

**Lynchburg City School Board
Regular Meeting
November 19, 2013**

**BOARD
MEMBERS
PRESENT:**

Regina T. Dolan-Sewell, Chairman
Trenay L. Tweedy, Vice Chairman
Mary Ann Hoss
Michael J. Nilles
Jennifer R. Poore
Katie K. Snyder
J. Marie Waller
Thomas H. Webb
Charles B. White
Sara B. Natour, Student Representative, E. C. Glass High School
Alexis T. Johnson, Student Representative, Heritage High School

**BOARD
MEMBERS
ABSENT:**

None

**ADMINISTRATION
PRESENT:**

Scott S. Brabrand, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction
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
Marie F. Gee, Director of Personnel
Michael K. Rudder, Director of School Improvement
Wyllys D. VanDerwerker, Director of Special Education
Brian S. Wray, Director of K-12 Instruction
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-1. Public Comments
- C-1. American Education Week: November 18 – 22, 2013
- C-2. Lynchburg City Schools' Award for Excellence in Science
- D-1. Finance Report
- E. Consent Agenda
- F. Student Representative Comments
- G-1. School Security Equipment Grant
- G-2. High School Weighted Courses
- G-3. School Board Policy 6-2: Grade Level Organization
- H-1. Collaborative Review of Elementary School Improvement Plans
- H-2. Legislative Positions: 2013-14
- H-3. Lynchburg Juvenile Detention Center Education Program Budget: 2013-14
- H-4. Request for Fund Balance
- H-5. Policy DK Payment Procedures
- I. Superintendent's Comments
- J. Board Comments
- K. Informational Items
- L. Adjournment

A-1. Notice of Closed Meeting

Upon MOTION by Ms. Waller, SECONDED by Ms. Poore, the school board convened a closed meeting at 5:02 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (7) to receive a briefing by staff about a legal matter because the briefing in open session would adversely affect the litigating posture of the school board.

Yes Votes: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

A-2. Certification of Closed Meeting

Upon MOTION by Mr. White, SECONDED by Mr. Webb, the school board reconvened in open session at 5:42 p.m.

Yes Votes: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

Upon MOTION by Mr. Webb, 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: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

Dr. Dolan-Sewell opened the public session at 5:46 p.m. and asked everyone to rise and recite *The Pledge of Allegiance*.

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.

Ms. Kathy Hudson, Lynchburg Education Association representative, offered remarks to the school board about its 2013-14 legislative positions.

C-1. American Education Week: November 18 – 22, 2013

In 1921, the National Education Association representative assembly in Des Moines, Iowa, called for the designation of one week each year to be designated to public education awareness. The resolution called for an educational week to be observed in all communities once a year to inform the public of the accomplishments and needs of public schools and to secure the support of the public in meeting those needs. This resolution stemmed from the fact that in 1919, 25 percent of the country's World War I draftees were illiterate, and nine percent were physically unfit. The first observance of American Education Week occurred December 4-10, 1921, with the NEA and American Legion as cosponsors.

This year marks the 91st Annual American Education Week (AEW) spotlights the importance of providing every child in the United States with a quality public education from kindergarten through college and the need for everyone to do his or her part in making public schools great. This year, AEW will be celebrated November 18 – 22, 2013. The weeklong celebration spotlights the different people who are critical in building great public schools for the nation's K-12 students. Celebration days include:

- Monday – November 18, 2013: Kick Off Day
- Tuesday – November 19, 2013: Get to Know Your School Day
- Wednesday – November 20, 2013: Education Support Professionals Day
- Thursday – November 21, 2013: Educator for a Day
- Friday – November 22, 2013: Substitute Educators Day

The event's theme, "Great Public Schools: A Basic Right and Our Responsibility," reflects the National Education Association's calling upon America to provide students with quality public schools so that they can grow, prosper, and achieve in the 21st Century.

Dr. Brabrand reviewed the events and activities occurring throughout the school division during this week.

C-2. Lynchburg City Schools' Award for Excellence in Science

Dr. Charles W. Pryor, Jr. and his family are pleased to announce a four-year, \$25,000.00 scholarship to be awarded every school year for the next four years to an outstanding senior interested in entering a science-related field of study. The award will be distributed to an institution of higher learning over a four-year time period with an installment of \$3,125.00 each semester.

Dr. Pryor is a graduate of both E. C. Glass High School and Virginia Tech. He spent 25 years with the Babcox and Wilcox Company serving as President of the Nuclear and Power Division. While in Lynchburg, Dr. Pryor served as a member of the Lynchburg City School Board and past chairman of the Lynchburg City Schools' Partners in Education program. His complete biography is included as an attachment to this agenda report.

The award will be given to the top senior science student as determined by a selection process that includes a written application, a letter of interest, three letters of recommendation, an official transcript, and an interview with the division-level selection committee.

Dr. Brabrand and members of the school board thanked Dr. Pryor and his family for this generous scholarship and for the leadership he has provided to this community.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 19, 2013, EXHIBIT "A," FOR A COPY OF THE SUPPORTING DOCUMENTS.)

D-1. Finance Report

The school administration, in accordance with the 2013-14 school operating budget, authorized, approved, and processed the necessary payments through October 31, 2013. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarized the payments made through October 31, 2013, for the operating fund.

Total Operating Fund Budget		\$84,249,418.00
Through October 31, 2013		
Actual Revenue Received	\$ 19,477,171.33	
Actual Expenditures	\$ 20,157,572.46	
Actual Encumbered	\$ 54,037,979.85	
Percent of Budget Received		23.12%
Percent of Budget Used, excluding encumbrances		23.93%
As of 10/31/13 – 4 months		33.33%

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

Mr. Norman Yoder, representative from Brown Edwards LLC, provided the school board with a brief review of the recent audit of the 2012-13 operating budget. He stated that as a component unit of the city, the school budget becomes part of the city's CAFR. He noted that the schools received a clean or "unmodified" opinion.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 19, 2013, EXHIBIT "B," FOR A COPY OF THE FINANCE REPORT.)

E. Consent Agenda

Upon MOTION by Mr. White, SECONDED by Ms. Poore, the school board approved the school board meeting minutes for October 30, 2013 (Student Discipline Committee Meeting), and November 5, 2013 (Regular Meeting), and the personnel report and addendum for the period November 5 – 19, 2013.

Yes Votes: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 19, 2013, EXHIBIT “C,” FOR A COPY OF THE CONSENT AGENDA ITEMS.)

F. Student Representative Comments

Miss Sara B. Natour, student representative for E. C. Glass High School, and Ms. Alexis T. Johnson, student representative for Heritage High School, provided comments about the events and activities occurring at their high schools.

G-1. School Security Equipment Grant

On November 5, 2013, the Lynchburg City School Board authorized the school administration to enter into a contract with Crist Communications in the amount of \$125,458.12 for the installation of surveillance camera systems at each elementary school. Following the meeting, school administration learned that the bid tabulation submitted by the city was incorrect and did not reflect the adjustment in cameras and licenses. As a result, the school administration needs to request that the school board authorize the school administration to enter into a contract with Crist Communications in the amount of \$101,982.37. Further, the school board will need to authorize the superintendent to sign a change order so that the \$125,000 threshold is met for the grant. As the change order exceeds five percent, the school administration needs approve prior to executing the change order. This is a procedural matter that needs to be corrected for accounting purposes.

Upon MOTION by Mr. Webb, SECONDED by Ms. Poore, the school board authorized the school administration to enter into a contract a contract with Crist Communications in the amount of \$101,982.37 and authorize the superintendent to sign the necessary change order.

Yes Votes: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

G-2. High School Weighted Courses

At its meeting on November 5, 2013, the Lynchburg City School Board received information regarding changing the weight of courses offered through Central Virginia Governor’s School for Science and Technology, Early College, XLR8 Regional Governor’s STEM Academy, and dual enrollment to 5.0 for an “A.” Based on school board comments and further discussion by the administration, a revised proposal was presented to the school board.

Under the revised proposal all core content academic courses (math, English, science, and social studies) in all programs listed above will be weighted at 5.0 for an “A.” All courses previously weighted at 4.5 will remain at 4.5 weight for an “A.” Other courses will be weighted at 4.0 for an “A.” All Central Virginia Governor’s School courses will be weighted at 5.0 for an “A.”

If approved, these changes in course weight will be included in the *2014-15 High School Program of Studies*. Because of the significant impact on students’ course selections, this portion of the *2014-15 High School Program of Studies* will be presented at the next school board meeting. These weight changes will be effective for the 2014-15 school year.

Upon MOTION by Mr. White, SECONDED by Ms. Poore, the school board approved the recommendations for changes to the weight of core content courses offered through Early College, XLR8 Regional Governor’s STEM Academy, and Dual Enrollment and to all courses offered through Central Virginia Governor’s School for Science and Technology.

Yes Votes: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 19, 2013, EXHIBIT “D,” FOR A COPY OF THE SUPPORTING DOCUMENTS.)

G-3. School Board Policy 6-2: Grade Level Organization

While reviewing the Lynchburg City School Board Policy and Administrative Regulation manuals for conversion to the Virginia School Board Policy Services, it was noted that the school board policy regarding the school division’s grade level organization had not been changed to reflect the reorganization of the alternative education program. While the school

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board has approved the reorganization of the alternative education program, it is necessary for the school board to approve the policy as well. A copy of the revised policy appeared as an attachment to this agenda report.

Upon MOTION by Mr. Webb, SECONDED by Ms. Hoss, the school board approved revisions to School Board Policy 6-2: Grade Level Organization.

Yes Votes: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 19, 2013, EXHIBIT "E," FOR A COPY OF SCHOOL BOARD POLICY 6-2: GRADE LEVEL ORGANIZATION.)

H-1. Collaborative Review of Elementary School Improvement Plans

In 2012-13, each school developed a School Improvement Plan that identified goals and strategies around the three priorities of the school division's Comprehensive Plan: Achievement, Behavior, and Culture. Schools identified as focus schools and schools accredited with warning also incorporated three state-required goals and strategies. In all of these schools student achievement improved, as evidenced by four out of five schools meeting annual measurable objective benchmarks and two out of three focus schools achieving full accreditation.

Based on the success of these five schools, in 2013-14, school improvement teams at each school have used the state's *Indistar* school improvement tool to update and modify its School Improvement Plan and have incorporated the three state suggested indicators. Using data from 2012-13, each team reviewed the plan's indicators of success and tasks designated for each indicator to develop a plan for this year. Included in each plan are tasks around the identification of students in need of intervention, the assigning of these students to an intervention, and the monitoring of the success of each intervention.

School board members have received copies of the School Improvement Plans for each school. The presentation focused on the plans for the eleven elementary schools.

Each month, elementary principals meet as professional learning communities. During these meetings, they share information about programs and activities at their respective school that are helping to improve student achievement. Mrs. Karen S. Nelson, principal at Perrymont Elementary School, shared information about i-Ready that being used for reading and math. The online instructional software helps to profile groups and identify learning path and learning path tools that address a student's deficit skills. The teachers are able to closely monitor student progress and adjust tools as necessary. Teachers have also been able to develop meaningful SMART Goals in the areas of reading and math as a result of using this software.

Mr. Daniel J. Rule, principal at Dearington Elementary School for Innovation, provided information about how elementary schools are using Interactive Achievement. The program offers SOL-type test questions and gives students experience taking SOL-like tests on line. This also allows teachers to receive immediate feedback on student deficits so that teachers can modify and adjust lessons accordingly.

Mrs. Kathleen M. Sawyer, principal at Linkhorne Elementary School, shared information about the new reading series Harcourt Journeys, which is a well-organized, structured reading program with a strong phonics base. There are many components of the series, one of which is a focus wall that can be accessed in paper or online. The focus wall provides information about what the students will be learning for a particular week and offers decodable books for students at different reading levels and many other resource materials that reinforce what the student is learning for a particular week.

PBIS, which is being implemented throughout the school division, is a positive behavioral incentive support program that provides tiered models of intervention which allows teachers and administrators to collect and document data on students. This program is helping teachers to look at interventions for student behavior rather than seeking punitive options for students.

H-2. Legislative Positions: 2013-14

Annually, the Lynchburg City School Board considers legislative positions to present to its state representatives. Attached are position statements for the school board to consider. As directed, the administration will develop new position statements, edit those listed in the attachment, and present any revisions and additions for approval at the December 3, 2013, meeting.

There are several new legislative positions that have been proposed to the school board. The school board, through consensus, supported the new positions. It was also requested that language relative to increased compensation for teachers be changed to include all employees and that more refined language regarding the position associated with binding arbitration could be refined.

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The school board will consider action on this item at the December 3, 2013, school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 19, 2013, EXHIBIT “F,” FOR A COPY OF THE LEGISLATIVE POSITIONS FOR 2013-14.)

H-3. Lynchburg Juvenile Detention Center Education Program Budget: 2013-14

The 2013-14 funding for the Lynchburg Regional Juvenile Detention Center Education Program in the amount of \$884,649.54 has been approved by the Virginia Department of Education. Lynchburg City Schools serves as the fiscal agent for this state-operated program. Lynchburg City Schools employs nine teachers, a principal, and a full-time administrative secretary at the Lynchburg Regional Juvenile Detention Center where educational services are provided to approximately 25 students. The budget is as follows:

Personnel Salary Compensation	\$581,523.81
Five Percent of Salaries Expanded-Indirect	\$29,076.19
Fringe Benefits and Fixed Charges	\$191,288.54
Substitutes	\$2,500.00
Sub-total Personal Salary Compensation	\$804,388.54
Travel Expenses	\$4,921.00
Instructional Supplies and Equipment	\$16,000.00
Tuition Reimbursement	\$1,600.00
Music Materials	\$3,000.00
Related Services & GED Testing	\$6,300.00
Technology Replenish	\$35,840.00
Fax/ Copier	\$3,000.00
ISAEP Materials	\$2,700.00
TABE on-line	\$950.00
PD Materials –OSHA Certification	\$700.00
Staff Development	\$1,500.00
Postage	\$750.00
Computer Support	\$3,000.00
Sub-total Non-Personnel Expenses:	\$80,261.00
Total All:	\$884,649.54

Upon MOTION by Mr. White, SECONDED by Ms. Poore, the school board approved the Lynchburg Regional Juvenile Detention Center Program Budget in the amount of \$884,649.54.

Yes Votes: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

H-4. Fund Balance Recommendations: 2012-13

The fund balance for the 2012-13 school year is \$507,418. The school administration has discussed possible uses for those funds and recommends the funds be used for the following purposes:

Maintenance and Security Needs	\$207,487
Purchase of Student Records Software	\$300,000

The school administration would like to have this item placed on the December meeting agendas for Lynchburg City Council so that the request for fund balance can be used in January.

Upon MOTION by Mr. Webb, SECONDED by Ms. Poore, the school board approved the proposed fund balance recommendations.

Yes Votes: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

H-5. Policy DK Payment Procedures

While converting Lynchburg City School Board Policies and Administrative Regulations relative to fiscal responsibilities, language which allows the school board to authorize the superintendent or designee to sign contracts and agreements was omitted from the new policy. A revision to Policy DK Payment Procedures appeared as an attachment to the agenda report. The revision has been reviewed by legal counsel.

Upon MOTION by Ms. Hoss, SECONDED by Ms. Poore, the school board approved revisions to Policy DK Payment Procedures.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 19, 2013, EXHIBIT "G," FOR A COPY OF POLICY DK PAYMENT PROCEDURES.)

I. Superintendent's Comments

Dr. Brabrand announced that there had been two partnership signings this week. One was a school division partnership with Word Works, and the second was a partnership between Amazement Square and Carl B. Hutcherson Building.

Dr. Brabrand announced that the Partners In Education annual breakfast will occur on November 25, 2013, at 7:30 a.m. in the Burton Center and Lynchburg College.

The school division in collaboration with Central Virginia Community College has employed a director of grant writing. Please submit ideas for grant funded programs to Dr. Brabrand so that he can forward them to this individual.

J. Board Comments

Ms. Hoss provided information to the school board about the application process for the XLR8 Regional Governor's STEM Academy. She also informed them of the open house that will occur at the Academy on December 4, 2013, from 8:00 a.m. until 9:30 a.m.

Mr. Webb thanked the school administration for conducting the recent Safety Meetings. He also provided information about the events and activities in which he has participated over the past two weeks.

Ms. Tweedy provided information about a recent community meeting in which Ms. Polly S. Smith, principal at Carl B. Hutcherson Building, participated, and she thanked Ms. Smith for ensuring that those at the meeting were invited to tour the renovated building and to see the various programs that are located at the school.

Dr. Dolan-Sewell again extended her appreciation to Dr. Pryor for his generous donation to the school division which will provide meaningful opportunities for students in the school division.

K. Informational Items

Next School Board Meeting: Tuesday, December 3, 2013, 5:30 p.m., Board Room, School Administration Building

L. Adjournment

The meeting adjourned at 7:57 p.m.

Regina T. Dolan-Sewell, Chairman

Wendie L. Sullivan, Clerk

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