

**Lynchburg City School Board  
Regular Meeting  
October 20, 2015**

**BOARD  
MEMBERS  
PRESENT:**

Mary Ann Hoss, Chairman  
J. Marie Waller, Vice Chairman  
Sharon Y. Carter  
James E. Coleman  
Derek L. Polley  
Katie K. Snyder  
Stephen M. Farmer, Student Representative, E. C. Glass High School

**BOARD  
MEMBERS  
ABSENT:**

Regina T. Dolan-Sewell  
Michael J. Nilles  
Jennifer R. Poore  
Diamond L. Rosser, Student Representative, Heritage High School

**ADMINISTRATION  
PRESENT:**

Scott S. Brabrand, Superintendent  
Ben W. Copeland, Assistant Superintendent for Operations and Administration  
John C. McClain, Assistant Superintendent for Student Learning and Success  
LaTonya D. Brown, Director for Student Support, Behavior, and Alternative Education  
April M. Bruce, Director of Data, Assessment, and Accountability  
David A. Childress, Director for Information Technology  
Jason J. Ferguson, Director for Transportation  
Steven L. Gatzke, Director for Facilities  
Marie F. Gee, Director for Personnel  
Michael K. Rudder, Director of School Improvement and Grants  
Wyllys D. VanDerwerker, Director for Exceptional Learners  
Kimberly D. Lukanich, Assistant Director for Finance  
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA  
PRESENT:**

Katrina Dix, *The News & Advance*

**Agenda  
Items:**

- A-1. Notice of Closed Meeting
- A-2. Certification of Closed Meeting
- B-1. Public Comments
- C-1. Finance Report
- D. Consent Agenda
- E. Student Representative Comments
- F-1. Credit Recovery Academy Update
- F-2. Request for Fund Balance FY2015
- F-3. Capital Improvement Plan FY2017
- F-4. VRS Employer-Sponsored Hybrid 403(b) Plan Election
- G-1. Extended Opportunities for Success Grant
- G-2. Individual Student Alternative Education Plan (ISAEP) 2015-16
- G-3. Legislative Positions: 2015-16
- G-4. Lynchburg City School Board Policy Updates
- H. Superintendent's Comments
- I. Board Comments
- J. Informational Items
- K. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:00 p.m. in the Board Room at the School Administration Building. Ms. Hoss opened the meeting and asked those in attendance to rise and recite *The Pledge of Allegiance*.

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**A-1. Notice of Closed Meeting**

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

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Ms. Poore, Ms. Snyder

No Votes: None

Abstentions: None

**A-2. Certification of Closed Meeting**

Upon MOTION by Ms. Carter, SECONDED by Mrs. Snyder, the school board reconvened in open session at 5:26 p.m.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Mr. Polley, Mrs. Snyder

No Votes: None

Abstentions: None

Upon MOTION by Ms. Carter, SECONDED by Dr. Coleman, 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, Mr. Polley, Mrs. Snyder

No Votes: None

Abstentions: None

Upon MOTION by Dr. Coleman, SECONDED by Mrs. Snyder, the school board removed item C-1. Student Recognition, added an addendum to item E-1. Personnel Report, and replaced the attachment for item H-3. Legislative Positions: 2015-16.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Mr. Polley, Mrs. Snyder

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 who wished to speak before the school board.

**C-1. Finance Report**

The school administration, in accordance with the FY2015-16 school operating budget, authorized, approved, and processed the necessary payments through September 30, 2015. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarized the payments made through September 30, 2015, for the operating fund.

Total Operating Fund Budget	\$ 90,820,024.00
Insurance Proceeds	\$ 47,617.22
Restricted Donations	\$ 430.00
Adjusted Budget	\$ 90,868,071.22

Through September 30, 2015

Actual Revenue Received	\$ 11,023,944.99
Actual Expenditures	\$ 17,785,228.40
Actual Encumbered	\$ 62,007,998.02

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Percent of Budget Received	12.13%
Percent of Budget Used, excluding encumbrances	19.57%
As of 09/30/15 – 3 months	25.00%

The revenue and expenditure reports detailed the transactions recorded through September 30, 2015. All reports appeared as attachments to the agenda report.

Ms. Lukanich noted the shortfall in the line item for technology and explained that this is due to changes in staff where new personnel was hired at a higher compensation than those who left.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 20, 2015, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

**D. Consent Agenda**

Upon MOTION by Ms. Waller, SECONDED by Ms. Carter, the school board approved the personnel report and addendum for the period October 6 – 20, 2015.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Mr. Polley, Ms. Snyder

No Votes: None

Abstentions: None

Dr. Brabrand announced that with the approval of the personnel report, Lauren Calloway had been appointed as principal at the Lynchburg Juvenile Detention Center.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 20, 2015, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

**D. Student Representative Comments**

Mr. Stephen M. Farmer, student representative for E. C. Glass High School, provided comments about the events and activities occurring at his school.

**E-1. Credit Recovery Academy Update**

At the school board meeting on October 6, 2015, the school administration presented information about the proposed *Empowerment Academy*. During this presentation, the school administration updated the school board concerning the rental costs for the building that will house the program. After the last school board meeting, the school administration again spoke with the landlord of the building regarding rental fees. At this time, the school administration can lease the building for the first year at no charge, pay \$3 per square foot for years two through five, and pay \$5 per square foot for years six through 10.

Ms. Waller called for the question.

Upon MOTION by Ms. Waller, SECONDED by Mrs. Snyder, the school board approved funding to proceed with the renovations to the building at 601 12<sup>th</sup> Street, which will house the Empowerment Academy.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Mr. Polley, Ms. Snyder

No Votes: None

Abstentions: None

**F-2. Request for Fund Balance FY2015**

The fund balance for FY2015 is \$3,566,888. The school administration would like to use those funds for the purposes listed below:

**Proposed Use of Funds**

Purchase of IT equipment (650 Chromebooks, 300 teacher laptops and accessories)	(\$500,000)
Textbook reserve	(155,439)
Purchase of new HR/Finance software	(400,000)
Refurbishment of Dunbar Middle School Gym Floor	(125,000)
Replenishment of Maintenance Emergency Fund	(50,000)

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Updating of educational tests used in comprehensive evaluations	(30,000)	
Purchase of instructional equipment for music and movement education classes	(49,000)	
Purchase of musical instruments for secondary schools band, orchestra and chorus	(270,000)	
Funding to create Credit Recovery Program (Boys & Girls Club) facility needs	(250,000)	
Purchase of Special Education bus	(100,000)	
Student furniture replacement in middle and high schools	(425,000)	
Other maintenance needs TBD	(62,449)	
Capital and Maintenance Projects (List attached)	(1,150,000)	
		(3,566,888)

**Remaining FY2015 Fund Balance**

**(\$0)**

Mrs. Lukanich noted that \$25,000 of the Other maintenance needs will be used to pay for matching funds associated with a grant the school division received for security cameras.

Upon MOTION by Mrs. Snyder, SECONDED by Ms. Carter, the school board approved the request for fund balance for FY 2015 noting that \$25,000 of the funds from Other maintenance needs will be used to pay for matching funds associated with the grant for security cameras.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Mr. Polley, Ms. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 20, 2015, EXHIBIT "B," FOR A COPY OF THE SUPPORTING DOCUMENT.)

**F-3. Capital Improvement Plan: 2017**

The attachment to this agenda report contained a proposed Capital Improvement Plan for FY 2017-2021. A proposal using approved figures will be created and become the submission to the Lynchburg City Council for capital improvement projects for FY 2017 - 2021. The cost and final recommendations for the 2017 Capital Improvement Plan is \$2,550,000. This item is presented to the school board for consideration.

Upon MOTION by Ms. Waller, SECONDED by Mrs. Snyder, the school board approved the Capital Improvement Plan for FY 2017.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Mr. Polley, Ms. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 20, 2015, EXHIBIT "C," FOR A COPY OF THE CAPITAL IMPROVEMENT PLAN.)

**F-4. VRS Employer-Sponsored Hybrid 403(b) Plan Election**

At the last school board meeting, the school administration provided information to the school board about recent legislation (Senate Bill 1162 and House Bill 2178) allows school divisions to elect to allow eligible employees to use an employer-sponsored hybrid 403(b) plan for employee voluntary contributions to the Hybrid Retirement Plan. The school administration recommends that the school board not offer this option. The resolution that does not allow this option for employees appeared as an attachment to the agenda report.

Upon MOTION by Dr. Coleman, SECONDED by Mrs. Snyder, the school board approved the Resolution Not to Allow Eligible Employees to Direct Hybrid voluntary Contributions to an Employer-Sponsored Hybrid 403(b) Retirement Plan.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Mr. Polley, Ms. Snyder

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 20, 2015, EXHIBIT “D,” FOR A COPY OF THE RESOLUTION.)

**G-1. Extended Opportunities for Success Grant**

Lynchburg City Schools was awarded \$368,318 for a start-up Grant for an extended school year. This grant called Extending Opportunities for Success consists of four components. This presentation provided the school board information regarding each of the four components including Intersessions, Credit Recovery Program, Senior Intensive Remediation Program, and Summer Programming.

Funding from this grant supports salaries for staff during the six days of intersession in both October and February, transportation costs, salaries for teacher who teach credit recovery and senior intensive programs, salaries for staff during the four-day extension of summer school, and transportation for students for that program. The duration of the grant is for one year with flexibility to carry funds over to year two.

Goals for each of the four components were reviewed with the school board noting objectives for each goal. Each of the four components are contained within the school division’s comprehensive plan for 2015-17, and the target for each objective is to realize a 10 percent closure of the gap to the goal. The performance measurements will use the 2014-15 school year as the baseline.

Opportunities will be continued between the October and February intersessions in the six elementary schools and the three middle schools that have 21<sup>st</sup> Century Community Learning Grants. Plans are also being developed for high school students to have access to after school opportunities.

**G-2. Individual Student Alternative Education Plan (ISAEP) 2015-16**

Lynchburg City Schools received \$25,245.00 in ISAEP State Grant Funds. The Individual Student Alternative Education Plan (ISAEP) funds will be used to meet the needs of students enrolled in the Lynchburg City Schools Adult Learning Center/ Reach Out and Develop Education Opportunities (RODEO) instructional program. Funds will be used to provide GED instructional materials, multi view calculators, work place essentials skills instructional kits, three educational experiences /field trips, and a computer for off-site GED testing.

**BUDGET FOR ISEAP GRANT**

Expenditure Categories	State Funds
1000 - Personnel Services	\$14,000.00
2000 – Employee Benefits	\$6,000.00
3000 – Purchased Services	\$0
4000 – Internal Services	\$850.00
5000 – Other Charges Travel, Postage	\$1,500.00
6000 – Materials & Supplies	\$2,176.00
8000 – Equipment Laptops/calculators	\$719.00
Total Requested	\$25,245.00

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board approved the State Grant: Individual Student Alternative Education Plan (ISAEP) 2015-16.

Yes Votes: Ms. Hoss, Ms. Waller, Ms. Carter, Dr. Coleman, Mr. Polley, Ms. Snyder

No Votes: None

Abstentions: None

**G-3. Legislative Positions: 2015-16**

Annually, the Lynchburg City School Board considers legislative positions to present to its state representatives. The legislative positions appeared as an attachment to the agenda report. As directed, the administration will develop new position statements, edit those listed in the attachment, and present any revisions and additions for approval at the November 3, 2015, meeting.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 20, 2015, EXHIBIT “E,” FOR A COPY OF THE LEGISLATIVE POSITIONS FOR 2015-16.)

**G-4. Lynchburg City School Board Policy Updates**

The Virginia School Boards Association (VSBA) sent new policy revisions for September 2015. Policy BDD – Electronic Participation in Meetings from Remote Locations, which appeared as an attachment to the agenda report, has been reviewed by legal counsel and reflects the latest changes in state and federal laws and regulations.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 20, 2015, EXHIBIT “F,” FOR A COPY OF POLICY BDD ELECTRONIC PARTICIPATION IN MEETINGS FROM REMOTE LOCATIONS.)

**H. Superintendent’s Comments**

Dr. Brabrand thanked the school board for approving a calendar that allows teachers to get away at a time of year when they are not used to being off.

Dr. Brabrand announced the school division’s community meeting that will occur on November 5, 2015, at 6:30 p.m. at Paul Laurence Dunbar Middle School for Innovation.

Dr. Brabrand thanked the school board for a great retreat last week.

November 2 and 3 teachers will have the opportunity to participate in professional development activities and Touching Bases will also occur at the secondary schools.

**I. Board Comments**

Dr. Coleman commented on the wonderful turnout at William Marvin Bass Elementary School for its bring your dad to school day event. He also remarked about the attendance at Heritage Elementary School for Doughnuts with Dads and Muffins with Moms, which were also well attended.

Ms. Waller thanked students for the notes she received regarding their field trip to the Lynchburg Museum.

Ms. Hoss thanked the school administration for their hard work during the school board’s retreat. She also remarked about the reception that recognized Mrs. Meryl T. Smith, director of school nutrition, who is retiring with 37 years of service.

**J. Informational Items**

Lynchburg City School Board/Lynchburg City Council Joint Meeting: Monday, November 2, 2015, 5:30 p.m., GLTC Transfer Station, 800 Kemper Street, Third Floor Conference Room

Next School Board Meeting: Tuesday, November 3, 2015, 5:30 p.m., Board Room, School Administration Building

**K. Adjournment**

The meeting adjourned at 6:37 p.m.

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Mary Ann Hoss, Chairman

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Wendie L. Sullivan, Clerk

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