

**Lynchburg City School Board
Regular Meeting
September 4, 2018**

**BOARD
MEMBERS
PRESENT:**

Robert O. Brennan
Sharon Y. Carter
James E. Coleman, Jr.
Belle H. Evans
Atul Gupta
Charleta F. Mason
Susan D. Morrison
Michael J. Nilles
Kimberly A. Sinha
Sedora A. Booker-Felder, Student Representative, Heritage High School
Maggie Kicklighter, Student Representative, E.C. Glass High School

**BOARD
MEMBERS
ABSENT:**

None

**ADMINISTRATION
PRESENT:**

Crystal M. Edwards, Superintendent
Ben W. Copeland, Deputy Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer
LaTonya D. Brown, Director of Student Services
Marie F. Gee, Director of Personnel
Wyllys D. VanDerwerker, Director of Special Education
Amy Pugh, Director of Information Technology
Heather Boyles, Instructional Supervisor of Elementary Math, Science and Gifted
Anne Bond-Gentry, Coordinator of Student Services
Dashia Womack, Supervisor of Secondary Counseling & Alternative Education
Ethel Reeves, Director of Engagement, Equity, and Opportunity
Dixie Sears, Instructional Supervisor of Elementary English, History, World Languages, English Learners and Libraries
Marie Jaeger, Instructional Supervisor of Secondary Math, Science and Gifted
R. Denise Spinner, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Liz Ramos, *The News & Advance*
Valencia Jones, WSET

**Agenda
Items:**

- A-1. Notice of Closed Meeting
- A-2. Certification of Closed Meeting
- B. Public Comments
- C. Special Presentation: Federally Calculated SOL Results
- D. Finance Report
- E. Consent Agenda
- F. Student Representative Comments
- G. School Board Committee Report
- H-1. School Board Retreat and Topics: 2018-19
- H-2. Lynchburg City Schools Local Gifted Plan
- I-1. Lynchburg City School board Policy Updates
- I-2. Lynchburg City School Board Policy BCFZ Advisory Committees to the School Board
- I-3. Lynchburg Juvenile Detention Center Education Program Budget: 2018-19
- I-4. School Crisis Plans: 2018-19
- I-5. Lynchburg City School Board Regulation JNZ-R Student Fees, Fines, Charges, and Tuition
- I-6. Special Education Advisory Committee: 2018-19
- J. Superintendent's Comments
- K. Board Comments
- L. Informational Items
- M. Adjournment

A-1. Notice of Closed Meeting

Upon MOTION by Dr. Coleman, SECONDED by Ms. Mason, the school board convened a closed meeting at 5:00 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) (7) to discuss personnel and legal matters.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

A-2. Certification of Closed Meeting

Upon MOTION by Ms. Mason, SECONDED by Ms. Carter, the school board reconvened in open session at 5:30 p.m.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

Upon MOTION by Ms. Mason, SECONDED by Dr. Gupta, 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. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

Susan D. Morrison called the meeting to order at 5:30 p.m. and led the board in the Pledge of Allegiance.

Upon MOTION Dr. Coleman, SECONDED by Ms. Mason, the school board approved the addition of an addendum to item E-2. Personnel Report.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

B. Public Comments

In accordance with Policy BDDH Public Participation at School Board Meetings, 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.

Ms. Wendy Yates spoke on behalf of the group, "Teachers with a Voice," regarding salary inequities.

Mr. Karl Loos spoke on behalf of the LEA group regarding compensation.

C. Special Presentation

Each year since 1998, the school division has administered Standards of Learning (SOL) tests in grades three through eight as well as 12 high school end-of-course tests. On August 22, 2018, the Virginia Department of Education released official federally calculated SOL results based on Standards of Learning tests taken during the 2017-18 school year. During this presentation, the school administration shared these results.

The superintendent recommended that the school board receive this agenda report as an informational item.

D. Finance Report

The school administration, in accordance with the FY2018-19 school's operating budget, authorized, approved, and processed the necessary payments through July 31, 2018. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through July 31, 2018 for the operating fund.

Total Operating Fund Budget

Total Operating Fund Budget \$ 97,672,407.00

Through July 31, 2018

Actual Revenue Received	\$ 3,012,922.77
Actual Expenditures	\$ 6,333,336.06
Actual Encumbered	\$ 21,692,388.02

Percent of Budget Received 3.08%

Percent of Budget Used, excluding encumbrances 6.48%

As of 7/31/18 – 1 month 8.34%

The revenue and expenditure reports detail the transactions recorded through July 31, 2018. All reports appeared as attachments to the agenda report.

Mr. Beckles reported that there were no significant changes in the revenue to report at this time.

The finance department is working on the Annual School Report that is due in September.

The superintendent recommended that the school board receive the agenda report as an informational item.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 4, 2018, EXHIBIT "A" FOR A COPY OF THE FINANCE REPORT ITEMS.)

E. Consent Agenda

Upon MOTION by Dr. Gupta, SECONDED by Ms. Carter, the school board moved the minutes for August 7, 2018 (Regular Meeting); August 21, 2018 (Special Meeting); August 21, 2018 (Work Session); and the personnel report for the period August 21, 2018 – September 4, 2018, be approved.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 4, 2018 2018, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

F. Student Representative Comments

Magie Kicklighter, student representative for E.C. Glass High School, shared an update on activities, events, and educational opportunities at E.C. Glass.

Sedora Booker-Felder, student representative for Heritage High School, shared updated on events, activities, and educational opportunities at Heritage High School.

This was the first board meeting for the student representatives. They were both welcomed by the board and the superintendent.

G. School Board Committee Report

1. School Board Committees:

Finance Committee - The Finance Committee met on Thursday, August 30, 2018 at the administration building. Ms. Carter shared that the committee is focused on reinvesting in LCS

and making sure we are matching funds to the needs of our students.

Governor’s School Committee – There will be a Governor’s School Committee meeting held tomorrow, September 5, 2018. Dr. Nilles is unable to serve as chair on the Governor’s School Committee and Ms. Mason will be stepping in to serve. Dr. Brennan will serve as the alternate on the Committee.

LAUREL Regional School Committee – The Autism program is underway.

XLR8 STEM Academy Committee – Dr. Brennan will be serving on the XLR8 STEM Academy Committee and Ms. Carter will be serving as the alternate.

2. Advisory Committees to the School Board:

Members of all advisory committees will be presented to the board at the October 2, 2018 meeting for approval. Meeting dates for all committees will be posted and provided at next meeting.

Career Technical Advisory Board – Has not met since last meeting.

Equity Task Force Committee – Has not met since last meeting.

Health Advisory Board Committee – Has not met since last meeting.

Special Education Advisory Committee – Will meet for the first time this month. Member approval will be brought to the board at this meeting for approval.

H-1. School Board Retreat and Topics: 2018-19

Each year, Lynchburg City School Board conducts an annual retreat. Members of the school board have submitted potential topics for discussion. They are as follows:

Safe Schools	Board Goals/Strategic Plan	Employee Salaries/Pay Scales
School Consolidation Plans	Mental Health Issues	Student Discipline Date
Implementation of Restorative Discipline in Our Schools	Start Times for Students	New VA Accreditation Standards
How to Grow Revenue for LCS	Review and Discuss Alternative Education Programs (Also Need for Additional Facilities, and Full Day Option)	Summer Programs for Students with Developmental Disabilities
Student Bullying and Sexual Harassment	Cost of Substitutes	Protection and Safety Measures, Crisis Management, Public Relations
Legislative Advocacy	Policies and Practices – Student Achievement Goals	Supplemental Instruction for Students to Support Equity Habits
Partners In Education	Special Education Identification	Commitment to Students Beyond Graduation
Board Compensation	Expansion of Gifted Education in Middle Schools	

The school board suggested that the date for the retreat be October 12, 2018. All board members are to send their top five choices for topics to the board chair, Mrs. Morrison, or to the board clerk, Mrs. Spinner. After all information is final, an email with confirmed date, time, location, parking details, and topics will be sent to the board.

The superintendent recommended that this agenda item be received as an informational item.

H-2. Lynchburg City Schools Local Gifted Plan

The Virginia Board of Education establishes Regulations Governing Educational Services for Gifted Students (8 VAC 20-40-10) that apply to all local school division in the Commonwealth. Due to a variety of factors including budget and reorganization, it is necessary to revise and update our local plan.

Local school boards approve their division’s local plan for the education of gifted students annually. Upon approval, the school division shall submit a copy of its plan to the Virginia Department of Education (VDOE) for technical review on a schedule determined by the VDOE. The technical review for the Lynchburg City Schools plan is September 2019.

The current plan was reviewed and approved by the state in 2015. The final version of the plan is being brought to the school board for approval.

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The superintendent recommended that the school board approve the Lynchburg City Schools Local Gifted Plan.

Upon MOTION by Dr. Brennan, SECONDED by Ms. Mason, the school board approved the Lynchburg City Schools Local Gifted Plan.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 4, 2018, EXHIBIT “C,” FOR A COPY OF THE LYNCHBURG CITY SCHOOL LOCAL GIFTED PLAN ATTACHMENTS.)

I-1. Lynchburg City School Board Policy Updates

Several policy revisions were recently received from the Virginia School Boards Association (VSBA). These policies have been reviewed by legal counsel and reflect the latest changes in state and federal law. These policy revisions from the VSBA July 2018 update appeared as attachments to the agenda report.

BDA Regular School Board Meetings
BDD Electronic Participation in Meetings from Remote Locations

The superintendent recommended that the school board approve the policy updates.

Upon MOTION by Ms. Carter, SECONDED by Ms. Mason, the school board approved the policy updates.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 4, 2018, EXHIBIT “D,” FOR A COPY OF THE LYNCHBURG CITY SCHOOLS POLICY UPDATE ATTACHMENTS)

I-2. Lynchburg City School Board Policy BCFZ Advisory Committees to the School Board

Policy BCFZ Advisory Committees to the School Board was recently reviewed to verify which committees provide annual reports to the Board. As a result of this review the administration proposes a shorter, cleaner version of the policy for board members review.

The superintendent recommends that the school board approve the revision to School Board Policy BCFZ Advisory Committees to the School Board.

Upon MOTION by Ms. Carter, SECONDED by Ms. Mason, the school board approved the policy updates.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 4, 2018, EXHIBIT “E,” FOR A COPY OF THE LYNCHBURG CITY SCHOOL BOARD POLICY BCFZ UPDATE ATTACHMENT ITEMS.)

I-3. Lynchburg Juvenile Detention Center Education Program Budget: 2018-19

The 2018-19 funding for the Lynchburg Regional Juvenile Detention Center Education Program in the amount of \$823,122.00 has been approved by the Virginia Department of Education. Lynchburg City Schools serves as the fiscal agent for this state-operated program. Lynchburg City Schools employs eight teachers, a principal, and a full-time administrative secretary at the Lynchburg Regional Juvenile Detention Center where educational services are provided to approximately 48 students. The summary on the attachment outlined expenditures for the 2018- 19 school year.

The superintendent recommended that the school board approve the Lynchburg Regional Juvenile Detention Center Program Budget in the amount of \$823,122.00 for the 2018-19 school year.

Upon MOTION by Ms. Mason, SECONDED by Ms. Carter, the school board approved the Lynchburg Juvenile Detention Center Education Program Budget for the 2018-19 school year.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

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No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 4, 2018, EXHIBIT “F,” FOR A COPY OF THE LYNCHBURG JUVINILE DETENTION CENTER EDUCATION PROGRAM BUDGET FOR THE 2018-19 SCHOOL YEAR ATTACHMENT ITEMS.)

I-4. School Crisis Plans: 2018-19

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 review and update plans on an annual basis and the school board shall annually review the plans.

The school division works collaboratively with the Lynchburg Police Department to develop school crisis plans. Plans are completed and certified with the Virginia Center for School and Campus Safety by August 31 of each year. The school board has received copies of those plans for review, and the school administration requested that they be approved during this presentation.

The superintendent recommended that the school board approve the crisis plans for the 2018-19 school year.

Upon MOTION by Dr. Brennan, SECONDED by Ms. Mason, the school board approved the Crisis Plans for the 2018-19 school year.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: Dr. Gupta

I-5. Lynchburg City School Board Regulation JNZ-R Student Fees, Fines, Charges and Tuition

A review of regulation JNZ-R Student Fees, Fines, Charges and Tuition prompted administration to include additional charges that are assessed for Homebound/Homebased Instruction. The regulation was attached to this agenda report and was presented to the school board for discussion.

The superintendent recommended that the school board receive this agenda report as an informational item.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 4, 2018, EXHIBIT “G,” FOR A COPY OF THE LYNCHBURG CITY SCHOOL BOARD REGULATION JNZ-R STUDENT FEES, FINES, CHARGES AND TUITION ATTACHMENT ITEMS.)

I-6. Special Education Advisory Committee: 2018-19

State regulations governing the education of students with disabilities require the Lynchburg City School Board to appoint a Special Education Advisory Committee annually. This committee meets a minimum of four times per year.

Membership: The Special Education Advisory Committee may have a maximum of 24 members including but not limited to, parents/guardians, educators, community members, and others. Members are appointed annually.

Purpose: The purpose of the Special Education Advisory Committee is to advise the school division of the needs in the education of children with disabilities; participate in the development of priorities and strategies for meeting the identified needs of children with disabilities, submit periodic reports and recommendations regarding the education of children with disabilities to the local school board, assist the local school division in interpreting plans to the community for meeting the special needs of children with disabilities for educational services, review the policies and procedures for the provision of special education and related services prior to the submission to the local school board, and participate in the review of the local school division’s annual plan.

Meetings: The Special Education Advisory Committee meets 4-5 times annually.

The proposed membership appeared as an attachment to this agenda report.

The superintendent recommends that the school board approve the membership for the Special Education Advisory Committee for the 2018-19 school year.

Upon MOTION by Dr. Nilles, SECONDED by Ms. Carter, the school board approved the Special Education Advisory Committee Members for the 2018-19 school year.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

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No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 4, 2018, EXHIBIT “H,” FOR A COPY OF THE LYNCHBURG CITY SCHOOLS SPECIAL EDUCATION ADVISORY COMMITTEE 2018-19 ATTACHMENT ITEMS.)

J. Superintendent’s Comments

Dr. Edwards shared that registration for the division was held on August 9, 2018 and was successful. All LCS employees attended the annual Convocation on August 13, 2018 at E.C. Glass High School. The Convocation was well received and an enjoyable event.

The first day of school was on August 15, 2018. Dr. Edwards visited as many schools that she could. She was able to visit Sandusky Middle School, Dearington Elementary School, Bedford Hills Elementary School, Paul Munro Elementary School, Heritage High School, Heritage Elementary School, Sandusky Elementary School, and Perrymont Elementary School.

Dr. Edwards shared with the board that the “Men to School” program was successful on the first day of school.

The superintendent also attended the Gear Up Kick Off Event held at Randolph College on August 16, 2018. She also attended the Neighborhood Meet and Greet hosted at R.S. Payne Elementary School, and Alio (financial system) training that finance held for the division. She shared that no matter where she went in the community at our school events, there was tremendous volunteer and community support.

The new board member orientation has been completed and was successful. The last training had participation from Jodi Gillette, Cindy Babb, Ethel Reeves, and Nora Dunn. Dr. Edwards also shared that the first principal’s meeting of the year was held on August 22, 2018 at T. C. Miller Elementary School.

Dr. Edwards attended breakfast at James Crossing with LCS students and their families. She also was able to help them board the school bus to school and was there at Heritage Elementary School to greet them as they got off of the bus.

The superintendent shared that she attended home football game for both E. C. Glass and Heritage High School as well as the Back to School Night events for Dearington and Heritage Elementary School. She shared that more Back to School Night events would be coming up and encouraged attendance.

Dr. Edwards also communicated to the board that Get Downtown would be held the upcoming Friday.

Special “Academy Awards” from the VSBA were presented by the superintendent to board members: Dr. Brennan, Mrs. Morrison and Dr. Sinha received bronze pins, Ms. Mason and Ms. Carter received silver pins, and Dr. Coleman received the distinctive Starfish award. These various awards were based off of participation in VSBA events and trainings.

K. Board Comments

Dr. Brennan thanked administration and Dr. Edwards for the new board member orientation this year. He was also appreciative of the work session that was held. He also shared that he feels another work session would be beneficial.

Dr. Coleman shared that he felt the Convocation was the best he has attended. He thought that it was truly amazing.

Dr. Gupta expressed that salary raises should be a priority and that he would like goals set to achieve this.

Mrs. Morrison shared that the Annual VSBA Convention would be held in November in Williamsburg, Virginia. She asked that board members let Mrs. Spinner know if they planned to attend so that she could register all those who were interested.

L. Informational Items

Next School Board Meeting: Tuesday, October 2, 2018, at 5:30 p.m. in the board room at the administration building.

All school board members will be attending VSBA Governance Training on September 21, 2018, at 200 Hansen Road, Charlottesville, Virginia. All board members and the superintendent must be in attendance.

M. Adjournment

Meeting adjourned at 8:12 p.m.

Susan D. Morrison, Chairman

R. Denise Spinner, Clerk

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