

**Lynchburg City School Board  
Regular Meeting  
September 20, 2016**

**BOARD  
MEMBERS  
PRESENT:**

Michael J. Nilles, Chairman  
Regina T. Dolan-Sewell, Vice Chairman  
Sharon Y. Carter  
James E. Coleman  
Charleta F. Mason  
Susan D. Morrison  
Derek L. Polley  
Jennifer R. Poore  
Katie K. Snyder  
Indya M. Page, Student Representative for Heritage High School  
Sidney M. Marshall, Student Representative for E. C. Glass High School

**BOARD  
MEMBERS  
ABSENT:**

None

**ADMINISTRATION  
PRESENT:**

Scott S. Brabrand, Superintendent  
Ben W. Copeland, Assistant Superintendent of Operations and Administration  
John C. McClain, Assistant Superintendent of Student Learning and Success  
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  
Marie F. Gee, Director for Personnel  
Ethel E. Reeves, Director for Engagement, Equity, and Opportunity  
Michael K. Rudder, Director for School Improvement  
Wyllys D. VanDerwerker, Director for Exceptional Learners  
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA  
PRESENT:**

Josh Moody, *The News & Advance*

**Agenda  
Items:**

- A-1. Notice of Closed Meeting
- A-2. Certification of Closed Meeting
- B-1. Public Comments
- C-1. Paul Laurence Dunbar Middle School for Innovation
- D. Consent Agenda
- E. Student Representative Comments
- F. School Board Committee Reports
- G-1. School Board Retreat: 2016-17
- G-2. Special Education Advisory Committee: 2016-17
- G-3. Administrative Regulation 6-58: Secondary Student Evaluation and Grading Procedures
- G-4. Equity Task Force Membership and Bylaws
- G-5. VSBA Policy Services Contract
- G-6. Policy JGDZ Student/Parent Appeals
- H-1. Recommendation for Upgrade to Compensation: Substitute RN, LPN, and CNA
- H-2. Priority Schools Update
- H-3. Standards of Learning State Accreditation Results
- I. Superintendent's Comments
- J. Board Comments
- K. Informational Items
- L. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:05 p.m. in the Board Room at the School Administration Building. Dr. Nilles opened the meeting.

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

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board convened a closed meeting at 5:05 p.m., pursuant to the Code of Virginia §2.2-3711 (A) (7) to receive a briefing from legal counsel.

Yes Votes: Dr. Nilles, Dr. Dolan-Sewell, Ms. Carter, Dr. Coleman, Mrs. Morrison

No Votes: None

Abstentions: None

Mrs. Snyder arrived at 5:10 p.m.

Ms. Mason and Ms. Poore arrived at 5:21 p.m.

Mr. Polley arrived at 5:25 p.m.

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

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Ms. Carter, the school board reconvened in open session at 5:46 p.m.

Yes Votes: Dr. Nilles, Dr. Dolan-Sewell, Ms. Carter, Dr. Coleman, Ms. Mason, Mrs. Morrison, Mr. Polley, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Ms. Poore, 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. Nilles, Dr. Dolan-Sewell, Ms. Carter, Dr. Coleman, Ms. Mason, Mrs. Morrison, Mr. Polley, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

Dr. Nilles asked those in attendance to rise and recite *The Pledge of Allegiance*.

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board approved the addition of an addendum to item D-2. Personnel Report.

Yes Votes: Dr. Nilles, Dr. Dolan-Sewell, Ms. Carter, Dr. Coleman, Ms. Mason, Mrs. Morrison, Mr. Polley, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

**B-1. 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.

Ms. Veronica Ford requested to meet with the school board regarding her company.

**C-1. Paul Laurence Dunbar Middle School for Innovation: Civics Leadership**

As part of the course curriculum of the eighth grade civics leadership class at Paul Laurence Dunbar Middle School for Innovation, the students have been challenged with the task of identifying a beautification project for the school. In the course of their research, the students were made aware of areas around the school they felt were in need of "immediate" attention.

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The purpose of the presentation was to with the school board the list of items/areas identified as needing improvement at Paul Laurence Dunbar Middle School for Innovation. The presentation included photographs of the areas that needed repair and replacement and also offered solutions for some of the problem areas.

Mr. Copeland and members of the Department for Maintenance will work with the students on the various capital improvements identified by them.

**D. Consent Agenda**

Upon MOTION by Dr. Coleman, SECONDED by Ms. Poore, the school board approved the school board meeting minutes of September 6, 2016 (Regular Meeting) and the personnel report and addendum for the period September 6 – 20, 2016.

Yes Votes: Dr. Nilles, Dr. Dolan-Sewell, Ms. Carter, Dr. Coleman, Ms. Mason, Mrs. Morrison, Mr. Polley, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 20, 2016, EXHIBIT "A," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

**E. Student Representative Comments**

Ms. Indya M. Page, student representative for Heritage High School, and Ms. Sidney M. Marshall, student representative for E. C. Glass High School, provided comments about the events and activities occurring at their schools.

**F. School Board Committee Reports**

None

**G-1. School Board Retreat: 2016-17**

The Lynchburg City School Board will conduct its annual retreat on November 3, 2016. Topics for discussion identified are as follows:

- Professional Development/Staff Training: Student Dress Code and Equity Guidelines
- Public Information Outreach
- School Start Times
- SOL Test Score Trends
- Teacher Pay Scale
- School Board Finance Training
- Employee Assignments and Position Allocation

The retreat will occur at the GLTC Conference Room located at Kemper Station.

**G-2. Special Education Advisory Committee: 2016-17**

State regulations governing the education of students with disabilities require the Lynchburg City School Board to appoint a Special Education Advisory Committee annually. This committee meets a minimum of four times per year. Members serve two-year terms.

The Virginia Department of Education guidelines define the role of the Special Education Advisory Committee as follows:

- To advise the school division of unmet needs in the education of students with disabilities
- To assist the school division in the formulation and development of long range plans designed to provide needed educational services for students with disabilities
- To participate in the development of priorities and strategies for meeting the identified needs of students with disabilities
- To submit periodic reports and recommendations regarding the education of students with disabilities to the division superintendent for transmission to the school board
- To assist the school division in interpreting plans to the community for meeting the special needs of students with disabilities.

The proposed membership appeared as an attachment to this agenda report.

Upon MOTION by Mrs. Morrison, SECONDED by Dr. Dolan-Sewell, the school board approved the membership of the Special Education Advisory Committee for the 2016-17 school year.

Yes Votes: Dr. Nilles, Dr. Dolan-Sewell, Ms. Carter, Dr. Coleman, Ms. Mason, Mrs. Morrison, Mr. Polley, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 20, 2016, EXHIBIT “B,” FOR A COPY OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEMBERSHIP FOR 2016-17.)

**G-3. Administrative Regulation 6-58: Secondary Student Evaluation and Grading Procedures**

As part of the annual update to the High School Program of Studies during the 2015-2016 school year, the school board approved changes including a move from a semester basis for all courses to a year-basis for most courses. This modification to the course timing necessitates that the procedure for determining grades be updated.

The proposed update to Administrative Regulation 6-58 is intended to make adjustments to grading to account for the move from semester to year courses while minimizing changes to the remaining components of the regulation.

Dr. McClain did explain that the end-of-year exam will be a comprehensive exam that covers all four quarters.

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board approved changes to Administrative Regulation 6-58: Secondary Student Evaluation and Grading Procedures.

Yes Votes: Dr. Nilles, Dr. Dolan-Sewell, Ms. Carter, Dr. Coleman, Ms. Mason, Mrs. Morrison, Mr. Polley, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 20, 2016, EXHIBIT “C,” FOR A COPY OF ADMINISTRATIVE REGULATION 6-58: SECONDARY STUDENT EVALUATION AND GRADING PROCEDURES.)

**G-4. Equity Task Force Membership and Bylaws**

In March 2015, the Equity Task Force (formerly the Key Communicators Advisory Committee) was renamed. The board approved the objectives and list of members at that time. Since then, the work of the Equity Task Force has increased which has led us to update the by-laws and list of members.

The current membership for this advisory committee and the updated by-law appeared as an attachment to the agenda report. It was noted that Charleta F. Mason would replace Jennifer R. Poore on the committee, and that Ms. Poore will remain as an alternate member. Members of the committee have been notified of the criteria for remaining a member in good standing.

Upon MOTION by Mrs. Carter, SECONDED by Ms. Carter, the school board approved the membership of the Equity Task Force.

Yes Votes: Dr. Nilles, Dr. Dolan-Sewell, Ms. Carter, Dr. Coleman, Ms. Mason, Mrs. Morrison, Mr. Polley, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 20, 2016, EXHIBIT “D,” FOR A COPY OF THE SUPPORTING DOCUMENTS.)

**G-5. VSBA Policy Services Contract**

For the past several years, the Lynchburg City Schools has used the policy services provided by the Virginia School Boards Association (VSBA). The current contract between the school division and VSBA will expire on September 30, 2016.

The new contract, in the amount of \$3,000, will “require the school board to maintain and follow up-to-date policies and further requires that all policies shall be reviewed at least every five years and revised as needed.” The contract provides the school board with online access to the VSBA policy manual, update services to policies, and access to VSBA staff members and its attorney to help answer questions about policies.

This contract is renewable for four additional one-year terms at the original (\$3000) contract fee. A copy of the contract appeared as an attachment to the agenda report.

Upon MOTION by Ms. Mason, SECONDED by Ms. Poore, the school board authorized the school board chairman and the school board clerk to enter into a contract on behalf of the school board for VSBA Policy Services in the amount of \$3,000 which is renewable for four additional one-year terms at this contract fee.

Yes Votes: Dr. Nilles, Dr. Dolan-Sewell, Ms. Carter, Dr. Coleman, Ms. Mason, Mrs. Morrison, Mr. Polley, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 20, 2016, EXHIBIT “E, “ FOR A COPY OF THE VSBA POLICY SERVICES CONTRACT. )

#### **G-5. Policy JGDZ Student/Parent Appeals**

Following a review of Policy JGDZ Student/Parent Appeals, legal counsel suggests that the last sentence of this policy be changed to reflect its intent. The policy now reads that students/parents appear to be given the latitude to appeal a disciplinary action within a reasonable time rather than follow guidelines that appear in other discipline policies. Counsel suggests that the sentence be changed as follows:

*This policy is subject to and does not supersede other policies that include a specific appeals process.*

Upon MOTION by Dr. Coleman, SECONDED by Mrs. Snyder, the school board approved changes to Policy JGDZ Student/Parent Appeals.

Yes Votes: Dr. Nilles, Dr. Dolan-Sewell, Ms. Carter, Dr. Coleman, Ms. Mason, Mrs. Morrison, Mr. Polley, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 20, 2016, EXHIBIT “F,” FOR A COPY OF POLICY JGDZ STUDENT/PARENT APPEALS.)

#### **H-1. Recommendation for Upgrade to Compensation: Substitute RN, LPN, and CNA**

Due to the increasing difficulty to obtain qualified school nurse substitutes, the recommendation for an increase in this group’s daily rate is being requested. Currently the rate is \$70 per day for anyone who substitutes in this capacity whether they are certified as a RN, LPN, or CNA. Many days openings at schools for substitutes for these positions go unfilled.

The school administration recommends the following change in daily rate that will better reflect the certification level of the substitute:

CNA	- \$70
LPN	- \$75
RN	- \$85

The school administration provided additional information associated with vacancy rates for unfilled substitutes, rate comparison for surrounding school divisions, and comparison with other short-term options for candidates.

Consideration of this item is being requested so that the new rate can be advertised as quickly as possible.

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Dr. Coleman, the school board approved the rate changes for RN, LPN, and CNA substitutes.

Yes Votes: Dr. Nilles, Dr. Dolan-Sewell, Ms. Carter, Dr. Coleman, Ms. Mason, Mrs. Morrison, Mr. Polley, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

## **H-2. Priority Schools Update**

Based on guidelines outlined in the flexibility waiver of the Elementary and Secondary Education Act (ESEA), Dearington Elementary School for Innovation and Perrymont Elementary School were identified as Priority Schools in 2014-2015. As part of the requirements for Priority Schools, each school has contracted with a Lead Turnaround Partner (LTP) using funding provided through federal school improvement grants.

The LTP selected to support both schools is American Institute for Research (AIR). One of the ESEA requirements is that the LTP report to the school board on the work of the LTP and the resulting progress being made relative to student achievement. During this presentation, the principals of each school reported on student achievement results based on 2015-2016 SOL assessments and AIR staff outlined services provided at each school during 2015-2016 as well as those that will be implemented during 2016-2017.

The work performed by AIR is funded through priority school grants. The current grant ends on September 30, 2016; however, the grant for 2016-17 has been approved, so that funding source can continue to support their services. The scope of the work for each school is individually created based on school needs. At this time, AIR provides 40 hours of service per week at each school. Techniques being used at these schools are being transferred through LCS lead coaches to other schools within the division.

Dr. Coleman left at 7:05 p.m.

## **H-3. Standards of Learning State Accreditation Results**

Each year the school division administers Standards of Learning (SOL) tests in grades three through eight as well as 12 high school end-of-course tests. On September 14, 2016, the Virginia Department of Education released official state accreditation results based on Standards of Learning tests. There are two school accountability systems: the state accreditation system and the Federal Annual Measurable Objectives (FAMO) system. The SOL test results are used in the calculation of State Accreditation and FAMO. Students begin taking these tests in third grade, and high school students must pass their courses and the SOL tests in order to earn a high school diploma.

Federal calculations include subgroup scores categorized by economically disadvantaged, black, Hispanic, students with disabilities, and English language learners. The federal scores are often lower than state accreditation scores because there is no recognition of recovery points or substitute tests. Federal scores are used when there is a comparison of schools and/or school divisions, and these scores are also posted on the school report cards on the VDOE website.

The Every Student Succeeds Act, which was signed in December 2015, replaces the No Child Left Behind Act. While there were no federal targets set for 2015-16, Title I Priority and Focus schools will still be identified. There are also many detail still to be determined.

For state accreditation, school must reach a target of 75 percent in English, 70 percent in math, 70 percent in history, and 70 percent in science. The graduation and completion index is 85 percent. School may use a three-year average to meet the 70/75 percent benchmark, and recovery points in reading and math are available.

For the Virginia Graduation and Completion Index, school must reach a benchmark of 85 percent through a series of scores as follows: Diploma – 100; GED – 75; Still Enrolled – 70; and Certificate of Program Completion – 25. Based on 2016 graduates, E. C. Glass High School received a GCI of 85, and Heritage High School received a GCI of 86.

Elementary schools that are fully accredited this year are Bedford Hills Elementary School, Paul Munro Elementary School; Sandusky Elementary School, Sheffield Elementary School, and Heritage High School. Partially Accredited schools are Robert S. Payne Elementary School and William Marvin Bass Elementary School. The rest are to be determined.

Information about how the school division compares to other school divisions in the area and the interventions and programs in place to increase student achievement on SOL tests was also shared with the school board.

Mr. Polley left at 7:15 p.m.

## **I. Superintendent's Comments**

The school administration will share a timeline regarding the development of the 2017-18 school calendar at the next school board meeting. Dr. Brabrand noted that the beginning and end date for the school year will not change, and intersessions will not be increased.

LCS One Phase 2 has begun with the eighth grade students at Linkhorne Middle School.

Numerous activities are occurring at the high schools in support of GEAR UP week, which is to help raise awareness for college readiness.

LCS will sponsor runners for the annual 10-miler event that will occur on Saturday.

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Heritage High School will host the quarterly Town and Gown meeting on September 21, 2016. The meeting is a city council initiative to work with area college presidents.

The Empowerment Academy ribbon cutting ceremony will occur on September 27, 2016 at 6:00 p.m.

**J. Board Comments**

None

**K. Informational Items**

Next School Board Meeting: Tuesday, October 4, 2016, 5:30 p.m., Board Room, School Administration Building

**L. Adjournment**

The meeting adjourned at 7:38 p.m.

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Michael J. Nilles, Chairman

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Wendie L. Sullivan, Clerk

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