

**Lynchburg City School Board  
Regular Meeting  
April 28, 2015**

**BOARD  
MEMBERS  
PRESENT:**

Mary Ann Hoss, Vice Chairman  
James E. Coleman  
Michael J. Nilles  
Jennifer R. Poore  
J. Marie Waller  
Thomas H. Webb  
Charles B. White  
Angelica M. Walker, Student Representative, Heritage High School  
Jamison R. Spinner, Student Representative, E. C. Glass High School

**BOARD  
MEMBERS  
ABSENT:**

Regina T. Dolan-Sewell, Chairman  
Katie K. Snyder

**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  
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. Public Comments
- B-1. 2015 VSBA Student Art Contest Winners
- C-1. Finance Report
- D. Consent Agenda
- E. Student Representative Comments
- F-1. Capital Improvement Plan: Paul Laurence Dunbar Middle School for Innovation
- F-2. Lynchburg City School Board Policy Update
- G-1. Request for Reallocation of Budget
- G-2. Implementation of Online Payment Portal
- G-3. Special Education Annual Plan/Part B, Section 611, Flow-through Application and Section 619 Preschool Grant Applications: 2015-16
- 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 5:35 p.m. in the Board Room at the School Administration Building. Ms. Hoss opened the meeting and asked those in attendance rise and recite *The Pledge of Allegiance*.

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Upon MOTION by Dr. Coleman, SECONDED by Ms. Poore, the school board replaced item B-1. Student Recognition with item B-1. 2015 VSBA Student Art Contest Winners, added an addendum to item D-2. Personnel Report, removed item G-3. Capital Improvement Plan: Sandusky Elementary School, and added item G-4. Special Education Annual Plan/Part B, Section 611, Flow-through Application and Section 619 Preschool Grant (which becomes G-3.).

Yes Votes: Ms. Hoss, Dr. Coleman, Dr. Nilles, Ms. Poore, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

**A-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.

**B-1. 2015 VSBA Student Art Contest Winners**

On March 17, 2015, the Lynchburg City School Board recognized three students who represented the Lynchburg City Schools at the 2015 VSBA Southern Regional Forum. During the Forum, the students won or placed in the Southern Regional Art Contest. They are Angel Collins, Linkhorne Elementary School – First Place; Iyanna Ware, Linkhorne Middle School – Second Place; and Kate Ruele, E. C. Glass High School – Second Place. Miss Collins' artwork will be displayed in the offices of the VSBA in Charlottesville and the Richmond offices of the State Superintendent of Public Instruction.

During this presentation, the students were presented with VSBA certificates of recognition.

**B-2. Teacher Recruitment Campaign**

The school administration has developed a teacher recruitment campaign intended to reach teachers ages 27 to 50 living in big city areas in Northern Virginia and surrounding areas to come to Lynchburg to teach. The school board viewed a short segment along with longer video which focused on teachers who had moved to Lynchburg from a large metropolitan area and the benefits they found teaching and living in Lynchburg. Emails are also being sent to individuals through the use of an advertising agency who specializes in marketing to specific groups. Over the next few weeks, more videos are planned that will focus on specific demographics of teachers for recruitment to the Lynchburg City Schools.

**C-1. Finance Report**

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

The operating fund expenditure report summarized the payments made through March 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	\$ 81,352.32
Restricted Donations	\$ 5,500.00
Allocation of Prior Year End Encumbrances	\$ 500,478.90
Sale of Assets, Restricted	\$ 3,500.00
Revised Budget	\$ 89,611,951.22

Through March 31, 2015

Actual Revenue Received	\$ 54,375,900.94
Actual Expenditures	\$ 55,496,655.36
Actual Encumbered	\$ 27,336,259.60

Percent of Budget Received	60.68%
Percent of Budget Used, excluding encumbrances	61.93%

As of 03/31/15 – 9 months 75.00%

The revenue and expenditure reports detailed the transactions recorded through March 31, 2015. All reports appeared as attachments to the agenda report.

Mr. Beckles announced that we are three-quarters of the way through the school year, and he is monitoring the tax revenue noting that there will be a shortfall of about \$100,000 as number have been flat for the past two months. He also explained that the finance department continues to experience challenges with the current financial software package

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due to disencumbering issues that are not being calculated properly. The finance department has a manual system in place that is used to correct these issues. He hopes to have a new system in place within the next 18 months.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 28, 2015, EXHIBIT “A,” FOR A COPY OF THE FINANCE REPORT.)

**D. Consent**

Upon MOTION by Mr. White, SECONDED by Ms. Poore, the school board approved the school board meeting minutes of April 14, 2015, the personnel report and addendum for the period April 14 – 28, 2015, and the Lynchburg City School Board Policy Updates.

Yes Votes: Ms. Hoss, Dr. Coleman, Dr. Nilles, Ms. Poore, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 18, 2015, EXHIBIT “B,” FOR A COPY OF THE CONSENT AGENDA ITEMS.)

**E. Student Representative Comments**

Miss Angelica M. Walker, student representative for Heritage High School, and Mr. Jamison R. Spinner, student representative for E. C. Glass High School, shared comments about the events and activities occurring at their schools.

**F-1. Capital Improvement Plan: Paul Laurence Dunbar Middle School for Innovation**

The capital improvement plan includes \$400,000 in construction funding for replacement of the Paul Laurence Dunbar Middle School for Innovation central building roof. The City of Lynchburg Office of Procurement and Purchasing has received bids on the project.

A total of four bids for the Dunbar roof replacement project was received. The school administration recommends W. A. Lynch Roofing Co. based on their base bid of \$447,814 which was the lowest bid. All bids received are listed below. Additional funding in the amount of \$47,814 will need to be transferred from the roof contingency project.

<b>BIDDER</b>	AAR of North Carolina, Inc.	North Am Roofing	Roofing Solutions	W. A. Lynch Roofing Co.
<b>BASE BID</b>	\$645,400	\$543,818	\$491,179	\$447,814
<b>ALTERNATE</b>	\$30,520	\$18,124	\$19,750	\$15,000

Upon MOTION by Mr. Webb, SECONDED by Ms. Poore, school board authorized the school administration to enter into a contract in the amount of \$447,814 with W. A. Lynch for the replacement of the central building roof at Paul Laurence Dunbar Middle School for Innovation and approved the transfer of \$47,814 from the Roof Contingency Project funds to the Paul Laurence Dunbar Middle School for Innovation Central Building Roof Project.

Yes Votes: Ms. Hoss, Dr. Coleman, Dr. Nilles, Ms. Poore, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

**F-2. Lynchburg City School Board Policy Update**

A highlight of membership with the Virginia School Boards Association (VSBA) is the regular policy updates reviewed by legal counsel that reflect the latest changes in state and federal laws and regulations. A few policies are revised for editorial reasons or to correct technical errors. Listed below is a new policy revision from the VSBA May 2013 and February 2015 update. The May 2013 update was not included in the original conversion. The policy appeared as an attachment to the agenda report.

BBFA School Board Members Conflict of Interest

This policy will be considered for action as part of the consent agenda at the next school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 28, 2015, EXHIBIT “C,” FOR A COPY OF POLICY BBFA SCHOOL BOARD MEMBERS CONFLICT OF INTEREST.)

**G-1. Request for Reallocation of Budget**

The school administration has recognized a need to reallocate funds to purchase various equipment and supplies throughout the school division.

**PROJECTS**

Construction of a painting booth	\$10,000
Replacement of doors at the facility	\$12,000
Replacement of carpet in the library	\$25,000
Repairs to sidewalks around the school	\$ 9,000
Repairs to sidewalks around the school	\$ 8,000
Repairs to sidewalks and wheelchair lift	\$10,000
Replace two exterior doors	\$ 5,000
Purchase paint supplies for summer	\$ 5,000
Purchase custodial supplies for the summer	\$10,000
Repair Brick Mortar Joints	\$ 5,000
Purchase of a shed for P.E.	\$10,000
Upgrading of fire panel	\$ 3,000
Upgrading of fire panel	\$ 5,000
Replacement of carpet and vinyl flooring	\$ 9,000
Upgrading of the restrooms	\$10,000
Upgrading of the restrooms	\$ 5,000
Installation of irrigation system on the softball field	\$15,000
New traffic, parking, and property signs and posts	\$14,000

**Total Projects** **\$170,000**

**Equipment & Supplies**

Purchase of a mower	\$12,000
Purchase of a aerator	\$ 3,000
Purchase of a groomer (swap)	\$ 5,000
Purchase of mulch and landscaping plants	\$18,000
Purchase of seeds and fertilizer	\$ 8,000
Motor Alignment Tool	\$ 2,000
Purchase of Press Fit Tool	\$ 4,000
Purchase of vehicle GPS system	\$ 8,000
Purchase of 10 wet vac at \$500.00 each	\$ 5,000
Purchase of five (5) floor scrubbers @ \$8,000 each	\$40,000
Purchase of a over seeder	\$ 8,000
Replacement of the delivery box truck	\$60,000
Purchase of a turf sweeper	\$ 3,000
Purchase of a salt spreader	\$10,000
Purchase of chairs and tables for student cafeteria	\$27,994
Purchase of table bench for student cafeteria	\$ 6,000
Purchase of office chairs and curtains	\$ 2,500

**Total Equipment & Supplies** **\$222,494**

**Operating Expenses**

Repairs to boilers \$13,000	
Replacement of fire panel	\$10,000
Roof Repairs	\$ 5,000
Repairs to chiller \$15,000	
Replacement of control panel	\$10,000
Repairs to fire sprinkler system	\$ 3,000
Replacement of intercom system	\$ 9,000
Upgrading of HW control vales	\$ 7,000
Pest control service	\$ 4,000
Waste/recycle services	\$25,000

**Total Operating expenses** **\$101,000**

**TOTAL REQUESTS** **\$493,494**

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Reallocation of budgets



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Mr. VanDerwerker noted that the amount is \$18,000 less than last year due to parent placement of students in private facilities.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 28, 2015, EXHIBIT "E," FOR A COPY OF THE SUPPORTING DOCUMENTS.

**H. Superintendent's Comments**

Dr. Brabrand attended the 24 Math Games yesterday. The event hosted the largest group of parents to date. Bass continues to take the top three positions in this event.

Online registration for Kindergarten students began last week. This is a precursor to online registration for all students this fall.

The Lynchburg City Schools will host a Job Fair on Saturday from 9:00 a.m. until 12:00 p.m. at Linkhorne Middle School.

LAUREL Regional School had its first prom on Wednesday. Ten E. C. Glass High School student ambassadors took part in the festivities by through dancing and picture-taking.

The Senior Honors Dinner will occur on Sunday, May 3, 2015, at Randolph College.

Dr. Brabrand will be attending the VASS Annual Conference next Tuesday. Mr. Copeland will take Dr. Brabrand's place at the board table during the next school board meeting.

**I. Board Comments**

Ms. Waller announced that next Tuesday, everyone should wear red in support of teacher appreciation as determined by the Virginia Education Association.

Mr. Webb provided comments about the events and activities in which he has participated over the past two weeks. Of note are the plays performed by students at Heritage High School and Paul Laurence Dunbar Middle School for Innovation as well as the reception at the Central Virginia Governor's School for Science and Technology.

Dr. Coleman commended Mr. Copeland for the thought and effort put into the plans and construction of the Heritage High School project. He also gave honorable mention to Mr. White for his service on the Lynchburg City School Board.

**J-1. Notice of Closed Meeting**

Upon MOTION by Ms. Poore, SECONDED by Ms. Waller, the school board convened a closed meeting at 6:55 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss employee performance.

Yes Votes: Ms. Hoss, Dr. Coleman, Dr. Nilles, Ms. Poore, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

**J-2. Certification of Closed Meeting**

Upon MOTION by Ms. Waller, SECONDED by Dr. Coleman, the school board reconvened in open session at 7:36 p.m.

Yes Votes: Ms. Hoss, Dr. Coleman, Dr. Nilles, Ms. Poore, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

Upon MOTION by Ms. Poore, SECONDED by Ms. Waller, 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, Dr. Coleman, Dr. Nilles, Ms. Poore, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

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Abstentions: None

**K. Informational Items**

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

**L. Adjournment**

The meeting adjourned at 7:36 p.m.

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Mary Ann Hoss, Vice Chairman

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Wendie L. Sullivan, Clerk

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