

**Lynchburg City School Board  
Regular Meeting  
August 6, 2013**

**BOARD  
MEMBERS  
PRESENT:**

Treney L. Tweedy, Vice Chairman  
Mary Ann Hoss  
Michael T. Nilles  
Jennifer R. Poore  
Katie K. Snyder  
J. Marie Waller  
Thomas H. Webb  
Charles B. White

**BOARD  
MEMBERS  
ABSENT:**

Regina T. Dolan-Sewell, Chairman

**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, Gifted, and Guidance  
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 K-12 Instruction  
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA  
PRESENT:**

Jessie Pounds, *The News & Advance*

**Agenda  
Items:**

- A-1. Public Comments
- B. Consent Agenda
- C-1. VRS Hybrid Plan and Virginia Local Disability Program
- C-2. Superintendent's Evaluation Instrument
- C-3. Capital Improvement Plan: Heritage High School
- D-1. School Board Finance Committee
- D-2. Policy FFA Naming Rights
- D-3. Policy BG-R Board-Staff Communications
- D-4. Teacher Observation and Evaluation Schedule
- D-5. Technology Hardware User and Parent/Guardian Loan Agreement
- E. Superintendent's Comments
- F. Board Comments
- G. Informational Items
- H. 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. Dr. Dolan-Sewell called the meeting to order and asked that those in attendance stand and recite the *Pledge of Allegiance*.

**A-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.

**B. Consent Agenda**

Upon MOTION by Ms. Hoss, SECONDED by Mr. White, the school board approved the personnel report and addendum for the period July 19 – August 6, 2013.

Yes Votes: Mrs. Tweedy, Mr. Hoss, 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 6, 2013, EXHIBIT "A," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

**C-1. VRS Hybrid Plan and Virginia Local Disability Program**

Recent legislation created the Virginia Local Disability Program (VLDP), a disability benefit for political subdivision and school division employees who will be covered under the VRS Hybrid Retirement Plan effective January 1, 2014. The Hybrid Retirement Plan will apply to most new employees hired on or after January 1, 2014 and current employees who opt to switch to the Hybrid Retirement Plan.

Coverage for employees is automatic under VLDP unless your governing body elects to opt out by September 1, 2013, and provides a comparable employer-paid program. The comparable program does not require long-term care coverage even though this coverage is included in VLDP. The decision to participate or opt out is irrevocable.

Ms. Margaret Schmitt, director of human services for the City of Lynchburg, provided the school board with additional information about these programs during the school board retreat. During this presentation, the school board received additional information from Mr. Beckles about the program, and he indicated that the city council is opting out. He also recommended that the school board opt out so that the city and schools can collaborate on procuring a third party provider for the program. If the schools opt in to the program, there will be no flexibility in determining costs. If the schools choose the third party provider, that provider can be changed as necessary.

Upon MOTION Mr. White, SECONDED by Mr. Webb, the school board approved opting out of the Virginia Local Disability Program.

Yes Votes: Mrs. Tweedy, Mr. Hoss, 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 6, 2013, EXHIBIT "B," FOR A COPY OF THE IRREVOCABLE RESOLUTION ELECTING NOT TO PARTICIPATE IN VIRGINIA LOCAL DISABILITY PROGRAM.)

**C-2. Superintendent's Evaluation Instrument**

The *Guidelines for Uniform Performance Standards and Evaluation Criteria* set forth seven standards for all Virginia superintendents. The model recommends that 40 percent of a superintendent's evaluation be based on student academic progress, as determined by multiple measures of learning and achievement, including incorporating student growth percentiles, when appropriate, into goal setting. Standards related to mission, vision, and goals, planning and assessment, instructional leadership, organizational leadership and safety, communication and community relations, and professionalism each account for ten percent of the evaluation and performance rating within the model.

The Superintendent's Evaluation Instrument Committee has met and made revisions to the instrument currently used that will comply with changes made by the Virginia Board of Education. Committee members presented changes to the school board and indicated that they recommended the same 360 degree evaluation be used as last year also be used this year and that the same constituents be surveyed. They also requested that they receive input regarding the instrument within in the next 10 days so that it can be presented for action at the next school board meeting.

**C-3. Capital Improvement Plan: Heritage High School**

During this presentation, Jim McCalla and Steven Hawley, representatives from Moseley Architects, provided an update on the design development that has occurred since they presented the schematic design earlier this year. They have met with groups from Heritage High School to receive information and input about how spaces within the school should be arranged and how they will be utilized. The architects have begun to use that information to formulate classrooms, the media center, teacher work space, science labs, and other areas in the building. A presentation was given that included 3-D visuals so that a clearer picture of how the school will look was viewed by the school board.

**D-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:

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

These members will serve from August 6, 2013 – July 31, 2014.

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

Upon MOTION by Ms. Waller, SECONDED by Mrs. Snyder, the school board approved Thomas H. Webb, Mary Ann Hoss, Charles B. White, and Michael J. Nilles (alternate) as members of the School Board Finance Committee.

Yes Votes: Mrs. Tweedy, Mr. Hoss, 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 6, 2013, EXHIBIT "C," FOR A COPY OF THE SCHOOL BOARD FINANCE COMMITTEE GUIDELINES.)

**D-2. Policy FFA Naming Rights**

During the school board's annual retreat, 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 Policy FFA Naming Rights, for school board consideration. The policy appeared as an attachment to the agenda report.

This item will be considered for action at the August 20, 2013, school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 6, 2013, EXHIBIT 'D,' FOR A COPY OF POLICY FFA NAMING RIGHTS.)

**D-3. Policy BG-R Board/Staff Communications**

During the school board's annual retreat, one of the topics discussed was developing a school board policy that would provide guidelines for communications between the school board and staff. As a result of those discussions, the school administration proposed Policy BG-R Board-Staff Communications, for school board consideration. That policy appeared as an attachment to the agenda report.

This item will be considered for action at the August 20, 2013, school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 6, 2013, EXHIBIT "E," FOR A COPY OF POLICY BG-R BOARD/STAFF COMMUNICATIONS.)

**D-4. Teacher Observation and Evaluation Schedule**

On July 2, 2013, the school board approved revisions to School Board Policy 5-49: Licensed Personnel: Conditions of Employment. The change, which extends the probationary term of service from three years to five years, affects the evaluation schedule for teachers as delineated in the Teacher Performance Valuation system Handbook. A revised schedule that reflects the change to a five-year non-tenured term has been developed and is presented for consideration.

The major difference is in year four and five of employment. Prior to action taken by the school board on July 2, 2013, teachers would have gone to a professional growth model in year four and five. Since the change in July, teachers will remain in full observations through year five.

This item will be considered for action at the August 20, 2013 school board meeting

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 6, 2013, EXHIBIT “F,” FOR A COPY OF THE SUPPORTING DOCUMENTS.)

**D-5. Technology Hardware User and Parent/Guardian Loan Agreement**

As Lynchburg City Schools continues to move forward in the digital age, a well-defined plan for responsibility for take-home technology equipment is needed. A copy of the Technology Hardware User and Parent/Guardian Loan Agreement, which delineates responsibility for damage, loss, or theft of LCS technology equipment, appeared as an attachment to the agenda report.

The purpose of this agreement is to inform parents and students of their responsibilities associated with the use of school division technology equipment and associated costs should the equipment be lost, damaged, or stolen.

This item will be considered for action at the August 20, 2013, school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 6, 2013, EXHIBIT “G,” FOR A COPY OF THE TECHNOLOGY HARDWARE USER AND PARENT/GUARDIAN LOAN AGREEMENT.)

**E. Superintendent’s Comments**

Dr. Brabrand announced that the New Teacher Breakfast and Orientation will occur on August 12, 2013, at 7:30 a.m. in the Hall Campus Ballroom at Lynchburg College.

The Lynchburg City Schools Convocation will occur on August 19, 2013, at 9:00 a.m. in the Civic Auditorium at E. C. Glass High School.

The XLR8 Regional Governor’s STEM Academy will conduct a ribbon cutting ceremony on August 12, 2013, at 10:00 a.m. at the Areva Technical Center at Central Virginia Community College.

William Marvin Bass Elementary School will have its Back to School Night on August 8, 2013, at 6:00 p.m.

**F. Board Comments**

Ms. Hoss remarked about the article, *Connect, then Lead*, that he used for the Summer Leadership Conference that occurred August 1-2, 2013, and that it was a very thought provoking article.

Ms. Waller attended the Summer School Graduation exercises on July 25, 2013, and noted that Dr. Brabrand had spoken at that graduation. She also visited William Marvin Bass Elementary School last week and the school looked beautiful. Further, she attended the NASA workshop on Monday, and it was exciting to see the number of teachers who attended.

Mr. Webb stated that he along with Dr. Dolan-Sewell, Ms. Waller, and Dr. Brabrand attended the VSBA Conference on Education on July 23, 2013, in Richmond. There were 69 different workshops available at the conference. They plan to provide additional information at the next meeting.

Mr. White attended the Student-Athlete Conference given for Heritage High School and was impressed with the students. It was meaningful experience for the students who attended.

Ms. Tweedy announced that on September 7, 2013, at 11:00 a.m. at 1300 Pierce Street a dedication ceremony for the Virginia Historical Highway Marker for Clarence W. Seay, Jr. Ms. Tweedy also provided information about the remarks she made on August 2 at the Summer Leadership Conference.

**G. Informational Items**

Next School Board Meeting: Tuesday, August 20, 2013, 5:30 p.m., Board Room, School Administration Building

**H. Adjournment**

The meeting adjourned at 7:11 a.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.)