

Administrators' Meeting  
Washington County Public Schools – Tuesday, January 24, 2017, 10:00 a.m.  
School Board Office, 812 Thompson Drive, Abingdon, VA

Present were:

Kendra Addison	Janet Lester
Debbie Anderson	Janet Lester
Patrick Buchanan	Judy Honaker-Martin
Ted Casler	Lisa McCoy
Melissa Caudill	Jeff Noe
Megan de Nobriga	Connie Phillips
Andrew Hockett	Randy Poole
Kelly Holmes	Brian Ratliff
Felicia Lowman-Sikes	Marie Stanley
Cindy Jackson	Chad Wallace
Brian Johnson	Tammy Williams
Scott Keith	Tom Williams
Jimmy King	Allyson Willis
Sherry King	Amanda Yarber
David Lambert	Barry Yost
Janet Lester	

Opening – Dr. Brian Ratliff

Dr. Brian Ratliff opened the meeting by welcoming the group.

Dr. Ratliff reminded everyone that Principal Appreciation Week is January 27 – February 2. He expressed his appreciation to the group for all they do. Dr. Ratliff asked the group to think about what theme we might use for School Board Appreciation Month in February and suggested maybe doing sketched portraits of each Board member and provide them to the board during the February meeting. After discussion, they decided to contact Steve Crigger to see if he would be available to do the sketches. He asked for suggestions and other ideas of things we might do for them during this month. Dr. Ratliff said we would also recognize the School Board Clerk and Deputy Clerk, Melissa Caudill and Debra Kiser, in acknowledgment of School Board Clerk Appreciation Week (February 20 – February 24). He asked each of them to make sure to update the division-wide calendar with any information that the public would need to be informed of and to keep our calendar current.

Budget Update

Dr. Ratliff gave a brief overview of FY 2017 Budget; he informed the group that if things do not change by March 31, for the ADM we are looking at a \$900,000 loss this budget year. He discussed if this does happen we would work our way through making reduction accordantly. Dr. Ratliff gave an overview of the FY 2018 Budget; based on

Fall Membership enrollment to the state which has decreased; this would have an impact on our state funding, and with Sales Tax revenues down the Governor's December proposed budget reversed the 2.0% December 1, 2016, salary increase further impacting our budget. He discussed that he would let them know when we receive additional information about Suspension Bills and other budget information. He discussed General Assembly activity that includes the Homeschool Bill that is currently up for approval, and they are looking at the enrollment process. The Region VII Superintendents are currently addressing this issue. Dr. Ratliff expressed his appreciation for Delegate Kilgore and Delegate O'Quinn and for what they do for our region. Dr. Ratliff stated that we are fortunate to have a staff that can accomplish completing different construction goals and keeps cost down.

### School Calendar/Handbook Cover Contest & Due Dates

Dr. Noe reminded principals about the School Calendar/Handbook contest and due dates for staff pictures, calendar cover entries, student pictures, school activity dates, and high school sports schedule. This information has also been forwarded to them via e-mail. He urged the group to remind their staff of these upcoming dates and; please submit these to Kellie Phillips.

- Staff Pictures due – Friday, February 24.
- Calendar Cover Art Entries due – Friday, March 24.
- Student Pictures due – Friday, April 7.
- School Activity Dates due – May 12.
- High School Sports Schedule Fall & Winter due – Friday, May 19.

### Social Engineering Presentation

Jason Lester gave a Social Engineering Presentation on how Social Engineering influences and persuasion to deceive people. And discussed things that schools need to look for to prevent these issues. Mr. Lester discussed the different ways to obtain private information such as Phishing, Spear Phishing, Baiting or Quid Pro Quo, and Tailgating and how hackers use these techniques. He discussed that our schools are frequently contacted by hackers trying to get private information that shouldn't be shared. Mr. Lester shared different scenarios they might use to obtain information and how this should be handled.

### Superintendents Memo #300-16

Dr. Wallace discussed and responded to Memo #300-16, Transmittal of "Statement of Administrative Impact" for the Promulgation of Amendments to the Procedure for Adjusting Grievances and Notice of the Effective Date of the Regulations. He discussed this memo is for the professional staff and informed them of the link that shows the process they should follow. He stated the support staff has a procedure in place that can be found on our website and encourages them to read this policy and get familiar with it.

### New Poster

Dr. Wallace gave each principal a new State and Federal Labor Law poster and discussed where to put posters in each school so that it may be view by each employee.

### Safety Audit Committee

Dr. Wallace thanked everyone for sending in safety audits; and discussed that he now needs to put together a Safety Committee before Aug 31. He would like to have an Administrative Assistance Representative on that committee if possible and informed the group that there would also be an outside agency that would be involved. Dr. Wallace informed every one of the importance of reporting any changes they would like to have made. He reviewed the Fire Drills & Lockdown Drills provided by Washington County and said they are addressing who needs to pay for the Fire Marshall coming in to do the annual reviews; if they receive bills to send it to him. He passed out a list of all employee's to be verified and cleared before they may obtain access to school facilities and informed them that the pictures need to be sent to Glenna Holmes to process and update in the system.

### Policy Revision

Dr. Noe reviewed recently revise/adopted Policies.

- File GCBDA, Sick Leave
- File BDDH/KD, Public Participation at School Board Meetings
- File IHD, Student Schedules & Course Loads
- File IKC, Grade Point Average, Valedictorian, And Salutatorian
- File JECBB, Admission Of Students From Schooling That Does Not Meet Virginia Board Of Education Accredited Schools Definition
- File IGBF, Limited English Proficient Students
- File IHD-R, Regulatory Guidelines For Students Scheduling And Course Loads
- File IKFB, Graduation Ceremony

Dr. Noe said to make sure to look over the Graduation Ceremony policy. He discussed when we look at next year's budget that we need to review our current programs to make sure we are getting the most out of each program and nothing is being duplicated.

Dr. Wallace said he appreciated them letting him come and speak to the staff about licensure and to let him know if anyone has any additional question.

Ms. Judy Honaker discussed that due to all the question she received she has provided each of them with a folder containing detailed information about State Department Assessments. Ms. Honaker informed the group that as of March 2018 the profile of the graduate that is currently in place is null and void because it carries with it the verified

credit of social studies that would no longer be included. Ms. Honaker said she would update them with new information as it is received. Ms. Honaker encouraged the group to attend any conferences on Local Assessment and recommends sending their teachers also. Ms. Honaker encouraged the group to call her if they had additional questions.

Dr. Ratliff thanked the instructional team that meets every Monday and commended them on what a wonderful job they are doing. He discussed the importance of staying focused and not to get caught up in the things that don't get done, but to stay focused on what we can take care of now.

Next meeting will be held on April 4, 2017.