

**Lynchburg City School Board  
Regular Meeting  
June 4, 2013**

**BOARD  
MEMBERS  
PRESENT:**

Charles B. White, Chairman  
Trenay L. Tweedy, Vice Chairman  
Mary Ann H. Barker  
Albert L. Billingsly  
Regina T. Dolan-Sewell  
Jennifer R. Poore  
Katie K. Snyder  
J. Marie Waller  
Thomas H. Webb  
Tiani O. Pannell, Student Representative for Heritage High School  
Sara B. Natour, Student Representative for E. C. Glass 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  
Jason J. Ferguson, Director of Transportation  
Steven L. Gatzke, Director of Facilities  
Marie F. Gee, Director of Personnel  
Kevin M. Latham, Director of Secondary Education  
Gloria C. Preston, Director of Student Services and Secondary Alternative Education  
Michael K. Rudder, Director of Elementary School  
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. Resolutions of Recognition
- B-2. School Improvement Plan: Linkhorne Middle School
- C. Consent Agenda
- D. Student Representative Comments
- E-1. School Operating Budget: 2013-14
- E-2. Lynchburg City Schools' Educational Technology Plan: 2013-15
- E-3. Lynchburg City School Board Policies and Administrative Regulations: Conversion Process
- F-1. Local Consolidated Application: 2013-14
- F-2. School Board Retreat: 2013
- F-3. Authorization of Signature
- F-4. School Improvement Plans
- G. Superintendent's Comments
- H. Board Comments
- I. Informational Items
- J. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:31 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.

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

**B-1. Resolutions of Recognition**

During this presentation, the school board recognized Sara B. Natour and Tiani O. Pannell for their service as student representatives on the Lynchburg City School Board.

Upon MOTION by Mr. Webb, SECONDED by Mr. Billingsly, the school board approved the following resolution of recognition for Tiani O. Pannell:

**A Resolution of Commendation and Appreciation**

To

**Tiani O. Pannell**

**Presented by The Lynchburg City School Board**

**Ms. Tiani O. Pannell** was selected by her peers to represent Heritage High School on the Lynchburg City School Board during the 2012-2013 school year. The Lynchburg City School Board views this desire to serve in public life as the worthiest of ambitions. With this resolution, the Lynchburg City School Board seeks to pay tribute to **Ms. Tiani O. Pannell**, a student who has conscientiously worked to keep the student body's viewpoint before the Lynchburg City School Board. In so doing, she fulfilled her responsibility and made a valuable contribution to public education in this community.

**WHEREAS, MS. TIANI O. PANNELL** served the Lynchburg City Schools as the Heritage High School Student Representative to the Lynchburg City School Board from July 2012 until May 2013; and

**WHEREAS, MS. TIANI O. PANNELL** served as a role model for her peers, excelling academically as a student of the Governor's School, a member of the National Honor Society, an Early College Scholar and an honor graduate, and in extracurricular efforts including DECA, where she placed at the state and national levels, girls soccer, where she has been captain for two years, and color guard, where she was captain for one year. She also was a recipient of the Optimist Award and participated in Girls State; and

**WHEREAS, MS. TIANI O. PANNELL's** attendance at Lynchburg City School Board meetings demonstrated her commitment to her role as a champion for the best possible educational experience for all students; now therefore,

**BE IT RESOLVED:** That the Lynchburg City School Board of Lynchburg, Virginia, commends **MS. TIANI O. PANNELL** for her excellent attendance and her many valuable contributions in providing the School Board with yet another viewpoint for their consideration and guidance. Furthermore, the School Board of the City of Lynchburg takes pride in this superior individual who so early in her life has already begun to make her mark by taking such an active part in public life in Lynchburg, Virginia.

**THE LYNCHBURG CITY SCHOOL BOARD**

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**Mr. Charles White, Chairman**

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**Dr. Scott S. Brabrand, Superintendent**

**May 2013**

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

No Votes: None

Abstentions: None

Upon MOTION by Mr. Billingsly, SECONDED by Mrs. Tweedy, the school board approved the following resolution of recognition for Sara B. Natour:

**A Resolution of Commendation and Appreciation**

To

**Sara B. Natour**

**Presented by The Lynchburg City School Board**

**Ms. Sara B. Natour** was selected by her peers to represent E. C. Glass High School on the Lynchburg City School Board during the 2012-2013 school year. The Lynchburg City School Board views this desire to serve in public life as the worthiest of ambitions. With this resolution, the Lynchburg City School Board seeks to pay tribute to **Ms. Sara B. Natour**, a student who has conscientiously worked to keep the student body's viewpoint before the Lynchburg City School Board. In so doing, she fulfilled her responsibility and made a valuable contribution to public education in this community.

**WHEREAS, MS. SARA B. NATOUR** served the Lynchburg City Schools as the E. C. Glass High School Student Representative to the Lynchburg City School Board from July 2012 until May 2013; and

**WHEREAS, MS. SARA B. NATOUR** served as a role model for her peers, excelling academically and in extracurricular efforts. She has been a member of numerous clubs and organizations including the ACE Academic Quiz Bowl, National Honor Society, Student Advisory Council for the Lynchburg News & Advance, National Forensics League in Extemporaneous Speaking, Mercy Care Council and Link Crew. She was a Virginia Girls State Delegate, the treasurer and secretary of Key Club and president of the Latin Club; she participated in an internship at Centra; she volunteers at the public library; and she is a viola player in the E. C. Glass orchestra, a member of Lynchburg Youth Symphony, and an award-winning pianist; and

**WHEREAS, MS. SARA B. NATOUR's** attendance at Lynchburg City School Board meetings was excellent and demonstrated her commitment to her role as a champion for the best possible educational experience for all students; now therefore,

**BE IT RESOLVED:** That the Lynchburg City School Board of Lynchburg, Virginia, commends **MS. SARA B. NATOUR** for her excellent attendance and her many valuable contributions in providing the School Board with yet another viewpoint for their consideration and guidance. Furthermore, the School Board of the City of Lynchburg takes pride in this superior individual who so early in her life has already begun to make her mark by taking such an active part in public life in Lynchburg, Virginia.

**THE LYNCHBURG CITY SCHOOL BOARD**

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**Mr. Charles White, Chairman**

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**Dr. Scott S. Brabrand, Superintendent**

**May 2013**

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

No Votes: None

Abstentions: None

**B-2. School Improvement Plan: Linkhorne Middle School**

The superintendent has directed each school within the school division to form a School Improvement Planning Team that will develop school improvement plans that identify areas for growth and improvement specific to their students' academic, behavioral, and cultural needs. During this presentation, Mr. Robert F. Kerns, principal at Linkhorne Middle School, and members of his staff reviewed each section of the school improvement plan and outlined the various goals and strategies in place for achievement, behavior, and culture.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 4, 2013, EXHIBIT "A," FOR A COPY OF THE SCHOOL IMPROVEMENT PLAN FOR LINKHORNE MIDDLE SCHOOL.)

**C. Consent Agenda**

Upon MOTION by Mrs. Barker, SECONDED by Mr. Billingsly, the school board approve the school board meeting minutes for May 21, 2013 (Regular Meeting), and the personnel report and addendum for the period May 21 – June 4, 2013.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 4, 2013, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

**D. Student Representative Comments**

Miss Sara B. Natour, student representative for E. C. E. C. Glass High School, shared comments about the events and activities occurring at her school.

**E-1. School Operating Budget: 2013-14**

On May 28, 2013, the Lynchburg City Council approved the Lynchburg City Schools proposed operating budget for 2013-14. During this presentation, the school administration reviewed the items that were included in the 2013-14 operating budget as well as specific information regarding compensation for employees.

Mr. Beckles explained that school division employees will receive a three percent increase in compensation which is consistent with what the city's employees will receive next year. The added .5 percent increase was funded through existing operating dollars in the proposed 2013-14 budget. Further, the school division received an additional \$68,000 from the state through salary and Lottery funds. Those are the only two changes that have occurred to the budget for next year since the board approved the funding request from city council in February.

Dr. Brabrand thanked members of city council for working with the school division during the budget development process. He stated that this is a mission driven budget, and we are grateful for the 8.2 percent increase in city contributions. He also noted that 74 percent of the budget supports instruction of students.

Upon MOTION by Mr. Webb, SECONDED by Mr. Billingsly, the school board approved the school operating budget for 2013-14.

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

No Votes: None

Abstentions: None

**E-2. Lynchburg City Schools' Educational Technology Plan: 2013-15**

The Educational Technology Plan for Virginia: 2010-2015 is the Department of Education's most recently released vision for the use of technology in public schools. It serves as a blueprint for school divisions by identifying the necessary components of an effective technology program. In accordance with the No Child Left Behind Act, the universal services Act (E-Rate), and the Code of Virginia, school divisions must submit a local technology plan that is aligned with the state plan. The local plan must guide the division's use of educational technology for three to six years. The current Lynchburg City Schools' Educational Technology Plan outlines goals and objectives for years 2010-2012. The Technology Leadership Team, along with other stakeholders, has updated the current plan to align with the revised state plan until it expires on June 30, 2015. This timetable, if permitted, will also bring our local plan into the same renewal cycle as the Virginia Department of Education Technology Plan. A draft of the Lynchburg City Schools' Educational Technology Plan: 2013-2015 was provided to school board members for their review.

Upon MOTION by Mrs. Barker, SECONDED by Ms. Poore, the school board approved the Lynchburg City Schools' Educational Technology Plan for 2013-15.

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

No Votes: None

Abstentions: None

**E-3. Lynchburg City School Board Policies and Administrative Regulations: Conversion Process**

The school administration is beginning the process of converting the Lynchburg City Schools Board Policies and Administrative Regulations to the Virginia School Boards Association's policies. As a member of the VSBA Policy

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Services, the school division receives regular updates to policies which coincide with changes to the Code of Virginia. Further, all policies developed by the VSBA are reviewed by legal counsel.

The first section in the conversion process is school board bylaws. Revisions and substitutions to the bylaws have been reviewed by the city attorney’s office to ensure that they are legally sound.

During the school board meeting on May 21, 2013, the school administration reviewed the conversion process with members of the school board. Since that time, school board members have had the opportunity to review the bylaws.

As this process moves forward, school board members would like to receive an executive summary of the revisions to the policies and regulations presented so that they will know what they should be looking for within each section.

Upon MOTION Dr. Dolan-Sewell, SECONDED by Mr. Billingsly, the school board approved the revised Lynchburg City Schools Bylaws.

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

No Votes: None

Abstentions: None

**F-1. Local Consolidated Application: 2013-14**

Both the United States Department of Education (USED) and the Virginia Department of Education (VDOE) encourage local school divisions to submit consolidated applications for funding for programs authorized under the *Elementary and Secondary Act (ESEA)*. The consolidated application allows greater cross-program planning and coordination to improve teaching and learning. The consolidated application also allows school divisions to complete one comprehensive needs assessment and to establish division-level goals and objectives supported by all programs. In addition to the comprehensive needs assessments, the consolidated application is based on needs assessments completed for individual schools, and it contains detailed measurable objectives and benchmarks, specific individual program services and activities, a staff and budget breakdown, and other information specific to individual programs.

The Lynchburg City Schools’ Consolidated Application for 2013-2014, includes the budgets for Title I Parts A and D, Title II Part A, and Title III English as a Second Language. The school administration anticipates a ten percent reduction in Title I Part A funds and a five percent reduction to Title I Part D, and Title II Part A, and Title III. These cuts are anticipated due to the impact of Sequestration; however, all of these funding levels could be changed when final allocations are determined later this fall.

Three year trends in funding:

<u>Title I, Part A:</u>	
Final allocation for 2011-2012:	\$3,620,177.18
Final allocation for 2012-2013:	\$3,250,143.36
Anticipated allocation for 2013-2014:	<u>\$2,925,129.02</u>
Change from 2011-2014:	(\$ 695,048.16)

<u>Title I, Part D:</u>	
Final allocation for 2011-2012:	\$ 160,071.38
Final allocation for 2012-2013:	\$ 144,536.39
Anticipated allocation for 2013-2014:	<u>\$ 137,309.57</u>
Change from 2011-2013:	(\$ 22,761.81)

<u>Title II, Part A:</u>	
Final allocation for 2011-2012:	\$ 570,897.05
Final allocation for 2012-2013:	\$ 567,309.57
Anticipated allocation for 2013-2014:	<u>\$ 538,944.09</u>
Change from 2011-2014:	(\$ 31,952.96)

<u>Title III, Part A (ESL)</u>	
Final allocation for 2011-2012:	\$ 17,235.35
Final allocation for 2012-2013:	\$ 16,549.09
Anticipated allocation for 2013-2014:	<u>\$ 15,721.64</u>
Change from 2011-2014:	(\$ 1,513.71)

Anticipated loss of funding from 2012-2014:	(\$ 361,434.09)
Anticipated Total loss from 2011-2014:	(\$ 751,276.64)

Title I Part A allocates funds for teachers, instructional assistants, supplemental instructional supplies, and parental involvement. Because there are Title I schools in the school division that have been identified for interventions

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according to the flexibility waivers granted by the USED, a portion of the funds have been set-aside to support improvement efforts in focus schools. Title I Part D provides funding to support the Truancy and Transition Programs. Title II Part A funds support class size reduction and professional development, including partial funding for the new coaching positions. Title III Part A funds support English Language Learners (ELL) programs.

School board approval is necessary prior to submitting the Local Consolidated Application for the 2013-2014 academic year to the Virginia Department of Education.

Members of the school board have received a copy of the completed application.

The school board will consider this item for action at the June 21, 2013, school board meeting.

**F-2. School Board Retreat: 2013**

The Lynchburg City School Board will conduct its annual retreat on July 18-19, 2013, at Lynchburg College. The superintendent has several items that he intends to present to the school board during that retreat. They are as follows:

- Lynchburg City Schools Comprehensive Plan: Update
- Lynchburg City Schools' Educational Technology Plan: 2013-15
- Beacon of Hope: Update
- Policy and Governance
  - School Board Policy 7-51: Wellness
  - Naming of Facilities
  - School Board/Staff Communication
- School Operating Budget Calendar: 2013-14
- Professional Development

Over the next few weeks, school board members will submit items they wish to appear on the agenda as well.

**F-3. Authorization of Signature**

The Virginia Department of Education requires that the school division identify an individual, who, in the absence of the superintendent, has authorization to sign all Virginia Department of Education correspondence, reports, documents, requisitions, and other official correspondence. The superintendent recommends that the school board authorize Mrs. Wendie L. Sullivan, school board clerk, to fulfill the necessary signature obligations in the absence of the superintendent. Many of the matters associated with the delegation of this authority tend to be financial and operational in nature.

Upon MOTION by Mr. Billingsly, SECONDED by Mrs. Barker, the school board approved Mrs. Wendie L. Sullivan, school board clerk, to sign Virginia Department of Education Correspondence in the absence of the superintendent.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 4, 2013, EXHIBIT "C," FOR A COPY OF THE SUPPORTING DOCUMENT.)

**F-4. School Improvement Plans**

Due to the accreditation status of Paul Laurence Dunbar Middle School for Innovation, Sandusky Middle School, and Heritage Elementary School as "Accredited with Warning," the Standards of Accreditation require that the school board approve each school's School Improvement Plan.

The Virginia Department of Education completed an academic review at Dunbar on January 24-25, 2013. Since the review, the staff at Dunbar has met all the requirements associated with the review and has modified the school's plan accordingly. Members of the Department of Curriculum and Instruction conducted an independent academic review at Sandusky Middle in fall 2011. Likewise, members of the Department of Curriculum and Instruction conducted an independent academic review at Heritage Elementary School in fall 2010. After reviewing the reports, the Virginia Department of Education confirmed that the internal reviews satisfied the state requirements for academic reviews.

The final step of this state-required process is the school board's approval of each school's plan. Schools must submit their board-approved plans to the state department via the Indistar Dashboard on or before June 28, 2013.

Sandusky Middle School presented its plan to the school board on March 5, 2013; Heritage Elementary School submitted its plan on October 2, 2012; and Dunbar presented its plan on May 21, 2013. In each case, the school board

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received a copy of the school's improvement plan, and members of the school's team shared strategies around key indicators.

Upon MOTION by Mr. Webb, SECONDED by Ms. Poore, the school board approved the School Improvement Plans for Paul Laurence Dunbar Middle School for Innovation, Sandusky Middle School, and Heritage Elementary School.

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

No Votes: None

Abstentions: None

**G. Superintendent's Comments**

Dr. Brabrand informed the school board that the school division would not be seeking the waiver for Heritage Elementary School that was presented to the school board in April. This waiver would allow schools with a school-wide pass rate of less than 75 percent on the third grade reading SOL tests to be exempt from taking the SOL assessment if they committed to certain conditions. Because the student population at Heritage Elementary School is somewhat transient, the school administration believes that students moving out of the school's attendance zone would not be prepared to take the SOL at a school where the SOL would be administered. The school administration has, however, employed an additional instructional reading specialist to provide additional instruction to students and staff development for teachers.

Dr. Brabrand announced that Mr. VanDerwerker received the James Micklem Award of Excellence during a recent conference. This award, named after the first state director of special education, is the highest award given by the Virginia Council of Administrators of Special Education, and is given to individuals who have had a positive impact and influenced the education of students with disabilities at the local, regional, and/or state levels.

Summer enrichment programs will begin soon. There is still space available in the STEM, art, and herpetology classes.

**H. Board Comments**

Mr. Billingsly stated that it was a pleasure and an honor to be involved in the Heritage High School graduation this year handing out medals and diplomas to graduates. It was a very fulfilling experience for him.

Dr. Dolan-Sewell participated in the graduation exercises at E. C. Glass High School, and she was very excited to see each and every student walk across the stage. She was impressed by the number of teachers who attended the graduation and the organization that went into the ceremony. Dr. Richardson's remarks were well received.

Mrs. Barker will not be in attendance at the next school board meeting, and she wanted to take this opportunity to say thank you to Mr. Billingsly for taking on some of the leadership tasks during his tenure on the school board and for his dedication to the school division.

Mr. Webb provided comments about the events and activities in which he has participated over the past two weeks. Of particular note were the graduation ceremonies at the Amelia Pride Center and the Fort Hill Community School.

Dr. Dolan-Sewell, who will not be at the next school board meeting, also extended her deep appreciation to Mr. Billingsly for modeling professionalism and compassion for students, particularly those with special needs.

Mr. White announced that Matthew Zajak, a discus thrower for E. C. Glass High School, won third state title in discus set group AA. Mr. Zajak is coached by Mr. Latham.

**I. Informational Items**

Next School Board Meeting: Tuesday, June 21, 2013, 5:30 p.m., Board Room, School Administration Building

**J. Adjournment**

The meeting adjourned at 7:36 p.m.

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Charles B. White, Chairman

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Wendie L. Sullivan, Clerk

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