

**Lynchburg City School Board
Regular Meeting
April 22, 2014**

**BOARD
MEMBERS
PRESENT:**

Regina T. Dolan-Sewell, 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:**

Treney L. Tweedy, Vice Chairman

**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-1. 2014 Virginia School Boards Association Student Art Contest Winners
- C-2. Student Recognitions
- D-1. Finance Report
- E. Consent Agenda
- F. Student Representative Comments
- G-1. Bedford Hills Elementary School: Enrollment Trends
- H-1. Lynchburg City School Board Policy Updates
- H-2. Special Education Annual Plan/Part B., Section 611, Flow-through Application and Section 619 Preschool Grant Applications: 2014-15
- H-3. Request for Reallocation of Budget
- I. Superintendent's Comments
- J. Board Comments
- K-1. Notice of Closed Meeting
- K-2. Certification of Closed Meeting
- L. Informational Items
- M. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:03 p.m. in the Board Room at the School Administration Building.

A-1. Notice of Closed Meeting

Upon MOTION by Ms. Hoss, SECONDED by Ms. Waller, the school board convened a closed meeting at 5:03 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss an employee appointment.

Yes Votes: Dr. Dolan-Sewell, 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 Mr. White, SECONDED by Ms. Poore, the school board reconvened in open session at 5:30 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION by Mr. White, 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, 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. Waller, SECONDED by Mr. Webb, the school board added an addendum to item E-2. Personnel Report.

Yes Votes: Dr. Dolan-Sewell, Ms. Hoss, Dr. Nilles, Ms. Poore, Mrs. 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. Danny L. McCain provided comments to members of the school board about the recent Voluntary Resolution Agreement with the Office of Civil Rights and requested a copy of that document.

C-1. 2014 Virginia School Boards Association 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.

Selected to represent Lynchburg City Schools at the 2014 VSBA Southern Regional Forum on April 30, 2014, at South Hill Elementary School in South Hill, Virginia, are: India Stewart, Perrymont Elementary School; Jasmine Oedina, Linkhorne Middle School; and Aysia Brown, E. C. Glass 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 student artwork will be displayed throughout the summer at the School Administration Building.

Each of the contest winners were presented with a certificate of recognition and were also photographed with the school board.

C-2. Student Recognition

During this presentation, Mychael A. Ward, student at E. C. Glass High School, was recognized for his musical abilities and achievements with a certificate of recognition.

D-1. Finance Report

The school administration, in accordance with the 2013-14 school's operating budget, authorized, approved, and processed the necessary payments through March 31, 2014. 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, 2014 for the operating fund.

Total Operating Fund Budget	\$84,249,418.00
Restricted Donations Received	\$ 100.00
Fund Balance Return	\$ 507,487.00
Adjusted Budget	\$84,757,005.00

Through March 31, 2014

Actual Revenue Received	\$ 52,248,496.91
Actual Expenditures	\$ 53,764,759.15
Actual Encumbered	\$ 26,299,314.91

Percent of Budget Received	61.65%
Percent of Budget Used, excluding encumbrances	63.43%

As of 03/31/14 – 9 months 75.00%

The revenue and expenditure reports detailed the transactions recorded through March 31, 2014. All reports appeared as attachments to the agenda report.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 22, 2014, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

E. Consent Agenda

Upon MOTION by Mr. White, SECONDED by Ms. Poore, the school board approved the school board meeting minutes of April 1, 2014, and the personnel report and addendum for the period April 1 – 22, 2014.

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

No Votes: None

Abstentions: None

With the approval of the consent agenda, the school board appointment Dr. John C. McClain as assistant superintendent of curriculum and instruction, effective June 1, 2014.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 22, 2014, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

F. 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.

G-1. Bedford Hills Elementary School: Enrollment Trends

On April 1, 2014, the school administration provided the school board with information about enrollment trends for Bedford Hills Elementary School and a possible solution to accommodate the growth. After meeting with the principal and members of the PTO, other options were investigated regarding the need for additional space at the school. Rather than house four classrooms in a unit to be purchased for that purpose, the school administration proposed the option of renovating the library to house the classrooms and to move the library to the existing modular unit at the school. This option would allow all classrooms to remain under one roof, and there would be no safety issues associated with students going to and from the unit to use the restroom. Further, there would be savings in purchasing and renovating the existing modular unit.

To accomplish this work at Bedford Hills Elementary School, there is a need to transfer fund from existing CIP projects.

CIP Funds to be Transferred to Bedford Hills Elementary School New Classroom (YSO47):

\$17,684 – Bass Elementary School Fire Sprinkler Head Replacement (YSO38)
\$35,000 – Paul Munro Elementary School Window Replacement (YSO46)
\$30,000 – CIP Contingency (YT001)
\$137,000 – Dunbar Middle School West Roof Replacement (YS718)
\$15,000 – Sandusky Elementary School Roof Replacement (YS722)

Upon MOTION by Mr. Webb, SECONDED by Ms. Poore, the school board authorized the transfer of CIP funds listed above to fund the Bedford Hills Elementary School project.

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

No Votes: None

Abstentions: None

H-1. Lynchburg City School Board Policy Updates

A highlight of membership with the Virginia School Boards Association (VSBA) is the regular policy updates reviewed by legal counsel that reflect the latest changes in state and federal laws and regulations. A few policies are revised for editorial reasons or to correct technical errors. Listed below are several new policy revisions from the February 2014 update. All policies appeared as attachments to the agenda report.

BBA	School Board Powers and Duties
BDD	Electronic Participation in Meetings from Remote Locations
BDDC	Agenda Preparation and Dissemination
BDDF	Voting Method
BDDH	Public Participation at School Board Meetings
BG	Board-Staff Communications
DK	Payment Procedures
EDC	Authorized Use of School-Owned Materials
IJ	Guidance and Counseling Program
JL	Fundraising and Solicitation
KA	Goals for School-Community Relations
KJ	Advertising in the Schools
KL	Public Complaints
KLB	Public Complaints About Learning Resources
KMA	Relations with Parent Organizations

Questions and comments should be directed to Mr. Copeland or Mrs. Sullivan so that legal counsel can be obtained as necessary. This item will be considered for action at the next school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 22, 2014, EXHIBIT "C," FOR A COPY OF THE AMENDED POLICIES.)

H-2. Special Education Annual Plan/Part B, Section 611, Flow-through Application and Section 619 Preschool Grant Applications 2014-15

The Special Education Annual Plan is a formal agreement between the local school board and the Virginia Board of Education for the implementation of state and federal laws and regulations related to services mandated for students with disabilities. The disbursement of funds to the school division is contingent upon school board approval of the plan.

Lynchburg City Schools will apply for **\$2,031,915.00** in special education Flow-through Funds for the 2014-15 school year. The application for funds for the 2014-15 school year must be approved by the school board and submitted to the Virginia Department of Education for plan approval and financial reimbursement.

- **\$1,858,438.00** of this funding will be used to provide salaries for special education staff.
- **\$173,477.00** of the 611 Flow-through Funds will be used to provide special education and speech therapy services to parentally-placed students with disabilities attending local private schools.

Lynchburg City Schools will also apply for **\$58,483.00** in Section 619 Preschool Funds for the 2014-2015 school year.

- **\$49,809.15** of this funding will be used to support Hutcherson Early Learning Program to provide special education and related services to preschool children (ages 2-5) who have been determined eligible for special education services. Funds provide inclusion support through special education placements in local private preschools staff development and instructional materials.

- **\$8,673.85** of the 619 funding will be used to provide speech therapy to parent-placed students with disabilities attending local private schools.

Funding amounts contained in this agenda report were as of Friday, April 18, 2014. The school administration received updated funding amounts on April 21, 2014, which will be presented to the school board at the next meeting.

An increase of approximately \$112,000 in funding is expected, according to information received from the department of education. Some of this funding will need to be set aside for those students placed in private schools by their parents.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 22, 2014, EXHIBIT "D," FOR A COPY OF THE SUPPORTING DOCUMENTS.)

H-3. Request for Reallocation of Budget

The school administration has recognized a need to reallocate funds to purchase various equipment and supplies throughout the school division.

Purchases of band and orchestra instruments	\$ 30,000.00
Purchase of Network equipment	\$ 118,503.00
Purchase of four vehicles for Maintenance Department	\$ 85,000.00
Purchase of Cisco switches	\$ 342,107.00
Purchase of leave tracking software	\$ 6,000.00
Stipends for revision of pacing guides	\$ 40,000.00
Purchase of and installation of intercom at FHCS	\$ 14,000.00
Purchase of projectors	\$ 30,000.00
Installation of Access Points	\$ 120,000.00
Consulting fees for IT infrastructure assessment	\$ 75,000.00
Purchase of network printers	\$ 35,000.00

Given school board approval, the funds to purchase the items will come from available funds in the existing operating budget.

Various Salaries, Benefits and Non-Personnel accounts \$895,610.00

The school administration requests this budget adjustment be approved for the 2013-14 school year in order to fund these one-time purchases.

Mr. Beckles stressed that these funds are taken from money that has not been earned or were not spent as anticipated. They are unused budgeted funds. Most of these purchases are to support information technology infrastructure, an item for which the school division does not have a budget. The school administration plans to develop a budget for this purpose to present to the school board next year.

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

I. Superintendent's Comments

Dr. Brabrand announced that the Heritage High School groundbreaking ceremony occurred earlier this morning and that it was a very exciting event.

The school division will host a job fair on Saturday, April 26, 2014, from 9:00 a.m. until 12:00 noon at Sandusky Middle School.

Secretary of Information Technology Karen Jackson will visit the school division on April 29, 2014. She will be accompanied by Delegate Byron and Delegate Garrett.

Kindergarten pre-registration will occur at all schools on April 23, 2014, from 9:00 a.m. until 3:00 p.m.

Representatives from 11 of our schools will attend a school improvement seminar hosted by the Virginia Department of Education at James Madison University.

J. Board Comments

Mr. Webb provided information about the school-related events and activities in which he has participated during the past several weeks.

Ms. Poore thanked the school administration for conducting such a wonderful groundbreaking ceremony today. The Heritage High School community has waited a very long time for this moment. It is truly an exciting time.

K-1. Notice of Closed Meeting

Upon MOTION by Ms. Hoss, SECONDED by Ms. Poore, the school board convened a closed meeting at 7:08 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss employee performance.

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

No Votes: None

Abstentions: None

K-2. Certification of Closed Meeting

Upon MOTION by Mr. Webb, SECONDED by Ms. Poore, the school board reconvened in open session at 8:10 p.m.

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

No Votes: None

Abstentions: None

L. Informational Items

Next School Board Meeting: Tuesday, May 6, 2014, 5:30 p.m., Board Room, School Administration Building

M. Adjournment

The meeting adjourned at 8:11 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.)