

**Lynchburg City School Board
Regular Meeting
October 4, 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
Indya M. Page, Student Representative for Heritage High School
Sidney M. Marshall, Student Representative for E. C. Glass High School

**BOARD
MEMBERS
ABSENT:**

Katie K. Snyder

**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
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 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. Public Comments
- B-1. Finance Report
- C. Consent Agenda
- D. Student Representative Comments
- E. School Board Committee Reports
- F. Unfinished Business
- G-1. Fund Balance Recommendations
- G-2. Lynchburg Regional Juvenile Detention Center Education Program Budget: 2016-17
- G-3. Promise Plan: Positive Behavior Intervention and Supports (Promise Plan: Cluster 6)
- G-4. Timeline and Development: 2017-18 School Calendar
- G-5. Capital Improvement Plan: ARC Flash Professional Services
- H. Superintendent's Comments
- I. Board Comments
- J. Informational items
- K. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:33 p.m. in the Board Room at the School Administration Building. Dr. Nilles opened the meeting and asked those in attendance to rise and recite *The Pledge of Allegiance*.

Upon MOTION by Dr. Coleman, SECONDED by Ms. Mason, the school board added an addendum to item C-2. Personnel Report, replaced the attachment for item G-2. Lynchburg Regional Juvenile Detention Center Education Program Budget: 2016-17, and added item G-5. Capital Improvement Plan: ARC Flash Professional Services.

**Lynchburg City School Board – Regular Meeting
October 4, 2016
Page Two**

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

No Votes: None

Abstentions: None

A-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.

Mr. Danny McCain commented about the percentage of African American students who failed the Standards of Learning tests and requested a meeting with the school board to include community members in order to discuss issues related to their failure and ways in which to address those issues.

Mr. Ian Moore spoke to the school board about employee compensation.

B-1. Finance Report

The school administration, in accordance with the FY2016-17 school operating budget, authorized, approved, and processed the necessary payments through August 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 August 31, 2016, for the operating fund.

Total Operating Fund Budget	\$ 93,056,175.00
-----------------------------	------------------

Through August 31, 2016

Actual Revenue Received	\$ 6,575,302.45
Actual Expenditures	\$ 10,468,854.29
Actual Encumbered	\$ 70,244,749.71

Percent of Budget Received	7.07 %
Percent of Budget Used, excluding encumbrances	11.25%

As of 7/31/16 – 1 month	16.67%
-------------------------	--------

The revenue and expenditure reports detailed the transactions recorded through August 31, 2016. All reports appeared as attachments to the agenda report.

Mr. Beckles explained that the governor had originally included a two percent increase in compensation for teachers and state employees in his budget, which would take effect December 1. Due to the shortfall in the governor's budget, he revised his budget and removed the two percent increase. As a result, the school administration is reviewing student enrollment and monitoring expenditures and revenue to see if there is a possibility that money can be found within the school operating budget so that employees can receive the two percent raise.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 4, 2016, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

C. Consent Agenda

Upon MOTION by Ms. Carter, SECONDED by Ms. Poore, the school board approved the school board meeting minutes for September 13, 2016 (Student Discipline Committee Meeting); September 20, 2016 (Regular Meeting); and September 22, 2016 (Student Discipline Committee Meeting); and the personnel report and addendum for September 20 – October 4, 2016.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 4, 2016, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

D. 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.

E. School Board Committee Reports

Mr. Coleman thanked Dr. Nilles for his presence at the recent Equity Task Force meeting. He said that it had been a good meeting, and it was well attended.

F. Unfinished Business

None

G-1. Fund Balance Recommendations

The fund balance for the 2015-16 school year is \$1,358,955. The school administration has discussed possible uses for those funds and recommends the following:

Return of Funds to Health Insurance Reserve	\$ 500,000
Purchase of Finance/HR Software	\$ 400,000
Replenishment of Maintenance Reserve	\$ 200,000
Renovation of Empowerment Academy	\$ 100,000
Textbooks Reserve	\$ 91,176
Purchase of All Terrain Fork Lift	\$ 35,000
Purchase of Custodial Equipment	\$ 32,779

	\$1,358,955
	=====

Additional information regarding the recommended uses for the 2015-16 fund balance is presented below.

Return of funds to Health Insurance Reserve (\$500,000)

Due to an anticipated increase in medical claims over the budgeted amount, the school administration requested to use \$600,000 from the Health Insurance Reserve. The claims for 2015-16 exceeded the budget by only \$100,000 which resulted in \$500,000 in unused funds. The school administration recommends that these unused funds be returned to the Health Insurance Reserve for future use.

Purchase of Finance/HR Software (\$400,000)

Funds were approved to be used this past year to purchase new Finance/HR Software. Because of the reduction in state revenue due to the decrease in ADM, the purchase was delayed.

Replenishment of Maintenance Reserve (\$200,000)

The air conditioning system at Paul Munro Elementary school failed during the year resulting in the need to use funds from the Maintenance Reserve to assist with covering the cost of replacing the air conditioning unit. These funds will replace the money used from the reserve.

Renovation of Empowerment Academy (\$100,000)

Due to the reduction in our state revenue, the renovation cost for the Empowerment Academy was taken from the operating maintenance budget in order to have the facility ready for the start of school. These funds will replace the funds used from the operating maintenance budget.

Textbooks Reserve (\$91,176)

Textbook funds can only be used to the purchase of textbooks and any funds not spent during the school year must be carried over.

Purchase of All Terrain Fork Lift (\$35,000)

These funds will be used to purchase an all-terrain fork lift for the Department of Maintenance's use in the warehouse.

Purchase of Custodial Equipment (\$32,779)

These funds will be used to purchase five (5) ride on floor scrubbers.

This item will be placed on the consent agenda for consideration at the next school board meeting.

G-2. Lynchburg Regional Juvenile Detention Center Education Program Budget: 2016-17

The 2016-17 funding for the Lynchburg Regional Juvenile Detention Center Education Program in the amount of \$817,077.96 has been approved by the Virginia Department of Education. Lynchburg City Schools serves as the fiscal agent for this state-operated program. Lynchburg City Schools employs eight teachers, a principal, and a full-time administrative secretary at the Lynchburg Regional Juvenile Detention Center where educational services are provided to approximately 25 students. The Lynchburg Regional Juvenile Detention Center budget appears as follows:

**Lynchburg City School Board – Regular Meeting
 October 4, 2016
 Page Four**

Budget:

Personnel Salary Compensation	\$546,137.80
5% of Salaries Expanded-Indirect	\$27,306.89
Fringe Benefits and Fixed Charges	\$191,383.27
Substitutes	\$2,550.00
<u>Sub-total Personal Salary Compensation</u>	<u>\$767,377.96</u>
Travel Expenses	\$11,400.00
Instructional Supplies and Equipment	\$11,000.00
Textbooks	\$2,500.00
Storage & Office Chairs	\$1,750.00
Related Services	\$4,900.00
Technology Replenish	\$10,000.00
Fax/ Copier	\$2,400.00
Tuition Reimbursement	\$2,000.00
Internal Duplicating	\$250.00
MT Materials	\$500.00
Student Recognition/incentives	\$750.00
Postage	\$250.00
Tech Services	\$2,000.00
<u>Sub-total Non-Personnel Expenses:</u>	<u>\$49,700.00</u>
Total	\$817,077.96

This item will be placed on the consent agenda for consideration at the next school board meeting.

G-3. Promise Plan: Positive Behavior Intervention and Supports (Promise Plan: Cluster 6)

Positive Behavior Interventions and Supports (PBIS) is a tiered framework which allows for the placement of evidence-based strategies and interventions. These practices are implemented in classroom and non-classroom settings to improve behavioral outcomes. The school division is currently in its fourth year of implementation so many of the critical elements of the PBIS processes are occurring in schools. This presentation provided the school board with background information and ongoing progress in PBIS implementation throughout the division.

PBIS is a proactive approach to discipline with an emphasis on classroom management and evidence-based strategies that includes behavior specific praise, attention gaining signals, voice level management, and transition planning. School-wide expectations and rules are instructed using a behavior matrix, lesson plans, and modeling.

Electronic folders have been developed for use by PBIS teams through Google Classrooms. These folders allow for the sharing of resources and ideas division wide. Teams meet to discuss and review student behavior and attendance to see if there are outside influences that cause the student behavior. This helps teachers to accurately identify levels of support as it relates to student behavior. Staff training and development continues to be offered to teachers so that they are equipped to identify certain behaviors and provide the necessary interventions for students.

G-4. Timeline and Development: 2017-18 School Calendar

The 2016-2017 school year is the second of two years for the modified school calendar that was approved by the school board in March 2015. During the 2015-16 school year, the school board made some minor changes to the 2016-17 school calendar as a result of feedback received from students, parents, and staff.

Over the next couple of months, a process will be put into place for developing the proposed calendar for the 2017-18 school year.

- Mid-October: Data compiled from intersessions and summer programs
- October 24 – November 4: Survey of students, parents, and staff will be administered
- October 24: Calendar Listening Tour: Session I
Sandusky Middle School – Cafeteria – 7:00 p.m.
- November 2: Calendar Listening Tour: Session 2
Linkhorne Middle School – Library – 7:00 p.m.
- November 15: Proposed calendar presented to the school board
- December 5: School board considers adoption of 2017-18 school calendar

G-5. Capital Improvement Plan: ARC Flash Professional Services

The school division established a capital improvement project (YS057) last year in the amount of \$100,000 for ARC Flash professional services. RFP 2016-069 was released by the City Purchasing Department on April 8, 2016, and 15 proposals were received in May. The proposals were evaluated, and the top three were invited to participate in a presentation and interview with the evaluation team. Following the presentation Lewellyn Technology was selected as the top firm. The school administration entered into a negotiation with Lewellyn to develop a detailed scope of work and determine cost. The total price for the work effort is \$189,718.98. To adequately fund the effort the school administration will transfer \$90,000 from the remaining balance of the Heritage Elementary School main electrical service replacement project (YS535) completed during summer 2016. The remaining balance from the Heritage Elementary School project is \$119,740.

ARC Flash Project Goals:

- Identify all ARC Flash hazards
- Generate mitigation recommendations
- Classify the appropriate personal protective equipment
- Create a safer workplace

This item will be placed on the consent agenda for consideration at the next school board meeting.

H. Superintendent's Comments

On October 5, 2016, the school administration will conduct a Listening Tour for the purpose of receiving information from the community about the school operating budget for 2017-18. The Tour will begin at 5:30 p.m. at Heritage High School.

The Heritage High School building dedication will occur on October 6, 2016, at 6:30 p.m.

Intersession will occur October 17-21, 2016.

Dr. Brabrand thanked custodians throughout the school division for their hard work and efforts in recognition of Custodian Appreciation Day.

Dr. Brabrand remembered the family of Mr. Walter Fore whose funeral will occur tomorrow. Mr. Fore was a great force in our community who will always be remembered for his leadership as a civil rights activist and advocate.

I. Board Comments

Dr. Coleman echoed the remarks of Dr. Brabrand regarding Mr. Fore. He said his legacy will continue to move us forward. Dr. Coleman also provided remarks about the ribbon cutting ceremony at the Empowerment Academy.

Ms. Carter provided complimentary remarks about the article in *The News & Advance* about the Empowerment Academy. She also expressed her appreciation for the custodians.

Ms. Mason attended a game at one of the schools, and parents were excited to see a school board member at such an event and thanked her for taking the time to come. She encouraged board members to participate in school activities as it does mean a lot to parents, students, and staff.

J. Informational Items

Next School Board Meeting: Tuesday, November 1, 2016, 5:30 p.m., Heritage High School

School Board Retreat: Thursday, November 3, 2016, GLTC Conference Room, Kemper Street Station, Second Floor

K. Adjournment

The meeting adjourned at 6:44 p.m.

Michael J. Nilles, Chairman

Wendie L. Sullivan, Clerk

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