

**Lynchburg City School Board
Regular Meeting
August 1, 2017**

**BOARD
MEMBERS
PRESENT:**

Michael J. Nilles, Chairman
James E. Coleman, Vice Chairman
Robert O. Brennan
Sharon Y. Carter
Charleta F. Mason
Susan D. Morrison
Derek L. Polley
Kimberly A. Sinha
Katie K. Snyder

**BOARD
MEMBERS
ABSENT:**

None

**ADMINISTRATION
PRESENT:**

Larry A. Massie, Acting Superintendent
Ben W. Copeland, Assistant Superintendent for Operations and Administration
John C. McClain, Assistant Superintendent for 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
Marie F. Gee, Director for Personnel
Michael K. Rudder, Director for School Improvement
Russell E. Stone, Director for Transportation
Wyllys D. VanDerwerker, Director for Exceptional Learners
Dixie B. Sears, Supervisor for Language Arts, History, Library, and Foreign Language
Maria T. Jaeger, Supervisor for Math and Science
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Josh Moody, *The News & Advance*

**Agenda
Items:**

- A-1. Notice of Closed Meeting
- A-2. Certification of Closed Meeting
- B-1. Public Comments
- C-1. Finance Report
- D. Consent Agenda
- E. School Board Committee Reports
- F-1. Election of Vice Chairman: 2017-18
- F-2. Policy IICB-R/IICC-R Guidelines for Community Resource Persons/School Volunteers
- F-3. Lynchburg Beacon of Hope: Agreement
- F-4. Lynchburg City School Board Personnel Policies and Regulations
- F-5. School Board Governance Norms and Protocols
- G-1. School Board Finance Committee
- G-2. Regulation JFC-R Standards of Student Conduct
- H. Superintendent's Comments
- I. Board Comments
- J. Information Items
- K. Adjournment

The Lynchburg City School Board met for its regular business meeting at 5:01 p.m. in the Board Room at the School Administration Building. Dr. Nilles opened the meeting.

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A-1. Notice of Closed Meeting

Upon MOTION by Mr. Polley, SECONDED by Ms. Mason, the school board convened a closed meeting at 5:01 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) (6) to discuss or consider 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 discuss a personnel matter.

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

No Votes: None

Abstentions: None

Dr. Brennan arrived at 5:08 p.m.

A-2. Certification of Closed Meeting

Upon MOTION by Mr. Polley, SECONDED by Ms. Mason, the school board reconvened in open session at 6:03 p.m.

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

No Votes: None

Abstentions: None

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

No Votes: None

Abstentions: None

Upon MOTION by Ms. Mason, SECONDED by Mrs. Snyder, the school board added addenda to item D-2. Personnel Report.

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

No Votes: None

Abstentions: None

Dr. Nilles asked those in attendance to rise and recite *The Pledge of Allegiance*.

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.

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

C-1. Finance Report

The school administration, in accordance with the FY2016-17 school operating budget, authorized, approved, and processed the necessary payments through June 30, 2017. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarized the payments made through June 30, 2017 for the operating fund.

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Total Operating Fund Budget	\$ 93,056,175.00
Prior Year Encumbrances	\$ 121,556.00
Restricted Donations	\$ 1,000.00
Fund Balance Return	\$ 567,779.00
Insurance Proceeds	\$ 49,441.99
Health Insurance Reserve	\$ 1,300,000.00
Regional Tuition	\$ 190,000.00
Medicaid	\$ 330,000.00
Registrations fees for VSBA	\$ 1,566.00
Adjusted Budget	\$ 95,617,517.99

Through June 30, 2017

Actual Revenue Received	\$ 95,569,706.91
Actual Expenditures	\$ 92,333,658.83
Actual Encumbered	\$ 1,297,469.58

Percent of Budget Received	99.95%
Percent of Budget Used, excluding encumbrances	97.92%
As of 6/30/17 – 12 months	100.00%

The revenue and expenditure reports detailed the transactions recorded through June 30, 2017. All reports appeared as attachments to the agenda report.

Mr. Beckles explained that the statements for year end June 30, 2017, are preliminary. All entries for expenditures and revenue have not been recorded. The medical claims for June have not been received, but Mr. Beckles expects the amount for claims to be approximately \$90,000. Mr. Beckles recommends that any fund balance realized by the school division be placed in the Health Insurance Reserve account.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 1, 2017, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

D. Consent Agenda

Upon MOTION by Mrs. Snyder, SECONDED by Ms. Carter, the school board approved the school board meeting minutes for July 11, 2017, (Annual Organizational Meeting); July 11, 2017 (Work Session); and July 25, 2017 (Closed Meeting); the personnel report and addenda for the period July 11 – August 1, 2017, the Central Virginia Governor’s School for Science and Technology: 2016-17 Budget, the XLR8 Governor’s STEM Academy: 2016-17 Budget, the LAUREL Regional School: 2016-17 Budget, and the Pauline F. Maloney STEP with Links Program: 2016-17 Budget.

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

No Votes: None

Abstentions: None

With the approval of the consent agenda, Dr. Jeffrey S. Garrett was appointed as the principal for E. C. Glass High School, effective August 16, 2017.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 1, 2017, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

E. School Board Committee Reports

Dr. Coleman announced that the Men 2 School program is in motion for the first day of school with 200 men prepared to welcome students back to school.

F-1. Election of the Vice Chairman: 2017-18

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2017-18 school year. The process of reorganization requires the election of the vice chairman of the school board for 2017-18.

Mrs. Morrison nominated Dr. Coleman as vice chairman of the school board. Dr. Brennan seconded the nomination. There were no further nominations.

Upon MOTION by Ms. Carter, SECONDED by Ms. Mason, nominations for vice chairman of the school board were closed.

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

No Votes: None

Abstentions: None

Upon MOTION by Mrs. Morrison, SECONDED by Mr. Polley, the school board elected Dr. James E. Coleman as vice chairman of the school board for 2017-18.

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

No Votes: None

Abstentions: Ms. Snyder

Mr. Polley left at 6:15 p.m.

F-2. Policy IICB-R/IICC-R Guidelines for Community Resource Persons/School Volunteers

On April 18, 2017, the Lynchburg City School Board approved changes to Policy IICB-R/IICC-R Guidelines for Community Resource Persons/School Volunteers that will allow individuals who are disqualified to volunteer in schools because of their criminal records the ability to request that the superintendent make an exception if certain conditions are met. These conditions would include that “the disqualifying conviction occurred more than five years before the date of the exception, that no conviction was for a “barrier crime” as defined in the Code of Virginia §63.2-1719, and that in the sole discretion of the superintendent the person does not present a threat to the safety or welfare of the students in the program or activity for which the exception is sought.” Further, guidelines would be established that would help the superintendent to determine if the exception would be granted.

The school administration has been working with legal counsel to develop the guidelines. Mr. Copeland reviewed changes to the policy which included a description of who should be the volunteer coordinator for each school. Changes also include that college students who might have one-on-one access to children complete a volunteer application, that a volunteer’s status may be rescinded if guidelines are breached, and guidelines for the superintendent to follow when exceptions to denied applications are requested.

The school board requested that clarification be given to the stipulation that an individual who has a felony conviction must wait five years after his release from prison in order to submit an application to volunteer.

This policy will become effective upon its approval by the school board.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 1, 2017, EXHIBIT “C,” FOR A COPY OF POLICY IICB-R/IICC-R GUIDELINES FOR COMMUNITY RESOURCE PERSONS/SCHOOL VOLUNTEERS.)

F-3. Lynchburg Beacon of Hope: Agreement

Lynchburg City Schools and the Lynchburg Beacon of Hope have a strong partnership to support students as they aspire to dreams of colleges and careers. A copy of the Agreement with the Lynchburg Beacon of Hope appeared as an attachment to the agenda report. The school administration requested school board consideration for approval during this presentation.

Upon MOTION by Mrs. Morrison, SECONDED by Ms. Mason, the school board approved the Lynchburg Beacon of Hope Agreement and authorized the acting superintendent to sign the Agreement.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 1, 2017, EXHIBIT “D,” FOR A COPY OF THE AGREEMENT WITH THE LYNCHBURG BEACON OF HOPE.)

F-4. Lynchburg City School Board Personnel Policies and Regulations

Converting the Lynchburg City School Board policies and administrative regulations to the Virginia School Board Association policies is an ongoing process. The first part of Section 5 - Personnel was reviewed by school board members at the work session held on July 11, 2017. As a result of school board review, revisions were made and a copy of the revised manual has been provided to school board members.

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In addition, legal counsel has reviewed policies and regulations relative to personnel. The school administration requested approval of the policies and regulations during this presentation.

Upon MOTION by Dr. Sinha, SECONDED by Ms. Carter, the school board approved the personnel policies and regulations as presented.

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

No Votes: None

Abstentions: None

F-5. School Board Governance Norms and Protocols

The Lynchburg City School Board, through a professional development activity conducted by the Virginia School Boards Association, developed Governance Norms and Protocols, which were approved on May 3, 2016. This document, which appears as an attachment to this agenda report, provides clear guidelines and procedures for all aspects of board communication, school board meeting agenda development, interactions with the school community, professional development, and the evaluation of the superintendent and itself.

Upon MOTION by Dr. Brennan, SECONDED by Ms. Carter, the school board approved the Lynchburg City School Board Governance Norms and Protocols.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 1, 2017, EXHIBIT “E,” FOR A COPY OF THE SCHOOL BOARD GOVERNANCE NORMS AND PROTOCOLS.)

G-1. School Board Finance Committee

In an effort to keep school board members more informed about the school division’s operating budget, the school board formed and approved a finance committee. Membership is determined by the school board chairman and includes the superintendent, the chief financial officer, and three school board members. Membership also includes the chairman and an alternate school board member, but they serve as ex-officio members. The committee meets quarterly or as needed at noon at the School Administration Building. Specific dates will be determined.

This committee assumed the responsibilities of the school division’s Internal Audit Committee. That committee’s purpose was to review reports from the Office of Internal Audit and to make suggestions for areas to be audited. Further, internal audits assisted officials and management in carrying out their responsibilities by appraising the effectiveness, efficiency, and accurateness of activities and programs.

Proposed membership for the committee includes:

James A. Coleman
Derek L. Polley
Katie K. Snyder
Susan D. Morrison (Alternate)

These members will serve from August 1, 2017 – June 30, 2018.

A copy of the guidelines for the finance committee appeared as an attachment to the agenda report.

Upon MOTION by Dr. Brennan, SECONDED by Mrs. Morrison, the school board approved the membership of the School Board Finance Committee for the period August 1, 2017 – June 3, 2018.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 1, 2017, EXHIBIT “F,” FOR A COPY OF THE SCHOOL BOARD FINANCE COMMITTEE GUIDELINES.)

G-2. Regulation JFC-R Standards of Student Conduct

Recent legislative changes with regards to bullying has required Lynchburg City Schools to update Regulation JFC-R Standards of Student Conduct. The revised language provides information about parent notification when acts of bullying occur at school and the time frame in which this notification should occur. The regulation with the revisions appeared as an attachment to the agenda report.

This item will be placed on the consent agenda for approval at the next meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 1, 2017, EXHIBIT "G," FOR A COPY OF REGULATION JFC-R STANDARDS OF STUDENT CONDUCT.)

H. Superintendent's Comments

Lynchburg City Schools registration day will occur on August 8, 2017, from 12:30 p.m. until 7:00 p.m. for all schools except William Marvin Bass Elementary School.

The Back to School Celebration will occur on Saturday, August 5, 2017, at Miller Park

The Lynchburg City Schools Convocation will occur on Monday, August 8, 2017, beginning at 7:30 a.m. at E. C. Glass High School.

I. Board Comments

Ms. Carter attended the New Teacher Breakfast. She was happy to see the enthusiasm in the room, and the speech given by the Teacher of the Year, Heather McCormick, was very encouraging.

Mrs. Snyder thanked all of the teachers and staff who continue to work through the summer to provide educational and enrichment activities for students.

Dr. Sinha was grateful to have been able to attend the VSBA New School Board Member Orientation. The information provided regarding FOIA and policy issues was very useful. The VSBA Conference on Education provided an inspiring talk from the Virginia Teacher of the Year. She is very thankful for the resources that support the school board in their roles as a school board member.

Dr. Coleman attended an event at Diamond Hill Baptist Church that honored all graduates. One of the graduates in attendance received a \$1,000 scholarship. Dr. Coleman also attended the VSBA Conference on Education, and he has distributed a report of that conference to school board members. Finally, Dr. Coleman is very grateful for board support in electing him as vice chairman.

J. Informational Items

Next School Board Meeting: Tuesday, August 15, 2017, 5:30 p.m., Board Room, School Administration Building

K. Adjournment

The meeting adjourned at 6:52 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.)