

**Lynchburg City School Board
Regular Meeting
October 16, 2012**

**BOARD
MEMBERS
PRESENT:**

Charles B. White, Chairman
Trenay L. Tweedy, Vice Chairman
Mary Ann H. Barker
Jennifer R. Poore
Katie K. Snyder
J. Marie Waller
Thomas H. Webb
Sara B. Natour, Student Representative for E. C. Glass High School

**BOARD
MEMBERS
ABSENT:**

Albert L. Billingsly
Regina T. Dolan-Sewell
Tiani O. Pannell, Student Representative for Heritage High School

**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
Jason J. Ferguson, Director of Transportation
Steven L. Gatzke, Director of Facilities and Maintenance
Marie F. Gee, Director of Personnel
Kevin M. Latham, Director of Secondary Education
Gloria C. Preston, Director of Student Services and Alternative Education
Michael K. Rudder, Director of Elementary School
Gregory P. Sullivan, Director of Information Technology
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Jessie Pounds, *The News & Advance*

**Agenda
Items:**

- A-1. Public Comments
- B-1. Sandusky Middle School: LEED Certification
- B-2. Dunbar Memorial Wall Committee
- B-3. Partners In Education
- B-4. School Improvement Plan: Heritage Elementary School
- C-1. Finance Report
- D. Consent Agenda
- E. Student Representative Comments
- F. Unfinished Business
- G-1. Bus Driver Retention Bonus
- H. Superintendent's Comments
- I. Board Comments
- J. Informational
- 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*.

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. Sandusky Middle School: LEED Certification

The Sandusky Middle School project earned Leadership in Energy and Environmental Design (LEED) certification as a result of 31 documented and approved rating points under the LEED for Schools rating system. During this presentation, representatives from Dominion Seven Architects provided the school board with a brief review of the items included in the construction project which constitute LEED certification which are water efficiency, energy and atmosphere, materials and resources, and indoor environmental quality. The school board was also presented with a LEED certificate, which will be hung at Sandusky Middle School.

B-2. Dunbar Memorial Wall Committee

During the beginning phase of the Dunbar Memorial Wall, members of the memorial wall committee requested that a strip of land be made available at the original Dunbar High School site for the construction of the wall. Now that the project is complete, the Dunbar Memorial Wall Committee would like to return the strip of land to the school board.

Ms. Mary H. Payne and Mr. Wistar Withers, representatives of the committee, stated that two years ago, members of the Dunbar High School alumni decided that a memorial needed to be established in honor of the old Dunbar High School. As a result, a memorial has been erected on the site that contains the names of alumni and teachers who attended or taught at that school before its closure in 1970. To show its appreciation to the school board for its support of the memorial wall project, the committee presented the school board with a plaque containing a picture of Dunbar High School and the Dunbar Memorial Wall.

Mr. White thanked the committee for the plaque and for their work in ensuring that the school and those community members who attended and taught there would be remembered in this lasting and meaningful way.

B-3. Partners In Education

Mrs. Amy D. Huskin will be assuming the responsibilities associated with the Partners In Education program. During this presentation, Mrs. Huskin provided information about how the board of directors and the Lynchburg Regional Chamber of Commerce will use the school division's comprehensive plan to engage community members in participating in the Partners In Education program.

B-4. School Improvement Plan: Heritage Elementary 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, Mrs. Sharon J. Anderson, principal at Heritage Elementary School, and members of her 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 OCTOBER 2, 2012, EXHIBIT "A," FOR A COPY OF THE SCHOOL IMPROVEMENT PLAN FOR HERITAGE ELEMENTARY SCHOOL.)

C-1. Finance Report

The school administration, in accordance with the 2012-13 schools' operating budget, authorized, approved, and processed the necessary payments through September 30, 2012. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarized the payments made through September 30, 2012, for the operating fund.

Total Operating Fund Budget		\$81,622,319.00
Through September 30, 2012		
	Actual Revenue Received	\$ 8,265,376.34
	Actual Expenditures	\$12,200,746.31
	Actual Encumbered	\$57,687,542.12
	Percent of Budget Received	10.13%
	Percent of Budget Used, excluding encumbrances	14.95%
	As of 09/30/12 – 3 months	24.99%

**Lynchburg City School Board – Regular Meeting
October 16, 2012
Page Three**

The revenue and expenditure reports detailed the transactions recorded through September 30, 2012. All reports appeared as attachments to the agenda report.

Mr. Beckles reported that the annual school report has been completed and filed with the Virginia Department of Education. The conversion of all staff to the vision and dental plans has also been completed. The financial audit fieldwork has also been completed, and the management letter contains no findings for this year. The audit regarding the schools and city's health benefits is ongoing.

Following the audit, it has been determined that there is a fund balance of approximately \$2.1 million. The school administration has determined several areas where this funding can be spent and will present a formal recommendation to the school board for its consideration. Following school board approval, a formal request will be presented to the Lynchburg City Council.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 16, 2012, EXHIBIT "B," FOR A COPY OF THE FINANCE REPORT.)

D. Consent Agenda

Upon MOTION by Mrs. Barker, SECONDED by Mrs. Tweedy, the school board approved the school board meeting minutes for September 4, 2012 (Regular Meeting), the personnel report and addendum for the period October 2 – 16, 2012, a request for religious exemption, and the Local Consolidated Application for 2012-13.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 16, 2012, EXHIBIT "C," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

E. Student Representative Comments

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

F. Unfinished Business

None

G-1. Bus Driver Retention Bonus

The school administration has been evaluating the 2013-14 salary scales. As a result of that evaluation, it has been determined that school bus drivers are not compensated at a level equivalent to surrounding school divisions or other organizations in Lynchburg. To attract new bus drivers and retain the quality bus drivers who have served the Lynchburg City Schools for many years, the school administration would like to offer a retention bonus this year to bus drivers as an incentive to remain and/or seek employment as a bus driver.

During this presentation, the school administration presented the proposed communication that will be sent to eligible bus drivers and request school board approval of the bonus. That communication is as follows:

TO: *Lynchburg City Schools' Bus Drivers*
FROM: *Ben W. Copeland, Assistant Superintendent of Operations and Administration*
DATE: *October 17, 2012*
SUBJECT: *Retention Bonus*

In an effort to show our appreciation to the bus drivers in Lynchburg City Schools, we are evaluating the 2013-14 salary scales and working to adjust compensations in a manner that will not only attract new drivers to LCS, but to retain the quality drivers that have supported us for many years.

To address our most immediate issue of retaining current drivers while attracting new drivers to LCS, we will be offering a one-year tiered retention bonus for our drivers. Any driver that is employed with the Lynchburg City Schools at the issue of this notice and is still employed on December 20th, 2012, will receive a \$300 bonus. Drivers that remain with LCS until May 30, 2013, will receive an additional \$500. If at anytime during this period, you should leave the employment of Lynchburg City Schools, this offer will no longer apply, even if you return at a later date before the end of school.

**Lynchburg City School Board – Regular Meeting
October 26, 2012
Page Four**

Please sign below stating that you understand that in order to qualify for the retention bonuses, you must have uninterrupted service as a driver for Lynchburg City Schools, from October 8 - December 20, 2012 (\$300 bonus), and from January 3 - May 30, 2013 (\$500 bonus). I also understand that if I am employed for only a portion of this time, I will not receive any percentage of the bonus being offered for that period of time.

Signature

Date

It was noted that 27 drivers have left since the beginning of the school year.

Upon MOTION by Mrs. Barker, SECONDED by Ms. Waller, the school board approved the bonus options for school bus drivers to receive \$300 if there is uninterrupted service from October 17 – December 20, 2012, to be issued on December 28, 2012, and an additional \$500 to those who remain from that time until May 30, 2013.

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

No Votes: None

Abstentions: None

H. Superintendent's Comments

The Future Centers for the Beacon of Hope are now staffed with directors and up and running at each high school.

The school board and the city council will have its joint meeting next month. During that meeting, the school administration will present information about the comprehensive plan and the capital improvement plan. Information about capital improvement for all schools will be included in the presentation.

Dr. Brabrand attended the recent Virginia Association of School Superintendents Legislative Conference. There are many topics of interest to consider in the upcoming legislative session.

I. Board Comments

Mrs. Barker thanked Ms. Pounds for her article in *The News & Advance* regarding the Beacon of Hope. The organization is trying to change the culture of this community so that everyone has the opportunity to benefit from higher education.

Ms. Waller announced that Dr. Brabrand had recently spoken at a meeting of the Retired Teachers Association, and she thanked him for taking time to come and provide information about what is happening in the school division.

Mr. Webb provided information about the latest Walk to School Day event at Perrymont Elementary School and about other events he has recently attended throughout the school division.

J. Informational Items

Community Budget Forum: Thursday, October 18, 2012, 7:00 p.m., Cafeteria, Heritage High School

Joint Lynchburg City School Board/Lynchburg City Council Meeting: October 30, 2012, 5:30 p.m., Media Center, Paul Munro Elementary School

Next School Board Meeting: Tuesday, November 13, 2012, 5:30 p.m., Board Room, School Administration Building

K. Adjournment

The meeting adjourned at 7:20 p.m.

Charles B. White, Chairman

Wendie L. Sullivan, Clerk

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