

**Lynchburg City School Board  
Regular Meeting  
December 15, 2015**

**BOARD  
MEMBERS  
PRESENT:**

Mary Ann Hoss, Chairman  
J. Marie Waller, Vice Chairman  
Sharon Y. Carter  
James E. Coleman  
Derek L. Polley  
Katie K. Snyder  
Jennifer R. Poore  
Mia I. Brandon, Student Representative Pro Tem, E. C. Glass High School

**BOARD  
MEMBERS  
ABSENT:**

Regina T. Dolan-Sewell  
Michael J. Nilles  
Diamond L. Rosser, Student Representative, Heritage High School

**ADMINISTRATION  
PRESENT:**

Scott S. Brabrand, Superintendent  
John C. McClain, Assistant Superintendent for Student Learning and Success  
Ben W. Copeland, Assistant Superintendent for Operations and Administration  
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  
Michael K. Rudder, Director of School Improvement and Grants  
Wyllys D. VanDerwerker, Director for Exceptional Learners  
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA  
PRESENT:**

None

**Agenda  
Items:**

- A-1. Notice of Closed Meeting
- A-2. Certification of Closed Meeting
- B-1. Public Comments
- C-1. Student Recognition
- D-1. Finance Report
- E. Consent Agenda
- F. Student Representative Comments
- G-1. School Operating Budget: 2016-17
- G-2. Promise Plan: Gifted Update
- G-3. Promise Plan: Community Engagement Update
- G-4. Promise Plan: Benchmark Assessments
- H-1. Pauline F. Maloney STEP with Links Program Budget: 2015-16
- I. Superintendent's Comments
- J. Board Comments
- K. Informational Items
- L. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:01 p.m. in the Board Room at the School Administration Building. Ms. Hoss opened the meeting and asked those in attendance to rise and recite the *Pledge of Allegiance*.

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board added item A. Closed Meeting and an addendum to the personnel report.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Mr. Polley

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No Votes: None

Abstentions: None

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

Upon MOTION by Ms. Waller, SECONDED by Ms. Carter, the school board convened a closed meeting at 5:03 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (7) to receive a legal briefing in the matter Saunders v. Lynchburg City School Board.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Mr. Polley

No Votes: None

Abstentions: None

Mrs. Snyder Arrived at 5:08 p.m.

Ms. Poore arrived at 5:25 p.m.

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

Upon MOTION by Mrs. Snyder, SECONDED by Ms. Waller, the school board reconvened in open session at 5:30 p.m.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Mr. Polley, Ms. Poore, Mrs. Snyder

No Votes: None

Abstentions: None

Upon MOTION by Ms. Carter, SECONDED by Dr. Coleman, 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: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Mr. Polley, Ms. Poore, Mrs. 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.

There were no individuals who wished to speak before the school board.

**C-1. Student Recognition**

This October, the Anne Spencer House and Garden Museum held its 24<sup>th</sup> Annual Poetry Contest in honor of Anne Spencer, an American poet who lived in Lynchburg for most of her life. The Anne Spencer Poetry Contest is held annually and is open to all school-aged children who submit their original poetry to The Anne Spencer Memorial Foundation. This year, 482 students entered the contest in three age categories: Kindergarten through third grade; fourth through eighth grade; and ninth through twelfth grade.

Five finalists were selected from each age category based on their written poetry submissions. On the evening of October 29, the 15 finalists competed in front of a live audience at Paul Laurence Dunbar Middle School for Innovation. Three winners were selected by a panel of judges based on their poetry and performances. All the finalists who performed their poetry were awarded a book about Anne Spencer and a medal.

The winners of the contest in each category were:

**Kindergarten – Third Grade**

Charles Hagemann  
Robert S. Payne Elementary School, Third Grade

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Poem Entitled *The Music in the Garden*

Fourth – Eighth Grade

Faith Jacob  
Robert S. Payne Elementary School, Fifth Grade  
Poem Entitled *Dark & Quiet*

Each of the students were in attendance at the meeting and read their poems to the school board. Dr. Coleman stated that Anne Spencer would be greatly please if she were in attendance and able to hear the sterling pieces of poetry.

**D-1. Finance Report**

The school administration, in accordance with the FY2015-16 school’s operating budget, authorized, approved, and processed the necessary payments through November 30, 2015. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarized the payments made through November 30, 2015, for the operating fund.

Total Operating Fund Budget	\$ 90,820,024.00
Prior Year End Encumbrances	\$ 90,304.40
Insurance Proceeds	\$ 54,180.84
School Bus Funding	\$ 977,000.00
Restricted Donations	\$ 1,105.00
Adjusted Budget	\$ 91,942,614.24

Through November 30, 2015

Actual Revenue Received	\$ 26,860,134.80
Actual Expenditures	\$ 32,502,299.20
Actual Encumbered	\$ 50,544,081.39

Percent of Budget Received	29.21%
Percent of Budget Used, excluding encumbrances	35.35%

As of 11/30/15 – 5 months 41.67%

The revenue and expenditure reports detailed the transactions recorded through November 30, 2015. All reports appeared as attachments to the agenda report.

Ms. Julia Moore of Brown Edward Company and who helped conduct the financial audit stated that there were no material weaknesses and no significant deficiencies to audit. Further, there is no management letter this year. She also stated that the staff in the Department of Finance were easy to work with and provided information requested in a timely manner.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 15, 2015, EXHIBIT “A,” FOR A COPY OF THE FINANCE REPORT.)

**E. Consent Agenda**

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board approved the school board meeting minutes of December 1, 2015 (Regular Meeting); and December 3, 2015 (Student Discipline Committee Meeting); the personnel report and addendum for December 1 – 15, 2015; item E-3. Capital Improvement Plan: Dearington Elementary School for Innovation; and item E-4. VDOE Security Camera Bid.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Mr. Polley, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 15, 2015, EXHIBIT “B,” FOR A COPY OF THE CONSENT AGENDA ITEMS.)

**F. Student Representative Comments**

Miss Mia I. Brandon, student representative pro tem for E. C. Glass High School, provided comments about the events and activities occurring at her school.

**G-1. School Operating Budget: 2016-17**

During the school board meeting on December 1, 2015, the school administration shared information about budget requests received from all principals and department heads as well as the superintendent’s Tier 1 recommendations,

which was compiled from those budget requests. School board members had questions about items on the Tier 1 recommendations regarding the Empowerment Academy and instructional coaches.

Information about the details for requested staff, the anticipated number of students, and the overall rationale for the launch phase of the Empowerment Academy was provided to school board members. The Empowerment Academy will be an alternative high school that will serve students who are not achieving the number of credits to keep them on track for graduation or who are at-risk of dropping out of school. This full-day program will be designed to meet individual student needs, technology driven, provide direct instruction for SOL remediation, offer internships for workforce readiness, and provide vocational opportunities through community vendors and resources. An administrator, who will be the instructional leader of the program, will work with students, parents, and the counselor to design an individualized program to support the student's goals towards graduation. Students will also receive college and career/study skills training and mentoring. An application process will be established to determine the qualifications of the students. The criteria for student enrollment includes that they are over age for grade level, under credited for grade level, a dropout who is still eligible to attend public school, and who is not achieving in a traditional school setting. Staffing will include an administrator, a secretary, four content area teachers, a career counselor, a part-time custodian, and day treatment or other staff as determined by the needs of the student. Staff are expected to build a relationship with each student, and they are to engage all students. Community support and parental involvement will also be key in creating a school climate with high expectations and positive outcomes. It is anticipated that there will be approximately 80 students who will participate in the program next year.

The school administration also shared details on the current status of instructional coaches and the plans and rationale for the 2016-17 budget request. For the 2015-16, a science coach was added at the secondary level, and a reading coach was added for middle school support. In order to provide a higher level of quality instruction in every classroom, the school administration has recommended an additional secondary math coach to impact preparation for Algebra I, which is the main barrier to graduation for our students. A special education coach has also been recommended who will impact the quality of instruction with specialized instruction for SOL. An updated elementary coaching model has also been proposed that will provide support to schools with no assistant principal, provide DEPTH/gifted supports in each school, and fulfill SOQ and Title I guidelines. Twelve positions, one for each elementary school with a second position at Bedford Hills Elementary School (because of its size) have been proposed.

#### **G-2. Promise Plan: Gifted Update**

As one of the strategies that comprise the Lynchburg City Schools Promise Plan (Strategy Cluster 1), the school division is strengthening approaches to identify and support students in need of gifted services. This presentation provided an update to the school board on training from fall of this year and planned adjustments to deepen ongoing training, modifying some of the selection components based on a review of data and best practices, and planning for further refinement in the future.

#### **G-3. Promise Plan: Community Engagement Update**

As one of the strategies that comprise the Lynchburg City Schools Promise Plan (Strategy Cluster 2), the school division is involved in a variety of activities to engage the community in ways to further student access to academic rigor and strengthen the approach towards student discipline. This presentation provided an overview and update of the recent engagement activities as well as others being planned for later in the school year. In fall 2014, the school division hosted two community meetings in an effort to gather input from stakeholders around the underrepresented number of African American students in advanced classes. The school division also hosted student forums at each of the secondary schools, held informational meetings about the academic roadmap and the path to advanced opportunities, and offered an introduction of the dual capacity framework for Family and Community Engagement. This past spring, the school division participated in a National Family Engagement Summit and met with representatives from Black Greek Organizations. Further, in summer 2015, members of the school administration attended the Excellence Through Equity Conference, co-hosted a back-to-school celebration with the Department of Parks and Recreation, and targeted school supply distribution with the help of Life Church, Delegate Scott Garrett, the LCS Education Foundation Inc., and the community at-large.

During fall 2015, the school division again hosted two community meetings to continue gathering input from stakeholders, share data gathered from last year, and provide feedback. The newly-reformed Equity Task Force is conducting monthly meetings in order to develop an internal equity advocacy team that consists of central office administrators, selected school personnel, and school board members. This winter, the school division conducted a school culture/climate survey, and dreamkeepers parent advisory groups will be established to assist with underrepresented populations of the school community. Looking into spring, the school administration will conduct student forums, collaborate with faith-based and student/child-oriented organizations, and continue training for counselors regarding student/parent contacts and consistent messaging.

#### **G-4. Promise Plan: Benchmark Assessments**

This is the second year of the LCS Benchmark Assessments. The school division assessments are intended to provide information to teachers as an additional component of data to ensure that instruction is having the intended impact on student learning. The assessments are designed to have a similar level of rigor as the SOL tests. This presentation provided an update on some modifications made to the assessments this year and a status report after the recent November assessments.

The benchmark assessments provides feedback to teachers on teaching and learning in order to make mid-course adjustments. Prior to using the benchmark assessments, the school division used the Division-Wide Assessment Program (DWAP) for elementary and middle school students. The new benchmark assessments are a closer predictor of SOL pass rate and uses questions that are more like those used for SOL testing.

**H-1. Pauline F. Maloney STEP with Links Program Budget: 2015-16**

The Lynchburg City School Board serves as fiscal agent for the Pauline F. Maloney STEP with Links program. The organization’s governing board has approved its 2015-16 operating budget in the amount of \$41,350.00, which represents a decrease of \$4,189.00 over the 2014-15 fiscal year.

The Pauline F. Maloney STEP with Links program enhances academic and cultural development of minority students who are in the sixth grade and is sponsored by the Links, Inc., a national organization of professional women. The program is funded entirely through donations. Lynchburg City Schools contributes \$10,000 annually to this program. The budget appeared as an attachment to the agenda report.

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board authorized the school administration to act as fiscal agent for the Pauline F. Maloney STEP with Links Program and to administer the 2015-16 budget in the amount of \$41,350.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Mr. Polley, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 15, 2015, EXHIBIT “C,” FOR A COPY OF THE PAULINE F. MALONEY STEP WITH LINKS BUDGET AND SUPPORTING DOCUMENTS. )

**I. Superintendent’s Comments**

Dr. Brabrand stated that he hopes everyone has an opportunity to visit the schools and take part in the many holiday events planned for the season.

The United Way hosted its regional summit around poverty. The collaborative impact made by multiple organizations that focus on poverty in our area will help the community to overcome these challenges.

**J. Board Comments**

Dr. Coleman attended the discussion conducted by the Lynchburg City Council that focused on poverty in our community. He also saw Tom Webb, former school board member, and Mr. Webb continues to wish us well in all we do.

Ms. Carter thanked the Department of Exceptional Learners and Paul Munro Elementary School for the Christmas cards.

Ms. Hoss expressed her appreciation to LCS staff for all their hard work to make the school division successful, and she wished everyone safe and happy holidays.

**K. Informational Items**

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

**L. Adjournment**

The meeting adjourned at 8:20 p.m.

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Mary Ann Hoss, 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.)