

**Lynchburg City School Board
Regular Meeting
October 6, 2015**

**BOARD
MEMBERS
PRESENT:**

J. Marie Waller, Vice Chairman
Sharon Y. Carter
James E. Coleman
Regina T. Dolan-Sewell
Michael J. Nilles
Derek L. Polley
Jennifer R. Poore
Katie K. Snyder
Alexis N. Harvey, Student Representative Pro Tem, Heritage High School
Stephen M. Farmer, Student Representative, E. C. Glass High School

**BOARD
MEMBERS
ABSENT:**

Mary Ann Hoss, Chairman

**ADMINISTRATION
PRESENT:**

Scott S. Brabrand, 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
April M. Bruce, Director of Data, Assessment, and Accountability
David A. Childress, Director for Information Technology
Jason J. Ferguson, Director for Transportation
Steven L. Gatzke, Director for Facilities
Marie F. Gee, Director for Personnel
Michael K. Rudder, Director of School Improvement and Grants
Wyllys D. VanDerwerker, Director for Exceptional Learners
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Katrina Dix, *The News & Advance*

**Agenda
Items:**

- A-1. Notice of Closed Meeting
- A-2. Certification of Closed Meeting
- B-1. Public Comments
- C. Consent Agenda
- D. Student Representative Comments
- E-1. Credit Recovery Academy Update
- E-2. Request for Fund Balance FY 2015
- F-1. Lynchburg Youth Survey
- F-2. Discover Lynchburg: Field Trip Initiative
- F-3. Capital Improvement Plan: FY2017
- F-4. Lynchburg Juvenile Detention Center Education Program Budget: 2015-16
- F-5. VRS Employer-Sponsored Hybrid 403(b) Plan Election
- F-6. School Operating Budget Calendar: 2015-16
- G. Superintendent's Comments
- H. Board Comments
- I. Informational Items
- J. Adjournment

The Lynchburg City School Board met for its regular meeting at 4:30 p.m. in the Board Room at the School Administration Building. Ms. Waller opened the meeting and asked those in attendance to rise and recite *The Pledge of Allegiance*.

Upon MOTION by Dr. Coleman, SECONDED by Ms. Poore, the school board amended the closed meeting to include discussion of a personnel matter involving the consideration of employee appointment; consultation with legal counsel about pending case of Saunders v. LCS Board because consultation in open meeting would adversely affect the negotiating or litigating posture of the school board; and consultation with legal counsel concerning the specific legal matter of an OCR complaint which requires the provision of legal advice.

**Lynchburg City School Board – Regular Meeting
October 6, 2015
Page Two**

Yes Votes: Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Dr. Nilles, Mr. Polley, Ms. Poore, Mrs. Snyder

No Votes: None

Abstentions: None

A-1. Notice of Closed Meeting

Upon MOTION by Mrs. Snyder, SECONDED by Ms. Poore, the school board convened a closed meeting at 4:31 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) (7) to discuss a personnel matter involving the consideration of employee appointment; consult with legal counsel about pending case of Saunders v. LCS Board because consultation in open meeting would adversely affect the negotiating or litigating posture of the school board; and consult with legal counsel concerning the specific legal matter of an OCR complaint which requires the provision of legal advice.

Yes Votes: Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Dr. Nilles, Mr. Polley, Ms. Poore, Mrs. Snyder

No Votes: None

Abstentions: None

A-2. Certification of Closed Meeting

Upon MOTION by Ms. Poore, SECONDED by Dr. Coleman, the school board reconvened in open session at 5:35 p.m.

Yes Votes: Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Dr. Nilles, Mr. Polley, Ms. Poore, Mrs. Snyder

No Votes: None

Abstentions: None

Upon MOTION by Dr. Coleman, 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: Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Dr. Nilles, Mr. Polley, Ms. Poore, Mrs. Snyder

No Votes: None

Abstentions: None

Upon MOTION by Ms. Poore, SECONDED by Dr. Coleman, the school board added an addendum to item C-2. Personnel Report.

Yes Votes: Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Dr. Nilles, Mr. Polley, Ms. Poore, Mrs. Snyder

No Votes: None

Abstentions: None

B-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.

C. Consent Agenda

Upon MOTION by Ms. Carter, SECONDED by Ms. Poore, the school board approved the school board meeting minutes of September 15, 2015 (Regular Meeting), and the personnel report and addendum for the period September 15 – October 6, 2015.

Yes Votes: Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Dr. Nilles, Mr. Polley, Ms. Poore, Mrs. Snyder

No Votes: None

Abstentions: None

Dr. Brabrand announced that with the approval of the personnel report, Elisabeth Morris had been appointed as director of school nutrition.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 6, 2015, EXHIBIT "A," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

D. Student Representative Comments

Miss Alexis N. Harvey, student representative pro tem for Heritage High School, and Mr. Stephen M. Farmer, student representative for E. C. Glass High School, provided comments about the events and activities occurring at their schools.

E-1. Credit Recovery Academy Update

At the school board meeting on September 1, 2015, the school administration presented information about the proposed *Empower Academy*. School board members asked questions about recurring program and facility costs. During this presentation, the school administration responded to those questions by provide the following information.

The cost for renovating the 10,000 square feet on the lower level of the facility including A&E and other related costs is estimated at \$250,000. The cost breakdown for the 10,000 square feet is as follows:

\$200,000 for the renovation: \$2 per square foot for paint; \$4.50 per square foot for flooring; demolition; new interior doors, lighting repairs; 12th Street entrance doors and windows; handicap ramp, and two handicap accessible restrooms.

\$50,000 A&E fees/owner's costs: \$14,800 architect fees; dumpsters for debris; asbestos testing (if required); fiber/network connection; and owner's contingency.

The school administration also shared information about rental market comparisons and noted that rental rates for the facility are below market value. There will be no rent for one year, \$5 per square foot for years two through five, and \$7 per square foot for years six through 10. The school administration would like a long-term lease structure due to the initial investment in renovations. There are several lease structures available to protect the school division: one with an annual lease with nine renewal options, and a 10-year lease with an exit clause to allow either party out of the lease with sufficient notification. The latter approach was used in the Paul Laurence Dunbar Middle School for Innovation roof mounted cellular antenna agreement.

Recurring operation costs include \$50,000 annual rental fees, which will increase to \$70,000 in 2021, \$30,000 for a part-time custodian, custodial equipment, dumpster, consumables, utilities, and miscellaneous maintenance. It was also noted that if the school division renovates the teen center on the upper level, the Boys and Girls Club would donate \$25,000 of the \$100,000 cost.

Recurring program costs are estimated at \$450,000 to serve 60 students. This includes five teachers, one instructional assistant, a counselor, an administrator, and support roles.

Mr. Leland Melvin, who has been interested in the project since the beginning discussions, joined the meeting through Skype. He provided information about how he believes this program will be beneficial for students and his hope for it to become a model program.

School board members spoke about the pros and cons of the program as well as the financial aspects and asked the school administration to speak with the landlord of the property about the rent structure. It was also requested that the school administration ensure that a memorandum of understanding is in place with specific details about the use of the property.

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Dr. Coleman, the school board tabled this item until the October 20, 2015, school board meeting.

Yes Votes: Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Dr. Nilles, Mr. Polley, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

Dr. Coleman left at 6:53 p.m.

E-2. Request for Fund Balance FY 2015

The fund balance for FY2015 is \$3,566,888. The school administration would like to use those funds for the purposes listed below:

Proposed Use of Funds

Purchase of IT equipment (650 Chromebooks, 300 teacher laptops and accessories)	(\$500,000)
Textbook reserve	(155,439)
Purchase of new HR/Finance software	(400,000)
Refurbishment of Dunbar Middle School Gym Floor	(125,000)
Replenishment of Maintenance Emergency Fund	(50,000)
Updating of educational tests used in comprehensive evaluations	(30,000)
Purchase of instructional equipment for music and movement education classes	(49,000)
Purchase of musical instruments for secondary schools band, orchestra and chorus	(270,000)
Funding to create Credit Recovery Program (Boys & Girls Club) facility needs	(250,000)
Purchase of Special Education bus	(100,000)
Student furniture replacement in middle and high schools	(425,000)
Other maintenance needs TBD	(62,449)
Capital and Maintenance Projects (List attached)	(1,150,000)
	(3,566,888)

Remaining FY2015 Fund Balance

(\$0)

Upon MOTION by Dr. Nilles, SECONDED by Ms. Carter, the school board tabled this item until the October 20, 2015, school board meeting.

Yes Votes: Ms. Waller, Ms. Carter, Dr. Dolan-Sewell, Dr. Nilles, Mr. Polley, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

Dr. Dolan-Sewell left at 6:55 p.m.

F-1. Lynchburg Youth Survey

The School Health Advisory Board in collaboration with Lynchburg City Schools conducted the Lynchburg Youth Survey with students in sixth, ninth, and twelfth grades on February 26, 2015. Two versions of the survey were used; one for high school students and a modified version for middle school students. The surveys are based on the Centers for Disease Control and Prevention (CDC) Youth Risk Survey (YRBS) with some modification of local interest.

Ms. Wanda Guthrie, member of the School Health Advisory Board, provided the school board with survey results, which are used by our school division and our community agencies to create and support prevention efforts. She noted that there was an overall decrease in risky behaviors for students who participated in the survey.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 6, 2015, EXHIBIT "A," FOR A COPY OF THE SURVEY RESULTS.)

F-2. Discover Lynchburg: Field Trip Initiative

Teachers and administrators understand the importance of providing students with experiential learning opportunities. Field trips are one way to provide students with unique experiences designed to reinforce classroom lessons. Local field trips provide students with opportunities to learn more about their city's history, culture, and services.

In reviewing field trip requests from 2014-15, most elementary students experienced at least one field trip, but the number of field trips scheduled by grade level varied depending on the school. At the middle school and high school levels, field trips during the school day were less frequent than at the elementary level. Students at the secondary level are scheduled into as many as seven or eight classes per day, making it more challenging to schedule field trips because of the effects a longer trip can have on multiple classes.

One of the budget initiatives for the 2015-16 school year is an allocation for students in designated grade levels to participate in a division-supported field trip. "Discover Lynchburg," the name given to this field trip initiative, is a plan to schedule each student in grades K-9 in a field trip linked to science/health, social studies, or career exploration objectives.

Discover Lynchburg is possible because of the cooperation and generosity of the Lynchburg Museum and Point of Honor and because of existing school-business partnerships with the Maier Museum and the Lynchburg Hillcats.

The school administration provided information about when the field trips would occur and estimated costs for the trips.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 6, 2015, EXHIBIT "C," FOR A COPY OF THE SUPPORTING DOCUMENT.)

F-3. Capital Improvement Plan: FY2017

The attachment to the agenda report contained a proposed Capital Improvement Plan for FY 2017-2021. A proposal using approved figures will be created and become the submission to the Lynchburg City Council for capital improvement projects for FY 2017 - 2021. The cost and final recommendations for the 2017 Capital Improvement Plan is \$2,550,000. The school administration offered an explanation about the breakdown of costs during the presentation.

The school board will consider action on this item at the next school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 6, 2015, EXHIBIT "D," FOR A COPY OF THE CAPITAL IMPROVEMENT PLAN.)

F-4. Lynchburg Juvenile Detention Center Education Program Budget: 2015-16

The 2015-16 funding for the Lynchburg Regional Juvenile Detention Center Education Program in the amount of \$863,340.61 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 nine teachers, a principal, and a full-time administrative secretary at the Lynchburg Regional Juvenile Detention Center where educational services are provided to approximately 25 students.

Budget:

Personnel Salary Compensation	\$582,748.62
5% of Salaries Expanded-Indirect	\$29,137.43
Fringe Benefits and Fixed Charges	\$198,134.54
Substitutes	\$2,500.00
Sub-total Personal Salary Compensation	\$812,520.61
Travel Expenses	\$9,748.00
Instructional Supplies and Equipment	\$17,000.00
Tuition Reimbursement	\$1,600.00
ISAEP Materials	\$1,500.00
Text	\$0.00
Music Materials	\$2,250.00
Related Services	\$4,422.00
Technology Replenish	\$2,200.00
Fax/ Copier	\$3,000.00
TABE On-Line	\$950.00
Open House & Staff Development Supplies	\$600.00
PD Materials –OSHA Certification	\$800.00
Staff Development	\$3,000.00
Postage	\$750.00
Computer Support	\$3,000.00
Sub-total Non-Personnel Expenses:	\$50,820.00
Total	\$863,340.61

Upon MOTION by Dr. Nilles, SECONDED by Ms. Poore, the school board approved the Lynchburg Juvenile Detention Center Education Program Budget for 2015-16.

Yes Votes: Ms. Waller, Ms. Carter, Dr. Nilles, Mr. Polley, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

F-5. VRS Employer-Sponsored Hybrid 403(b) Plan Election

Recent legislation (Senate Bill 1162 and House Bill 2178) allows school divisions to elect to allow eligible employees to use an employer-sponsored hybrid 403(b) plan for employee voluntary contributions to the Hybrid Retirement Plan. If an employer elects to allow this option, it will become effective January 1, 2016.

The school board must elect by October 30 to either:

- Allow eligible employees the option to elect to direct hybrid voluntary contributions to an employer-sponsored hybrid 403(b) plan instead of the VRS Hybrid 457 Deferred Compensation Plan, or
- Not to offer this option, so that hybrid voluntary contributions will continue to be directed into the VRS Hybrid 457 Deferred Compensation Plan only.

School divisions will continue to be required to contribute a corresponding employer match to either:

- The VRS Hybrid 401(a) Cash Match Plan, if the voluntary contributions are being directed to the VRS Hybrid 457 Deferred Compensation Plan, or
- The employer-sponsored plan, which can be a 403(b) plan or a 401(a) plan.

Eligible employees include four (4) code (teaching and administrative) and five (5) code (non-administrative) Hybrid Retirement Plan employees.

The school board must make its election by using one of the two attached resolutions provided by VRS. The *Code of Virginia* states that the school board must make an election by November 1. Since that date falls on a Sunday in 2015, the school board must make an election by Friday, October 30. Resolutions must be postmarked on or before November 2 and returned to VRS. This is an annual election for school divisions.

If a school board elects to offer an employer-sponsored plan, hybrid plan employees within the school division will elect to make voluntary contributions to the employer-sponsored hybrid 403(b) plan or to the VRS Hybrid 457 Deferred Compensation Plan during an election period from November 1-30. Employee elections will become effective January 1, 2016. This is also an annual election for employees.

The school administration has attended several meetings regarding this option and found that, at this time, it does not provide any financial benefit to employees. It does, however, require that the school division assume fiduciary responsibility for the new plan, which would most likely require additional personnel. Therefore, the school administration recommends that the school board elect to not to offer this option so that hybrid voluntary contributions will continue to be directed into the VRS Hybrid 457 Deferred Compensation Plan only.

This item will be considered for action by the school board at the next school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 6, 2015, EXHIBIT "E," FOR A COPY OF THE SUPPORTING DOCUMENTS.)

F-6. School Operating Budget Calendar: 2015-16

The school administration proposes a schedule for the activities that support the development of the FY2016-17 school division's operating budget. The school administration reviewed the calendar with school board members during this presentation. It was noted that two community budget meetings have been scheduled for October 27, 2015, at Paul Laurence Dunbar Middle School for Innovation. The first meeting, which is for employees, will occur at 5:00 p.m. The second meeting for community members will occur at 7:00 p.m.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 6, 2015, EXHIBIT "F," FOR A COPY OF THE SCHOOL OPERATING BUDGET CALENDAR FOR 2015-16.)

G. Superintendent's Comments

Dr. Brabrand thanked all of the maintenance and custodial staff for their efforts during the rain storms last week. They did outstanding work to ensure that leaks were repaired and buildings remained dry.

The Lynchburg Regional Chamber of Commerce and the Partners in Education will host its annual golf tournament on October 7, 2015.

A regional work force summit will occur on October 9, 2015, at Central Virginia Community College. This summit will provide an opportunity for area business leaders to speak with career-technical education staff and share information about what is needed to prepare students for the workforce.

Dr. Brabrand has scheduled meetings with the School Improvement Plan teams at each school. This is the third year that he has met with these teams to review the plans in place at each school.

Dr. Brabrand extended best wishes to Police Chief Parks Snead as he retires from the Lynchburg Police Department.

H. Board Comments

Mr. Polley provided information about the E. C. Glass High School Homecoming game and about his visit with students in African American studies at that school. He also had the opportunity to visit Robert S. Payne Elementary School and learn a little bit about bee keeping from Paul Tabor, the school division's resident expert.

I. Informational Items

Next School Board Meeting: Tuesday, October 20, 2015, 5:30 p.m., Board Room, School Administration Building

J. Adjournment

The meeting adjourned at 7:41 p.m.

J. Marie Waller, Vice Chairman

Wendie L. Sullivan, Clerk

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