

**Lynchburg City School Board
Regular Meeting
March 19, 2013**

**BOARD
MEMBERS
PRESENT:**

Charles B. White, Chairman
Trenay L. Tweedy, Vice Chairman
Mary Ann H. Barker
Albert L. Billingsly
Regina T. Dolan-Sewell
Jennifer R. Poore
Katie K. Snyder
J. Marie Waller
Thomas H. Webb
Sara B. Natour, Student Representative for E. C. Glass High School
Tiani O. Pannell, Student Representative for Heritage High School

**BOARD
MEMBERS
ABSENT:**

None

**ADMINISTRATION
PRESENT:**

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
April M. Bruce, Director of Testing, Gifted, and Guidance
Jason J. Ferguson, Director of Transportation
Steven L. Gatzke, Director of Facilities and Maintenance
Marie F. Gee, Director of Personnel
Kevin M. Latham, Director of Secondary Education
Gloria C. Preston, Director of Student Services and Alternative Education
Michael K. Rudder, Director of Elementary School
Wyllys D. VanDerwerker, Director of Special Education
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Jessie Pounds, *The News & Advance*

**Agenda
Items:**

- A-1. Public Comments
- B-1. School Improvement Plan: Robert S. Payne Elementary School
- C-1. Finance Report
- D. Consent Agenda
- E. Student Representative Comments
- F. Unfinished Business
- G-1. Request for Reallocation of Budget
- G-2. Request for reallocation of Budget
- G-3. LAUREL Regional School Budget: 2012-13
- G-4. XLR8 Lynchburg Regional Governor's STEM Academy
- H. Superintendent's Comments
- I. Board Comments
- J-1. Notice of Closed Meeting
- J-2. Certification of Closed Meeting
- K. Informational Items
- L. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:30 p.m. in the Board Room at the School Administration Building. Mr. White opened the meeting and requested that those in attendance stand and recite *The Pledge of Allegiance*.

Upon MOTION by Mrs. Barker, SECONDED by Mr. Webb, the school board added acquisition of real property for discussion under J-1. Notice of Closed Meeting and an addendum to the personnel report.

**Lynchburg City School Board – Regular Meeting
March 19, 2013
Page Two**

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

No Votes: None

Abstentions: None

A-1. Public Comments

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.

There were no individuals who wished to speak before the school board.

Mrs. Tweedy arrived at 5:38 p.m.

B-1. School Improvement Plan: Robert S. Payne Elementary School

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. John E. Blakely, principal of Robert S. Payne Elementary School, and members of his staff reviewed each section of the school improvement plan and outlined the various goals and strategies in place for achievement, behavior, and culture.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 19, 2013, EXHIBIT "A," FOR A COPY OF THE SCHOOL IMPROVEMENT PLAN FOR ROBERT S. PAYNE ELEMENTARY SCHOOL.)

C-1. Finance Report

The school administration, in accordance with the 2012-13 school operating budget, authorized, approved, and processed the necessary payments through February 28, 2013. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through February 28, 2013, for the operating fund.

Total Operating Fund Budget		\$ 82,002,481.24
Through February 28, 2013		
	Actual Revenue Received	\$ 47,002,282.43
	Actual Expenditures	\$ 44,067,718.08
	Actual Encumbered	\$ 30,093,371.07
	Percent of Budget Received	57.32%
	Percent of Budget Used, excluding encumbrances	53.74%
	As of 2/28/13 – 8 months	66.67%

The revenue and expenditure reports detailed the transactions recorded through February 28, 2013. All reports appeared as attachments to the agenda report.

Mr. Beckles described the new report that he is providing as part of the finance report which shows actual expenditures against revenue received and projected by the state. Mr. Beckles also shared information about the changes in the payroll process that will make it more efficient. Currently there are six different payroll processes, and Mr. Beckles has recommended that the school division move toward payroll payments on the 15th and 30th of each month. School board members discussed this recommendation, and while they agree with moving toward this process, consensus was that the change should not occur so soon. They would like for employees to have time to prepare for this change. Mr. Beckles will review the process and bring information back to the school board regarding the when this change will occur.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 19, 2013, EXHIBIT "B," FOR A COPY OF THE FINANCE REPORT.)

D. Consent Agenda

Upon MOTION by Mr. Webb, SECONDED by Mr. Billingsly, the school board approved the personnel report and addendum for the period March 5 – 19, 2013.

**Lynchburg City School Board – Regular Meeting
March 19, 2013
Page Three**

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 19, 2013, EXHIBIT "C," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

E. Student Representative Comments

Miss, Sara B. Natour, student representative for E. C. Glass High School, and Miss Tiani O. Pannell, student representative for Heritage High School, provided comments about the events and activities occurring at their schools.

F. Unfinished Business

None

G-1. Request for reallocation of Budget

The school administration has recognized a need to reallocate funds to purchase equipment and supplies throughout the school division. Purchases include the following:

Purchase of laptop computers	\$ 489,000.00
Purchase of replacement computers for computer labs	<u>\$ 117,280.00</u>
	\$ 606,280.00
	=====

Given school board approval, the funds to purchase the items will come from savings in the existing operating budget.

Salaries and Benefits Accounts	\$ 606,280.00
	=====

The laptops will be used for online testing for students and then be given to teachers for use in the classroom to help with the professional development they will need to help implement the one-to-one initiative.

The school administration requests this budget adjustment be approved for the 2012-13 school year in order to fund these one-time purchases. This item will be placed on the consent agenda for the next meeting.

G-2. Request for Reallocation of Budget

The school administration has recognized a need to reallocate funds among various budget functional areas and would like to reallocate the following funds from its existing cost center to a different cost center as follows:

From:

945 Public Relations	\$ 10,000.00
901 Superintendent	\$ 160,000.00
Various Payroll Benefits Accounts	<u>\$ 200,000.00</u>
	\$ 370,000.00
	=====

To:

Various expenditures accounts	\$370,000.00
	=====

Capital funds were placed in the superintendent's account as there was no assistant superintendent for operations and administration. Those funds will now be placed in Mr. Copeland's account. Other funds are being in order to realign the budget to current expenditure needs. This item will be placed on the consent agenda for the next meeting.

G-3. LAUREL Regional School Budget: 2012-13

The Lynchburg City School Board serves as the fiscal agent for the LAUREL Regional School. The governing board of the school has approved its 2012-13 operating budget in the amount of \$4,921,844.71, which represents a decrease of \$46,614.54 from the 2011-12 approved budget. This is a revised budget that the

**Lynchburg City School Board – Regular Meeting
March 19, 2013
Page Four**

Sharron J. Gunter, director of the LAUREL Regional School, presented to the LAUREL Regional School Governing Board and received approval on December 5, 2012.

Funds expended at the LAUREL Regional School are totally reimbursable from participating school divisions and the Commonwealth of Virginia. School divisions which are members of the regional program are Amherst County Public Schools, Appomattox County Public Schools, Bedford County Public Schools, Campbell County Public Schools, and Lynchburg City Schools. The LAUREL Regional School provides services for students with severe disabilities. The following services are also provided by staff employed through LAUREL Regional School to identified students with disabilities at their schools: occupational therapy, physical therapy, vision services, and autism services.

Upon MOTION by Mr. Webb, SECONDED by Mr. Billingsly, the school board authorized the school administration to act as fiscal agent for the LAUREL Regional School and to administer their 2012-13 budget in the amount of \$4,921,844.71.

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 19, 2013, EXHIBIT "C," FOR A COPY OF THE LAUREL REGIONAL SCHOOL BUDGET.)

G-4. XLR8 Lynchburg Regional Governor's STEM Academy Governing Board Representative

The constitution of the XLR8 Lynchburg Regional Governor's STEM Academy requires that the XLR8 STEM Academy Board be comprised of a board member from each of the local school boards. The term of the participating school board member begins April 1, 2013. Mr. White polled members of the school board regarding this item. Mary Ann H. Barker was recommended to represent the school board on the STEM Academy Governing Board.

Upon MOTION by Mr. Billingsly, SECONDED by Ms. Waller, the appointed Mrs. Mary Ann H. Barker to represent the school board on the XLR8 Lynchburg Regional Governor's STEM Academy Governing Board.

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

H. Superintendent's Comments

Dr. Brabrand provided information about the recent Partners In Education Breakfast and the Lynchburg City Schools Education Foundation, Inc. Breakfast with the Superintendent, which occurred on March 12 and 14, respectively. The breakfasts were a big success.

The Lynchburg City Schools hosted a Culture Night sponsored by the English as Second Language program. Over 25 countries were represented at the event.

Elementary Arts in Our Schools will occur on March 27, 2013, at E. C. Glass High School.

The Lynchburg City Council will conduct its public budget hearing on April 2, 2013, at 7:00 in Council Chambers.

I. Board Comments

Ms. Waller attended the VSBA Southern Regional Forum in Victoria, Virginia.

Mrs. Barker thanked school board members for allowing her to participate on the STEM board. She was instrumental in finding information about the various STEM academies and compiled the package that was submitted for consideration.

Mrs. Snyder attended the Suzuki Festival that occurred on March 14.

Mr. White thanked Amy Huskin for her organizing the Partners In Education breakfast and Jodi Gillette and Bob Chapman for their hard work and efforts organizing the Lynchburg City Schools Education Foundation, Inc., Breakfast with the Superintendent.

J-1. Notice of Closed Meeting

Upon MOTION by Mr. Billingsly, SECONDED by Mr. Webb, the school board convened a closed meeting at 7:54 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) (3) to discuss employee performance, personnel matters, and to discuss the acquisition of real property for public use where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

J-2. Certification of Closed Meeting

Upon MOTION by Ms. Poore, SECONDED by Mr. Billingsly, the school board reconvened in open session at 8:57 p.m.

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

Upon MOTION by Mr. Webb, SECONDED by Mrs. Snyder, 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: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

K. Informational Items

Next School Board Meeting: Tuesday, April 9, 2013, 5:30 p.m., Board Room, School Administration Building

L. Adjournment

The meeting adjourned at 8:58 p.m.

Charles B. White, Chairman

Wendie L. Sullivan, Clerk

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