

**Lynchburg City School Board  
Regular Meeting  
June 18, 2013**

**BOARD  
MEMBERS  
PRESENT:**

Charles B. White, Chairman  
Trenay L. Tweedy, Vice Chairman  
Albert L. Billingsly  
Jennifer R. Poore  
Katie K. Snyder  
Thomas H. Webb

**BOARD  
MEMBERS  
ABSENT:**

Mary Ann H. Barker  
Regina T. Dolan-Sewell  
J. Marie Waller

**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, Gifted, and Guidance  
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  
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. Notice of Closed Meeting
- A-2. Certification of Closed Meeting
- B. Public Comments
- C-1. Academy of Fine Arts
- C-2. Resolution of Recognition
- D-1. Finance Report
- E. Consent Agenda
- F-1. School Board Retreat
- G-1. Lynchburg Beacon of Hope: Update
- G-2. School Board Policy 5-49: Licensed Personnel: Conditions of Employment
- 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*.

Upon MOTION by Mr. Billingsly, SECONDED by Mr. Webb, the school board added the discussion of personnel matters to item A-1. Notice of Closed Meeting, added an addendum to the personnel report for the period June 4 – 18, 2013, and added item G-3. Capital Improvement Plan: Sheffield Elementary School.

Yes Votes: Mr. White, Mrs. Tweedy, Mr. Billingsly, Ms. Poore, Ms. Snyder, Mr. Webb

No Votes: None

Abstentions: None

**A-1. Notice of Closed Meeting**

Upon MOTION by Mr. Billingsly, SECONDED by Ms. Poore, the school board convened a closed meeting at 5:32 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss employee appointments and personnel matters.

Yes Votes: Mr. White, Mrs. Tweedy, Mr. Billingsly, Ms. Poore, Ms. Snyder, Mr. Webb

No Votes: None

Abstentions: None

**A-2. Certification of Closed Meeting**

Upon MOTION by Mr. Webb, SECONDED by Ms. Poore, the school board reconvened in open session at 6:09 p.m.

Yes Votes: Mr. White, Mrs. Tweedy, Mr. Billingsly, Ms. Poore, Ms. Snyder, Mr. Webb

No Votes: None

Abstentions: None

Upon MOTION by Mr. Billingsly, 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: Mr. White, Mrs. Tweedy, Mr. Billingsly, Ms. Poore, Ms. Snyder, Mr. Webb

No Votes: None

Abstentions: None

**B-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.

**C-1. Academy of Fine Arts**

During this presentation, Mr. Ted Batt, exhibits curator at the Academy of Fine Arts, provided copies of the recently published catalogue of Lynchburg City Schools student artwork to the school board. This is the second year that a catalogue featuring artwork completed by the school division's students has been published. School board members extended their gratitude to Mr. Batt and the donor of the funds to publish the catalogue who wishes to remain anonymous.

**C-2. Resolution of Recognition**

During this presentation, the school board recognized Albert L. Billingsly for his years of service as a member of the Lynchburg City School Board. Mr. Billingsly has served as a school board member for nine years.

Upon MOTION by Mr. Webb, SECONDED by Ms. Poore, the school board approved the following resolution of recognition:

**A Resolution of Commendation and Appreciation**

**To**

**Mr. Albert L. Billingsly**

**Upon His Retirement as a Member of the Lynchburg City School Board**

**Presented by the Lynchburg City School Board**

**MR. ALBERT L. BILLINGSLY**, a champion crusader for public education in the City of Lynchburg, has worked diligently as a member of the Lynchburg City School Board for nine years. His professional manner in dealing with people and issues earned him favor as a caring and friendly individual who devoted himself wholly and earnestly to the service of Lynchburg City Schools. **MR. ALBERT L. BILLINGSLY** has been an able spokesperson and supporter of educational causes. He has been encouraging to students and their families. **MR. ALBERT L. BILLINGSLY**, a parent himself, was knowledgeable of the challenges that many families encounter. Throughout his service, he was sensitive to the educational needs of all students and championed new and creative approaches to education. With this resolution, the Lynchburg City School Board pays tribute to **MR. ALBERT L. BILLINGSLY**, a person of excellence and integrity, who by effort and by example, made valuable and far-reaching contributions to public education in Lynchburg, Virginia.

WHEREAS, **MR. ALBERT L. BILLINGSLY** served with distinction as a member of the Lynchburg City School Board for nine years; and

WHEREAS, **MR. ALBERT L. BILLINGSLY's** keen insight and foresight were qualities of leadership that were appropriate to the needs of Lynchburg City Schools during this period of change, challenge and growth; and

WHEREAS, **MR. ALBERT L. BILLINGSLY's** calm negotiation of sensitive issues was noticed and respected by other members of the board and made him a fair and responsive leader, especially in challenging economic times on the national, state and local levels; and

WHEREAS, **MR. ALBERT L. BILLINGSLY**, while on the school board, served as co-chairman of the Heritage High School Task Force, made valuable contributions toward the selection of a new school superintendent, contributed to the decisions about the new Heritage High School; and

WHEREAS, **MR. ALBERT L. BILLINGSLY's** dedication to duty during this time contributed to the implementation of new programs, including the opening of the new Fort Hill Community School, a new one-to-one technology initiative, and an approved budget for the 2013-2014 school year, therefore,

BE IT RESOLVED: That the Lynchburg City School Board of Lynchburg, Virginia, takes pride in the excellent service that **MR. ALBERT L. BILLINGSLY** rendered to the operation and successes of the public schools of this community; and

BE IT RESOLVED: That the Lynchburg City School Board of Lynchburg, Virginia, hereby affirms its appreciation to **MR. ALBERT L. BILLINGSLY** for nine years of devoted service to public education during which he demonstrated courage and tenacity in the pursuit of educational excellence. His numerous contributions will affect generations to come. The Lynchburg City School Board wishes to commend **MR. ALBERT L. BILLINGSLY** for the quality of leadership on behalf of the school division and its youth and for the quality of his stewardship on behalf of the City of Lynchburg, Virginia.

**THE LYNCHBURG CITY SCHOOL BOARD**

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**Mr. Charlie B. White, Chairman**

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

**June 2013**

Yes Votes: Mr. White, Mrs. Tweedy, Mr. Billingsly, Ms. Poore, Ms. Snyder, Mr. Webb

No Votes: None

Abstentions: None

Mr. Billingsly also presented a resolution of commendation and appreciation to the Lynchburg City School Board and the Lynchburg Schools Administration and Staff.

Upon MOTION by Ms. Poore, SECONDED by Mrs. Tweedy, the school board approved the following resolution of commendation and appreciation:

A Resolution of Commendation and Appreciation

To

THE LYNCHBURG CITY SCHOOL BOARD  
AND

THE LYNCHBURG CITY SCHOOLS ADMINISTRATION AND STAFF

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Presented by Albert L. Billingsly

It has been my privilege and honor to serve on the Lynchburg city School Board and the the Lynchburg City Schools Administration and Staff from July 1, 2004 until June 30, 2013. The Lynchburg City School Board is made up of the finest volunteers in this or any city, men and women dedicated to the pursuit of excellence in public education. The Lynchburg City Schools Administration Staff are the finest educators and staff serving anywhere in the United State of America.

Whereas, the Lynchburg City School Board is made up of three volunteers from each of the three districts in the City of Lynchburg; and

Whereas, these members currently are: Mary Ann H. Barker, Regina T. Dolan-Sewell, Jennifer r. Poore, Katie K. Snyder, Treney L. Tweedy, J. Marie Waller, Thomas H. Webb, and Charles B. White; and

Whereas, the Lynchburg City Schools Administration currently are: Scott S. Brabrand, Al Coleman, Ben Copeland, Anthony Beckles, Mike Rudder, Kevin Latham, Marie Gee, Wyllys VanDerwerker, Jason Ferguson, Steve Gatzke, and many other too numerous to mention here: and

Whereas, the Staff of the Lynchburg City Schools is also too numerous to mention here as well, the one staff member who has been constant and the “glue” that holds us all together is Wendie Sullivan; now therefore,

Be it resolved: That Albert L. Billingsly does officially give his commendation and humble thanks and appreciation to the Lynchburg City School Board and the Lynchburg City Schools Administration and Staff for allowing him to be in service alongside each of you throughout these past nine years. This experience, and each of you, have made Albert L. Billingsly a better person and he is forever grateful.

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Albert L. Billingsly  
June 2013

Yes Votes: Mr. White, Mrs. Tweedy, Mr. Billingsly, Ms. Poore, Ms. Snyder, Mr. Webb

No Votes: None

Abstentions: None

School board members thanked Mr. Billingsly for his leadership during this tenure on the school board. He will truly be missed by all.

**D-1. Finance Report**

The school administration, in accordance with the 2012-13 school’s operating budget, authorized, approved, and processed the necessary payments through May 31, 2013. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through May 31, 2013, for the operating fund.

Total Operating Fund Budget		\$ 82,002,953.95
Through May 31, 2013		
Actual Revenue Received	\$ 63,710,637.80	
Actual Expenditures	\$ 65,349,595.46	
Actual Encumbered	\$ 14,616,489.12	
Percent of Budget Received		77.69%
Percent of Budget Used, excluding encumbrances		79.69%
As of 5/31/13 – 11 months		91.00%

The revenue and expenditure reports detailed the transactions recorded through May 31, 2013. All reports appeared as attachments to the agenda report.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 18, 2013, EXHIBIT “A,” FOR A COPY OF THE FINANCE REPORT.)

**E. Consent Agenda**

Upon MOTION by Mr. Webb, SECONDED by Mrs. Tweedy, the school board approved the school board meeting minutes for June 4, 2013 (Regular Meeting); the personnel report and addendum for the period June 4 – 18, 2013; and the Local Consolidated Application for 2013-14.

Yes Votes: Mr. White, Mrs. Tweedy, Mr. Billingsly, Ms. Poore, Ms. Snyder, Mr. Webb

No Votes: None

Abstentions: None

Dr. Brabrand announced that with the approval of the consent agenda, Ms. Kacey M. Anderson had been appointed as principal for Paul Laurence Dunbar Middle School for Innovation, and Ms. Polly P. Smith was appointed principal at Hutcherson Early Learning Center.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 18, 2013, EXHIBIT “B,” FOR A COPY OF THE CONSENT AGENDA ITEMS.)

**F-1. School Board Retreat**

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

Since the last school board meeting, school board members have had the opportunity to propose the following topics for discussion:

- Superintendent’s Evaluation Instrument
- Update on Pacing Guides
- Lead Coaches: Duties and Expectations
- Special Education: Process for Identifying Students with Special Needs
- Developmentally Delayed Program
- Elementary Alternative Education: Update on Reorganization and Student Selection Process

The school board and the school administration discussed topics that have been proposed. The school administration will draft an agenda for the two-day retreat and identify work sessions or school board meetings where items can be presented at a later date if there are too many items to review in such a short period of time.

The school board will review retreat items for a final time at the next school board meeting.

**G-1. Lynchburg Beacon of Hope: Update**

The Lynchburg Beacon of Hope opened Future Centers at E. C. Glass High School and Heritage High School this year. The mission of the Future Center is to provide tools and resources that will assist students in obtaining post-secondary education opportunities. Resources include financial aid, scholarship opportunities, college searches, test preparation, and tutoring. During this presentation, Mrs. Laura L. Hamilton, executive director of the Lynchburg Beacon of Hope, provided the school board with an update regarding the program’s progress.

During this past year, the Beacon of Hope has capitalized on the two Future Centers by partnering with Paul Laurence Dunbar Middle School for Innovation to create college preparatory curriculum and a Future Fridays Series. At Linkhorne Middle School and Sandusky Middle School, the two schools collaborated with the Beacon of Hope to create a Map It curriculum, provide career exploration opportunities, college fairs, and Reality Checks. Further, there were more than 1,600 middle and high schools students introduced to Future Centers and college access programming, and more economically disadvantaged students were registered for SAT/ACT using fee waivers.

Future Centers and guidance staff worked together on projects such as College Application Day, and FAFSA completion increased the number of students applying to college by nearly 10 percent at E. C. Glass High School and by 20 percent at Heritage High School. Placement tests for Central Virginia Community College which were offered at each high school, increased the early numbers of students taking the exam.

The next goal of the Beacon of Hope is to find and provide financial resources for students in need. In addition, they hope to

- become more identifiable as a source for the college application process,
- provide greater promotion of the college boards for tenth and eleventh grade students,
- make resources and information regarding trade, technical, and certification programs accessible and relevant to all students,
- increase efforts and opportunities for parents to understand and engage the college application and FAFSA process,
- increase efforts with mentoring programs, and
- increase efforts to gain faculty support and awareness of what the Beacon of Hope has to offer.

Mrs. Hamilton is to provide additional information about the Memorandum of Understanding between the Beacon of Hope and the school board during the retreat in July.

**G-2. School Board Policy 5-49: Licensed Personnel: Conditions of Employment**

During the recent Virginia General Assembly session, changes were made to the Code of Virginia §22.1-303 which affects the probationary period for new teachers. The new law, which is effective July 1, 2013, indicates the probationary term of service shall be for at least three years and that local school boards may have the option of extending this period to five years.

The Virginia School Boards Association and the Virginia Association of School Superintendents endorse extending the probationary term to five years, and area superintendents are recommending this to their respective school boards. School Board Policy 5-49: Licensed Personnel: Conditions of Employment reflects this change.

Mr. Copeland explained that the VSBA has developed a policy regarding this matter, and that policy was inserted into the school division's current policy and the former language was stricken. Further, all of the code section in the policy has been stricken as the school administration is unsure of the changes to those codes since the policy has not been revised since 1998.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 18, 2013, EXHIBIT "C," FOR A COPY OF SCHOOL BOARD POLICY 5-49: LICENSED PERSONNEL: CONDITIONS OF EMPLOYMENT.)

**G-3. Capital Improvement Plan: Sheffield Elementary School**

The 2012-13 Capital Improvement Plan includes \$575,000 for repair of the roof at Sheffield Elementary School. The City of Lynchburg Office of Procurement and Purchasing has received bids on the roofing project.

Roofing Solutions was the low bidder at \$297,600. Other bids were received as listed below.

The school administration will enter into a contract with Roofing Solutions based on their low bid of \$297,600.

Bid Tabulation  
 Re-Bid Sheffield Elementary School Roofing Project June 14, 2013

	Vendor	Base Bid	Alternate No. 1	Total	Unit Price No. 1	Unit Price No. 2
1	Roofing Solutions	103,150.00	194,450.00	297,600.00	7.00	5.00
2	W A Lynch Roofing Co.	109,600.00	190,200.00	299,800.00	6.50	6.00
3	John T. Morgan Roofing	102,717.00	197,767.00	300,484.00	7.00	6.00
4	Acrylife	123,358.00	219,105.00	342,463.00	7.50	5.75
5	Melvin T Morgan Roofing	133,576.00	245,565.00	379,141.00	7.00	6.00
6	Old Dominion Roofing	145,100.00	249,600.00	394,700.00	5.00	2.00
7	AAR of North Carolina	164,900.00	295,500.00	460,400.00	8.00	3.50
8	N W Martin	112,513.00	No Bid	112,513.00	6.00	2.50

Upon MOTION by Mr. Webb, SECONDED by Ms. Poore, the school board authorized the school administration to enter into a contract with Roofing Solutions in the amount of \$297,600 for the repair of Sheffield Elementary School roof.

Yes Votes: Mr. White, Mrs. Tweedy, Mr. Billingsly, Ms. Poore, Ms. Snyder, Mr. Webb

No Votes: None

Abstentions: None

**H. Superintendent's Comments**

Registration for secondary summer school and the SOL Academies begins tomorrow.

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All summer athletic camps and the elementary enrichment classes are being offered, and space is still available for students to participate.

Dr. Brabrand met with the boards of the Partners In Education and the Lynchburg City Schools Education Foundation, Inc. to review the comprehensive plan's strategies and indicators and to receive feedback regarding those items. Dr. Brabrand will use this same model when meeting with other community groups this fall.

**I. Board Comments**

Mr. Webb attended the VSBA School Law Conference on June 7, 2013. He also read an ode to Mr. Billingsly, that he wrote to honor him.

Mr. Billingsly extended one last "thank you," and stated that he will miss being on the school board. He stated that this experience has made him a better person.

Mr. White announced that Jessie Pounds had been nominated by the school board for the VSBA Media Honor Roll.

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

**2013 VSBA Media Honor Roll**

**Resolution of Recognition**

**WHEREAS**, in each community, the public schools are shaped by the community to provide the most appropriate and effective education for the schoolchildren who attend those schools; and

**WHEREAS**, public schools are dependent on the community's support in countless ways, including support in setting goals for the education of our children, in establishing successful volunteer and booster programs at the schools, for annual funding of operations; and

**WHEREAS**, much of the community's knowledge and opinions about the public schools rely on responsible reporting by local media representatives who decide which news to share with the community, how much attention will be focused on various issues, and what the tone of the reporting will be;

**NOW, THEREFORE, BE IT RESOLVED** that the Lynchburg City School Board places the name of Jessie Pounds, reporter for *The News & Advance*, on the statewide *Media Honor Roll*, calling attention to the ongoing responsible and exemplary nature of reporting on this community's public schools. We express our appreciation for your balanced and accurate approach to sharing with this community both the challenges facing our schools and the successes achieved by the teachers and students. Your work has aided this community in focusing on the goal of providing the best public schools we can for the children who attend them.

**Lynchburg City School Board**

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**Charles B. White, Chairman**

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**Scott S. Brabrand, Superintendent**

**June 18, 2013**

Yes Votes: Mr. White, Mrs. Tweedy, Mr. Billingsly, Ms. Poore, Ms. Snyder, Mr. Webb

No Votes: None

Abstentions: None

**J. Informational Items**

Next School Board Meeting: Tuesday, July 2, 2013, 5:30 p.m., Board room, School Administration Building

**K. Adjournment**

The meeting adjourned at 7:25 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.)