

Dickenson County School Board – Summary Minutes

August 22, 2018

I. ROLL CALL AND MEETING CALLED TO ORDER

- a. The meeting was called to order by Chairman, Susan Mullins followed by the Pledge of Allegiance and a Moment of Silence.
- b. **Members in Attendance:** Susan Mullins, Chairman; Rick Mullins, Vice-Chairman; Rocky Barton; Dr. Lurton Lyle; Shanghai Nickles; Haydee Robinson, Superintendent; Reba McCowan, Clerk and Scott Mullins, Board Attorney
- c. **Approval of Agenda**
Following a motion by Shanghai Nickles and second by Dr. Lurton Lyle the agenda was approved.

Vote Results

Aye:	5	Rocky Barton, Dr. Lurton Lyle, Rick Mullins, Susan Mullins, Shanghai Nickles
No:	0	
Abstain:	0	
Not Cast:	0	

II. PUBLIC COMMENT

1. Kathy Musick, VPE – Congratulated Ervinton Elementary School on being awarded the VPI Distinguished Performance Award and commended the students, teachers and administrators for a job well done. She also commended the Division and other area school systems for pooling resources for Manny Scott event and hope we do more together. It's an example that together we can do anything. Thank you.
2. Phyllis Mullins, DEA – I'm the DEA President and we had our first meeting yesterday and we are off to a good start. We are looking forward to IPD and VEA is working on that right now. We are also encouraging members to fill out the \$500 mini grants for instruction. I spent several days in Richmond over the summer working on local officer training and working with the legislative committee. We have come up with the legislative agenda we will pushing on Lobby Day. It looks really good and I'm really proud of all of our work. Thank you.
3. Larry Yates – Addressed the Board seeking answers to the following: I want to know why this Board continues to expend substantial public funds on considering an elementary school be built at the Clinchco site when Section 202, under section 2 of the guidelines specifically says that the area at Clinchco Elementary has some serious environmental problems due to the run off from the land field up there. I think it would be your best interest to go back and educate yourselves on that. There are some serious problems with the soil and ground water up there. I'd also like an answer as to why you continue to expend substantial public funds when you go back to the Facilities Development Agreement page 2 item 8 all three Boards are signatories on; that specifically targets Rose Ridge for the high, middle and career center and when you get down to the section where the elementary will be located at; it calls for the elementary school to be located either Clinchco, Haysi or Sandlick. I'd also like to point out that's an irrevocable clause in that agreement. Third and final, on the 2018-19 Student Enrollment; I hope you will provide us with firm numbers for all the elementary schools in the County. Thank you.

4. Don Hill – Addressed the Board in support of the new elementary school’s location in Clinchco. He stated that he was still advocating for two groups; all students’ safety and taxpayers. He stated that he had spoken extensively over the years providing information from a reputable consulting firm that contained reliable, independent, verifiable and unbiased data that you can feel confident in using to make a decision about which location has the greater number of students. Greatest number of students in closer proximity to it; that location is the Clinchco site. I will have one more map to provide to you in the near future and it will contain the most recent data on student population. The safety of these children is the number one priority. This issue of the pollution at the Clinchco site was settled some months ago by DEQ. You can call there and get the information that they gave to me. That issue has been settled and it is no longer a consideration. Thank you once again for letting me comment on this extremely important subject.

III. CONSENT AGENDA ITEMS

Following a motion by Rocky Barton and second by Shanghai Nickles the consent agenda items were approved.

Vote Results

Aye:	5	Rocky Barton, Dr. Lurton Lyle, Rick Mullins, Susan Mullins, Shanghai Nickles
No:	0	
Abstain:	0	
Not Cast:	0	

- a. Approval of Minutes
 - ❖ July 6, 2018 – Special Called Meeting
 - ❖ July 18, 2018 – Special Called Meeting
 - ❖ July 27, 2018 – Regular Meeting
- b. Approval of Monthly Bills – School Operating Fund
 - Monthly Bills: Check # 878913 - Check #878980.....\$183,720.73
 - Monthly Payroll: Check #388600 – Check # 388624.....\$1,627,337.45
- c. School Activity Fund
 - ❖ Informational Item
- d. Field Trips
 - ❖ Ridgeview High School
 - Aug 22nd – The Attic – Clintwood, VA – 9th – PG
 - Aug 31st – Bass Pro Shops – Bristol, TN – 10th – 12th Grade
 - Sept 7th – Birthplace of Country Music – Bristol, VA – 10th – 12th Grade
 - Sept 10th – DECA Officer Leadership Training – Roanoke, VA – 10th – 12th Grade
 - ❖ Sandlick Elementary School
 - Sept 28th – William King Arts Center – Abingdon, VA – 4th Grade

IV. INFORMATION FOR THE BOARD

- VSBA Superintendent Evaluation Workshop – September 25, 2018 – Charlottesville, VA

- Attendance Committee Meeting Minutes from each school.

V. SUPERINTENDENT ROBINSON

e. Good News from Our Schools

- **Distinguished Achievement Awards – Presented in 2018 to Ervinton Elementary School**

Ervinton Elementary School has been selected to receive the 2017 – 2018 Virginia Index of Performance (VIP) Board of Education Achievement Award based upon data from school years 2015 – 2016 and 2016 – 2017. Superintendent Robinson presented the Certificate of Award to Karen Martin, Principal of Ervinton Elementary and each staff member was recognized.

Superintendent Robinson recognized Dr. Lurton Lyle who celebrated his 80th Birthday on August 18, 2018 by walking 8 miles (64 laps) for donations for the Ronald McDonald House. Dr. Lyle thanked everyone who made that a special day for him and on that day he raised \$2,500 and to date a total of over \$4,000; which he plans to present to them on the 31st.

f. Approval of 2018-2019 DCPS Crisis Plan

Mike Setser provided the 2018 – 2019 Crisis Management Plans to the School Board from each of the respective schools. Mr. Setser requested, if there were no questions, that the School Board approve and certify as required by Code of Virginia that School Board Members have reviewed the Crisis Plans.

Each Board Member confirmed they had reviewed 2018-2019 DCPS Crisis Plan.

Vote Results

Aye:	5	Rocky Barton, Dr. Lurton Lyle, Rick Mullins, Susan Mullins, Shanghai Nickles
No:	0	

g. Update on the New Elementary School Site

Mr. Scott Mullins was asked to update the School Board on the recent updates for the new elementary school and reviewed the following information.

- First: Three proposals from the Request for Proposal for a Construction Team for an architect, educational planner, construction and engineering firm were received at the Dickenson County School Board on Thursday, August 216, 2018. The process to select a Construction Team will take approximately four months. Timeline Goal: By late October or early November, after interviews and thorough process, a Construction Team will hired and in place.

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- Second: A site study was finally approved by each Board for each of the sites: Backbone Ridge, Clinchco and Ridgeview. The site study is analyzing site development costs, road improvement costs, cost for utilities, land acquisition costs, mineral rights cost (if applicable) for a minimum 9 acres pad for the construction of the new school. The goal is to compare all three sites with the same associated costs of each of the above-mentioned factors, and any other factor applicable to a specific site, along with the cost for the actual construction of a school (brick and mortar) on each site.

On Monday, Aug. 20, 2018, the PCT Team along with Lemman Kendrick, Larry Barton, Curtis Elswick and representatives from Thompson and Litton met at the 40% completion of the Site Study. Our goal is that this site analysis will provide accurate and comparable cost and information for each site, compare cost for similar factors, identify potential issues and its costs, and identify cost of factors attributable to a specific site.

- Third: At the completion of the Site Study, the Site Study will be presented to all three Boards at a Joint Meeting tentatively scheduled on Tuesday, September 18th or Thursday, September 20, 2018.

The tentative agenda for the Joint Meeting is:

1. Presentation of the Cost of Site Development, Cost for Utilities, Cost for Road Improvement on the three identified sites conducted by T & L
2. Update the Projected DCPS Enrollment by K and C Associates: Responsibility: School Board
3. Discuss the OWPR Report: Responsibility: Board of Supervisors
4. 5 - 10 Year County Funding Plan to Address the OWPR's Capital Projects: Responsibility: Board of Supervisors/School Board
5. 5 - 10 Year County Funding Plan to Address Funding of Education for 3 elementary schools and Ridgeview: Responsibility: Board of Supervisors/School Board

Our next timeline is to convene a Joint Meeting again the first week of October, tentatively Oct. 3, 2018, and based on the information presented, have the Boards determine the site for the new elementary.

By late October, 2018 and/or early November 2018, the Boards will make a determination on the Construction Team. By November 2018, Dickenson County could begin the construction phase for the new elementary school.

h. Update on 2018-2019 Student Enrollment

- **10 day enrollment report:**

Mike Setser reviewed for the Board: Monday the enrollment for K - 12 was 1,978 students. Compare that to August 2017, we had 2,014 students and at the end of the year in June 2018 we had 1,980 students. Over the summer we are down 2 students from what we ended with in June. Total number for Pre K is 101 students.

Attachment 1: Ten Day Report – August 2018

Attachment 2: DCPS Enrollments

i. Approval of the 2018-2019 DCPS Policy GBO-R: Virginia Retirement

Annually, the School Board approved DCPS Policy GBO – R – Virginia Retirement Incentive for employees of the Dickenson County School System. Superintendent provided the policy with the recommended revisions as follows:

Recommended Changes:

- #2: Revise the 25 years credit to 30 years of credit
- #3: To be eligible for the retiree incentive the employee must have more than twelve (12) years of employment with the Dickenson County Public Schools;
- #5: The eligible retiree may participate in the Retirement Incentive for a maximum of 7 years or a maximum of two years if retiring on disability
- #6: After becoming eligible for Medicare, retirees must enroll in Medicare and will not be eligible to remain on the group health insurance
- #6: Eliminate the “Carve-Out” Plan for family members and dependents

We have two recommendations for the School Board’s consideration. We recommend the School Board’s approval of the recommended changes to DCPS Policy GBO for the 2018 – 2019 school year.

We also recommend that beginning on Sept 1, 2018 with the transition to The Health Plan; any retiree on the group’s health insurance eligible for Medicare must enroll in Medicare and not remain on the group health insurance.

Following a motion by Dr. Lurton Lyle and second by Shanghai Nickles; Policy GBO-R was approved with the revision recommended.

Vote Results

Aye:	5	Rocky Barton, Dr. Lurton Lyle, Rick Mullins, Susan Mullins, Shanghai Nickles
No:	0	
Abstain:	0	
Not Cast:	0	

Attachment 3: Policy GBO-R: Virginia Retirement

Following a motion by Rick Mullins and second by Dr. Lurton Lyle; all retirees eligible for Medicare will no longer be allowed to remain on the School Board Insurance paying full premiums was approved; effective 10/1/2018 if possible.

Vote Results

Aye:	5	Rocky Barton, Dr. Lurton Lyle, Rick Mullins, Susan Mullins, Shanghai Nickles
No:	0	
Abstain:	0	
Not Cast:	0	

j. Discussion and Approval of VSBA Policies

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Mr. Setser presented the VSBA policies and recommended the School Board’s approval of the VSBA policies as presented including JHCH: School Meals, Snacks and Unpaid Meal Charges.

Following a motion by Dr. Lurton Lyle and second by Rocky Barton; VSBA policy revisions and JHCH: School Meals, Snacks and Unpaid Meal Charges were approved.

Vote Results

Aye:	5	Rocky Barton, Dr. Lurton Lyle, Rick Mullins, Susan Mullins, Shanghai Nickles
No:	0	
Abstain:	0	
Not Cast:	0	

Attachment 4: VSBA Policy Revisions

Attachment 5: JHCH: School Meals, Snacks and Unpaid Meal Charges

k. Discussion of Surplus Property

The following list was provide to the Board and recommended it be declared as surplus property:

Vehicles for salvage 8-22-2018

2002 Chevy S10	2001 Blue Impala
VIN # 1GCCS145X28110965	VIN# 2G1WF52E519266970
Tag# 108-509L	Tag# 48-680L
Engine Bad Mileage 197,987	Mileage 77,814

2001 Black Malibu	2004 Chevy Pickup
VIN# 1G1ND52J316261840	VIN# 1GCDT148848185503
Tag# 45-679L	Tag# 110-139L
Mileage 153,268	Mileage 133,643

A2 2000 FRIGHTLINER 23 PASS BUS RUNS 3126 CAT ENG 5 SPEED MANUAL
RUST IN REAR VIN# 4UZ3CJFC51CH15091

BUS 72 1995 INTERNATIONAL 64 PASS BUS 7.3 DIESEL 5 SPEED MANUAL
NOT RUNNING VIN# 1HVBBABN3SH661716

BUS 22 1998 INTERNATIONAL 35 PASS BUS 7.3 DIESEL 5 SPEED
NOT RUNNING VIN # 1HVBBABM7WH543536

BUS 53 1991 CHEVY 10 PASS BUS RUNS 5.7 GAS AUTO TRAN'S VIN#1GBGG35K2M7112953

BUS 31 2001 FRIGHTLINER 64 PASS BUS 3126 CAT AUTO TRANS
NOT RUNNING VIN # 4UZAAXAK61CJ18298

BUS 28 2000 FRIGHTLINER 64 PASS BUS 3126 CAT AUTO TRANS
NOT RUNNING VIN# 4UZ6CJAA6YCG89999

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BUS 70 1995 INTERNATIONAL 36 PASS BUS 7.3 DIESEL AUTO TRAN'S
RUNS VIN# 1HVBDABKOSH208363

BUS 1 1993 INTERNATIONAL 64 PASS BUS DT 360 DIESEL 5 SPEED
RUNS VIN# 1HVBBPLNOPH516058

BUS 46 1998 INTERNATIONAL 54 PASS 7.3 DIESEL 5 SPEED
NOT RUNNING VIN #1HVBBABM1WH530443

BUS 47 1995 INTERNATIONAL 64 PASS BUS 7.3 DIESEL 5 SPEED
NOT RUNNING VIN # 1HVBBABN1SH661715

BUS 43 1995 INTERNATIONAL 64 PASS BUS DT 408 DIESEL 5 SPEED
RUNS VIN # 1HVBBAAAN7TH263346

BUS A-1 2002 FREIGHTLINER 34 PASS CAT 3126 DIESEL
TRANSMISSION BAD AND RUST VIN# 4UZAAXAK82CJ77855 TAG #133-994L
Following a motion by Rocky Barton and second by Rick Mullins; the recommended items were
approved as surplus property.

Vote Results

Aye:	5	Rocky Barton, Dr. Lurton Lyle, Rick Mullins, Susan Mullins, Shanghai Nickles
No:	0	
Abstain:	0	
Not Cast:	0	

VI. BOARD COMMENT

Rocky Barton:

- Congratulated Ervinton Elementary School, what a wonderful school you have up there. Enrollment is looking better and if I had a child at that age I would be tempted to drive them to Ervinton Elementary. It's great what you all are doing.
- I want to thank the entire system for such a good roll out of the first week. Some teachers have told me it felt like they had not been out for the summer. Janitors, everybody; it's been a great start of the year.
- Enrollment numbers are encouraging and the bleeding may have stopped. I hope so. I think it looks better in Dickenson County and it's encouraging. It's exciting.

Rick Mullins:

- I would like to reiterate what Rocky said about Ervinton Elementary. I think it's a phenomenal feat; what you guys have done over there. It's wonderful.
- I think it's really good that we've not seen more population loss than we have. That always concerns me and those are very positive attributes.

Dr. Lurton Lyle:

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- I echo all the comments about Ervinton Elementary
- I think we are making progress on the elementary site choice and I applaud that.
- Anything to do with my successful walk; and it wasn't my success it was the people that donated and I appreciate that.

Shanghai Nickles:

- I think we have to give Ervinton Elementary 5 stars and special thanks for those who put in the many hours that makes this a very special place for our children.
- I appreciate the Dickenson Education Association. You folks work hard and are doing good things. A lot of people never hear about that but I'm very appreciative of what you do for our kids.

VII. CLOSED SESSION, PURSUANT TO Section 2.2-3711, Paragraph A of the Code of Virginia, there will be a closed meeting for the purpose of discussing: (1. Student requests for early graduation, delay enrollment, homeschool applications; (2. Employment issues relating to employment recommendations, hiring coaches, substitutes and (3. to consult with legal counsel and negotiations regarding investment of funds pursuant to Virginia Code Section 2.2-3711 (A) (1) (6) and (7).

Following a motion by Susan Mullins and second by Shanghai Nickles the Board convened in closed session.

Vote Results

Aye:	5	Rocky Barton, Dr. Lurton Lyle, Rick Mullins, Susan Mullins, Shanghai Nickles
No:	0	
Abstain:	0	
Not Cast:	0	

Following a motion by Dr. Lurton Lyle and second by Rick Mullins; the Board returned to open session.

Vote Results

Aye:	5	Rocky Barton, Dr. Lurton Lyle, Rick Mullins, Susan Mullins, Shanghai Nickles
No:	0	
Abstain:	0	
Not Cast:	0	

Pursuant to Section 2.2-3712(a) of the Code of Virginia, I certify and second by Dr. Lurton Lyle; that during the closed meeting just concluded the Dickenson County School Board discussed only matters lawfully exempt from the open meeting requirements under Section 2.2-3711 of the Code and identified in the motion convening the closed meeting.

Certification of Closed Session

Aye:	5	Rocky Barton, Dr. Lurton Lyle, Rick Mullins, Susan Mullins, Shanghai Nickles
No:	0	

VIII. BOARD ACTION

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Following a motion by Susan Mullins and second by Dr. Lurton Lyle; homeschool applicants were approved and authorization given to Superintendent Robinson to approve any additional homeschool applications received for 2018-2019 school year.

Vote Results

Aye:	5	Rocky Barton, Dr. Lurton Lyle, Rick Mullins, Susan Mullins, Shanghai Nickles
No:	0	
Abstain:	0	
Not Cast:	0	

Following a motion by Susan Mullins and second by Rocky Barton; opting out for Student #082218 was approved.

Vote Results

Aye:	5	Rocky Barton, Dr. Lurton Lyle, Rick Mullins, Susan Mullins, Shanghai Nickles
No:	0	
Abstain:	0	
Not Cast:	0	

Following a motion by Susan Mullins and second by Shanghai Nickles; early graduation requests were approved contingent upon meeting all requirements for graduation.

(Students - #0476, #0736, #0635, #0538, #0549, #0641, #0624, #0776)

Vote Results

Aye:	5	Rocky Barton, Dr. Lurton Lyle, Rick Mullins, Susan Mullins, Shanghai Nickles
No:	0	
Abstain:	0	
Not Cast:	0	

Following a motion by Susan Mullins and second by Dr. Lurton Lyle; coaching recommendation were approved contingent upon concussion training and background checks.

Vote Results

Aye:	5	Rocky Barton, Dr. Lurton Lyle, Rick Mullins, Susan Mullins, Shanghai Nickles
No:	0	
Abstain:	0	
Not Cast:	0	

Coaches Approved:

- Brad Counts, Baseball – Head Coach
- Dylan Dahley, Baseball – Assistant
- Dwayne Stanley, (Boys) Basketball – Assistant
- Kent Grant, Softball – Head Coach
- Sydney Compton, Softball – Assistant
- Donnie Frazier, Softball – Assistant
- Jordan Stanley, Softball – Assistant
- Rodney Stanley, Softball – Volunteer
- Adrian White, (Boys) Tennis – Head Coach
- Deb Barnett – (Boys) Tennis – Volunteer
- John Dotson – (Boys) Tennis – Volunteer
- Todd Tiller – (Boys) Track – Head Coach
- Amber Owens – (Girls) Track – Head Coach

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Rachel Greer – Volleyball – Volunteer
Eric Vitatoe – (Boys) Soccer – Head Coach
Rob Knepp - (Boys) Soccer – Assistant
Fate Fleming - (Boys) Soccer – Volunteer
Grant Vitatoe - (Boys) Soccer – Volunteer
Tanner Knepp - (Boys) Soccer – Volunteer
Sheryl Bise – (Girls) Soccer – Head Coach
Kevin Rose – (Girls) Soccer - Volunteer

Following a motion by Susan Mullins and second by Rocky Barton; Student #0793 was released from mandatory attendance.

Vote Results

Aye:	5	Rocky Barton, Dr. Lurton Lyle, Rick Mullins, Susan Mullins, Shanghai Nickles
No:	0	
Abstain:	0	
Not Cast:	0	

Following a motion by Susan Mullins and second by Dr. Lurton Lyle; employment recommendations were approved: Employment: Jenni Dingus, PK Teacher-SES; Barbara Woods, Part-time Sp. ED. Teacher-RMS; Whitney Stevens, Part-time Aide-CES; Donna OQuin, Part-time Aide-CES; Elizabeth Wells, Part-time Elgin Dental Coordinator.

Vote Results

Aye:	5	Rocky Barton, Dr. Lurton Lyle, Rick Mullins, Susan Mullins, Shanghai Nickles
No:	0	
Abstain:	0	
Not Cast:	0	

Following a motion by Susan Mullins and second by Dr. Lurton Lyle; substitutes were approved contingent upon background/fingerprinting results and completion of all required paperwork: Emily Beavers, Samantha Hill, Amanda Kennedy, Donna OQuin, Amanda Ramey, Tiffany Rose, Whitney Stevens, Virginia Turner.

Vote Results

Aye:	5	Rocky Barton, Dr. Lurton Lyle, Rick Mullins, Susan Mullins, Shanghai Nickles
No:	0	
Abstain:	0	
Not Cast:	0	

Following a motion by Susan Mullins and second by Shanghai Nickles; advertisement of an Algebra Readiness Teacher was approved.

Vote Results

Aye:	5	Rocky Barton, Dr. Lurton Lyle, Rick Mullins, Susan Mullins, Shanghai Nickles
No:	0	
Abstain:	0	
Not Cast:	0	

Following a motion by Susan Mullins and second by Rocky Barton; the resignation of Elizabeth Lyle was approved.

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Vote Results

Aye:	5	Rocky Barton, Dr. Lurton Lyle, Rick Mullins, Susan Mullins, Shanghai Nickles
No:	0	
Abstain:	0	
Not Cast:	0	

IX. ADJOURNMENT: 8:37 p.m.

Following a motion by Susan Mullins and a second by Dr. Lurton Lyle the meeting was adjourned. All votes aye.

Susan Mullins

Chairman, Susan Mullins

Approved: September 26, 2018

Reba McCowan

Reba McCowan, Clerk

DICKENSON COUNTY PUBLIC SCHOOLS

TEN DAY REPORT - AUGUST 20, 2018

8/20/2018 - RHS

Grade	Present	Absent	No Show
PG			
TT			
9	155	6	1
10	136	8	1
11	138	3	1
12	127	7	0
Total (9-12)	556	24	3
Total Present/Absent	580		

8/20/2018 - CES

Grade	Present	Absent	No Show
Pre-K	29	5	0
KG	73	5	0
1	61	3	0
2	75	0	0
3	52	2	0
4	74	2	0
5	74	6	
Total w/o Pre-K	409	18	0
Total Present/Absent	427		

8/20/2018 - RMS

Grade	Present	Absent	No Show
6	142	4	1
7	157	7	2
8	147	10	1
Total	446	21	4
Total Present/Absent	467		

8/20/2018 - EES

Grade	Present	Absent	No Show
Pre-K	18	0	0
KG	14	0	0
1	16	2	0
2	18	0	0
3	16	1	1
4	18	1	1
5	23	1	0
Total w/o Pre-K	105	5	2
Total Present/Absent	110		

8/20/2018 - SES

Grade	Present	Absent	No Show
Pre-K	44	5	0
KG	70	1	1
1	70	4	0
2	67	3	2
3	49	4	0
4	68	0	0
5	56	2	3
Total w/o Pre-K	380	14	6
Total Present/Absent	394		

Total Students	August 2018	August 2017	June 2018
K-12	1978	2014	1980
Pre-K	101		

RIDGEVIEW MIDDLE SCHOOL

RIDGEVIEW MIDDLE SCHOOL							
August 7				August 14			
Grade	Present	Absent	No Show	Grade	Present	Absent	No Show
6	143		6	6	139	6	2
7	163		9	7	165	2	2
8	154		7	8	147	10	1
Total	460	0	22	Total	451	18	5
Total Present/Absent	460			Total Present/Absent	469		
June 2018	491		482				474
August 8				August 15			
Grade	Present	Absent	No Show	Grade	Present	Absent	No Show
6	141	5	5	6	141	4	2
7	161	4	7	7	154	12	3
8	153	4	2	8	149	8	1
Total	455	13	14	Total	444	24	6
Total Present/Absent	468			Total Present/Absent	468		
			482				474
August 9				August 16			
Grade	Present	Absent	No Show	Grade	Present	Absent	No Show
6	141	4	2	6	143	2	2
7	166	1	5	7	159	7	3
8	150	7	2	8	148	9	1
Total	457	12	9	Total	450	18	6
Total Present/Absent	469			Total Present/Absent	468		
			478				474
August 10				August 17			
Grade	Present	Absent	No Show	Grade	Present	Absent	No Show
6	140	5	2	6	140	6	2
7	164	2	3	7	158	6	2
8	153	4	1	8	150	6	1
Total	457	11	6	Total	448	18	5
Total Present/Absent	468			Total Present/Absent	466		
			474				471
August 13				August 20			
Grade	Present	Absent	No Show	Grade	Present	Absent	No Show
6	141	4	2	6			
7	161	5	3	7			
8	152	5	1	8			
Total	454	14	6	Total	0	0	0
Total Present/Absent	468			Total Present/Absent	0		
			474				
	Day 1	1935		Day 6	1978		
	Day 2	1950		Day 7	1975		
	Day 3	1967		Day 8	1976		
	Day 4	1961		Day 9	1977		
	Day 5	1968					

RIDGEVIEW HIGH SCHOOL							
August 7				August 14			
Grade	Present	Absent	No Show	Grade	Present	Absent	No Show
PG				PG			
TT				TT			
9	158		8	9	152	7	5
10	136		10	10	137	8	2
11	133		11	11	134	7	1
12	135		1	12	130	4	0
Total (9-12)	562	0	30	Total (9-12)	553	26	8
Total Present/Absent	562			Total Present/Absent	579		
June 2018	560						
August 8				August 15			
Grade	Present	Absent	No Show	Grade	Present	Absent	No Show
PG				PG			
TT				TT			
9	157	1	8	9	152	6	4
10	137	5	2	10	133	11	2
11	126	7	9	11	134	7	1
12	130	4	2	12	126	8	0
Total (9-12)	550	17	21	Total (9-12)	545	32	7
Total Present/Absent	567			Total Present/Absent	577		
August 9				August 16			
Grade	Present	Absent	No Show	Grade	Present	Absent	No Show
PG				PG			
TT				TT			
9	157	4	4	9	147	12	4
10	134	9	2	10	130	15	1
11	129	12	1	11	129	12	1
12	128	6	0	12	123	11	0
Total (9-12)	548	31	7	Total (9-12)	529	50	6
Total Present/Absent	579			Total Present/Absent	579		
August 10				August 17			
Grade	Present	Absent	No Show	Grade	Present	Absent	No Show
PG				PG			
TT				TT			
9	154	3	4	9	152	9	1
10	138	6	2	10	140	4	1
11	132	8	1	11	137	4	1
12	127	6	0	12	128	6	0
Total (9-12)	551	23	7	Total (9-12)	557	23	3
Total Present/Absent	574			Total Present/Absent	580		
August 13				August 20			
Grade	Present	Absent	No Show	Grade	Present	Absent	No Show
PG				PG			
TT				TT			
9	150	9	5	9			
10	137	6	2	10			
11	131	10	1	11			
12	130	3	0	12			
Total (9-12)	548	28	8	Total (9-12)	0	0	0
Total Present/Absent	576			Total Present/Absent	0		

CLINTWOOD ELEMENTARY

August 7				August 14			
Grade	Present	Absent	No Show	Grade	Present	Absent	No Show
Pre-K	0	0	0	Pre-K	34	1	0
KG	75	0	1	KG	77	0	0
1	63	0	2	1	64	0	0
2	75	0	3	2	73	2	2
3	54	0	2	3	53	1	0
4	74	0	5	4	75	1	0
5	60	0	2	5	75	4	1
Total w/o Pre-K	421	0	15	Total w/o Pre-K	417	8	3
Total Present/Absent	421			Total Present/Absent	425		
June 2018	441						
August 8				August 15			
Grade	Present	Absent	No Show	Grade	Present	Absent	No Show
Pre-K	0	0	0	Pre-K	33	1	0
KG	74	1	1	KG	77	0	0
1	63	0	0	1	62	2	0
2	75	0	3	2	74	1	2
3	54	0	1	3	53	1	0
4	74	1	3	4	76	0	0
5	79	0	1	5	77	2	1
Total w/o Pre-K	419	2	9	Total w/o Pre-K	419	6	3
Total Present/Absent	421			Total Present/Absent	425		
August 9				August 16			
Grade	Present	Absent	No Show	Grade	Present	Absent	No Show
Pre-K	31	0	2	Pre-K	32	2	0
KG	74	1	1	KG	76	2	0
1	63	0	0	1	63	1	0
2	74	1	2	2	75	0	1
3	54	0	0	3	52	2	0
4	74	0	3	4	74	2	0
5	79	0	1	5	75	4	
Total w/o Pre-K	418	2	7	Total w/o Pre-K	415	11	1
Total Present/Absent	420			Total Present/Absent	426		
August 10				August 17			
Grade	Present	Absent	No Show	Grade	Present	Absent	No Show
Pre-K	30	1	2	Pre-K	33	1	0
KG	75	1	1	KG	76	2	0
1	63	0	0	1	64	0	0
2	75	0	2	2	73	2	0
3	54	0	0	3	53	1	0
4	74	1	2	4	73	3	0
5	79	0	1	5	75	4	1
Total w/o Pre-K	420	2	6	Total w/o Pre-K	414	12	1
Total Present/Absent	422			Total Present/Absent	426		
August 13				August 20			
Grade	Present	Absent	No Show	Grade	Present	Absent	No Show
Pre-K	30	2	1	Pre-K			
KG	72	4	1	KG			
1	63	1	0	1			
2	75	0	2	2			
3	53	1	0	3			
4	75	1	1	4			
5	77	2	1	5			
Total w/o Pre-K	415	9	5	Total w/o Pre-K	0	0	0
Total Present/Absent	424			Total Present/Absent	0		

ERVINTON ELEMENTARY							
August 7				August 14			
Grade	Present	Absent	No Show	Grade	Present	Absent	No Show
Pre-K	****	****	****	Pre-K	18	0	0
KG	14	0	0	KG	14	0	0
1	18	0	1	1	18	0	0
2	18	0	0	2	17	1	0
3	18	0	2	3	17	1	2
4	19	0	1	4	19	0	1
5	24	0	0	5	23	1	0
Total w/o Pre-K	111	0	4	Total w/o Pre-K	108	3	3
Total Present/Absent	111			Total Present/Absent	111		
June 2018	105						
August 8				August 15			
Grade	Present	Absent	No Show	Grade	Present	Absent	No Show
Pre-K	****	****	****	Pre-K	17	1	0
KG	14	0	0	KG	13	1	0
1	17	1	0	1	16	2	0
2	17	1	0	2	17	1	0
3	18	0	2	3	15	2	1
4	18	0	1	4	18	1	1
5	24	0	0	5	23	1	0
Total w/o Pre-K	108	2	3	Total w/o Pre-K	102	8	2
Total Present/Absent	110			Total Present/Absent	110		
August 9				August 16			
Grade	Present	Absent	No Show	Grade	Present	Absent	No Show
Pre-K	16	1	1	Pre-K	17	1	0
KG	14	0	0	KG	13	1	0
1	17	1	0	1	17	1	0
2	18	1	0	2	18	0	0
3	18	0	2	3	17	0	1
4	18	0	1	4	19	0	1
5	23	1	0	5	24	0	0
Total w/o Pre-K	108	3	3	Total w/o Pre-K	108	2	2
Total Present/Absent	111			Total Present/Absent	110		
August 10				August 17			
Grade	Present	Absent	No Show	Grade	Present	Absent	No Show
Pre-K	16	1	1	Pre-K	18	0	0
KG	14	0	0	KG	14	0	0
1	18	0	0	1	17	1	0
2	18	1	0	2	16	2	0
3	18	0	2	3	16	1	1
4	18	0	1	4	19	0	1
5	24	0	0	5	22	2	0
Total w/o Pre-K	110	1	3	Total w/o Pre-K	104	5	2
Total Present/Absent	111			Total Present/Absent	110		
August 13				August 20			
Grade	Present	Absent	No Show	Grade	Present	Absent	No Show
Pre-K	17	0	1	Pre-K			
KG	14	0	0	KG			
1	17	1	0	1			
2	18	1	0	2			
3	18	0	2	3			
4	18	0	1	4			
5	23	1	0	5			
Total w/o Pre-K	108	3	3	Total w/o Pre-K	0	0	0
Total Present/Absent	111			Total Present/Absent	0		

SANDLICK ELEMENTARY							
August 7				August 14			
Grade	Present	Absent	No Show	Grade	Present	Absent	No Show
Pre-K				Pre-K	45	4	1
KG	69	0	5	KG	69	2	2
1	73	0	1	1	70	4	0
2	68	0	3	2	67	3	2
3	51	0	2	3	52	1	1
4	66	0	2	4	67	1	0
5	57	0	4	5	55	3	3
Total w/o Pre-K	384	0	17	Total w/o Pre-K	380	14	8
Total Present/Absent	384			Total Present/Absent	394		
June 2017	383						
August 8				August 15			
Grade	Present	Absent	No Show	Grade	Present	Absent	No Show
Pre-K				Pre-K	49	1	1
KG	68	2	4	KG	68	3	1
1	73	1	0	1	69	5	0
2	66	2	3	2	64	6	2
3	48	2	3	3	51	2	1
4	65	1	2	4	66	2	0
5	56	0	4	5	55	4	2
Total w/o Pre-K	376	8	16	Total w/o Pre-K	373	22	6
Total Present/Absent	384			Total Present/Absent	395		
August 9				August 16			
Grade	Present	Absent	No Show	Grade	Present	Absent	No Show
Pre-K	51	0	2	Pre-K	48	2	1
KG	67	3	4	KG	67	5	0
1	70	4	0	1	74	0	0
2	67	3	3	2	68	2	2
3	51	0	2	3	53	0	1
4	66	1	1	4	67	1	0
5	55	1	4	5	57	2	2
Total w/o Pre-K	376	12	14	Total w/o Pre-K	386	10	5
Total Present/Absent	388			Total Present/Absent	396		
August 10				August 17			
Grade	Present	Absent	No Show	Grade	Present	Absent	No Show
Pre-K	47	3	1	Pre-K	45	5	1
KG	67	2	3	KG	67	4	1
1	72	1	1	1	72	2	0
2	67	3	2	2	67	3	2
3	50	1	2	3	50	3	1
4	65	2	1	4	66	2	0
5	56	0	4	5	57	2	3
Total w/o Pre-K	377	9	13	Total w/o Pre-K	379	16	7
Total Present/Absent	386			Total Present/Absent	395		
August 13				August 20			
Grade	Present	Absent	No Show	Grade	Present	Absent	No Show
Pre-K	50	0	1	Pre-K			
KG	68	2	3	KG			
1	69	4	1	1			
2	66	4	2	2			
3	50	1	2	3			
4	65	3	0	4			
5	57	0	3	5			
Total w/o Pre-K	375	14	11	Total w/o Pre-K	0	0	0
Total Present/Absent	389			Total Present/Absent	0		

VIRGINIA RETIREMENT SYSTEM

All eligible employees must be members of the Virginia Retirement System. Employee retirement benefits are governed by the rules and regulations established by the Virginia Retirement System.

Adopted: June 27, 1995

Adopted: April 17, 2002

Revised: July 25, 2012

Legal Ref.: Code of Virginia, 1950 as amended, §§ 22.1-78, 51.1-135.

Cross Ref.: GBR Voluntary Retirement Savings Program

RETIREMENT INCENTIVES

The Dickenson County School Board may offer retirement incentives to its employees. Retirement incentive offerings may include health insurance or monetary incentives. The propriety of any retirement incentive will be based upon the School Board's sole discretion after considering such factors as its employee base and budgetary constraints.

In the event the School Board elects to offer retirement incentives, it shall do so by adopting an appropriate resolution with sufficient specificity to allow School Administration to communicate and administer the terms of the proposed retirement incentive package. Any resolution authorizing retirement incentives will specify the time frame that the benefit is to be available and the conditions of the availability of the benefit.

The School Board reserves the right to modify or terminate any retirement incentive based upon its sole discretion. There shall be no express or implied contractual right to any retirement incentive benefit. Payments under this plan will receive priority consideration at the time of budget formulation and adoption. If the School Board does not, in its sole discretion, receive adequate funding for payments from the Dickenson County Board of Supervisors, all rights and obligations of the School Board and participants shall be void and of no further effect. Any retirement incentive resolution will be consistent with the School Board's policy of non-discrimination with regards to race, color, sex, age, religion, disability, national origin, or status as a parent.

Adopted: March 24, 2010

RESOLUTION

Pursuant to Dickenson County School Board Policy GBO, as adopted on this 22nd day of August, 2018, the Dickenson County School Board hereby resolves the following:

1. That the Division Superintendent shall make eligible employees (as below defined) aware of the fact that the School Board intends to offer early retirement incentives to certain employees for the 2018 - 2019 school year.
2. Health/dental Insurance will be provided for retirees who are retiring under the provisions of the VRS with **thirty (30)** ~~twenty-five (25)~~ years credit and who are at least fifty (50) years old, and any employee retiring on disability under the provisions of the VRS.
3. To be eligible for the incentive the employee must have **a minimum of twelve (12)** ~~five (5)~~ years VRS covered employment with the Dickenson County School Board.
4. The eligible employee will be provided with a family plan or single plan, according to the needs of the employee.
5. The employee will receive health/dental insurance until he/she becomes eligible for Medicare, or for a maximum of **seven (7)** ~~ten (10)~~ years. **If retiring on disability, the employee may remain on the group health/dental insurance for three years.**
6. **After becoming eligible for Medicare benefits, all retirees must enroll in Medicare and will not be eligible to remain on the group health insurance. Once the retiree is eligible for Medicare, spouses and dependents are not eligible to remain on a "Carve-Out" Plan (an option for spouses and dependents of retirees to remain on the group health/dental insurance and pay full premiums). Employees who use their allotted years without being eligible for Medicare benefits are eligible to continue to remain on the group health insurance and pay the entire premium. After becoming eligible for Medicare benefits, the retirees may remain on the group health insurance under the "Carve-out" option, and continue to pay the entire premium.**
7. The health plan will be the same plan that is provided for those still in service. The retiree shall pay the same amount of the health insurance premium as an active employee.
8. In the event that no group insurance plan should be offered to active school employees within the Dickenson County School System then the School Board would not offer benefits to retirees.
9. Coverage will end if the retired employee is reemployed in a position that provides health insurance coverage, if the plan is comparable to the plan provided by the Dickenson County School Board.

10. Coverage will end if the retired employee resumes employment in positions covered by the Virginia Retirement System and not with the Dickenson County School Board.
11. Coverage will end if the retired employee becomes covered by a plan acquired through employee's spouse if the plan is comparable to the plan provided by the Dickenson County School Board.
12. The number of years that retirees are eligible for health insurance with the Dickenson County School Board shall begin immediately at retirement and shall be available, regardless of participation, for the required years in consecutive order.
13. An employee leaving the Dickenson County Public Schools because of dismissal or disciplinary action by the Superintendent of the School Board will not be eligible for retirement incentives as described herein.
14. This resolution is made subject to the limitations contained in policy GBO and is further subject to limitations provided by Virginia Law.
15. All individuals interested in receiving the above referenced early retirement incentive benefits should apply for the same on or before June 30, 2019. **June 30, 2018.**

Adopted: March 24, 2010
Revised: March 23, 2011
Adopted: March 28, 2012
Revised: May 22, 2013
Revised: April 30, 2014
Revised: April 22, 2015
Revised: September 28, 2016
Revised: July 26, 2017

VSBA POLICY UPDATE-July 2018

Explanation of Revisions – July 2018 Policy Update

Policy Code	Revision
BBFA Option 1	Conflict of Interests and Disclosure of Economic Interests Policy updated to reflect amendment of Va. Code § 2.2-3119 by HB 212/SB 124.
BDA	Regular School Board Meetings Policy updated to reflect amendment of Va. Code § 2.2-3707 and enactment of Va. Code § 2.2-3708.2 by HB 907.
BDD	Electronic Participation in Meetings from Remote Locations Policy updated to reflect amendment of Va. Code §§ 2.2-3701 and 2.2-3707, repeal of Va. Code §§ 2.2-3708 and 2.2-3708.1, and enactment of Va. Code § 2.2-3708.2 by HB 907.
CMA	Quality Profiles Policy renamed and updated to reflect amendments to the Standards of Accreditation. Legal References updated.
GCCB Option 1	Employment of Family Members Please note: there are two versions of this policy. If your board has already adopted the revisions from May 2018, you should use the one entitled GCCB_(Opt._1) orig 5_18 RL 7_18). The changes to that version of the policy are minor organizational and editorial changes made in order for the policy to correspond precisely with former Policy GCCB Option 2. If your board has not yet adopted the revisions from May 2018, you should use the one entitled GCCB (Opt 1) orig 5_17 RL 7_18. The policy was updated to reflect amendment of Va. Code § 2.2-3119 by HB212/SB124 and minor editorial changes were made in order for the policy to correspond precisely with former Policy GCCB Option 2.
GCDA	Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect

Please note: there are two versions of this policy.

If your board has already adopted the revisions from May 2018, you should use the one entitled GCDA orig 5_18 RL 7_18. The changes to that version of the policy correct typographical errors.

If your board has not yet adopted the revisions from May 2018, you should use the one entitled GCDA orig 5_12 RL 7_18. The changes to that version of the policy reflect enactment of Acts 2018 c. 833 by HB 1000.

IL

Testing Programs

Policy updated to reflect amendment of Va. Code § 22.1-4.2 by SB 238.

Please note: this is a corrected version of the policy originally distributed in May 2018 in which 1) the word “elementary” was mistakenly underlined instead of being struck-through and 2) the third paragraph, which is new, was not underlined.

JGD/JGE (Option 1)

Student Suspension/Expulsion

Please note: there are two versions of this policy.

If your board has already adopted the revisions from May 2018, you should use the one entitled JGD/JGE (Opt 1) orig 5_18 RL 7_18. The change to that version of the policy corrects a typographical error on page 2.

If your board has not yet adopted the revisions from May 2018, you should use the one entitled JGD/JGE (Opt 1) orig 2_16 RL 7_18. The section of the policy listing actions to be reported was updated to reflect amendment of Va. Code § 22.1-279.3:1 by HB 292. The section of the Policy regarding long-term suspensions was updated to reflect amendment of Va. Code §§ 22.1-276.01 and 22.1-277.05 by HB 1600. The section of the Policy entitled Suspension and Expulsion Generally was updated to reflect amendment of Va. Code § 22.1-277 by SB 170. The section of Policy entitled Alternative Education Program was updated to reflect amendment of Va. Code § 22.1-277.2:1 by SB 170.

KKA

Service Animals in Public Schools

Policy updated to clarify procedures for requesting permission to bring service animals onto school property.

CONFLICT OF INTERESTS AND DISCLOSURE OF ECONOMIC INTERESTS

A. Purpose

The BLANK School Board seeks, through the adoption of this policy, to assure that the judgment of its members, officers and employees will be guided by a policy that defines and prohibits inappropriate conflicts and requires disclosure of economic interests as defined by the General Assembly in the State and Local Government Conflict of Interests Act (the Act).

B. Areas of Regulation

The Act establishes five principal areas of regulation applicable to Board members, officers and employees of the BLANK School Division. They are:

- special anti-nepotism rules relating to School Board members and superintendents of schools
- general rules governing public conduct by School Board members regarding acceptance of gifts and favors
- prohibited conduct regarding contracts
- required conduct regarding transactions
- disclosures required from School Board members

C. Definitions

"Advisory agency" means any board, commission, committee or post which does not exercise any sovereign power or duty, but is appointed by a governmental agency or officer or is created by law for the purpose of making studies or recommendations, or advising or consulting with a governmental agency.

"Affiliated business entity relationship" means a relationship, other than a parent-subsidary relationship, that exists when

- one business entity has a controlling ownership interest in the other business entity;
- a controlling owner in one entity is also a controlling owner in the other entity;
or
- there is shared management or control between the business entities.

Factors that may be considered in determining the existence of an affiliated business entity relationship include that the same person or substantially the same person owns or manages the two entities, there are common or commingled funds or assets, the business entities share the use of the same offices or employees, or otherwise share activities, resources or personnel on a regular basis, or there is otherwise a close working relationship between the entities.

"Business" means any individual or entity carrying on a business or profession, whether or not for profit.

"Contract" means any agreement to which a governmental agency is a party, or any agreement on behalf of a governmental agency which involves the payment of money appropriated by the General Assembly or political subdivision, whether or not such agreement is executed in the name of the Commonwealth, or some political subdivision of it.

"Council" means the Virginia Conflict of Interest and Ethics Advisory Council established in Va. Code § 30-355.

"Employee" means all persons employed by a governmental or advisory agency.

"Financial institution" means any bank, trust company, savings institution, industrial loan association, consumer finance company, credit union, broker-dealer as defined in subsection A of Va. Code § 13.1-501, or investment company or advisor registered under the federal Investment Advisors Act or Investment Company Act of 1940.

"Gift" means any gratuity, favor, discount, entertainment, hospitality, loan, forbearance or other item having monetary value. It includes services as well as gifts of transportation, local travel, lodgings, and meals, whether provided in-kind, by purchase of a ticket, payment in advance or reimbursement after the expense has been incurred. "Gift" does not include any offer of a ticket, coupon or other admission or pass unless the ticket, coupon, admission or pass is used; honorary degrees; any athletic, merit, or need-based scholarship or any other financial aid awarded by a public or private school, institution of higher education, or other educational program pursuant to such school, institution or program's financial aid standards and procedures applicable to the general public; a campaign contribution properly received and reported pursuant to Va. Code § 24.2-945 et seq.; any gift related to the private profession, occupation or volunteer service of the School Board member or employee or of a member of the School Board member's or employee's immediate family; food or beverages consumed while attending an event at which the School Board member or employee is performing official duties related to his public service; food and beverages received at or registration or attendance fees waived for any event at which the School Board member or employee is a featured speaker, presenter or lecturer; unsolicited awards of appreciation or recognition in the form of a plaque, trophy, wall memento or similar item that is given in recognition of public, civic, charitable or professional service; a devise or inheritance; travel disclosed pursuant to the Campaign Finance Disclosure Act (Va. Code § 24.2-945 et seq.); travel paid for or provided by the government of the United States, any of its territories or any state or any political subdivision of such state; travel related to an official meeting of, or any meal provided for attendance at such meeting

by, the Commonwealth, its political subdivisions, or any board, commission, authority, or other entity, or any charitable organization established pursuant to § 501(c)(3) of the Internal Revenue Code affiliated with such entity, to which such person has been appointed or elected or is a member by virtue of his office or employment; gifts with a value of less than \$20; attendance at a reception or similar function where food, such as hors d'oeuvres, and beverages that can be conveniently consumed by a person while standing or walking are offered; or gifts from relatives or personal friends. For the purpose of this definition, "relative" means the donee's spouse, child, uncle, aunt, niece, nephew or first cousin; a person to whom the donee is engaged to be married; the donee's or donee's spouse's parent, grandparent, grandchild, brother, sister, step-parent, step-grandparent, step-grandchild, step-brother, step-sister, the donee's brother's or sister's spouse or the donee's son-in-law or daughter-in-law. For the purpose of this definition, "personal friend" does not include any person that the School Board member or employee knows or has reason to know is (a) a lobbyist registered pursuant to Va. Code § 2.2-418 et seq.; (b) a lobbyist's principal as defined in Va. Code § 2.2-419; or (c) a person, organization, or business who is a party to or is seeking to become a party to a contract with the School Board. For purposes of this definition, "person, organization or business" includes individuals who are officers, directors or owners of or who have a controlling ownership interest in such organization or business.

"Governmental agency" means each component part of the legislative, executive or judicial branches of state and local government, including each office, department, authority, post, commission, committee, and each institution or board created by law to exercise some regulatory or sovereign power or duty as distinguished from purely advisory powers or duties. Corporations organized or controlled by the Virginia Retirement System are "governmental agencies" for purposes of this policy.

"Immediate family" means (i) a spouse and (ii) any other person who resides in the same household as the School Board member or employee and who is a dependent of the School Board member or employee.

"Officer" means any person appointed or elected to any governmental or advisory agency including local school boards, whether or not he receives compensation or other emolument of office.

"Parent-subsidiary relationship" means a relationship that exists when one corporation directly or indirectly owns shares possessing more than 50 percent of the voting power of another corporation.

"Personal interest" means a financial benefit or liability accruing to a School Board member or employee or to a member of the immediate family of the School Board member or employee. Such interest shall exist by reason of

- ownership in a business if the ownership interest exceeds three percent of the total equity of the business;
- annual income that exceeds, or may reasonably be anticipated to exceed, \$5,000 from ownership in real or personal property or a business;
- salary, other compensation, fringe benefits, or benefits from the use of property, or any combination thereof, paid or provided by a business or governmental agency that exceeds, or may reasonably be anticipated to exceed \$5,000 annually;
- ownership of real or personal property if the interest exceeds \$5,000 in value and excluding ownership in a business, income or salary, other compensation, fringe benefits or benefits from the use of property;
- personal liability incurred or assumed on behalf of a business if the liability exceeds three percent of the asset value of the business; or
- an option for ownership of a business or real or personal property if the ownership interest will consist of the first or fourth bullets above.

"Personal interest in a contract" means a personal interest which an officer or employee has in a contract with a governmental agency, whether due to his being a party to the contract or due to a personal interest in a business which is a party to the contract.

"Personal interest in a transaction" means a personal interest of an officer or employee in any matter considered by his agency. Such personal interest exists when an officer or employee or a member of his immediate family has a personal interest in property or a business, or governmental agency, or represents or provides services to any individual or business and such property, business, or represented or served individual or business is

- is the subject of the transaction or
- may realize a reasonably foreseeable direct or indirect benefit or detriment as a result of the action of the agency considering the transaction.

Notwithstanding the foregoing, such personal interest in a transaction shall not be deemed to exist where (a) an elected member of a local governing body serves without remuneration as a member of the board of trustees of a not-for-profit entity and such elected member or member of his immediate family has no personal interest related to the not-for-profit entity or (b) an officer, employee or elected member of a local governing body is appointed by the local governing body to serve on a governmental agency or an officer, employee or elected member of a separate local governmental agency formed by a local governing body is appointed to serve on a governmental agency, and the personal interest in the transaction of the governmental agency is a result of the salary, other compensation, fringe benefits, or benefits provided by the local governing body or the separate governmental agency to the officer, employee, elected member or member of his immediate family.

"Transaction" means any matter considered by any governmental or advisory agency, whether in a committee, subcommittee, or other entity of that agency or before the agency itself, on which official action is taken or contemplated.

D. Special Anti-Nepotism Rules Relating to School Board Members and Superintendents

1. The School Board may not employ or pay, and the superintendent may not recommend for employment, the father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law or brother-in-law of the superintendent or of a School Board member. except as authorized in Subsection D.2 below. This provision ~~shall not be construed to prohibit~~ does not apply to the employment, promotion or transfer within the school division, of any person within a relationship described above when such person
 - has been employed pursuant to a written contract with the School Board or employed as a substitute teacher or teacher's aide by the School Board prior to the taking of office of the superintendent or any member of the Board or superintendent; or
 - has been employed pursuant to a written contract with the School Board or employed as a substitute teacher or teacher's aide by the School Board prior to the inception of such relationship; or
 - was employed by the School Board at any time prior to June 10, 1994, and had been employed at any time as a teacher or other employee of any Virginia school board prior to the taking of office of any member of the School Board or superintendent.

A person employed as a substitute teacher may not be employed to any greater extent than he was employed by the School Board in the last full school year prior to the taking of office of such Board member or superintendent or to the inception of such relationship.

2. Notwithstanding the rules stated in Subsection D.1. above, the School Board may employ or pay, and the superintendent may recommend for employment, any family member of a School Board member provided that
 - a) the member certifies that he had no involvement with the hiring decision; and
 - b) the superintendent certifies to the remaining members of the School Board in writing that the recommendation is based upon merit and fitness and the competitive rating of the qualifications of the individual and that no member of the Board had any involvement with the hiring decision.

3. No family member (as listed in section D.1., above) of any employee may be employed by the School Board if the family member is to be employed in a direct supervisory and/or administrative relationship either supervisory or subordinate to the employee. The employment and assignment of family members in the same organizational unit is discouraged.

E. General Rules Governing Public Conduct by School Board Members and Employees Regarding Gifts and Favors

1. Prohibited Conduct

No member or employee of the Board, shall

- solicit or accept money, or anything else of value, for services performed within the scope of his or her official duties other than his or her regular compensation, expenses or other remuneration;
- offer or accept money, or anything else of value, for or in consideration of obtaining employment, appointment, or promotion of any person in the school division;
- offer or accept any money or anything else of value for or in consideration of the use of his public position to obtain a contract for any person or business with the school division.
- use for his or her own economic benefit, or anyone else's, confidential information gained by reason of his or her office, and which is not available to the public;
- accept any money, loan, gift, favor, service or business or professional opportunity that reasonably tends to influence him or her in the performance of his or her official duties;
- accept any business or professional opportunity when he or she knows that there is a reasonable likelihood that the opportunity is being afforded him or her to influence his or her conduct in the performance of official duties;
- accept a gift from a person who has interests that may be substantially affected by the performance of the School Board member's or employee's official duties under circumstances where the timing and nature of the gift would cause a reasonable person to question the Board member's or employee's impartiality in the matter affecting the donor;
- accept gifts from sources on a basis so frequent as to raise an appearance of the use of his or her public office or employment for private gain; or
- use his or her public position to retaliate or threaten to retaliate against any person for expressing views on matters of public concern or for exercising any right that is otherwise protected by law, provided, however,

that this prohibition shall not restrict the authority of any public employer to govern conduct of its employees, and to take disciplinary action, in accordance with applicable law.

2. Prohibited Gifts

For purposes of this subsection:

"Person, organization or business" includes individuals who are officers, directors or owners of or who have a controlling ownership interest in such organization or business.

"Widely attended event" means an event at which at least 25 persons have been invited to attend or there is a reasonable expectation that at least 25 persons will attend the event and the event is open to individuals (i) who are members of a public, civic, charitable or professional organization, (ii) who are from a particular industry or profession or (iii) who represent persons interested in a particular issue.

School Board members and employees required to file a Statement of Economic Interests as prescribed in Va. Code § 2.2-3117 and members of their immediate families shall not solicit, accept or receive any single gift with a value in excess of \$100 or any combination of gifts with an aggregate value in excess of \$100 within any calendar year for the School Board member or employee or a member of the School Board or employee's immediate family from any person that the School Board member or employee or a member of the School Board's or employee's immediate family knows or has reason to know is (i) a lobbyist registered pursuant to Va, Code § 2.2-418 et seq.; (ii) a lobbyist's principal as defined in Va, Code § 2.2-419; or (iii) a person, organization or business who is or is seeking to become a party to a contract with the School Board. Gifts with a value of less than \$20 are not subject to aggregation for purposes of this prohibition.

Notwithstanding the above, School Board members and employees required to file a Statement of Economic Interests and members of their immediate families may accept or receive

1. a gift of food and beverages, entertainment or the cost of admission with a value in excess of \$100 when such gift is accepted or received while in attendance at a widely attended event and is associated with the event. Such gifts shall be reported on the Statement of Economic Interests;
2. a gift from a foreign dignitary with a value exceeding \$100 for which the fair market value or a gift of greater or equal value has not been provided or exchanged. Such gift shall be accepted on behalf of the Commonwealth or a locality and archived in accordance with guidelines established by the Library

- of Virginia. Such gift shall be disclosed as having been accepted on behalf of the Commonwealth or a locality, but the value of such gift shall not be required to be disclosed;
3. certain gifts with a value in excess of \$100 from a lobbyist, lobbyist's principal or a person, organization or business who is or is seeking to become a party to a contract with the School Board if such gift was provided to such School Board member or employee or a member of the immediate family of the School Board member or employee on the basis of a personal friendship. A lobbyist, lobbyist's principal or a person, organization or business who is or is seeking to become a party to a contract with the School Board may be a personal friend of such School Board member or employee or the immediate family of the School Board member or employee. In determining whether a lobbyist, lobbyist's principal or a person, organization or business who is or is seeking to become a party to a contract with the School Board is a personal friend, the following factors shall be considered: (i) the circumstances under which the gift was offered; (ii) the history of the relationship between the person and the donor, including the nature and length of the friendship and any previous exchange of gifts between them; (iii) to the extent known to the person, whether the donor personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iv) whether the donor has given the same or similar gifts to other persons required to file the disclosure form prescribed in Va. Code §§ 2.2-3117 or 30-111; and
 4. gifts of travel, including travel-related transportation, lodging, hospitality, food or beverages, or other thing of value, with a value in excess of \$100 that is paid for or provided by a lobbyist, lobbyist's principal or a person, organization or business who is or is seeking to become a party to a contract with the School Board when the School Board member or employee has submitted a request for approval of such travel to the Council and has received the approval of the Council pursuant to Va. Code § 30-356.1. Such gifts shall be reported on the Statement of Economic Interests.

The \$100 limitation imposed in accordance with this section shall be adjusted by the Council every five years, as of January 1 of that year, in an amount equal to the annual increases for that five-year period in the United States Average Consumer Price Index for all items, all urban consumers (CPI-U), as published by the Bureau of Labor Statistics of the U.S. Department of Labor, rounded to the nearest whole dollar.

No person shall be in violation of this policy if (i) the gift is not used by such person and the gift or its equivalent in money is returned to the donor or delivered to a charitable organization within a reasonable period of time upon the discovery of the value of the gift and is not claimed as a charitable contribution for federal income tax purposes or (ii) consideration is given by the donee to the donor for the value of the gift

within a reasonable period of time upon the discovery of the value of the gift provided that such consideration reduces the value of the gift to \$100 or less.

3. Awards to Employees for Exceptional Service

Nothing herein shall be construed to prohibit or apply to the acceptance by a teacher or other employee of BLANK School Board of an award or payment in honor of meritorious or exceptional services performed by the teacher or employee and made by an organization exempt from federal income taxation pursuant to the provisions of Section 501(c)(3) of the Internal Revenue Code.

F. Prohibited Conduct Regarding Contracts

1. No School Board member or employee shall have a personal interest in (i) any contract with the School Board or (ii) any contract with any government agency which is subject to the ultimate control of the Board.
2. Exceptions - The above prohibition is not applicable to:
 - a Board member's personal interest in a contract of employment provided the employment first began prior to the member becoming a member of the School Board
 - an employee's own contract of employment
 - contracts for the sale by a governmental agency of services or goods at uniform prices available to the general public
 - a contract awarded to a member of the School Board as a result of competitive sealed bidding where the School Board has established a need for the same or substantially similar goods through purchases prior to the election or appointment of the member to serve on the School Board; however, the member shall have no involvement in the preparation of the specifications for such contract, and the remaining members of the School Board, by written resolution, shall state that it is in the public interest for the member to bid on such contract
 - the sale, lease or exchange of real property between a School Board member or employee and the School Board, provided the Board member or employee does not participate in any way as a Board member or employee in such sale, lease or exchange, and this fact is set forth as a matter of public record by the School Board or superintendent
 - the publication of official notices

- contracts between the School Board and an officer or employee of the School Board when the total of such contracts between the School Board and the officer or employee of the School Board or a business controlled by the officer or employee does not exceed \$5,000 per year or such amount exceeds \$5,000 and is less than \$25,000 but results from contracts arising from awards made on a sealed bid basis, and such officer or employee has made disclosure as provided for in Va. Code § 2.2-3115¹
- an officer or employee whose sole personal interest in a contract with the governmental agency is by reason of income from the contracting firm or governmental agency in excess of \$5,000 per year, provided the officer or employee or a member of his immediate family does not participate and has no authority to participate in the procurement or letting of such contract on behalf of the contracting firm and the officer or employee either does not have authority to participate in the procurement or letting of the contract on behalf of his governmental agency or he disqualifies himself as a matter of public record and does not participate on behalf of his governmental agency in negotiating the contract or in approving the contract
- contracts between an officer's or employee's governmental agency and a public service corporation, financial institution or company furnishing public utilities in which the officer or employee has a personal interest provided the officer or employee disqualifies himself as a matter of public record and does not participate on behalf of his governmental agency in negotiating or approving the contract
- contracts for the purchase of goods or services when the contract does not exceed \$500
- grants or other payment under any program wherein uniform rates for, or the amounts paid to, all qualified applicants are established solely by the administering governmental agency
- an officer or employee whose sole personal interest in a contract with his own governmental agency is by reason of his marriage to his spouse who is employed by the same agency, if the spouse was employed by such agency for five or more years prior to marrying such officer or employee
- employment contracts and other contracts entered into prior to August 1, 1987, provided such contracts were in compliance with the Virginia Conflict of Interests Act (or the Comprehensive Conflict of Interests Act) at the time of their formation and thereafter. Those contracts shall continue to be governed by the provisions of the appropriate prior Act. The employment by the same

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.

¹ This provision applies only to school boards in towns and cities with a population of less than 10,000. School boards in divisions in counties and in towns and cities with a population of 10,000 or more should delete this provision.

governmental agency of an officer or employee and spouse or any other relative residing in the same household shall not be deemed to create a material financial interest except when one of the persons is employed in a direct supervisory and/or administrative position with respect to the spouse or other relative residing in his household and the annual salary of the subordinate is \$35,000 or more

G. Prohibited Conduct Regarding Transactions

1. Each School Board member and School Board employee who has a personal interest in a transaction
 - a. shall disqualify himself from participating in the transaction if
 - (i) the transaction has application solely to property or a business or governmental agency in which he has a personal interest or a business that has a parent-subsidary or affiliated business entity relationship with the business in which he has a personal interest; or
 - (ii) he is unable to participate pursuant to subdivision G.1.b, G.1.c., or G.1.d. of this policy.Any disqualification under this subsection shall be recorded in the School Board's public records. The School Board member or employee shall disclose his personal interests as required by Va. Code § 2.2-3115.F and shall not vote or in any manner act on behalf of the School Board in the transaction. The member or employee shall not
 - (i) attend any portion of a closed meeting authorized by the Virginia Freedom of Information Act when the matter in which he has a personal interest is discussed; or
 - (ii) discuss the matter in which he has a personal interest with other governmental officers or employees at any time.
 - b. may participate in the transaction if he is a member of a business, profession, occupation or group of three or more persons, the members of which are affected by the transaction, and he complies with the declaration requirements of Va. Code § 2.2-3115.H;
 - c. may participate in the transaction when a party to the transaction is a client of his firm if he does not personally represent or provide services to such client and he complies with the declaration requirements of Va. Code § 2.2-3115.I; or
 - d. may participate in the transaction if it affects the public generally, even though his personal interest, as a member of the public, may also be affected by that transaction.
2. Disqualification under this section shall not prevent any employee having a personal interest in a transaction in which his employer is involved from representing himself or a member of his immediate family in such transaction

provided he does not receive compensation for such representation and provided he complies with the disqualification and relevant disclosure requirements of this policy.

3. If disqualifications under subsection 1.a. of this section leave less than the number required by law to act, the remaining member or members of the Board shall constitute a quorum for the conduct of business and have authority to act for the Board by majority vote, unless a unanimous vote of all members is required by law, in which case authority to act shall require a unanimous vote of remaining members.
4. The provisions of this section shall not prevent a Board member or employee from participating in a transaction merely because such a Board member or employee is a defendant in a civil legal proceeding concerning such transaction.

H. Disclosure Requirements

1. School Board members² file, as a condition of assuming office, a disclosure statement of their personal interests and other information as is required on the form prescribed by the Council pursuant to Va. Code § 2.2-3117 and thereafter file such statement annually on or before February 1. The disclosure forms are filed and maintained as public records for five years in the office of the clerk of the School Board.
2. School Board members and employees required to file the Statement of Economic Interests who fail to file such form within the time period prescribed shall be assessed a civil penalty of \$250. The clerk of the School Board shall notify the attorney for the Commonwealth for the locality of any School Board member's or employee's failure to file the required form and the attorney for the Commonwealth shall assess and collect the civil penalty. The clerk shall notify the attorney for the Commonwealth within 30 days of the deadline for filing.
3. Any Board member or employee who is disqualified from participating in a transaction under Section G.1.a. of this policy, or otherwise elects to disqualify himself, shall forthwith make disclosure of the existence of his interest, including the full name and address of the business and the address

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.

² This provision applies to school board members in counties, cities and towns with populations in excess of 3,500. Other divisions should not include this provision in their policy.

or parcel number for the real estate if the interest involves a business or real estate and such disclosure shall be reflected in the School Board's public records in the division superintendent's office for a period of five (5) years.

4. Any Board member or employee who is required to disclose his interest under Section G.1.b. of this policy shall declare his interest by stating:
 - the transaction involved;
 - the nature of the Board member's or employee's personal interest affected by the transaction;
 - that he is a member of a business, profession, occupation or group the members of which are affected by the transaction; and
 - that he is able to participate in the transaction fairly, objectively, and in the public interest.

The Board member or employee shall either make his declaration orally to be recorded in written minutes of the Board or file a signed written declaration with the clerk of the Board, who shall, in either case, retain and make available for public inspection such declaration for a period of five years from the date of recording or receipt. If reasonable time is not available to comply with the provisions of this subsection prior to participation in the transaction, the board member or employee shall prepare and file the required declaration by the end of the next business day. The Board member or employee shall also orally disclose the existence of the interest during each School Board meeting at which the transaction is discussed and such disclosure shall be recorded in the minutes of the meeting.

5. A Board member or employee who is required to declare his interest pursuant to subdivision G.1.c. of this policy shall declare his interest by stating
 - (i) the transaction involved;
 - (ii) that a party to the transaction is a client of his firm;
 - (iii) that he does not personally represent or provide services to the client;
and
 - (iv) that he is able to participate in the transaction fairly, objectively and in the public interest.

The Board member or employee shall either make his declaration orally to be recorded in written minutes of the Board or file a signed written declaration with the clerk of the Board who shall, in either case, retain and make available for public inspection such declaration for a period of five years from the date of recording or receipt. If reasonable time is not available to comply with the provisions of this subsection prior to participation in the transaction, the Board member or employee shall prepare and file the required declaration by the end of the next business day.

I. Release of Disclosure Forms

A clerk of the School Board who releases any disclosure form shall redact from the form any residential address, personal telephone number or signature contained on such form.

J. Deadlines and Coverage Periods for Disclosure Forms

A School Board member or employee required to file an annual disclosure on or before February 1 shall disclose his personal interests and other information as required on the form prescribed by the Council for the preceding calendar year complete through December 31.

A School Board member or employee required to file a disclosure as a condition to assuming office or employment shall file such disclosure on or before the day such office or position of employment is assumed and disclose his personal interests and other information as required on the form prescribed by the Council for the preceding 12-month period complete through the last day of the month immediately preceding the month in which the office or position of employment is assumed; however, any School Board member or employee who assumes office or a position of employment in January shall be required to only file an annual disclosure on or before February 1 for the preceding calendar year complete through December 31.

When the deadline for filing any disclosure falls on a Saturday, Sunday or legal holiday, the deadline for filing shall be the next day that is not a Saturday, Sunday or legal holiday.

K. Advisory Opinions

School Board members or employees subject to the Act may seek written opinions regarding the Act from the local Commonwealth's attorney; the local [**SELECT ONE:** county, city or town] attorney; or the Council. Good faith reliance on any such written opinion of the Commonwealth Attorney or a formal opinion or written informal advice of the Council made in response to a written request for such opinion or advice regardless of whether such opinion or advice is later withdrawn, provided that the alleged violation occurred prior to the withdrawal of the opinion or advice, bars prosecution for a knowing violation of the Act provided the opinion was made after a full disclosure of the facts. If the School Board member or employee relies on the opinion of the attorney for the Commonwealth in a prosecution for a knowing violation of the Act, the written opinion of the attorney for the Commonwealth shall be a public record and shall be released upon request. An opinion of the [**SELECT ONE:** county, city or town] attorney may be introduced at trial as evidence that the School Board member or employee did not knowingly violate the Act.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3101, 2.2-3102, 2.2-3103, 2.2-3103.2, 2.2-3104.1, 2.2-3108, 2.2-3109, 2.2-3110, 2.2-3112, 2.2-3115, 2.2-3118.2, 2.2-3119, 2.2-3121, 2.2-3124 and 30-356.

Cross Ref.:	CBCA	Disclosure Statement Required of Superintendent
	GAH	School Employee Conflict of Interests
	GCCB	Employment of Family Members

SCHOOL MEALS, SNACKS AND UNPAID MEAL CHARGES

The Dickenson County School Board recognizes that students need adequate, nourishing food in order to learn, grow, and maintain good health.

Generally

To reinforce the division's nutrition education program, foods sold to students during regular school hours on school premises will be

- carefully selected so as to contribute to students' nutritional well-being and the prevention of disease;
- prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits; and
- served in age-appropriate quantities and at reasonable prices.

The Dickenson County School Board promotes high-quality school meals and snacks by

- involving students in the selection, tasting, and marketing of healthy foods and beverages that appeal to students;
- providing a variety of food options, such as fruits, vegetables, whole grains, and dairy foods, which are low in fat and added sugars;
- offering a variety of healthy choices that appeal to students, including cultural and ethnic favorites;
- restricting student access to unhealthy foods in vending machines, school stores, and other venues that compete with healthy school meals; and
- ensuring that healthy snacks and foods are provided in vending machines, school stores, and other venues within the division's control. The healthy options should cost the same or less than unhealthy alternatives.

The Dickenson County School Board strives to provide an environment conducive to good health by

- allowing an adequate amount of time and space for students to eat school meals;
- scheduling lunch periods at reasonable hours around midday;
- ensuring that drinking fountains are operable, clean, and convenient for use throughout the school day;
- offering extracurricular physical activity programs, such as physical activity clubs, intramural programs, or interscholastic athletics;
- discouraging the promotion and advertising of unhealthy foods;
- using non-food items rather than food items such as candy, cakes, soda, and foods high in fat, as incentives and rewards for good behavior or academic performance; and
- encouraging parents to support the division's nutrition education efforts by considering nutritional quality when selecting any snacks which they may donate for occasional class parties.

The Dickenson County School Board supports nutrition education and physical education by

- ensuring that qualified nutrition education and physical education specialists focus on knowledge and skill development so students are able to learn and adopt healthy eating and physical activity behaviors;
- offering nutrition education in the school dining area(s) and in the classroom, with coordination between food service staff and teachers; and
- eliminating any stigma attached to, and preventing public identification of, students who are eligible for free and reduced-price meals.

Meals and Snacks

Meals and snacks offered as part of the National School Lunch Program or the School Breakfast Program meet, at a minimum, the requirements established by state and federal law and regulation.

Schools make potable water available and accessible without restriction to children at no charge in the place(s) where lunches are served during the meal service.

Unpaid Meal Charges

The National School Lunch and School Breakfast Programs are integral in ensuring that students have access to nutritious meals to support their academic success. It is also imperative to protect the financial stability of school nutrition program.

The intent of this policy is to establish a process and procedure to handle situations when children eligible for reduced-price or full-price meal benefits have insufficient funds to pay for school meals; as well as for the collection of unpaid meal charges and delinquent account debt.

- Students who qualify for free meals will not be denied a reimbursable meal even if they have accrued a negative balance on their cafeteria account.
- Students who have money to pay for a reduced-price or full price meal at the time of service must be provided a meal. If the student intended to use the money for that day's meal, the School Food Authority (SFA) will not use the money to repay a negative balance or other unpaid meal charge debt.
- Students without funds to pay for a reduced-price or full price meal are allowed to charge breakfast or lunch.
- Students are allowed to charge 3 meals.
- Students who charge a meal will receive a reimbursable meal.
- Students unable to pay for a meal at school or students who owe for a school meal will not be required to do chores or other work to pay for school meals, and will not be required to wear any wristband or hand-stamp at any time in relation to school meals.
- Employees of Dickenson County Public Schools are not allowed to charge a meal.

Communicating the Policy

- The unpaid meal charges policy will be posted on the Dickenson County Public Schools website, will be included in the student information packet distributed on the first day of school and will be provided to all transfer students during the school year. The Household Application for Free and Reduced Price Meals will be attached.
- The unpaid meal charges policy will be communicated to all division staff prior to the first day of school.
- Child Nutrition Program staff will receive training on the unpaid meal charges policy and a record of the training will be maintained as part of the professional development portfolio.
- Documentation of the communication and training plan will be maintained for the Federal Program Administrative Review.

Notification of Negative Balance

- The School Nutrition Program (SNP) staff will ~~notify households of negative balances~~ direct any communication regarding a school meal debt to the student's parents. The School Nutrition Manager or designee will be responsible for contacting households via telephone, by US mail or by sending a letter home by the student.
- Notifications to households will include the amount of unpaid meal charges, expected payment dates, the consequences of non-payment and where to go for questions or assistance.
- The persons responsible for managing unpaid meal charges are:
 - a. SNP school-based staff will collect payment for meals at the POS.
 - b. SNP school-based staff will contact households.

Assistance to Households

- Households with questions or needing assistance may contact the school office where their student attends or the School Nutrition Program office at: (276) 926-4643, 309 Volunteer Avenue, Clintwood, Virginia, 24228, or email Deborah Compton at dcompton@dcps.k12.va.us.

Delinquent Debt/Bad Debt

- Delinquent debt is allowable in the School Nutrition Program (SNP) and may be carried over to one successive school year.
- Bad debt is defined as delinquent debt that is deemed uncollectible at the end of the school year. Bad debt is unallowable in the SNP and cannot be carried over to the next school year. Funds resulting from bad debt cannot be recovered using SNP funds and must be offset by non-federal sources.

- At the end of the school year, the Food Service Manager and the Director of Finance will evaluate all delinquent debt for conversion to bad debt. Bad debt will be restored to the SNP from the general fund prior to the end of the same fiscal year.

Collection procedures for Delinquent and Bad Debt- Adverse Action

- When a household has reached a threshold of 4 unpaid meal charges for a student, collection procedures will be initiated.
- SNP staff will send a letter to the household with the amount of debt and date of expected payment.
- If payment or arrangements to pay have not been satisfied, SNP staff will report the household to school administration. The school administration will call the household and attempt to collect the debt.
- If the debt is not satisfied after the call, the school administration will report the household to the Food Service Manager. The manager, by phone or mail, will contact the household to collect the debt.
- If payment is not received and/or if a parent regularly fails to provide meal money or send food to school with the student and the student does not qualify for free or reduced benefits the Food Service Manager will inform the principal, who will determine the next course of action, which may include notifying the department of social services of suspected child neglect and/or taking legal steps to recover the unpaid meal charges.

Definitions

“Competitive food” means all food and beverages other than meals reimbursed under programs authorized by the National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day.

“School campus” means all areas of the property under the jurisdiction of the school that are accessible to students during the school day.

“School day” means the period from the midnight before to 30 minutes after the end of the official school day.

All competitive food sold to students on the school campus during the school day meets the nutrition standards specified by federal and state law and regulation.

Each school may conduct 30 school-sponsored fundraisers per school year during which food that does not meet the nutrition guidelines for competitive foods may be available for sale to students.

The Dickenson County School Board is responsible for maintaining records that document compliance with this policy. Those records include receipts, nutrition labels and/or product specifications for the competitive food available for sale to students.

Adopted: December 18, 2014
Revised: April 27, 2016
Revised: April 28, 2017
Revised:

Legal Refs: U.S. Department of Agriculture, SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies, July 8, 2016.

U.S. Department of Agriculture, SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments, July 8, 2016.

Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-207.4.

2 CFR Part 200 Section 143 of the Healthy, Hunger-Free Kids Act of 2010

Virginia Board of Education, A Resolution to Establish and Define Exemptions for School-Sponsored Fundraisers Pending Incorporation in the Proposed Regulations Governing Nutritional Guidelines for Competitive Foods Available for Sale in the Public Schools (Nov. 19, 2015).

Cross Refs:	EFB	Free and Reduced Price Food Services
	IGAE/IGAF	Health Education/Physical Education
	JHCF	Student Wellness
	JL	Fund Raising and Solicitation
	KQ	Commercial, Promotional and Corporate Sponsorships and Partnerships