



GLOUCESTER COUNTY SCHOOL BOARD

NOVEMBER 12, 2013, MONTHLY MEETING

5:30 pm – Closed Meeting (Conference Room 305-Admin. Offices)
7:00 pm – Open Meeting (Colonial Courthouse)
Gloucester, Virginia 23061

AGENDA

- I. Call to Order and Roll Call – *Mr. Randy Burak and Mr. John Hutchinson* – Action
- II. Call for Closed Meeting – *Mr. Burak* – Action - Pursuant to **Code of Virginia, 1950, as amended, Section 2.2-3711, (A), Subsection 1**, for the discussion of **personnel matters** (monthly appointments, resignations, etc.); and **Subsection 2**, for the discussion of **student personnel matters** (1 recommendation for expulsion and 1 request for waiver of tuition for foreign exchange student).
- III. Return to Open Meeting/Certification of Closed Meeting – *Mr. Burak and Ms. Betty Jane Duncan* – Action - Board to reconvene into open session and certify that the Gloucester County School Board, while in closed session, discussed only public matters lawfully exempted from Open meeting requirements provided in subsection A of Section 2.2-3711; and that only public business matters that were identified in the motion convening the closed session were heard, discussed or considered. Note: Deputy Clerk to conduct poll vote on certification.
- IV. Moment of Silence and Pledge of Allegiance – *Mr. Burak and Mr. Cody Davis*
- V. Personnel Items – *Mr. Burak*
 - A. Approval of Monthly Personnel Appointments, Resignations, Etc. – Action
- VI. Student Personnel Items – *Mr. Burak*
 - A. Approval of Recommendation for Expulsion of One (1) Student – Action
 - B. Approval of Waiver of Tuition for One (1) Foreign Exchange Student – Action
- VII. Additions/Changes/Adoption of Agenda – *Dr. Ben Kiser and Mr. Burak* – Action
- VIII. Approval of Items Contained in the Consent Agenda – *Mr. Burak* – Action (By Poll Vote)
 - A. Approval of Minutes of October 4, 2013, Special (3-Member Panel) Meeting
 - B. Approval of Minutes of October 8, 2013, Monthly Meeting
 - C. Approval of Disposal of Equipment Valued in Excess of \$500
 - D. Approval of Policy Manual Update (1st and 2nd Readings)
 1. File JOD: Release of Student Date/Records (new policy)
 2. File JOH: Acceptance of Electronic Signatures and Records (new policy)
 3. File GBDH: Family and Medical Leave (policy revision)
 4. File GBL: Personnel Records (policy revision)
 5. File GCAV: Local Licenses for Teachers (policy revision)
 6. File IKFA: Locally Awarded Verified Credits (policy revision)

- 7. File GBDH-E7: Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave (new form)
 - 8. File JOD-E: Consent for Release of Student Data/Records (new form)
 - E. Informational Revenue Report as of September 30, 2013
 - F. Informational Central Food Service Financial Report as of September 30, 2013
 - G. Informational Transportation Report for October, 2013
 - H. Informational Instructional Report for October, 2013
 - I. Informational Membership Report as of October 28, 2013
 - J. Informational Monthly Suspension Report for October, 2013
 - K. Informational Visiting Teachers' Report for October, 2013
 - L. Informational Employee Services/Communications Report
- IX. Staff Presentations/Recognitions – *Mr. Burak* – Information
- A. Recognition of Mr. Charles Records, Newly Elected At-Large Member (Term Begins on 1/1/2014) – Ms. Burruss
 - B. Recognition of Mr. Jimmy Viars – Presidential Award from the Professional Grounds Management Society (PGMA) – Mr. Hutchinson
 - C. Announcement of November 20, 2013, as GCPS Facilities, Custodial, Grounds, Technology and Security Personnel Appreciation Day – Mr. Hutchinson
 - D. Program of Studies (File IF-R) Update – Dr. Paul McLean/Ms. Katie Staples
 - E. Virtual Learning Handbook (File IGBGA-R) Update – Ms. Wendy Wyatt
 - F. Announcement of Scholarship for 4th Graders to Attend SOL-Related Study Visits to Colonial Williamsburg – Dr. Chuck Wagner
 - G. Updates on Boards/Commissions – SB Members
- X. Citizens' Comment Period – *Mr. Burak* (Speakers are asked to state their name, the district in which they reside and limit their remarks to 3-5 minutes, to be determined by the SB Chairperson)
- XI. Student Advisory Committee (SAC) Items – *Mr. Davis*
- XII. Superintendent's Items – *Dr. Kiser*
- A. Update on Thomas Calhoun Walker Education Center – Mr. Hutchinson/Mr. Scott Shorland – Information
 - B. Update on Page Middle School - Mr. Shorland – Information
- XIII. School Board Members' Items – *SB Members/Clerk/Dr. Kiser*
- A. Adoption of Resolution of Appreciation for Ms. Ann F. Burruss – Action
 - B. Reminder of Virginia Board of Education President David Foster's Northern Neck Listening Forum on Thursday, November 14, 2013; 6-8:00 pm, Thomas Hunter Middle School, Mathews – Information
 - C. Reminder of Mr. Foster's Tour of Botetourt Elementary School at 9:15 am on Friday, November 15, 2013, Botetourt Elementary School – Information
 - D. Reminder of VSBA Annual Convention – November 20-21, 2013, The Doubletree by Hilton Williamsburg – All SB Members and Dr. Kiser are registered to attend, along with Mr. Charles Records (SB Candidate Seeking At-Large Seat Held by Ms. Burruss) – Information
 - E. VSBA Capital Conference-January 27-28, 2014, Richmond Marriott, \$165.00 per person (registration deadline 1/6/2014). The Clerk would like to know if anyone is interested in attending (Dr. Kiser can't due to conflicts).

F. Update on Efforts to Meet w/Delegate Keith Hodges and Senator Thomas Norment – Information

G. Other Items as Brought Up by Board Members

XIV. Budget and Finance Items – *Ms. Joanne Wright*

A. Approval of Rollover Appropriation Request Totaling \$114,798 – Action

B. Approval of Grants and Donations – Action

C. Adoption of Opt-Out Resolution for the Virginia Local Disability Plan (VLDP) – Action

XV. Instructional Items – *Dr. Chuck Wagner*

XVI. Administrative Items – *Mr. Hutchinson*

A. Approval of Policy Manual Update-Old Business (2nd Reading) – Action

1. File GCG: Professional Staff Probationary Term & Continuing Contract (policy revision)

B. Approval of Policy Manual Update-New Business 1st Reading) – Action

2. File GCPA: Reduction in Professional Staff Workforce (policy revision)

C. Approval of Discontinuation of Facilities Use Rental Fees for County Organizations – Action

XVII. Public Announcements – *Mr. Burak* – Information

A. Report Cards Issued – Wednesday, November 13, 2013

B. American Education Week – Monday-Friday, November 18-22, 2013

C. Professional Days-No Students – Monday-Wednesday, November 25-27, 2013

D. Professional Work @ Home Day/Early Dismissal for Central Office/District Staff – Wednesday, November 27, 2013

E. Thanksgiving Holidays-Division Closed – Thursday-Friday, November 28-29, 2013

F. Monthly School Board Meeting – Tuesday, December 10, 2013, 7:00 pm, Colonial Courthouse

XVIII. Call for Adjournment – *Mr. Burak* - Action

**RECORDED MINUTES OF THE
GLOUCESTER COUNTY SCHOOL BOARD
GLOUCESTER, VIRGINIA**

October 4, 2013

A special meeting of the School Board Disciplinary Committee was held on Friday, October 4, 2013, at 8:00 a.m., at the Administrative Offices Complex, Gloucester, Virginia, for the purpose of holding one student personnel hearing.

CALL TO ORDER AND ROLL CALL

The meeting was called to order by Rita H. Cargill-Brown, Acting Clerk. Present were: Anita Parker, Carla Hook, Kevin Smith, School Board Members; Layton H. Beverage, Ed. D.; and John Hutchinson, Assistant Superintendent of Administration.

CALL FOR CLOSED SESSION

At 8:15 a.m., a motion was made by Mr. Smith, seconded by Ms. Hook and unanimously approved to adjourn for a closed session, pursuant to **Code of Virginia, 1950, as amended, Section 2.2-3711 (A), Subsection 2**, for the discussion of one student personnel matter.

RETURN TO OPEN SESSION

At 8:47 a.m., a motion was made by Ms. Hook, seconded Ms. Smith, and unanimously adopted to reconvene the meeting into open session. A motion was made by Ms. Hook and seconded by Mr. Smith to certify that the Gloucester County School Board, while in closed session, discussed only public matters lawfully exempted from open meeting requirements provided in Subsection A of Section 2.2-3711 and that only public business matters that were identified in the motion convening the closed session were heard, discussed or considered. The motion was approved with a roll call vote as follows:

Ms. Hook	<u>Aye</u>	Ms. Parker	<u>Aye</u>
Mr. Smith	<u>Aye</u>		

STUDENT PERSONNEL MATTERS

Mr. Smith moved to reinstate a previously expelled student.* The motion was seconded by Ms. Hook and the Acting Clerk polled the following vote:

Ms. Hook	<u>Aye</u>	Ms. Parker	<u>Aye</u>
Mr. Smith	<u>Aye</u>		

*- Records are maintained in the Office of Student Services on this matter.

ADJOURNMENT

At 8:50 a.m., there being no further business, a motion was made by Mr. Smith, seconded by Ms. Hook, and unanimously approved to adjourn the School Board Disciplinary Committee hearing of October 4, 2013, until the next monthly meeting scheduled on Tuesday, October 8, 2013, at 7:00 pm in the Colonial Courthouse, Gloucester, Virginia.

END

RHCB:mrc/dcg

By:

George R. Burak, Chairperson

Rita H. Cargill-Brown, Acting Clerk

**RECORDED MINUTES OF THE
GLOUCESTER COUNTY SCHOOL BOARD
GLOUCESTER, VIRGINIA**

OCTOBER 8, 2013

The regular monthly meeting of the Gloucester County School Board was held on Tuesday, October 8, 2013, in the Administrative Offices Room 305. The Chairperson called the meeting to order at 5:30 pm.

I. CALL TO ORDER AND ROLL CALL

Roll call was taken by the Acting Clerk, and the following persons were recorded as present: George R. (Randy) Burak, Chairperson, Troy M. Andersen, Ann F. Burruss, Kimberly (Kim) E. Hensley, Carla B. Hook, and Anita F. Parker, Members. Also present for the closed meeting: H. Ben Kiser, Ed.D. Superintendent of Schools, John E. Hutchinson, Assistant Superintendent for Administrative Services and Acting Clerk, and Charles A. Wagner, Ed.D., Assistant Superintendent for Instructional Services. Kevin M. Smith, Member, was absent.

II. CALL FOR CLOSED MEETING

At 5:34 pm, a motion was made by Ms. Burruss, seconded by Ms. Hensley, and unanimously approved to adjourn for a closed session, pursuant to Code of Virginia, 1950, as amended, Section 2.1-3711 (A), Subsection 1, for the discussion of personnel matters (appointments, resignations, etc.); Subsection 2, for the discussion of student personnel matters (2 requests to homeschool students under religious exemption provision); and Subsection 3, discussion of the acquisition of real property. At 6:19 pm, the Chairperson declared a recess, and the meeting was relocated to the Colonial Courthouse.

III. RETURN TO OPEN MEETING/CERTIFICATION

Note: Ms. Betty Jane Duncan, Deputy Clerk, recorded the remainder of the meeting. The Deputy Clerk noted that all members except Mr. Smith were present when the Board reconvened at the Colonial Courthouse.

At 7:00 pm, a motion was made by Mrs. Hook to reconvene the meeting into open session and to certify that the Gloucester County School Board, while in closed session, discussed only public matters lawfully exempted from open meeting requirements provided in Subsection A of Section 2.2-3711 and that only public business matters that were identified in the motion convening the closed session were heard, discussed or considered. The motion was seconded by Ms. Burruss and approved as follows:

Mr. Andersen	<u>Aye</u>	Mrs. Hook	<u>Aye</u>
Ms. Burruss	<u>Aye</u>	Ms. Parker	<u>Aye</u>
Ms. Hensley	<u>Aye</u>	Mr. Burak	<u>Aye</u>

IV. MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

Mr. Dustyn Hall, Student Advisory Committee representative, led the Board and citizens in a moment of silence followed by the Pledge of Allegiance to the Flag of the United States of America.

V. PERSONNEL ITEMS

A. Monthly Listing of Personnel Actions — A motion was made by Ms. Burruss, seconded by Ms. Parker, and unanimously adopted to approve the monthly listing of personnel appointments, contract changes, and leave requests. **(Approved copies attached to minutes)**

VI. STUDENT PERSONNEL ITEMS

A. Requests to Homeschool Students Under Religious Exemption Provision -- A motion was made by Ms. Burruss, seconded by Mr. Andersen and unanimously adopted to approve one (1) request and take no action on one (1) additional request from parents to home school students under the religious exemption provision of the Code of Virginia, 1950, as amended, Section 22.1-254(B)(1). ****Records on these actions on file in the Office of Student Services**

VII. ADDITIONS AND CHANGES TO AGENDA

Dr. Kiser recommended the following changes to the agenda: Under Consent Agenda -- Pull Item VIII.D-2 File GCPA from agenda. (Note: Current policy File GCPA will remain in effect). Move item VIII.D-8 File JFCB to item XVI.B-3 under regular agenda. Under Administrative Services Items: Add XVI.C Update on Long Range Capital Plan. A motion was made by Ms. Burruss, seconded by Ms. Parker, and unanimously adopted to approve the agenda as amended. **(Copy of revised agenda attached to minutes)**

VIII. APPROVAL OF CONSENT AGENDA

A motion was made by Mrs. Hook to approve the Consent Agenda as amended (listed below); motion was seconded by Ms. Burruss, and approved with a roll call vote

Mr. Andersen	<u>Aye</u>	Mrs. Hook	<u>Aye</u>
Ms. Burruss	<u>Aye</u>	Ms. Parker	<u>Aye</u>
Ms. Hensley	<u>Aye</u>	Mr. Burak	<u>Aye</u>

ITEMS CONTAINED WITHIN THE CONSENT AGENDA:

- A. Approval of Minutes of September 10, 2013, Monthly Meeting
- B. Approval of Minutes of September 17, 2013, Joint Meeting w/Board of Supervisors
- C. Approval of Additional Student Fee for 2013-2014
- D. Approval of Policy Manual Update (1st and 2nd Readings)
 1. File GDQ: School Bus Drivers (new policy)
 2. ~~File GCPA: Reduction in Professional Staff Work Force (policy revision)~~
 3. File IA: Instructional Goals and Objectives (policy revision)
 4. File IGBC: Parental Involvement (policy revision)
 5. File IKG: Remediation Recovery Program (policy revision)
 6. File IKH: Retaking SOL Assessments (policy revision)
 7. File JEC: School Admission (policy revision)
 8. ~~File JFCB: Teacher Removal of Students in Class (policy revision)~~
 9. File JN: Student Fees, Fines and Charges (policy revision)
 10. File KJ: Advertising in the Schools (policy revision)
- E. Informational Fundraiser Approvals Issued-July-September, 2013
- F. Informational Revenue Report as of August 31, 2013
- G. Informational Central Food Service Financial Report as of August 31, 2013
- H. Informational Transportation Report for September, 2013
- I. Informational Study Trips for 2013-2014
- J. Informational Instructional Report for September, 2013
- K. Informational Membership Report as of September 30, 2013
- L. Informational Monthly Suspension Report for September, 2013
- M. Informational Visiting Teachers' Report for September, 2013
- N. Informational Employee Services/Communications Report

IX. STAFF PRESENTATIONS/RECOGNITIONS

A. Recognition of Mr. Dustyn Hall, 2013-2014 GHS "Duke of the Year" – Mr. Burak congratulated Dustyn for having been chosen GHS Duke of the Year.

B. Distribution of VSBA Academy Awards – Dr. Kiser presented the following VSBA Academy Awards for service during 2012-2013:

Mrs. Hook	Certificate of Recognition
Mr. Burak	Award of Excellence (Silver)
Ms. Burruss	Award of Honor (Gold)
Ms. Parker	Award of Distinction (Starfish)

C. Assessment Report – Ms. Cindy Carmine, Director of Testing, presented an update on Virginia's Accountability System. **(Copy of presentation Update on Virginia's Accountability System attached to minutes)**

D. Update on Bus Routes – Ms. Anne Lanan, Director of Transportation, provided information on the current bus routes and modifications that had been made to better serve the students and parents.

E. Updates on Boards/Commissions – Ms. Hensley gave a brief update on the WHRO Board of Directors meeting. Ms. Parker noted that the Education Foundation would meet to consider mini-grant applications, and the fundraiser 8K run would be held in February. Mr. Burak reported on activities of the Parks & Recreation Committee.

X. CITIZENS COMMENT PERIOD -- Mr. Burak asked if there were any persons present who wished to address the Board. He asked that all persons state their name, the district in which they reside and to limit their remarks to five minutes or less. The following persons came forward to speak:

Carolyn Molly (Ware/Teacher) expressed concern about proposed policy changes affecting teaching staff.

Brian McGovern (ABN/GEA President) spoke on behalf of the GEA opposing the adoption of File JFCB and GCG.

XI. STUDENT ADVISORY COMMITTEE (SAC) ITEMS – Mr. Hall reported on several ongoing activities at GHS.

XII. SUPERINTENDENT'S ITEMS

A. Update on Thomas Calhoun Walker Education Center – Mr. Hutchinson presented an update on the Thomas Calhoun Walker Education Center modification. Current projects underway include HVAC installation, wall finishing, electrical/data infrastructure, structural corrections, structural reinforcing, and correction of exterior drainage. Completion date for the project has been moved to December 2.

XII. SUPERINTENDENT'S ITEMS (continued)

B. Update on Page Middle School – Mr. Hutchinson provided a progress update on the Page Middle School project. Notice to proceed was issued on October 2, with a projection date of completion of June 1, 2015. Ongoing activities include obtaining various permits, soliciting subcontractors, developing schedules, and preparing shop drawings.

XIII. SCHOOL BOARD MEMBERS' ITEMS

A. Adoption of Resolution re: High Stakes, Standardized Testing of Virginia Public Schools Students – Board members reviewed a proposed resolution calling on the General Assembly to reexamine Virginia public school assessment and the system of accountability for which they form the basis and to improve the current accountability system so that it encompasses balanced assessments, reflects greater validity, uses more cost efficient sampling techniques and other external evaluation arrangements, allows for expedited test retakes, and more accurately reflects what students know, appreciate and can do in terms of the rigorous standards essential to their success, enhances the role of teachers as designers, guides to instruction and leaders, and nurtures the sense of inquiry and love of learning in all students. A motion was made by Mr. Andersen, seconded by Ms. Burruss and unanimously adopted to approve the resolution as presented. The Deputy Clerk polled the Board as follows:

Ms. Burruss	<u>Aye</u>	Ms. Hook	<u>Aye</u>
Ms. Hensley	<u>Aye</u>	Ms. Parker	<u>Aye</u>
Mr. Andersen	<u>Aye</u>	Mr. Burak	<u>Aye</u>

B. Piankatank Community League Candidates' Forum – Board members and the public were reminded of the forum to be held on Friday, October 18, 2013, 7:00 pm, in the League Building on Harcum Road.

C. Other Items as Brought Up by Board Members – There were no further items brought up by Board members.

XIV. BUDGET AND FINANCE ITEMS

A. Informational Year-End Financial Report – Ms. Wright reported on the operating fund balance for FY 2013. A resolution to request reappropriation of local funds will be presented for consideration at the November meeting.

B. Approval of Grants and Donations -- Ms. Wright highlighted the donations of supplies that had been received by the schools and the division. A motion was made by Ms. Hensley and seconded by Ms. Parker to accept with grateful appreciation the donations as outlined. The Deputy Clerk polled the Board as follows:

Ms. Burruss	<u>Aye</u>	Ms. Hook	<u>Aye</u>
Ms. Hensley	<u>Aye</u>	Ms. Parker	<u>Aye</u>
Mr. Andersen	<u>Aye</u>	Mr. Burak	<u>Aye</u>

C. Update on Virginia Local Disability Plan (VLDP) – Ms. Wright provided information on the Virginia Local Disability Plan (VLDP) Option. **(Copy of Followup to VRS Hybrid Retirement Plan Overview attached to minutes)** The plan will be discussed further at the October 22 work session of the Board.

XV. INSTRUCTIONAL ITEMS – There were no instructional items presented at this time.

XVI. ADMINISTRATIVE SERVICES' ITEMS

A. Approval of Mileage Supplement for 2013-2014 School Year – Information was presented on average daily mileage, and Mr. Hutchinson recommended approval of mileage supplements for the 2013-2014 school year as included in the agenda. A motion was made by Ms. Burruss and seconded by Ms. Hensley to approve the mileage supplements as recommended. The Deputy Clerk polled the Board as follows:

Ms. Burruss	<u>Aye</u>	Ms. Parker	<u>Aye</u>
Mr. Andersen	<u>Aye</u>	Mrs. Hook	<u>Aye</u>
Ms. Hensley	<u>Aye</u>	Mr. Burak	<u>Aye</u>

B. Approval of Policy Manual Update -- Mr. Hutchinson presented the following policy revisions for consideration:

1. File GCG: Professional Staff Probationary Term and Continuing Contract (policy revision)
2. File GCN-R: Professional Growth & Evaluation Handbook for Certified Instructional Personnel (regulation revision-revised pages only)
3. File JFCB: Teacher Removal of Students in Class (policy revision)

Board members discussed the proposed revisions, and staff answered questions regarding same. It was explained that File JFCB was designed to address long term removal of students from class, rather than short term removal. Mr. Hutchinson recommended approval of File JFCB on 1st reading, with staff revising the policy to create a distinction in long/short term removal of students from class prior to the 2nd reading of the policy. A motion was made by Ms. Burruss, seconded by Mrs. Hook, and unanimously adopted to approve the 1st reading of File JFCB.

A motion was made by Ms. Burruss and seconded by Mrs. Hook to approve the 1st reading of File GCG. Board members had questions regarding how other school divisions would be implementing this revised policy. Mr. Burak will contact VSBA again to seek the answer to this question. Also, Board members felt that there was a need for an improvement plan for teachers who serve a fourth year of probation and expressed concerns regarding whether teachers already in the process of a three year probationary period could be grandfathered under the old policy. These questions will be addressed by administrators prior to the 2nd reading of the policy. Upon a voice vote, the Board unanimously approved the 1st reading of File GCG.

Note: File GCN-R will not be accepted until after 2nd reading of File GCG.

C. Update on Long Range Capital Plan – Mr. Hutchinson presented information on a revised Long Range Capital Plan including data on a proposed reappropriation for the 2012-2013 end-of-year balance. A motion was made by Mrs. Hook and seconded by Ms. Burruss to request a reappropriation of end-of-year funds to be applied to capital needs. After further discussion, Ms. Hook and Ms. Burruss withdrew their motion and second. Further discussion and a recommendation for request for reappropriation will be made at the November meeting.

XVII. PUBLIC ANNOUNCEMENTS -- Mr. Burak read the following public announcements:

- A. Professional Day-No Students – Monday, October 14, 2013
- B. National School Bus Safety Week – Monday-Friday, October 21-25, 2013
- C. School Board Work Session – Tuesday, October 22, 2013, 5:30 pm, Conference Room 305 of Administrative Offices
- D. Pupil Transportation Appreciation Day – Wednesday, October 23, 2013
- E. Last Day of 1st Quarter – Friday, November 1, 2013
- F. Professional Day-No Students – Monday, November 4, 2013
- G. Professional Day-Diversity Day-Election Day-No Students – Tuesday, November 5, 2013
- H. 1st Day of Second Quarter – Wednesday, November 6, 2013
- I. Monthly School Board Meeting – Tuesday, November 12, 2013, 7:00 pm, Colonial Courthouse

XVIII. ADJOURNMENT

At 10:04 pm, there being no further business, a motion was made by Ms. Hensley, seconded by Mrs. Hook, and unanimously approved to adjourn the regular monthly meeting of October 8, 2013, until the next special meeting (work session) on Tuesday, October 22, 2013, 5:30 pm in the School Board Office Conference Room 305 and the next monthly School Board meeting scheduled for Tuesday, November 12, 2013, 5:30 pm (Closed meeting) and 7:00 pm (Open Meeting), at the Colonial Courthouse.

By:

George R. (Randy) Burak, Chairperson

Betty Jane Duncan, Deputy Clerk

John E. Hutchinson, Acting Clerk

Attachments (6):

- 1. Bound Agenda for October 8, 2013 Monthly Meeting
- 2. Revised Agenda for October 8, 2013 Monthly Meeting
- 3. Approved Monthly and Supplemental Personnel Listings
- 4. Update on Virginia's Accountability System
- 5. Followup to VRS Hybrid Retirement Plan Overview
- 6. Long Range Capital Plan FY 2015-2019

Note: The attachments will be bound with the official minutes once approved.

BJD/JEH:bjd
MIN-10-08-2013

GLOUCESTER COUNTY PUBLIC SCHOOLS
COUNTY SCHOOL BOARD

SCHOOL BOARD AGENDA ITEM

MEETING DATE: <u>November 12, 2013</u>	REQUESTED SCHOOL BOARD RESPONSE:	A. ACTION: <u>X</u>
		B. INFORMATION: _____
AGENDA ITEM #: <u>13-</u>	IF POLICY (NEW OR CHANGE):	A. 1st READING: _____
REGULAR _____	CONSENT <u>X</u>	B. 2nd READING: _____

SUBJECT: BUDGET & FINANCE -- Disposal of Equipment Valued in Excess of \$500

ENCLOSURES: List of Equipment

BACKGROUND: Policy File No. DN requires that any items valued in excess of \$500 must be authorized by the School Board prior to negotiated sale or bid.

STATUS: All items on the attached list are fully depreciated; however, based on historical data may yield \$500 or more at auction or negotiated sale.

RECOMMENDATION: That the School Board authorize the sale of the attached list of equipment.

PRESENTER: Joanne C. Wright *gcw* TITLE: Director of Budget & Finance

FOR MORE INFORMATION CONTACT THE PRESENTER AT: _____ 804-693-7811

PREPARED BY: Same TITLE: Same

APPROVAL OF THE SUPERINTENDENT: _____
HOWARD B. KISER, ED.D., SUPERINTENDENT OF SCHOOLS

GLoucester County Public Schools
SCHOOL BOARD AGENDA ITEM

MEETING DATE: <u>NOVEMBER 12, 2013</u>	REQUESTED SCHOOL BOARD RESPONSE	A. ACTION: <u>X</u>
		B. INFORMATION: <u>X</u>
AGENDA ITEM #: <u>13-</u>	IF POLICY (<u>NEW</u> OR CHANGE)	A. 1st READING: <u>X</u>
		B. 2nd READING: <u>X</u>
REGULAR AGENDA: <u> </u>	CONSENT AGENDA: <u> X </u>	

SUBJECT: Policy Manual Update (New Business)

ENCLOSURES: Policy Adoptions
JOD Release of Student Data/Records
JOH Acceptance of Electronic Signatures and Records

Policy Revisions
GBDH Family and Medical Leave
GBL Personnel Records
GCAV Local Licenses for Teachers
IKFA Locally Awarded Verified Credits

Form Adoptions
GBDH-E7 Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave
JOD-E Consent for Release of Student Data/Records

BACKGROUND/STATUS: The above policies and forms in section G (Personnel), section I (Instructional Program), and section J (Students) have been reviewed with the appropriate staff members, and are being recommended for adoption and/or revision in an effort to update our Policy Manual and/or to conform to model VSBA policy and/or the Code of Virginia.

RECOMMENDATIONS: That the Board approves the following as 1st and 2nd readings:
Policy Adoptions: JOD and JOH
Policy Revisions: GBDH, GBL, GCAV, and IKFA

That the Board accepts the following as information:
Form Adoptions: GBDH-E7 and JOD-E

PRESENTER: JOHN E. HUTCHINSON TITLE: ASSISTANT SUPERINTENDENT FOR ADMINISTRATIVE SERVICES

FOR MORE INFORMATION CONTACT THE PRESENTER AT: (804) 693-5304

PREPARED BY: SAME TITLE: SAME

APPROVAL OF THE SUPERINTENDENT: _____
HOWARD B. KISER, ED.D., SUPERINTENDENT

RELEASE OF STUDENT DATA/RECORDS

The parent/legal guardian of any student enrolled in the Gloucester County School Division may authorize the release of their student's data/records to any individual or Agency upon completion and execution of the Consent for Release of Student Data/Records form accompanying this policy.

This form may be used by Community Policy and Management Teams, and the Departments of Health, Social Services, Juvenile Justice, and Behavioral Health and Development Services.

ADOPTED: November 12, 2013

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §22.1-79 (3)(H)

CROSS REFERENCE: JOD-E Consent for Release of Student Data/Records

ACCEPTANCE OF ELECTRONIC SIGNATURES AND RECORDS

Policy Statement

Electronic or digital signatures can take many forms and can be created using many different types of technology. The authenticity and reliability of electronic signatures relating to transactions are dependent on the accompanying processes, supplemental records and the overall context in which records are created, transferred, and signed. The Gloucester County School Board adopts the following policy with respect to the use of electronic records and signatures in connection with its communications with parents, guardians, or other persons having control over a child enrolled in this division.

Definitions

“Attribution” – An electronic record or electronic signature is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including a showing of the efficacy of any security procedure applied to determine the person to which the electronic record or electronic signature was attributable.

“Electronic Signature”- An electronic sound, symbol or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

“Electronic Record” – any record created, generated, sent, communicated, received or stored by electronic means.

Applicability

This policy applies to parents, guardians, and other persons having control or charge of a child enrolled in the DIVISION; and also to individuals affiliated with the division, whether paid or unpaid, including but not limited to teachers, administrators, staff, students, affiliates, and volunteers.

Electronic Records

Electronic records created or received by the division shall be appropriately attributed to the individual(s) responsible for their creation and/or authorization or approval. The division shall utilize available technology to implement reliable methods for generating and managing electronic records. Any electronic record filed with or issued by the division may be given full force and effect of a paper communication if the following conditions are satisfied:

1. The communication is an electronic filing or recording and the Gloucester County School Board agrees to accept or send such communication electronically; and
2. If a signature is required on the record or communication by any statute, rule or other applicable law or School Board policy, the electronic signature must conform to the requirements set forth in this policy governing the use of electronic signatures.

Electronic Signatures

An electronic signature may be used if the law requires a signature unless there is a specific statute, regulation, or policy that requires records to be signed in non- electronic form. The issuance and/or acceptance of an electronic signature by the School Board may be permitted in accordance with the provisions of this policy and all applicable state and federal law. If permitted, such electronic signature shall have the full force and effect of a manual signature only if the electronic signature satisfies all of the following requirements:

1. The electronic signature identifies the individual signing the document by his/her name and title;

- 2. The identity of the individual signing with an electronic signature is capable of being validated through the use of an audit trail;
- 3. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed;
- 4. The electronic signature conforms to all other provisions of this policy.

Acceptance, Use and Issuance of Electronic Records and Signatures

The School Board shall maintain an electronic recordkeeping system that can receive, store, and reproduce electronic records and signatures relating to communications and transactions in their original form. Such system should include security procedures whereby the School Board can (a) verify the attribution of a signature to a specific individual, (b) detect changes or errors in the information contained in a record submitted electronically, (c) protect and prevent access, alteration, manipulation or use by an unauthorized person, and (d) provide for nonrepudiation through strong and substantial evidence that will make it difficult for the signer to claim that the electronic representation is not valid.

The School Board shall ensure that all electronic records and signatures are capable of being accurately reproduced for later reference and retained until such time as all legally mandated retention requirements are satisfied.

The School Board shall maintain a secure hard copy log of the PIN/password or actual signature of any individual authorized to provide an electronic signature in connection with School Board business.

The School Board may receive and accept as original, electronic records and signatures so long as the communication, on its face, appears to be authentic.

ADOPTED: November 12, 2013

LEGAL REFERENCES: Code of Virginia, 1950, as amended, §22.1-79 (3)(G); §59.1-479 et seq

CROSS REFERENCE: JO Student Records

FAMILY AND MEDICAL LEAVE

Generally

The Gloucester County School Board recognizes its obligation to provide its eligible employees with unpaid leave pursuant to the Family and Medical Leave Act, 29 U.S.C. § 2601, et seq. This policy describes the benefits available to eligible employees under the Act.

Definitions

Covered active duty: The term covered “active duty” means

- in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
- in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

Covered servicemember: The term “covered servicemember” means

- a member of the Armed Forces, including a member of the National member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness;
- or
- a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

Eligible employee: To be eligible for leave under this policy the employee must have at least twelve (12) months of service with the Gloucester County school division and have worked at least 1250 hours according to the Fair Labor Standards Act, 29 U.S.C. § 201 et seq., in the twelve (12) months preceding the commencement of the leave. Full-time teachers are deemed to meet the 1250-hour test.

Instructional employee: Employees whose principal function is to teach and instruct students in a class, a small group, or an individual setting such as teachers, athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, or auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily non-instructional employees.

Next of kin: The term “next of kin” used with respect to an individual, means the nearest blood relative of that individual other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.

Outpatient status: The term “outpatient status,” with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to:

- (A) a military medical treatment facility as an outpatient; or
- (B) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

Serious health condition: A serious health condition is an illness, injury, impairment or condition that involves inpatient care or continuing treatment by a health care provider.

Serious injury or illness: The term “serious injury or illness,” in the case of

- a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
- a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during a period described in 29 U.S.C. § 2611(15)(B), means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Year: A rolling 12-month period measured backward from the date an employee uses an FMLA leave.

Leave

Any eligible employee is entitled to leave for a combined total of twelve (12) weeks per year for the following situations:

1. The birth and care of a newborn child;
2. The adoption or foster placement of a child;
3. To care for an employee's spouse, parent, or child with a serious health condition;
4. Because of a serious health condition that makes the employee unable to perform the essential functions of the employee’s job; and
5. Because of any qualifying exigency as defined in Department of Labor regulations, arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

However, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember is entitled to a total of 26 workweeks of leave per year to care for the servicemember. Leave under this paragraph is available only during a single year. During that year the employee is entitled to a combined total of 26 workweeks of leave under this policy.

To the extent that an employee is entitled to paid leave under other Gloucester County school division policies, such paid leave shall be substituted for unpaid FMLA leave. Otherwise, family and medical leave is unpaid. When paid leave is available, the employee must satisfy any procedural requirements of the division’s paid leave policy.

Employees who are out on FMLA leave, and also qualify for short-term disability, shall only substitute sick leave for unpaid FMLA leave.

Employees on FMLA leave must report their status and intention regarding returning to work to the school division at least every four weeks.

Notice to Employees of Their Rights under the FMLA

Posting and General Notice (File No. GBDH-P - WHD Publication 1420)

The Gloucester County school division shall post, in conspicuous places, on the premises of the school division where notices to employees and applicants for employment are customarily posted, a notice explaining the FMLA’s provisions and providing information about the procedure for filing complaints with the Department of Labor. A U.S. Department of Labor FMLA poster (File No. GBDH-P) may be used as the notice.

A copy of File No. GBDH-P will also be given to each employee by including it in the employee handbook or similar document or by distributing it to each new employee upon hiring.

Eligibility Notice GBDH-E3 (Form WH-381)

When an employee requests FMLA leave, or the division has knowledge that an employee's leave may be for an FMLA-qualifying reason, the division should notify the employee of the employee's eligibility to take FMLA leave within five business days. The Eligibility Notice should state whether the employee is eligible for FMLA leave. If the employee is not eligible for FMLA leave, the Notice must state at least one reason why the employee is not eligible (such as, for example, the number of months the employee has worked for the division.) This notification may be accomplished by providing the employee a copy of File No. GBDH-E3.

Notice of Rights and Responsibilities GBDH-E3 (Form WH-381)

The division will provide written notice detailing the specific expectations and obligations of the employee and explaining the consequences of the failure to meet those obligations each time the employee is given an Eligibility Notice. This Notice will include, as appropriate:

- that the leave may be designated and counted against the employee's annual FMLA leave entitlement and the 12-month period for FMLA entitlement;
- any requirements for the employee to furnish certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status, and the consequences of failing to provide certification;
- that the division will substitute paid leave for unpaid leave and any conditions related to the substitution and the employee's right to take unpaid FMLA leave if the employee does not meet the conditions for paid leave;
- any requirement for the employee to make any premium payments to maintain health benefits and the arrangements for making such payments, and the possible consequences of failure to make such payments on a timely basis;
- the employee's rights to maintenance of benefits during the FMLA leave and restoration to the same or an equivalent job upon return from FMLA leave; and
- the employee's potential liability for payment of health insurance premiums paid by the employer during the employee's unpaid FMLA leave if the employee fails to return to work after FMLA leave.

The Notice of Rights and Responsibilities should be accompanied by any required certification form.

The Notice of Rights and Responsibilities will also include notice that employees on FMLA leave must report their status and intention regarding returning to work to the division at least every four weeks.

If the information provided by the Notice of Rights and Responsibilities changes, the division will, within five business days of receipt of the employee's first notice of need for leave subsequent to any change, provide written notice referencing the prior notice and setting forth any of the information in the Notice of Rights and Responsibilities that has changed.

Designation Notice GBDH-E4 (Form WH-382)

When the division has enough information to determine whether the leave is being taken for a FMLA-qualifying reason, the division should give the employee written notice whether the leave will be designated and will be counted as FMLA leave within five business days. If the division determines that the leave will not be designated as FMLA-qualifying, the division must inform the employee of that determination. The division will also notify the employee that paid leave must be substituted for unpaid FMLA leave or that paid leave taken under an existing leave plan be counted as FMLA leave at the time of designating the FMLA leave.

If the division will require the employee to present a fitness-for-duty certification to be restored to employment after taking leave for a continuous period of time, the division will provide notice of the requirement with the Designation Notice. If the division will require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the employee's position, the division must so indicate in the Designation Notice and must include a list of the essential functions of the employee's position.

If the division has reasonable safety concerns regarding the ability of an employee who is returning to work after intermittent or reduced leave schedule to perform his or her duties based on the serious health condition for which the employee took leave, it may require the employee to submit a fitness for duty certification unless one has been submitted within the past 30 days.

If the leave is not designated as FMLA leave because it does not meet the requirements of the FMLA, the notice to the employee that the leave is not designated as FMLA leave may be in the form of a simple written statement.

If the information provided by the division to the employee in the Designation Notice changes, the division will provide, within five business days of receipt of the employee's first notice of need for leave subsequent to any change, written notice of the change.

The division will notify the employee of the amount of leave counted against the employee's FMLA leave entitlement. If the amount of leave needed is known at the time the employer designates the leave as FMLA-qualifying, the division must notify the employee of the number of hours, days, or weeks that will be counted against the employee's FMLA leave entitlement in the Designation Notice. If it is not possible to provide the hours, days, or weeks that will be counted against the employee's FMLA leave entitlement, then the division must provide notice of the amount of leave counted against the employee's FMLA leave entitlement upon request by the employee but no more often than once in a 30-day period and only if leave was taken in that period.

The division's decision to designate leave as FMLA-qualifying will be based only on information received from the employee or the employee's spokesperson. If the division does not have sufficient information about the reason for an employee's use of leave, the division will inquire further of the employee or the spokesperson to ascertain whether leave is potentially FMLA-qualifying. Once the division has knowledge that the leave is being taken for a FMLA-qualifying reason, the division will provide the employee the notice described in this subsection.

An employee giving notice of the need for FMLA leave must explain the reasons for the needed leave so as to allow the division to determine whether the leave is FMLA-qualifying. If the employee fails to explain the reasons, leave may be denied.

Leave for the Birth, Adoption or Foster Placement of a Child

The employee's entitlement to leave for a birth, adoption or foster placement of a child expires at the end of the twelve-month period beginning on the date of the birth, adoption or foster placement. Leave taken for the birth, adoption or foster placement of a child may be taken intermittently or on a reduced leave schedule if the superintendent agrees to such an arrangement.

If the necessity for leave for the birth, adoption or foster placement of a child is foreseeable based on an expected birth or placement, the employee shall provide the school division with not less than 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave. If the date of the birth or placement requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable. The employee's notice should be sufficient to make the division aware that the employee needs FMLA-qualifying leave and of the anticipated timing and duration of the leave.

Leave Because of a Serious Health Condition of Employee

Employees are entitled, when medically necessary, to take such leave on an intermittent or reduced leave schedule except as provided below.

If the necessity for leave is foreseeable based on planned medical treatment, the employee shall:

1. make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the division; and
2. provide the division with at least 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave. If the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

The employee's notice should be sufficient to make the division aware that the employee needs FMLA-qualifying leave and of the anticipated timing and duration of the leave.

The School Board may require that a request for leave because of the employee's own serious health condition be supported by a certification issued by a health care provider of the employee. The division may use Form WH-380-E (GBDH-E1) for this certification. The division should request that the employee furnish certification when the employee gives notice of the need for leave or within five business days thereafter, or, in the case of unforeseen leave, within five business days after the leave begins. The division may request certification at a later date if it later has reason to question the appropriateness of the leave or its duration. The employee must provide a complete and sufficient certification within 15 calendar days after the division's request. When the division requests certification, it will advise the employee of the anticipated consequences of the employee's failure to provide adequate certification.

Certification will be sufficient if it states:

1. the name, address, telephone number and fax number of the health care provider and the type of medical practice/specialization;
2. the approximate date on which the serious health condition commenced;
3. a statement or description of appropriate medical facts regarding the employee's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for leave; and
4. information sufficient to publish that the employee is unable to perform the essential functions of his or her position, the nature of any other work restrictions, and the likely duration of such liability.

If an employee requests leave on an intermittent or reduced leave schedule for planned medical treatment of his/her serious health condition, the certification shall include information sufficient to establish the medical necessity for the intermittent leave or leave on a reduced leave schedule, and an estimate of the dates on which such treatment is expected to be given and the duration of such treatment and any period of recovery.

If an employee requests leave on an intermittent or reduced leave schedule because of his or her own serious health condition that may result in unforeseeable episodes of incapacity, the certification shall include information sufficient to establish the medical necessity for the intermittent leave or leave on a reduced leave schedule, and an estimate of the frequency and duration of the episodes of incapacity.

If the employee submits a complete and sufficient certification signed by the health care provider, the division may not request additional information from the health care provider. However, the division may contact the health care provider for purposes of clarification and authentication of the medical certification. To make such contact, the division must use a health care provider, human resources professional, a leave administrator, or a management official. The employee's direct supervisor may not contact the employee's health care provider.

If the school division doubts the validity of a certification, it may require, at its own expense that the employee obtain the opinion of a second health care provider designated or approved by the school division concerning any information certified. The health care provider designated or approved by the school division may not be employed by the school division on a regular basis.

If the second opinion differs from the original certification, the school division may require, at its own expense, that the employee obtain the opinion of a third health care provider designated or approved jointly by the school division and the employee concerning information certified. The opinion of the third health care provider will be binding on both the school division and the employee.

Leave Because of a Serious Health Condition of Child, Spouse, or Parent of Employee

Family and medical leave shall be provided when the employee is needed to care for his/her spouse, child or parent with a serious health condition, as defined above. Employees are entitled, when medically necessary, to take such leave on an intermittent or reduced leave schedule except as provided below.

If the necessity for leave is foreseeable based on planned medical treatment, the employee shall:

1. make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the division; and
2. provide the division with at least 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave. If the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

The employee's notice should be sufficient to make the division aware that the employee needs FMLA-qualifying leave and the anticipated timing and duration of the leave.

The School Board may require that a request for leave to care for an employee's spouse, parent, or child with a serious health condition be supported by a certification issued by a health care provider of the family member in need of care. The division may use Form WH-380-F (GBDH-E2) for this medical certification. The division should ask the employee to furnish certification when the employee gives notice of the need for leave or within five business days thereafter, or, in the case of unforeseen leave, within five business days after the leave begins. The division may request certification at some later date if it has reason to question the appropriateness of the leave or its duration. The employee must provide the requested certification within 15 calendar days after the division's request. When the division requests certification, it will advise the employee of the anticipated consequences of the employee's failure to provide adequate certification.

Certification will be sufficient if it states:

1. the name, address, telephone number, and fax number of the health care provider and type of medical practice/specialization;
2. the approximate date on which the serious health condition commenced and its probable duration;
3. a statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for leave; and
4. information sufficient to establish that the family member is in need of care and an estimate of the frequency and duration of the leave required to care for the family member.

If an employee requests leave on an intermittent or reduced leave schedule for planned medical treatment of a family member's serious health condition, the certification shall include information sufficient to establish the medical necessity for such intermittent or reduced schedule leave and an estimate of the dates on which such treatment is expected to be given and the duration of such treatment.

If an employee requests leave on an intermittent reduced leave schedule in order to care for a family member with a serious health condition, the certification shall include a statement that the employee's intermittent leave or leave on a reduced leave schedule is necessary for the care of the son, daughter, parent, or spouse who has a serious health condition, or will assist in their recovery, and the expected duration and schedule of the intermittent leave or reduced leave schedule.

If the employee submits a complete and sufficient certification signed by the health care provider, the division may not request additional information from the health care provider. However, the division may contact the health care provider for purposes of clarification and authentication of the medical certification. To make such contact, the division must use a health care provider, human resources professional, a leave administrator, or a management official. The employee's direct supervisor may not contact the employee's health care provider.

If the school division doubts the validity of a certification, it may require, at its own expense that the employee obtain the opinion of a second health care provider designated or approved by the school division concerning any information certified. The health care provider designated or approved by the school division may not be employed by the school division on a regular basis.

If the second opinion differs from the original certification, the school division may require, at its own expense, that the employee obtain the opinion of a third health care provider designated or approved jointly by the school division and the employee concerning information certified. The opinion of the third health care provider will be binding on both the school division and the employee.

Leave to Care for a Covered Servicemember

If the necessity for leave is foreseeable based on planned medical treatment for a serious injury or illness of a covered servicemember, the employee shall:

1. make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the division; and
2. provide the division with at least 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave. If the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

The employee's notice should be sufficient to make the division aware that the employee needs FMLA-qualifying leave and the anticipated timing and duration of the leave.

The School Board may require that a request for leave to care for a covered servicemember with a serious injury or illness be supported by a certification issued by the health care provider of the covered serviceperson. The certification may be completed by a ~~United States Department of Defense (DOD) health care provider, a United States Department of Veterans Affairs (VA) health care provider, a DOD TRICARE network authorized private~~ any health care provider, ~~or a DOD non-network TRICARE authorized health care provider listed in 29 C.F.R. 825.310(a).~~ The employee shall provide, in a timely manner, a copy of such certification to the school division.

Certification will be sufficient if it states:

1. the name, address, and appropriate contact information (telephone number, fax number, and/or email address) of the health care provider, the type of medical practice, the medical specialty, and whether the health care provider is one of the following: a (DOD) health care provider, a United States Department of Veterans Affairs (VA) health care provider, a DOD TRICARE network authorized private health care provider, or a DOD non-network TRICARE authorized health care provider or a health care provider as defined in 29 C.F.R. 825.125;
2. whether the covered servicemember's injury or illness was incurred in the line of duty on active duty;
3. the approximate date on which the serious health condition or serious injury or illness commenced or was aggravated and its probable duration;
4. a statement or description of approximate medical facts regarding the covered servicemember's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for leave; and
5. information sufficient to establish that the covered servicemember is in need of care and whether the covered service member will need care for a single continuous period of time, including any time for treatment and recovery, and an estimate as to the beginning and ending dates for this period of time.

If an employee requests FMLA leave on an intermittent or reduced leave schedule for planned medical treatment appointments for the covered servicemember, the certification must state that there is a medical necessity for the covered servicemember to have such periodic care and must contain an estimate of the treatment schedule of such appointments.

If an employee requests FMLA leave on an intermittent or reduced schedule basis to care for a covered servicemember other than for planned medical treatment, the certification must contain a statement that there is a medical necessity for the covered servicemember to have such periodic care, and must contain an estimate of the frequency and duration of the periodic care.

In addition to the information listed above, the division may also request that the certification set forth the information on Form WH-385 (GBDH-E6).

In lieu of Form WH-385, the division will accept invitational travel orders (ITOs) or invitational travel authorizations (ITAs) issued to any family member to join an injured or ill servicemember at his or her bedside. An ITO or ITA is sufficient certification for the duration of time specified in the ITO or ITA. During that time period, the employee may take leave to care for the covered servicemember in a continuous block of time or on an intermittent basis.

The information on the certification must relate only to the serious injury or illness for which the current need for leave exists. The division may seek authentication or clarification of the certification, ITO, or ITA but may not seek second or third opinions. The division may require an employee to provide confirmation of covered family relationship to the seriously injured or ill servicemember.

The division will also accept as sufficient certification of the servicemember's serious health injury or illness documentation indicating the servicemember's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Leave Related to a Qualifying Exigency arising from Covered Active Duty or a Call to Active Duty

If the necessity for leave because of a qualifying exigency arising from the fact that a family member is on covered active duty or has been notified of an impending call to covered active duty is foreseeable, the employee shall give such notice to the school division as is reasonable and practicable. The employee's notice should be sufficient to make the division aware that the employee needs FMLA-qualifying leave and the anticipated timing and duration of the leave.

The first time an employee requests leave because of a qualifying exigency arising out of the covered active duty or call to covered active duty status (or notification of an impending call or order to covered actions duty) of a ~~covered~~-military member, the division may require the employee to provide a copy of the ~~covered~~ military member's active duty orders or other documentation issued by the military which indicates that the ~~covered~~-military member is on covered active duty or call to covered active duty status in support of a contingency operation and the dates of the ~~covered~~-military member's covered active duty service. A copy of new active duty orders or other documentation issued by the military shall be provided to the division if the need for leave because of a qualifying exigency arises out of a different covered active duty or call to covered active duty status (or notification of an impending call or order to covered actions duty) of the same or a different ~~covered~~-military member.

A request for leave because of a qualifying exigency must be supported by

1. a statement or description signed by the employee of appropriate facts regarding the qualifying exigency for which FMLA leave is requested. The facts must be sufficient to support the need for leave;
2. the approximate date on which the qualifying exigency commenced or will commence;
3. the beginning and ending dates of absence if the employee requests leave because of a qualifying exigency for a single, continuous period of time;
4. an estimate of the frequency and duration of the qualifying exigency if the employee requests leave because of a qualifying exigency on an intermittent or reduced schedule basis; ~~and~~
5. if the qualifying exigency involves meeting with a third party, appropriate contact information for the individual or entity with whom the employee is meeting and a brief description of the purpose of the meeting; ~~and~~
6. if the qualifying exigency involves Rest and Recuperation leave, a copy of the military member's Rest and Recuperation orders, or other documentation issued by the military which indicates that the military member has been granted Rest and Recuperation leave, and the dates of the military member's Rest and Recuperation leave.

The division may use Form WH-384 (GBDH-E5) for this certification.

Rules for Intermittent and Reduced Schedule Leave

When permitted by the FMLA, intermittent and reduced schedule leave may be used until the aggregate amount of such leave equals twelve weeks or 26 weeks if the leave is taken to care for a covered servicemember in the employee's rolling year. However, when the employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment the school division may temporarily transfer the employee to an available alternative position with equivalent pay and benefits that better accommodates the employee's intermittent or reduced schedule leave.

When an eligible employee employed principally in an instructional capacity requests leave to care for a family member with a serious health condition, leave because of the employee's own serious health condition, or leave to care for a covered servicemember and the leave is foreseeable based on planned medical treatment

and the employee would be on leave for greater than 20 percent of the total number of working days in the period during which the leave would extend, the school division may require the employee to elect either

1. to take leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or
2. to transfer temporarily to an available alternative position offered by the school division for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave than the employee's regular employment position.

The school division may require an employee to make such an election when the employee has:

1. made a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the division, subject to the approval of the health care provider; and
2. has provided the division with not less than 30 days' notice before the date the leave is to begin, of the employee's intention to take leave, except that if the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

Rules for Husband and Wife Employed by the Gloucester County School Division

A husband and wife who are both eligible for family and medical leave and are employed by the Gloucester County school division shall be granted family and medical leave only for a combined total of twelve weeks per year when the leave is taken for the birth, foster placement, or adoption of a child or to care for the child after birth, adoption, or foster placement and to care for a parent with a serious health condition.

A husband and wife who are both eligible for family and medical leave and are employed by the Gloucester County school division shall be granted family and medical leave only for a combined total of 26 workweeks per year if the leave:

1. is taken to care for a covered servicemember; or
2. is taken as a combination of leave to care for a covered servicemember and leave for the birth, foster placement, or adoption of a child or to care for the child after birth, adoption, or foster placement or to care for a parent with a serious health condition. However, if the leave taken by the husband and wife includes leave for the birth, foster placement, or adoption of a child or to care for the child after birth, adoption, or foster placement or to care for a parent with a serious health condition, the leave for that reason shall be limited to 12 workweeks per year.

Benefits During Family and Medical Leave

Employees on family and medical leave shall receive the group health insurance plan coverage on the same conditions as coverage would have been provided if the employee had been working during the period of leave. Other benefits shall be provided according to Gloucester County school division policy for paid or unpaid leave, whichever applies.

If the employee fails to return to work when the period of leave to which he or she is entitled expires for any reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to leave, or other circumstances beyond the employee's control, the school division may recover the premium it paid for maintaining the employee's coverage during the period of unpaid leave in accordance with federal law.

Return to Work

An employee on family and medical leave shall provide the division at least two work days' notice of the intent to return to work. The employee shall be returned to the same or equivalent position at the end of the family and medical leave unless the division shows that the employee would not otherwise have been employed at the time reinstatement is requested.

The following return to work provisions applies to instructional employees:

1. If an instructional employee begins family and medical leave more than five (5) weeks before the end of an academic term, the employee may be required to continue taking leave until the end of the term if the leave is at least three (3) weeks in duration and the return to work would occur during the last three (3) weeks of the academic term.
2. If an instructional employee begins family and medical leave for a purpose other than the employee's own serious health condition during the five (5) week period before the end of an academic term, the employee may be required to continue taking leave until the end of the academic term if the leave is longer than two (2) weeks in duration and the return to work would occur during the last two (2) weeks of the term.
3. If an instructional employee begins family and medical leave a) because of the birth, adoption, or foster care placement of a son or daughter of the employee, b) to care for a family member with a serious health condition, or c) to care for a covered service member during the three (3) week period before the end of an academic term, the employee may be required to continue taking leave until the end of an academic term if the leave is longer than five (5) working days in duration.

If an instructional employee is required to continue leave until the end of an academic term, only the period of leave until the employee is ready and able to return to work shall be counted against the family and medical leave entitlement. However, the division must continue the group health insurance coverage under the same conditions as if the employee were working.

Outside Employment

An employee who is on family and medical leave may not engage in employment for any other employer or self-employment while on leave. Falsification of records and failure to correct records known to be false are violations of this policy and will result in discipline which may include termination from employment.

ADOPTED: July 1, 1994

REVISED: July 13, 2004
 April 14, 2008
 June 10, 2008
 April 14, 2009
 April 13, 2010
November 12, 2013

LEGAL REFERENCES: 29 U.S.C. §§ 207, 2611, 2612, 2613, 2614, 2618, 2619.

29 C.F.R. 825.110, 825.115, 825.124, 825.125, 825.200, 825.203, 825.207, 825.300, 825.301, 825.302, 825.303, 825.305, 825.306, 825.307, 825.309, 825.310, 825.311, 825.312, 825.600, 825.602, 825.603, 825.800.

CROSS REFERENCES: GBDG Staff Leave
 GBDH-E1 Certification of Health Care Provider for Employee's Serious Health Condition
 GBDH-E2 Certification of Health Care Provider for Family Member's Serious Health Condition
 GBDH-E3 Notice of Eligibility and Rights & Responsibilities
 GBDH-E4 Designation Notice
 GBDH-E5 Certification of Qualifying Exigency for Military Family Leave
 GBDH-E6 Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave
GBDH-E7 Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave
 GBDH-P Employee Rights and Responsibilities Under the Family and Medical Leave Act (Poster)

PERSONNEL RECORDS

Present and past employees shall have access to their personnel files and records, which are maintained by the Gloucester County School Division in the Office of Human Resources. No separate employee files shall be maintained which are not available for that employee's inspection.

If information relative to employment is requested by banks or other establishments or individuals, written permission from the employee to release such information must be sent to the Office of Human Resources. The Director of Human Resources will comply to a judicial order, a lawfully issued subpoena, the Virginia Freedom of Information of Act (Va. Code § ~~2.2-2700~~ 2.2-3700 et. seq.), or other law or court order. The employee will be notified of the request for records.

The superintendent is responsible for maintaining a system of personnel records for all employees of the School Board. Personnel files of all school board employees may be reproduced and maintained in digital or paper format.

Teacher performance indicators, or other data used to judge the performance or quality of a teacher, maintained in a teacher's personnel file or otherwise is confidential but may be disclosed (i) pursuant to court order, (ii) for the purposes of a grievance proceeding involving the teacher, or (iii) as otherwise required by state or federal law. Nothing in this policy prohibits the release of or limits the availability of non-identifying, aggregate teacher performance indicators or other data.

ADOPTED:	February 8, 1983
REVISED:	November 11, 1986 July 1, 1991 December 14, 2004 October 10, 2006 September 10, 2013 <u>November 12, 2013</u>
LEGAL REFERENCES:	Code of Virginia, 1950, as amended, §§ 2.2-3700 et seq., 2.2-3800 et seq., 22.1-295.1, and 40.1-28.7:4.
CROSS REFERENCE:	GBLA Third Party Complaints Against Employees

LOCAL LICENSES FOR TEACHERS

The Gloucester County School Board will not issue any local teacher licenses after July 1, 2013.

~~The Gloucester County School Board recognizes that some high quality teachers may not meet the requirements for a state issued, Board of Education collegiate or postgraduate professional license. Therefore, to ensure the placement of high quality teachers, the School Board will offer a one year local teacher license, renewable for no more than two (2) one year terms, to qualified individuals who meet the requirements of this policy. If a teacher employed under a local teacher license is activated or deployed for military service within a school year (July 1 – June 30), the School Board may provide an additional year to the teacher's local teacher license for each school year or portion thereof the teacher is activated or deployed. The additional year or years shall be granted the following year or years after the return of the teacher from deployment or activation.~~

Qualifications

~~———— To be eligible for a local teaching license, an individual must have the following qualifications:~~

- ~~• ——— a baccalaureate degree from an accredited college or university.~~
- ~~• ——— appropriate experience or training in a relevant subject or content area.~~
- ~~• ——— complete a Gloucester County Public Schools' Individualized Licensure Plan (ILP) with ——— the licensure specialist in the human resources department.~~

~~No local teacher license will be issued to teachers providing instruction in:~~

- ~~• ——— special education~~
- ~~• ——— courses that represent core academic areas as defined by the federal No Child Left Behind Act of 2001, which currently include English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography~~

~~Individuals eligible for a collegiate professional or postgraduate professional license issued by the state Board of Education shall not be eligible for a local teacher license.~~

Conditions/Requirements

The following provisions apply to teachers with local teacher licenses issued prior to July 1, 2013.

~~Teachers employed under a local license shall be are considered probationary teachers and ~~shall not be are not~~ eligible for continuing contract status. Locally licensed teachers who obtain a state collegiate professional or postgraduate professional license must serve a three year probationary period after attaining such license before being eligible for continuing contract status. During the three year local license period, teachers shall complete any training specified by the division superintendent, school board or the state Board of Education. Such training shall include curriculum and instruction, education technology, reading and other specific course content relating to the Standards of Learning, differentiation of instruction, classroom/behavior management and human growth and development.~~

~~The Board of Education shall issue a collegiate professional or postgraduate professional license to teachers employed under a local license if the following conditions are satisfied:~~

- ~~• the superintendent and school board recommend the teacher for state licensure.~~

- ~~the teacher completes three successful years of teaching experience under a local license. The success must be certified by the superintendent and school board.~~
- ~~the teacher earns a satisfactory score on the professional teacher's examination required by the state Board of Education.~~
- ~~the teacher completes other standards as may be prescribed by the state Board of Education.~~

Locally licensed teachers who obtain a state collegiate professional or postgraduate professional license must serve a three year probationary period after attaining such license before being eligible for continuing contract status.

~~No more than ten percent of teachers employed by the school board may hold a local license. This figure shall be determined based on the number of teachers employed during the preceding year. The local license shall be valid only in the school division that issues the license.~~

Application Process

~~Any classroom teacher candidate may apply in writing to the superintendent for a local teaching license. Application for a local license shall include evidence of satisfying the eligibility criteria above. The superintendent or designee shall review each application and decide whether to recommend to the school board that the applicant be granted a local license. Upon recommendation of the superintendent, the school board may issue a local license to satisfactory applicants.~~

Reporting

~~Upon request, the The school board~~ School Board shall report information about teachers employed under a local license to the Board of Education.

ADOPTED: November 9, 2004

REVISED: August 12, 2008
November 12, 2013

LEGAL REFERENCES: ~~20 U.S.C. § 7801(11).~~
Code of Virginia, as amended, §§ ~~22.1-298, 22.1-299 and 22.1-299.3~~ 22.1-303.

Acts 2013, cc. 588, 650.

CROSS REFERENCES: GC Professional Staff
GCG Professional Staff Probationary Term and Continuing Contract
GCPD Professional Staff Discipline

LOCALLY AWARDED VERIFIED CREDITS

Generally

The Gloucester County School Board awards verified credits toward a standard diploma in science and history/social sciences in accordance with this policy.

No student may earn more than three locally awarded verified credits except as noted below.

To be eligible to earn locally awarded verified credits, a student must:

- pass the high school course and not pass the related Standards of Learning test;
- take the Standards of Learning test at least twice;
- score within a 375-399 scale score range on any administration of the Standards of Learning test; and
- demonstrate achievement in the academic content through the appeal process described below.

Locally Awarded Verified Credits as Credit Accommodations

In addition to verified credits in science and history/social sciences, the School Board may also award verified credits toward a standard diploma in reading, writing and mathematics to students with disabilities as credit accommodations for the standard diploma. For students with disabilities (current IDEA and 504), the School Board may also award verified credits toward a standard diploma in reading, writing and mathematics as credit accommodations for the standard diploma. To be eligible for such credit accommodations, students with disabilities must meet all criteria established by Virginia law or regulation and eligibility for such credit accommodations must be established in the student's Individualized Education Plan (IEP) or Section 504 plan. There is no maximum number of locally awarded verified credits that a student with a disability may earn toward a standard diploma.

Appeal Process

The Gloucester County School Board shall appoint a review panel comprised of at least three educators. Different panels may be appointed for individual schools or groups of schools. ~~An IEP or 504 Team may serve as the review panel for students with disabilities.~~

The review panel will review information which provides evidence of the student's achievement of adequate knowledge of the Standards of Learning content. The panel will have discretion in determining the information it will consider. That information may include, but is not limited to, results of classroom assignments, division-wide exams, course grades, and additional academic assignments (e.g. papers, projects, essays or written questions) as the panel deems appropriate.

Based on the review of evidence, the review panel may:

- award the verified credit,
- deny the verified credit,
- suggest participation in a remedial program and retesting; or
- make additional academic assignments prior to determining whether to award the verified credit.

The decision of the review panel may be appealed to the School Board in accordance with regulations developed by the Board.

ADOPTED: November 12, 2002

REVISED: January 9, 2007
September 10, 2013
November 12, 2013

LEGAL REFERENCES: 8 VAC 20-131-110.B.3.

~~Proposed Emergency Regulations~~ 8 VAC 20-131-5, (Virginia Register of Regulations May 6, 2013)

8 VAC 20-131-50, (Virginia Register of Regulations May 6, 2013)

2013) (attachment 105-13

Guidelines for Standard Diploma Credit Accommodations for Students with Disabilities (Virginia Department of Education March 28, to Virginia Department of Education Superintendent's Memo No. (Apr. 19, 2013).

Additional Guidance on Credit Accommodations for Students with Disabilities July 2013 (Attachment A to Superintendent's Memo No. 191-13 issued July 26, 2013)

Guidelines for Local School Boards to Award Verified Credits for the Standard Diploma to Transition Students (attachment to Virginia Department of Education Superintendent's Memo No. 52 (Aug. 9, 2002)), as amended by the Board of Education on October 25, 2006.

Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave (Family and Medical Leave Act)

U.S. Department of Labor Wage and Hour Division



OMB Control Number: 1235-0003 Expires: 2/28/2015

Notice to the EMPLOYER

The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking military caregiver leave under the FMLA leave due to a serious injury or illness of a covered veteran to submit a certification providing sufficient facts to support the request for leave. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 CFR 825.310. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees or employees' family members, created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 CFR 1630.14(c)(1), if the Americans with Disabilities Act applies.

SECTION I: For completion by the EMPLOYEE and/or the VETERAN for whom the employee is requesting leave

INSTRUCTIONS to the EMPLOYEE and/or VETERAN: Please complete Section I before having Section II completed. The FMLA permits an employer to require that an employee submit a timely, complete, and sufficient certification to support a request for military caregiver leave under the FMLA leave due to a serious injury or illness of a covered veteran. If requested by the employer, your response is required to obtain or retain the benefit of FMLA-protected leave. 29 U.S.C. 2613, 2614(c)(3). Failure to do so may result in a denial of an employee's FMLA request. 29 CFR 825.310(f). The employer must give an employee at least 15 calendar days to return this form to the employer.

(This section must be completed before Section II can be completed by a health care provider.)

Part A: EMPLOYEE INFORMATION

Name and address of employer (this is the employer of the employee requesting leave to care for a veteran):

Name of employee requesting leave to care for a veteran:

First Middle Last

Name of veteran (for whom employee is requesting leave):

First Middle Last

Relationship of employee to veteran:

Spouse [] Parent [] Son [] Daughter [] Next of Kin [] (please specify relationship):

Part B: VETERAN INFORMATION

- (1) Date of the veteran's discharge:

- (2) Was the veteran **dishonorably** discharged or released from the Armed Forces (including the National Guard or Reserves)? Yes No

- (3) Please provide the veteran's military branch, rank and unit at the time of discharge:

- (4) Is the veteran receiving medical treatment, recuperation, or therapy for an injury or illness?
Yes No

Part C: CARE TO BE PROVIDED TO THE VETERAN

Describe the care to be provided to the veteran and an estimate of the leave needed to provide the care:

SECTION II: For completion by: (1) a United States Department of Defense (“DOD”) health care provider; (2) a United States Department of Veterans Affairs (“VA”) health care provider; (3) a DOD TRICARE network authorized private health care provider; (4) a DOD non-network TRICARE authorized private health care provider; or (5) a health care provider as defined in 29 CFR 825.125.

INSTRUCTIONS to the HEALTH CARE PROVIDER: The employee named in Section I has requested leave under the military caregiver leave provision of the FMLA to care for a family member who is a veteran. For purposes of FMLA military caregiver leave, a serious injury or illness means an injury or illness incurred by the servicemember in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the servicemember’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the servicemember became a veteran, and is:

- (i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember’s office, grade, rank, or rating; or
- (ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
- (iii) a physical or mental condition that substantially impairs the covered veteran’s ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
- (iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans’ Affairs Program of Comprehensive Assistance for Family Caregivers.

A complete and sufficient certification to support a request for FMLA military caregiver leave due to a covered veteran’s serious injury or illness includes written documentation confirming that the veteran’s injury or illness was incurred in the line of duty on active duty or existed before the beginning of the veteran’s active duty and was aggravated by service in the line of duty on active duty, and that the veteran is undergoing treatment, recuperation, or therapy for such injury or illness by a health care provider listed above. Answer fully and completely all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as “lifetime,” “unknown,” or “indeterminate” may not be sufficient to determine FMLA military caregiver leave coverage. Limit your responses to the veteran’s condition for which the employee is seeking leave.

(Please ensure that Section I has been completed before completing this section. Please be sure to sign the form on the last page and return this form to the employee requesting leave (See Section I, Part A above). **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION.**)

Part A: HEALTH CARE PROVIDER INFORMATION

Health care provider’s name and business address:

Telephone: () _____ Fax: () _____ Email: _____

Type of Practice/Medical Specialty: _____

Please indicate if you are:

a DOD health care provider

a VA health care provider

a DOD TRICARE network authorized private health care provider

a DOD non-network TRICARE authorized private health care provider

other health care provider

PART B: MEDICAL STATUS

Note: If you are unable to make certain of the military-related determinations contained in Part B, you are permitted to rely upon determinations from an authorized DOD representative (such as, DOD Recovery Care Coordinator) or an authorized VA representative.

(1) The Veteran's medical condition is:

- A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating.
- A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service Related Disability Rating (VASRD) of 50% or higher, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave.
- A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment.
- An injury, including a psychological injury, on the basis of which the covered veteran is enrolled in the Department of Veterans' Affairs Program of Comprehensive Assistance for Family Caregivers.
- None of the above.

(2) Is the veteran being treated for a condition which was incurred or aggravated by service in the line of duty on active duty in the Armed Forces? Yes No

(3) Approximate date condition commenced: _____

(4) Probable duration of condition and/or need for care: _____

(5) Is the veteran undergoing medical treatment, recuperation, or therapy for this condition? Yes No

If yes, please describe medical treatment, recuperation or therapy:

PART C: VETERAN'S NEED FOR CARE BY FAMILY MEMBER

"Need for care" encompasses both physical and psychological care. It includes situations where, for example, due to his or her serious injury or illness, the veteran is unable to care for his or her own basic medical, hygienic, or nutritional needs or safety, or is unable to transport him or herself to the doctor. It also includes providing psychological comfort and reassurance which would be beneficial to the veteran who is receiving inpatient or home care.

(1) Will the veteran need care for a single continuous period of time, including any time for treatment and recovery? Yes No

If yes, estimate the beginning and ending dates for this period of time: _____

(2) Will the veteran require periodic follow-up treatment appointments? Yes No

If yes, estimate the treatment schedule: _____

- (3) Is there a medical necessity for the veteran to have periodic care for these follow-up treatment appointments?
Yes No
- (4) Is there a medical necessity for the veteran to have periodic care for other than scheduled follow-up treatment appointments (e.g., episodic flare-ups of medical condition)? Yes No

If yes, please estimate the frequency and duration of the periodic care:

Signature of Health Care Provider: _____ Date: _____

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years, in accordance with 29 U.S.C. 2616; 29 CFR 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION; RETURN IT TO THE EMPLOYEE REQUESTING LEAVE (As shown in Section I, Part "A" above).**

CONSENT FOR RELEASE OF STUDENT DATA/RECORDS

Student Name: _____ Date of Birth _____

Name of School _____ School ID # _____

Student Address _____

Home Telephone #: _____

Parent/Legal Guardian (1) Mobile Telephone # _____

Parent/Legal Guardian (2) Mobile Telephone # _____

I authorize the Gloucester County Public Schools Division to release to the individual or Agency identified below identifying educational/medical data and records (the "Records") of the student listed above. I understand that in addition to educational records and data, such Records may also contain health information pertaining to diagnosis and treatments, immunization records, suspensions/office referral data, attendance data, referrals to student service teams, as well as written communications with school staff related to mental health interventions.

Time Period During Which Release of Student/Data is Authorized:

From: Date that form is signed below.

Until:

Name of Authorized Individual or Agency

Name and Title _____

Agency Name (if applicable) _____

Address (1) _____

Address (2) _____

Email Address _____

Phone Number _____

Fax Number _____

Signature of Parent/Guardian _____

Name of Parent/Guardian _____

Relationship to Student _____

Date _____

Witness _____

ADOPTED: November 12, 2013

CROSS REFERENCE: JOD Release of Student Data/Records

REVENUE REPORT

ACTUAL REVENUES
September 30, 2013

SOURCE	BALANCE		
	BUDGET	ACTUAL YTD	FAVORABLE (UNFAVORABLE)
COUNTY CONTRIBUTION	\$ 22,603,728	\$ 3,127,856	\$ (19,475,872)
MISCELLANEOUS LOCAL	\$ 127,589	\$ 40,275	\$ (87,314)
STATE FUNDS	\$ 26,358,025	\$ 5,050,441	\$ (21,307,584)
FEDERAL FUNDS	\$ 3,077,183	\$ (36,149)	\$ (3,113,332)
TOTAL	<u>52,166,525</u>	<u>8,182,423</u>	<u>(43,984,102)</u>

EXPENDITURE REPORT

ACTUAL EXPENDITURES
September 30, 2013

CATEGORY	BALANCE			
	BUDGET	ACTUAL YTD	ENCUMBRANCE	FAVORABLE (UNFAVORABLE)
INSTRUCTION	\$ 37,542,495	\$ 4,643,540	\$ 42,536	\$ 32,856,419
ADMIN/ATTEND/HEALTH	\$ 2,407,980	\$ 480,252	\$ 12,000	\$ 1,915,728
TRANSPORTATION	\$ 3,950,451	\$ 531,036	\$ 91,818	\$ 3,327,597
OPERATION/MAINT	\$ 5,737,314	\$ 1,416,769	\$ 217,967	\$ 4,102,578
DEBT SERVICE	\$ 199,206	\$ 199,206	\$ -	\$ -
TECHNOLOGY	\$ 2,329,079	\$ 911,621	\$ 75,898	\$ 1,341,560
TOTAL	<u>\$ 52,166,525</u>	<u>\$ 8,182,424</u>	<u>\$ 440,219</u>	<u>\$ 43,543,882</u>
DEBT SERVICE	<u>\$ 2,486,554</u>	<u>\$ 1,738,654</u>	<u>\$ -</u>	<u>\$ 747,900</u>
SCHOOL CONSTRUCTION	<u>\$ 25,636,428</u>	<u>\$ 216,024</u>	<u>\$ 641,138</u>	<u>\$ 24,779,266</u>

gcw

**CENTRAL FOOD SERVICE
MONTHLY FINANCIAL STATEMENT
AS OF SEPTEMBER 30, 2013**

CHECKING BALANCE 9/01/13		\$ 702,015.84
LOCAL SALES	117,394.08	
CAFÉ PREPAY PAYMENTS	21,490.05	
FEDERAL REIMBURSEMENT		
STATE REIMBURSEMENT		
HEAD START		
CHECKING ACCOUNT INTEREST	78.69	
REBATES		
CATERING REVENUE	150.00	
FEES FOR DEPOSIT SLIPS		
RETURN CHECK COLLECTIONS	55.00	
RETURN CHECK FEES		
RETURN CHECK	(110.00)	
TOTAL MONTHLY REVENUE		139,057.82
PAYROLL	85,319.87	
EXPENDITURES	19,948.71	
TOTAL MONTHLY EXPENDITURES		105,268.58
CHECKING BALANCE 9/30/13		\$ 735,805.08
STATE REIMBURSEMENT		
FEDERAL REIMBURSEMENTS	119,454.43	
HEAD START	3,424.58	
UNCOLLECTED BAD CHECKS		
DEPOSITS NOT REFLECTED		
REBATES	35.00	
CATERING	641.82	
REFUNDS		
RECEIVABLE TOTAL		123,555.83
VENDOR DISBURSEMENTS	147,535.59	
INTERNAL CHARGES/PHONE		
OUTSTANDING CHECKS		
JUL/AUG 14 ESTIMATED ACCRUED PAYRC	13,311.59	
PAYABLE TOTAL		160,847.18
ADJUSTED BALANCE		\$ 698,513.73

GLOUCESTER COUNTY PUBLIC SCHOOLS
TRANSPORTATION DEPARTMENT
ANNE LANAN, DIRECTOR
"WE TRANSPORT PRECIOUS CARGO - CHILDREN"

	OCTOBER	MONTHLY DAILY AVERAGE	ANNUAL	ANNUAL DAILY AVERAGE
1. SUBSTITUTE REQUIREMENTS	230	10.46	355	9.6
* Trained New	4	0.27	4	0.27
* Contracted drivers lost due to retirement or resignation.	1	0.07	1	0.07
2. MAINTENANCE WORKLOAD				
* Workorders	79	3.6	134	3.6
* Breakdowns	6	0.3	10	0.3
3. FIELD TRIP REQUIREMENTS	121	5.5	156	4.22
4. SPARE BUS USAGE (All spares are 10+ years, and have over 100,000 miles).	199	9.04	353	9.54
5. SCHOOL BUS ROUTE ADJUSTMENTS				
* Student loads adjusted	5	0.21	21	0.56
* New routes added	0	0	1	0.002
6. ACCIDENTS				
* Non-driver fault				
* Driver fault				
* Repair cost	\$75.00	\$3.40	\$225.00	\$6.08
7. BUS UTILIZATION DATA				
* Registered students	4,542			
* Miles traveled (month)	126,742		213,399	
* Number bus stops	2,770			
8. SPECIAL EDUCATION DATA				
* Registered students	141			
* Miles traveled (month)	52,624		90,322	
9. DRUG & ALCOHOL TESTS				
* Drug	3		3	
* Alcohol	0		0	



Instructional Report October 2013

Bethel Elementary School

- Our first two All Pro Dads meetings have been a standing room only event. Mr. Washington is leading our group.
- Our librarian, Kim Hogge, has begun her weekly Open Library on Thursday afternoons for parents and students.
- Our Reading Specialists, Leonne Arsenovic, Rhonda Quinn, and Linda Clements, have begun their after school Reader's Theater once a week. They also held a Title One dinner for parents and students. Dinner was served to everyone with lots of helpful tips to parents on how to help their children complete homework and practice good reading skills at home.
- Bethel PTA sponsored a Theater IV presentation for all of our Bethel students. The theater company performed "Jamestown" in two sessions for our students. Our PTA also sponsored an autumn movie night for our families on October 18.
- The Gloucester Volunteer Fire Department provided our preschool and kindergarten classes with a Fire Prevention Program on October 17.
- Our kindergarten classes went on their first field trip to the local nursery Green Hands. Each student came back to Bethel with a large pumpkin!
- Mrs. Stanley held auditions for chorus. 59 students were selected. The chorus will have several opportunities to perform at Bethel and throughout the local community. Mrs. Stanley is also providing violin lessons twice a week to 5th grade students.
- Mrs. Turner is the Rappahannock Valley District PTA Reflections chairwoman. Students are being encouraged to submit original creations for the PTA Reflections competition. Mrs. Turner is also sponsoring an art extension opportunity for students. Mrs. Turner is displaying a JMU art student exhibit in our school showcases.
- Kim Hogge and Lori Goings are our new SCA sponsors. Students campaigned for a week, gave speeches, and held elections. Our SCA officers and representatives will learn how to run meetings as elected officials and plan charitable activities for our student body.
- Mr. Deane, 4th and 5th grade science teacher took his 5th grade classes on the nature trail behind Peasley to gather water samples for the students to analyze.
- Our students were treated to a Battle of the Hook re-enactors assembly on Friday, October 18. Many students also went to the actual event because of the re-enactors' presentation.
- Mrs. Lewis, our community coordinator, conducted a youth volunteer orientation. Eleven students were present. Bethel is very fortunate to have the resource of middle school students who choose to walk over from Peasley to volunteer during our last hour of school.

Gloucester High School

Spanish Honors Society Taking Off and Taking Notice

Sixteen seniors have met the criteria to be inducted into GHS' newly formed chapter of the National Spanish Honor Society, Los Duques de la Costa. These students will be formally inducted in the spring along with second semester Spanish III, Spanish IV Honors and Spanish V students who have also met the criteria to join this prestigious honor society.

NJROTC Continues Its Record of Service and Success

The NJROTC program has been busy during the month of October balancing their academic work with school and community service, competition, and real-life training experiences, including involvement in our Homecoming Activities, the Yorktown Days Parade, a mini Boot Camp at Fort Eustis, and Drill Meet competition on October 26th at Fort Lee where the cadets placed 2nd in the Uniform Personnel Inspection portion of the event.

Students Show their Appreciation during Pupil Transportation Appreciation Day

Ms. Mancil's Intellectually Disabled class, Mrs. Trueblood's Regional Multiple Disabilities class, and Ms. Coon's Regional Autism class GHS practiced their math and life skills by making no-bake cookies, packaging the cookies, and giving Thank You notes to each of their bus drivers and aides in recognition of pupil transportation appreciation day.

Anatomy Students Hear 1st Hand

Mr. David Edmondson, representative from LifeNet, spoke with Ms. Sandifer's Anatomy students about organ and tissue donation. He is a heart transplant recipient and shares his personal story as well as specific facts about the donation process. The experience proved to be a very thought provoking, life changing lesson for many of my students.

STEM Connects in the Classroom for Students and Teachers

Katie Johnson (Math) and George Roesch (Chemistry) recently served as guest speakers at William and Mary. They presented on the NASA STEM CONNECT program, which is an initiative they've been studying and bringing back to our school since attending a weeklong conference this past summer. Our teachers explained the program, showed their results and did a STEM lab with the attendees so they could take the lesson plan back to their schools. Ms. Johnson and Mr. Roesch will also be heading a Professional Development session for GCPS on November 5th, giving our teachers a chance to see how STEM labs work.

Landscaping Students Earn Certification

Eight senior landscaping students took their Pesticide Applicator exam on Wednesday, October 30th. This is a very challenging exam and is regulated by the Virginia Department of Agriculture and Consumer Sciences. Names will be shared in the next Instructional Report.

The Cavalier takes Honors Again

The Cavalier, the GHS yearbook, has been awarded a second place ranking for outstanding achievement in quality publications service to our school and community for our 2012-2013 publication. This is our sixth consecutive VHSL ranking publication. Members of the 2012-2013 Cavalier staff include: Editor-in-Chief Hannah Beverage, Jaqueline Bonnaville, Crystal Booker, Amanda DiSpirito, Sydney Early, Sarah Emerson, Mikaela Extine, Jessica Jackson, Kelsey Jones, Trevor Keener, Taylor Richards, Olivia Robinson, Harley Shifflett, Katelyn Simms, Fallon Smith, Hannah Stanford, Briannah Thompson, Emilee Toomey and Business Manager Wyatt Weaver. Mrs. Tricia Williams Rilee is the teacher advisor.

GLOUCESTER COUNTY PUBLIC SCHOOLS
OFFICE OF STUDENT SERVICES
RITA H. CARGILL-BROWN
MEMBERSHIP REPORT
2013-2014

DATE: October 28, 2013

	Total No. Students	No. of Classes
Abingdon		
Kindergarten	91	4
Grade 1	95	4
Grade 2	93	4
Grade 3	82	4
Grade 4	113	5
Grade 5	102	5
TOTAL	576	26

	Total No. Students	No. of Classes
Achilles		
Kindergarten	78	4
Grade 1	72	3
Grade 2	59	3
Grade 3	84	4
Grade 4	87	4
Grade 5	57	3
TOTAL	437	21

	Total No. Students	No. of Classes
Bethel		
Kindergarten	81	4
Grade 1	75	4
Grade 2	79	4
Grade 3	76	4
Grade 4	85	4
Grade 5	94	4
TOTAL	490	24

	Total No. Students	No. of Classes
Botetourt		
Kindergarten	89	4
Grade 1	105	5
Grade 2	81	4
Grade 3	81	4
Grade 4	112	5
Grade 5	109	5
TOTAL	577	27

	Total No. Students	No. of Classes
Petsworth		
Kindergarten	47	2
Grade 1	54	3
Grade 2	54	3
Grade 3	54	3
Grade 4	60	3
Grade 5	62	3
TOTAL	331	17
Regional	9	2

	Total No. Students
New Horizons	
Grade 2	1
Grade 3	1
Grade 7	3
Grade 9	1
Grade 11	2
Grade 12	3
TOTAL	11

TOTAL MEMBERSHIP

Page	Total No. Students	Peasley	Total No. Students
Grade 8	476	Grade 6	452
TOTAL	476	Grade 7	378
RASP*	1	TOTAL	830
		RASP*	

MEMBERSHIP BY GRADE

K	386
1	401
2	366
3	377
4	457
5	424
6	452
7	378
8	476
9	467
10	444
11	408
12	467

GED and RASP students are included in their respective school total
**New Horizon students are included in respective school's total

TOTAL

5503

MONTHLY SUSPENSION REPORT**

October

2013-2014

	ABG		ACH		BET		BOT		PETS		PAGE		PEA		GHS		Monthly Total		YTD		
	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	
WEAPON - possess ammunition (W1P)					1													1	0	1	0
WEAPON - knife less than 3", razor blades/box cutters (W8P)							1											1	0	1	0
CHEATING/LYING/FORGERY (S2V)			1															0	1	0	2
OTHER VIOLATIONS NOT LISTED (S3V)	1	2							1		2		7	2	1			4	12	6	20
TOTAL SERIOUS	1	2	0	2	2	1	3	1	1	1	7	4	3	11	26	53	41	72	73	100	
TOTAL SUSPENSIONS--EXTREMELY SERIOUS	0	0	0	0	0	0	0	0	0	0	2	0	1	1	5	0	8	3	14	4	
Total Suspensions ALL CATEGORIES	1	2	0	4	2	1	3	1	1	1	9	4	4	12	31	53	49	75	87	104	
TOTAL YEAR TO DATE ALL CATEGORIES	2	2	1	4	4	2	7	1	3	4	12	4	5	19	55	71	87	104	87	104	
TOTAL RECOMMENDATIONS FOR LONG TERM																		1		1	
TOTAL RECOMMENDATIONS FOR EXPULSION																		1		1	
Number of Students w/multiple out-of-school suspensions:																					
3 offenses																					
4 offenses																					
5 or more offenses																					

**Only offenses that have been violated are being reported



GLoucester County Public Schools

Office of Student Services

Rita H. Cargill-Brown, Director, 804-693-7856

Page Call, Visiting Teacher, 804-693-4168

Carolyn Scott, Visiting Teacher, 804-693-0864

Barry Williams, Visiting Teacher, 804-693-4313

6489 Main Street

Building Two, Suite F

Gloucester, VA 23061

FAX: 804-693-7859

Visiting Teachers

The following is a summary of the activities for the month of
October 1, 2013

	Call	Childress	Williams	Total
Initial Evaluations Received	6	0	11	17
Triennial Evaluations Received	5	0	6	11
Eligibility Meeting for Sp. Ed. Evaluations	NA	NA	NA	NA
Parent Conferences/Interviews	28	88	22	138
Agency Referrals	2	2	0	4
Conferences/School Personnel	25	80	31	136
Homebound Meetings	4	1	6	11
Professional Development/Faculty Meetings	1	3	0	4
FAPT Meetings	0	1	0	1
Attendance (Referrals, Dropouts, Withdrawals, and letters)	23	21	0	44
School-based intervention meetings	17	101	0	118
Court Services Referrals/Interventions	3	6	0	9
home visits	0	4	0	4
Truancy Court Initial Hearing	0	1	0	1
Truancy Court Review	0	0	0	0
Total Evaluations Received Year to Date	25	NA	28	53
Attendance Referrals Year to Date	30	177	0	207

Gloucester County Public Schools Employee Services & Communications



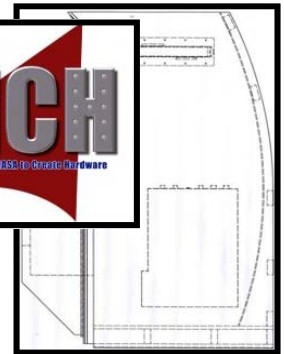
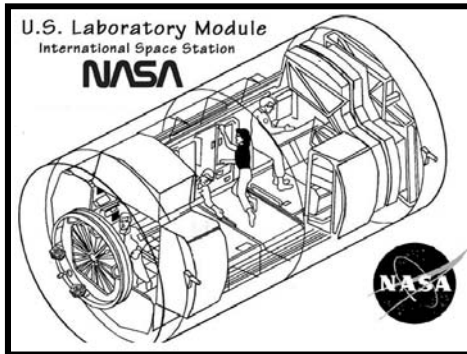
• 6489 Main Street / Building Two • Gloucester, VA 23061 • Phone: (804) 693-7927 • Fax: (804) 693-4526 •

- SubFinder • School Board Policy • Family and Medical Leave • Company Nurse / Injury Reporting • Workers' Comp •
- Medical Documentation Archival • Duke TV 47 Operations • Cable Communications • Granicus / Video on Demand (VOD) • The Gloucester County Sesquicentennial of the American Civil War Video Projects • Special Projects •

Monthly Report

DUKE TV 47

November 2013

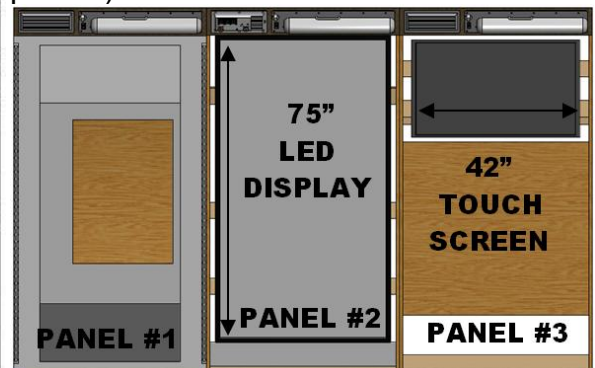


H High School
U United
N with
C NASA
H to
C Create
H Hardware

Gloucester High School Television & Video Production Program

The HUNCH Program has been proven to be statistically significant in motivating students to study and pursue careers in STEM areas

NASA's International Space Station (ISS) HUNCH Program (High School Students United with NASA to Create Hardware) project team recently met to review the plans for the three display racks (or panels) that will be constructed.



www.nasahunch.com

Gloucester High School Television & Video Production Program

Blueprints, parts lists, and components were also reviewed and discussed. New Horizons Regional Education Center (Tim Extine, Carpentry Instructor; Bruce Schaffer, Principal) students will be responsible for the construction of the cabinetry of the three display/panel units. The Newport News Aviation Academy (Dhyronn Goggins, Lead Teacher; Tami Byron, NN/NIA; Aaron Smith, Director) students will be responsible for assembling all electronics and lighting components. Passage Middle School (Nicole Edwards-Harris, Instructor; Crystal Taylor, Instructional Supervisor of CTE) students will be responsible for designing and printing 3-D labels and decals for the panels/displays. Gloucester High School Television and Video Production (Catrona Hill, Instructor; Craig Smith, Coordinator; Paul McLean, CTE Supervisor) students will be responsible for: (a) producing a video highlight for each school participating in the HUNCH Project, (b) segmenting and editing the NASA International Space Station (ISS) Destiny Laboratory Module HUNCH Project overview video for the 42" touch screen panel (each segment will play when selected on the touch screen monitor), and (c) design a methodology for International Space Station (ISS) Destiny Laboratory Module photographs to be displayed on the 75" vertical LED monitor. The two racks (or displays/panels) that the GHS students will be working on are the Center Rack and the Right Rack (see picture above). The racks are full-scale models. The Right Rack will play a video (when selected on the touch screen) on the 42" monitor, which describes the "rack" that is displayed on the Center Rack on the 75" LED vertical monitor—the two work in conjunction with one another. The Right Rack will also have a "glove box" below the 42" monitor for hands-on applications.

Plans are also underway to coordinate a formal kick-off meeting with all participants on or about the middle of November. Mr. Stacy Hale, the HUNCH Program Manager (Johnson Space Center) will be in the area for that meeting. Mr. Timothy Wood, Section Head, Advanced Fabrication Processes, and Ms. Tammy Cottee, Business Strategist, are this HUNCH Program Team Leads. Gary Wainwright (Technician) and James Rosenthal (Electrical Engineer) are also integral members of the Hunch Project team and members of the NASA Engineering Directorate.

Granicus – Duke TV 47 / GCPS Video on Demand (VOD) / Streaming

Granicus is our current medium for streaming/broadcasting our live, archived, and/or video on demand (VOD) School Board Meetings and/or Duke TV 47 television/special video programs/projects.



- To view a live or archived/video on demand (VOD) program, please visit the following link on the Internet at: <http://www.gloucesterva.info/channels47and48> or <http://www.gloucesterva.info/streamingportal>.



- We now have **135** video programs on our Granicus streaming and video on demand (VOD) archive portal.



- Recent additions to our "School Archived Videos" VOD include: *Botetourt Elementary School – After School Art*; *Botetourt Elementary School – All Pro Dads Breakfast*; and the *2013 Gloucester High School Pep Rally*.



- Look for some more additions to our Gloucester County Sesquicentennial of the American Civil War, Duke TV 47, *School is Good*, and other special video project videos coming soon on Granicus!
- Thank you for watching our amazing assortment of Duke TV 47/GCPS videos on demand!

Family and Medical Leave (under FMLA)

41 FMLs Processed To-Date

[2013-14 School Year]

Future: **10** Open: **7** Closed: **16** Did Not Qualify: **8**

- Compare against **134** for 2012-13
- **146** for 2011-12
- **147** for 2010-11
- Overall, we have an excellent, full-service, family and medical leave (FML) program.
- We are committed to providing excellent customer service, and informing all Gloucester County Public Schools employees of their rights and responsibilities under the *Family and Medical Leave Act* and the Gloucester County School Board policies on *Family and Medical Leave* (File No. GBDH) and *Staff Leave* (File No. GBDG).
- All of Mr. Davenport's work can be found in our Granicus VOD "School Archived Videos" folders at the link noted above.
- Mr. Davenport is also currently working on, or planning, several video projects for the County of Gloucester.

Workers' Compensation (WC)

34 WC Injuries/Incidents Processed To-Date

[2013-14 School Year]

Report Only: **25** Actual Claims: **9** Denied: **0**

- Compare against **84** for 2012-13 (**55** Report only; **24** claims; **5** denied)
- **58** for 2011-12 (**27** Report only; **25** claims; **6** denied)
- **68** for 2010-11 (**35** Report only; **29** claims; **4** denied)
- We believe that we have an excellent, full-service, workers' compensation program.
- Gloucester County Public Schools continues to make significant progress in the area of preventing and reducing workplace injuries—safety is a vital part of Gloucester County Public Schools' mission, vision, values, and goals in providing a safe working and learning environment for all.
- The safety and security of our students and staff is our #1 concern and our #1 goal—it drives our day-to-day, short-range, and long-range decisions, activities, and plans.
- Be safe – it's the only way to live!

The Gloucester County School Board Policy Manual

64 Completed To-Date

[2013-14 School Year]

Adoptions: **5** Revisions: **54** Deletions: **5**

- Compare against **86** for 2012-13
- **73** for 2011-12
- **80** for 2010-11
- The new process for 2013-14, submitting policy items on both the Regular and Consent Agendas, is working well.
- 10 items will be submitted this month from sections "G" (Personnel), "I" (Instruction), and "J" (Students)
- We are currently working on a small batch of policies for the December and January School Board Meetings.

- The Gloucester County School Board Policy Manual is current and up to date.
- Mr. John E. Hutchinson is the policy contact for Gloucester County Public Schools.
- The Gloucester County School Board Policy Manual, can be found at:
<http://gets.gc.k12.va.us/SchoolBoard/PolicyManual/tabid/12513/Default.aspx>

Special Projects

Sesquicentennial of the American Civil War Video Projects (Gloucester County)

- The following video projects are in the editing/postproduction phase:
 - *Prisoner Exchange*, a Gloucester County Sesquicentennial of the American Civil War Signature Event (4 to 8 video projects are in the editing phase).

Sesquicentennial of the American Civil War Video Projects (Mathews County)

- The following video projects are in the editing/postproduction phase:
 - *Freedom Quilts*, a Mathews County Sesquicentennial of the American Civil War Signature Event (1 to 2 video projects are in the editing phase).

WWII / Korean War Parks, Recreation, and Tourism Video Project (Gloucester County)

- The following video projects are in the editing/postproduction phase:
 - *Richard C. Kirkland: WW II Fighter Pilot – Missions of the Flying Knights*
 - *Richard C. Kirkland: and The Korean War 8055 M*A*S*H Helicopter Angels* (from which the television series M*A*S*H was based upon)

Foundations and Ideological Perspectives of Leadership Video Series (Gloucester County)

- The following video project is in the editing/postproduction phase:
 - *John Gordon: Leadership, Servant Leadership, Customer Service, and the Wow! Factor Experience*

Sesquicentennial of the American Civil War Reenactment Projects (Gloucester County)

- The following video projects are in the editing/postproduction phase:
 - *When Peace Again Shall Smile*
 - *An American Turning Point: The Civil War in Virginia*
 - *Andrew Talkov – Virginia Historical Society Exhibit Coordinator*
 - *Raids on Gloucester*
 - *Civil War Sesquicentennial HistoryMobile*
 - *Raids on Gloucester*

For more information about these events, please visit the Gloucester County Parks, Recreation, and Tourism Department webpage, or call 693-5811.



THE UNITED WAY CAMPAIGN

- The 2013 Gloucester County Public Schools United Way Campaign was still underway when this report was generated.
- This is a unique way for our employees to financially support charitable organizations in our neighboring communities. For 14 years (see below) GCPS has been a leader in giving.
- To-date, \$4,623 has raised—last year \$7,167 was raised for the United Way.
- We hope that last-minute giving will bring us close to last year’s figures.

GLOUCESTER COUNTY PUBLIC SCHOOLS UNITED WAY CUMULATIVE GIVING HISTORY BY SITE (2003 - 2012)															
	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	10 YEAR TOTAL	10 YEAR AVG			
Abingdon	\$ 779.00	\$ 700.00	\$ 385.00	\$ 835.00	\$ 725.00	\$ 737.00	\$ 820.00	\$ 905.00	\$ 2,392.00	\$ 2,526.00	\$ 10,584.00	\$ 1,058.40			
Achilles	\$ 470.00	\$ 505.00	\$ 755.00	\$ 1,355.78	\$ 1,109.00	\$ 870.00	\$ 1,275.00	\$ 870.00	\$ 635.00	\$ 455.00	\$ 8,300.78	\$ 830.08			
Bethel	\$ 1,310.00	\$ 2,330.00	\$ 1,645.00	\$ 1,451.00	\$ 964.00	\$ 1,024.00	\$ 1,663.00	\$ 806.00	\$ 522.00	\$ 755.00	\$ 12,470.00	\$ 1,247.00			
Botetourt	\$ 510.00	\$ 951.00	\$ 984.00	\$ 1,649.00	\$ 1,946.00	\$ 2,139.00	\$ 1,479.00	\$ 1,514.00	\$ 380.00	\$ 274.00	\$ 11,826.00	\$ 1,182.60			
GHS	\$ 388.00	\$ 568.00	\$ 524.00	\$ 900.00	\$ 1,619.00	\$ 1,632.00	\$ 1,675.00	\$ 1,659.00	\$ 1,060.00	\$ 1,430.00	\$ 11,455.00	\$ 1,145.50			
Page	\$ 410.00	\$ 85.00	\$ 85.00	\$ 380.00	\$ 925.00	\$ 610.00	\$ 665.00	\$ 930.00	\$ 726.00	\$ 900.00	\$ 5,716.00	\$ 571.60			
Peasley	\$ 380.00	\$ 320.00	\$ 390.00	\$ 764.00	\$ 1,065.00	\$ 2,120.00	\$ 2,650.00	\$ 2,716.00	\$ 1,865.00	\$ 2,110.00	\$ 14,380.00	\$ 1,438.00			
Petsworth	\$ 20.00	\$ -	\$ 360.00	\$ -	\$ 480.00	\$ -	\$ 480.00	\$ 1,090.00	\$ 685.00	\$ 990.00	\$ 4,105.00	\$ 410.50			
Walker	\$ -	\$ 300.00	\$ 785.00	\$ 1,470.00	\$ 1,930.00	\$ 2,330.00	\$ 2,153.00	\$ 1,200.00	\$ 1,020.00	\$ 3,020.00	\$ 14,208.00	\$ 1,420.80			
Transportation	\$ 360.00	\$ 120.00	\$ 384.00	\$ 705.20	\$ 432.00	\$ 180.00	\$ 180.00	\$ 145.00	\$ 120.00	\$ -	\$ 2,846.20	\$ 284.62			
Tech / Fac	\$ 685.00	\$ 620.00	\$ 480.00	\$ 680.00	\$ 465.00	\$ 210.00	\$ 1,628.00	\$ 1,580.00	\$ -	\$ 700.00	\$ 7,048.00	\$ 704.80			
SBO	\$ 1,855.00	\$ 1,210.00	\$ 2,075.00	\$ 2,415.00	\$ 3,935.00	\$ 4,110.00	\$ 3,010.00	\$ 3,830.00	\$ 3,436.00	\$ 2,858.00	\$ 28,734.00	\$ 2,873.40			
TOTAL	\$ 7,167.00	\$ 7,709.00	\$ 8,832.00	\$ 12,404.98	\$ 15,595.00	\$ 15,962.00	\$ 17,679.00	\$ 17,245.00	\$ 12,841.00	\$ 16,238.00	\$ 131,672.98	\$ 1,316.73			
THERE IS NO BREAKDOWN BY SITE/SCHOOL FOR 1999 - 2002										1999-2002 WE DO NOT HAVE SITE/SCHOOL BREAKDOWNS FOR THESE FOUR YEARS, THEY TOTAL \$54,935.	2002 \$ 15,762.00	2001 \$ 17,917.32	2000 \$ 12,245.00	1999 \$ 9,011.00	IF YOU ADD THIS TOTAL TO THE 2003-2012 TOTAL ABOVE, YOU GET A GRAND TOTAL FIGURE OF \$186,608.
GLOUCESTER COUNTY PUBLIC SCHOOLS ED. FOUNDATION GIVING HISTORY BY SITE (2003 - 2012)															
	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	10 YEAR TOTAL	10 YEAR AVG			
Abingdon	\$ -	\$ -	\$ 80.00	\$ 180.00	\$ 400.00	\$ 96.00	\$ 160.00	\$ 150.00	\$ 532.00	\$ 495.00	\$ 209.30	\$ 209.30			
Achilles	\$ -	\$ 70.00	\$ 245.00	\$ 235.00	\$ 245.00	\$ 220.00	\$ 50.00	\$ 160.00	\$ 180.00	\$ 30.00	\$ 1,435.00	\$ 1,435.00			
Bethel	\$ 360.00	\$ 420.00	\$ 520.00	\$ 147.00	\$ 414.00	\$ 60.00	\$ 60.00	\$ 642.00	\$ 147.00	\$ 555.00	\$ 3,325.00	\$ 3,325.00			
Botetourt	\$ 120.00	\$ 130.00	\$ 215.00	\$ 795.00	\$ 485.00	\$ 135.00	\$ 144.00	\$ 226.00	\$ 50.00	\$ 122.00	\$ 2,422.00	\$ 2,422.00			
GHS	\$ 124.00	\$ 184.00	\$ 60.00	\$ 234.00	\$ 225.00	\$ 404.00	\$ 74.00	\$ 300.00	\$ 420.00	\$ 2,280.00	\$ 2,280.00	\$ 2,280.00			
Page	\$ -	\$ -	\$ -	\$ 10.00	\$ 35.00	\$ 25.00	\$ 145.00	\$ 270.00	\$ 328.00	\$ 50.00	\$ 853.00	\$ 853.00			
Peasley	\$ -	\$ -	\$ 130.00	\$ 150.00	\$ 375.00	\$ 545.00	\$ 180.00	\$ 354.00	\$ 280.00	\$ 750.00	\$ 2,764.00	\$ 2,764.00			
Petsworth	\$ 10.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ 255.00	\$ 515.00	\$ 515.00			
Walker	\$ -	\$ 200.00	\$ 200.00	\$ 1,115.00	\$ 40.00	\$ 645.00	\$ 30.00	\$ 175.00	\$ 250.00	\$ 1,065.00	\$ 3,720.00	\$ 3,720.00			
Transportation	\$ 240.00	\$ -	\$ -	\$ 160.00	\$ 62.00	\$ 170.00	\$ -	\$ 25.00	\$ -	\$ 120.00	\$ 777.00	\$ 777.00			
Tech / Fac	\$ 445.00	\$ 360.00	\$ 360.00	\$ 320.00	\$ 225.00	\$ -	\$ 148.00	\$ 250.00	\$ -	\$ 360.00	\$ 2,468.00	\$ 2,468.00			
SBO	\$ 1,485.00	\$ 850.00	\$ 1,220.00	\$ 1,266.00	\$ 1,888.00	\$ 2,042.00	\$ 1,365.00	\$ 2,290.00	\$ 1,943.00	\$ 1,516.00	\$ 15,865.00	#####			
TOTAL	\$ 2,784	\$ 2,214.00	\$ 3,030.00	\$ 4,612.00	\$ 4,404.00	\$ 4,163.00	\$ 2,686.00	\$ 4,866.00	\$ 4,010.00	\$ 5,738.00	\$ 38,507.00	\$ 3,850.70			
UNITED WAY CUMULATIVE GIVING (1999-2012) FOR GLOUCESTER COUNTY PUBLIC SCHOOLS											\$38,507				
ED. FOUNDATION											\$148,101				
ALL OTHER AGENCIES											\$186,608				
GRAND TOTAL															

Employee Services & Communications
Connect. Engage. Inspire.
Gloucester County Public Schools
6489 Main Street / Bldg. Two / Gloucester, VA 23061

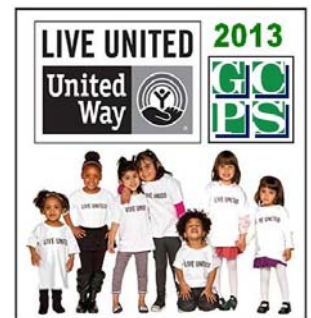
For assistance with, or for obtaining general information about **Duke TV 47, SubFinder, Granicus, Workers' Compensation, Family and Medical Leave, School Board Policy, or Special Projects**, please feel free to call or email me: Craig W. Smith (cwsmith@gc.k12.va.us / 804.693.7927).

I look forward to serving the students, parents, guardians, and families of Gloucester County, as well as the School Board, Management Team, principals, assistant principals, teachers, paraprofessionals, department directors, supervisors, managers, professionals, technical and service personnel (including, but not limited to: maintenance and engineering, grounds, transportation, central food services, custodial services, guest teachers, and substitutes) of Gloucester County Public Schools. Thank you for all you do to let Gloucester County Public Schools be the very best school division it can be—one continuous improvement, and one positive contribution, at a time!

Craig W. Smith

Craig W. Smith
 Coordinator, Employee Services & Communications
 General Manager / Executive Producer / Programming Manager – Duke TV 47

Ut Prosim — That I May Serve



G LO U C E S T E R C O U N T Y P U B L I C S C H O O L S



RESOLUTION OF APPRECIATION

TO BE PRESENTED TO ANN F. BURRUSS

AT A REGULAR MONTHLY MEETING OF THE GLOUCESTER COUNTY SCHOOL BOARD HELD ON TUESDAY, NOVEMBER 12, 2013, AT 7:00 P.M., AT THE COLONIAL COURTHOUSE, GLOUCESTER, VIRGINIA, BY A MOTION MADE BY _____, AND DULY SECONDED BY _____, THE FOLLOWING RESOLUTION WAS ADOPTED BY THE RECORDED VOTE BELOW:

GEORGE R. BURAK, CHAIRPERSON	_____
KEVIN M. SMITH, VICE CHAIRPERSON	_____
TROY M. ANDERSEN, MEMBER	_____
ANN F. BURRUSS, MEMBER	<u>Abstain</u>
KIMBERLY E. HENSLEY, MEMBER	_____
CARLA B. HOOK, MEMBER	_____
ANITA F. PARKER, MEMBER	_____

WHEREAS, you entered public service as a member of the Gloucester County School Board on January 1, 2004, and

WHEREAS, you have been diligent in your service and dedicated to your charge, and

WHEREAS, you have been called upon to make many sacrifices, usually with little expression of appreciation, and

WHEREAS, your commitment and leadership have impacted positively upon the School Board's accomplishments, and

WHEREAS, it is through the advancement of our young people that we measure our success,

NOW, THEREFORE BE IT RESOLVED that the Gloucester County School Board, on behalf of the citizens of Gloucester County, does hereby express deep appreciation to Ms. Ann F. Burruss for the ten (10) years of selfless public service she has given to the young people of Gloucester County, as well as her outstanding leadership and support to the school division and School Board in its pursuit of excellence.

Recommended by:

Howard B. Kiser, Ed.D.
Superintendent of Schools

Diane Gamache

From: McHale, Juanita (DOE) <Juanita.McHale@doe.virginia.gov> on behalf of Wright, Patricia (DOE) <Patricia.Wright@doe.virginia.gov>
Sent: Tuesday, October 29, 2013 2:20 PM
To: McHale, Juanita (DOE)
Subject: SUPT'S E-MAIL: Public Notice: Board of Education President's Listening Tour

[Division superintendents are receiving copies of public notices for informational purposes. I hope this information is helpful to you.]

Virginia Board of Education President David M. Foster will hold two final listening tour forums in the coming months. The President's tour is designed to give parents, teachers, local school board members, administrators and other interested citizens an opportunity to express their views on issues facing the commonwealth's public schools. The upcoming tour stops include:

Thursday, November 14, 2013
Region 3 (northern neck)
6 - 8 p.m.
Thomas Hunter Middle School (multipurpose room)
387 Church Street, Mathews, VA 23109

Thursday, December 12, 2013
Region 1 (central)
6 - 8 p.m.
Colonial Heights High School
3600 Conduit Road, Colonial Heights, VA 23834

For planning purposes, kindly RSVP to the Director for Board Relations Melissa Luchau at Melissa.luchau@doe.virginia.gov if you are able to attend any of the upcoming forums. If you know of others who would like to join, feel free to share this information with them.

Mr. Foster planned to visit all eight of Virginia's educational administrative regions by the end of the year. He is accompanied by another board member on each stop of the tour. Mr. Foster visited region 2 (tidewater), region 4 (northern), region 5 (valley), region 6 (western), region 7 (southwest), and region 8 (southside) between March and October.

For more information, please contact:
Melissa L. Luchau
Director for Board Relations
Department of Education
P. O. Box 2120
Richmond, Virginia 23218-2120
Melissa.Luchau@doe.virginia.gov
804-225-2924



VSBA

Virginia School Boards Association

**A N N U A L
C O N V E N T I O N**

**NOVEMBER 20-22, 2013
WILLIAMSBURG, VIRGINIA**



VSBA Annual Convention

November 20–22, 2013



The Doubletree by Hilton Williamsburg
50 Kingsmill Road
Williamsburg, Virginia

The VSBA Annual Convention is the largest and most anticipated VSBA meeting of the year. This event brings together over one thousand school board members, superintendents, and school division staff from across Virginia. Attend general sessions, choose from over fifty hot topic seminars pertinent to public education issues, have the opportunity to meet with businesses dedicated to serving schools, and much more. This is the convention you do not want to miss. **See you in Williamsburg!**



VSBA

Virginia School Boards Association

Rivanna Ridge Professional Building
200 Hansen Road, Suite 2
Charlottesville, VA 22911

www.vsba.org | 434-295-8722 | 800-446-8722

Convention Overview

Wednesday, November 20

- 8:30 - 5:30** Registration
- 9:30 - Noon** Early Bird Sessions
Pre-registration Required
- NEW 11:30 - 1:30** Student Achievement Fair
- 2:00 - 4:00** General Session
Sponsored by Sodexo
Student Video Contest Winners
Announced!
- 4:00 - 4:30** Break
- NEW 4:30 - 5:30** Extended Regional Meetings
- NEW 5:30 - 6:30** President's Reception
Sponsored by RRMM
- 9:00 - 11:00** Education Celebration
Reception/Dance
Sponsored by RRMM

Thursday, November 21

- 7:00** 10th Annual VSBA 5K Walk/Run
*Sponsored by BCWH,
Thompson Consulting Engineers,
and VS America, Inc.*
- 8:00 - 9:15** Continental Breakfast
- NEW 8:30 - 9:15** General Session
- 9:30 - 12:00** Breakout Sessions
- 12:00 - 2:00** Complimentary Boxed Lunch &
Exclusive Exhibit Hall Hours
- 2:00 - 4:00** VASS Workshop
- 2:00 - 4:30** Breakout Sessions
- 2:00 - 4:30** VSBA Delegate Assembly
- NEW 4:30 - 6:00** VSBA Shrimp Fest
Sponsored by Johnson Controls

Friday, November 22

- 8:30 - 11:00** General Session
Sit-down Breakfast
- 11:00** Adjourn



New This Year!

- New Location
- Student Achievement Fair
- VSBA Exhibitors Scholarship
- Daily General Sessions
- Extended Regional Meetings
- Networking Stations in the Exhibit Hall
- Breakout Session Tracks
- VSBA Shrimp Fest (It's Back!)

General Session Speakers



Wednesday
November 20, 2013
2:00 p.m.

Jim Bearden

Leadership and a Culture for Learning: Closing the Gaps Between What Sounds Good & What Gets Done

Organizational culture is an intangible, but very real—and powerful—phenomenon. A school district's true culture is revealed by the behavior of the people working in that district. Creating cultures that reinforce and support behavior essential to learning (student achievement) is one of the most important things district leaders are called on to do. Using plenty of humor and drawing from his corporate and military leadership experiences, as well as from his work with NSBA and multiple state school boards associations, Jim will offer fresh insights on the relationship between leadership behavior, district culture and student achievement with his keynote presentation.



Thursday
November 21, 2013
8:30 a.m.

Jeffrey May

Raised Expectations with No Excuses

In this session, Jeff May will highlight how raised expectations, discipline and “no excuses” led his Westside Elementary School (Roanoke) debate team all the way to Marshall, Texas to debate before the World-Renown Great Debaters of Wiley College. Jeff will explain how incentive programs like step and debate not only improve academics, behavior and attendance, but also how they affect real change within the lives of the children who participate.

**New Thursday
General Session**



Friday
November 22, 2013
9:00 a.m.

Dr. James Johnson

Disruptive Demographics: Implications for K-12 Education in Virginia

Six disruptive demographic trends of the first decade of the new millennium—the South rises again, the browning of America, marrying out is “in,” the silver tsunami is about to hit, the end of men?, and cooling water from grandma’s well...and grandpa’s too—will dramatically transform all of this nation’s social and political institutions. Using data from Census 2010 and other sources, Dr. Johnson will describe these trends and assess the specific implications and challenges they pose for the Virginia public education system.

Check us out on YouTube:

www.youtube.com/watch?v=bVnt1XKMUHQ



VSBA Early Bird Sessions

Wednesday, November 20, 2013

9:30 a.m.—Noon

Mastering the Media Interview

This training is a must have for all school board members, administrators, and any other division staffers who may find themselves “on the record” with a reporter. Learn about the differences between print/radio/TV media interviews, definite “do’s and don’ts,” message development considerations, and specific interview strategies. We will practice essential techniques for participants to use when being interviewed about positive news stories, as well as more challenging ones such as state test results and unexpected crisis situations. All participants will receive a laminated desk card that reminds them of what to do when a reporter calls and how to prepare for an interview.

Improving College Readiness Through Dual Enrollment

During this session, Laura Holian from REL Appalachia will lead a discussion of dual credit courses (AP, IB, and dual enrollment) as a strategy for improving college readiness. Participants will receive information about prevalence of and enrollment in dual credit programs. Facilitators will lead discussions about strategies for implementing programs, lessons learned, and overcoming challenges to expanding dual credit programs.



Pre-Convention Events

Tuesday, November 19, 2013

Golf Tournament

The 2013 VSBA Golf Tournament will be coordinated and sponsored by Moseley Architects. The tournament will be held at Kingsmill Resort. More information will be released soon.

Education Foundation Workshop

The VSBA is planning a workshop for education foundation representatives. More information will be released soon.

Thank you to the VSBA Annual Convention Event-Level Sponsors

Platinum Sponsor

MOSELEYARCHITECTS

Gold Sponsor

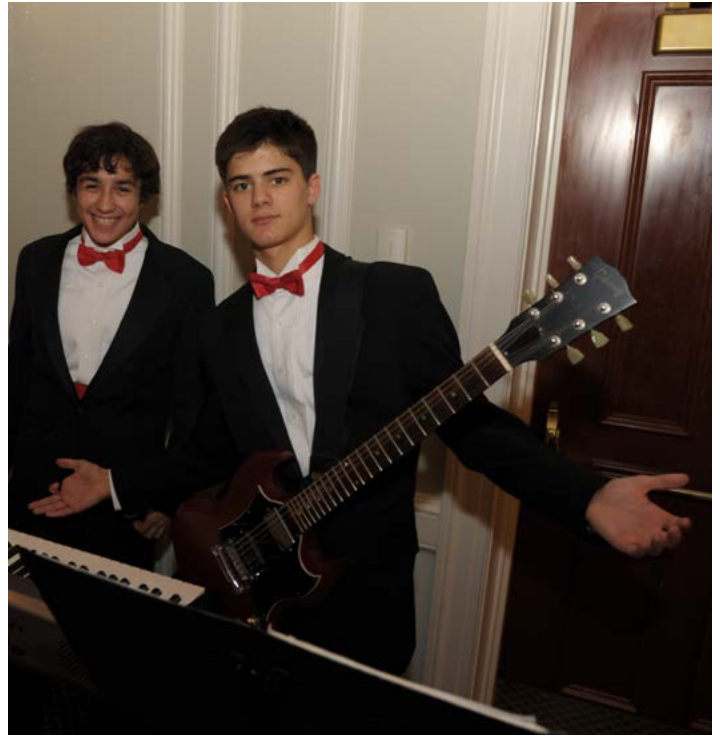


Silver Sponsors



Registration Includes

- Refreshment breaks all day Wednesday and Thursday
- Breakfast Thursday and Friday
- Boxed lunch Thursday
- Receptions with heavy hors d'oeuvres Wednesday and Thursday evenings
- Over 70 exhibitors showcasing services in one location
- More than 50 breakout sessions
- The opportunity to network with your colleagues in a professional setting



NEW

VSBA Student Achievement Fair

Looking for examples of great student achievement and of exemplary programs that are improving student achievement across the Commonwealth? Don't miss the Student Achievement Fair on Wednesday, November 20.

VSBA High School Video Contest

The VSBA is asking students to express their thoughts and ideas about "What's Super About Public Schools" through its second student video contest. Schools are invited to submit a 30 second video that conveys the contest theme. The top three videos will be shown during the Opening General Session and will be posted on VSBA's YouTube site. The deadline for submissions is October 1. Click here for more information: <http://www.vaschoolboards.org/images/uploads/videocontest3.pdf>

10th ANNUAL
VSBA 5k
WALK / RUN



ANNUAL CONVENTION
WILLIAMSBURG, VIRGINIA
NOVEMBER 21, 2013 - 7:00AM

PROUD SPONSORS



GOLD



PLATINUM



GOLD

NEW

VSBA Exhibitors Scholarship

VSBA is excited to announce the new 2013 VSBA Exhibitors Scholarship. The scholarship is available to a student school board representative serving a member board of the VSBA. The student must be a student school board representative and be a graduating senior in Spring 2014. The deadline to complete the application is October 1, 2013, and the scholarship will be awarded at the Annual Convention. For more information, **CLICK HERE!**

PROUD SPONSORS



PLATINUM



PLATINUM



GOLD

VSBA Exhibition of School Architecture

From ambience and multi-functionality to sustainable design and security, there is a direct relationship between good design and effective teaching and learning. The VSBA Exhibition of School Architecture gives you the opportunity to see this in action. Category awards will be given, and the People's Choice Award will be judged from the project display boards shown during the Annual Convention, with the winner being announced at the Closing General Session on Friday morning. More information is available at http://www.vaschoolboards.org/images/uploads/VSBASchoolArchitecture_final.pdf



**Doubletree
by Hilton
Williamsburg**



Reminder: Nametags must be visible to be admitted to ALL VSBA meetings and conferences.

In addition to the headquarters hotel, blocks of rooms have been secured at special rates at nearby hotels. All reservations are on a first-come, first-served basis. The rooms at the headquarters hotel, **The Doubletree by Hilton Williamsburg** are reserved for those school divisions now eligible in the rotation list. Please do not call the hotel for reservations; they will not accept reservations if you are not on the rotation list. Divisions on the list have been notified.

Courtyard Marriott

470 McLaws Cir
800-321-2211 or 757-221-0700
Virginia School Boards Association Group Code: M-F8S3PC
Room Rate: \$144 • Deadline to Reserve: October 22, 2013

Ft Magruder Hotel

6945 Pochantas Trail
800-227-6963 or 757-220-2250
(Must request word “VSBA” for group rate)
Room Rate: \$98 • Deadline to Reserve: October 29, 2013

Kingsmill Resort

1010 Kingsmill Road
800-832-5665 or 757-253-1703
(Must request word “VSBA” for group rate)
Room Rates: \$179-\$229 • Deadline to Reserve: October 13, 2013

Register Online
www.vsba.org



Registration Form

2013 VSBA ANNUAL CONVENTION

Name _____

Division _____

- School Board Member
- Superintendent
- Other _____

Costs:

- Registration: \$250
- Late Registration: \$300 (after November 8)
- Early Bird Session: \$100 (Please choose one)
 - Mastering the Media Interview
 - Improving College Readiness

Registration fees received after November 8 will be \$300 per person. Purchase orders and registration via telephone do not constitute payment of registration fees and will result in a \$50 late fee if paid after the deadline date. No refunds will be made after November 8 except in the case of personal illness. All requests for refunds must be made to the VSBA president in writing signed by the board chair certifying a personal illness.

Please return this form with your payment to:

VSBA
200 Hansen Road, Suite 2
Charlottesville, VA 22911

The deadline for registration is: November 8, 2013

www.vsba.org | 434-295-8722 | 800-446-8722

Diane Gamache

From: Samantha Staebell Bosserman <vsba@eboardsolutions.com>
Sent: Friday, November 01, 2013 12:37 PM
To: Diane Gamache
Subject: VSBA Capital Conference- January 27-28, 2014- Richmond Marriott
Attachments: CapitalConfBrochure14.pdf

Registration is now open for the 2014 VSBA Capital Conference
(formally known as the VSBA Legislative Conference)
January 27-28, 2014
Richmond Marriott

The 2014 General Assembly promises to be another challenging session for supporters of public education, due to the difficult fiscal climate and the ever increasing role and expectations of our public education system. Advocacy by local school boards members is a year-round job and even more important during the General Assembly.

We will start off the day with a session featuring greetings from the new Virginia Secretary of Education (invited) and commentary on the "big picture" political scene by Dr. Bob Holsworth, frequent political analyst for the press and television. You will receive an overview of the Governor's budget and VSBA's legislative priorities will be reviewed by VSBA's lobbyists. The end the day will feature a "don't miss" reception that will provide you with an opportunity to mix and mingle with your delegates and senators, and hear remarks by our new Governor (invited) on his agenda for K-12 education.

The VSBA Capital Conference, formerly the Legislative Conference, offers you an opportunity before crossover to be seen and heard by your legislators. This "can't miss" conference allows your voice to be heard and continues VSBA's efforts for year-round advocacy. We hope to see you in January!

Please see the attached brochure for more information.

[For online registration, please click here.](#)

Thanks,

Samantha Staebell Bosserman, Coordinator of Board Development
Virginia School Boards Association
200 Hansen Road, Suite 2
Charlottesville, VA 22911
800-446-8722 or 434-295-8722 Office
434-295-8785 Fax
samantha@vsba.org, www.vsba.org
Virginia School Boards Association, a voluntary, nonpartisan organization of Virginia school boards, promotes excellence in public education through advocacy, training and services.



VSBA Capital Conference

January 27-28, 2014

Richmond Marriott
500 East Broad Street
Richmond, VA

The 2014 General Assembly promises to be another challenging session for supporters of public education, due to the difficult fiscal climate and the ever increasing role and expectations of our public education system. Advocacy by local school boards members is a year-round job and even more important during the General Assembly.

We will start off the day with a session featuring greetings from the new Virginia Secretary of Education (invited) and commentary on the "big picture" political scene by Dr. Bob Holsworth, frequent political analyst for the press and television. You will receive an overview of the Governor's budget and VSBA's legislative priorities will be reviewed by VSBA's lobbyists. The end the day will feature a "don't miss" reception that will provide you with an opportunity to mix and mingle with your delegates and senators, and hear remarks by our new Governor (invited) on his agenda for K-12 education.

The VSBA Capital Conference, formerly the Legislative Conference, offers you an opportunity before crossover to be seen and heard by your legislators. This "can't miss" conference allows your voice to be heard and continues VSBA's efforts for year-round advocacy. We hope to see you in January!

Conference Agenda

Monday, January 27, 2014

- 12:30** Registration
- 1:00** Welcome & Greetings
Kerri M. Wilson, President
Virginia School Boards Association
Virginia Secretary of Education (invited)
- 1:15** Comments on the Ever-changing Political Scene in Virginia
Dr. Bob Holsworth, President
Virginia Tomorrow, LLC
- 1:45** Review of the Governor's Budget
James Regimbal, Principal
Fiscal Analytics, Ltd
- 2:45** Break
- 3:00** Legislative Issues Briefing
Bob Hundley, Chairman, Legislative Positions/Federal Relations Committee
Virginia School Boards Association
Emily V. Webb, Coordinator of Government Relations
Virginia School Boards Association
D. Patrick Lacy, Lobbyist
Virginia School Boards Association

(Agenda continued on following page)



Rivanna Ridge Professional Building
200 Hansen Road, Suite 2
Charlottesville, VA 22911

www.vsba.org | 434-295-8722 | 800-446-8722

Conference Agenda Continued

- 4:30** VSBA Regional Meetings
VSBA Regional Officers
- 5:30** VSBA Legislative Reception
Governor of Virginia (invited)

Tuesday, January 28, 2014

- 7:00** VSBA Breakfast Buffet
- 8:15** Personal Visits with Legislators

**Richmond
Marriott
Reservations**



A block of rooms has been reserved at the **Richmond Marriott**, 500 East Broad Street, for the nights of January 26 & 27. Please make your hotel reservations directly by calling 1-800-228-9290 or by visiting the Richmond Marriott website at <http://bit.ly/Hhdouf>

Inform the reservation staff you are attending the conference to receive the special rate of \$149 (single or double).

The deadline for the reserved block is January 12. If reservations exceed the block number, or are made after the January 12 deadline, the minimum rate will be \$189.

Fill out the registration form below or register for the conference online at www.vsba.org

Reminder: Nametags must be visible to be admitted to ALL VSBA meetings and conferences.

Register Online
www.vsba.org



Registration Form

VSBA CAPITAL CONFERENCE

Name _____

Division _____

- School Board Member
- Superintendent
- Other _____

Registration fees received after January 6 will result in a \$50 late fee. No refunds will be made after January 6 except in the case of personal illness. All requests for refunds must be made to the VSBA president in writing signed by the board chair certifying a personal illness.

Please return this form with your payment to:
VSBA
200 Hansen Road, Suite 2
Charlottesville, VA 22911

Costs:

Registration: \$165

Late Registration: \$215

The deadline for registration is: January 6, 2014

www.vsba.org | 434-295-8722 | 800-446-8722

GLOUCESTER COUNTY PUBLIC SCHOOLS
COUNTY SCHOOL BOARD

SCHOOL BOARD AGENDA ITEM

MEETING DATE: November 12, 2013 REQUESTED SCHOOL BOARD RESPONSE: A. ACTION: X
B. INFORMATION: _____

AGENDA ITEM #: 13- IF POLICY (NEW OR CHANGE): A. 1st READING: _____
B. 2nd READING: _____

REGULAR X CONSENT _____

SUBJECT: Rollover Appropriation Request

ENCLOSURES:

BACKGROUND: The FY 2012-2013 Operating Fund balance was \$114,798. The Board was advised in September that we would request re-appropriation of these funds for capital projects after the balance was confirmed by the auditors. Mr. Hutchinson has recommended that the funds be used to refurbish the tennis courts at Gloucester High School (\$65,000) and for the engineering for the bus loop at Achilles Elementary School (\$49,798).

STATUS:

RECOMMENDATION: That the School Board authorize the request for re-appropriation of the FY 2012-2013 Operating Fund balance for consideration by the Board of Supervisors at its December 3, 2013 meeting for the projects referenced above.

PRESENTER: Joanne C. Wright *JCW* TITLE: Director of Budget and Finance

FOR MORE INFORMATION CONTACT THE PRESENTER AT: 804-693-7811

PREPARED BY: SAME TITLE: SAME

APPROVAL OF THE SUPERINTENDENT: HOWARD B. KISER, Ed. D., SUPERINTENDENT OF SCHOOLS

PAGE NO: _____

**Grants and Donations Received by Gloucester County Public Schools
 For Approval by the School Board in Accordance with School Board Policy File No. DFC
 November 12, 2013**

<u>Contributed to</u>	<u>Contributed by</u>	<u>Donation</u>	<u>Purpose</u>
Abingdon	First United Baptist Church	\$ 75.00	All Pro Dad's Breakfast
Abingdon	Rev. James Harris	\$ 300.00	All Pro Dad's Breakfast
Achilles	Brent & Becky's Bulbs	\$ -	277 Plants
Botetourt	Target	\$ 121.00	Technology
Botetourt	Newington Baptist Church	\$ 300.00	All Pro Dad's Breakfast
GHS	Kiwanis	\$ 175.00	Key Club
Page	Courthouse Community Orchestra, Inc.	\$ 561.99	Band Holiday Music
Peasley	Cornerstone Fellowship Church	\$ 1,600.00	Snac Pac Program
Peasley	Farm and Home Supply		Patio Lantern
Peasley	Kilmarnock Planning Mill		Cutting Board Set
Peasley	Northern Neck Chiropractic		Exercise Ball
	TOTAL	\$ 3,132.99	

\$ -

Grants/Scholarships:

GRAND TOTAL \$ 3,132.99

*gcw
10-28-13*

GLOUCESTER COUNTY PUBLIC SCHOOLS
COUNTY SCHOOL BOARD

SCHOOL BOARD AGENDA ITEM

MEETING DATE: November 12, 2013 REQUESTED SCHOOL BOARD RESPONSE: A. ACTION: X
B. INFORMATION: _____

AGENDA ITEM #: 13- IF POLICY (NEW OR CHANGE): A. 1st READING: _____
B. 2nd READING: _____

REGULAR X CONSENT _____

SUBJECT: Opt-Out Resolution for the Virginia Local Disability Program (VLDP)

ENCLOSURES: Resolution

BACKGROUND: Effective January 1, 2014, Chapter 11.1, Title 51.1 of the Code of Virginia requires the employer to either participate in the VLDP employer-paid disability coverage for employees covered under the hybrid plan or establish and maintain a comparable (as good or better) employer-paid plan for such employees. Two vendors have promoted alternative programs. Over time, the open market will yield more competition.

On October 17, 2013, the VRS released new rates -26% lower for the teacher pool and 34% lower for the support personnel and extended the opt-out election to December 2, 2013. On the evening of October 22, 2013 one of the alternate providers countered with new rates. The opt-out election is irrevocable. Recent events have demonstrated that the open market will provide more flexibility for the employer and likely yield reduced costs. Alternative providers and leave accruals for hybrid employees are under review by our insurance consultants.

STATUS: The Board must elect to opt-out by December 2, 2013. Information on alternate providers will be provided at the School Board meeting. If the recommendation to approve the opt-out resolution is approved, vendor selection will be requested at your December 10, 2013 meeting. Recommendations for leave accruals may be considered at the same time.

RECOMMENDATION: That the School Board adopt the attached VLDP opt-out resolution.

PRESENTER: Joanne C. Wright *gcw* TITLE: Director of Budget and Finance

FOR MORE INFORMATION CONTACT THE PRESENTER AT: 804-693-7811

PREPARED BY: SAME TITLE: SAME

APPROVAL OF THE SUPERINTENDENT: HOWARD B. KISER, Ed. D., SUPERINTENDENT OF SCHOOLS

GLOUCESTER COUNTY PUBLIC SCHOOLS



RESOLUTION

AT A REGULAR MONTHLY MEETING OF THE GLOUCESTER COUNTY SCHOOL BOARD HELD ON NOVEMBER 12, 2013, AT 7:00 P.M., AT THE COLONIAL COURTHOUSE, GLOUCESTER, VIRGINIA, BY A MOTION MADE BY _____, AND DULY SECONDED BY _____, THE FOLLOWING RESOLUTION WAS ADOPTED BY THE RECORDED VOTE BELOW:

___ GEORGE R. (RANDY) BURAK, CHAIRPERSON	___ KIMBERLY (KIM) E. HENSLEY, MEMBER
___ KEVIN M. SMITH, VICE CHAIR	___ TROY ANDERSEN, MEMBER
___ CARLA B. HOOK, MEMBER	___ ANITA F. PARKER, MEMBER
___ ANN F. BURRUSS, MEMBER	

**RE: RESOLUTION OF THE GLOUCESTER COUNTY SCHOOL BOARD
IRREVOCABLE ELECTION NOT TO PARTICIPATE IN VIRGINIA LOCAL
DISABILITY PROGRAM**

WHEREAS, the Gloucester County School Board (the "School Board") has determined that BY ENACTING Chapter 11.1 of Title 51.1 of the *Code of Virginia*, the Virginia General Assembly has established the Virginia Local Disability Program ("VLDP") for the payment of short-term and long-term disability benefits for certain participants in the hybrid retirement program described in Virginia Code Section 51.1-169; and

WHEREAS, for purposes of VLDP administration, an employer with VLDP-eligible employees may make an irrevocable election on or before December 2, 2013, requesting that its eligible employees not participate in VLDP as of the VLDP effective date of January 1, 2014, because it has or will establish and continue to maintain, comparable employer-paid disability coverage for such employees that meets or exceeds the coverage set out in Chapter 11.1 of Title 51.1 of the *Code of Virginia*, with the exception of long term care coverage, by January 1, 2014; and

WHEREAS, it is the intent of Gloucester County School Board, 40136 and 55536, to make this irrevocable election to request that its eligible employees not participate in VLDP;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the GLOUCESTER COUNTY SCHOOL BOARD irrevocably elects not to participate in VLDP because it has or will establish, and continue to maintain, comparable employer-paid disability coverage for such employees; and it is further

RESOLVED that, as an integral part of making this irrevocable election, the Gloucester County School Board certifies that it has or will establish, and continue to maintain, comparable employer-paid disability coverage for such employees.

Recommended by:

Howard B. Kiser, Ed.D.
Division Superintendent

GLOUCESTER COUNTY PUBLIC SCHOOLS
SCHOOL BOARD AGENDA ITEM

MEETING DATE: NOVEMBER 12, 2013 REQUESTED SCHOOL BOARD RESPONSE A. ACTION: X
B. INFORMATION:
AGENDA ITEM #: 13- IF POLICY (NEW OR CHANGE) A. 1st READING:
B. 2nd READING: X
REGULAR AGENDA: X CONSENT AGENDA:

SUBJECT: Policy Manual Update (Old Business)

ENCLOSURE: Policy Revision
GCG Professional Staff Probationary Term and Continuing Contract

BACKGROUND/STATUS: The above policy in section G (Personnel) has been reviewed with the appropriate staff members, and is being recommended for revision in an effort to update our Policy Manual and/or to conform to model VSBA policy and/or the Code of Virginia.

The policy was approved as 1st reading at last month's meeting, and is now being presented for 2nd and final reading.

RECOMMENDATIONS: That the Board approves the following as 2nd and final reading:
Policy Revision: GCG

PRESENTER: JOHN E. HUTCHINSON TITLE: ASSISTANT SUPERINTENDENT FOR ADMINISTRATIVE SERVICES
FOR MORE INFORMATION CONTACT THE PRESENTER AT: (804) 693-5304
PREPARED BY: SAME TITLE: SAME

APPROVAL OF THE SUPERINTENDENT: _____
HOWARD B. KISER, ED.D., SUPERINTENDENT

PROFESSIONAL STAFF PROBATIONARY TERM AND CONTINUING CONTRACT

Teachers

Probationary Term

A probationary term of service of three years in Gloucester County Public Schools shall be required before a teacher is issued a continuing contract. However, upon recommendation to the Superintendent by the building principal, a teacher's probationary term may be extended for one year. Included with the recommendation shall be specific expectations for improvement reviewed with the teacher. Probationary extensions can be made for up to one year with a total probationary term not to exceed four years. Service under a local teacher license ~~shall~~ does not count towards satisfying this probationary requirement.

A mentor teacher ~~shall be~~ is provided to every first year probationary teacher to assist him or her in achieving excellence in instruction. Probationary teachers with prior successful teaching experience may be exempt from this requirement with approval from the Superintendent.

Probationary teachers shall be evaluated at least annually in accordance with policy GCN, Evaluation of Professional Staff. A teacher in his/her first year of the probationary period is evaluated informally at least once during the first semester of the school year. The Superintendent shall consider such evaluations among other things in making recommendations to the School Board regarding the nonrenewal of such teacher's contract. If a probationary teacher's evaluation is not satisfactory, the School Board shall not re-employ the teacher.

In order to achieve continuing contract status, every teacher must successfully complete training in instructional strategies and techniques for intervention for or remediation of students who fail or are at risk of failing the Standards of Learning assessments. The Gloucester County Public School Board will provide said training at no cost to the employee. If such training is not offered in a timely manner, no teacher will be denied continuing contract status for failure to obtain such training.

Once a continuing contract status has been attained in a school division in this state, another probationary period need not be served unless such probationary period, not to exceed ~~one~~ two years, is made a part of the contract of employment. If a teacher separates from service and returns to teaching service in Virginia public schools by the beginning of the third year, the person shall be required to begin a new probationary period, not to exceed ~~one~~ two years, if made part of the contract.

If a teacher who has not achieved continuing contract status receives notice of re-employment, he must accept or reject in writing within 15 calendar days of receipt of the notice. Unless a conference with the Superintendent is requested as specified in the Code of Virginia, or in the case of reduction in force, written notice of nonrenewal of the probationary contract must be given by the board on or before June 15 of each year. If the teacher requests a conference with the Superintendent, then written notice of non-renewal by the School Board must be given within thirty days after the Superintendent notifies the teacher of his intention with respect to the recommendation.

Continuing Contract

Teachers employed after completing the probationary period will be entitled to a continuing contract during good behavior and competent service. Written notice of non-continuation of the contract by either party must be given by June 15 of each year; otherwise the contract continues in effect for the ensuing year.

The School Board may reduce the number of teachers, whether or not such teachers have reached continuing contract status, because of decrease in enrollment or abolition of particular subjects. Furthermore, nothing in the continuing contract shall be construed to authorize the School Board to contract for any financial obligation beyond the period for which funds have been made available.

As soon after June 15 as the school budget is approved by the appropriating body, the School Board shall furnish each teacher a statement confirming continuation of employment, setting forth assignment and salary.

Within two weeks of the approval of the school budget by the appropriating body, but no later than ~~June 1~~ July 1, the School Board will notify any teacher who may be subject to a reduction in force due to a decrease in the school board's budget as approved by the appropriating body.

Principals, Assistant Principals, and Supervisors

A person employed as a principal, assistant principal or supervisor, including a person who has previously achieved continuing contract status as a teacher, shall serve a probationary term of three years in such position in the same school division before acquiring continuing contract status as a principal, assistant principal or supervisor.

Continuing contract status acquired by a principal, assistant principal or supervisor shall not be construed (i) as prohibiting the School Board from reassigning such principal, assistant principal or supervisor to a teaching position if notice of reassignment is given by the School Board by ~~April~~ June 15 of any year or (ii) as entitling any such principal, assistant principal or supervisor to the salary paid him as principal, assistant principal or supervisor in the case of any such reassignment to a teaching position. No such salary reduction and reassignment, however, shall be made without first providing such principal, assistant principal or supervisor with written notice of the reason for such reduction and reassignment and an opportunity to present his or her position at an informal meeting with the superintendent, the superintendent's designee or the School Board. The principal, assistant principal or supervisor shall elect whether such meeting shall be with the superintendent, the superintendent's designee or the School Board. The School Board, superintendent or superintendent's designee shall determine what processes are to be followed at the meeting. The decision to reassign and reduce salary shall be at the sole discretion of the School Board.

The intent of this section is to provide an opportunity for a principal, assistant principal or supervisor to discuss the reasons for such salary reduction and reassignment with the superintendent, his designee or the School Board, and the provisions of this section are meant to be procedural only. Nothing contained herein shall be taken to require cause for the salary reduction and reassignment of a principal, assistant principal or supervisor.

As used in this policy, "Supervisor" means a person who holds an supervisory provision as specified in the regulations of the ~~State~~ Board of Education and who is required to hold a ~~certificate~~ license as prescribed by the ~~State~~ Board of Education.

ADOPTED: February 8, 1983

REVISED: November 11, 1986 November 9, 2004
 July 1, 1991 April 14, 2009
 September 14, 1999 November 13, 2012
 July 10, 2001 November 12, 2013

LEGAL REFERENCES: Code of Virginia, 1950, as amended, §§ 22.1-294, 22.1-303, and 22.1-304
 8 VAC 20-440-10 et seq.

CROSS REFERENCES:

GBM	Professional Staff Grievances
GCA	Local Licenses for Teachers
GCB	Professional Staff Contracts
GCN	Evaluation of Professional Staff
GCPA	Reduction in Professional Staff Work Force
GCPB	Resignation of Staff Members
GCPD	Professional Staff Discipline
<u>GCPF</u>	<u>Suspension of Staff Members</u>

GLOUCESTER COUNTY PUBLIC SCHOOLS
SCHOOL BOARD AGENDA ITEM

MEETING DATE: <u>NOVEMBER 12, 2013</u>	REQUESTED SCHOOL BOARD RESPONSE	A. ACTION: <u>X</u>
AGENDA ITEM #: <u>13-</u>	IF POLICY (<u>NEW</u> OR CHANGE)	B. INFORMATION: <u> </u>
REGULAR AGENDA: <u>X</u>	CONSENT AGENDA: <u> </u>	A. 1st READING: <u>X</u>
		B. 2nd READING: <u> </u>

SUBJECT: Policy Manual Update (New Business)

ENCLOSURE: Policy Revision
GCPA Reduction in Professional Staff Workforce

BACKGROUND/STATUS: The above policy in section G (Personnel) has been reviewed with the appropriate staff members, and is being recommended for revision in an effort to update our Policy Manual and/or to conform to model VSBA policy and/or the Code of Virginia.

RECOMMENDATIONS: That the Board approves the following as 1st reading:
Policy Revision: GCPA

PRESENTER: JOHN E. HUTCHINSON TITLE: ASSISTANT SUPERINTENDENT FOR ADMINISTRATIVE SERVICES

FOR MORE INFORMATION CONTACT THE PRESENTER AT: (804) 693-5304

PREPARED BY: SAME TITLE: SAME

APPROVAL OF THE SUPERINTENDENT: _____
HOWARD B. KISER, ED.D., SUPERINTENDENT

REDUCTION IN PROFESSIONAL STAFF WORKFORCE

Reduction in Force

In the event of a decrease in pupil enrollment, insufficient allocation of financial resources, expiration of special grants and/or other conditions which may require a modification of the curriculum or instructional program resulting in a reduction in staff, the School Board, upon recommendation of the Superintendent, shall determine the program adjustments to be made and the reduction in force required.

Definitions

1. Seniority

Seniority shall be that period of time commencing with the most recent term of continuous full-time service in Gloucester County Public Schools based on date of contract or with the Gloucester County School Division, including authorized leave(s), but excluding employment under temporary or interim contract. For the purposes of this policy, a minimum of 180 work days in a school year will be required for a teacher to be credited with a year of seniority. Should a tie exist, the tie shall be broken in the following order:

- a. official beginning date of employment as shown on the teacher's contract;
- b. the date the School Board took action on the employment of the teacher as shown in the School Board's minutes;
- c. date of teacher's signature on the teacher's contract; and
- d. selection by lot.

2. Teacher

As used in this policy, "teacher" shall mean classroom teacher, guidance counselor, librarian, visiting teacher, or ITRT.

3. Administrative Personnel

As used in this policy, "administrative personnel" shall include those employees who have been assigned to the administrative salary scale.

4. Endorsement Area

For purposes of this policy, "endorsement area" shall mean the teaching endorsement shown on the current teaching license as issued by the State Board of Education.

5. Active Assignment

The grade configuration (i.e., K-5, 6-8 and 9-12) in which the individual is actively assigned at such time as it may become necessary to implement reduction in force procedures.

Seniority Lists

Seniority lists for teachers will be shown in ascending order of seniority and shall be comprised of lists based on the endorsement or other special areas of the active assignment as follows (or on the comparable endorsement areas under the Licensure Regulations of the State Board of Education in effect at the time it may become necessary to implement reduction in force procedures):

A teacher who has taught for at least three full school years in an active assignment (i.e., K-5, 6-8, and 9-12), other than the one at such time as it may become necessary to implement reduction in force procedures, will be included on the seniority list of that respective active assignment(s) and the seniority list of the current active assignment.

A teacher holding a comprehensive elementary endorsement of grades K-7 or 1-7 will be listed in the first category that is appropriate to the teacher's active assignment (i.e. either K-3 or 4-7).

A person in an ITRT position shall also be placed on the seniority list of his/her last active teaching assignment prior to becoming an ITRT.

Seniority lists for administrative personnel will be shown in ascending order of seniority by designated area of assignment at such time as it may become necessary to implement reduction in force procedures.

Any teacher on a plan of improvement shall not have any seniority or recall rights; provided, however, that the Superintendent shall review the circumstances surrounding such plan of improvement, including, but not limited to, whether sufficient time has elapsed to allow the teacher to pursue the recommended corrective actions; whether the teacher has diligently pursued the recommended corrective actions; and whether the teacher had been previously placed on a plan of improvement. Based on such review, the Superintendent may, in his/her sole discretion, exempt the teacher from this provision.

Reduction in Force Procedures

1. Teachers:

De-staffing of teachers will be based on seniority as defined above.

2. Administrative Personnel:

The de-staffing of administrative personnel will be on the basis of seniority in the designated area of assignment at such time as it may become necessary to implement reduction in force procedures and the need to maintain specific services.

Should administrative positions be eliminated as part of the reduction in force, the School Board may, but is not required to, reassign an eligible employee to a teaching assignment for the next school year. If reassignment to a teaching position is recommended by the Superintendent and accepted by the School Board, the employee will be placed on the teacher seniority list that is appropriate to his/her last active teaching assignment.

Transfers

Transfers may be made within the division to accommodate the retention of employees affected by the reduction in force. The selection of personnel to be transferred will be governed by the need to maintain maximum effectiveness as determined by the Superintendent in his/her sole discretion. Should a person refuse an assignment by transfer, he/she will lose all seniority and recall rights.

Exceptions:

- a. The provisions of this policy shall not apply to the employment of personnel whose special skills and/or active assignment is essential to the effective operation of the school program. The determination of essential personnel shall be solely at the discretion of the School Board upon recommendation of the Superintendent.
- b. The provisions of this policy shall not apply and shall not provide the basis for any employee action in situations involving adjustments in length of contracts of any personnel of the school division.
- c. Notwithstanding any rights herein granted by the School Board, the School Board reserves the right to at all times de-staff, transfer, reassign or recall employees of the division in any manner as may be, in the School Board's sole discretion, necessary in the best interest of and for the more efficient operation of the schools of the division.

Notification

~~All employees scheduled for reduction in force under this policy shall be notified in writing at the earliest possible date, but not later than April 15 preceding the school year for which reduction in force shall become effective, unless insufficient funding or a decrease in enrollment after that date requires further or additional adjustments.~~

Within two weeks of the approval of the school budget by the appropriating body, but no later than July 1, the School Board shall notify all teachers who may be subject to a reduction in force due to a decrease in the School Board's budget as approved by the appropriating body.

Recall Procedures:

- a. Teachers under probationary contract shall have no recall rights but will be given consideration for re-employment at the discretion of the School Board upon recommendation of the Superintendent. The performance of the individual and length of service shall be among the factors considered in making this recommendation.
- b. When openings occur, the eligible de-staffed continuing contract teacher with the greatest seniority will be offered a vacant position in the endorsement area of his/her active assignment at the time of the reduction in force. A teacher may be offered a position that is in his/her endorsement area, but not in his/her active assignment. In any event, a teacher offered a position must accept the assignment or lose all recall rights. Eligible licensed employees who have not been recalled within one (1) year from time of notification of reduction in force will have no further recall rights.
- c. When an eligible de-staffed continuing contract teacher is to be recalled, he/she will be notified first by telephone and/or e-mail. If the employee cannot be reached through either of those means, the teacher will be notified by certified mail at his/her last known address. If the offer of re-employment is not accepted in writing within ten (10) work days of notice of recall, all rights of recall will be forfeited. It shall be the responsibility of the teacher to maintain an accurate telephone number, e-mail address and mailing address with the Department of Human Resources.

Teachers Will Not Be Eligible for Recall If:

- a. The teacher, subsequent to termination, makes a contractual commitment with another school or school division from which release cannot be obtained prior to July 15.
- b. The teacher fails to maintain a valid teacher's license.
- c. The teacher, subsequent to termination, becomes unable to qualify for a position in the endorsement area of his/her active assignment at the time of the reduction in force.

School Board Minutes

To avoid negative implications with regard to the professional record of an employee de-staffed under this policy, the minutes of the School Board will clearly show that such termination of employment was due to a reduction in force.

ADOPTED: February 8, 1983

REVISED: November 11, 1986
July 1, 1991
August 16, 1995
March 10, 2009
November 12, 2013

LEGAL REFERENCES: **Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, and 22.1-304.**

CROSS REFERENCE: **GCG Professional Staff Probationary Term and Continuing Contract**

GLOUCESTER COUNTY PUBLIC SCHOOLS
COUNTY SCHOOL BOARD

SCHOOL BOARD AGENDA ITEM

MEETING DATE: NOVEMBER 12, 2013 REQUESTED SCHOOL BOARD RESPONSE: A. ACTION: _____ X
B. INFORMATION: _____

AGENDA ITEM #: 13- _____ IF POLICY (NEW OR CHANGE) A. 1st READING: _____
B. 2nd READING: _____

Regular Agenda X Consent Agenda _____

SUBJECT: Facilities Use Rental Fees for County Organizations

ENCLOSURE: None

BACKGROUND/STATUS: Dr. Ben Kiser, John Hutchinson, Brenda Garton, Christi Lewis, and Carol Steele met to discuss fees and billing for Gloucester County Parks, Recreation, and Tourism, Gloucester County Community Education, and other Gloucester County organizations. Discontinuation of billing for rental fees, retroactive to July 1, 2013, was proposed with the following stipulations:

- 1) Personnel services (custodial/sound & lighting/broadcasting) would be billable;
- 2) Damages and/or repair costs associated with County use would be billable;
- 3) Current usage levels would be maintained and controlled. Groups requesting sponsorship through Parks, Recreation, and Tourism and/or Community Education to avoid facility charges would need to be avoided. Viable partnerships which meet the mission and purpose of Parks, Recreation, and Tourism and Community Education, and for which county coordination and supervision would be provided, may be considered; and,
- 4) The School Board, through its budget process, will continually monitor the costs associated with county use, and will reserve the right to adjust access/usage as the need arises.

RECOMMENDATION: That the School Board approves the discontinuation of rental fees as proposed above.

PRESENTER: JOHN HUTCHINSON TITLE: ASSISTANT SUPERINTENDENT FOR ADMINISTRATIVE SERVICES
FOR MORE INFORMATION CONTACT THE PRESENTER AT: (804) 693-5304
PREPARED BY: (SAME AS ABOVE) TITLE: (SAME AS ABOVE)

APPROVAL OF THE SUPERINTENDENT: _____
HOWARD B. KISER, ED.D., SUPERINTENDENT OF SCHOOLS

PAGE NO: _____