

**Lynchburg City School Board
Regular Meeting
May 17, 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
Indya M. Page, Student Representative Pro Tem, Heritage High School

**BOARD
MEMBERS
ABSENT:**

None

**ADMINISTRATION
PRESENT:**

Scott S. Brabrand, Superintendent
John C. McClain, Assistant Superintendent for Student Learning and Success
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
Beth P. Morris, Director of School Nutrition
Michael K. Rudder, Director of School Improvement and Grants
Wyllys D. VanDerwerker, Director for Exceptional Learners
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Jesse Pounds, *The News & Advance*

**Agenda
Items:**

- A-1. Notice of Closed Meeting
- A-2. Certification of Closed Meeting
- B-1. Public Comments
- C-1. Student Recognition
- C-2. Student Recognition
- D-1. Finance Report
- E. Consent Agenda
- F. Student Representative Comments
- G. School Board Committee Reports
- H-1. Carl Perkins Funds: 2016-17
- H-2. No Child Left Behind Act Waiver Public School Choice
- H-3. School Operating Budget: 2016-17
- I-1. Administrative Regulation 7-33.3: Student Uniforms
- I-2. School Nutrition: High School Lunch Price Increase
- I-3. Annual Personnel Report
- I-4. Gifted Plan: Update
- I-5. Equity and Inclusiveness
- I-6. Capital Improvement Plan: Paul Munro Elementary School
- I-7. Capital Improvement Plan: E. C. Glass High School
- I-8. Lynchburg City School Board Goals
- J. Superintendent's Comments
- K. Board Comments
- L-1. Notice of Closed Meeting
- L-2. Certification of Closed Meeting
- M. Informational Items

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N. 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.

Upon MOTION by Dr. Coleman, SECONDED by Ms. Poore, the school board added an addendum to item E-2. Personnel Report, replace the attachment for item I-3. Annual Personnel Report, and replace item I-6. Capital Improvement Plan: Paul Munro Elementary School.

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

No Votes: None

Abstentions: None

A-1. Notice of Closed Meeting

Upon MOTION by Ms. Waller, SECONDED by Ms. Poore, the school board convened a closed meeting at 5:31 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss an employee appointment

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

No Votes: None

Abstentions: None

A-2. Certification of Closed Meeting

Upon MOTION by Dr. Coleman, SECONDED by Ms. Poore, the school board reconvened in open session at 5:39 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION by Ms. Carter, 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, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Nilles, Mr. Polley, Ms. Poore, Mrs. Snyder

No Votes: None

Abstentions: None

Dr. Dolan-Sewell arrived at 5:39 p.m.

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.

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

C-1. Student Recognition

Four teams from Perrymont Elementary School won awards and one team from Heritage Elementary School earned an Honorable Mention at the Mini-Economy Market Day in March. These students spent the year learning about currency and the economy, and this was their chance to use their own creativity and interests to show off what they learned. These teams were part of the 21st Century Community Learning Center program at these schools. We will recognize the two first-place teams (both from Perrymont) during this presentation.

Nature's Nest - 1st Place Outstanding Entrepreneurship - Mrs. Brockwell

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Beyonka Brooks
Tanya Gray
Katlyn Johns
Natasha Jones

Austin Martin
Christian Reed
Nakaysia Spaulding
Javion Stockwell

Emma Toms
Kaitlyn Woody
O'saiyah Younger

Rainbow Candles - 1st Place Outstanding Marketing - Mrs. Clingenpeel

Marqus Bradley
Zymire Brown
Kayla Cyrus
Amber Jones
Shania Reeves

Jami Ross
Jesse Toms
Tremond Witcher
Michael Wright

The students were recognized by the school board during this presentation.

C-1. Student Recognition

The 2016 Virginia History Day Competition occurred on April 23, 2016. Lynchburg City Schools students placed in several categories during this competition.

Junior Group Exhibit – Third Place

Marco Polo

Megan Knight and Katie Ownby
Linkhorne Middle School

Senior Individual Performance – Third Place

Martha Graham: Exploration, Encounter, and Exchange in Dance

Katherine Morse
E. C. Glass High School

Senior Group Website – Second Place*

The Horses and Mongols: A Relationship of an Empire

Reilly Krason and Gracie Corsini
E. C. Glass High School

Senior Individual Documentary – Third Place

Hiroshima's Pikadon

Lauren Brown
E. C. Glass High School

Junior Group Documentary – Third Place

Apollo: Soyuz Mission

Amy Jablonski, Vicky Moore, and Owen Seldon
Paul Laurence Dunbar Middle School for Innovation

Special Awards – USS Monitor Center Foundation & The Mariner's Museum Park Award (Junior Group Exhibit)

Richard E. Byrd

William Brabrand and Bennett Brabrand
Paul Laurence Dunbar Middle School for Innovation

*First and second prize winners will represent Virginia at this year's National History Day Competition in College Park, Maryland, June 12-16, 2016.

Students were recognized by the school board during this presentation.

D-1. Finance Report

The school administration, in accordance with the FY2015-16 school operating budget, authorized, approved, and processed the necessary payments through April 30, 2016. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarized the payments made through April 30, 2016, for the operating fund.

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Total Operating Fund Budget	\$ 90,820,024.00
Prior Year End Encumbrances	\$ 90,304.40
Insurance Proceeds	\$ 131,105.84
School Bus Funding	\$ 977,000.00
Fund Balance Return	\$ 2,316,449.00
Additional E-rate funding	\$ 884,646.53
Restricted Donations	\$ 675.00
Adjusted Budget	\$ 95,220,204.77

Through April 30, 2016

Actual Revenue Received	\$ 67,823,881.00
Actual Expenditures	\$ 70,720,301.61
Actual Encumbered	\$ 20,564,690.57

Percent of Budget Received	71.23%
Percent of Budget Used, excluding encumbrances	74.27%
As of 4/30/16 – 10 months	83.34%

The revenue and expenditure reports detailed the transactions recorded through April 30, 2016. All reports appeared as attachments to the agenda report.

Mr. Beckles explained that health insurance claims were higher than projected and it will be necessary to transfer funds from the Health Insurance Reserve to cover those claims. If this trends continues, the school board will need to consider raising insurance rates with the 2017-18 school operating budget. Should this be necessary, it will be the first time in six years that rates have been raised.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 17, 2017, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

E. Consent Agenda

Upon MOTION by Ms. Poore, SECONDED by Ms. Carter, the school board approved the school board meeting minutes of May 4, 2016 (Work Session), and May 9, 2016 (Work Session), and the personnel report and addendum for the period May 3 – 17, 2016.

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

No Votes: None

Abstentions: None

Dr. Brabrand announced that with the approval of the consent agenda, Mr. Calvin Dennis Knight had been appointed and athletic director for Heritage High School.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 17, 2016, EXHIBIT "B," 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 Ms. Indya M. Page, student representative pro tem for Heritage High School, shared comments about the events and activities occurring at their schools.

G. School Board Committee Reports

Dr. Nilles provided information about the Finance Committee meeting that occurred on May 12, 2016. During that meeting, Mr. Beckles provided detailed information about the current budget situation, and he believes that the correct measures have been taken to ensure that the budget is not over spent. There was also discussion of the CEP and how this program cannot be expanded to all schools because it will cost the school division over \$200,000 each year. This is due to eligibility issues associated with the schools that are not currently supported through CEP.

Ms. Waller reported on the LAUREL School Board meeting that occurred on May 4, 2016. During the meeting, that board will consider the new lease agreement between LAUREL and LCS.

Ms. Poore gave a recap of the last Governor's School Board meeting. Everyone is excited to move into the new building.

Dr. Coleman reported that the Equity Task Force has been meeting diligently. Members of the committee are in attendance this evening and waiting to hear Dr. Brabrand’s report on Equity and Inclusiveness.

H-1. Carl Perkins Funds: 2016-17

The Lynchburg City Schools’ application for Career-Technical Funds for the 2016-2017 fiscal year has been prepared with an approved Carl Perkins Grant allocation of \$227,979.56. The budget, outlining proposed expenditures based on allocated funds, was developed following consultation with the General Career-Technical Education Advisory Committee, which is composed of a business/industry representative from each of the 15 career-technical programs.

The federal funding will allow for the purchase of equipment and instructional materials, along with professional development and student organizational activities in the Trade and Industrial, Technology Education, Marketing, Health Occupations, Family and Consumer Sciences, Career Connection, and Business and information Technology Programs.

The approval of the grant proposal by the school board is necessary prior to submitting the local application to the Virginia Department of Education. A summary of proposed expenditures for 2016-2017 is as follows:

Proposed 2016-2017 Carl Perkins Spending

Estimated Funding Available: \$227,979.00

Career Guidance \$ 6,000.00

- We will provide funds to be used for “Career Assessment” reports to parents and students.
- We will also provide transportation to local businesses and colleges for review of special workforce development programs for high school seniors.
- We also plan to purchase “non-traditional” career program curriculum materials.
- We plan to purchase two televisions for CTE promotions in high school guidance departments.

Vocational Student Organization \$ 15,000.00

- Assist Career-Technical student organizations with travel expenses for local, state and national competitions.

Professional Development \$ 15,000.00

- Provide Perkins Funds for teachers to participate in local, state and national training, certification courses and professional development.

Business and Information Technology \$ 48,000.00

- We plan to upgrade the new Heritage High School Business/IT labs with 25 new HP Computers (\$18,000).
- We also plan to purchase 30 laptops and a mobile storage cart for 3 Economics and Finance classes to share at Heritage High School (\$30,000).

Computer Systems Technology \$ 18,000.00

- We plan to upgrade the new Heritage High School Computer Systems Technology lab with the purchase of 25 new HP computer stations (\$18,000).

Marketing Education \$ 8,000.00

- We plan to upgrade our new Heritage High School Marketing lab with the purchase of 8 laptop computers, 1 color printer and scanner (\$8,000).

Communication Systems \$ 9,000.00

- We plan to upgrade the new Heritage High School Communications Systems lab with a new HP T795 Graphic Format printer (\$5,000).
- We also plan to purchase a new paper cutter for this lab (\$2,000).
- We also plan to purchase digital “My Book” software and 2 external hard drives (\$2,000)

Technology Education Page \$29,000.00

- We will upgrade our new Heritage High School Technology Foundations lab with 22 new HP computers (\$19,000).
- We also plan to start our new “Project LEAD the Way” course in the Technology Systems lab. We plan to purchase a 3D printer and 3 laptops (\$10,000)

<u>Sports Medicine</u>	\$ 5,000.00
<ul style="list-style-type: none"> • We will upgrade our new Sports Medicine lab at Heritage High School with the purchase of a new Electrical Impulse scanner machine (\$5,000) 	
<u>Family and Consumer Sciences</u>	\$ 20,500.00
<ul style="list-style-type: none"> • We will upgrade our Culinary labs at each school with the purchase of 10 laptops (\$8,500). • We also plan to purchase new culinary books for our new school (\$3,500). • We also plan to purchase a classroom set of Hospitality (2) text books (\$3,500). • We also need to buy basic knife sets, blenders, food processors, kitchen ware and table settings for our new lab at Heritage High School (\$5,000). 	
<u>Technical Drawing-Engineering</u>	\$ 13,000.00
<ul style="list-style-type: none"> • We plan to modernize our Engineering lab at E.C. Glass with the purchase of 10 HP laptops for student use at competitions. These laptops will run all engineering software at higher speeds (\$13,000). 	
<u>Cosmetology</u>	\$ 2,000.00
<ul style="list-style-type: none"> • We plan to upgrade our new lab with the purchase of 25 sets of electric professional clippers (\$2,000). 	
<u>Nurse Aide</u>	\$ 6,500.00
<ul style="list-style-type: none"> • We plan to upgrade our new lab at Heritage High School with the purchase of 5 laptops for use with student exams and competitions (\$4,500). • We also plan to purchase student diagnostic kits for ears, eyes, nose and throat (\$2,000) 	
<u>Video Production</u>	\$ 13,000.00
<ul style="list-style-type: none"> • We will expand our Video Production program to E.C. Glass High School. • We will purchase 5 27" IMac computers (\$9,000). • We also plan to purchase JVC camcorders and accessories and digital "My Book" software (\$4,000). 	
<u>Auto Service Technology</u>	\$ 19,979.00
<ul style="list-style-type: none"> • We plan to upgrade our Auto Service Technology lab at E.C. Glass with the purchase of new tire changer and wheel balance machines (\$15,976) • We also plan to purchase two GM "ATECH" Electronics Training modules (\$4,000) 	
TOTAL	\$227,979.00

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Ms. Poore, the school board approved the Carl Perkins expenditures for 2016-17.

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

No Votes: None

Abstentions: None

H-2. No Child Left Behind Act Waiver Public School Choice

On May 15, 2012, the school administration presented information to the school board about the Virginia Department of Education's submission of a request to the United States Department of Education for waivers from certain requirements outlined in what was formerly known as the No Child Left Behind Act. The waiver request was approved which meant that schools in the Commonwealth of Virginia are no longer required to offer public school choice.

The school administration recommended that students currently participating in public school choice be allowed to complete their elementary program in the school of choice with the school division providing transportation at no charge. Upon completion of the elementary program, the student must attend the middle school for which the child's resident is zoned. The school board approved the recommendation and asked that the school administration provide an update each year.

For the 2016-17 school year, approximately seven students are expected to participate in public school choice, four of whom will require transportation. The anticipated cost will be \$6,414 to transport these students to their school of choice.

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The school administration recommends that students who participate in public school choice for the 2016-17 school year be provided transportation at no charge as funding can be provided through the regular school operating budget.

Upon MOTION by Dr. Nilles, SECONDED by Ms. Waller, the school board approves transporting students who participate in public school choice at no cost for the 2016-17 school year.

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

No Votes: None

Abstentions: None

H-3. School Operating Budget: 2016-17

At the school board meeting on May 3, 2016, the school administration provided recommended revisions to the Tier 1 budget request for 2016-17. The revisions are necessary as the Lynchburg City Council has indicated that it intends to fund schools at a lesser amount than requested by the Lynchburg City School Board.

The school administration has recommended that the employees identified to receive a market adjustment in compensation would now receive a four percent increase. All other school division employees would receive a two percent increase. Other recommendations include reducing staff for the Empowerment Academy, eliminating the request for the proposed assistant director for personnel position, eliminating the request for the proposed instructional coach for special education position, eliminating the request for the elementary and secondary reading and math coach positions, and reducing the teaching position for the Precision Machining class to part time.

Mr. Beckles provided a summary of the revenue received over the past three years. He stated that in years past, purchases for school buses had been included in the Capital Improvement Plan. Those purchases will be become part of the school operating budget.

Questions were raised about the reduction of staff at the Empowerment Academy. It was explained that the Academy will begin with a cohort of 40 students. At this time, it is unknown how many of those students will require an IEP. At this time, the school administration believes that services for students who do require an IEP can be supported through existing staff and that a special education teacher will not be needed for the program at this time.

This item will be considered by the school board at the June 7, 2016, school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 17, 2016, EXHIBIT "C," FOR A COPY OF THE SUPPORTING DOCUMENTS.)

I-1. Administrative Regulation 7-33.3: Student Uniforms

At the request of the Principals' Parent Advisory Council at Sheffield Elementary School, the school's administration developed a survey to determine whether or not families and school staff continue to be in favor of requiring students to wear school uniforms. The survey was distributed electronically to faculty and staff. Parents received a hard copy of the survey.

The results of the parent survey are as follows:

Number of Surveys Returned:	241
Number Not in Favor of Student Uniforms:	157 (65%)
Number in Favor of Student Uniforms:	84 (35%)

The results of the faculty/staff survey are as follows:

Number of Surveys Completed:	50
Number Not in Favor of Student Uniforms:	38 (76%)
Number in Favor of Student Uniforms:	12 (24%)

In addition to the parent survey, two Uniform Question/Answer Forums were offered to allow parents to come and share concerns or ask questions regarding the survey subject. The results of the survey indicate that parents and faculty/staff are no longer in favor of having student uniforms, and therefore, the school's administration is requesting the removal of this requirement. As a result of that request, Administrative Regulation 7-33.3: Student Uniforms needs to be revised to reflect that change.

Ms. Lee explained that as a result of the policy being changed to allow students to opt out of wearing uniforms to school, only a quarter of the students are now wearing uniforms. This has affected the dynamics of the uniform policy's original intent and is no longer part of the overall program of the school.

This item will be considered by the school board at the June 7, 2016, school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 17, 2016, EXHIBIT "D," FOR A COPY OF SCHOOL BOARD POLICY 7-33.3: SCHOOL UNIFORMS.)

I-2. School Nutrition: High School Lunch Price Increase

The 2010 Healthy, Hunger-Free Kids Act required a change in the school lunch and breakfast meal patterns. The new meal pattern was implemented July 1, 2012, and identifies three (3) groups – K-5, 6-8, and 9-12. The new meal pattern requires a graduated increase in the minimum serving amounts and calorie ranges by group. The cost to produce the prescribed meals for the three (3) distinct grade groups also increases by group. The table outlining the graduated differences in the serving requirements for K-5, 6-8 and 9-12 appeared as an attachment to the agenda report.

The superintendent recommends a \$0.10 increase to the high school paid lunch price to offset the costs associated with producing the larger serving amounts required for the 9-12 grade group. Paid meal prices at the elementary and middle schools would remain unchanged for SY2017.

This item will be considered under the consent agenda at the June 7, 2016, school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 17, 2016, EXHIBIT "E," FOR A COPY OF THE SUPPORTING DOCUMENTS.)

I-3. Annual Personnel Report

1. Recommendation for continuing contracts for personnel completing fifth year or completing one year after attaining continuing contract status in another Virginia system.
2. Recommendation for renewal of annual contracts for fourth year personnel.
3. Recommendation for renewal of annual contracts for third year personnel.
4. Recommendation for renewal of annual contracts for second year personnel.
5. Recommendation for renewal of annual contracts for first year personnel.
6. Recommendation for renewal of annual contracts for personnel completing less than 160 days.
7. Recommendation for continuing contracts to remain in force for part-time personnel.
8. Recommendation for renewal of annual contracts for part-time personnel and/or full-time personnel with a part-time administrative assignment.
9. Recommendation for Title/Grant funded personnel.
 - A. Recommendation for continuing contracts, Title/Grant funded personnel completing fifth year or completing one year after attaining continuing contract status in another Virginia system.
 - B. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing fourth year.
 - C. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing third year.
 - D. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing second year.
 - E. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing first year.
 - F. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing less than 160 days.
 - G. Recommendation for continuing contracts to remain in force for part-time and/or partially funded Title/Grant personnel.
 - H. Recommendation for renewal of annual contracts for part-time and/or partially funded Title/Grant personnel.
 - I. Recommendation for continuing contracts to remain in force for Title/Grant funded personnel.
10. Recommendation for non-renewal of contracts.
11. Recommendation for continuing contracts to remain in force for 2015-16.
 - A. Personnel earning continuing contract status under School Board Policy 5-7.
 - B. Other administrative and instructional personnel.
12. Recommendation for renewal of contracts for non-mandatory licensed administrative personnel.
13. Reduction in force in accordance with School Board Policy 5-18.

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Ms. Carter, the school board approved the Annual Personnel Report for 2016-17.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 17, 2016, EXHIBIT "F," FOR A COPY OF THE ANNUAL PERSONNEL REPORT.)

I-4. Gifted Plan: Update

Local school boards are required by 8 VAC 20-40-60A to approve a comprehensive Local Plan for the Education of the Gifted that includes the components identified in the regulations. The key updates to the five-year plan include

terminology, increased services, the selection process, referrals for underrepresented populations, and training for teachers.

The term gifted student will no longer be used. The new term, students will attributes of giftedness, better describes the range of giftedness that individual students have and expands the number of students considered for services. Students will be identified by attribute. This will result in different levels of services for students.

Services will be provided to students on a needs-based model. This includes students with general intellectual aptitude, specific academic aptitude in English and math, and visual and performing arts aptitude. There will be specific staff at each elementary school to provide coaching services to teachers and who will collaborate with teachers to plan strategies that bring challenges to the curriculum, increase rigor, and offer students a variety of ways to express what that know.

Students will be selected using a holistic approach that will incorporate group ability and achievement tests, SOL test scores, progress reports, Gifted Characteristics Checklist with Commentary, an interview with and an observation of the student, samples of student work, and a parent questionnaire. Selection for services will be needs based.

Referral supports for underrepresented populations with occur through the addition of the Scholars with Promise program and will initially focus on students in Kindergarten through second grade. This program will offer opportunities for student participate in activities that involve problem solving and critical and creative thinking skills.

Teachers will receive training on giftedness with a focus on middle school students. Teachers who have advanced classes or cluster grouping will have additional training on gifted characteristics and learning styles to better meet the needs of students with attributes of giftedness.

School board members had questions about training activities and grouping practices. Additional information will be provided at the next school board meeting.

This item will be considered for action by the school board at the June 7, 2016, school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 17, 2016, EXHIBIT "G," FOR A COPY OF THE KEY UPDATES TO THE GIFTED PLAN 2016.)

I-5. Equity and Inclusiveness

In response to the input received in the recent Listening Tours, the superintendent has drafted the Equity and Inclusiveness Guidelines for Lynchburg City Schools. The guidelines begin with a vision that the unique perspective and heritage that each student brings will be honored and respected. The purpose of the guidelines is to establish a clear intent for the way in which the school division approaches differences among students and families and the way that education about the characteristics that comprise individuals and communities is offered. Individual characteristics for equity and inclusiveness include race, ethnicity, gender, religion, socioeconomics, abilities, language, sexual orientation, age, and physical characteristics.

The areas identified for operational focus are school board policies and regulations; curriculum; discipline and climate; celebrations, observances, and traditions; calendar and holidays, clothing and symbols; partnerships; opt-outs; and accountability and implementation. Dr. Brabrand reviewed each area and commented that this is a work in progress.

School board members discussed the plan, and responses from each were mixed as to its focus. Some felt that the plan was too broad or that there was too much emphasis on differences while other board members remarked that the plan was a good start and headed in the right direction. Following the discussion, the school board requested an action plan that includes individuals responsible for each action item. That information will be presented at the next school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 17, 2016, EXHIBIT "H," FOR A COPY OF THE EQUITY AND INCLUSIVENESS GUIDELINES.)

I-6. Capital Improvement Plan: Paul Munro Elementary School

During the May 3, 2016, school board meeting, a reallocation of funds was approved in the amount of \$275,000 to cover the cost of replacing the chiller unit at Paul Munro Elementary School. The chiller is currently operating at 50% capacity and, due to the age of the unit, continued repairs would be more costly than a complete replacement.

The City of Lynchburg Office of Procurement and Purchasing has received a total of two bids for the chiller replacement project. The school administration recommends Southern Air based on their bid of \$183,000, which was the lowest bid. All bids received are listed below.

VENDOR/CONTRACTOR	Southern Air	Comfort Systems
TOTAL BASE BID	\$183,000	\$201,872

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Ms. Waller, the school board authorized the school administration to enter into a contract with Southern Air in the amount of \$183,000 for the replacement of the chiller unit at Paul Munro Elementary School.

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

No Votes: None

Abstentions: None

I-7. Capital Improvement Plan: E. C. Glass High School

Lynchburg City Schools received a total of two bids for the resurfacing of the remaining four tennis courts at E. C. Glass High School. The capital improvement plan contained funding in 2014 to complete the resurfacing for 8 of the 12 courts. Through a combination of private donations, Parks and Recreation grant funding, and LCS CIP funding we can now complete the last 4 courts. Boxley Asphalt, LLC was the low bidder. Bids received are listed below.

The school administration recommends Boxley Asphalt, LLC based on their bid of \$131,057.

Contractor	Boxley Asphalt, LLC	Adams Construction Company
Base Bid	\$131,057	\$183,118

Upon MOTION by Dr. Nilles, SECONDED by Ms. Waller, the school board authorized the school administration to enter into a contract with Boxley Asphalt, LLC in the amount of \$131,057 to complete the resurfacing four tennis courts at E. C. Glass High School.

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

No Votes: None

Abstentions: None

I-8. Lynchburg City School Board Goals

Members of the Lynchburg City School Board met with the Virginia School Boards Association for a professional development activity May 6, 2016, to establish goals that will help them with the orientation of new school board members, that will provide them with opportunities to participate in school-based activities on a regular basis, expand opportunities for student recognitions at school board meetings, and that will provide them with a plan to communicate information to the community relative to its focus and its mission.

**Lynchburg City School Board
 Goals**

1. Establish norms to orient new board members. Provide a summary packet to new board members: board norms, code of conduct, budget, and comprehensive plan. Make the board norms, code of conduct, and budget public. Meet and greet of new board members and veterans on the board.
2. Have a monthly school activity calendar for the division. Have board members at each meeting state which activities they will plan to attend. Board members to try to attend one a month (if possible).
3. Expand diversity of programs and students to be recognized at school board meetings.
4. Establish a list of stakeholders, both formal and in-formal, to refer to when needed. Discuss which stakeholder groups are relevant to each agenda item.

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5. Board communication plan:
- Actively tell story:
- what the board does
 - the board's focus
 - how the board is improving student achievement
 - BoardDoc

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Dr. Coleman, the school board approved the Lynchburg City School Board Goals.

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

No Votes: None

Abstentions: None

J. Superintendent's Comments

Dr. Brabrand informed the school board that the student discipline policies would be presented to the school board at its next meeting. A copy of the policies was provided to the school board for its review in preparation for the next meeting.

Dr. Brabrand announced that Ms. Bonnie Svrcek has been appointed at the new Lynchburg City Manager.

Dr. Brabrand thanked the Lynchburg City Schools Education Foundation, Inc., for its support of LCS teachers through its grant program.

K. Board Comments

Dr. Dolan-Sewell provided comments about the Annual Bank of the James Ronald B. Dolan Citizenship Awards program.

L-1. Notice of Closed Meeting

Upon MOTION by Dr. Coleman, SECONDED by Ms. Poore, the school board convened a closed meeting at 8:12 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, Ms. Poore, Mr. Polley, Mrs. Snyder

No Votes: None

Abstentions: None

L-2. Certification of Closed Meeting

Upon MOTION by Ms. Waller, SECONDED by Ms. Poore, the school board reconvened in open session at 9:25 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION by Dr. Coleman, SECONDED by Dr. Dolan-Sewell, 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, Ms. Poore, Mr. Polley, Mrs. Snyder

No Votes: None

Abstentions: None

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M. Informational Items

Next School Board Meeting: Tuesday, June 7, 2016, 5:30 p.m., Board Room, School Administration Building

Graduations: LAUREL Regional School – Cafeteria
June 6, 2016 – 7:00 p.m.

Fort Hill Community School – Cafeteria
June 9, 2016 0 12:00 Noon

Heritage High School – Ralph Spencer Field House
June 12, 2016 – 8:30 a.m.

E. C. Glass High School – Civic Auditorium
June 12, 2016 – 3:00 p.m.

N. Adjournment

The meeting adjourned at 9:25 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.)