

Highland County School Board

Tentative Agenda

Wednesday, September 9, 2026

Virtual / HHS Library

Closed Session – 6:00 p.m. ~ Business Meeting – 7:00 p.m.

1. CALL TO ORDER

A. Call to Order

B. Announcement and vote to enter closed session

Under the Code of Virginia § 2.2-3711, public bodies may hold closed sessions to discuss, consider, or interview of prospective candidates for employment; to discuss or consider admission or disciplinary matters; discuss or consider the acquisition or disposition of publicly held real property; protect the privacy of individuals in personal matters; or consultation with legal counsel.

2. CLOSED SESSION

3. OPENING

A. Reconvene from Closed Session

B. Moment of Silence

C. Pledge of Allegiance

Kindergarten

D. Approval of the Agenda

4. SPECIAL RECOGNITIONS AND/OR PRESENTATIONS

5. PUBLIC COMMENT

Citizens are welcome to address the Board. Each individual speaker will be allowed three minutes for remarks and group representatives will be allowed five minutes. Issues or concerns involving personnel matters or naming individuals are not appropriate for the public comment setting. As a reminder, Board Members cannot respond during this time.

6. ADMINISTRATIVE REPORTS

A. High School Update

Mr. Miller

B. Elementary School Update

Mrs. Williams

C. Superintendent's Update

Dr. Nycum

7. CONSENT AGENDA*

A. Payment of September 9, 2026, Vendor Bills

B. Approval of August 12, 2026, School Board Meeting Minutes

C. Personnel Report

All School Board meetings may be recorded for accuracy of the minutes.

The HIGHLAND COUNTY School Board is committed to nondiscrimination with regards to sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, military status, genetic information or any other characteristic protected by law. This commitment prevails in all of its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business.

8. INFORMATIONAL ITEMS

- A. HCEA Update
- B. PTO Update
- C. Proposed Policy Updates
 - Student Cell Phones and Personal Devices GAB-001-IIBE-001
 - Bullying GBA-F-JFHA-F
 - Cyberbullying GBA-F-JFHA-F-A
 - Mental Health Awareness JHH-A
 - Internet Safety and Digital Citizenship VAB-001-IIBE-002
 - Parent Course Registration Notifications IGBC-A
 - Firearm Safety Notification JFCD-A
 - Prescription Medication Safety Notification JHCE-A
- D. Progress Reports – Friday, September 18th
- E. Staff Workday – Friday, October 2nd
- F. Next School Board Meeting – Wednesday, October 7th – HHS Library at 7:00PM

9. ACTION ITEMS*

- A. 2026-2027 Substitute Rates
- B. 2026-2027 Stipend List – Revised
- C. Amendment to the existing Superintendent contract
- D. Employee Leave Policy GCBDA
- E. Grading Requirements Policy IKA
- F. Surplus List
- G. Fuel Vendor Selection

10. BOARD COMMENTS

An opportunity for members of the board to make individual comments, share updates, or express viewpoints related to board matters. Comments are limited to board members only.

11. CLOSED SESSION (IF NEEDED)

- A. Announcement and vote to enter closed session
Under the Code of Virginia § 2.2-3711, public bodies may hold closed sessions to discuss, consider, or interview of prospective candidates for employment; to discuss or consider admission or disciplinary matters; discuss or consider the acquisition or disposition of publicly held real property; protect the privacy of individuals in personal matters; or consultation with legal counsel.
- B. Reconvene from Closed Session

12. ADJOURNMENT

Suggestions or concerns you have regarding current issues from this meeting may be shared to hcps@highland.k12.va.us or call (540) 468-6300.

*Board Action Required

+Addendum Item

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HIGHLAND COUNTY SCHOOL BOARD

SCHOOL BOARD MEETING

AUGUST 12, 2026 ~ 7:00 P.M.

HHS LIBRARY - 244 MYERS MOON ROAD, MONTEREY, VA 24465

Board Members Present: Jason Wilfong and Kenny Hodges

Administrative Staff Present: Superintendent: James "Nick" Nycum, High School Principal: Richard Miller, Elementary School Principal Designee: Alicia Williams, Technology Director: Gary Lane

AGENDA ITEM # 1 CALL TO ORDER

A. Call to Order

Mr. Wilfong called the meeting to order at 6:00pm.

B. Announcement and vote to enter closed session

Mr. Wilfong made a motion that the Highland County School Board go into closed session pursuant to § 2.2-3711(A)(1) of the Code of Virginia for the discussion and consideration of specific personnel matters, including and assignment of specific employees and administrators, and the compensation and contract terms of the Superintendent.

Mr. Hodges seconded the motion, and the motion passed by the following vote: YES: Sullenberger, Wilfong, Hodges. Motion passed by a 3:0 vote.

AGENDA ITEM # 2 CLOSED SESSION

Under the Code of Virginia § 2.2-3711, public bodies may hold closed sessions to discuss, consider, or interview of prospective candidates for employment; to discuss or consider admission or disciplinary matters; discuss or consider the acquisition or disposition of publicly held real property; protect the privacy of individuals in personal matters; or consultation with legal counsel.

AGENDA ITEM # 3 OPENING

A. Reconvene from Closed Session

Mr. Hodges made a motion to return to regular session at 7:00pm and certify by recorded vote, that to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements were discussed by the Highland County School Board and such public business matters as were identified in the motion by which the closed meeting was convened.

Mr. Wilfong seconded the motion, and the motion passed by the following vote: YES: Sullenberger, Wilfong, Hodges. Motion passed by a 3:0 vote.

B. Moment of Silence

C. Pledge of Allegiance

D. Approval of Agenda

Mr. Hodges made a motion to approve the August 12, 2026 agenda. Mr. Wilfong seconded the motion, and it passed unanimously.

AGENDA ITEM # 4 SPECIAL RECONGNITON AND/OR PRESENTATIONS

- A. Holtzman Oil Company
Mr. Donnie McCormick presented a proposal to continue providing Highland County Public Schools with fuel storage tanks for heating oil, diesel fuel, and propane.
- B. Davenport Investment Update
Mr. Bradley Watson provided an overview of the Fox Scholarship and Caldwell Fund. He noted that approximately \$635,000 has been awarded to students through scholarships to date. The fund currently has a balance of approximately \$1.2 million and continues to grow.
- C. 2025-2026 SOL Results
New principals Ali Williams and Richard Miller presented the 2025–2026 SOL results, highlighting both strengths and areas needing improvement. Highland Elementary showed strong performance in several subjects, including 100% pass rates in science, geometry, reading, writing, geography, biology, economics, and world history across tested grade levels. Elementary reading scores in grades 3–5 were also strong. Middle school results were more mixed, with grade eight identified as the greatest area of concern, particularly in math, and Virginia/U.S. history. High school results were generally strong, with 100% pass rates in biology, economics, writing, and world history, while world geography showed the greatest need for improvement at 50%.
- D. 2026-2027 SOL Cut Scores
Dr. Nycum and Mr. Miller discussed Virginia’s higher SOL standards and new proficiency cut scores. They explained that HCPS will use benchmark assessments, intervention, remediation, and the CIP to identify student needs early and strengthen instruction. He also noted that the temporary “approaching” category will eventually be phased out, making continued progress toward full proficiency a priority.

AGENDA ITEM # 5 PUBLIC COMMENT

Kevin Conner addressed bullying issues and praised the 4th grade teacher. Betty Arbaugh thanked the Board for brining back the 4th grade teacher.

AGENDA ITEM # 6 ADMINISTRATIVE REPORTS

- A. High School Update
Mr. Miller expressed excitement for the new school year and thanked staff who worked over the summer on facilities and technology. He reported that 27 students are participating in volleyball this fall. He also introduced a new “Return Block” in the bell schedule, which will be used Monday through Thursday for intervention, enrichment, instruction, and administrative activities, and on Fridays for clubs, class meetings, and school-wide activities.
- B. Elementary School Update
Mrs. Williams welcomed several new staff members to Highland Elementary School and thanked teachers for their work preparing classrooms for the new

year. She emphasized the importance of regular attendance beginning August 18, noting that students will have 11 instructional days before the county fair and mandatory state testing will occur during the second week of school. She also invited families to Open House on August 13, with Pre-K at 5:00 p.m. and HES families at 6:00 p.m.

C. Superintendent Update

Dr. Nycum thanked custodial staff, student workers, Dr. Jessee, and Mr. Miller for their summer work preparing and organizing school facilities. He reviewed upcoming back-to-school dates, including new staff returning August 12, all staff returning August 13, Back-to-School Night, teacher workdays, and the first student day on August 18. He also noted school closures for the Highland County Fair and Labor Day, shared plans to participate in the Horse Show dunk tank with the principals, and announced the next School Board meeting for September 10.

AGENDA ITEM # 7 CONSENT AGENDA*

A. Payment of August 12, 2026 – Vendor Bills

Mr. Hodges made a motion to approve the August 12, 2026 vendor bills. Mr. Wilfong seconded the motion, and it passed unanimously.

B. Approval of the July 9, 2026 School Board Meeting Minutes

Mr. Hodges made a motion to approve the July 9, 2026 School Board Meeting Minutes. Mr. Wilfong seconded the motion, and it passed unanimously.

C. Personnel Report

Mr. Hodges made a motion to table the entire personnel report until all three board members are present. Mr. Wilfong second the motion and it passed unanimously.

ACTION ITEMS # 8 INFORMATIONAL ITEMS

A. HCEA Update

N/A

B. PTO Update

Mr. Obaugh announced that the community survey is now posted and the end date is September 5th.

C. Employee Leave Policy GCBDA

Dr. Nycum spoke about the proposed changes to this policy. This policy will be on the website for public comment for 30 days. If there are no major changes proposed, the policies will be brought to the next School Board Meeting for approval.

D. Grading Policy

Mrs. Williams stated that the division is not changing its grading practices but is ensuring that all staff consistently follow the existing grading requirements. This policy will be on the website for public comment for 30 days. If there are no major changes proposed, the policies will be brought to the next School Board Meeting for approval.

E. Teacher Workday & Back to School Night – Thursday, August 13th

F. Staff Workdays – Friday, August 14th & Monday, August 17th

- G. First Day of School for Students - Tuesday, August 18th
- H. School Closed for Fair – September 2nd – 4th
- I. School Closed for Labor Day – Monday, September 7th
- J. Next School Board Meeting – Thursday, September 10th – HHS Library at 7:00PM

ACTION ITEMS* # 9

- A. 2026-2027 Substitute Rates
- B. 2026-2027 Stipend List - Revised
- C. 30 Days Notice
- D. Amendment to the existing Superintendent contract

Mr. Hodges made a motion to table A, B, C, and D action items until all three board members are present. Mr. Wilfong second the motion and it passed unanimously.

AGENDA ITEM # 10 BOARD COMMENT

An opportunity for members of the board to make individual comments, share updates, or express viewpoints related to board matters. Comments are limited to board members only.

Mr. Hodges shared that he is looking forward to the start of the school year and has high expectations for the division's new hires.

AGENDA ITEM # 11 CLOSED SESSION (IF NEEDED)

N/A

AGENDA ITEM # 12 ADJOURNMENT

Mr. Hodges made a motion that the meeting adjourn at 8:32pm.
Mr. Wilfong seconded the motion, and it passed unanimously.

X

School Board Chairman

X

School Board Clerk



Highland County Public Schools



240 Myers Moon Road · P.O. Box 250 · Monterey, VA 24465 · P: (540) 468-6300 · F: (540) 468-6306

August 12, 2026

2026-2027 SUBSTITUTE AND EXTRA DUTY RATES OF PAY

PROPOSED RATES – Previous Rates Shown in Grey

Bus Driver

School Day Transportation (AM or PM).....	\$70.00 per trip
	\$60.00 per trip
School Day Transportation (AM & PM)	\$140.00 per day
	\$120.00 per day
After School Transportation	\$140.00 per trip
	\$120.00 per trip
Field Trip (up to 4 hours)	\$70.00 per trip
	\$60.00 per trip
Field Trip (over 4 hours within one day).....	\$140.00 per trip
	\$120.00 per trip
Field Trip Overnight (in addition to driver pay)	\$140.00 per night
	\$120.00 per night

Cafeteria (6:30-2:30)

School Nutrition	\$115.00 per day
	\$100.00 per day

Teacher, Instructional Assistant, & School Secretary (7:45-3:15)

Without a bachelor's degree	\$115.00 per day
	\$100.00 per day
With a bachelor's degree	\$140.00 per day
	\$125.00 per day



Highland County Public Schools



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Licensed HCPS retired teacher..... \$165.00 per day

\$150.00 per day

Custodian (per activity)

Daily coverage..... \$115.00 per day

\$100.00 per day

After School (Use of Facilities Billing)\$80.00 up to 2 hours

\$50.00 up to 2 hours

\$40.00 for each additional hour

\$25.00 for each additional

Tutoring & Summer School

Instructional Assistant \$30.00 per hour

\$25.00 per hour

Unlicensed Teacher \$40.00 per hour

\$30.00 per hour

Teacher \$50.00 per hour

\$40.00 per hour

Stipend Pay 2026-2027 (PROPOSED 8/12/2026)

Position	Amount	Position	Amount
Athletic Director		Senior Class Sponsor	\$675.00
Assistant Athletic Director	\$3,000.00	Senior Class Sponsor	\$675.00
Cross Country	\$2,500.00	Jr. Class Sponsor	\$675.00
Varsity Volleyball	\$3,500.00	Jr. Class Sponsor	\$675.00
JV Volleyball	\$2,000.00	Sophomore Class Sponsor	
MS Volleyball	\$1,800.00	Sophomore Class Sponsor	
Varsity Boys Basketball	\$3,500.00	Freshman Class Sponsor	
Varsity Boys Basketball Assistant	\$2,000.00	Freshman Class Sponsor	
MS Boys Basketball	\$1,800.00	8th Grade Class Sponsor	
Varsity Girls Basketball	\$3,500.00	8th Grade Class Sponsor	
Varsity Girls Basketball Assistant	\$2,000.00	7th Grade Class Sponsor	
MS Girls Basketball	\$1,800.00	7th Grade Class Sponsor	
Dance/Cheer Coach	\$1,800.00	6th Grade Class Sponsor	
Dance/Cheer Assistant Coach	\$900.00	6th Grade Class Sponsor	
Baseball	\$3,500.00	National Honor Society	\$750.00
Baseball Assistant	\$2,000.00	FFA	In Salary
Softball	\$3,500.00	Drama	\$1,500.00
Softball Assistant	\$2,000.00	Drivers Education	\$2,500.00
Track	\$3,500.00	Power School	\$5,000.00
Track Assistant	\$2,000.00	SCA	\$1,250.00
Strength & Conditioning	\$7,200.00	Yearbook	\$750.00
		Web Master	\$3,000.00
2026-2027 Total	\$53,800.00	2026-2027 Total	\$17,450.00

2026-2027 Grand Total \$71,250.00

SICK LEAVE

Full time employees of Highland County Public Schools ~~will earn one (1) sick day per contracted month of employment.~~

Full-time employees of Highland County Public Schools shall earn one (1) sick leave day for each contracted month of employment.

An employee may accumulate a maximum of 100 sick leave days. ~~If, at the end of a school year, an employee has exceeded the 100 day maximum, the employee will be paid \$20 per day for each day exceeding 100 days.~~

If, at the end of a school year, an employee has exceeded the 100-day maximum, the employee shall be paid twenty-five percent (25%) of the employee's per diem rate of pay for each accumulated sick leave day exceeding one hundred (100). Following the annual payout, the employee's accumulated sick leave balance shall be reduced to one hundred (100) days.

~~Upon retirement or death, an employee shall be paid for accumulated sick leave at a rate of \$20 per day.~~

Upon retirement or death, an employee or the employee's estate shall be paid twenty-five percent (25%) of the employee's per diem rate of pay for all accumulated unused sick leave.

PERSONAL LEAVE

All 10- and 11-month employees will be granted three (3) personal leave days per contract year.

If any personal leave days remain at the end of a contract year:

- A. Two (2) of the unused personal leave days will be carried forward to the next contract year, for a maximum number of five (5) personal days. All 10- and 11-month employees may accumulate a maximum of five (5) personal leave days.
- B. Each unused personal leave exceeding two (2) days at the end of a contract year shall be converted and carried forward as a sick day.
- C. Upon retirement, all unused personal leave shall be converted to sick leave.

VACATION LEAVE

All full time, 12-month employees of Highland County Public Schools will be granted vacation leave. Vacation leave will be earned based upon years of service, as defined within the employee's contract.

An employee may accumulate a maximum of 40 vacation leave days. If, at the end of a school year, an employee has exceeded the 40 day maximum, the employee will be paid their daily rate of pay for the current contract year for each day exceeding 40 days.

Upon resignation, retirement, or death an employee shall be paid for accumulated annual leave days, up to 30 days, at the employee's daily rate of pay for the current contract year.

BEREAVEMENT LEAVE

An employee of Highland County Public Schools may request bereavement leave of three (3) days upon the death of an immediate family member. Immediate family members of an employee shall be interpreted to include a parent, spouse, sibling, or child.

Adopted: September 2021

Updated: October 2023, April 2026, **August 2026**

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

Cross Refs.: GCBE Family and Medical Leave
 GCBEA Leave Without Pay
 GCBEB Military Leave and Benefits
 GCQA Nonschool Employment by Staff Members

Summary of Changes

- No change to the 100-day maximum accumulation.
- Employees continue to receive an annual payout for any sick leave accumulated over 100 days.
- Annual payout amount changes from \$20 per day to 25% of the employee's per diem rate.
- After the annual payout, the employee's sick leave balance is reset to 100 days, preventing additional accumulation beyond the cap.
- Retirement/death payout changes from \$20 per day to 25% of the employee's per diem rate.

I. Purpose

The Highland County School Board requires all educators of record to comply with the Family Educational Rights and Privacy Act (FERPA) and the Virginia Code of Ethics for Educators when assessing student performance and assigning grades. PowerSchool is the division's official Program of Record (POR) for student grades. Accurate and timely grade reporting supports student achievement, communication with families, informed educational decision-making, and compliance with student record requirements.

II. Authority

This policy is adopted in accordance with applicable federal and state laws governing student educational records, including FERPA. PowerSchool records are part of the division's official educational record and shall be maintained in a manner that protects student privacy, ensures record accuracy, and complies with all legal and ethical requirements.

III. Official Grade Record

PowerSchool shall serve as the official Program of Record and authoritative source for all student grades. Grades recorded in PowerSchool are the official grades of record for report cards, transcripts, eligibility determinations, graduation requirements, and all other academic decisions. Records maintained outside PowerSchool are supplemental and shall not supersede the official grade record. Educators are responsible for ensuring that grades entered in PowerSchool are accurate, supported by documentation, and updated in a timely manner. Administrators may monitor compliance with grading and recordkeeping requirements.

IV. Grade Entry Expectations

Teachers shall maintain grades in PowerSchool throughout each grading period so that students, families, and school personnel have access to current academic information. Weekly updates are encouraged whenever feasible; however, updates may occur bi-weekly when instructional or assessment demands require additional time. Grades for major projects, research assignments, and performance assessments shall be entered as soon as practicable after evaluation. PowerSchool should reasonably always reflect each student's current academic progress.

V. Supplemental Records

Teachers may maintain personal gradebooks or other organizational records; however, such records are supplemental and do not replace PowerSchool. Any discrepancies shall be corrected promptly.

VI. Teacher Responsibilities

The teacher of record is responsible for maintaining accurate and current grades in PowerSchool and ensuring that all grades are supported by appropriate documentation, regardless of any supplemental grading systems used.

VII. Grade Changes

Teachers may correct assignment-level errors that do not change a student's overall course letter grade. Any change to a course letter grade requires prior approval from the principal or designee. Administrative approval must be obtained before manually modifying a course grade in the Program of Record or using the division's grade-change process. All grade changes shall be supported by documentation and maintained in accordance with division procedures. Unauthorized modification of grades or educational records is prohibited and may result in disciplinary action. The division may notify parents or guardians when a grade correction significantly affects a student's academic record.

VIII. PowerSchool Training

Employees responsible for entering or managing grades shall complete division-approved PowerSchool training before assuming independent responsibilities. Refresher training and support shall be provided as needed. Employees are responsible for seeking assistance to ensure accurate and compliant use of PowerSchool.

IX. Communication and Record Integrity

Accurate and timely grade reporting is essential to student success, family engagement, and informed educational decision-making. Employees responsible for student records shall exercise professional care in maintaining PowerSchool data and ensure that records are accurate, current, and supported by appropriate documentation. Failure to comply with established recordkeeping requirements may result in corrective or disciplinary action.

X. Administrative Responsibility

Principals shall oversee implementation of this policy and ensure compliance with division grading and recordkeeping expectations. The Superintendent or designee shall establish procedures necessary for implementation. School administrators shall identify educators of record, provide guidance, monitoring, and support to maintain the integrity of PowerSchool as the division's Program of Record. When discrepancies or potential errors are identified, administrators shall review the matter with the appropriate staff member and, when necessary, consult the Information Technology Director or designee to validate the official record.

The School Board shall also implement:

1. proper administrator oversight to grading and assessment of students by educators of record, information technology support staff and long-term temporary personnel filling educator roles.
2. oversight and feedback sessions throughout the year if concerns emerge regarding grading or the program of record.
3. a plan to notify parents of affected students of any inaccuracies or grading discrepancies to allow for parent and legal guardian to conduct inquiry, observation and understanding of the inaccuracy

4. a plan to correct the program of record in the rare case academic records are found to be inaccurate and require such a correction
5. ensure appropriate and routine training and access to the program of record is available to all educators of record.

Adopted: August 2026

Legal References: 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act, 34 C.F.R. Part 99, Code of Virginia §§ 22.1-287 through 22.1-289, 8VAC20-150, Management of the Student's Scholastic Record in the Public Schools of Virginia, 8VAC20-160, Regulations Governing Secondary School Transcripts, 8VAC20-132-210, 8VAC20-22-690 et seq., Virginia Code of Ethics for Educators, Library of Virginia Records Retention and Disposition Schedule for Public School Records

Cross Refs.: AG Literacy Plan
IGAD Career and Technical Education
IGBD Programs for Students with Reading Deficiencies
IGBE Remedial and Summer Instructional Program
IGBI Advanced Placement Classes and Special Programs
IJD College and Career Readiness
JHCF Student Wellness
LEB Advanced/Alternative Courses for Credit

Adopted: _____
Highland County School Board

Highland County Public Schools - Surplus List

September 2026

[illegible]