

**Lynchburg City School Board
Regular Meeting
August 19, 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

**BOARD
MEMBERS
ABSENT:**

Charles B. White

**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
Ethel E. Reeves, Director of Culture and Engagement
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. Public Comments
- B-1. Finance Report
- C. Consent Agenda
- D-1. Central Virginia Governor's School for Science and Technology Memorandum of Agreement (MOA)
- D-2. Universal Free Breakfast Program
- D-3. Administrative Regulation 7-37: Dress and Appearance
- D-4. LCS-One Equipment Use Agreement
- E-1. Crisis Plan: 2014-15
- F. Superintendent's Comments
- G. Board Comments
- H. Informational Items
- I. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:35 p.m. in the Board Room at the School Administration Building. Dr. Dolan-Sewell opened the meeting and asked those in attendance to rise 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-1. Finance Report

The school administration, in accordance with the 2014-15 school operating budget, authorized, approved, and processed the necessary payments through July 31, 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 July 31, 2014, for the operating fund.

Total Operating Fund Budget		\$88,114,120.00
Through July 31, 2014		
Actual Revenue Received	\$ 2,649,733.51	
Actual Expenditures	\$ 2,149,284.39	
Actual Encumbered	\$ 19,228,723.22	
Percent of Budget Received		3.01%
Percent of Budget Used, excluding encumbrances		2.44%
As of 07/31/14 – 1 months		8.33%

The revenue and expenditure reports detailed the transactions recorded through July 31, 2014. All reports appeared as attachments to the agenda report.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 19, 2014, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

Upon MOTION by Dr. Coleman, SECONDED by Ms. Poore, the school board added a personnel report for the period August 5 – 19, 2014, to the consent agenda.

C. Consent Agenda

Upon MOTION by Ms. Poore, SECONDED by Mrs. Snyder, the school board approved a religious exemption and the personnel report for the period August 5 – 19, 2014.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 19, 2014, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

D-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 10 free slots, five of which are filled for the 2014-2015 school year, and 10 of which will be filled for the 2015-2016 school year. 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. During the school board meeting on August 5, 2014, Dr. Stephen C. Smith, director of CVGS, presented information about annual payments associated with the construction costs for the new Governor's School to be housed at the new Heritage High School.

Dr. Smith also provided information about changes to the annual payment that were presented at the August 5, 2014, school board meeting. The annual payments will change from a 40-year period to a 30-year period with an annual payment of \$90,000 per year and 10 free slots for Lynchburg City Schools students. Dr. Smith noted that the cost for the 10 additional slots is incorporated into the \$90,000 annual payment.

Upon MOTION by Mr. Webb, SECONDED by Dr. Coleman, the school board approved entering into an MOA with the Central Virginia Governor's School for Science and Technology based on the proposal presented.

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

No Votes: Dr. Nilles

Abstentions: None

D-2. Universal Free Breakfast Program

It is well established that students who eat breakfast demonstrate increased attentiveness and attendance. Students who eat breakfast at school, closer to class and test-taking time, perform better on standardized tests than those who skip breakfast or eat breakfast at home. It has also been reported that when schools offer breakfast free to all students, there is a decrease in discipline and behavior problems, visits to school nurses, and tardiness. For all of these reasons, the school division's School Nutrition Program is committed to expanding and increasing breakfast participation for the 2014-15 school year.

For those schools that have a 70 percent free and reduced meal eligibility, the school administration proposes the implementation of a Universal Free Breakfast for the 2014-15 school year and will use Provision 2 regulation for claiming reimbursement for this plan. Provision 2 offers free breakfast to all students regardless of their eligibility. Claiming procedures for Provision 2 ensures that federal and state reimbursements continue to be paid in a manner that reflects the actual eligibility levels of participating students.

School Nutrition will also implement a variety of serving methods for breakfast: Grab & Go at various locations in the secondary schools and Breakfast in the Classroom for elementary schools. Because so few full price students currently participate in school breakfast, it is often viewed as only for students who receive free lunch, which creates a stigma. For this reason, many students who are eligible for a free lunch do not participate in the school breakfast program. We believe that Universal Free Breakfast in eligible schools, the use of Grab & Go Breakfast in various locations in secondary schools, and Breakfast in the Classroom in elementary schools will help eliminate or reduce this stigma. This means more students will be eating breakfast.

This plan will require commitment and engagement from all stakeholders – Administration, principals, teachers, and custodians. There will be challenges to address and overcome such as trash removal, pest prevention/control, and staff support - the first few days will likely be challenging. When all division personnel engage in this plan and put their full support behind it, breakfast participation will reach its fullest potential. The multiple benefits for our students certainly make this worth our efforts.

Note: Another special counting and claiming provision – Community Eligibility Provision - is available for all schools for the 2014-15 school year. This regulation is a key element of the Healthy, Hunger-Free Kids Act of 2010 and provides schools in low-income areas with an alternative approach for operating school meal programs. In lieu of collecting individual applications for free and reduced price meals, the CEP allows schools meeting the eligibility requirements to use information from other programs, including SNAP (Supplemental Nutrition Assistance Program) and TANF (Temporary Assistance Program for Needy Families) to determine the level of Federal funding for the school meal programs. Eligible schools are required to pay the difference between the level of financial resources allowed by law and the total cost of operating the programs. The CEP reduces the administrative burden for schools and allows them to offer **free meals to all children.**

We are now in the process of determining if the Community Eligibility Provision would be a viable option for Lynchburg City Schools. If it is determined that Lynchburg City Schools does meet the criteria for CEP, we will support the implementation of this section of the Healthy, Hunger Free Kids Act. We will provide the School Board with information relative to this piece of legislation as we work through the process.

Upon MOTION by Dr. Coleman, SECONDED by Mr. Webb, the school board approved the pilot of the Universal Free Breakfast Program for the 2014-15 school year.

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

No Votes: None

Abstentions: None

The school board would like feedback from the school administration regarding the amount of time that breakfast is taking from instructional time. The school board would like this report at the end of first semester.

D-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 revisions to the regulation for school board consideration.

Upon MOTION by Ms. Hoss, SECONDED by Ms. Waller, the school board approved revisions to Administrative Regulation 7-37: Dress Appearance.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 19, 2014, EXHIBIT “C,” FOR A COPY OF ADMINISTRATIVE REGULATION 7-37: DRESS AND APPEARANCE.)

D-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 is being presented to the school board for discussion.

Changes to the agreement include the reduction of payments in installments from three \$30 payments to three \$25 payments, and a date has been added as to when the first installment is due.

Upon MOTION by Mrs. Snyder, SECONDED by Ms. Poore, the school board approved the LCS-One Equipment Use Agreement.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 19, 2014, EXHIBIT “D,” FOR A COPY OF THE LCS-ONE EQUIPMENT USAGE AGREEMENT.)

E-1. Crisis Plan: 2014-15

Pursuant to the Code of Virginia §22.1-279.8, each school board shall ensure that every school develops a written school crisis, emergency management, and medical emergency response plan. The school must also review the plans on an annual basis.

The school division works collaboratively with the Lynchburg Police Department to develop those plans, and a copy of the plans will be forwarded to each school board member for review. The plans will be presented to the school board for consideration at the September 2, 2014, school board meeting.

F. Superintendent’s Comments

Dr. Brabrand announced that student registration is occurring today from 12:30 p.m. – 7:00 p.m.

The Lynchburg City Schools Annual Convocation occurred on August 18. The main focus of the convocation and the theme for this year is that culture remain key.

Orientation for preKindergarten, Kindergarten, and 6th grade students occurs on Friday.

G. Board Comments

Ms. Waller met with Mrs. Donna D. Lewis, the new director for the LAUREL Regional School, this past week, and she has also met with teachers at Heritage High School and Sandusky Middle School.

Mr. Webb gave remarks at the Summer Leadership Conference earlier this month, attended the New Teacher Orientation at Linkhorne Middle School last Monday, and helped with registration at Perrymont Elementary School earlier today.

Dr. Coleman recently attended the VSBA New Board Member Orientation and the VSBA Conference on Education. He is also excited about having two little ones who will be attending Heritage Elementary School this year.

Dr. Dolan-Sewell thanked teachers and the administration for the amount of time spent in buildings for the past few weeks preparing for the upcoming school year. She also noted that the work done for us by the custodians is incredible.

H. Informational Items

Next School Board Meeting: Tuesday, September 2, 2014, 5:30 p.m. Board Room, School Administration Building

I. Adjournment

The meeting adjourned at 6:49 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.)