

**Lynchburg City School Board  
Regular Meeting  
December 6, 2016**

**BOARD  
MEMBERS  
PRESENT:**

Michael J. Nilles, Chairman  
Regina T. Dolan-Sewell, Vice Chairman  
Sharon Y. Carter  
James E. Coleman  
Charleta F. Mason  
Susan D. Morrison  
Derek L. Polley  
Katie K. Snyder  
Indya M. Page, Student Representative, Heritage High School

**BOARD  
MEMBERS  
ABSENT:**

Sidney M. Marshall, Student Representative, E. C. Glass High School

**ADMINISTRATION  
PRESENT:**

Scott S. Brabrand, Superintendent  
Ben W. Copeland, Assistant Superintendent of Operations and Administration  
John C. McClain, Assistant Superintendent of 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  
Jason J. Ferguson, Director for Transportation  
Steven L. Gatzke, Director for Facilities and Maintenance  
Marie F. Gee, Director for Personnel  
Ethel E. Reeves, Director for Engagement, Equity, and Opportunity  
Michael K. Rudder, Director for School Improvement  
Wyllys D. VanDerwerker, Director for Exceptional Learners  
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA  
PRESENT:**

Josh Moody, *The News & Advance*

**Agenda  
Items:**

- A. Opening Comments
- B-1. Anne Spencer Poetry Contest Winners
- B-2. E. C. Glass High School State championships
- C-1. Finance Report
- D. Consent Agenda
- E. Student Representative Comments
- F. School Board Committee Reports
- G. Unfinished Business
- H-1. Proposed School Calendar: 2017-18
- H-2. Blue Ridge Regional Jail Authority Special Education Program Budget: 2016-17
- H-3. School Operating Budget: 2017-18
- I. Superintendent's Comments
- J. Board Comments
- K. Informational Items
- L. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:31 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*.

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

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

**Lynchburg City School Board – Regular Meeting  
December 6, 2016  
Page Two**

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.

Mr. Robert Flood offered comments about the inability of ex-offenders to be volunteers in the school division.

**B-1. Anne Spencer Poetry Contest Winners**

This October, The Anne Spencer House and Garden Museum held its 25<sup>th</sup> Annual Poetry Contest in honor of Anne Spencer, an American poet who lived in Lynchburg for most of her life. The Anne Spencer Poetry Contest is held annually and is open to all school-aged children who submit their original poetry to The Anne Spencer Memorial Foundation. This year, students entered the contest in three age categories: Kindergarten through third grade; fourth through eighth grade; and ninth through twelfth grade.

Five finalists were selected from each age category based on their written poetry submissions. On the evening of October 27, 2016, the 15 finalists competed in front of a live audience at Robert S. Payne Elementary School. Three winners were selected by a panel of judges based on their poetry and performances. All the finalists who performed their poetry were awarded a book about Anne Spencer and a medal.

The winners of the contest in each category were:

**Kindergarten – Third Grade**

Campbell Howard “Hitting”  
Grade 3  
Robert S. Payne Elementary School

**Fourth – Eighth Grade**

Serenity Patterson “Is it me”  
Grade 8  
Paul Laurence Dunbar Middle School for Innovation

**Ninth – Twelfth Grade**

Tyree Carter “See Me”  
Grade 12  
Fort Hill Community School

Ms. Shaun Spencer-Hester from The Anne Spencer Memorial Foundation, Inc. offered comments regarding the Foundation and its partnership with the Lynchburg City Schools. The students then read their winning poetry selections.

**B-2. E. C. Glass High School State Championships**

The E. C. Glass High School golf team and girls cross country team won state championships this year. Members of each team are listed below.

**Golf Team**

Ben Ailsworth  
Connor Burgess Libby Davidson  
Kane Campbell Logan Hartsell  
Jimmie Massie  
Connor McClain Brooke Manion  
Keller Royer  
Alec Terrell

**Girls Cross Country Team**

Jette Davidson  
  
Regan Kinder  
  
Maddie Rennyson  
Emma Kate Russell  
Leah Seilhan

Team members were recognized by the school board during this presentation.

**C-1. Finance Report**

The school administration, in accordance with the FY2016-17 school operating budget, authorized, approved, and processed the necessary payments through October 31, 2016. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarized the payments made through October 31, 2016, for the operating fund.

Total Operating Fund Budget		\$ 93,056,175.00
Insurance Proceeds		\$ 1,227.20
Adjusted Budget		\$ 93,057,402.20
Through October 31, 2016		
Actual Revenue Received	\$	22,495,520.84
Actual Expenditures	\$	25,993,238.78
Actual Encumbered	\$	55,750,706.59
Percent of Budget Received		24.17%
Percent of Budget Used, excluding encumbrances		27.93%
As of 10/31/16 – 4 months		33.34%

The revenue and expenditure reports detailed the transactions recorded through October 31, 2016. All reports appeared as attachments to the agenda report.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 6, 2016, EXHIBIT “A,” FOR A COPY OF THE FINANCE REPORT.)

**D. Consent Agenda**

Upon MOTION by Mrs. Morrison, SECONDED by Ms. Carter, the school board approved the school board meeting minutes for November 3, 2016 (Student Discipline Committee Meeting); November 15, 2016 (Regular Meeting); and November 22, 2016 (Student Discipline Committee Meeting); the personnel report and addendum for the period November 15 – December 6, 2016; item D-3. Request for Reallocation of Budget; and item D-4. Capital Improvement Plan: Paul Laurence Dunbar Middle School for Innovation.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 6, 2016, EXHIBIT “B,” FOR A COPY OF THE CONSENT AGENDA ITEMS.)

**E. Student Representative Comments**

Ms. Indya M. Page, student representative for Heritage High School, provided comments about the events and activities occurring at her school. Dr. Tracy S. Richardson, principal for E. C. Glass High School, gave the presentation for her school.

**F. School Board Committee Reports**

Dr. Coleman announced that the next Equity Task Force meeting will occur on Thursday, December 8, 2016.

**G. Unfinished Business**

None

**H-1. Proposed School Calendar: 2017-18**

The 2016-2017 school year is the second of two years for the modified school calendar that was approved by the school board in March 2015. Over the last several weeks, there have been three listening tour meetings and a survey to gather input to help shape the development of the calendar for the 2017-2018 school year. In addition, data related to interventions was reviewed and compiled.

The proposed calendar is based on the input received, data reviewed, and research from the review of possible calendars two years ago. The goals of the current calendar are to provide breaks for students and staff, to provide extra learning time, decrease summer learning loss, and to expand professional development for staff.

**Lynchburg City School Board – Regular Meeting  
December 6, 2016  
Page Four**

Survey and listening tour results are in support of keeping the calendar as is, and there is a greater percentage of survey participants who are in favor of keeping the fall intersession and excluding the spring intersession. Some concerns noted during the listening tours were that that breaks caused the calendar to be too choppy, the summer was too short, there needs to be more opportunity for enrichment, intersessions need to be more effective, and there needs to be more community support during the breaks. SOL survey data indicates that in most cases, students who participated in intersession had higher SOL test scores than those who did not.

The proposed calendar for 2017-18 has the following key features:

- Fall intersession
- Eliminates spring intersession
- Maintains professional development days and utilizes 1/2-days to support some of those activities

The calendar for William Marvin Bass Elementary School has been changed to include four intersession weeks so that it now aligns with the fall intersession for the division.

Dr. Coleman left at 6:08 p.m.

This item will be considered for action at the January 3, 2017, school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 6, 2016, EXHIBIT "C," FOR A COPY OF THE PROPOSED CALENDARS.)

**H-2. Blue Ridge Regional Jail Authority Special Education Program Budget: 2016-17**

The Virginia Department of Education has approved the 2016-17 funding for the special educational instructional program provided in the Blue Ridge Regional Jail Authority in the amount of \$205,416.93. 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 2016-17. Lynchburg City Schools serves as the fiscal agent for this state-operated program.

Budget	
Personnel Salary Compensation	\$142,143.28
Fringe Benefits and Fixed Charges	\$ 50,181.44
Salary Supplement	\$ 480.00
Substitutes	\$ 1,400.00
Technical Professional Services	\$ 1,000.00
Instructional Aide	\$ 1,000.00
Professional Services -Private Contracted Services (Occupational Therapy, Physical Therapy, Socio-cultural(s), Psychological(s))	\$ 300.00
Travel Expenses (Mileage, Parking, Registration & Staff Dev.	\$ 6,035.00
Travel Expenses ( Lodging, Meals)	\$ 850.00
Instructional Materials/Equipment	\$ 750.00
Communications (Cell Phone Services)	\$ 652.79
Food Supplies	\$ 124.42
Other Charges (Copier Lease)	\$ 500.00
Total	\$205,416.93

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 \$205,416.93 for the 2016-17 school year.

Yes Votes: Dr. Nilles, Dr. Dolan-Sewell, Ms. Carter, Ms. Mason, Mrs. Morrison, Mr. Polley, Mrs. Snyder

No Votes: None

Abstentions: None

**H-3. 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.

Dr. Nilles indicated that it might be prudent to defer this item until the school administration has an opportunity to align the school board's policy with the Code.

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Mrs. Snyder, the school board deferred this item until the next school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 6, 2016, EXHIBIT “D,” FOR A COPY OF THE SUPPORTING DOCUMENTS.)

**H-4. School Operating Budget: 2017-18**

The school administration has collected budget requests from all principals and department heads and compiled those recommendations into three tiers. During this presentation, Dr. Brabrand presented the framework for Tier 1 recommendations and indicated that \$2.2 million of those items are mandatory. They include the maintenance of the two-percent COLA for all employees from 2016-17; the increase in VRS retirement rate; the remaining salary market adjustments for all instructional assistants and technical education assistants, bus drivers and bus assistants, and custodians and select maintenance positions; staffing for support special needs students; additional slots for elementary and secondary alternative education; additional support for AP, WIDA, and Work Keys testing; Workman’s Compensation insurance; general liability insurance, copy machine lease; Empowerment Academy lease agreement; background checks on volunteers; security camera maintenance contract; and hourly rate for LPD off-duty officers.

Additional requests in the Tier 1 budget include tuition support to fill the remaining 18 slots at the Central Virginia Governor’s School for Science and Technology; a field coordinator or transportation; an assistant director for personnel; and other expenses associated the maintenance and operation. The Tier 1 recommendations totaled approximately \$3.5 million.

The school board will continue its discussion of the school operating budget for 2017-18 at its next meeting.

**I. Superintendent’s Comments**

Dr. Brabrand announced that the winter sports season has begun, and he invited all school board members to attend these sporting events.

The school climate survey is currently being administered. The survey closes on December 9.

Fall SOL testing is underway. Seniors who have not passed the necessary tests for graduation will have an opportunity to take remaining tests during this time.

**J. Board Comments**

Mrs. Snyder was able to attend the Family Fun Night at William Marvin Bass Elementary School. She thanked the teachers for sending out the invitations.

Ms. Mason had the opportunity to speak before the SCA at Dearington Elementary School for Innovation.

Mr. Polley attended the VSBA Annual Convention in Williamsburg, Virginia. He was able to attend workshops during the conference associated with school operating budgets. Mr. Polley thanked Mr. Beckles for taking the time to help school board members go through the reports during the annual retreat and making them easier to understand.

Dr. Nilles explained that the school division had been asked to enter into a Memorandum of Understanding with the Virginia Department of Education. He asked that school board members review the MOU so ensure that they are comfortable with him signing the document on their behalf.

**K. Informational Items**

Budget Work Session: Thursday, December 15, 2016, 5:30 p.m., Board Room, School Administration

Next School Board Meeting: Tuesday, January 3, 2017, 5:30 p.m., Board Room, School Administration

**L. Adjournment**

The meeting adjourned at 7:35 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.)