



Lynchburg City School Board

Regina T. Dolan-Sewell
School Board District 1

Mary Ann Hoss
School Board District 1

Michael J. Nilles
School Board District 3

Jennifer R. Poore
School Board District 2

Katie Snyder
School Board District 3

Treney L. Tweedy
School Board District 3

J. Marie Waller
School Board District 2

Thomas H. Webb
School Board District 2

Charles B. White
School Board District 1

School Administration

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

Wendie L. Sullivan
Clerk

SCHOOL BOARD MEETING
April 1, 2014 5:00 p.m.
School Administration Building
Board Room

A. CLOSED MEETING

- 1. Notice of Closed Meeting
Scott S. Brabrand. Page 1
Discussion/Action
- 2. Certification of Closed Meeting
Scott S. Brabrand. Page 2
Discussion/Action

B. PUBLIC COMMENTS

- 1. Public Comments
Scott S. Brabrand. Page 3
Discussion/Action (30 Minutes)

C. CONSENT AGENDA

- 1. School Board Meeting Minutes: March 18, 2014 (Regular Meeting)

D. STUDENT REPRESENTATIVE COMMENTS

E. UNFINISHED BUSINESS

- 1. E. C. Glass High School: In-school Credit Union
William A. Coleman, Jr. Page 4
Discussion/Action
- 2. Heritage High School: Foreign Travel for German Students
William A. Coleman, Jr. Page 7
Discussion/Action
- 3. Lynchburg City Schools' Local Plan for the Gifted: Revised
William A. Coleman, Jr. Page 11
Discussion/Action
- 4. Dual Enrollment Tuition
William A. Coleman, Jr. Page 12
Discussion/Action

- 5. Update: Extra-Curricular and Position-Related Stipends and Supplements
Ben W. Copeland.Page 13
Discussion

F. NEW BUSINESS

- 1. Capital Improvement Plan: Roof Replacement Projects
Ben W. Copeland.Page 14
Discussion/Action
- 2. Bedford Hills Elementary School: Enrollment Trends
Ben W. Copeland.Page 16
Discussion

G. SUPERINTENDENT’S COMMENTS

H. BOARD COMMENTS

I. CLOSED MEETING

- 1. Notice of Closed Meeting
Scott S. Brabrand. Page 17
Discussion/Action
- 2. Certification of Closed Meeting
Scott S. Brabrand. Page 18
Discussion/Action

J. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, April 22, 2014, 5:30 p.m., Board Room,
School Administration Building

K. ADJOURNMENT

Agenda Report

Date: 04/01/14

Agenda Number: A-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Notice of Closed Meeting

Summary/Description:

Pursuant to the Code of Virginia §2.2-3711 (A) (7), the school board needs to convene a closed meeting for the purpose of discussing the following specific matters:

Legal Briefing

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve a motion to enter into Closed Meeting in accordance with the Code of Virginia §2.2-3711 (A) (7) to receive a legal briefing because the briefing in public would adversely affect the litigating posture of the school board.

Agenda Report

Date: 04/01/14

Agenda Number: A-2

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Certification of Closed Meeting

Summary/Description:

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.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve the Certification of Closed Meeting in accordance with the Code of Virginia §2.2-3712(D).

Agenda Report

Date: 04/01/14

Agenda Number: B-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Public Comments

Summary/Description:

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.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 04/01/14

Agenda Number: E-1

Attachments: Yes

From: Scott S. Brabrand, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: In-School Credit Union

Summary/Description:

An in-school branch provides students with a unique opportunity to learn about banking and the basics of personal finance in a real world setting. The "Hilltopper Branch" will be established at E.C. Glass High School through a partnership with the Central Virginia Federal Credit Union. This branch will be operated by students from the business and personal finance classes. Students will be selected through an application process and will work rotating shifts before and during school. Each student selected will be a part-time employee of the Central Virginia Federal Credit Union and will receive intensive training during the summer to prepare to run the branch opening at E.C. Glass in the fall.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve the establishment of the In-School Credit Union at E.C. Glass High School beginning with the 2014-15 school year.

Rewards of Student Credit Unions & Financial Education

Hilltopper Branch, In-School Credit Union

FACT SHEET

Learning Objectives of an In-School Credit Union

- ❖ Ties in directly to the Personal Finance Course requirement
- ❖ Reinforce math, interpersonal communications, and technology skills
- ❖ Teach financial literacy as well as job application and interview skills and work ethnics
- ❖ Opportunity for student staff to conduct classes for fellow students and younger school age children about finances
- ❖ Allow students to open savings and checking accounts

In-School Credit Union Operations

- ❖ Connected to the Credit Union’s network via internet
- ❖ Students, teachers, and staff can make deposits or withdrawals
- ❖ Students join free and set up a student savings and/or checking account that have no minimum balance requirements or fees
- ❖ Financial education “Lunch & Learn” sessions are conducted on a variety of topics

Student Operations

- ❖ Student branch operating hours depend on the needs of the school and their students
- ❖ Hilltopper Branch hours are yet to be determined. (Other schools with this program typically function Monday – Friday during all lunches.)
- ❖ Advertising and Marketing of the branch will be done by the student staff with our marketing department

Equipment Provided by CU
<ul style="list-style-type: none"> ❖ Laptop/computer and printer ❖ Calculators ❖ Office supplies ❖ Cash boxes, small safe ❖ Receipt books, teller balancing record ❖ Cash bags ❖ Marketing and Educational materials ❖ CU project supervisor

School Provisions
<ul style="list-style-type: none"> ❖ Space within the school for the branch ❖ Phone/data line ❖ Internet connection ❖ Teacher Supervisor <p>*School does not have any liability for the money kept at the school branch. The credit union is insured and bonded.</p>

Selection of Student Staff
<ul style="list-style-type: none"> ❖ Applications and recommendations ❖ Interviewed by CU Management ❖ Once selected the student employee completes a full service training program with CVFCU like all of our regular staff. ❖ Student staff also work part-time after school and on Saturdays in our full branch locations.

Agenda Report

Date: 04/01/14

Agenda Number: E-2

Attachments: Yes

From: Scott S. Brabrand, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: Heritage High School: Foreign Travel for German Students

Summary/Description:

Ms. Magdalena Markovinovic, German teacher at Heritage High School has established a partnership with Ms. Birgit Scholich-Blößner, English teacher at Vicco von Bülow Gymnasium in Stahnsdorf, Germany. Through this partnership students from Stahnsdorf will visit Lynchburg from April 12 – 27, 2014. In return, Ms. Scholich-Blößner, has invited Ms. Markovinovic's students to participate in an educational field trip in Stahnsdorf, from June 9 – 24, 2014.

Heritage High School students will attend classes with their hosts and participate in educational field trips around Stahnsdorf, which is forty minutes south of Berlin.

School Board Policy 6-42: Field/Recreation/Class/Athletic Trips requires prior approval by the school board for student travel outside the continental United States.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve the request for Heritage High School German students to travel outside the continental United States.

German Exchange Letters

Dear Dr. Brabrand,

Mr. Walt Rivers recently advised me to write to you explaining the overseas exchange program I am planning for my students this summer.

I am a German teacher at Heritage High School teaching levels 1 through 5 AP. Prior to coming to Heritage in 2011, I taught at Dunbar Middle School for Innovation teaching exploratory German, German 1 and ESL where I was employed since 2005. I worked very hard to establish and strengthen the German program. In my first semester of employment only four students were enrolled in German 1. I am proud to have built the program in the Lynchburg City Schools system to accommodate many more than the original four at Dunbar, and I am very pleased to now be teaching all levels of German and witnessing the students' progress over a longer period of time.

As a language teacher I understand that the best way to learn and deepen one's language acquisition is to travel to a country in which it is spoken. If I had to choose one place that is a must see for my students, I would pick Berlin. I have been there on several occasions and am very familiar with the city and its surroundings. I have always wanted to take my students to Berlin not only to better their language ability, but for them to experience the wealth of history the region has to offer (Potsdam Conference, divided Germany, the fall of the Wall, etc.).

To my surprise last spring an English teacher from a high school in that area contacted the Virginia Department of Education (Ms. Lisa Harris) who then sent an email to all foreign language department chairs in Virginia. My department chair forwarded that email to me. The English teacher in Stahnsdorf, Germany, Ms. Brigit Schölich-Blößner asked specifically for a high school in Virginia as she visited the Historic Triangle in Virginia last year and was impressed with our state's history. I responded to her saying that an exchange program with her school would be a wonderful connection between our two schools and provide students from both programs the chance to explore one another's cultures and histories. Furthermore, I was interested in this school since it is very close to Berlin (S-Bahn line going straight from Tegel airport to Teltow) and it is near Potsdam, which is not only important historically, but also has the Babelsberg film studio.

Ms. Brigit Schölich-Blößner and I directly contacted one another in November. Since then we have been working on establishing an exchange program with the help of GAPP (German American Partnership Program) in New York and PAD (Padagogischer Austauschdienst) in Bonn, both sponsored by the American and German governments, respectively.

Our German partner high school is Vicco Von Bulow Gymnasium in Stahnsdorf. The gymnasium is a highly regarded high school, which only well prepare and engaged students in grades 5 to 12 attend in order to prepare for college. Stahnsdorf is about 40 minutes south of Berlin, well connected via public transportation with Berlin and Potsdam.

Agenda Report Attachment

Item: E-2

Students from Stahnsdorf will be visiting Lynchburg from April 12 – 27 2014. I've already met with host families and have developed an itinerary for their visit here. They will have a week of educational field trips and a week shadowing our students, their hosts in Heritage High School. Our students plan a return visit from June 9 - 22, 2014. They will attend classes with their hosts and have educational field trips revolving around history. Students, their families, and teachers from both schools are very excited about this wonderful opportunity.

Along with this letter, I am sending additional information that I have provided to my students and their parents detailing the exchange program.

Thank you for your support and please let me know what additional steps I need to take.

Sincerely,

Magdalena Markpyinovic
German teacher
Heritage High School
Lynchburg, VA

Principal:

Date:

2/6/14

P.S. Our exchange partner's web site: <http://www.vicco-von-buelow-gymnasium.de/>

Birgit Scholich-Blößner
Gymnasium Stahnsdorf
Warthestraße 2,
14513 Teltow
Tel.: 03328 308994
Fax: 03328 309205
[e-mail: gymnasium.stahnsdorf@t-online.de](mailto:gymnasium.stahnsdorf@t-online.de)
or: bsb61@.web.de

10th June, 2012

Dear Sir or Madam,

I am a teacher of French and English at Gymnasium Stahnsdorf, near Berlin. Our school is looking for an American school that might be interested in a student exchange with a German school. As you know a "Gymnasium" is more or less like an American "High School." Our students are 12 to 17 and start in seventh grade.

The idea is that — for two to three weeks - American students would live with German host families and take part in hosting students' classes and activities at our school. Later the same school year, the German students would go and visit the American students' home and school. Or in reverse order.

I am quite aware of the fact that in contrast to Germany, where all students learn English, less and less American schools have a strong German program and that such a stay would of course be more beneficial to American students who had studied German, both to continue their study of German and to be able to understand the classes in the first place. But even without German the students' stay in Germany would be very rewarding.

Your students would gain a good insight into the German school system, German culture and German everyday life. In addition, Stahnsdorf is very near Berlin, where your students would not only get the chance to visit tourist attractions like the government quarter and the famous "Brandenburg Gate", but also get a deeper understanding of Berlin's recent history, when it was still a divided city before the Fall of the Wall.

Even if your students have no or little knowledge of German, an exchange with a school at the gates of Berlin will be of great cultural, political, and historical interest. Our students would likewise benefit from an exchange not only in terms of improving their language skills. The idea of looking for a partner school in Virginia came to me while I was vacationing there last summer and I visited the Historic Triangle, Jamestown- Williamsburg — Yorktown. I can't imagine a place that better represents America's "birth", and could better enable German students to understand and appreciate the beginnings of America's history. Our students' experience there would provide excellent interdisciplinary material for our teachers of History, Geography, and English here.

This is why I have decided to contact you, through the good services of my friend who has so kindly consented to bring you this letter. I would be very pleased to hear your thoughts about my idea and my proposal and will send you more detailed information about our school if you wish. In case an exchange with a German school is not feasible for your school, I would be very grateful if you could recommend a school that might be interested.

Respectfully,

Birgit Schölich-Blößner

Agenda Report

Date: 04/01/14

Agenda Number: E-3

Attachments: Yes

From: Scott S. Brabrand, Superintendent
William A. Coleman, Jr., Assistant Superintendent for Curriculum and Instruction

Subject: Lynchburg City Schools' Local Gifted Plan: Revised

Summary/Description:

On May 27, 2010, the Virginia Board of Education adopted revised *Regulations Governing Educational Services for Gifted Students* (8 VAC 20-40-10 et. seq.). These revisions were made in order to strengthen the regulations and to bring them into conformity with best practices in gifted education. The Virginia Department of Education released the local plan template to assist school divisions with the development of their local gifted plans. Due to changes in gifted service offerings in elementary schools during the 2013-14 school year, it is necessary to revise and update our local plan.

Local school boards approve their division's local plan for the education of gifted students annually. Upon approval, the school division shall submit a copy of its plan to the Virginia Department of Education (VDOE) for technical review on a schedule determined by the VDOE. The technical review for the Lynchburg plan is July 31, 2014.

The Lynchburg plan was approved by the state in 2011, and not due to expire until 2015. However, the recent changes to elementary gifted services and revisions to the Lynchburg City Schools logo and mission statement make it necessary to update the plan.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve the revised Local Gifted Plan.

Agenda Report

Date: 04/01/14

Agenda Number: E-4

Attachments: No

From: Scott S. Brabrand, Superintendent
William A. Coleman, Jr., Assistant Superintendent for Curriculum and Instruction

Subject: Revised Approach to Dual Enrollment Tuition

Summary/Description:

One of the strategies in the school division's Comprehensive Plan focuses on providing more opportunities for high school students to earn college credit. Lynchburg City Schools (LCS) and Central Virginia Community College (CVCC) offer dual enrollment in biology, English, pre-calculus, applied calculus, early childhood education, culinary arts, building trades, and advanced robotic/cell technology. Total enrollment averages 200 students each year.

The cost for a dual enrollment course on the CVCC campus is \$130 per credit hour. The above-mentioned courses are offered at a discounted rate (\$50 per credit hour) in our schools and are taught by LCS teachers who meet CVCC certification requirements. Students classified as economically disadvantaged pay \$25 per credit hour. This discount is possible due to the contractual agreement between LCS and CVCC through which CVCC bills LCS the full tuition price but then provides a refund of 75 percent of the full tuition price.

Due to this reimbursement agreement, LCS will have an estimated balance in the dual enrollment account at the end of the school year of approximately \$67,000. The school administration has discussed possible uses for these funds and recommends the funds be reallocated to support future dual enrollment initiatives. These would include the following:

- The elimination of tuition paid by families for the dual enrollment courses offered at the high schools
- Funding for courses required for teachers to be eligible to teach dual enrollment courses
- Early College tuition assistance for economically disadvantaged students (\$1,000 per semester for approximately eight students)
- \$4,000 for enrollment fluctuations

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve the proposed reallocation of dual enrollment tuition funds.

Agenda Report

Date: 04/01/14

Agenda Number: E-5

Attachments: No

From: Scott S. Brabrand, Superintendent
Ben W. Copeland, Assistant Superintendent of Operations and Administration

Subject: Update: Extra-Curricular and Position-Related Stipends and Supplements

Summary/Description:

During this presentation, the school board will receive an update regarding stipends and supplements staff receive for duties associated with extra-curricular and position-related functions.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 04/01/14

Agenda Number: F-1

Attachments: Yes

From: Scott S. Brabrand, Superintendent
Ben W. Copeland, Assistant Superintendent of Operations and Administration

Subject: Capital Improvement Plan: Roof Replacement Projects

Summary/Description:

The 2013-14 capital improvement plan includes \$893,000 for the construction costs on the roof replacements at Sandusky Elementary School, Paul Laurence Dunbar Middle School for Innovation (West Building), Laurel Regional School, and E.C. Glass High School Phase 1. The City of Lynchburg Office of Procurement and Purchasing has received bids on the roofing projects.

A total of nine bids for the roofing projects were received. The school administration recommends the following:

<u>Company</u>	<u>School</u>	<u>Cost</u>
AAR of NC	E. C. Glass High School	\$272,900
Mountain Roofing	LAUREL Regional School	\$ 52,818
Woodall & Lang	PL Dunbar MSFI	\$ 92,295
Puff Inc.	Sandusky Elementary School	\$298,900

These are the lowest bids for each location.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board authorize the school administration to enter into a contract with companies listed above for the roofing projects at Sandusky Elementary School, Paul Laurence Dunbar Middle School for Innovation (West Building), LAUREL Regional School, and E.C. Glass High School Phase 1.

Vendor/Base Bid

Agenda Report Attachment

Project List	Air Tech	AAR of NC	ACI Systems	Allied Roofing	John T Morgan	Mountain Roofing	Puff Inc	Roof Systems of Va	Roofing Solutions	Woodall & Lang
Project 1 – E C Glass High School	543,000.00	272,900.00	n/a	293,600.00	447,201.00	291,630.00	n/a	427,000.00	379,700.00	n/a
Project 3 – Laurel Regional Program School	84,500.00	63,900.00	n/a	63,250.00	85,683.00	52,818.00	n/a	81,700.00	86,100.00	n/a
Project 4 – Dunbar Middle School	151,674.00	95,450.00	n/a	94,500.00	106,600.00	119,505.00	n/a	129,700.00	134,000.00	92,295.00
Sub total	779,174.00	432,250.00	n/a	451,350.00	639,484.00	463,953.00	n/a	638,400.00	599,800.00	92,295.00

Combined Total Base Bid if Awarded all Three	779,174.00	422,400.00	n/a	451,350.00	639,000.00	463,953.00	n/a	627,000.00	599,800.00	n/a
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Difference separate vs. combined	0.00	9,850.00	n/a	0.00	484.00	0.00	n/a	11,400.00	0.00	n/a
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Project 2: Sandusky Elementary School: Total Base Bid:	896,816.00	n/a	376,000.00	n/a	n/a	0.00	298,900.00	n/a	n/a	n/a
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Agenda Report

Date: 04/01/14

Agenda Number: F-2

Attachments: No

From: Scott S. Brabrand, Superintendent
Ben W. Copeland, Assistant Superintendent of Operations and Administration

Subject: Bedford Hills Elementary School: Enrollment Trends

Summary/Description:

The school administration will present past and future enrollment trends for Bedford Hills Elementary School and propose a solution to accommodate the anticipated growth.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 04/01/14

Agenda Number: I-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Notice of Closed Meeting

Summary/Description:

Pursuant to the Code of Virginia §2.2-3711 (A) (1), the school board needs to convene a closed meeting for the purpose of discussing the following specific matters:

Employee Performance

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve a motion to enter into Closed Meeting in accordance with the Code of Virginia §2.2-3711 (A) (1) to discuss employee performance.

Agenda Report

Date: 04/01/14

Agenda Number: I-2

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Certification of Closed Meeting

Summary/Description:

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.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve the Certification of Closed Meeting in accordance with the Code of Virginia §2.2-3712(D).