

**Lynchburg City School Board
Regular Meeting
December 2, 2014**

**BOARD
MEMBERS
PRESENT:**

Regina T. Dolan-Sewell, Chairman
Mary Ann Hoss, Vice Chairman
James E. Coleman
Michael J. Nilles
Jennifer R. Poore
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:**

Katie K. Snyder

**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
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. Presentation of *Granny and the Wall*
- C-2. Financial Audit Report
- D. Consent Agenda
- E. Student Representative Comments
- F-1. Lynchburg City Schools Comprehensive Plan: Operations and Personnel Update
- F-2. Policy FFA Naming School Facilities and Policy KHZ-R Gifts, Donations, and Bequests
- G-1. Lynchburg City School Board Policy Updates
- G-2. Capital Improvement Plan: School Administration Building
- G-3. High School Program of Studies: 2015-16
- G-4. XLR8 STEM Academy Budget: 2014-15
- G-5. Central Virginia Governor's School for Science and Technology Budget: 2014-15
- G-6.. Blue Ridge Regional Jail Authority Special Education Program Budget: 2014-15
- G-7. VSBA Annual Convention
- G-8. VSBA/VASS Resolution
- 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 5:05 p.m. in the Board Room at the School Administration Building.

A-1. Notice of Closed Meeting

Upon MOTION by Mr. Webb, SECONDED by Ms. Poore, the school board convened a closed meeting at 5:05 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (7) to receive consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by counsel.

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

No Votes: None

Abstentions: None

A-2. Certification of Closed Meeting

Upon MOTION by Mr. White, SECONDED by Ms. Poore, the school board reconvened in open session at 5:39 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION by Dr. Coleman, SECONDED by Mr. Webb, 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, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

Dr. Dolan-Sewell opened the meeting and asked those in attendance to rise and recite the *Pledge of Allegiance*.

Upon MOTION by Mr. Webb, SECONDED by Ms. Poore, the school board added items A-1. Notice of Closed Meeting, A-2. Certification of Closed Meeting, D-1. Personnel Report, and G-8. VSBA/VASS Resolution, and replaced item G-2. Capital Improvement Plan: School Administration Building.

Yes Votes: Dr. Dolan-Sewell, Ms. Hoss, Dr. Coleman, Dr. Nilles, Ms. Poore, 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. Presentation of *Granny and the Wall*

Mr. Brian S. Wray, director of prek – 12 instruction, and former principal of Paul Laurence Dunbar Middle School for Innovation, presented the book he authored, *Granny and the Wall*, to members of the school board. Mr. Wray also provided background information about how the book came into being and about those who contributed its contents. Members of the school board applauded Mr. Wray's book and the historical perspective it provides to the closing of Dunbar High School, how the closing affected the community, and how the Dunbar Memorial Wall honors the students and staff who attended and taught at the school.

C-2. Financial Audit Report

Mr. Norman D. Yoder of Brown, Edwards, & Company, LLP, provided the school board with a report of the financial audit for 2013-14. He reviewed each of the communications that were issued as a result of the audit and noted that there were no findings.

D. Consent Agenda

Upon MOTION by Dr. Coleman, SECONDED by Ms. Poore, the school board approved the personnel report for the period November 18 – December 2, 2014.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 2, 2014, EXHIBIT "A," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

E. Student Representative Comments

Ms. Mia I. Brandon, student representative pro tem 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. Lynchburg City Schools Comprehensive Plan: Operations and Personnel Update

During this presentation, Mr. Copeland provided information about the customer service survey that has been administered for the past two years. It was noted that with the addition of a night shift for maintenance, work orders are being filled at a higher rate. This is due to maintenance staff having the ability to complete work orders without having to wait until a classroom is empty or until students are not present which is consistent with the new strategy to implement work schedules to effectively utilize non-instructional time for maintenance tasks. Other highlights include:

- Work Vehicles issued to all maintenance technicians;
- iPads issued to all maintenance technicians for more efficient work order processing;
- Four maintenance technician positions added on 1:00 p.m. to 9:30 p.m. shift; and
- Rescheduled nine staff members to 6:00 a.m. to 2:30 p.m. shift which now provides coverage from 6:00 a.m. – 9:30 p.m.

A report was also given on year-to-day labor hours by purpose and energy usage by school.

Mrs. Gee gave a report of classified staff hired for the 2014-15 school year, which included instructional assistants, therapeutic educational assistants, bus drivers, clerical staff, and substitutes. Demographic information and degrees held by those staff members were also provided. The same information was given for new certificated staff which also included years of experience, college attended, degrees held, and gender and race.

Mr. Childress provided the school board with a revised copy of the technology section of the Lynchburg City Schools Comprehensive Plan which noted those items that have been achieved and deleted from the plan as well as new goals established.

F-2. Policy FFA Naming School Facilities and Policy KHZ-R Gifts, Donations, and Bequests

Policy FFA Naming School Facilities was presented to the school board at several previous meetings. This policy provides procedures for the naming of school division properties, portions of properties, gymnasiums, and fields. As a result of discussions during those presentations, the policy has been revised, and those revisions have been reviewed by legal counsel.

Regulation KHZ-R Gifts, Donations, and Bequests is referenced in policy FFA Naming School Facilities and, therefore, was discussed during this presentation.

Concerns were raised about the superintendent making decisions about items being presented to the school board regarding the naming of facilities, etc. The policy specifies that the superintendent should consult with the board chairman when making decisions about whether an item should come before the school board. Concerns were also raised about donations and gifts being raised to a higher amount before school board/superintendent approval. The amounts were raised to \$5,000 for school board approval, and \$1,000 for superintendent approval. Discussion also focused on procedures for the naming of scholarships. That language will be removed from the current regulation, and a new regulation will be developed for scholarships.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 2, 2014, EXHIBIT “B,” FOR A COPY OF POLICY FFA NAMING SCHOOL FACILITIES AND POLICY KHZ-R GIFTS, DONATIONS, AND BEQUESTS.)

G-1. Lynchburg City School Board Policy Updates

The Virginia School Boards Association (VSBA) sent several new policy revisions from the October 2014 update. These policies have been reviewed by legal counsel and reflect the latest changes in state and federal laws and regulations. All policies appeared as attachments to the agenda report.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 2, 2014, EXHIBIT “C,” FOR A COPY OF POLICY BBFA SCHOOL BOARD MEMBERS CONFLICT OF INTEREST; BDDF VOTING METHOD; KH PUBLIC GIFTS TO THE SCHOOLS; AND KKA SERVICE ANIMALS IN PUBLIC SCHOOLS.)

G-2. Capital Improvement Plan: School Administration Building

The 2014-15 capital improvement plan includes \$204,000 for replacement of the elevator in the School Administration Building. The City of Lynchburg Office of Procurement and Purchasing has received a total of six bids on the elevator project.

The school administration recommends CS Custom Structures, Inc. based on their bid of \$128,000 which was the lowest bid. All bids received are listed below.

Bidder	Base Bid
CS Custom Structures, Inc.	\$128,000
Piney Ridge Contracting and Consulting, Inc.	\$142,500
Glass & Associates, Inc.	\$167,000
Coleman-Adams Construction, Inc.	\$168,285
Robertson Construction	\$204,443
Otis Elevator	\$227,200

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

G-3. High School Program of Studies: 2015-16

Each year modifications are made to the *High School Program of Studies* to reflect changes at the federal, state, and/or local level.

The following local changes are recommended:

- Added CVCC Transition Program to the General Information section (page 3)
- Addition of AP Capstone diploma option (page 4)
- Advanced Placement (AP) Seminar and Advanced Placement (AP) Research courses (page 30)
- Included addendum to Mathematics course offering listing (page 35)
- Modified prerequisite for Chemistry (page 36)
- Computer Programming I is now Introduction to Computer Science (page 37)
- Computer Programming II is now Computer Science II (page 37)
- Added Advanced Placement (AP) Human Geography (page 39)
- Modified African-American History course (page 39)
- Drafting I, II, III and Advanced Robotic Work/Cell Technology now lists Algebra I as a preferred prerequisite. (Drafting I & II, page 46; Drafting III, pages 41 & 46)
- Athletic Training I now open to students in grades 10, 11 & 12. (page 43)
- Addition of Cybersecurity course will be as the third course in the CTE/IT sequence (page 45)
- Addition Information Technology Assistant I & II courses (page 45)
- Modified General Student Internship Program (interning for local companies) (page 52)
- Modified credit options for Academic Support classes (page 53)
- Removal of Computer Student Intern course
- Removal of Cooperative Technical Education 1, 2, and 3. State has discontinued this program.

Mr. Wray reviewed each of the changes listed above with the school board. This item will be considered for action at the next school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 2, 2014, EXHIBIT “D,” FOR A COPY THE HIGH SCHOOL PROGRAM OF STUDIES FOR 2015-16.)

G-4. XLR8 STEM Academy Budget: 2014-15

The Lynchburg City School Board serves as the fiscal agent for the XLR8 STEM Academy. The governing board of the school has approved its 2014-15 operating budget in the amount of \$276,750.00, which represents an increase of \$16,363.27 from the 2013-14 approved budget.

Funds expended at the XLR8 STEM Academy are totally reimbursable from participating school divisions and through grants or donations. School divisions which are members of the regional program are Amherst County Public Schools, Appomattox County Public Schools, Bedford County Public Schools, Campbell County Public Schools, and Lynchburg City Schools.

Upon MOTION by Mr. White, SECONDED by Ms. Waller, the school board authorized the school administration to act as fiscal agent for the XLR8 STEM Academy and to administer their 2014-15 budget in the amount of \$276,750.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 2, 2014, EXHIBIT “E,” FOR A COPY OF THE XLR8 STEM ACADEMY BUDGET FOR 2014-15.)

G-5. Central Virginia Governor’s School for Science and Technology Budget: 2014-15

The Lynchburg City School Board serves as fiscal agent for the Central Virginia Governor’s School for Science and Technology. The governing board of the school has approved its 2014-15 operating budget in the amount of \$1,025,592, which represents an increase of \$92,370 over the prior year budget of \$933,222. All funds expended at the school are totally reimbursable from participating school divisions and state funds as listed on the attached budget. School divisions supporting this program are Amherst County Schools, Appomattox County Schools, Bedford County Schools, Campbell County Schools and Lynchburg City Schools.

Provided below is the financial impact summary for the Lynchburg City Schools:

	2013-14	2014-15
Student Tuition	\$4,200	\$4,700
Number of Students	32	33
Total Tuition	\$134,400	\$155,100

Lynchburg City Schools has a total of 36 students attending the Central Virginia Governor’s School. In addition to the 33 students listed above, we have an additional three non-resident students attending that pay their own tuition.

Upon MOTION by Ms. Hoss, SECONDED by Dr. Nilles, the school board authorized the school administration to act as fiscal agent for the central Virginia Governor’s School for Science and Technology and to administer its 2014-15 budget in the amount of \$1,025,592.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 2, 2014, EXHIBIT “F,” FOR A COPY OF THE CENTRAL VIRGINIA GOVERNOR’S SCHOOL FOR SCIENCE AND TECHNOLOGY BUDGET FOR 2014-15.)

G-6. Blue Ridge Regional Jail Authority Special Education Program Budget: 2014-15

The Virginia Department of Education has approved the 2014-15 funding for the special education instructional program provided in the Blue Ridge Regional Jail Authority in the amount of \$201,917.28. The state funding provides one regional jail education coordinator and one special education teacher who delivers educational services to students in the Blue Ridge Regional Jail – Lynchburg Site. The summary below outlines planned expenditures for 2014-15. Lynchburg City Schools serves as the fiscal agent for this state-operated program.

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Personnel Salary Compensation	\$137,816.47
Fringe Benefits and Fixed Charges	\$ 47,020.81
Salary Supplement	\$ 480.00
Substitutes	\$ 3,000.00
Technical Professional Services	\$ 3,000.00
Instructional Aide	\$ 500.00
Travel Expenses (Mileage, Parking, Registration & Staff Dev.	\$ 6,240.00
Travel Expenses (Lodging, Meals)	\$ 780.00
Instructional Materials/Equipment	\$ 950.00
Communications (Cell Phone Services)	\$ 530.00
Professional Services -Private Contracted Services (Occupational Therapy, Physical Therapy, Socio-cultural(s), Psychological(s)	\$ 300.00
Technology Software/Online Content	\$ 650.00
Food Supplies	\$ 200.00
Other Charges (Copier Lease)	\$ 450.00
Total	\$201,917.28

Upon MOTION by Dr. Coleman, SECONDED by Mr. Webb, the school board authorized the school administration to act as fiscal agenda for the Blue Ridge Regional Jail Special Education Program and to administer its budget in the amount of \$201,917.28.

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

No Votes: None

Abstentions: None

G-7. VSBA Annual Convention

Members of the school board shared items of interest regarding the workshops they attended while at the VSBA Annual Convention that occurred in Williamsburg, Virginia, on November 19-21, 2014.

G-8. VSBA/VASS Funding Resolution

VSBA and VASS are joining together to request that the Virginia General Assembly invest appropriately in public education. The attached resolution requests that the Virginia General Assembly increase the state’s share of funding for public education as prescribed in the Standards of Quality. VSBA and VASS have asked that Virginia school boards consider adopting the resolution in support of their efforts.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 2, 2014, EXHIBIT “G,” FOR A COPY OF THE FUNDING RESOLUTION.)

H. Superintendent’s Comments

The school division will conduct several town hall meetings on time and learning to gather information from teachers, parents, and community members about year-round schools.

Dr. Brabrand will be traveling to Washington, D. C., along with Dr. John Capps, president of Central Virginia Community College, and Laura L. Hamilton, executive director of Lynchburg Beacon of Hope, to meet with the President and First Lady. Representatives from across the nation were invited to attend this meeting relevant to college access for all students.

The Virginia Department of Education will conduct academic reviews for several schools over the next few days.

I. Board Comments

Ms. Waller thanked the Department of Transportation and others associated with transporting students to the Lynchburg Museum. Students were very appreciative of the opportunity to visit the museum.

Mr. Webb provided information about the school related events and activities in which he participated over the past two weeks.

J. Informational Items

Next School Board Meeting: Tuesday, December 16, 2014, 5:30 p.m., Board Room, School Administration Building

K. Adjournment

The meeting adjourned at 8:39 p.m.

Regina T. Dolan-Sewell, Chairman

Wendie L. Sullivan, Clerk

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