

**Lynchburg City School Board
Regular Meeting
April 9, 2013**

**BOARD
MEMBERS
PRESENT:**

Charles B. White, Chairman
Trenay L. Tweedy, Vice Chairman
Mary Ann H. Barker
Albert L. Billingsly
Regina T. Dolan-Sewell
Jennifer R. Poore
Katie K. Snyder
J. Marie Waller
Thomas H. Webb
Sara B. Natour, Student Representative for E. C. Glass High School

**BOARD
MEMBERS
ABSENT:**

Tiani O. Pannell, Student Representative for Heritage High School

**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
Jason J. Ferguson, Director of Transportation
Steven L. Gatzke, Director of Facilities and Maintenance
Marie F. Gee, Director of Personnel
Kevin M. Latham, Director of Secondary Education
Michael K. Rudder, Director of Elementary School
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. School Improvement Plan: Heritage High School
- D. Student Representative Comments
- E. Consent Agenda
- F-1. Capital Improvement Plan: Heritage High School
- G-1. Partners In Education: Board of Directors for 2012-13
- G-2. 2013 Summer School Programs
- G-3. Capital Improvement Plan: Hutcherson Early Learning Center
- G-4. Capital Improvement Plan: Sheffield Elementary School
- G-5. Waiver from Certain SOL assessments for Heritage Elementary School
- G-6. K-5 Reading/Language Arts Textbook Adoption
- H. Superintendent's Comments
- I. Board Comments
- J-1. Notice of Closed Meeting
- J-2. Certification of Closed Meeting
- K. Informational Items
- L. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:30 p.m. in the Board Room at the School Administration Building. Mr. White opened the meeting and requested that those in attendance stand and recite *The Pledge of Allegiance*.

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Upon MOTION by Mrs. Barker, SECONDED by Mr. Billingsly, the school board deleted item G-2. School Board Policy 7-51: Wellness and replaced the attachment for item G-1. Partners In Education: Board of Directors for 2012-13.

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

No Votes: None

Abstentions: None

A-1. Notice of Closed Meeting

Upon MOTION by Mr. Billingsly, SECONDED by Ms. Poore, the school board convened a closed meeting at 5:32 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss an employee appointment.

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

No Votes: None

Abstentions: None

A-2. Certification of Closed Meeting

Upon MOTION by Mrs. Tweedy, SECONDED by Mr. Billingsly, the school board reconvened in open session at 6:03 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION by Mrs. Barker, SECONDED by Mr. Billingsly, 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: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb

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. School Improvement Plan: Heritage High School

The superintendent has directed each school within the school division to form a School Improvement Planning Team that will develop school improvement plans that identify areas for growth and improvement specific to their students' academic, behavioral, and cultural needs. During this presentation, Mr. Timothy T. Beatty, principal of Heritage High School, and members of his staff reviewed each section of the school improvement plan and outlined the various goals and strategies in place for achievement, behavior, and culture.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 9, 2013, EXHIBIT "A," FOR A COPY OF THE SCHOOL IMPROVEMENT PLAN FOR HERITAGE HIGH SCHOOL.)

D. Student Representative Comments

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

E. Consent Agenda

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Mr. Billingsly, the school board approved the personnel report and addendum for the period March 19 – April 9, 2013, a request for reallocation of budget in the amount of \$606,280, a request for the reallocation of budget in the amount of \$370,000, and a request for a religious exemption.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 9, 2013, EXHIBIT “B,” FOR A COPY OF THE CONSENT AGENDA ITEMS.)

F-1. Capital Improvement Plan: Heritage High School

On February 27, 28, and March 1, the Heritage High School Design Team, which consisted of parents, faculty, students, community members, and school board members, met with Moseley Architects to discuss the design elements of the new Heritage High School. During this presentation, Mr. Jim McCalla of Moseley Architects, reviewed the design workshop process and provided an update on post Design Workshop development. He also provided several building concepts appearing on different areas of the property. Because of the terrain of the land, the most viable option locates the building on the front of the property, which is at the intersection of Wards Ferry Road and Timberlake Road. The athletes fields would be placed at the rear of the property. The school board was presented with three options for the school: one that included no indoor track, one that included a 137 meter track, and one that included a 117 meter track. Several questions were asked about how other school divisions would be affected if there was no indoor track and if there are other school divisions with indoor track teams that have no indoor track. Questions were also asked about the cost for the use of the track at Liberty University.

The school board will again discuss this item at its next school board meeting.

G-1. Partners In Education: Board of Directors for 2012-13

The Partners in Education Board of Directors is comprised of one representative each from the Lynchburg City School Board and the Lynchburg Regional Chamber of Commerce Board of Directors along with community leaders who represent education, business, professional, and organizational sectors of the community. Each representative serves a term of three years and attends semi-annual meetings. Members are appointed jointly by the Lynchburg City School Board and the Lynchburg Regional Chamber of Commerce Board. Board members provide general leadership in the community for the partnership program and serve as policy makers under the overall jurisdiction of the school board and the chamber board.

2013 Partners in Education Board of Directors

Charlie White
School Board Representative
Wood & White Investment
Advisors, LLC
4520 Trens Ferry Court
Lynchburg, Virginia 24503

Gary Harvey
Registered Architect
Craddock Cunningham Architectural
Partners, PC
10 Ninth Street
Lynchburg, Virginia 24504
(1)

Sally Selden
Professor of Management,
Assoc Dean for Academic Affairs
Lynchburg College
1501 Lakeside Drive
Lynchburg, Virginia 24501
(1)

Rex Hammond
President and CEO
Lynchburg Regional Chamber of
Commerce
2015 Memorial Avenue
Lynchburg, Virginia 24501
(2)

James Hornsby
Store Manager
WalMart #1350
3900 Wards Road
Lynchburg, Virginia 24502
(1)

Hylan “Hank” Hubbard
Retired Business Representative
5456 Cottontown Road
Forest, Virginia 24551
(1)

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Robert Putt
Pastor, West Lynchburg Baptist
Church
3031 Memorial Ave
Lynchburg, VA 24501
(1)

Catherine Mosley
Communications Officer
Region 2000
828 Main St. 12th FL
Lynchburg VA 24504
(1)

Tom Prest
Community Representative
2218 Cambridge Place
Lynchburg, Virginia 24503
(1)

Vickie Spencer
Vice President of Marketing
Bank of the James
828 Main Street
Lynchburg, Virginia 24504
(2)

Paul Sunwall
General Manager
Lynchburg Hillcats
PO Box 10213
Lynchburg, Virginia 24506
(2)

Marjett Upshur
Director of Economic Development
City of Lynchburg
828 Main Street, 10th Floor
Lynchburg, Virginia 24504
(2)

New in bold
(1) Indicates first term
(2) Indicates second term

Upon MOTION by Mr. Billingsly, SECONDED by Mrs. Barker, the school board approved the Partners In Education Board of Directors for 2012-13.

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

No Votes: None

Abstentions: None

G-2. 2013 Summer School Programs

The school division offers summer programs to provide enrichment, acceleration, and academic support opportunities for elementary, middle, and high school students. The attachment to this agenda report provided the name, description, student groups, dates, times, transportation needs, and funding sources for each of the proposed summer programs.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 9, 2013, EXHIBIT "C," FOR A COPY OF THE SUMMER SCHOOL PROGRAMS.)

G-3. Capital Improvement Plan: Hutcherson Early Learning Center

The capital improvement plan budget contains \$774,000, and the 2013-14 Capital Improvement Plan includes \$350,000 for renovations at the building previously used as Hutcherson Early Learning Center. The City of Lynchburg Office of Procurement and Purchasing has received bids on the renovation project.

Coleman-Adams of Forest, Virginia, was the low bidder at \$901,025. Other bids were received as listed below.

The school administration will enter into a contract with Coleman-Adams based on their low bid of \$901,025.

	Contractor	Base Bid	Alternate 1	Alternate 2	Base Bid + Alt. 1 + Alt 2
1	Coleman-Adams	849,000	24,600	27,425	901,025
2	Glass Associates	917,000	24,500	25,800	967,300
3	J. E. Jamerson	900,000	29,000	33,000	962,000

Upon MOTION by Mr. Billingsly, SECONDED by Mrs. Snyder, the school board authorized the school administration to enter into a contract with Coleman-Adams in the amount of \$901,025 for the façade improvements at Hutcherson Early Learning Center.

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

No Votes: None

Abstentions: None

G-4. Capital Improvement Plan: Sheffield Elementary School

The 2012-13 Capital Improvement Plan includes \$575,000 for repair of the roof at Sheffield Elementary School. The City of Lynchburg Office of Procurement and Purchasing has received bids on the roofing project.

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John T. Morgan Roofing Company of Roanoke, Virginia, was the low bidder at \$209,510. Other bids were received as listed below.

Bid Tabulation
Sheffield Elementary School Roofing Project
March 12, 2013

	Vendor	Base Bid	Alternate No. 1	Sub Total	Unit Price No. 1	Unit Price No. 2
1	John T. Morgan Roofing	79,843.00	129,667.00	209,510.00	6.50	6.50
2	W A Lynch Roofing Co.	86,478.00	142,281.00	228,759.00	7.00	4.00
3	Roofing Solutions	84,200.00	148,700.00	232,900.00	7.00	5.00
4	Melvin T Morgan Roofing	108,042.00	205,136.00	313,178.00	7.00	6.00
5	AAR of North Carolina	122,400.00	199,500.00	321,900.00	8.00	3.50
6	KCT Group	138,200.00	290,300.00	428,500.00	25.00	3.50

Upon MOTION by Mrs. Barker, SECONDED by Mrs. Tweedy, the school board authorized the school administration to enter into a contract with John T. Morgan Roofing Company in the amount of \$209,510 for the repair of the Sheffield Elementary School roof.

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

No Votes: None

Abstentions: None

G-5. Waiver From Certain SOL Assessments for Heritage Elementary School

On March 20, 2013, HB 2144 was approved by the General Assembly and then supported by budget amendments made by Governor McDonnell as outlined in State Supt's. Memo 050-13, dated February 28, 2013. The Governor's executive amendment (adopted in the final General Assembly action) indicated additional language regarding state funds that will be provided in fiscal year 2014 to support reading specialists for any school that has a school-wide pass rate of less than 75 percent on the third grade reading Standards of Learning (SOL) assessments. Payments would be based on the state's share of the cost of providing one reading specialist per qualifying school based on the 2011-2012 SOL pass rates for reading and would be available to any school division with a qualifying school that agrees to the following five conditions:

- (1) certifies to the Department of Education that the division has hired a reading specialist to provide the appropriate services to children reading below grade level in the school;
- (2) applies and receives a waiver for up to two years from the Board of Education for the administration of third grade SOL assessments in science and history/social science for the purpose of creating additional instructional time for reading specialists to work with students reading below grade level to improve reading achievement;
- (3) develops a system to monitor the academic progress of all third grade students in the subject area in which the assessment waiver is sought, which shall include the administration of a summative or another division-wide assessment to third grade students in that subject area;
- (4) commits to publishing the adjusted pass rate of third grade students on such summative assessment or other division-wide assessment once the results are available; and
- (5) commits to providing at least 30 minutes of instruction per day to third grade students in the subject area in which the assessment waiver is sought.

Heritage Elementary School is one of 38 schools in the Commonwealth that is eligible to submit a waiver request. The waiver request form must be completed and submitted to the Virginia Department of Education by April 30, 2013. To be eligible to submit the waiver, it must first be approved by the school board and then must be signed by the superintendent and the board chairman.

The school board will receive additional information about the waiver at the next school board meeting.

G-6. K-5 Reading/Language Arts 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).

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At its meeting on October 18, 2011, the school board approved textbook adoption processes and procedures for the adoption of K-12 social studies and K-5 reading/language arts. The social studies adoption process was completed; however, at the recommendation of the Elementary Leadership Team, the K-5 reading/language arts textbook adoption was postponed until 2012-2013.

Preparation for the reading textbook adoption process was resumed during summer 2012 as the Instructional Reading Specialists were commissioned to prepare a White Paper on reading instruction to be used as a guide in the adoption process. The White Paper (attached) underwent several iterations and vetting by central office staff, principals, teachers, and finally the superintendent, in fall 2012.

Upon completion of the White Paper, the textbook adoption process resumed. The attached summary outlined the process that began in November 2012 and concluded on March 18, 2013. Tonight's presentation highlighted the reading/language arts textbook adoption process and recommendation for consideration at the school board meeting on April 23, 2013, the approval of *Journeys*, published by Houghton Mifflin Harcourt, as the reading/language arts program to be used in kindergarten through grade 5 for the next seven years. Program materials are available for school board and public review in Conference Room 1 of the School Administration Building and at each elementary school.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 9, 2013, EXHIBIT "D," FOR A COPY OF THE READING/LANGUAGE TEXTBOOK ADOPTION SUPPORTING DOCUMENTS.)

H. Superintendent's Comments

Dr. Brabrand announced that with the approval of the consent agenda, Mr. Michael K. Rudder was appointed as director of school improvement, effective July 1, 2013.

Dr. Brabrand highlighted the advertisement for the Lynchburg City Schools that appears on the second page of *Lynchburg Life*.

Dr. Brabrand announced that several of the schools within the division will apply for 21st Century Community Learning Grants. Each school board member received a copy of the guidelines, instructions, and assurances.

Dr. Brabrand announced that winners of the Barnes & Noble *My Favorite Teacher Contest* were Mrs. Tracey Burrell, submitted by Radzimina Jakaria, both of Paul Laurence Dunbar Middle School for Innovation. Honorees were Ms. Kate Wall of Paul Munro Elementary School submitted by Rachael Johnson of Paul Laurence Middle School for Innovation and Mr. Michael Bremer submitted by Jasmine Wheaton, both of Sandusky Middle School.

I. Board Comments

Mrs. Barker attended the open house for the XLR8 Regional Governor's STEM Academy. Both high schools were well represented at the open house. She also announced that the applications for the STEM Academy are due April 19, 2013.

Mr. Webb provided information about the events and activities he has attended since the last school board meeting.

Ms. Waller was present to see the E. C. Glass High School choral students off to New York where they will perform in the Faure' Requiem Invitational.

Mr. White announced that the school board retreat will occur on July 18-19, 2013, at Lynchburg College.

Mr. White thanked Catherine Moseley, David Barney, and John Howard for the remarks they made on behalf of the Lynchburg City Schools during the public budget hearing conducted by the Lynchburg City Council.

J-1. Notice of Closed Meeting

Upon MOTION by Mrs. Barker, SECONDED by Mr. Billingsly, the school board convened a closed meeting at 9:11 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss employee performance.

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

No Votes: None

Abstentions: None

J-2. Certification of Closed Meeting

Upon MOTION by Mr. Billingsly, SECONDED by Ms. Poore, the school board reconvened in open session at 10:20 p.m.

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

No Votes: None

Abstentions: None

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

No Votes: None

Abstentions: None

K. Informational Items

Next School Board Meeting: Tuesday, April 23, 2013, 5:30 p.m., Board Room, School Administration Building

L. Adjournment

The meeting adjourned at 10:21 p.m.

Charles B. White, Chairman

Wendie L. Sullivan, Clerk

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