

**Lynchburg City School Board  
Regular Meeting  
February 5, 2019**

**BOARD  
MEMBERS  
PRESENT:**

Robert O. Brennan  
Sharon Carter  
James E. Coleman, Jr.  
Belle H. Evans  
Atul Gupta  
Charleta F. Mason  
Susan D. Morrison  
Michael J. Nilles  
Kimberly Sinha  
Sedora A. Booker-Felder, Student Representative, Heritage High School  
Maggie Kicklighter, Student Representative, E.C. Glass High School

**BOARD  
MEMBERS  
ABSENT:**

None

**ADMINISTRATION  
PRESENT:**

Crystal M. Edwards, Superintendent  
Ben W. Copeland, Deputy Superintendent  
Anthony E. Beckles, Sr., Chief Financial Officer  
Marie F. Gee, Director of Personnel  
Wyllys D. VanDerwerker, Director of Special Education  
April Bruce, Director of Curriculum and Instruction  
LaTonya Brown, Director of Student Services  
Angel Garcia-Ablanque, Director of Transportation  
Steve Gatzke, Director of Facilities  
Ethel Reeves, Director of Engagement, Equity, and Opportunity  
R. Denise Spinner, Clerk/Recording Secretary  
Heather Boyles, Instructional Supervisor of Elementary Math, Science and Gifted  
Maria Jaeger, Instructional Supervisor of Secondary Math, Science and Gifted

**MEDIA  
PRESENT:**

Liz Ramos, *The News & Advance*

**Agenda Items:**

- A-1. Agenda Approval
- B-1. Notice of Closed Meeting
- B-2. Certification of Closed Meeting

**Lynchburg City School Board – Regular Meeting  
February 5, 2019  
Page Two**

- C. Public Comments
- D. Special Presentation
- E. Finance Report
- F. Consent Agenda
- G. Student Representative Comments
- H. School Board Committee Report
- I-1. Middle School Program of Studies: 2019-20
- I-2. Request for Reallocation of FY2018-19 Operating Budget
- I-3. Fund Balance Recommendations: 2017-18
- I-4. Lynchburg City School Board Governance Policy Review Update
- I-5. Lynchburg City School Board Instruction and Programming Policy Review and Updates
- J-1. Strategic Plan Discussion
- K-1. Memorandum of Agreement – Marine Corps Junior Reserve Officers' Training Corps
- K-2. Lynchburg School Board Personnel Policies and Regulations – Section 5 Personnel
- K-3. K-12 Mathematics Textbook Adoption
- L. Superintendent's Comments
- M. Board Comments
- N. Informational Items
- O. Adjournment

**A-1. Agenda Approval**

Upon MOTION Dr. Nilles, SECONDED by Ms. Carter, the school board approved the February 5, 2019 Board Meeting Agenda.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

Upon MOTION Dr. Coleman, SECONDED by Dr. Brennan, the school board approved the addition of an addendum to item F-2. Personnel Report and removal of Policies BCE, BCB, BDE to be reviewed at upcoming Work Session.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

**B-1. Notice of Closed Meeting**

Upon MOTION by Dr. Nilles, SECONDED by Dr. Sinha, the school board convened a closed meeting at 5:07 p.m. As permitted by Virginia Code §2.2-3711 (A) (2), for the purpose of discussing or consideration of admission or disciplinary matters or any other matters that would involve the disclosure of information contained in a scholastic record concerning a student, and (7) consultation with legal counsel, or a briefing by staff or consultants, about probable litigation because consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the School Board.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

**Lynchburg City School Board – Regular Meeting  
February 5, 2019  
Page Three**

Abstentions: None

**B-2. Certification of Closed Meeting**

Upon MOTION by Dr. Sinha, SECONDED by Ms. Carter, the school board reconvened in open session at 5:30 p.m.

Yes Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

Upon MOTION by Dr. Nilles, SECONDED by Ms. Carter, 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 matter or matters (1) specifically identified in the motion to convene in a closed meeting and (2) lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

Susan D. Morrison called the meeting to order at 5:30 p.m. and led the board in the Pledge of Allegiance.

**C. Public Comments**

In accordance with Policy BDDH Public Participation at School Board Meetings, 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. Robert Flood spoke on behalf of Lynchburg Organizing regarding the volunteer policy.

Ms. Lisa Taylor from Virginia Organizing read a statement from Reverend Reason Chandler on student suspensions.

Parent Danny Jones spoke on ex-felons not being able to volunteer in schools.

Pastor Dorothy Smith spoke regarding ex-felons not being able to volunteer in schools.

**D. Special Presentation**

The month of February marks the annual observance of 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.

The theme of this year's celebration, "Advancing Opportunities for All," reflects the top priority of local school board members as they advocate for public education with local, state, and federal leaders on behalf of all students.

**Lynchburg City School Board – Regular Meeting  
February 5, 2019  
Page Four**

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.

The superintendent recommends that the school board receive this agenda report as an informational item.

**E. Finance Report**

The superintendent recommended that the school board receive the agenda report as an informational item. The school administration, in accordance with the FY2018-19 school's operating budget, authorized, approved, and processed the necessary payments through December 31, 2018. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through December 31, 2018 for the operating fund.

Total Operating Fund Budget		\$ 97,672,407.00
Through December 31, 2018		
Actual Revenue Received	\$	33,317,536.32
Actual Expenditures	\$	41,130,516.23
Actual Encumbered	\$	44,303,647.26
Percent of Budget Received		34.11%
Percent of Budget Used, excluding encumbrances		42.11%
As of 12/31/18 – 6 months		50.00%

The revenue and expenditure reports detail the transactions recorded through December 31, 2018. All reports appear as attachments to the agenda report.

Mr. Beckles shared that everything is on budget at this time.

The superintendent recommends that the school board receive the agenda report as an informational item.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 5, 2019, FOR A COPY OF THE AGENDA AND ALL ATTACHMENTS)

**F. Consent Agenda**

Upon MOTION by Dr. Coleman, SECONDED by Ms. Mason, the school board moved to approve the Personnel Report from January 15, 2019 – February 5, 2019, the Personnel Report Addendum, the minutes from November 27, 2018 (Student Discipline Committee Meeting), January 15, 2019 (Regular Meeting), January 22, 2019 (Student Discipline Committee

**Lynchburg City School Board – Regular Meeting  
February 5, 2019  
Page Five**

Meeting), January 31, 2019 (Student Discipline Committee Meeting) and the Capital Improvement Plan: William Marvin Bass Elementary School.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 5, 2019, FOR A COPY OF THE AGENDA AND ALL ATTACHMENTS)

**G. Student Representative Comments**

Sedora Booker-Felder, student representative for Heritage High School, shared updates on events, activities, and educational opportunities at Heritage High School.

Maggie Kicklighter, student representative for E.C. Glass High School, shared updates on events, activities, and educational opportunities at E.C. Glass High School.

**H. School Board Committee Report**

1. School Board Committees:

**Finance Committee** – No report at this time.

**Governor’s School Committee** – No report at this time.

**LAUREL Regional School Committee** – No report at this time.

**XLR8 STEM Academy Committee** – No report at this time.

2. Advisory Committees to the School Board:

**Career Technical Advisory Board** – Postponed due to weather.

**Equity Task Force Committee** – Met on January 16, 2019. Ms. Ethel Reeves and Dr. Edwards shared information about the meeting. Equity Task Force members were divided into three following sub-committees: Disproportionality, Diversity and Inclusion, and Mentoring.

**Health Advisory Board Committee** – Meeting held on January 16, 2019. Ms. LaTonya Brown presented the board with a summary of the meeting. The Director of School Nutrition Beth Morris spoke to the group and information was shared on “Stop the Bleed. The focus was on meeting the needs of our students.

**Special Education Advisory Committee** – No report at this time.

**I-1. Middle School Program of Studies**

**Lynchburg City School Board – Regular Meeting**  
**February 5, 2019**  
**Page Six**

Each year the school board reviews and approves the Middle School Program of Studies for the next school year. A team made up of high school administrators, counseling directors, and various members of the departments of special education, student services, and curriculum and instruction have met over the past three months to update this handbook.

The team worked to ensure this handbook includes course offerings consistent with current Virginia Department of Education requirements. The main updates made to this year’s handbook include a revised math sequencing chart and updated information on gifted services, special education, and remediation opportunities. It also includes clarity on math placement and courses offered for high school credit, including the addition of a full high school credit for the Introduction to Theatre course.

Middle school counseling departments will use the 2019-2020 Program of Studies to begin meeting with parents and scheduling students in February and March.

The superintendent recommends that the school board approve the 2019-20 Middle School Program of Studies.

Upon MOTION by Dr. Brennan, SECONDED by Ms. Mason, the school board moved to the 2019-20 Middle School Program of Studies.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 5, 2019, FOR A COPY OF THE AGENDA AND ALL ATTACHMENTS)

**I-2. Request for reallocation of FY2018-19 Operating Budget**

The school administration has recognized a need to reallocate funds from various salary and benefits operating accounts throughout the school division to fund:

•	Facilities and Maintenance (see details below)	\$573,000
•	Information Technology (see details below)	\$538,000
•	Student Services (see details below)	\$ 40,000
•	Schools	\$ 84,000
Total reallocation requests		<u>\$1,235,000</u> =====

Given school board approval, the funds to purchase or make adjustments to existing budgets will come from available salary accounts within the existing operating budget.

Various Salary and Benefits accounts	<u>\$1,235,000</u> =====
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The school administration requests these budget adjustments be approved for the 2018-19 school year in order to fund these adjustments or purchases.

Additional Information on some of the above items:

**Lynchburg City School Board – Regular Meeting  
February 5, 2019  
Page Seven**

**FACILITIES AND MAINTENANCE**

Replacement of three (3) boilers at Linkhorne Middle School	\$175,000
Rebuilding of two (2) chillers at Linkhorne Middle School	\$150,000
Increase in Facilities maintenance and repair budget	\$100,000
Purchase of two (2) new trucks for Grounds	\$ 80,000
Purchase of two (2) Z-Turn mowers for Grounds	\$ 30,000
Purchase of two (2) snow kits for the new trucks	\$ 20,000
Replacement of three (3) bus garage rollup doors	\$ 10,000
Replacement of security cameras at Sandusky Middle School	\$ 8,000
Total Facilities and Maintenance Reallocation Requests	<u>\$573,000</u> =====

**INFORMATION TECHNOLOGY**

Purchase of offsite disaster recovery backup server & connecting Fiber	\$231,000
Upgrade/Replacement of phone system	\$136,000
Software maintenance fees	\$100,000
Purchase of licenses for three (3) years for KnowBe4 Security Awareness System	\$ 41,000
Student records – microfilm conversion to electronic image	\$ 30,000
	<u>\$538,000</u> =====

**STUDENT SERVICES**

Purchase of two (2) 4-door sedans for Social Workers	\$ 40,000
	<u>\$ 40,000</u> =====

**SCHOOLS**

Purchase of bands uniforms for Heritage and E. C. Glass Highs	\$ 84,000
	<u>\$ 84,000</u> =====

The superintendent recommended that the school board approve the request for reallocation of FY2018-19 Operating Budget.

Upon MOTION Dr. Nilles, SECONDED by Dr. Gupta, the school board approved the request for reallocation of FY2018-19 Operating Budget.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

**Lynchburg City School Board – Regular Meeting  
February 5, 2019  
Page Eight**

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 5, 2019, FOR A COPY OF THE AGENDA AND ALL ATTACHMENTS)

**1-3. Fund Balance Recommendations 2017-18**

The fund balance for the 2017-18 school year is \$3,320,799. Although the school administration had previously discussed possible uses for those funds, the City Manager has asked the board to consider the following changes:

Return of funds to Health Insurance Reserve	\$1,800,000
Replacement of R.S. Payne’s Roof (FY2020 Project)	\$ 400,000
Increase of Maintenance Reserve	\$ 385,030
Textbooks Reserve	\$ 265,769
Repair of Dunbar Middle School Air Condition	\$ 200,000
Remediation of mold at Dunbar Middle School	\$ 150,000
Replenishment of Maintenance Reserve	\$ 120,000
	<hr/>
	\$3,320,799
	=====

Return of funds to Health Insurance Reserve	\$1,300,000
Replacement of Heritage Elementary Roof (FY2020 Project)	\$ 500,000
Replacement of R.S. Payne’s Roof (FY2020 Project)	\$ 400,000
Increase of Maintenance Reserve	\$ 385,030
Textbooks Reserve	\$ 265,769
Repair of Dunbar Middle School Air Condition	\$ 200,000
Remediation of mold at Dunbar Middle School	\$ 150,000
Replenishment of Maintenance Reserve	\$ 120,000
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	\$3,320,799
	=====

The superintendent recommended that the school board approve the proposed fund balance recommendations for 2017-18.

Upon MOTION Ms. Carter, SECONDED by Dr. Gupta, the school board moved to approve the Fund Balance Recommendations for 2017-18.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

(There are no attachments to this agenda item. The agenda report accidentally states that there was an attachment.)

**I-4. Lynchburg City School Board Governance Policy Review and Updates**

One goal of the Lynchburg City School Board is to ensure that the Board reviews policies every three to five years, with three years being the ideal time span. The governance policies listed below have been reviewed by the Governance Policy Committee and legal counsel. Most have minor or no changes recommended.

BB School Board Legal Status (No changes recommended)



**Lynchburg City School Board – Regular Meeting**  
**February 5, 2019**  
**Page Nine**

BBAA	Board Member Authority (No changes recommended)
BBBA	Qualifications of School Board Members (No changes recommended)
<del>BCA</del>	<del>School Board Organizational Meeting (Minor change) Name change to Chair and Vice Chair Confirm at next board meeting</del>
<del>BCB</del>	<del>School Board Officers (Minor change) Moved to next board meeting</del>
<del>BCE</del>	<del>School Board Committees (Minor change) — Moved to next board meeting</del>
<del>BDB</del>	<del>Special School Board Meetings (VSBA update) Moved to next board meeting</del>
BDCA	Calling and Certification of Closed Meetings (VSBA update)
BDDC	Agenda Preparation and Dissemination (VSBA update)
BDDD	Quorum (No changes recommended)
BDDD-R	Quorum – Call to Order (Minor change)
BDDG	Minutes (VSBA update)
CMA	School Division Annual Report Card (VSBA update)

The Governance Policy Committee met on December 17, 2018

The superintendent recommended that the school board approve the Lynchburg City School Board Governance Policy Review and Updates.

Upon MOTION Dr. Nilles, SECONDED by Ms. Carter, the school board moved to defer acting on Governance Policies BCA, BDB, BCB and BCE.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

Upon MOTION Dr. Nilles, SECONDED by Dr. Mason, the school board moved to approve Governance Policies, BB, BBAA, BBBA, BCDA, BDDC, BDDD, BDDD-R, BDDG, and CMA.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 5, 2019, FOR A COPY OF THE AGENDA AND ALL ATTACHMENTS)

**I-5. Lynchburg City School Board Instruction and Programming Policy Review and Updates**

Several policy revisions were recently received from the Virginia School Boards Association (VSBA). These policies have been reviewed by the Instruction and Programming Policy Committee as well as legal counsel and reflect the latest changes in state and federal law. The policies below are being recommended for deletion based upon the adoption and/ or conversion new VSBA policies:

R 6-40.1	Classroom Assignments for Twins (See Policy JCJ)
P 7-13	Transfers (See Policy JCA, JCA-R & JCB)
P 7-51.1	Health Examinations, Clinics, and Tests: Contagious and Infectious Diseases (See Policy JHCCA-E)

**Lynchburg City School Board – Regular Meeting  
February 5, 2019  
Page Ten**

These policy revisions from the VSBA May 2018 update appear as attachments to the agenda report.

JCA	Transfer by Student Victim of Crime
JCA-R	Transfer by Student Victim of Crime (Regulation)
JCB	Transfer by Students In Persistently Dangerous Schools
JCJ	Classroom Assignment of Twins
JHCCA-E	Guidelines for School Attendance for Students with Human Immunodeficiency Virus

The Instruction & Programming Policy Committee met on December 7, 2018.

The superintendent recommended that the school board approve the Lynchburg City School Board Instruction & Program Review and Updates.

Upon MOTION Dr. Nilles, SECONDED by Dr. Coleman, the school board moved to approve the Instruction and Programming Policy Reviews and Updates.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 5, 2019, FOR A COPY OF THE AGENDA AND ALL ATTACHMENTS)

**J-1. Strategic Plan Discussion**

The Lynchburg City School Board is committed to an ongoing review of student data and discussion regarding strategies to address and close the learning/achievement gaps. The focus of tonight's discussion will be:

- 1) Heritage High School Academic Review Findings – Math Achievement Gap
- 2) Perrymont Elementary School Academic Review Findings – Science Academic Achievement.

The superintendent recommends that the school board receive this agenda report as an informational item.

**K-1. Memorandum of Agreement - Marine Corps Junior Reserve Officers' Training Corps**

A new memorandum of agreement is required between the United States Marine Corps and Lynchburg City Schools for the Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) program at Heritage High School. A copy of the agreement is attached for review and a presentation will be made detailing some of the program highlights.

The superintendent recommends that the school board receive this agenda item as an informational item.

The board moved the Memorandum of Agreement for the Marine Corps Junior Reserve Officers' Training Corps to the consent agenda for the March 5, 2019 board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 5, 2019, FOR A COPY OF THE AGENDA AND ALL ATTACHMENTS)

**K-2. Lynchburg City School Board Personnel Policies and Regulations – Section 5 Personnel**

**Lynchburg City School Board – Regular Meeting  
February 5, 2019  
Page Eleven**

Converting the Lynchburg City School Board policies and administrative regulations to the Virginia School Board Association policies is an ongoing process. These remaining Section 5 – Personnel policies and regulations were reviewed by the personnel policy committee. As a result of the review, revisions were made and a copy of the revised manual has been provided to school board members.

In addition, legal counsel has reviewed the policies and regulations relative to personnel. The school administration will provide an overview of the policies and respond to questions during this presentation.

The superintendent recommended that the school board receive this agenda item for discussion and action at the March 5, 2019 board meeting.

The board requested that the attachment not be included in the March 5, 2019 agenda packet due to size of item.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 5, 2019, FOR A COPY OF THE AGENDA AND ALL ATTACHMENTS)

**K-3. K-12 Mathematics Textbook Adoption**

Every seven years the Virginia Department of Education revises the Math Standards of Learning (SOL). Textbook adoption committees as well as all mathematics teachers, administration, parents, and community members have completed the textbook review process and have made recommendations to the curriculum and instruction department for adoption and purchase. Mathematics textbooks adopted this school year may be purchased for use for a seven-year period from 2019-20 through 2025-26.

The textbook committees, mathematics teachers, administration, parents, and community members selected the recommended textbooks based on their correlation with the Standards of Learning, the quality of the content and ancillary materials, and their appropriateness for students related to readability, illustrations, and diagrams. The selection reflects the five mathematics process goals of problem solving, communication, reasoning, connections, and representations endorsed by the Virginia Department of Education.

Following a review by those mentioned above, the department of curriculum and instruction accepted the recommendations for adoption. The attachments to this agenda report list the recommended textbooks by grade levels and courses, the publisher of each textbook, and the cost per student or teacher.

The superintendent recommended that the school board accept this agenda report as an informational item and consider action at the school board meeting on March 5, 2019.

The board moved the K-12 Mathematics Textbook Adoption to the consent agenda for the March 5, 2019 board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 5, 2019, FOR A COPY OF THE AGENDA AND ALL ATTACHMENTS)

**L. Superintendent's Comments**

Dr. Edwards welcomed Angel Garcia-Ablanque, the new Director of Transportation, to Lynchburg City Schools. She also thanked Mrs. Farrow and Mr. VanDerwerker for marketing and working on the PreK program.

The superintendent met with the Linkhorne Middle School Scholars and the Golden Poets from Dunbar Middle School, to celebrate academic success and achievements. She also shared that the Food for Thought Program is underway in all schools.

**Lynchburg City School Board – Regular Meeting**  
**February 5, 2019**  
**Page Twelve**

Training is going on in the schools with VTSS and working on consistency. VTSS is fantastic with teaching total child.

The superintendent has met with all principals regarding budget review for next year and staffing needs were discussed.

Dr. Edwards has met with many groups such as the Education Foundation, Rotary Club, City (City of Lynchburg) – School Leadership meeting, as well as the Boys and Girls Club over the past month.

The superintendent spoke at White Rock Church and participated in Black History Month events since the last board meeting.

The division has been working hard in the 26 days since Community Conversations. Meetings are being planned and outreach to the community with information and how to participate will coming up soon. Tentative dates are set for groups: March 27, 2019 discipline, March 7, 2019 for Curriculum, and it was shared that Special Education groups will be in three sub committees.

**M. Board Comments**

Dr. Brennan recognized Ginger Paris and Suzuki team. He shared that 372 students participated in the concert. He shared appreciation for the newsletters received from Dr. Edwards. He expressed concerns about enrollment numbers.

Ms. Mason shared that she attended an event hosted by the men of Alpha Phi Alpha Fraternity and congratulated Ms. Ethel Reeves on her Education Award that she received.

Ms. Carter spoke about the state championship rings for the Heritage High School football team.

Dr. Coleman asked if the scheduled Work Session for February 7, 2019, was still being held. It was confirmed that it would be taking place. He reminded the board of the March 18 2019 Spring Networking Session in Bedford County and that Dr. Edwards will be speaking. The event starts at 5:00 p.m.

Dr. Gupta asked about the February 7, 2019 Work Session not being on the agenda. It was shared that it was announced last week that it had been rescheduled to the new date due to the weather. The information was also posted on the division website along with the agenda.

**N. Informational Items**

The next School Board Meeting will be held on Tuesday, March 5, 2019 at 5:30 p.m. in the board room at the Administration Building

A School Board Work Session will be held on Thursday, February 7, 2019 at 5:00 p.m. in the board room at the Administration Building

A School Board Work Session will be held on Tuesday, March 19, 2019 at 5:00 p.m. in the board room at the Administration Building

**Lynchburg City School Board – Regular Meeting  
February 5, 2019  
Page Thirteen**

**L. Adjournment**

The board meeting adjourned at 8:32 p.m.

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Susan D. Morrison, Chairman

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R. Denise Spinner, Clerk

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