

**Lynchburg City School Board
Regular Meeting
December 18, 2012**

**BOARD
MEMBERS
PRESENT:**

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

**BOARD
MEMBERS
ABSENT:**

Regina T. Dolan-Sewell

**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
Wyllys D. VanDerwerker, Director of Special Education
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Jessie Pounds, *The News & Advance*

**Agenda
Items:**

- A-1. Public Comments
- B-1. School Improvement Plan: Hutcherson Early Learning Center
- C-1. Finance Report
- D. Consent Agenda
- E. Student Representative Comments
- F-1. School Culture Survey
- F-2. School Operating Budget: 2013-14
- G-1. Academic Calendar: 2013-14
- G-2. Administrative Regulation 6-58: Secondary Student Evaluation and Grading Procedures
- G-3. School Board Policy 7-11.2: Compulsory Attendance/Exemptions: Home Instruction
- G-4. Administrative Regulation 7-11.2: Compulsory Attendance/Exemptions: Home Instruction
- G-5. School Board Policy 7-45: Interscholastic Athletic Participation
- G-6. Administrative Regulation 7-45: Interscholastic Athletic Participation
- H. Superintendent's Comments
- I. Board Comments
- J-1. Notice of Closed Meeting
- J-2. Certification of Closed Meeting
- K. Informational Items
- L. 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 with a moment of silence to show support and solidarity for the community of New Town, Connecticut. He then asked and requested that those in attendance recite *The Pledge of Allegiance*.

**Lynchburg City School Board – Regular Meeting
December 18, 2012
Page Two**

Upon MOTION by Mr. Webb, SECONDED by Mrs. Snyder, the school board replaced the agenda report attachment for item D-1. Personnel Report, deleted item G-2. School Board Policy 6-33: Extracurricular Activities; and added legal briefing under item J-1. Notice of Closed Meeting.

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

No Votes: None

Abstentions: None

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 appear before the school board.

B-1. School Improvement Plan: Hutcherson Early Learning Center

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. Judy K. Trent, principal at Hutcherson Early Learning Center, 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 DECEMBER 4, 2012, EXHIBIT "A," FOR A COPY OF THE SCHOOL IMPROVEMENT PLAN FOR HUTCHERSON EARLY LEARNING CENTER.)

C-1. Finance Report

The school administration, in accordance with the 2012-13 schools' operating budget, authorized, approved, and processed the necessary payments through November 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 November 30, 2012, for the operating fund.

Total Operating Fund Budget		\$81,622,319.00
Through November 30, 2012		
Actual Revenue Received	\$ 19,375,737.74	
Actual Expenditures	\$ 25,027,797.96	
Actual Encumbered	\$ 46,702,214.04	
Percent of Budget Received		23.74%
Percent of Budget Used, excluding encumbrances		30.66%
As of 11/30/12 – 5 months		41.65%

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

Mr. Beckles stated that there are no major issues to report. He has received a copy of the governor's revised version of the biennium budget, and there is little change in revenue. Staff will attend a webinar regarding the budget on Wednesday. He will receive additional information about funding at that time.

The financial audit is complete, and school board members have received the city's CAFR. There were two comments: one indicating that one of our accountants resigned just prior to the audit, but that it had no affect on the outcome of the information that was provided to them in a timely manner; and two, the chief financial officer should not have access to the general ledger and financial accounts. The benefits audit continues, and issues found will be discussed with city and schools administration on December 21.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 18, 2012, EXHIBIT "B," FOR A COPY OF THE FINANCE REPORTS.)

D. Consent Agenda

Upon MOTION by Mrs. Barker, SECONDED by Mrs. Tweedy, the school board approved the personnel report for the period December 4 – 18, 2012, and the High School Program of Studies for 2013-14.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 18, 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, and Miss Tiani O. Pannell, student representative for Heritage High School, provided comments about the events and activities occurring at their schools.

Mrs. Poore left at 6:40 p.m.

F-1. School Culture Survey

Part of the Lynchburg City Schools Comprehensive Plan included administering a school culture survey to students, staff, and the community. The survey has been conducted, and the data has been tabulated. During this presentation, Ms. Ethel R. Coles, coordinator of equity and accountability, provided the school board with the data resulting from the division-wide survey. She noted that the purpose of the survey was to gather baseline data in an effort to determine our strengths and challenges surrounding school culture.

The survey was taken from the Virginia Department of Education self-study survey used for schools that are in improvement. The school administration has noted specific items where individual respondents requested that another indicator such as 'not applicable' would be helpful in completing the survey. Comments and school specific information has been shared with principals and will become part of their evaluation.

The results of the survey will be shared with all stakeholders. Division-level discussions will occur regarding strengths and challenges, and the development and implementation of professional development will occur by spring 2013. Further building-level professional development will also be developed and implemented by summer 2013.

F-2. School Operating Budget: 2013-14

As part of the budget development process for FY2013-14, the school administration has conducted several community budget meetings in order to share information and receive comments about next year's budget. On November 27, 2012, that presentation was given to the school board. Following the presentation, school board members were able to provide comments about budget priorities and to discuss items that the school administration has suggested for possible inclusion for next year. Again on December 4, and December 12, the school board discussed and established priorities within the budget.

Dr. Brabrand began the discussion by noting that the governor has called upon all school divisions in the state to review safety procedures and identify resources needed to ensure that students and staff are safe and secure. In response to this announcement, the school division is initiating a comprehensive review of the safety procedures and protocols in place. As part of this review, the school administration will

- review existing school crisis policies and procedures in collaboration with the Lynchburg Police Department, Lynchburg Fire Department, and other public safety officials;
- establish a dedicated security, truancy, and check-in attendant for each elementary school;
- redeploy middle school SROs for 2013-14 in collaboration with the Lynchburg Police Department;
- upgrade classroom security capabilities including updated crisis plan training for all employees;
- provide crisis training scenarios facilitated by the Lynchburg Police Department;
- accelerate planned upgrades to visitor software tracking at every school as well as the addition of security vestibules at schools to provide additional restrictive access; and
- review security camera placement and equipment at all schools to ensure adequate coverage of key areas.

Dr. Brabrand notes that these items will require additional funding to implement.

Mrs. Bruce provided information about the gifted opportunities program in response to questions that were asked at the December 12, 2012, work session.

Mrs. Poore returned at 7:27 p.m.

Additional information was also provided regarding the elementary alternative education program and responsibilities associated with the request for three social workers. The school board indicated that items on

**Lynchburg City School Board – Regular Meeting
December 18, 2012
Page Four**

tier one would be included in requests for the 2013-14 school operating budget. Tier two items would be relegated to the 2014-15 budget.

G-1. Academic Calendar: 2013-14

The proposed 2013-14 academic calendar presented for discussion tonight includes:

- First day of student attendance as August 26, 2013
- 180 student instructional days
- Last day of student attendance as June 6, 2014
- 11 teacher professional development/planning dates
- Six early dismissal days to provide teachers with additional planning time
- Three orientation days for new teachers

This draft developed by the Calendar Committee, has been presented to the Superintendent's Personnel Advisory Committee, the Secondary Leadership Team, the Elementary Leadership Team, and during the December principals' meeting.

The calendar calls for new teachers to report on August 12, and all other teachers will report on August 15. The first student day is August 26. Early release days for all students will provide planning time, Professional Learning Communities meetings, and other professional development activities. Should the school division not receive a waiver to open prior to Labor Day, the calendar will begin one week later than currently scheduled.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 18, 2012, EXHIBIT "D," FOR A COPY OF THE ACADEMIC CALENDAR FOR 2013-14.)

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

The school administration is reviewing school board policies and administrative regulations. As a result of that review, the administrative regulation regarding grading procedures has been revised. A copy of the revisions to the administrative regulation appeared as an attachment to the agenda report. Changes were made to reflect a nine-week grading period in multiple places.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 18, 2012, EXHIBIT "E," FOR A COPY OF ADMINISTRATIVE REGULATION 6-58: SECONDARY STUDENT EVALUATION AND GRADING PROCEDURES.)

G-3. School Board Policy 7-11.2: Compulsory Attendance/Exemptions: Home Instruction

The school administration is reviewing school board policies and administrative regulations. As a result of that review, the school board policy regarding home instruction has been revised. A copy of the revisions to the school board policy appeared as an attachment to the agenda report. The code section of the policy had been revised to reflect current code.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 18, 2012, EXHIBIT "F," FOR A COPY OF SCHOOL BOARD POLICY 7-11.2: COMPULSORY ATTENDANCE/EXEMPTIONS: HOME INSTRUCTION.)

G-4. Administrative Regulation 7-11.2: Compulsory Attendance/Exemptions: Home Instruction

The school administration is reviewing school board policies and administrative regulations. As a result of that review, the administrative regulation regarding home instruction has been revised. A copy of the revisions to the administrative regulation appeared as an attachment to the agenda report. The regulation has been revised to reflect the current curriculum requirements.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 18, 2012, EXHIBIT "G," FOR A COPY OF ADMINISTRATIVE REGULATION 7-11.2: COMPULSORY ATTENDANCE/EXEMPTIONS: HOME INSTRUCTION.)

G-5. School Board Policy 7-45: Interscholastic Athletic Participation

The school administration is reviewing school board policies and administrative regulations. As a result of that review, the school board policy regarding student eligibility to participate in interscholastic athletics has been revised. A copy of the revisions to the school board policy 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 DECEMBER 18, 2012, EXHIBIT "H," FOR A COPY OF SCHOOL BOARD POLICY 7-45: INTERSCHOLASTIC ATHLETIC PARTICIPATION.)

G-6. Administrative Regulation 7-45: Interscholastic Athletic Participation

The school administration is reviewing school board policies and administrative regulations. As a result of that review, the administrative regulation regarding student eligibility to participate in interscholastic athletics has been revised. A copy of the revisions to the administrative regulation appeared as an attachment to the agenda report. The regulation was revised to reflect current practices as per the Virginia High School League.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 8, 2012, EXHIBIT "I," FOR A COPY OF ADMINISTRATIVE REGULATION 7-45: INTERSCHOLASTIC ATHLETIC PARTICIPATION.)

H. Superintendent's Comments

Dr. Brabrand thanked the entire school division staff, students, and the community as they went through the past several days and came together to collaborate to prepare for a positive day on Monday. As a result, the students had a successful, normal school day. Members of the senior leadership team were in schools as well as police officers ensuring that students, staff, and parents felt safe and secure.

Dr. Angela Brady donated \$1,500 to Robert S. Payne Elementary School for the positive impact and hard work of the staff at that school.

I. Board Comments

Ms. Waller announced that she had attended various events and activities throughout the school division over recent weeks.

Mr. Billingsly attended an event at Bright Hope Ministries, an organization that is one of the Partners In Education. The organization serves 31 children.

Mrs. Snyder thanked the school administration for ensuring that the schools were safe and secure. The students and staff at Thomas C. Miller Elementary School for Innovation had held a special event for the Sandy Hook community as a show of support.

Mr. Webb provided information about the events and activities in which he had participated throughout the school division over recent weeks.

J-1. Notice of Closed Meeting

Upon MOTION by Mr. Webb, SECONDED by Mr. Billingsly, the school board convened a closed meeting at 8:35 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) (3) (7) to discuss personnel matters, the acquisition of real property for public use where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, and to receive a legal briefing pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body.

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

No Votes: None

Abstentions: None

J-2. Certification of Closed Meeting

Upon MOTION by Mr. Billingsly, SECONDED by Ms. Waller, the school board reconvened in open session at 9:57 p.m.

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

**Lynchburg City School Board – Regular Meeting
December 18, 2012
Page Six**

No Votes: None

Abstentions: None

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.

Upon MOTION by Mr. Billingsly, SECONDED by Mrs. Snyder, the school board approved by roll call vote the following Certification of Closed Meeting:

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

No Votes: None

Abstentions: None

Upon MOTION by Ms. Waller, SECONDED by Ms. Poore, the school board appointed David Childress as the director of information technology, effective January 16, 2013.

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

No Votes: None

Abstentions: None

K. Informational Items

Next School Board Meeting: Tuesday, January 8, 2012, 5:30 p.m. Board Room, School Administration Building

L. Adjournment

The meeting adjourned at 9:58.

Charles B. White, Chairman

Wendie L. Sullivan, Clerk

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