

**Lynchburg City School Board  
Regular Meeting  
September 6, 2016**

**BOARD  
MEMBERS  
PRESENT:**

Michael J. Nilles, Chairman  
Sharon Y. Carter  
James E. Coleman  
Charleta F. Mason  
Susan D. Morrison  
Derek L. Polley  
Jennifer R. Poore  
Katie K. Snyder  
Indya M. Page, Student Representative for Heritage High School

**BOARD  
MEMBERS  
ABSENT:**

Regina T. Dolan-Sewell, Vice Chairman  
Sidney M. Marshall, Student Representative for E. C. Glass High School\

**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  
Jason J. Ferguson, Director for Transportation  
Marie F. Gee, Director for Personnel  
Ethel E. Reeves, Director for Engagement, Equity, and Opportunity  
Michael K. Rudder, Director for School Improvement  
Wyllys D. VanDerwerker, Director for Exceptional Learners  
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA  
PRESENT:**

Josh Moody, *The News & Advance*

**Agenda  
Items:**

- A-1. Public Comment
- B-1. Finance Report
- C. Consent Agenda
- D. Student Representative Comments
- E. School Board Committee Reports
- F-1. Crisis Plan: 2016-17
- F-2. School Board Retreat: 2016-17
- G-1. Special Education Advisory Committee: 2016-17
- G-2. Administrative Regulation 6-58: Secondary Student Evaluation and Grading Procedures
- G-3. Equity Task Force Membership and Bylaws
- G-4. VSBA Policy Services Contract
- G-5. Policy JGDA Student/Parent Appeals
- H. Superintendent's Comments
- I. Board Comments
- J. Informational Items
- K. 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. Dr. Nilles opened the meeting and requested that those in attendance stand and recite *The Pledge of Allegiance*.

Upon MOTION by Dr. Coleman, SECONDED by Ms. Poore, the school board added an addendum to item C-2. Personnel Report and added items G-4. VSBA Policy Services Contract and G-5. Policy JGDZ Student/Parent Appeals to its school board meeting agenda.

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

No Votes: None

Abstentions: None

**A-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.

Mr. Robert Flood spoke about the inability of ex-offenders who committed non-violent crimes to volunteer in the school division.

Mr. Karl Loos, president of the Lynchburg Education Association, offered comments about compensation for and retention of employees.

**B-1. Finance Report**

The school administration, in accordance with the FY2016-17 school operating budget, authorized, approved, and processed the necessary payments through July 31, 2016. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarized the payments made through July 31, 2016, for the operating fund.

Total Operating Fund Budget		\$ 93,056,175.00
Through July 31, 2016		
Actual Revenue Received	\$	2,743,008.98
Actual Expenditures	\$	3,236,053.31
Actual Encumbered	\$	22,268,114.80
Percent of Budget Received		2.95%
Percent of Budget Used, excluding encumbrances		3.48%
As of 7/31/16 – 1 month		8.34%

The revenue and expenditure reports detailed the transactions recorded through July 31, 2016. All reports appeared as attachments to the agenda report.

Mr. Beckles reported that the audit field work is complete. Preliminary figures show that there is a \$1.2 million fund balance; however, \$500,000 of that is the remaining portion of the unused health insurance reserve that will be returned to that account. Once the final figures have been verified, the school administration will present a fund balance request to the school board for consideration.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 6, 2016, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

**C. Consent Agenda**

Upon MOTION by Mr. Polley, SECONDED by Ms. Poore, the school board approved the school board meeting minutes of August 16, 2016 (Regular Meeting); the personnel report and the addendum for the period August 16 – September 6, 2016; Policy BDDH Public Participation; and the requests for religious exemption.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 6, 2016, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

**D. Student Representative Comments**

Ms. Indya M. Page, student representative for Heritage High School, provided comments about the events and activities occurring at her school.

**E. School Board Committee Reports**

Mr. Polley reported that the School Board Finance Committee met on August 18, 2016.

Ms. Carter reported that the Friends of the E. C. Glass High School Art met for the first time this year.

Dr. Coleman stated that the Equity Task Force had been meeting for the past few weeks, and that the school board would discuss some of the items on which the Task Force had been working during the school board meeting this evening.

**F-1. Crisis Plan: 2016-17**

Pursuant to the Code of Virginia §22.1-279.8, each school board shall ensure that every school develops a written school crisis, emergency management, and medical emergency response plan. The school must also review the plans on an annual basis.

On August 16, 2016, the school administration provided the school board with information about the process for updating the crisis plans for each school and indicated that the plans would be completed and submitted to the Virginia Department of Education by August 31, 2016. The school board has received a copy of those plans, and the school administration requests that they be approved during this presentation.

Upon MOTION by Dr. Coleman, SECONDED by Mrs. Snyder, the school board approved the Crisis Plans for 2016-17.

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

No Votes: None

Abstentions: None

**F-2. School Board Retreat: 2016-17**

The Lynchburg City School Board will conduct its annual retreat on November 3, 2016. Topics for discussion identified thus far are

- Teacher Pay Scale
- Employee Assignments and Position Allocation
- Public Information Outreach
- School Start Times
- School Board Finance Training

Two additional items were identified as possible topics for the retreat. They are Professional Development/Employee Training regarding the new student – dress code and the equity and inclusiveness guidelines and SOL Test Score Trends.

School board members will have the opportunity to rank these topics, and the clerk will provide them with a ranked list by the end of the week.

**G-1. Special Education Advisory Committee: 2016-17**

State regulations governing the education of students with disabilities require the Lynchburg City School Board to appoint a Special Education Advisory Committee annually. This committee meets a minimum of four times per year. Members serve two-year terms.

The Virginia Department of Education guidelines define the role of the Special Education Advisory Committee as follows:

- To advise the school division of unmet needs in the education of students with disabilities
- To assist the school division in the formulation and development of long range plans designed to provide needed educational services for students with disabilities
- To participate in the development of priorities and strategies for meeting the identified needs of students with disabilities
- To submit periodic reports and recommendations regarding the education of students with disabilities to the division superintendent for transmission to the school board
- To assist the school division in interpreting plans to the community for meeting the special needs of students with disabilities.

The proposed membership appeared as an attachment to the agenda report.

This item will be considered for action at the next school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 6, 2016, EXHIBIT "C," FOR A COPY OF THE PROPOSED SPECIAL EDUCATION ADVISORY COMMITTEE MEMBERSHIP FOR 2016-17.)

**G-2. Administrative Regulation 6-58: Secondary Student Evaluation and Grading Procedures**

As part of the annual update to the High School Program of Studies during the 2015-16 school year, the school board approved changes including a move from a semester basis for all courses to a year basis for most courses. This modification to the course timing necessitates that the procedure for determining grades be updated.

The proposed update to Administrative Regulation 6-58 is intended to make adjustments to grading to account for the move from semester to year courses while minimizing changes to the remaining components of the regulation.

Discussion revolved around exams and exam exemptions, how many exams students would take at the end of the school year, and the impact the exam might have on a year-long grade. Dr. McClain explained that there would be one assessment that would have a stand-alone grade; however, there would be assessments during the school year that would be averaged with other grades. The school division is one of the few that had semester courses. A student who fails first semester but passes second semester will need to retake first semester in order to pass the course or even graduate. The year-long courses provide a better opportunity for students to make up and increase poor grades thereby increasing chances for passing the course and graduation.

This item will be considered for action at the next school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 6, 2016, EXHIBIT "D," FOR A COPY OF ADMINISTRATIVE REGULATION 6-58: SECONDARY STUDENT EVALUATION AND GRADING PROCEDURES.)

**G-3. Equity Task Force Membership and Bylaws**

In March 2015, the Equity Task Force (formerly the Key Communicators Advisory Committee) was renamed. The board approved the objectives and list of members at that time. Since then, the work of the Equity Task Force has increased which has led us to update the by-laws and list of members.

The current membership for this advisory committee and the updated by-law appeared as an attachment to the agenda report. Small changes have been made to the bylaws to emphasize requirements for attendance and ensuring that the bylaws coincide with the school division's mission of Every Child, By Name and By Need, to Graduation.

This item will be considered for action at the next school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 6, 2016, EXHIBIT "E," FOR A COPY OF THE PROPOSED EQUITY TASK FORCE MEMBERSHIP AND REVISED BYLAWS.)

**G-4. VSBA Policy Services Contract**

For the past several years, the Lynchburg City Schools has used the policy services provided by the Virginia School Boards Association (VSBA). The current contract between the school division and VSBA will expire on September 30, 2016.

The new contract, in the amount of \$3,000, will "require the school board to maintain and follow up-to-date policies and further requires that all policies shall be reviewed at least every five years and revised as needed." The contract provides the school board with online access to the VSBA policy manual, update services to policies, and access to VSBA staff members and its attorney to help answer questions about policies.

This contract is renewable for four additional one-year terms at the original (\$3000) contract fee. A copy of the contract appeared as an attachment to the agenda report.

This item will be considered for action at the next school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 6, 2016, EXHIBIT "F," FOR A COPY OF THE CONTRACT.)

**G-5. Policy JGDZ Student/Parent Appeals**

Following a review of Policy JGDZ Student/Parent Appeals, legal counsel suggests that the last sentence of this policy be changed to reflect its intent. The policy now reads that students/parents appear to be given the latitude to appeal a disciplinary action within a reasonable time rather than follow guidelines that appear in other discipline policies. Counsel suggests that the sentence be changed as follows:

*This policy is subject to and does not supersede other policies that include a specific appeals process.*

This item will be considered for action at the next school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 6, 2016, EXHIBIT "G," FOR A COPY OF POLICY JGDZ STUDENT/PARENT APPEALS.)

**H. Superintendent's Comments**

On September 8, 2016, a reception will occur at 6:00 p.m. at the Regal Theater at River Ridge Mall for Generation Found: Youth Addiction and Recovery.

The school division has partnered with the Lynchburg Department of Parks and Recreation to offer parent workshops regarding effective communication. This workshop, which is one of several planned, will occur at the College Hill Community Center on September 10, 2016, beginning at 9:00 a.m.

The state accreditation results will be released on September 14, 2016. The school board will receive a presentation about the school division's results on September 20, 2016.

Get Downtown will occur on September 9, 2016. The school division has a booth with many activities planned for community members.

Chromebook distribution will begin this week at Linkhorne Middle School.

**I. Board Comments**

Dr. Coleman commented on the ability of community members receiving information about planned activities. He asked how those community members who would truly benefit from the activities could receive information and, what can we do better with regards to getting the information out to the public.

Ms. Carter provided comments about the ribbon cutting ceremony at LAUREL Regional School for the ramp that leads to the playground.

Mr. Polley stated that the Summer League will be having an all-star game under the lights at Miller Park along with a tailgating party at the Miller Center. All are invited to attend.

**J. Informational Items**

Next School Board Meeting: Tuesday, September 20, 2016, 5:30 p.m., Board Room, School Administration Building

**K. Adjournment**

The meeting adjourned at 6:40 p.m.

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Michael J. Nilles, 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.)