

**Lynchburg City School Board
Regular Meeting
February 5, 2013**

**BOARD
MEMBERS
PRESENT:**

Charles B. White, Chairman
Trenay L. Tweedy, Vice Chairman
Mary Ann H. Barker
Albert L. Billingsly
Regina T. Dolan-Sewell
Jennifer R. Poore
Katie K. Snyder
J. Marie Waller
Thomas H. Webb
Sara B. Natour, Student Representative for E. C. Glass High School
Tiani O. Pannell, Student Representative for Heritage High School

**BOARD
MEMBERS
ABSENT:**

None

**ADMINISTRATION
PRESENT:**

Scott S. Brabrand, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction
Ben W. Copeland, Assistant Superintendent of Operations and Administration
Anthony E. Beckles, Sr., Chief Financial Officer
Jason J. Ferguson, Director of Transportation
Steven L. Gatzke, Director of Facilities and Maintenance
Marie F. Gee, Director of Personnel
Kevin M. Latham, Director of Secondary Education
Michael K. Rudder, Director of Elementary School
Wyllys D. VanDerwerker, Director of Special Education
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Jessie Pounds, *The News & Advance*

**Agenda
Items:**

- A-1. Public Comments
- B-1. School Board Appreciation Month
- B-2. School Improvement Plan: Sheffield Elementary School
- C. Consent Agenda
- D. Student Representative Comments
- E-1. School Operating Budget: 2013-14
- E-2. Heritage High School Design Committee: School Board Nominations
- E-3. Capital Improvement Plan: Heritage High School
- E-4. Lynchburg City Schools Comprehensive Plan: Update
- F. New Business
- G. Superintendent's Comments
- H. Board Comments
- I-1. Notice of Closed Meeting
- I-2. Certification of Closed Meeting
- J. Informational Items
- K. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:30 p.m. in the Board Room at the School Administration Building. Mr. White opened the meeting and requested that those in attendance stand and recite *The Pledge of Allegiance*.

A-1. Public Comments

In accordance with School Board Policy 1-41: Public Participation, the school board welcomes requests and comments as established in the guidelines within that policy. Individuals who wish to speak before the school board shall have an opportunity to do so at this time.

Mr. Jim Weigand provided information regarding his thoughts on the school operating budget. Mr. Kevin Novak provided comments about the separation of church and state.

B-1. School Board Appreciation Month

Governor Bob McDonnell has proclaimed the month of February 2013 as School Board Appreciation Month. The Virginia School Boards Association established this observance in 1989 to encourage public recognition of the roles and responsibilities of school board members and to highlight the importance of public education throughout the Commonwealth.

This year's theme, "School Boards Speak Out for Public Schools," reflects the combined commitment of school boards to lead and advocate for quality and accountable public schools that ensure all students achieve.

The Lynchburg City Schools is joining with other school divisions throughout the state to recognize the important contributions school board members make to their communities.

Members of the Lynchburg City School Board receive no financial compensation for their tireless efforts, and this school board is one of very few boards statewide that has student representatives. The nine members of the school board are appointed by Lynchburg City Council.

Even though this special event shows an appreciation of school board members, members of the community recognize that their contributions reflect a year-round commitment. They are dedicated individuals who are committed to the continuing success of the city's schools and students.

Members of the school board were presented with gifts from Robert S. Payne Elementary School, Perrymont Elementary School, Heritage High School, E. C. Glass High School, Sandusky Middle School, Paul Laurence Dunbar Middle School for Innovation, Linkhorne Elementary School, Dearington Elementary School for Innovation, William Marvin Bass Elementary School, Paul Munro Elementary School, and Thomas C. Miller Elementary School for Innovation.

B-2. School Improvement Plan: Sheffield Elementary School

The superintendent has directed each school within the school division to form a School Improvement Planning Team that will develop school improvement plans that identify areas for growth and improvement specific to their students' academic, behavioral, and cultural needs. During this presentation, Diane S. Swain, principal at Sheffield Elementary School, and members of her staff reviewed each section of the school improvement plan and outlined the various goals and strategies in place for achievement, behavior, and culture.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 5, 2013, EXHIBIT "A," FOR A COPY OF THE SCHOOL IMPROVEMENT PLAN FOR SHEFFIELD ELEMENTARY SCHOOL.)

C. Consent Agenda

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Ms. Waller, the school board approved the personnel report and addendum for the period January 22 – February 5, 2013.

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 5, 2013, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

D. Student Representative Comments

Miss, Sara B. Natour, student representative for E. C. Glass High School, and Miss Tiani O. Pannell, student representative for Heritage High School, provided comments about the events and activities occurring at their schools.

E-1. School Operating Budget: 2013-14

On January 22, 2013, the school administration presented the proposed 2013-14 school operating budget to the school board. The budget, which includes a 2.5 percent increase in compensation for all employees; additional staff in the areas of special education, gifted/enrichment, counseling, security and truancy, custodial services and technology; various software applications; and instructional materials and programs, requires an additional \$2,626,257 in funding.

The school administration was asked to forward its proposed 2013-14 budget request to the city manager by the end of January for planning purposes. The official adoption of the 2013-14 school operating budget will not occur until after the school board conducts its public budget hearing in March and the Virginia General Assembly has passed its budget.

Upon MOTION by Mr. Billingsly, SECONDED by Mrs. Tweedy, the school board authorized the school administration to include a \$2,626,257 request of additional local appropriation in the proposed 2013-14 school operating budget and forward that request to the Lynchburg City Council.

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Ms. Poore, Ms. Snyder, Ms. Waller

No Votes: None

Abstentions: None

E3. Heritage High School Design Committee: School Board Nominations

The Heritage High School Design Workshop is scheduled for February 27 – March 1, 2013, and it will occur at the Information Technology Center. During the school board meeting on January 22, 2013, the school administration presented a proposal for participants on the Heritage High School Design Committee. As a result of that discussion, the school board indicated that there should be school board representation on the committee.

Mr. White polled all school board members and asked that they provide input regarding recommendations and/or their willingness to serve on the committee. All school board members responded to the request, and there were several board members who wished to participate. The two who were recommended to participate on the Design Committee were Jennifer R. Poore and Katie K. Snyder.

Upon MOTION by Mr. Billingsly, SECONDED by Dr. Dolan-Sewell, the school board appointed Jennifer R. Poore and Katie K. Snyder as school board representatives on the Heritage High School Design Committee.

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Ms. Poore, Ms. Snyder, Ms. Waller

No Votes: None

Abstentions: None

E-3. Capital Improvement Plan: Heritage High School

The Heritage High School Design Workshop is scheduled for February 27 – March 1, 2013, and it will occur at the Information Technology Center. On day one of this workshop, participants will contribute four hours to providing thoughts and feedback relative to the instructional and operational needs of the school. On days two and three, participants will contribute two hours each day to review conceptual designs provided by the architectural firm and recommend modifications or additions.

During the school board meeting on January 22, 2013, the school administration recommended the following individuals to participate in this workshop:

- 16 Heritage High School Staff
- 3 Heritage High School Students
- 3 Heritage High School Parents
- 3 Central Virginia Governor's School for Science and Technology Staff
- Assistant Superintendent of Operations and Administration
- Assistant Superintendent of Curriculum and Instruction
- Director of Secondary Education
- Director of Special Education
- Director of Facilities and Maintenance
- Director of Transportation
- Director of Information Technology
- Director of Testing, Gifted, and Guidance
- Director of School Nutrition
- Supervisor of Instruction (Career-Technical Education)

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It was also suggested that there be school board representation as well as representation from city staff, the Lynchburg City Schools Education Foundation board, leaders and/or representatives from the subcommittees of the Heritage High School Task Force, and area institutions of higher learning.

The list of participants is as follows:

HHS Design Committee Members

LCS Board Members

- 1) Jennifer R. Poore
- 2) Katie K. Snyder

HHS Staff

- 1) Tim Beatty, Principal
- 2) Mark Storm, Athletic Director
- 3) John Meadows, Media Specialist
- 4) Rich Glover, Career-Technical Education
- 5) Susan Stanbery, Math
- 6) Alex Drumheller, Science
- 7) Jerry Dudley, Building Trades
- 8) Holly Frazier, Social Studies
- 9) Brad Bradley, Football/Athletics
- 10) John Roark, Art
- 11) Mike Hand, Band
- 12) Jeff Ranowsky, ROTC
- 13) Sharon Wright, English
- 14) Michele Wisskerchen, Foreign Language
- 15) Jason Jamerson, Guidance
- 16) Larry Hart, Theatre

CVGS staff

- 1) Dr. Steve Smith, Director
- 2) Dr. Cheryl Lindeman, Teacher

HHS Students

- 1) Aainy Zahra
- 2) Tianni Pannell
- 3) Anna Yoon
- 4) Avery Reed

HHS Parents

- 1) Darlene Walker
- 2) Marcus Calloway
- 3) Jay Parker

LCS Administrators

- 1) Al Coleman
- 2) Ben Copeland
- 3) Kevin Latham
- 4) Wyllys Vanderwerker
- 5) April Bruce
- 6) Steve Gatzke
- 7) Jason Ferguson
- 8) Meryl Smith
- 9) David Childress
- 10) Ed Dellinger

City Staff

- 1) Kent White, Director of Community Development
- 2) Scott Glass, City Facilities Manager

Others

- 1) Dr. Roger Roberts, Retired Educator
- 2) Dr. John Capps, Central Virginia Community College
- 3) Dr. Steve Smith, Lynchburg College
- 4) Bill Burruss

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- 5) Jennifer Petticolas
- 6) Dr. Sally Selden, Lynchburg College

Upon MOTION by Mr. Billingsly, SECONDED by Mrs. Tweedy, the school board approved the composition of the Heritage High School Design Committee as presented.

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Ms. Poore, Ms. Snyder, Ms. Waller

No Votes: None

Abstentions: None

E-4. Lynchburg City Schools Comprehensive Plan: Update

The school administration presented the Lynchburg City Schools Comprehensive Plan to the school board during its annual retreat, which occurred on July 26-27, 2012. On August 7, 2012, the school board approved the Comprehensive Plan. This plan serves as the guiding document in the areas of achievement, behavior, culture, operations and personnel.

The school administration has completed an internal review of progress on the strategies delineated in the plan. The review indicates that first semester grades for elementary student show and 8.16 percent increase in As and Bs and a 9.02 percent decrease in Ds and Fs as compared to last year's data. For middle school students, there is a .34 percent increase in As and Bs. and a 21.22 percent decrease in Ds and Fs. High school students showed an increase of 5.78 percent in As and Bs and a 12.91 percent decrease in Ds and Fs.

First semester data also shows a 15.64 percent decrease in the total number of students with seven or more unexcused absences. Short-term suspension rates decreased 12.63 percent, and the number of volunteer applications increased 49.61 percent.

As the review of the plan progressed, the school administration determined that there would be areas that would be kept, modified, eliminated, or postponed. The following revisions were made as follows:

Achievement Matrix: Graduation Rate

GOAL: Decrease the percentage of students not graduating on time by 10 percent each year while narrowing the gap between whites, minorities, economically disadvantaged, and students with disabilities.

- KEEP: Strategies 1-4 and 6-9
- MODIFY: Strategy 5: Implement all components of the ASCA Model of school counseling to better provide academic and social support for students.
(Modified due to funding. The additional counselors needed to implement the ASCA Model are a Tier 2 budget priority.)

Achievement Matrix: AP, Dual Enrollment, Advanced and Accelerated Math

GOAL: Increase the number of students in at least one Advanced, AP, Accelerated Math, or Dual Enrollment class.

- KEEP: Strategies 1, 3, 4, 6
- POSTPONE: Strategy 2: To review and revise the grouping policy to determine best instructional practices for student acceleration.
(Postponed in order to base any recommended policy changes on second semester student achievement data. Also, a key staff development focus next year will be differentiation in the classroom. Teachers' proficiency in differentiating will affect grouping policy recommendations.)
- MODIFY: Strategy 5: Students successfully completing a summer PETAL program will be placed in advanced and accelerated courses.
(Modified in order to make sure there is time to analyze the delivery of educational services provided by PETAL.)
- POSTPONE: Strategy 7: Explore the option to offer more classes for high school credit at the middle school level.
(Postponed in order to determine potential for online high school courses at the middle school level. Currently, all high school credit courses offered at the middle school level are provided by direct instruction from teachers.)

Achievement Matrix: Reading Proficiency

GOAL: By the end of second grade, 100 percent of students will meet the minimum grade level criteria on the PALS and the failure rate on SOL reading will decrease by 10 percent.

KEEP: Strategies 1 – 8

POSTPONE: Strategy 9: Study the feasibility of implementing require summer school, intersession, after-school, and/or year-round school reading programs for students not meeting minimum grade level criteria on PALS,K-2, or scoring below proficiency on the reading SOL. (Postponed because some of these interventions could require a different school calendar. Also, the Department of Curriculum and Instruction is in the process of developing summer plans to meet new SOQ requirements for students who do not pass the third grade reading SOL.)

Strategy 10: Explore the possibility of a multi-year program for students to better bridge the transition between pre-K and Kindergarten. (Postponed in order to analyze the summer transition program provided to Linkhorne Elementary School students through 21st Century grant funding.)

Achievement Matrix: SOL Results

GOAL: All schools will be fully accredited and all subgroups will meet Annual Measurable Objectives as determined by the Virginia Department of Education.

KEEP: Strategies 5 and 6

KEEP/MODIFY: Strategy 1: All schools will develop a school improvement plan using Indistar. (Modified to include the need to monitor the plan now that initial development is completed.)

POSTPONE: Strategy 2: A data dashboard will be developed that is available to principals and school improvement teams. (Postponed because all schools will be using Datacation, a data dashboard developed through Casenex (University of Virginia). The development of an LCS-specific data dashboard is still a strategy, but for now school staffs will be trained in the use of Datacation.)

KEEP/MODIFY: Strategy 3: Target school-based Professional Learning Communities to create common formative assessments for inclusion in division Pacing Guides. (Modified because the plan is to continue Pacing Guide work this summer.)

KEEP/MODIFY: Strategy 4: Develop Pacing Guides for all SOL-tested content areas, K-12. (Modified because, while all Pacing Guides have been created, there is a need for teams of teachers to review the Guides over the summer in order to modify and enrich the content.)

Achievement Matrix: Grade Distribution

GOAL: Review grading practices and develop instructional strategies that encourage students to accurately demonstrate what they have learned.

KEEP: Strategies 1 – 3

Behavior Matrix: Suspensions

GOAL: To decrease suspensions by five percent each year.

KEEP: Strategies 1, 3, 4, 5

MODIFY: Strategy 2: Development of discipline matrices for each level – elementary, middle, and high school – to encourage consistency in disciplinary consequences and promote student understanding of appropriate behaviors and consequences of inappropriate behavior. (Modified because, while secondary matrices have been developed and elementary principals have been working on the elementary matrix, the school division is now working with a consultant on the PBIS Model (Positive Behavior Interventions and Support).)

Behavior Matrix: Attendance

GOAL: Reduce by 10 percent the number of student with seven or more unexcused absences.

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KEEP: Strategies 1 – 4

Behavior Matrix: Character Education

GOAL: With Community support, the division will develop civic-minded students of character by modeling and teaching the six character traits adopted by the Lynchburg City School Board.

MODIFY: Strategy 1: Develop annual character education plans which promote the six character education traits to be included in each school's school improvement plan. (Modified because this strategy may be included in the school division's development of its Positive Behavior Interventions and Support plan.)

KEEP: Strategy 2

POSTPONE: Strategy 3: Examine the feasibility of a community service requirement for middle and high school students. (Postponed because, while some initial review of plans in other districts has been completed, and while some current activities like Day of Caring are in place, a thorough examination and exploration will require additional time.)

Culture Matrix: Staff Attendance

GOAL: Reduce costs associated with staff absences.

KEEP: Strategies 1, 3, 4

MODIFY: Strategy 2: Explore the implementation of staff attendance incentive initiatives. (Modified by adding the director of personnel services to those responsible for this strategy.)

Culture Matrix: School Culture Survey

GOAL: Establish baseline data through survey administration fall 2012.

KEEP: Strategies 3, 4, 5

MODIFY: Strategy 1: Administer School Culture Survey to be completed by parents, teachers, students, and community members in fall. (Modified because next year's survey will include an option such as, "Not Applicable" so that parents and other community members are not frustrated by the survey instrument itself.)

MODIFY: Strategy 2: Explore and revise the content and activities of the cultural competency training and implement the most effective methods by December via webinar with follow-up by principals. (Modified by changing the dates of the first training sessions to spring 2013.)

Culture Matrix: Parent Involvement

GOAL: Roll out the 'Give Me 5" Initiative

KEEP: Strategy 1

MODIFY: Strategy 2: Review the Title I parent Involvement Plans (Modified to include a focus on increased parent involvement at the middle schools and high schools as well. Examples include Curriculum Night and Touching Bases Night.)

This item will be considered for action at the next school board meeting.

G. Superintendent's Comments

Mr. Rudder is leading the current K-5 Reading/Language Arts textbook adoption. Selections can be reviewed in Conference Room 1 at the School Administration Building. They will be available through the month of February.

H. Board Comments

Ms. Poore and Mrs. Snyder thanked school board members for selecting them to serve on the Heritage High School Design Committee. They are very excited to be a part of this process.

Mrs. Barker thanked everyone for the wonderful gifts.

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Dr. Dolan-Sewell thanked Ms. Poore and Mrs. Snyder for serving on the Heritage High School Design Committee. She also stated that she is honored to serve on the school board and thanked everyone for their gifts.

Ms. Waller stated that she is entering her 50th year of education in Lynchburg.

Mr. White stated that the first school board meeting in April will occur during spring break. Through consensus, the school board moved the April school board meetings to the 9th and 23rd.

Mr. Webb arrived at 7:33 p.m.

I-1. Notice of Closed Meeting

Upon MOTION by Mr. Billingsly, SECONDED by Mrs. Barker, the school board convened a closed meeting at 7:35 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss employee performance.

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

I-2. Certification of Closed Meeting

Upon MOTION by Mr. Billingsly, SECONDED by Mrs. Barker, the school board reconvened in open session at 8:15 p.m.

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

Upon MOTION by Mrs. Snyder, SECONDED by Dr. Dolan-Sewell, the school board approved by roll call vote, the following Certification of Closed Meeting:

The Lynchburg City School Board certifies that, in the closed meeting just concluded, nothing was discussed except the matters specifically identified in the motion to convene in a closed meeting and lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

J. Informational Items

Next School Board Meeting: Tuesday, February 19, 2013, 5:30 p.m., Board Room, School Administration Building

K. Adjournment

The meeting adjourned at 8:17 p.m.

Charles B. White, Chairman

Wendie L. Sullivan, Clerk

(SCHOOL BOARD DOCUMENT FILES ARE LOCATED IN THE DEPARTMENT FOR FINANCE AT THE SCHOOL ADMINISTRATION BUILDING.)