

Wednesday, December 6, 2023  
Regular Meeting

Warren County School Board  
Regular Meeting - 6:30 p.m.  
Warren County Government Center

## 1. Closed Meeting - 5:30pm

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Subject : A. Action to Authorize a Closed Meeting to Discuss an Employee Personnel Issue

Meeting : Dec 6, 2023 - Regular Meeting

Category : 1. Closed Meeting - 5:30pm

Type : Action

Recommended Action : This motion is made that this open, public meeting of the Warren County School Board become a closed meeting pursuant to Virginia Code, Section 2.2-3711. The School Board desires to discuss the following matter in a closed meeting:  
Section 2.2-3711 A1 Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of employees of the School Board, specifically an employee personnel issue.

## Public Content

**This motion is made that this open, public meeting of the Warren County School Board become a closed meeting pursuant to Virginia Code, Section 2.2-3711. The School Board desires to discuss the following matter in a closed meeting:**

**Section 2.2-3711 A1** Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of employees of the School Board, specifically an employee personnel issue.

## File Attachments

[Section 2.2-3711 Code of Virginia.pdf \(67 KB\)](#)

Subject : B. Action to Authorize a Closed Meeting to Discuss a Student Discipline Matter

Meeting : Dec 6, 2023 - Regular Meeting

Category : 1. Closed Meeting - 5:30pm

Type : Action

Recommended Action : This motion is made that this open, public meeting of the Warren County School Board become a closed meeting pursuant to Virginia Code, Section 2.2-3711. The School Board desires to discuss the following matter in a closed meeting:  
Section 2.2-3711 A2 Discussion or consideration of admission or disciplinary matters or any other matters that

would involve the disclosure of information contained in a scholastic record concerning any student in Warren County Public Schools, specifically a student discipline matter.

## Public Content

This motion is made that this open, public meeting of the Warren County School Board become a closed meeting pursuant to Virginia Code, Section 2.2-3711. The School Board desires to discuss the following matter in a closed meeting:

**Section 2.2-3711A2** Discussion or consideration of admission or disciplinary matters or any other matters that would involve the disclosure of information contained in a scholastic record concerning any student in Warren County Public Schools, specifically a student discipline matter.

### File Attachments

[Section 2.2-3711 Code of Virginia.pdf \(67 KB\)](#)

Subject :	C. Closed Meeting Certification
Meeting :	Dec 6, 2023 - Regular Meeting
Category :	1. Closed Meeting - 5:30pm
Type :	Action
Recommended Action :	<p>According to the votes recorded by the Clerk, the School Board of Warren County does hereby certify that to the best of each members knowledge:</p> <ol style="list-style-type: none"><li>1. Only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were discussed in the closed meeting to which this certification applies; and</li><li>2. Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered by the School Board.</li></ol>

## Public Content

According to the votes recorded by the Clerk, the School Board of Warren County does hereby certify that to the best of each members knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were discussed in the closed meeting to which this certification applies; and

2. Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered by the School Board.

### File Attachments

[Section 2.2-3711 Code of Virginia.pdf \(67 KB\)](#)

## 2. Meeting Opening - 6:30pm

Subject :	A. Call to Order - Pledge of Allegiance and Moment of Silence - School Board Chair
Meeting :	Dec 6, 2023 - Regular Meeting
Category :	2. Meeting Opening - 6:30pm
Type :	Procedural

## Public Content

The School Board Chair calls the meeting to order followed by The Pledge of Allegiance and a moment of silence.

Subject :	B. Accept or Modify the Agenda - School Board
Meeting :	Dec 6, 2023 - Regular Meeting
Category :	2. Meeting Opening - 6:30pm
Type :	Action
Recommended Action :	That the agenda be approved as presented or as modified.

## Public Content

The School Board approves the current meeting's agenda either as presented or as modified.

Subject :	C. Attendance Award Presentation
Meeting :	Dec 6, 2023 - Regular Meeting
Category :	2. Meeting Opening - 6:30pm
Type :	Information

## Public Content

### Explanation and Summary:

School attendance is essential to academic success. Research shows that missing as little as two days every month, or ten percent of the school year, can have a negative impact on students. At their regularly scheduled monthly meeting, the Warren County School board will recognize schools that have the highest attendance rates at the elementary and secondary levels. The attendance flag will be displayed at the selected schools each month in observance of this achievement.

Subject :	D. School Reports - Dr. Ballenger
Meeting :	Dec 6, 2023 - Regular Meeting

Category :

2. Meeting Opening - 6:30pm

Type :

Information

## Public Content

### Explanation and Summary:

Each month, specific schools will be highlighted and principals will provide an update to the community.

### Attachments:

- None

### Cost and Financing:

- None

### Proposed or Suggested Motion:

None necessary

Subject :

E. Presentation and Recognition - Dr. Ballenger

Meeting :

Dec 6, 2023 - Regular Meeting

Category :

2. Meeting Opening - 6:30pm

Type :

## Public Content

### Explanation and Summary:

### Attachments:

### Cost and Financing:

### Proposed or Suggested Motion:

## Workflow

Workflow :

Dec 1, 2023 1:42 PM :: Submitted by Christopher L Ballenger. Routed to Christopher L Ballenger for approval.  
Dec 1, 2023 1:42 PM :: Final approval by Christopher L Ballenger

Subject :

F. Community Participation

Meeting :

Dec 6, 2023 - Regular Meeting

Category :

2. Meeting Opening - 6:30pm

Type :

Information

## Public Content

It is the duty of the Chairperson of the school board, with assistance from the County Sheriff as necessary, to conduct the meeting in an orderly manner and to limit discussion to topics relevant to the issue before the board for consideration. Persons addressing the school board are advised to limit their remarks to those relevant to the pending items. No persons in attendance shall be allowed to voice remarks except as recognized by the Chairperson or the Clerk of the Board after audibly stating their name and whom they represent, if applicable. No person shall bring into the board room any sign, banner, or other such item which would interfere with other members of the public in seeing, hearing or otherwise participating in the meeting; provided, that models, photos, maps, charts, drawings, and other such demonstrative materials intended for use in a presentation by a specific person shall be permitted.

Upon recognition by the Chair or the Clerk of the Board, the speaker shall:

- Address the School Board Chair
- Confine their comments to issues of public concern relating to the operation of Warren County Public Schools
- Refrain from words or statements which, from their usual construction and common acceptance, are defamatory to specific individuals or tend to violence or breach of the peace
- Refrain from obscenity and vulgarity
- Stay within allotted time
- Stop Speaking when directed by the Chairperson

Groups or individuals in the audience creating an atmosphere detrimental to or disturbing the orderly conduct of the meeting will be asked to refrain from such conduct once. Any additional disturbance after the warning will not be tolerated and the Chairperson will ask the County Sheriff to remove the individual, group, or clear the board room so that the board can conduct the business of the school division.

When recognized, please state your name for the record, whether you are a county resident, parent of a Warren County Public Schools student, or an employee of the school division and limit your comments to three minutes.

### File Attachments

[Policy File BDDH & KD - Public Participation at School Board Meetings.pdf \(199 KB\)](#)

### 3. Consent Agenda

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Subject :	A. Approval of the Minutes of the November 14, 2023 Regular Meeting - Mr. Ballentine
Meeting :	Dec 6, 2023 - Regular Meeting
Category :	3. Consent Agenda
Type :	Action (Consent)
Fiscal Impact :	No
Budgeted :	No
Budget Source :	N/A
Recommended Action :	That minutes of the November 14, 2023, Regular School Board Meeting be approved as presented (or as modified)

## Public Content

### Explanation and Summary:

The draft minutes of the November 14, 2023, Regular School Board Meeting are presented for approval.

### Attachments:

- Draft Minutes of the November 14, 2023, Regular School Board Meeting

### Cost and Financing:

- None

### Proposed or Suggested Motion:

" I move that minutes of the November 14, 2023, Regular School Board Meeting be approved as presented (or as modified)."

## File Attachments

[November 14, 2023 Work Session Minutes.pdf \(397 KB\)](#)

## Consent

Our rules of Parliamentary Procedure provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

## Workflow

Workflow :	Nov 16, 2023 11:26 AM :: Submitted by Rob Ballentine. Routed to Christopher L Ballenger for approval.
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Nov 29, 2023 4:39 PM :: Final approval by Christopher L Ballenger

Subject :	B. Approval of December 06, 2023 Clerk's Report-Mr. Ballentine
Meeting :	Dec 6, 2023 - Regular Meeting
Category :	3. Consent Agenda
Type :	Action (Consent)
Fiscal Impact :	Yes
Budgeted :	Yes
Budget Source :	Approved FY2024 Budget
Recommended Action :	That the Clerk's Report be approved as part of the Consent Agenda.

## Public Content

### Explanation and Summary:

Attached is a detailed list of expenditures since the last School Board meeting held on November 14, 2023.

### Attachments:

- December 06, 2023 Clerk's Report

### Cost and Financing:

- Approved FY2024 Budget

### Proposed or Suggested Motion:

" I move that the Consent Agenda be approved as presented."

## File Attachments

[Clerks Report 12-06-2023.pdf \(751 KB\)](#)

## Consent

Our rules of Parliamentary Procedure provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

## Workflow

Workflow :	Nov 30, 2023 11:37 AM :: Submitted by Annette S Bass. Routed to Rob Ballentine for approval. Nov 30, 2023 11:42 AM :: Approved by Rob Ballentine. Routed to Christopher L Ballenger for approval.
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Nov 30, 2023 12:35 PM :: Final approval by Christopher L Ballenger

Subject : C. Approval of Additional Appropriation Request - Mrs. McDonald/Mr. Ballentine

Meeting : Dec 6, 2023 - Regular Meeting

Category : 3. Consent Agenda

Type : Action (Consent)

Fiscal Impact : Yes

Dollar Amount : \$9,000.00

Budgeted : No

Budget Source : Project Hope Grant

Recommended Action : That the Superintendent be authorized to request that the Warren County Board of Supervisors increase the School Boards FY 2023-2024 Operating Fund Budget by \$9,000 in Category 61000 - Instruction.

## Public Content

Since the original FY2024 Operating Budget was adopted, Warren County Public Schools has been awarded a \$9,000 Project Hope Grant. In order to receive and spend this additional (unbudgeted) revenue, an additional appropriation must be received from the Warren County Board of Supervisors. A copy of the grant award notice and the WCPS Appropriation and Transfer Request Form are attached.

### **Attachments:**

- Special Education Additional Appropriation Request Form
- Project Hope Grant Award Notice

### **Cost and Financing:**

\$9,000 in additional revenue from the Perkins Grant.

### **Proposed or Suggested Motion:**

" I move that the Superintendent be authorized to request that the Warren County Board of Supervisors increase the School Boards FY 2023-2024 Operating Fund Budget by \$9,000 in Category 61000 - Instruction."

## File Attachments

[Special Education Additional Appropriation Request Form.pdf \(269 KB\)](#)

[Project Hope Grant Award Notice.pdf \(964 KB\)](#)

## Consent

Our rules of Parliamentary Procedure provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

## Workflow

Workflow : Nov 13, 2023 10:19 AM :: Submitted by Rob Ballentine.  
Routed to Christopher L Ballenger for approval.



Nov 13, 2023 2:32 PM :: Final approval by Christopher L Ballenger

Subject : D. Approval of Additional Appropriation Request - Mr. Helmick/Mr. Ballentine

Meeting : Dec 6, 2023 - Regular Meeting

Category : 3. Consent Agenda

Type : Action (Consent)

Preferred Date : Dec 06, 2023

Fiscal Impact : Yes

Dollar Amount : \$13,657.00

Budgeted : No

Budget Source : VACORP Insurance Claim Reimbursement

Recommended Action : That the Superintendent be authorized to request that the Warren County Board of Supervisors increase the School Boards FY 2023-2024 Operating Fund Budget by an additional \$13,657 in Category 64000 - Operations and Maintenance

## Public Content

In August it was discovered that a pipe in the men's restroom at the Warren County High School athletic field had burst and caused water damage. An insurance claim was filed and a check to cover the claim less the \$1,000 deductible has been received. In order to receive and spend this unbudgeted revenue, an additional appropriation must be received from the Warren County Board of Supervisors. A copy of the claim check and VACORP letter are attached.

### **Attachments:**

- VACORP Claim Check
- VACORP Claim Letter

### **Cost and Financing:**

\$13,657 from insurance claim check

### **Proposed or Suggested Motion:**

" I move that the Superintendent be authorized to request that the Warren County Board of Supervisors increase the School Boards FY 2023-2024 Operating Fund Budget by an additional \$13,657 in Category 64000 - Operations and Maintenance."

## File Attachments

[VACORP Claim Check.pdf \(170 KB\)](#)

[VACORP Claim Letter.pdf \(149 KB\)](#)

## Consent

Our rules of Parliamentary Procedure provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

## Workflow

Workflow : Nov 28, 2023 12:57 PM :: Submitted by Rob Ballentine.  
Routed to Christopher L Ballenger for approval.  
Nov 29, 2023 4:40 PM :: Final approval by Christopher L Ballenger

Subject : E. Approval of Additional Appropriation Request - Ms. Bragg/Mr. Ballentine

Meeting : Dec 6, 2023 - Regular Meeting

Category : 3. Consent Agenda

Type : Action (Consent)

Fiscal Impact : Yes

Dollar Amount : \$15,000.00

Budgeted : No

Budget Source : Warren County Educational Endowment Grant

Recommended Action : That the Superintendent be authorized to request that the Warren County Board of Supervisors increase the School Boards FY 2023-2024 Operating Fund Budget by an additional \$15,000 in Category 61000 - Instruction.

## Public Content

The Warren County Educational Endowment (WCEE) has awarded a grant in the amount of \$15,000 to Warren County Public Schools to allow for the purchase of a multi-sensory reading training program from the Institute for Multi-Sensory Education (IMSE). In order to receive and spend this additional (unbudgeted) revenue, an additional appropriation must be received from the Warren County Board of Supervisors. A copy of the grant check and the IMSE proposal are attached.

### **Attachments:**

- Copy of WCEE Grant Check
- IMSE Quote
- WCEE Grant Appropriation Request Form
- Link to the IMSE Webpage: [IMSE Reading Program Webpage](#)

### **Cost and Financing:**

\$15,000 from a WCEE Grant

### **Proposed or Suggested Motion:**

" I move that the Superintendent be authorized to request that the Warren County Board of Supervisors increase the School Boards FY 2023-2024 Operating Fund Budget by \$15,000 in Category 61000 - Instruction."

## File Attachments

[WCEE Grant Check Copy.pdf \(129 KB\)](#)

[IMSE Quote.pdf \(32 KB\)](#)

[WCEE Grant Appropriation Request Form.pdf \(305 KB\)](#)

## Consent

Our rules of Parliamentary Procedure provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

## Workflow

Workflow :	Nov 30, 2023 2:39 PM :: Submitted by Rob Ballentine. Routed to Christopher L Ballenger for approval. Dec 1, 2023 1:38 PM :: Final approval by Christopher L Ballenger
Subject :	F. Approval of Overnight FFA Trip - SHS & WCMS- Mr. Smith
Meeting :	Dec 6, 2023 - Regular Meeting
Category :	3. Consent Agenda
Type :	Action (Consent)
Budgeted :	Yes
Budget Source :	Warren County High School
Recommended Action :	"I move that the Warren County School Board approves Skyline High School and Warren County Middle School's FFA overnight State trip to Richmond, Virginia for January 24, 2024 to January 25, 2024."

## Public Content

### Explanation and Summary:

The FFA chapters of Skyline High School and Warren County Middle School are seeking approval to take 16 students on an overnight trip to Richmond, Virginia for the opportunity to participate in FFA Day at the State Capital. In order to qualify for participation, members had to attend one of six advocating for agriculture workshops hosted in November by state FFA staff. Members and advisors will depart for Richmond when school ends on Wednesday, January 24, 2023. The event begins on Thursday, January 25th at 8:00 am. The students will return Thursday night - January 25th.

### Attachments:

Warren County School Board Policy IICA-R Student Trip Guidelines

Confidential itinerary/application

**Cost and Financing:** Skyline High School & Warren County Middle School

### **Proposed or Suggested Motion:**

"I move that the Warren County School Board approves Skyline High School and Warren County Middle School's FFA overnight state trip to Richmond, Virginia from January 24, 2024 to January 25, 2024."

## File Attachments

## Consent

Our rules of Parliamentary Procedure provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

## 4. Reports

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Subject :	A. Superintendent
Meeting :	Dec 6, 2023 - Regular Meeting
Category :	4. Reports
Type :	Reports
Subject :	B. School Board
Meeting :	Dec 6, 2023 - Regular Meeting
Category :	4. Reports
Type :	Reports

## 5. Action Agenda

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Subject :	A. Set Date and Time for 2024 Organizational Meeting - Dr. Ballenger
Meeting :	Dec 6, 2023 - Regular Meeting
Category :	5. Action Agenda
Type :	Action
Fiscal Impact :	No
Recommended Action :	That the 2024 Organizational Meeting of the Warren County School Board be held on Wednesday, January 3, 2024, at 5:30 p.m. in the Board Room of the Warren County Government Center.

## Public Content

### Explanation and Summary:

Warren County School Board Policy File: BCA- School Board Organizational Meeting requires that an organizational meeting be held in January of each year. One of the actions to be taken at that meeting is to establish the regular meeting schedule for that year. Following current practice, it is recommended that this meeting be scheduled for Wednesday, January 3, 2024, at 5:30 p. m. in the BoardRoom of the County Government Center.

### Attachments:

- Policy File: BCA- School Board Organizational Meeting

### Cost and Financing:

There is no cost to scheduling this meeting.

### Proposed or Suggested Motion:

" I move that the 2024 Organizational Meeting of the Warren County School Board be held on Wednesday, January 3, 2024, at 5:30 p.m. in the Board Room of the Warren County Government Center."

## File Attachments

[Policy File BCA - School Board Organizational Meeting.pdf \(200 KB\)](#)

## Workflow

Workflow :	Nov 8, 2023 3:44 PM :: Submitted by Rob Ballentine. Routed to Christopher L Ballenger for approval. Nov 29, 2023 4:40 PM :: Final approval by Christopher L Ballenger
Subject :	B. Acceptance of Donation from the Kiwanis Club of Front Royal to A. S. Rhodes Elementary School - Dr. Ballenger
Meeting :	Dec 6, 2023 - Regular Meeting
Category :	5. Action Agenda
Type :	Action
Fiscal Impact :	No
Budgeted :	No
Recommended Action :	That the donation of \$531 to A. S. Rhodes Elementary School by the Kiwanis Club of Front Royal to restock their Book Vending Machine be accepted with gratitude.

## Public Content

### **Explanation and Summary:**

The Kiwanis Club of Front Royal has donated a \$531 to A. S. Rhodes Elementary School to restock their Book Vending Machine.

### **Attachments:**

- Letter from Lori Layman, principal of A. S. Rhodes Elementary School, acknowledging the donation.

### **Cost and Financing:**

- None

### **Proposed or Suggested Motion:**

" I move that the donation of \$531 to A. S. Rhodes Elementary School by the Kiwanis Club of Front Royal to restock their Book Vending Machine be accepted with gratitude.

## File Attachments

[Kiwanis Club of Front Royal Donation.pdf \(253 KB\)](#)

## Workflow

Workflow :	Dec 4, 2023 2:51 PM :: Submitted by Rob Ballentine. Routed to Christopher L Ballenger for approval. Dec 4, 2023 3:12 PM :: Final approval by Christopher L Ballenger
Subject :	C. Special Education Advisory Committee 2022-2023 Annual Report
Meeting :	Dec 6, 2023 - Regular Meeting
Category :	5. Action Agenda
Type :	Action (Consent)
Preferred Date :	Dec 06, 2023
Absolute Date :	Dec 06, 2023
Fiscal Impact :	No
Budgeted :	No
Budget Source :	N/A
Recommended Action :	I move that the Special Education Advisory Committee Fall 2023 Annual Report be approved as presented.

## Public Content

### **Explanation and Summary:**

The Special Education Advisory Committee (SEAC) works closely with Warren County Public Schools in supporting students with disabilities. The Fall Annual Report is a report of what occurred in SEAC during the prior school year.

### **Attachments:**

Fall 2023 SEAC Annual Report

### **Cost and Financing:**

None

### **Proposed or Suggested Motion:**

I move that the Special Education Advisory Committee Fall 2023 SEAC Annual Report be approved as presented.

## File Attachments

[Fall 2023 SEAC Annual Report SY 2022-2023.pdf \(53 KB\)](#)

## Consent

Our rules of Parliamentary Procedure provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

# Workflow

Workflow : Dec 1, 2023 4:36 PM :: Submitted by Crissa A Breeden.  
Routed to Christopher L Ballenger for approval.  
Dec 2, 2023 12:14 PM :: Forced Approval by Rob  
Ballentine as the document publisher.

Subject : D. Acceptance of Donation - Ms.  
Sperling

Meeting : Dec 6, 2023 - Regular Meeting

Category : 5. Action Agenda

Type : Action

Recommended Action : "I move that the Warren County School Board accepts  
the donations as presented to the Skyline FFA chapter  
with gratitude."

# Public Content

## Explanation and Summary:

Skyline FFA has been fortunate enough to have an outpouring amount of support from our community. Monetary donations will be used to provide a multitude of travel opportunities, end of year awards to celebrate members' hard work, attend leadership conferences, and provide communityservice opportunities for members to participate in.

### Platinum Sponsors (donating \$250 or more)

Meadow Green Farm, LLC  
Happy's Handyman Service, LLC.  
Beltway Realty  
Clay's BBQ

### Gold, Bronze, and Blue Ribbon Sponsors (donating between \$50-225)

The Meyer Family  
Bills Homes, LLC.  
Royal Oak Animal Clinic  
The Sibert Family  
Beeren & Barry Investments, LLC.  
Dominion Equity Options, LLC.  
Virginia National Bank

A special thank you to two donors who have gone above and beyond:

**Warren County Farm Bureau-** donating \$1000 for the purpose of providing 10 FFA members with an official FFA jacket and tie/waterfall.

**The Ford Family-** donating \$800 for the purpose of providing members with opportunitiesfor travel, leadership events and community service activities.

**Navy Federal Credit Union's Winchester Operations Center**who donated their old merchandising coolers for our growing floral design program.

The Skyline FFA chapter would not be as successful as it is without the support of the new Skyline FFA Alumni and Supporters group that functions as a booster club or PTA just for our chapter. This new group has taken a plethora of ideas from our chapter and made their hopes turn into reality for our students. We'd like to thank: Ms. Tina Anderson, Ms. Faye Potter Campbell, Ms. Brittany Clay, Ms. Abbie Ford, Mr. Ken Mathews, and Ms. Tonia Meyer.

## Attachments:

- Policy File: KH - Public Gifts to the Schools

## Cost and Financing:

None to Warren County PublicSchools

**Proposed or Suggested Motion:**

"I move that the Warren County School Board accepts the donations as presented to the Skyline FFA chapter with gratitude."

**File Attachments**

[Policy KH Public Gifts to the Schools.pdf \(1,666 KB\)](#)

Subject :	E. Secondary Truancy Prevention Officer Contract from 10 months to 12 months - Mr. Smith/ Mr. Haines
Meeting :	Dec 6, 2023 - Regular Meeting
Category :	5. Action Agenda
Type :	Action, Discussion
Fiscal Impact :	Yes
Budget Source :	Staff Turnover
Recommended Action :	"I move that the Warren County School Board approves the Secondary Truancy Prevention Officer from a 10 month to a 12 month contract effective January 1, 2024."

## Public Content

**Explanation and Summary:**

Over the last several years, there has been a tremendous increase in the workload for our truancy prevention officers, particularly at the secondary level. This past summer, our secondary truancy prevention officer was scheduled to appear in Court on all but two Fridays from June 2nd through August 11th. There is a lot of work that has to go into these cases including gaining information from service providers, discussing issues with parents, and responding to the assigned defense attorneys, Guardian ad Litem, and the prosecuting attorney. Once a petition is filed, the Code of Va requires that adjudication take place within 120 days. Petitions that are filed in March, April, and potentially May will therefore require trials over the summer.

The Court has been ordering students on our secondary caseload to participate with Summer School. The secondary truancy officer would be able to monitor their attendance and address any issues as they arise. In addition, the officer would be available to transport students when needed and failure to participate in Summer School can result in the filing of a CHINS (Child in Need of Services) petition for students who are not already before the Court as long as the requisite attendance meetings have taken place.

The number of students on the secondary officer doubled last year, and the officer has already filed 8 petitions so far this school year. Five of these petitions are brand new CHINS-Truancy cases. Based upon historical data, the secondary officer could expect 100 CHINS cases by the end of the school year.

The Court is going to be referring cases to the Family Assessment and Planning Team (FAPT) instead of utilizing the Interdisciplinary Team (IDT). FAPT referrals will take 3-4 times the amount of time to complete when compared to the IDT referrals. Presenting cases to FAPT and IDT takes place between Adjudication and Disposition. The Court schedule coupled with the family's needs requires the officer complete these referrals and present them to the Interdisciplinary Teams over the summer.

Our secondary officer has been performing many of these services over the summer in the past. The officer has been compensated by the use of a timesheet and/or comp time however with the increase in workload, this approach is no longer a fair compensatory method. It is recommended to increase the secondary truancy prevention officer contract from 10 months to 12 months, effective January 1, 2024.



**Attachments:****Cost and Financing:**

Additional two month compensation would be covered by savings from staff turnover

**Proposed or Suggested Motion:**

"I move that the Warren County School Board approves the Secondary Truancy Prevention Officer from a 10 month to a 12 month contract effective January 1, 2024."

Subject :	F. First Reading of 2024 - 2025 School Calendar - Mr. Smith
Meeting :	Dec 6, 2023 - Regular Meeting
Category :	5. Action Agenda
Type :	Action
Recommended Action :	No motion is necessary as this is the first reading of the 2024-2025 proposed calendar.

## Public Content

**Explanation and Summary:**

Policy IC/ID requires the School Board to establish the divisions calendar in accordance with applicable regulations and to include contingencies for making up teacher days and teaching hours missed for emergency situations. The attached calendar is being presented for your consideration for the 2024-2025 school year. Key information regarding the proposed calendar is listed below.

- August 13, 2024 First Day of School
- September 12, 2024- Parent-Teacher Conference
- October 15, 2024 - End of 1st Advisory
- November 25 29, 2024 Fall Break
- December 20, 2024 End of 2ndAdvisory/1stSemester
- December 23, 2024 January 4, 2024 Winter Break for Students
- December 23, 2023 January 1, 2024 Winter Break forStaff
- February 6, 2024 - Parent-Teacher Conference
- March 11, 2024 End of 3rdAdvisory
- April 18 - April 25, 2024 Spring Break
- May 22, 2024 Last Day of School
- Calendar reflects 1,044instruction hours. 990 is the required number of instructional hours - this calendar provides 54bank instructional hours for inclement weather cancellations
- 11Professional Development Days

This is the first reading of the proposed 2024-2025 school calendar; there will be three readings of the calendar and a request for approval at the third reading.

**Attachments:**

Policy IC/ID School Year/School Day  
Proposed 2024-2025 Calendar

**Cost and Financing:**

None

**Proposed or Suggested Motion:**

No motion is necessary as this is the second reading of the 2024-2025 proposed calendar.

**File Attachments**

[IC ID policy.pdf \(101 KB\)](#)  
[Draft Calendar.pdf \(35 KB\)](#)

**6. Discussions by School Board**

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Subject :	A. Approval of December 6, 2023 Personnel Report - Mr. Lee
Meeting :	Dec 6, 2023 - Regular Meeting
Category :	6. Discussions by School Board
Type :	Action
Preferred Date :	Dec 06, 2023
Absolute Date :	Dec 06, 2023
Fiscal Impact :	Yes
Budgeted :	Yes
Budget Source :	FY2024 Approved Budget
Recommended Action :	Thatthe December 6, 2023, Personnel Report be approved as presented (or as modified).

**Public Content**

**Explanation and Summary:**

The Personnel Report is presented for consideration and approval by the School Board.

**Attachments:**

- December 6, 2023 Personnel Report

**Cost and Financing:**

All appointments are to positions that are in the approved FY2024 budget.

**Proposed or Suggested Motion:**

" I move thatthe December 6, 2023, Personnel Report be approved as presented (or as modified).

**File Attachments**

[December 6, 2023 Personnel Report.pdf \(136 KB\)](#)

**Workflow**

Workflow :

Dec 2, 2023 12:12 PM :: Submitted by Rob Ballentine.  
Routed to Rob Ballentine for approval.  
Dec 2, 2023 12:12 PM :: Forced Approval by Rob Ballentine as the document publisher.

## 7. Adjournment

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Subject :	A. Adjournment - School Board Chair
Meeting :	Dec 6, 2023 - Regular Meeting
Category :	7. Adjournment
Type :	Action
Recommended Action :	Motion to Adjourn

## Public Content

Upon completion of the approved agenda, the Chairman either requests a motion to adjourn the meeting or by consensus adjourns the meeting.