

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

**BOARD
MEMBERS
PRESENT:**

Regina T. Dolan-Sewell, Chairman
Mary Ann Hoss, Vice Chairman
James E. Coleman
Michael J. Nilles
Jennifer R. Poore
Katie K. Snyder
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:**

None

**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 and Gifted Services
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-1. Public Comments
- C-1. Student Recognition
- D-1. Finance Report
- E. Consent Agenda
- F. Student Representative Comments
- G-1. School Operating Budget: 2015-16
- G-2. Lynchburg City School Board Policy Update
- H-1. Beacon of Hope
- H-2. School Nutrition Program: Summer Program
- H-3. Annual Personnel Report
- 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 5:03 p.m. in the Board Room at the School Administration Building. Dr. Dolan-Sewell opened the meeting and asked those in attendance rise and recite *The Pledge of Allegiance*.

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Upon MOTION by Ms. Hoss, SECONDED by Ms. Poore, the school board added an addendum to item E-2. Personnel Report.

Yes Votes: Dr. Dolan-Sewell, Ms. Hoss, Dr. Coleman, Dr. Nilles, Ms. Poore, 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. Student Recognition

The Heritage High School Symphonic Band earned a Superior rating at the VBODA District VI Concert Band Assessment in March. The band received straight Superior ratings from the three-judge panel for their incredible performance as a part of the Grade V level of bands. With this Superior rating combined with their Superior rating as a part of the VBODA Marching Assessment in October, the Heritage High School band program has been named a Commonwealth of Virginia Honor Band for the 2014-2015 school year by the Virginia Band and Orchestra Directors Association. This is the 11th time that the Heritage band has been recognized by the VBODA with this distinction and the seventh time in the past 10 years.

D-1. Finance Report

The school administration, in accordance with the 2014-15 school's operating budget, authorized, approved, and processed the necessary payments through April 30, 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 April 30, 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	\$ 88,522.76
Restricted Donations	\$ 7,075.00
Allocation of Prior Year End Encumbrances	\$ 500,478.90
Miscellaneous Revenue	\$ 238.75
Sale of Assets, Restricted	<u>\$ 3,500.00</u>
Revised Budget	\$ 89,620,935.41

Through April 30, 2015

Actual Revenue Received	\$ 60,283,104.57
Actual Expenditures	\$ 62,599,100.09
Actual Encumbered	\$ 20,552,923.33

Percent of Budget Received	67.26%
Percent of Budget Used, excluding encumbrances	69.85%

As of 04/30/15 – 10 months 83.33%

The revenue and expenditure reports detailed the transactions recorded through April 30, 2015. All reports appeared as attachments to the agenda report.

Mr. Beckles pointed out that there are no negative expenses present as issues with the software have been rectified through a manual process.

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

E. Consent Agenda

Upon MOTION by Ms. Hoss, SECONDED by Ms. Poore, the school board approved the school board meeting minutes of May 5, 2015 (Regular Meeting); the personnel report and addendum for the period May 5 – 19, 2015; the Lynchburg City Schools Policy Updates; the Carl Perkins Funds for 2015-16; the Lynchburg Juvenile Detention Center Education

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Program Budget: 2014-15 Title I, Part D Neglected, Delinquent – Literacy Coach; and the Capital Improvement Plan: E. C. Glass High School.

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

No Votes: None

Abstentions: None

Dr. Brabrand announced the following employee appointments: Nancy C. Claudio as principal at Linkhorne Middle School; Karen K. Dearden as principal at Linkhorne Elementary School; and Lisa P. Lee as principal at Sheffield Elementary School.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 19, 2015, EXHIBIT “B,” FOR A COPY OF THE CONSENT AGENDA ITEMS.)

F. 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.

G-1. School Operating Budget: 2015-16

During the school board meeting on May 5, 2015, the school administration presented information to the school board about the 1.5 percent salary supplement approved by the governor for instructional and support positions funded through the Standards of Quality (SOQ). This funding will provide market salary adjustment for tier two teachers, principals and assistant principals, bracket changes for coaches, and athletic trainer stipends. The school administration also provided information about the increase in insurance premiums for general liability and automobile insurance the school division will experience due to the poor loss performance of the account.

Following the presentation, the school board asked that the school administration provide details about the changes that will occur to the proposed budget for 2015-16. The school board also requested information about funding for field hockey at E. C. Glass High School. Mr. Beckles explained that the increase in insurance premiums will be transferred from fuel estimates projected for next year as it appears that fuel prices are stabilizing. He also reviewed the budget information that was provided to school board members. This information will appear in the budget document following school board approval of the budget for next year.

The school administration indicated that in order to fund field hockey at E. C. Glass High School, and item would need to be taken from the current Tier I recommendations. School board members discussed the priorities within Tier I as well as other factors that would preclude this item being included in the 2016-16 budget.

Upon MOTION by Dr. Nilles, SECONDED by Ms. Poore, the school board directed the school administration to budget field hockey as a Varsity sport at E. C. Glass High School and place this item as a Tier I item for the 2016-17 school operating budget.

Yes Votes: Dr. Dolan-Sewell, Ms. Hoss, Dr. Nilles, Ms. Poore, Ms. Waller, Mr. White

No Votes: Dr. Coleman, Mr. Webb

Abstentions: None

Mrs. Snyder arrived at 6:53 p.m.

G-2. Lynchburg City School Board Policy Update

At the May 5, 2015, school board meeting, School Board Policy 7-10 Admission Requirements was presented with changes required by revisions made to the Code of Virginia. Due to the policy length which included text of statutes in the Code of Virginia pertinent to this policy, the administration was asked to provide a shorter, cleaner version of the policy for board members to review. As a result of this request, the school administration proposed the update to Policy 7-10 for school board consideration.

Upon MOTION by Dr. Nilles, SECONDED by Dr. Coleman, the school board approved School Board Policy 7-10: Admissions Requirements in the VSBA Policy Services format.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 19, 2015, EXHIBIT "C," FOR A COPY OF SCHOOL BOARD POLICY 7-10: ADMISSIONS REQUIREMENTS.)

H-1. Lynchburg Beacon of Hope

During this presentation, Mrs. Laura L. Hamilton, executive director of the Lynchburg Beacon of Hope, will provided an update to the school board regarding the program. This information included activities that are occurring at the Future Centers, which are based at both high schools, and the goals and outcomes established for 2012-2015.

H-2. School Nutrition Program: Summer Program

The School Nutrition Program is seeking school board approval to begin a program to provide free summer meals to children in several Lynchburg communities. The program is called the "School Food Service Program" and is administered through the Virginia Department of Health. Previously, students had been provided meals through 21st Century Community Learning Centers summer program grants. This funding is no longer available. Through research conducted by Mrs. Meryl T. Smith, director of school nutrition, she was able to find funding for students to receive both breakfast and lunch during the summer.

Using Linkhorne Middle School and Perrymont Elementary School as production kitchens, meals will be prepared for students in the school communities of Linkhorne Elementary School, Bedford Hills Elementary School, Perrymont Elementary School, and Linkhorne Middle School. Perrymont Elementary School and Robert S. Payne Elementary School will be open feeding centers. Students will be fed free of charge, and adults will be able to purchase meals for a nominal fee. It is the hope of the school administration to begin this program on June 15, 2015.

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

Due to the length of the meeting agenda and business to be discussed during closed meeting, it was recommended that item H-4. be deferred to the next school board meeting.

Upon MOTION by Dr. Coleman, SECONDED by Mr. Webb, the school board deferred item H-4. K-12 Math Vision and Plan: 2015-16 to the next school board meeting.

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

No Votes: None

Abstentions: None

H-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.
 14. Recommendation for renewal of annual contracts, locations, and/or assignment to be determined.

Upon MOTION by Mr. Webb, SECONDED by Ms. Poore, the school board approved the annual personnel report for 2015-16.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 19, 2015, EXHIBIT "D," FOR A COPY OF THE ANNUAL PERSONNEL REPORT.)

I. Superintendent's Comments

Dr. Brabrand apologized to parents for the issues regarding SOL testing this year. Next week, students will have the opportunity for expedited retakes. He thanked everyone for their hard work this year.

The Staff Appreciation Dinner will occur on June 3, 2015, at 6:00 p.m. at E. C. Glass High School.

J. Board Comments

Dr. Coleman announced that he attend the PreKindergarten prom at William Marvin Bass Elementary School this past Friday.

Mr. Webb provided information about the events and activities he attended during the past two weeks. Of particular note were the choral concert at E. C. Glass High School, the grant awards reception conducted by the Lynchburg City Schools Education Foundation, Inc. and the girls' lacrosse game at E. C. Glass High School.

K-1. Notice of Closed Meeting

Upon MOTION by Ms. Poore, SECONDED by Dr. Coleman, the school board convened a closed meeting at 7:51 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss employee performance.

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

No Votes: None

Abstentions: None

K-2. Certification of Closed Meeting

Upon MOTION by Ms. Poore, SECONDED by Mrs. Snyder, the school board reconvened in open session at 8:40 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION by Ms. Waller, SECONDED by Ms. Poore, the school board approved by roll call vote the following Certification of Closed Meeting:

None 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, Dr. Nilles, Ms. Poore, Mrs. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions:

L. Informational Items

Graduation Exercises: LAUREL Regional School, June 1, 2015 – 7:00 p.m. – Cafeteria

Fort Hill Community School, June 3, 2015 – 11:00 a.m.

Heritage High School, June 7, 2015 – 8:30 a.m. – Ralph Spencer Field House

E. C. Glass High School, June 7, 2015 – 3:00 p.m. – Civic Auditorium

Next School Board Meeting: Tuesday, June 2, 2015, 5:30 p.m., Board Room, School Administration Building

M. Adjournment

The meeting adjourned at 8:40 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.)