

**Lynchburg City School Board
Regular Meeting
March 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
Katequa L. Burns, Student Representative Pro Tem, Heritage High School
Eva Marie Barauskaus, Student Representative, E. C. Glass High School

**BOARD
MEMBERS
ABSENT:**

None

**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. Efforts to Improve Student Achievement: E. C. Glass High School and Heritage High School
- C-1. Finance Report
- D. Consent Agenda
- E. Student Representative Comments
- F. School Board Committee Report
- G-1. Lynchburg City School Board Policies: Personnel
- G-2. Superintendent's Contract
- H-1. Policy JHCD Administering Medicines to Students and Regulation JHCD-RZ Administration of Medication – Naloxone
- H-2. Capital Improvement Plan: Paul Laurence Dunbar Middle School for Innovation
- H-3. Special Education Annual Plan/Part B, Section 611, Flow-through Application and Section 619 Preschool Grant Applications: 2018-19
- H-4. School Culture Survey Results
- I. Superintendent's Comments
- J. Board Comments
- K-1. Notice of Closed Meeting
- K-2. Certification of Closed Meeting
- L. Informational Items
- M. Adjournment

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The Lynchburg City School Board met for its regular business 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 Ms. Mason, SECONDED by Ms. Carter, the school board approved the addition of an addendum to item D-2. Personnel Report, the replacement of the attachment for item G-1. Lynchburg City School Board Policies: Personnel, and the addition of item K. Closed Meeting.

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

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.

Ms. Lanaux Hailey spoke on behalf of Teachers United with a Voice regarding inequities in the teacher pay scale.

Kate Staton spoke about school safety and the March 14 student walkouts.

Karl Loos spoke on behalf of the Lynchburg Education Association about teacher compensation.

B-1. Efforts to Improve Student Achievement: E. C. Glass High School and Heritage High School

E. C. Glass High School and Heritage High School continue their efforts to improve student achievement through instructional activities that will garner success for students in the classroom. The two schools shared key aspects of their improvement efforts in math and in increasing the graduation rate.

C-1. Finance Report

The school administration, in accordance with the FY2017-18 school operating budget, authorized, approved, and processed the necessary payments through January 31, 2018. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarized the payments made through January 31, 2018 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 January 31, 2018	
Actual Revenue Received	\$ 46,003,621.67
Actual Expenditures	\$ 48,980,652.30
Actual Encumbered	\$ 39,908,875.55

Percent of Budget Received	47.59%
Percent of Budget Used, excluding encumbrances	50.67%

As of 1/31/18 – 7 months	58.33%
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The revenue and expenditure reports detailed the transactions recorded through January 31, 2018. All reports appeared as attachments to the agenda report.

Mr. Beckles reported that there are no in changes in revenue at this time. He is providing board members with a forecast of revenue each month with the finance report. He does not expect any significant changes in revenue received from the state.

The school administration will give a budget presentation to the Lynchburg City Council on March 20, 2018, at 4:00 p.m. School board members were invited to attend.

The Department for Finance continues to work with the Department for Information Technology to install and implement the new software. They are currently working on the payroll and human resources modules.

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(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 6, 2018, 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 February 1, 2018 (Student Discipline Committee); February 1, 2018 (Personnel Committee Meeting); February 6, 2018 (Regular Meeting); February 8, 2018 (Student Discipline Committee Meeting); February 13, 2018 (Student Discipline Committee Meeting); February 19, 2018 (Student Discipline Committee Meeting); February 22, 2018 (Closed Meeting); and February 27, 2018 (Student Discipline Committee); and the personnel report and addendum for the period February 6 – March 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

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

E. Student Representative Comments

Ms. Katequa L. Burns, student representative pro tem for Heritage High School, and Ms. Eva Marie Barauskas, student representative for E. C. Glass High School, shared comments about the events and activities occurring at their schools.

F. School Board Committee Reports

Mr. Polley shared information about discussions that occurred at the February 15, 2018, School Board Finance Committee meeting.

G-1. Lynchburg City School Board Policies: Personnel

Converting the Lynchburg City School Board policies and administrative regulations to the Virginia School Board Association policies is an ongoing process. The policies in the first part of Section 5 - Personnel was approved by school board members on August 1, 2017. The remaining Personnel policies were presented to the school board on January 16, 2018, as Section 5 – Personnel Part 2 which will complete the conversion process for policies related to finance. Revisions were made to the policies and regulations that appeared as attachments to the agenda report as a result of school board input.

Legal counsel has reviewed these policies and regulations relative to personnel.

Upon MOTION by Dr. Coleman, SECONDED by Ms. Mason, the school board approved Section 5 – Personnel Part 2 policies related to finance.

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 MARCH 6, 2018, EXHIBIT “C,” FOR A COPY OF SECTION 5 – PERSONNEL PART 2 POLICIES RELATED TO FINANCE.)

G-2. Superintendent’s Contract

Dr. Crystal M. Edwards will be released from her current contract with the Lawrence Township Public Schools on March 31, 2018. As a result, she will begin as superintendent with the Lynchburg City Schools on April 1, 2018. It is necessary for the school board to approve this revision to her contract.

Upon MOTION by Ms. Carter, SECONDED by Ms. Mason, the school board appointed Dr. Crystal M. Edwards as superintendent of the Lynchburg City Schools for a term commencing April 1, 2018, and ending June 30, 2021, and authorized the school board chairman and the clerk to enter into a contract with Dr. Edwards setting forth, among other things, salary and benefits and in the form attached to the minutes of this meeting.

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 MARCH 6, 2018, EXHIBIT “D,” FOR A COPY OF THE SUPERINTENDENT’S CONTRACT.)

H-1. Policy JHCD Administering Medicines to Students and Regulation JHCD-RZ Administration of Medication – Naloxone

As a result of the increase of the opioid use and addiction in Virginia, the Lynchburg City Schools administration has reviewed School Board Policy 7-53: Medication for Students While in School and Administrative Regulation 7-53: Administration of Medication. In lieu of revising the current policy and regulation, the school administration is recommending that the school board adopt Policy JHCD Administering Medicines to Students and Regulation JHCD-RZ Administration of Medication – Naloxone as these policies have been reviewed by legal counsel and are consistent with the conversion of policies to the Virginia School Boards Association policy format.

The policy and regulation will allow each school to store the prescription drug, Naloxone, and allow trained school nursing staff to administer it when necessary. Naloxone is a medication that can reverse a drug overdose caused by an opiate-related controlled substance. It can literally save a life.

This item will be placed on the consent agenda for the next school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 6, 2018, EXHIBIT “E,” FOR A COPY OF POLICY JHCD ADMINISTERING MEDICINES TO STUDENTS AND REGULATION JHCD-RZ ADMINISTRATION OF MEDICATION – NALOXONE.)

H-2. Capital Improvement Plan: Paul Laurence Dunbar Middle School for Innovation

The capital improvement plan includes \$125,000 in construction funding for replacement of the Paul Laurence Dunbar Middle School for Innovation gymnasium floor. The City of Lynchburg Office of Procurement and Purchasing has received bids on the project.

A total of four bids for the Dunbar gym floor replacement project was received. The school administration recommends Southern Flooring based on their bid of \$64,583 which was the lowest bid and a unit price of \$6.00 per square foot to replace the subflooring. All bids received are listed below.

BIDDER	Southern Flooring	Royalwood	Miller Flooring	Scott Flooring Company, Inc.
BASE BID	\$64,583	\$68,477	\$88,200	\$98,595
UNIT PRICE 1: Replace Subflooring per sq/ft	\$6.00	\$10.00	\$3.20	\$5.00

Upon MOTION by Mrs. Snyder, SECONDED by Mrs. Morrison, the school board approved a contract with Southern Flooring in the amount of \$64,583 for the base bid and the unit price of \$6.00 per square foot to replace the subflooring for the gymnasium floor replacement project at Paul Laurence Dunbar Middle School for Innovation.

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

H-3. Special Education Annual Plan/Part B, Section 611, Flow-through Application and Section 619 Preschool Grant Applications: 2018-19

The Special Education Annual Plan is a formal agreement between the local school board and the Virginia Board of Education for the implementation of state and federal laws and regulations related to services mandated for students with disabilities. Accordingly, the disbursement of funds to the school division is contingent upon school board approval of the plan.

Lynchburg City Schools will apply for \$2,229,306.00 in special education Flow-through Funds for the 2018-19 school year. This amount is what the Virginia Department of Education currently anticipates Lynchburg City Schools is eligible to receive. The application for funds for the 2018-19 school year must be approved by the school board and submitted to the Virginia Department of Education for plan approval and financial reimbursement. A total amount of \$2,046,000.01 of this funding will be used to provide salaries for special education staff, and \$183,305.99 of the 611 Flow-through funds will be used to provide special education and speech therapy services to parentally-placed students with disabilities attending local private schools or are homeschooled.

The Lynchburg City Schools will also apply for \$61,129.00 in Section 619 Preschool Funds for the 2018-19 school year. This funding will be used to support Hutcherson Early Learning Program as they provide special education and related services to preschool children (ages 2-5) who have been determined eligible for special education services. Funds provide inclusion support through special education placements in local private preschools, staff development, and instructional materials.

This item will be considered for action at the next school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 6, 2018, EXHIBIT "F," FOR A COPY OF THE SPECIAL EDUCATION ANNUAL PLAN/PART B, SECTION 611, FLOW-THROUGH APPLICATION AND SECTION 619 PRESCHOOL GRANT APPLICATIONS.)

H-4. School Culture Survey Results

Each school year, the Lynchburg City Schools administers a survey to the school community that the climate and culture in the schools. The goal of the survey is to gather information from students, parents, and staff about their experiences as they interact on a daily basis with each other and to learn from their input.

The survey, which is required for students in grades 5, 7, 8, 10, 11, and 12, solicits information about academic expectations, safety and respect, communication, engagement, attitude and culture, leadership/decision making, discipline/bullying/discrimination/harassment, and reporting bullying/discrimination/harassment/assault.

Ms. Ethel E. Reeves, director for engagement, equity, and opportunity, provided an overview of the results received from fifth grade students about how they view their parents feel about their education, if their teachers expect them to be successful, if they are treated with respect by their teachers, and if they treat each others with respect. Results received for middle school students and high school students were also shared.

Results from parent responses to questions statements such as, "School is important to my child's success," and "I share responsibility with the school for what my child does," received a high rating for agreement. Other statements such as "The principal involves students, parents, and staff with meaningful roles in decision-making processes that foster a sense of responsibility and ownership," and "Consequences for inappropriate student behavior are handled in a timely and consistent manner," received low ratings.

Employee responses reflect the belief that they are taking responsibility for what occurs in the classroom, however, they do not agree that parents are actively involved in their child's education.

Recurring themes will be addressed through a variety of instructional strategies in the classroom. Student behavior and classroom management strategies appear to be a concern as well as respect for others. Family engagement and support will be encouraged as the school administration addressed these issues.

I. Superintendent's Comments

Breakfast with the Superintendent, sponsored by the Lynchburg City Schools Education Foundation, Inc., will occur on March 8, 2018, at 7:30 a.m., at Lynchburg College.

A welcome event for Dr. Edwards will occur on Thursday, April 26, 2018, from 4:00 p.m. – 6:00 p.m. at Heritage High School.

Dr. Massie gave the following update on school denied accreditation:

On February 15, 2018, Bev Rabil along with her colleagues from the Virginia Department of Education visited Lynchburg to meet with central office staff and the principal of schools that are denied accreditation or reconstituted. A work session was held in the morning with VDOE and LCS staff reviewing lesson plans developed by LCS teachers and feedback on the lesson plans and observations provided by the principals. The goal of this session was to deepen the work identified in the essential actions of the Corrective Action Plan for each school. The second half of the day, principals provided Mrs. Rabil with an update on two strategies being implemented this year where evidence/data suggests are being successful and two areas where the evidence suggests continues to need improvement.

On February 21, 2018, Mrs. Hendricks, principal of William Marvin Bass Elementary School and Mr. Rudder, director for school improvement and grants, attended technical assistance training provided by the Office of School Improvement at the Virginia Department of Education. The training served to deepen and strengthen the work that Bass has already

begun relative to the development and implementation of an annual school improvement plan. For 2018-19, all schools will be required by VDOE to develop and implement a school improvement plan using a model and template provided by the state. All LCS schools currently are implementing a school improvement plan that includes most, if not all, of the VDOE requirements for 2018-19.

Lynchburg City Schools, Lynchburg Parks and Recreation, and the Lynchburg Police Department are partnering together again this year to sponsor “March Madness.” March Madness is a weekly basketball tournament for teens aimed to engage them through the popular midnight basketball model. The program goals are to create a safe atmosphere for friendly competition, to provide an outlet for physical well-being with active play, and to demonstrate support for teens from public safety, staff, and educators. The event kicked off on Friday, March 2 at 8:00 p.m. It will continue every Friday in March.

Dr. Massie read the following letter from him to the Lynchburg community:

Dear Ladies and Gentlemen:

In regard to the national event of March 14, 2018, I offer the following comments:

We offer our deepest sympathy to the Marjory Stoneman Douglas High School community for their grievous loss.

We are working with our students, principals, and school staff to determine how the schools will support the students in this initiative.

Schools are preparing in advance to support the students’ rights to free expression and peaceful assembly within limitations of ensuring security and safety. Here are some things schools are doing alongside their student council groups on or before March 14:

- Students are writing letters to elected officials,*
- Teachers and administrators are discussing the March 14 event and its meaning,*
- Schools are encouraging staff and students to wear maroon and gray, the school colors of Marjory Stoneman Douglas High School,*
- Students are posting encouraging notes of support around their buildings, and*
- Students are creating cards, banners, and other messages for students to sign and share with Marjory Stoneman Douglas High School.*

Mr. Ben Copeland and I met on March 2 with the Lynchburg City Police Department (LPD) Chief Raul Diaz and his staff to discuss the March 14 event and to plan for an LPD presence at each school.

Non-disruptive events are permissible. We will not punish non-disruptive actions. Students and staff must obey school policies at all times.

Students have the option not to participate as they choose. There are alternatives to walking out.

I. Board Comments

Dr. Coleman provided information about a program remember Dr. Martin Luther King, Jr., that will occur on April 3. He also reminded school board members about the VSBA Southern Regional Forum that will occur on April 23.

Mrs. Snyder attended the Empowerment Academy graduation on February 7. She also provided comments about the Heritage High School theater students who will be traveling to Alabama to compete.

Mrs. Morrison offered remarks about a presentation she attended at Dearington Elementary School for Innovation where students performed a living museum. Students researched various historical figures as part of their Black History Month celebration and then brought those historical figures to life.

School board members offered their thanks to Dr. Massie for serving as acting superintendent for the past eight months. His perspective and expertise have been most valuable to this school division.

K-1. Notice of Closed Meeting

Upon MOTION by Dr. Coleman, SECONDED by Mrs. Morrison, the school board convened a closed meeting at 7:45 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (7) to receive a briefing by legal counsel pertaining to actual or probably litigation.

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

K-2. Certification of Closed Meeting

Upon MOTION by Mr. Polley, SECONDED by Ms. Mason, the school board reconvened in open session at 8:12 p.m.

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

Upon MOTION by Ms. Mason, SECONDED by Mrs. Snyder, 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. Nilles, Dr. Coleman, Dr. Brennan, Ms. Carter, Ms. Mason, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

L. Informational Items

Next School Board Meeting: Tuesday, April 17, 2018, 5:30 p.m., Board Room, School Administration Building

M. Adjournment

The meeting adjourned at 8:13 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.)