

**Lynchburg City School Board  
Regular Meeting  
January 22, 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  
Michael K. Rudder, Director of Elementary School  
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA  
PRESENT:**

Jessie Pounds, *The News & Advance*

**Agenda  
Items:**

- A-1. Public Comments
- B-1. School Improvement Plan: William Marvin Bass Elementary School
- C-1. Finance Report
- D. Consent Agenda
- E. Student Representative Comments
- F-1. School Operating Budget: 2013-14
- F-2. Capital Improvement Plan: Heritage High School
- G. New Business
- H. Superintendent's Comments
- I. Board Comments
- J. Informational Items
- K. 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, thoughts, and prayers to the family of Sharon Bulson who recently passed away. He then requested that those in attendance stand and recite *The Pledge of Allegiance*.

**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.

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

**B-1. School Improvement Plan: William Marvin Bass 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. Laverne L. Marshall, principal at William Marvin Bass Elementary School, and members of his staff reviewed each section of the school improvement plan and outlined the various goals and strategies in place for achievement, behavior, and culture.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JANUARY 22, 2013, EXHIBIT "A," FOR A COPY OF THE SCHOOL IMPROVEMENT PLAN FOR WILLIAM MARVIN BASS ELEMENTARY SCHOOL.)

**C-1. Finance Report**

The school administration, in accordance with the 2012-13 school operating budget, authorized, approved, and processed the necessary payments through December 31, 2012. 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, 2012, for the operating fund.

Total Operating Fund Budget		\$81,622,319.00
Through December 31, 2012		
Actual Revenue Received	\$ 29,253,818.02	
Actual Expenditures	\$ 31,694,049.93	
Actual Encumbered	\$ 40,990,792.90	
Percent of Budget Received		35.84%
Percent of Budget Used, excluding encumbrances		38.83%
As of 12/31/12 – 6 months		49.98%

The revenue and expenditure reports detailed the transactions recorded through December 31, 2012. All reports appeared as attachments to the agenda report.

Mr. Beckles stated that the receipt of revenue from the state will begin to be monitored most closely. Approximately \$500,000 has been lost to a reduction in state funds. At this point, Mr. Beckles believes that this loss can be managed. He plans to reforecast for the next six months, and will provide additional information to the school board.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JANUARY 22, 2013, EXHIBIT "B," FOR A COPY OF THE FINANCE REPORT.)

**D. Consent Agenda**

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Mr. Billingsly, the school board approved the personnel report and addendum for January 8-22, 2013, and the request for religious exemption.

Yes Votes: Mr. White, 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 22, 2013, EXHIBIT "C," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

**E. 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.

Mrs. Tweedy arrived at 6:40 p.m.

**F-1. 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. Mr. Beckles stated that Tier I budget requests along with the increase in compensation and elimination of expenses from programs composed the request of \$2,626,257. This is the first draft of the process, and the school administration will continue to refine the numbers as we continue through the budget development process. Mr. Beckles is in hopes that there will be no increase in the employee share of health costs for next year. He is working with the insurance managers to keep from having a significant impact so that any increase in compensation employees receive will not be affected.

The two percent increase proposed by the governor will provide approximately \$400,000 in state revenue. The school administration had proposed a 2.5 percent increase for all employees, so the request for local appropriation is lower.

The school board discussed approval of the budget as presented and taking formal action to affirm the budget request of \$2,626,257.

Mr. Webb moved to approve the budget as presented, and it was seconded by Mrs. Tweedy. Following discussion by the school board, it was decided that all school board members were not in favor of approving the budget during this meeting; therefore, the motion failed.

Upon MOTION by Mr. Webb, SECONDED by Mrs. Tweedy, the school board approved to reconsider the previous motion and place consideration of the school operating budget for 2013-14 on the consent agenda for the February 5, 2013, school board meeting.

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. Capital Improvement Plan: Heritage High School**

The Heritage High School Design Workshop is scheduled for February 27 – March 1, 2013, and it will occur at the Information Technology Center. On day one of this workshop, participants will contribute four hours to providing thoughts and feedback relative to the instructional and operational needs of the school. On days two and three, participants will contribute two hours each day to review conceptual designs provided by the architectural firm and recommend modifications or additions.

The school administration is recommending the following individuals to participate in this workshop:

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|--|---|
| - 16 Heritage High School Staff  | - Director of Secondary Education                           |
| - 3 Heritage High School Students  | - Director of Special Education                             |
| - 3 Heritage High School Parents   | - Director of Facilities and Maintenance                    |
| - 3 Central Virginia Governor's School for<br>Science and Technology Staff | - Director of Transportation                                |
| - Assistant Superintendent of Operations and<br>Administration             | - Director of Information Technology                        |
| - Assistant Superintendent of Curriculum and<br>Instruction                | - Director of Testing, Gifted, and Guidance                 |
|  | - Director of School Nutrition                              |
|  | - Supervisor of Instruction (Career-Technical<br>Education) |

The school administration requests input and guidance from the school board regarding other participation in this workshop. Some recommendations are community members, representatives from the Lynchburg City Schools Education Foundation board, presidents of area institutions of higher learning, and business leaders within Lynchburg.

Further recommendations included city staff and representatives from the school board. A full slate for the membership team will be presented to the school board for consideration at the next school board meeting.

**G. New Business**

None

**H. Superintendent's Comments**

Dr. Brabrand provided information about his participation on the Governor's School Safety Task Force. He is proud to represent Lynchburg City Schools in this capacity. Participants have received much information at this point and will continue to meet throughout the next several months.

**I. Board Comments**

Mr. Webb stated that he will be attending the VSBA Legislative Conference, and he provided information about the activities and events in which he has participated during the past several weeks.

**J. Informational Items**

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

**K. Adjournment**

The meeting adjourned at 8:09 p.m.

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Charles B. White, 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.)