

**Lynchburg City School Board
Regular Meeting
April 19, 2016**

**BOARD
MEMBERS
PRESENT:**

Mary Ann Hoss, Chairman
J. Marie Waller, Vice Chairman
Sharon Y. Carter
James E. Coleman
Michael J. Nilles
Derek L. Polley
Katie K. Snyder
Stephen M. Farmer, Student Representative, E. C. Glass High School

**BOARD
MEMBERS
ABSENT:**

Regina T. Dolan-Sewell
Diamond L. Rosser, Student Representative, Heritage High School

**ADMINISTRATION
PRESENT:**

Scott S. Brabrand, Superintendent
John C. McClain, Assistant Superintendent for Student Learning and Success
Ben W. Copeland, Assistant Superintendent for Operations and Administration
Anthony E. Beckles, Sr., Chief Financial Officer
LaTonya D. Brown, Director for Student Support, Behavior, and Alternative Education
April M. Bruce, Director for Data, Assessment, and Accountability
David A. Childress, Director for Information Technology
Jason J. Ferguson, Director for Transportation
Steven L. Gatzke, Director for Facilities and Maintenance
Marie F. Gee, Director for Personnel
Ethel E. Reeves, Director for Engagement, Equity, and Opportunity
Michael K. Rudder, Director of School Improvement and Grants
Wyllys D. VanDerwerker, Director for Exceptional Learners
Dixie B. Sears, Supervisor for Language Arts, History, Library, and Foreign Language
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Katrina Dix, *The News & Advance*

**Agenda
Items:**

- A-1. Public Comments
- B-1. Teacher of the Year: 2015-16
- B-2. Dr. Charles W. Pryor, Jr., and Family Excellence in Science Scholarship
- C-1. Student Recognition
- D-1. Finance Report
- E. Consent Agenda
- F. Student Representative Comments
- G-1. Lynchburg City School Board Policies and Administrative Regulations: Section 7 – Admissions
- G-2. 2016-17 School Calendar: Proposed Changes
- H-1. Policy KFB Surveys
- H-2. Special Education Annual Plan/Part B., Section 611, Flow-through Application and Section 619 Preschool Grant Applications: 2016-17
- H-3. Request for Reallocation of Budget
- H-4. School Board Governance Norms and Protocols
- I. Superintendent's Comments
- J. Board Comments
- K. Informational Items
- L. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:40 p.m. in the Board Room at the School Administration Building. Ms. Hoss opened the meeting and asked those in attendance to stand and recite *The Pledge of Allegiance*.

Upon MOTION by Dr. Coleman, SECONDED by Ms. Waller, the school board approved the addition of an addendum to item E-2. Personnel Report, to replace Policy JEC-R School Admissions in item G-1. Lynchburg City School Board

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Policies and Administrative Regulations: Section 7 – Admissions, and replace item H-2. Special Education Annual Plan/Part B, Section 611, Flow-through Application and Section 619 Preschool Grant Applications: 2016-17.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Nilles, Ms. Poore, Mr. Polley, Mrs. Snyder

No Votes: None

Abstentions: None

A. 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. Gerard Hutcherson spoke to the school board about the achievement gap.

Mr. Artemis Dickson spoke to the school board about the listening tours as they pertained to the incident at Paul Laurence Dunbar Middle School for Innovation and the school division's current partnerships with churches throughout the community.

B-1. Teacher of the Year: 2015-16

The goal of the Virginia Teacher of the Year program is to recognize dedicated, knowledgeable, and skilled teachers at the local, regional, and state level.

To select the Lynchburg City Schools' Teacher of the Year, the school division used a nomination process whereby school staffs, principals or school division administrators nominated teachers for this honor. A team composed of parents, a past Teacher of the Year recipient, and central office staff then interviewed the nominated teachers.

The team gave special consideration for the following characteristics: experience in the school division and in the field of teaching, professional development activities, classroom performances, membership in professional organizations, and community involvement.

The Lynchburg City Schools' Teacher of the Year for the 2015-16 school year, Kenneth Burrows, who is an English Language Learner teacher at Heritage Elementary School, was introduced to the school board. Mr. Burrows provided comments about this love of teaching and the relationships he is able to build with his students.

B-2. Dr. Charles W. Pryor, Jr., and Family Excellence in Science Scholarship

In fall 2013, Dr. Charles W. Pryor, Jr., and his family announced a \$25,000.00 scholarship to be awarded each school year for the next four years to an outstanding Lynchburg City Schools senior interested in entering a science-related field of study.

Dr. Pryor is a graduate of both E. C. Glass High School and Virginia Tech. He spent 25 years with the Babcock and Wilcox Company serving as President of the Nuclear and Power Division. Dr. Pryor has served as a member of the Lynchburg City School Board and as past chairman of the Lynchburg City Schools Partners in Education program. His commitment to education continues through this generous award.

The award is being given to the top senior student who desires to pursue a career in the field of engineering as determined by a selection process. The application process included a written application, a letter of interest, three letters of recommendation, an official transcript, and the top finalists completed an interview with a selection committee.

The competition for this award was very strong and the decision to select a winner was made very carefully by the selection committee.

During this presentation, the third winner of the Lynchburg City Schools Award for Excellence in Science, Zachry Martin, who is a student at E. C. Glass High School and the Central Virginia Governor's School for Science and Technology, was introduced to the school board. He is interested in biomedical engineering which will combine his interest in science, math, and programming with his passion to make an impact on the lives of others. He will be attending the University of Virginia in the fall of 2016 with acceptance into the engineering program.

C-1. Student Recognition

Students who won the regional awards in the Young Writers Competition, formerly known as the Young Authors Contest, were recognized during this presentation. These students not only won within their schools, they also won at the school division level. Further, these students placed either first, second, or third in the Regional Young Writers Competition, which includes students from Lynchburg City Schools and Appomattox, Bedford, Campbell, Nelson, and Pittsylvania County Schools.

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Fourth grade student, Mary Glenn Morse, who attends Robert S. Payne Elementary School, won an award for Outstanding Writing for K-5 with her fictional selection entitled *Numbers Schools*. Mary Glenn read her selection during this presentation.

D-1. Finance Report

The school administration, in accordance with the FY 2015-16 school operating budget, authorized, approved, and processed the necessary payments through March 31, 2016. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarized the payments made through March 31, 2016, for the operating fund.

Total Operating Fund Budget	\$ 90,820,024.00
Prior Year End Encumbrances	\$ 90,304.40
Insurance Proceeds	\$ 131,105.84
School Bus Funding	\$ 977,000.00
Fund Balance Return	\$ 2,316,449.00
Restricted Donations	\$ 675.00
Adjusted Budget	\$ 94,335,558.24

Through March 31, 2016

Actual Revenue Received	\$ 60,419,420.76
Actual Expenditures	\$ 63,181,735.51
Actual Encumbered	\$ 27,310,925.18

Percent of Budget Received	64.05%
Percent of Budget Used, excluding encumbrances	66.98%

As of 3/31/16 – 9 months	75.00%
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The revenue and expenditure reports detailed the transactions recorded through March 31, 2016. All reports appeared as attachments to the agenda report.

Mr. Beckles informed the school board that the March ADM is lower than projected. He will provide the school board with a more detailed update at the next school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 19, 2016, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

E. Consent Agenda

Upon MOTION by Dr. Coleman, SECONDED by Ms. Poore, the school board approved the school board meeting minutes for April 5, 2016 (Regular Meeting), the personnel report and addendum for the period April 5 – 19, 2016, and Policy BBFA Conflict of Interest and Disclosure of Economic Interests.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Nilles, Ms. Poore, Mr. Polley, Mrs. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 19, 2016, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

F. Student Representative Comments

Mr. Stephen M. Farmer, student representative for E. C. Glass High School, shared comments about the events and activities occurring at his school.

G-1. Lynchburg City School Board Policies and Administrative Regulations: Section 7 – Admissions

The process of converting the Lynchburg City Schools' (LCS) policies to the Virginia School Board Association (VSBA) format is ongoing process which has involved the conversion of entire sections of the LCS policy manual at a time. Periodically, recommended revisions to a LCS policy arise that warrant a conversion to the VSBA equivalent policy. Rather than delay the conversion of these policies until an entire section is converted, individual policies will be brought to the Board for conversion.

Policies related to admission requirements were presented to the school board at the last meeting. Mr. Copeland reviewed changes made to policy JEC-R as requested by the school board. The language clarifies that nonresident students will be admitted to the Lynchburg City Schools on a space-available basis.

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Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board approved school board policies and administrative regulations in Section 7 regarding admission requirements.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Nilles, Ms. Poore, Mr. Polley, Mrs. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 19, 2016, EXHIBIT "C," FOR A COPY OF LYNCHBURG CITY SCHOOL BOARD POLICIES AND ADMINISTRATIVE REGULATIONS: SECTION 7 – ADMISSIONS.)

G-2. 2016-17 School Calendar: Proposed Updates

On March 17, 2015, the school board approved the school calendars for the school division and Williams Marvin Bass Elementary School for 2015-16 and 2016-17. After implementing the 2015-2016 school division calendar, surveys were administered to staff and parents. Based on that feedback, three updates to the 2016-17 calendar are recommended. Those updates are as follows:

- Intersession attendance days will be adjusted to occur on Monday through Wednesday. By moving the attendance days to the beginning of the break, students and staff will not have to adjust to coming back to school for Intersession after having multiple days off from school.
- Early release days will be moved so that they are adjacent to other breaks in the calendar. By doing so, this will alleviate the "choppy" feeling to the calendar and provide longer breaks for students.
- The dates for winter break will be modified from December 21, 2016 – January 3, 2017, to December 19, 2016 – December 30, 2016. This will provide two full weeks off for students and staff.
- First semester will end on December 16, 2016.
- The January 17 professional development day will be moved to January 2.

Upon MOTION by Ms. Waller, SECONDED by Ms. Carter, the school board approved revisions to the school division calendar for 2016-17.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Nilles, Ms. Poore, Mr. Polley, Mrs. Snyder

No Votes: None

Abstentions: None

H-1. Policy KFB Surveys

The process of converting the Lynchburg City Schools' (LCS) policies to the Virginia School Board Association (VSBA) format is ongoing process which has involved the conversion of entire sections of the LCS policy manual at a time. Periodically, updates to a VSBA policy are received that need to be immediately adopted as a LCS policy. Rather than delay until the entire section is converted, individual policies will be brought to the Board for conversion.

VSBA Policy KFB – Surveys is being presented to the school board through the city attorney's office who noted that the school division did not have a policy regarding the administration of surveys.

This item will be considered for action at May 3, 2016, school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 19, 2016, EXHIBIT "D," FOR A COPY OF POLICY KFB SURVEYS.)

H-2. Special Education Annual Plan/Part B, Section 611, Flow-through Application and Section 619 Preschool Grant Applications: 2016-17

The Annual Special Education Plan is a formal agreement between the local school board and the Virginia Board of Education for the implementation of state and federal laws and regulations related to services mandated for students with disabilities. Accordingly, the disbursement of funds to the school division is contingent upon school board approval of the plan.

Lynchburg City Schools will apply for **\$2,237,751.00** in special education Flow-through Funds for the 2016-2017 school year. The application for funds for the 2016-2017 school years must be approved by the school board and submitted to the Virginia Department of Education for plan approval and financial reimbursement. A total amount of **\$2,064,860.03** of

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this funding will be used to provide salaries for Special Education staff, and **\$172,890.97** of the 611 Flow-through funds will be used to provide special education and speech therapy services to parentally-placed students with disabilities attending local private schools or are homeschooled.

The Lynchburg City Schools will also apply for **\$61,129.00** in Section 619 Preschool Funds for the 2016-2017 school year. This funding will be used to support Hutcherson Early Learning Program as they provide special education and related services to preschool children (ages 2-5) who have been determined eligible for special education services. Funds provide inclusion support through special education placements in local private preschools, staff development, and instructional materials.

During the next two weeks, the school division will receive feedback from community members, and this information will be presented to the school board at its next meeting. Mr. VanDerwerker also explained that the school division received additional funding information from the state department on Friday which necessitated the revisions to the agenda report and attachments for this evening.

This item will be considered at the May 3, 2016, school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 19, 2016, EXHIBIT “E,” FOR A COPY OF THE SPECIAL EDUCATION ANNUAL PLAN/PART B, SECTION 611, FLOW-THROUGH APPLICATION AND SECTION 619 PRESCHOOL GRANT APPLICATIONS: 2016-17.)

H-3. Request for Reallocation of Budget

The school administration has recognized a need to reallocate funds to various salary and operating accounts throughout the school division. Funds to:

- fund local share of E-Rate grant and to purchase of E-Rate IT equipment \$ 300,000
- repair of chiller at Paul Munro \$ 275,000
- purchase of bus lift for bus shop \$ 150,000
- purchase of mobile buildings for FHCS \$ 84,000
- purchase replacement grounds truck \$ 60,000
- purchase of cleaning supplies for the summer \$ 60,000
- purchase of aerial articulating boom lift \$ 50,000
- purchase of computer cart for Heritage Elementary School \$ 30,000
- purchase of fork lift for Maintenance Department \$ 30,000
- purchase of custodial cleaning equipment \$ 30,000
- purchase of folding chairs and tables \$ 25,000
- install sound attenuation between auditorium and music room at T.C. Miller Elementary School \$ 20,000
- install sound attenuation of aux gym at E.C. Glass High School \$ 20,000
- repair 4 entrance roofs at E.C. Glass High School courtyards \$ 20,000
- purchase playground mulch \$ 15,000
- purchase two (2) towable light towers \$ 12,000
- purchase fertilizer and seeds \$ 10,000
- repair bus parking lot erosion problem \$ 5,000

Total reallocation requests **\$1,096,000**
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Given school board approval, the funds to purchase or make adjustments to existing budgets will come from available funds within the existing operating budget.

Various Salaries and Non-Personnel accounts **\$1,096,000**
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The school administration requests these budget adjustments be approved for the 2015-16 school year in order to fund these one-time adjustments or purchases.

Additional Information on some of the above items:

Information Technology (\$300,000) – Lynchburg City Schools applied for funds to improve our technology infrastructure to the Universal Service Administrative Company (USAC), an administrative company appointed by the Federal Communications Commission to administrate the E-Rate program. Our grant request was approved in the amount of \$994,778 which requires a 20% local match of \$200,000. Included in our request of \$300,000 is the local match of

\$200,000 and \$100,000 to purchase E-Rate IT equipment that was not funded. The grant is to be used for specific IT infrastructure as approved in the grant. Wireless access points, antennas, and data distribution switches are examples of items that were funded.

Facilities & Maintenance (\$275,000) – The compressor on the chiller unit at Paul Munro failed resulting in the unit only capable of operating at 50% capacity. Due to the age of the chiller, continued repairs would be more costly than a complete replacement; therefore the decision was made to replace the chiller unit. The \$275,000 includes the cost of the chiller of \$130,000 and some installation cost of \$145,000. The total installation cost is \$295,000. Only the cost of the installation work that can be completed before June 30, 2016 is included in this request.

Transportation (\$150,000) – Transportation's bus garage existing bus lift is the original lift installed when the shop built and is not configured to work on the new buses. In addition, due to the length of some of our buses, when they are on the lift the shop door cannot be closed.

Fort Hill Community School (\$84,000) – LCS currently leases two (2) mobile units at FHCS at an annual cost of \$8,400 each. The cost to purchase the same mobile units would be \$42,000 each for a total cost of \$84,000. Since there are no plans to construct permanent builds at FHCS, it would make sense to purchase the mobile units which would pay for itself in five years.

The acquisition or completion of these items are subject to the availability of funds. Mr. Beckles is requesting approval for the reallocation of funds for these projects now because should funds be available, he will need to act quickly in order to expend them before June 30.

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

H-4. School Board Governance Norms and Protocols

The Lynchburg City School Board met with the Virginia School Boards Association for a professional development activity in March regarding board governance norms and protocols and roles and responsibilities. As a result of that meeting, the school board developed the attached document that provides clear guidelines and procedures for all aspects of board communication, school board meeting agenda development, interactions with the school community, professional development, and the evaluation of the superintendent and itself.

By approving this document, the school board agrees to employ and follow the governance norms and protocols contained therein.

This item will be considered at the May 3, 2016, school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 19, 2016, EXHIBIT "F," FOR A COPY OF THE LYNCHBURG CITY SCHOOL BOARD GOVERNANCE NORMS AND PROTOCOLS.)

I. Superintendent's Comments

State History Day competitions will occur on Saturday at the Virginia State University.

Discover Lynchburg field trips occurred this week with seventh grade students visiting the Anne Spencer House and Museum, the Lynchburg Museum, and Monument Terrace.

The Listening Tours have concluded, and now the school administration will begin its work to develop guidelines and protocols for equity and inclusiveness for students and staff.

Sixth grade students traveled to a Hill Cats Game as part of the Just Say No to Drugs program. Kidd Services donated a box seat for bus drivers to use during the game.

J. Board Comments

Ms. Waller announced that she is receiving thank you notes from students regarding the Discover Lynchburg field trips. She also announced that the Senior Art Show for E. C. Glass High School will occur on Saturday from 2:00 p.m. – 4:00 p.m. in the Marie Waller Lecture Hall.

Mr. Polley reported on his experiences during the National School Board Association conference. He was able to participate in some amazing workshops and lectures.

Dr. Coleman also provided information about the NSBA conference, and he shared information regarding board self-evaluation with members of the school board.

Mrs. Snyder announced that she and Ms. Waller will be attending the regional school board meeting next week in Bedford.

Ms. Hoss reminded school board members of the VSBA training that will occur on May 6, 2016, and that staff from VSBA had sent members a survey to be completed prior to May 6.

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K. Informational Items

Next School Board Meeting: Tuesday, May 3, 2016, 5:30 p.m., Board Room, School Administration Building

L. Adjournment

The meeting adjourned at 7:30 p.m.

Mary Ann Hoss, Chairman

Wendie L. Sullivan, Clerk

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