

**Lynchburg City School Board
Regular Meeting
March 17, 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
Angelica M. Walker, Student Representative, Heritage High School
Jamison R. Spinner, Student Representative, E. C. Glass 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
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-1. Public Comments
- C-1. VSBA Student Art Contest
- C-2. Student Recognition
- C-3. 3D Printer Build
- D-1. Finance Report
- E. Consent Agenda
- F. Student Representative Comments
- G-1. XLR8 Governor's Regional STEM Academy
- G-2. Middle School Program of Studies
- G-3. School Calendar: 2015-16
- G-4. Capital Improvement Plan: Heritage High School
- G-5. Capital Improvement Plan: Request for Reallocation of Funds
- H-1. Virginia STAR
- H-2. Student Enrollment Projections
- H-3. Capital Improvement Plan: E. C. Glass High School
- I. Superintendent's Comments
- J. Board Comments
- K. Informational Items
- L. 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. Dr. Dolan-Sewell opened the meeting and asked those in attendance rise and recite *The Pledge of Allegiance*.

A-1. Notice of Closed Meeting

Upon MOTION by Mr. White, SECONDED by Ms. Poore, the school board convened a closed meeting at 5:06 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss personnel matters.

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

No Votes: None

Abstentions: None

A-2. Certification of Closed Meeting

Upon MOTION by Mr. White, SECONDED by Dr. Coleman, the school board reconvened in open session at 5:48 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION by Ms. Hoss, 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. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

Upon MOTION by Ms. Hoss, SECONDED by Ms. Poore, the school board added item E-2. Personnel Report and replaced item H-3. Capital Improvement Plan: E. C. Glass High School with a revised agenda report.

Yes Votes: Dr. Dolan-Sewell, Ms. Hoss, Dr. Coleman, Dr. Nilles, Ms. Poore, Ms. 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.

Mr. Fred Glover, director of CenVaServ, provided the school board with information about *Put Kids First*, which is sponsored by the Virginia Education Association.

C-1. VSBA Student Art Contest Winners

The Lynchburg City Schools has participated in the Virginia School Boards Association (VSBA) Southern Regional Forum Art Contest for a number of years. Due to the efforts of elementary, middle, and high school art instructors, students have had the opportunity to display their artwork regionally in this and other forums.

Three students have been selected to represent the Lynchburg City Schools at the 2015 VSBA Southern Regional Forum on April 9, 2015, at the Danville Institute for Advanced Learning and Research. A local school board member

transports the three winning pieces of art work to the regional contest. Following the VSBA Southern Regional Forum, the student artwork will be displayed throughout the summer at the School Administration Building.

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The students who have been selected to represent Lynchburg City Schools this year are Kate Ruehle, E. C. Glass High School; Iyonna Ware, Linkhorne Middle School; and Angel Collins, Linkhorne Elementary School.

C-2. Student Recognition

Rebekah Chun, is a senior at Heritage High School who was nominated for recognition by her school counselor and principal for her academic excellence as well as exceptional character and school involvement. Ms Chun has been enrolled in advanced classes since 7th grade. She received four high school credits between seventh and eighth grades. She completed 12 advanced courses between 2009 and 2013; four advanced placement courses between 2012 and 2014; and at the end of the 2014-15 school year, she will have completed four more advanced placement courses. Ms. Chun has achieved all As during her high school career thus far. She is an AP Scholar with distinction, which is the highest honor achievable. She received a full scholarship for the summer of 2014 from Questbridge to attend Harvard University Summer School, and she has receive a full scholarship to attend Harvard University.

C-3. 3D Printer Build

During winter break, Lynchburg City School students had an opportunity to build a 3D printer. Students who participated in this event shared what this opportunity meant to them and thanked the school board for allowing them to have this experience. Students who participated in the 3D printer build were Diana Hope, Amaya Patterson, Nijal Anthony, Shnya Horsley, Demarious Busby, Brady Lafon, Noah Fretz, and Jamil Burford.

D-1. Finance Report

The school administration, in accordance with the 2014-15 school operating budget, authorized, approved, and processed the necessary payments through February 28, 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 February 28, 2015, for the operating fund.

Total Operating Fund Budget	\$ 88,114,120.00
Fund Balance Return	\$ 130,000.00
Withdrawal from Textbook Reserves	\$ 777,000.00
Insurance Proceeds Reallocated	\$ 81,352.32
Restricted Donations	\$ 5,000.00
Allocation of Prior Year End Encumbrances	\$ 500,478.90
Sale of Assets, Restricted	\$ 3,500.00
Revised Budget	\$ 89,611,451.22

Through February 28, 2015

Actual Revenue Received	\$ 48,000,180.09
Actual Expenditures	\$ 47,756,979.29
Actual Encumbered	\$ 33,252,353.06

Percent of Budget Received	53.56%
Percent of Budget Used, excluding encumbrances	53.29%

As of 02/28/15 – 8 months 66.67%

The revenue and expenditure reports detailed the transactions recorded through February 28, 2015. All reports appeared as attachments to the agenda report.

Mr. Beckles reported that damages that occurred to buildings over the past month are covered by insurance and that the \$5,000 deductible will be covered by the emergency set-aside maintenance funds.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 17, 2015, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

E. Consent Agenda

Upon MOTION by Mr. Webb, SECONDED by Ms. Poore, the school board approve the school board meeting minutes of January 20, 2015 (Regular Meeting); March 3, 2015 (Closed Meeting); March 3, 2015 (Public Budget Hearing); and March 3, 2015 (Regular Meeting); and the personnel report for the period March 3 – 17, 2015.

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

No Votes: None

Abstentions: None

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F. Student Representative Comments

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

G-1. XLR8 Governor’s Regional STEM Academy

The XLR8 Regional Governor’s STEM Academy is requesting a \$400 per pupil tuition increase for the 2015-16 school year which would bring the per pupil tuition rate to \$5,400. This tuition rate increase is needed to defray costs of the rising tuition rate for Central Virginia Community College dual enrollment credits, required instructional materials for the 2015-16 school year, and required two-week instructor training for the Biological Engineering and Computer Integrated Manufacturing Project Lead the Way (PLTW) courses for the 2015-16 school year.

During the school board meeting on March 3, 2015, Ms. Susan W. Cash, director of the XLR8 Regional Governor’s STEM Academy, presented additional information regarding the tuition increase. The tuition increase will cost an additional \$5,600 and will need to be incorporated into the school operating budget for 2015-16.

Upon MOTION by Dr. Nilles, SECONDED by Mr. Webb, the school board approved the addition of \$5,600 for the payment of tuition for students for the XLR8 Regional Governor’s STEM Academy.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 17, 2015, EXHIBIT “B,” FOR A COPY OF THE SUPPORTING DOCUMENTS.)

G-2. Middle School Program of Studies

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

The following local changes are recommended:

- Added an addendum to Middle School Promotion Guidelines (Page 3) – *Please be aware that this policy is current as of the printing of this document in late winter 2015. The policy might be revised before the start of the 2015-16 school year. The new policy would then apply and replace this one.*
- Removed Opt-out Form (Page 4)

Upon MOTION by Ms. Hoss, SECONDED by Mr. Webb, the school board approved the Middle School Program of Studies for 2015-16.

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

No Votes: None

Abstentions: None

G-3. School Calendar: 2015-16

A proposal for the 2015-16 LCS school calendar and William Marvin Bass Elementary School calendar was presented at the February 3, 2015, school board meeting. After feedback in a variety of meetings with community stakeholders and staff, an updated proposal was shared with the school board on March 3, 2015. A proposed calendar for 2016-17 for LCS school and William Marvin Bass Elementary School was also presented to the school board during that meeting. The calendars were presented to the school board for consideration.

School board members reviewed the various differences in the proposed calendar with the current calendar and thanked the administration for their diligence in ensuring that all voices were heard. Some board members would like to see intersession activities for students if at all possible. Dr. Coleman asked that it go on record that we would like to see a more aggressive calendar to solve our problem.

Upon MOTION by Mr. Webb, SECONDED by Ms. Poore, the school board approved the school calendars for the LCS division and William Marvin Bass Elementary School for 2015-16 and 2016-17.

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

No Votes: None

Abstentions: None

G-4. Heritage High School Construction Update

During this presentation school board members received an update on the progress of construction at Heritage High School. Mr. Copeland stated that a tour of the facility will be given later this spring.

G-5. Capital Improvement Plan: Request for Reallocation of Funds

The school administration requests to reallocate CIP funds to complete the replacement of the Paul Laurence Dunbar Middle School for Innovation central building roof ahead of schedule due to the degradation in the built up roof material and significant leaks that have been encountered over the past 10 months. Given school board approval, the funds needed for repair of the roof will come from reallocation of capital improvement plan funds as detailed in the chart below.

Project	Construction Budget	Construction Cost	Budget Remaining	Reallocate to DMS Roof
DMS Tennis Courts	\$520,000	\$251,620	\$268,380	\$200,000
ECG Turf	\$650,000	\$498,864	\$151,136	\$100,000
Facility Condition Assessment	\$84,633	\$0	\$84,633	\$50,000
Admin Elevator	\$204,000	\$128,000	\$76,000	\$50,000
				\$400,000

Upon MOTION by Ms. Hoss, SECONDED by Mr. Webb, the school board approved the reallocation of funds in the amount of \$400,000 for replacement of the roof at Paul Laurence Dunbar Middle School for Innovation.

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

No Votes: None

Abstentions: None

H-1. Virginia STAR

Lynchburg City Schools has partnered with the Virginia STAR program. The Virginia Student Training and Refurbishment Program (VA STAR) is a state-wide program that teaches students to refurbish surplus computer hardware from government agencies and private companies. The refurbished computers are donated to families, organizations, and school districts in need. Through participation in the program, students work towards earning industry-standard certifications from companies such as CompTIA, Cisco, Microsoft, and Oracle, which paves the way for both higher education and well-paying jobs.

Virginia STAR is currently in 55 schools spanning 35 school districts throughout the Commonwealth. The program is maintained and coordinated through the SPARK Education Foundation of Prince William County Public Schools, primarily from the model-site at Forest Park High School.

The school division has received \$8,000 to be used for student training and supplies to repair and refurbish equipment that will be donated back to the community. This is an ongoing program that will become self-sustaining. Those eligible to receive the refurbished technology are non-profit organizations and those who qualify for free and reduced lunch.

H-2. Student Enrollment Projections

During this presentation, the school administration provided the school board with an update on student enrollment projections for the school division. The data presented is from three different sources to help better predict future growth in our schools. It is possible that the enrollment could rise to around 8,559 by the 2019-20 school year. This will

pose a problem with regard to space for students. The school administration and the school board will need to consider options over the next few years.

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H-3. Capital Improvement Plan: E. C. Glass High School

The capital improvement plan includes \$615,000 in construction funding for upgrades to the E. C. Glass High School auditorium and stage. This project was divided into two bid packages and three alternates. The bid packages were rigging and electrical/sound. The alternates were an orchestra pit cover, moving the line sets, and a video system. The City of Lynchburg Office of Procurement and Purchasing has received bids on the project (listed below).

Only one bid from Moore’s Electrical/Mechanical was received for the electrical and sound scope of the project. Three bids were received for the rigging scope of the project. The total price for all components, rigging, electrical, and sound, exceeded the budget of the project by \$156,518.

After meeting with the theater department at E.C. Glass High School, the overall scope of the project was prioritized. The rigging and line set spacing are the first priority.

The school administration recommends Janson Industries for the rigging package based on their low bid of \$177,518. The administration also recommends Janson Industries for alternate #2 (moving existing line sets) for an additional amount of \$9,881.

The school administration began a value engineering discussion with Moore’s Electrical/Mechanical to determine the remaining components of the project that could be accomplished based on the priority. The Administration recommends Moore’s Electrical/Mechanical be awarded a contract in the amount of \$469,600 to accomplish the following: theatrical lighting upgrades, sound system upgrades, and house light upgrades in the front half of the auditorium, with emergency light circuit additions under the balcony and in the rear of the balcony.

To adequately fund this project, \$34,633 will need to be transferred from the Facilities Condition Assessment project and \$7,366 transferred from the Reserve for Facilities Maintenance Needs contingency fund, for a total of \$41,999.

BIDDER	Moore's Electrical/ Mechanical	Janson Industries	Secoa
BASE BID A	\$243,000	\$177,518	\$178,953
BASE BID B	\$594,000	No Bid	No Bid
Alternate #1: New Pit Cover	\$67,200	\$36,588	\$54,968
Alternate #2: Moving Existing Line Sets	\$15,800	\$9,881	\$12,826
Alternate #3: Video System	\$22,600	No Bid	No Bid

The school board will consider this item for action at the next school board meeting.

I. Superintendent’s Comments

Dr. Brabrand announced that Lynchburg is the first school division to test using Chromebooks, and it has been very successful.

There were more than 400 attendees at the Breakfast with the Superintendent that occurred on March 17, 2015.

The Spring Convocation will occur on March 30, 2015, at E. C. Glass High School.

J. Board Comments

Mr. White commended Ms. Walker and Mr. Spinner to always doing a great job to recognize the achievements of our students. He also thanked Ms. Waller and Mr. Webb for their efforts in showcasing the many academic achievements and talents of the students who attend the Lynchburg City Schools.

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Mr. Webb attended the Governor's School Board meeting, and minutes of the meeting have been shared with school board members. He also provided information about the events and activities in which he has participated over the past two weeks.

Mrs. Snyder thanked the school administration building for all of their help following the flooding that occurred at Thomas C. Miller Elementary School for Innovation. She also thanked the community for stepping up to help and offer assistance.

Dr. Coleman stated that he does plan to attend the *Put Kids First* rally on April 18. He noted that community engagement is important to help with the challenges that we face.

K. Informational Items

Next School Board Meeting: Tuesday, April 14, 2015, 5:30 p.m., Board Room, School Administration Building

L. Adjournment

The meeting adjourned at 7:50 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.)