

TOWN OF COLONIAL BEACH, VIRGINIA
REGULAR SCHOOL
December 10, 2019, 6:00 PM
Colonial Beach Town Center, 22 Washington Avenue
Colonial Beach, Virginia 22443

AGENDA

- I. Call to Order - Chairman
- II. Approval of Meeting Agenda
- III. Approval of Meeting Minutes
 - a. November 13, 2019 Meeting Minutes
- IV. Special Presentations-Mr. Turner
- V. Questions for the Principals and Athletic Director
 - a. Athletic Director: Mr. Astrop
 - b. CBHS Principal: Mrs. Williams
 - c. CBES Principal: Mrs. Coates
- VI. Public Comment
- VII. Reports
 - a. Student Liaison to the School Board
 - b. School Board Members
 - c. Mayor
 - d. Town Council Members
 - e. Superintendent
 - f. Financial Report-Mr. Schoppe
- VIII. Informational
 - a. Special Projects List- Mr. Turner
 - b. 2020-2021 Budget Timeline- Mr. Turner
 - c. RESOLUTION #12-19, Access Capital Reserve Fund Balance- Mr. Turner

At this time the Chairman will pause to allow those to leave who do not wish to stay for policy discussion and action.

IX. Unfinished Business

- a. 2020-2021 Calendar Options-Mr. Turner

X. New Business

- a. Approval of Expenditures- Mr. Schoppe
- b. Approval of Policy GBC- BR2/GCBB-BR2- Mr. Turner
- c. Division Designee- Mr. Turner

XI. Closed Meeting

- a. pursuant to Code of Virginia, Section 2.2-3711 (A)(1), for discussion, consideration, or interviews of prospective candidates for employment; or for discussion of assignments, appointments, promotions, performance, demotion, salaries, disciplining, or resignations of specific certificated staff or support staff;
- b. and pursuant to Code of Virginia, Section 2.2-3711 (A)(7), for discussion and consideration of information pertaining to actual or probable litigation.

XII. Closed Session Reconvened

Roll call vote pursuant to Va. Code Section 2.2-3712 certifying

"I certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body."

XIII. Closed Session Actions

XIV. Adjournment

Colonial Beach School Board

Regular Meeting

November 13, 2019, 6:00 p.m.

22 Washington Avenue, Colonial Beach, Virginia

MINUTES

PRESENT: Mrs. Michelle Payne, Vice Chairman
Mrs. Patrice Lyburn
Mr. Brent Steffey
Mr. Dashan Turner, Superintendent
Mrs. Karen Camlin, School Board Clerk

Call to Order

Mrs. Payne called the meeting to order at 6:00 p.m.

Approval of the Agenda

Mr. Steffey moved to approve the agenda as presented.

Mrs. Lyburn seconded the motion; and it passed unanimously.

Approval of Meeting Minutes

Mr. Steffey moved to approve the minutes of October 9, 2019.

Mrs. Lyburn seconded the motion; and it passed unanimously.

Reports

Mrs. Williams was not in attendance, but provided a report of activities and initiatives for the high school.
(See Below).

Mrs. Coates was not in attendance, but provided a report of activities and initiatives for the elementary school. (See below)

Mr. Astrop was not in attendance, but provided a report of activities and initiatives for the athletic department. (See below)

Mrs. Payne asked the following questions:

Is someone attending the national conference? Mr. Turner stated that Mr. Astrop would be attending one in December.

Did Mrs. Coates mention how much money was made at the Pumpkin Walk? Mr. Turner stated that she did not.

Did BAMM give money to the high school as well? Mr. Turner stated that they did.

Does the food from the canned food drive go to local food banks? Mr. Turner stated that he would check on that.

How was the Veteran's Day Parade? Mr. Turner stated that it was a very touching event.

Mr. Steffey stated that it was nice that they gave candy to the Pre K students for Halloween.

Public Comment

There was no public comment

Reports

Student Liaison- The student liaison was not present.

School Board Members

Mr. Steffey stated that he attended the Pumpkin Walk and thought it was very cool..

Mrs. Lyburn did not report

Mrs. Payne stated that the junior class movie night was not very successful.

Mayor

The mayor was not present.

Town Council Members

Mrs. Roberson was not present.

Superintendent

Attended the VASS Fall conference. The conference focused on SOQ's and said there is a strong possibility that we will need to add a guidance counselor and assistant principal.

Mr. Trivett asked if numbers were down at the elementary school and Mr. Turner told him they were. He stated that families have moved out of town and waivers were down. He also stated that the high school numbers have increased.

Financial Report

Mr. Schoppe gave the board a financial report.

Informational

Mr. Turner spoke on the HVAC IFB. He had a second person, Mr. Thomas Rocket Charley, review the document and a few changes were made.

Mrs. Payne asked if the IFB went through the attorney. Mr. Turner said that it had. Mrs. Payne suggested that once everything was finalized it should go back to the attorney.

Mrs. Payne stated that she thought that the IFB would go out earlier. Mr. Turner stated that Mr. Thomas Rocket Charley thought the summer would be best, but we could always do it earlier.

Mr. Turner shared the newsletter. Mrs. Payne stated she saw the colored copy and it was very nice. Mr. Turner stated the newsletter was a nice way to communicate with the community. Mrs. Payne asked if it went to everyone in the community and Mr. Turner stated that it would. Mr. Turner stated that the newsletter will go out within the next week and a half.

Mr. Turner stated that he hoped to share the comprehensive plan in January.

Mr. Turner stated that 3 calendars are being presented for review. Mr. Turner stated that it would be in our best interest to consider a pre Labor Day calendar.

Mr. Turner stated that Code Blue came in and did a thorough audit of the technology infrastructure. There are a few concerns that need to be addressed and there will be a cost. Mrs. Payne asked if the list was in order of greatest need. Mr. Turner stated that it was.

Unfinished Business

New Business

Mrs. Lyburn moved to approve the expenditures in the amount of \$572,863.86.

Mr. Steffey seconded the motion, and it passed unanimously.

Mrs. Lyburn moved to approve the submission of Robotics for Autism grants of up to \$20,000 for both the high school and elementary school.

Mr. Steffey seconded the motion, and it passed unanimously.

Mrs. Lyburn moved to approve policy GBN-R

Mr. Steffey seconded the motion, and it passed unanimously.

Mrs. Lyburn moved to approve VSBA policy changes LC, KBA-R, KBA, JOB, JHCCA-E, JFC-R, JECB, IKH, IKFA, IKF, GCBEA, GBLA, GBI, GAB-EI_IIBEAE-E2, EFB, EBCD, EBCBA, EB, BCEA
Mr. Steffey seconded the motion, and it passed unanimously.

Closed Session commenced at 6:32 p.m.

Mrs. Lyburn moved to go into Closed Session pursuant to Code of Virginia, Section 2.2-3711 (A)(1), discussion and consideration of prospective candidates for employment assignment, performance and resignations for certificated staff; and support staff pursuant to Code of Virginia, Section 2.2-3711 (A)(2), discussion and consideration of students that would involve the disclosure of information contained in scholastic records and discipline; and pursuant to Code of Virginia, Section 2.2-3711(A)(7) discussion and consideration of information pertaining to actual or probable litigation. Mrs. Lyburn seconded the motion with a roll call vote as follows:

| | | |
|----------------|----------------|-----------------|
| Mrs. Payne- AY | Mrs. Lyburn-AY | Mr. Steffey- AY |
|----------------|----------------|-----------------|

Reconvened Open Session at 8:13

Mrs. Lyburn moved to reconvene the open session.

Mr. Steffey seconded the motion.

Closed Session Actions-

Mrs. Lyburn moved to approve personal recommendation list of November 13, 2019. Mrs. Lyburn seconded the motion, and it passed unanimously.

Adjournment

Mrs. Lyburn made a motion to adjourn the meeting at 8:15 p.m.

Mr. Steffey seconded and the motion was approved unanimously.

Karen Camlin, Clerk of the Board

Timothy Trivett, Chairman

Minutes of the November 13, 2019 Colonial Beach School Board Regular Meeting



Colonial Beach High School

**100 First Street, Colonial Beach, VA
22443**

Mr. Dashan Turner, Superintendent
Mrs. Tricia Williams Principal
Mrs. Darlene Fonville, School Counselor
Mr. Martin Astrop, Athletic Director

Phone 804-224-7166
Fax 804-224-7465
www.cbschools.net

“Every Student, Every Minute, Every Day”

December 10, 2019
Colonial Beach High School Athletic Department

Sports

- Varsity Football- This year we have two athletes that have been selected to participate in the VHSCA Coaches All Star game at UVA-Wise on Sunday, December 15, 2019. Congratulations to Corvion Davis and Trey Allison on this accomplishment. Congratulations to the following football players for making the all-region 1 team:
Corvion Davis- 1st Team All-Purpose Offense & Defense
Omarion Johnson- 1st Team Offensive Line & Defensive Line
Trey Allison- 1st Team Defense and 2nd Team Offense
Randall Annino- 1st Team Defense and 2nd Team Offense
Garrett Mothershead- 1st Team Offense
- Varsity Girls Basketball- The basketball season is underway. Our varsity girls team are 2-1 to start the season. We have 11 girls on the team.
- JV Girls Basketball- The jv basketball team is competing well. We have ten young ladies working hard to get better. We are expecting big things from this group of young ladies.
- JV Boys Basketball- The jv boys basketball team is underway and going pretty well..
- Varsity Boys Basketball- The varsity boys basketball season is going well. The team is currently 2-1. They have 10 players on the team.
- Middle School Boys Basketball- Our middle school boys basketball team is working very hard. The team is being directed by Coach Straughan and Coach Steffey.

Office of the Athletic Director

- The National Interscholastic Athletic Administration Association (NIAAA) convention will be held in Washington D.C. at the Washington Harbor from 11/13/19- 11/17/19.
- The Fall Sports Banquet was held on Thursday, 12/5/19. We had almost 200 students, parents, family and friends in attendance.

Upcoming Events

- The middle school boys basketball team will host Rappahannock on Wednesday at 4:30 pm.
- The girls basketball teams will host Courtland on Thursday. JV game starts at 5:30 pm
- On Friday, The boys teams travel to Courtland High. JV starts at 5 pm.
- On Friday, the girls teams host James Monroe. JV starts at 5:30 pm
- The boys varsity team travels to Sussex on Saturday where they will take on Franklin at 1 pm.

Fundraising

- The girls basketball program is participating in the Omega Delta Car Raffle fundraiser. They get \$5 for every ticket that is sold.



Colonial Beach High School

100 First Street, Colonial Beach, VA 22443

Mr. Dashan Turner, Superintendent
Mrs. Tricia Williams Principal
Mrs. Nancy Riffe, School Counselor
Mr. Martin Astrop, Athletic Director

Phone 804-224-7166
Fax 804-224-7465
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"Every Student, Every Minute, Every Day"

December 2019

Colonial Beach High School

Guidance

- November 20th an Air Force recruiter visited CBHS. Several students were interested; 2 Seniors are prepared to commit.
- Mrs. Fonville set up a Thankful table on November 22nd. Students were able to leave notes to staff and peers regarding what they were thankful for.
- Sgt. Brown from Virginia National Guard visited with 20 students. These students were identified to participate in this session from an informational session with Mrs. Fonville.
- SOAR Counseling for Seniors (FAFA college prep), Junior (future career planning) and Sophomores (future financial planning) has been scheduled for the remainder of the year to occur twice a month at CBHS.
- Mrs. Fonville set up a Toy Drive Table in the cafeteria. Students donated over 100 toys.

Students

- Students donated over 37 pounds of food during the Thanksgiving season.
- Students met with Mrs. Seymour on December 4th to review scholarship opportunities, FASFA paperwork and college applications.
- Students donated over 100 toys to the Holiday Toy Drive.
- December 2nd students attended a field trip to the Apple Store. Students were given the task of creating an App.
- December 3rd – students attend a field trip to the Smithsonian.

Office of Principal

- I attended the RCC Principal and Counselor meeting on Nov. 21st.
- I attended the Alternative to Suspensions conference in Richmond on December 5th with Mrs. Coates.

Teachers

- Mr. Boulton, Mr. Christensen and Mrs. Horner attended the VSTE Conference on December 9 and 10th. Mr. Boulton and Mr. Christensen were conference presenters.
- Mr. Christensen lead the Day of Coding for CBHS. Students participated in coding activities during Drifter Time.

Fundraisers

- Youth basketball registration has begun.

Upcoming Events

- SOL testing Jan. 21- 28th
- CBHS Blood drive December 18th



Colonial Beach Elementary School
102 First Street, Colonial Beach, VA 22443

Dr. Mr. Dashan Turner, Superintendent
Mrs. Michele Coates, Principal
Mrs. Rebecca Tabler, School Counselor
Mrs. Dan Styer, Director of Student Services
Office 804-224-9897 Fax 804-410-3849 www.cbschools.net

"Every Student, Every Minute, Every Day"

December 2019

Colonial Beach Elementary School

Students:

- Students earned 4,109 positive office referrals as of December 2, 2019.
- Students participated in a monthly team time event on Monday, November 25, 2019.
- 22 students were honored at our 1st 9 Weeks Drifter Pride Ceremony.
- Students had a blast participating in High Five Friday!

Guidance:

- Mrs. Tabler is partnering with local churches to help with the "Angel Tree" to provide students with presents during the holiday season. Currently, there are 51 students in need of assistance.
- Mrs. Tabler is conducting 1st Grade small groups on emotional regulation and social skills
- Mrs. Tabler is conducting 2nd grade small groups on friendship and social skills
- She is conducting 6th and 7th grade small groups on self-control and emotional regulation
- Classroom guidance in November was on Growth Mindset in Grades 1-5.
- Classroom guidance in November was on Kindness in PreK and Kindergarten.
- Classroom guidance in December is on Careers in grades PreK-5.
- Mrs. Tabler hosted the Drifter Pride Ceremony that took place on November 8th.
- Dudes and Donuts took place on November 26. We had a huge turnout. Please see the post on Facebook.
- Partnered with St. Mary's Episcopal Church to organize and deliver 13 baskets of food and turkeys to families in need.
- Mrs. Tabler is preparing for Career Day next month (January 17th). Please let her know if you are interested in presenting.
- Mrs. Tabler teaches Yoga Club (5th Grade) ongoing on Fridays.
- Perfect attendance awards were given out at the beginning of November and will be given out the week of December 2nd as well.
- Mrs. Tabler sent home tardy letters for November.

Principal:

- CBES was honored with an award from The Virginia Department of Health and the Virginia Foundation for Healthy Youth in recognition and appreciation of our continued commitment to The Smoke-Free Initiative. There was an article in the Westmoreland News written by Mr. Burrell.
- All licensed staff have received two observations so far (1 walk-through and 1 formal using the student engagement form). Currently, I am conducting announced observations using the teacher engagement form. Feedback is provided using eObservations. As of December 2, 2019, 8 announced observations have been conducted. The rest will be conducted throughout December and January. Each observation is scheduled for 60 minutes.
- Met for the CBES academic review on November 7, 2019, with Mr. Turner and Mrs. Camlin.
- Visited and observed at Laurel Lane Elementary School on November 12th as part of SURN.
- Attended SURN professional development on November 13th at William and Mary.
- Sponsored a Teacher Turkey Hunt in November.
- Attended the Principal Meeting on November 26, 2019.

Parents:

- 92% of parents are connected on ClassDojo.
- Several male role models attended Dudes and Donuts on Tuesday, November 26th. Please see our Facebook page.

Teachers:

- High-Five Friday was held on Friday, November 22nd. One the way to class between 7:35 and 7:55 a.m., students gave staff members high-fives. Staff members recorded the number they received on a chart. Collectively, the staff received 8,002 high-fives. This was a great way to start the day.
- Mrs. Coates hid turkeys all over the building. When staff members found the turkey, they turned them in for a prize. The following staff members found a turkey: S. Steffey, Thompson, Hawranko, Sudduth, Bombaski, Longbrake, Walker, Groesbeck, Payton-Fields, James and Hudgins.
- Our faculty and staff is focused on student learning!

Fundraising:

- The SCA Tree Gram fundraiser is currently going on as well as AR popsicle Fridays.

Upcoming Events:

- The PTA is sponsoring the Holiday Shop the week of December 9th.
- Thursday, December 12th: Progress Reports
- Thursday, December 12th: Winter Concert and Art Walk @ 6:00 p.m.
- Thursday, December 12th: PTA Holiday Tree Event
- Friday, December 13th: AR Popsicle Friday
- Spirit Days will be held the week of December 16th.
- Tuesday, December 17th: 5th Grade DARE Graduation at 9:30 a.m.
- Wednesday, December 18th: PTA Family Night at McDonald's starting at 5:00 p.m.
- Thursday, December 19th: SCA Community Service visit to the Nursing Home.

**Colonial Beach Public Schools
School Board Meeting
December 10th, 2019**

Information

Agenda Item: 2020-2021 Capital Projects

Background:

The list of items below is capital project needs that will be explored to develop a capital project plan. A review of this list and the prioritization of this list is needed as the capital projects plan will be developed based on board member recommendation

Data Source:

Dashan Turner

Capital Project List for Planning Purposes

| | |
|--|-------|
| High School HVAC | 140K |
| School Board Office Replacement | 200K? |
| School Bus Replacement | 100K |
| Wall Covering at ES | 30K |
| Retro-Fit of Light Fixtures at High School | 15K |

Update: During the closeout of the 18-19 school year, the school division was able to address several items that were listed on the 18-19 capital projects. The division was able to purchase needed vehicles for travel to professional development and student transport, History/Language Arts textbooks, and teacher resources. During the January meeting, the plan will include a project description, reason, Impact of request, benefits, and cost. This plan is needed to access the CB School Capital Project Funds Balance to address projects that are currently in the planning phase.

**Colonial Beach Public Schools
School Board Meeting
December 10th, 2019**

Information

Agenda Item: 2020-2021 Budget Development Timeline

Background:

Attached you will find a timeline for developing the 2020-2021 CBPS budget.

**Data Source:
Dashan Turner**

2020-2021 Budget Timeline

| | |
|----------|--|
| December | <ul style="list-style-type: none"> • Send Budget Priorities Survey to Staff • Governor releases budget proposals |
| January | <ul style="list-style-type: none"> • VASS/VASBO Meeting to review the Governor's budget proposal • Develop the budget with information collected from staff and changes to SOQ's • Present budget survey to board • Present Budget Priorities based on Governor's Budget, SOQ's and Staff comments • Meet with Chair & Vice Chairman to discuss • Send Intent to return out to staff |
| February | <ul style="list-style-type: none"> • Develop a draft budget to present during either Feb Board Meeting • Set up meetings with Council Members to review budget needs |
| March | <ul style="list-style-type: none"> • Approve budget during School Board during March 11th meeting • Set up meetings with Council Members to review budget needs |
| April | <ul style="list-style-type: none"> • Present Budget to Town Council |
| May | <ul style="list-style-type: none"> • Town Council approves the budget • Develop Contracts and deliver to staff • Staff return contract within 10 days of receipt |
| June | <ul style="list-style-type: none"> • If staff have not returned contracts, positions will be announced |

RESOLUTION #12-19, Access Capital Reserve Fund Balance

WHEREAS, the Colonial Beach Public School's Board finds it necessary to access the Capital Reserve Fund Balance recently established with the Town Council of Colonial Beach.

NOW THEREFORE BE IT RESOLVED, that the Colonial Beach Public School Meeting Tuesday, December 10th, 2019 hereby seeks access of the Capital Reserve Fund Balance up to the amount listed below:

| | |
|-------------------------------------|------------------|
| | Capital Reserve |
| Access Capital Reserve Fund Balance | Up to 150,000.00 |

1. The above amount represents the funds associated with the needed HVAC project at the Colonial Beach High School Gymnasium. The school division will use up to \$150,000.00 or the amount needed based on the Invitation For Bid Responses. Honeywell, the school division's HVAC service provider projected the cost of replacing the HVAC Gym units at 130K. Any funds that are not spent on the HVAC project will be returned to the Capital Reserve Fund Balance.

| ACTUAL EXPENDITURES BY APPROPRIATION CATEGORY | BUDGET | TOTAL EXPENDITURES | | EXPEND. OCTOBER 2019 | NOVEMBER 2019 | TOTAL EXPENDITURES YTD | BUDGET BALANCE |
|---|--------------|-----------------------|------------|-------------------------|---------------|------------------------------|-------------------|
| | | EXPENDITURES | | | | | |
| INSTRUCTION | 5,006,626.00 | 1,854,437.03 | 336,980.33 | 366,324.93 | 1,854,388.97 | 3,142,388.97 | November Only |
| ADMINISTRATION/HEALTH | | | | | | | |
| TRANSPORTATION | 544,805.00 | 231,534.28 | 44,785.13 | 38,302.31 | 231,524.38 | 313,270.72 | REVENUE |
| OPERATION & MAINTENANCE | 417,529.00 | 142,786.15 | 23,816.26 | 23,282.47 | 142,706.15 | 275,222.85 | EXPENDITURE |
| TECHNOLOGY | 493,636.00 | 323,302.77 | 29,701.80 | 30,130.66 | 323,302.77 | 170,133.23 | NET |
| | 500,527.00 | 294,177.14 | 38,203.74 | 31,016.37 | 294,177.14 | 212,348.36 | |
| YEAR-TO-DATE | | | | | | | |
| TOTAL NON-GRANT | 6,869,721.00 | 2,856,157.27 | 473,487.25 | 489,263.74 | 2,856,157.27 | 4,113,555.53 | REVENUE |
| FEDERAL GRANTS | 504,756.00 | 284,010.61 | 59,700.38 | 50,987.00 | 284,010.61 | 240,745.39 | EXPENDITURE |
| | 524,256.00 | 284,010.61 | 59,700.38 | 50,987.00 | 284,010.61 | 240,745.39 | NET |
| TOTAL GRANTS | 524,256.00 | 284,010.61 | 59,700.38 | 50,987.00 | 284,010.61 | 240,745.39 | LAST YEAR |
| TOTAL OPERATING FUND | 7,894,479.00 | 3,140,167.88 | 533,187.64 | 539,950.74 | 3,140,167.88 | 4,354,311.02 | YEAR-TO-DATE |
| | | | | | | | REVENUE |
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| SCHOOL FOOD | 280,000.00 | 112,528.07 | 35,676.02 | 26,186.61 | 112,528.07 | 167,071.93 | CHANGE IN |
| TOTALS | 7,774,479.00 | 3,853,096.05 | 572,893.96 | 564,137.35 | 3,252,986.05 | 4,521,382.96 | REVENUE |
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Board Regulation -- Sports Stipends

Sports Stipends shall be calculated in the following manner.

First, the base pay for each position shall be determined from the following table:

| Tier | Base Pay | Position |
|------|----------|--|
| I | \$2,500 | Head Coaches for: Football |
| II | \$2,200 | Head Coaches for: Boys Basketball Girls Basketball Volleyball Baseball Softball |
| III | \$1,600 | Head Coaches for: Competition Cheer Sideline Cheer (Fall & Winter) |
| IV | \$1,200 | Head Coaches for: Junior Varsity Teams |
| V | \$1,000 | Head Coaches for: Academic Team Drama Varsity Assistant Coaches |
| IV | \$800 | MS Head Coaches Junior Varsity Assistant Coaches |
| V | \$500 | Assistant Drama Coach |

Summer Athletic Camps Summer Athletic camps are allowable during the months of June, July, or August and are allowable under the following guidelines:

1. Athletic Director will submit a Facilities Use Request form to the Principal or Designee.
2. Upon approval by the Superintendent, the Athletic Director would notify the coach that any payment to staff other than the Athletic Director, who is exempt from payment, would require a letter of appointment between the staff and then approved by the Board one month in advance of the camp.
3. An equitable payment will be made to staff for each camp held. Athletic Director (exempt from payment) Coordinator of Sport session - \$250.00 Coaching staff - \$200.00

Years of experience in Colonial Beach Public Schools will be accounted for with the Steps listed below:

| Step | Years of Experience | Additional Stipend Amount |
|------|---------------------|---------------------------|
| I | 0 – 4 years | 0 |
| II | 5 – 9 years | \$50 |
| III | 10 – 14 years | \$100 |
| IV | 15 + years | \$150 |

For postseason play:

Head Coach for Baseball, Softball, Girls Basketball, Boys Basketball, and Volleyball will receive \$25.00 per game beyond regular season

Head Coach for Football, Competition Cheer, Academic Team and Drama will receive \$50.00 per game/event beyond regular season.

Adopted: February 17, 2016

Amended: October 10, 2018

Virginia Department of Education
Authorization of Signature In Absence of Division Superintendent
Colonial Beach Public Schools

The School Board of the Country, City, or Town of Colonial Beach at a meeting held on _____ by duly recorded vote approved and authorized the person(s) listed below to sign all Virginia Department of Education reports, documents, requisitions, and other official correspondence in the absence of the Division Superintendent.

| | |
|--|--|
| Mrs. Karen Camlin | Mr. Dashan Turner |
| Director of Federal Programs/Supervisor | Superintendent |
| Director of Federal Programs | Division Superintendent |
| Signature: _____ | Signature: _____ |
| Authorization Approved through: _____ | Authorization Approved through: _____ |

This is to certify that the signature authorization action was approved and incorporated in the minutes of said School Board on the aforementioned date.

Signature of Division Superintendent

Signature of School Board Chair

Printed Name of Division Superintendent

Printed Name of School Board Chair

Seal of Clerk of the School Board

Signature of Clerk of the School Board

Printed Name of Clerk of the School Board

Date: _____

Mail to: Virginia Department of Education
Educational Applications
22nd Floor
P.O.Box 2120
Richmond, VA 23218-2120