



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

June 4, 2013

**School Administration Building
Board Room**

A. PUBLIC COMMENTS

- 1. Public Comments
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Discussion/Action (30 Minutes)

B. SPECIAL PRESENTATION

- 1. Resolutions of Recognition
Scott S. Brabrand. Page 2
Discussion/Action
- 2. School Improvement Plan: Linkhorne Middle School
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Discussion

C. CONSENT AGENDA

- 1. School Board Meeting Minutes: May 21, 2013 (Regular Meeting)
- 2. Personnel Report
Marie F. GeePage 4
Discussion/Action

D. UNFINISHED BUSINESS

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- 2. Lynchburg City Schools' Educational Technology
Plan: 2013-15
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- 3. Lynchburg City School Board Policies and Administrative Regulation: Conversion Process
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E. NEW BUSINESS

- 1. Local Consolidated Application: 2013-14
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- 3. Authorization of Signature
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F. SUPERINTENDENT’S COMMENTS

G. BOARD COMMENTS

H. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, June 18, 2013, 5:30 p.m. Board Room, School Administration Building

I. ADJOURNMENT

Agenda Report

Date: 06/04/13

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: 06/04/13

Agenda Number: B-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Resolutions of Recognition

Summary/Description:

During this presentation, the school board will recognize Sara B. Natour and Tiani O. Pannell for their service as student representatives on the Lynchburg City School Board.

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

Recommendation:

The superintendent recommends that the school board approve the resolutions of recognition for Sara B. Natour and Tiani O. Pannell.

Agenda Report

Date: 06/04/13

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: Linkhorne Middle 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, Mr. Robert F. Kerns, principal of Linkhorne Middle 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: 06/04/13

Agenda Number: C-2

Attachments: Yes

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

Subject: Personnel Report

Summary/Description:

The personnel recommendations for May 7 – June 4, 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 May 7 – June 4, 2013.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
RESIGNATIONS:				
Badillo, Sarah	Liberty University	B.A./2 yrs (Lv. 1 3)	Sandusky Middle English	05/31/13
Britton Ann	University of Virginia	M.Ed./18 yrs (Lv.17 3)	Heritage High Marketing Education	06/07/13
Cox, Lauren	Longwood University	B.A./6 yrs (Lv. 5 3)	R. S. Payne Elementary Art-PT	05/31/13
Davis, Erin	Old Dominion University	B.S./6 yrs (Lv. 5 3)	Sandusky Middle Earth Science	05/31/13
Fitzgibbons, Patricia A.	Va.Commonwealth University	M.S./41 yrs (Lv.17 3)	Laurel Regional School Occupational Therapist -PT	05/31/13
Gregorian, Timothy	Ohio University	M.A./5 yrs (Lv. 4 4)	E. C. Glass Mathematics	05/31/13
Litchfield, Sarah	Ohio State University	M.A./14 yrs. (Lv. 8 3)	Sheffield Elementary Speech Pathologist	05/31/13
Nabinger, Matthew	Liberty University	B.M./1 yrs. (Lv. 0 4)	R.S. Payne Elementary Music	05/31/13
Pierson, Sarah	Liberty University	B.A./15 yrs (Lv.14 3)	R. S. Payne Elementary Fourth Grade	05/31/13
Starnes, Matthew	Liberty University	B.S./2 yrs (Lv.1 4)	Heritage High Mathematics	05/31/13
RETIREMENTS:				
Ballowe, Elizabeth	Lynchburg College	M.Ed/39 yrs (Lv.33 3)	E. C. Glass High Director of Guidance	06/28/13
Davis, Annie	Troy State	M.A./38 yrs (Lv.33 1)	Linkhorne Elementary Kindergarten	05/31/13
Moore, Danny	Lynchburg College	M.Ed/33 yrs (Lv. 32 4)	E. C. Glass High Special Education	05/31/13

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
RETIREMENTS: (continued)				
West, Patty	University of Virginia	Ed.D/16 yrs (Lv.15 3)	Linkhorne Elementary Instructional Specialist	06/07/13

Agenda Report

Date: 06/04/13

Agenda Number: D-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: School Operating Budget: 2013-14

Summary/Description:

On May 28, 2013, the Lynchburg City Council approved the Lynchburg City Schools proposed operating budget for 2013-14. During this presentation, the school administration will review the items that were included in the 2013-14 operating budget as well as specific regarding compensation for employees.

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

Recommendation:

The superintendent recommends that the school board approve the 2013-14 School Operating Budget.

Agenda Report

Date: 06/04/13

Agenda Number: D-2

Attachments: Yes

From: Scott S. Brabrand, Superintendent

Subject: Lynchburg City Schools' Educational Technology Plan: 2013 - 2015

Summary/Description:

The Educational Technology Plan for Virginia: 2010-2015 is the Department of Education's most recently released vision for the use of technology in public schools. It serves as a blueprint for school divisions by identifying the necessary components of an effective technology program. In accordance with the No Child Left Behind Act, the universal services Act (E-Rate), and the Code of Virginia, school divisions must submit a local technology plan that is aligned with the state plan. The local plan must guide the division's use of educational technology for three to six years. The current Lynchburg City Schools' Educational Technology Plan outlines goals and objectives for years 2010-2012. The Technology Leadership Team, along with other stakeholders, has updated the current plan to align with the revised state plan until it expires on June 30, 2015. This timetable, if permitted, will also bring our local plan into the same renewal cycle as the Virginia Department of Education Technology Plan. A draft of the Lynchburg City Schools' Educational Technology Plan: 2013-2015 was provided to school board members for their review.

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

Recommendation:

The superintendent recommends that the school board approve the Lynchburg City Schools' Educational Technology Plan for 2013-15.

Agenda Report

Date: 06/04/13

Agenda Number: D-3

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Lynchburg City School Board Policies and Administrative Regulations
Conversion Process

Summary/Description:

The school administration is beginning the process of converting the Lynchburg City Schools Board Policies and Administrative Regulations to the Virginia School Boards Association's policies. As a member of the VSBA Policy Services, the school division receives regular updates to policies which coincide with changes to the Code of Virginia. Further, all policies developed by the VSBA are reviewed by legal counsel.

The first section in the conversion process is school board bylaws. Revisions and substitutions to the bylaws have been reviewed by the city attorney's office to ensure that they are legally sound.

During the school board meeting on May 21, 2013, the school administration reviewed the conversion process with members of the school board. Since that time, school board members have had the opportunity to review the bylaws. The school administration will provide additional information as necessary during this presentation.

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

Recommendation:

The superintendent recommends that the school board approve the revised Lynchburg City Schools Bylaws.

Agenda Report

Date: 06/04/13

Agenda Number: E-1

Attachments: No

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

Subject: Local Consolidated Application: 2013-14

Summary/Description:

Both the United States Department of Education (USED) and the Virginia Department of Education (VDOE) encourage local school divisions to submit consolidated applications for funding for programs authorized under the *Elementary and Secondary Act (ESEA)*. The consolidated application allows greater cross-program planning and coordination to improve teaching and learning. The consolidated application also allows school divisions to complete one comprehensive needs assessment and to establish division-level goals and objectives supported by all programs. In addition to the comprehensive needs assessments, the consolidated application is based on needs assessments completed for individual schools, and it contains detailed measurable objectives and benchmarks, specific individual program services and activities, a staff and budget breakdown, and other information specific to individual programs.

The Lynchburg City Schools' Consolidated Application for 2013-2014, includes the budgets for Title I Parts A and D, Title II Part A, and Title III English as a Second Language. The school administration anticipates a ten percent reduction in Title I Part A funds and a five percent reduction to Title I Part D, and Title II Part A, and Title III. These cuts are anticipated due to the impact of Sequestration; however, all of these funding levels could be changed when final allocations are determined later this fall.

Three year trends in funding:

Title I, Part A:

Final allocation for 2011-2012:	\$3,620,177.18
Final allocation for 2012-2013:	\$3,250,143.36
Anticipated allocation for 2013-2014:	<u>\$2,925,129.02</u>
Change from 2011-2014:	(\$ 695,048.16)

Title I, Part D:

Final allocation for 2011-2012:	\$ 160,071.38
Final allocation for 2012-2013:	\$ 144,536.39
Anticipated allocation for 2013-2014:	<u>\$ 137,309.57</u>
Change from 2011-2013:	(\$ 22,761.81)

Agenda Report

Date: 06/04/13

Agenda Number: E-1

Attachments: No

Title II, Part A:

Final allocation for 2011-2012:	\$ 570,897.05
Final allocation for 2012-2013:	\$ 567,309.57
Anticipated allocation for 2013-2014:	<u>\$ 538,944.09</u>
Change from 2011-2014:	(\$ 31,952.96)

Title III, Part A (ESL)

Final allocation for 2011-2012:	\$ 17,235.35
Final allocation for 2012-2013:	\$ 16,549.09
Anticipated allocation for 2013-2014:	<u>\$ 15,721.64</u>
Change from 2011-2014:	(\$ 1,513.71)

Anticipated loss of funding from 2012-2014:	(\$ 361,434.09)
Anticipated Total loss from 2011-2014:	(\$ 751,276.64)

Title I Part A allocates funds for teachers, instructional assistants, supplemental instructional supplies, and parental involvement. Because there are Title I schools in the school division that have been identified for interventions according to the flexibility waivers granted by the USED, a portion of the funds have been set-aside to support improvement efforts in focus schools. Title I Part D provides funding to support the Truancy and Transition Programs. Title II Part A funds support class size reduction and professional development, including partial funding for the new coaching positions. Title III Part A funds support English Language Learners (ELL) programs.

School board approval is necessary prior to submitting the Local Consolidated Application for the 2013-2014 academic year to the Virginia Department of Education.

Members of the school board have received a copy of the completed application.

Disposition: Action
 Information
 Action at Meeting on: 06/18/13

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 June 18, 2013.

Agenda Report

Date: 06/04/13

Agenda Number: E-2

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: School Board Retreat

Summary/Description:

The Lynchburg City School Board will conduct its annual retreat on July 18-19, 2013, at Lynchburg College. The superintendent has several items that he intends to present to the school board during that retreat. They are as follows:

- Lynchburg City Schools Comprehensive Plan: Update
- Lynchburg City Schools' Educational Technology Plan: 2013-15
- Beacon of Hope: Update
- Policy and Governance
 - School Board Policy 7-51: Wellness
 - Naming of Facilities
 - School Board/Staff Communication
- School Operating Budget Calendar: 2013-14
- Professional Development

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: 06/04/13

Agenda Number: E-3

Attachments: Yes

From: Scott S. Brabrand, Superintendent

Subject: Authorization for Signature

Summary/Description:

The Virginia Department of Education requires that the school division identify an individual, who, in the absence of the superintendent, has authorization to sign all Virginia Department of Education correspondence, reports, documents, requisitions, and other official correspondence. The superintendent recommends that the school board authorize Mrs. Wendie L. Sullivan, school board clerk, to fulfill the necessary signature obligations in the absence of the superintendent. Many of the matters associated with the delegation of this authority tend to be financial and operational in nature.

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

Recommendation:

The superintendent recommends that the school board authorize Mrs. Wendie L. Sullivan, school board clerk, to sign Virginia Department of Education correspondence in the absence of the superintendent.

The School Board of the Country, City, or Town of **Lynchburg City** at a meeting held on _____ by duly recorded vote approved and authorized the person(s) listed below to sign all Virginia Department of Education reports, documents, requisitions, and other official correspondence in the absence of the Division Superintendent.

Ms. Wendie L Sullivan

Administrative Assistant

Clerk/Executive Assistant to the Superintendent

Signature:

Signature on File

Authorization Approved

through: **June 30, 2013**

Extended

through: June 30, 2014

This is to certify that the signature authorization action was approved and incorporated in the minutes of said School Board on the aforementioned date.

Signature of Division Superintendent

Printed Name of Division Superintendent

Signature of Clerk of the School Board

Printed Name of Clerk of the School Board

Date: _____

Mail to: Virginia Department of Education
Educational Applications
22nd Floor
P.O.Box 2120
Richmond, VA 23218-2120

Signature of School Board Chair

Printed Name of School Board Chair

Seal of Clerk of the School Board

Agenda Report

Date: 06/04/13

Agenda Number: E-4

Attachments: No

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

Subject: School Improvement Plans

Summary/Description:

Due to the accreditation status of Paul Laurence Dunbar Middle School for Innovation, Sandusky Middle School, and Heritage Elementary School as “Accredited with Warning,” the Standards of Accreditation require that the school board approve each school’s School Improvement Plan.

The Virginia Department of Education completed an academic review at Dunbar on January 24-25, 2013. Since the review, the staff at Dunbar has met all the requirements associated with the review and has modified the school’s plan accordingly. Members of the Department of Curriculum and Instruction conducted an independent academic review at Sandusky Middle in fall 2011. Likewise, members of the Department of Curriculum and Instruction conducted an independent academic review at Heritage Elementary School in fall 2010. After reviewing the reports, the Virginia Department of Education confirmed that the internal reviews satisfied the state requirements for academic reviews.

The final step of this state-required process is the school board’s approval of each school’s plan. Schools must submit their board-approved plans to the state department via the Indistar Dashboard on or before June 28, 2013.

Sandusky Middle School presented its plan to the school board on March 5, 2013; Heritage Elementary School submitted its plan on October 2, 2012; and Dunbar presented its plan on May 21, 2013. In each case, the school board received a copy of the school’s improvement plan, and members of the school’s team shared strategies around key indicators.

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

Recommendation:

The superintendent recommends that the school board approve the School Improvement Plans for Paul Laurence Dunbar Middle School for Innovation, Sandusky Middle School, and Heritage Elementary School.