

Wednesday, January 3, 2024
Organizational Meeting

Warren County School Board
Organizational Meeting - 5:30 p.m.
Warren County Government Center

1. Meeting Opening

Subject :	A. Call to Order - Pledge of Allegiance and Moment of Silence - Superintendent
Meeting :	Jan 3, 2024 - Organizational Meeting
Category :	1. Meeting Opening
Type :	Procedural

Public Content

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

2. Nominations

Subject :	A. Election of Chair of the Warren County School Board
Meeting :	Jan 3, 2024 - Organizational Meeting
Category :	2. Nominations
Type :	Action
Recommended Action :	That _____ serve as the Chair of the Warren County School Board for 2024.

Public Content

The Superintendent accepts nominations for Chair of the Warren County School Board and conducts a vote.

Motion & Voting

That _____ serve as the Chair of the Warren County School Board for 2024.

Motion by Melanie C Salins, second by Andrea M Lo.

Final Resolution: Motion Carried

Yea: Antoinette D Funk, Andrea M Lo, Thomas L McFadden Jr, Melanie C Salins

Abstain: Kristen J Pence

Subject :	B. Election of Vice Chair of the Warren County School Board
Meeting :	Jan 3, 2024 - Organizational Meeting
Category :	2. Nominations

Type :

Action

Recommended Action :

That _____ serve as the Vice Chair of the Warren County School Board for 2024.

Public Content

The Superintendent accepts nominations for Vice Chair of the Warren County School Board and conducts a vote.

Motion & Voting

That _____ serve as the Vice Chair of the Warren County School Board for 2024.

Motion by Andrea M Lo, second by Thomas L McFadden Jr.

Final Resolution: Motion Carried

Yea: Andrea M Lo, Thomas L McFadden Jr, Kristen J Pence, Melanie C Salins

Abstain: Antoinette D Funk

3. Appointments

Subject :

A. Appointment of School Board Representative on the Mountain Vista Governor's School Board

Meeting :

Jan 3, 2024 - Organizational Meeting

Category :

3. Appointments

Type :

Action

Fiscal Impact :

No

Recommended Action :

I move that _____ be appointed as the Warren County School Board Representative on the Mountain Vista Governor's School Board for calendar year 2024.

Public Content

Explanation and Summary:

Policy File: BCE - School Board Committees states that there are no standing committees of the Warren County School Board, except the Mountain Vista Governor's School, Budget and Building Committees. At the annual Organizational Meeting, the School Board selects a member to serve as its representative on the Mountain Vista Governor's School Board for that year.

Attachments:

- Policy File: BCE - School Board Committees

Cost and Financing:

There is no cost to making this appointment.

Proposed or Suggested Motion:

"I move that _____ be appointed as the Warren County School Board Representative on the Mountain Vista Governor's School Board for calendar year 2024."

File Attachments

[Policy File BCE School Board Committees.pdf \(205 KB\)](#)

Motion & Voting

I move that _____ be appointed as the Warren County School Board Representative on the Mountain Vista Governor's School Board for calendar year 2024.

Motion by Melanie C Salins, second by Antoinette D Funk.

Final Resolution: Motion Carried

Yea: Antoinette D Funk, Andrea M Lo, Thomas L McFadden Jr, Kristen J Pence, Melanie C Salins

Subject :	B. Appointment of Two Budget Committee Members - School Board
Meeting :	Jan 3, 2024 - Organizational Meeting
Category :	3. Appointments
Type :	Action
Fiscal Impact :	No
Budget Source :	N/A
Recommended Action :	I move that _____ and _____ be appointed as the 2024 Warren County School Board representatives on the Budget Committee.

Public Content

Explanation and Summary:

Policy File: BCE - School Board Committees states that there are no standing committees of the Warren County School Board, except the Mountain Vista Governors School, Budget and Building Committees. At the annual Organizational Meeting, the School Board selects twomembers to serve on the Budget Committee for that year.

Attachments:

- Policy File: BCE - School Board Committees

Cost and Financing:

There is no cost to establish this committee.

Proposed or Suggested Motion:

"I move that _____ and _____ be appointed as the 2024 Warren County School Board representatives on the Budget Committee."

File Attachments

[Policy File BCE School Board Committees.pdf \(205 KB\)](#)

Motion & Voting

I move that _____ and _____ be appointed as the 2024 Warren County School Board representatives on the Budget Committee.

Motion by Melanie C Salins, second by Kristen J Pence.

Final Resolution: Motion Failed

Yea: Thomas L McFadden Jr, Melanie C Salins

Nay: Antoinette D Funk, Andrea M Lo, Kristen J Pence

Subject : C. Appointment of Two Building Committee Representatives - School Board

Meeting : Jan 3, 2024 - Organizational Meeting

Category : 3. Appointments

Type : Action

Fiscal Impact : No

Recommended Action : I move that _____ and _____ be appointed as the 2024 Warren County School Board Representatives on the Building Committee.

Public Content

Explanation and Summary:

Policy File: BCE - School Board Committees states that there are no standing committees of the Warren County School Board, except the Mountain Vista Governors School, Budget and Building Committees. At the annual Organizational Meeting, the School Board selects two members to serve on the Building Committee for that year.

Attachments:

- Policy File: BCE - School Board Committees

Cost and Financing:

There is no cost to establish this committee.

Proposed or Suggested Motion:

"I move that _____ and _____ be appointed as the 2024 Warren County School Board representatives on the Building Committee."

File Attachments

[Policy File BCE School Board Committees.pdf \(205 KB\)](#)

Motion & Voting

I move that _____ and _____ be appointed as the 2024 Warren County School Board Representatives on the Building Committee.

Motion by Andrea M Lo, second by Thomas L McFadden Jr.

Final Resolution: Motion Carried

Yea: Antoinette D Funk, Andrea M Lo, Thomas L McFadden Jr, Kristen J Pence, Melanie C Salins

Subject : D. Appointment of Clerk of the Warren County School Board - Dr. Ballenger

Meeting : Jan 3, 2024 - Organizational Meeting

Category : 3. Appointments

Type : Action

Preferred Date : Jan 03, 2024

Absolute Date : Jan 03, 2024

Fiscal Impact : Yes

Dollar Amount :	\$10,000.00
Budgeted :	Yes
Budget Source :	Approved Annual Budget
Recommended Action :	I move that _____ be appointed as Clerk of the Warren County School Board for a term beginning January 1, 2024 and ending December 31, 2024.

Public Content

Explanation and Summary: Upon the recommendation of the Superintendent, the School Board appoints a clerk for the new calendar year.

Attachments:

Policy File: BBC - School Board Clerk

Proposed Motion:

"I move that _____ be appointed as Clerk of the Warren County School Board for a term beginning January 1, 2024 and ending December 31, 2024."

File Attachments

[Policy File BCC School Board Clerk.pdf \(212 KB\)](#)

Workflow

Workflow :	Dec 19, 2023 3:21 PM :: Submitted by Rob Ballentine. Routed to Christopher L Ballenger for approval. Dec 20, 2023 1:38 PM :: Final approval by Christopher L Ballenger
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Motion & Voting

I move that _____ be appointed as Clerk of the Warren County School Board for a term beginning January 1, 2024 and ending December 31, 2024.

Motion by Melanie C Salins, second by Antoinette D Funk.

Final Resolution: Motion Carried

Yea: Antoinette D Funk, Andrea M Lo, Thomas L McFadden Jr, Kristen J Pence, Melanie C Salins

Subject :	E. Appointment of Deputy Clerk of the Warren County School Board - Dr. Ballenger
Meeting :	Jan 3, 2024 - Organizational Meeting
Category :	3. Appointments
Type :	Action
Fiscal Impact :	Yes
Dollar Amount :	\$5,000.00
Budgeted :	Yes
Budget Source :	Approved Annual Budget

Recommended Action :

I move that _____ be appointed as Deputy Clerk of the Warren County School Board for a term beginning January 1, 2024 and ending December 31, 2024.

Public Content

Explanation and Summary: Upon the recommendation of the Superintendent, the School Board appoints a deputy clerk for the new calendar year.

Attachments:

Policy File: BBC - School Board Clerk

Proposed Motion:

"I move that _____ be appointed as Deputy Clerk of the Warren County School Board for a term beginning January 1, 2024 and ending December 31, 2024."

File Attachments

[Policy File BCC School Board Clerk.pdf \(212 KB\)](#)

Workflow

Workflow :

Dec 19, 2023 3:23 PM :: Submitted by Rob Ballentine.
Routed to Christopher L Ballenger for approval.
Dec 20, 2023 1:39 PM :: Final approval by Christopher L Ballenger

Motion & Voting

I move that _____ be appointed as Deputy Clerk of the Warren County School Board for a term beginning January 1, 2024 and ending December 31, 2024.

Motion by Andrea M Lo, second by Antoinette D Funk.

Final Resolution: Motion Carried

Yea: Antoinette D Funk, Andrea M Lo, Thomas L McFadden Jr, Kristen J Pence, Melanie C Salins

Subject :

F. Appointment of Designee to Attend Meetings of the School Board in the Absence of the Division Superintendent - Dr. Ballenger

Meeting :

Jan 3, 2024 - Organizational Meeting

Category :

3. Appointments

Type :

Action

Fiscal Impact :

No

Budgeted :

No

Budget Source :

N/A

Recommended Action :

I move that George R. "Buck" Smith, Jr. be appointed as the designee of the superintendent to attend meetings of the School Board in the absence or inability of the

superintendent to attend for the period of January 1, 2024 to December 31, 2024.

Public Content

Explanation and Summary:

School Board Policy File: *BCA School Board Organizational Meeting* requires the School Board to appoint on an annual basis a designee of the Division Superintendent to attend meetings of the School Board in the absence or inability of the Superintendent to attend. It is recommended that George R. "Buck" Smith, Jr., assistant superintendent for administration, be appointed as the designee to attend meetings of the school board in the absence of the Division Superintendent.

Attachments:

Policy File: BCA - School Board Organizational Meeting

Cost and Financing: None

Proposed or Suggested Motion:

I move that George R. "Buck" Smith, Jr. be appointed as the designee of the superintendent to attend meetings of the School Board in the absence or inability of the superintendent to attend for the period of January 1, 2024 to December 31, 2024.

File Attachments

[Policy File BCA School Board Organizational Meeting.pdf \(216 KB\)](#)

Workflow

Workflow :

Dec 15, 2023 10:11 AM :: Submitted by Rob Ballentine.
Routed to Christopher L Ballenger for approval.
Dec 20, 2023 1:39 PM :: Final approval by Christopher L Ballenger

Motion & Voting

I move that George R. "Buck" Smith, Jr. be appointed as the designee of the superintendent to attend meetings of the School Board in the absence or inability of the superintendent to attend for the period of January 1, 2024 to December 31, 2024.

Motion by Melanie C Salins, second by Andrea M Lo.

Final Resolution: Motion Carried

Yea: Antoinette D Funk, Andrea M Lo, Thomas L McFadden Jr, Kristen J Pence, Melanie C Salins

4. Accept or Modify Agenda

Subject : A. Accept or Modify Agenda - School Board

Meeting : Jan 3, 2024 - Organizational Meeting

Category : 4. Accept or Modify Agenda

Type : Action

Recommended Action : "That the agenda be approved as presented (or as

modified)."

Motion & Voting

"That the agenda be approved as presented (or as modified)."

Motion by Andrea M Lo, second by Antoinette D Funk.

Final Resolution: Motion Carried

Yea: Antoinette D Funk, Andrea M Lo, Thomas L McFadden Jr, Kristen J Pence, Melanie C Salins

5. Consent Agenda

Subject :	A. Approval of the Minutes of the December 6, 2023 Regular Meeting - Mr. Ballentine
Meeting :	Jan 3, 2024 - Organizational Meeting
Category :	5. Consent Agenda
Type :	Action (Consent)
Fiscal Impact :	No
Budgeted :	No
Budget Source :	N/A
Recommended Action :	That minutes of the December 6, 2023, Regular School Board Meeting be approved as presented (or as modified)

Public Content

Explanation and Summary:

The draft minutes of the December 6, 2023, Regular School Board Meeting are presented for approval.

Attachments:

- Draft Minutes of the December 6, 2023, Regular School Board Meeting

Cost and Financing:

- None

Proposed or Suggested Motion:

" I move that minutes of the December 6, 2023, Regular School Board Meeting be approved as presented (or as modified)."

File Attachments

[December 6, 2023 Minutes.pdf \(396 KB\)](#)

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 18, 2023 1:06 PM :: Submitted by Rob Ballentine.
Routed to Christopher L Ballenger for approval.
Dec 20, 2023 1:39 PM :: Final approval by Christopher L Ballenger

Motion & Voting

That minutes of theDecember 6, 2023, Regular School Board Meeting be approved as presented (or as modified)

Motion by Andrea M Lo, second by Melanie C Salins.
Final Resolution: Motion Carried
Yea: Antoinette D Funk, Andrea M Lo, Thomas L McFadden Jr, Kristen J Pence, Melanie C Salins

Subject : B. Approval of December 20, 2023 Special Packet and January 03, 2024 Clerk's Report-Mr. Ballentine

Meeting : Jan 3, 2024 - Organizational Meeting

Category : 5. 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 December 06, 2023.

Attachments:

- December 20, 2023 "Special Packet" and January 03, 2024 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 Special Packet 12-20-2023.pdf \(1,022 KB\)](#)
[Clerks Report 01-03-2024.pdf \(225 KB\)](#)

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 21, 2023 1:45 PM :: Submitted by Annette S Bass.
Routed to Rob Ballentine for approval.
Dec 21, 2023 1:54 PM :: Approved by Rob Ballentine.
Routed to Christopher L Ballenger for approval.
Dec 21, 2023 2:55 PM :: Final approval by Christopher L Ballenger

Motion & Voting

That minutes of theDecember 6, 2023, Regular School Board Meeting be approved as presented (or as modified)

Motion by Andrea M Lo, second by Melanie C Salins.
Final Resolution: Motion Carried
Yea: Antoinette D Funk, Andrea M Lo, Thomas L McFadden Jr, Kristen J Pence, Melanie C Salins

Subject : C. Approval of Additional Appropriation Request for SMS School Improvement Grant Carryover Funds - Mr. Ballentine\Ms. Bragg

Meeting : Jan 3, 2024 - Organizational Meeting

Category : 5. Consent Agenda

Type : Action (Consent)

Preferred Date : Jan 03, 2024

Absolute Date : Jan 03, 2024

Fiscal Impact : Yes

Dollar Amount : \$94,864.00

Budgeted : No

Budget Source : Title I Part A School Improvement 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 \$94,864 in Category 61000 - Instruction.

Public Content

In 2022, Skyline Middle School was awarded a Title I Part A School Improvement Grant in the amount of \$150,000. Through June 30, 2023, \$55,154 of the grant had been spent. The remaining \$94,864 has been carried over to the current fiscal year. In order to receive and spend the carryover (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:

- Title I Part A School Improvement Grant Additional Appropriation Form

Cost and Financing:

\$94,846 in additional revenue from the Title I Part A School Improvement 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 \$94,846 in Category 61000 - Instruction."

File Attachments

[Title I Part A School Improvement Grant.pdf \(312 KB\)](#)

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 20, 2023 10:40 AM :: Submitted by Rob Ballentine.
Routed to Christopher L Ballenger for approval.
Dec 20, 2023 1:39 PM :: Final approval by Christopher L Ballenger

Motion & Voting

That minutes of theDecember 6, 2023, Regular School Board Meeting be approved as presented (or as modified)

Motion by Andrea M Lo, second by Melanie C Salins.
Final Resolution: Motion Carried
Yea: Antoinette D Funk, Andrea M Lo, Thomas L McFadden Jr, Kristen J Pence, Melanie C Salins

6. Community Participation

Subject : A. Attendance Award Presentation - Dr. Ballenger

Meeting : Jan 3, 2024 - Organizational Meeting

Category : 6. Community Participation

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 : B. School Reports - Dr. Ballenger
Meeting : Jan 3, 2024 - Organizational Meeting
Category : 6. Community Participation
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 : C. Community Participation
Meeting : Jan 3, 2024 - Organizational Meeting
Category : 6. Community Participation
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.

7. Reports

Subject :	A. Superintendent's Report
Meeting :	Jan 3, 2024 - Organizational Meeting
Category :	7. Reports
Type :	

Public Content

The Superintendent reports of topics of interest to the Board and public.

Subject :	B. Board Member Reports
Meeting :	Jan 3, 2024 - Organizational Meeting
Category :	7. Reports
Type :	Information

8. Action Agenda

Subject :	A. Approval of 2024 School Board Meeting Calendar - Dr. Ballenger
Meeting :	Jan 3, 2024 - Organizational Meeting
Category :	8. Action Agenda
Type :	Action
Fiscal Impact :	No
Budgeted :	No
Budget Source :	N/A
Recommended Action :	That the proposed 2024 School Board Meeting Calendar be approved as presented(or as amended)

Public Content

Explanation and Summary:

Policy File: BCA requires the time, place and dates of regular School Board meetings to be set at the annual organizational meeting. In 2023, meetings of the Warren County School Board were held on the firstWednesdayof each month beginning at 5:30 p.m. and the thirdWednesdayof each month also beginning at 5:30 p.m. except during July and December when meetings were scheduled only for the firstWednesdayof the month. The attached proposed schedule follows this practice with the following exceptions:

- The meeting normally scheduled for Wednesday, April 3, 2024has been moved to Wednesday, April 10, 2024 due to Spring Break
- Themeting normally scheduled for Wednesday, June 19, 2024has been moved to Wednesday, June 26, 2024 due to the Juneteenth holiday.

Attachments:

- Proposed 2024School Board Meeting Calendar
- Policy File: BCA School Board Organizational Meeting

Cost and Financing:

None

Proposed or Suggested Motion:

I move that the proposed 2024 School Board Meeting Calendar be approved as presented(or as amended).

File Attachments

[2024 School Board Meeting Calendar.pdf \(232 KB\)](#)

[Policy File BCA School Board Organizational Meeting.pdf \(216 KB\)](#)

Workflow

Workflow :

Dec 20, 2023 11:36 AM :: Submitted by Rob Ballentine.
Routed to Christopher L Ballenger for approval.
Dec 20, 2023 1:39 PM :: Final approval by Christopher L Ballenger

Motion & Voting

That the proposed 2024 School Board Meeting Calendar be approved as presented(or as amended)

Motion by Melanie C Salins, second by Andrea M Lo.

Final Resolution: Motion Carried

Yea: Antoinette D Funk, Andrea M Lo, Thomas L McFadden Jr, Kristen J Pence, Melanie C Salins

Subject :	B. Authorization to Advertise Public Hearing for FY2025 Budget - Dr. Ballenger
Meeting :	Jan 3, 2024 - Organizational Meeting
Category :	8. Action Agenda
Type :	Action
Fiscal Impact :	Yes
Dollar Amount :	\$100.00
Budgeted :	Yes
Budget Source :	Approved FY2024 Finance Office Budget
Recommended Action :	That authorization be given to advertise for a public hearing on the FY2025 budget at the February 7, 2024 meeting with the understanding that if this meeting must be cancelled, the public hearing will be held at the next regularly scheduled meeting on Wednesday, February 21, 2024 at 5:30 p.m.

Public Content

Section 15.2-2506 of the Code of Virginia requires school boards to hold one or more hearings at least seven days prior to adopting a budget. Notice of such public hearings shall be given at least seven days prior to the date set for the hearing and shall be advertised in a newspaper having general circulation in the locality. It is recommended that the public hearing for the FY2025 budget be held during the February 7, 2024 meeting. It is further recommended that in case that meeting is cancelled due to inclement weather, the public hearing be held at the next regularly scheduled meeting on February 14, 2024.

Attachments:

- Code of Virginia Section 15.2-2506 Publication and Notice of Budget Public Hearing

Cost and Financing:

The cost of the advertisement is approximately \$100 and is included in the current years budget.

Proposed or Suggested Motion:

I move that authorization be given to advertise for a public hearing on the FY2025 budget at the February 7, 2024 meeting with the understanding that if this meeting must be cancelled, the public hearing will be held at the next regularly scheduled meeting on Wednesday, February 21, 2024 at 5:30 p.m.

File Attachments

[Code of Virginia Section 15.2-2506 Publication and Notice of Budget Public Hearing.pdf \(20 KB\)](#)

Motion & Voting

That authorization be given to advertise for a public hearing on the FY2025 budget at the February 7, 2024 meeting with the understanding that if this meeting must be cancelled, the public hearing will be held at the next regularly scheduled meeting on Wednesday, February 21, 2024 at 5:30 p.m.

Motion by Andrea M Lo, second by Thomas L McFadden Jr.
Final Resolution: Motion Carried
Yea: Antoinette D Funk, Andrea M Lo, Thomas L McFadden Jr, Kristen J Pence, Melanie C Salins

Subject :	C. Approval of Resolution Authorizing Superintendent to Issue Contracts--Dr. Ballenger
Meeting :	Jan 3, 2024 - Organizational Meeting
Category :	8. Action Agenda
Type :	Action
Fiscal Impact :	No
Budgeted :	Yes
Recommended Action :	The Resolution Authorizing the Superintendent to Issue Employee Contracts be adopted as presented.

Public Content

Explanation and Summary:

The Code of Virginia states that teachers in the public schools of a school division shall be employed and placed in appropriate schools by the school board upon recommendation of the division superintendent and that a school board, upon recommendation of the division superintendent, may employ principals and assistant principals. While it is the desire of the School Board to hire the most qualified candidate for a vacant position, on occasion, waiting until the next scheduled School Board meeting to fill a vacancy may cause an undue hardship on the division or cause a candidate to withdraw from consideration in favor of a competing offer.

This resolution is being introduced to allow the superintendent to offer employment and issue contracts for approved positions with the approval of the Board Chairman prior to the Board meeting and approving the appointment. This exception is to only be used in cases where a delay in filling the position causes an undue hardship on the division or puts it at a competitive disadvantage with a potential candidate. Such appointments are subject to confirmation by the entire School Board at its next meeting. This resolution shall remain in effect until December 31, 2024 with the expectation that it will be reintroduced at the organizational meeting each year.

Attachments:

- Proposed Resolution Authorizing the Superintendent to Issue Employee Contracts

- Section 22.1-293A Code of Virginia
- Section 22.1-295A Code of Virginia

Cost and Financing:

There is no additional cost to enacting this procedure

Proposed or Suggested Motion:

" I move that the Resolution Authorizing the Superintendent to Issue Employee Contracts be adopted as presented."

File Attachments

[Resolution Authorizing Superintendent to Issue Employee Contracts.pdf \(557 KB\)](#)
[§ 22.1-293. School Boards Authorized to Employ Principals and Assistant Principals.pdf \(17 KB\)](#)
[§ 22.1-295. Employment of Teachers.pdf \(18 KB\)](#)

Motion & Voting

The Resolution Authorizing the Superintendent to Issue Employee Contracts be adopted as presented.

Motion by Antoinette D Funk, second by Andrea M Lo.

Final Resolution: Motion Carried

Yea: Antoinette D Funk, Andrea M Lo, Thomas L McFadden Jr, Kristen J Pence, Melanie C Salins

Subject :	D. Second Reading of 2024 - 2025 School Calendar - Mr. Smith
Meeting :	Jan 3, 2024 - Organizational Meeting
Category :	8. Action Agenda
Type :	Action
Recommended Action :	No motion is necessary as this is the second 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- Early Release with Parent-Teacher Conference: 4 pm to 7 pm
- September 13, 2024 - Parent-teacher Conference 9 am to 12 noon - No students - Offices close at 12 noon
- 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, 2025 Winter Break for Students
- December 23, 2024 January 1, 2025 Winter Break forStaff
- February 6, 2025- Early Release with Parent-Teacher Conference: 4 pm to 7 pm
- February 7, 2025 - Parent-Teacher Conference 9 am to 12 noon - No students - Offices close at 12 noon
- March 11, 2025 End of 3rdAdvisory
- April 14- April 21, 2025 Spring Break

- May 22, 2025 Last Day of School
- Calendar reflects 1,038instruction hours - 990 is the required number of instructional hours - this calendar provides 48bank instructional hours for inclement weather cancellations
- 11Professional Development Days

This is the second 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
Draft 2024-25 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 2024-25 calendar \(1\).pdf \(36 KB\)](#)

Subject :	E. Approval of Resolution Authorizing Payment of Bills in Emergency Situations and in Months with Only One School Board Meeting - Mr. Ballentine
Meeting :	Jan 3, 2024 - Organizational Meeting
Category :	8. Action Agenda
Type :	Action
Fiscal Impact :	Yes
Budgeted :	Yes
Recommended Action :	That the Resolution Authorizing Payment of Bills in Emergency Situations and in Months with Only One School Board Meeting be adopted as presented.

Public Content

Explanation and Summary:

Section 22.1-122 of the Code of Virginia and School Board Policy File: DK provide for the drawing of special warrants prior to School Board approval if the School Board has by resolution authorized such a procedure. Throughout the year there are circumstances where it is advisable or necessary to issue a payment prior to the next School Board meeting. These type circumstances may include such things as the payment of utility bills, debt service payments, insurance bills, contractor payments, credit card bills, emergency parts/supplies that must be paid for at the time of delivery, etc. In these cases a delay in payment may incur additional costs or affect the normal operations of the school division.

Attachments:

- Resolution Authorizing Payment of Bills in Emergency Situations and in Months with Only One School Board Meeting

Cost and Financing:

There is no additional cost to enacting this procedure. However, failure to enact this procedure could result in additional costs through interest charges, late fees and penalties.

Proposed or Suggested Motion:

I move that the Resolution Authorizing Payment of Bills in Emergency Situations and in Months with Only One School Board Meeting be adopted as presented.

File Attachments

[Payment of Bills Resolution 2024.pdf \(262 KB\)](#)

Motion & Voting

That the Resolution Authorizing Payment of Bills in Emergency Situations and in Months with Only One School Board Meeting be adopted as presented.

Motion by Melanie C Salins, second by Antoinette D Funk.

Final Resolution: Motion Carried

Yea: Antoinette D Funk, Andrea M Lo, Thomas L McFadden Jr, Kristen J Pence, Melanie C Salins

Subject :	F. Employee Benefits Broker Service Agreement between WCPS and McGriff - Mr. Lee
Meeting :	Jan 3, 2024 - Organizational Meeting
Category :	8. Action Agenda
Type :	Action
Fiscal Impact :	Yes
Dollar Amount :	\$42,000.00
Budgeted :	Yes
Budget Source :	FY 2023-2024 Budget
Recommended Action :	"I move that Warren County Public Schools renew it's annual agreement with McGriff Insurance Services for employee benefits and insurance services."

Public Content

Explanation and Summary:

McGriff Insurance Services has provided Warren County Public Schools employee benefits management services for a number of years inside the contracts we held with our selected insurance companies. This agreement will enable us to continue to provide our employees the excellent benefit services they need and deserve through a continued relationship with McGriff Insurance services.

Attachments:

Cost and Financing:

Proposed or Suggested Motion:

" I move that Warren County Public Schools renew it's annual agreement with McGriff Insurance Services for employee benefits and insurance services."

File Attachments

[SKM_C75923121917170.pdf \(182 KB\)](#)

Workflow

Workflow :

Dec 19, 2023 5:12 PM :: Submitted by Jody Lee.
Routed to Christopher L Ballenger for approval.
Dec 20, 2023 1:39 PM :: Final approval by Christopher L Ballenger

Motion & Voting

"I move that Warren County Public Schools renew it's annual agreement with McGriff Insurance Services for employee benefits and insurance services."

Motion by Antoinette D Funk, second by Melanie C Salins.

Final Resolution: Motion Carried

Yea: Antoinette D Funk, Andrea M Lo, Thomas L McFadden Jr, Kristen J Pence, Melanie C Salins

Subject :

G. 2023 School Security Equipment Grant - Mr. Stefnoski

Meeting :

Jan 3, 2024 - Organizational Meeting

Category :

8. Action Agenda

Type :

Action

Preferred Date :

Jan 03, 2024

Absolute Date :

Jan 17, 2024

Fiscal Impact :

Yes

Dollar Amount :

\$29,738.20

Budgeted :

Yes

Budget Source :

Virginia Security Grant

Recommended Action :

"I move that approval be given to purchase security cameras for HJB from Eplus in the amount of \$29,738.20.

Public Content

Explanation and Summary:

WCPS would like to purchase security cameras for HJB. These purchases are part of the [VPSA Security Grant](#). The quotes for these items are on a State contract VA-COH 20-44/CLP - City of Hampton.

Cost and Financing:

The funding for this project will come out of the 2023 VPSA Security Grant. WCPS was awarded \$24,000 through the grant. A local match of 25 percent of the grant award is required.

Proposed or Suggested Motion:

" I move that approval be given to purchase security cameras for HJB from Eplus in the amount of \$29,738.20."

File Attachments

[Warren PS - Axis HJB - 23006567.pdf \(88 KB\)](#)

Workflow

Workflow :

Dec 19, 2023 11:06 AM :: Submitted by Doug Stefnoski.
Routed to Christopher L Ballenger for approval.
Dec 20, 2023 1:40 PM :: Final approval by Christopher L Ballenger

Motion & Voting

"I move that approval be given to purchase security cameras for HJB from Eplus in the amount of \$29,738.20.

Motion by Andrea M Lo, second by Melanie C Salins.
Final Resolution: Motion Carried
Yea: Antoinette D Funk, Andrea M Lo, Thomas L McFadden Jr, Kristen J Pence, Melanie C Salins

Subject :
Meeting :
Category :
Type :

H. Update to Policy - JO - Mr. Smith
Jan 3, 2024 - Organizational Meeting
8. Action Agenda
First Reading

Public Content

Explanation and Summary:

After reviewing Policy JO, it was determined there should be an update due to recently built schools being left out of the policy.

Attachments:

Draft update to Policy JO

Cost and Financing:

None

Proposed or Suggested Motion:

This is a first reading. No action is needed.

File Attachments

[Draft update to Policy JO.pdf \(49 KB\)](#)

Workflow

Workflow : Dec 21, 2023 4:18 PM :: Submitted by Crissa A Breeden. Routed to Christopher L Ballenger for approval.
Dec 27, 2023 9:52 PM :: Final approval by Christopher L Ballenger

9. Closed Meeting

Subject : A. Action to Authorize a Closed Meeting to Discuss an Employee Personnel Issue and a Student Discipline Matter - School Board

Meeting : Jan 3, 2024 - Organizational Meeting

Category : 9. Closed Meeting

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 the Personnel Report, and
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 appeal.

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 the Personnel Report, and

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 student discipline appeal number 2024-0103.

File Attachments

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

Motion & Voting

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 the Personnel Report, and
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 appeal.

Motion by Melanie C Salins, second by Antoinette D Funk.
Final Resolution: Motion Carried
Yea: Antoinette D Funk, Andrea M Lo, Thomas L McFadden Jr, Kristen J Pence, Melanie C Salins

Subject :	B. Closed Meeting Certification
Meeting :	Jan 3, 2024 - Organizational Meeting
Category :	9. Closed Meeting
Type :	Action
Recommended Action :	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.

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 VirginiaFreedom 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 wasconvened were heard, discussed or considered by the School Board.

File Attachments

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

10. Approval of Closed Meeting Items

Subject :	A. Approval of January 3, 2024 Personnel Report and Personnel Report Addendum - Mr. Lee
Meeting :	Jan 3, 2024 - Organizational Meeting
Category :	10. Approval of Closed Meeting Items
Type :	Action
Preferred Date :	Oct 04, 2023
Absolute Date :	Oct 05, 2023
Fiscal Impact :	Yes
Budgeted :	Yes
Budget Source :	FY2024 Approved Budget
Recommended Action :	Thatthe January 3, 2024 Personnel Report and Personnel Report Addendum be approved as presented (or as modified).

Public Content

Explanation and Summary:

The Personnel Report and *Personnel Report Addendum* are presented for consideration and approval by the School Board.

Attachments:

- January 3, 2024 Personnel Report
- *January 3, 2024 Personnel Report Addendum*

Cost and Financing:

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

Proposed or Suggested Motion:

" I move thatthe January 3, 2024 Personnel Report and the Personnel Report Addendum be approved as presented (or as modified).

File Attachments

[January 3, 2024 Personnel Report.pdf \(595 KB\)](#)

[Revised January 3, 2024 Personnel Addendum \(13 KB\)](#)

Workflow

Workflow :

Dec 21, 2023 3:46 PM :: Submitted by Rob Ballentine.
Routed to Christopher L Ballenger for approval.
Dec 27, 2023 9:47 PM :: Final approval by Christopher L Ballenger

11. Adjournment

Subject :	A. Adjournment - School Board Chair
Meeting :	Jan 3, 2024 - Organizational Meeting
Category :	11. 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.