

**Lynchburg City School Board
Regular Meeting
June 5, 2018**

**BOARD
MEMBERS
PRESENT:**

Michael J. Nilles, Chairman
Robert O. Brennan
Susan D. Morrison
Derek L. Polley
Kimberly A. Sinha
Katie K. Snyder

**BOARD
MEMBERS
ABSENT:**

James E. Coleman, Vice Chairman
Sharon Y. Carter
Charleta F. Mason

**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
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. Closed Meeting
- A-2. Certification of Closed Meeting
- B-1. Public Comments
- C-1. Resolution of Recognition
- D-1. Finance Report
- E. Consent Agenda
- E. Finance Report
- F. School Board Committee Report
- G-1. School Operating Budget
- G-2. School Board Committee Report
- G-3. Policy JHCF-RZ Student Wellness Policy and Regulation JHCF-RZ Student Wellness Regulations and Guidelines
- G-4. Lynchburg School Board Policy Updates
- G-5. Policy JHCD Administering Medicines to Students and Regulation JHCD-RZ Administration of Medication-Naloxone
- H-1. School Board Regulation JHCD-RY Administration of Medication
- H-2. Policy BDDC Agenda Preparation and Dissemination
- H-3. Policy EB School Crisis, Emergency Management and Medical Emergency Response Plan
- H-4. Policy JECZ Non-Resident Employee Student Tuition Waiver and Regulation JNZ-R Student Fees, Fines, and Charges
- H-5. Policy JFHA, JFHA-F and GBA, GBA-F, Prohibition Against Harassment and Retaliation Policy JB Equal Education Opportunities/Non-Discrimination
- H-6. Authorization of Signature
- H-7. Policy Management
- I. Superintendent's Comments

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- J. Board Comments
- K. Informational Items
- L. Adjournment

Upon MOTION Ms. Snyder, SECONDED by Mr. Polley, the school board approved the addition of an addendum to item E-2. Personnel Report.

Yes Votes: Dr. Nilles, Dr. Brennan, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

A-1. Notice of Closed Meeting

Upon MOTION by Ms. Snyder, SECONDED by Mr. Polley, the school board convened a closed meeting at 5:04 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) (2) to discuss personnel matters.

Yes Votes: Dr. Nilles, Dr. Brennan, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

A-2. Certification of Closed Meeting

Upon MOTION by Ms. Morrison, SECONDED by Ms. Snyder the school board reconvened in open session at 5:33 p.m.

Yes Votes: Dr. Nilles, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

Upon MOTION by Mr. Polley, SECONDED by Ms. Morrison, the school board approved by roll call vote the following Certification of Closed Meeting:

The Lynchburg City School Board certifies that, in the closed meeting just concluded, nothing was discussed except the matters specifically identified in the motion to convene in a closed meeting and lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

Yes Votes: Dr. Nilles, Dr. Brennan, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

B. 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 Rescue Our Youth.

John Meadows spoke on behalf of Teachers United with a Voice.

Mike Anderson began to offer comments about his private business, Anderson Counseling Services, and the school board chairman indicated that he would not be allowed to make those comments as school board policy (BDDH-E) does not allow an individual to promote businesses during public comments.

C-1. Resolution of Recognition

During this presentation, the school board recognized Derek L. Polley for his years of service as a member of the Lynchburg City School Board. Mr. Polley has served as a school board member for a total of three years.

The superintendent recommended that the school board approve the resolution of recognition for Derek L. Polley.

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Upon MOTION by Ms. Snyder, SECONDED by Ms. Morrison, the school board approved the resolution of recognition for Derek L. Polley.

Yes Votes: Dr. Nilles, Dr. Brennan, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

D-1. Finance Report

The school administration, in accordance with the FY2017-18 school's operating budget, authorized, approved, and processed the necessary payments through April 30, 2018. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through April 30, 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
Restricted Donation	5,512.50
E-rate – Shentel funding	<u>88,000.00</u>
Total Operating Fund Budget - adjusted	\$ 96,750,650.26

Through April 30, 2018	
Actual Revenue Received	\$ 69,892,483.10
Actual Expenditures	\$ 72,731,902.27
Actual Encumbered	\$ 20,053,626.09

Percent of Budget Received	72.24%
Percent of Budget Used, excluding encumbrances	75.17%
As of 4/30/18 – 10 months	83.34%

The revenue and expenditure reports detail the transactions recorded through April 30, 2018. All reports appear as attachments to the agenda report.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 5, 2018, EXHIBIT "A" FOR A COPY OF THE FINANCE REPORT ITEMS.)

Mr. Beckles shared there were no significant changes in revenue to report. He also informed the board that auditors would be in this week for the yearly audit.

E. Consent Agenda

Upon MOTION by Ms. Snyder, SECONDED by Dr. Sinha, the school board moved the minutes for May 3, 2018 (Student Discipline Committee Meeting); May 8, 2018 (Regular Meeting); May 10, 2018 (Student Discipline Committee Meeting); and the personnel report for the period May 9, 2018 – June 5, 2018 be approved.

Yes Votes: Dr. Nilles, Dr. Brennan, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 5, 2018, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

F. School Board Committee Reports

1. School Board Committees:

Finance Committee – Derek Polley shared that the committee met in May. The committee discussed building up reserve for medical costs.

Governor's School Committee

LAUREL Regional School Committee

XLR8 STEM Academy Committee – Dr. Brennan shared that 25 students graduated and a \$37,500 grant was awarded to program.

2. Advisory Committees to the School Board:

Career Technical Advisory Board Committee - Mr. Delinger met with the Career Technical Advisory Board.

Equity Task Force Committee – Dr. Edwards, met on May 24, 2018 and the committee had a productive meeting with discussions about equity.

Health Advisory Board Committee – The Health Advisory met on May 10, 2018 and discussed family life curriculum.

Special Education Advisory Committee – April 10, 2018 was last meeting for the 2017-2018 school year. A presentation will be given in October.

G-1. Operating Budget School Year 2018-2019

As a result of the Lynchburg City Council adopting its FY2018-19 budget, the school administration will present the school operating budget for FY2018-19 for school board review and approval. The school administration will present revenue and expenditure adjustments proposed for next year's budget. The school board will consider adoption of its operating budget for 2018-19 during this presentation.

Mr. Beckles shared that the Governor's changes are not in our budget to date, as it has not been approved. He also informed the board that the purchase of buses are not in the budget FY2018-19.

The superintendent recommended that the school board adopt the School Operating Budget for FY2018-19.

Upon MOTION by Dr. Brennan, SECONDED by Ms. Snyder, the school board approved the School Operating Budget for FY2018-19.

Yes Votes: Dr. Nilles, Dr. Brennan, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

Due to the budget being subject to change depending on the Governor's allocations, which will not be given until the middle of June, a motion was made to approve the budget contingent to the Governor's update.

Upon MOTION by Mrs. Snyder, SECONDED by Dr. Brennan, the school board approved the School Operating Budget for FY2018-19 contingent upon the information provided by the Governor.

Yes Votes: Dr. Nilles, Dr. Brennan, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 5, 2018, EXHIBIT "C," FOR A COPY OF THE OPERATING BUDGET FY2018-19 AGENDA ITEMS.)

G-2. Middle School Program of Studies: 2018-2019

The School Board annually reviews and approves the Middle School Program of Studies for the next school year. The updated version for 2018-2019 will be introduced, with changes recommended that include:

- Modification of the middle school schedule to align with new requirements from VDOE and create consistency across the three schools
- Update high school credit options for consistency, including drama and CTE courses

The superintendent recommended that the school board approve the Middle School Program of Studies for the 2018-2019 school year.

Upon MOTION by Ms. Morrison, SECONDED by Dr. Brennan, the school board approved the Middle School Program of Studies: 2018-2019.

Yes Votes: Dr. Nilles, Dr. Brennan, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 5, 2018, EXHIBIT “D,” FOR A COPY OF THE MIDDLE SCHOOL PROGRAM OF STUDIES: 2018-2019)

G-3. School Board Policy JHCF Student Wellness and Regulation JHCF-RZ Wellness Regulations and Guidelines

Proposed revision of the policy and regulation are required by USDA for all local educational agencies (LEA) operating the National School Lunch Program. The purpose for the revisions is to meet federal regulations that guide a school division’s efforts to establish a school environment that promotes students’ health, well-being, and ability to learn.

The superintendent recommended that the school board approve Policy JHCF Student Wellness and Regulation JHCF-RZ Student Wellness Regulations and Guidelines.

Upon MOTION by Dr. Sinha, SECONDED by Mrs. Morrison, the school board approved Policy JHCF Student Wellness and Regulation JHCF-RZ Wellness Regulations and Guidelines.

Yes Votes: Dr. Nilles, Dr. Brennan, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 5, 2018, EXHIBIT “E,” FOR A COPY OF SCHOOL BOARD POLICY JHCF STUDENT WELLNESS AND REGULATION JHCF-RZ WELLNESS REGULATIONS AND GUIDELINES)

G-4. Lynchburg City School Board Policy Updates

Several policy revisions were recently received from the Virginia School Boards Association (VSBA). These policies have been reviewed by legal counsel and reflect the latest changes in state and federal law. These policy revisions from the VSBA February 2018 update appear as attachments to the agenda report.

- AA School Division Legal Status
- AC Nondiscrimination
- AD Educational Philosophy
- CBD Superintendent’s Contract, Compensation, and Benefits
- CBG Evaluation of the Superintendent
- EBCB Safety Drills
- GCL Professional Staff Development
- GCN Evaluation of Professional Staff
- GCPB Resignation of Staff Members
- GDQ School Bus Drivers
- JO Student Records

The superintendent recommended that the school board approve the policy updates received from the Virginia School Boards Association (VSBA).

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Upon MOTION by Dr. Brennan, SECONDED by Mrs. Snyder, the school board approved the Lynchburg City School Board Policy Updates.

Yes Votes: Dr. Nilles, Dr. Brennan, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 5, 2018, EXHIBIT “F,” FOR A COPY OF THE LYNCHBURG CITY SCHOOL BOARD POLICY UPDATES)

G-5. School Board Policy JHCDZ Administering Medicines to Students and Regulation JHCD-RZ Administration of Medication – Naloxone

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

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

The superintendent recommended that the school board approve Policy JHCDZ Administering Medicines to Students and Regulation JHCD-RZ Administration of Medication – Naloxone.

Upon MOTION by Mrs. Morrison SECONDED by Dr. Brennan the school board approved the Revised of Policy JHCDZ Administering Medicines to Students and Regulation JHCD-RZ Administration of Medication – Naloxone.

Yes Votes: Dr. Nilles, Dr. Brennan, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 5, 2018, EXHIBIT “G,” FOR A COPY OF THE SCHOOL BOARD POLICY JHCDZ ADMINISTERING MEDICINES TO STUDENTS AND REGULATION JHCD-RZ ADMINISTRATION OF MEDICATION - NALOXONE ATTACHMENTS)

H-1. School Board Regulation JHCD-RY Administration of Medication

With the conversion of our policy on administering medication to students to the VSBA format we also need to convert the regulation R 7-53 Administration of Medication. Regulation JHCD-RY Administration of Medication follows the Virginia Department of Health and Virginia Department of Education guidelines for administering medication in school.

The superintendent recommended that the school board receive this agenda report as an informational item and consider action at the school board meeting on July 10, 2018.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 5, 2018, EXHIBIT “H,” FOR A COPY OF THE PROPOSED SCHOOL BOARD REGULATION JHCD-RY ADMINISTRATION OF MEDICATION ATTACHMENTS)

H-2. Lynchburg City School Board Regulation BDDC-R Agenda Preparation

At the November 7, 2017, School Board Meeting, the school board voted to change the schedule of meetings to the first Tuesday of each month with the January meeting being held on the third Tuesday of that month. As a result of this change, regulation BDDC-R Agenda Preparation was reviewed and updated to reflect new schedule and preparation procedures.

The superintendent recommended that the school board receive this agenda report as an informational item and consider action at the school board meeting on July 10, 2018.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 5, 2018, EXHIBIT “I,” FOR A COPY OF THE PROPOSED SCHOOL BOARD REGULATION BDDC-R AGENDA PREPARATION ATTACHMENTS)

H-3. Lynchburg City School Board Policy EB School Crisis, Emergency Management and Medical Emergency Response Plan

A recently received Virginia School Board Association (VSBA) update to Policy EB School Crisis, Emergency Management and Medical Emergency Response Plan prompted administration to review Lynchburg City Schools' policy P 7-55.2 Division-wide Crisis Plan. The attached policy is being recommended for conversion to the VSBA format as a result of this review.

The superintendent recommended that the school board receive this agenda report as an informational item and consider action at the school board meeting on July 10, 2018.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 5, 2018, EXHIBIT "J," FOR A COPY OF THE PROPOSED SCHOOL BOARD POLICY EB SCHOOL CRISIS, EMERGENCY MANAGEMENT AND MEDICAL EMERGENCY RESPONSE PLAN ATTACHMENTS)

H-4. Lynchburg City School Board Policy JECZ Non-Resident Employee Student Tuition Waiver and Regulation JNZ-R Student Fees, Fines, and Charges

Lynchburg City School policy JECZ Non-Resident Employee Student Tuition Waiver and regulation JNZ-R Student Fees, Fines, and Charges specify, among other items, the procedures and fees associated with allowing Lynchburg City School employees not residing in the City to enroll their children in Lynchburg City Schools.

In order to more clearly distinguish fees and fines from tuition charges to include costs for additional services and special programs, the policy and regulation have been updated. Revisions to the policy and regulation appear as an attachment to this agenda report.

The superintendent recommended that the school board receive this agenda report as an informational item and consider action at the school board meeting on July 10, 2018.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 5, 2018, EXHIBIT "K," FOR A COPY OF THE PROPOSED SCHOOL BOARD POLICY JECZ NON-RESIDENT EMPLOYEE STUDENT TUITION WAIVER AND REGULATION JNZ-R STUDENT FEES, FINES, AND CHARGES ATTACHMENTS)

H-5. Policy JB Equal Educational Opportunities/Nondiscrimination and Policy JFHA/GBA Prohibition Against Harassment and Retaliation

With the reorganization of the division, policies JB Equal Educational Opportunities/ Nondiscrimination and JFHA/GBA Prohibition Against Harassment and Retaliation need to be updated to reflect the new compliance officer and alternate compliance officer responsible for identifying, preventing, and remedying prohibited discrimination and harassment.

The superintendent recommended that the school board receive this agenda report as an informational item and consider action at the school board meeting on July 10, 2018.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 5, 2018, EXHIBIT "L," FOR A COPY OF THE PROPOSED SCHOOL BOARD POLICY JB EQUAL EDUCATIONAL OPPORTUNITIES/NONDISCRIMINATION AND POLICY JFHA/GBA PROHIBITION AGAINST HARASSMENT AND RETALIATION ATTACHMENTS)

H-6. Authorization of 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 this authority tend to be financial and operational in nature.

The superintendent recommended that the school board authorize Mrs. R. Denise Spinner, school board clerk, to sign Virginia Department of Education correspondence in the absence of the superintendent from July 1, 2018 – June 30, 2019.

Upon MOTION by Dr. Brennan, SECONDED by Mrs. Snyder, 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 from July 1, 2018 – June 30, 2019.

Yes Votes: Dr. Nilles, Dr. Brennan, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 5, 2018, EXHIBIT “M,” FOR A COPY OF THE AUTHORIZATION OF SIGNATURE ATTACHMENTS)

H-7. Policy Management

Administration is proposing an update to our policy management procedures to an all-encompassing and effective system between board members and administrative staff. This update will help to ensure all policies are up to date, as well as have direction and feedback from board members and administration. It is proposed that Policy Committees be created with team leads and two board members on each committee as follows: Governance (Crystal Edwards), Fiscal Management (Anthony Beckles), Instruction and Program (April Bruce, Wyllys VanDerwerker, LaTonya Brown), Personnel (Marie Gee), and Operations (Ben Copeland).

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on July 10, 2018.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 5, 2018, EXHIBIT “N,” FOR A COPY OF THE PROPOSED POLICY MANAGEMENT UPDATE ATTACHMENTS)

I. Superintendent Comments

Dr. Edwards attended graduation ceremonies for E. C. Glass, Heritage, Fort Hill, and Empowerment Academy students.

She also attended the Project Search Graduation and enjoyed the guest speaker presentations by Kathy Hayfield, the Virginia Commissioner of DARS as well as Dr. Daniel Carey, the Commonwealth’s Secretary of Health and Human Resources.

Dr. Edwards shared that she attended the terrific production of “*Second Samuel*” at Heritage High School. This past month, she also attended the Virginia Center for Inclusive Communities Humanitarian Awards Dinner, the 2018 Staff Appreciation Dinner held at E. C. Glass, the Pre-K promotion at Heritage Elementary, the Beacon of Hope “Cornament” at Oakwood Country Club, and the E. C. Glass Senior Award Program.

Dr. Edwards and the board attended a training at the VSBA office in Charlottesville.

J. Board Comments

Dr. Sinha thanked Dr. Edwards on behalf of the Virginia League of Women Voters and shared she made a great impression. Dr. Sinha also thanked Mr. Polley for his public service.

Katie Snyder shared that she went to graduations and it was wonderful to see the students. She spoke about the speeches given by our students at graduation and how impressive they were. Mrs. Snyder spoke about new board member manual and that she has been working with Dr. Brennan. She and Dr. Brennan are putting things together for new members to have. They are looking for input from other board members. Mrs. Snyder also thanked Mr. Polley for his service.

Dr. Brennan thanked Mr. Polley for his time and commitment. He gave a quick “shout out” to Mr. Rudder as it is his last board meeting. Dr. Brennan also spoke about new board member orientation.

Mrs. Morrison shared that the E. C. Glass Lacross team will be in state finals this weekend. Mrs. Morrison also expressed appreciation to Mr. Polley.

Dr. Nilles conveyed he has enjoyed working with Mr. Polley and appreciated his commitment. Dr. Nilles attended graduations and was very impressed by the student speeches as well.

Mr. Polley showed gratitude to Dr. Nilles for helping him as well as Mrs. Snyder for the support. He spoke about the Hill City Hoop League and compensation for Lynchburg City School Board; enough to prevent loss of income from attending required commitments.

K. Informational Items

Next School Board Meeting: Tuesday, July 10, 2018, 5:30 p.m., Board Room, School Administration Building

L. Adjournment

The meeting adjourned at 7:14 p.m.

Chairman

R. Denise Spinner, Clerk

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