

**Lynchburg City School Board  
Regular Meeting  
January 15, 2019**

**BOARD  
MEMBERS  
PRESENT:**

Robert O. Brennan  
James E. Coleman, Jr.  
Belle H. Evans  
Atul Gupta  
Charleta F. Mason  
Susan D. Morrison  
Michael J. Nilles  
Sedora A. Booker-Felder, Student Representative, Heritage High School

**BOARD  
MEMBERS  
ABSENT:**

Sharon Y. Carter  
Kimberly A. Sinha  
Maggie Kicklighter, Student Representative, E.C. Glass High School

**ADMINISTRATION  
PRESENT:**

Crystal M. Edwards, Superintendent  
Ben W. Copeland, Deputy Superintendent  
Anthony E. Beckles, Sr., Chief Financial Officer  
Marie F. Gee, Director of Personnel  
Wyllys D. VanDerwerker, Director of Special Education  
April Bruce, Director of Curriculum and Instruction  
Ethel Reeves, Director of Engagement, Equity, and Opportunity  
Steve Gatzke, Director of Facilities, Building Maintenance  
R. Denise Spinner, Clerk/Recording Secretary

**MEDIA  
PRESENT:**

Liz Ramos, *The News & Advance*  
Valencia Jones, *WSET 13*  
WDBJ 7  
WSLS

**Agenda Items:**

- A-1. Agenda Approval
- B-1. Notice of Closed Meeting
- B-2. Certification of Closed Meeting

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- C. Public Comments
- D. Special Presentation
- E. Finance Report
- F. Consent Agenda
- G. Student Representative Comments
- H. School Board Committee Report
- I-1. Fund Balance Recommendations: 2017-18
- I-2. School Calendar 2019-20
- I-3. High School Program of Studies: 2019-20
- J-1. Middle School Program of Studies: 2019-20
- J-2. Capital Improvement Plan: William Marvin Bass Elementary School
- J-3. Request for Reallocation of FY2018-19 Operating Budget
- J-4. Lynchburg City School Board Governance Policy Review Update
- J-5. Lynchburg City School Board Instruction and Programming Policy Review and Updates
- K. Superintendent's Comments
- L. Board Comments
- M. Informational Items
- N. Adjournment

**A-1. Agenda Approval**

Upon MOTION Dr. Coleman, SECONDED by Ms. Mason, the school board approved the January 15, 2019 Board Meeting Agenda.

Yes Votes: Dr. Brennan, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles

No Votes: None

Abstentions: None

Upon MOTION Ms. Mason, SECONDED by Dr. Gupta, the school board approved the addition of an addendum to item F-2. Personnel Report, removal of Student Discipline Committee Meeting Minutes for November 27, 2018 to the February 5, 2019 Board Meeting.

Yes Votes: Dr. Brennan, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles

No Votes: None

Abstentions: None

**B-1. Notice of Closed Meeting**

Upon MOTION by Dr. Nilles, SECONDED by Dr. Brennan, the school board convened a closed meeting at 5:03 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: Dr. Brennan, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles

No Votes: None

Abstentions: None

**B-2. Certification of Closed Meeting**

Upon MOTION by Dr. Nilles, SECONDED by Dr. Brennan, the school board reconvened in open session at 5:34 p.m.

Yes Votes: Dr. Brennan, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles

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No Votes: None

Abstentions: None

Upon MOTION by Dr. Nilles, 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: Dr. Brennan, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles

No Votes: None

Abstentions: None

**C. 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 are no public comments to report for this board meeting.

**D. Special Presentation**

The Lynchburg City Schools' Special Education Advisory Committee (SEAC) is responsible to: advise the local school division of the needs in the education of children with disabilities; participate in the development of priorities and strategies for meeting the identified needs of children with disabilities; submit periodic reports and recommendations regarding the education of children with disabilities to the local school board; assist the local school division in interpreting plans to the community or meeting the educational needs of children with disabilities; review policies and procedures for the provision of special education and related services prior to the submission to the local school board; and participate in the review of the local school division's annual plan.

The following are the 2018-19 recommendations from the LCS SEAC Committee:

- Inclusive practices – The LCS SEAC recommends that Lynchburg City Schools continue to implement and develop inclusive practices for all students with disabilities. (Focus: Access to the general education curriculum.)
- Disability awareness – The LCS SEAC recommends Lynchburg City Schools conduct an annual disability awareness program in October.
- Professional Development – The LCS SEAC recommends the Department for Special Education provide the following professional development:
- Registered Behavior Technician (RBT) training for the LCS instructional assistants assigned to division-wide programs;
- Awareness of the unique needs of students considered “Twice Exceptional”(Gifted and Disabled);
- Effective strategies for students with skills deficits in the area of Executive Functioning;
- Best practices in remedial reading instruction including Orton Gillingham reading strategies;
- Instructional strategies for students with emotional disabilities;
- Dyslexia diagnosis and evidence-based instructional strategies;
- Instructional support strategies for students with Autism Spectrum Disorder (ASD); and
- Implementation of research-based behavior management programming for students considered in need of a “ Tier III intervention”; and
- Assistive Technology-Aim-Va.
- Extracurricular Support – The LCS SEAC recommends LCS IEP committee leads receive awareness training on how to provide access to extracurricular activities for students with disabilities.

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- Reading – The LCS SEAC recommends the review of the special education supplemental reading programs and determine if additional materials are needed to meet individual student needs. (Example: FUSION)  
FUSION – <https://www.mheducation.com/prek-12/program/fusion-reading2012/MKTSP-QOS01M0.html>
- Decentralizing Middle Schools – The LCS SEAC recommends Lynchburg City Schools conduct a review of all division-wide programs, including projected enrollment, to determine the possibility of educating students with disabilities in their home schools without the use of division-wide classrooms.
- Transportation – The LCS SEAC endorses the provision of on-going professional development for LCS transportation staff in the area of Autism Spectrum Disorders.

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

Susan D. Morrison called the meeting to order at 5:40 p.m. and led the board in the Pledge of Allegiance.

**E. Finance Report**

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

Total Operating Fund Budget	\$	97,672,407.00
Through November 30, 2018		
Actual Revenue Received	\$	26,798,117.28
Actual Expenditures	\$	33,911,820.12
Actual Encumbered	\$	54,330,866.48
Percent of Budget Received		
27.44%		
Percent of Budget Used, excluding encumbrances		34.72%
As of 11/30/18 – 5 months		41.67%

The revenue and expenditure reports detail the transactions recorded 2018. All reports appear as attachments to the agenda report through November 30, 2018.

Mr. Beckles shared that the revenue and expenditures are on budget at this time and there is nothing significant to report.

Medical plan is still running below budget at this point and audit financial statements and audit reports were provided to each board member.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JANUARY 15, 2019, FOR A COPY OF THE AGENDA AND ALL ATTACHMENTS)

**F. Consent Agenda**

Upon MOTION by Dr. Coleman, SECONDED by Ms. Mason, the school board moved to approve the Personnel Report from December 4, 2018 – January 15, 2019, the Personnel Report Addendum, the minutes from December 4, 2018 (Regular Meeting) December 6, 2018 (Student Discipline Committee Meeting) January 8, 2019 (Student Discipline Committee Meeting), and the Religious Exemption Approval.

Yes Votes: Dr. Brennan, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles

No Votes: None

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Abstentions: None

Dr. Edwards announced the new Director of Transportation, Mr. Angel Garcia-Ablanque.

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**G. Student Representative Comments**

Sedora Booker-Felder, student representative for Heritage High School, shared updated on events, activities, and educational opportunities at Heritage High School.

**H. School Board Committee Report**

1. School Board Committees:

**Finance Committee** – Meeting in December. Dr. Brennan shared STEM Academy was discussed at the committee meeting. There will be a meeting on February 12<sup>th</sup> with Ms. Carter.

**Governor’s School Committee** – No information shared at this time.

**LAUREL Regional School Committee** – No information shared at this time.

**XLR8 STEM Academy Committee** –

2. Advisory Committees to the School Board:

**Career Technical Advisory Board** – Had to reschedule due to inclement weather.

**Equity Task Force Committee** – Meeting will be held tomorrow, January 16<sup>th</sup>.

**Health Advisory Board Committee** – Meeting will be held tomorrow, January 16<sup>th</sup>.

**Special Education Advisory Committee** – Presented during special presentation.

**I-1. Fund Balance Recommendations: 2017-18**

The fund balance for the 2017-18 school year is \$3,320,799. Although the school administration had previously discussed possible uses for those funds, the City Manager has asked the board to consider the following changes:

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
Replenishment of Maintenance Reserve	\$ 120,000

\$3,320,799

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Return of funds to Health Insurance Reserve	\$1,300,000
Replacement of Heritage Elementary Roof (FY2020 Project)	\$ 500,000
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

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Remediation of mold at Dunbar Middle School	\$ 150,000
Replenishment of Maintenance Reserve	\$ 120,000
	\$3,320,799
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The superintendent recommends that the school board receive this agenda item for discussion and possible action at the February 5, 2019 board meeting.

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**I-2. School Calendar 2019-20**

The proposed school calendar for 2019-20 contains many of the features that were included in the school calendar for 2018-19. During this presentation, the school administration will review the proposed calendar with the school board.

The superintendent recommended that the school board approve the proposed school calendar (LCS and Bass) for 2019-20.

Dr. Copeland presented minor changes to the Bass calendar and shared the final copy with the board at the meeting.

Upon MOTION Dr. Coleman, SECONDED by Ms. Mason, the school board approved the updated Bass calendar and the presented LCS calendar.

Yes Votes: Dr. Brennan, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JANUARY 15, 2019, FOR A COPY OF THE AGENDA AND ALL ATTACHMENTS)

**1-3. High School Program of Studies**

Each year the school board reviews and approves the High School Program of Studies for the next school year. A team made up of high school administrators, counseling directors, and various members of the departments of special education, student services, and curriculum and instruction have met over the past four months to update this handbook.

The team worked to ensure this handbook includes graduation information consistent with current Virginia Department of Education requirements. The main updates made to this year's handbook include new courses in study skills, computer science, physical education, hip hop, and engineering. It also includes clarity on testing requirements, class rank, sequential electives, and offerings at the Central Virginia Governor's School and the Governor's STEM Academy.

The High School Program of Studies has been posted on the main LCS website for one month to gather input from the public. High school counseling departments have also gathered input from school stakeholders regarding the program offerings at each school.

High school counseling departments will use the 2019-20 Program of Studies to begin meeting with parents and scheduling students in January and February.

The superintendent recommended that the school board approve the 2019-20 High School Program of Studies.

Upon MOTION Dr. Nilles, SECONDED by Dr. Brennan, the school board moved to approve the 2019-20 High School Program of Studies.

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Yes Votes: Dr. Brennan, Dr. Coleman, Mrs. Evans, Dr. Gupta, Ms. Mason, Mrs. Morrison, Dr. Nilles

No Votes: None

Abstentions: None

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**J-1. Middle School Program of Studies: 2019-20**

Each year the school board reviews and approves the Middle School Program of Studies for the next school year. A team made up of middle school administrators, counseling directors, and various members of the departments of special education, student services, and curriculum and instruction have met over the past three months to update this handbook.

The team worked to ensure this handbook includes course offerings consistent with current Virginia Department of Education requirements. The main updates made to this year's handbook include a revised math sequencing chart and updated information on gifted services, special education, and remediation opportunities. It also includes clarity on math placement and courses offered for high school credit, including the addition of a full high school credit for the Introduction to Theatre course.

Middle school counseling departments will use the 2019-20 Program of Studies to begin meeting with parents and scheduling students in February and March.

The superintendent recommended that the school board receive this agenda report as an informational item and consider action at the February 5, 2019 board meeting.

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**J-2. Capital Improvement Plan: William Marvin Bass Elementary School**

The capital improvement plan includes \$60,000 in construction funding for replacement of the William Marvin Bass Elementary School gymnasium floor. The City of Lynchburg Office of Procurement and Purchasing has received bids on the project.

Two bids for the Bass gym floor replacement project were received. The school administration recommends Miller Flooring based on their bid of \$60,185 which was the lowest bid and a unit price of \$7.00 per square foot to replace the subflooring. All bids received are listed below.

<b>BIDDER</b>	Miller Flooring	Dynamic Sports Construction
<b>BASE BID</b>	\$60,185	\$72,906
<b>Replace Subflooring per sq/ft</b>	\$7.00	\$3.50

The superintendent recommended that the school board receive this agenda report as an informational item and consider action at the school board meeting on February 5, 2019.

Dr. Nilles made a motion that this agenda item be added to the consent agenda at the February 5, 2019 board meeting. Dr. Coleman seconded the motion.

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**J-3. Request for Reallocation of FY2018-19 Operating Budget**

The school administration has recognized a need to reallocate funds from various salary and benefits operating accounts throughout the school division to fund:

- Facilities and Maintenance (see details below) \$573,000
- Information Technology (see details below) \$538,000
- Student Services (see details below) \$ 40,000
- Schools \$ 84,000

<b>Total reallocation requests</b>	<b>\$1,235,000</b>
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Given school board approval, the funds to purchase or make adjustments to existing budgets will come from available salary accounts within the existing operating budget.

<b>Various Salary and Benefits accounts</b>	<b>\$1,235,000</b>
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The school administration requests these budget adjustments be approved for the 2018-19 school year in order to fund these adjustments or purchases.

**Additional Information on some of the above items:**

**FACILITIES AND MAINTENANCE**

- |   |           |
|---|-----------|
| Replacement of three (3) boilers at Linkhorne Middle School | \$175,000 |
| Rebuilding of two (2) chillers at Linkhorne Middle School   | \$150,000 |
| Increase in Facilities maintenance and repair budget        | \$100,000 |
| Purchase of two (2) new trucks for Grounds                  | \$ 80,000 |
| Purchase of two (2) Z-Turn mowers for Grounds               | \$ 30,000 |
| Purchase of two (2) snow kits for the new trucks            | \$ 20,000 |
| Replacement of three (3) bus garage rollup doors            | \$ 10,000 |
| Replacement of security cameras at Sandusky Middle School   | \$ 8,000  |

<b>Total Facilities and Maintenance Reallocation Requests</b>	<b>\$573,000</b>
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**INFORMATION TECHNOLOGY**

Purchase of offsite disaster recovery backup server & connecting Fiber	\$231,000
Upgrade/Replacement of phone system	\$136,000
Software maintenance fees	\$100,000
Purchase of licenses for three (3) years for KnowBe4 Security Awareness System	\$ 41,000
Student records – microfilm conversion to electronic image	\$ 30,000
	<b>\$538,000</b>
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**STUDENT SERVICES**

Purchase of two (2) 4-door sedans for Social Workers	\$ 40,000
	<b>\$ 40,000</b>
	=====

**SCHOOLS**

Purchase of bands uniforms for Heritage and E. C. Glass Highs	\$ 84,000
	<b>\$ 84,000</b>
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The superintendent recommends that the school board receive the agenda report as an informational item and consider action at the February 5, 2019 board meeting.

**J-4. Lynchburg City School Board Governance Policy Review and Updates**

One goal of the Lynchburg City School Board is to ensure that the Board reviews policies every three to five years, with three years being the ideal time span. The governance policies listed below have been reviewed by the Governance Policy Committee and legal counsel. Most have minor or no changes recommended.

- BB School Board Legal Status (No changes recommended)
- BBAA Board Member Authority (No changes recommended)
- BBBA Qualifications of School Board Members (No changes recommended)
- BCA School Board Organizational Meeting (Minor change)
  
- BCB School Board Officers (Minor change)
- BCE School Board Committees (Minor change)
- BDB Special School Board Meetings (VSBA update)

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BDCA	Calling and Certification of Closed Meetings (VSBA update)
BDDC	Agenda Preparation and Dissemination (VSBA update)
BDDD	Quorum (No changes recommended)
BDDD-R	Quorum – Call to Order (Minor change)
BDDG	Minutes (VSBA update)
CMA	School Division Annual Report Card (VSBA update)

The Governance Policy Committee met on December 17, 2018

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on February 5, 2019.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JANUARY 15, 2019, FOR A COPY OF THE AGENDA AND ALL ATTACHMENTS)

**J-5. Lynchburg City School Board Instruction and Programming Policy Review and Updates**

Several policy revisions were recently received from the Virginia School Boards Association (VSBA). These policies have been reviewed by the Instruction and Programming Policy Committee as well as legal counsel and reflect the latest changes in state and federal law. The policies below are being recommended for deletion based upon the adoption and/ or conversion new VSBA policies:

R 6-40.1	Classroom Assignments for Twins (See Policy JCJ)
P 7-13	Transfers (See Policy JCA, JCA-R & JCB)
P 7-51.1	Health Examinations, Clinics, and Tests: Contagious and Infectious Diseases (See Policy JHCCA-E)

These policy revisions from the VSBA May 2018 update appear as attachments to the agenda report.

JCA	Transfer by Student Victim of Crime
JCA-R	Transfer by Student Victim of Crime (Regulation)
JCB	Transfer by Students In Persistently Dangerous Schools JCJ Classroom Assignment of Twins
JHCCA-E	Guidelines for School Attendance for Students with Human Immunodeficiency Virus

The Instruction & Programming Policy Committee met on December 7, 2018

The superintendent recommends that the school board receive this agenda item for discussion and action at the February 5, 2019 board meeting.

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**K. Superintendent's Comments**

Dr. Edwards attended the opening of the historic Academy of the Arts and attended the Governor's School board meeting.

The superintendent also met with the VDOE and participated in the Exit Session for Special Education. She is continuing to hold the "Give Me 30" meetings with all school principals.

Dr. Edwards also met with the General Assembly Delegation along with City Council at Delta Star as well as attended the Mayor's Youth Council Holiday Reception.

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The Region V Superintendent meeting was hosted at E.C. Glass High School by Dr. Edwards in the Marie Waller Lecture Hall. Before the winter break, Dr. Edwards made visits to schools.

A monthly principal's meeting was held and Dr. Edwards attended an Interfaith meeting at St. Pauls.

Community Conversation was held at Heritage High School and was a success. Dr. Edwards expressed gratitude for all who contributed to the planning and presentations. She also was appreciative of the board members for attending.

Dr. Edwards will be speaking at White Rock Church for MLK event and will be the keynote speaker at the Annual Martin Luther King, Jr. Breakfast on Monday. On Friday, she will be speaking in Roanoke on behalf of Virginia Tech for aspiring superintendents.

**K. Board Comments**

Mrs. Morrison and the board discussed possible topics for the upcoming Work Session on January 29, 2019. Multiple suggestions were made and the Chair will send out an email to all board members for them to select their top four choices. The Chair will then share with all what the topics will be based off of their collective choices.

Dr. Nilles was impressed with the turnout at Community Conversation. Staff adjusted on the fly to large attendance.

Dr. Gupta shared that the Community Conversation ran well.

Dr. Brennan thanked everyone for the Community Conversation program last week. He also expressed gratitude to One Community and One Voice. Dr. Brennan participated in a Biology classroom at Heritage High School and thanked Dr. Coleman for the participation in "March for More" in Richmond.

Dr. Coleman will be attending a meeting with Dr. Haun with VHSL as he is a member of the board. He shared that the Capital Conference has been rescheduled due to inclement weather. Dr. Coleman shared that there will be a March 18<sup>th</sup> Spring Networking Session and Liberty Middle School. He also expressed a happy 90<sup>th</sup> birthday to Dr. Martin Luther King, Jr.

**L. Informational Items**

The next School Board Meeting will be held on Tuesday, February 5, 2019 at 5:30 p.m. in the board room at the Administration Building

A School Board Work Session will be held on Tuesday, January 29, 2019 at 5:00 p.m. in the board room at the Administration Building

**L. Adjournment**

The board meeting adjourned at 8:12 p.m.

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Susan D. Morrison, Chairman

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R. Denise Spinner, Clerk

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