

Lynchburg City School Board
Regular Meeting
April 2, 2019

**BOARD
MEMBERS
PRESENT:**

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

**BOARD
MEMBERS
ABSENT:**

Kimberly Sinha
Belle H. Evans
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
Ethel Reeves, Director of Engagement, Equity, and Opportunity
April Bruce, Director of Curriculum and Instruction
Allison Jordan, Instructional Supervisor of Secondary English, History, World Languages, English Learners and Libraries
Leticia Farrow, Supervisor of Elementary Special Education & Early Childhood
Janine Daniels-Bosher, Supervisor of Secondary Special Education
R. Denise Spinner, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Liz Ramos, *The News & Advance*

Agenda Items:

- A-1. Agenda Approval
- B-1. Notice of Closed Meeting
- B-2. Certification of Closed Meeting
- C. Special Presentation
- D. Public Comments
- E. Finance Report
- F. Consent Agenda
- G. Student Representative Comments
- H. School Board Committee Report
- J-1. Strategic Plan Discussion
- K-1. Capital Improvement Plan: Dearington Elementary School Roof Replacement
- K-2. Lynchburg City School Board Instruction and Program Updates: Section 7 – Student Policies and Regulations
- K-3. Secondary Social Studies Textbook Adoption

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- K-4. Special Education Annual Plan/Part B, Section 611, Flow Through Applications and Section 619 Preschool Grant Applications (2019-2020)
- K-5. Virginia Preschool Initiative Curriculum Adoption (VPI/PK)
- K-6. Lynchburg City School Board Governance Policy Review
- K-7. Community Relations and Legislative Advocacy Committee
- L. Superintendent's Comments
- M. Board Comments
- N. Informational Items
- O. Adjournment

A-1. Agenda Approval

Upon MOTION Ms. Carter, SECONDED by Ms. Mason, the school board approved the April 2, 2019 Board Meeting Agenda.

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

No Votes: None

Abstentions: None

Upon MOTION Dr. Nilles, SECONDED by Dr. Brennan, the school board approved the addition of an addendum to item F-2, to the Personnel Report and K-7, Community Relations and Legislative Advocacy Committee

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

No Votes: None

Abstentions: None

B-1. Notice of Closed Meeting

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board convened a closed meeting at 5:41 p.m. to discuss the following:

- 1.) As permitted by the Virginia Code §2.2-3711(A)(7), for consultation with legal counsel about the pending case of John McClain vs. Lynchburg City Schools and Lynchburg City School Board because consultation in an open meeting would adversely affect the negotiating or litigating posture of the School Board;
- 2.) As permitted by the Virginia Code §2.2-3711(A)(7), for consultation with legal counsel about the pending case of Twanna Hancock vs. Lynchburg City Schools and Lynchburg City School Board because consultation in an open meeting would adversely affect the negotiating or litigating posture of the School Board;
- 3.) As permitted by the Virginia Code §2.2-3711(A)(7), consultation with legal counsel about probable litigation by a former employee because consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the School Board.

The school board Chair recommends that the school board approve a motion to convene a closed meeting to discuss the following: 1.) As permitted by the Virginia Code §2.2-3711(A)(7), for consultation with legal counsel about the pending case John McClain vs. Lynchburg City Schools and Lynchburg City School Board because consultation in an open meeting would adversely affect the negotiating or litigating posture of the School Board; 2.) As permitted by the Virginia Code §2.2-3711(A)(7), for consultation with legal counsel about the pending case of Twanna Hancock vs. Lynchburg City Schools and Lynchburg City School Board because consultation in an open meeting would adversely affect the negotiating or litigating posture of the School Board; 3.) As permitted by the Virginia Code §2.2-3711(A)(7), consultation with legal counsel about probable litigation by a former employee because consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the School Board.

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

No Votes: None

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Abstentions: None

B-2. Certification of Closed Meeting

Upon MOTION by Dr. Brennan, SECONDED by Dr. Gupta, the school board reconvened in open session at 5:27 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION by Ms. Carter, SECONDED by Dr. Brennan, 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 matter or matters (1) specifically identified in the motion to convene in a closed meeting and (2) lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

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

No Votes: None

Abstentions: None

Susan D. Morrison called the meeting to order at 6:03 p.m. and led the board in the Pledge of Allegiance.

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.

Robert Flood spoke on behalf of Virginia Organizing regarding the division volunteer policy.

Consuela Mosley spoke regarding volunteers on field trips.

D. Special Presentation

Each year, Lynchburg City Schools participates in the Virginia School Boards Association (VSBA) Southern Regional Forum Art Contest. Three students' pieces were selected to represent Lynchburg City Schools at the 2019 VSBA Southern Regional Forum on March 18, 2019. The students whose pieces were selected to represent Lynchburg City Schools were recognized during the presentation.

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

E. Finance Report

The school administration, in accordance with the FY2018-19 school's operating budget, authorized, approved, and processed the necessary payments through February 28, 2019. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through February 28, 2019 for the operating fund.

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Total Operating Fund Budget	\$ 97,672,407.00
Additional State CTE Funds	\$ 6,028.74
Fund Balance Return	\$ 350,000.00
Prior Year Funds Encumbered	\$ 187,785.76
Adjusted Operating Budget	<u>\$ 98,216,221.50</u>

Through February 28, 2019

Actual Revenue Received	\$ 54,795,795.78
Actual Expenditures	\$ 55,787,679.77
Actual Encumbered	\$ 31,490,612.65

Percent of Budget Received	55.80%
Percent of Budget Used, excluding encumbrances	56.80%
As of 02/28/19 – 8 months	66.67%

The revenue and expenditure reports detail the transactions recorded through February 28, 2019. All reports appear as attachments to the agenda report.

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

Mr. Beckles shared that expenses and revenues are on target. No significant items to report at this time.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 2, 2019, FOR A COPY OF THE AGENDA AND ALL ATTACHMENTS)

F. Consent Agenda

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board moved to approve the Personnel Report from March 5, 2019 – April 2, 2019, the Personnel Report Addendum, the minutes from February 28, 2019, (Student Discipline Committee Meeting), March 5, 2019 (Regular Board Meeting), March 19, 2019 (Work Session), March 21, 2019 (Student Discipline Committee Meeting)

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 2, 2019, FOR A COPY OF THE AGENDA AND ALL ATTACHMENTS)

G. Student Representative Comments

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

H. School Board Committee Report

1. School Board Committees:

Finance Committee – Next meeting will be held in April.

Governor’s School Committee – Next meeting will be on April 3, 2019.

LAUREL Regional School Committee – No information to report at this time.

XLR8 STEM Academy Committee – Dr. Brennan shared that there is consideration regarding expanding the number of students as well as possibly allowing private school students to apply.

2. Advisory Committees to the School Board:

Career Technical Advisory Board – No information to report at this time.

Equity Task Force Committee – Ethel Reeves gave an update on Equity Task Force. The group met on March 20, 2019 and an additional meeting was scheduled for April 3, 2019.

Health Advisory Board Committee – LaTonya Brown gave an update on the meeting held on March 20, 2019. Discussions on Narcan and vaping were held at the meeting. Ten members were in attendance at the meeting. The members also discussed the Youth Risk Survey Results and this information will be presented at the May Work Session.

Special Education Advisory Committee – Janenne Daniels-Bosher gave a summary regarding the meeting held on March 28, 2019 at Heritage High School. There will be another meeting on April 23, 2019 at E.C. Glass High School.

I-1. Unfinished Business – No Unfinished Business

J-1. Strategic Plan Discussion

The Lynchburg City School Board is committed to an ongoing review of student data and discussion regarding strategies to address and close the learning/achievement gaps. The focus of tonight's discussion was:

- 1.) Developing the language for District Strategic Plan Goals that focus on:
 - A.) Student Growth, Development and Success
 - B.) Personnel Growth, Development and Success
 - C.) Fiscal Responsibility and Management
 - D.) Family and Community Engagement
- 2.) Updates from Community Conversation Sub-Committees

Various updates were provided regarding the Community Conversation Sub-Committee Meetings from Ms. Brown, Director of Student Services, Ms. Reeves, Director of Engagement, Equity, and Opportunity, Dr. Bruce, Director of Curriculum and Instruction, and Janenne Daniels-Bosher, Supervisor of Secondary Special Education.

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

K-1. Capital Improvement Plan: Dearington Elementary School Roof Replacement

At the March 5, 2019 School Board meeting, CIP funding was approved for the replacement of the Dearington Elementary School roof at a cost of \$179,500. However, additional funding for the project was not included in the request. An additional \$85,100 (Alternate 1) is necessary to complete the project. Alternate 1 is for roof work over the administration area of the building as well as the original building portion containing the high pitch roof. The capital improvement plan includes \$300,000 in construction funding for replacement of the roof.

The school administration recommends Roofing Solutions, Inc. Alternate 1 bid of \$85,100 which was the lowest bid. All bids received are listed below.

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BIDDER	J.S. Construction Association, Inc.	Roofing Solutions, Inc.	Craftsman Roofing, Inc.	Custom Roofing, Inc.
BASE BID	Withdrawn	\$179,500	\$298,025	\$356,000
Alternate 1	Withdrawn	\$85,100	\$152,150	\$108,875

The superintendent recommended that the school board authorize the school administration to enter into a contract with Roofing Solutions, Inc. for an additional amount of \$85,100 for the Alternate 1 bid for the replacement of the Dearington Elementary School roof.

Upon MOTION Dr. Nilles, SECONDED by Ms. Mason, the school board approved the Capital Improvement Plan for the Dearington Elementary School roof replacement.

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

No Votes: None

Abstentions: None

K-2. Lynchburg City School Board Instruction and Program Updates: Section 7 – Student Policies and Regulations

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. Policies and regulations from the second part of Section 7 - Students for conversion to the Virginia School Board Association (VSBA) formatted policies was reviewed by the Instruction and Program policy workgroup. As a result of this review, some revisions have been made to the VSBA policies and regulations that conform to current state and federal laws and regulations. Legal counsel has also reviewed these policies and regulations. A copy of these policies and regulations have been provided to school board members. The school administration will provide an overview of those changes and respond to questions during this presentation.

The Instruction and Program Workgroup met on February 8, 2019.

Section 7 – Student Policies and Regulations

(Hard copy provided to the board and the electronic link is provided on the LCS Website within the April 2, 2019 Agenda)

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on May 7, 2019.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 2, 2019, FOR A COPY OF THE AGENDA AND ALL ATTACHMENTS)

K-3. Secondary Social Studies Textbook Adoption

Every seven years the Virginia Department of Education revises the social studies Standards of Learning (SOL). All secondary social studies teachers, administration, parents and community members have completed the textbook review process and have made recommendations to the curriculum and instruction department for adoption and purchase. Social studies textbooks adopted this school year may be purchased for use for a seven-year period from 2019-20 through 2025-26.

Social studies teachers, administration, parents, and community members selected the recommended textbooks based on their correlation with the Standards of Learning, the quality of the content and ancillary materials, and their appropriateness for students related to readability, illustrations, and diagrams. The adoption of these textbooks will also help support the division-wide emphasis on improving literacy.

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Following a review by those mentioned above, the department of curriculum and instruction accepted the recommendations for adoption. The attachments to this agenda report list the recommended textbooks by grade levels and courses, the publisher of each textbook, and the cost per student or teacher.

The superintendent recommends that the school board accept this agenda report as an informational item and consider action at the school board meeting on May 7, 2019.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 2, 2019, FOR A COPY OF THE AGENDA AND ALL ATTACHMENTS)

K-4. Special Education Annual Plan/Part B, Section 611, Flow Through Application and Section 619 Preschool Grant Applications (2019-2020)

The Annual Special Education 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 \$2,290,066.00 in special education Flow-Through Funds for the 2019-2020 school year. The application for funds for the 2019-2020 school years 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 \$2,097,650.67 of this funding will be used to provide salaries for Special Education staff, and \$192,415.33 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 \$63,050.00 in Section 619 Preschool Funds for the 2019-2020 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.

The superintendent recommended that the school board receive this agenda report as an informational item and consider taking action at the May 7, 2019 school board meeting.

Upon MOTION Dr. Coleman, SECONDED by Ms. Dr. Nilles, the school board approved to move the Special Education Annual Plan/Part B, Section 611, Flow Through Application and Section 619 Preschool Grant Applications (2019-2020) to the consent agenda for the May 7, 2019 board meeting.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 2, 2019, FOR A COPY OF THE AGENDA AND ALL ATTACHMENTS)

K-5. Virginia Preschool Initiative Curriculum Adoption (VPI/PK)

In response to the 2018 General Assembly, the VDOE created “A Plan to Ensure High Quality Instruction in All Virginia Preschool Initiative Classrooms.” The VPI program serves nearly 18,000 at-risk children across 1,300 classrooms, and the plan ensures VPI provides a high quality preschool experience that helps prepare each 4-year-old served for kindergarten. Lynchburg City Schools currently serves 240 VPI students. The plan aggregates lessons learned from the JLARC study, Virginia Preschool Initiative Plus implementation, and University of Virginia – Center for Advanced Study of Teaching and Learning (CASTL). As requested by the General Assembly, the plan covers the areas of Curriculum, Teacher-Child Interactions, and Professional Development.

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Although local school divisions aren't required to use a VDOE vetted, evidence-based curriculum until 2020-21, LCS is proceeding with adoption and implementation for 2019-2020.

As a result, the LCS VPI Curriculum Review Team was formed in February 2019. The review team consists of the following: VPI teacher, VPI principal, Supervisor of Special Education, Supervisor of Curriculum and Instruction and Supervisor of Student Services. The VPI Curriculum Review Team established criteria for curriculum selection. The team ensured the criteria aligned with the following: VDOE Plan to Ensure High Quality Instruction, the VA Foundation Blocks of Learning, and LCS VPI Continuous Improvement Plan. Other criteria for consideration were student growth, development and success. A curriculum evaluation rubric was then used for curriculum selection.

The VPI Curriculum Review Team met February 22, 2019 to review all 6 VDOE vetted curricula. The curricula evaluation rubric was used for scoring. On March 14, 2019 the VPI Curriculum Review Team met with sales representatives from both curriculum companies. Each company gave an hour and half presentation sharing tools, resources, professional development needs and answered questions as deemed necessary from the review team.

VPI Curriculum Review Team members completed the evaluation rubric for both presentations. On March 15, all VPI classrooms received a sample of the top 2 curriculum to review. In addition, all VPI PK teachers received an anonymous online survey to complete.

The online survey allowed each PK teacher the platform to choose her curriculum of choice while also providing reasons for her selection. In addition, the survey provided a "snapshot" of quantitative data to validate the qualitative data provided in the scoring rubric. Results from the VPI Curriculum Review Team evaluation rubric and VPI PK teacher online survey generated the LCS VPI curriculum recommendation. With a majority vote, the recommendation I bring to you tonight is to adopt and purchase Frogstreet PK Curriculum.

Lynchburg City Schools will apply for \$60,549.83 to purchase a VDOE Vetted Curriculum. The cost includes the following: \$52,799.83 for curriculum and \$7,750.00 for professional development.

The superintendent recommended that the school board receive this agenda report as an informational item and consider taking action at the May 7, 2019 school board meeting.

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K-6. Lynchburg City School Board Governance Policy Review

The Governance Policy Workgroup met on March 11, 2019. The group recommends keeping the following policies as written.

BBA-Z - Board Powers/Duties
BBBB - Student Rep
BBBC - Board Oath
BBD - Board Member Removal
BBE - Unexpired Term
BCG - School Attorney
BDDE - Rules of Order

BDDF - Voting Method
BF - Policy Manual
BF-R - Policy Formation
BFC - Policy Adoption
BFE and CHD - Policy in Absence
BHB - Board Inservice
CH - Policy Implementation

The workgroup recommends accepting the changes proposed by VSBA.

BCEA - Discipline Committee	<i>Includes provisions for appealing a decision that is not unanimous</i>
BDC - Closed Meetings	<i>Clarifies when a closed meeting can be held</i>
BDDA - Notification of Meetings	<i>Includes posting notification on the website</i>
BDDG – Minutes	

Changes "request for information" to "request for public records"

BHD - Board Reimbursement	<i>Updates code referenced</i>
BHE - Liability Insurance	<i>Changes "shall provide" to "provides"</i>

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The superintendent recommended that the school board receive this agenda report as an informational item and consider action at the school board meeting on May 7, 2019.

Questions regarding these policies are to be sent to Dr. Brennan and Dr. Coleman prior to the next board meeting. Policies BBBB (Student Representative), and BHB (Board Inservice) will be reviewed at the upcoming Governance Workgroup as well as addressing any questions that board members may have.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 2, 2019, FOR A COPY OF THE AGENDA AND ALL ATTACHMENTS)

K-7. Community Relations and Legislative Advocacy Committee

The school board needs to appoint three members to the newly formed Community Relations and Legislative Advocacy Committee.

The Board Chair recommended that the school board approve the proposed members.

Upon MOTION Ms. Carter, SECONDED by Ms. Mason, the school board approved the appointment of the following members to the Community Relations and Legislative Advocacy Committee: Dr. James Coleman, Dr. Robert Brennan, and Dr. Mike Nilles.

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

No Votes: None

Abstentions: None

L. Superintendent's Comments

The superintendent attended "Breakfast with Superintendent" and expressed thanks to the Education Foundation and all community members that came out in support of the event. Dr. Edwards also thanked city council members who have met with her and other board members and for their support. The superintendent also expressed gratitude to all who came to the city council meeting to show support for the division.

The superintendent went to Youth Sunday at Scott Zion Baptist Church, heard Ivory Toldson speak at the University of Lynchburg, and attended the division Job Fair.

Dr. Edwards also attended the community event at Sandusky Middle School along with Dunbar Middle, Linkhorne Middle and with community providers from the city.

The superintendent is looking forward to upcoming work with strategic plan.

Dr. Edwards attended Little Mermaid Jr. at T.C. Miller Elementary School for Innovation and was blown away by the children and their performance.

Lynchburg City Schools has wonderful theatre programs at all high schools and middle schools. The division is looking forward to more school wide participation in our arts programs. Dr. Edwards is working to schedule a meeting with GO Center parents.

M. Board Comments

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Dr. Brennan shared that he would like to look at the volunteer topic again in a Work Session or Board Meeting.

Mrs. Morrison shared that she is working on gathering information on the volunteer policy.

Dr. Gupta expressed that parents having information provided is important.

Ms. Mason appreciates the re-emphasis on how parents are able to participate with their students. Dr. Copeland shared that he will work with Ms. Babb to get something out to principals that provides information to parents regarding volunteering/visiting.

Ms. Carter attended the science exhibit at Sandusky Elementary School and shared that it was wonderful. Ms. Carter shared that the “Breakfast with Superintendent” was a wonderful.

Dr. Coleman shared that he was in support of a Work Session on the volunteer policy. He also participated in the Mayors Youth Council 5k Walk. Dr. Coleman attended the NSBA Conference and will share information with the board.

Ms. Mason shared that she went to the NSBA Conference and will share a report with the board members. She expressed gratitude for being able to attend.

Dr. Nilles went to Little Mermaid Jr. and shared that the production was really good and truly enjoyable.

LES science night was attended by Dr. Gupta and Dr. Nilles

N. Informational Items

A School Board Work Session will be held on Tuesday, April 23, 2019 at 5:00 p.m. in the board room at the administration building.

The next School Board Meeting will be held on Tuesday, May 7, 2019 at 5:30 p.m. in the board room at the administration building.

A School Board Work Session will be held on Tuesday, May 21, 2019 at 5:00 p.m. in the board room at the administration building.

L. Adjournment

The board meeting adjourned at 8:44 p.m.

Susan D. Morrison, Chairman

R. Denise Spinner, Clerk

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