

**Lynchburg City School Board
Regular Meeting
August 21, 2012**

**BOARD
MEMBERS
PRESENT:**

Charles B. White, Chairman
Trenay L. Tweedy, Vice Chairman
Mary Ann H. Barker
Albert L. Billingsly
Regina T. Dolan-Sewell
Jennifer R. Poore
Katie K. Snyder
J. Marie Waller
Thomas H. Webb

**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
Steven L. Gatzke, Director of Facilities and Maintenance
Marie F. Gee, Director of Personnel
Kevin M. Latham, Director of Secondary Education
Gloria C. Preston, Director of Student Services and Alternative Education
Michael K. Rudder, Director of Elementary School
Gregory P. Sullivan, Director of Information Technology
Charles E. Dellinger, Supervisor of 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. School Board Policy 7-15: Student Attendance
- D-2. Capital Improvement Plan: Heritage High School
- E. New Business
- 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 5:30 p.m. in the Board Room at the School Administration Building. Mr. White opened the meeting and requested 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. Finance Report

The school administration, in accordance with the 2012-13 school's operating budget, authorized, approved, and processed the necessary payments through July 31, 2012. 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, 2012, for the operating fund.

Total Operating Fund Budget		\$81,622,319.00
Through July 31, 2012		
Actual Revenue Received	\$ 2,437,602.83	
Actual Expenditures	\$ 1,978,151.22	
Actual Encumbered	\$14,284,452.90	
Percent of Budget Received		2.98%
Percent of Budget Used, excluding encumbrances		2.42%
As of 07/31/12 – 1 months		8.33%

The revenue and expenditure reports detailed the transactions recorded through July 31, 2012. All reports appeared as attachments to the agenda report.

Mr. Beckles reported that the auditors arrived yesterday. The department of finance was prepared for their arrival and is working with them to provide requested information. He also reported that he met with city staff regarding expenditures realized as a result of the derecho in June. The city is gathering information for FEMA in hopes of receiving reimbursement for those expenditures.

The school board received a draft copy of the 2012-13 School Operating Budget book. Mr. Beckles asked that school board members review the book and send him suggestions for items they would like included for next year or help readers' understanding of the document.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 21, 2012, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

C. Consent Agenda

Upon MOTION by Mr. Billingsly, SECONDED by Mrs. Barker, the school board approved the school board meeting minutes for July 26-27, 2012 (School Board Retreat), and July 27, 2012 (Special Meeting); the personnel report and addendum for August 7 – 21, 2012; and a request for religious exemption.

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Mrs. Snyder, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 21, 2012, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

D-1. School Board Policy 7-15: Student Attendance

On August 21, 2012, the school board approved revisions to School Board Policy 7-15: Student Attendance with the caveat that the school administration would investigate the possibility of parents having the ability to send notes via email when their student is absent. The school administration has reviewed this with legal counsel and found that electronic notes from parents are acceptable. This revision has been made to the school board policy.

School board members commented about parents who do not have access to email and how this will affect staff at schools who are responsible for receiving the emails. It was explained that this is just another option for parents to use to contact schools when their child is absent. Further, the school administration will develop a procedure for parents and staff so that the process will be easy to use.

Upon MOTION by Mr. Webb, SECONDED by Mr. Billingsly, the school board approved revisions to School Board Policy 7-15: Student Attendance, effective October 1, 2012.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 21, 2012, EXHIBIT "C," FOR A COPY OF SCHOOL BOARD POLICY 7-15: STUDENT ATTENDANCE.)

D-2. Capital Improvement Plan: Heritage High School

The school administration has met with Moseley Architects and developed a design phase for the Heritage High School project. Over the next several months, Mr. Copeland plans to have information regarding initial concept and study options, approximate costs for each option, and have a schematic design based on those options for presentation by the end of December. As the project progresses, Mr. Copeland also plans to develop a team of city, schools, and community members who will provide input during the final design and development phase of the project, which should be completed by January 2013. Once the design phase is complete, it will be determined if the school will remain on its current site or if it will be necessary to move the school to a new site.

E. New Business

None

F. Superintendent's Comments

Dr. Brabrand noted that he had visited every school and is very excited about the new year. Student enrollment thus far is 8,269.

Delegate Scott Garrett had a school supply initiative this year, and through his efforts, he was able to provide supplies to many of our schools. Additional school supply initiatives included WalMart's Pack the Bus and Nationwide's backpack program.

The convocation conducted at the beginning of the school year was a big success and provided for a great start to the school year. Dr. Brabrand reviewed the comprehensive plan during his presentation, and Ron Culburson, author of *Do it Well, Make it Fun*, was the keynote speaker.

Custodians have done a tremendous job getting schools clean, and grounds crew has also done a wonderful job preparing the grounds for the opening of school.

G. Board Comments

Mr. Webb stated that he and his wife had volunteered at Perrymont Elementary School helping with the opening of school activities. He commended the staff's efforts. He also requested that the school board receive a calendar of events and dates for open houses.

Mrs. Tweedy was invited by the Beacon of Hope coordinator, Maggie Davis, at Heritage High School to help with the distribution of information about the program. Ms. Davis has already established herself at HHS, and her hours from 12:00 noon to 8:00 p.m. each day.

H-1. Notice of Closed Meeting

Upon MOTION by Mrs. Barker, SECONDED by Mr. Webb, the school board convened a closed meeting at 7:40 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss personnel matters.

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Mrs. Snyder, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

H-2. Certification of Closed Meeting

Upon MOTION by Mrs. Barker, SECONDED by Mr. Billingsly, the school board reconvened in open meeting at 8:01 p.m.

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Mrs. Snyder, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Ms. Waller, 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.

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Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Mrs. Snyder, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

Upon MOTION by Mr. Webb, SECONDED by Ms. Poore, the school board appointed Mr. C. Dennis Knight as association principal at Heritage High School and Mr. Daniel J. Rule and administrative assistant at Bedford Hills Elementary School.

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Mrs. Snyder, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

I. Informational Items

Next School Board Meeting: Tuesday, September 4, 2012, 5:30 p.m., Board Room, School Administration Building

J. Adjournment

The meeting adjourned at 8:02 p.m.

Charles B. White, Chairman

Wendie L. Sullivan, Clerk

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