

**Lynchburg City School Board
Regular Meeting
June 21, 2016**

**BOARD
MEMBERS
PRESENT:**

Mary Ann Hoss, Chairman
J. Marie Waller, Vice Chairman
Sharon Y. Carter
James E. Coleman
Regina T. Dolan-Sewell
Michael J. Nilles
Derek L. Polley
Jennifer R. Poore

**BOARD
MEMBERS
ABSENT:**

Katie K. Snyder

**ADMINISTRATION
PRESENT:**

Scott S. Brabrand, Superintendent
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
David A. Childress, Director for Information Technology
Ethel R. Reeves, Director for Engagement, Equity, and Opportunity
Jason J. Ferguson, Director for Transportation
Steven L. Gatzke, Director for Facilities and Maintenance
Marie F. Gee, Director for Personnel
Michael K. Rudder, Director of School Improvement and Grants
Wyllys D. VanDerwerker, Director for Exceptional Learners
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Jesse Pounds, *The News & Advance*

**Agenda
Items:**

- A-1. Notice of Closed Meeting
- A-2. Certification of Closed Meeting
- B-1. Public Comments
- C-1. Project SEARCH
- C-2. Resolutions of Recognition
- D-1. Finance Report
- E. Consent Agenda
- F. School Board Committee Reports
- G-1. Lynchburg City School Board Student Discipline Policies
- H-1. Mentoring and Support for New Teachers
- H-2. Lynchburg City School Board Policy Updates
- H-3. Superintendent's Contract
- I. Superintendent's Comment
- J. Board Comments
- 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. Ms. Hoss opened the meeting and asked those in attendance to stand and recite *The Pledge of Allegiance*.

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board changed the purpose for item A-1. Notice of Closed meeting to the Code of Virginia §2.2-3711 (A) (1) Employee Appointment, added addenda to item E-2. Personnel Report, and removed item H-4. Shentel Internet Connection.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Dr. Nilles, Mr. Polley, Ms. Poore

No Votes: None

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Abstentions: None

A-1. Notice of Closed Meeting

Upon MOTION by Ms. Carter, SECONDED by Ms. Poore, the school board convened a closed meeting at 5:31 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss an employee appointment

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Dr. Nilles, Mr. Polley, Ms. Poore

No Votes: None

Abstentions: None

A-2. Certification of Closed Meeting

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board reconvened in open session at 5:43 p.m.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Dr. Nilles, Mr. Polley, Ms. Poore

No Votes: None

Abstentions: None

Upon MOTION by Dr. Coleman, SECONDED by Dr. Nilles, 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: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Dr. Nilles, Mr. Polley, Ms. Poore

No Votes: None

Abstentions: None

B-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 individuals in attendance who wished to speak before the school board.

C-1. Project SEARCH

Project SEARCH is an internationally renowned vocational program for students with disabilities in their final year of public school services. This unique vocational program immerses students into internships at a predetermined host business site. Project SEARCH is a multidimensional education program with five key stakeholders: the school division, the host business site, the employment agency, the department of aging and rehabilitative services, and the student and their family. The Centra Health - Lynchburg General Project SEARCH program is a collaborative program between Centra Health, Lynchburg City Schools and Campbell County Schools, The Department for Aging and Rehabilitative Services, Stand Up, Inc and The Virginia Department for Education.

The program, which is funded by the Virginia Department for Aging and Rehabilitative Services, began in Virginia during the 2009-2010 academic year. Since then, more than 600 students have participated in Project SEARCH, a national career program for high school students with disabilities that provides hands-on training during their senior year.

Each school year throughout the Commonwealth, Project SEARCH students obtain invaluable experience through internships in a health care or business environment, with the goal of having a job by the end of the year. Some students are offered jobs before they finish the program. This year nearly 40 students have already begun employment.

C-2. Resolutions of Recognition

During this presentation, the school board recognized Mary Ann Hoss and Jettie Marie Waller for their years of service as members of the Lynchburg City School Board. Ms. Hoss has served as a school board member for a total of nine years. Ms. Waller has served as a school board member for a total of six years.

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Dr. Coleman, the school board adopted the following resolution of commendation and appreciation for Mary Ann Hoss:

**A Resolution of Commendation and Appreciation
To
Ms. Mary Ann Hoss**

Upon Her Retirement as a Member of the Lynchburg City School Board

Presented by the Lynchburg City School Board

MS. MARY ANN HOSS, a champion crusader for public education in the City of Lynchburg, has worked diligently as a member of the Lynchburg City School Board for a total of nine years. Her professional manner in dealing with people and issues earned her favor as a caring and compassionate individual who devoted herself to the service of Lynchburg City Schools. **MS. MARY ANN HOSS** has been an able spokesperson and supporter of educational causes. She has been encouraging to students and their families. **MS. MARY ANN HOSS**, a parent herself, was knowledgeable of the challenges that many students, parents, teachers, and staff members encounter. Throughout her service, she was sensitive to the educational needs of all students and championed new and creative approaches to education. Her questions and comments demonstrated a keen understanding of the topics being discussed.

With this resolution, the Lynchburg City School Board pays tribute to **MS. MARY ANN HOSS**, a person of excellence and integrity, who by effort and by example, made valuable and far-reaching contributions to public education in Lynchburg, Virginia.

WHEREAS **MS. MARY ANN HOSS** served with distinction as a member of the Lynchburg City School Board for nine years, including Chairman for 2009 – 10, 2010 – 11, Vice Chairman for 2014 – 15, and Chairman for 2015-16; and

WHEREAS, **MS. MARY ANN HOSS'** keen insight and foresight were qualities of leadership that were appropriate to the needs of the Lynchburg City Schools during this period of change, challenge, and growth; and

WHEREAS, **MS. MARY ANN HOSS** consistently attended school events and programs; she participated on boards and committees as a representative of the school board; and she volunteered her time to help in all capacities throughout the school division, demonstrating her true support of LCS and all students; and

WHEREAS, **MS. MARY ANN HOSS**, while on the school board, contributed to the decisions and approvals for a new Sandusky Middle School and Heritage High School, the hiring of a new superintendent, several budgets in support of staff compensation and student achievement, and a new division-wide Comprehensive Plan; and

WHEREAS, **MS. MARY ANN HOSS'** dedication to duty during this time contributed to the implementation of new programs, including a new one-to-one technology initiative and the beginning process of updating teacher pay scales, and the introduction of the Empowerment Academy credit recovery program to help improve the LCS graduation rate; therefore,

BE IT RESOLVED: That the Lynchburg City School Board of Lynchburg, Virginia, takes pride in the excellent service that **MS. MARY ANN HOSS** rendered to the operation and successes of the public schools of this community; and

BE IT RESOLVED: That the Lynchburg City School Board of Lynchburg, Virginia, hereby affirms its appreciation to **MS. MARY ANN HOSS** for nine years of devoted service to public education during which she demonstrated courage and tenacity in the pursuit of educational excellence. Her numerous contributions will affect generations to come. The Lynchburg City School Board wishes to commend **MS. MARY ANN HOSS** for the quality of leadership on behalf of the school division and its youth and for the quality of her stewardship on behalf of the City of Lynchburg, Virginia.

THE LYNCHBURG CITY SCHOOL BOARD

Ms. J. Marie Waller, Vice-Chairman

Dr. Scott S. Brabrand, Superintendent

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Dr. Nilles, Mr. Polley, Ms. Poore

No Votes: None

Abstentions: None

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Dr. Coleman, the school board adopted the following resolution of commendation and appreciation for Jettie Marie Waller:

**A Resolution of Commendation and Appreciation
To
Ms. J. Marie Waller**

Upon Her Retirement as a Member of the Lynchburg City School Board

Presented by the Lynchburg City School Board

MS. J. MARIE WALLER, a champion crusader for public education in the City of Lynchburg, has worked diligently as a member of the Lynchburg City School Board for a total of six years. Her professional manner in dealing with people and issues earned her favor as a caring and compassionate individual who devoted herself to the service of Lynchburg City Schools. **MS. J. MARIE WALLER** has been an able spokesperson and supporter of educational causes. She has been encouraging to students and their families. **MS. J. MARIE WALLER**, a former teacher herself, she was knowledgeable of the challenges that many students, parents, teachers, and staff members encounter. Throughout her service, she was sensitive to the educational needs of all students and championed new and creative approaches to education. With this resolution, the Lynchburg City School Board pays tribute to **MS. J. MARIE WALLER**, a person of excellence and integrity, who by effort and by example, made valuable and far-reaching contributions to public education in Lynchburg, Virginia.

WHEREAS **MS. J. MARIE WALLER** served with distinction as a member of the Lynchburg City School Board for six years, including one year as Vice-Chair; and

WHEREAS, **MS. J. MARIE WALLER's** keen insight and foresight were qualities of leadership that were appropriate to the needs of the Lynchburg City Schools during this period of change, challenge, and growth; and

WHEREAS, **MS. J. MARIE WALLER** consistently attended school events and programs; she participated on boards and committees as a representative of the school board; and she volunteered her time to help in all capacities throughout the school division, demonstrating her true support of LCS and all students; and

WHEREAS, **MS. J. MARIE WALLER**, while on the school board, contributed to the decisions and approvals for a new Sandusky Middle School and Heritage High School, the hiring of a new superintendent, several budgets in support of staff compensation and student achievement, a new division-wide Comprehensive Plan; and

WHEREAS, **MS. J. MARIE WALLER's** dedication to duty during this time contributed to the implementation of new programs, including a new one-to-one technology initiative and the beginning process of updating teacher pay scales, and the introduction of the Empowerment Academy credit recovery program to help improve the LCS graduation rate; therefore,

BE IT RESOLVED: That the Lynchburg City School Board of Lynchburg, Virginia, takes pride in the excellent service that **MS. J. MARIE WALLER** rendered to the operation and successes of the public schools of this community; and

BE IT RESOLVED: That the Lynchburg City School Board of Lynchburg, Virginia, hereby affirms its appreciation to **MS. J. MARIE WALLER** for six years of devoted service to public education during which she demonstrated courage and tenacity in the pursuit of educational excellence. Her numerous contributions will affect generations to come. The Lynchburg City School Board wishes to commend **MS. J. MARIE WALLER** for the quality of leadership on behalf of the school division and its youth and for the quality of her stewardship on behalf of the City of Lynchburg, Virginia.

THE LYNCHBURG CITY SCHOOL BOARD

Mary Ann Hoss, Chairman

Scott S. Brabrand, Superintendent

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Dr. Nilles, Mr. Polley, Ms. Poore

No Votes: None

Abstentions: None

D-1. Finance Report

The school administration, in accordance with the FY2015-16 school operating budget, authorized, approved, and processed the necessary payments through May 31, 2016. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through May 31, 2016, for the operating fund.

Total Operating Fund Budget	\$ 90,820,024.00
Prior Year End Encumbrances	\$ 90,304.40
Insurance Proceeds	\$ 131,105.84
School Bus Funding	\$ 950,000.00
Fund Balance Return	\$ 2,316,449.00
Additional E-rate funding	\$ 884,646.53
Restricted Donations	\$ 675.00
Adjusted Budget	\$ 95,193,204.77

Through May 31, 2016

Actual Revenue Received	\$ 76,600,035.70
Actual Expenditures	\$ 78,204,637.57
Actual Encumbered	\$ 13,456,457.34

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Percent of Budget Received	80.47%
Percent of Budget Used, excluding encumbrances	82.15%
As of 5/31/16 – 11 months	91.67%

The revenue and expenditure reports detailed the transactions recorded through May 31, 2016. All reports appeared as attachments to the agenda report.

Mr. Beckles reported that the final figures from the state have been received, and the funding was reduced by \$1,679,000 due to the low average daily membership reported in March. The school administration adjusted its spending appropriately during the last several weeks, so there are no concerns with overspending.

E. Consent Agenda

Upon MOTION by Ms. Poore, SECONDED by Ms. Carter, the school board approved the school board meeting minutes of May 17, 2016 (Regular Meeting), the personnel report and addenda for June 7 – 21, 2016, and item E-3. 2016-17 Applications for Federal Programs.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Dr. Nilles, Mr. Polley, Ms. Poore

No Votes: None

Abstentions: None

Dr. Brabrand announced that with the approval of the consent agenda, Mr. Derrick R. Brown was appointed principal at Paul Laurence Dunbar Middle School for Innovation.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 21, 2016, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

F. School Board Committee Reports

Ms. Waller reported that the LAUREL Board met last week and approved the new lease agreement with Lynchburg City Schools. They also approved the installation of a new ramp for students from the school to the playground which will help students reach that area more easily.

Dr. Coleman announced that the Equity Task Force will meet on Thursday. He looks forward to scheduling a work session so that the school board can discuss the guidelines for equity and inclusiveness that have been developed thus far.

G-1. Lynchburg City School Board Student Discipline Policies and Regulations

Converting the Lynchburg City School Board policies and administrative regulations to the Virginia School Board Association policies is an ongoing process. The first part of Section 7 - Students that pertains to discipline was reviewed by school board members during work sessions that occurred on April 14, May 4, and May 9, 2016. As a result of school board review, revisions have been made to existing policies and regulations that conform to current state and federal laws and regulations. These policies also include those developed by the Virginia School Boards Association, and they have been reviewed by legal counsel.

While copies of the revised policies and regulations have been provided to school board members, members of the community have not had an opportunity to review these documents. The school board asked that the school administration make these documents available to the public so that individuals can have an opportunity to make comments to the school board regarding the changes.

Upon MOTION by Dr. Nilles, SECONDED by Ms. Carter, the school board tabled consideration of this item until the next school board meeting.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Dr. Nilles, Mr. Polley, Ms. Poore

No Votes: None

Abstentions: None

H-1. Mentoring and Support for New Teachers

Lynchburg City Schools has put into place updated supports for new teachers in order to enhance the effectiveness of those newest to their teaching roles as well as increase the likelihood of them continuing to teach in LCS. This presentation provided an overview of the changes that have been put into place this year and the plans for the coming year. The following plan for instructional coaches was also provided.

**Professional Learning Plan for Instructional Coaches
 2016---2017**

Year 1	
Professional Learning	Outcomes
ICC1: <i>Using Formative Assessment in Instructional Coaching Practice</i>	<ul style="list-style-type: none"> • Employ the roles, language, and stances of effective instructional coaching with both individual teachers and groups in PLC settings • Use coaching tools to assess and advance teaching practice • Examine and apply professional standards to anchor assessments and coaching practice • Explore a Social and Emotional Learning Framework to coach for resiliency, empathy, and pro-social behavior • Examine how to establish and maintain coach/admin relationships
ICC2: <i>Analyzing Student Work to Inform Instruction</i>	<ul style="list-style-type: none"> • Use protocols for analyzing student work with individual teachers and PLC groups • Engage in protocol to focus on depth and rigor to meet expectations of standards • Apply student performance data to plan for effective instruction • Refine and practice the use of coaching language, conversation protocols, and strategies
ICC3: <i>Supporting Effective Instruction</i>	<ul style="list-style-type: none"> • Use protocols and tools to plan for effective instruction that is aligned to standards and reflects depth and rigor • Practice strategic professional feedback both with individual teachers and in PLC settings • Analyze coaching experience to inform future practice • Reflect upon professional growth and set next steps
ICC4: <i>Effective Instructional Coaching Cycles</i>	<ul style="list-style-type: none"> • Use protocols and tools that support an effective classroom observation cycle • Extend and practice the use of instructional coaching language and strategies • Analyze recent coaching experiences in order to problem-solve and inform future practice

*Instructional Coaching Professional Learning is 2 days each session

Year 2	
Professional Learning	Outcomes
ICC5: <i>Creating Conditions for Equitable Instruction</i>	<ul style="list-style-type: none"> • Articulate the role of equity in effective instruction and student learning • Select and use appropriate strategies, tools, and processes to support equitable instruction • Support coaches to analyze and address the influence of race, language, and culture on teaching and learning • Revisit Social and Emotional Learning framework to support teachers in creating an equitable environment of safety, respect, and rapport
ICC6: <i>Coaching in Complex Situations</i>	<ul style="list-style-type: none"> • Explore coaching tensions • Use entry points and coaching language to identify and address issues of concerns • Apply response behaviors that are congruent with group or individual needs
ICC7: <i>Designing and Presenting Professional Learning</i>	<ul style="list-style-type: none"> • Use adult learning theory to plan for professional learning • Apply research-based principles for designing and delivering professional learning • Explore ways to differentiate adult learning experiences

<p>ICC8: Coaching as Leadership</p>	<ul style="list-style-type: none"> • Explore building collective efficacy through professional inquiry, language, and collaborative culture • Develop knowledge and skills that support instructional coaching leadership and organizational literacy to advocate for equitable teaching and learning conditions • Assess instructional coaching practice and examine its impact on teaching and learning in order to set professional next steps
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H-2. Lynchburg City School Board Policy Updates

Several policy revisions and one new policy were recently received from the Virginia School Boards Association (VSBA). Policy JRCA School Service Providers’ Use of Student Personal Information is a brand new VSBA policy which went into effect May 2016. These policies have been reviewed by legal counsel and reflect the latest changes in state and federal law. These policy revisions from the VSBA May 2016 update appear as attachments to the agenda report.

BBFA	Conflict of Interests and Disclosure of Economic Interests
BDC	Closed Meetings
EBB	Threat Assessment Teams
JJAC	Student-Athlete Concussions During Extracurricular Activities
JRCA	School Service Providers’ Use of Student Personal Information (NEW)

The school board will consider this item for action at the next school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 21, 2016, EXHIBIT “C,” FOR A COPY OF THE POLICIES.)

H-3. Superintendent’s Contract

The Lynchburg City School Board considered modifications to the existing contract between the school board and the superintendent. Modifications include the extension of the existing contract to June 30, 2020. It is customary for the school board to authorize its chairman to execute specified modifications to the contract between the school board and the superintendent.

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board adopted the following resolution:

WHEREAS, Dr. Scott S. Brabrand was appointed Division Superintendent of Schools for a term commencing September 18, 2013, and ending June 30, 2017; and

WHEREAS, Dr. Scott S. Brabrand has submitted his resignation effective June 20, 2016; and

WHEREAS, the School Board wishes to accept Dr. Scott S. Brabrand’s resignation and to reappoint Dr. Scott S. Brabrand as Division Superintendent for a term commencing June 21, 2016, and ending June 30, 2020.

NOW, THEREFORE, BE IT RESOLVED that the School Board accepts Dr. Scott S. Brabrand’s resignation effective June 20, 2016; and

BE IT FURTHER RESOLVED that Dr. Scott S. Brabrand is appointed Division Superintendent of Schools for a term commencing June 21, 2016, and ending June 30, 2020; and

BE IT FURTHER RESOLVED that the Chairman and the Clerk are authorized to execute an employment agreement with Dr. Scott S. Brabrand.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Dr. Nilles, Mr. Polley, Ms. Poore

No Votes: None

Abstentions: None

I. Superintendent’s Comments

Dr. Brabrand announced that summer school registration took place today at Sandusky Middle School, and Threat Assessment Training occurred at E. C. Glass High School on Monday.

The Lynchburg City Schools Back to School event will occur on August 6, 2016, from 10:00 a.m. until 2:00 p.m. at Miller Park.

Dr. Brabrand thanked the school board for extending his contract. He will seek to be the best leader he can be, and he thanked them for the confidence in him.

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Dr. Brabrand offered comments of appreciation and gratitude for the service provided on the school board by Ms. Hoss and Ms. Waller.

J. Board Comments

Ms. Hoss informed the board an interim school board chairman would need to be appointed because the next school board meeting would not occur until July 12, 2016. She nominated Dr. Dolan-Sewell for this position.

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board approved Dr. Regina T. Dolan-Sewell as interim chairman of the school board for the period of July 1 – 12, 2016.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Dr. Dolan-Sewell, Dr. Nilles, Mr. Polley, Ms. Poore

No Votes: None

Abstentions: None

Ms. Waller stated that she is retiring from the school board because of additional responsibilities, both personal and professional. She enjoyed her time on the school board and intends to continue to serve the school division in some capacity.

Ms. Hoss shared comments about her time with the Lynchburg City Schools as a parent volunteer and as a member of the school board and the memorable experiences she has had during that 20-year period.

Members of the school board offered comments and well wishes to Ms. Hoss and Ms. Waller.

K. Informational Items

Next School Board Meeting: Tuesday, July 12, 2016, 5:30 p.m., Board Room, School Administration Building

L. Adjournment

The meeting adjourned at 6:59 p.m.

Mary Ann Hoss, Chairman

Wendie L. Sullivan, Clerk

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