

**Lynchburg City School Board
Regular Meeting
September 18, 2012**

**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
J. Marie Waller
Thomas H. Webb

**BOARD
MEMBERS
ABSENT:**

Katie K. Snyder

**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
April M. Bruce, Director of Testing, Gifted, and Guidance
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
Gloria C. Preston, Director of Student Services and Alternative Education
Michael K. Rudder, Director of Elementary School
Gregory P. Sullivan, Director of Information Technology
Charles E. Dellinger, Supervisor of Instruction
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Jessie Pounds, *The News & Advance*

**Agenda
Items:**

- A-1. Public Comments
- B-1. School Improvement Plan: E. C. Glass High School
- C-1. Finance Report
- D. Consent Agenda
- E. Student Representative Comments
- F-1. Comprehensive Plan: Operations and Personnel
- F-2. Capital Improvement Plan: Small Projects Update
- F-3. Early College Scholars
- G-1. American Red Cross Shelter Agreement
- G-2. Federal Annual Measurable Objectives Results
- G-3. Teacher Evaluation
- G-4. Administrative Regulation 7-53.3: Anaphylaxis
- H. Superintendent's Comments
- I. Board Comments
- J. Informational Items
- K. 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*.

A-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.

B-1. School Improvement Plan: E. C. Glass 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, Dr. Tracey S. Richardson, principal at E. C. Glass High School, and members of her staff presented data relative to that school's plan to the school board. Demographic data associated with student population by race, the percentage of students who are economically disadvantaged, and the percentage of students with disabilities for E. C. Glass High School was provided followed by strategies within Excellence in Achievement to improve the graduation rate, student enrollment in AP and advanced courses, increasing reading proficiency, and increasing overall grades. Strategies for decreasing suspensions, decreasing student absences, and implementing the character education program by modeling the six character traits adopted by the school board were reviewed under Excellence in Behavior. The review of strategies to be implemented under Excellence in Culture included decreasing staff absences, increased parental involvement, and gathering data from the school culture survey to learn perceptions of the school and staff. Staff at the school will also visit five community centers and work places during the school year to solicit parental involvement, and the ConnectEd messaging system will be used to keep parents informed about activities and events occurring at the school.

C-1. Finance Report

The school administration, in accordance with the 2012-13 school's operating budget, authorized, approved, and processed the necessary payments through August 31, 2012. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarized the payments made through August 31, 2012, for the operating fund.

Total Operating Fund Budget		\$81,622,319.00
Through July 31, 2012		
Actual Revenue Received	\$ 5,775,869.31	
Actual Expenditures	\$ 5,570,592.44	
Actual Encumbered	\$24,444,528.51	
Percent of Budget Received		7.08%
Percent of Budget Used, excluding encumbrances		6.82%
As of 08/31/12 – 2 months		16.66%

The revenue and expenditure reports detailed the transactions recorded through August 31, 2012. All reports appeared as attachments to the agenda report.

Mr. Beckles explained that there are no significant events to report for August, and that the financial audit is progressing well with no issues. An audit is being conducted on the school division's benefits plan by a third party provider. The purpose of the audit is to ensure that the staff dependents are eligible to receive health insurance benefits. Mr. Beckles reported that two of the three vacancies in the Department of Finance have been filled. He thanked all of the staff in the department for all of their hard work for the past few weeks.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 18, 2012, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

D. Consent Agenda

Upon MOTION by Mr. Billingsly, SECONDED by Mrs. Tweedy, the school board approved the school board meeting minutes for August 7, 2012 (Regular Meeting), the personnel report for the period September 4 – 18, 2012, School Board Policy 7-11.2: Compulsory Attendance/Exemptions: Home Instruction, Administrative Regulation 7-11.2: Compulsory Attendance/Exemptions: Home Instruction, and a request for religious exemption.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 18, 2012, "EXHIBIT B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

E. 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.

F-1. Comprehensive Plan: Operations and Personnel

On August 7, 2012, the school board approved the Lynchburg City Schools Comprehensive Plan with the understanding that this is a working document that will be updated as needed. The school administration has been developing the sections of the plan relative to operations and personnel, and during this presentation, Mr. Ben W. Copeland, Assistant Superintendent of Operations and Administration, and Mrs. Marie F. Gee, Director of Personnel, presented their portions of the comprehensive plan. Further, Mrs. Gee provided the school board with updated teacher demographic profiles for the school division.

Excellence in Operations included safety/security, sanitation, physical condition, and functional performance. The goal for safety/security is to ensure there are no injuries or incidents due to the lack of safety measures, lack of appropriate security measures, and/or related procedures. The school administration will conduct safety audits, re-establish the Safety/Security Committee, and the fire marshal will conduct inspections at all schools. The school administration will also implement measures to maintain the appearance and sanitation at APPA Level 2 for all school/facilities. Custodial inspections will be conducted often, and a custodial staff training program will be implemented to ensure that buildings are cleaned appropriately. The school administration will limit interruptions to the educational program due to failure of building components or equipment. Maintenance and operations activities shall ensure that all buildings, components, and equipment are sound, in good serviceable condition, and otherwise in good working order.

A work order completion program will determine the average days a work order has gone without being completed. A preventive maintenance schedule will be developed to ensure that equipment and building components are maintained at appropriate levels.

Pupil transportation goals support minimizing the potential of injury to persons and property by conducting regular pre-trip inspections, bus inspections, accident tracking, and forming a safety team. Performance and efficiency of services will be measured by monitoring fuel costs, driver attendance, bus assistant attendance instituting a replacement schedule, and conducting a customer service survey.

Excellence in Personnel goals included the development of human resource practices that will better serve the staff of the Lynchburg City Schools in a professional effective manner. Professional development, cross-training staff, and using software to track professional development will allow for better position control. The school administration will seek collaborative relationships with local colleges and universities to facilitate a program where employees can take classes at lower costs. In order to decrease teacher/employee turnover rate, the school administration will review current salary scales and propose scales more in line with surrounding school divisions and organizations.

The school division hired 61 new teachers with the majority ranging in zero to five years of experience. Teachers held graduated degrees from Liberty University, Lynchburg College, Radford University, and the University of North Carolina. The majority of teachers hired were white females with minority males being the least.

The full Lynchburg City Schools Comprehensive Plan will be presented to the school board for approval at its next meeting.

F-2. Capital Improvement Plan: Small Projects Update

The school administration provided the school board with the following update of capital improvement projects that have and are occurring throughout the school division.

Name of Facility	Architect	Contractor	Description	Budgeted Amount	Contract Amount	Project Start	Percent Complete	Expected Completion Date	Remarks
HVAC Digital Controls	Mayes Engineering	Johnson Controls	Conversion from electro-pneumatic to Direct Digital Controls	\$660,000	\$564,550	12-Jun-12	95%	14-Sep-12	Installation of all wiring and devices is complete. Programming and commissioning is complete. Front end interface is in development. Text interface is loaded. Expect graphics by 9/30/12.
Sandusky ES				\$170,000	\$90,000				
Linkhorne ES				\$170,000	\$160,000				
Bedford Hills ES				\$170,000	\$227,600				
Paul Munro ES				\$150,000	\$96,250				

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Roof Repairs	Dominion 7	Melvin Morgan Roofing	Roof replacement on building sections. TCM - auditorium, LES - K annex, DMS - Mozee	\$205,000	\$155,316	18-Jun-12		17-Aug-12	All roof projects were completed on time. Final inspection and acceptance completed on 8/21/12.
TC Miller				\$65,000	\$46,012		100%		
Linkhorne ES				\$90,000	\$37,074		100%		
Dunbar MS				\$50,000	\$72,231		100%		
Paul Munro ES Phase 1 - Window replacement	Dominion 7	Appomattox Glass	Replace windows and entrance doors on front.	\$219,564	\$195,127	31-Jul-12	75%	28-Sep-12	All frames and glass are in place. Solid panels are shipping 9/19. All openings have plywood or glass and building is secure. Entrance doors to be installed 9/15 & 16. Window vents not due until end of the month.
Bedford Hills ES Window Replacement	Dominion 7	Appomattox Glass	Replace windows in cafeteria and old kitchen.	\$101,754	\$140,612	2-Jul-12	90%	14-Sep-12	All window systems are complete as of 8/10/12 except window vents. Window vents due on site end of Sept.
Heritage High School	Moseley		Architectural Design for a new Heritage High School		\$3,450,000	7-Jun-12	1%	14-Jan-14	Projected schedule presented to the Board on 8/22/12. Program review complete.
Dunbar MS Gym Air Condition	Master Engineers	Valley Boiler	Install A/C in gym.	\$210,000	\$126,400	11-Jun-12	100%	31-Aug-12	Project completed 9/7/12.
Paul Munro ES Painting – Halls	N/A	DL Bryant	Painting of glazed block in interior hallways	\$20,000	\$9,500	6-Aug-12	100%	Complete	Project completed on time
Dearington ES Painting - Halls	N/A	Schrader Painting	Painting of glazed block in interior hallways	\$25,000	\$7,298	31-Jul-12	100%	Complete	Project completed on time
Name of Facility	Architect	Contractor	Description	Budgeted Amount	Contract Amount	Project Start	Percent Complete	Expected Completion Date	Remarks
Dearington ES Painting - Exterior	N/A	Elite Painting	Painting of exterior trim	\$0 (funded with surplus \$\$)	\$16,000	16-Jun-12	100%	Complete	Project completed on time
EC Glass HS Painting - Stairways	N/A	J. Coleman Ltd.	Painting of walls, rails, and stair risers in stairways	\$40,000	\$39,000	1-Aug-12	100%	Complete	Project completed on time
Heritage HS Painting - Stairways	N/A	J. Coleman Ltd.	Painting of walls, rails, and stair risers in stairways	\$40,000	\$30,000	1-Aug-12	100%	Complete	Project completed on time
Heritage ES Painting - Interior	N/A	LCS	Painting of entire interior	\$18,000	\$10,974 (Materials)	7-Jun-12	100%	Complete	Project completed on time. LCS employees did the painting
Multiple locations Painting - Gym Floor Refinishing	N/A	Southern Belle Flooring	Refinishing of gym floors - ECG McCue complete, Morrison screening; LMS both gyms screened; DMS screened	\$30,000	\$27,620	11-Aug-12	20%	17-Sep-12	ECG main gym is complete. Aux. gym at ECG and gyms at LMS and DMS to be done weekend of 9/14/12
Multiple locations Paving	N/A	Templeton Paving Co.	Selected paving at HHS, PES, Shef., PMES, ECG, RSP, T&F	\$172,223	\$92,456	11-Jun-12	90%	31-Oct-12	All complete except for HHS.
Heritage ES Playground Replacement	N/A	Cunningham and Associates	Complete playground equipment replacement.	\$100,000	\$99,987	17-Sep-12	0%	5-Oct-12	LCS to start demolition 9/17/12. Installation of new equipment to start 9/24/12. Installation expected to take 1.5 to 2 weeks.
Linkhorne ES Playground Replacement (Partial)	N/A	Cunningham and Associates	Partial playground equipment replacement on PAL playground	\$56,000	\$55,753	1-Oct-12	0%	19-Oct-12	LCS to start demolition 10/1/12. Installation of new equipment to start 10/8/12. Installation expected to take 1 to 1.5 weeks.
Admin Building Replace Chiller	Master Engineers		Replace chiller and associated equipment	\$175,000		1-Jul-12	0%	15-Mar-13	Project is in design phase. Design expected 9/15/12. Construction anticipated to start 12/15/12.

F-3. Early College Scholars

One of the actions of the Virginia General Assembly during the 2012 session was the passage of House Bill 1184. This bill amends Standard One of the Standards of Quality (§ [22.1-253.13:1](#)) by requiring local school boards and community colleges to develop agreements allowing high school students to complete an associate's degree or a one-year Uniform Certificate of General Studies from a community college concurrent with a high school diploma. *Each institution within the Virginia Community College System shall develop written articulation agreements for postsecondary degree attainment with the public high schools in the school divisions that they serve, specifying the options for students to complete an associate's degree or a one-year Uniform Certificate of General Studies concurrent with a high school diploma.*

Even prior to General Assembly action, representatives from Central Virginia Community College (CVCC) and Lynchburg City Schools met to discuss a partnership agreement that would allow qualified high school juniors to enroll in Early College through CVCC. During the school board meeting on September 4, 2012, representatives from CVCC presented information about the program which included the following:

- Admission requirements and selection procedures
- Student daily schedules and school calendar
- Course offerings
- Grades
- Tuition
- Transportation
- Textbooks

It was noted that according to the NCAA rule book, athletic eligibility for a student does not begin until the student enrolls in a four year college or university. Therefore, this program would not affect student athletic eligibility.

Upon MOTION by Mr. Webb, SECONDED by Mr. Billingsly, the school board approved the concept of the Early College program for Lynchburg City Schools.

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

No Votes: None

Abstentions: None

G-1. American Red Cross Shelter Agreement

The school administration has met with the American Red Cross and conferred with the City of Lynchburg's Director of Emergency Services. Based on the recent storm in our area, the superintendent recommends that two schools be designated as shelters. Those schools are E. C. Glass High School and Sandusky Middle School.

Mr. Copeland noted that Sandusky Middle School is the primary shelter that the city would use for an emergency shelter with E. C. Glass High School being secondary. The school staff is working with city staff to obtain a FEMA grant that would provide funding for a generator at E. C. Glass High School. School board members had questions about liability insurance coverage. The school administration will ask the city attorney to review the sections regarding insurance prior to the next school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 18, 2012, EXHIBIT "C," FOR A COPY OF THE AMERICAN RED CROSS SHELTER AGREEMENT.)

G-2. Federal Annual Measurable Objectives Results

Each year since 1998, the school division has administered Standards of Learning (SOL) tests in grades three through eight as well as 12 high school end-of-course tests. On September 12, 2012, the Virginia Department of Education released official Federal Annual Measurable Objectives (FAMO) results based on Standards of Learning tests. Mrs. Bruce explained that there are two separate systems for school accountability: the state accreditation system and the federal AMO system. The state system and the required passing rates remain constant from year to year. The Virginia Department of Education has recognized the Lynchburg City Schools as fully accredited for many years. The state plans to release this year's accreditation ratings on September 26.

The VDOE received notification on June 28, 2012, that its ESEA Flexibility Request had been approved by the United States Department of Education. The request was made to discontinue the unfunded consequences mandated for schools not meeting the benchmarks that were set at 100 percent. As part of the waiver, the USED approved a new and different way of calculating SOL pass rates. The AMOs are based on the actual performance of students in each subgroup in the lowest achieving schools across the state. Reading AMOs are based on the SOL tests given during the 2010-11 school year, and math AMOs are based on the SOL tests given during the 2011-12 school year. The "safe harbor" provision recognizes improvements in teaching and learning that reduce the failure rate of students in a subgroup by at least 10 percent. The "trailing average" provision allows a school that doesn't meet a target to average the past three years to meet the target.

All students in the school division must be tested. This included students who are in outplaced facilities, on homebound instruction, incarcerated, new to Virginia and the US, and all other students enrolled in Lynchburg City Schools. Any student who is enrolled and not tested counts against the school's participation rate.

AMO school designations are as follows:

1. Reward School: High-performing and high progress schools recognized by the Virginia Index of Performance Incentives Program, National and State Title I Distinguished Schools Program, and/or the Blue Ribbon Schools Program.
2. Met all Federal AMOs
3. Did not meet all Federal AMOs
4. Title I Focus School: (72 schools in Virginia) Low Gap Group performance in reading and/or math
5. Title I Priority School: (36 schools in Virginia) Low reading and math scores in "all student" group or low Federal graduation rates.

Lynchburg City Schools has
Reward School – 0

Met all Federal AMOs – 4 (William Marvin Bass Elementary School, Linkhorne Elementary School, Sandusky Elementary School, and Heritage High School)

Did not meet all Federal AMOs – 9 (Bedford Hills Elementary School; Dearington Elementary School for Innovation, Perrymont Elementary School, Sheffield Elementary School, Thomas C. Miller Elementary School for Innovation, Paul Laurence Dunbar Middle School for Innovation, Linkhorne Middle School, Sandusky Middle School, and E. C. Glass High School)

Title I Focus School – 3 (Heritage Elementary, Paul Munro Elementary School, and Robert S. Payne Elementary School)

Title I Priority School – 0

There are several school support initiatives occurring at the three focus schools which include the Indistar school improvement program offered through VDOE, and a contractor to work with schools to develop leadership team support initiatives. Because of the work in progress associated with the implementation of the new comprehensive plan, the focus schools are well on the way to meeting VDOE guidelines.

High schools meet the federal graduation benchmark for AYP if at least 80 percent of students graduate with Standard or Advanced Studies Diplomas, or the percentage of students not graduating within four years of entering the ninth grade is reduced by at least 10 percent. The Federal Graduation Indicator includes the percentage of students who graduate with a Standard or Advanced Studies Diploma. Students earning a GED, Modified Standard Diploma, or other diplomas recognized by the state do not count in the FGI calculation. Both high schools made their AMO by decreasing the failure rate by at least 10 percent.

Additional information about specific schools and school divisions can be found by looking at the reports cards for schools on <http://www.doe.virginia.gov>.

G-3. Teacher Evaluation

The Lynchburg City Schools' teacher evaluation system has undergone revisions in the past several years. Over the past several months, the evaluation system has been under further review as a result of requirements brought about by the federal government's acceptance of Virginia's Elementary and Secondary Education Act (ESEA) Flexibility Request.

The evaluation system is the main focus of the *Teacher-Level Professional Growth System Handbook*. During the 2011-12 school year, representatives of the school division gathered information from in-services provided by the Virginia Department of Education and from other school divisions in the Commonwealth regarding teacher evaluation systems. The primary focus of this information-gathering process was the need to include "Standard 7: Student Academic Progress" in teacher evaluation. With input from an internal team comprised of teachers and administrators, components have been added to the evaluation system to assist in self-reflection, goal setting, and accountability. These components are a guide for teachers and evaluators to use to develop goals to measure student academic progress.

As anticipated, on July 29, 2012, the Virginia Department of Education notified school divisions of changes in the evaluation system as required by the approved waiver. The waiver required inclusion of Standard 7: Student Academic Progress. The presentation explained the process teachers and evaluators can use to set

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goals that result in measurable student progress and described the state-prescribed rating system to be used in evaluation.

Upon MOTION by Mr. Webb, SECONDED by Mrs. Tweedy, the school board adopted the state requirements for the Teacher Evaluation.

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

No Votes: None

Abstentions: None

G-4. Administrative Regulation 7-53.3: Anaphylaxis

The Virginia General Assembly revised the requirements for administering and stocking epinephrine to students while they are at school. The administrative regulation has been developed in accordance with the change to the Code of Virginia.

This item will be considered at the next school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 18, 2012, EXHIBIT "D," FOR A COPY OF ADMINISTRATIVE REGULATION 7-53.3: ANAPHYLAXIS.)

H. Superintendent's Comments

Dr. Brabrand announced that the school administration would host two school budget forums for the community. The first would occur on October 9, 2012, at E. C. Glass High School, and the second will occur on October 18, 2012, at Heritage High School. Both forums will begin at 7:00 p.m. and occur in the cafeteria at both schools.

The schools have begun to roll out the Give Me 5 parental involvement portion of the comprehensive plan with magnets being distributed to parents and students.

Dr. Brabrand stated that he was very proud of Dr. Richardson and the entire staff at E. C. Glass High School who are bringing about change through their comprehensive school improvement plan.

I. Board Comments

Mr. Billingsly attended the E. C. Glass High School/Heritage High School football game and commented on the number of supporters who attended and the energy exhibited by both teams. He was encouraged by the level of interest and the school spirit for both schools, especially with the Hillcats' game going on at the same time.

The first Finance Committee meeting occurred on September 12. Mr. Beckles provided information about the current audits and focused on the two public meetings that will occur beginning next week. The next Finance Committee meeting will occur on December 11.

Mr. Webb provided comments about the events and activities in which he participated throughout the school division. Mr. Webb also reported that Ms. Waller and he will be attending the VSBA Hot Topic Conference on Autism in Charlottesville.

Mr. White asked if school board members would consider changing the dates for the November and January school board meetings. In November, the first school board meeting would occur on Election Day, and staff does not work that day. In January, staff and students are out on winter break for the first school board meeting. The proposed meeting dates for November 13 and 27 and January 8 and 22, which was approved through school board consensus.

J. Informational Items

Next School Board Meeting: Tuesday, October 2, 2012, 5:30 p.m., Board Room, School Administration Building

K. Adjournment

The meeting adjourned at 8:25 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.)