



Lynchburg City Schools • 915 Court Street • Lynchburg, Virginia 24504

Lynchburg City School Board

Mary Ann H. Barker  
School Board District 1

Albert L. Billingsly  
School Board District 3

Regina T. Dolan-Sewell  
School Board District 1

Jennifer R. Poore  
School Board District 2

Katie K. Snyder  
School Board District 3

Treney L. Tweedy  
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

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

Wendle L. Sullivan  
Clerk

**SCHOOL BOARD MEETING**  
**February 5, 2013 5:30 p.m.**  
**School Administration Building**  
**Board Room**

**A. PUBLIC COMMENTS**

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

**B. SPECIAL PRESENTATION**

- 1. School Board Appreciation Month  
Scott S. Brabrand. . . . . Page 2  
Discussion
- 2. School Improvement Plan: Sheffield Elementary School  
William A. Coleman, Jr. . . . . Page 3  
Discussion

**C. CONSENT AGENDA**

- 1. Personnel Report  
Marie F. Gee. . . . . Page 4  
Discussion/Action

**D. STUDENT REPRESENTATIVE COMMENTS**

**E. UNFINISHED BUSINESS**

- 1. School Operating Budget: 2013-14  
Scott S. Brabrand. . . . . Page 6  
Discussion/Action
- 2. Heritage High School Design Committee: School Board  
Nominations  
Ben W. Copeland. . . . . Page 7  
Discussion/Action
- 3. Capital Improvement Plan: Heritage High School  
Ben W. Copeland. . . . . Page 8  
Discussion/Action

4. Lynchburg City Schools Comprehensive Plan: Update  
William A. Coleman, Jr. . . . . Page 10  
Discussion

**F. NEW BUSINESS**

**G. SUPERINTENDENT’S COMMENTS**

**H. BOARD COMMENTS**

**I. CLOSED MEETING**

1. Notice of Closed Meeting  
Scott S. Brabrand. . . . . Page 11  
Discussion/Action

2. Certification of Closed Meeting  
Scott S. Brabrand. . . . . Page 12  
Discussion/Action

**J. INFORMATIONAL ITEMS**

Next School Board Meeting: Tuesday, February 19, 2013, 5:30 p.m.  
Board Room, School Administration Building

**K. ADJOURNMENT**

# Agenda Report

**Date:** 02/05/13

**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:** 02/05/13

**Agenda Number:** B-1

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent

**Subject:** School Board Appreciation Month

## **Summary/Description:**

Governor Bob McDonnell has proclaimed the month of February 2013 as 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, "School Boards Speak Out for Public Schools," reflects the combined commitment of school boards to lead and advocate for quality and accountable public schools that ensure all students achieve.

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:** 02/05/13

**Agenda Number:** B-2

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent  
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

**Subject:** School Improvement Plan: Sheffield Elementary School

## **Summary/Description:**

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, Ms. Diane S. Swain, principal at Sheffield Elementary School, will present data relative to that school's plan to the school board.

**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:** 02/05/13

**Agenda Number:** C-1

**Attachments:** Yes

**From:** Scott S. Brabrand, Superintendent  
Marie F. Gee, Director of Personnel

**Subject:** Personnel Report

## **Summary/Description:**

The personnel recommendations for January 22 – February 5, 2013, appear as an attachment to this agenda report.

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

## **Recommendation:**

The superintendent recommends that the school board approve the personnel recommendations for January 22 – February 5, 2013.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
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**NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2012-13:**

Hoff, Dylan	Lynchburg College	B.S./0 yrs. (Lv.0 4)	E.C. Glass High Special Education	01/22/13
Smith, Lisa A.	Wright State University	B.S./2 yrs. (Lv.2 3)	Perrymont Elementary Third Grade	02/04/13

**RESIGNATIONS:**

Helmey, Heidi	Lynchburg College	M.Ed./30 yr. (Lv.30 3)	LAUREL Regional Vision Impairment-PT	01/31/13
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# Agenda Report

**Date:** 02/05/13

**Agenda Number:** E-1

**Attachments:** No

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

**Subject:** School Operating Budget: 2013-14

## **Summary/Description:**

On January 22, 2013, the school administration presented the proposed 2013-14 school operating budget to the school board. The budget, which includes a 2.5 percent increase in compensation for all employees; additional staff in the areas of special education, gifted/enrichment, counseling, security and truancy, custodial services and technology; various software applications; and instructional materials and programs, requires an additional \$2,626,257 in funding.

The school administration was asked to forward its proposed 2013-14 budget request to the city manager by the end of January for planning purposes. The official adoption of the 2013-14 school operating budget will not occur until after the school board conducts its public budget hearing in March and the Virginia General Assembly has passed its budget.

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

## **Recommendation:**

The superintendent recommends that the school board authorize the school administration to include a \$2,626,257 request of additional local appropriation in the proposed 2013-14 school operating budget and forward that request to the Lynchburg City Council.

# Agenda Report

**Date:** 02/05/13

**Agenda Number:** E-3

**Attachments:** No

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

**Subject:** Capital Improvement Plan: Heritage High School

## **Summary/Description:**

The Heritage High School Design Workshop is scheduled for February 27 – March 1, 2013, and it will occur at the Information Technology Center. During the school board meeting on January 22, 2013, the school administration presented a proposal for participants on the Heritage High School Design Committee. As a result of that discussion, the school board indicated that there should be school board representation on the committee.

During this presentation, the school board will propose a school board representative(s) to participate on this committee.

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

## **Recommendation:**

The superintendent recommends that the school board nominate a school board representative(s) to participate on the Heritage High School Design Committee.

# Agenda Report

**Date:** 02/05/13

**Agenda Number:** E-3

**Attachments:** No

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

**Subject:** Capital Improvement Plan: Heritage High School

## **Summary/Description:**

The Heritage High School Design Workshop is scheduled for February 27 – March 1, 2013, and it will occur at the Information Technology Center. On day one of this workshop, participants will contribute four hours to providing thoughts and feedback relative to the instructional and operational needs of the school. On days two and three, participants will contribute two hours each day to review conceptual designs provided by the architectural firm and recommend modifications or additions.

During the school board meeting on January 22, 2013, the school administration recommended the following individuals to participate in this workshop:

- 16 Heritage High School Staff
- 3 Heritage High School Students
- 3 Heritage High School Parents
- 3 Central Virginia Governor's School for Science and Technology Staff
- Assistant Superintendent of Operations and Administration
- Assistant Superintendent of Curriculum and Instruction
- Director of Secondary Education
- Director of Special Education
- Director of Facilities and Maintenance
- Director of Transportation
- Director of Information Technology
- Director of Testing, Gifted, and Guidance
- Director of School Nutrition
- Supervisor of Instruction (Career-Technical Education)

It was also suggested that there be school board representation as well as representation from city staff, the Lynchburg City Schools Education Foundation board, leaders and/or representatives from the subcommittees of the Heritage High School Task Force, and area institutions of higher learning.

# Agenda Report

**Date:** 02/05/13

**Agenda Number:** E-3

**Attachments:** No

The school administration will present its slate of participants during this presentation.

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

## **Recommendation:**

The superintendent recommends that the school board approve the composition of the design workshop as presented.

# Agenda Report

**Date:** 02/05/13

**Agenda Number:** E-4

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent  
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

**Subject:** Lynchburg City Schools Comprehensive Plan: Update

## **Summary/Description:**

The school administration presented the Lynchburg City Schools Comprehensive Plan to the school board during its annual retreat, which occurred on July 26-27, 2012. On August 7, 2012, the school board approved the Comprehensive Plan. This plan serves as the guiding document in the areas of achievement, behavior, culture, operations and personnel.

The school administration has completed an internal review of progress on the strategies delineated in the plan. Tonight's presentation is designed to provide an update on the status of the strategies.

**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:** 02/05/13

**Agenda Number:** I-1

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent

**Subject:** Notice of Closed Meeting

**Summary/Description:**

Pursuant to the Code of Virginia §2.2-3711 (A) (1), the school board needs to convene a closed meeting for the purpose of discussing the following specific matters:

Employee Performance

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

**Recommendation:**

The superintendent recommends that the school board approve a motion to enter into Closed Meeting in accordance with the Code of Virginia §2.2-3711 (A) (1) to discuss employee performance.

# Agenda Report

**Date:** 02/05/13

**Agenda Number:** I-2

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent

**Subject:** Certification of Closed Meeting

**Summary/Description:**

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.

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

**Recommendation:**

The interim superintendent recommends that the school board approve the Certification of Closed Meeting in accordance with the Code of Virginia §2.2-3712(D).