

**Lynchburg City School Board
Regular Meeting
August 7, 2012**

**BOARD
MEMBERS
PRESENT:**

Charles B. White, Chairman
Trenay L. Tweedy, Vice Chairman
Katie K. Snyder
J. Marie Waller
Thomas H. Webb

**BOARD
MEMBERS
ABSENT:**

Albert L. Billingsly
Mary Ann H. Barker
Regina T. Dolan-Sewell
Jennifer R. Poore

**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
Steven L. Gatzke, Director of Facilities and Maintenance
Marie F. Gee, Director of Personnel
Kevin M. Latham, Director of Secondary Education
Gloria C. Preston, Director of Student Services and Alternative Education
Michael K. Rudder, Director of Elementary School
Gregory P. Sullivan, Director of Information Technology
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. Consent Agenda
- C-1. School Board Policy 7-15: Student Attendance
- C-2. Administrative Regulation 7-33.3: Student Uniforms
- C-3. Lynchburg City Schools Comprehensive Plan
- D-1. School Board Finance Committee
- D-2. School Board Policy 7-26: Reporting to Parents
- E. Superintendent's Comments
- F. Board Comments
- G-1. Notice of Closed Meeting
- G-2. Certification of Closed Meeting
- I. Informational Items
- J. Adjournment

Ms. Melissa Rogers, director of the STEP with Links program, provided the school board with a review of the Pauline F. Maloney STEP with Links program, which is named for the founder of the STEP with Links, Inc. She stated that the program began in the Lynchburg City Schools more than 28 years ago, and approximately 1,700 sixth grade students have been served since its inception. Striving to Enhance Potential (STEP) helps student with leadership skills and provides enrichment programs in core subject areas. The students served are nominated in fifth grade by representatives of the feeder elementary school. Each of the middle school programs conduct weekly meeting, but there are times during the year when all students meet as a group. During these meetings, students participate in programs that provide information about nutrition, healthy living, financial management, and career exploration. The program also contains a parental involvement component which includes several opportunities through the year for parents to participate in various activities.

Michaela Warrick provided remarks about her experiences as a student who participated in the STEP with Links program.

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Mr. Ben W. Copeland, assistant superintendent of operations and administration, was introduced to the school board. Mr. Copeland comes to the Lynchburg City Schools from Fort Bend Independent School District in Houston, Texas, where he managed all support services for the state's seventh largest school district, consisting of 69,000 students, 74 campuses, and 15 administrative and support buildings. Mr. Copeland also served in the US Marine Corp and was stationed in Virginia during that time. He has family in South Carolina, North Carolina, and Virginia, and he stated that he was glad to be back in Virginia.

The Lynchburg City School Board met for its regular meeting at 6:18 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*.

Upon MOTION by Ms. Waller, SECONDED by Mr. Webb, the school board moved item B-3. School Board Policy 7-15: Student Attendance to become item C-1. under unfinished business, replaced the attached for item C-2. School Board Policy 7033.3: Student Uniforms with a revised attachment, and added discussion of investment of public funds under item G-1. Notice of Closed Meeting.

Yes Votes: Mr. White, Mrs. Snyder, Mrs. Tweedy, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

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.

There were no individuals who wished to speak before the school board.

B. Consent Agenda

Upon MOTION by Mrs. Tweedy, SECONDED by Ms. Waller, the school board approved the school board meeting minutes for July 10, 2012 (Regular Meeting), and the personnel report and addendum for the period July 10 – August 7, 2012.

Yes Votes: Mr. White, Mrs. Snyder, Mrs. Tweedy, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 7, 2012, EXHIBIT "A," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

C-1. School Board Policy 7-15: Student Attendance

During several community meetings which occurred this past spring, The Honorable Kenneth W. Farrar, who presides over truancy cases for the Juvenile and Domestic Relations Court, expressed concern about the number of days students miss before their case appears in court. Judge Farrar has asked the school administration to streamline the process so that charges are filed after a student has seven days of unexcused absences in hopes to decrease truancy for students.

The school administration has reviewed School Board Policy 7-15: Student Attendance and has made revisions to coincide with the Judge Farrar's suggestions. Those revisions appear as an attachment to this agenda report. School board members asked if parents would be allowed to submit excuses and notes for absences via email. The school administration will discuss this topic further and provide information about a process for this at a future school board meeting.

Upon MOTION by Mrs. Tweedy, SECONDED by Ms. Waller, the school board approved School Board Policy 7-15: Student Attendance.

Yes Votes: Mr. White, Mrs. Snyder, Mrs. Tweedy, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 7, 2012, EXHIBIT "B," FOR A COPY OF SCHOOL BOARD POLICY 7-15: STUDENT ATTENDANCE.)

C-2. School Board policy 7-33.3: Student Uniforms

On July 10, 2012, the school administration provided information to the school board regarding Heritage Elementary School and Sandusky Elementary School, two schools that wish to be removed from the current school uniform policy. The school board requested that the school administration investigate the methods by which the schools collected data to document parents, students, and teachers were in favor of the removal of their schools from the policy. The school board also asked that the school administration recommend a revision to the policy that would allow schools to establish or remove the student uniforms without it having to be approved by the school board each time. During this presentation, the school administration stated that each school did engage its school community in making the decision to exit the school uniform policy. The comprehensive plan does not include uniforms as one of its indicators for excellence; however, if the principals wish to use that as an option in its school improvement process, they may do so. Lynchburg City Schools has had a tradition of excellence with and without uniforms. Community engagement regarding this decision will continue as it has in the past, and principals will continue to make decisions in the best interest of their school community.

Upon MOTION by Mrs. Tweedy, SECONDED by Ms. Waller, the school board approved revisions to Administrative Regulation 7-33.3: Student Uniforms.

Yes Votes: Mr. White, Mrs. Snyder, Mrs. Tweedy, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 7, 2012, EXHIBIT "C," FOR A COPY OF ADMINISTRATIVE REGULATION 7-33.3: STUDENT UNIFORMS.)

C-3. Lynchburg City Schools Comprehensive Plan

The school administration presented a draft copy of the Lynchburg City Schools Comprehensive Plan to the school board during its annual retreat, which occurred on July 26-27, 2012. As a result of the discussions that occurred during the retreat, the school administration has made changes to the comprehensive plan and presented those changes to the school board. Dr. Brabrand explained that this is the framework and foundation for continuous improvement in the Lynchburg City Schools.

The comprehensive plan is divided into five sections: Achievement, Behavior, Culture, Operations, and Personnel. Within each section, there are indicators of excellence with strategies and evaluative methods to determine if goals are met. Dr. Brabrand provided a brief overview of the comprehensive plan and explained that due to changes in staff, the Operations and Personnel sections of the plan will be presented in September. Further, Dr. Brabrand plans to provide a quarterly update to the school board.

Upon MOTION by Mr. Webb, SECONDED by Ms. Waller, the school board approved the framework and the foundation of the Lynchburg City Schools Comprehensive Plan.

Yes Votes: Mr. White, Mrs. Snyder, Mrs. Tweedy, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

D-1. School Board Finance Committee

In an effort to keep school board members more informed about the school division's operating budget, the school board formed and approved a finance committee. Membership is determined by the school board chairman and includes the superintendent, the chief financial officer, and three school board members. Membership also includes the chairman and an alternate school board member, but they serve as ex-officio members. The committee meets quarterly or as needed at noon at the School Administration Building. Specific dates will be determined.

This committee assumed the responsibilities of the school division's Internal Audit Committee. That committee's purpose was to review reports from the Office of Internal Audit and to make suggestions for areas to be audited. Further, internal audits assisted officials and management in carrying out their responsibilities by appraising the effectiveness, efficiency, and accurateness of activities and programs.

Proposed membership for the committee includes:

Albert L. Billingsly
Thomas H. Webb
Mary Ann Hoss Barker

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Regina T. Dolan-Sewell (Alternate)

These members will serve from August 7, 2012 – July 31, 2013.

A copy of the guidelines for the finance committee appeared as an attachment to this agenda report.

Upon MOTION by Mrs. Tweedy, SECONDED by Mrs. Snyder, the school board appointed Mr. Albert L. Billingsly, Mr. Thomas H. Webb, Mrs. Mary Ann Hoss Barker, and Dr. Regina T. Dolan-Sewell (Alternate) as members of the school board's Finance Committee for the period August 7, 2012 – July 31, 2013.

Yes Votes: Mr. White, Mrs. Snyder, Mrs. Tweedy, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 7, 2012, EXHIBIT "D," FOR A COPY OF THE FINANCE COMMITTEE GUIDELINES.)

D-2. School Board Policy 7-26: Reporting to Parents

As a result of the school division moving to a nine-week grading period for students, it is necessary to revise School Board Policy 7-26: Reporting to Parents, which indicates in paragraph "A" of the policy when reports shall be issued to parents. A copy of the revisions to the school board policy appeared as an attachment to the agenda report.

It was noted that interim reports will be provided to parents, and the dates those reports will be available are published on the school division calendar.

Upon MOTION by Mr. Webb, SECONDED by Mrs. Tweedy, the school board approved revisions to School Board Policy 7-26: Reporting to Parents.

Yes Votes: Mr. White, Mrs. Snyder, Mrs. Tweedy, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 7, 2012, EXHIBIT "E," FOR A COPY OF SCHOOL BOARD POLICY 7-26: REPORTING TO PARENTS.)

E. Superintendent's Comments

Dr. Brabrand stated that he had participated in the unveiling of the Dunbar Memorial Wall over the weekend. The wall will be an ongoing testament to the excellence of the students of that school.

Dr. Brabrand plans to share the comprehensive plan with staff during the upcoming convocation. He also provided information about the Summer Leadership Conference that occurred on August 2-3, 2012. During that conference, members of the school administration participated in a team building exercise that engaged them in looking within and teamwork.

The New Teacher Orientation and Breakfast will occur on Thursday at which time the school division will welcome 75 new teachers.

The school board will meet jointly with the Lynchburg City Council on August 14, 2012, to receive information about the consolidation of health care plans. October 30, 2012, has been identified as the date for the Lynchburg City School Board and the Lynchburg City Council to meet jointly as one of the schools within the division.

F. Board Comments

Ms. Waller provided remarks about her attendance at the Dunbar Memorial Wall dedication ceremony. Mrs. Tweedy also attended the ceremony and stated that it moved her because of the belief and expectations that the alumni had and still have for the students of today.

Mrs. Snyder offered comments about the service projects in which students at Thomas C. Miller Elementary School for Innovation participated during each month of the school year.

G-1. Notice of Closed Meeting

Upon MOTION by Ms. Waller, SECONDED by Mrs. Snyder, the school board convened a closed meeting at 8:00 p.m. pursuant to the Code of Virginia § 2.2-3711 (A) (1) (6) to discuss personnel matters and consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.

Yes Votes: Mr. White, Mrs. Snyder, Mrs. Tweedy, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

G-2. Certification of Closed Meeting

Upon MOTION by Ms. Waller, SECONDED by Mrs. Tweedy, the school board reconvened in open session at 8:40 p.m.

Yes Votes: Mr. White, Mrs. Snyder, Mrs. Tweedy, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

Upon MOTION by Mr. Webb, SECONDED by Mrs. Snyder, 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. Snyder, Mrs. Tweedy, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

H. Information Items

Next School Board Meeting: Tuesday, August 21, 2012, 5:30 p.m., Board Room, School Administration Building

I. Adjournment

The meeting adjourned at 8:41 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.)