

**Lynchburg City School Board
Regular Meeting
April 1, 2014**

**BOARD
MEMBERS
PRESENT:**

Regina T. Dolan-Sewell, Chairman
Trenay L. Tweedy, Vice Chairman
Mary Ann Hoss
Michael J. Nilles
Jennifer R. Poore
Katie K. Snyder
J. Marie Waller
Thomas H. Webb
Charles B. White
Sara B. Natour, Student Representative, E. C. Glass High School
Alexis T. Johnson, Student Representative, 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
April M. Bruce, Director of Testing, Guidance, and Gifted
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
Gloria C. Preston, Director of Student Services
Michael K. Rudder, Director of School Improvement
Wyllys D. VanDerwerker, Director of Special Education
Brian S. Wray, Director of PreK-12 Instruction
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Jessie Pounds, *The News & Advance*

**Agenda
Items:**

- A-1. Notice of Closed Meeting
- A-2. Certification of Closed Meeting
- B-1. Public Comments
- C. Consent Agenda
- D. Student Representative Comments
- E-1. E. C. Glass High School: In-school Credit Union
- E-2. Heritage High School: Foreign Travel for German Students
- E-3. Lynchburg City Schools' Local Plan for the Gifted: Revised
- E-4. Dual Enrollment Tuition
- E-5. Update: Extra-Curricular and Position-Related Stipends and Supplements
- F-1. Capital Improvement Plan: Roof Replacement Projects
- F-2. Bedford Hills Elementary School: Enrollment Trends
- G. Superintendent's Comments
- H. Board Comments
- I. Informational Items
- K. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:02 p.m. in the Board Room at the School Administration Building.

A-1. Notice of Closed Meeting

Upon MOTION by Mr. White, SECONDED by Mr. Webb, the school board convened a closed meeting at 5:03 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (7) to receive a legal briefing because the briefing in public would adversely affect the litigating posture of the school board.

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

No Votes: None

Abstentions: None

A-2. Certification of Closed Meeting

Upon MOTION by Ms. Hoss, SECONDED by Ms. Poore, the school board reconvened in open session at 6:10 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION by Mr. Webb, 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: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Mrs. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

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

Upon MOTION by Ms. Hoss, SECONDED by Mr. White, the school board added item F-3. U. S. Department of Education Office for Civil Rights: Voluntary Resolution Agreement and deleted I. Closed Meeting.

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

No Votes: Non

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. Chip Berry, athletic director at E. C. Glass High School, and members of the track team thanked the school board for including the indoor track as part of the new Heritage High School. Mr. Berry also highlighted the many state-wide accomplishments of the track team for this school year.

Ben Martin, head football coach at E. C. Glass High School, provided information about the team's efforts to raise funds so that the Varsity members can attend a football camp at the University of Alabama. Raleigh Dakin, a member of the football team, provided the school board with information about his past experiences as a participant in the summer football camp.

C. Consent Agenda

Upon MOTION by Mr. White, SECONDED by Mrs. Snyder, the school board approved the school board meeting minutes of March 18, 2014 (Regular Meeting).

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 1, 2014, EXHIBIT “A,” FOR A COPY OF THE CONSENT AGENDA ITEMS.)

D. Student Representative Comments

Ms. Sara B. Natour, student representative for E. C. Glass High School, and Ms. Alexis T. Johnson, student representative for Heritage High School, provided comments about the events and activities occurring at their high schools.

E-1. E. C. Glass High School: In-school Credit Union

An in-school branch provides students with a unique opportunity to learn about banking and the basics of personal finance in a real world setting. The “Hilltopper Branch” will be established at E.C. Glass High School through a partnership with the Central Virginia Federal Credit Union. This branch will be operated by students from the business and personal finance classes. Students will be selected through an application process and will work rotating shifts before and during school. Each student selected will be a part-time employee of the Central Virginia Federal Credit Union and will receive intensive training during the summer to prepare to run the branch opening at E.C. Glass in the fall. An overview of the program is as follows:

**Rewards of Student Credit Unions & Financial Education
 Hilltopper Branch, In-School Credit Union
FACT SHEET**

Learning Objectives of an In-School Credit Union

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| <ul style="list-style-type: none"> ❖ Ties in directly to the Personal Finance Course requirement ❖ Reinforce math, interpersonal communications, and technology skills ❖ Teach financial literacy as well as job application and interview skills and work ethnics ❖ Opportunity for student staff to conduct classes for fellow students and younger school age children about finances ❖ Allow students to open savings and checking accounts |
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In-School Credit Union Operations
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| <ul style="list-style-type: none"> ❖ Connected to the Credit Union’s network via internet ❖ Students, teachers, and staff can make deposits or withdrawals ❖ Students join free and set up a student savings and/or checking account that have no minimum balance requirements or fees ❖ Financial education “Lunch & Learn” sessions are conducted on a variety of topics |
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Student Operations

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| <ul style="list-style-type: none"> ❖ Student branch operating hours depend on the needs of the school and their students ❖ Hilltopper Branch hours are yet to be determined. (Other schools with this program typically function Monday – Friday during all lunches.) ❖ Advertising and Marketing of the branch will be done by the student staff with our marketing department |
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Equipment Provided by CU

- | |
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| <ul style="list-style-type: none"> ❖ Laptop/computer and printer ❖ Calculators ❖ Office supplies ❖ Cash boxes, small safe ❖ Receipt books, teller balancing record ❖ Cash bags ❖ Marketing and Educational materials ❖ CU project supervisor |
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School Provisions

- ❖ Space within the school for the branch
- ❖ Phone/data line
- ❖ Internet connection
- ❖ Teacher Supervisor

*School does not have any liability for the money kept at the school branch. The credit union is insured and bonded.

Selection of Student Staff

- ❖ Applications and recommendations
- ❖ Interviewed by CU Management
- ❖ Once selected the student employee completes a full service training program with CVFCU like all of our regular staff.
- ❖ Student staff also work part-time after school and on Saturdays in our full branch locations.

Upon MOTION by Mr. Webb, SECONDED by Ms. Poore, the school board approved the establishment of the In-School Credit Union at E. C. Glass High School beginning with the 2014-15 school year.

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

No Votes: None

Abstentions: None

E-2. Heritage High School: Foreign Travel for German Students

Ms. Magdalena Markovinovic, German teacher at Heritage High School has established a partnership with Ms. Birgit Scholich-Blößner, English teacher at Vicco von Bülow Gymnasium in Stahnsdorf, Germany. Through this partnership students from Stahnsdorf will visit Lynchburg from April 12 – 27, 2014. In return, Ms. Scholich-Blößner, has invited Ms. Markovinovic's students to participate in an educational field trip in Stahnsdorf, from June 9 – 24, 2014.

Heritage High School students will attend classes with their hosts and participate in educational field trips around Stahnsdorf, which is 40 minutes south of Berlin.

School Board Policy 6-42: Field/Recreation/Class/Athletic Trips requires prior approval by the school board for student travel outside the continental United States.

Upon MOTION by Dr. Nilles, SECONDED by Ms. Poore, the school board approved the request for Heritage High School German students to travel outside the continental United States.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 1, 2014, EXHIBIT "B," FOR A COPY OF THE SUPPORTING DOCUMENTS.)

E-3. Lynchburg City Schools' Local Gifted Plan: Revised

On May 27, 2010, the Virginia Board of Education adopted revised *Regulations Governing Educational Services for Gifted Students* (8 VAC 20-40-10 et. seq.). These revisions were made in order to strengthen the regulations and to bring them into conformity with best practices in gifted education. The Virginia Department of Education released the local plan template to assist school divisions with the development of their local gifted plans. Due to changes in gifted service offerings in elementary schools during the 2013-14 school year, it is necessary to revise and update our local plan.

Local school boards approve their division's local plan for the education of gifted students annually. Upon approval, the school division shall submit a copy of its plan to the Virginia Department of Education (VDOE) for technical review on a schedule determined by the VDOE. The technical review for the Lynchburg plan is July 31, 2014.

The Lynchburg plan was approved by the state in 2011, and not due to expire until 2015. However, the recent changes to elementary gifted services and revisions to the Lynchburg City Schools logo and mission statement make it necessary to update the plan.

Upon MOTION by Mr. White, SECONDED by Ms. Poore, the school board approved the revised Local Gifted Plan for the Lynchburg City Schools.

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

No Votes: None

Abstentions: None

E-4. Revised Approach to Dual Enrollment Tuition

One of the strategies in the school division's Comprehensive Plan focuses on providing more opportunities for high school students to earn college credit. Lynchburg City Schools (LCS) and Central Virginia Community College (CVCC) offer dual enrollment in biology, English, pre-calculus, applied calculus, early childhood education, culinary arts, building trades, and advanced robotic/cell technology. Total enrollment averages 200 students each year.

The cost for a dual enrollment course on the CVCC campus is \$130 per credit hour. The above-mentioned courses are offered at a discounted rate (\$50 per credit hour) in our schools and are taught by LCS teachers who meet CVCC certification requirements. Students classified as economically disadvantaged pay \$25 per credit hour. This discount is possible due to the contractual agreement between LCS and CVCC through which CVCC bills LCS the full tuition price but then provides a refund of 75 percent of the full tuition price.

Due to this reimbursement agreement, LCS will have an estimated balance in the dual enrollment account at the end of the school year of approximately \$67,000. The school administration has discussed possible uses for these funds and recommends the funds be reallocated to support future dual enrollment initiatives. These would include the following:

- The elimination of tuition paid by families for the dual enrollment courses offered at the high schools
- Funding for courses required for teachers to be eligible to teach dual enrollment courses
- Early College tuition assistance for economically disadvantaged students (\$1,000 per semester for approximately eight students)
- \$4,000 for enrollment fluctuations

Questions asked at the last school board meeting about tuition funds that parents provide and how this new approach would affect their use towards the suggested reallocations were addressed. Mr. Coleman explained that the amount paid by parents did not cover the costs of textbooks, consumable supplies, lab manuals, teacher salaries, and other costs related to these classes and that these expenses are covered by the school division.

Upon MOTION by Mr. Webb, SECONDED by Ms. Poore, the school board approved the proposed reallocation of dual enrollment tuition funds.

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

No Votes: None

Abstentions: None

Mrs. Tweedy left at 6:41 p.m.

E-5. Update: Extra-Curricular and Position-Related Stipends and Supplements

During this presentation, the school board will received an update regarding stipends and supplements staff receive for duties associated with extra-curricular and position-related functions. The subject of stipends and supplements was brought about because the school board requested that this be placed as a tiered item during the budget development process. Since that time, the school administration has researched the stipends and supplements given to employees for certain duties outside of the responsibilities associated with the job for which they were employed. A bracket system with subcategories within the brackets has been developed to help place employees within categories commensurate with their duties and the number years they have received the particular stipend/supplement.

There are three types of supplements: Extracurricular and Athletic, Teacher, and Fixed Rate. The last salary increase was given in 2001-02. A salary scale for the brackets with increases of three percent, five percent, and seven percent was presented to the school board. It was explained that fixed rate supplements are not based on years of experience and that the total dollar amount paid by the school division changes each school year depending on utilization.

Once the budget has been passed by the Lynchburg City Council, the school administration will discuss this and other items to be included in the school operating budget for 2014-15 with the school board.

Mrs. Snyder left at 6:57 p.m.

F-1. Capital Improvement Plan: Roof Replacement Projects

The 2013-14 capital improvement plan includes \$893,000 for the construction costs on the roof replacements at Sandusky Elementary School, Paul Laurence Dunbar Middle School for Innovation (West Building), Laurel Regional School, and E.C. Glass High School Phase 1. The City of Lynchburg Office of Procurement and Purchasing has received bids on the roofing projects.

A total of nine bids for the roofing projects were received. The school administration recommends the following:

<u>Company</u>	<u>School</u>	<u>Cost</u>
AAR of NC	E. C. Glass High School	\$272,900
Mountain Roofing	LAUREL Regional School	\$ 52,818
Woodall & Lang	PL Dunbar MSFI	\$ 92,295
Puff Inc.	Sandusky Elementary School	\$298,900

These are the lowest bids for each location.

Upon MOTION by Mr. Webb, SECONDED by Mr. White, the school board authorized the school administration to enter into a contract with companies listed above for the roofing projects at Sandusky Elementary School, Paul Laurence Dunbar Middle School for Innovation (West Building), LAUREL Regional School, and E.C. Glass High School Phase 1.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 1, 2014, EXHIBIT "C," FOR A COPY OF THE ROOF REPLACEMENT BID TAB.)

F-2. Bedford Hills Elementary School: Enrollment Trends

The school administration presented past and future enrollment trends for Bedford Hills Elementary School and propose a solution to accommodate the anticipated growth. Mr. Copeland explained that the trends for Bedford Hills do not coincide with trends with other schools within the school division, and it is difficult to project from one year to the next how many students will be in a particular grade. It does appear that the enrollment for Bedford Hills is increasing.

The school administration is proposing that a structure be purchased for the school that will house four separate classrooms. The structure would be purchased with funds left over from other projects within the current capital improvement plan. A covered walkway will be built for students between the school and the structure.

School board members expressed concern about not having a restroom included in the structure so that it would be more convenient and safe for students. The school administration will investigate the possibility of including a restroom within the structure, how much that addition will cost, and then present that information to the school board at the next meeting.

F-3. U. S. Department of Education Office for Civil Rights: Voluntary Resolution Agreement

On April 1, 2014, the school administration reviewed a Voluntary Resolution Agreement with the U.S. Department of Education's Office for Civil Rights (OCR) with the Lynchburg City School Board. The Voluntary Resolution Agreement is the culmination of a compliance review initiated by OCR in September 2010. The compliance review focused on the school division's college and career readiness programs and student discipline policies and procedures and their compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race and national origin.

Through the Agreement, LCS will continue to administer its college and career readiness programs and student discipline policies and procedures consistently among students of different races. The Agreement encompasses many of the measures that LCS has already included and implemented in its Comprehensive Plan.

**Lynchburg City School Board – Regular Meeting
April 1, 2014
Page Seven**

LCS will continue to comply with federal and state laws and to provide a high-quality, educational program to all of its students without regard to their race or national origin.

Upon MOTION by Ms. Poore, SECONDED by Mr. White, the school board authorized the superintendent to enter into a Voluntary Resolution Agreement with the U. S. Department of Education Office for Civil Rights.

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

No Votes: None

Abstentions: None

G. Superintendent's Comments

Dr. Brabrand extended congratulations to Amy D. Huskin and April M. Bruce who recently received their Doctorate in Education.

Dr. Brabrand announced that Steve Staples, executive director of the Virginia Association of School Superintendents, has been appointed as the new Superintendent of Public Instruction for the state of Virginia.

H. Board Comments

Mr. Webb provided information about the school events and activities in which he participated during the past two weeks. He was recently appointed by the school board to the VPOST (Virginia Out of School Time) Committee, which is a committee that will investigate sustainable opportunities for after school programs previously funded by 21st Century Community School grants.

Ms. Waller announced that today is Dr. Brabrand's second anniversary as superintendent of Lynchburg City Schools. She and other board members commended him for the outstanding job he has done during this time.

Ms. Hoss asked about the groundbreaking ceremony for Heritage High School. That event will occur on April 22, 2014, at 10:00 a.m. at the school's current baseball field.

I. Informational Items

Next School Board Meeting: Tuesday, April 22, 2014, 5:30 p.m., Board Room, School Administration Building

J. Adjournment

The meeting adjourned at 7:40 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.)