

**Lynchburg City School Board
Regular Meeting
December 4, 2018**

**BOARD
MEMBERS**

PRESENT:

Robert O. Brennan
Sharon Y. Carter
James E. Coleman, Jr.
Belle H. Evans
Charleta F. Mason
Susan D. Morrison
Kimberly A. Sinha – Arrived at 5:14 p.m.
Michael J. Nilles
Sedora A. Booker-Felder, Student Representative, Heritage High School

**BOARD
MEMBERS**

ABSENT:

Atul Gupta
Maggie Kicklighter, Student Representative, E.C. Glass High School

ADMINISTRATION

PRESENT:

Crystal M. Edwards, Superintendent
Ben W. Copeland, Deputy Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer
Marie F. Gee, Director of Personnel
Wyllys D. VanDerwerker, Director of Special Education
April Bruce, Director of Curriculum and Instruction
Anne Bond-Gentry, Coordinator of Student Services
Ed Dellinger, Career and Technical Education Supervisor
Ethel Reeves, Director of Engagement, Equity, and Opportunity
Beth Morris, Director of School Nutrition
Maria Jaeger, Instructional Supervisor of Secondary Math, Science and Gifted
Dixie Sears, Instructional Supervisor of Elementary English, History, World Languages, English Learners and Libraries
R. Denise Spinner, Clerk/Recording Secretary

MEDIA

PRESENT:

Liz Ramos, *The News & Advance*
Valencia Jones, *WSET 13*
WDBJ 7
WSLS

Agenda

Items:

- A-1. Agenda Approval
- B-1. Notice of Closed Meeting
- B-2. Certification of Closed Meeting

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- C. Public Comments
- D. Special Presentation
- E. Finance Report
- F. Consent Agenda
- G. Student Representative Comments
- H. School Board Committee Report
- I-1. High School Program of Studies: 2019-20
- I-2. School Board Policy EFZ School Nutrition Meal Account Procedures
- I-3. Lynchburg City School Board Policy Updates
- I-4. Lynchburg Juvenile Detention Center Education Program Title I, Part D, Neglected and Delinquent Funding for 2018-19
- I-5. School Calendar 2019-20
- I-6. Pay Schedule/Compensation Discussion (addendum addition)
- J. Superintendent's Comments
- K. Board Comments
- L. Informational Items
- M. Adjournment

A-1. Agenda Approval

Upon MOTION Dr. Coleman, SECONDED by Ms. Mason, the school board approved the December 4, 2018 Board Meeting Agenda.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Ms. Mason, Mrs. Morrison, Dr. Nilles

No Votes: None

Abstentions: None

Upon MOTION Dr. Nilles, SECONDED by Ms. Carter, the school board approved the addition of an addendum to item F-2. Personnel Report, item I-6 Pay Schedule/Compensation Discussion, addition of Special Presentation Audit report by Brown and Edwards, addition of board special presentation, and the change in order of agenda to reflect Special Presentation to move before Public Comments as well.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Ms. Mason, Mrs. Morrison, Dr. Nilles

No Votes: None

Abstentions: None

B-1. Notice of Closed Meeting

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board convened a closed meeting at 5:03 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (2), (7), and (8) to discuss legal matters and student matters.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Ms. Mason, Mrs. Morrison, Dr. Nilles

No Votes: None

Abstentions: None

B-2. Certification of Closed Meeting

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Upon MOTION by Ms. Carter, SECONDED by Ms. Mason, the school board reconvened in open session at 5:39 p.m.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha
No Votes: None

Abstentions: None

Upon MOTION by Dr. Coleman, SECONDED by Ms. Mason, 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. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

Susan D. Morrison called the meeting to order at 5:40 p.m. and led the board in the Pledge of Allegiance.

C. Special Presentation (Moved)

Audit report by Brown and Edwards presented by Julie Moore and Norman Yoder. Results from the 2017-2018 audit were shared.

Linkhorne Middle School has ELT (Extended Learning Time) classes. These classes offer students a chance to investigate STEM activities (Science Technology English and Math). STEM classes are project based that involve real world application of class material. They also rely on student Voice and Choice. This gives students a chance to determine what it is they wish to do. Ms. Short's 7th period ELT class decided that they wanted to do a school Newspaper; the first one to be created at LMS. The Journalism class distributed a copy of the newspaper to the board. The students' efforts reflected the amazing growth that is taking place through hard work, voice and choice in the classroom.

Board Chair Morrison shared the importance of community coming out to be a part of the Community Conversation on Monday. Mrs. Morrison also shared that the board is working hard to address all concerns that the community has in efforts to ensure all student needs are met.

Dr. Edwards shared an overview of the upcoming Community Conversation on December 10th at Heritage High School at 5:30 p.m. There will be break out groups discussing specific topics and looking for input from all community members.

Dr. Brennan spoke about Key Communicators and their concerns about the achievement gap and reading concerns. He also shared that the board is working diligently to address these concerns and understands that it is important for the board to hear the voice of the community.

D. Public Comments (Moved)

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.

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Ms. Melissa Chesney spoke regarding the inequities in bus driver pay and bus aide pay.

Karl Loos spoke on behalf of the Lynchburg Education Association about the pay scale for LCS employees.

Danny McCain spoke on behalf of Lynchburg League of Voters regarding the achievement gap.

Eugene Tweedy addressed the board and is part of the Equity Task Force. He spoke about the achievement gap.

E. Finance Report

The school administration, in accordance with the FY2018-19 school's operating budget, authorized, approved, and processed the necessary payments through October 31, 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 October 31, 2018 for the operating fund.

Total Operating Fund Budget	\$ 97,672,407.00
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Through October 31, 2018	
Actual Revenue Received	\$ 21,592,865.56
Actual Expenditures	\$ 26,146,129.48
Actual Encumbered	\$ 58,208,431.34

Percent of Budget Received	22.11%
Percent of Budget Used, excluding encumbrances	26.77%
As of 10/31/18 – 4 months	33.34%

The revenue and expenditure reports detail the transactions recorded through October 31, 2018. All reports appear as attachments to the agenda report.

Mr. Beckles shared that the revenue and expenditures are on budget at this time and there is nothing significant to report.

Governor's proposed budget is due on December 18, 2018 and this will give an idea of what to potentially expect. This would be tentative until the budget is approved. Health Care is still below budget as compared to the same period this time last year.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 4, 2018, FOR A COPY OF THE AGENDA AND ALL ATTACHMENTS)

F. Consent Agenda

Upon MOTION by Dr. Brennan, SECONDED by Ms. Carter, the school board moved the minutes for November 7, 2018 (Regular Meeting); November 19, 2018 (Student Discipline Committee Meeting); November 20, 2018 (Work Session); the personnel report for the period November 7, 2018 – December 4, 2018, the religious exemptions, Fund Balance Recommendations: 2017-18, and the Lynchburg City School Board Policy Updates.

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Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

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G. Student Representative Comments

Sedora Booker-Felder, student representative for Heritage High School, shared updated on events, activities, and educational opportunities at Heritage High School.

H. School Board Committee Report

1. School Board Committees:

Finance Committee – No information shared at this time.

Governor’s School Committee – No information shared at this time.

LAUREL Regional School Committee – No information shared at this time.

XLR8 STEM Academy Committee – Dr. Brennan shared the committee met on November 13, 2018. CVCC is having challenges with tuition and fees as there are only 50 students instead of the planned 100 since 2016. Looking towards getting scholarships or increasing tuition per student. Possible item for next Finance Committee Meeting in December.

2. Advisory Committees to the School Board:

Career Technical Advisory Board – Mr. Dellinger reported the committee met on November 29, 2018. There were 32 members present. Some items of discussion were annual VDOE Career Tech Annual Report, program of studies, and work based learning.

Equity Task Force Committee – Ms. Reeves shared they met on November 28, 2018. There is a large and diverse group. Many items discussed such as the work around the Strategic Plan. The Equity Task Force was encouraged to participate with Strategic Planning.

Health Advisory Board Committee – Anne Bond-Gentry reported 10 members were present on November 28, 2018 at the committee meeting. They discussed nutrition, family life education and student wellness.

Special Education Advisory Committee – Wyllys VanDerwerker reported that the committee met and had the best turn out that they have had. They are working on the upcoming school year and receiving input on the special education needs.

I-1. High School Program of Studies: 2019-20

Each year the school board reviews and approves the High School Program of Studies for the next school year. A team made up of high school administrators, counseling directors, and various members of the departments of special education, student services, and curriculum and instruction have met over the past three months to update this handbook.

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The team worked to ensure this handbook includes graduation information consistent with current Virginia Department of Education requirements. The main updates made to this year's handbook include new courses in study skills, computer science, physical education, hip hop, and engineering. It also includes clarity on testing requirements, class rank, sequential electives, and offerings at the Central Virginia Governor's School and the Governor's STEM Academy.

High school counseling departments will use the 2019-2020 Program of Studies to begin meeting with parents and scheduling students in January and February.

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

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I-2. School Board Policy EFZ School Nutrition Meal Account Procedures

The 2018 General Assembly adopted House Bill 50 and Senate Bill 840, codified as Virginia §22.1-79.7, Code of Virginia, which require local school boards to establish policies to protect students from overt identification if they owe any unpaid meal charges or cannot pay for a meal at school.

Code of Virginia §22.1-79.7 reads as follows:

Each local school board shall adopt policies that:

1. Prohibit school board employees from requiring a student who cannot pay for a meal at school or who owes a school meal debt to do chores or other work to pay for such meals or wear a wristband or hand stamp; and
2. Require school board employees to direct any communication relating to a school meal debt to the student's parent. Such policy may permit such communication to be made by a letter addressed to the parent to be sent home with the student.

Lynchburg City Schools adopted school board policy EFZ on June 20, 2017, and the required additions to the policy have been made.

The superintendent recommends that the school board approve the revision to School Board Policy EFZ School Nutrition Meal Account Procedures.

Upon MOTION Dr. Nilles, SECONDED by Ms. Mason, the school board moved to amend the policy to have clarification between staff and students.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

Upon MOTION Dr. Nilles, SECONDED by Carter, the school board approves the amended School Board Policy EFZ School Nutrition Meal Account Procedures.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

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1-3. 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 May 2018 update appear as attachments to the agenda report.

JO STUDENT RECORDS
JOD RELEASE OF STUDENT DATA/RECORDS

The superintendent recommends that the school board approve the policy revisions from the VSBA May 2018 update.

Upon MOTION Dr. Nilles, SECONDED by Ms. Carter, the school board moved to approve the policy revisions from the VSBA May 2018 update.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

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I-4. Lynchburg Juvenile Detention Center Education Program Title I, Part D, Neglected and Delinquent Funding for 2018-19

The Virginia Department of Education, Office of Specialized Education Facilities and Family Engagement, has received funding under Title I, Part D, Neglected and Delinquent. The 2018-19 funding for the Lynchburg Regional Juvenile Detention Center Education (LRJDC) Program in the amount of \$5,000.00 has been allocated to support the literacy program and transitional services. Lynchburg City Schools serves as the fiscal agent for this state-operated program and employs eight teachers, a principal, and a full-time administrative secretary at LRJDC where educational services are provided to approximately 48 students. The summary on the attachment outlines expenditures for the 2018- 19 school year.

Budget:

Materials and Supplies	\$5,000
Sub-total Non-Personnel Expenses:	\$5,000
Total Award:	\$5,000

The superintendent recommends that the school board approve the Lynchburg Regional Juvenile Detention Center Program Title I, Part D, Neglected and Delinquent Funding for 2018-19 in the amount of \$5,000.00 for the 2018-19 school year.

Upon MOTION Dr. Nilles, SECONDED by Dr. Brennan, the School Board approves the Lynchburg Juvenile Detention Center Education Program Title I, Part D, Neglected and Delinquent Funding for 2018-19.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

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No Votes: None

Abstentions: None

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I-5. School Board Calendar

The proposed school calendar for 2019-20 contains many of the features that were included in the school calendar for 2018-19. During this presentation, the school administration will review the proposed calendar with the school board.

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on January 15, 2019.

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I-6. Pay Schedule/Compensation Discussion

The administration continues to share information on proposed pay schedules as part of the ongoing discussions during school board meetings, work sessions, and finance committee meetings. The administrative schedules were developed with similar goals as the previously presented proposed pay schedules for teachers, bus drivers/assistants, and classified employees.

The superintendent recommends that the school board approve moving forward with the proposed pay schedules for teachers, bus drivers/assistants, classified employees, and admin employees to be included in the 2019-20 budget.

Dr. Coleman suggested a motion be made as a board to give direction to the admin to move forward with including the stated amount in the proposed budget that will be submitted.

Upon MOTION Dr. Coleman, SECONDED by Ms. Mason, the school board approved moving forward with the proposed amount presented for the pay schedules for the teachers, bus drivers/assistants, classified employees, and admin employees to be included in the 2019-20 budget.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

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J. Superintendent's Comments

Dr. Edwards thanked the board for supporting the pay schedules and hours given to work on the project.

Appreciation was given to all who came out to support the division wide Open House.

She spent time with the RUBIES at Dunbar Middle School and helped as a mentor. She also spent time at Diamond Hill Baptist Church with the NAACP.

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Dr. Edwards had a kick off to Special Education Monitoring from VDOE as well as continues to meet with principals at “Give Me 30.”

Through the cooperative efforts of CENTRA, Liberty University, and our elementary movement education teachers, 5th grade students recently participated in a classroom activity entitled, "Tar Wars." The goal of the activity was to present students with information about the many health risks associated with tobacco in all forms, including e-cigarettes and juuling. Health careers students from L.U. worked with CENTRA staff to prepare the presentation, which is directly linked to 5th grade Health SOLs. A special thanks to Dr. John Cannon, who was the driving force behind this initiative. Congratulations to EC Glass and Heritage High School athletics.

Member One Federal Credit Union is providing 40 CPR Anytime Kits to be placed in 20 school libraries for teachers to check out to help them fulfill a portion of their CPR recertification requirement. Because in the past year, Virginia passed legislation requiring CPR recertification for teachers, Member One thought this would be a wonderful way to offer its support to teachers in Lynchburg City Schools. In addition to our traditional schools, Fort Hill, Empowerment, Hutcherson, and Laurel will also receive 2 kits each.

This is the first CPR donation made by Member One in Virginia, and the credit union selected Lynchburg City Schools as the recipient. The American Heart Association helped secure this sponsorship from Member One Federal Credit Union and is implementing the placement of the kits.

K. Board Comments

Upon MOTION Dr. Sinha, SECONDED by Ms. Carter, the school board approved the payment of legal fees of Ms. Lyford in the amount of \$500.00 pursuant to Virginia Code Section 22.1-83.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Ms. Mason, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

Mrs. Carter attended the VSBA Conference. Shout outs to Sandusky Elementary School and Fort Hill Community School for the tours on Open House. She is also appreciative of the team and Finance and Personnel Department for their hard work and dedication.

Dr. Coleman shared a ground level initiative called Marched for More that the Richmond Public School system is having on December 8th recognizing that there is underfunding for programs from the state. Thanks for all who attended the VSBA Conference. He expressed that the board wants to be actively involved with the community.

Dr. Nilles congratulated the football teams of EC Glass and Heritage. He is appreciative of the efforts of the coaches and students. It is a character building experience for our students.

Mrs. Morrison thanks the staff for working so many hours and going above and beyond. She thanked Dr. Edwards for coming and working in our division as well as the board members.

L. Informational Items

Community Conversation will be held at Heritage High School on December 10, 2018 at 5:00 p.m.

The next School Board Meeting will be held on Tuesday, January 15, 2019 at 5:30 p.m. in the board room at the administration building.

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L. Adjournment

The board meeting adjourned at 7:50 p.m.

Susan D. Morrison, Chairman

R. Denise Spinner, Clerk

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