



Lynchburg City School Board

James E. Coleman
School Board District 3

Regina T. Dolan-Sewell
School Board District 1

Mary Ann Hoss
School Board District 1

Michael J. Nilles
School Board District 3

Jennifer R. Poore
School Board District 2

Katie Snyder
School Board District 3

J. Marie Waller
School Board District 2

Thomas H. Webb
School Board District 2

Charles B. White
School Board District 1

School Administration

Scott S. Brabrand
Superintendent

John C. McClain
Assistant Superintendent of
Curriculum and Instruction

Ben W. Copeland
Assistant Superintendent of
Operations and Administration

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendie L. Sullivan
Clerk

SCHOOL BOARD MEETING
February 3, 2015 5:30 p.m.
School Administration Building
Board Room

A. PUBLIC COMMENTS

1. Public Comments
Scott S. Brabrand. Page 1
Discussion (30 Minutes)

B. SPECIAL PRESENTATIONS

1. Robert S. Payne Elementary School: United Way Fundraiser
Contribution
Scott S. Brabrand.Page 2
Discussion
2. School Board Appreciation Month
Scott S. Brabrand. Page 3
Discussion

C. CONSENT AGENDA

1. School Board Meeting Minutes: January 15, 2015 (Work Session)

D. STUDENT REPRESENTATIVE COMMENTS

E. UNFINISHED BUSINESS

1. McBratney Career and Technical Program
Scott S. Brabrand. Page 4
Discussion/Action
2. School Calendar: 2015-16
John C. McClain. Page 6
Discussion
3. Universal Free Breakfast Program
Anthony E. Beckles, Sr.Page 7
Discussion

F. NEW BUSINESS

- 1. Culture Survey Results
John C. McClain.Page 8
Discussion

- 2. LCS – Aspiring Administrators
Ben W. Copeland.Page 9
Discussion

- 3. Request for Budget Reallocation
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- 4. Capital Improvement Plan: School Bus Parking Lot Electrical
Upgrades
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G. SUPERINTENDENT’S COMMENTS

H. BOARD COMMENTS

I. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, February 17, 2015, 5:30 p.m., Board Room, School Administration Building

J. ADJOURNMENT

Agenda Report

Date: 02/03/15

Agenda Number: A-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Public Comments

Summary/Description:

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.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item.

Agenda Report

Date: 02/03/15

Agenda Number: B-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Robert S. Payne Elementary School: United Way Fundraiser

Summary/Description:

Third grade students at Robert S. Payne Elementary School participated in a competition to collect change to donate to the United Way. In a matter of three weeks, the students raised \$455 in change. Representatives for the students who participated in that competition will be recognized during this presentation.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item.

Agenda Report

Date: 02/03/15

Agenda Number: B-2

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: School Board Appreciation Month

Summary/Description:

The month of February marks the annual observance of School Board Appreciation Month. The Virginia School Boards Association established this observance in 1989 to encourage public recognition of the roles and responsibilities of school board members and to highlight the importance of public education throughout the Commonwealth.

This year's theme, "Student Focused Leadership," reflects the top priority of local school board members as they advocate for public education with local, state, and federal leaders.

The Lynchburg City Schools is joining with other school divisions throughout the state to recognize the important contributions school board members make to their communities.

Members of the Lynchburg City School Board receive no financial compensation for their tireless efforts, and this school board is one of very few boards statewide that has student representatives. The nine members of the school board are appointed by Lynchburg City Council.

Even though this special event shows an appreciation of school board members, members of the community recognize that their contributions reflect a year-round commitment. They are dedicated individuals who are committed to the continuing success of the city's schools and students.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item.

Agenda Report

Date: 02/03/15

Agenda Number: E-1

Attachments: Yes

From: Scott S. Brabrand, Superintendent

Subject: McBratney Career and Technical Program

Summary/Description:

During the January 20, 2015, school board members received information about a new program for students that will give them a head start toward preparation for jobs that are in high demand locally and give them college credit and credentials.

William E. McBratney Jr., the Lynchburg City Schools, and Central Virginia Community College are partnering on a new program for Lynchburg high school seniors. Two of the areas of study being offered through this program are Machine Tool and Pre-Nursing. There will be 12 slots available in each program for the 2015-16 school year and another 12 slots in each program available for the 2016-17 school year. Students completing the Machine Tool program can graduate with their high school diploma, 21 college credits and a Career Studies Certificate in Machine Technology Fundamentals. Students completing the Pre-Nursing program can graduate with their high school diploma, 29 college credits and a Career Studies Certificate in Pre-Nursing I & II which were developed in conjunction with the Centra College of Nursing Program.

The funding to offer this program to students is due to the generosity of Mr. McBratney. The total tuition cost of the program will be \$193,404. Educational instruction and books will also be provided by Mr. McBratney for students so students can access these programs at no cost.

We are grateful for this partnership and for the opportunities our students will have to access these programs.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve revisions to the 2015-16 High School Program of Studies to include Machine Technology Fundamentals and Pre-Nursing I & II.



McBratney Career & Technical Training Program

Description: William E. McBratney, Jr., the Lynchburg City Schools and Central Virginia Community College are partnering on a new program to offer Lynchburg high schools students career specific training that will give them both a head-start toward preparation for jobs that are in demand locally as well as college credit and credentials.

Start: Classes in two programs will be offered to students for the 2015-2016 and 2016-2017 school years beginning in August, 2015.

Programs: The two programs being offered are Machine Tool and Pre-Nursing. Both will be one year in length. The projected courses and college credit hours earned are outlined below

Machine Tool				
Fall Semester		Spring Semester		
MAC 161	Machine Shop Practices I	3	MAC 163 Machine Shop Practices III	3
MAC 162	Machine Shop Practices II	3	MAC 164 Machine Shop Practices IV	3
MTH 103	Applied Technical Math I	3	MTH 104 Applied Technical Math II	3
SDV 100	College Success Skills	1		
HLT	Elective	2		
Total		12	Total	
			9	

Pre-Nursing				
Fall Semester		Spring Semester		
BIO 141	Anatomy & Physiology I	4	BIO 142 Anatomy & Physiology II	4
ENG 111	College Composition I	3	ENG 112 College Composition II	3
HLT 230	Nutrition & Human Dev.	3	PSY 230 Developmental Psychology	3
PLS 211	U.S. Government I	3	PLS 212 U.S. Government II	3
SDV 100	College Success Skills	1		
HLT 141	Medical Terminology	2		
Total		16	Total	
			13	

Credentials: The Machine Tool graduates will receive a Career Studies Certificate in Machine Technology Fundamentals that will place them well on their way toward a more advanced credential, and may give them the entry level skills for some machinist shops. The Pre-Nursing graduates will receive the Career Studies Certificates in Pre-Nursing I and II which were developed in conjunction with the Centra College of Nursing to prepare students to enter their program.

Students: Both programs will be open to seniors from E. C. Glass and Heritage high schools. It is anticipated that up to 12 students could be accommodated in each program (24 students total each year).

Cost: The current CVCC tuition and fee cost is \$142 per credit hour. For purposes of estimating next year's cost we can assume a 3.5% increase and a new cost of \$147.

A Machine Tool program of 12 students with each taking 21 credits hours would cost \$37,044 in tuition and fees. Books could cost an additional \$8,064 the first year, but would belong to the college and would be used again in year two of the program.

A Pre-Nursing program of 12 students with each taking 29 credits hours would cost \$51,156 in tuition and fees. Books could cost another \$8,940 the first year, but would belong to the school and would be used again in year two of the program.

Estimated total cost for year 1 would be \$105,204, and then \$88,200 in year 2 for a total of \$193,404.

Funding CVCC will be providing the educational instruction and books, so the Program expenditures would primarily be made by the college. For that reason, it makes sense for the contributions funding the program to flow through the CVCC Educational Foundation. In the Foundation the donated funds can be segregated in a separate fund and accounted for properly.

Bill McBratney will contribute the estimated year 1 cost prior to the Lynchburg City School Board meeting on February 10th, and will also sign a pledge agreement for the payment of the estimated year 2 cost.

Agenda Report

Date: 02/03/15

Agenda Number: E-2

Attachments: Yes

From: Scott S. Brabrand, Superintendent
John C. McClain, Assistant Superintendent of Curriculum and Instruction

Subject: School Calendar: 2015-16

Summary/Description:

At the January 20, 2015, school board meeting, Julia Keleher of Keleher and Associates presented information and recommendations related to options for year-round schools and modifying the calendar. After having had time to review that information, the school administration will now present a proposed calendar for the 2015-2016 school year and plans for engaging staff and community input over the next several weeks.

Disposition: Action
 Information
 Action at Meeting on: 03/03/15

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on March 3, 2015.

Agenda Report

Date: 02/03/15

Agenda Number: E-3

Attachments: No

From: Scott S. Brabrand, Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: Universal Free Breakfast Program

Summary/Description:

The Universal Free Breakfast program was implemented in several elementary school at the beginning of the school year. Initially, the school board had questions about how the program would affect instructional time at the beginning of the school day, funding for the program, staff support and other items pertaining to this implementation process. The school administration indicated that a progress report would be given at the end of first semester. Information about this implementation of this program and its impact on students, staff, instruction, and funding will be provided during this presentation.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item.

Agenda Report

Date: 02/03/15

Agenda Number: F-1

Attachments: No

From: Scott S. Brabrand, Superintendent
John C. McClain, Assistant Superintendent of Curriculum and Instruction

Subject: Culture Survey Results

Summary/Description:

Part of the Lynchburg City Schools Comprehensive Plan included administering a school culture survey to students, staff, and the community. It is also a requirement of the self-study that we are conducting as part of our voluntary resolution agreement with the US Department of Education. The survey has been conducted, and the data has been tabulated. During this presentation, Ms. Ethel E. Reeves, director of culture and engagement, will provide the school board with the division-level data.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item.

Agenda Report

Date: 02/03/15

Agenda Number: F-2

Attachments: No

From: Scott S. Brabrand, Superintendent
Ben W. Copeland, Assistant Superintendent of Operations and Administration

Subject: LCS-Aspiring Administrators

Summary/Description:

There is leadership potential throughout Lynchburg City Schools, and it is time for LCS to use that potential to “grow our own” administrators. LCS Aspiring Administrators program is designed to support the professional learning and development of teacher leaders aspiring to become administrators, and assistant principals aspiring to become principals, within LCS.

Information will be presented explaining this professional development opportunity.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item.

Agenda Report

Date: 02/03/15

Agenda Number: F-3

Attachments: No

From: Scott S. Brabrand, Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: Request for Reallocation of Budget

Summary/Description:

The school administration has recognized a need to reallocate funds to purchase various equipment and supplies throughout the school division.

Purchase of inventory management software	\$48,800*
Repair of roof at Heritage Elementary School and Heritage High School	\$40,000
Purchase and installation of projectors in classrooms at E.C. Glass	\$32,000
Purchase of library materials (Elem - \$65K, MS - \$20K & HS - \$20K)	\$105,000*
Professional development for administrative staff	\$16,000
Cell phone upgrades	\$13,910
Purchase of replacement truck for IT	\$55,000
Purchase of Technology equipment (projectors and i-Pads) for Preschool	\$60,000*
Purchase of laser engraving machine	\$30,000
Funding for Project Graduation due to reduction in grant funding	\$13,500
Amount to increase local funding of textbooks	\$36,610
Purchase of 3D printer	\$10,000
Purchase of Rachel's Challenge programs for the high schools	\$10,000
Purchase of key board for Sandusky Middle School	\$1,000
Software development for AESOP/Kronos interface	\$13,720
Purchase of two (2) cars for Drivers Education program at Heritage High	\$40,000
Cost to Translate ELL documents into various languages	\$5,000

Agenda Report

Date: 02/03/15

Agenda Number: F-3

Attachments: No

Purchase of SPED testing material	\$18,000
Purchase of SPED Assistive technology	\$47,000*
Purchase of software for Partner in Education	\$4,500
	<hr/>
	\$600,040
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Given school board approval, the funds to purchase the items will come from available funds in the existing operating budget.

Various Salaries, Benefits and Non-Personnel accounts \$600,040

The school administration requests this budget adjustment be approved for the 2014-15 school year in order to fund these one-time purchases.

***Additional Information on some of the above items:**

Inventory management software (\$48,800) – LCS current have a component of an inventory management system for library books. In order to effectively manage and keep track of our electronic equipment and library books, it was deemed necessary to purchase additional inventory software to assist with this task.

Library Materials – (\$105,000) - Our schools libraries are in need of upgrading their selection of non-fiction books and novel sets. The \$105,000 will be used to increase the collection of books in our libraries as a one-time boost to align with the increased need for non-fiction texts as well as additional novel sets, particularly in secondary schools. Various e-reader technologies could also be incorporated to enhance the use of technology and literacy. The distribution, as based on identified need, would be per-pupil at each level with the following distributions by level - \$65,000 elementary, \$20,000 middle, and \$20,000 high.

SPED Assistive Technology (\$47,000) - There is a significant need in our division-wide autism programs for augmentive communication assistive technology. The request is to provide assistive technology devices and software for speech and language pathologists at PK-12. The purchase would include an iPad and apps (very expensive for the augmentive communication, but much cheaper than the devices were before iPads) per student, 8 students per class and 6 classes at K-12.

Agenda Report

Date: 02/03/15

Agenda Number: F-3

Attachments: No

Technology for preschool (\$60,000). To provide a projector and small group set of i-Pads for each preschool classroom.

Disposition: Action
 Information
 Action at Meeting on: 02/17/15

Recommendation:

The superintendent recommends that the school board receive the agenda report as an informational item and consider action at the school board meeting on February 17, 2015.

Agenda Report

Date: 02/03/15

Agenda Number: F-4

Attachments: No

From: Scott S. Brabrand, Superintendent
Ben W. Copeland, Assistant Superintendent of Operations and Administration

Subject: Capital Improvement Plan: School Bus Parking Lot Electrical Upgrades

Summary/Description:

The 2014-15 capital improvement plan includes \$120,000 in construction funding for upgrades to the power at the transportation bus lot on John Capron Road for the use of bus engine block heaters. The City of Lynchburg Office of Procurement and Purchasing has received bids on the project.

A total of _____ bids for the bus lot electrical upgrades project was received. The school administration recommends _____ based on their bid of \$ _____, which was the lowest bid. All bids received are listed below.

BIDDER					
BASE BID					

Disposition: Action
 Information
 Action at Meeting on: 02/17/15

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on February 17, 2015.