

**Lynchburg City School Board
Regular Meeting
November 7, 2017**

**BOARD
MEMBERS
PRESENT:**

Michael J. Nilles, Chairman
James E. Coleman, Vice Chairman
Robert O. Brennan
Sharon Y. Carter
Charleta F. Mason
Susan D. Morrison
Derek L. Polley
Kimberly A. Sinha
Katie K. Snyder
Eva Marie Barauskaus, Student Representative, E. C. Glass High School
Manan A. Shah, Student Representative, Heritage High School

**BOARD
MEMBERS
ABSENT:**

None

**ADMINISTRATION
PRESENT:**

Larry A. Massie, Acting Superintendent
Ben W. Copeland, Assistant Superintendent for Operations and Administration
John C. McClain, Assistant Superintendent for 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
Steven L. Gatzke, Director for Facilities
Marie F. Gee, Director for Personnel
Michael K. Rudder, Director for School Improvement
Russell E. Stone, Director for Transportation
Wyllys D. VanDerwerker, Director for Exceptional Learners
Dixie B. Sears, Supervisor for Language Arts, History, Library, and Foreign Language
Maria T. Jaeger, Supervisor for Math and Science
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Sydney Schaedel, *The News & Advance*

**Agenda
Items:**

- A-1. Public Comments
- B-1. Governor's Award for Excellence and Innovation in Education
- C-1. Finance Report
- D. Consent Agenda
- E. Student Representative Comments
- F. School Board Committee Report
- G-1. School Board Governance Norms and Protocols
- G-2. Dates, Meeting Time, and Location for the School Board Meetings: 2017-18
- H-1. Special Education Advisory Committee: 2017-18
- H-2. Virginia Tiered Systems of Support Grant Cohort 4: Implementation Phase 2017-18
- I. Superintendent's Comments
- J. Board Comments
- K. Informational Items
- L. Adjournment

The Lynchburg City School Board met for its regular business meeting at 5:26 p.m. in the Board Room at the School Administration Building. Dr. Nilles opened the meeting and requested that those in attendance rise and recite *The Pledge of Allegiance*.

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Upon MOTION by Ms. Carter, SECONDED by Ms. Mason, the school board added an addendum to item D-2. Personnel Report for the period October 17 – November 7, 2017, and replaced the attachment for item H-1. Special Education Advisory Committee: 2017-18.

Yes Votes: Dr. Nilles, Dr. Coleman, Dr. Brennan, Ms. Carter, Ms. Mason, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

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. Ronald Shavers spoke about his interactions with children who participate in his Kings and Queens Afterschool Program and their perception of teachers being unresponsive to their needs.

Mr. Robert Flood spoke about the inability of ex-felons to volunteer in schools.

Ms. Wendy Yates spoke on behalf of veteran teachers regarding the teacher pay scales.

Ms. Catherine Phillips spoke on behalf of the LEA regarding compensation for employees.

B-1. Governor’s Award for Excellence and Innovation in Education

On October 26, 2017, Mrs. Karen S. Nelson, principal of Perrymont Elementary School, was presented with the Governor’s Award for Excellence and Innovation in Education in the area of Closing the Achievement Gap. There were 13 recipients out of more than 120 nominations who received awards in five categories. The categories are: Closing the Achievement Gap, Community Partnerships and Collaboration, Innovation in Education, Preparing Students for the New Virginia Economy, and Supporting School Readiness.

The initiative recognizes outstanding educators and leaders, schools, divisions, and community partners across the five categories. Governor McAuliffe stated that, “Over the last four years, my administration has worked hard to reduce the achievement gap, improve accountability, expand opportunities for career exposure and experiential learning in our public schools. These individuals, schools, divisions, and partners are at the forefront of that effort...”

The school board recognized Mrs. Nelson with a plaque and a photograph of her and her staff with the governor.

C-1. Finance Report

The school administration, in accordance with the FY2017-18 school operating budget, authorized, approved, and processed the necessary payments through September 30, 2017. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarized the payments made through September 30, 2017 for the operating fund.

Total Operating Fund Budget		\$ 95,324,667.00
Through September 30, 2017		
Actual Revenue Received	\$ 16,166,055.02	
Actual Expenditures	\$ 18,585,759.36	
Actual Encumbered	\$ 66,068,753.43	
Percent of Budget Received		16.96%
Percent of Budget Used, excluding encumbrances		19.50%
As of 9/30/17 – 3 months		25.00%

The revenue and expenditure reports detailed the transactions recorded through September 30, 2017. All reports appeared as attachments to the agenda report.

Mr. Beckles explained that revenues are on target for the three-month period. There are some negative balances in expenditures as the audit was just completed and accounts have not been closed from the 2016-17 school year.

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Mr. Beckles gave an update of the students who receive free and reduced lunch indicating that all applications had been processed for all eligible students. Applications for new students who enroll in school and who are eligible for services are processed the same day. Meal participation for students is trending up. The School Nutrition department is having difficulty hiring qualified individuals to prepare and serve meals.

The finance module of the Alio software has been installed and is now operational. Phase 2 of the installation process will begin soon. This software is for personnel and payroll. This will take a little more time as Alio will need to be configured to interface with software used for employee leave and time-keeping.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 7, 2017, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

D. Consent Agenda

Upon MOTION by Mrs. Snyder, SECONDED by Mrs. Morrison, the school board approved the minutes for October 11, 2017 (Special Meeting); October 17, 2017 (Regular Meeting); and October 19, 2017 (Student Discipline Committee Meeting); and the personnel report and addendum for the period October 17 – November 7, 2017.

Yes Votes: Dr. Nilles, Dr. Coleman, Dr. Brennan, Ms. Carter, Ms. Mason, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

(SEE BOARD DOCUMENT FILE, MEETING OF NOVEMBER 7, 2017, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

E. Student Representative Comments

Ms. Eva Marie Barauskas, student representative for E. C. Glass High School, and Mr. Menan A. Shah, student representative for Heritage High School, shared comments about the events and activities occurring at their schools.

F. School Board Committee Reports

None

G-1. School Board Governance Norms and Protocols

On September 22, 2017, the Lynchburg City School Board, received governance training conducted by the Virginia School Boards Association. During that professional development training, the school board reviewed and revised its current Governance Norms and Protocols, which were developed during a similar training activity conducted in April 2016. The document, which appeared as an attachment to the agenda report, 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.

Upon MOTION by Mrs. Morrison, SECONDED by Ms. Carter, the school board approved the School Board Governance Norms and Protocols.

Yes Votes: Dr. Nilles, Dr. Coleman, Dr. Brennan, Ms. Carter, Ms. Mason, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 7, 2017, EXHIBIT "C," FOR A COPY OF THE SCHOOL BOARD GOVERNANCE NORMS AND PROTOCOLS.)

G-2. Dates, Meeting Time, and Location for the School Board Meetings: 2017-18

Annually, the school board establishes the meeting dates, time, and location for the regular school board meetings. On July 11, 2017, the school board established the first and third Tuesday of each month, beginning at 5:30 p.m. in the Board Room at the School Administration Building with the exception of April 3, 2018, as its meeting schedule for the 2017-18 school year.

During the school board retreat, one of the topics for discussion was to change the meeting schedule to one meeting per month. The school board agreed through consensus to this change. Further, the school board also agreed to meet on January 16, 2018, rather than January 2, 2018.

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Dr. Nilles asked that work sessions be included for February 20, 2017, and March 20, 2017.

Upon MOTION by Ms. Carter, SECONDED by Dr. Brennan, the school board established the first Tuesday of each month, as well as February 20, 2018, and March 20, 2018 as work sessions, at 5:30 p.m. in the Board Room at the School Administration Building as the dates, time, and location for the school board meetings for the 2017-18 school year with the exception of January 2, 2018, and April 3, 2018.

Yes Votes: Dr. Nilles, Dr. Coleman, Dr. Brennan, Ms. Carter, Ms. Mason, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

H-1. Special Education Advisory Committee: 2017-18

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; and
- 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 the agenda report. New members are noted in bold.

Upon MOTION by Mrs. Morrison, SECONDED by Ms. Mason, the school board approved the membership of the Special Education Advisory Committee for the 2017-18 school year.

Yes Votes: Dr. Nilles, Dr. Coleman, Dr. Brennan, Ms. Carter, Ms. Mason, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 7, 2017, EXHIBIT "D," FOR A COPY OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEMBERSHIP FOR THE 2017-18 SCHOOL YEAR.)

H-2. Virginia Tiered Systems of Support Grant Cohort 4: Implementation Phase 2017-18

Lynchburg City Schools was awarded \$25,000.00 from The Virginia Department of Education (VDOE) for Cohort 4 of the Virginia Tiered Systems of Supports (VTSS) for the 2017-18 school year. The VTSS is a coordinated, tiered approach to improving educational outcomes through a continuum of evidence-based academic, behavioral, and mental wellness supports for all students. Through this initiative, the VDOE will provide training and technical assistance to Lynchburg City Schools with the implementation of VTSS, including the initial focus area of Positive Behavioral Interventions and Supports (PBIS). The pilot schools for VTSS coaching are E. C. Glass High School and Linkhorne Middle School.

Budget:

Personnel Salary Compensation	\$3,600
Fringe Benefits and Fixed Charges	\$280
<u>Sub-total Personnel Salary Compensation:</u>	<u>\$3,880</u>
Purchased	\$3,500
Internal Purchased/Contracted Services	\$1,020
Travel Expenses	\$13,600
Materials/Supplies	\$3,000
<u>Sub-total Non-Personnel Expenses:</u>	<u>\$21,120</u>
Total	\$25,000

This item will be considered as a consent agenda item at the next school board meeting.

I. Superintendent's Comments

Dr. Massie announced that the 26th Annual Anne Spencer Poetry Contest will occur on November 9, 2017, in the Carl Anderson Performance Auditorium at Paul Laurence Dunbar Middle School for Innovation beginning at 6:00 p.m.

Dr. Massie read the following statements: *The Lynchburg City School Board determined at its meeting on August 15, 2017, that Policy IICB-R/IICC-R Community Resource Personnel/School Volunteers be reconsidered in 90 days. In view of the fact that there has been no changes in the circumstances of this matter, I recommend that Policy remain in place unchanged.*

There is no need for action on this item as no changes are being made to the policy.

The joint meeting of the Lynchburg City Council and the Lynchburg City School Board will occur on December 7, 2017, at 5:30 p.m. The place is yet to be determined.

J. Board Comments

Dr. Brennan thanked the many community members who came to support the inclusion of ex-felons as volunteers in schools in an effort to find mentors for our students.

K. Informational Items

Next School Board Meeting: Tuesday, November 21, 2017, 5:00 p.m., Board Room, School Administration Building

L. Adjournment

The meeting adjourned at 6:47 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.)