

**Lynchburg City School Board  
Regular Meeting  
March 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  
April M. Bruce, Director of Testing, Guidance, and Gifted  
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  
Brian S. Wray, Director of PreK-12 Instruction  
Charles E. Dellinger, Supervisor of Instruction  
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA  
PRESENT:**

Jessie Pounds, *The News & Advance*

**Agenda  
Items:**

- A-1. Public Comments
- B-1. Finance Report
- C. Consent Agenda
- D. Student Representative Comments
- E-1. Capital Improvement Plan: Heritage High School
- E-2. William Marvin Bass Elementary School: 2014-15 Academic Calendar
- F-1. E. C. Glass High School: In-school Credit Union
- F-2. Heritage High School: Foreign Travel for German Students
- F-3. Pilot Program: The Study of Modern Chinese (Mandarin) through Randolph College
- F-4. Lynchburg City Schools' Local Plan for the Gifted: Revised
- F-5. Dual Enrollment Tuition
- F-6. Assessment Programs for School Improvement: *Interactive Achievement* and *i-Ready*
- F-7. Inclement Weather Days: Academic Calendar for 2013-14
- G. Superintendent's Comments
- H. Board Comments
- I-1. Closed Meeting
- I-2. Certification of Closed
- J. Informational Items
- K. Adjournment

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March 18, 2014**

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. Dolan-Sewell opened the meeting and requested that those in attendance rise and recite the *Pledge of Allegiance*.

Upon MOTION by Ms. Hoss, SECONDED by Ms. Poore, the school board added item F-7. Inclement Weather Days: Academic Calendar for 2013-14.

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

No Votes: None

Abstentions: None

**A-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.

**B-1. Finance Report**

The school administration, in accordance with the 2013-14 school operating budget, authorized, approved, and processed the necessary payments through February 28, 2014. The school administration certified that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarized the payments made through February 28, 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 February 28, 2014

Actual Revenue Received	\$ 45,193,311.26
Actual Expenditures	\$ 46,115,110.33
Actual Encumbered	\$ 31,915,290.10

Percent of Budget Received	53.32%
Percent of Budget Used, excluding encumbrances	54.41%

As of 02/28/14 – 8 months 66.67%

The revenue and expenditure reports detailed the transactions recorded through February 28, 2014. All reports appeared as attachments to the agenda report.

Mr. Beckles explained that the sales tax for the state are down, and therefore, the school division has experienced a decrease in revenue of approximately \$250,000. Mr. Beckles is hopeful that when he receives financial information this month regarding adjustments due to our higher enrollment that the school division will be back on track with projected revenue.

Mr. Beckles provided the school board with a draft copy of the presentation that Dr. Brabrand and he will give to the Lynchburg City Council on April 8, 2014, regarding the school operating budget for 2014-15.

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

**C. Consent Agenda**

Upon MOTION by Mr. White, SECONDED by Ms. Poore, the school board approved the school board meeting minutes of March 4, 2014 (Public Hearing), and March 4, 2014 (Regular Meeting).

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

No Votes: None

Abstentions: None

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

**D. Student Representative Comments**

Ms. Sara B. Natour, student representative for E. C. Glass High School, provided comments about the events and activities occurring at her high school.

**E-1. Capital Improvement Plan: Heritage High School**

The Heritage High School construction contract went to bid February 5, 2014. All interested companies were required to pre-qualify to bid due to the size and cost of the project. Lynchburg City Schools received a total of five bids for the general construction contract, and Barton Mallow Company was the low bidder at \$63,442,000. Other bids are as listed below.

<b>VENDOR/CONTRACTOR VA CONTRACTOR'S LICENSE NO.</b>	Barton Mallow Company	Branch & Associates	Kenbridge Construction	English Construction	Hess Construction			
	2705 076025A	2701 007213	2701 003930A	2701 000873	2701 027268			
<b>ADDENDA ACKNOWLEDGEMENT</b>	yes	yes	yes	yes	yes			
<b>BID BOND INCLUDED</b>	yes	yes	yes	yes	yes			
<b>ITEM</b>								
<b>#</b>	<b>DESCRIPTION</b>	<b>QTY.</b>						
1	Lump Sum Base Bid	1	LS	\$63,442,000.00	\$63,840,000.00	\$65,654,000.00	\$65,850,000.00	\$66,720,000.00
	<b>TOTAL (Base Bid)</b>			\$63,442,000.00	\$63,840,000.00	\$65,654,000.00	\$65,850,000.00	\$66,720,000.00

The school administration recommends Barton Mallow Company based on their bid of \$63,442,000.

Mr. Copeland provided information about the prequalification process associated with the proposal package and the specific requirements for contractors who wished to bid on the project. Contractors approved to submit bids had completed projects relative to other high school construction or that which involved institutions of higher education.

Upon MOTION by Ms. Poore, SECONDED by Mr. Webb, the school board authorized the school administration to enter into a contract with Barton Mallow Company in the amount of \$63,442,000 as the general contractor for the Heritage High School project.

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

No Votes: None

Abstentions: None

**E-2. William Marvin Bass Elementary School: 2014-15 Academic Calendar**

Using the division-wide academic calendar for the 2014-15 school year and the current academic calendar for William Marvin Bass Elementary School, central office administration, the principal, and faculty members of the school designed an academic calendar for 2014-15.

The proposed calendar includes the following:

- 180 instructional days
- The same number of contracted working days for staff as the division-wide calendar
- The same holiday time as established in the division-wide calendar
- The same convocation day and professional development days as designated in the division-wide calendar
- As is the case with other schools' elementary teachers, similar work time at the end of each nine weeks to prepare report cards

Upon MOTION by Ms. Hoss, SECONDED by Ms. Poore, the school board approved the William Marvin Bass Elementary School academic calendar for 2014-15.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 18, 2014, EXHIBIT “C,” FOR A COPY OF THE 2014-14 ACADEMIC CALENDAR FOR WILLIAM MARVIN BASS ELEMENTARY SCHOOL.)

**F-1. E. C. Glass High School: In-School Credit Union**

A lack of knowledge of financial literacy affects individuals of all ages, especially our youth. Two out of three American households will fail to realize one or more of their major life goals due to poor financial planning. According to the National Council on Economic Education, the average American family spends \$1.22 for every \$1.00 it earns. Personal bankruptcy has soared to record levels since 2007, with more than nine million Americans filing for bankruptcy. In an effort to change these statistics, the school division began teaching Economics and Personal Finance in 2009. This fall, administrative staff recommends adding learning opportunities for our students in the form of an in-school credit union.

An in-school credit union provides students with a unique opportunity to learn about banking and the basics of personal finance in a real world setting. The “Hilltopper Branch” will be established at E. C. Glass High School through a partnership with the Central Virginia Federal Credit Union. This branch will be operated by students from the business and personal finance classes. Students will be selected through an application process and will work rotating shifts before and during school. Each student selected will be a part-time employee of the Central Virginia Federal Credit Union and will receive intensive training during the summer to prepare to run the branch opening at E. C. Glass in the fall.

Ms. Kim Wilkerson, vice-president of marketing and public relations with the Central Virginia Federal Credit Union, was present to explain details of the Hilltopper Branch. Staff from the Department of Curriculum and Instruction also provided additional information and answered questions regarding the recommendation.

Additional information was shared as follows:

**Rewards of Student Credit Unions & Financial Education  
 Hilltopper Branch, In-School Credit Union  
FACT SHEET**

<b>Learning Objectives of an In-School Credit Union</b>
<ul style="list-style-type: none"> <li>❖ Ties in directly to the Personal Finance Course requirement</li> <li>❖ Reinforce math, interpersonal communications, and technology skills</li> <li>❖ Teach financial literacy as well as job application and interview skills and work ethnics</li> <li>❖ Opportunity for student staff to conduct classes for fellow students and younger school age children about finances</li> <li>❖ Allow students to open savings and checking accounts</li> </ul>
<b>In-School Credit Union Operations</b>
<ul style="list-style-type: none"> <li>❖ Connected to the Credit Union’s network via internet</li> <li>❖ Students, teachers, and staff can make deposits or withdrawals</li> <li>❖ Students join free and set up a student savings and/or checking account that have no minimum balance requirements or fees</li> <li>❖ Financial education “Lunch &amp; Learn” sessions are conducted on a variety of topics</li> </ul>
<b>Student Operations</b>
<ul style="list-style-type: none"> <li>❖ Student branch operating hours depend on the needs of the school and their students</li> <li>❖ Hilltopper Branch hours are yet to be determined. (Other schools with this program typically function Monday – Friday during all lunches.)</li> <li>❖ Advertising and Marketing of the branch will be done by the student staff with our marketing department</li> </ul>
<b>Equipment Provided by CU</b>
<ul style="list-style-type: none"> <li>❖ Laptop/computer and printer</li> <li>❖ Calculators</li> <li>❖ Office supplies</li> <li>❖ Cash boxes, small safe</li> <li>❖ Receipt books, teller balancing record</li> <li>❖ Cash bags</li> <li>❖ Marketing and Educational materials</li> <li>❖ CU project supervisor</li> </ul>

<b>School Provisions</b>
<ul style="list-style-type: none"><li>❖ Space within the school for the branch</li><li>❖ Phone/data line</li><li>❖ Internet connection</li><li>❖ Teacher Supervisor</li></ul> <p>*School does not have any liability for the money kept at the school branch. The credit union is insured and bonded.</p>

<b>Selection of Student Staff</b>
<ul style="list-style-type: none"><li>❖ Applications and recommendations</li><li>❖ Interviewed by CU Management</li><li>❖ Once selected the student employee completes a full service training program with CVFCU like all of our regular staff.</li><li>❖ Student staff also work part-time after school and on Saturdays in our full branch locations.</li></ul>

This program is being offered at no cost to the school division. Students 15 years old or older can participate, and they will be bonded and insured. Students will be under constant supervision and have a mentor. Students will be taught a dual control system, all transactions will be online, and they must balance the vault each day.

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

Ms. Tweedy left at 6:15 p.m.

Mrs. Snyder arrived at 6:23 p.m.

**F-2. Heritage High School: Foreign Travel for German Students**

Ms. Magdalena Markovinovic, German teacher at Heritage High School, has established a partnership with Ms. Birgit Scholich-Blößner, English teacher at Vicco von Bülow Gymnasium in Stahnsdorf, Germany. Through this partnership students from Stahnsdorf will visit Lynchburg from April 12 – 27, 2014. In return, Ms. Scholich-Blößner has invited Ms. Markovinovic’s students to participate in an educational field trip in Stahnsdorf, from June 9 – 24, 2014.

Heritage High School students will attend classes with their hosts and participate in educational field trips around Stahnsdorf, which is 40 minutes south of Berlin.

School Board Policy 6-42: Field/Recreation/Class/Athletic Trips requires prior approval by the school board for student travel outside the continental United States.

Ms. Markovinovic’s presentation included information concerning travel arrangements, dates, and costs. She hopes that this program will grow to include additional students next year. Students will be participating in fundraisers in order to assist with costs for the trip. All students were encouraged to participate in the field trip and were not denied access based on ability to finance the trip.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 18, 2014, EXHIBIT “D,” FOR A COPY OF THE SUPPORTING DOCUMENTS.)

**F-3. Pilot Program: The Study of Modern Chinese (Mandarin) through Randolph College**

One of the goals of the Comprehensive Plan is to increase the number of students taking at least one Advanced, Advanced Placement, Accelerated Math, or Dual Enrollment class. Discussions with Dr. Brad Bateman, President of Randolph College, have resulted in the creation of a pilot program that will provide up to five high school students the opportunity to enroll in modern Chinese (Mandarin) at Randolph College during the 2014-15 academic year. The course (Chinese 101 – Elementary Chinese) is an introduction to modern Chinese, emphasizing pronunciation, conversational skills, basic grammar, and reading and writing.

Through the generosity of Randolph College, there will be no tuition cost for students enrolled in the 2014-15 pilot program. Transportation, textbooks and materials will be provided by the school division. An application/screening/selection process will be developed by the administration and shared with students and parents once specific details about the course (time of day and days of the week) are finalized.

The long-range goal of this pilot program is to create an entire section of Lynchburg City Schools' students who would complete Chinese 101 at Randolph College.

This will be a weighted course as are all dual enrollment courses. If there is significant interest in this course, it will appear in the High School Program of Studies for 2015-16.

#### **F-4. Lynchburg City Schools' Local Gifted Plan: Revised**

On May 27, 2010, the Virginia Board of Education adopted revised *Regulations Governing Educational Services for Gifted Students* (8 VAC 20-40-10 et. seq.). These revisions were made in order to strengthen the regulations and to bring them into conformity with best practices in gifted education. The Virginia Department of Education released the local plan template to assist school divisions with the development of their local gifted plans. Due to changes in gifted service offerings in elementary schools during the 2013-14 school year, it is necessary to revise and update our local plan.

Local school boards approve their division's local plan for the education of gifted students annually. Upon approval, the school division shall submit a copy of its plan to the Virginia Department of Education (VDOE) for technical review on a schedule determined by the VDOE. The technical review for the Lynchburg plan is July 31, 2014.

The Lynchburg plan was approved by the state in 2011 and is not due to expire until 2015. However, the recent changes to elementary gifted services and revisions to the Lynchburg City Schools logo and mission statement make it necessary to update the plan.

School board members requested that the school administration investigate the possibility of providing a program similar to the DEPTH program offered to elementary school students at the middle school level.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 18, 2014, EXHIBIT "E," FOR A COPY OF THE LYNCHBURG CITY SCHOOLS' LOCAL GIFTED PLAN.)

#### **F-5. Dual Enrollment Tuition**

One of the strategies in the school division's Comprehensive Plan focuses on providing more opportunities for high school students to earn college credit. Lynchburg City Schools (LCS) and Central Virginia Community College (CVCC) offer dual enrollment in biology, English, pre-calculus, applied calculus, early childhood education, culinary arts, building trades, and advanced robotic/cell technology. Total enrollment averages 200 students each year.

The cost for a dual enrollment course on the CVCC campus is \$130 per credit hour. The above-mentioned courses are offered at a discounted rate (\$50 per credit hour) in our schools and are taught by LCS teachers who meet CVCC certification requirements. Students classified as economically disadvantaged pay \$25 per credit hour. This discount is possible due to the contractual agreement between LCS and CVCC through which CVCC bills LCS the full tuition price but then provides a refund of 75 percent of the full tuition price.

Due to this reimbursement agreement, LCS will have an estimated balance in the dual enrollment account at the end of the school year of approximately \$67,000. The school administration has discussed possible uses for these funds and recommends the funds be reallocated to support future dual enrollment initiatives. These would include the following:

- The elimination of tuition paid by families for the dual enrollment courses offered at the high schools
- Funding for courses required for teachers to be eligible to teach dual enrollment courses
- Early College tuition assistance for economically disadvantaged students (\$1,000 per semester for approximately eight students)
- \$4,000 for enrollment fluctuations

If the school division continues to receive the 75 percent of the full tuition price, there will be no change to this practice. Should changes occur, this item will be brought back to the school board for discussion.

Mrs. Tweedy returned at 8:01 p.m.

#### **F-6. Assessment Programs for School Improvement: Interactive Achievement and i-Ready**

In July 2013, Lynchburg City Schools implemented two assessment programs to support instruction in the classroom. *Interactive Achievement* is a web-based program that allows the division and individual teachers to create assessments that are aligned with the Virginia Standards of Learning and are comparable to Standards of Learning tests in terms of rigor. The program contains a bank of aligned questions that are formatted similarly to the questions on the Standards of Learning tests. *Interactive Achievement* is available to teachers in grades 3-11 for mathematics, English, science, and social studies.

*i-Ready* is an adaptive diagnostic assessment tool that pinpoints a student's performance level in both reading and math in grades Kindergarten through grade eight and in Algebra I for ninth grade students. Like *Interactive Achievement*, *i-Ready* helps schools identify students for interventions.

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Members of the school administration demonstrated how these programs provide teachers with the flexibility to create tests that will address student weaknesses and presented data from the pre-assessment and mid-year assessment from both programs.

**F-7. Inclement Weather Days: Academic Calendar 2013-14**

The Code of Virginia 22.1-98 requires the length of every school's term in a school division to be at least 180 days or 990 hours in any school year. The approved 2013-14 Academic Calendar for Lynchburg City Schools and the approved 2013-14 William Marvin Bass Academic Calendar provide 180 teaching days at all elementary schools, middle schools, and high schools. Further, the approved calendars provide for instructional hours totaling 1065 for elementary schools, 1116 for middle schools, and 1080 for high schools. In essence, the approved calendars provide for more instructional hours than required by code, and these hours may be used to meet provisions in the code relative to instructional days missed due to inclement weather or other emergency situations.

To date, 10 instructional days have been lost due to inclement weather, and schools have opened two hours late on seven additional days. Based on the "banked" time in the 2013-14 calendar and the number of days/hours that have been lost due to inclement weather, it is necessary to amend the approved calendar in order for all schools to be in compliance with Code of Virginia 22.1-98.

No changes to the William Marvin Bass 2013-14 Academic Calendar are needed at this time.

Upon MOTION by Mr. Webb, SECONDED by Mr. White, the school board amended the 2013-14 academic calendar so that Friday, March 28, 2014, is a full day for students and Monday, March 31, 2014 is a half day for students at high school only.

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. Superintendent's Comments**

Dr. Brabrand thanked the school board members and members of the community who attended the recent Breakfast with the Superintendent, which is sponsored by the Lynchburg City Schools Education Foundation, Inc.

The LCS One initiative continues to move forward. There will be a special presentation given by Rush Hurley on March 25, 2014, who will provide an overview of how technology is integrated with instruction. Transportation will be available from E. C. Glass High School to the Information Technology Center.

**H. Board Comments**

Mr. Webb provided positive comments about the most current brochure developed by the school division which provides a roadmap to instruction. He also provided comments about the events and activities in which he has participated during the past two weeks.

Ms. Hoss provided information about the recent XLR8 STEM board meeting and announced that applications for the program are due April 1, 2014.

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

Upon MOTION by Mr. White, SECONDED by Ms. Waller, the school board convened a closed meeting at 8:51 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss employee performance.

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

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

Upon MOTION by Mr. White, SECONDED by Ms. Poore, the school board reconvened in open session at 9:28 p.m.

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

Upon MOTION by Ms. Waller, SECONDED by Mr. Webb, 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

**J. Informational Items**

Next School Board Meeting: Tuesday, April 1, 2014, 5:30 p.m., Board Room, School Administration Building

**K. Adjournment**

The meeting adjourned at 9:29 p.m.

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Regina T. Dolan-Sewell, Chairman

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Wendie L. Sullivan, Clerk

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