

**Lynchburg City School Board
Regular Meeting
February 19, 2015**

**BOARD
MEMBERS
PRESENT:**

Regina T. Dolan-Sewell, Chairman
Mary Ann Hoss, Vice Chairman
James E. Coleman
Jennifer R. Poore
Katie K. Snyder
J. Marie Waller
Thomas H. Webb
Charles B. White

**BOARD
MEMBERS
ABSENT:**

Michael J. Nilles

**ADMINISTRATION
PRESENT:**

Scott S. Brabrand, Superintendent
Ben W. Copeland, Assistant Superintendent of Operations and Administration
John C. McClain, Assistant Superintendent of Curriculum and Instruction
Anthony E. Beckles, Sr., Chief Financial Officer
April M. Bruce, Director of Testing, Gifted, and Guidance
David A. Childress, Director of Information Technology
Jason J. Ferguson, Director of Transportation
Steven L. Gatzke, Director of Facilities
Marie F. Gee, Director of Personnel
Ethel E. Reeves, Director of Culture and Engagement
Michael K. Rudder, Director of School Improvement
Marianne Turner, Director of Student Services
Wyllys D. VanDerwerker, Director of Special Education
Brian S. Wray, Director of K-12 Instruction
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Katrina Dix, *The News & Advance*

**Agenda
Items:**

- A-1. Notice of Closed Meeting
- A-2. Certification of Closed Meeting
- B. Public Comments
- C-1. Finance Report
- D. Consent Agenda
- E-1. Capital Improvement Plan: School Bus Parking Lot Electrical Upgrades
- F-1. Foreign Travel: Heritage High School German Students
- F-2. Capital Improvement Plan: E. C. Glass High School
- F-3. Capital Improvement Plan: E. C. Glass High School
- F-4. Capital Improvement Plan: Paul Laurence Dunbar Middle School for Innovation
- F-5. Summer School Programs: 2015
- G. Superintendent's Comments
- H. Board Comments
- I. Informational Items
- J. Adjournment

The Lynchburg City School Board met for its regular meeting at 2:05 p.m. in the Board Room at the School Administration Building. Dr. Dolan-Sewell opened the meeting and asked those in attendance to stand and recite *The Pledge of Allegiance*.

A-1. Notice of Closed Meeting

Upon MOTION by Ms. Hoss, SECONDED by Ms. Poore, the school board convened a closed meeting at 2:06 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss personnel matters.

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Yes Votes: Dr. Dolan-Sewell, Ms. Hoss, Ms. Poore, Mrs. Snyder, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

Dr. Coleman arrived at 2:09 p.m.

A-2. Certification of Closed Meeting

Upon MOTION by Ms. Hoss, SECONDED by Ms. Poore, the school board reconvened in open session at 2:18 p.m.

Yes Votes: Dr. Dolan-Sewell, Ms. Hoss, Dr. Coleman, Ms. Poore, Mrs. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

Upon MOTION by Dr. Coleman, SECONDED by Mr. Webb, the school board approved by roll call vote the following Certification of Closed Meeting:

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.

Yes Votes: Dr. Dolan-Sewell, Ms. Hoss, Dr. Coleman, Ms. Poore, Mrs. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

Upon MOTION by Dr. Coleman, SECONDED by Mrs. Snyder, the school board deferred items C. Special Presentation, G-1. Request for Budget Reallocation, and H-2. Voluntary Resolution Agreement: Consultant's Report on African American Students' Access to Rigor in Advances Courses; added an addendum to item E-2. Personnel Report, and replaced item H-4. Capital Improvement Plan: E. C. Glass High School with a revised agenda report.

Yes Votes: Dr. Dolan-Sewell, Ms. Hoss, Dr. Coleman, Ms. Poore, Mrs. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

B-1. Public Comments

In accordance with Policy BDDH Public Participation at School Board Meetings, 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 speak before the school board.

C-1. Finance Report

The school administration, in accordance with the 2014-15 school operating budget, authorized, approved, and processed the necessary payments through January 31, 2015. The school administration certified that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarized the payments made through January 31, 2015, for the operating fund.

Total Operating Fund Budget	\$ 88,114,120.00
Fund Balance Return	\$ 130,000.00
Withdrawal from Textbook Reserves	\$ 777,000.00
Insurance Proceeds Reallocated	\$ 1,532.32
Restricted Donations	\$ 5,000.00
Allocation of Prior Year End Encumbrances	\$ 500,478.90
Sale of Assets, Restricted	\$ 3,500.00
Revised Budget	\$ 89,531,631.22

Through January 31, 2015

Actual Revenue Received

\$ 41,625,629.95

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Actual Expenditures	\$ 40,720,764.76
Actual Encumbered	\$ 38,828,950.98

Percent of Budget Received	46.49%
Percent of Budget Used, excluding encumbrances	45.48%

As of 01/31/15 – 7 months	58.34%
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The revenue and expenditure reports detailed the transactions recorded through January 31, 2015. All reports appeared as attachments to the agenda report.

Mr. Beckles announced that the software used for financial management has been over encumbering certain budget is. These over encumbrances are being caught by staff through manual verification methods. The school administration will most likely request new budget software during the next school year.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 19, 2015, EXHIBIT “A,” FOR A COPY OF THE FINANCE REPORT.)

D. Consent Agenda

Upon MOTION by Ms. Poore, SECONDED by Mr. Webb, the school board approved the school board meeting minutes of February 2, 2015 (Regular Meeting), and the personnel report and addendum for the period February 3 – 17, 2015.

Yes Votes: Dr. Dolan-Sewell, Ms. Hoss, Dr. Coleman, Ms. Poore, Mrs. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

Dr. Brabrand announced that with the approval of the consent agenda, Mr. Jeffrey A. Woody was employed as the new head football coach at E. C. Glass High School.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 17, 2015, EXHIBIT “B,” FOR A COPY OF THE CONSENT AGENDA ITEMS.)

E-1. Capital Improvement Plan: School Bus Parking Lot Electrical Upgrades

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 five bids for the bus lot electrical upgrades project were received. The school administration recommends Unlimited Electrical Contracting, Inc. based on their bid of \$87,676, which was the lowest bid. All bids received are listed below.

BIDDER	Unlimited Electrical Contracting, Inc.	Moore's Electrical & Mechanical Construction, Inc.	Pyramid Electrical Contractors	Dynamic Construction Services, Inc.	Spence Construction & Remodeling
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Upon MOTION by Mr. White, SECONDED by Ms. Poore, the school board authorized the school administration to enter into a contract with Unlimited Electrical Contracting, Inc., in the amount of \$87,676 for the electrical upgrades to the school bus parking lot on John Capron Road.

Yes Votes: Dr. Dolan-Sewell, Ms. Hoss, Dr. Coleman, Ms. Poore, Mrs. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

F-1. Foreign Travel: Heritage High School German Students

Ms. Magdalena Markovinovic, German teacher at Heritage High School, has established a partnership with Ms. Birgit Scholich-Blöbner, English teacher at Vicco von Bülow Gymnasium in Stahnsdorf, Germany. Through this partnership students from Stahnsdorf visited Lynchburg in April 2014. In return, Ms. Scholich-Blöbner invited Ms. Markovinovic's students to participate in an educational field trip in Stahnsdorf in June 2014.

Ms. Markovinovic has been planning a summer exchange trip to Germany similar to what she did last year. Ms. Markovinovic's presentation included information concerning travel arrangements, dates, and costs.

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School Board Policy 6-42: Field/Recreation/Class/Athletic Trips requires prior approval by the school board for student travel outside the continental United States.

Ms. Markovinovic noted that this opportunity has been extended to include students at E. C. Glass High School. This item will be considered for action by the school board on March 3, 2015.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 19, 2015, EXHIBIT “C,” FOR A COPY OF THE SUPPORTING DOCUMENT.)

F-2. Capital Improvement Plan: E. C. Glass High School

The capital improvement plan includes \$500,000 in construction funding for replacement of the E. C. Glass High School roof. The City of Lynchburg Office of Procurement and Purchasing has received bids on the project.

A total of six bids for the E. C. Glass roof replacement project was received. The school administration recommends AAR of North Carolina, Inc. based on their base bid of \$389,875 and the alternate of \$102,830 for a total bid of \$492,705, which was the lowest bid. All bids received are listed below.

BIDDER	Roofing Solutions, Inc.	Seven Hills Construction, LLC	AAR of North Carolina, Inc.	Roof Systems of VA, Inc	Eskola, LLC	Custom Roofing, Inc.
BASE BID	\$453,900	\$562,612	\$389,875	\$745,000	\$631,500	\$730,100
ALTERNATE BID	\$123,400	\$145,000	\$102,830	\$180,000	\$187,500	\$187,750

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

F-3. Capital Improvement Plan: E. C. Glass High School

The capital improvement plan includes \$650,000 in construction funding for replacement of the E. C. Glass High School artificial turf field. The City of Lynchburg Office of Procurement and Purchasing released a design/build request for proposals on January 7, 2015. Four proposals were received on February 5, 2015 and evaluated based on the published criteria. The major areas of evaluation were experience/qualifications, technical approach and cost.

The first ranked proposer is Shaw Sports Turf. The contract price submitted in their proposal was \$498,864.

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

F-4. Capital Improvement Plan: Paul Laurence Dunbar Middle School for Innovation

The capital improvement plan includes \$470,000 in construction funding for relocating and resurfacing the tennis courts at Paul Laurence Dunbar Middle School for Innovation. The City of Lynchburg Office of Procurement and Purchasing has received bids on the project.

A total of four bids for the Dunbar tennis courts project was received. The school administration recommends Adams Construction Company based on their base bid of \$249,520 and the alternate of \$2,100 for a total bid of \$251,620, which was the lowest bid. All bids received are listed below.

BIDDER	Adams Construction Company	LandTech	Coleman-Adams Construction, Inc.	Boxley Asphalt, LLC
BASE BID	\$249,520	\$341,200	\$274,900	\$324,500
ALTERNATE BID	\$2,100	Included in base bid	\$2,500	\$4,000

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

F-5. Summer School Programs: 2015

The school division offers summer programs to provide enrichment, acceleration, and academic support opportunities for elementary, middle, and high school students. The attachment to the agenda report provided the name, description, student groups, dates, times, transportation needs, and funding sources for each of the proposed summer programs.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 19, 2015, EXHIBIT “D,” FOR A COPY OF THE SUMMER SCHOOL PROGRAM SCHEDULE.)

G. Superintendent’s Comments

Dr. Brabrand announced that there will be an additional community engagement event so that individuals can provide input about the school calendar for 2015-16. That event will occur on March 9, 2015, at 7:00 p.m. in the Cafeteria at Sandusky Middle School.

H. Board Comments

Ms. Poore recognized the efforts of the custodial and maintenance staff who have done an extraordinary job of clearing sidewalks and parking lots since the inclement weather arrived.

Dr. Coleman recently spoke at William Marvin Bass Elementary School as part of the Black History Month activities. He stated that he continues to be amazed by the quality of the programs and the care our professional staffs have for our young people.

Mr. Webb provided information about the events and activities in which he has participated over the past two weeks.

As part of the School Board Appreciation Week activities, the school board proposed the following resolution:

Whereas, school board clerks in each locality throughout our great Commonwealth are appointed by law to fulfill their duties and responsibilities; and

Whereas, school board clerks are responsible for keeping accurate records of the meetings and proceedings of the school board, a record of all receipts and disbursements, and a record of all official acts; and

Whereas, school board clerks perform such other duties in connection with the school business of her/his county or city as may be required by the school board; and

Whereas, school board clerks maintain frequent contact with the public, including parents, employees and the media, on behalf of the school board and superintendent; and

Whereas, school board clerks, in the performance of their duties, are often required to work extra hours attending school board meetings; and

Whereas, school board clerks join with school boards to help ensure that students achieve to their highest potential; and

Whereas, school board clerks provide an invaluable service for school board members and superintendents, the VSBA Board of Directors does hereby recognize the third week of February as School Board Clerk Appreciation Week in the Commonwealth of Virginia, and

Whereas, the Lynchburg City School Board joins the VSBA in recognizing the many and varied contributions of school board clerks;

Now, therefore, be it resolved that at its meeting on the 19th day of February, the Lynchburg City School Board also recognizes the third week of February as School Board Clerk Appreciation Week.

Regina T. Dolan-Sewell, Chairman – February 19, 2015

Mary Ann Hoss, Vice Chairman – February 19, 2015

Upon MOTION by Ms. Poore, SECONDED by Dr. Coleman, the school board adopted the resolution of recognition.

Yes Votes: Dr. Dolan-Sewell, Ms. Hoss, Dr. Coleman, Ms. Poore, Mrs. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

Dr. Dolan-Sewell announced that there will be a closed meeting on March 3, 2015, prior to the public budget hearing.

I. Informational Items

Public Budget Hearing: Tuesday, March 3, 2015, 5:30 p.m., Board Room, School Administration Building

J. Adjournment

The meeting adjourned at 2:58 p.m.

Regina T. Dolan-Sewell, Chairman

Wendie L. Sullivan, Clerk

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