

**Lynchburg City School Board  
Regular Meeting  
August 5, 2014**

**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

**BOARD  
MEMBERS  
ABSENT:**

None

**ADMINISTRATION  
PRESENT:**

Scott S. Brabrand, Superintendent  
John C. McClain, 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, Gifted, and Guidance  
Jason J. Ferguson, Director of Transportation  
Steven L. Gatzke, Director of Facilities  
Marie F. Gee, Director of Personnel  
Marianne Turner, Director of Student Services  
Michael K. Rudder, Director of School Improvement  
Wyllys D. VanDerwerker, Director of Special Education  
Brian S. Wray, Director of K-12 Instruction  
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA  
PRESENT:**

Michael Neary, *The News & Advance*

**Agenda  
Items:**

- A-1. Notice of Closed Meeting
- A-2. Certification of Closed Meeting
- B-1. Public Comments
- C-1. E. C. Glass High School: Statistical Data Regarding Graduates and Post-Secondary Education
- D. Consent Agenda
- E-1. Policy FFA Naming Rights
- E-2. School Nutrition Program: Meal Prices
- E-3. Policy JJAC Student-Athlete Concussions During Extra-Curricular Activities
- E-4. Policy IIBEA GAB Acceptable Computer System Use
- F-1. Central Virginia Governor's School for Science and Technology Memorandum of Agreement (MOA)
- F-2. School Board Finance Committee
- F-3. Administrative Regulation 7-37: Dress and Appearance
- F-4. LCS-One Equipment Use Agreement
- F-5. Capital Improvement Plan: Summer Projects Update
- G. Superintendent's Comments
- H. Board Comments
- I. Informational Items
- J. Adjournment

The Lynchburg City School Board met at 5:05 p.m. for its regular meeting in the Board Room at the School Administration Building. Dr. Dolan-Sewell opened the meeting.

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

Upon MOTION by Ms. Hoss, SECONDED by Ms. Poore, the school board convened a closed meeting at 5:05 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) (7) to discuss specific personal matters and to receive a briefing from legal counsel.

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

No Votes: None

Abstentions: None

Mrs. Snyder arrived at 5:50 p.m.

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

Upon MOTION by Mr. White, SECONDED by Ms. Poore, the school board reconvened in open session at 6:10 p.m.

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

No Votes: None

Abstentions: None

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

No Votes: None

Abstentions: None

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

Upon MOTION by Ms. Poore, SECONDED by Mr. White, the school board added an addendum to the personnel report.

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

No Votes: None

Abstentions: None

**B-1. Public Comments**

In accordance with School Board Policy 1-41: Public Participation, 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. E. C. Glass High School: Statistical Data Regarding Graduates and Post-Secondary Education**

Dr. Tracy S. Richardson, principal at E. C. Glass High School, and Ms. Janet L. Richardson, guidance director, provided statistical data relative to graduation, college admissions, and advanced placement courses for the class of 2014.

**D. Consent Agenda**

Upon MOTION by Ms. Poore, SECONDED by Mr. White, the school board approved the school board meeting minutes for July 15, 2014 (Regular Meeting), and July 17-18, 2014 (School Board Retreat), and the personnel report and addendum for the period July 15 – August 5, 2014.

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

No Votes: None

Abstentions: None

With the approval of the consent agenda, Ms. Donna D. Lewis was appointed director of the LAUREL Regional School, and Ethel E. Reeves was appointed director of culture and engagement.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 5, 2014, EXHIBIT “A,” FOR A COPY OF THE CONSENT AGENDA ITEMS.)

**E-1. Policy FFA Naming Rights**

During the school board’s annual retreat in July 2013, one of the topics discussed was developing a school board policy that would provide procedures for the naming of school division properties, portions of properties, gymnasiums, and fields. As a result of those discussions, the school administration proposed a policy for consideration at the August 20, 2013, school board meeting. No action was taken on that policy.

On June 3, 2014, the school board was presented with a request to name the center, second floor hallway at E. C. Glass High School for Rodney C. Camden in honor of his retirement from Lynchburg City Schools. The school board, through consensus, decided that a policy for naming rights should be in place prior to considering this request. As a result, the school administration is presented Policy, FFA Naming Rights, for school board discussion.

Following discussion, the school board indicated that the policy should not allow for paid naming rights, that individuals should be separated from employment, and that there should be language that allows for the name to be removed if necessary. Further a committee will be formed that will determine if the naming request should go before the school board for approval.

The school board would like to see a draft of the policy as soon as it is available and not wait until the week before it is heard by the school board.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 5, 2014, EXHIBIT “B,” FOR A COPY OF POLICY FFA NAMING RIGHTS.)

**E-2. School Nutrition Program: Meal Prices**

In order to meet the requirements of the Healthy Hunger Free Kids Act (HHFKA) of 2010, school food authorities must continue to increase lunch prices to meet the difference between the current free reimbursement rate of \$3.16 and the paid reimbursement rate of \$0.42. Based on results from the completion of the “Paid Lunch Equity Tool,” a price increase is not mandatory for Lynchburg City Schools for the 2014-15 school year. This tool provides a weighted average price for paid meals served during the 2013-14 school year and calculates whether or not a price increase is necessary for the upcoming school year. This calculation allows schools to stay within required pricing as they continue to gradually raise prices over a period of years. The Paid Lunch Equity Tool appears as an attachment to this agenda report.

Relative to the ongoing implementation of the new meal pattern requirements for the 2013-14 school year under HHFKA, the school division is seeking an increase for student lunches in the amount of \$0.25 for the 2014-15 school year. This increase will help cover the additional costs incurred to meet the new menu regulations and ensures that the school division continues to move forward with full pricing compliance. With this increase, LCS meal prices remain close to ranges charged by neighboring counties:

School Division	Proposed Meal Price for Elementary Student Lunch	Proposed Meal Price for Secondary Student Lunch
Campbell County	1.90	2.05
Bedford County	2.10	2.35
Appomattox County	1.65	1.90
Amherst County	2.00	2.20
<b>Lynchburg City</b>	<b>2.25</b>	<b>2.45</b>

For the 2014-15 school year, the school administration requests an increase to student meals as indicated below.

Elementary		Middle and High		Reduced Price	
Breakfast	Lunch	Breakfast	Lunch	Breakfast	Lunch
1.15	2.25	1.25	2.45	No Cost	.40

Upon MOTION by Ms. Hoss, SECONDED by Mr. White, the school board approved the meal price increase for 2014-15.

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

No Votes: None

Abstentions: None

**E-3. Policy JJAC Student-Athlete Concussions During Extra Curricular Activities**

The process of converting the Lynchburg City Schools' (LCS) policies to the Virginia School Board Association (VSBA) format is ongoing process which has involved the conversion of entire sections of the LCS policy manual at a time. Periodically, updates to a VSBA policy are received that need to be immediately adopted as a LCS policy. Rather than delay until the entire section is converted, individual policies will be brought to the Board for conversion.

VSBA Policy JJAC – Student-Athlete Concussions During Extracurricular Activities was presented to the school board for discussion. Recent legislation regarding student-athlete concussions deems it necessary for revisions to the current policy. The school administration recommends that the school board adopt VSBA's policy as it has been reviewed by legal counsel and is consistent with the current conversion process.

Upon MOTION by Ms. Poore, SECONDED by Dr. Coleman, the school board approved Policy JJA Student-Athlete Concussions During Extra-Curricular Activities.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 5, 2014, EXHIBIT "B," FOR A COPY OF POLICY JJAC STUDENT-ATHLETE CONCUSSIONS DURING EXTRA-CURRICULAR ACTIVITIES.)

**E-4. Policy IIBEA/GAB Acceptable Computer System Use**

The process of converting the Lynchburg City Schools' (LCS) policies to the Virginia School Board Association (VSBA) format is ongoing process which has involved the conversion of entire sections of the LCS policy manual at a time. Periodically, updates to a VSBA policy are received that need to be immediately adopted as a LCS policy. Rather than delay until the entire section is converted, individual policies will be brought to the school board for consideration.

VSBA Policy IIBEA/GAB Acceptable Computer System Use, Regulation IIBEA-R/GAB-R Acceptable Computer System Use, and Exhibit IIBEA-E Sample Letter to Parents and Acceptable Computer System Use Agreement was presented to the school board for discussion this evening. This will replace existing School Board Policy 6-48: Acceptable Use Policy (AUP).

Upon MOTION by Mr. White, SECONDED by Ms. Hoss, the school board approved Policy IIBEA GAB Acceptable Computer System Use.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 5, 2014, EXHIBIT "C," FOR A COPY OF POLICY IIBEA/GAB ACCEPTABLE COMPUTER SYSTEM USE.)

**F-1. Central Virginia Governor's School for Science and Technology Memorandum of Agreement (MOA)**

The current Central Virginia Governor's School for Science and Technology student enrollment guidelines allow for Lynchburg City Schools to have 32 paid slots. With the construction of the new Heritage High School, CVGS will be acquiring more square footage with LCS supplying the classroom/office space and amenities at a higher cost. Dr. Stephen C. Smith, director of CVGS, presented a revised proposal during this presentation.

Dr. Smith proposed that the school division receive 10 free slots (five for juniors and five for seniors) for Lynchburg City Schools students and an annual payment of \$30,500 for the next 40 years as payment for the new space at Heritage High School. Dr. Smith stated that the cost of the slots is \$47,000 per year, and that added to the \$30,500 would be the payment for the 40-year amortization of \$1.65 million at 3.4 percent interest (\$77,500). Board members asked that the payments be tied to the 30-year bond that the city will be paying for this debt.

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

## **F-2. 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:

Mary Ann Hoss Charles B. White  
Thomas H. Webb Michael J. Nilles (Alternate)

These members will serve from August 5, 2014 – June 30, 2015.

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

Upon MOTION by Dr. Coleman, SECONDED by Ms. Poore, the school board approved the membership of the School Board Finance Committee for the period August 5, 2014 – June 30, 2015.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 5, 2014, EXHIBIT "D," FOR A COPY OF THE SCHOOL BOARD FINANCE COMMITTEE GUIDELINES.)

## **F-3. Administrative Regulation 7-37: Dress and Appearance**

During the school board's annual retreat, one of the topics discussed was revisions to Administrative Regulation 7-37: Dress and Appearance. The changes made to this regulation were recommended by school administrators and student representatives from each high school. As a result of those discussions, the superintendent proposed the attached regulation for school board consideration.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 5, 2014, EXHIBIT "E," FOR A COPY OF ADMINISTRATIVE REGULATION 7-37: DRESS AND APPEARANCE.)

Dr. Coleman left at 7:45 p.m.

## **F-4. LCS-One Equipment Use Agreement**

Each year all Lynchburg City Schools students, parents, and staff must sign an Acceptable Use Policy (AUP) agreement prior to the use of school technology which establishes acceptable use guidelines, rules of online behavior, and access privileges for all users. With the implementation of LCS-One approaching, clear guidelines are needed for the use of the LCS-issued Chromebooks that will be given out to students for use in school and at home, in addition to the AUP agreement.

A copy of the proposed LCS-One Equipment Use Agreement appeared as an attachment to the agenda report. This agreement has been reviewed by legal counsel and was presented to the school board for discussion.

School board members expressed concern families being able to pay the \$75 protection plan as well as the ability to pay \$30 in three installments (\$90) if they could not afford the \$75 in one lump sum. The school board would like for the school administration to provide a presentation in one year providing information about what the collection rate was and how the program worked.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 5, 2014, EXHIBIT "F," FOR A COPY OF THE LYNCHBURG CITY SCHOOLS STUDENT/PARENT EQUIPMENT USE AGREEMENT.)

**F-5. Capital Improvement Plan: Summer Projects Update**

During this presentation, the school administration provided the school board with an update on projects that have been occurring this summer. They are as follows:

**LCS PROJECT UPDATE - August 2014**

Name of Facility	Architect	Contractor	Description	Budgeted Amount (Const)	Contract Amount	Project Start	Percent Complete	Expected Completion Date	Remarks
<b>Paul Munro ES Phase 2 - Window replacement</b>	Dominion 7	Appomattox Glass	Replace windows and doors.	CIP \$265,000	\$217,904	9-06-14	100%	Complete	
<b>Laurel Roof</b>	Architectural Partners	Mountain Roofing	Partial roof replacement	CIP \$33,000	\$52,818	9-06-14	100%	Complete	
<b>EC Glass Roof (phase 1)</b>	Architectural Partners	AAR of NC	Roof replacement	CIP \$290,000	\$272,900	9-06-14	90%	6-08-14	Substantial Completion Inspection 8/6/14
<b>Dunbar MS West Bldg Roof</b>	Architectural Partners	Woodall& Lang	Roof replacement	CIP \$103,000	\$92,295	9-06-14	90%	8-08-14	
<b>Sandusky ES Roof</b>	Architectural Partners	Puff Inc.	Roof replacement	CIP \$315,000	\$298,900	9-06-14	100%	Complete	
<b>Heritage High School</b>	Moseley	Barton Malow Construciton	New Heritage High School	CIP and Bond funding	\$63,442,000	22-04-14	5%	1-07-17	Phase 1 and Phase II are currently underway
<b>Linkhorne ES Playground</b>	N/A	LCS Grounds Crew	Replace another section of playground	CIP \$30,000	\$30,000	June 2014	July 2014	Complete	Partnership with LMS PTO
<b>RS Payne Interior Painting</b>	N/A	LCS Paint Crew	Complete interior painting of building.	CIP \$25,000	\$25,000	9-06-14	0%	Complete	
<b>EC Glass Tennis Courts</b>	N/A	Adams Construction	Resurface 8 tennis courts	CIP \$195,000	\$240,570	30-06-14	60%	8-09-14	
<b>Bedford Hills ES Modular Classrooms</b>		Williams-Scotsman	Installation & Setup of new modular	CIP \$310,000	\$310,000	Jun 2015	75%	Aug 2015	

**LCS PROJECT UPDATE - August 2014**

Name of Facility	Architect	Contractor	Description	Budgeted Amount	Contract Amount	Project Start	Percent Complete	Expected Completion Date	Remarks
<b>EC Glass Auditorium &amp; Stage Upgrades</b>	TSG Consulting and Master's Engineers	TBD	Lighting, sound, safety and rigging upgrades	CIP \$615,000	TBD	August 2013	Design & Bid package complete	Summer 2015	Design and engineering is complete. Project will be bid in the fall of 2014 and work will start June 2015.
<b>Sandusky ES HVAC</b>	Master's Engineers	TBD	Upgrade AHU #3 and air distribution system	CIP \$110,000	TBD	Oct 2014	Design Complete	Jan 2015	
<b>Dunbar MS Boiler</b>	TBD	TBD	Boiler Replacement/heating system upgrade	\$200,000	TBD	Aug 2014	5%	Nov 2014	

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<b>Five Elementary School &amp; Admin Lighting Upgrades</b>	Master's Engineers	TBD	Replace old T12 fluorescent lighting	CIP \$238,000	TBD	Fall 2014	Design 80%	Summer 2015	
<b>Dunbar MS Tennis Courts</b>	Perkins & Orrison	TBD	Relocate and resurface tennis courts	CIP \$420,000	TBD	Spring 2015	Design 80%	Summer 2015	
<b>2015 Roof Work</b>	TBD	TBD	EC Glass (phase 2) & Admin Bldg.	CIP \$650,000	TBD	Fall 2014	0%	Summer 2015	
<b>Admin Bldg Elevator</b>	TBD	TBD	Replace Elevator	CIP \$180,000	TBD	Fall 2014	0%	Summer 2015	
<b>Bus Lot Electrical Upgrades</b>	TBD	TBD	Upgrade power for Bus engine block heaters	CIP \$125,000	TBD	Spring 2015	0%	Summer 2015	

**G. Superintendent's Comments**

The annual Summer Leadership Conference will occur on August 7-8, 2014, at the Carl B. Hutcherson Building. Dr. Brabrand invited school board members to stop by for a visit.

Emergency Operations will conduct an exercise at Sandusky Middle School on August 6, 2014.

The New Teacher Orientation and Breakfast will occur on Monday, August 11, 2014 at Linkhorne Middle School beginning at 7:30 a.m.

Convocation will occur on August 18, 2014, at 8:00 a.m. in the Civic Auditorium at E. C. Glass High School.

Open house for William Marvin Bass Elementary School will occur on August 7 at 6:00 p.m.

Dr. Brabrand welcomed Michael Neary, the new education reporter from *The News & Advance*.

**H. Board Comments**

Mr. Webb thanked the school administration for the two-day annual retreat. It was a very good two days.

Ms Waller provided information on the Virginia School Boards Association Conference on Education that she attended on July 25, 2014.

**I. Informational Items**

Next School Board Meeting: Tuesday, August 19, 2014, 5:30 p.m., Board Room, School Administration Building

**J. Adjournment**

The meeting adjourned at 8:25 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.)