

**Lynchburg City School Board
Regular Meeting
September 17, 2013**

**BOARD
MEMBERS
PRESENT:**

Regina T. Dolan-Sewell, Chairman
Trenay L. Tweedy, Vice Chairman
Mary Ann Hoss
Michael J. Nilles
Jennifer R. Poore
Katie K. Snyder
J. Marie Waller
Thomas H. Webb
Charles B. White
Sara B. Natour, Student Representative, E. C. Glass High School
Alexis T. Johnson, Student Representative, Heritage High School

**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
Jason J. Ferguson, Director of Transportation
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. Student Representative Comments
- E. Unfinished Business
- F-1. Federal Annual Measurable Objectives Results
- F-2. Superintendent's Contract
- F-3. Special Education Advisory Committee: 2013-14
- F-4. Capital Improvement Plan: 2015-19
- F-5. School Board Policy 5-3: Procedure for Adjusting Grievances and Administrative Regulation 5-3: Procedure for Adjusting Grievances
- G. Superintendent's Comments
- H. Board Comments
- I-1. Notice of Closed Meeting
- I-2. Certification of Closed Meeting
- J. Informational Items
- K. 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. Dr. Dolan-Sewell called the meeting to order and asked 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-1. Finance Report

The school administration, in accordance with the 2013-14 school operating budget, authorized, approved, and processed the necessary payments through August 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 August 31, 2013, for the operating fund.

Total Operating Fund Budget		\$84,249,418.00
,436		
Through August 31, 2013		
Actual Revenue Received	\$	5,504,215.77
Actual Expenditures	\$	8,635,188.50
Actual Encumbered	\$	63,772,649.03
Percent of Budget Received		6.53%
Percent of Budget Used, excluding encumbrances		10.25%
As of 08/31/13 – 2 months		16.67%

The revenue and expenditure reports detailed the transactions recorded through August 31, 2013. All reports appeared as attachments to the agenda report.

Mr. Beckles stated that there were no issues to report for the August statements. The revenue report has not changed simply because it is early in the school year. The software issues that have been experienced for encumbrance reports have been mostly resolved; however, the school administration will continue to work through those issues that remain. The financial audit field work is complete, and there were no adjustments and no major issues to report. The benefits audit has been completed, and a report has been issued. The audit showed that the administrator has made some improvement and is moving in the right direction.

Mr. Beckles also provided an overview of the Patient Protection and Affordable Care Act (PPACA) and the mandates that will occur over the next three year. Up until now, the school administration has met obligations regarding procedures to follow. The PPACA contains numerous provisions that expand health care coverage. Mandates within the act include dependent coverage to age 26; no waiting periods over 90 days; no lifetime or annual limits; exclusions for pre-existing conditions; and incentives for wellness participation. The Lynchburg City Schools was not eligible to be grandfathered into the plan because of a decrease of seven percent in employer contribution in July 2010. Because of this, the school division must comply with additional mandates for plan year 2014. Those mandates include nondiscrimination of individuals in clinical trials; insured small group plans must comply with limits on deductibles; compliance with limits on out-of-pocket maximums; and nondiscrimination against providers acting within the scope of their licenses. For the 2014 plan year, out-of-pocket expenses may not exceed \$6,350 for self-only coverage, and \$12,700 for family coverage.

The impact of costs associated with the mandates are as follows:

	FY2013	FY2014	FY2015	FY2016
Patient-Centered Outcomes Research Institute (Annually)	\$3,436	\$6,872	\$7,078	\$7,291
Exchange Reinsurance Fees (Annually)	\$ -	\$216,468	\$216,468	\$216,468
Total Affordable Care Act (Related Costs)	\$3,436	\$223,340	\$223,546	\$223,759

Payment for each of these is due on or before July 1 of the following year.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 17, 2013, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

C. Consent Agenda

Upon MOTION by Mr. Webb, SECONDED by Ms. Poore, the school board approved the school board meeting minutes for September 3, 2013 (Regular Meeting), the personnel report for the period September 3 – 17, 2013, and a request for religious exemption.

Yes Votes: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. 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 SEPTEMBER 17, 2013, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

D. Student Representative Comments

Miss Sara B. Natour, student representative for E. C. Glass High School, and Ms. Alexis T. Johnson, student representative for Heritage High School, provided comments about the events and activities occurring at their high schools.

E. Unfinished Business

None

F-1. Federal Annual Measurable Objectives Results

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 September 12, 2013, the Virginia Department of Education released official Federal Annual Measurable Objectives (FAMO) results based on Standards of Learning tests. During this presentation, Mrs. April M. Bruce, director of testing, guidance, and gifted, shared the results. Mr. Michael K. Rudder, director of school improvement, also shared tasks at the school and division levels to bring about positive results.

Mrs. Bruce explained that there are two separate systems for school accountability: the state accreditation system and the federal Annual Measurable Objectives system. The state system's required passing rate remains constant from year to year. Those rates are English – 75 percent; math – 70 percent; social studies – 70 percent; and science 70 percent. Federal AMOs are based on the actual performance of students for each subgroup across the state. Subgroups are All Students; Gap Group 1 (Students with Disabilities/Limited English Proficiency/Economically Disadvantaged); Gap Group 2 (Black); Gap Group 3 (Hispanic); Students with Disabilities; Limited English Proficiency; Economically Disadvantaged; White; and Asian. Math AMOs are based on the Standards of Learning tests given during the 2011-12 school year. Reading AMOs are based on the Standards of Learning tests given during the 2012-13 school year.

All students must be tested and includes students who are in outplaced facilities, on homebound instruction, incarcerated, new to Virginia and the United States, and all other students enrolled in the Lynchburg City Schools. Any student who is enrolled and not tested counts against the participate rate. AMO designations are as follows:

1. Reward School: High-performing and high progress schools recognized by the Virginia Index of Performance Incentives Program and/or the National and State Title I Distinguished Schools Program, and the Blue Ribbon Schools program.
2. Met all federal AMOs
3. Did not meet all federal AMOs
4. Title I Focus School (72 schools in Virginia Low Proficiency Gap Group performance in reading and/or math)
5. Title I Priority School (36 schools in Virginia low reading and math scores in "all student group or low federal graduation rates)

The designations for the school division for 2012-13 are as follows:

1. Reward School – 0
2. Met all federal AMOs – 7 (up 3 from last year)
3. Did not meet all federal AMOs – 9
4. Title I Focus School – 3

5. Title I Priority School – 0

The Federal Graduation Indicator includes the percentage of students who graduate with a Standard or Advanced Diploma. Students who earn a GED, Modified Standard Diploma, or other diplomas recognized by the state do not count in the FGI calculation. Both high schools made their AMO by decreasing the failure rate by at least 10 percent. The benchmark for meeting the AMO is an 80 percent graduation rate.

In response to this data, the school administration has reviewed the leading indicators in the comprehensive plan and updated the plan based on the 2012-13 data. Schools are in the process of updating improvement plans in accordance with requirements from the Virginia Department of Education, the comprehensive plan, and individual school performance data. Mr. Rudder explained that the school improvement plans are being developed using the Indistar Planning Tool. All plans include three rapid improvement indicators with associated tasks around student achievement. These indicators include identifying students in need of intervention in reading and/or math, providing tiered interventions to the identified students, and monitoring the progress of the students as well as the effectiveness of the interventions being used. Schools are also required to include at least one indicator and associated tasks around behavior and culture.

Division-level assessments that will be used to identify students in need of intervention are Interactive Achievement for benchmark and formative assessments, i-Ready diagnostic tool for reading and math, and changes in the use of Phonological Awareness Literacy Screening (PALS). The nine-week assessments that were used previously have been eliminated. Interventions that have been established to provide students with additional support include double block Algebra I courses at the high school level, double block reading and math courses at the middle school level, the continuation of ST Math at the elementary level, implementation of ST Math Intervention for middle schools, and i-Ready web-based instruction (Tier 3 intervention) in reading and math. Further, academic coaches are providing instructional support to all teachers, Leveled Literacy intervention has been expanded, pacing guides have been revised, and a math remediation teacher has been employed through Title I funds for Sandusky Middle School.

Data for Standards of Learning tests are expected to be released by the Virginia Department of Education on September 20. A report of that data will be given to the school board at the October 15, 2013, school board meeting.

F-2. Superintendent's Contract

The Lynchburg City School Board considered modifications to the existing contract between the school board and the superintendent. Modifications included the extension of the existing contract to June 30, 2017. It is customary for the school board to authorize its chairman to execute specified modifications to the contract between the school board and the superintendent.

Dr. Dolan-Sewell read the following resolution:

WHEREAS, Dr. Scott S. Brabrand was appointed Division Superintendent of Schools for a term commencing April 1, 2012, and ending June 30, 2015; and

WHEREAS, Dr. Scott S. Brabrand has submitted his resignation effective September 17, 2013; and

WHEREAS, the School Board wishes to accept Dr. Scott S. Brabrand's resignation and to reappoint Dr. Scott S. Brabrand as Division Superintendent for a term commencing September 18, 2013, and ending June 30, 2017.

NOW, THEREFORE, BE IT RESOLVED that the School Board accepts Dr. Scott S. Brabrand's resignation effective September 17, 2013; and

BE IT FURTHER RESOLVED that Dr. Scott S. Brabrand is appointed Division Superintendent of Schools for a term commencing September 18, 2013, and ending June 30, 2017; and

BE IT FURTHER RESOLVED that the Chairman and the Clerk are authorized to execute an employment agreement with Dr. Scott S. Brabrand, a copy of which is attached.

Upon MOTION by Mr. White, SECONDED by Ms. Poore, the school board adopted the resolution of resignation and reappointment and authorized the chairman to execute specified modifications to its contract with the superintendent as proposed and approved by the school board.

Yes Votes: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. 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 SEPTEMBER 17, 2013, EXHIBIT "C," FOR A COPY OF THE RESOLUTION AND THE SUPERINTENDENT'S CONTRACT.)

F-3. Special Education Advisory Committee: 2013-14

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. Members serve two-year terms.

The Virginia Department of Education guidelines define the role of the Special Education Advisory Committee as follows:

- To advise the school division of unmet needs in the education of students with disabilities
- To assist the school division in the formulation and development of long range plans designed to provide needed educational services for students with disabilities
- To participate in the development of priorities and strategies for meeting the identified needs of students with disabilities
- To submit periodic reports and recommendations regarding the education of students with disabilities to the division superintendent for transmission to the school board
- To assist the school division in interpreting plans to the community for meeting the special needs of students with disabilities.

The proposed membership appear is as follows. New members are noted in bold.

2013-2014 Special Education Advisory Committee

<u>School</u>	<u>Representative</u>	<u>Ending Year</u>
Bass Elementary	Karen Bucklew	2014
Bedford Hills Elementary	Tiffany Ellis	(13-14 Chair) 2014
Dearington Elementary	Theresa Smith-Johnson	2015
Heritage Elementary	Marty Hubbard	2015
Linkhorne Elementary	Lauren Ferguson	2015
Paul Munro Elementary	Sarah Gray	2015
Perrymont Elementary	Sam Jacobs	2014
RS Payne Elementary	Nakesha Moore	2015
Sandusky Elementary	Denise Sterne	2014
Sheffield Elementary	Crystal Foster	2015
TC Miller Elementary	Elaine Jett-Selph	2015
Dunbar Middle	Vicky Robinson	2015
Linkhorne Middle	Cecelia Reid-Perry	2015
Sandusky Middle	Elizabeth Burks	2015
Hutcherson Early Learning	Richelle Padilla	2014
LAUREL	Natasha Haynes	2014
EC Glass High	Michael Chambers	2015
Heritage High	Alma Tracy-Thomas	2014
Past Chair	Mrs. Suzanne Conway	
Community Representative	Mrs. Catherine Moseley	2014
	Mr. Todd Hogle	2014
* SPED Teacher Rep.	Suzanne Pharis	2014
* LCS Consultants	Wyllys D. VanDerwerker	Director of Special Education
	Patty Ferington	Administrative Designee for Special Education
	Janenne Daniels-Bosher	Coordinator of Special Education

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

No Votes: None

Abstentions: None

F-4. Capital Improvement Plan: 2015 – 19

The spreadsheet presented to the school board contained a draft copy of the capital improvement plan for FY 2015 to 2019. This draft will be refined and become the submission to the city for capital improvement projects for FY 2015 - 2019. The city administration has requested the school division's CIP to be forwarded them. The school administration provided a brief overview of the plan to the school board. Of particular note was the replacement project for Heritage High School and renovation projects for Sandusky Elementary School and Linkhorne Elementary School beginning in year 2015. All funding referencing the Heritage High School track has been moved to the turf replacement and track for

E. C. Glass High School, and that project has been moved up one year. Other projects that were added are the roof replacement at William Marvin Bass Elementary School and the renovation of Paul Munro Elementary School and Sheffield Elementary School. Also, funding requests will end in 2019 for playgrounds as this should provide the amount of time necessary for refreshing and bringing all playgrounds up to date.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 17, 2013, EXHIBIT “D,” FOR A COPY OF THE CAPITAL IMPROVEMENT PLAN FOR 2015-19.)

F-5. School Board Policy 5-3: Procedure for Adjusting Grievances and Administrative Regulation 5-3: Procedure for Adjusting Grievances

As a result of legislation that became effective July 1, 2013, the school board policy and administrative regulation regarding the procedures for adjusting grievances is no longer valid. Further, the State Board of Education has not approved the new regulations associated with the legislation, and it might be several months before this occurs. Until that time, legal counsel has advised the school administration to revise the current school board policy to reflect current Code of Virginia §22.1-306 et seq. Also, the administrative regulation will be deleted until further information is received from the Virginia Department of Education.

A copy of School Board Policy 5-3: Procedure for Adjusting Grievances and a copy of Administrative Regulation 5-3: Procedure for Adjusting Grievances appeared as attachments to the agenda report.

The major change in the Code is that there will be a hearing officer rather than a fact finding panel for employee grievances. The hearing will either be conducted by the school board or the school board can delegate the hearing to a hearing officer. Further, days have been reduced from a 15-day period to a five-day period in which notification needs to be given for requests for a hearing.

Upon MOTION by Mr. Webb, SECONDED by Mr. White, the school board approved revisions to School Board Policy 5-3: Procedure for Adjusting Grievances and the deletion of Administrative Regulation 5-3: Procedure for Adjusting Grievances.

Yes Votes: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. 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 SEPTEMBER 17, 2013, EXHIBIT “E,” FOR A COPY OF SCHOOL BOARD POLICY 5-3: PROCEDURE FOR ADJUSTING GRIEVANCES AND ADMINISTRATIVE REGULATION 5-3: PROCEDURE FOR ADJUSTING GRIEVANCES.)

G. Superintendent’s Comments

Dr. Brabrand extended a deep, heartfelt thank you to the school board for the extension of his contract. This action is a reaffirmation of the work that has been done in moving the school division from good to great.

Touching Bases will occur on September 19, 2013, from 7:30 a.m. until 9:30 a.m. Students will arrive at school at 10:35 a.m. that morning.

Get Downtown was a great time, and Dr. Brabrand thanked all the volunteers involved with the project.

Carl B. Hutcherson Building will have its open house on September 26, 2013 at 6:00 p.m. Dr. Brabrand and the community are very excited about the reopening of that school.

Tom Foster, teacher at Paul Laurence Dunbar Middle School for Innovation, has been appointed by the governor to be part of the Teacher’s Cabinet.

H. Board Comments

Ms. Hoss extended her appreciation to the custodial staff at the School Administration Building for doing such a great job of keeping the building beautiful.

Ms. Waller has been visiting many schools throughout the division and is impressed by the amount of work going on in the classrooms.

Mr. Webb provided information about the events and activities in which he has participated over the past several days.

Dr. Nilles met with Mr. Leverne L. Marshall, principal at William Marvin Bass Elementary School, and enjoyed visiting the school.

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Dr. Dolan-Sewell announced that the Raptor security program is being implemented throughout the school division. When entering a school building, visitors must present a driver's license or identification card which will be scanned. If a visitor is not to be on school property, an alert is given to the attendant. No information is provided, just the alert. If you have questions regarding the Raptor security program, please contact your school's principal.

I-1. Notice of Closed Meeting

Upon MOTION by Ms. Hoss, SECONDED by Ms. Poore, the school board convened a closed meeting at 7:45 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) (7) to discuss personnel matters and to receive a legal briefing from staff.

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

No Votes: None

Abstentions: None

I-2. Certification of Closed Meeting

Upon MOTION by Mr. White, SECONDED by Ms. Poore, the school board reconvened in open session at 8:00 p.m.

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

No Votes: None

Abstentions: None

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

No Votes: None

Abstentions: None

J. Informational Items

Lynchburg City School Board/Lynchburg City Council Joint Meeting: Tuesday, October 1, 2013, 5:30 p.m. Cafeteria, Sandusky Elementary School.

Next School Board Meeting: Tuesday, October 15, 2013, 5:30 p.m., Board Room, School Administration Building

K. Adjournment

The meeting adjourned at 8:01 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.)