

**Lynchburg City School Board
Regular Meeting
March 21, 2017**

**BOARD
MEMBERS
PRESENT:**

Michael J. Nilles, Chairman
Regina T. Dolan-Sewell, Vice Chairman
Sharon Y. Carter
James E. Coleman
Charleta F. Mason
Susan D. Morrison
Derek L. Polley
Kimberly A. Sinha
Katie K. Snyder
Indya M. Page, Student Representative, Heritage High School
Paris A. Tate, Student Representative Pro Tem, E. C. Glass High School

**BOARD
MEMBERS
ABSENT:**

None

**ADMINISTRATION
PRESENT:**

Scott S. Brabrand, Superintendent
Ben W. Copeland, Assistant Superintendent of Operations and Administration
John C. McClain, Assistant Superintendent of Student Learning and Success
Anthony E. Beckles, Sr., Chief Financial Officer
April M. Bruce, Director for Data, Assessment, and Accountability
David A. Childress, Director for Information Technology
Steven L. Gatzke, Director for Facilities and Maintenance
Marie F. Gee, Director for Personnel
Ethel E. Reeves, Director for Engagement, Equity, and Opportunity
Michael K. Rudder, Director for School Improvement
Maria T. Jaeger, Supervisor for Math and Science
Dixie B. Sears, Supervisor for Language Arts, History, Library, and Foreign Language
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Josh Moody, *The News & Advance*

**Agenda
Items:**

- A-1. Notice of Closed Meeting
- A-2. Certification of Closed Meeting
- B-1. Public Comments
- C-1. Update on Schools Denied Accreditation
- D. Consent Agenda
- E. Student Representative Comments
- F. School Board Comments
- G. Unfinished Business
- H-1. RFP 2017-030: LCS HR and Finance Software
- H-2. Lynchburg City School Board Policy Updates (VSBA)
- H-3. Policy JEC-R School Admission
- H-4. School Board Policy 7-25: Promotion, Retention, Acceleration, and Course Changes
- H-5. Policy KBEZ Internet Privacy
- I. Superintendent's Comments
- J. Board Comments
- K. Informational Items
- L. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:02 p.m. in the Board Room at the School Administration Building. Dr. Nilles opened the meeting.

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Mrs. Morrison, the school board added item A. Closed Meeting to discuss employee appointments and to receive a briefing from legal counsel to the meeting agenda, added addenda to

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item C-2. Personnel Report and removed item C-3. Capital Improvement Plan: William Marvin Bass from the school board meeting agenda.

Yes Votes: Dr. Nilles, Dr. Dolan-Sewell, Ms. Carter, Dr. Coleman, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

A-1. Notice of Closed Meeting

Upon MOTION by Dr. Coleman, SECONDED by Mrs. Snyder, the school board convened a closed meeting at 5:03 p.m. pursuant to the Code of Virginia (A) (1) (7) to discuss employee appointments and to receive a legal briefing from counsel.

Yes Votes: Dr. Nilles, Dr. Dolan-Sewell, Ms. Carter, Dr. Coleman, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

Ms. Mason arrived at 5:06 p.m.

A-2. Certification of Closed Meeting

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Mrs. Morrison, the school board reconvened in open session at 5:50 p.m.

Yes Votes: Dr. Nilles, Dr. Dolan-Sewell, Ms. Carter, Dr. Coleman, Ms. Mason, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

Upon MOTION by Ms. Carter, SECONDED by Dr. Sinha, 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. Nilles, Dr. Dolan-Sewell, Ms. Carter, Dr. Coleman, Ms. Mason, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

Dr. Nilles asked those in attendance to rise and recite *The Pledge of Allegiance*.

B-1. Public Comments

In accordance with Policy BDDH 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.

Ms. Tamika Townes spoke on behalf of the bus drivers and bus aides regarding the ongoing problems in the Department of Transportation, and she provided a list of qualities that she and her colleagues would like to see in the new director for that department.

C-1. Update on Schools Denied Accreditation

Dr. Amy D. Huskin, principal of Thomas C. Miller Elementary School for Innovation, and Mrs. Nancy C. Claudio, principal at Linkhorne Middle School, provided the school board with information about the strategies and action steps they are implementing to move their schools toward accreditation.

D. Consent Agenda

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board approved the school board meeting minutes for March 7, 2017 (Closed Meeting); March 7, 2017 (Public Budget Hearing); and March 7, 2017 (Regular Meeting); and the personnel report and addenda for the period March 7 – 21, 2017.

Yes Votes: Dr. Nilles, Dr. Dolan-Sewell, Ms. Carter, Dr. Coleman, Ms. Mason, Mrs. Morrison, Mr. Polley, Dr. Sinha, Mrs. Snyder

No Votes: None

Abstentions: None

With the approval of the consent agenda, the school board appointed Karin Blay as principal at Linkhorne Middle School, Matthew Mason as principal at Sandusky Middle School, and Sherri Steele as principal at Bedford Hills Elementary School.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 21, 2017 EXHIBIT “A,” FOR A COPY OF THE CONSENT AGENDA ITEMS.)

E. Student Representative Comments

Ms. Indya M. Page, student representative for Heritage High School, and Ms. Paris A. Tate, student representative pro tem for E. C. Glass High School, shared comments about the events and activities occurring at their schools.

F. School Board Committee Reports

Dr. Coleman shared that following the last school board meeting, the Equity Task Force met to discuss the changes proposed to the policy regarding volunteers.

G. Unfinished Business

None

H-1. RFP 2017-030 LCS HR and Finance Software

RFP 2017-030 was issued on October 17, 2016, for a replacement HR and Finance software system. Five responses were received and reviewed.

	Vendor	Implementation Cost	Yearly Cost	Total Year 1
1	Weidenhammer – Alio	\$180,575	\$69,939	\$250,514
2	K12 Enterprise	\$358,500	\$81,140	\$466,640
3	Keystone	\$195,254	\$43,870	\$239,124
4	*SunGard – subscription model	\$86,390	\$108,879	* \$195,2690
5	*SunGard – license model	\$86,390	\$56,626	* \$143,016
6	Tyler	\$175,325	\$48,583	\$223,908

* Did not include travel and living expenses

The following rubric was used to select the top two vendors for an onsite demonstration:

1. The degree of functional match to LCS requirements - 25 percent
2. Experience working with K12 in Virginia - 20 percent
3. Offeror's capability and skills to perform the services required - 20 percent
4. Services to be provided by the offeror - 15 percent
5. Price - 10 percent
6. Ability to meet LCS timeline – 10 percent

The rubric was based on 180 requirements for the new system and then it was determined which package could meet the needs for both human resources and finance.

K12 Enterprise and Weidenhammer Systems, Alio received the highest totals and were selected for an onsite demonstration of their product. After a full day for each product demonstration, Weidenhammer Systems, Alio was selected by 17 to 2 vote.

Hardware and backup software will be needed in order for the new system to interface with the current software. Part of the installation process will be to ensure that the new system interfaces with KRONOS and Aesop. There will be limited customization to the new software so that updates can be installed and implemented smoothly.

The school administration recommends entering into a contract with Weidenhammer Systems Corporation in the amount of \$320,543. This item will be considered for action at the next school board meeting.

H-2. Lynchburg City School Board Policy Updates (VSBA)

Several policy revisions and one new policy were recently received from the Virginia School Boards Association (VSBA). Policy JOA Student Transcripts is a brand new VSBA policy which went into effect February 2017. These policies have been reviewed by legal counsel and reflect the latest changes in state and federal law. These policy revisions from the VSBA February 2017 update appeared as attachments to the agenda report.

BBFA	Conflict of Interests and Disclosure of Economic Interests
IJ	Guidance and Counseling Program
JFCC	Student Conduct on School Buses
JO	Student Records
JOA	Student Transcripts (NEW)

This item will be placed on the consent agenda for consideration at the next school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 21, 2017, EXHIBIT “B,” FOR A COPY OF POLICY BBFA CONFLICT OF INTERESTS AND DISCLOSURE OF ECONOMIC INTERESTS, IJ GUIDANCE AND COUNSELING PROGRAM, JFCC STUDENT CONDUCT ON SCHOOL BUSES, JO STUDENT RECORDS, AND JOA STUDENT TRANSCRIPTS (NEW).)

H-3. Policy JEC-R School Admission

The school administration has reviewed policies and regulations relative to non-resident student admission, employee student tuition waivers, and attendance areas and recommends revisions and updates to JEC-R School Admission. The policy revisions appeared as an attachment to the agenda report.

Dr. Brabrand explained that the changes to this policy provide children of school division employees with an opportunity to request a transfer to a school other than the one for which they are zoned. It also allows children of employees who teach at the schools for innovation to bring their children to the school where they teach. Further is provides guidelines for removing students from schools for innovation who are attending through the application process.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 21, 2017, EXHIBIT “C,” FOR A COPY OF POLICY JEC-R SCHOOL ADMISSION.)

H-4. School Board Policy 7-25: Promotion, Retention, Acceleration, and Course Changes

The school administration proposes updates to School Board Policy 7-25: Promotion, Retention, Acceleration, and Course Changes to align with recent updates to the program of studies for high school and for middle school and to incorporate other necessary revisions that have occurred since the policy was last updated in 2007.

Questions about special circumstances to be considered if a student asks to drop or change a course after the stated timeline were asked. There were also questions about student promotion when progress has not be demonstrated. Dr. Brabrand will provide information to answer these questions to the school board during the next week.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 21, 2017, EXHIBIT “D,” FOR A COPY OF SCHOOL BOARD POLICY 7-25: PROMOTION, RETENTION, ACCELERATION, AND COURSE CHANGES.)

H-5. Policy KBEZ Internet Privacy

The State of Virginia requires that every school division with an Internet website make its Internet privacy policy statement conspicuously available on its website. The statement should address things such as what information is collected, whether a “cookie” is placed on the user’s computer and for what purpose, and how the collected information is or will be used.

Currently, Lynchburg City Schools does not have an Internet privacy policy. Therefore, the school administration proposes Policy KBEZ Internet Privacy, which is a policy drafted by VSBA.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 21, 2017, EXHIBIT “E,” FOR A COPY OF POLICY KBEZ INTERNET PRIVACY.)

I. Superintendent’s Comments

Dr. Brabrand expressed his appreciation to the Lynchburg City Schools Education Foundation, Inc., for hosting the recent Breakfast with the Superintendent. Dr. McClain’s presentation was well received by those in attendance.

Dr. Brabrand announced that there will be a book signing by Cordel Farley, author of *Life Lessons of a Throwaway Kid*, at Fort Hill Community School on March 22, 2017, beginning at 8:30 a.m.

Dr. Brabrand encouraged board members to attend March Madness events that will occur each Friday beginning at 8:00 p.m. These events are sponsored by the Lynchburg Police Department and the Department of Parks and Recreation.

J. Board Comments

Dr. Dolan-Sewell shared comments about the Breakfast with the Superintendent and stated that Dr. McClain’s presentation had been informative and engaging.

Ms. Carter congratulated Dr. Brabrand on being named Region V Superintendent of the Year. She has always been impressed by how he is seen by his peers and believes that the honor is well deserved.

Mrs. Morrison attended two strings events in which Lynchburg City Schools students participated. She remarked that the school division is fortunate to have this program available to students.

Mrs. Snyder provided comments about the events and activities in which she has attended during the past several weeks.

Mr. Polley attended the recent March Madness event and provided comments about Dr. Brabrand’s prowess on the courts. He also provided remarks about Jordan Hamlette, a student at Heritage High School who was named Player of the Year.

Dr. Nilles thanked teachers for the hard work and effort they put forth day in and day out for the children in our community.

K. Informational Items

Next School Board Meeting: Tuesday, April 4, 2017, 5:30 p.m., Board Room, School Administration Building

L. Adjournment

The meeting adjourned at 7:38 p.m.

Michael J. Nilles, Chairman

Wendie L. Sullivan, Clerk

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