

**Lynchburg City School Board
Regular Meeting
February 18, 2014**

**BOARD
MEMBERS
PRESENT:**

Regina T. Dolan-Sewell, Chairman
Trenay L. Tweedy, Vice Chairman
Mary Ann Hoss
Michael J. Nilles
Jennifer R. Poore
Katie K. Snyder
J. Marie Waller
Thomas H. Webb
Charles B. White
Sara B. Natour, Student Representative, E. C. Glass High School
Alexis T. Johnson, Student Representative, Heritage High School

**BOARD
MEMBERS
ABSENT:**

None

**ADMINISTRATION
PRESENT:**

Scott S. Brabrand, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction
Ben W. Copeland, Assistant Superintendent of Operations and Administration
Anthony E. Beckles, Sr., Chief Financial Officer
David A. Childress, Director of Information Technology
Jason J. Ferguson, Director of Transportation
Steven L. Gatzke, Director of Facilities
Marie F. Gee, Director of Personnel
Michael K. Rudder, Director of School Improvement
Wyllys D. VanDerwerker, Director of Special Education
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Jessie Pounds, *The News & Advance*

**Agenda
Items:**

- A-1. Notice of Closed Meeting
- A-2. Certification of Closed Meeting
- B-1. Public Comments
- C-1. Heritage High School and the Academy of Fine Arts
- D-1. Finance Report
- E. Consent Agenda
- F. Student Representative Comments
- G-1. Lynchburg City School Board Policies and Administrative Regulation Policy Conversion Process
- G-2. Request for Reallocation of Budget
- H-1. Lynchburg Beacon of Hope: Memorandum of Understanding
- H-2. Safety and Security Update
- H-3. Results of the School Culture Survey
- H-4. Middle School Program of Studies: 2014-15
- H-5. Foreign Language Textbook Adoption
- I. Superintendent's Comments
- J. Board Comments
- K. Informational Items
- L. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:03 p.m. in the Board Room at the School Administration Building. Dr. Dolan-Sewell opened the meeting and asked those in attendance to stand and recite *The Pledge of Allegiance*.

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Upon MOTION by Mr. White, SECONDED by Mr. Webb, the school board approved the addition of an addendum to the personnel report, the replacement of the attachment for item H-5. Foreign Language Textbook Adoption, and the deletion of item K. Closed Meeting.

Yes Votes: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Mrs. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

A-1. Notice of Closed Meeting

Upon MOTION by Mr. White, SECONDED by Ms. Poore, the school board convened a closed meeting at 5:03 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) (7) to discuss personnel matters and to receive a legal briefing because the briefing in public would adversely affect the litigating posture of the school board.

Yes Votes: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Mrs. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

A-2. Certification of Closed Meeting

Upon MOTION by Mr. White, SECONDED by Ms. Poore, the school board reconvened in open session at 5:37 p.m.

Yes Votes: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Mrs. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

Upon MOTION by Ms. Hoss, 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: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Mrs. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

B-1. Public Comments

In accordance with School Board Policy 1-41: Public Participation, 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-1. Heritage High School and the Academy of Fine Arts

Heritage High School and the Academy of Fine Arts have collaborated to publish the book, *A Mouse in the Academy*. Mr. Ted Batt, exhibitions curator for the Academy of Fine Arts, and Jon Roark, teacher at Heritage High School, provided additional information about the book during the presentation. The book, which is the third one produced by Heritage High School, was written by Jacob Jaminet, 2013 graduate of the school. The illustrations in the book are the collective works of students in the advanced art class. The book is the product of a collaboration with the Academy of Fine Arts and the renovation that is occurring at the building.

The first and second books, *Sandy the Starfish* and *An Acorn Adventure*, were presented to the school board as well. These books were also illustrated by students in the advanced art class at Heritage High School. The books stem from the continuing education requirement regarding certification of teachers. The class taken by Mr. Roark was in children's

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book illustration. His project was for the class was *Sandy the Starfish*, and one of his students asked to help with illustrations. As a result, the entire class provided illustrations for the book.

The books have now evolved into opportunities for the them to be read to elementary school students, the choir department writes songs based on the books and the choral students perform them, and early childhood students write lesson plans that go into a package that travels with the books when they are delivered to the elementary schools.

D-1. Finance Report

The school administration, in accordance with the 2013-14 school operating budget, authorized, approved, and processed the necessary payments through January 31, 2014. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through January 31, 2014 for the operating fund.

Total Operating Fund Budget	\$84,249,418.00
Restricted Donations Received	\$ 100.00
Fund Balance Return	<u>\$ 507,487.00</u>
Adjusted Budget	\$84,757,005.00

Through January 31, 2014	
Actual Revenue Received	\$ 39,884,543.38
Actual Expenditures	\$ 42,400,538.28
Actual Encumbered	\$ 34,828,174.74

Percent of Budget Received	47.06%
Percent of Budget Used, excluding encumbrances	50.03%

As of 01/31/14 – 7 months	58.00%
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The revenue and expenditure reports detailed the transactions recorded through January 31, 2014. All reports appeared as attachments to the agenda report.

Mr. Beckles stated that a budget forecast has been added to the finance report. This information will be reported to the school board through the end of the school year.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 18, 2014, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

E. Consent Agenda

Upon MOTION by Mr. Webb, SECONDED by Ms. Poore, the school board approved the school board meeting minutes of February 4, 2014 (Regular Meeting); the personnel report and addendum for the period February 4 – 18, 2014; and the request for religious exemption.

Yes Votes: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Mrs. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 18, 2014, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

F. Student Representative Comments

Ms. Sara B. Natour, student representative for E. C. Glass High School, and Ms. Alexis T. Johnson, student representative for Heritage High School, provided comments about the events and activities occurring at their high schools.

G-1. Lynchburg City School Board Policies and Administrative Regulations Conversion Process

In May 2013, the school administration began the process of converting the Lynchburg City School Board Policies and Administrative Regulations to the Virginia School Boards Association's policies. As a member of the VSBA Policy Services, the school division receives regular updates to policies which coincide with changes to the Code of Virginia. Further, all policies developed by the VSBA are reviewed by legal counsel.

The second section regarding community relations was presented to the school board on January 14, 2014. During the past month, the school board has had the opportunity to review this section and provide feedback to the school

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administration regarding additions, changes, and deletions. The school board received two memorandum noting revisions that had been made to the policies, and questions submitted by the school board were reviewed by legal counsel, and responses were provided to the school board.

Upon MOTION by Mr. White, SECONDED by Ms. Poore, the school board deleted policy KF-R Distribution of Outside Communications.

Yes Votes: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Mrs. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

Upon MOTION by Mr. Webb, SECONDED by Ms. Poore, the school board approved changes to policies KJ Advertising in the Schools, JL Fund Raising and Solicitation, KZ Contests for Students, and KG-R Contests for Students.

Yes Votes: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Mrs. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

Upon MOTION by Ms. Poore, SECONDED by Mrs. Snyder, the school board approved KJ Advertising in the School (VSBA Basics with Specifics).

Yes Votes: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Mrs. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

Upon MOTION by Ms. Hoss, SECONDED by Ms. Poore, the school board adopted Section 2 of the Lynchburg City School Board Policy Manual with additions, revisions, and deletions as presented in draft Section 2 and ensuing updates.

Yes Votes: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Mrs. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

G-2. Request for Reallocation of Budget

The school administration has recognized a need to reallocate funds to purchase various equipment and supplies throughout the school division.

Purchases include the following:

Purchase of new student record software	\$ 55,000.00
Purchase of consulting services for one to one initiative implementation	\$ 30,000.00
Purchase of computers for testing at the high schools	<u>\$ 270,000.00</u>
	\$ 355,000.00
	=====

Given school board approval, the funds to purchase these items will come from reallocation of funds in the existing operating budget.

Various Salaries and Benefits accounts	\$ 355,000.00
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The school administration requested this budget adjustment be approved for the 2013-14 school year in order to fund these one-time purchases.

Upon MOTION by Ms. Hoss, SECONDED by Ms. Poore, the school board approved the request for reallocation of budget.

Yes Votes: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Mrs. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

H-1. Lynchburg Beacon of Hope: Memorandum of Understanding

The Beacon of Hope Lynchburg Foundation has developed a Memorandum of Understanding (MOU) which reflects agreements between that nonprofit organization and the Lynchburg City Schools. The MOU, which has been reviewed by legal counsel, appeared as an attachment to the agenda report. Mrs. Laura L. Hamilton, executive director of the Lynchburg Beacon of Hope, provided additional information about the progress of the Beacon of Hope.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 21, 2014, EXHIBIT "C," FOR A COPY OF THE MEMORANDUM OF UNDERSTANDING.)

H-2. Safety and Security Update

The school administration and representatives from the Lynchburg Police Department provided an update on improvements to safety and security that are currently underway or have been completed throughout the school division. Upgrades include new classroom door locks, numbering on exterior doors of all schools, and the installation of video systems in elementary schools. Further, security vestibules are being installed in schools as well as AEDs.

School safety inspections will occur throughout February and March in accordance with a checklist for all Virginia public schools. Also in March, tabletop exercises will occur that will include a list of scenarios about an event and what school personnel would need to do in case certain things occur. This will be the start of training opportunities for all staff.

The school division has worked closely with Officer Gary Fink, Lt. Dave Ragland, Ms. Cindy Kozerow, and the Lynchburg Fire Marshal's Office to develop a standard safety plan for each school. The school division has also employed truancy and security clerks who monitor individuals who have access to schools.

H-3. Results of the School Culture Survey

Part of the Lynchburg City Schools Comprehensive Plan includes administering a school culture survey to students, staff, and the community. The survey has been conducted, and the data has been tabulated. During this presentation, Ms. Ethel R. Coles, coordinator of equity and accountability, provided the school board with the division-level data.

Using feedback from the survey that was conducted in 2012-13, the school division reduced the number of questions from 44 to 25 and added the response "N/A – Not observed/Unable to Answer." Copies of the survey were available online, and hard copies were distributed as needed. Students in grades five, seven, eight, ten, eleven, and twelve, and all employees were encouraged to participate in the survey. Respondents were also able to provide comments on the survey.

Data and comments have been shared with principals, and the superintendent has met with each principal regarding the results of the survey as part of their evaluation. Each principal has been instructed to develop action plans around the culture plan results that they will share with their teachers and school community.

In response to the 2012 survey results, the school division has conducted poverty simulations for employees, established a principal's cabinet at the secondary schools, introduced new food items on the school lunch menus, conducted monthly inspections with custodians, implemented "Touching Bases" as a means for parent/teacher communication, employed additional social workers, implemented the Positive Behavior Intervention System, and made changes to the alternative education program. Beginning in fall 2013, employees were given a Toolkit with resources, and the school division will implement new student information system software.

H-4. Middle School Program of Studies: 2014-15

The Middle School Program of Studies provides information to the parents of rising and current middle school students about middle school programs and practices. Middle school counselors use the Program of Studies when working with students and parents in the scheduling of classes for the next school year. This document is especially helpful when students transfer in or out of the division's middle schools. The Middle School Program of Studies includes links to the Lynchburg City Schools' website regarding high school graduation requirements.

Recommended changes to the Middle School Program of Studies for 2014-15 include the following:

- Inclusion of the Secondary Mathematics Instructional Sequence Options (flowchart)
- Elimination of specific descriptions of school-based exploratory and elective course offerings which are subject to change to a more generalized description of exploratory and elective course offerings with directions for parents to contact the school's counseling department

- Modified directions and procedures for parents when considering high school credit options

Draft copies of the proposed 2014-15 Middle School Program of Studies have been distributed to members of the school board.

The school board will consider this item for action at the March 4, 2014, school board meeting.

H-5. Foreign Language Textbook Adoption

The Code of Virginia states that local school boards shall be responsible for the selection and utilization of instructional materials. Additionally, local school boards shall adopt procedures for the selection of textbooks. These procedures shall include the appointment of evaluation committees to review and evaluate textbooks in each of the subject areas (8VAC20-720-170. Textbooks).

A division committee of teachers and parents will participate in the foreign language review process. By May 2014, the committee will be prepared to recommend materials to the school board for adoption.

Proposed membership for the division's foreign language textbook committee is as follows:

**Foreign Language Textbook Adoption Committee
2013-14**

Teachers

Diana Thompson(Spanish)
Diane Brown (German)

Ayanna Allen (Spanish)
Ellen Rowlson-Hall (French)

Kathleen Perez (Spanish)

Julie Mayhew (French, Dept. Chair)
Lelia Lou Baldwin (French)
Michaela Gabathuler (German)
Megan Barrett (Latin)
Elizabeth Burton (Spanish)

Sarah Brasher (French)
Lorie Croft (Spanish)
Magdalena Markovinic (German)
Bettie Moodie (Latin)
Michele Wisskirchen (Spanish Dept. Chair)

School

Paul Laurence Dunbar Middle School for Innovation

Linkhorne Middle School

Sandusky Middle School

E.C. Glass High School

Heritage High School

Parents:

Jenny Tugman
Claire Skorcz
David Vaughn
Valerie Mueller
Laura Wasmer
Michelle Wood
Mr. & Mrs. Comerford

E.C. Glass High

Heritage High

Linkhorne Middle
Sandusky Middle

Co-Chairpersons:

William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction
Janice Suddith, Lead Academic Coach

Upon MOTION by Ms. Hoss, SECONDED by Mr. Webb, the school board approved the membership of the Foreign Language Textbook Committee.

Yes Votes: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Mrs. Snyder, Ms. Waller, Mr. Webb, Mr. White

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No Votes: None

Abstentions: None

I. Superintendent's Comments

Dr. Brabrand provided information about the article that appeared in *The News & Advance* about Dr. Charlie Pryor and his generous donation of four \$25,000 scholarship to Lynchburg City Schools students who are interested in a career in the field of science.

Thus far, the school division has been closed six days due to inclement weather. Because of the extended school day that was implemented for students several years ago, students will not need to make up any days. Students can miss two additional days of school for inclement weather before the school administration will need to consider adjustments to the school calendar.

Dr. Brabrand participated in the 100th day of school activities by dressing as Zero the Hero for Heritage Elementary School students.

The State of the City Address will occur on February 24, 2014, at 7:00 p.m. in Council Chambers at City Hall.

J. Board Comments

Mr. Webb commended staff for the handling of the snow day situations and providing updates to the school board.

Dr. Dolan-Sewell read a proclamation in honor of Wendie L. Sullivan for her services as clerk of the school board. Mrs. Sullivan was very appreciative of the recognition and thanked school board members for their kind remarks.

K. Informational Items

Public Budget Hearing: Tuesday, March 4, 2014, 5:30 p.m., Board Room, School Administration Building

Next School Board Meeting: Tuesday, March 4, 2014, immediately following the Public Budget Hearing, Board Room, School Administration Building.

L. Adjournment

The meeting adjourned at 7:52 p.m.

Regina T. Dolan-Sewell, Chairman

Wendie L. Sullivan, Clerk

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