

**Lynchburg City School Board  
Regular Meeting  
April 24, 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  
Manan A. Shah, Student Representative, Heritage High School  
Eva Marie Barauskaus, Student Representative, E. C. Glass High School

**BOARD  
MEMBERS  
ABSENT:**

None

**ADMINISTRATION  
PRESENT:**

Crystal M. Edwards, 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  
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  
R. Denise Spinner, Clerk/Recording Secretary

**MEDIA  
PRESENT:**

Liz Ramos, *The News & Advance*

**Agenda  
Items:**

- A-1. Public Comments
- B-1. Efforts to Improvement Achievement: Bedford Hills Elementary School and Paul Munro Elementary School
- B-2. VSBA Art Contest Winners
- B-3. Appointment of the Clerk and Deputy Clerk
- C-1. Finance Report
- D. Consent Agenda
- E. Student Representative Comments
- F. School Board Committee Report
- G-1. Special Education Annual Plan/Part B, Section 611, Flow-through Application and Section 619 Preschool Grant Applications: 2018-2019
- G-2. Policy JHCD Administering Medicines to Students and Regulation JHCD-RZ Administration of Medication-Naloxone
- H-1. Authorization of Signature
- H-2. E. C. Glass High School Auditorium Stage Main Curtain
- H-3. Paul Munro Elementary School Cafeteria Air Handler
- I. Superintendent's Comments
- J. Board Comments
- K. Informational Items
- L. Adjournment

Upon MOTION Dr. Coleman, SECONDED by Mrs. Snyder, the school board approved the addition of an addendum to item D-2. Personnel Report.

**Lynchburg City School Board – Regular Meeting**  
**April 24, 2018**  
**Page Two**

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.

There were no public comments.

**B-1. Efforts to Improve Achievement: Bedford Hills Elementary School and Paul Munro Elementary School**

Bedford Hills Elementary and Paul Munro 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 reading and in closing the achievement gap.

**B-2. VSBA Art Contest Winners**

Each year, the Lynchburg City Schools participates in the Virginia School Board Association (VSBA) Southern Regional Forum Art Contest. Three students' pieces were selected to represent the Lynchburg City Schools at the 2018 VSBA Southern Regional Forum on April 23, 2018. Following the VSBA Southern Forum, the student artwork will be displayed throughout the summer at the School Board Administration Building. The students who have been selected to represent Lynchburg City Schools were recognized.

The students recognized were as follows:

Elementary School – Jonas Leeson, 5<sup>th</sup> Grade, T. C. Miller Elementary School for Innovation  
Middle School – Jahkya Daniels, 8<sup>th</sup> Grade, Sandusky Middle School  
High School – Michael Neczyporuk, 12<sup>th</sup> Grade, E.C. Glass High School

**B-3. Appointment of the Clerk and Deputy Clerk: 2017-2018**

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2017-2018 school year. The process of reorganization requires the school board appoint a clerk and may appoint a deputy clerk for terms of one year.

The superintendent recommended the following appointments:

R. Denise Spinner as Clerk of the School Board and Barbara W. Saunders as Deputy Clerk of the School Board for 2017-2018.

Upon MOTION by Mrs. Morrison, SECONDED by Ms. Carter, the school board approved the appointment of R. Denise Spinner as Clerk of the School Board and Barbara W. Saunders as Deputy Clerk of the School Board for 2017-2018.

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

**C-1. Finance Report**

The school administration, in accordance with the FY2017-18 school operating budget, authorized, approved, and processed the necessary payments through February 28, 2018. The school administration certifies that the amounts approved are within budgetary limits and revenue.

**Lynchburg City School Board – Regular Meeting  
April 24, 2018  
Page Three**

The operating fund expenditure report summarized the payments made through February 28, 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	\$ 13,500.00
E-rate – Shentel funding	\$ 88,000.00
Total Operating Fund Budget - adjusted	\$ 96,745,137.76

Through February 28, 2018

Actual Revenue Received	\$ 55,745,513.10
Actual Expenditures	\$ 56,465,347.44
Actual Encumbered	\$ 33,462,778.91

Percent of Budget Received	57.62%
Percent of Budget Used, excluding encumbrances	58.37%

As of 2/28/18 – 8 months	66.67%
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The revenue and expenditure reports detailed the transactions recorded through February 28, 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.

Mr. Beckles reviewed the expenditure reports with the board. At the next board meeting, Mr. Beckles will present the board with a request for budget reallocation for the end of the year.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 24, 2018, EXHIBIT “A,” FOR A COPY OF THE FINANCE REPORT.)

**D. Consent Agenda**

Upon MOTION by Ms. Carter, SECONDED by Ms. Mason, the school board moved the approval of school board meeting minutes for March 6, 2018 (Regular Meeting); March 22, 2018 (Closed Meeting); March 27, 2018 (Student Discipline Committee Meeting) to next month due to transition of clerk position; and the personnel report and addendum for the period March 6 – April 14, 2018 be approved.

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

Through consensus of the board, the adoption of Policy JHCD Administering Medicines to Students and Regulation JHCD-RZ Administration of Medication – Naloxone was moved to unfinished business.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 17, 2018, EXHIBIT “B,” FOR A COPY OF THE CONSENT AGENDA ITEMS.)

**E. Student Representative Comments**

Mr. Manan A. Shah, student representative 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**

Dr. Coleman remarked that he would like a listing of all school board committees be provided.

**G-1. Special Education Annual Plan/Part B, Section 611, Flow-through Application and Section 619 Preschool Grant Applications: 2018-2019**

**Lynchburg City School Board – Regular Meeting  
April 24, 2018  
Page Four**

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 2018-2019 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 2018-2019 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 2018-2019 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.

Upon MOTION by Dr. Coleman, SECONDED by Ms. Mason, the school board approved the Special Education Annual Plan/Part B, Section 611, Flow-through Application and Section 619 Preschool Grant Applications for 2018-2019.

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 APRIL 17, 2018, EXHIBIT "C," FOR A COPY OF SPECIAL EDUCATION ANNUAL PLAN/PART B, SECTION 611, FLOW-THROUGH APPLICATION AND SECTION 619 PRESCHOOL GRANT APPLCIATIONS FOR 2018-2019)

**G-2. Policy JHCD Administering Medicines to Students and Regulation JHCD-RZ Administration of Medication – Naloxone**

After discussion regarding policy, through consensus of the board, Policy JHCD Administering Medicines to Students and Regulation JHCD-RZ Administration of Medication – Naloxone will be brought to the board at a future meeting.

**H-1. Authorization for Signature**

The Virginia Department of Education requires that the school division identify an individual, who, in the absence of the superintendent, has authorization to sign all Virginia Department of Education correspondence, reports, documents, requisitions, and other official correspondence. The superintendent recommends that the school board authorize Mrs. R. Denise Spinner, school board clerk, to fulfill the necessary signature obligations in the absence of the superintendent. Many of the matters associated with the delegation of the authority tend to be financial and operational in nature.

Upon MOTION by Dr. Coleman, SECONDED by Ms. Mason, the school board approved the authorization of Mrs. R. Denise Spinner, school board clerk, to sign Virginia Department of Education correspondence in the absence of the superintendent.

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 APRIL 17, 2018, EXHIBIT "D," FOR A COPY OF THE AUTHORIZATION OF SIGNATURE FORM)

**H-2. E. C. Glass High School Auditorium Stage Main Curtain**

The 2017-2018 capital improvement plan includes \$26,000 for replacement of the E. C. Glass High School auditorium stage main curtain. The pricing is based on a cooperative procurement contract issued by Hanover County, Virginia dated November 9, 2017.

The school administration recommends Luxout Stage Curtains based on their bid of \$23,777, which was the lowest bid.

**Lynchburg City School Board – Regular Meeting  
April 24, 2018  
Page Five**

Upon MOTION by Dr. Coleman, SECONDED by Ms. Snyder, the school board approved the school administration to enter into contract with Luxout Stage Curtains in the amount of \$23,777 for replacement of the E. C. Glass auditorium stage main curtain.

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. Paul Munro Elementary School Cafeteria Air Handler Replacement Project**

The capital improvement plan includes \$100,000 in construction funding for replacement of the Paul Munro Elementary School cafeteria air handler.

The school administration recommends Trane based on their price of \$77,583 plus supplemental costs. Trane's pricing is based on US Communities Cooperative Purchasing which allows Lynchburg City Schools to receive the lowest prices offered by participating suppliers to government entities.

Upon MOTION by Ms. Snyder, SECONDED by Ms. Mason, the school board approved the purchase of the replacement cafeteria air handler at Paul Munro Elementary School.

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

**I. Superintendent's Comments**

Dr. Edwards shared that she sees the wonderful community we have here in Lynchburg. She expressed her thankfulness for all who rallied to support those in need from the tornado that hit our area. All of LCS rose to the occasion. Dr. Edwards also shared letters and cards from students with the board that were presented to her while visiting schools. She has made time to get inside the schools and visit with principals, staff and students. The welcome from LCS and our community is appreciated.

Administrative Assistant day is April 25<sup>th</sup>; all support staff was offered appreciation.

All were invited to the welcome event for Dr. Edwards at Heritage High School on Thursday evening, April 26<sup>th</sup> from 4:00 p.m. – 6:00 p.m.

Dr. Edwards shared information and congratulations regarding the following events that recently took place: The 24 Game Challenge, the 41<sup>st</sup> annual Central Virginia Regional Science Fair, Virginia History Day, and the Young Writers Regional Awards Ceremony and Reception.

Sandusky Middle School's production of *You're a Good Man, Charlie Brown*. It is scheduled for Friday, May 4<sup>th</sup>, and Saturday, May 5<sup>th</sup>. Both performances are at 7:00 p.m. in the school cafeteria. This will be the first time Sandusky Middle School students have had an opportunity to perform in a show of this scope. We are excited for our middle school students who have had an opportunity to learn what it takes to be involved in a musical production.

The division nutrition program is partnering with some after school programs to provide participating students with supper.

**J. Board Comments**

Board Members welcomed Dr. Edwards to Lynchburg City Schools and expressed their excitement to have her here.

Ms. Snyder shared that DMS drama has a performance coming up. She also shared how impressed she was with the History Day projects in the division and the amount of work and effort students put into their presentations. Her daughter and another student will be representing LCS in Maryland with their projects.

Ms. Carter and Dr. Brennan recently went to a VSBA conference. They shared that it was great so see so many people supportive of public schools and learned about the importance of having school culture. Gratitude was also expressed to Mike Rudder for his 41 years of service.

Ms. Morrison shared information about a Boys and Girls Club presentation and the success that DESI is having with their students and volunteers.

**Lynchburg City School Board – Regular Meeting**  
**April 24, 2018**  
**Page Six**

Dr. Coleman expressed that he would like to find ways to make information from conferences be shared between members. He also shared information about the Southern Region Network Forum that was just held. Dr. Coleman was very appreciative and amazed of the art work that was sent to represent LCS.

Mr. Polley shared how excited his daughter was that Dr. Edwards was here and visited her school. He spoke about his visit to HELC and how pleased he was with what he saw and experienced while there. He attended the Career Fair at Heritage High School, and recognized C. J. Rosser, a Heritage High School student who was named as Basketball Player of the Year. He also visited the Academy Center and learned about Dunbar High School.

**K. Informational Items**

Dr. Nilles polled the board requesting that the next board meeting be moved to, Tuesday, May 8, 2018.

Upon MOTION by Ms. Morrison, SECONDED by Ms. Snyder, the school board approved the change in date to May 8, 2018 for the next school board 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

Next School Board Meeting: Tuesday, May 8, 2018, 5:30 p.m., Board Room, School Administration Building

**L. Adjournment**

The meeting adjourned at 7:35 pm

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Michael J. Nilles, Chairman

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R. Denise Spinner, Clerk

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