



Lynchburg City School Board

Sharon Y. Carter
School Board District 1

James E. Coleman, Jr.
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

Derek L. Polley
School Board District 2

Jennifer R. Poore
School Board District 2

Katie K. Snyder
School Board District 3

J. Marie Waller
School Board District 2

School Administration

Scott S. Brabrand
Superintendent

John C. McClain
Assistant Superintendent of
Student Learning and Success

Ben W. Copeland
Assistant Superintendent of
Operations and Administration

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendie L. Sullivan
Clerk

SCHOOL BOARD MEETING
July 7, 2015 5:30 p.m.
School Administration Building
Board Room

A. SCHOOL BOARD REORGANIZATION

1. Election of Chairman of the School Board: 2015-16
Scott S. Brabrand. Page 1
Discussion/Action
2. Election of the Vice Chairman of the School Board: 2015-16
Scott S. Brabrand. Page 2
Discussion/Action
3. Appointment of the Clerk and Deputy Clerk: 2015-16
Scott S. Brabrand. Page 3
Discussion/Action
4. Appointment of the Agent and Deputy Agent: 2015-16
Scott S. Brabrand. Page 4
Discussion/Action
5. Appointment of the Designee of the Division Superintendent: 2015-16
Scott S. Brabrand. Page 7
Discussion/Action
6. Meeting Time, Dates, and Location for School Board Meetings
Scott S. Brabrand. Page 8
Discussion/Action
7. Election of School Board Representative: LAUREL School Board
Scott S. Brabrand. Page 9
Discussion/Action
8. Election of School Board Representative: Central Virginia Governor's School for Science and Technology
Scott S. Brabrand. Page 10
Discussion/Action

9. Election of School Board Representative: Governor’s Regional
XLR8 STEM Academy
Scott S. Brabrand. Page 11
Discussion/Action

B. PUBLIC COMMENTS

1. Public Comments
Scott S. Brabrand. Page 12
Discussion/Action (30 Minutes)

C. SPECIAL PRESENTATIONS

1. Lynchburg City Schools Education Foundation, Inc.: Update
Scott S. Brabrand. Page 13
Discussion

D. CONSENT AGENDA

1. School Board Meeting Minutes: June 23, 2015 (Regular Meeting)

2. Personnel Report
Marie F. Gee.Page 14
Discussion/Action

E. UNFINISHED BUSINESS

1. Community Eligibility Provision
Anthony E. Beckles, Sr. Page 17
Discussion

F. NEW BUSINESS

1. School Nutrition Program: Meal Prices
Anthony E. Beckles. Page 18
Discussion

2. Credit Recovery Academy
Ben W. Copeland.Page 20
Discussion

G. SUPERINTENDENT’S COMMENTS

H. BOARD COMMENTS

I. CLOSED MEETING

- 1. Notice of Closed Meeting
Scott S. Brabrand.Page 21
Discussion/Action

- 2. Certification of Closed Meeting
Scott S. Brabrand.Page 22
Discussion/Action

J. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, July 21, 2015, 5:30 p.m.
Board Room, School Administration Building

K. ADJOURNMENT

Agenda Report

Date: 07/07/15

Agenda Number: A-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Election of the Chairman of the School Board: 2015-16

Summary/Description:

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2015-16 school year. The process of reorganization begins with the election of the chairman of the school board for 2015-16.

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

Recommendation:

The superintendent recommends that the school board elect a chairman of the school board for the 2015-16 school year in accordance with Section 22.1-76 of the Code of Virginia.

Agenda Report

Date: 07/07/15

Agenda Number: A-2

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Election of the Vice Chairman of the School Board: 2015-16

Summary/Description:

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2015-16 school year. The process of reorganization requires the election of the vice chairman of the school board for 2015-16.

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

Recommendation:

The superintendent recommends that the school board elect a vice chairman of the school board for the 2015-16 school year in accordance with Section 22.1-76 of the Code of Virginia.

Agenda Report

Date: 07/07/15

Agenda Number: A-3

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Appointment of the Clerk and Deputy Clerk: 2015-16

Summary/Description:

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2015-16 school year. The process of reorganization requires that the school board appoint a clerk and may appoint a deputy clerk for terms of one year.

The superintendent recommends the following appointments:

Clerk of the School Board

Wendie L. Sullivan

Deputy Clerk of the School Board

Barbara W. Saunders

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

Recommendation:

The superintendent recommends that the school board appoint Ms. Wendie L. Sullivan as the clerk of the school board and the Barbara W. Saunders as deputy clerk of the school board for 2015-16.

Agenda Report

Date: 07/07/15

Agenda Number: A-4

Attachments: Yes

From: Scott S. Brabrand, Superintendent

Subject: Appointment of the Agent and Deputy Agent: 2015-16

Summary/Description:

In accordance with Section 22.1-122 (B) of the Code of Virginia, it is necessary that the school board reorganize for the 2015-16 school year. The process of reorganization requires that the school board appoint an agent and may appoint a deputy agent for terms of one year.

The superintendent recommends the following appointments:

Agent for the School Board

Anthony E. Beckles, Sr.

Deputy Agent for the School Board

Kimberly D. Lukanich

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

Recommendation:

The superintendent recommends that the school board appoint Anthony E. Beckles, Sr. as the agent and Kimberly D. Lukanich as deputy agent for the school board for 2015-16.

§ 22.1-122. Approval and payment of claims; warrants; prohibited acts.

A. Except as provided in § 22.1-122.1, a school board shall examine all claims against it and, when approved, shall order or authorize the payment thereof. A record of such approval and order or authorization shall be made in the minutes of the school board. Payment of each claim shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody and disbursement of the funds of the school board. The warrant shall be signed by the chairman or vice-chairman of the school board, countersigned by the clerk or deputy clerk thereof, made payable to the person or persons, firm or corporation entitled to receive such payment and recorded in the form and manner prescribed by the Board of Education. There shall be stated on the face of the warrant the purpose or service for which such payment is drawn and the date of the order entered or authority granted by the school board.

B. A school board may, in its discretion by resolution, appoint an agent, and a deputy agent to act for the agent in his absence or inability to perform this duty, to examine and approve such claims and, when approved by him or his deputy, to order or authorize the payment thereof. A record of such approval and order or authorization shall be made and kept with the records of the school board. Payment of each such claim so examined and approved by such agent or his deputy shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody, and disbursement of the funds made available to the school board. The warrant shall be signed by such agent or his deputy and countersigned by the clerk or deputy clerk of the school board, payable to the person or persons, firm or corporation entitled to receive such payments; provided, however, that when the agent appointed by the school board is the division superintendent and the division superintendent and clerk is one and the same person, all such warrants shall be countersigned by the chairman or vice-chairman of the school board and when the deputy agent and deputy clerk is one and the same person, the warrant shall be countersigned by either the clerk or the agent of the school board. There shall be stated on the face of the warrant the purpose or service for which such payment is made and also that such warrant is drawn pursuant to authority delegated to such agent or his deputy by the school board on the day of The school board shall require such agent and his deputy to furnish a corporate surety bond conditioned upon the faithful performance and discharge of the duties herein assigned to each such official. The school board shall fix the amount of such bond or bonds and the premium therefore shall be paid out of the funds made available to the school board.

C. The school board of any school division composed of a county may provide, by resolution, for the drawing of special warrants in payment of compensation, when such compensation has been earned and is due, for (i) all employees and school bus operators under written contract, (ii) upon receipt of certified time sheets or other evidence of service performed, the payment of all other employees whose rates of pay have been established by the school board or its properly delegated agent, and (iii) for payment on contracts for school construction projects according to the terms of such contracts. All such special warrants so authorized shall be signed by the clerk or deputy clerk of the school board and countersigned by the division superintendent or the chairman or vice-chairman of the school board. When the division superintendent and clerk is one and the same person, such special warrants shall be countersigned by such chairman or vice-chairman. Such payrolls and contracts so paid shall be reviewed and approved by the school board at its next regular meeting.

D. Any warrant provided for in this section may be converted into a negotiable check when the name of the bank upon which the funds stated in the warrant are drawn or by which the check is to be paid is designated upon its face and is signed by the treasurer or other officer charged by law with the responsibility for the receipt, custody and disbursement of the funds of the school board.

E. The acts prohibited by § 15.2-1244 with respect to the ordering of the issuance of warrants by a board of supervisors and the signing and countersigning of such warrants by the clerk, deputy clerk, chairman, and vice-chairman of such board shall apply to the ordering of the issuance of warrants by a school board and to the signing and countersigning thereof by the chairman, vice-chairman, clerk, deputy clerk, agent and deputy agent of the school board. Any clerk, deputy clerk, agent, deputy agent or member of any school board who violates any provision of this section shall be guilty of both a Class 3 misdemeanor and malfeasance in office.

(Code 1950, §§ 22-73, 22-75, 22-76, 22-77, 22-78, 22-97; 1954, c. 291; 1959, Ex. Sess., c. 79, § 1; 1968, c. 501; 1971, Ex. Sess., c. 161; 1972, c. 426; 1975, cc. 308, 328; 1978, c. 430; 1980, c. 559; 1989, c. 179.)

Go to [General Assembly Home](#)

Agenda Report

Date: 07/07/15

Agenda Number: A-5

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Appointment of the Designee of the Division Superintendent: 2015-16

Summary/Description:

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2015-16 school year. The process of reorganization requires that the school board approve a designee of the division superintendent to attend meetings of the school board in the absence or inability to attend by the superintendent.

The superintendent recommends John C. McClain, assistant superintendent of student success and learning.

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

Recommendation:

The superintendent recommends that the school board appoint John C. McClain as designee of the division superintendent for the 2015-16 school year.

Agenda Report

Date: 07/07/15

Agenda Number: A-6

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Dates, Meeting Time, and Location for the School Board Meetings: 2015-16

Summary/Description:

Annually, the school board establishes the meeting dates, time, and location for the regular school board meetings. During the 2014-15 school year, the school board conducted its meetings on the first and third Tuesday of each month, beginning at 5:30 p.m. in the Board Room at the School Administration Building. With school board approval, meetings for 2015-16 will follow the 2014-15 schedule.

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

Recommendation:

The superintendent recommends that the school board establish the dates, time, and location for the school board meetings for the 2015-16 school year.

Agenda Report

Date: 07/07/15

Agenda Number: A-7

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Election of School Board Representative: LAUREL School Board

Summary/Description:

Each school year the school board elects a school board member to represent the Lynchburg City Schools on the LAUREL School Board. In addition, the school board elects an alternate member to represent the school division as necessary.

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

Recommendation:

The superintendent recommends that the school board elect two members, one of whom will serve as an alternate representative, to represent the Lynchburg City Schools on the LAUREL School Board.

Agenda Report

Date: 07/07/15

Agenda Number: A-8

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Election of School Board Representative: Central Virginia Governor's School for Science and Technology Governing Board

Summary/Description:

The school board elects a school board member to represent the Lynchburg City Schools on the Central Virginia Governor's School for Science and Technology Governing Board each year. In addition, the school board elects an alternate to represent the school division as necessary.

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

Recommendation:

The superintendent recommends that the school board elect two members, one of whom will serve as an alternate representative, to represent the Lynchburg City Schools on the Central Virginia Governor's School for Science and Technology Governing Board.

Agenda Report

Date: 07/07/15

Agenda Number: A-9

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Election of School Board Representative: Governor's Regional XLR8 STEM Academy

Summary/Description:

The school board elects a school board member to represent the Lynchburg City Schools on the Governor's Regional XLR8 STEM Academy Governing Board each year. In addition, the school board elects an alternate to represent the school division as necessary.

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

Recommendation:

The superintendent recommends that the school board elect two members, one of whom will serve as an alternate representative, to represent the Lynchburg City Schools on the Governor's Regional XLR8 STEM Academy Governing Board.

Agenda Report

Date: 07/07/15

Agenda Number: B-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Public Comments

Summary/Description:

In accordance with Policy BDDH 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: 07/07/15

Agenda Number: C-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Lynchburg City Schools Education Foundation, Inc.: Update

Summary/Description:

During this presentation Mrs. Jodi K. Gillette, director of the Lynchburg City Schools Education Foundation, Inc., will provide an update to the school board about the Foundation's progress during the past school year.

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: 07/07/15

Agenda Number: D-2

Attachments: Yes

From: Scott S. Brabrand

Subject: Personnel Report

Summary/Description:

The personnel recommendations for June 23 – July 7, 2015, 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 June 23 – July 7, 2015.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2015-2016:				
Baldwin, Kelli	Liberty University	Ed.S./12 yrs. (Lv. 2 3)	Heritage Elementary Assistant Principal	07-21-15
Cook, Stephanie	Liberty University	B.A./0 yrs. (Lv. 0 3)	Dunbar Middle Mathematics	08-06-15
Cooksey, Jaime	Liberty University	B.A./0 yrs. (Lv. 0 3)	Heritage Elementary Fourth Grade	08-06-15
Coulter, Desiree	Kentucky Christian	B.A./1 yr. (Lv. 1 3)	Heritage Elementary Third Grade	08-06-15
Foreman, Erin	University of Phoenix	B.A./0 yrs. (Lv. 0 3)	LAUREL Regional Special Education	08-06-15
Hiller, Bridget	Virginia Tech	M.A./0 yrs. (Lv. 0 3)	W.M. Bass Elementary First Grade	07-09-15
Koenig, Ashley	Longwood University	M.A./0 yrs. (Lv. 0 3)	Carl B. Hutcherson Math	08-06-15
Evans, Christie	Liberty University	B.A./0 yrs. (Lv. 0 3)	Heritage Elementary Behavioral Coach	07-30-15
Faircloth, Elizabeth	Radford University	B.A./8 yrs. (Lv. 8 3)	Sandusky Middle Mathematics	08-06-15
Mayfield, Wyndie	Liberty University	M.A./0 yrs. (Lv. 0 3)	Linkhorne Middle English	08-06-15
Melton, Rebekah	Lynchburg College	M.A./12 yrs. (Lv. 12 1)	Sandusky Middle Guidance Director	07-01-15
Merck, Gordon	Lynchburg College	M.A./0 yrs. (Lv. 0 4)	W.M. Bass Elementary Kindergarten	07-09-15
Mitchem, Julie	Liberty University	M.A./0 yrs. (Lv. 0 3)	Perrymont Elementary Fifth Grade	08-06-15
Quel, Robert	Lynchburg College	M.Ed./27 yrs. (Lv. 21 4)	Information Technology Supervisor of Instructional Technology	07-01-15

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2015-2016: (continued)				
Revis, Allison	Virginia Tech	M.A./9 yrs. (Lv. 9 3)	Sandusky Middle Family & Consumer Science	08-06-15
Roberts, Hope	Radford University	M.A./13 yrs. (Lv. 13 3)	E.C. Glass High Special Education	08-06-15
Shell, Brandon	Queens Univ. of Charlotte	B.A./1 yr. (Lv. 1 4)	Sandusky Middle Physical Education	08-06-15
Thomas, Pamela	Averett College	M.A./19 yrs. (Lv. 19 3)	Student Learning & Success Academic Lead Teacher	07-01-15
Willis, Brittany	Bridgewater College	B.A./1 yr. (Lv. 1 3)	Dearington Elementary Third Grade	08-06-15
RESIGNATIONS:				
Brown, Alexander	Longwood University	B.A./1 yr. (Lv. 0 3)	Heritage Elementary Fourth Grade	06-06-15

Agenda Report

Date: 07/07/15

Agenda Number: E-1

Attachments: No

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

Subject: Community Eligibility Provision (CEP)

Summary/Description:

The Community Eligibility Provision (CEP) was established by the Healthy, Hunger-Free Kids Act of 2010 and allows high poverty schools and school divisions to offer breakfast and lunch to students at no charge and without applications for free and reduced lunch. To be eligible, schools must meet a minimum of 40 percent identified students for free meals in the year prior to the implementation of the program. They must agree to serve free lunches and breakfasts to all students and not collect free and reduced price applications from households in participating schools. Schools must also agree to cover with non-federal funds costs of providing free meals to all students above the amounts provided in federal assistance.

Identified students are those who are directly certified (through data matching) for free meals because they are in foster homes, Head Start, homeless, migrant, runaways, or are living in households that participate in SNAP or TANF. All elementary schools, with the exception of Bedford Hills Elementary School, qualify for the CEP program. School divisions may implement CEP in one school, a group of schools, or division-wide. The original Identified Student Percentage is valid for four years, and the school division is protected against ISP decreases. However, if ISP increases over the four-year cycle, the school division may choose to be reimbursed at the higher claiming percentage. To renew participation after the fourth year, the school division must demonstrate that they still meet the ISP requirement for the participating schools.

School divisions may also elect to stop utilizing CEP at any time. Should this occur, they must notify their state agency and return to standard application, counting, and claiming procedures. The School Nutrition Program would bring its recommendations for CEP to the school board each year for review seeking the school board's perspectives and direction as the program moves forward.

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: 07/07/15

Agenda Number: F-1

Attachments: No

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

Subject: School Nutrition Program: Meal Prices

Summary/Description:

In order to meet the requirements of the Healthy Hunger Free Kids Act (HHFKA) of 2010, school food authorities must continue to increase lunch prices to meet the difference between the current free reimbursement rate of \$3.06 and the paid reimbursement rate of \$0.28. Based on results from the completion of the "Paid Lunch Equity Tool," a price increase is not mandatory for Lynchburg City Schools for the 2015-16 school year. This tool provides a weighted average price for paid meals served during the 2014-15 school year and calculates whether or not a price increase is necessary for the upcoming school year. This calculation allows schools to stay within required pricing as they continue to gradually raise prices over a period of years. The Paid Lunch Equity Tool appears as an attachment to this agenda report.

Based on the information provided in the Paid Lunch Equity Tool, the school division is not seeking a price increase for student lunches for the 2015-16 school year. Current LCS lunch prices remain close to ranges charged by neighboring counties:

School Division	Proposed Meal Price for Elementary Student Lunch	Proposed Meal Price for Secondary Student Lunch
Campbell County	1.90	2.05
Bedford County	2.20	2.45
Amherst County	2.05	2.25
Lynchburg City	2.25	2.45

Agenda Report

Date: 07/07/15

Agenda Number: F-1

Attachments: No

For the 2015-16 school year, student meal prices will remain the same as indicated below.

Elementary		Middle and High		Reduced Price	
Breakfast	Lunch	Breakfast	Lunch	Breakfast	Lunch
1.15	2.25	1.25	2.45	No Cost	.40

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: 07/07/15

Agenda Number: F-2

Attachments: No

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

Subject: Credit Recovery Academy

Summary/Description:

During this presentation, the school administration will provide information on a program designed to assist struggling students in attaining enough credits to keep them on track for graduation.

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: 07/07/15

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 specific employee performance.

Agenda Report

Date: 07/07/15

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