

**Lynchburg City School Board
Regular Meeting
April 5, 2016**

**BOARD
MEMBERS
PRESENT:**

Mary Ann Hoss, Chairman
J. Marie Waller, Vice Chairman
Sharon Y. Carter
James E. Coleman
Regina T. Dolan-Sewell
Michael J. Nilles
Derek L. Polley
Katie K. Snyder
Stephen M. Farmer, Student Representative, E. C. Glass High School
Javon T. Calloway, Student Representative Pro Tem, Heritage High School

**BOARD
MEMBERS
ABSENT:**

Jennifer R. Poore

**ADMINISTRATION
PRESENT:**

Scott S. Brabrand, Superintendent
John C. McClain, Assistant Superintendent for Student Learning and Success
Ben W. Copeland, Assistant Superintendent for Operations and Administration
Anthony E. Beckles, Sr., Chief Financial Officer
LaTonya D. Brown, Director for Student Support, Behavior, and Alternative Education
April M. Bruce, Director for Data, Assessment, and Accountability
David A. Childress, Director for Information Technology
Jason J. Ferguson, Director for Transportation
Steven L. Gatzke, Director for Facilities and Maintenance
Marie F. Gee, Director for Personnel
Michael K. Rudder, Director of School Improvement and Grants
Wyllys D. VanDerwerker, Director for Exceptional Learners
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-1. Public Comments
- C-1. 2016 VSBA Student Art Contest Winners
- C-2. Student Recognition
- D-1. Registration Campaign
- E. Consent Agenda
- F. Student Representative Comments
- G. Unfinished Business
- H-1. Capital Improvement Plan: Heritage High School
- H-2. Policy BBFA Conflict of Interest and Disclosure of Economic Interests
- H-3. Lynchburg City School Board Policies and Administrative Regulations: Section 7 – Admissions
- H-4. 2016-17 School Calendar: Proposed Updates
- I. Superintendent's Comments
- J. Board Comments
- K-1. Notice of Closed Meeting
- K-2. Certification of Closed Meeting
- L. Informational Items
- M. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:00 p.m. in the Board Room at the School Administration Building. Ms. Hoss opened the meeting.

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A-1. Notice of Closed Meeting

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board convened a closed meeting at 5:00 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss a specific personnel matter.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Dr. Nilles

No Votes: None

Abstentions: None

Mrs. Snyder arrived at 5:03 p.m.

A-2. Certification of Closed Meeting

Upon MOTION by Mrs. Snyder, SECONDED by Dr. Coleman, the school board reconvened in open session at 5:30 p.m.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Dr. Nilles, Mrs. Snyder

No Votes: None

Abstentions: None

Upon MOTION by Ms. Carter, SECONDED by Dr. Nilles, 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: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Dr. Nilles, Mrs. Snyder

No Votes: None

Abstentions: None

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board added an addendum to item E-3. Personnel Report and replaced item H-1. Capital Improvement Plan: Heritage High School with a revised agenda report.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Dr. Nilles, Mrs. Snyder

No Votes: None

Abstentions: None

Ms. Hoss asked those in attendance to rise and recite *The Pledge of Allegiance*.

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.

Katie Staton provided comments about the event that occurred at Paul Laurence Dunbar Middle School for Innovation on February 26, 2016, and the Listening Tours that she has been attending.

C-1. 2016-17 VSBA Art Contest Winners

Each year, the Lynchburg City Schools participates in the Virginia School Boards Association (VSBA) Southern Regional Forum Art Contest. Three students' pieces have been selected to represent the Lynchburg City Schools at the 2016 VSBA Southern Regional Forum on April 20, 2016. Following the VSBA Southern Regional Forum, the student artwork will be displayed throughout the summer at the School Administration Building. The students who have been selected to represent Lynchburg City Schools are as follows: Jordyn Derozier, Sheffield Elementary School; Paul Callands, Linkhorne Middle School; and Martha Rose, E. C. Glass High School. The student artwork was available for viewing by the school board.

Mr. Polley arrived at 5:38 p.m.

C-2. Student Recognition

LCS student, Julianna Sigler, and her fellow Paul Laurence Dunbar Middle School for Innovation Junior Honor Society members sold candy-grams for 26 cents each and raised \$100 for Miriam’s House, a local shelter for Lynchburg families. The students chose to donate to Miriam’s House because they wanted to give back to a local charity that they know benefits students in their own school community. Julianna presented the check to Miriam’s House in February. Miriam’s House representatives and students were in attendance to receive certificates for their efforts.

D-1. Registration Campaign

The Lynchburg City Schools began its annual Kindergarten Registration Campaign on April 4, 2016. A short commercial and sample of this year’s advertising, which was designed with the assistance of Trevon McCargo, an intern from Heritage High School who has been working with the public information office, was shared during this presentation.

E. Consent Agenda

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Ms. Waller, the school board approved the school board meeting minutes of March 15, 2016 (Regular Meeting); Capital Improvement Plan: Heritage High School (moving of furniture from old building to new building); and the personnel report and addendum for the period March 1 – 15, 2016.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Dr. Nilles, Mr. Polley, Mrs. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 5, 2016, EXHIBIT “A,” FOR A COPY OF THE CONSENT AGENDA ITEMS.)

F. Student Representative Comments

Mr. Stephen M. Farmer, student representative for E. C. Glass High School, and Mr. Javon T. Calloway, student representative pro tem for Heritage High School, shared comments about the events and activities occurring at their schools.

G. Unfinished Business

None

H-1. Capital Improvement Plan: Heritage High School

Lynchburg City Schools received a total of four bids to IFB#2016-051, Audio Visual Solution for Learning Space in Heritage High School. The bid was separated into three lots.

Company	<u>Lot A</u> Video Switching Hardware, Installation, and System Training	<u>Lot B</u> Television Sets and Projectors	<u>Lot C</u> Video Wall and Digital Signage Solution
Templeton Vest	\$665,416.00	\$369,880.00	\$142,462.00
CDW Government, LLC	-0-	\$221,313.32	\$97,921.19
AV3, Inc.	\$1,004,770.25	\$280,180.92	\$121,076.94
Crist Communications, Inc.	\$479,673.32	-0-	-0-

The lowest bidder for Lot A withdrew their bid due to clerical errors. Templeton Vest had the next lowest bid in the amount of \$665,416.00, and CDW Government, LLC had the lowest bid for Lot B in the amount of \$221,313.32, and also for Lot C in the amount of \$97,921.19.

Upon MOTION by Dr. Nilles, SECONDED by Dr. Dolan-Sewell, the school board authorized the school administration to enter into contracts with Templeton Vest in the amount of \$665,416 for Lot A – Video Switching Hardware, Installation, and System Training, and CDW Government, LLC in the amount of \$221,313.32 for Lot B – Television Sets and Projectors, and in the amount of \$97,921.19 for Lot C – Video Wall and Digital Signage Solution.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Dr. Nilles, Mr. Polley, Mrs. Snyder

No Votes: None

Abstentions: None

H-2. Policy BBFA Conflict of Interest and Disclosure of Economic Interests

The Virginia School Boards Association (VSBA) recently released an update to policy BBFA Conflict of Interests and Disclosure of Economic Interests which has been reviewed by legal counsel and reflects the latest changes in state and federal laws and regulations. This policy revision appeared as an attachment to the agenda report. The most notable change was the addition of Section I regarding written opinions received from the local Commonwealth's attorney, city attorney, or the council that bars prosecution for a knowing violation of the Act provided the opinion was made after a full disclosure of the fact.

This item will be considered as a consent agenda item at the next school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 5, 2016, EXHIBIT "B," FOR A COPY OF POLICY BBFA CONFLICT OF INTERESTS AND DISCLOSURE OF ECONOMIC INTERESTS.)

H-3. Lynchburg City School Board Policies and Administrative Regulations: Section 7 – Admissions

The process of converting the Lynchburg City Schools' (LCS) policies to the Virginia School Board Association (VSBA) format is ongoing process which has involved the conversion of entire sections of the LCS policy manual at a time. Periodically, recommended revisions to a LCS policy arise that warrant a conversion to the VSBA equivalent policy. Rather than delay the conversion of these policies until an entire section is converted, individual policies will be brought to the school board for conversion.

Policies related to admission requirements were presented to the school board for discussion. Mr. Copeland explained that the most notable changes were associated with employees and requirements for their children's school attendance zones and attendance for nonresident students. Currently, children of employees who live within the city must attend the school for which they are zoned. Children of employees who live outside of the city may attend any school that the employee would like for them to attend. Changes to the policy would allow the children of employees who live within the city to have that option.

Current policy also allows individuals who live outside of the city to pay regular tuition and apply for special programs with additional tuition, such as the schools for innovation, the Gifted Opportunity Center, or the Central Virginia Governor's School for Science and Technology. Employees who live outside of the city may bring their students to Lynchburg City Schools tuition free, but they do not have access to the special programs. Changes to the policy would remove the ability for nonresidents to apply for special programs and allow nonresident employees to apply for the special programs, however, they would need to pay the additional charge.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 5, 2016, EXHIBIT "C," FOR A COPY OF LYNCHBURG CITY SCHOOL BOARD POLICIES AND ADMINISTRATIVE REGULATIONS: SECTION 7 – ADMISSIONS.)

H-4. 2016-17 School Calendar: Proposed Updates

On March 17, 2015, the school board approved the school calendars for the school division and Williams Marvin Bass Elementary School for 2015-16 and 2016-17. After implementing the 2015-2016 school division calendar, surveys were administered to staff and parents. Based on that feedback, three updates to the 2016-17 calendar are recommended. Those updates were shared during this presentation.

Surveys were administered in March to both staff and parents. There were 503 staff responses and 304 parent responses. Based on this feedback, the school administration offered the following suggestions for changes to the 2016-17 school calendar.

Intersession attendance days will be adjusted to occur on Monday through Wednesday. By moving the attendance days to the beginning of the break, students and staff will not have to adjust to coming back to school for Intersession after having multiple days off from school.

Early release days will be moved so that they are adjacent to other breaks in the calendar. By doing so, this will alleviate the "choppy" feeling to the calendar and provide longer breaks for students.

The dates for winter break will be modified from December 21, 2016 – January 3, 2017, to December 19, 2016 – December 30, 2016. This will provide two full weeks off for students and staff.

Questions were raised about moving the January 17 date to January 2 because high schools are moving to year-long courses. The school administration will review this item and provide information to the school board.

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

I. Superintendent's Comments

Dr. Brabrand thanked community members for attending the Listening Tours. He has received good information about racial and religious inclusiveness through these tours.

Parent Portal training will begin within the next few weeks. Dates for the events will be posted on the LCS website.

The Lynchburg City Schools Job Fair will occur on April 9, 2016, in the Lobby of the Civic Auditorium from 9:00 a.m. until 12:00 p.m.

April 14, 2016, is when Project Launchburg will occur. This event provides 10th grade students with an opportunity to visit the campuses of area colleges and universities.

The school board will conduct a work session on April 14, 2016, to discuss changes to the disciplines policies.

Dr. Brabrand congratulated Van Porter who receive the Milestat Virginia Coach of the Year award for Indoor Track.

J. Board Comments

Ms. Waller announced that Mr. Tom Webb, former school board member, attended the production of *Aladdin* at Thomas C. Miller Elementary School for Innovation. She also thanked the school administration for the report regarding Intersession.

Dr. Coleman thanked everyone who had been attending the Listening Tours. He also commented that he is looking forward to his attendance at the National School Boards Association Annual Convention next week. He will share information he gathers during the conference with colleagues on the board.

Mr. Polley congratulated the students at Thomas C. Miller Elementary School for Innovation on their performance of *Aladdin*. It was a great performance!

Ms. Hoss announced that the school board will use the first 15 minutes of the work session on April 14, 2016, to complete the board norms and protocols that were started in March during the VSBA training session.

K-1. Notice of Closed Meeting

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board convened a closed session at 7:10 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss employee performance.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Dr. Nilles, Mr. Polley, Mrs. Snyder

No Votes: None

Abstentions: None

Mr. Polley left at 7:12 p.m.

K-2. Certification of Closed Meeting

Upon MOTION by Mrs. Carter, SECONDED by Dr. Coleman, the school board reconvened in open session at 7:52 p.m.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Dr. Nilles, Mr. Polley, Mrs. Snyder

No Votes: None

Abstentions: None

Upon MOTION by Ms. Waller, SECONDED by Ms. Carter, 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: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Dr. Nilles, Mr. Polley, Mrs. Snyder

No Votes: None

Abstentions: None

L. Informational Items

School Board Work Session: Thursday, April 14, 2016, 5:30 p.m., Board Room, School Administration Building

Next School Board Meeting: Tuesday, April 19, 2016, 5:30 p.m., Board Room, School Administration Building

M. Adjournment

The meeting adjourned at 7:53 p.m.

Mary Ann Hoss, Chairman

Wendie L. Sullivan, Clerk

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