

**Lynchburg City School Board  
Regular Meeting  
February 3, 2015**

**BOARD  
MEMBERS  
PRESENT:**

Regina T. Dolan-Sewell, Chairman  
Mary Ann Hoss, Vice Chairman  
James E. Coleman  
Michael J. Nilles  
Jennifer R. Poore  
Katie K. Snyder  
J. Marie Waller  
Thomas H. Webb  
Charles B. White  
Mia I. Brandon, Student Representative Pro Tem, E. C. Glass High School  
Angelica M. Walker, Student Representative, Heritage 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 Curriculum and Instruction  
Anthony E. Beckles, Sr., Chief Financial Officer  
April M. Bruce, Director of Testing, Gifted, and Guidance  
David A. Childress, Director of Information Technology  
Jason J. Ferguson, Director of Transportation  
Steven L. Gatzke, Director of Facilities  
Marie F. Gee, Director of Personnel  
Ethel E. Reeves, Director of Culture and Engagement  
Michael K. Rudder, Director of School Improvement  
Meryl T. Smith, Director of School Nutrition  
Marianne Turner, Director of Student Services  
Wyllys D. VanDerwerker, Director of Special Education  
Brian S. Wray, Director of K-12 Instruction  
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA  
PRESENT:**

Katrina Dix, *The News & Advance*

**Agenda  
Items:**

- A-1. Notice of Closed Meeting
- A-2. Certification of Closed Meeting
- B. Public Comments
- C-1. Robert S. Payne Elementary School: United Way Fundraiser Contribution
- C-2. School Board Appreciation Month
- D. Consent Agenda
- E. Student Representative Comments
- F-1. McBratney Career and Technical Program
- F-2. School Calendar: 2015-16
- F-3. Universal Free Breakfast Program
- G-1. Culture Survey Results
- G-2. LCS – Aspiring Administrators
- G-3. Request for Budget Reallocation
- G-4. Capital Improvement Plan: School Bus Parking Lot Electrical Upgrades
- H. Superintendent's Comments
- I. Board Comments
- J. Informational Items
- K. Adjournment

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The Lynchburg City School Board met for its regular meeting at 5:06 p.m. in the Board Room at the School Administration Building. Dr. Dolan-Sewell opened the meeting and asked those in attendance to stand and recite *The Pledge of Allegiance*.

Upon MOTION by Ms. Hoss, SECONDED by Mr. Webb, the school board added item A. Closed Meeting to its school board meeting agenda and replaced item G-4. Capital Improvement Plan: School Bus Parking Electrical Upgrade with a revised agenda report.

Yes Votes: Dr. Dolan-Sewell, Ms. Hoss, Dr. Coleman, Dr. Nilles, Ms. Poore, Mrs. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

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

Upon MOTION by Mr. White, SECONDED by Ms. Poore, the school board convened a closed meeting at 5:07 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss personnel matters.

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

Upon MOTION by Ms. Poore, SECONDED by Mrs. Snyder, the school board reconvened in open session at 5:25 p.m.

Yes Votes: Dr. Dolan-Sewell, Ms. Hoss, Dr. Coleman, Dr. Nilles, Ms. Poore, Mrs. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

Upon MOTION by Dr. Coleman, SECONDED by Mr. White, 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. Dolan-Sewell, Ms. Hoss, Dr. Coleman, Dr. Nilles, Ms. Poore, Mrs. Snyder, Ms. Waller, Mr. Webb, Mr. White

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. Robert S. Payne Elementary School: United Way Fundraiser Contribution**

Third grade students at Robert S. Payne Elementary School participated in a competition to collect change to donate to the United Way. In a matter of three weeks, the students raised \$455 in change. Representatives for the students who participated in that competition were recognized during this presentation.

**C-2. School Board Appreciation Month**

The month of February marks the annual observance of School Board Appreciation Month. The Virginia School Boards Association established this observance in 1989 to encourage public recognition of the roles and responsibilities of school board members and to highlight the importance of public education throughout the Commonwealth.

This year's theme, "Student Focused Leadership," reflects the top priority of local school board members as they advocate for public education with local, state, and federal leaders.

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The Lynchburg City Schools is joining with other school divisions throughout the state to recognize the important contributions school board members make to their communities.

Members of the Lynchburg City School Board receive no financial compensation for their tireless efforts, and this school board is one of very few boards statewide that has student representatives. The nine members of the school board are appointed by Lynchburg City Council.

Even though this special event shows an appreciation of school board members, members of the community recognize that their contributions reflect a year-round commitment. They are dedicated individuals who are committed to the continuing success of the city's schools and students.

A video produced by Bedford Hills Elementary School students and staff was shown to the school board. In addition, school board members received variety of gifts from each school. School board members extended their appreciation and gratitude for such an overwhelming show of generosity from all the students and staff.

**D. Consent Agenda**

Upon MOTION by Mr. White, SECONDED by Ms. Poore, the school board approved the school board meeting minutes of January 15, 2015 (Work Session).

Yes Votes: Dr. Dolan-Sewell, Ms. Hoss, Dr. Coleman, Dr. Nilles, Ms. Poore, Mrs. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 3, 2015, EXHIBIT "A," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

**E. Student Representative Comments**

Mr. Jamison R. Spinner, student representative for E. C. Glass High School, and Miss Angelica M. Walker, student representative for Heritage High School, shared comments about events and activities occurring at their schools.

**F-1. McBratney Career and Technical Program**

During the January 20, 2015, school board members received information about a new program for students that will give them a head start toward preparation for jobs that are in high demand locally and give them college credit and credentials.

William E. McBratney Jr., the Lynchburg City Schools, and Central Virginia Community College are partnering on a new program for Lynchburg high school seniors. Two of the areas of study being offered through this program are Machine Tool and Pre-Nursing. There will be 12 slots available in each program for the 2015-16 school year and another 12 slots in each program available for the 2016-17 school year. Students completing the Machine Tool program can graduate with their high school diploma, 21 college credits and a Career Studies Certificate in Machine Technology Fundamentals. Students completing the Pre-Nursing program can graduate with their high school diploma, 29 college credits and a Career Studies Certificate in Pre-Nursing I & II which were developed in conjunction with the Centra College of Nursing Program.

The funding to offer this program to students is due to the generosity of Mr. McBratney. The total tuition cost of the program will be \$193,404. Educational instruction and books will also be provided by Mr. McBratney for students so students can access these programs at no cost.

Mr. McBratney was in attendance and spoke briefly about the funding he is donating for this program. We are grateful for this partnership and for the opportunities our students will have to access these programs.

Upon MOTION by Dr. Nilles, SECONDED by Mr. White, the school board approved revisions to the 2015-16 High School Program of Studies to include Machine Technology Fundamentals and Pre-Nursing I & II.

Yes Votes: Dr. Dolan-Sewell, Ms. Hoss, Dr. Coleman, Dr. Nilles, Ms. Poore, Mrs. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 3, 2015, EXHIBIT "B," FOR A COPY OF THE SUPPORTING DOCUMENT.)

**E-2. School Calendar: 2015-16**

At the January 20, 2015, school board meeting, Julia Keleher of Keleher and Associates presented information and recommendations related to options for year-round schools and modifying the calendar. After having had time to review that information, the school administration presented a proposed calendar for the 2015-2016 school year to the school board along with plans for engaging staff and community input over the next several weeks.

The calendars were drafted based on the recent study of the LCS and Bass Elementary School calendars that included parent and staff feedback along with studies of other school districts with year-round calendars. Some items that the 2015-16 calendar include are:

- starting school one week earlier and ending one week later to shorten summer and reduce the impact of summer learning loss for students while balancing the need for students to have certain blocks of time off for summer activities;
- giving students and staff more breaks throughout the year to boost energy in the classroom each quarter;
- including more professional development time to help staff collaborate and strategize; and
- more closely aligning the LCS calendar with the Bass calendar.

In the Bass calendar for 2015-16, students are starting one week earlier in July, and the breaks are aligned with the division-wide calendar when possible.

There will be additional opportunities for parent, student, and staff input throughout the month of February. The final version of the 2015-16 LCS Academic Calendar will be presented to the school board for consideration on March 3.

**F-3. Universal Free Breakfast Program**

The Universal Free Breakfast program was implemented in several elementary school at the beginning of the school year. Initially, the school board had questions about how the program would affect instructional time at the beginning of the school day, funding for the program, staff support and other items pertaining to this implementation process. The school administration indicated that a progress report would be given at the end of first semester.

Five school were selected to participate in the program: William Marvin Bass Elementary, Dearington Elementary School for Innovation, Robert S. Payne Elementary School, Heritage Elementary School, and Linkhorne Elementary School. This four-year program can be stopped at any time with the submission of an amendment to the division's current Annual Agreement.

Some teachers were reluctant to have students eating in the classroom before the start of first period, however, there is consensus among principals that students are calmer and there are fewer behavior issues with the Breakfast in the Classroom program. Although there was an overall increase in the number of breakfasts served, the number of students who are eligible for free and reduced lunch did not increase to the degree anticipated.

This program will be reviewed again at the end of the school year. At that time, the school board will decide whether or not to continue to the program and/or to offer the program at the three additional elementary schools: Thomas C. Miller Elementary School for Innovation; Perrymont Elementary School; and Sheffield Elementary School.

**G-1. Culture Survey Results**

Part of the Lynchburg City Schools Comprehensive Plan included administering a school culture survey to students, staff, and the community. It is also a requirement of the self-study that we are conducting as part of our voluntary resolution agreement with the US Department of Education. The survey has been conducted, and the data has been tabulated. During this presentation, Ms. Ethel E. Reeves, director of culture and engagement, provided the school board with the division-level data.

Since signing the Voluntary Resolution Agreement with the US Department of Education, the school administration has been working with a consultant to assist with various portions of the agreement. The consultant suggested changes to the existing culture survey which included changes to the response scale and more questions which lengthened the survey.

Students in grades 5, 7, 8, 10, 11, and 12 were surveyed along with employees and parents. Ms. Reeves provided data gathered from surveys submitted. Seventy-seven percent of the student population responded, where only 13 percent of parent/guardians, seven percent of certificated staff, two percent of classified staff, and one percent of administrative staff responded to the survey. Survey questions included areas for comment as well.

The survey results provides the school administration with information about what the school community believes is working and what is not working. This information will help the school division develop and implement goals and strategies within the comprehensive plan to address areas for improvement.

**G-2. LCS-Aspiring Administrators**

There is leadership potential throughout Lynchburg City Schools, and it is time for LCS to use that potential to “grow our own” administrators. LCS Aspiring Administrators program is designed to support the professional learning and development of teacher leaders aspiring to become administrators, and assistant principals aspiring to become principals, within LCS. During the next several months, teachers and assistant principals will meet with Mr. Copeland to learn more about the Lynchburg City Schools operational and instructional programs as well as learn about leadership skills. At this time, there are 12 individuals who have signed up to participate. The closing date for the program is Friday, February 6, 2015, and there is room for up to 25.

**G-3. Request for Reallocation of Budget**

The school administration has recognized a need to reallocate funds to purchase various equipment and supplies throughout the school division.

Purchase of asset management software	\$48,800*
Repair of roof at Heritage Elementary School and Heritage High School	\$40,000
Purchase and installation of projectors in classrooms at E.C. Glass	\$32,000
Purchase of library materials (Elem - \$65K, MS - \$20K & HS - \$20K)	\$105,000*
Professional development for administrative staff	\$16,000
Cell phone upgrades	\$13,910
Purchase of replacement truck for IT	\$55,000
Purchase of Technology equipment (projectors and i-Pads) for Preschool	\$60,000*
Purchase of laser engraving machine	\$30,000
Funding for Project Graduation due to reduction in grant funding	\$13,500
Amount to increase local funding of textbooks	\$36,610
Purchase of 3D printer	\$10,000
Purchase of Rachel's Challenge programs for the high schools	\$10,000
Purchase of key board for Sandusky Middle School	\$1,000
Software development for AESOP/Kronos interface	\$13,720
Purchase of two (2) cars for Drivers Education program at Heritage High	\$40,000
Cost to Translate ELL documents into various languages	\$5,000
Purchase of SPED testing material	\$18,000
Purchase of SPED Assistive technology	\$47,000*
Purchase of software for Partner in Education	\$4,500
	\$600,040

Given school board approval, the funds to purchase the items will come from available funds in the existing operating budget.

Various Salaries, Benefits and Non-Personnel accounts \$600,040

The school administration requests this budget adjustment be approved for the 2014-15 school year in order to fund these one-time purchases.

**\*Additional Information on some of the above items:**

**Inventory management software (\$48,800)** – LCS current have a component of an inventory management system for library books. In order to effectively manage and keep track of our electronic equipment and library books, it was deemed necessary to purchase additional inventory software to assist with this task.

**Library Materials – (\$105,000)** - Our schools libraries are in need of upgrading their selection of non-fiction books and novel sets. The \$105,000 will be used to increase the collection of books in our libraries as a one-time boost to align with the increased need for non-fiction texts as well as additional novel sets, particularly in secondary schools. Various e-reader technologies could also be incorporated to enhance the use of technology and literacy. The distribution, as based on identified need, would be per-pupil at each level with the following distributions by level - \$65,000 elementary, \$20,000 middle, and \$20,000 high.

**SPED Assistive Technology (\$47,000)** - There is a significant need in our division-wide autism programs for augmentive communication assistive technology. The request is to provide assistive technology devices and software for speech and

language pathologists at PK-12. The purchase would include an iPad and apps (very expensive for the augmentive communication, but much cheaper than the devices were before iPads) per student, 8 students per class and 6 classes at K-12.

**Technology for preschool (\$60,000).** To provide a projector and small group set of i-Pads for each preschool classroom.

In addition to the description of the items listed above, the school administration provided a brief summary of each item listed for budget reallocation. The reallocation will help the school administration effectively and efficiently utilize the funds budgeted for this year.

This item will be considered for action at the next school board meeting.

**G-4. Capital Improvement Plan: School Bus Parking Lot Electrical Upgrades**

The 2014-15 capital improvement plan includes \$120,000 in construction funding for upgrades to the power at the transportation bus lot on John Capron Road for the use of bus engine block heaters. The City of Lynchburg Office of Procurement and Purchasing has received bids on the project.

A total of five bids for the bus lot electrical upgrades project were received. The school administration recommends Unlimited Electrical Contracting, Inc. based on their bid of \$87,676, which was the lowest bid. All bids received are listed below.

<b>BIDDER</b>	Unlimited Electrical Contracting, Inc.	Moores Electrical & Mechanical Construction, Inc.	Pyramid Electrical Contractors	Dynamic Construction Services, Inc.	Spence Construction & Remodeling
<b>BASE BID</b>	\$87,676.	\$209,600	\$172,000	\$101,670	\$132,663

This item will be considered by action at the next school board meeting.

**H. Superintendent’s Comments**

Dr. Brabrand announced that this is the beginning of African American History Month. Ms. Cindy A. Babb, coordinator for public information, will provide the school board with a list of activities that will occur throughout the month.

This week is School Counselor Week. Dr. Brabrand extended his appreciation to all counselors for all they do to support Lynchburg City Schools students.

Touching Bases has occurred at each of the secondary schools. The event, which seems to grow each year, included community vendors this year.

Tomorrow is the 100th day of school. Dr. Brabrand encouraged everyone to visit schools and participate in the celebrations occurring throughout the school division.

Dr. Chad Starks, professor of criminology at Lynchburg College, spoke to administrators during the Winter Leadership Conference. His topic of discussion was about the differences in human cultures, which is one of the foci in the comprehensive plan.

**I. Board Comments**

Mr. White thanked Mr. McBratney for his generosity. He stated that it is important to observe the pattern developing around the superintendent and his ability to find philanthropic donations from the school division’s community members. Mr. White also wished Jamison the best of luck in the wrestling competition next week.

Ms. Waller provided information about the VSBA Conference she attended on January 26, 2015

Dr. Coleman acknowledged that seven months into his membership on the school board, it has been a joy to recognize that it is important to roll up your sleeves and get involved to make a difference for students. Dr. Coleman has also visited several schools during the past two weeks.

Dr. Dolan-Sewell thanked all of the schools for their show of appreciation and thanked all of her peers on the board for the strength they bring to each meeting.

**J. Informational Items**

Next School Board Meeting: Tuesday, February 17, 2015, 5:30 p.m., Board Room, School Administration Building

**K. Adjournment**

The meeting adjourned at 8:02 p.m.

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Regina T. Dolan-Sewell, 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.)