next week.

Fundraising

Mrs. Brown reported the updates on fundraising for the elementary library and trailer replacements. She reported that the efforts had raised \$511.30 so far in the programs that started November 2, 2010 in addition to the amount reported at the last meeting. She reported that the school system would be selling Avon, customized Bricks, and baked goods from Mr. Moncure's culinary class through the month of November. She invited the Board to a silent auction at The High Tides restaurant on Saturday, November 13, 2010 at 7:00 where proceeds will be donated to the fundraising effort.

Mr. Looney asked Mrs. Brown what the difference was from last month's amount and Mrs. Brown responded that the \$511.30 has not yet been deposited and that it was in addition to the already reported mount in the last School Board meeting.

Mrs. Payne asked where the bricks would be going and Dr. Power responded that they would be used for a walkway at the new Library.

VSBA Conference

Dr. Power reported that the VSBA Conference will be held on November 17-19 in Williamsburg. She expected that the conference would present information on predictions for budget scenarios.

Colonial Beach High School Improvement Update

Dr. Power asked that the board check their calendars for President's Day as she would like to schedule the next School Board retreat for that day. She informed the board that the Lead Turn-around Partners would be presenting a detailed report on the progress of the High School Improvement. Dr. Power said the reports would include details from Dr. Gregory and Dr. Roselle about curriculum and instruction and details from Dr. Caldwell on initiatives with the Principal. She explained that 2nd nine week's benchmark data would also be discussed at the time of the retreat.

Educational Job Fund Update

Dr. Power explained that she had just received a letter from the School Division's attorney, Pat Lacey that gave Superintendents advice to wait until February before obligating any use of the Education Job Funds.

Principals

Mr. Runyan

Mr. Runyan presented a packet of information (see attached) to the Board including: a guidance update, helping students learn flyers, athletic department update, and the high school calendar.

Mr. Kennedy commented that he appreciated the excellent report and commended the high school football team on their accomplishments as they had a lot of close competition.

Mrs. Payne asked if the Northern Neck all-academic volleyball were all seniors and Mr. Runyan replied that they were.

Mrs. Payne asked if the book fair at the Night of Excellence was for elementary or high school and Dr. Power replied that it would represent both.

Mr. Newman

Mr. Newman presented a packet of information (see attached) that included a newsletter and a calendar for the elementary school.

Mr. Looney commended the Drama club for winning the recent district championship despite dealing with a cast member illness and lack of practice.

Financial Report

Mrs. Annette Thompson presented the financial report to the Board. Mr. Looney asked Mrs. Thompson if there was any other information not contained in this report that was relevant to the topic of school finances that this Board should know about or might want to know about. Mrs. Thompson responded that there was not.

Public Comment

There was no public comment.

Unfinished Business

Mr. Looney moved to postpone the approval of GCBEB, IGBGA, and LC policies to December. Mr. Kennedy seconded the motion and it passed unanimously.

Mr. Looney moved to approve the resolution of JFC-R-option 2. Mrs. Payne seconded the motion and it passed unanimously.

Mr. Looney moved to delete the current discipline form from JFCA and add the forms submitted by the elementary and high schools as JFCA-FE and JFCA-FH. Mrs. Roberson seconded the motion and it passed unanimously.

Mr. Looney stated that no action was needed at the time for JFCD and JGA policies.

Mr. Looney moved to approve JGD/JGE option 1. It was seconded by Mrs. Roberson

and it passed unanimously.

Mr. Looney moved to amend JGD/JGE, page 2, II, ¶ 1 as follows:

Pupils may be suspended or expelled from attendance at school for sufficient cause; including but not limited to the grounds for suspension and expulsion listed in the student handbook; however, in no case may sufficient cause for suspension include only instances of Truancy.

Mrs. Payne seconded the motion and it passed unanimously.

Mr. Looney asked that JGD/JGE-regulation be revised to include the procedure for readmission to the school system with regards to expulsion and it be added to the agenda for the December School Board meeting.

New Business

Approval of Bills – Mrs. Thompson presented for approval expenditures in the amount of \$907,666.04. Mr. Looney asked Mrs. Thompson the following questions:

1. Are any of these expenses unusual or extraordinary?
2. Are they all necessary or advisable?
3. Are they all for goods or services that we have actually received?
4. Have they all been incurred at what we consider to be fair and reasonable prices?
5. Can they all be paid for by funds currently on hand in the appropriate accounts?
6. Are they all such as will keep the School System on track to be on budget for the current fiscal year?
7. Are they all such as will keep the School System within actual revenues for the current fiscal year?

Mrs. Thompson answered no to the first question, and yes to all the rest. Mrs. Roberson moved to approve payment of the bills. Mr. Kennedy seconded and the motion was approved unanimously.

Field Trips

Dr. Power informed the board that since Board policy authorizes the Superintendent to approve field trips without Board approval, the field trip hand-outs were for information purposes only.

Advisory Committees

Mrs. Roberson moved to approve the committees submitted by Dr. Power for the 2010-2011 school year. Mrs. Payne seconded the motion and it passed unanimously. The committees approved by the board are as follows:

Colonial Beach Division High School Improvement Team
Colonial Beach High School Improvement Team
Colonial Beach Wellness Committee
Career and Technical Advisory Board
Superintendent's Teacher Advisory Committee
Talented and Gifted Advisory Committee
Special Education Advisory Committee
Internet Safety Committee
Title I Parent Advisory Committee
Colonial Beach Health Advisory Committee

Approval of Budget Amendments

Mrs. Roberson moved to approve the budget amendments as presented by Mrs. Thompson and Mrs. Brown. Mr. Kennedy seconded the motion and it passed unanimously.

Repeal of File BCEA

Mr. Looney moved to repeal policy file BCEA, "Disciplinary Committee." Mrs. Payne seconded the motion and it passed unanimously.

Closed Session

Mrs. Payne moved to go into Closed Session pursuant to Code of Virginia, Section 2.2-3711 (A)(1), discussion and consideration of prospective candidates for employment assignment, performance and resignations for certificated staff; and support staff pursuant to Code of Virginia, Section 2.2-3711 (A)(2), discussion and consideration of students that would involve the disclosure of information contained in scholastic records and discipline; and pursuant to Code of Virginia, Section 2.2-3711(A)(7) discussion and consideration of information pertaining to actual or probable litigation. Mr. Kennedy seconded the motion, and the motion was approved unanimously. Closed Session convened at 7:00 p.m.

Reconvened Open Session

At 8:36 p.m., Mrs. Roberson moved to reconvene the open meeting and to certify that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements were discussed in the closed meeting; and that only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting by the School Board. Mr. Looney seconded the motion, and it was approved unanimously.

Mr. Looney moved to approve Whitney Brown as a substitute custodial and cafeteria worker, Diane Hollinger as a substitute, and Delois Tate as a substitute. Mr. Kennedy seconded the motion and it passed unanimously.

Mr. Looney moved to approve Amanda Preston as the Drama Co-Director. Mrs. Payne seconded the motion and it passed unanimously.

Mr. Looney moved to approve the pay adjustment for Stephanie Buzby due to a change in her number of work days. Mrs. Roberson seconded the motion. The motion passed with Mrs. Payne abstaining from the vote.

Mr. Looney moved to re-appoint Steve Swope as the Head Baseball coach for the 2010-2011 school year, with a stipend adjustment. Mrs. Payne seconded the motion and it passed unanimously.

Mr. Looney moved that community-service performed off school property by Colonial Beach Public School students be a school-sponsored activity covered by the school system's liability insurance. Mrs. Roberson seconded the motion and it was denied with all "no's".

Adjournment

Mr. Looney moved to adjourn the meeting. The motion was seconded by Mrs. Payne, and it passed unanimously and the meeting adjourned at 8:40 p.m.

Tracey M. Tunstall, Clerk

Timothy Trivett, Chairman

