

**Lynchburg City School Board
Regular Meeting
December 3, 2013**

**BOARD
MEMBERS
PRESENT:**

Regina T. Dolan-Sewell, Chairman
Trenay L. Tweedy, Vice Chairman
Mary Ann Hoss
Michael J. Nilles
Jennifer R. Poore
Katie K. Snyder
J. Marie Waller
Thomas H. Webb
Charles B. White
Sara B. Natour, Student Representative, E. C. Glass High School
Alexis T. Johnson, Student Representative, Heritage High School

**BOARD
MEMBERS
ABSENT:**

None

**ADMINISTRATION
PRESENT:**

Scott S. Brabrand, Superintendent
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
Steven L. Gatzke, Director of Facilities
Marie F. Gee, Director of Personnel
Michael K. Rudder, Director of School Improvement
Wyllys D. VanDerwerker, Director of Special Education
Brian S. Wray, Director of K-12 Instruction
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. Consent Agenda
- C. Student Representative Comments
- D-1. Legislative Positions: 2013-14
- D-2. School Operating Budget: 2014
- E-1. Collaborative Review of Secondary School Improvement Plans
- E-2. Career-Technical Education Program: Criminology
- E-3. High School Program of Studies: 2014-15
- E-4. Student Information System Upgrade
- E-5. VSBA Annual Convention
- F. Superintendent's Comments
- G. Board Comments
- H-1. Notice of Closed Meeting
- H-2. Certification of Closed Meeting
- I. Informational Items
- J. 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. Dr. Dolan-Sewell opened the meeting and asked those in attendance to stand and recite *The Pledge of Allegiance*.

Upon MOTION by Ms. Hoss, SECONDED by Ms. Poore, the school board added items B-3. Personnel Report, H-1. Notice of Closed meeting, and H-2. Certification of Closed Meeting.

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Yes Votes: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

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.

Mr. Kevin Novak spoke before the school board about the school division's marketing campaign.

B. Consent Agenda

Upon MOTION by Mr. White, SECONDED by Mrs. Snyder, the school board approved the school board meeting minutes of November 19, 2013 (Regular Meeting), a request for religious exemption, and the personnel report for the period November 19 – December 3, 2013.

Yes Votes: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 3, 2013, EXHIBIT "A," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

C. Student Representative Comments

Ms. Sara B. Natour, student representative for E. C. Glass High School, and Ms. Alexis T. Johnson, student representative for Heritage High School, provided comments about the events and activities occurring at their high schools.

Following the student comments, Dr. Brabrand presented a certificate issued by the Virginia School Boards Association along with a check for \$500 to Ms. Natour who was one of two students in the Commonwealth to receive scholarship funds from the VSBA.

D-1. Legislative Positions: 2013-14

Annually, the Lynchburg City School Board considers legislative positions to present to its state representatives. As directed, the school administration developed new position statements, edited those listed in the attachment, and presented the legislative positions for 2013-14 to the school board for consideration.

Upon MOTION by Mr. White, SECONDED by Ms. Poore, the school board approved the 2013-14 Legislative Positions.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 3, 2013, EXHIBIT "B," FOR A COPY OF THE LEGISLATIVE POSITIONS FOR 2013-14.)

D-2. School Operating Budget: 2014-15

As part of the budget development process for FY2014-15, the school administration has conducted several community budget meetings in order to share information and receive comments about next year's budget. As a result of those meetings, the school administration prepared a tiered budget proposal to present to the school board during this presentation.

The VRS contribution for this year is \$1.6 million of the \$2.4 million proposed in Tier I. Tier I represents the most crucial needs of the school division and includes adjusting the teacher salary scale for steps one through six to make more competitive and attract high quality personnel. Further, employees who are currently on a 185-187- day calendar will be moved to a 192-day calendar that will coincide with teacher calendars. This will provide more consistency and more opportunities for those staff members to receive professional development.

Each of the three tiers contains the origin of school/location of the request, the description of the request, how it relates to the comprehensive plan, projected cost, if it is a new cost or continuing cost, and notes about the budget request. Other than the VRS contribution as appearing first on Tier I, items are not in order of need. Italicized items were in a tier request last year.

The city manager has requested that the school administration provide its budget number to him by the end of January.

School board members asked for information about requests for the schools for innovation, if there are programs to be eliminated, and if stipends for coaches would be reviewed this year. The school administration will provide this information to the school board through the superintendent's Friday Memos.

E-1. Collaborative Review of Secondary School Improvement Plans

In 2012-13, each school developed a School Improvement Plan that identified goals and strategies around the three priorities of the school division's Comprehensive Plan: Achievement, Behavior, and Culture. Schools identified as focus schools and schools accredited with warning also incorporated three state-required goals and strategies. In all of these schools student achievement improved, as evidenced by four out of five schools meeting annual measurable objective benchmarks and two out of three focus schools achieving full accreditation.

Based on the success of these five schools, in 2013-14, school improvement teams at each school have used the state's *Indistar* school improvement tool to update and modify their School Improvement Plans and have incorporated the three state suggested indicators. Using data from 2012-13, each team reviewed the plan's indicators of success and tasks designated for each indicator to develop a plan for this year. Included in each plan are tasks around the identification of students in need of intervention, the assigning of these students to an intervention, and the monitoring of the success of each intervention.

School board members received copies of the School Improvement Plans for each school. This evening's discussion focused on the plans for the five secondary schools.

Principals provided information about collaborative efforts in the use of PBIS and using options to keep students in school rather than out of school suspensions. They are also using Datacation, which provides information about each student's discipline, attendance, and grades.

E-2. Career-Technical Education Program: Criminology

The demand for additional law enforcement officers is greater than ever. Many police agencies are facing staffing shortages, which makes the "Law, Public Safety, and Security" career cluster an exceptional opportunity for Lynchburg City Schools' students interested in a career in law enforcement. The Bureau of Labor and Statistics has reported that employment in police and law enforcement careers is expected to grow more than 13 percent by the year 2020. That is an increase of nearly 600,000 jobs.

The school administration proposes the formation of a criminology program to be offered through the Lynchburg City Schools' Career-Technical Education Program. This new program is projected to begin in fall 2014, at E.C. Glass High School. The course will be a one-hour class for juniors and seniors who wish to explore a possible career in law, law enforcement, public safety, corrections, and security. The course will be taught by staff members of the Lynchburg Police Department. The program will also serve as an introduction and possible springboard to additional careers in criminal justice such as employment in the FBI, CIA, or the legal field. The anticipated expenditures for equipment will be covered by the Lynchburg City Schools' career-technical education funding.

Officers David Ragland and Gary Fink, along with Community Services Coordinator Steven Wood, were present to explain details of the proposal. Staff from the department of curriculum and instruction provided additional information.

Officer Ragland indicated that he and Mr. Dellinger had worked on this project for the past five years. The teaching position was re-written so that Officer Fink would be able to teach the course.

Students selected for this course must go through an application process that will include recommendations by teachers and an interview. This will be a two-year program designed for students who wish to explore possible careers in law, law enforcement, public safety, corrections, and security. Each class will meet for one period, five days a week at E. C. Glass High School. This program will be open to students from both high schools.

Course information is as follows:

8702A/8702B - Criminal Justice I (Introduction to Criminal Justice)

One credit

Grade 11

One-period course (M/F)

Prerequisite: Approved Application

This course presents an overview of the criminal justice system and introduces the major components in law enforcement, judiciary, and corrections. Students learn theory, principles, and techniques of developing/managing services for the safety and protection of people and property. Students will participate in lessons on and off campus and in activities that take place after school hours. Students enrolled in this course are expected to join and participate in SkillsUSA.

8703A/8703B - Criminal Justice II (Criminal Investigations)

One credit
Grade 12
One-period course (M/F)

Prerequisite: Criminal Justice I & Approved Application

This course covers the complex responsibilities of criminal investigation. Students will learn the principles and techniques of conducting specific investigations such as homicide, assault, and robbery. Students will also learn the principles of crime scene investigation including photography, sketching, and the securing of evidence. Students enrolled in this course are expected to join and participate in SkillsUSA.

Topics of Study

- Work place readiness skills
- Introduction to the criminal justice system (elements, roles, structure, history)
- Safety practices
- Occupation descriptions related to criminal justice
- Ethics
- Understanding the Rule of Law
- Exploring policies
- Investigating a crime scene
- Understanding the court system
- Applying criminal justice communication skills
- Understanding the corrections system
- Understanding juvenile justices system

Application Process and Requirements:

- Students must be 16 years of age and a high school junior before the beginning of the academic school year
- Complete Career Technical Education application
- Minimum GPA of 2.0 in two of the last three semesters
- Recommendation required by teacher or counselor
- Interview for placement in program
- Student must have no convictions or no major behavioral incidents at school

Program Goals:

- Explore careers in law, law enforcement, public safety, and corrections
- Develop core leadership fundamentals
- Encourage teamwork
- Explore the value of serving the community
- Develop strong mental, physical, and social skills
- Promote self-discipline and self-esteem
- Instill the core values of leadership, professionalism, and dedication

General Overview of Schedule

| Grade | Fall Semester | Spring Semester |
|--------------|----------------------|------------------------|
| Junior Year | Criminal Justice IA | Criminal Justice IB |
| Senior Year | Criminal Justice IIA | Criminal Justice IIB |

Course schedule: One period per day, five days per week
Transportation: Students will drive themselves, or a shuttle bus will be provided for students attending from Heritage High School
Location: E. C. Glass High School
Cost: No Cost
Certifications: National Occupancy Competency Testing Institute (NOCTI): Criminal Justice, SkillsUSA: Criminal Justice or Crime Scene Investigation
Teachers: Officer Gary Fink and Officer Steven Wood

Program Time Line:

- School Year 2014-15: First Junior class begins Criminal Justice I
- School Year 2015-16: Second Junior class begins Criminal Justice I
 First Senior Class begins Criminal Justice II
- June 2016: First Senior Class Graduate Program

Career Opportunities:

Career Cluster: Law, Public Safety, Corrections, and Security

Career Pathways: Correction Services, Emergency and Fire Management Services, Law Enforcement Services, Legal Services, Security and Protective Services

Occupations: Corrections Officer, Parole/Probation Officer, Dispatcher, Hazardous Materials Removal Worker, Customs Inspector, Forensic Science Technician, Police Officer, Private Detective, Investigator, US Marshal, Arbitrator, Attorney, Court Reporter, Paralegal, Security Officer, Judge, Court Clerk, Federal Agent

Employment Salary Information:

| Occupation | Virginia Median | US Median |
|---------------------------------------|-----------------|-----------|
| Detectives and Criminal Investigators | \$86,580 | \$77,860 |
| Corrections Officers | \$39,320 | \$39,020 |
| Police Officer / Deputy | \$54,220 | \$55,010 |
| Probation Officer | \$38,360 | \$47,200 |
| Forensic Science Technician | \$66,360 | \$55,660 |
| Lawyers | \$130,730 | \$130,880 |

This item will be considered for action at the December 17, 2013, school board meeting.

E-3. High School Program of Studies: 2014-15

Each year modifications are made to the *High School Program of Studies* to reflect changes at the federal, state, and/or local level.

The following local changes are recommended:

- Changes to course weights as approved by the school board on November 19, 2013
- Inclusion of courses offered through the Early College and STEM programs
- Revisions to the requirements for earning a locally awarded verified credit in science and social studies
- Inclusion of a Career Internship course designed to prepare our students to be successful in career fields
- Adjusting the criteria for participation in Virtual Virginia courses to allow any students below the junior grade level to enroll in any Virtual courses, including AP courses, with permission from the guidance counselor and principal
- Requiring students who enroll in Virtual Virginia courses and withdraw after 21 calendar days to pay the State administrative withdrawal fee of \$75.00

A draft copy of the *2014-15 High School Program of Studies* has been provided to school board members. This item will be considered for action at the December 17, 2013, school board meeting.

E-4. Student Information System Upgrade

Lynchburg City Schools currently uses *Comprehensive Information Management for Schools* or CIMS for its student information system. CIMS student information system was purchased in 1999 and operates on an IBM iSeries mainframe server. While this system has served Lynchburg City Schools well over the past 14 years, it now lacks many of the new features and requirements of a modern, data-driven, web-accessible student information system.

Over the past several months, Lynchburg City Schools evaluated the top four student information systems on the approved vendor list for Virginia. The four systems are PowerSchool, Aspen, Sungard eSchool Plus+ and Infinite Campus. Each was provided a matrix of over 1,150 requirements to verify their systems capability with the needs of Lynchburg City Schools. Each vendor was asked to present their system to a panel made up of teachers, principals, and other administrative staff. The top two vendors, Infinite Campus and Sungard eSchool Plus+, were chosen to demonstrate their product to a very specific audience. Over 90 faculty/staff members from across the school division were invited to participate in this process.

As a result of this process, the school administration recommends that the school board enter into a contract with Infinite Campus in the amount of \$339,990.27.

| Vendor | First Year | Second Year | Total Two-Year Contract |
|--------------------------|----------------------|----------------------|-------------------------|
| Infinite Campus | \$ 183,442.00 | \$ 101,738.27 | |
| Tableau "Data Warehouse" | \$ 35,780.00 | \$ 18,940.00 | |
| | | | |
| Total | \$ 219,222.00 | \$ 120,678.27 | \$ 339,990.27 |

Mr. Childress provided school board members with an overview of software capabilities and indicated that contracts for some of the software currently in use will not be renewed as those packages are available with the new software. Further,

this software will help principals and administrators easily gather the necessary data school improvement plans and other reports for the Virginia Department of Education.

This item will be considered for action at the December 17, 2013, school board meeting.

E-5. VSBA Annual Convention

The Virginia School Boards Association Annual Convention occurred in Williamsburg, Virginia, November 20 – 22, 2013. Several school board members and the superintendent attended this convention. During this presentation, they shared information about the workshops and activities in which they participated.

F. Superintendent's Comments

Dr. Brabrand presented first quarter data for the comprehensive plan. He reported that Ds and Fs are up, however this could be due to students taking more difficult classes. He plans to research this data and provide additional information to the school board at a later date. He also stated that discipline is down as well as absences.

Dr. Brabrand announced that Heritage High School's football team will play in the semifinals this Saturday. He wished the players the best of luck.

The school calendar for 2014-15 will be presented to the school board by the first meeting in January. It will be a traditional calendar with a redesigned summer school program that will be more of an extended school year.

G. Board Comments

Ms. Hoss announced that due to a conflict in her schedule, she will not attend the next school board meeting.

H-1. Notice of Closed Meeting

Upon MOTION by Mr. White, SECONDED by Ms. Poore, the school board convened a closed meeting at 8:40 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss a personnel matter.

Yes Votes: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

H-2. Certification of Closed Meeting

Upon MOTION by Ms. Poore, SECONDED by Mr. Webb, the school board reconvened in open session at 8:52 p.m.

Yes Votes: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

Upon MOTION by Ms. Tweedy, SECONDED by Mr. Webb, 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. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

I. Informational Items

Next School Board Meeting: Tuesday, December 17, 2013, 5:30 p.m., Board Room, School Administration Building

J. Adjournment

The meeting adjourned at 8:53 p.m.

Regina T. Dolan-Sewell, Chairman

Wendie L. Sullivan, Clerk

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