

**Lynchburg City School Board
Regular Meeting
September 5, 2017**

**BOARD
MEMBERS
PRESENT:**

Michael J. Nilles, Chairman
James E. Coleman, Vice Chairman
Robert O. Brennan
Sharon Y. Carter
Charleta F. Mason
Susan D. Morrison
Derek L. Polley
Kimberly A. Sinha
Katie K. Snyder
Manan A. Shah, Student Representative, Heritage High School
Kenadie D. Roberson, Student Representative, E. C. Glass High School

**BOARD
MEMBERS
ABSENT:**

None

**ADMINISTRATION
PRESENT:**

Larry A. Massie, Acting Superintendent
Ben W. Copeland, Assistant Superintendent for Operations and Administration
John C. McClain, Assistant Superintendent for Student Learning and Success
Anthony E. Beckles, Sr., Chief Financial Officer
LaTonya D. Brown, Director for Student Support, Behavior, and Alternative Education
April M. Bruce, Director for Data, Assessment, and Accountability
David A. Childress, Director for Information Technology
Steven L. Gatzke, Director for Facilities
Marie F. Gee, Director for Personnel
Michael K. Rudder, Director for School Improvement
Russell E. Stone, Director for Transportation
Wyllys D. VanDerwerker, Director for Exceptional Learners
Dixie B. Sears, Supervisor for Language Arts, History, Library, and Foreign Language
Maria T. Jaeger, Supervisor for Math and Science
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Josh Moody, *The News & Advance*

**Agenda
Items:**

- A-1. Public Comments
- B-1. Men 2 School
- B-2. Presentation on Student Achievement
- C-1. Finance Report
- D. Consent Agenda
- E. Student Representative Comments
- F. School Board Committee Reports
- G-1. Hearing Officers
- H-1. Crisis Plans: 2017-18
- H-2. School Board Retreat: 2017-18
- H-3. VSBA Policy Services Contract
- H-4. Lynchburg Juvenile Detention Center Education Program Budget: 2017-18
- I. Superintendent's Comments
- J. Board Comments
- K. Informational Items
- L. Adjournment

The Lynchburg City School Board met for its regular business meeting at 5:30 p.m. in the Board Room at the School Administration Building. Dr. Nilles opened the meeting and asked those in attendance to rise and recite *The Pledge of Allegiance*.

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Upon MOTION by Ms. Mason, SECONDED by Ms. Carter, the school board replaced the attachment for item C-1. Finance Report, replaced the attachment for item D-2. Personnel Report, and added a closed meeting to discuss personnel matters and student matters following the work session.

Yes Votes: Dr. Nilles, Dr. Coleman, Dr. Brennan, Ms. Carter, Ms. Mason, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

A-1. 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.

There were no individuals who wished to speak before the school board.

B-1. Men 2 School

The school board recognized the efforts of Sterling A. Wilder, James E. Coleman, and Jonathan Willis, who have sought men in the Lynchburg community to volunteer their time to greet students on the first day of school and on the first day of school after winter break. This initiative known as Men 2 School, provides positive male role models who offer words of encouragement and support to students as they enter school after an extended time away.

B-2. Special Presentation on Student Achievement

Perrymont Elementary School and Thomas C. Miller Elementary School for Innovation have experienced significant growth in student achievement. During this presentation, principals from each school shared objectives and strategies they used to help their students achieve this success.

C-1. Finance Report

The school administration, in accordance with the FY2017-18 school operating budget, authorized, approved, and processed the necessary payments through July 31, 2017. 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, 2017 for the operating fund.

Total Operating Fund Budget \$ 95,324,667.00

Through July 31, 2017

| | |
|-------------------------|------------------|
| Actual Revenue Received | \$ 2,811,079.39 |
| Actual Expenditures | \$ 2,963,050.84 |
| Actual Encumbered | \$ 23,163,276.74 |

Percent of Budget Received 2.95%

Percent of Budget Used, excluding encumbrances 3.11%

As of 7/31/17 – 1 month 8.34%

The revenue and expenditure reports detailed the transactions recorded through July 31, 2017. All reports appeared as attachments to the agenda report.

Mr. Beckles explained that the field work for the financial audit has been completed. The auditors are waiting on the medical claims for August before finalizing the audit. At this point, there are no management issues to be reported. The fund balance will be around \$450,000 for this year.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 5, 2017, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

D. Consent Agenda

Upon MOTION by Ms. Carter, SECONDED by Ms. Mason, the school board approved the school board meeting minutes for August 15, 2017 (Regular Meeting), and August 22, 2017 (Student Discipline Committee Meeting), the personnel report for the period August 15 – September 5, 2017, the deletion of Administrative Regulation 7-63: Fees/Deposits/Materials/Reimbursements, and revisions to Policy LBD Home Instruction.

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Yes Votes: Dr. Nilles, Dr. Coleman, Dr. Brennan, Ms. Carter, Ms. Mason, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 5, 2017, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

E. Student Representative Comments

Mr. Manan A. Shah, student representative for Heritage High School, and Ms. Kenadie D. Roberson, student representative for E. C. Glass High School, shared comments about the events and activities occurring at their schools.

Mr. Polley left at 6:33 p.m.

F. School Board Committee Reports

Dr. Coleman stated that the Equity Task Force had met the previous Thursday. One matter of interest discussed was the decision relative to the volunteer policy.

G-1. Hearing Officers

In accordance with the *Code of Virginia §22.1-311 Hearing before a School Board or Hearing Officer*, and *Virginia Administrative Code 8VAC20-90-70 Procedure for Dismissals*, teachers may request a hearing as part of the grievance process. This hearing may be conducted by the school board, or if the school board chooses, it may be conducted by a hearing officer who is appointed by the school board.

Hearing Officers should be appointed prior to being asked to conduct a hearing. The school administration has contacted the individuals listed below who have agreed to act as hearing officers for the school board. Copies of the Codes appear as attachments to the agenda report.

William Austin, Jr.
Linda J. Barnett
Albert L. Billingsly
Richard A. Burge
Mary Ann Hoss
Roger E. Jones

Roger L. Roberts
Mark R. Storm
Diane S. Swain
J. Marie Waller
Charles B. White

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board approved the individuals listed as hearing officers for the school board.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 5, 2017, EXHIBIT "C," FOR A COPY OF THE SUPPORTING DOCUMENTS.)

Mr. Polley returned at 7:01 p.m.

H-1. Crisis Plans: 2017-18

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.

During this presentation, the school administration provided the school board with information about the process for updating the crisis plans for each school. The plans were submitted to the Virginia Department of Education by August 31, 2017. The school board has received a copy of those plans, and the school administration requests that they be approved during this presentation.

Upon MOTION by Mrs. Morrison, SECONDED by Ms. Mason, the school board approved the crisis plans for 2017-18.

Yes Votes: Dr. Nilles, Dr. Coleman, Dr. Brennan, Ms. Carter, Ms. Mason, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

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No Votes: None

Abstentions: None

H-2. School Board Retreat: 2017-18

Each year, Lynchburg City School Board conducts an annual retreat. The school board members will send topics for potential discussion to the clerk as well as dates that might conflict with schedules. This item will be discussed at the next school board meeting.

H-3. VSBA Policy Services Contract

For the past several years, the Lynchburg City Schools has used the policy services provided by the Virginia School Boards Association (VSBA). The current contract between the school division and VSBA will expire on September 30, 2017.

The new contract, in the amount of \$3,000, will “require the school board to maintain and follow up-to-date policies and further requires that all policies shall be reviewed at least every five years and revised as needed.” The contract provides the school board with online access to the VSBA policy manual, update services to policies, and access to VSBA staff members and its attorney to help answer questions about policies.

This contract is renewable for four additional one-year terms at the original (\$3000) contract fee. A copy of the contract appeared as an attachment to the agenda report.

This item will be placed on the consent agenda for action at the next school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 5, 2017, EXHIBIT “D,” FOR A COPY OF THE CONTRACT.)

H-4. Lynchburg Juvenile Detention Center Education Program Budget: 2017-18

The 2017-18 funding for the Lynchburg Regional Juvenile Detention Center Education Program in the amount of \$813,879.00 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.

Budget:

| | | |
|---|----------|------------------|
| Personnel Salary Compensation | | \$535,265 |
| 5% of Salaries Expanded-Indirect | | \$26,763 |
| Fringe Benefits and Fixed Charges | | \$190,451 |
| Substitutes | | \$2,500 |
| <u>Sub-total Personal Salary Compensation</u> | | <u>\$755,029</u> |
| Travel Expenses | \$10,950 | |
| Instructional Supplies and Equipment | | \$10,000 |
| Technology | | \$21,000 |
| Related Services LCS Contracted | \$4,000 | |
| Textbooks | | \$1,000 |
| Other/Misc. | | \$11,400 |
| <u>Sub-total Non-Personnel Expenses:</u> | | <u>\$58,850</u> |
| Total | | \$813,879 |

This item will be placed on the consent agenda for action at the next school board meeting.

I. Superintendent’s Comments

Dr. Massie offered condolences to the families of Robert S. Quel and Master Sargent Duperior on the passing of these men. He asked for a moment of silence to remember their families and loved ones.

J. Board Comments

Ms. Morrison was able to attend the Classrooms not Courtrooms conference in Richmond in July. She stated that it changed her way of thinking as a board member and how policies passed by the school board affect students. She recommends that if other board members have an opportunity to attend this conference that they should do so.

Ms. Carter shared information about her experience watching the eclipse at Robert S. Payne Elementary School.

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Dr. Coleman stated that he is working to visit each school this year. He also provided remarks about the speech given by Mr. Polley during the convocation at the Virginia University at Lynchburg.

K. Informational Items

School Board Work Session: Tuesday, September 5, 2017, Immediately following the School Board Meeting, Board Room, School Administration Building

Next School Board Meeting: Tuesday, September 19, 2017, 5:30 p.m., Board Room, School Administration Building

School Board Training: Friday, September 22, 2017, Virginia School Boards Association, 200 Hansen Road, Charlottesville, Virginia

L. Adjournment

The meeting adjourned at 7:21 p.m.

Michael J. Nilles, Chairman

Wendie L. Sullivan, Clerk

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