

**Lynchburg City School Board
Regular Meeting
January 8, 2013**

**BOARD
MEMBERS
PRESENT:**

Charles B. White, Chairman
Trenay L. Tweedy, Vice Chairman
Mary Ann H. Barker
Albert L. Billingsly
Regina T. Dolan-Sewell
Jennifer R. Poore
Katie K. Snyder
J. Marie Waller
Thomas H. Webb
Sara B. Natour, Student Representative for E. C. Glass High School
Tiani O. Pannell, Student Representative for Heritage High School

**BOARD
MEMBERS
ABSENT:**

None

**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
Wyllys D. VanDerwerker, Director of Special Education
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Jessie Pounds, *The News & Advance*

**Agenda
Items:**

- A-1. Public Comments
- B-1. School Improvement Plan: Sandusky Elementary School
- C. Consent Agenda
- D. Student Representative Comments
- E-1. Academic Calendar: 2013-14
- E-2. School Operating Budget: 2013-13
- E-3. Capital Improvement Plan: Heritage High School
- E-4. Lynchburg City Schools Comprehensive Plan: Operations
- F-1. Lynchburg Juvenile Detention Center Education Program Budget: 2012-13
- F-2. Lynchburg Juvenile Detention Center Education Program budget: 2012-13 Title I Part D-Literacy Coach (Full Time)
- F-3. Central Virginia Child Development Clinic Budget: 2012-13
- G. Superintendent's Comments
- H. Board Comments
- I. Informational Items
- J. 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 with a moment of silence to offer collective sympathies of thoughts and prayers to the family of Kirstin Lewis, a LAUREL Regional School student who passed away over the winter holidays. He then requested that those in attendance stand and recite *The Pledge of Allegiance*.

Upon MOTION by Mrs. Barker, SECONDED by Mr. Billingsly, the school board moved item C-1. Academic Calendar: 2013-14 to the first item under E. Unfinished Business, added items C-7. Personnel Report and C-8.

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Religious Exemption, replaced item F-1. Lynchburg Juvenile Detention Center Education Program Budget: 2012-13 with a revised agenda report, and added a closed meeting to discuss a personnel matter and acquisition of real property.

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

No Votes: None

Abstentions: None

Dr. Dolan-Sewell arrived at 5:34 p.m.

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.

Mr. Kevin Novak spoke before the school board.

B-1. School Improvement Plan: Sandusky 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, Mr. Derrick E. Womack, principal at Sandusky Elementary School, will present data relative to that school's plan to the school board.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JANUARY 8, 2013, EXHIBIT "A," FOR A COPY OF THE SCHOOL IMPROVEMENT PLAN FOR SANDUSKY ELEMENTARY SCHOOL.)

C-1. Consent Agenda

Upon MOTION by Mrs. Barker, SECONDED by Mr. Webb, the school board approved the school board meeting minutes for October 2, 2012 (Regular Meeting); October 16, 2012 (Regular Meeting); November 13, 2012 (Regular Meeting); November 27, 2012 (Regular Meeting); December 4, 2012 (Regular Meeting); and December 18, 2012 (Regular Meeting); Administrative Regulation 6-58: Secondary Student Evaluation and Grading Procedures; School Board Policy 7-11.2: Compulsory Attendance/Exemptions: Home Instruction; Administrative Regulation 7-11.2: Compulsory Attendance/Exemptions: Home Instruction; School Board Policy 7-45: Interscholastic Athletic Participation; and Administrative Regulation 7-45: Interscholastic Athletic Participation; the personnel report for the period December 18, 2012 – January 8, 2013; and a request for religious exemption.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JANUARY 8, 2013, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

D. Student Representative Comments

Miss, Sara B. Natour, student representative for E. C. Glass High School, and Miss Tiani O. Pannell, student representative for Heritage High School, provided comments about the events and activities occurring at their schools.

E-1. Academic Calendar: 2013-14

The proposed 2013-14 academic calendar presented for discussion tonight includes:

- First day of student attendance as August 26, 2013
- 180 student instructional days
- Last day of student attendance as June 6, 2014
- 11 teacher professional development/planning dates
- Six early dismissal days to provide teachers with additional planning time
- Three orientation days for new teachers

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This draft developed by the Calendar Committee, has been presented to the Superintendent's Personnel Advisory Committee, the Secondary Leadership Team, the Elementary Leadership Team, and during the December principals' meeting.

If a waiver to open school prior to Labor Day is not granted by the Virginia Department of Education, the school administration will adjust the 2013-14 academic calendar accordingly and present it to the school board for further consideration.

Dr. Brabrand has spoken with Delegate Garrett regarding the school calendar and the school division's eligibility for a waiver to open school before Labor Day. He also plans to meet with other legislators regarding this topic.

Upon MOTION by Mr. Billingsly, SECONDED by Mr. Webb, the school board approved the 2013-14 academic calendar as presented with the stipulation that it will be brought before the school board with adjustments if school is unable to start before Labor Day.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JANUARY 8, 2013, EXHIBIT "C," FOR A COPY OF THE ACADEMIC CALENDAR FOR 2013-14.)

E-2. School Operating Budget: 2013-14

As part of the budget development process for FY2013-14, the school administration has conducted several community budget meetings in order to share information and receive comments about next year's budget. On November 27, 2012, that presentation was given to the school board. Following the presentation, school board members were able to provide comments about budget priorities and to discuss items that the school administration has suggested for possible inclusion for next year. Again on December 4, and December 12, the school board discussed and established priorities within the budget.

During the meeting on December 18, 2012, the school board, through consensus, decided to include items on Tier I of the budget recommendations as funding requests in the 2013-14 school operating budget. A draft budget to include revenue and expenditure breakdown will be presented at the January 22, 2013, school board meeting. The school administration reviewed the tier structure being used to determine priorities for the budget. The school administration has not received any information regarding state or federal funding for next year.

E-3. Capital Improvement Plan: Heritage High School

On November 27, 2012, the school administration provided information to the school board regarding student enrollment history and short-range projections. It was noted during the presentation that the student enrollment for Heritage High School has historically not risen significantly above 1,200 students since it was opened in 1976, and in fact, has a student enrollment more consistent with that of around 1,100 students. As a result, the school board asked the school administration to investigate costs associated with construction/renovation of Heritage High School based on a lower enrollment figure. By reducing the capacity of the building by 300 students, the cost of construction was also reduced by approximately \$8 million.

The school administration presented several options for construction and/or renovation of Heritage High School. Some options might cause part of the building to be three stories; however, there is no design for the building at this time. The cost of the construction is based on square footage at current construction prices. Core spaces such as the auditorium, gymnasium, and cafeteria will not be reduced in size due to reduced enrollment.

Following further discussion, the school board focused on Options 1 and 8 with the most emphasis on Option 8. With this information, the school administration will move forward to do due diligence regarding the formation of the conceptual design group, testing topography, and getting surveys.

E-4. Lynchburg City Schools Comprehensive Plan: Operations

Part of the Lynchburg City Schools Comprehensive Plan focuses on the operations of the school division. Excellence in the areas of operations includes limiting interruptions to the educational program due to the failure of building components or equipment. To ensure that "all buildings, components, and equipment are sound, in good serviceable conditions, and otherwise in good working order," the school administration has developed strategies that will ensure that this goal is met.

During this presentation, the school administration provided data relative to work order statistics thus far for the 2012-13 school year. A copy of the strategies for completing work orders in a timely manner appeared as an attachment to the agenda report.

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(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JANUARY 8, 2013, EXHIBIT "D," FOR A COPY OF THE SUPPORTING DOCUMENT.)

F-1. Lynchburg Juvenile Detention Center Education Program Budget: 2012-13

The 2012-13 funding for the Lynchburg Regional Juvenile Detention Center Education Program in the amount of \$823,337.84 has been approved by the Virginia Department of Education. Lynchburg City Schools serves as the fiscal agent for this state-operated program and employs nine teachers, a principal, and a full-time administrative secretary at the Lynchburg Regional Juvenile Detention Center where educational services are provided to approximately 25 students. The summary below outlines expenditures for the 2012-13 school year.

Budget:

Personnel Salary Compensation	\$537,471.28
5% of Salaries Expanded-Indirect	\$26,873.56
Fringe Benefits and Fixed Charges	\$184,363.00
<u>Substitutes</u>	<u>\$2,500.00</u>
Sub-total Personal Salary Compensation	\$751,207.84
Travel Expenses	\$9,310.00
Instructional Supplies and Equipment	\$20,000.00
Tuition Reimbursement	\$1,600.00
Music Materials	\$3,000.00
Related Services & GED Testing	\$7,500.00
Technology Replenish	\$20,920.00
Fax/ Copier	\$3,000.00
PD Materials –OSHA Certification	\$500.00
Staff Development & New Teacher Institute	\$2,550.00
Postage	\$750.00
<u>Computer Support</u>	<u>\$3,000.00</u>
Sub-total Non-Personnel Expenses	\$72,130.00
Total	\$823,337.84

Upon MOTION by Mr. Webb, SECONDED by Mr. Billingsly, the school board approved the Lynchburg Regional Juvenile Detention Center Program Budget in the amount of \$823,337.84 for the 2012-13 school year.

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

No Votes: None

Abstentions: None

F-2. Lynchburg Juvenile Detention Center Education Program Budget: 2012-13 Title I Part D-Literacy Coach (Full Time)

The 2012-13 Travel and Instructional Supplies funding for the Lynchburg Regional Juvenile Detention Center Title I Part D-Literacy Coach in the amount of \$2,400.00 has been approved by the Virginia Department of Education, noting that the salary is paid through the Lynchburg Regional Juvenile Detention Center Grant. Lynchburg City Schools serves as the fiscal agent for this state-operated position and one full-time teacher, who serves as the Title I, Part D Literacy Coach for the Lynchburg Regional Juvenile Detention Center. This position provides assessments and delivers educational services to approximately 25 students enrolled in the Lynchburg Regional Juvenile Detention Center. The summary below outlines expenditures for the 2012-13 school year.

Budget:

Travel Expenses	\$1,000.00
<u>Instructional Supplies and Equipment</u>	<u>\$1,400.00</u>
Total Non-Personnel Expenses	\$2,400.00

Upon MOTION by Mr. Billingsly, SECONDED by Mr. Webb, the school board approved the Lynchburg Regional Juvenile Detention Center Program Budget in the amount of \$2,400.00 for the 2012-13 school year.

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

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No Votes: None

Abstentions: None

F-3. Central Virginia Child Development Clinic Budget: 2012-13

The 2012-13 funding for the Central Virginia Child Development Clinic in the amount of \$100,742.56 has been approved by the Virginia Department of Education. Lynchburg City Schools serves as the fiscal agent for this state-funded program. Lynchburg City Schools employs one teacher, who serves as the educational diagnostician for the Lynchburg Child Development Clinic. This program provides assessments and diagnostic services to families living in Central Virginia. The summary below outlines expenditures for the 2012-13 school year.

Budget:	
Personnel Salary Compensation	\$71,751.01
5% of Salaries Expanded-Indirect	\$3,587.55
Fringe Benefits and Fixed Charges	\$23,404.00
<u>Substitutes</u>	<u>\$0.00</u>
Sub-total Personal Salary Compensation	\$98,742.56
Travel Expenses	\$1,000.00
<u>Instructional Supplies and Equipment</u>	<u>\$1,000.00</u>
Sub-total Non-Personnel Expenses	\$2,000.00
Total	\$100,742.56

Upon MOTION by Mr. Billingsly, SECONDED by Mrs. Snyder, the school board approved the Central Virginia Child Development Clinic Program Budget in the amount of \$100,742.56 for the 2012-13 school year.

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

No Votes: None

Abstentions: None

G. Superintendent's Comments

Dr. Brabrand had the opportunity to introduce Lt. Gov. Bolling at a Lynchburg Regional Chamber of Commerce event earlier in the day. Lt. Gov. Bolling outlined the governor's K-12 initiative, and Dr. Brabrand was pleased to learn that there was a proposal of a two percent increase as a priority for SOQ funded positions.

Dr. Brabrand will share second quarter results within the next several weeks so that the community will know of the school division's progress toward meeting goals within the comprehensive plan.

H. Board Comments

Mr. Webb announced that Ms. Waller, Dr. Brabrand, and he attended the Fort Hill Community School graduation that occurred just before winter break. He also announced that the School Health Advisory Board has begun to finalize the wellness policy, and the health advisory board will be bringing that policy to the school board within the next several weeks. Further, the results of the Youth Risk Behavior Survey will be presented to the school board in February.

I-1. Notice of Closed Meeting

Upon MOTION by Mrs. Barker, SECONDED by Mr. Billingsly, the school board convened a closed meeting at 8:22 p.m. pursuant to the Code of Virginia 2.2-3411 (A) (1) (3) to discuss personnel matters and to discuss the acquisition of real property for public use where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

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

No Votes: None

Abstentions: None

I-2. Certification of Closed Meeting

Upon MOTION by Mr. Billingsly, SECONDED by Ms. Waller, the school board reconvened in open session at 9:02 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Ms. Poore, 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: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

J. Informational Items

Next School Board Meeting: Tuesday, January 22, 2013, 5:30 p.m., Board Room, School Administration Building

K. Adjournment

The meeting adjourned at 9:03 p.m.

Charles B. White, Chairman

Wendie L. Sullivan, Clerk

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