

**Lynchburg City School Board
Regular Meeting
August 20, 2013**

**BOARD
MEMBERS
PRESENT:**

Regina T. Dolan-Sewell, Chairman
Trenay 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:**

None

**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
David A. Childress, Director of Information Technology
Steven L. Gatzke, Director of Facilities
Marie F. Gee, Director of Personnel
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-1. Finance Report
- C. Consent Agenda
- D-1. Superintendent's Evaluation Instrument
- 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-1. Crisis Plans
- E-2. School Board Policy 7-15: Student Attendance
- F. Superintendent's Comments
- G. Board Comments
- H-1. Notice of Closed Meeting
- H-2. Certification of Closed Meeting
- I. Informational Items
- J. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:29 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*.

Upon MOTION by Mr. White, SECONDED by Ms. Waller, the school board added items C-2. Personnel Report and C-3. Request for Religious Exemption.

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

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No Votes: None

Abstentions: None

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 2013-14 school operating budget, authorized, approved, and processed the necessary payments through July 31, 2013. 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, 2013, for the operating fund.

Total Operating Fund Budget		\$84,249,418.00
Through July 31, 2013		
Actual Revenue Received	\$ 2,319,801.12	
Actual Expenditures	\$ 3,865,263.59	
Actual Encumbered		
Percent of Budget Received		2.75%
Percent of Budget Used, excluding encumbrances		4.59%
As of 07/31/13 – 1 month		8.33%

The revenue and expenditure reports detailed the transactions recorded through July 31, 2013. All reports appeared as attachments to the agenda report. Mr. Beckles explained that a software glitch with the iSeries has caused a problem with reporting encumbrances. A patch to the software is being applied, and if that fixes the problem, a finance report will be sent to the school board with the superintendent's *Friday Memo*. He also noted that the auditors arrived on Thursday and would be with us for the next few weeks, and the fund balance appears to be under \$500,000 which is what the school administration had planned. This means that the budget was used in totality. However, we will not have an exact figure until the audit is complete.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 20, 2013, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

C. Consent Agenda

Upon MOTION by Ms. Hoss, SECONDED by Mr. Webb, the school board approved the school board meeting minutes for July 18-19, 2013 (School Board Retreat); July 19, 2013 (Regular Meeting); and August 6, 2013 (Regular Meeting); the personnel report for the period August 6-20, 2013; and a request for religious exemption.

Yes Votes: Dr. Dolan-Sewell, 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 20, 2013, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

D-1. 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 made preliminary revisions to the instrument and reviewed the document at the August 6, 2013, school board meeting. The Committee has met again, and presented additional information regarding revisions to the document. Ms. Waller reviewed the timeline noting that the process has been extended to June. Ms. Hoss noted the changes that were made to the Suggested Document Sources Table on page 2 which now reads: "During the review of the evaluation process, the board in conjunction with the superintendent will determine if the actual survey responses will be seen only by the superintendent who prepares a survey summary as part of the documentation evidence or if the board will review all survey responses." She also noted the change to the directions for the Summative Performance Report which now reads: "Directions: Evaluators use this form to conduct individual assessments of the superintendent's performance. After review by the board, the superintendent should be given a copy of the form at the end of each evaluation cycle."

Upon MOTION by Mr. Webb, SECONDED by Ms. Hoss, the school board approved the Superintendent's Evaluation Instrument.

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

No Votes: None

Abstentions: None

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 the attached policy, FFA Naming Rights, for school board consideration.

The school board discussed this policy at length bringing forth issues associated with naming properties, facilities, or fields after individuals currently employed by the school division, specifically one that is pending. Mr. Copeland explained that the group who brought that forward was given permission to raise funds for the project, but not given permission for naming the project. The policy has been through legal counsel who felt that this policy gave the board control of naming any and all school division properties. Several school board members stated that they would like to see a more streamlined policy that was not as detailed. They also suggested that legal counsel be invited to attend the meeting when this policy is brought to the school board for review.

The school administration will work with legal counsel to develop a simpler version of this policy and present it to the school board at a later date.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 20, 2013, EXHIBIT "C," 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 the attached policy, BG-R Board-Staff Communications, for school board consideration.

Upon MOTION by Mr. White, SECONDED by Ms. Poore, the school board approved Policy BG-R Board-Staff Communications.

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

No Votes: Mr. Webb

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 20, 2013, EXHIBIT "D," 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. This 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 Evaluation System Handbook. A revised schedule that reflects the change to a five-year non-tenured term was developed and was presented for consideration by the school board.

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Upon MOTION by Mr. Webb, SECONDED by Mr. White, the school board approved changes to the Teacher Observation and Evaluation Schedule.

Yes Votes: Dr. Dolan-Sewell, 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 20, 2013, EXHIBIT "E," FOR A COPY OF THE TEACHER OBSERVATION AND EVALUATION SCHEDULE.)

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 this agenda report.

Mr. Childress explained that the agreement will be presented to parents for signature before the equipment is issued. He also noted that this agreement is a work in progress, and changes will be made as necessary as the school division continues through this process.

Upon MOTION by Ms. Hoss, SECONDED by Ms. Poore, the school board approved the Technology Hardware User and Parent/Guardian Loan Agreement.

Yes Votes: Dr. Dolan-Sewell, 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 20, 2013, EXHIBIT "F," FOR A COPY OF THE TECHNOLOGY HARDWARE USER AND PARENT/GUARDIAN LOAN AGREEMENT.)

E-1. Crisis Plans

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 3, 2013, school board meeting.

This year, a law was passed that makes it mandatory for schools to conduct lock down drills twice each school year. ConnectEd messages will be sent to parents in advance of these drills so that they know they are merely practice.

E-2. School Board Policy 7-15: Student Attendance

Several changes have been made to School Board Policy 7-15: School Attendance. The changes were made to ensure that the policy reflects current practice.

This item will be considered by the school board at the September 3, 2013, school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 20, 2013, EXHIBIT "G," FOR A COPY OF SCHOOL BOARD POLICY 7-15: STUDENT ATTENDANCE.)

F. Superintendent's Comments

Dr. Brabrand provided information about the New Teacher Orientation and Breakfast that occurred last week. He is excited about the new energy these teachers will bring to the school division. He was also very pleased with the convocation that occurred yesterday morning. Dr. Mary Hatwood Futrell shared her very powerful LCS story.

Registration occurred today at all schools, and two forms of proof of residency were required for all students.

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Early College and the XLR8 STEM Academy have already been in session. Early College student reflect a very diverse student population with 40% of the students being African American or Hispanic.

Lynchburg City Schools saw gains in six of the nine SOL math tests administered for 2012-13. Our challenges remain at the high school level with Algebra I and II.

G. Board Comments

Mr. Webb has been busy the last few weeks attending various school-related activities. He was very pleased that Dr. Brabrand recognized the custodians and maintenance personnel during the convocation as they are vitally important to the school division.

Ms. Poore stated that she was at Perrymont Elementary School to register her child and that the process went seamlessly and the school looked beautiful.

Ms. Hoss commented about the convocation and she felt it was a meaningful experience for everyone who attended.

Mrs. Snyder thanked the custodians at Thomas C. Miller Elementary School for Innovation who worked so hard to make the building look perfect for registration today.

Dr. Dolan-Sewell thanked the school administration for their leadership and hard work done over the summer to ensure that school would be ready to begin. She also stated that the convocation was outstanding and she hopes that Dr. Futrell is able to come back and speak to our students.

H-1. Notice of Closed Meeting

Upon MOTION by Mr. Webb, SECONDED by Ms. Poore, the school board convened a closed meeting at 7:36 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss personnel matters.

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

No Votes: None

Abstentions: None

H-2. Certification of Closed Meeting

Upon MOTION by Mr. White, SECONDED by Ms. Poore, the school board reconvened in open session at 7:37 p.m.

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

No Votes: None

Abstentions: None

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

No Votes: None

Abstentions: None

I. Informational Items

Next School Board Meeting: Tuesday, September 3, 2013, 5:30 p.m., Board Room, School Administration Building

J. Adjournment

The meeting adjourned at 7:38 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.)