

**Lynchburg City School Board
Regular Meeting
August 7, 2018**

**BOARD
MEMBERS
PRESENT:**

Robert O. Brennan
Sharon Y. Carter
James E. Coleman, Jr.
Belle H. Evans
Atul Gupta
Charleta F. Mason
Susan D. Morrison
Michael J. Nilles
Kimberly A. Sinha

**BOARD
MEMBERS
ABSENT:**

None

**ADMINISTRATION
PRESENT:**

Crystal M. Edwards, Superintendent
Ben W. Copeland, Deputy Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer
LaTonya D. Brown, Director of Student Services
Marie F. Gee, Director of Personnel
Wyllys D. VanDerwerker, Director of Special Education
Amy Pugh, Director of Information Technology
Heather Boyles, Instructional Supervisor of Elementary Math, Science and Gifted
Anne Bond-Gentry, Coordinator of Student Services
Dashia Womack, Supervisor of Secondary Counseling & Alternative Education
Ethel Reeves, Director of Engagement, Equity, and Opportunity
R. Denise Spinner, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Liz Ramos, *The News & Advance*

**Agenda
Items:**

- A-1. Closed Meeting
- A-2. Certification of Closed Meeting
- B. Public Comments
- C. Lynchburg City Schools Education Foundation, Inc.: Excellence in Science Scholarship
- D. Finance Report
- E. Consent Agenda
- F. School Board Committee Report
- G-1. Lynchburg City School Board Regulation JEC-R
- G-2. Lynchburg City School Board Policy Update: JGD/JGE
- G-3. Lynchburg City School Board Policy Updates from VSBA
- H-1. Lynchburg City School Board Regulation GCBD-RZ
- H-2. 2018-19 Applications for Federal Programs
- H-3. School Board Retreat: 2018-19
- H-4. Regional Alternative Education Program 2018-19
- H-5. Lynchburg City Schools Local Gifted Plan
- I. Superintendent's Comments
- J. Board Comments
- K. Informational Items
- L. Adjournment

**Lynchburg City School Board – Regular Meeting
August 7, 2018
Page Two**

A-1. Notice of Closed Meeting

Upon MOTION by Ms. Mason, SECONDED by Ms. Carter, the school board convened a closed meeting at 5:09 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) (7) to discuss personnel and legal matters.

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

A-2. Certification of Closed Meeting

Upon MOTION by Dr. Sinha, SECONDED by Ms. Mason, the school board reconvened in open session at 5:52 p.m.

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 by Ms. Carter, SECONDED by Dr. Gupta, 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: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

B. 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. Flood signed up to speak at the board meeting. He was not in attendance therefore; he did not speak.

C. Special Presentation

The Lynchburg City Schools and the Lynchburg City Schools Education Foundation were pleased to announce the return of the LCS Excellence in Science Scholarship thanks to the vision of Dr. Charles W. Pryor, Jr. The original \$25,000.00 scholarship was previously awarded to one top LCS science student, from either Heritage High School or E.C. Glass High School, during the 2013-2014, 2014-2015, 2015-2016, and 2016-2017 school years and was funded through the generosity of Dr. Pryor and his family with the intent to attract, and retain, top science scholars to the Lynchburg City Schools.

The LCS Excellence in Science Scholarship will return during the 2018-2019 school year thanks once again to the vision of Dr. Pryor and with significant financial commitments for five consecutive years from BWX Technologies, Framatome, the DTE Energy Foundation, Dr. & Mrs. Charles W. Pryor Jr., and Lee & Sharon Ainslie. For each of the next five years, this \$25,000 scholarship will be awarded to one outstanding senior interested in entering a science-related field of study. The award will be distributed to an institution of higher learning over a four-year period with an installment of \$3,125.00 each semester with the possibility of additional contributions increasing the amount of this award. For the 2018-2019 academic year, we are proud to announce that this award will be \$30,000.00 with allocations of \$3,750.00 each semester for the scholarship recipient.

The LCS Excellence in Science Scholarship will be given to the top senior science student as determined by a selection process that includes a written application, a letter of interest, three letters of recommendation, an official transcript, and an interview with the division-level selection committee.

The presentation was to inform the board of this scholarship opportunity and announce it to the community.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 7, 2018, EXHIBIT "A," FOR A COPY OF LYNCHBURG CITY SCHOOLS EXCELLENCE IN SCIENCE SCHOLARSHIP INFORMATION AND APPLICATION DRAFT.)

**Lynchburg City School Board – Regular Meeting
August 7, 2018
Page Three**

D. Finance Report

The school administration, in accordance with the FY2017-18 school's operating budget, authorized, approved, and processed the necessary payments through June 30, 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 June 30, 2018 for the operating fund.

Total Operating Fund Budget	\$ 95,324,667.00
Adjustment – Insurance Proceeds	33,833.00
Adjustment – Prior Year Encumbrances	1,275,388.88
Additional State funding of CTE Equipment	9,748.88
Proceeds from Sale of Bus	13,500.00
Restricted Donation	5,512.50
E-rate – Shentel funding	<u>88,000.00</u>
Total Operating Fund Budget - adjusted	\$ 96,750,650.26

Through June 30, 2018	
Actual Revenue Received	\$ 95,362,589.68
Actual Expenditures	\$ 93,602,114.61
Actual Encumbered	\$ 326,764.03

Percent of Budget Received	98.57%
Percent of Budget Used, excluding encumbrances	96.75%
As of 6/30/18 – 12 months	100.00%

The revenue and expenditure reports detail the transactions recorded through June 30, 2018. All reports appear as attachments to the agenda report.

Noted: These are preliminary numbers only and do not reflect final year end amounts. At this time, total revenue is not reflected. The expenditure total is not finalized at this time as there are pending adjustments to be entered, such as the adjustment to the health insurance expense, adjustment for year end accruals, and the recording of transactions between the City and Schools.

Mr. Beckles reported that there were no significant changes in the revenue to report.

The annual school report is due in September.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 7, 2018, EXHIBIT "B" FOR A COPY OF THE FINANCE REPORT ITEMS.)

E. Consent Agenda

Upon MOTION by Ms. Carter, SECONDED by Ms. Mason, the school board moved the minutes for July 10, 2018 (Regular Meeting); July 24, 2018 (Special Meeting); and the personnel report for the period July 24, 2018 – August 7, 2018, be approved.

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 AUGUST 7, 2018, EXHIBIT "C," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

F. School Board Committee Report

- School Board Committees:

Finance Committee

- Board members for 2018-19: Sharon Carter, Atul Gupta, Michael Nilles, and Robert Brennan will be the alternate.

Governor’s School Committee
LAUREL Regional School Committee
XLR8 STEM Academy Committee

2. Advisory Committees to the School Board:

Dr. Edwards shared that membership and committee information will be announced publicly and will be provided on the LCS website.

Career Technical Advisory Board

- Members will be selected with the direction of Mr. Ed Dellinger.

Equity Task Force Committee

- Met on 8/2/18. Continued to work together on the Concept Map to set up goals and objectives.
- The committee also worked on Policy BCFZ (policy regarding Advisory Committees to the School Board.)

Health Advisory Board Committee

Special Education Advisory Committee

G-1. Lynchburg City School Board Regulation JEC-R

The changes presented for Lynchburg City School policy JECZ Non-Resident Employee Student Tuition Waiver and regulation JNZ-R Student Fees, Fines, and Charges prompted administration to also review regulation JEC-R School Admission for consistency in policy language.

Revisions to regulation JEC-R appeared as an attachment to the agenda report.

The superintendent recommended that the school board approve the updated policy and regulations for JECZ Non-Resident Employee Student Tuition Waiver and regulation JNZ-R Student Fees, Fines.

Upon MOTION by Dr. Nilles, SECONDED by Dr. Coleman, the school board approved the updated policy and regulations for JECZ Non-Resident Employee Student Tuition Waiver and regulation JNZ-R Student Fees, Fines.

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 AUGUST 7, 2018, EXHIBIT “D,” FOR A COPY OF THE JEC-R REGULATION AGENDA ITEMS.)

G-2. Lynchburg City School Board Policy Update: Policy JGD/JGE

Policy JGD/JGE Student Suspension/Expulsion was recently received as an update from the Virginia School Boards Association (VSBA). This prompted administration to also review the corresponding regulation for this policy, JGD/JGE-RZ Student Suspension/Expulsion, for policy consistency. This policy and regulation has been reviewed by legal counsel and reflects the latest changes in state and federal law. These revisions from the VSBA May 2018 update appear as attachments to the agenda report.

The superintendent recommended that the school board approve policy JGD/JGE Student Suspension/Expulsion and regulation JGD/JGE-RZ Student Suspension/Expulsion.

Upon MOTION by Dr. Gupta, SECONDED by Ms. Mason, the school board approved the policy JGD/JGE Student Suspension/Expulsion and regulation JGD/JGE-RZ Student Suspension/Expulsion.

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 AUGUST 7, 2018, EXHIBIT “E,” FOR A COPY OF THE LYNCHBURG CITY SCHOOL BOARD POLICY UPDATE: POLICY JGD/JGE ATTACHMENTS.)

G-3. Lynchburg City School Board Policy Updates from VSBA

Several policy revisions and two new policies were recently received from the Virginia School Boards Association (VSBA). These policies have been reviewed by legal counsel and reflect the latest changes in state and federal law. These policy revisions from the VSBA May 2018 update appear as attachments to the agenda report.

Lynchburg City School Board – Regular Meeting
August 7, 2018
Page Five

BBFA	Conflict of Interests and Disclosure of Economic Interests
CBB	Appointment and Term of the Superintendent
CLA	Reporting Acts of Violence and Substance Abuse
GAZ	Personnel Policies Goals
GBB	Prohibition of Abusive Work Environments (<i>new</i>)
GCCB	Employment of Family Members
GCG	Professional Staff Probationary Term and Continuing Contract
IJ	Guidance and Counseling Program
IJD	College and Career Readiness (<i>new</i>)
JEA	Compulsory Attendance
JEC	School Admission
JECA	Admission of Homeless Children
KK	School Visitors
KNAJ	Relations with Law Enforcement Authorities

The superintendent recommended that the school board approve the VSBA policy updates.

Upon MOTION by Dr. Nilles, SECONDED by Ms. Carter, the school board approved the VSBA policy 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 AUGUST 7, 2018, EXHIBIT “F,” FOR A COPY OF THE LYNCHBURG CITY SCHOOLS POLICY UPDATES FROM VSBA ATTACHMENTS)

H-1. Lynchburg City School Board Regulation GCBD-RZ

A review of our new regulation GCBD-RZ Sick Leave required administration to add language to the Extended Illness Program section clarifying the amount of sick leave an employee donates to or withdraws from the program. This regulation was attached to the agenda report and was presented to the school board for discussion.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 7, 2018, EXHIBIT “G,” FOR A COPY OF THE LYNCHBURG CITY SCHOOL BOARD REGULATION GCBD-RZ ATTACHMENT ITEMS.)

H-2. 2018-19 Applications for Federal Programs

Lynchburg City Schools will be submitting individual applications for each of the federal programs for 2018-2019. The applications for review during the August School Board include Title I, Part D and Title IV-A.

School administrators developed these applications with input from principals, teachers, parents, and community members. LCS anticipates leveled funding for Title I, Part D and a significant increase in Title IV-A funding. However, all of these funding levels could be changed when final allocations are determined later in the fall.

Title I, Part D:

Anticipated allocation for 2018-2019	\$66,024.57
Final allocation for 2017-2018:	\$66,024.57
(as of June 25, 2018)	\$ 0

Please note that all Title IV-A funds were transferred to Title IIA last year as allowable by law. This will be the first year we have allocated Title IV-A funds for Well Rounded Students, Safe & Healthy Students, and Technology based on the formulas required by law.

Title IV- Part A

Anticipated allocation for 2018-2019:	\$196,000.00
Final allocation for 2017-2018:	\$104,070.99
Total net gain in funding: -	\$ 91,929.01

School board approval is necessary prior to submitting the applications for federal funds for the 2018-2019 academic year to the Virginia Department of Education.

The superintendent recommended that the school board approve the two applications for federal funds.

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board approved the two applications for federal funds.

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

**Lynchburg City School Board – Regular Meeting
August 7, 2018
Page Six**

No Votes: None

Abstentions: None

H-3. School Board Retreat: 2018-19

Each year, the Lynchburg City School Board conducts an annual retreat. During this presentation, the school board was asked to approve the proposed retreat date of Friday, October 12, 2018 and begin to identify possible topics for discussion.

The superintendent recommended that the school board approve the 2018-2019 Lynchburg City School Board annual retreat date of October 12, 2018.

Upon MOTION by Dr. Nilles, SECONDED by Ms. Mason, the school board approved the change in date from October 12, 2018 to October 19, 2018 as the School Board Retreat date.

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

H-4. Regional Alternative Education Program 2018-19

The Regional Alternative Education Program will provide an alternative educational setting for up to 67 middle school students and 180 high school students from Lynchburg City, Amherst, Appomattox, Bedford and Nelson counties at the Fort Hill Community School. Utilizing intervention strategies to help students improve their academic performance, as well as their behavioral challenges. The Regional Alternative Education Program promotes collaboration between families, schools, public agencies, and the juvenile judicial system in an effort to foster students' success. The instructional staff uses individualized and small group instruction, as well as blended or hybrid instruction utilizing technology, to meet the academic needs of a diverse population of students.

BUDGET FOR THE REGIONAL ALTERNATIVE EDUCATION PROGRAM

Expenditure Categories	State Funds
1000 - Personnel Services	\$230,021.97
2000 – Employee Benefits	\$88,408.03
3000 – Purchased Services	\$0
4000 – Internal Services	\$0
5000 – Other Charges Travel, Postage	\$0
6000 – Materials & Supplies	\$0
8000 – Equipment Laptops/calculators	\$0
Total Requested	\$318,430

The superintendent recommended that the school board approve the State Grant: Regional Alternative Education Program budget 2018-2019SY.

Upon MOTION by Dr. Coleman, SECONDED by Ms. Mason, the school board approved the Regional Alternative Education Program budget for 2018-19 SY.

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

H-5. Lynchburg City Schools Local Gifted Plan

The Virginia Board of Education establishes Regulations Governing Educational Services for Gifted Students (8 VA 20-40-10) that apply to all local school divisions in the Commonwealth. Due to a variety of factors including budget and reorganization, it is necessary to revise and update our local plan.

Local school boards approve their division's local plan for the education of gifted students annually. Upon approval, the school division shall submit a copy of its plan to the Virginia Department of Education (VDOE) for technical review on a schedule determined by the VDOE. The technical review for the Lynchburg City Schools plan is September 2019.

The current plan was reviewed and approved by the state in 2015. The final version of the plan will be brought to the school board for approval at the meeting scheduled for September 4, 2018.

The superintendent recommended that the school board receive the Lynchburg City Schools Local Gifted Plan as an informational item and consider action at the school board meeting on September 4, 2018.

Lynchburg City School Board – Regular Meeting
August 7, 2018
Page Seven

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 7, 2018, EXHIBIT “H,” FOR A COPY OF THE LYNCHBURG CITY SCHOOLS LOCAL GIFTED PLAN ATTACHMENT ITEMS.)

I. Superintendent’s Comments

Registration day will be held on August 9th, Convocation on August 13th, and the first day of school will be on August 15th.

Dr. Edwards shared her appreciation for all of the people who worked over the summer to take care of our facilities, prepared for our students to return and to those who provided assistance to our children over the summer. The LCS nutrition staff, custodial staff, all grounds and maintenance staff members, and our IT staff were appreciated for their hard work.

The Poverty Simulation for new staff members was a great success. Dr. Edwards participated and found it very rewarding and a motivating experience. She thanked Ms. Reeves and the team that put the simulation together.

New board member orientation is underway. The orientation has been broken into three days instead of one day.

Dr. Edwards thanked everyone for the support at the Back to School Event. It was very successful and a wonderful event to bring community members, staff, students and families together.

New Staff Breakfast was held on August 3rd at University of Lynchburg.

The “Fill the Bus” event was held at both Walmart’s in Lynchburg. Dr. Edwards enjoyed participating and it was thankful to the staff and community for assisting our students.

The Annual “Tech-Stravaganza” was held at Heritage High School and was very successful.

Dr. Edwards participated as a panel member for the King Commission 50th Anniversary event and represented Lynchburg City Schools. She shared it was an incredible event and that our previous student school board representative for Heritage High School participated, Manan Shah. She also spoke about the excitement and successes from the 2018 Summer Leadership Conference that was held on July 27th.

The superintendent, along with administration staff and a board member attended the Summer Equity Institute in Richmond, Virginia. She shared that LCS is on the right track and that much was learned at the conference.

Dr. Edwards shared that the last day of summer programs was on July 20th and that the DOE provided School Improvement Training on July 26th.

J. Board Comments

Dr. Brennan shared he attended a VSBA Conference in Richmond, Virginia. He said it was a great conference. He also shared the Ms. Babb, Ms. Reeves, and Dr. Edwards rocked the Back to School Event. He also shared information on Embrace our Schools. Dr. Brennan extended a thank you to our school nutrition department and Beth Morris for feeding children all summer long. He attended at the MKL Event and thank Dr. Edwards for attending.

Ms. Carter shared that the “Fill the Bus” event was an amazing show of community involvement and support. She encouraged any family or student that needed supplies to just ask as there are supplies available for all students. Ms. Carter talked about embracing our schools and community as well as the value of our neighborhoods and neighbors.

Ms. Mason shared that the Equity Institute was exhilarating. She also shared that Ms. Reeves was a speaker and did a great job. Ms. Mason also encouraged students and families in need of supplies to reach out as there are enough supplies for all in need.

Dr. Coleman attended a VSBA Conference and shared that it was outstanding. He is excited about our new chair and our new board members. Dr. Coleman also shared that the Men to School event for the first day of school was ready to go. Dr. Coleman also spoke about a program being underway that could support getting food to students in need.

Ms. Morrison shared that everyone had received a copy of the Student Discipline Committee Meeting schedule for the 2018-19 school year and asked that it be reviewed by all. She shared that there will be a special meeting on August 21st at 5:30 p.m. and a work session will immediately follow.

Dr. Gupta shared that he was thankful for our board chair. He also wanted to remind the community that school would be starting on August 15th and to be aware of the buses that will be out on the road.

K. Informational Items

Next School Board Meeting (Special Meeting): Tuesday, August 21, 2018, 5:30 p.m., Board Room, School Administration Building

Regular School Board Meeting: Tuesday, September 4, 2018, 5:30 p.m., Board Room, School Administration Building

Lynchburg City School Board – Regular Meeting
August 7, 2018
Page Eight

Virginia School Board Association Governance Training: Friday, September 21, 2018, at 200 Hansen Road, Charlottesville, Virginia. All board members and the superintendent must be in attendance.

Board Governance and Norms will be reviewed at the September 21, 2018 training. After review and updating, Governance and Norms will be an agenda item on the November board meeting agenda.

All retreat topic suggestions are to be submitted to Mrs. Morrison.

L. Adjournment

Meeting adjourned at 8:23 p.m.

Susan D. Morrison, Chairman

R. Denise Spinner, Clerk

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