

**Lynchburg City School Board
Regular Meeting
January 19, 2016**

**BOARD
MEMBERS
PRESENT:**

Mary Ann Hoss, Chairman
J. Marie Waller, Vice Chairman
Sharon Y. Carter
James E. Coleman
Regina T. Dolan-Sewell
Michael J. Nilles
Derek L. Polley
Katie K. Snyder
Jennifer R. Poore
Diamond L. Rosser, Student Representative, Heritage High School
Mia I. Brandon, Student Representative Pro Tem, E. C. Glass High School

**BOARD
MEMBERS
ABSENT:**

None

**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:**

Katrina Dix, *The News & Advance*

**Agenda
Items:**

- A-1. Notice of Closed Meeting
- A-2. Certification of Closed Meeting
- B-1. Public Comments
- C-1. Finance Report
- D. Consent Agenda
- E. Student Representative Comments
- F-1. School Operating Budget: 2016-17
- F-2. High School Program of Studies: 2016-17
- F-3. Capital Improvement Plan: Furniture Replacement
- G-1. Lynchburg City Schools' Educational Technology Plan: 2015-17 Addendum
- G-2. 2016 Lynchburg City Schools Summer School Programs
- G-3. Promise Plan: Discipline and Behavior
- H. Superintendent's Comments
- I. Board Comments
- J-1. Notice of Closed Meeting
- J-2. Certification of Closed Meeting
- K. Informational Items
- L. Adjournment

The Lynchburg City School Board met for its regular meeting at 4:30 p.m. in the Board Room at the School Administration Building. Ms. Hoss opened the meeting.

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A-1. Notice of Closed Meeting

Upon MOTION by Dr. Nilles, SECONDED by Ms. Poore, the school board convened a closed meeting at 4:30 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (7) to receive consultation or legal briefing regarding specific legal matters requiring the provision of legal advice by such legal council.

Yes Votes: Ms. Hoss, Ms. Waller, Dr. Dolan-Sewell, Dr. Nilles, Mr. Polley, Ms. Poore

No Votes: None

Abstentions: None

A-2. Certification of Closed Meeting

Upon MOTION by Ms. Waller, SECONDED by Ms. Poore, the school board reconvened in open session at 5:29 p.m.

Yes Votes: Ms. Hoss, Ms. Waller, Dr. Dolan-Sewell, Dr. Nilles, Mr. Polley, Ms. Poore

No Votes: None

Abstentions: None

Upon MOTION by Ms. Waller, SECONDED by Mr. Polley, 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, Dr. Dolan-Sewell, Dr. Nilles, Mr. Polley, Ms. Poore

No Votes: None

Abstentions: None

Ms. Carter, Dr. Coleman, and Mrs. Snyder arrived at 5:30 p.m.

Ms. Hoss 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 an addendum to item D-2. Personnel Report and deferred items G-4. Promise Plan: School Climate and Culture and G-5. Promise Plan: GEAR-UP Grant Update to the next scheduled meeting.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Dr. Nilles, 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. Finance Report

The school administration, in accordance with the FY2015-16 school operating budget, authorized, approved, and processed the necessary payments through December 31, 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 December 31, 2015, for the operating fund.

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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
Fund Balance Return	\$ 2,316,449.00
Restricted Donations	\$ 1,105.00
Adjusted Budget	\$ 94,259,063.24

Through December 31, 2015

Actual Revenue Received	\$ 32,915,577.87
Actual Expenditures	\$ 40,429,345.78
Actual Encumbered	\$ 44,353,746.33

Percent of Budget Received	34.92%
Percent of Budget Used, excluding encumbrances	42.89%

As of 12/31/15 – 6 months 50.00%

The revenue and expenditure reports detailed the transactions recorded through December 31, 2015. All reports appeared as attachments to the agenda report.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JANUARY 19, 2016, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

D. Consent Agenda

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Ms. Poore, the school board approved the school board meeting minutes for December 15, 2015 (Regular Meeting), and January 5, 2016 (Regular Meeting), and the personnel report and addendum for the period January 5 – 19, 2016.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JANUARY 19, 2016, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

E. Student Representative Comments

Miss. Diamond L. Rosser, student representative for Heritage High School, and Miss Mia I. Brandon, student representative pro tem for E. C. Glass High School, provided comments about the events and activities occurring at their schools.

F-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 specific items on the Tier 1 recommendations regarding the Empowerment Academy and instructional coaches which was presented at the December 15, 2015, school board meeting.

The school administration received information relative to the governor's proposed budget and shared that information with the school board during its last meeting. The total Tier 1 budget requests amount to \$3,274,225. State funding in the amount of \$1,491,835 will cover some of those requests. The school administration recommends that the school board request the additional \$1,772,390 from the Lynchburg City Council. This request will fund a one percent salary increase for all staff, a salary market adjustment for all IA/TEAs, salary adjustments for all bus drivers and bus assistants, salary adjustments for custodians and some maintenance staff, and a portion of the Empowerment Academy creation costs.

During a previous meeting, school board members had posed questions about an additional art teacher for Heritage High School. The salary for a part-time art teacher for that school would be \$27,300. The school administration also provided information about the additional special education staff proposed in the budget. These positions will help support Individual Education Plans written for special needs students and will meet regulations in accordance with state and federal mandates.

Upon MOTION by Dr. Nilles, SECONDED by Mrs. Snyder, the school board approved a request of an additional \$1,799,690 from the Lynchburg City Council for the 2016-17 School Operating Budget which includes all Tier 1 items and the addition of a .5 FTE art teacher for Heritage High School.

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

No Votes: None

Abstentions: None

F-2. High School Program of Studies: 2016-17

The school board annually reviews and approves the High School Program of Studies for the next school year. The updated version for 2016-2017 will be introduced, with the following changes recommended:

- Include letter from the Superintendent and information about the School Board (page)
- Update Dual Enrollment course information and CVCC placement test requirements
- Remove outdated diploma information and include new diploma naming and options
- Update Grade Point Average calculations to provide more clarity for 2016-2017 and new calculations starting in 2017-2018
- Provide distinctions between grade level, advanced, Advanced Placement, and dual enrollment courses
- Clarify course load, summer, and online requirements
- List LCS online courses planned for summer 2016
- Update NCAA/NAIA requirements
- Update sequential elective options
- Update the math instructional sequence options for high school
- Update English 10 and English 11 information to match writing curriculum changes
- Add new courses and descriptions, including:
 - Algebra I, Part I
 - Algebra I, Part II
 - Online PE/Health
 - Introduction to Psychology
 - Advanced Scientific Research
 - Introduction to Hospitality, Tourism, and Recreation
- Extend existing courses to another school
 - AP Computer Science Principles (added to Glass)
 - Culinary Arts classes (added to Heritage)
 - AP Seminar for AP Capstone Program (added to Heritage)
 - Video Production (added to Glass)
- Revise semester course system to become a year course system (for most courses)

Following the school board meeting on January 5, 2016, the school administration had made several revisions to the attached High School Program of Studies. Those changes include updates to

- course numbers,
- reflect a year-based system as compared to a semester-based system, and
- proposed GPA calculations.

Additional information regarding the GPA calculations was presented during the school board meeting. The school administration met with six groups from Heritage High School and E. C. Glass High School comprised of students, parents, and staff. Individuals also supplied suggestions via email. A large majority supported the concept of protecting students' ability to take some non-weighted courses without impacting class rank. However, some feedback suggested that there be the ability to account for different course options in middle school and in the progression of grade levels; that there would not be an advantage either way when comparing students who have a full load of seven courses and those with a full load of six courses; and that those students who take additional rigorous courses stand out beyond those when accounted for in GPA. In response to the feedback, the school administration propose that 1.5 extra points be awarded for middle courses and 5.0 for seniors; that a calculation be added if there are six maximum courses that would equal to seven courses with one 4.0 points awarded; and that students would still be able to 'stand out' through the record of courses taken, and the description of the school division's class rank/GPA approach will be referenced wherever applicable. The approach to maximum points for graduation is as follows:

- Enable students to take two of the seven courses for each high school year in non-weighted subjects without harming class rank;
- Proposed additional course weights that can be included by year
 - 2.5 at 9th grade (One 5.0 course and three 4.5 courses)
 - 2.5 at 10th grade (One 5.0 course and three 4.5 courses)
 - 4.5 at 11th grade (Four 5.0 courses and one 4.5 course)
 - 5.0 at 12th grade (Five 5.0 courses)

The school board would like to give the community additional time to digest the new GPA calculation and the opportunity to provide more feedback to the school administration. The school administration will make every effort to provide

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information about the new GPA calculation to students and parents. The school board will consider the new GPA calculation during the next school board meeting.

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Dr. Coleman, the school board approved the 2016-17 High School Program of Studies with the exception of the GPA calculation.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JANUARY 19, 2016, EXHIBIT "C," FOR A COPY OF THE 2016-17 HIGH SCHOOL PROGRAM OF STUDIES.)

F-3. Capital Improvement Plan: Furniture Replacement

The Heritage High School project includes funds set aside for the purchase of new furniture to replace the existing aged furniture in the middle and high schools. The City of Lynchburg Office of Procurement and Purchasing has received bids on the project.

A listing of all bids received are attached for your information. The school administration recommends the bids as noted below:

Arctobel (Items 1-13) – TSRC,dba MEGA Office Furniture	\$232,082.33
Bretford (Item 14) – Ball Office Products	\$50,344.00
Collins Manufacturing (Items 15-16) – Diversified Educational Systems	\$309.56
Fleetwood Group Furniture (Items 17) – Virginia School Equipment	\$9,240.00
HON (Items 18-155) – TSRC, dba MEGA Office Furniture	\$433,309.28
KI (Items 156-163) – Barrows	\$30,170.25
National Office Furniture (Items 164-207) – Barrows	\$67,133,18
Virco (Items 209-213) – Barrows	\$8,430.80
Wenger (Items 214-230) – Wenger Corporation	\$51,809.00
Artcobell (Items 1-8) – TSRC, dba MEGA Office Furniture	\$379,828.40

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Ms. Carter, the school board authorized the school administration to enter into contracts to purchase new furniture for the middle and high schools with those companies as noted in the listing above.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JANUARY 19, 2016, EXHIBIT "D," FOR A COPY OF THE SUPPORTING DOCUMENT.)

G-1. Lynchburg City Schools' Educational Technology Plan: 2015-17 Addendum

The 2010-15 Educational Technology Plan for Virginia is the Department of Education's most recently released vision for the use of technology in public schools. It serves as a blueprint for school divisions by identifying the necessary components of an effective technology program.

In accordance with the No Child Left Behind Act, the universal services Act (E-Rate), and the Code of Virginia, school divisions must submit a local technology plan that is aligned with the state plan. The local plan must guide the division's use of educational technology for the next two years. The current Lynchburg City Schools' Educational Technology Plan outlines goals and objectives for years 2013-2015. The document presented this evening has been updated to reflect the state's two-year extension to its Plan. The LCS Plan is in alignment with the revised state Plan until its expiration on June 30, 2017. This timetable will bring the LCS Plan into the same renewal cycle as the Virginia Department of Education's Technology Plan. A draft of the 2015 - 2017 Addendum to the Lynchburg City Schools' Educational Technology Plan: 2013-2015 appeared as an attachment to the agenda report.

Mr. Childress provided the school board with an update on the technology initiatives currently in place and those planned during the coming year. This item will be considered for action at the next school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JANUARY 19, 2016, EXHIBIT "E," FOR A COPY OF THE LYNCHBURG CITY SCHOOLS; EDUCATIONAL TECHNOLOGY PLAN: 2015-17 ADDENDUM.)

G-2. 2016 Lynchburg City Schools Summer School Programs

Each year the school administration brings summer school offerings to the school board for approval of programs. This presentation provided the school board with a summary of recommended dates, times, and locations for Lynchburg City Schools summer school programs including: Elementary Remedial, Elementary PETAL, Elementary Enrichment program, Middle School Remedial, Middle School PETAL, High School Remedial for Course Credit, High School PETAL, and High School SOL Academy.

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

G-3. Promise Plan: Discipline and Behavior

The Lynchburg City Schools is involved in a variety of endeavors to improve the support provided relative to student behaviors and the manner in which discipline is used. This presentation provided the school board with an update on an array of current activities in relation to Promise Plan Strategy Clusters 1, 3, 6, and 7. This overview included updated discipline data, an overview of the discipline matrix, information associated with behavior support resources, a discipline flow chart for secondary schools, and information about PBIS and Responsive Classroom. Following the presentation, the school board requested a copy of the discipline matrix. A draft copy of the matrix will be forwarded to the school board and a presentation specific to the matrix will be presented at a future school board meeting. It was also suggested that a due process flow chart be developed for parents.

H. Superintendent's Comments

The school administration will participate in a Winter Leadership Conference on January 20, 2016, at the Information Technology Center beginning at 5:30 p.m. A presentation will be given by AIR regarding lead turnaround schools.

Dr. Brabrand participated in several activities associated with the birthday celebration of Martin Luther King, Jr.

Second semester begins tomorrow.

Professional development activities were provided to all teachers today. A survey will be conducted to of teachers so that they can provide feedback on the activities.

I. Board Comments

Dr. Dolan-Sewell reported on the items discussed during the recent XLR8 STEM Academy board meeting.

Ms. Carter provided remarks about service she attended at which Dr. Brabrand spoke over the weekend.

Dr. Coleman announced that the Equity Task Force will meet this Thursday. He also stated that he continues to have a great level of respect for everyone working on this committee.

Mr. Polley had the opportunity to speak to over 100 students at Linkhorne Middle School and enjoyed the opportunity to share some of his experiences with those students.

J-1. Notice of Closed Meeting

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board convened a closed meeting beginning at 8:35 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss employee performance.

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

No Votes: None

Abstentions: None

J-2. Certification of Closed Meeting

Upon MOTION by Mrs. Snyder, SECONDED by Ms. Carter, the school board reconvened in open session at 9:14 p.m.

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

No Votes: None

Abstentions: None

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Upon MOTION by Ms. Poore, SECONDED by Mr. Polley, 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, Dr. Dolan-Sewell, Dr. Nilles, Mr. Polley, Ms. Poore, Mrs. Snyder

No Votes: None

Abstentions: None

K. Informational Items

Next School Board Meeting: Tuesday, February 2, 2016, 5:30 p.m., Board Room, School Administration Building

L. Adjournment

The meeting adjourned at 9:15 p.m.

Mary Ann Hoss, Chairman

Wendie L. Sullivan, Clerk

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