

**Lynchburg City School Board
Regular Meeting
February 4, 2014**

**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
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
David A. Childress, Director of Information Technology
Jason J. Ferguson, Director of Transportation
Steven L. Gatzke, Director of Facilities
Marie F. Gee, Director of Personnel
Gloria C. Preston, Director of Student Services
Michael K. Rudder, Director of School Improvement
Wyllys D. VanDerwerker, Director of Special Education
Brian S. Wray, Director of K-12 Instruction
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Jessie Pounds, *The News & Advance*

**Agenda
Items:**

- A-1. Public Comments
- B-1. School Board Appreciation Month
- B-2. Virginia Tech Senior (Capstone) Design Project
- C-1. Finance Report
- D. Consent Agenda
- E. Student Representative Comments
- F-1. School Operating Budget: 2014-15
- F-2. Capital Improvement Plan: 2015-20 Update
- G-1. Central Virginia Governor's School for Science and Technology: 2013-14 Budget
- G-2. Capital Improvement Plan: Paul Munro Elementary School
- G-3. Request for Reallocation of Budget
- 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. 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 an addendum to the personnel report and removed item G-1. Results of the School Culture Survey.

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Yes Votes: Dr. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Ms. Poore, Mrs. 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.

There were no individuals who wished to speak before the school board.

B-1. School Board Appreciation Month

The month of February marks the annual observance of School Board Appreciation Month. The Virginia School Boards Association established this observance in 1989 to encourage public recognition of the roles and responsibilities of school board members and to highlight the importance of public education throughout the Commonwealth.

This year's theme, "Local Schools, Local Decisions," reflects the importance of ensuring that the future of public education remains in the hands of the community it serves. Local school boards keep the public in charge of public schools, since the members of the board represent their community's beliefs and values.

The Lynchburg City Schools is joining with other school divisions throughout the state to recognize the important contributions school board members make to their communities.

Members of the Lynchburg City School Board receive no financial compensation for their tireless efforts, and this school board is one of very few boards statewide that has student representatives. The nine members of the school board are appointed by Lynchburg City Council.

Even though this special event shows an appreciation of school board members, members of the community recognize that their contributions reflect a year-round commitment. They are dedicated individuals who are committed to the continuing success of the city's schools and students.

In addition to the many gifts provided by students and staff throughout the school division, Dr. Brabrand read the following proclamation in recognition of school board members:

**VIRGINIA SCHOOL BOARD APPRECIATION MONTH
February 2014**

Whereas, the education of Virginia's school-aged children is the foundation upon which the economic, social and intellectual capital of our state is built; and

Whereas, locally elected and appointed school boards play an important and vital role in a representative democracy, and decisions made by local boards of education directly influence instruction in Virginia's public schools; and

Whereas, these decisions affect the present and future lives of children, and also set direction to prepare all students to be competitive in a local, state, national and global 21st Century knowledge economy; and

Whereas, local school board members work with parents, businesses, education professionals and other community members to create the educational vision we want for our students; and

Whereas, this year's theme - Local Schools, Local Decisions - reflects that school boards keep the public in charge of public schools, since they represent their community's beliefs and values; and

Whereas, School Board Appreciation Month provides an opportunity to build stronger relationships between the thousands of Virginians who champion the mission of public education and school board members; now,

Therefore be it resolved the Virginia School Board Association recognizes the contributions of the state's local school boards to the academic success of its public school students and expresses its sincerest recognition to local board members for their focus on the well-being and achievement of children throughout the state and Lynchburg City Schools affirms that February 2014 is School Board Member Appreciation Month.

School board members expressed their appreciation for the recognition they received during this presentation.

B-2. Virginia Tech Senior (Capstone) Design Project

LCS has partnered with the Senior (Capstone) Design Project within the Virginia Tech, Industrial & Systems Engineering Department.

Last summer LCS submitted a project description and anticipated statement of work. Two student teams selected LCS as their project in order to apply their acquired technical skills and knowledge to develop a proposal and design a solution for a real-world problem which enables LCS to address practical operational and systems engineering challenges which are outside the scope or capacity of those normally handled by school division personnel.

The Senior Design program is the capstone, integrative experience that provides the basic skills to senior students needed to effectively plan, manage and control, and successfully execute technical projects.

Across two academic semesters, student teams study project management in order to apply their acquired technical skills and knowledge to develop a proposal and design a solution for a real-world problem from a manufacturing or service industry.

Senior Design is not just a project; it is about the process of managing project and designing alternative solutions based on data collection. Students have a course, attended twice per week in addition to the project they manage.

The two student groups have worked with the Department of Personnel and the Department of Finance to help streamline processes and automate current manual processes using existing technology and resources. Within the personnel department, the team has developed a management system that allows for the prioritization of new hires while eliminating the additional work required through a paper-pencil process. The team working with the finance department in working to develop a standardized process for managing finances, develop an efficient system to process employee information, and increase the accuracy of the information being sent. This process will include training for necessary personnel and measure the effectiveness of the training and efficiency of the procedure.

C-1. Finance Report

The school administration, in accordance with the 2013-14 school operating budget, authorized, approved, and processed the necessary payments through December 31, 2013. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarized the payments made through December 31, 2013, for the operating fund.

Total Operating Fund Budget		\$84,249,418.00
Restricted Donations Received		\$ 100.00
Adjusted Budget		\$84,249,518.00
Through December 31, 2013		
Actual Revenue Received	\$ 32,955,025.62	
Actual Expenditures	\$ 36,068,242.48	
Actual Encumbered	\$ 40,227,552.05	
Percent of Budget Received		39.12%
Percent of Budget Used, excluding encumbrances		42.81%
As of 12/31/13 – 6 months		50.00%

The revenue and expenditure reports detailed the transactions recorded through December 31, 2013. All reports appeared as attachments to the agenda report.

Mr. Beckles noted that the school administration would be requesting reallocation of budget to address deficiencies in areas showing a negative in disbursements.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 4, 2014, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

D. Consent Agenda

Upon MOTION by Mr. Webb, SECONDED by Ms. Poore, the school board approved the school board meeting minutes for January 14, 2014 (Regular Meeting), and the personnel report and addendum for the period January 14 – February 4, 2014.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 4, 2014, EXHIBIT “B,” FOR A COPY OF THE CONSENT AGENDA ITEMS.)

E. 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.

F-1. 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 on December 3, 2013.

During the school board meeting on January 14, 2014, the school administration presented a recommendation to the school board that included all of the items on Tier I, compensation adjustments for certain employee groups, and a two percent increase in compensation for all other employees. This recommendation included a request for additional funding in the amount of \$723,000 from the Lynchburg City Council, which would be one percent of the two percent increase in compensation.

The school board requested that the school administration provide information concerning cost savings efficiencies and information associated with the last stipend increase for coaches and other employees who receive stipends for extra duties. Further, the school board would send information to the school administration regarding items to be placed in Tier I.

The school administration provided information to the school board about items that had been included in Tier I. These items included the addition of three special education interpreters for students who will need these services next year, the addition of certain classified staff in maintenance and information technology to help meet the demands associated with facilities maintenance and to support the growing technology within the school division, and a supervisor in the Department of Curriculum and Instruction to oversee social studies, English, and foreign language. This position was eliminated as part of budget cuts several years ago.

The school administration also presented a list of operational cost savings and budget reallocations for 2012-13 and 2013-14. These items included the elimination of one police officer and rental lease for the adult learning center due to the restructuring of the alternative education program, the elimination of one FTE due to payroll processing changes, the elimination of travel stipends for employees in the Department of Maintenance, and the elimination of the *Gus the Bus* program. These savings have amounted to \$182,426 over the past two years.

The budget request from the Lynchburg City Council represents what the school administration believes will be needed for the 2014-15 school year; however, this request will not be solidified until the governor’s budget is passed later this spring.

Upon MOTION by Ms. Hoss, SECONDED by Ms. Poore, the school board approved the request of an additional \$723,000 in local funding from the Lynchburg City Council for the 2014-15 School Operating Budget.

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

No Votes: None

Abstentions: None

F-1. Capital Improvement Plan: 2015-23 Update

During this presentation, the school administration provided the school board with an update regarding the Capital Improvement Plan for 2015-23. Following discussions with the city finance department, several items have been moved within the capital improvement plan to later dates. These include renovations to Sandusky Elementary School, Linkhorne Elementary School, and Paul Munro Elementary School; repairing the retaining walls at Paul Laurence Dunbar Middle School for Innovation; and the replacement of the gymnasium floors at Robert S. Payne Elementary School and William Marvin Bass Elementary School.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 4, 2014, EXHIBIT “C,” FOR A COPY OF THE REVISED CAPITAL IMPROVEMENT PLAN FOR 2015-23.)

G-1. Central Virginia Governor’s School for Science and Technology: 2013-14 Budget

The Lynchburg City School Board serves as fiscal agent for the Central Virginia Governor’s School for Science and Technology. The governing board of the school has approved its 2013-14 operating budget in the amount of \$933,222, which represents an increase of \$5,139 over the prior year budget of \$928,083. All funds expended at the school are totally reimbursable from participating school divisions and state funds as listed on the attached budget. School divisions supporting this program are Amherst County Schools, Appomattox County Schools, Bedford County Schools, Campbell County Schools and Lynchburg City Schools.

Provided below is the financial impact summary for the Lynchburg City Schools:

	2012-13	2013-14
Student Tuition	\$4,200	\$4,200
Number of Students	32	32
Total Tuition	\$134,400	\$134,400

Total tuition is budgeted to remain the same at \$4,200 per student.

Upon MOTION by Mr. White, SECONDED by Ms. Poore, the school board authorized the school administration to act as fiscal agent for the Central Virginia Governor’s School for Science and Technology and to administer its 2013-14 budget in the amount of \$933,222.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 4, 2014, EXHIBIT “D,” FOR A COPY OF THE CENTRAL VIRGINIA GOVERNOR’S SCHOOL FOR SCIENCE AND TECHNOLOGY BUDGET FOR 2013-14.)

G-2. Capital Improvement Plan: Paul Munro Elementary School

Lynchburg City Schools received a total of four bids for the second phase of the window replacement project at Paul Munro Elementary School. M. R. Dishman & Sons was the low bidder at \$196,915 and is not recommended as they did not meet the requirements in the Project Manual. Other bids were received as listed below.

Contractor	Base Bid
1. Appomattox Glass	\$212,007
2. South End Construction	\$317,770
3. M. R. Dishman & Sons	\$196,915
4. PNC Corporation	\$273,013

The school administration recommends Appomattox Glass based on their bid of \$212,007, which was the next lowest bid.

Upon MOTION by Mr. Webb, SECONDED by Ms. Hoss, the school board authorized the school administration to enter into a contract with Appomattox Glass in the amount of \$212,007 for phase two of window replacement of Paul Munro Elementary School.

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

No Votes: None

Abstentions: None

G-3. Request for Reallocation of Budget

The school administration has recognized a need to reallocate funds to purchase various equipment and supplies throughout the school division.

Purchases include the following:

Purchase of new student record software	\$ 55,000.00
Purchase of computers for testing at the high schools	<u>\$ 300,000.00</u>

\$ 355,000.00
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Given school board approval, the funds to purchase these items will come from reallocation of funds in the existing operating budget.

Various Salaries and Benefits accounts \$ 355,000.00
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The school administration requests this budget adjustment be approved for the 2013-14 school year in order to fund these one-time purchases.

Currently, Career-Technical computer labs are closed for the month of May and are used for SOL testing. The purchase of computers for testing will allow CTE students to use the labs through the end of the school year. The additional computers will also shorten the testing period from one month to about two weeks. This will allow for more instructional time prior to SOL testing. Further, the additional computers will provide resources for Interactive Achievement and iReady. There is a \$30,000 consulting and project guidance fee included in this cost. The school board requested that this item be broken out when considered for action at the next school board meeting.

H. Superintendent's Comments

Dr. Brabrand announced that Mr. Childress has been asked to be a member of the VDOE Technology Planning Committee.

Mr. Webb has accepted the invitation to be on the Sustainability Team through the Virginia Partnership for Out-of-School Time. This team, which consists of community members, will investigate funding sources for programs like those supported by 21st Century Community Learning Grant, and which will no longer be supported once those grant funds cease.

Dr. Brabrand and Mr. Leverage L. Marshall, principal at William Marvin Bass Elementary School, were invited by the Virginia First Cities Coalition to attend a press conference regarding year-round schools. Mr. Marshall did an outstanding job of showcasing Bass Elementary School.

Black History Month and Brotherhood/Sisterhood Week activities are well underway. A list of those activities will be forwarded to school board members.

I. Board Comments

Mr. Webb announced that he would be participating in the 100th day of school activities at Dearington Elementary School for Innovation. He also commented about the events and activities in which he participated during the past several weeks.

Ms. Waller attended the VSBA Capitol Conference in Richmond. She provided school board members with a handout she received at the conference.

Ms. Tweedy attended the MLK Breakfast and program recognition where three E. C. Glass High School students received awards for their essays.

Dr. Dolan-Sewell announced that the touching bases event at Paul Laurence Dunbar Middle School for Innovation was a great experience.

J. Informational Items

Next School Board Meeting: Tuesday, February 18, 2014, 5:30 p.m., Board Room, School Administration Building.

K. Adjournment

The meeting adjourned at 7:40 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.)