

**Lynchburg City School Board
Regular Meeting
May 1, 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
Steven L. Gatzke, Director of Facilities and Transportation
Merle P. Herndon, Director of Professional Development and School Business Partnerships
Gloria C. Preston, Director of Student Services and Alternative Education
Michael K. Rudder, Director of Elementary Education
Gregory P. Sullivan, Director of Information Technology
Wyllys D. VanDerwerker, Director of Special Education
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Jessie Pounds, *The News & Advance*

**Agenda
Items:**

- A-1. Public Comments
- B-1. Teacher of the Year: 2012-13
- C. Consent Agenda
- D. Student Representative Comments
- E-1. Special Education Annual Plan/Part B Flow-through Application and Section 619 Preschool Grant Applications: 2012-13
- E-2. School Calendar: 2012-13 Exam Schedule
- F-1. School Board Policy 2-16: Community Involvement/Volunteers
- F-2. Administrative Regulation 2-16: PTA/PTO Meeting Schedule
- F-3. Request for Reallocation of Budget
- G. Superintendent's Comments
- H. Board Comments
- I-1. Notice of Closed Meeting
- I-2. Certification of Closed Meeting
- 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*.

Upon MOTION by Mr. McHenry, SECONDED by Rev. Anderson, the school board moved item C-4. Special Education Annual Plan/Part B Flow-through Application and Section 619 Preschool Grant Applications: 2012-13 to the first item under unfinished business, added item F-3. Request for Reallocation of Budget, and added the discussion of investment of public funds and legal briefing under item I-1. Notice of Closed Meeting.

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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

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. Teacher of the Year: 2012-13

The goal of the Virginia Teacher of the Year program is to recognize dedicated, knowledgeable, and skilled teachers at the local, regional, and state level.

To select the Lynchburg City Schools' Teacher of the Year, the school division used a nomination process whereby school staffs, principals or school division administrators nominated teachers for this honor. A team composed of a parent, a school board member, a past Teacher of the Year recipient and central office staff then interviewed the nominated teachers.

The team gave special consideration for the following characteristics: experience in the school division and in the field of teaching, professional development activities, classroom performances, membership in professional organizations, and community involvement.

Ms. Chelsey Dews, a teacher at Bedford Hills Elementary School, was introduced as the Lynchburg City Schools' Teacher of the Year for the 2012-2013 school year. Ms. Dews stated that receiving this award has been a thrilling and humbling experience. She gave credit to the support of the school administration and professional development opportunities available to her. She looks forward to representing the school board at the regional level and hopes to represent the school division at the state level.

Mr. Tom Foster, a teacher at Paul Laurence Dunbar Middle School for Innovation, won the 2012 McGlothlin Award for Teaching Excellence. With this award comes \$25,000, \$10,000 of which he must use toward international travel. He plans to use this award money to visit the Great Barrier Reef in Australia. The McGlothlin Awards are among the largest education prizes given in the United States.

C. Consent Agenda

Upon MOTION by Rev. Anderson, SECONDED by Mrs. Barker, the school board approved school board meeting minutes for February 7, 2012 (Regular Meeting), the personnel report and addendum for April 17 – May 1, 2012, the Career-Technical Program for Nurse Aide, and the request for reallocation of budget.

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 MAY 1, 2012, EXHIBIT "A," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

D. 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.

E-1. 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.

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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.

Since the April 17, 2102, the Special Education Annual Plan has been open for public comment. Comments included requests from three local private schools to continue receiving existing federal set-aside funds. Further one parent expressed interest in the provision of special education instructional services for students with Hearing Impairments, and one proposed that the 2012-13 plan include funds for special education instruction.

The school administration responded to these requests indicating that the plan provides the same services for local private schools as it did in the 2011-12 plan and that the proposed 2012-13 plan includes funding for the provision of contracted special education services as needed.

Upon MOTION by Mr. McHenry, SECONDED by Mr. Billingsly, the school board approved the Special Education Annual Plan/Part B Flow-through Application and Section 619 Preschool Grant Applications: 2012-13.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 1, 2012, EXHIBIT "B," FOR A COPY OF THE SPECIAL EDUCATION ANNUAL PLAN/PART B FLOW-THROUGH APPLICATION AND SECTION 619 PRESCHOOL GRANT APPLICATIONS: 2012-13.)

E-2. School Calendar: 2012-13 Exam Schedule

The administrative staff discussed whether the 2012 fall semester exams should be administered in December 2012 or in January 2013.

After review, the administrative staff reached consensus that the December dates will provide the better opportunity for student achievement and success. The primary point of discussion was that if the exams were completed in December, students would have the opportunity to work with teachers when they return from winter break to make up any missed worked prior to the end of first semester. The students at the Central Virginia Governor's School for Science and Technology take exams prior to winter break and have a remediation period prior to the end of first semester. Dates that are scheduled for exams are December 17-20, 2012.

F-1. School Board Policy 2-16: Community Involvement/Volunteers

At the beginning of the 2011-12 school year, the school administration began requiring individuals to submit applications in order to volunteer in schools. This process involves a screening, and applicants who have felony drug, child abuse/neglect, or violent crimes charges are not allowed to volunteer. School Board Policy 2-16: Community Involvement/Volunteers has been revised to reflect that practice. The school board policy also has language that has been developed by the Virginia School Boards Association. Revisions to the policy appeared as an attachment to the agenda report.

This item will be considered for action by the school board at the May 15, 2012, meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 1, 2012, EXHIBIT "C," FOR A COPY OF SCHOOL BOARD POLICY 2-16: COMMUNITY INVOLVEMENT/VOLUNTEERS.)

F-2. Administrative Regulation 2-16: PTA/PTO Meeting Schedule

At the request of the superintendent, schools have been asked to refrain when possible from having events on Tuesdays, which is when school board meetings are scheduled to occur. Administrative Regulation 2-16: PTA/PTO Meeting Schedule has been revised accordingly. The regulation appeared as an attachment to the agenda report.

This item will be considered for action by the school board at the May 15, 2012, 2012, meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 1, 2012, EXHIBIT "D," FOR A COPY OF ADMINISTRATIVE REGULATION 2-16: PTA/PTO MEETING SCHEDULE.)

F-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 include the following:

Installation of wireless network in all buildings	\$ 300,000.00
Purchase of video projector unit bulbs	\$ 20,000.00
Purchase of miscellaneous school supplies and equipment	\$ 50,000.00
Purchase of two Kronos timekeeping clocks	\$ 7,000.00
Replacement of scoreboard at Heritage High School	\$ 5,356.00
Purchase of two Z-mowers for the grounds department	\$ 30,000.00
Purchase of 125 fire extinguishers	\$ 5,500.00
Purchase of trailer for the grounds department	\$ 5,000.00
Purchase of straddle for personnel lift for the maintenance department	\$ 6,000.00
Professional services to rewrite academic programs	\$ 50,000.00
Purchase of 100 gal. sprayer for the grounds department	<u>\$ 2,000.00</u>
	<u>\$ 480,856.00</u>
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Given school board approval, the funds to purchase the items will come from savings in the existing operating budget.

Various Salaries and Benefits accounts	\$ 75,856.00
Various Non-Personnel accounts	\$ 105,000.00
Health insurance payable	<u>\$ 300,000.00</u>
	<u>\$ 480,856.00</u>
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The school administration requests this budget adjustment be approved for the 2011-12 school year in order to fund these one-time purchases.

The school board will consider action on this item at the May 15, 2012, meeting.

G. Superintendent's Comments

The Virginia Department of Education continues to wait for information regarding its request for the No Child Left Behind Act waiver. Should that waiver be approved, public schools in Virginia will be released from the requirements associated with Adequate Yearly Progress.

Secretary of Education Fornash will visit the school division on May 8, 2012. She plans to have lunch with teachers at Paul Laurence Dunbar Middle School for Innovation as part of her celebration of teacher appreciation.

Mr. Gatzke will provide the school board with a report of the reorganization of the Department of Facilities and Maintenance at the next school board meeting.

H. Board Comments

Rev. Anderson announced that the next Finance Committee meeting will occur on May 10, 2012, at 11:00 a.m. at the School Administration Building.

Ms. Waller announced that she had attended the Virginia School Boards Association Southern Regional Forum, and Brenda Wooldridge (Linkhorne Middle School) and Sarah Casten (E. C. Glass High School) both won the VSBA Regional Art Contest for their specific level. Their artwork will be framed and hung in the VSBA offices in Charlottesville over the next several months. Ms. Waller also attended the Best Older Friend contest reception sponsored by West Minster Canterbury and spoke on behalf of the school board.

Mr. Billingsly attended the VSBA Conference on School Nutrition. He also attended the 'graduation ceremony' for the Central Virginia Governor's School for Science and Technology. Lynchburg City Schools had 17 students complete the program at that school.

Mr. McHenry has completed and distributed to school board members the final version of the Superintendent's Evaluation Instrument.

Mr. White thanked members of the Superintendent's Evaluation Instrument Committee for working on this document and incorporating all the school board member comments and suggestions into the document. If the school board through consensus is content with the document, this item will appear on the next school board meeting agenda for discussion.

I-1. Notice of Closed Meeting

Upon MOTION by Mrs. Barker, SECONDED by Mr. McHenry, the school board convened a closed meeting at 6:43 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) (6) (7) to discuss personnel matters, the investment of public funds where competition or bargaining is involved, where if made public initially, the financial interest of the governmental unit would be adversely affected, and to receive a legal briefing by staff where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body.

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

I-2. Certification of Closed Meeting

Upon MOTION by Rev. Anderson, SECONDED by Mr. Billingsly, the school board reconvened in open session at 8:03 p.m.

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

Upon MOTION by Mr. Billingsly, SECONDED by Mr. McHenry, 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: Mr. White, Mrs. Tweedy, Rev. Anderson, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Mr. McHenry, Ms. Poore, Ms. Waller

No Votes: None

Abstentions: None

J. Informational Items

Next School Board Meeting: Tuesday, May 15, 2012, 5:30 p.m., Board Room, School Administration Building

The meeting adjourned at 8:04 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.)