

**Lynchburg City School Board  
Regular Meeting  
November 27, 2012**

**BOARD  
MEMBERS  
PRESENT:**

Charles B. White, Chairman  
Trenay L. Tweedy, Vice Chairman  
Mary Ann H. Barker  
Albert L. Billingsly  
Jennifer R. Poore  
Katie K. Snyder  
J. Marie Waller  
Thomas H. Webb  
Tiani O. Pannell, Student Representative for Heritage High School

**BOARD  
MEMBERS  
ABSENT:**

Regina T. Dolan-Sewell  
Sara B. Natour, Student Representative for E. C. Glass High School

**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  
Jason J. Ferguson, Director of Transportation  
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  
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA  
PRESENT:**

Jessie Pounds, *The News & Advance*

**Agenda  
Items:**

- A-1. Public Comments
- B-1. School Improvement Plan: Bedford Hills Elementary School
- C-1. Finance Report
- D. Consent Agenda
- E. Student Representative Comments
- F-1. Early College Scholars Program
- F-2. Safe Routes to School
- F-3. Legislative Positions: 2012-13
- F-4. Fund Balance Recommendations: 2011-12
- F-5. Capital Improvement Plan: 2014-22
- G-1. Student Enrollment Trends
- H. Superintendent's Comments
- I. Board Comments
- J. Informational Items
- K. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:30 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 Mr. Billingsly, SECONDED by Mrs. Barker, the school board deleted item G-1. Administrative Regulation 7-45: Interscholastic Athletic Participation from the school board meeting agenda.

Yes Votes: Mr. White, Mrs. Barker, Mr. Billingsly, Ms. Poore, Ms. Snyder, 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.

Ms. Kathy Hudson, representative for the Lynchburg Education Association, spoke before the school board regarding continuing contracts for teachers.

Mrs. Tweedy arrived at 5:32 p.m.

**B-1. School Improvement Plan: Bedford Hills Elementary School**

The superintendent has directed each school within the school division to form a School Improvement Planning Team that will develop school improvement plans that identify areas for growth and improvement specific to their students' academic, behavioral, and cultural needs. During this presentation, Mrs. Faye E. James, interim principal at Bedford Hills Elementary School, and members of her staff reviewed each section of the school improvement plan and outlined the various goals and strategies in place for achievement, behavior, and culture.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 27, 2012, EXHIBIT "A," FOR A COPY OF THE SCHOOL IMPROVEMENT PLAN FOR BEDFORD HILLS ELEMENTARY SCHOOL.)

**C-1. Finance Report**

The school administration, in accordance with the 2012-13 schools' operating budget, authorized, approved, and processed the necessary payments through October 31, 2012. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarized the payments made through October 31, 2012, for the operating fund.

Total Operating Fund Budget		\$81,622,319.00
Through October 31, 2012		
Actual Revenue Received	\$ 11,466,253.08	
Actual Expenditures	\$ 18,989,853.44	
Actual Encumbered	\$ 52,245,155.99	
Percent of Budget Received		14.05%
Percent of Budget Used, excluding encumbrances		23.27%
As of 10/31/12 – 4 months		33.32%

The revenue and expenditure reports detailed the transactions recorded through October 31, 2012. All reports appeared as attachments to the agenda report.

Mr. Beckles stated that one of the areas he plans to focus on next quarter is making sure he matches the actual payroll against the budgeted payroll. If we can determine what this number is earlier, it will help us use budgeted funds that are not used more efficiently.

The audit of the health benefits has been completed. There are some issues that have arisen, and the city and schools administration will meet on December 21 with the auditor and service provider to discuss those issues.

Mr. Beckles reviewed the 2012-13 operating budgets, which includes the operating budget in the amount of \$81.6 million, grant budget in the amount of \$11.4 million, and school nutrition budget in the amount of \$3.6 million. Revenue for these budgets comes from federal, state, and local funds. The operating budget's revenue and expenditures must balance, and 90 percent of the budget is comprised of personnel and utilities. Funding received from the state is based on student average daily membership. Since student enrollment is going down, revenue is decreasing.

The school division's free and reduced lunch population has grown approximately three percent since 2009-10 with William Marvin Bass Elementary School having the highest number of students in this category. With new legislation that requires the school divisions to serve whole grains, fresh fruit and vegetables, and reduced fat items, food costs have increased. Further, federal funds cannot subsidize meals for students who do not qualify for free/reduced lunch, so meal prices are increasing.

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Mr. Beckles shared 'brainstorming' ideas that the school administration had presented during the community budget meetings. Those ideas include

- new itinerate gifted opportunities teachers to provide advanced academic resources for accelerated students in base schools;
- new 12-month master teacher positions to support division and school professional growth and development and curriculum and assessment;
- restart the GEAR UP cohorts at high schools;
- expand the violin program to all students;
- reinstate the drama position;
- increase counselor, social worker, and psychologist staffing to support whole child and ASCA model;
- provide stipends for child study leaders;
- consider the addition of slots at the Governor's School;
- establish an elementary alternative education program;
- stipend for parent liaisons to support parental involvement;
- introduce Chinese and Korean language at schools for innovation;
- add a gymnasium at each elementary school to promote healthy habits for students;
- use local funding for "upgraded" food offerings – farm to table;
- increase class sizes by one or two in fourth through twelfth grade;
- propose 2.5 percent salary increase for all employees; and
- reinstate staff tuition reimbursement program.

School board members discussed the various items presented by the school administration and offered suggestions for prioritization. All agreed that a salary increase for all employees was very high on the list with elementary alternative education and gifted opportunities for base schools being next. School board members also agreed that it would be beneficial to increase social worker staffing as the school division currently has only one to serve all students.

The school board requested that the school administration schedule a study session in December so that school board members would have additional time to discuss these items and decide which ones should be included in the budget presented to city council.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 27, 2012, EXHIBIT "B," FOR A COPY OF THE FINANCE REPORT.)

**D. Consent Agenda**

Upon MOTION by Mr. Webb, SECONDED by Mr. Billingsly, the school board approved the personnel report for the period November 13 – 27, 2012, and the Special Education Annual Plan/Part B Flow-through Application and Section 619 Preschool Grant Applications for 2012-13.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 27, 2012, EXHIBIT "C," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

**E. Student Representative Comments**

Miss Tiani O. Pannell, student representative for Heritage High School, provided comments about the events and activities occurring at her school.

**F-1. Early College Scholars Program**

In September 2012, the school board approved the concept of offering an Early College Scholars program in collaboration with Central Virginia Community College (CVCC) to qualified student beginning in fall semester of 2013. Students enrolled in the Early College Scholars program for their junior and senior years of high school will earn an Associate of Arts and Science degree from CVCC as well as their high school diplomas.

Representatives from the two high schools and members of the Department of Curriculum and Instruction met with representatives of CVCC to develop guidelines for the implementation of the Early College Scholars program.

During this presentation, the school administration answered questions and provided additional information about program. Mr. Webb reiterated his concern about student who would not be able to participate in the program because they are unable to pay tuition. He was insistent that scholarships or other assistance be investigated for those students.

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Upon MOTION by Mr. Billingsly, SECONDED by Ms. Waller, the school board approved the Early College Scholars Program.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 27, 2012, EXHIBIT "D," FOR A COPY OF THE SUPPORTING DOCUMENTS.)

**F-2. Safe Routes to School**

The partnership between Region 2000, the City of Lynchburg, and the Lynchburg City Schools has yielded three grants for construction related to Safe Routes to School (SRTS): Dearington Elementary School for Innovation, Thomas C. Miller Elementary School for Innovation, and Perrymont Elementary School. The City is pursuing additional construction grants for the four remaining pilot schools: Paul Munro Elementary School, Robert S. Payne Elementary School, William Marvin Bass Elementary School, and Linkhorne Elementary School.

In the coming months, LCS will be applying for a VDOT SRTS Non-Construction Application for implementing SRST programmatic activities. Part of that application will require a letter of support from the school board. The school administration asks that the school board authorize the chairman to submit a letter of support on the school board's behalf and authorize the superintendent to sign documents as necessary for the grant process.

The first component of the grant process was construction dollars used for Dearington Elementary School for Innovation, Thomas C. Miller Elementary School for Innovation, and Perrymont Elementary School. Construction dollars are to be received for William Marvin Bass Elementary School and Linkhorne Elementary School. The second component involves funding to get the program running at full capacity.

Upon MOTION by Mr. Webb, SECONDED by Mr. Billingsly, the school board authorized the chairman to submit a letter of support on the school board's behalf and authorized the superintendent to sign documents as necessary for the grant process.

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

No Votes: None

Abstentions: None

**F-3. Legislative Positions: 2012-13**

The Lynchburg City School Board approved its legislative positions for 2011-12 on November 1, 2011. Those positions appear as an attachment to this agenda report. Also, the Virginia School Boards Association's Delegate Assembly Handbook, which includes VSBA's legislative positions have been provided to the school board for review. The school board reviewed the positions and has communicated possible revisions to the school administration. Once approved, the positions will be forwarded to area legislators.

The school administration has added a position regarding the expedited retake of SOL tests for elementary and middle school students. Students at the high school level already have this opportunity in place.

Upon MOTION Mr. Billingsly, SECONDED by Mrs. Barker, the school board approved the legislative positions for 2012-13 and authorized the school administration to forward the positions to area legislators.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 27, 2012, EXHIBIT "E," FOR A COPY OF THE LEGISLATIVE POSITIONS FOR 2012-13.)

**F-4. Fund Balance Recommendations: 2011-12**

The fund balance for the 2011-12 school year is \$2,138,086. The school administration has discussed possible uses for those funds and recommends the following:

Replenish Health Insurance Reserve

\$300,000

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Allot Unspent Textbook Funds for 2012 to Textbook Reserve	\$372,862
Capital Improvement Projects: 2012-13	\$975,000
Purchase IP Phones for All Facilities/Schools	\$149,825
Establish Special Education Disproportional Penalty Reserve	\$321,000

Additional information regarding the recommended uses for the 2011-12 fund balance was shared during the presentation.

Mr. Beckles clarified questions asked by school board members at the last school board meeting about the special education penalty reserve. He explained that by putting this money in a reserve, unbudgeted operating dollars will not have to be used, and therefore, other programs will not be affected. If we are not penalized, the funds will be used to implement interventions so that services can be provided to eliminate the possibility of disproportionality in the special education population.

Upon MOTION by Mrs. Barker, SECONDED by Ms. Waller, the school board approved the fund balance recommendations for 2011-12.

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

No Votes: None

Abstentions: None

**F-5. Capital Improvement Plan: 2014-22**

The spreadsheet, which appeared as an attachment to the agenda report, contained a draft capital improvement plan for FY 2014 to 2022. This draft has been refined and be submitted to the city for capital improvement projects for FY 2014-2018. The city administration has requested the school division's CIP package by November 21, 2012.

Mrs. Barker proposed that the addition of gymnasiums be removed from the plan until after the Heritage High School project has been funded. Mr. Copeland explained that renovations to elementary schools had been in the capital improvement plan for a period of years and then simply dropped from the plan. There are several elementary schools that have had no major renovation done and contain original materials that are more than 48 years old. The gym costs are based on two examples from state contracts where gyms were added without major renovation of the existing building. Mr. White suggested that a better approach might be to add the gyms as part of a major renovation project.

Upon MOTION by Mrs. Barker, SECONDED by Mr. Webb, the school board removed the gymnasiums as line items for Sandusky Elementary School, Linkhorne Elementary School, and Paul Munro Elementary School, and have gymnasiums for those schools to be part of the renovation project, moved the remaining elementary school gymnasiums to the year 2018, and approved the Capital Improvement Plan for 2014-22 as amended.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 27, 2012, EXHIBIT "F," FOR A COPY OF THE CAPITAL IMPROVEMENT PLAN FOR 2014-22.)

**G-1. Student Enrollment Trends**

During this presentation, the school administration compared student enrollment to past projections and birth rates. Additionally, the school administration reviewed high school enrollment history and provided short-range projections. The numbers were based on the "great progression method," which takes a cohort of kindergarten students and compares it to a set of ratios to see how many students make it through to their senior year. If the attendance zones and neighborhoods are examined, a more detailed method could be given about how many students are generated at each grade level, and it would help to understand the transiency of students within the school division. A geo code method gives more accurate projections and is more sustainable over time. The school division does not have geo coding capabilities at this time.

Mr. Copeland explained that for Heritage High School, it might be prudent to design a site where, if additions were needed, that growth process would be available. Over time, statistical data supports the fact that enrollment for Heritage High School has not been above 1,200 and that the enrollment capacity could be lowered for the new/renovated school. If the enrollment capacity was lowered, the cost for the project would decrease.

**H. Superintendent's Comments**

The school administration has completed visits to several locations to investigate digital initiatives implemented at those sites. The school board will receive a report of the information that was gathered from each of those visits.

Dr. Brabrand congratulated all fall athletes, in particular, Heritage High School's football team, which will play at Salem in the semi finals this Saturday.

The school administration is in the process of tabulating the results of the school survey, and that information will be provided to the school board at a December school board meeting.

**I. Board Comments**

Mrs. Barker visited Heritage High School for college application day, and it appeared to be a huge success.

Mr. Billingsly attended the recent VSBA Annual Convention. One of the workshops he attended at the convention was, "It's Easy Being Green." He was very impressed with the different ideas and hands-on opportunities for getting student involved.

Ms. Waller also attended the VSBA Annual Convention and provided information about the workshop she attended on parent involvement. She explained that parental involvement does not necessarily mean that parents must attend school functions, but also counts if they are helping with homework or signing report cards.

Mrs. Snyder went to the *Girl's on the Run* event at Sweet Briar College where students were involved in a 5K race.

Mr. Webb also attended the VSBA Annual Convention, and he brought back a bag of goodies for the school board representatives.

**J. Informational Items**

Next School Board Meeting: Tuesday, December 4, 2012, 5:30 p.m., Board Room, School Administration Building

**K. Adjournment**

The meeting adjourned at 8:56 p.m.

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Charles B. White, 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.)