

**Lynchburg City School Board  
Regular Meeting  
May 20, 2014**

**BOARD  
MEMBERS  
PRESENT:**

Regina T. Dolan-Sewell, Chairman  
Trenay L. Tweedy, Vice Chairman  
Mary Ann Hoss  
Michael J. Nilles  
Jennifer R. Poore  
Katie K. Snyder  
J. Marie Waller  
Charles B. White  
Sara B. Natour, Student Representative, E. C. Glass High School  
Alexis T. Johnson, Student Representative, Heritage High School

**BOARD  
MEMBERS  
ABSENT:**

Thomas H. Webb

**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, Guidance, and Gifted  
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  
Gloria C. Preston, Director of Student Services  
Michael K. Rudder, Director of School Improvement  
Wyllys D. VanDerwerker, Director of Special Education  
Brian S. Wray, Director of PreK-12 Instruction  
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA  
PRESENT:**

Jessie Pounds, *The News & Advance*

**Agenda  
Items:**

- A-1. Notice of Closed Meeting
- A-2. Certification of Closed Meeting
- B. Public Comments
- C-1. Student Recognitions
- C-2. LCS: Why We Stand Out
- D-1. Finance Report
- E. Consent Agenda
- F. Student Representative Comments
- G-1. Carl Perkins Funds: 2014-15
- G-2. School Board Retreat
- G-3. Update: Extra-Curricular Supplements and Stipends
- G-4. Request for Textbook Reserve Funds
- H-1. Housing Incentive for Professional Educators
- H-2. Annual Personnel Report
- I. Superintendent's Comments
- J. Board Comments
- K. Informational Items
- L. 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.

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

Upon MOTION by Ms. Hoss, SECONDED by Mr. White, the school board convened a closed meeting at 5:03 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss an employee appointment.

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

No Votes: None

Abstentions: None

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

Upon MOTION by Ms. Poore, SECONDED by Ms. Hoss, the school board reconvened in open session at 5:31 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION by Mrs. Snyder, SECONDED by Mrs. Tweedy, 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: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Mrs. Snyder, Ms. Waller, Mr. White

No Votes: None

Abstentions: None

Dr. Dolan-Sewell asked those in attendance to stand and recite *The Pledge of Allegiance*.

Upon MOTION by Ms. Poore, SECONDED by Mr. White, the school board added item E-2. Personnel Report to the school board meeting agenda and replaced item H-2. Annual Personnel Report with an updated version.

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

No Votes: None

Abstentions: None

Yes Votes: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Mrs. Snyder, Ms. Waller, 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 Recognitions**

During this presentation, the school board and the school administration recognized the accomplishments and achievements for the following students.

Heritage High School

Carrington A. (Cassie) Smith – Junior – BOMM and Color Guard

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Cassie Smith is a junior at Heritage High School and a student at the Central Virginia Governor’s School for Science and Technology. During her three years marching in the band, the band has been undefeated in competition (12-0), has received a Superior rating at State Marching Band Assessments for three years, and has been named a Virginia Honor Band twice. She has been captain of the undefeated color guard and will resume this position next year. Cassie is very active with the Pioneer Theatre, most recently with her performance of Young Fiona in the *Shrek the Musical*. She’s been inducted into the National Honor Society and maintains a 4.4 GPA.

E. C. Glass High School

Isabella D. Jackson – Senior – Music

Isabella was selected as a Soprano II Delegate in the All-Virginia Choir. She competed against other female students from all over the state and was chosen to perform a soprano solo at the state chorus event. She has been selected to study voice at East Carolina University in Greenville, North Carolina next fall. Congratulations to Isabella on her outstanding performances and for representing the Lynchburg City Schools so well this year.

Personal Finance Team:           Devin A. Smith – Senior  
   Sam R. Hudnall - Junior  
   Timothy M. Quaintance - Sophomore

These personal finance students finished among the state’s top scorers and were invited to compete in The Governor’s Challenge in Economics and Personal Finance State Championships last month at the Virginia Commonwealth University campus. Out of more than 3,000 students who competed this season, only 161 made it to the state Governor’s Challenge. E. C. Glass High School’s “Top Flight” team comprised of Devin, Sam, and Timothy, were among those elite students who made it to the Governor’s Challenge. They presented detailed financial planning recommendations based on a real-world case study. According to their team coach and business teacher, Terri Sue O’Hara, the students learn to make informed decisions about savings, investment, insurance, loans and other aspects of financial planning. These skills are important for students to be able to succeed in a challenging and changing economy. Among their projects, these students prepared spreadsheets for their assigned case studies to develop budgets, sound insurance coverage, and savings plans. They presented and defended their plans to a panel of judges.

**C-2. LCS: Why We Stand Out**

Averie P. Good, a junior at E. C. Glass High School and the Central Virginia Governor’s School for Science and Technology, has been working as an intern in the Public Information Office as her second semester internship program for CVGS. As a student, Averie is exceptional in many ways. She is accelerated in mathematics and will complete dual enrollment Calculus I and dual enrollment Calculus II as a junior at the Governor’s school. She has worked with astronomers from the University of Virginia as she completed her junior research project entitled “Searching for MegaMasers in the Local Universe,” which she presented today at Lynchburg College. Averie is also a cheerleader and was given the opportunity to choreograph, teach, and lead dances, which is a responsibility rarely assigned to students who are not seniors. This summer, Averie plans to lifeguard and intern in the Office of Economic Development for the City of Lynchburg. Among her contributions as an intern at the School Administration Building, Averie designed newspaper ads for Kindergarten pre-registration, assisted in writing and sending press releases, and documented the visit from Petersburg City Public Schools at William Marvin Bass Elementary School with stories and photographs that can viewed on the LCS website.

She has compiled some highlights about why Lynchburg City Schools stands out as a school division, and she shared that information with the school board during this presentation.

**D-1. Finance Report**

The school administration, in accordance with the 2013-14 school operating budget, authorized, approved, and processed the necessary payments through April 30, 2014. 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, 2014 for the operating fund.

Total Operating Fund Budget	\$84,249,418.00
Restricted Donations Received	\$ 100.00
Fund Balance Return	<u>\$ 507,487.00</u>
Adjusted Budget	\$84,757,005.00

Through April 30, 2014

Actual Revenue Received	\$ 57,516,390.86
Actual Expenditures	\$ 60,478,918.80
Actual Encumbered	\$ 20,541,541.79

Percent of Budget Received	67.86%
Percent of Budget Used, excluding encumbrances	71.36%

As of 04/30/14 – 10 months

83.33%

The revenue and expenditure reports detailed the transactions recorded through April 30, 2014. All reports appeared as attachments to the agenda report.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 20, 2014, 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 6, 2014, and the personnel report for the period May 6 – 20, 2014.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 20, 2014, EXHIBIT “B,” FOR A COPY OF THE CONSENT AGENDA ITEMS.)

**F. Student Representative Comments**

Ms. Sara B. Natour, student representative for E. C. Glass High School, and Ms. Alexis T. Johnson, student representative for Heritage High School, provided comments about the events and activities occurring at their high schools.

**G-1. Carl Perkins Funds: 2014-15**

The Lynchburg City Schools’ application for Career-Technical Funds for the 2014 – 15 fiscal year has been prepared with an approved Carl Perkins Grant allocation of \$210,393.00. 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 2014 – 15 appears as follows:

Proposed 2014-15 Carl Perkins’ Spending

Estimate Funding Available: \$210,393.00

**Career Guidance**

**\$5,500.00**

- Provide funds to be used for “Career Assessment” reports to parents and students
- Provide transportation to local businesses and colleges for special workforce development programs for high school seniors (\$2000.00)
- Supply the career guidance counselor with a new laptop and network printer.
- Purchase Adobe Illustrator Software to create promotions for CTE (\$3500.00)

**Building Trades**

**\$15,000.00**

- Upgrade Building Construction lab with the purchase of new “Saw Stop” table saws, band saws, drill press, sanders, and nail guns

**Sports Medicine**

**\$5,000.00**

- Upgrade Athletic Training lab at E.C. Glass with the purchase of a total gym machine for athletic rehabilitation (\$2000.00)
- Purchase a new classroom set of Athletic Training textbooks (\$3000.00)

**Technical Drawing/Engineering**

**\$27,000.00**

- Upgrade Engineering lab with the purchase of a 3-D printer enabling students to model their designs, create animation and learn how parts integrate (\$15,000.00)
- Upgrade Engineering and Nuclear courses software packages. (\$12,000.00)

**Computer Systems Technology**

**\$17,000.00**

- Upgrade Computer Systems Tech lab with the purchase of 15 “Barebones” Computer Assembly kits for computer reconstruction and repair practice (\$11,000.00)
- Purchase 15 MMD “gaming” cases with internal parts for practice repair and sales (\$6,000.00)

**Communication Systems/Graphic Design**

**\$18,000.00**

- Upgrade Communication System/Graphic Design lab at Heritage High School by replacing teacher’s central computer with a new MacBook Pro 15” Laptop loaded with Adobe Creative Suite and Suitcase Fusion 5 (\$4,000.00).
- Purchase an Epson U700 Photo Scanner (\$1,000.00)
- Purchase 5 27”iMac computers loaded with ToonBoom, Genesis and Adobe CS6 software packages (\$13,000.00) in order to introduce computer animation

**Business and Information Technology**

**\$30,000.00**

- Upgrade Computer Programming Lab at E.C. Glass with the purchase of 27 HP SB 450 laptops and an HP Notebook Charging Cart (\$26,000.00)
- Purchase 10 Nikon Digital Cameras for Linkhorne Middle School web design course (\$4,000.00)

**Technology Education**

**\$39,500.00**

- Upgrade Technology lab at Linkhorne Middle School with the purchase of new AutoCAD and Design Kids technical drawing software (\$14,000.00)
- Replace Sublimation printer at LMS (\$2,000.00)
- Expand DMS Technology Education program with the addition of a Video Technology course by purchasing 20 new HP Computer stations with Adobe Software (\$20,000.00)
- Plan to upgrade Heritage H.S. Video Technology lab with the purchase of a new JVC Compact Handheld Camcorder with accessories (\$2,800.00).
- Purchase 2 Nikon Digital Cameras (\$700.00)

**Vocational Student Organizations**

**\$16,000.00**

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

**Professional Development**

**\$15,000.00**

- Use Perkins Funds for teachers to participate in local, state, and national training workshops and certification courses.

**Industry Certifications**

**\$6,393.00**

- Purchase Virginia Workforce Career Readiness/NOCTI certification exams for senior completers in various program areas.

**Criminology**

**\$16,000.00**

- Begin the first year of new Criminology program at E.C. Glass.
- Purchase start-up equipment such as finger print kits, evidence collection kits, self defense equipment, mock firearms, and communication devices.
- Purchase a classroom set of textbooks.

**TOTAL**

**\$210,393.00**

Upon MOTION by Mr. White, SECONDED by Ms. Waller, the school board approved the Carl Perkins Funds expenditures for 2014-15.

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

No Votes: None

Abstentions: None

**G-2. School Board Retreat**

The Lynchburg City School Board will conduct its annual retreat on July 17-18, 2014. Several items have been identified for discussion during the retreat. They are as follows:

- Employee Salary Scales
- Online Courses
- Core Values
- Policy and Governance

Department of Transportation Routing Process  
School Board Self-Assessment  
Department of Curriculum and Instruction: Entry Plan  
Contingency Funds for Specified Uses  
Instructional Technology Specialists  
Career-Technical Education: Personnel Trends  
Advanced Placement Tests: Review of Scores  
Employee Attendance  
College Bound v. Career Ready

Mrs. Sullivan will survey school board members to determine the priority of discussion topics. If there are other topics school board members wish to submit for discussion, they should send them to Mrs. Sullivan.

### **G-3. Update: Extra-Curricular Supplements and Stipends**

On April 1, 2014, the school administration presented information regarding the stipends and supplements that employees received for duties associated with extra-curricular and position-related activities. A bracket system with subcategories within the brackets has been developed to help place employees within categories commensurate with their duties and the number years they have received the particular stipend/supplement. A salary scale for the brackets with increases of three percent, five percent, and seven percent was presented to the school board. The school board asked that employees receive a bracket increase plus seven percent for A0 – A4. Bracket B will need to be adjusted accordingly as some of these amounts will overlap. The stipend/supplement increases will be presented as part of the budget for 2014-15. The final vote on the budget will occur at the June 17, 2014, school board meeting.

### **G-4. Request for Textbook Reserve Funds**

At the May 6, 2014, meeting, the school board received information regarding the use of textbook reserve funds to support the first year of the LCS-One Initiative and the use of Chromebooks in secondary math and foreign language classrooms. Tonight's presentation provided the school board with more detail about the funding and implementation of LCS-One. Mr. David Childress presented details regarding the funding of LCS-One and training and support for teachers.

The second portion of the presentation outlined a long-range plan for the use of textbook reserve funds. Included were two brief presentations from teachers of how the Chromebooks will positively enhance instruction in math and foreign language classrooms.

Teachers are receiving professional development on the use of Google Apps, and they are finding that the software is very similar to Microsoft Office. The most important aspect of the Chromebook software is the ability for students and teachers to collaborate within the same document. Summer technology academies have been planned for teachers and professional development will be ongoing throughout the summer. Because technology will only be rolled out to ninth grade students, it will provide an opportunity for teachers to give feedback and grow in the delivery of instruction so that they will be better prepared as technology is rolled out to more grades.

Upon MOTION by Mr. White, SECONDED by Ms. Hoss, the school board approved the use of Textbook Reserve Funds for the purchase of Chromebooks for ninth grade students as the first phase of LCS-One and classroom sets of Chromebooks for secondary math teachers and high school foreign language teachers.

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

No Votes: None

Abstentions: None

### **H-1. Housing Incentive for Professional Educators**

The Lynchburg City Schools has identified a significant need for recruitment assistance for highly qualified teachers in the areas of math and science in grades 6-12. These two subject areas have been identified in the Virginia Department of Education's 2013-14 list of Commonwealth of Virginia Critical Shortage Teaching Endorsement Areas. The Lynchburg Economic Development Authority is committed to workforce development and has established a housing incentive program designed to advance this objective by awarding a housing stipend to highly qualified LCS candidates during the recruitment process to maximize the LCS STEM faculty.

Candidates must have graduated from an accredited institute for higher education with a Bachelor's Degree or greater within 60 months of application, possess a valid Virginia teaching license, and be fully endorsed in content area. They must also provide a three-year commitment to teach for the Lynchburg City Schools. They will receive an \$8,000 benefit over a three-year period, and they must reside within the city limits.

The pay schedule is as follows:

	PROGRAM YEAR 1	PROGRAM YEAR 2	PROGRAM YEAR 3	PROGRAM YEAR 4	PROGRAM YEAR 5*	PAYMENT TOTAL PER TEACHER YRS. 1-4	PAYMENT DISBURSEMENT SCHEDULE
<b>First Year Teachers</b>	5	3	3	3	3	\$5,000.00	\$2K beginning of 1st semester, \$1.5K at the end of each semester
<b>Second Year Teachers</b>	0	5	3	3	3	\$2,000.00	\$1K at the end of each semester
<b>Third Year Teachers</b>	0	0	5	3	3	\$1,000.00	\$500 at the end of each semester
<b>Total Dollar Value ==&gt;</b>	\$25,000.00	\$25,000.00	\$26,000.00	\$24,000.00	\$24,900.00	\$8,000.00	

The school board expressed in sincere appreciation to Mrs. Jodi K. Gillette, director of the Lynchburg City Schools Education Foundation, Inc., and Ms. Marjette Upshure, director of the Lynchburg Economic Development Authority, for developing this incentive program for the Lynchburg City Schools and the City of Lynchburg.

**H-2. Annual Personnel Report**

The school board considered the following personnel recommendations for the 2014-15 school year.

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 third year personnel.
3. Recommendation for renewal of annual contracts for second year personnel.
4. Recommendation for renewal of annual contracts for first year personnel.
5. Recommendation for renewal of annual contracts for personnel completing less than 160 days.
6. Recommendation for continuing contracts to remain in force for part-time personnel.
7. Recommendation for renewal of annual contracts for part-time personnel and/or full-time personnel with a part-time administrative assignment.
8. Recommendation for Title/Grant funded personnel.
  - A. Recommendation for continuing contracts, Title/Grant funded personnel completing third 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 second year.
  - C. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing first year.
  - D. Recommendation for continuing contracts to remain in force for part-time and/or partially funded Title/Grant personnel.
  - E. Recommendation for renewal of annual contracts for part-time and/or partially funded Title/Grant personnel.
  - F. Recommendation for continuing contracts to remain in force for Title/Grant funded personnel.

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9. Recommendation for non-renewal of contracts.
10. Recommendation for continuing contracts to remain in force for 2014-15.
  - A. Personnel earning continuing contract status under School Board Policy 5-7.
  - B. Other administrative and instructional personnel.
11. Recommendation for renewal of contracts for non-mandatory licensed administrative personnel.
12. Reduction in force in accordance with School Board Policy 5-18.
13. Recommendation for renewal of annual contracts, locations and/or assignment to be determined.

Upon MOTION by Mr. White, SECONDED by Ms. Poore, the school board approved the Annual Personnel Report.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 20, 2014, EXHIBIT "C," FOR A COPY OF THE ANNUAL PERSONNEL REPORT.)

**H. Superintendent's Comments**

Dr. Brabrand announced that with the approval of the consent agenda this evening, Mr. Leverage L. Marshall had been appointed as the principal for Sandusky Middle School, effective July 1, 2014.

Dr. Brabrand thanked Mr. Coleman and Lori A. Meadows, coordinator of the Partners in Education program, for their hard work on the Staff Appreciation Dinner.

**I. Board Comments**

Ms. Waller reported that Mr. Webb was absent this evening due to his attendance at the Southern Regional Forum. He has reported to her that our middle and high school art students won first place in their respective category at the Forum. Ms. Waller also reported that on June 3, 2014, from 4:00 p.m. until 5:00 p.m. there will be a history bowl at Sandusky Plantation.

**J. Informational Items**

Next School Board Meeting: Tuesday, June 3, 2014, 5:30 p.m., Board Room, School Administration Building

Graduations:

June 4, 2014

Fort Hill Community School – 12:00 noon

LAUREL Regional School – 7:00 p.m.

June 8, 2014

Heritage High School – Ralph Spencer Gymnasium – 8:30 a.m.

E. C. Glass High School – Civic Auditorium – 3:00 p.m.

**K. Adjournment**

The meeting adjourned at 8:15 p.m.

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Regina T. Dolan-Sewell, 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.)