

**Lynchburg City School Board
Regular Meeting
May 16, 2017**

**BOARD
MEMBERS
PRESENT:**

Michael J. Nilles, Chairman
Sharon Y. Carter
James E. Coleman
Charleta F. Mason
Susan D. Morrison
Derek L. Polley
Kimberly A. Sinha
Katie K. Snyder
Indya M. Page, Student Representative, Heritage High School
Sidney M. Marshall, Student Representative, E. C. Glass High School

**BOARD
MEMBERS
ABSENT:**

Regina T. Dolan-Sewell, Vice Chairman

**ADMINISTRATION
PRESENT:**

Scott S. Brabrand, Superintendent
Ben W. Copeland, Assistant Superintendent of Operations and Administration
John C. McClain, Assistant Superintendent of Student Learning and Success
Anthony E. Beckles, Sr., Chief Financial Officer
LaTonya D. Brown, Director for Student Support, Behavior, and Alternative Education
April M. Bruce, Director for Data, Assessment, and Accountability
David A. Childress, Director for Information Technology
Steven L. Gatzke, Director for Facilities and Maintenance
Marie F. Gee, Director for Personnel
Charles E. Dellinger, Jr., Supervisor for Career Technical Education
Maria T. Jaeger, Supervisor for Math and Science
Dixie B. Sears, Supervisor for Language Arts, History, Library, and Foreign Language
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Josh Moody, *The News & Advance*

**Agenda
Items:**

- A-1. Public Comments
- B-1. Student Recognition: National History Day Competition
- B-2. Student Recognition: Career-Technical Education
- B-3. Update on Schools Denied Accreditation
- C. Consent Agenda
- D. Student Representative Comments
- E. School Board Committee Reports
- F-1. Health and Wellness
- F-2. Health Insurance
- F-3. Request for Reallocation of Budget
- F-4. Policy JECZ Non-Resident Employee Student Tuition Waiver and JECZ-R Non-Resident Employee Student Tuition Waiver
- F-5. School Operating Budget: 2017-18
- G. New Business
- H. Superintendent's Comments
- I. Board Comments
- J-1. Notice of Closed Meeting
- J-2. Certification of Closed Meeting
- K. Informational Items
- L. 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. Dr. Nilles opened the meeting and asked those in attendance to rise and recite *The Pledge of Allegiance*.

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Ms. Mason and Mr. Polley arrived at 5:32 p.m.

Upon MOTION by Dr. Coleman, SECONDED by Mrs. Snyder, the school board removed item B-1. Student Recognition: Summer Residential Governor's School and Foreign Language Academy and added an addendum to item C-2. Personnel Report.

Yes Votes: Dr. Nilles, Ms. Carter, Dr. Coleman, Ms. Mason, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

A-1. Public Comments

In accordance with Policy BDDH 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.

Ms. Wendy Yates spoke on behalf of veteran teachers in the Lynchburg City Schools and the inequities in the teacher pay scale.

Miss Emily Staton spoke about the student dress code.

B-1. Student Recognition: National History Day Competition

LCS students who competed at the state level for Virginia History Day 2017 at the Virginia Historical Society and qualified for Nationals by being awarded first or second place are:

Lauren Brown – E. C. Glass High School
Ping Pong Diplomacy: The Stand, The Friendship, The Legacy
Documentary, Senior Individual – Second Place

Colin Brooker, Rasheed Christian, Manan Shah, and Muhammad Tahir – Heritage High School
Jacob Riis: Behind the Scenes of the American Dream
Exhibit, Senior Group – Second Place

Axel Jablonski and Margaret Kicklighter – E. C. Glass High School
We Are the Stonewall Girls: Taking a Stand for Gay Rights in America
Website, Senior Group – Second Place

These students were recognized by the school board during this presentation.

B-2. Student Recognition: Career-Technical Education

LCS Career-Technical Education students who have recently competed at the regional and state levels are as follows:

E. C. Glass High School

FBLA Winners (Karen Bucklew – FBLA Sponsor)

Brian Mandeville – Regional Champion in Economics, Fourth Place State FBLA
Grayson Pierpoint – Regional Champion in Securities and Investments
Carter Cundiff – Regional Champion in Business Calculations

Governor's Challenge in Economics (Jay Whitacre – Sponsor)

Team Champions, State Contest Participants at VCU
Olivia Deddens
Henry Newton
Ethan Snyder
Chelsea Williams

Heritage High School

SkillsUSA (Kim Hansen – Sponsor)

Chloe Seng – Regional Champion Technical Drafting, 2nd Place State SkillsUSA Technical Drafting
Carson Wood – Regional Champion Technical Math, 2nd Place State SkillsUSA Technical Math

Also, congratulations were extended to E. C. Glass High School Culinary Arts Teacher Renee Stephens and her students. The “Royal Blue Café” has been selected as the top CTE program in the region and has been nominated as the best CTE program in the state by the Governor’s Creating Excellence Awards. The winner of this award will be named on June 8, 2017.

B-3. Update on Schools Denied Accreditation

The school administration provided information to the school board regarding the work in progress at Linkhorne Middle School and Thomas C. Miller Elementary School for Innovation, the two schools in the school division that were denied state accreditation this year.

Both schools offered information about their Professional Learning Communities and how teachers are collaborating to ensure that student achievement will increase. They have data driven conversations about individual students and share remediation ideas and strategies. They use COLET/LOLET aligned lesson plans with feedback from the principal and coach. Assessments are reviewed and aligned with the standards. Overall student achievement has increase at both schools.

C. Consent Agenda

Upon MOTION by Ms. Carter, SECONDED by Mrs. Snyder, the school board approved the school board meeting minutes for April 20, 2017 (Student Discipline Committee); April 26, 2017 (Student Discipline Committee); May 2, 2017 (Regular Meeting); and May 8, 2017 (Student Discipline Committee); the personnel report and addendum for May 2 – May 16, 2017; and Carl Perkins Funds: 2017-18.

Yes Votes: Dr. Nilles, Ms. Carter, Dr. Coleman, Ms. Mason, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 16, 2017, EXHIBIT “A,” FOR A COPY OF THE CONSENT AGENDA ITEMS.)

D. Student Representative Comments

Ms. Indya M. Page, student representative for Heritage High School, and Ms. Sidney M. Marshall, student representative for E. C. Glass High School, shared comments about the events and activities occurring at their schools.

E. School Board Committee Reports

Ms. Carter shared information about the recent LAUREL School Board meeting indicating that a budget has been developed for the 2017-18 school year.

Mr. Polley provided information about the School Board Finance Committee meeting that occurred on May 4, 2017. Items discussed during the meeting were the school board policy regarding unpaid meal balances, school bus purchases, the 2016-17 fund balance plan, and health insurance premiums for 2017-18.

Mrs. Mason offered comments about the Governor’s School Board meeting and stated that they are already making plans for the 2017-18 school year.

F-1. Health and Wellness

The Lynchburg City Schools Department for Benefits is actively seeking ways to reduce costs for medical claims. The establishment of a wellness program is one way to help achieve this objective. The goal of the wellness program is to reduce the cost of medical claims by encouraging employees to take time to invest in their personal health and wellbeing. Representatives from the Department for Benefits shared some of the plans to encourage employee wellness which includes the use of an app that monitors healthy behaviors. A wellness committee will also formed that includes Wellness Champions from each location. The school division will also collaborate in physical activities with the city through softball, golf, bowling, volleyball, and kickball games.

F-2. Health Insurance Reserve

The actual health insurance claims for FY2016-17 are projected to exceed the budgeted amount this year. Through prudent planning, the school board has transferred funds from the school operating budget fund balance to a Health Insurance Reserve. This Reserve has accumulated \$1,640,608 and is to be used should claims exceed the budgeted amount in a given fiscal year. The school administration requested that the school board approve the transfer of \$1,300,000 from the Health Insurance Reserve held by the city of Lynchburg to cover the health insurance claims budget shortfall for FY2016-17.

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Upon MOTION by Ms. Carter, SECONDED by Dr. Coleman, the school board approved the transfer of \$1,300,000 from the Health Insurance Reserve held by the city of Lynchburg to cover the health insurance claims budget shortfall for FY2016-17.

Yes Votes: Dr. Nilles, Ms. Carter, Dr. Coleman, Ms. Mason, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

F-3. Request for Reallocation of Budget

The school administration has recognized a need to reallocate funds to various salary and operating accounts throughout the school division. Funds to:

- Personnel reallocations (see details below) \$ 125,000
- Operation and Administration reallocations (see details below) \$1,246,766

Total reallocation requests \$1,371,766
=====

Given school board approval, the funds to purchase or make adjustments to existing budgets will come from available salary accounts within the existing operating budget.

Various Salaries accounts \$1,371,766
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The school administration requests these budget adjustments be approved for the 2015-16 school year in order to fund these adjustments or purchases.

Additional Information on some of the above items:

PERSONNEL

The budget overages in personnel costs were the result of the following:

- Salaries of new employees were higher than the budget
- Incurred overtime was greater than the budget. In most cases, the overtime was necessary due to the shortage of bus drivers.

Transportation \$125,000

Total Personnel Reallocation Requests \$125,000
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OPERATIONS AND ADMINISTRATIONS

- Workers' Compensation insurance premium increase \$200,000
- Refurbishment of the baseball field at E.C. Glass \$ 60,000
- Purchase of two (2) Drivers Ed cars for E.C. Glass and Heritage High Schools \$ 42,000
- Purchase of fuel for Transportation \$ 75,000
- Purchases of IT supplies and maintenance fees \$ 60,000
- Purchase of nine (9) school buses @ \$89,974 each \$809,766

Total Operations and Administration Reallocation Requests \$1,246,766
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Upon MOTION by Dr. Coleman, SECONDED by Mrs. Morrison, the school board approved the request for reallocation in the amount of \$1,371,766.

Yes Votes: Dr. Nilles, Ms. Carter, Dr. Coleman, Ms. Mason, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

F-4. Policy JECZ Non-Resident Employee Student Tuition Waiver and JECZ-R Non-Resident Employee Student Tuition Waiver

Recently, the school board approved updates to Policy JEC-R School Admission. Those changes need to be reflected in other related policies, regulations, and forms. The following policies are being presented to the school board for review.

- JECZ Non-Resident Employee Student Tuition Waiver
- JECZ-R Non-Resident Employee Student Tuition Waiver

In addition, JEC-F Non-Resident Tuition Form has been part of school board policy. The school administration requests that this form be removed from policy so that minor updates can be made without being approved by the school board.

Information was provided about the number of students on the wait list for the schools for innovation. Mrs. Morrison stated that these students reside in the city of Lynchburg. These students should be given priority over students who reside outside of the city.

Dr. Brabrand explained that in an effort to keep highly qualified teachers at the schools for innovation, he is recommending the change to the policy so that those teachers who live outside of the city will be able to bring their children to the school where they teach. All other teachers in the school division who live outside of the city currently have this option. Teachers who teach at schools for innovation do not.

Upon MOTION by Mrs. Snyder, SECONDED by Mr. Polley, the school board approved changes to Policy JECZ Non-Resident Employee Student Tuition Waiver, Policy JECZ-R Non-Resident Employee Student Tuition Waiver, and the removal of JEC-F Non-Resident Tuition Form from the policy.

Yes Votes: Dr. Nilles, Ms. Carter, Ms. Mason, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: Mrs. Morrison

Abstentions: Dr. Coleman

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 16, 2017, EXHIBIT "B," FOR A COPY OF POLICY JECZ NON-RESIDENT EMPLOYEE STUDENT TUITION WAIVER AND POLICY JECZ-R NON-RESIDENT STUDENT TUITION WAIVER.)

F-5. School Operating Budget: 2017-18

As a result of the Lynchburg City Council adopting its 2018 budget, the school administration presented the school operating budget for 2017-18 for school board review. The review included proposed adjustments to revenue and expenditures based on funding to be received through state and local funding. Tier 1 items that will be funded are the LCS portion of the two percent increase for FY2018; the increase in retirement rate for VRS; the worker's compensation insurance increase; the annual rate increase for copy machine maintenance; the cost of background checks for volunteers; the employment of several special education teachers and support staff; the employment of an instructional assistant and alternative education teachers; and the increase in legal fees for the city attorney for school legal services. These items are all mandated costs in the amount of \$2,254,439.

Dr. Brabrand noted that this budget does not take us backwards as a school division, but it does not take us forward as aggressively as he would like. He stated that the school division needs resources if it is to improve.

The budget proposal includes a four percent increase in compensation for selected personnel: maintenance staff; bus drivers; bus assistants; and custodians. This is still short of the full market adjustment for these employees.

Dr. Brabrand has spoken with the city manager about revised salary scales for all employees. The city will be working with a consultant to conduct a salary study for its employees. The school division is also working to revised its current salary scales.

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

G. New Business

None

H. Superintendent's Comments

Dr. Brabrand announced that SOL testing is going smoothly and that there have been no issues with technology.

Online summer school registration will occur from 5:30 p.m. until 7:30 p.m. on May 18, 2017, in the cafeteria at Heritage High School.

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The Staff Appreciation Dinner will occur on June 7, 2017, at 6:00 p.m. at E. C. Glass High School.

The Empowerment Academy graduation will occur on June 12, 2017, at 6:00 p.m. at Heritage High School.

Dr. Brabrand and Mr. Copeland recently attended the annual VASS Spring Conference. Leland Melvin was one of the speakers on the agenda for this conference.

I. Board Comments

Dr. Coleman provided complimentary remarks about the Senior Honors Dinner stating that Dr. Nilles and Dr. Brabrand offered excellent presentations. Mrs. Jodi Gillette, director of the Lynchburg City Schools Education Foundation, Inc., did an outstanding job organizing the event.

Ms. Carter was also able to attend the Senior Honors Dinner, and she attend the Lynchburg City Schools Education Foundation, Inc., grant awards ceremony.

Mr. Polley left at 7:40 p.m.

J-1. Notice of Closed Meeting

Upon MOTION by Ms. Carter, SECONDED by Mrs. Morrison, the school board convened a closed meeting at 7:41 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss employee performance.

Yes Votes: Dr. Nilles, Ms. Carter, Dr. Coleman, Ms. Mason, Mrs. Morrison, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

J-2. Certification of Closed Meeting

Upon MOTION by Dr. Coleman, SECONDED by Mrs. Morrison, the school board reconvened in open session at 7:55 p.m.

Yes Votes: Dr. Nilles, Ms. Carter, Dr. Coleman, Ms. Mason, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

Upon MOTION by Mrs. Morrison, SECONDED by Ms. Carter, 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. Nilles, Ms. Carter, Dr. Coleman, Ms. Mason, Mrs. Morrison, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

K. Informational Items

Next School Board Meeting: Tuesday, June 6, 2017, 5:30 p.m., Board Room, School Administration Building

Graduations

Adult Learning Center/RODEO – Miller Center – 301 Grove Street – May 25, 2017 – 7:00 p.m.

LAUREL Regional School – Cafeteria – June 5, 2017 – 7:00 p.m.

Fort Hill Community School – Cafeteria – June 7, 2017 – 12:00 noon

Heritage High School – Field House – June 11, 2017 – 8:30 a.m.

E. C. Glass High School – Civic Auditorium – June 11, 2017 – 3:00 p.m.

L. Adjournment

The meeting adjourned at 7:56 p.m.

Michael J. Nilles, Chairman

Wendie L. Sullivan, Clerk

SCHOOL BOARD DOCUMENT FILES ARE LOCATED IN THE DEPARTMENT FOR FINANCE AT THE SCHOOL ADMINISTRATION BUILDING.)