

**Lynchburg City School Board
Regular Meeting
February 6, 2018**

**BOARD
MEMBERS
PRESENT:**

Michael J. Nilles, Chairman
James E. Coleman, Vice Chairman
Robert O. Brennan
Sharon Y. Carter
Charleta F. Mason
Susan D. Morrison
Derek L. Polley
Kimberly A. Sinha
Katie K. Snyder
Manan A. Shah, Student Representative, Heritage High School

**BOARD
MEMBERS
ABSENT:**

Eva Marie Barauskaus, Student Representative, E. C. Glass High School

**ADMINISTRATION
PRESENT:**

Larry A. Massie, Acting 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
LaTonya D. Brown, Director for Student Support, Behavior, and Alternative Education
April M. Bruce, Director for Data, Assessment, and Accountability
Steven L. Gatzke, Director for Facilities
Marie F. Gee, Director for Personnel
Michael K. Rudder, Director for School Improvement
Russell E. Stone, Director for Transportation
Wyllys D. VanDerwerker, Director for Exceptional Learners
Dixie B. Sears, Supervisor for Language Arts, History, Library, and Foreign Language
Maria T. Jaeger, Supervisor for Math and Science
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Liz Ramos, *The News & Advance*

**Agenda
Items:**

- A-1. Public Comments
- B-1. School Board Appreciation Month
- B-2. Update on Schools Denied Accreditation
- C-1. Finance Report
- D. Consent Agenda
- E. Student Representative Comments
- F. School Board Committee Report
- G-1. School Operating Budget: 2018-19
- G-2. School Calendar: 2018-19
- H-1. 2018 Summer School Programs
- I. Superintendent's Comments
- J. Board Comments
- K. Informational Items
- L. Adjournment

The Lynchburg City School Board met for its regular business meeting at 5:30 p.m. in the Board Room at the School Administration Building. Dr. Coleman opened the meeting and asked those in attendance to rise and recite *The Pledge of Allegiance*.

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

Yes Votes: Dr. Coleman, Dr. Brennan, Ms. Carter, Ms. Mason, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

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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. Taylor Robertson requested that 18 additional slots be purchased for students to attend the Central Virginia Governor's School for Science and Technology.

Mr. Robert Flood spoke about ex-felons volunteering in schools.

B-1. School Board Appreciation Month

The month of February marks the annual observance of School Board Appreciation Month. The Virginia School Boards Association established this observance in 1989 to encourage public recognition of the roles and responsibilities of school board members and to highlight the importance of public education throughout the Commonwealth.

This year's theme, "Advancing Opportunities for All," declares local school boards' top priority of advocating for public education with local, state, and federal leaders on behalf of all students.

The Lynchburg City Schools is joining with other school divisions throughout the state to recognize the important contributions school board members make to their communities.

Members of the Lynchburg City School Board receive no financial compensation for their tireless efforts, and this school board is one of very few boards statewide that has student representatives. The nine members of the school board are appointed by Lynchburg City Council.

Even though this special event shows an appreciation of school board members, members of the community recognize that their contributions reflect a year-round commitment. They are dedicated individuals who are committed to the continuing success of the city's schools and students.

Dr. Nilles arrived at 5:44 p.m. and took the floor.

The school board recognized Mrs. Sullivan as part of School Board Clerk Appreciation Week.

Upon MOTION by Dr. Coleman, SECONDED by Ms. Mason, the school board adopted the following resolution:

The Lynchburg City School Board recognizes School Board Clerk
Wendie L. Sullivan

WHEREAS, school board clerks in each locality throughout our great Commonwealth are appointed by law to fulfill their duties and responsibilities; and

WHEREAS, school board clerks are responsible for keeping accurate records of the meetings and proceedings of the school board, a record of all receipts and disbursements, and a record of all official acts; and

WHEREAS, school board clerks perform such other duties in connection with the school business of the city as may be required by the school board; and

WHEREAS, school board clerks maintain frequent contact with the public, including parents, employees and the media, on behalf of the school board and superintendent; and

WHEREAS, school board clerks, in the performance of their duties, are often required to work extra hours attending school board meetings; and

WHEREAS, school board clerks join with school boards to help ensure that students achieve to their highest potential; and

WHEREAS, school board clerks provide an invaluable service for school board members and superintendents, the VSBA Board of Directors does hereby recognize the third week of February as School Board Clerk Appreciation Week in the Commonwealth of Virginia, and

WHEREAS, the Lynchburg City School Board joins the VSBA in recognizing the many and varied contributions of school board clerks;

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Now, therefore, be it resolved that at its meeting on the 6th day of February, the year 2018, the Lynchburg City School Board also recognizes this week of February as School Board Clerk Appreciation Week.

Michael J. Nilles, Chairman

February 6, 2018

Larry A. Massie, Superintendent

February 6, 2018

Yes Votes: Dr. Nilles, Dr. Coleman, Dr. Brennan, Ms. Carter, Ms. Mason, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

B-2. Update on Schools Denied Accreditation

As part of Memorandum of Understanding with the Virginia Board of Education, the school administration will provide information to the school board regarding steps taken to complete the essential actions in the corrective action plan of the schools denied accreditation for 2017-2018.

1. On January 29-30, 2018, English specialists from the Virginia Department of Education visited English classes in all three middle schools. Prior to the visit, they conducted an in-depth study of the Pacing and Resource Guides and Lynchburg City Schools Framework for Instructional Time. Based on their review of curriculum and observation of English instruction, a report will be provided to Mrs. Bev Rabil, Director of the Office of School Improvement at VDOE, who will then deliver the findings and recommended next steps to principals and central office staff on February 15, 2018 when she and members of her staff visit the school division for additional on-site technical assistance training.
2. In 1st and 2nd quarters, a team from central office conducted instructional sweeps of warned areas in all schools that are denied accreditation or reconstituted. During these sweeps, observations were conducted in classrooms of warned areas. The team used the division’s instructional alignment tool to gather data on instruction. From that data, the team identified areas of strength, areas for growth, and recommendations for 2-3 essential actions for schools to implement to assist in improving student achievement in the warned content. Over the course of the next few weeks, the central office team will be revisiting each of the schools to conduct a second sweep in order to monitor progress and provide additional feedback for improvement as we move closer to SOL testing.
3. As required by the Memorandum of Understanding for each of the schools denied accreditation, the corrective action plan developed with the schools and the Office of School Improvement at the Virginia Department of Education was shared with the faculties and parents. These meetings occurred on January 24, 25, and 26, 2018. As further required by the MOU, members of the central office staff were present at each of these meetings to offer support to the principals and answer questions as needed. For any parents that may not have been able to attend the meetings, they may contact their child’s principal in order to obtain a copy of the Corrective Action Plan being implemented at each school.
4. Becky Dufour continues to provide support to our schools in becoming more and more effective with working in collaborative teams. Prior to the winter break, she met with teachers and principals at Lynchburg College assisting them in developing a 15-day instructional plan that includes instructional strategies for teaching a particular standard or standards, common formative assessments, and opportunities for re-teaching and remediation. She returned for a follow-up training on February 2, 2018. We would like to continue to offer Becky or gratitude for providing this opportunity to our schools.

C-1. Finance Report

The school administration, in accordance with the FY2017-18 school operating budget, authorized, approved, and processed the necessary payments through December 31, 2017. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarized the payments made through December 31, 2017 for the operating fund.

Total Operating Fund Budget	\$95,324,667.00
Adjustment – Insurance Proceeds	\$ 33,833.00
Adjustment – Prior Year Encumbrances	\$ 1,275,388.88
Additional State funding of CTE Equipment	\$ 9,748.88
Proceeds from Sale of Bus	<u>\$ 13,500.00</u>
Total Operating Fund Budget - adjusted	\$96,657,137.76

Through December 31, 2017	
Actual Revenue Received	\$ 40,641,247.74
Actual Expenditures	\$ 40,974,025.95
Actual Encumbered	\$ 46,444,919.13

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Percent of Budget Received	42.05%
Percent of Budget Used, excluding encumbrances	42.39%
As of 12/31/17 – 6 months	50.00%

The revenue and expenditure reports detailed the transactions recorded through December 31, 2017. All reports appeared as attachments to the agenda report.

There were no issues to report regarding the finance report.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 6, 2018, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

D. Consent Agenda

Upon MOTION by Ms. Mason, SECONDED by Ms. Carter, the school board approved the school board meeting minutes of January 9, 2018 (Student Discipline Committee); January 16, 2018 (Public Budget Hearing); January 16, 2018 (Regular Meeting); January 23, 2018 (Student Discipline Committee Meeting); and January 25, 2018 (Special Meeting); the personnel report and addendum for the period January 16 – February 6, 2018; and the Capital Improvement Plan for 2019-23.

Yes Votes: Dr. Nilles, Dr. Coleman, Dr. Brennan, Ms. Carter, Ms. Mason, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 6, 2018, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

E. Student Representative Comments

Mr. Menan A. Shah, student representative for Heritage High School, shared comments about the events and activities occurring at his school. He also shared a video that he and his classmates produced regarding diversity.

F. School Board Committee Reports

Ms. Mason announced that the Governor's School Board is to meet on Wednesday. They are still receiving information about students who are announcing early acceptance to many prestigious colleges and universities. She also provided information about the CFO of Netflix, a former student of CVGS, who is making scholarships available for students at that school.

Dr. Coleman remarked that he hopes during the next several months, advisory committees to the school board will have an opportunity to present updates to the board.

G-1. School Operating Budget: 2018-19

During the school board meeting on January 16, 2018, the school administration shared comparison information about the governor's proposed budget for 2018-19 and the current 2017-18 budget. The governor's proposal increases the school division's funding by \$2 million. That funding along with savings that will occur due to the reduction in VRS rates for next year and salary and benefits savings through position attrition, the school division will realize a total of \$2,516,384 for the 2018-19 budget.

Tier I budget requests presented by the school administration included \$2,888,448 in mandated costs associated with special education. Also presented were requests for the purchase of eight school buses in the amount of \$713,000 and a pay scale adjustment for all employees in the amount of \$1,394,073. This presents a grand total of \$4,995,521.

Over the past few weeks, the school administration has learned that funding provided through Title II Part A might be eliminated, and it might be necessary for the school division to fund the positions paid for through that grant through its operating budget. The school administration recommends that the school board ask for level funding from the city and that it pay for the purchase of eight school buses. While this will allow for the funding of Tier 1 mandated budget requests and funding to cover eliminated Title I Part A funds, there remains a \$749,194 funding gap.

Upon MOTION by Dr. Coleman, SECONDED by Mr. Polley, the school board approved the request of level funding from the Lynchburg City Council for the FY2019 budget in the amount of \$42,028,498 and that the city fund the purchase of eight (8) school buses in the amount of \$713,000.

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Yes Votes: Dr. Nilles, Dr. Coleman, Dr. Brennan, Ms. Carter, Ms. Mason, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

G-2. School Calendar: 2018-19

The proposed school calendar for 2018-19 contains many of the features that were included in the school calendar for 2017-18. During the last school board meeting, the school board reviewed the calendar which includes

- a start date of August 15, 2018,
- a total of two half-days (one at the end of each semester),
- a fall and spring break (two days in October and March), and
- an ending date of May 31, 2019.

Further, the Martin Luther King, Jr., Holiday has been corrected to occur on January 21, 2019.

Mrs. Morrison offered comments about the two vacation days in March indicating that students need to be in school. She further explained that during that time of year, students often miss days due to inclement weather and that the break in the consistency of attending school each day makes it hard for students acclimate to daily instruction.

The school administration explained that Standards of Accreditation require school division to have calendars with 180 attendance days or 990 hours. We have longer student days at all three levels. Because of the banked time there are approximately 14 days that students can miss before being required to make up days.

If students do not miss days between January and March, there will be 44 student attendance days and 69 student attendance days until spring break. This long stretch without a break will make it difficult for students and staff.

The MOTION made by Dr. Coleman, SECONDED by Mrs. Morrison to move the March 6 and 7 vacation days to the end of the school year failed.

Yes Votes: Dr. Coleman, Dr. Brennan, Mrs. Morrison, Dr. Sinha

No Votes: Dr. Nilles, Ms. Carter, Ms. Mason, Mr. Polley, Mrs. Snyder

Abstentions: None

Dr. Coleman asked that it go on record that breaks are necessary but performance and efficiency and effectiveness are the main concern.

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board adopted the division calendar and the calendar for William Marvin Bass Elementary School for the 2018-19 school year.

Yes Votes: Dr. Nilles, Dr. Coleman, Dr. Brennan, Ms. Carter, Ms. Mason, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: Mrs. Morrison

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 6, 2018, EXHIBIT “C,” FOR A COPY OF THE DIVISION SCHOOL CALENDAR AND THE WILLIAM MARVIN BASS ELEMENTARY SCHOOL CALENDAR FOR 2018-19 SCHOOL YEAR.)

H-1. 2018 Summer School Programs

The school administration provided information to the school board regarding plans that are being made for summer school programs for 2018. Recommendations for those programs appear as follows:

PROGRAM	STUDENTS SERVED	LOCATION	DATES	STUDENT HOURS
<p>21st CCLC Summer Programs (Hours outlined in grant - minimum 60 hours)</p>	<p>Selected 21st CCLC students</p>	<p>DMS, LMS, SMS, BASS, HES, LES, PES, TCM</p>	<p>June 4-8 June 11-15 June 18-22 June 25-29 (Schedules TBD by 21st CCLC School)</p>	<p>TBD by 21st CCLC School</p>

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Elementary Remedial 14 days@4 hrs = 56 hrs	Current PK-5th grade students needing additional support in reading & math	SHF	July 2-6 (No July 4) July 9-13 July 16-20	8:00 -12:00 (4 hrs)
Elementary PETAL 14 days@4 hrs = 56 hrs	Rising 2nd-6th graders recommended for acceleration in reading or math.	HES	July 2-6 (No July 4) July 9-13 July 16-20	8:15-12:15 (4 hrs)
Middle School Remedial 14 days @ 4.25hrs per day = 59.5 hrs	Current 6th-8th grade students who are required to successfully completed a course in order to be promoted	HHS	July 2-6 (No July 4) July 9-13 July 16-20 Registration Day Tentative, Thursday, June 14th Hours TBD	7:45-12:00 (4.25 hrs)
Middle School PETAL 14 days @ 4.25hrs per day = 59.5 hrs	Rising 7th & 8th graders recommended for acceleration in math	HHS	July 2-6 (No July 4) July 9-13 July 16-20	7:45-12:00 (4.25 hrs)
High School Remedial for Course Credit 19 days @ 4.25hrs per day = 80.75 hrs (70 hours required for year course)	Current 9th-12th grade students needing to repeat a full year course for credit	HHS	June 25- 29 July 2-6 (No July 4) July 9-13 July 16-20 Registration Day Tentative, Thursday, June 14th Hours TBD	7:45-12:00 (4.25 hrs)
High School PETAL 14 days @ 4.25hrs per day = 59.5 hrs	Current high school PETAL students needing a transitional course into their next accelerated math course	HHS	July 2-6 (No July 4) July 9-13 July 16-20	7:45-12:00 (4.25 hrs)
SOL ACADEMY 19 days @ 4.25hrs per day = 80.75 hrs	Students have passed a course but failed the associated SOL test	HHS	June 25- 29 July 2-6 (No July 4) July 9-13 July 16-20 <u>Academy Schedule TBD</u> Registration Day Tentative, Thursday, June 14th Hours TBD	7:45-12:00 (4.25 hrs)
ONLINE COURSES Course offerings include: Personal Finance & Health/PE	Students who want to take a new course for high school credit.	HHS (if student needs access to technology)	June 4 - TBD Registration TBD	

I. Superintendent's Comments

The Empowerment Academy graduation has been rescheduled to occur on February 7, 2018, at 6:00 p.m. in the Marie Waller Lecture Hall at E. C. Glass High School.

Lynchburg City Schools would like to notify its community of its intent to apply for Title IV Part B 21st Century Community Learning Centers Funds. These are competitive grant funds designed to provide academic and enrichment programming outside of the regular school day. The grants also support family engagement and literacy programs with families of participating students. LCS will be submitting applications to continue 21st Century programming at William Marvin Bass Elementary School, Linkhorne Elementary School, and Robert S. Payne Elementary School. Community members wishing to review and/or comment on these grant proposals may contact Michael K. Rudder, director for school improvement and grants, or Sarah G. Campbell, coordinator for extended learning time.

On March 28, 2018, the Lynchburg City Schools Education Foundation Inc. will be hosting their 12th Annual Breakfast with the Superintendent. This event provides a unique opportunity for local business and community leaders as well as interested citizens to meet with school administrators to learn more about Lynchburg City Schools. After making some introductory remarks, the superintendent will turn the program over to a special presentation with LCS graduate and E. C. Glass High School English teacher, Aaron Reid. Aaron will be joined by four personable and energetic E. C. Glass High School and Heritage High School seniors who will share how their LCS education has prepared them for success as they continue their education and become engaged citizens and creative employees.

J. Board Comments

Dr. Brennan extended his appreciation to Dr. Massie and principals at Bedford Hills Elementary School, Paul Munro Elementary School, and Linkhorne Elementary School for conducting open houses for prospective parents. Dr. Brennan also indicated that he had recently attended the VSBA New School Board Member Orientation.

Ms. Carter remarked that the student representatives were doing a very good job this year and recommended that Mr. Shah enter his video in the contest VSBA is currently conducting.

Mrs. Snyder thanked the schools and staff for the many gifts for School Board Appreciation. She also announced that “I Love Math Day” is occurring at Robert S. Payne Elementary School on February 16.

Mrs. Morrison extended her appreciation to all school nurses. She had recently been to two schools to pick up sick students, and those nurses had been quite busy. She also thanked the custodians for their job in keeping the schools clean.

Mr. Polley attended an event at the Lynchburg Public Library celebrating Black History Month.

Dr. Coleman provided information about the many events and activities he had attended over the past few weeks.

K. Informational Items

Next School Board Meeting: Tuesday, March 6, 2018, 5:30 p.m., Board Room, School Administration Building

L. Adjournment

The meeting adjourned at 7:32 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.)