

**Lynchburg City School Board
Regular Meeting
May 2, 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
Sidney M. Marshall, Student Representative, 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
LaTonya D. Brown, Director for Student Support, Behavior, and Alternative Education
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
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. Public Comments
- B-1. Student Recognition: Science Fair
- B-2. Teacher of the Year
- C-1. Finance Report
- D. Consent Agenda
- E. Student Representative Comments
- F. School Board Committee Reports
- G-1. Intersession Review Summary for February/March 2017
- G-2. School Calendar: 2016-17
- H-1. Carl Perkins Funds: 2017-18
- H-2. Request for Reallocation of Budget
- H-3. Policy JECZ Non-Resident Employee Student Tuition Waiver and Policy JECZ-R Non-Resident Employee Student Tuition Waiver
- I. Superintendent's Comments
- J. Board Comments
- K-1. Notice of Closed Meeting
- K-2. Certification of Closed Meeting
- L. Informational Items
- M. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:28 p.m. in the Board Room at the School Administration Building. Dr. Nilles opened the meeting and asked those in attendance to rise and recite *The Pledge of Allegiance*.

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Upon MOTION by Ms. Mason, SECONDED by Dr. Coleman, the school board approved the addition of an addendum to item D-2. Personnel Report.

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

No Votes: None

Abstentions: None

Dr. Sinha arrived at 5:30 p.m.

A-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.

Mr. John Meadows spoke on behalf of veteran teachers in the Lynchburg City Schools and the inequities in the teacher pay scale.

Mr. Robert Flood spoke on behalf the Virginia Organizing about the ability of ex-felons to volunteer in schools.

B-1. Student Recognition: Science Fair

The 40th annual Central Virginia Regional Science Fair was held in March 4 at Central Virginia Community College. E. C. Glass High School and Heritage High School students competed among 66 students from high school divisions representing Amherst County, Appomattox County, Bedford County, Campbell County and the City of Lynchburg. The fair is an affiliate of the Intel International Science and Engineering Fair.

Below is the list of LCS student and group winners:

Category Winners

Animal Sciences

Manan Shah, Heritage/CVGS – Third Place

Chemistry

Titouan Duston, E. C. Glass/CVGS – Second Place

Computer Science

Youbin Roh, E. C. Glass/CVGS – First Place

Environmental Science

William Carrington, E. C. Glass/CVGS – Second Place

Grace Chun, Heritage/CVGS – Honorable Mention

Mathematics

Jackson Riffée, E. C. Glass/CVGS – First Place

Medicine and Health

Rasheed Christian, Heritage/CVGS – Third Place

Microbiology

Alison Palmer, Heritage/CVGS – Second Place

Eva Pontius, E. C. Glass/CVGS – Third Place

Physics and Astronomy

Carson Wood, E. C. Glass/CVGS – First Place

Matthew MacCallum, E. C. Glass/CVGS – Third Place

Plant Sciences

Hunter Diminick, E. C. Glass/CVGS – First Place

The following winners were nominated to attend the Virginia State Science Fair which occurred March 24-25 hosted by Virginia Military Institute.

- William Carrington, E. C. Glass/CVGS
- Hunter Diminick, E. C. Glass/CVGS
- Jackson Riffée, E. C. Glass/CVGS

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- Youbin Roh, E. C. Glass/CVGS
- Carson Wood, E. C. Glass/CVGS

Special Awards

Naval Research Award

William Carrington, E. C. Glass/CVGS
Titouan Duston, E. C. Glass/CVGS

U.S. Metric Association

Carson Wood, E. C. Glass/CVGS

ASM Materials Education Foundation Engineering Award

Mary Kate Comerford, Heritage/CVGS

US Air Force Awards

Mary Kate Comerford, Heritage/CVGS
Bryonna Elliott, E. C. Glass/CVGS

Stockholm Water Prize Nominations

William Carrington, E. C. Glass/CVGS
Hunter Diminick, E. C. Glass/CVGS

Mu Alpha Theta – Mathematics Honorary

Jackson Riffie, E. C. Glass/CVGS

ASU Walton Sustainability Solutions Initiatives Award

Hunter Diminick, E. C. Glass/CVGS

American Meteorological Society

Titouan Duston, E. C. Glass/CVGS

Virginia Dental Society Awards for Recognizing Science Talent Recognition Awards

William Carrington, E. C. Glass/CVGS

Students were recognized by the school board with certificates during this presentation.

B-2. Teacher of the Year: 2016-17

The goal of the Virginia Teacher of the Year program is to recognize dedicated, knowledgeable, and skilled teachers at the local, regional, and state level.

To select the Lynchburg City Schools' Teacher of the Year, the school division used a nomination process whereby school staffs, principals or school division administrators nominated teachers for this honor. A team composed of parents, a past Teacher of the Year recipient, and central office staff then interviewed the nominated teachers.

The team gave special consideration for the following characteristics: experience in the school division and in the field of teaching, professional development activities, classroom performances, membership in professional organizations, and community involvement.

The Lynchburg City Schools' Teacher of the Year for the 2016-17 school year is Heather McCormick. Ms. McCormick is an English teacher at E. C. Glass High School where she has spent her entire career as an educator. Ms. McCormick has also served as the newspaper sponsor, literary magazine advisor, activities director, English department chair, mentor teacher, club sponsor, freshman class sponsor, senior class sponsor, and member of the school's PBIS Team. In addition, she serves as the school's coordinator for Virginia Center for Inclusive Communities programs.

C-1. Finance Report

The school administration, in accordance with the FY2016-17 school operating budget, authorized, approved, and processed the necessary payments through March 31, 2017. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarized the payments made through March 31, 2017 for the operating fund.

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Total Operating Fund Budget	\$ 93,056,175.00
Prior Year Encumbrances	\$ 121,556.00
Restricted Donations	\$ 1,000.00
Fund Balance Return	\$ 567,779.00
Insurance Proceeds	\$ 5,941.99
Adjusted Budget	\$ 93,751,451.99

Through March 31, 2017

Actual Revenue Received	\$ 63,378,962.20
Actual Expenditures	\$ 64,129,212.76
Actual Encumbered	\$ 25,440,867.52

Percent of Budget Received	67.60%
Percent of Budget Used, excluding encumbrances	68.40%
As of 3/31/17 – 9 months	75.00%

The revenue and expenditure reports detailed the transactions recorded through March 31, 2017. All reports appeared as attachments to the agenda report.

Mr. Beckles reported that the average daily membership shows that we are down 20 students as of March 30, 2017. This will not significantly impact revenue from the state. The insurance claims are higher this year reporting \$2.9 million for 21 employees. Should claims be higher than budgeted, Mr. Beckles will use funds from the health insurance reserve fund. He will bring this item as well as an item regarding the health and wellness program to the school board at the next meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 2, 2017, EXHIBIT “A,” FOR A COPY OF THE FINANCE REPORT.)

D. Consent Agenda

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board approved the school board meeting minutes for April 18, 2017 (Regular Meeting), and the personnel report for the period April 18 – May 2, 2017.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 2, 2017, EXHIBIT “B,” FOR A COPY OF THE CONSENT AGENDA ITEMS.)

E. Student Representative Comments

Ms. Indya M. Page, student representative for Heritage High School, and Ms. Sidney M. Mitchell, student representative for E. C. Glass High School, shared comments about the events and activities occurring at their schools.

F. School Board Committee Reports

Dr. Coleman reported that the recent Equity Task Force meeting was well attended. They discuss new ideas for parental engagement for two elementary schools. There has also been some discussion about having Men 2 School visit several schools to encourage students during the upcoming SOL testing.

G-1. Intersession Review Summary for February/March 2017

Lynchburg City Schools was awarded \$921,248 for a start-up grant for an extended school year program entitled *Extending Opportunities for Success* (EOS). One of the four initiatives of the EOS grant supports six days of instruction during intersessions as outlined in the 2016-2017 calendar. This presentation provided the school board with a summary of the February/March 2017 Intersession, compared participation data from the October 2016 Intersession and the February 2016 Intersession, and a look ahead to Intersession days during the 2017-2018 school year.

The four components of the start-up grant focus on specific student groups who can benefit most by receiving extended learning time through intersessions, credit recovery program, senior intensive remediation programs, and summer programs. At the elementary level, the focus is reading, math, and science provided through station-based learning and small group instruction. In middle school where reading and math are the focus, the school division partnered with Lynchburg Beacon of Hope to provide tutors and team building activities. For high school students, the focus centered around varying course subjects and preparation for upcoming SOL tests. LCS again partnered with the Beacon of Hope to provide assistance with college applications, FASFA application, and SAT prep classes.

Participation of students for October versus February are as follows:

October 2016: K – 5 – 527 6 – 8 – 142 9 – 12 – 169
February 2017: PreK – 5 – 550 6 – 8 – 144 9 – 12 – 295

For the 2017-18 school year, three days of intersession are scheduled for October 9-11. Schools will develop their own focus for extended learning opportunities that might include both remediation and enrichment.

G-2. School Calendar: 2016-17

Each year, the school division incorporates time into the school instructional day that allows for time to be missed in the event of inclement weather. Given the small number of days missed this year due to weather-related events, the school administration is proposing May 26, 2017, as a non-workday/student day. This would allow students and teachers to have an extended break for the Memorial Day weekend and allow our families to have an early start to their Memorial Day weekend travel plans. In order for this to occur, the school board will need to modify the school calendar to make May 26, 2017, a holiday.

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter, the school board approved May 26, 2017, as a holiday for students and staff.

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

No Votes: None

Abstentions: None

H-1. Carl Perkins Funds: 2017-18

The Lynchburg City Schools application for Career-Technical funds for the 2017-2018 fiscal year has been prepared with an approved Carl Perkins Grant allocation of \$227,979.56. The budget, outlining proposed expenditures based on allocated funds, was developed following consultation with the General Career-Technical Education Advisory Committee, which is composed of a business/industry representative from each of the 15 career-technical programs.

The federal funding will allow for the purchase of equipment and instructional materials, along with professional development and student organizational activities in the Trade and Industrial, Technology Education, Marketing, Health Occupations, Family and Consumer Sciences, Career Connection, and Business and information Technology Programs.

The approval of the grant proposal by the school board is necessary prior to submitting the local application to the Virginia Department of Education. A summary of proposed expenditures for 2017-2018 are as follows:

Proposed 2017-2018 Carl Perkins Spending

Estimated Funding Available: \$227,979.56

<u>Career Guidance</u>	\$ 6,000.00
<ul style="list-style-type: none">• We will provide funds to be used for “Career Assessment” reports to parents and students.• We will also provide transportation to local businesses and colleges for special workforce development programs like job shadowing and mentorships for high school seniors.• We will provide field trips for students from special populations and non-traditional areas to visit local industry to take part in career fairs and job shadowing.	
<u>Vocational Student Organization</u>	\$ 15,000.00
<ul style="list-style-type: none">• Assist Career-Technical student organizations with travel expenses for local, state, and national competitions.	
<u>Professional Development</u>	\$ 15,000.00
<ul style="list-style-type: none">• Provide Perkins Funds for teachers to participate in local, state and national training, certification courses and professional development.	

<u>Video Production</u>	\$ 14,000.00
<ul style="list-style-type: none">• We plan to expand our Video Production program at E.C. Glass with the purchase of nine (9) MacBook Pro computers with “Final Cut Pro X” software (\$10,000)• We also plan to purchase one (1) JVC Compact Professional Camcorder with a Magnus VT-4000 tripod system and wireless Technical Pro microphone system (\$3,000)• We will also purchase a Westcott Green Screen (\$1,000)	
<u>Dental Careers</u>	\$ 20,000.00
<ul style="list-style-type: none">• We plan to upgrade our lab with the purchase of one (1) INTRA Oral Digital X-ray unit with interior imaging software (\$20,000).	
<u>Criminal Justice</u>	\$ 10,000.00
<ul style="list-style-type: none">• We will teach students how to collect and store evidence for crime scene processing with the purchase of ten (10) Crime Scene Student Kits (\$6,000)• We will also purchase various demo equipment (demo handguns, Tasers, pepper spray, radios, handcuffs) to be used in High Risk Traffic Stop simulations (\$4,000)	
<u>Precision Machining</u>	\$ 10,500.00
<ul style="list-style-type: none">• We will expand our machining lab with the purchase of one (1) PCNC 1100 Personal CNC Milling machine with 3-axis control software (\$8,500)• We also plan to purchase new welding gloves, helmets and torches (\$2,000)	
<u>Sports Medicine</u>	\$ 7,000.00
<ul style="list-style-type: none">• We will upgrade our new Sports Medicine lab at Heritage High School with the purchase of a Sure Temp Plus Thermometer and laboratory skeleton. We also plan to purchase a LifeSpan RW 1000 Indoor Rowing machine (\$4,000)• We will upgrade our Sports Medicine lab at E.C. Glass with the purchase of a new Heatpack Electrical Stimulus machine (\$3,000)	
<u>Technology Education</u>	\$ 79,000.00
<ul style="list-style-type: none">• We will upgrade our Technology labs at Sandusky Middle School with a refresh of all thirteen (13) STEM modules from Alternative Energy to Robotics (\$10,500)• We will also plan to upgrade our Health Science Careers lab with a purchase of new components, software, reference books and tools (\$5,000)• We will also upgrade our Video Production module with the purchase of a Sony HXR shoulder-mounted camcorder with “Final Cut Pro X” software (\$2,000)• We will upgrade our Technology Lab at DMS with the purchase of fifteen (15) HP computers with “Final Cut Pro X” software (\$16,000)• We plan to complete the same upgrades of our thirteen (13) STEM modules and Health Science lab at Linkhorne Middle School (\$17,500)• We also plan to purchase two (2) new drill press machines and a color printer (\$5,500)• We also plan to purchase one (1) set of new technical drawing textbooks (\$3,000)• We also plan to expand our STEM labs at Linkhorne and Sandusky MS’s with the purchase of two (2) new digital music modules (\$3,500)• We will modernize our Technology lab with the purchase of a laser engraver (\$16,000)	

Computer Science **\$ 5,500.00**

- We plan to upgrade our Computer Science lab at E.C. Glass with the purchase of thirty-six (36) Raspberry Pi 3 Model B with Flash memory cards and power supply cords (\$5,500) These credit card sized computers will allow students to learn to program in languages like “Scratch” and “Python”

Culinary Arts

- We will upgrade our E.C. Glass Culinary lab with new hand tools and knives (\$3,000). We also plan to purchase new dinnerware and glasses (\$2,000)
- We plan to modernize our Culinary lab with the purchase of a dough sheeter (\$4,000) and new food processors (\$1,000) **\$ 16,500.00**
- We also plan to upgrade our lab at E.C. Glass with a new commercial garbage disposal (\$2,000)
- We also plan to upgrade our Linkhorne Middle School Teen Living program with new blenders, food processors, dinnerware, microwave, and waffle maker (\$4,500)

Business and Information technology **\$ 4,500.00**

- We will expand our Heritage High Business lab with the purchase of two (2) wall mounted TV/computer screens (\$500)
- We will upgrade our Dunbar Middle School Business lab with the purchase of twenty-eight (28) new 19” LG computer monitors (\$2,000)
- We will modernize our Business lab at Linkhorne Middle School with the purchase of new business simulation software and 25 sets of headphones (\$2,000)

Family and Consumer Sciences **\$ 17,250.00**

- We will modernize our FACS lab at Sandusky Middle School with the purchase of a new KitchenAid Stand mixer and Cuisinart 11-cup Food processor (\$500)
- We also plan to upgrade our lab with the purchase of two (2) new microwaves (\$250)
- We also plan to purchase five (5) “Learning Seed” video programs for teaching Consumer Sciences, Everyday Economics, and Cooking Essentials (\$500)
- We will upgrade our FACS lab at Sandusky Middle School with the purchase of twenty (20) HP computer stations (\$16,000)

Auto Service Technology **\$ 7,729.56**

- We plan to upgrade our E.C. Glass Auto Service Technology lab with the purchase of a new Hunter Wheel Balance machine (\$7,729.56)

TOTAL **\$227,979.56**

This item will be considered as a consent agenda item at the next school board meeting.

H-2. Request for Reallocation of Budget

The school administration has recognized a need to reallocate funds to various salary and operating accounts throughout the school division. Funds to:

- Personnel reallocations (see details below) \$ 125,000
- Operation and Administration reallocations (see details below) \$1,246,766

Total reallocation requests **\$1,371,766**
=====

Given school board approval, the funds to purchase or make adjustments to existing budgets will come from available salary accounts within the existing operating budget.

Various Salaries accounts **\$1,371,766**
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The school administration requests these budget adjustments be approved for the 2015-16 school year in order to fund these adjustments or purchases.

Additional Information on some of the above items:

PERSONNEL

The budget overages in personal costs were the result of the following:

- Salaries of new employees were higher than the budget
- Incurred overtime was greater than the budget. In most cases, the overtime was necessary due to the shortage of bus drivers.

Transportation \$125,000

Total Personnel Reallocation Requests	\$125,000
	=====

OPERATIONS AND ADMINISTRATIONS

Workers' Compensation insurance premium increase	\$200,000
Refurbishment of the baseball field at E.C. Glass	\$ 60,000
Purchase of two (2) Drivers Ed cars for E.C. Glass and Heritage High School	\$ 42,000
Purchase of fuel for Transportation	\$ 75,000
Purchases of IT supplies and maintenance fees	\$ 60,000
Purchase of nine (9) school buses @ \$89,974 each	\$809,766

Total Operations and Administration Reallocation Requests	\$1,246,766
	=====

This request utilizes funds within the existing budget, typically unspent funds from salary lapses. This item will be considered for action at the next school board meeting.

H-3. Policy JECZ Non-Resident Employee Student Tuition Waiver and Policy JECZ-R Non-Resident Employee Student Tuition Waiver

Recently, the Board approved updates to JEC-R (School Admission). Those changes need to be reflected in other related policies, regulations, and forms. The following policies were presented to the school board for review.

- JECZ Non-Resident Employee Student Tuition Waiver
- JECZ-R Non-Resident Employee Student Tuition Waiver

In addition, previously JEC-F (Non-Resident Tuition Form) has been part of school board policy. The school administration requests that this form be removed from policy so that minor updates can be made without being approved by the school board. The updated version of the form was presented to the school board during the meeting.

Changes to the policy include the addition of allowing children of employees who work at schools for innovation to be considered as zoned students so that they can be enrolled at the school.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 2, 2017, EXHIBIT "C," FOR A COPY OF JECZ NON-RESIDENT EMPLOYEE STUDENT TUITION WAIVER AND POLICY JECZ-R NON-RESIDENT EMPLOYEE STUDENT TUITION WAIVER.)

Dr. Dolan-Sewell arrived at 6:54 p.m.

I. Superintendent's Comments

Dr. Brabrand announced that Teacher Appreciation Week will be May 8-12. All Teacher of the Year nominees and Support Person of the Year nominees were featured in this week's Superintendent's Preview.

The school board's Finance Committee will meet on May 4, 2017, at 12:30 p.m. in Room 206.

School Nutrition Employee Week is currently underway.

SOL and AP testing have officially begun.

The Lynchburg City Schools Education Foundation, Inc., will host its annual Senior Honors Banquet on May 7, 2017, at Randolph College.

J. Board Comments

Dr. Coleman acknowledged a student who recently graduated from Eastern Mennonite University. He thanked the Lynchburg Beacon of Hope for providing support to this student and making this educational experience possible for him.

Mrs. Snyder thanked all the teachers who are staying after school to help student prepare for SOL testing.

Mrs. Morrison offered comments about the 24 Math Challenge event that occurred at Linkhorne Middle School on May 1, 2017.

K-1. Notice of Closed Meeting

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Ms. Carter, the school board convened a closed session at 6:58 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss employee performance.

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

K-2. Certification of Closed Meeting

Upon MOTION by Ms. Carter, SECONDED by Mrs. Morrison, the school board reconvened in open session at 8:30 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 Mrs. Morrison, SECONDED by Ms. Carter, 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

L. Informational Items

Next School Board Meeting: Tuesday, May 16, 2017, 5:30 p.m., Board Room, School Administration Building

M. Adjournment

The meeting adjourned at 8:32 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.)