

**Lynchburg City School Board
Regular Meeting
November 7, 2018**

**BOARD
MEMBERS**

PRESENT:

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

**BOARD
MEMBERS**

ABSENT:

Robert O. Brennan
Michael J. Nilles

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
R. Denise Spinner, Clerk/Recording Secretary

MEDIA

PRESENT:

Liz Ramos, *The News & Advance*

Agenda

Items:

- A-1. Notice of Closed Meeting
- A-2. Certification of Closed Meeting
- B. Public Comments
- C. Finance Report
- D. Consent Agenda
- E. Student Representative Comments
- F. School Board Committee Report
- G-1. Health Insurance Premiums and Claims for Non-LCS Employees
- H-1. Fund Balance Recommendations: 2017-18
- H-2. Blue Ridge Regional Jail Authority Special Education Program Budget: 2018-19
- H-3. Lynchburg City School Board Policy Updates

**Lynchburg City School Board – Regular Meeting
November 7, 2018
Page Two**

- I. Superintendent's Comments
- J. Board Comments
- K. Informational Items
- L. Adjournment

Upon MOTION Dr. Gupta, SECONDED by Ms. Carter, the school board approved the October 2, 2018 Board Meeting Agenda.

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

No Votes: None

Abstentions: None

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

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

No Votes: None

Abstentions: None

A-1. Notice of Closed Meeting

Upon MOTION by Dr. Gupta, SECONDED by Ms. Carter, the school board convened a closed meeting at 5:05 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (2), (7), and (8) to discuss legal matters and student matters.

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

No Votes: None

Abstentions: None

A-2. Certification of Closed Meeting

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board reconvened in open session at 5:52 p.m.

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

No Votes: None

Abstentions: None

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

**Lynchburg City School Board – Regular Meeting
November 7, 2018
Page Three**

No Votes: None

Abstentions: None

Susan D. Morrison called the meeting to order at 5:55 p.m. and led the board in the Pledge of Allegiance.

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. Melissa Chesney spoke regarding the inequities in bus driver pay and bus aide pay.

C. Finance Report

The school administration, in accordance with the FY2018-19 school's operating budget, authorized, approved, and processed the necessary payments through September 30, 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 September 30, 2018 for the operating fund.

Total Operating Fund Budget		\$ 97,672,407.00
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Through September 30, 2018

Actual Revenue Received	\$	13,378,121.13
Actual Expenditures	\$	18,655,057.59
Actual Encumbered	\$	61,794,176.17

Percent of Budget Received	13.70%
Percent of Budget Used, excluding encumbrances	19.10%

As of 9/30/18 – 3 months	25.00%
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The revenue and expenditure reports detail the transactions recorded through September 30, 2018. All reports appear as attachments to the agenda report.

Mr. Beckles shared that the revenue and expenditures are on budget at this time and there is nothing significant to report. He also shared that the health insurance costs this year are lower than the costs at the same time last year.

Mr. Beckles also shared that the audit is complete and there will be a finding. The finance department discovered a control issue with new financial system for the division and reported it to the auditors. There was no financial loss due to this issue.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 7, 2018, FOR A COPY OF THE AGENDA AND ALL ATTACHMENTS)

**Lynchburg City School Board – Regular Meeting
November 7, 2018
Page Four**

D. Consent Agenda

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board moved the minutes for October 2, 2018 (Regular Meeting); October 9, 2018 (Student Discipline Committee Meeting); October 16, 2018 (Work Session); October 23, 2018 (Student Discipline Committee Meeting); the personnel report for the period October 2, 2018 – November 7, 2018, the religious exemption and the proposed health insurance rate increase for retirees and cobra participants be approved.

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

No Votes: None

Abstentions: None

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E. 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.

F. School Board Committee Report

1. School Board Committees:

Finance Committee - The Finance Committee met on Thursday, October 25, 2018 at the administration building. Ms. Carter shared that the committee has been working diligently on salary concerns and will be meeting again on November 8, 2018.

Governor's School Committee – Ms. Mason shared photos taken by a drone that was programmed and used by Governor School students to take pictures at Linkhorne Elementary. An anatomy class will be visiting the cadaver lab at the University of Lynchburg.

LAUREL Regional School Committee – No report at this time.

XLR8 STEM Academy Committee – No report at this time.

2. Advisory Committees to the School Board:

Career Technical Advisory Board – Mr. Dellinger will report next month.

Equity Task Force Committee – There will be a meeting at the end of this month.

Health Advisory Board Committee – There will be a meeting at the end of this month.

Special Education Advisory Committee – There will be a meeting next week.

G-1. Health Insurance Premiums and Claims for Non-LCS Entities

**Lynchburg City School Board – Regular Meeting
November 7, 2018
Page Five**

During a detailed review of Lynchburg City School's (LCS) self-funded medical insurance plan, it was revealed that LCS covers the full cost of employees of non LCS entities enrolled in our self-funded medical insurance plan. Non-LCS entities are STEM Academy, Steps with Links, Central Virginia Governor's School and LAUREL Regional Program. The review identified the following:

A. LCS pays the following fees for all non-LCS employees

1. Plan administration fees of \$35.05 per employee per month
2. Stop loss insurance premium of \$18.66 per employee per month
3. Patient-Centered Outcomes Research Institute fees (PCORI) of \$2 per covered life per year
4. Transitional Reinsurance Program Assessment Fee (TRPA) of \$63 per individual enrolled per year

B. LCS paid the net loss on claims for all non-LCS employees when the insurance premiums they paid was less than the claims incurred.

The net loss claims paid each year is being funded by the School Board and enrollees in the medical plan. This has been occurring for some time and now that we have separated all employees enrolled in LCS self-funded medical insurance by entity, the hard numbers are now available. Attached is a report showing the premiums, claims and other fees paid by LCS for each non-LCS entity for 2017 and the first seven months for 2018.

The superintendent recommended that the school board grant approval for the administration to work with the non-LCS entities to develop a process and procedure to settle the net surplus/loss of their employees participating in our self-funded insurance plan.

Upon MOTION by Dr. Coleman, SECONDED by Ms. Mason, the school board granted approval for the administration to work with the non-LCS entities to develop a process and procedure to settle the net surplus/loss of their employees participating in our self-funded insurance plan.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 7, 2018, FOR A COPY OF THE AGENDA AND ALL ATTACHMENTS)

H-1. Fund Balance Recommendations: 2017-18

The fund balance for the 2015-16 school year is \$3,320,799. The school administration has discussed possible uses for those funds and recommends the following:

Return of funds to Health Insurance Reserve	\$1,800,000
Replacement of R.S. Payne's Roof (FY2020 Project)	\$ 400,000
Increase of Maintenance Reserve	\$ 385,030
Textbooks Reserve	
\$ 265,769	
Repair of Dunbar Middle School Air Condition	\$ 200,000
Remediation of mold at Dunbar Middle School	\$ 150,000

**Lynchburg City School Board – Regular Meeting
November 7, 2018
Page Six**

Replenishment of Maintenance Reserve	\$ 120,000	
		\$3,320,799
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Additional information regarding the recommended uses for the 2017-18 fund balance was presented in the attachment.

The superintendent recommended that the school board receive this agenda report as an informational item and consider action at the meeting on December 4, 2018.

Upon MOTION by Ms. Mason, SECONDED by Dr. Sinha, the school board moved to add the Health Insurance Premiums and Claims for Non-LCS Entities to the consent agenda for the December 4, 2018 board meeting.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 7, 2018, FOR A COPY OF THE AGENDA AND ALL ATTACHMENTS)

H-2. Blue Ridge Regional Jail Authority Special Education Program Budget: 2018-19

The Virginia Department of Education has approved the 2018-19 funding for the special educational instructional program provided in the Blue Ridge Regional Jail Authority in the amount of \$213,348.43. The state funding provides one regional jail education coordinator and one special education teacher who delivers educational services to students in the Blue Ridge Regional Jail – Lynchburg Site. The summary below outlines planned expenditures for 2018-19. Lynchburg City Schools serves as the fiscal agent for this state-operated program.

Budget	
Personnel Salary Compensation	\$151,456.03
Fringe Benefits and Fixed Charges	\$ 51,792.40
Salary Supplement	\$ 480.00
Substitutes	\$ 300.00
Technical Professional Services	\$ 300.00
Instructional Aide	\$ 300.00
Professional Services -Private Contracted Services (Occupational Therapy, Physical Therapy, Socio-cultural(s), Psychological(s))	\$ 320.00
Travel Expenses (Mileage, Parking, Registration & Staff Dev.)	\$ 6,036.00
Travel Expenses (Lodging, Meals)	\$ 504.00
Instructional Materials/Equipment	\$ 627.00
Communications (Cell Phone Services)	\$ 500.00
Food Supplies	\$ 233.00
Other Charges (Copier Lease)	\$ 500.00
Total	\$213,348.43

**Lynchburg City School Board – Regular Meeting
November 7, 2018
Page Seven**

The superintendent recommended that the school board approve the Blue Ridge Regional Jail Authority Program budget in the amount of \$213,348.43 for the 2018-19 school year.

Upon MOTION by Ms. Carter, SECONDED by Ms. Mason, the school board approved the Blue Ridge Regional Jail Authority Program budget in the amount of \$213,348.43 for the 2018-19 school year.

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

No Votes: None

Abstentions: None

H-3. Lynchburg City School Board Policy Updates

The Virginia School Boards Association (VSBA) recently updated policy KKA Service Animals in Public Schools. This policy has been reviewed by legal counsel and reflects the latest change in state and federal law.

Additionally, several Lynchburg City School policies were reviewed and, with board member input, were found to be outdated. The administration recommends that policy P 7-8 Census, P 5-62 Census Agents, and P 4-65.1 School Delivery Service be deleted.

The superintendent recommended that the school board receive this agenda report as an informational item and consider action at the school board meeting on December 4, 2018.

Upon MOTION by Ms. Mason, SECONDED by Mrs. Evans, the school board moved to add the Lynchburg City School Board Policy Updates to the consent agenda for the December 4, 2018 board meeting.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 7, 2018, FOR A COPY OF THE AGENDA AND ALL ATTACHMENTS)

I. Superintendent's Comments

Dr. Edwards shared that the Superintendent's Personnel Advisory Committee and the Superintendent's Parent Advisory Council both met on October 25, 2018. Both meetings had many people in attendance. Minutes for both meetings will be going out to all council and advisory members, building principals, all administration staff members, and will also be posted on the division website.

The superintendent also provided the board information on "Where has Crystal been?" In the past month, Dr. Edwards read to kindergarten classes at Bass Elementary, met with Reid Wodicka (Deputy City Manager), the NAACP president, LCS principals in their cohort groups, attended STEM Day at Bedford Hills Elementary School, an E.C. Glass Foundation meeting, multiple retreats with the board as well as one with City Council, attended a Strategic Planning Conference/Workshop with Dr. Copeland and Mrs. Morrison, participated (continues to participate) in a class offered by the University of Lynchburg called Black Minds Matter, was honored along with the Mayor by the Links program, attended the Fall VASS Conference, an Education Foundation meeting, an Aspiring Administrators class, began quarterly meetings with all board members, attended the Big Feet Meet at E.C. Glass High School, made pancakes at the Exchange Club event

**Lynchburg City School Board – Regular Meeting
November 7, 2018
Page Eight**

along with Dr. Copeland and Ms. Carter, attended a surprise gathering for one of the division's assistant principals, LaTisha Elliott, voted, and attended the Town and Gown event hosted at Liberty University.

Dr. Edwards reminded everyone of our upcoming division wide Open House on November 13th from 9:00 a.m. – 10:30 a.m. and shared the video that was created by LCS staff to showcase the event. She also provided the date for an upcoming Community Conversation event being held on December 10th.

J. Board Comments

Dr. Sinha shared that the reading to student's event was very successful. She also provided the board and Dr. Edwards with feedback she has received from LCS staff regarding high moral and the positive changes in our district.

Mrs. Morrison shared the "Showcase for Success" board that will be entered into the VSBA Conference Contest next week in Williamsburg. The board shares information about the Beacon of Hope program.

Ms. Carter shared that she enjoyed participating in the Exchange Club pancake event. She also discussed being pleased with the joint meeting that was recently held with City Council and the Board.

Dr. Coleman expressed gratitude to Mrs. Morrison for her work and efforts that went into preparation for the joint meeting that was held. Dr. Coleman also shared his sincere appreciation for former board member, Thomas Webb. Mr. Webb recently passed away and Dr. Coleman spoke of the marvelous example Mr. Webb was for board members and his work in our community; he will continue to be greatly missed and remembered.

Dr. Gupta wanted to share with the community and LCS staff that the board is making sincere efforts on salaries for all employees.

K. Informational Items

A division wide Open House will be held on Tuesday, November 13, 2018 from 9:00 a.m. – 10:30 a.m.

The Annual VSBA Convention will be held in Williamsburg, Virginia November 14-16, 2018.

A School Board Work Session will be held on Tuesday, November 20, 2018 at 5:00 p.m. in the board room at the Administration Building.

The next School Board Meeting will be held on Tuesday, December 4, 2018 at 5:30 p.m. in the board room at the Administration Building.

L. Adjournment

The board meeting adjourned at 7:04 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.)