

**Lynchburg City School Board
Regular Meeting
August 2, 2016**

**BOARD
MEMBERS
PRESENT:**

Michael J. Nilles, Chairman
Regina T. Dolan-Sewell, Vice Chairman
Sharon Y. Carter
James E. Coleman
Charleta F. Mason
Jennifer R. Poore
Katie K. Snyder

**BOARD
MEMBERS
ABSENT:**

Susan D. Morrison
Derek L. Polley

**ADMINISTRATION
PRESENT:**

Scott S. Brabrand, Superintendent
Ben W. Copeland, Assistant Superintendent of Operations and Administration
John C. McClain, Assistant Superintendent of 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
Marie F. Gee, Director for Personnel
Ethel E. Reeves, Director for Engagement, Equity, and Opportunity
Michael K. Rudder, Director for School Improvement
Wyllys D. VanDerwerker, Director for Exceptional Learners
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Josh Moody, *The News & Advance*

**Agenda
Items:**

- A-1. Notice of Closed Meeting
- A-2. Certification of Closed Meeting
- B-1. Public Comments
- C-1. Finance Report
- D. Consent Agenda
- E. School Board Committee Reports
- F-1. School Board Governance Norms and Protocols
- G-1. School Board Finance Committee
- G-2. Friends of the E. C. Glass Art Collection
- G-3. School Board Retreat: 2016-17
- G-4. Freedom of Information Act Officer
- G-5. Capital Improvement Plan: Update
- H. Superintendent's Comments
- I. Board Comments
- J. Informational Items
- K. Adjournment

The Lynchburg City School Board met for its reorganization at 5:02 p.m. in the Board Room at the School Administration Building. Dr. Nilles opened the meeting.

A-1. Notice of Closed Meeting

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board convened a closed meeting at 5:30 p.m. in accordance with the Code of Virginia §2.2-3711 (A) (7) to receive a legal briefing from counsel regarding pending litigation.

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Yes Votes: Dr. Nilles, Dr. Dolan-Sewell, Ms. Carter, Dr. Coleman, Ms. Mason, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

A-2. Certification of Closed Meeting

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Ms. Poore, the school board reconvened in open session at 5:25 p.m.

Yes Votes: Dr. Nilles, Dr. Dolan-Sewell, Ms. Carter, Dr. Coleman, Ms. Mason, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

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

Yes Votes: Dr. Nilles, Dr. Dolan-Sewell, Ms. Carter, Dr. Coleman, Ms. Mason, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: 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. Nilles, Dr. Dolan-Sewell, Ms. Carter, Dr. Coleman, Ms. Mason, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

The school board recessed at 5:25 p.m.

The school board reconvened at 5:30 p.m. Dr. Nilles asked those in attendance to rise and recite *The Pledge of Allegiance*.

Upon MOTION by Dr. Coleman, SECONDED by Ms. Poore, the school board added an addendum to item D-2. Personnel Report, replaced item D-5. Shentel Internet Connection with a new agenda report, added item G-4. Freedom of Information Act Officer, and added item G-5. Capital Improvement Plan: Project Update.

Yes Votes: Dr. Nilles, Dr. Dolan-Sewell, Ms. Carter, Dr. Coleman, Ms. Mason, Ms. Poore, Ms. Snyder

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.

Mr. Ronald B. Shavers, representing Shoppo Nation, provided comments to the school board regarding diversity and sensitivity training for faculty and staff within the school division.

C-1. Finance Report

Mr. Beckles provided an update to the school board regarding year end financial status. He explained that prepaid expenses, year end accruals, and June encumbrances along with health insurance adjustments, fourth quarter billings, sick pay, etc., have not been finalized. These adjustments will result in a decrease in the fund balance.

The school board discussed the impact of reduced spending at the end of the school year due to the decrease in student enrollment, which resulted in reduced state funding, and decisions regarding budget items that were not implemented

because of that reduction. Should this happen in the future, the school board asks that the school administration bring such items forward so that the school board makes the decisions about which budget items to defer.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 2, 2016, EXHIBIT “A,” FOR A COPY OF THE FINANCE REPORT.)

D. Consent Agenda

Upon MOTION by Dr. Coleman, SECONDED by Ms. Poore, the school board approved the school board meeting minutes of July 12, 2016, the personnel report and addendum for the period July 12 – August 2, 2016, the Regional Alternative Education Program Grant for 2016-17, the Individual Student Alternative Education Plan Grant for 2016-17, the Shentel Internet Connection authorizing the school administration to enter into a contract with Shentel for Internet connection services in the amount of \$6,000 per month for 60 months, and the LCS-One Damage Report and ADP Recommendation reducing the ADP from \$75 for four years to \$20 per student year.

Yes Votes: Dr. Nilles, Dr. Dolan-Sewell, Ms. Carter, Dr. Coleman, Ms. Mason, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 2, 2016, EXHIBIT “B,” FOR A COPY OF THE CONSENT AGENDA ITEMS.)

E. School Board Committee Reports

Dr. Coleman reported that the Equity Task Force is going to have a great year. The first meeting is on August 11.

F-1. School Board Governance Norms and Protocols

The Lynchburg City School Board, through a professional development activity conducted by the Virginia School Boards Association, developed Governance Norms and Protocols, which were approved on May 3, 2016. This document, which appeared as an attachment to this agenda report, provides clear guidelines and procedures for all aspects of board communication, school board meeting agenda development, interactions with the school community, professional development, and the evaluation of the superintendent and itself.

As part of its annual reorganization, the school board reviews the norms and protocols to ensure that new school board members are aware of the information contained in the document and to reaffirm the intent of its purpose.

Upon MOTION by Ms. Carter, SECONDED by Mrs. Snyder, the school board approved the Lynchburg City School Board Governance Norms and Protocols.

Yes Votes: Dr. Nilles, Dr. Dolan-Sewell, Ms. Carter, Dr. Coleman, Ms. Mason, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 2, 2016, EXHIBIT “C,” FOR A COPY OF THE LYNCHBURG CITY SCHOOL BOARD GOVERNANCE NORMS AND PROTOCOLS.)

G-1. School Board Finance Committee

In an effort to keep school board members more informed about the school division’s operating budget, the school board formed and approved a finance committee. Membership is determined by the school board chairman and includes the superintendent, the chief financial officer, and three school board members. Membership also includes the chairman and an alternate school board member, but they serve as ex-officio members. The committee meets quarterly or as needed at noon at the School Administration Building. Specific dates will be determined.

This committee assumed the responsibilities of the school division’s Internal Audit Committee. That committee’s purpose was to review reports from the Office of Internal Audit and to make suggestions for areas to be audited. Further, internal audits assisted officials and management in carrying out their responsibilities by appraising the effectiveness, efficiency, and accurateness of activities and programs.

Proposed membership for the committee includes:

James A. Coleman
Derek L. Polley
Katie K. Snyder

(Alternate)

These members will serve from August 2, 2016 – June 30, 2017.

A copy of the guidelines for the finance committee appeared as an attachment to the agenda report.

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Ms. Carter, the school board approved Mr. James E. Coleman, Mr. Derek L. Polley, and Mrs. Katie K. Snyder as members of the School Board Finance Committee for the period August 2 2016, - June 30, 2017.

Yes Votes: Dr. Nilles, Dr. Dolan-Sewell, Ms. Carter, Dr. Coleman, Ms. Mason, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 2, 2016, EXHIBIT “D,” FOR A COPY OF THE SUPPORTING DOCUMENTS.)

G-2. Friends of the E. C. Glass Art Collection

In May 2011, the Lynchburg City School Board appointed Ms. Jettie M. Waller to serve as a representative on the board of the Friends of the E. C. Glass Art Collection. This is in accordance with Article IV of the by-laws established by the Friends’ board which state that a school board member shall be included as a member of the board of directors. Ms. Waller’s service on the board of directors ended with her resignation as a school board member.

Nominations for the representative for the Friends of the E. C. Glass Art Collection board of director were opened.

Mrs. Snyder nominated Ms. Sharon Y. Carter.

There were no further nominations.

Upon MOTION by Ms. Poore, SECONDED by Dr. Dolan-Sewell, nominations for the E. C. Glass Art Collection board of directors were closed.

Yes Votes: Dr. Nilles, Dr. Dolan-Sewell, Ms. Carter, Dr. Coleman, Ms. Mason, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

Dr. Dolan-Sewell reported that she had spoken with the deputy city attorney about this matter. The deputy city attorney explained that because the Lynchburg City School Board is the actual owner of the artwork, it must have a representative on the board of directors.

Upon MOTION by Ms. Poore, SECONDED by Mrs. Snyder, the school board appointed Ms. Sharon Y Carter as representative on the Friends of the E. C. Glass Art Collection board of directors.

Yes Votes: Dr. Nilles, Dr. Dolan-Sewell, Ms. Carter, Dr. Coleman, Ms. Mason, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

G-3. School Board Retreat: 2016-17

The Lynchburg City School Board will conduct its annual retreat in October 2016. During the next few weeks, members of the school board will forward topics they would like to discuss during the retreat to Mrs. Sullivan. The school board and the school administration will determine a date for the retreat within the next two weeks.

G-4. Freedom of Information Act Officer

In accordance with the Code of Virginia §2.2-3704, all local public bodies that are subject to the provisions of the Freedom of Information Act shall designate one or more officers whose responsibility is to serve as a point of contact for individuals and organizations requesting public records and to coordinate the public body’s compliance with the provisions of this chapter.

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The name and contact information of the FOIA officer shall be made available and posted so that individuals and organizations are able to direct requests for public records to that officer. The FOIA officer shall possess specific knowledge of the provisions of this chapter and be trained at least annually by legal counsel for the public body or the Virginia Freedom of Information Advisory Council.

The superintendent recommends that the school board designate Mrs. Wendie L. Sullivan as the Freedom of Information Act officer.

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board designated Mrs. Wendie L. Sullivan as the Freedom of Information Act Officer.

Yes Votes: Dr. Nilles, Dr. Dolan-Sewell, Ms. Carter, Dr. Coleman, Ms. Mason, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

G-5. Capital Improvement Plan: Update

Mr. Copeland provided the school board with a review of the capital improvement projects that occurred during the summer. Maintenance staff have been involved with a variety of activities which included paving and expansion of parking lots; fence replacement and installation at several schools; window replacement at Fort Hill Community School; lighting and ceiling upgrades at Dearington Elementary School for Innovation; chiller replacement at Paul Munro Elementary School; electrical upgrades at several schools; renovations to the space for the Empowerment Academy; the installation of new student desks at all secondary schools; and, of course, Heritage High School.

H. Superintendent's Comments

Dr. Brabrand shared comments about the New Teacher Orientation and Breakfast and thanked Ms. Carter for her attendance at that event.

Dr. Brabrand reminded everyone about the back to school event that will occur on August 6, 2016, at Miller Park from 10:00 a.m. until 2:00 p.m.

Dr. Brabrand announced that the annual convocation will occur on August 8, 2016, at 8:00 a.m. in the Civic Auditorium at E. C. Glass High School. All board members were invited to attend.

August 5, 2016, is Fill the Bus at the WalMarts on Old Forest Road and Wards Road. The community will have the opportunity to donate school supplies at each of these sites on this date.

I. Board Comments

Dr. Dolan-Sewell attended the Classrooms not Courtrooms conference hosted by the Virginia Department of Education on July 27, 2016. She has information that she will share electronically with board members. She indicated that the school division is on the right track with regards to implementing positive behavior support practices through revised student discipline policies that were recently approved by the school board.

Ms. Mason announced that she attended the VSBA Orientation for New School Board Members. She noted that this conference had been most beneficial with acclimating her to her new role as a board member.

Dr. Coleman attended the VSBA Conference on Education and participated in the tour of Heritage High School since the last school board meeting. He noted that Mr. Copeland's expertise in guiding the school division through the massive undertaking of the Heritage High School construction project was brilliant, and he is thoroughly impressed with the competency in which Mr. Copeland was able to navigate the complexities associated with this process.

Ms. Poore, as a lifelong member of the Heritage High School community, was most grateful, as a parent and a board member, for the beautiful product that is the new Heritage High School.

Dr. Nilles stated that he was most impressed with the new Heritage High School and enjoyed the tour that was provided by Mr. Copeland.

J. Informational Items

Next School Board Meeting: Tuesday, August 16, 2016, 5:30 p.m., Board Room, School Administration Building

K. Adjournment

The meeting adjourned at 6:34 p.m.

Michael J. Nilles, Chairman

Wendie L. Sullivan, Clerk

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