

**Lynchburg City School Board  
Regular Meeting  
April 17, 2012**

**BOARD  
MEMBERS  
PRESENT:**

Charles B. White, Chairman  
Trenay L. Tweedy, Vice Chairman  
Keith R. Anderson  
Mary Ann H. Barker  
Albert L. Billingsly  
Regina T. Dolan-Sewell  
Troy L. McHenry  
Jennifer R. Poore  
J. Marie Waller  
Joel A. Graham, Student Representative, E. C. Glass High School  
Nick L. Comerford, 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  
Anthony E. Beckles, Sr., Chief Financial Officer  
April M. Bruce, Director of Testing, Gifted, and Guidance  
Steven L. Gatzke, Director of Facilities and Transportation  
Michael K. Rudder, Director of Elementary Education  
Gregory P. Sullivan, Director of Information Technology  
Wyllys D. VanDerwerker, Director of Special Education  
Charles E. Dellinger, Supervisor of Instruction  
Pamela D. Smith-Johnson, Supervisor of Instruction  
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA  
PRESENT:**

Jessie Pounds, *The News & Advance*

**Agenda  
Items:**

- A-1. Public Comments
- B-1. 2011 Virginia School Boards Association: Art Contest Winners
- C-1. Finance Report
- D. Consent Agenda
- E. Student Representative Comments
- F-1. William Marvin Bass Elementary School Calendar: 2012-13
- G-1. Career-Technical Program: Nurse Aide
- G-2. Revised Number 2 IDEA PL 108-446 and 304-11 2011-12 Part B Section 611 Sub-grant Awards for Special Education
- G-3. Special Education Annual Plan/Part B Blow-through Application and Section 619 Preschool Grant Applications: 2012-13
- G-4. Request for Reallocation of Budget
- 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 and 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.

**Lynchburg City School Board – Regular Meeting  
April 17, 2012  
Page Two**

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

**B-1. 2011 Virginia School Boards Association: Art Contest**

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.

Selected to represent Lynchburg City Schools at the 2012 VSBA Southern Regional Forum April 24, 2012, at Dan River High School in Ringgold, Virginia, are Kayla Manvillean, Thomas C. Miller Elementary School for Innovation; Brenna Wooldridge, Linkhorne Middle School; and Sara Castanes, Heritage High School. A local school board member will transport the three winning pieces of art work to the regional contest. Following the VSBA Southern Regional Forum, the three student artwork pieces will be displayed throughout the summer at the School Administration Building unless they win at the regional level. Should that occur, the artwork will be displayed at the Virginia School Boards Association office in Charlottesville.

**C-1. Finance Report**

The school administration, in accordance with the 2011-12 school's operating budget, authorized, approved, and processed the necessary payments through March 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 March 31, 2012, for the operating fund.

Total Operating Fund Budget	\$75,705,953.00
Return of Fund Balance	\$ 1,692,695.00
Use of Lease Purchase Funds	\$ 35,852.79
Insurance Proceeds – HHS	\$ 87,359.85
Designation of Prior Year Encumbrances	\$ 15,616.00
Adjusted Budget	\$77,537,476.64

Through March 31, 2012

Actual Revenue Received	\$ 48,683,120.89
Actual Expenditures	\$ 48,404,160.84
Actual Encumbered	\$ 23,432,315.34

Percent of Budget Received	62.79%
Percent of Budget Used, excluding encumbrances	62.43%

As of 03/31/12 – 9 months	75.00%
---------------------------	--------

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

Mr. Beckles provided an update on the health care plan collaborative efforts with the city. The RFPs for the health plan have been submitted by Anthem, United Health Care, and Piedmont. They were issued based on the city's plan, the school's plan, and then a combined plan. At this point, numbers show that if the city and schools combine the plans, it will cost more money. It would be more cost effective for the city and the schools to have their own plans. Once all of the information has been received, the city and schools will complete a report to share with the city council and with the school board.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 17, 2012, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

**D. Consent Agenda**

Upon MOTION by Mr. McHenry, SECONDED by Mrs. Barker, the school board approved the personnel report for the period April 6 – 17, 2012, and School Board Policy 1-41: Public Participation.

Yes Votes: Mr. White, Mrs. Tweedy, Rev. Anderson, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Mr. McHenry, Ms. Poore, Ms. Waller

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 17, 2012, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

**E. Student Representative Comments**

Mr. Joel A. Graham, student representative for E. C. Glass High School, and Mr. Nick L. Comerford, student representative for Heritage High School, provided comments about the events and activities occurring at their schools.

**F-1. William Marvin Bass Elementary School Calendar: 2012-13**

Using the division-wide academic calendar for the 2012-13 school year and the current academic calendar for William Marvin Bass, the school administration designed a calendar for William Marvin Bass for 2012-13. This draft has been shared with the principal of the school who has shared the calendar with the faculty and staff.

The proposed calendar includes the following:

- 180 instructional days
- The same number of contracted working days for staff as the division-wide calendar
- Student and employee holidays that mirror the approved division calendar for 2012-13
- The same convocation day and professional development/work days as designated in the division-wide calendar
- The same disbursement of intersession days as in previous calendars for the school
- A change from six weeks grading periods to nine weeks grading periods

The date of the superintendent's convocation was changed from August 17 to August 13, and that change has been made to the William Marvin Bass Elementary School Calendar for 2012-13.

Upon MOTION by Mr. Billingsly, SECONDED by Mr. McHenry, the school board approved the 2012-13 calendar for William Marvin Bass Elementary School.

Yes Votes: Mr. White, Mrs. Tweedy, Rev. Anderson, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Mr. McHenry, Ms. Poore, Ms. Waller

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 17, 2012, EXHIBIT "C," FOR A COPY OF THE 2012-13 CALENDAR FOR WILLIAM MARVIN BASS ELEMENTARY SCHOOL.)

**G-1. Career-Technical Program: Nurse Aide**

As the health care industry expands due to technological advancements in medicine and the gradual aging of the population, there will be an increased need for all health care workers. According to the United States Census Bureau, the number of people ages 65 and older is expected to increase from 40 million to 72 million between 2010 and 2025. The United States Bureau of Labor Statistics (BLS) projects that this increasing population will result in job growth for a variety of occupations related to caring for older people. The BLS predicts that employment in nursing care facilities is expected to grow more than 24 percent by 2020. That's an increase of nearly 450,000 jobs. The school administration proposes the formation of a new Nurse Aide program to be offered through the Lynchburg City Schools' Career-Technical Education program.

The new course is projected to begin in the fall of 2012 at Heritage High School. The course will be offered as a two-hour course for juniors and seniors who wish to explore a possible career in caring for sick and elderly individuals in their homes or in an assisted living setting. The course will be taught by staff members from Generation Solutions. This program will also serve as an introduction to additional career opportunities in the health industry. A preliminary budget has been developed for the program. The anticipated expenditures will be covered through the partnership with Generation Solutions and the Lynchburg City Schools.

Ms. Temika Younger (RN), vice president of training and education with Generation Solutions, was present to explain the details of the proposal. Staff from the department for curriculum and instruction also provided additional information. Ms. Younger noted that Generation Solutions will pay \$6,000 to nurses to cover time away from the office while they assist with this program.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 17, 2012, EXHIBIT "C," FOR A COPY OF THE SUPPORTING DOCUMENTS.)

**G-2. Revised Number 2 IDEA PL 108-446 and 304-11 2011-12 Part B Section 611 Sub-grant Awards for Special Education**

In August, the Virginia Department of Education approved the school division's 2011-2012 Annual Special Education Plan including specific funds under the Individuals with Disabilities Education Act (IDEA). On

**Lynchburg City School Board – Regular Meeting  
April 17, 2012  
Page Four**

November 4, 2011, the school division received notification that the state allocations for 2011-2012 under the Part B, Section 611 (special education flow-through) funding program had been reduced. Therefore, a revised funding application was presented to the school board for approval, and it was submitted to the Virginia Department of Education.

In February, the Virginia Department of Education received a supplemental award notification restoring funding to the fiscal year 2011 Part B Grants to States Award. P.L. 112-74, the “Consolidated Appropriations Act, 2012” signed on December 23, 2011, decreased the across-the-board reduction from 1.503 percent to 0.189 percent. Virginia’s share of the final appropriation was reduced by approximately .995 percent.

The Virginia Department of Education has applied this final reduction proportionately across both state set-aside funds and Section 611 flow-through awards to school divisions. This second revised sub-grant award reflects the following flow-through funding for the school year:

**Lynchburg City Schools Revised 2011-12 Part B, Section 611, Flow-through Sub-grant Award:**

Original 2011-12 Award:	August 5, 2011	\$2,146,045.00
Revised 2011-12 Award:	November 4, 2011	\$2,123,152.00
	November 4, 2011 – revision reflected a decrease of	(\$22,893.00)
Revised 2011-12 Award:	February 24, 2011	\$2,143,166.00
	February 24, 2011 – revision reflected a decrease of	(\$2,879.00)

Mr. VanDerwerker noted that this is the first time federal funds have been cut nationally.

Upon MOTION by Mr. Billingsly, SECONDED by Mrs. Barker, the school board approved the revised 2011-12 Part B, Section 611, Flow-through Sub-grant funds.

Yes Votes: Mr. White, Mrs. Tweedy, Rev. Anderson, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Mr. McHenry, Ms. Poore, Ms. Waller

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 17, 2012, EXHIBIT “D,” FOR A COPY OF THE SPECIAL EDUCATION FEDERAL PROGRAM PROPOSED GRANT BUDGET PART B, SECTION 611, FLOW-THROUGH FUNDS JULY 1, 2011 – SEPTEMBER 30, 2013.)

**G-3. Special Education Annual Plan/Part B Flow-through Application and Section 619 Preschool Grant Applications: 2012-13**

The Annual Special Education Plan is a formal agreement between the local school board and the Virginia Department of Education for the implementation of state and federal laws and regulations related to services mandated for students with disabilities. Accordingly, the disbursement of funds to the school division is contingent upon school board approval of the plan. The Virginia Department of Education has advised school divisions to anticipate level funding for the flow-through and 619 Preschool grants.

Therefore, Lynchburg City Schools will apply for \$2,143,166 in special education flow-through funds for the 2012-13 school year. The application for funds for the 2012-13 school year must be approved by the school board and submitted to the Virginia Department of Education for plan approval and financial reimbursement. Funds provide salaries and staff development activities focused on addressing the unique needs of students with disabilities.

The Lynchburg City Schools will also apply for \$62,147 in Section 619 Preschool funds for the 2012-13 school year. This funding will be used to support Hutcherson Early Learning Program as they provide special education and related services to preschool children (ages 2-5) who have been determined eligible for special education services. Funds provide adaptive equipment, computers, diagnostic services, inclusion support, salaries, instructional materials, teacher stipends, and child-find activities.

Mr. VanDerwerker stated that the school division is legally required to spend the same amount of state and local dollars on students with disabilities as we did last year. For the 2012-13 school year, the school administration will detail costs appropriately for each of the programs offered to special education students.

This item will be considered for action at the May 1, 2012, school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 17, 2012, EXHIBIT “E,” FOR A COPY OF THE SPECIAL EDUCATION FEDERAL PROGRAM PROPOSED GRANT BUDGET PART B, SECTION 611, FLOW-THROUGH FUNDS JULY 1 2012 – SEPTEMBER 30, 2014.)

**G-4. Request for Reallocation of Budget**

The school administration has recognized a need for the purchase of select equipment and textbooks within the school division. There is also the need for additional funds for transportation due to the rising fuel prices.

Purchases include the following:

Stage curtains at William Marvin Bass and Dearington Elementary	\$ 8,644.80
Light board at E. C. Glass High School	\$ 10,000.00
Auditorium lights at Dunbar Middle School	\$ 26,250.90
Equipment for communication room at Dunbar Middle School	\$ 12,500.00
Purchase of Driver's Education vehicle	\$ 16,600.00
Diesel Fuel	\$ 100,000.00
Camera for bus	\$ 17,864.00
Textbooks	<u>\$ 600,000.00</u>
	\$ 791,859.70

Given school board approval, these purchases will be funded through savings in the existing operating budget.

Salaries and Benefits:

Director of Personnel and Public Information Officer, vacated positions	\$ 50,000.00
Finance Receptionist position not filled	\$ 39,731.56
Savings recognized from employee retirement/rehire at lower cost	\$614,764.14
Reduction in audit expenditures	\$ 17,000.00
Xerox and printing savings	\$ 52,500.00
Purchase price of buses were less than originally estimated/budgeted	<u>\$ 17,864.00</u>
	\$791,859.70

The school administration requests this budget adjustment be approved for the 2011-12 school year in order to fund these one-time purchases.

This item will be considered for action at the May 1, 2012, school board meeting.

**H. Superintendent's Comments**

Dr. Brabrand reported that he has met with all city council members except for one, and that meeting will be schedule in the near future. The discussions thus far have been candid and productive.

Dr. Brabrand participated in the Town and Gown meeting, which consists of presidents of area colleges and city council members.

Dr. Brabrand has met with the principal and the faculty at Paul Laurence Dunbar Middle School for Innovation. He plans to meet with each of the principals and faculties during the next few weeks.

The Dental Pinning Ceremony for 18 graduates occurred this evening at E. C. Glass High School.

The school administration will conduct interviews for the Teacher of the Year on April 27, 2012, and present the winner to the school board on May 1, 2012.

**I. Board Comments**

Mr. McHenry announced that the Superintendent's Evaluation Tool Committee will meet on April 26, 2012 at 12:00 noon in Room 206 at the School Administration Building.

Mr. White reminded school board members of the groundbreaking ceremony for the Memorial Wall at Paul Laurence Dunbar Middle School for Innovation on April 20, 2012.

**J. Informational Items**

Next School Board Meeting: Tuesday, May 1, 2012, 5:30 p.m., Board Room, School Administration Building

**K. Adjournment**

The meeting adjourned at 6:55 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.)