

**Lynchburg City School Board
Regular Meeting
September 15, 2015**

**BOARD
MEMBERS
PRESENT:**

Mary Ann Hoss, Chairman
J. Marie Waller, Vice Chairman
Sharon Y. Carter
James E. Coleman
Regina T. Dolan-Sewell
Derek L. Polley
Jennifer R. Poore
Katie K. Snyder
Alexis N. Harvey, Student Representative Pro Tem, Heritage High School
Stephen M. Farmer, Student Representative, E. C. Glass High School

**BOARD
MEMBERS
ABSENT:**

Michael J. Nilles

**ADMINISTRATION
PRESENT:**

Scott S. Brabrand, 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
April M. Bruce, Director of 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 of School Improvement and Grants
Wyllys D. VanDerwerker, Director for Exceptional Learners
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Katrina Dix, *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. Student Representative Comments
- F-1. School Board Retreat
- G-1. Request for Fund Balance FY 2015
- 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. Ms. Hoss opened the meeting and asked those in attendance to rise and recite *The Pledge of Allegiance*.

Upon MOTION by Dr. Coleman, SECONDED by Mrs. Snyder, the school board amended the closed meeting to include discussion of an employee appointment and to receive a legal briefing by staff.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Mr. Polley, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

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A-1. Notice of Closed Meeting

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Ms. Poore, the school board convened a closed meeting at 5:31 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) (7) to discuss an employee appointment and to receive a legal briefing by staff because a briefing in open meeting might affect the litigating posture of the school board.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Mr. Polley, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

A-2. Certification of Closed Meeting

Upon MOTION by Ms. Waller, SECONDED by Ms. Poore, the school board reconvened in open session at 5:41 p.m.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Mr. Polley, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

Upon MOTION by Dr. Coleman, SECONDED by Mrs. Snyder, 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: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Mr. Polley, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

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.

Upon MOTION by Dr. Coleman, SECONDED by Ms. Poore the school board amended the agenda to include an addendum to item D-2. Personnel Report.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Mr. Polley, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

C-1. Finance Report

The school administration, in accordance with the FY2015-16 school operating budget, authorized, approved, and processed the necessary payments through August 31, 2015. The school administration certified that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarized the payments made through August 31, 2015, for the operating fund.

Total Operating Fund Budget	\$ 90,820,024.00
Insurance Proceeds	\$ 47,617.22
Restricted Donations	\$ 180.00
Adjusted Budget	\$ 90,867,821.22

Through August 31, 2015

Actual Revenue Received	\$ 6,470,855.19
Actual Expenditures	\$ 10,126,254.43
Actual Encumbered	\$ 15,956,552.82

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Percent of Budget Received	7.12%
Percent of Budget Used, excluding encumbrances	11.14%
As of 08/31/15 – 2 months	16.67%

The revenue and expenditure reports detailed the transactions recorded through August 31, 2015. All reports appeared as attachments to the agenda report.

Mr. Beckles noted that the amount presented on the summary page was incorrect and that the balances had to be corrected manually. This is one of the issues with the current financial software.

The financial audit has been completed, and we are now waiting for the finalized statements. The field work for the school activity fund audit is now complete.

Mr. Beckles thanked his staff, especially Mrs. Kimberly D. Lukanich, assistant finance director, for her assistance during the audit process.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 15, 2015, EXHIBIT “A,” FOR A COPY OF THE FINANCE REPORTS.)

D. Consent Agenda

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Ms. Poore, the school board approved the school board meeting minutes of September 1, 2015 (Regular Meeting), and the personnel report and addendum for the period September 1 – September 15, 2015.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Mr. Polley, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

Dr. Brabrand announced that with the approval of the personnel report, LaTonya D. Brown had been appointed as director of student support, behavior, and alternative education.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 15, 2015, EXHIBIT “B,” FOR A COPY OF THE CONSENT AGENDA ITEMS.)

E. Student Representative Comments

Miss Alexis N. Harvey, student representative pro tem for Heritage High School, and Mr. Stephen M. Farmer, student representative for E. C. Glass High School, provided comments about the events and activities occurring at their schools.

F-1. School Board Retreat

The Lynchburg City School Board will conduct its annual retreat on October 15, 2015, in the Board Room at the School Administration Building. The agenda for the retreat appeared as an attachment to the agenda report. School board members were given an opportunity to ask questions and provide comments during this presentation.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 15, 2015, EXHIBIT “C,” FOR A COPY OF THE SCHOOL BOARD RETREAT AGENDA.)

G-1. Request for Fund Balance FY 2015

The fund balance for FY2015 is \$3,566,888. The school administration would like to use those funds for the purposes listed below:

PROPOSED USE OF FUNDS

Purchase of IT equipment (650 Chromebooks, 300 teacher laptops and accessories)	(\$500,000)
Textbook reserve	(155,439)
Purchase of new HR/Finance software	(400,000)
Refurbishment of Dunbar Middle School Gym Floor	(125,000)
Replenishment of Maintenance Emergency Fund	(50,000)
Updating of educational tests used in comprehensive evaluations	(30,000)
Purchase of instructional equipment for music and movement education classes	(49,000)
Purchase of musical instruments for secondary schools band, orchestra and chorus	(270,000)

Funding to create Credit Recovery Program (Boys & Girls Club) facility needs	(250,000)	
Purchase of Special Education bus	(100,000)	
Student furniture replacement in middle and high schools	(425,000)	
Other maintenance needs TBD	(62,449)	
Capital and Maintenance Projects (List attached)	(1,150,000)	
	<hr/>	(3,566,888)
Remaining FY2015 Fund Balance		<hr/> (\$0) <hr/>

Mr. Beckles explained that the school division realized an increase in state revenue of approximately \$600,000 over that budgeted for the school year. Further, there was \$1.5 million budgeted for health expenses, and actual expenses were much lower. This year, \$1.5 million will be reallocated to the health care reserve fund. The school administration will also work more diligently to ensure that budgets are spent, or funds that will not be used will be reallocated to one-time purchases at the end of the school year.

Questions were raised about the \$30,000 for comprehensive tests and the reduction in costs for the credit recovery academy. It was explained that the tests mentioned are for eligibility testing for special education students. This will purchase the most recent edition of those tests. The reduction in costs for the credit recovery academy is due to eliminating the costs for the Boys and Girls Club component and focusing on the program that will help students recover credits so that they can graduate on time.

There were also questions raised about the arc flash study and labeling. Arc flash is a highly dangerous condition where static electricity can build up in an electrical component and cause harm or death if handled incorrectly. Equipment must be evaluated and labeled for the safety of those who work on those pieces of equipment so that they know what the hazard is and what protective gear or special requirements are needed prior to repair.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 15, 2015, EXHIBIT "D," FOR A COPY OF THE SUPPORTING DOCUMENT.)

H. Superintendent's Comments

September 25, 2015, is an early dismissal day for students. Teachers will participate in professional development activities during the afternoon.

Dr. Brabrand participated in the Night Out Against Crime activity with members of the Lynchburg Police Department.

The school division has been awarded a grant in the amount of \$368,000 to support student programs during the fall and spring intersessions.

Dr. Brabrand commended the faculty and staff at Sandusky Middle School for their efforts during a recent incident involving a student who became critically ill while at school.

I. Board Comments

Mrs. Snyder announced that she participated in the Community Watch meeting at Robert S. Payne Elementary School and then followed up with the Night Out Against Crime. It was great to see the community come out and support the safety and security of the neighborhood.

Ms. Waller announced that she attended the VSBA Legislative Outlook meeting and provided information about the report on early childhood education. She also provided information about the state legislators who spoke at the event and encouraged constituents to reach out and speak with their local legislators about problems and solutions regarding education.

Ms. Carter thanked Mr. Blakely and those involved in the Neighborhood Watch event. She commended him on how well he works with the community.

J. Informational Items

Next School Board Meeting: Tuesday, October 1, 2015, 5:30 p.m., Board Room, School Administration Building

K. Adjournment

The meeting adjourned at 6:36 p.m.

Mary Ann Hoss, Chairman

Wendie L. Sullivan, Clerk

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