

**Lynchburg City School Board
Regular Meeting
May 21, 2013**

**BOARD
MEMBERS
PRESENT:**

Charles B. White, Chairman
Trenay L. Tweedy, Vice Chairman
Mary Ann H. Barker
Albert L. Billingsly
Katie K. Snyder
J. Marie Waller
Thomas H. Webb
Tiani O. Pannell, Student Representative for Heritage High School
Sara B. Natour, Student Representative for E. C. Glass High School

**BOARD
MEMBERS
ABSENT:**

Regina T. Dolan-Sewell
Jennifer R. Poore

**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
Marie F. Gee, Director of Personnel
Kevin M. Latham, Director of Secondary Education
Gloria C. Preston, Director of Student Services and Secondary Alternative Education
Michael K. Rudder, Director of Elementary School
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Jessie Pounds, *The News & Advance*

**Agenda
Items:**

- A-1. Public Comments
- B-1. School Improvement Plan: Paul Laurence Dunbar Middle School for Innovation
- C. Student Representative Comments
- D-1. Finance Report
- E. Consent Agenda
- F-1. Reorganization of Alternative Education
- F-2. Perrymont Elementary School: Cell phone Tower
- G-1. Annual Personnel Report
- G-2. Lynchburg City Schools' Educational Technology Plan: 2013-15
- G-3. Lynchburg City School Board Policies and Administrative Regulations: Conversion Process
- G-4. Superintendent's Evaluation Instrument
- H. Superintendent's Comments
- I. Board Comments
- J-1. Notice of Closed Meeting
- J-2. Certification of Closed Meeting
- K. Informational Items
- L. 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. Mr. White opened the meeting and requested that those in attendance stand and recite *The Pledge of Allegiance*.

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 Improvement Plan: Paul Laurence Dunbar Middle School for Innovation

The superintendent has directed each school within the school division to form a School Improvement Planning Team that will develop school improvement plans that identify areas for growth and improvement specific to their students' academic, behavioral, and cultural needs. During this presentation, Mr. Brian S. Wray, principal of Paul Laurence Dunbar Middle School for Innovation, and members of his staff reviewed each section of the school improvement plan and outlined the various goals and strategies in place for achievement, behavior, and culture.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 21, 2013, EXHIBIT "A," FOR A COPY OF THE SCHOOL IMPROVEMENT PLAN FOR PAUL LAURENCE DUNBAR MIDDLE SCHOOL FOR INNOVATION.)

Mr. White called for a recess at 6:54 p.m.

Mr. White called the meeting to order at 6:57 p.m.

C. Student Representative Comments

None

D-1. Finance Report

The school administration, in accordance with the 2012-13 school operating budget, authorized, approved, and processed the necessary payments through April 30, 2013. The school administration certified that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarized the payments made through April 30, 2013, for the operating fund.

Total Operating Fund Budget		\$ 82,002,953.95
Through April 30, 2013		
	Actual Revenue Received	\$ 57,224,012.18
	Actual Expenditures	\$ 58,622,726.29
	Actual Encumbered	\$ 19,239,266.81
	Percent of Budget Received	69.78%
	Percent of Budget Used, excluding encumbrances	71.49%
	As of 4/30/13 – 10 months	83.33%

The revenue and expenditure reports detailed the transactions recorded through April 30, 2013. All reports appeared as attachments to the agenda report.

Mr. Beckles indicated that he is making sure that all available funds are fully utilized prior to year's end. There are no issues or outstanding items to report.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 21, 2013, EXHIBIT "B," FOR A COPY OF THE FINANCE REPORT.)

E. Consent Agenda

Upon MOTION by Mrs. Barker, SECONDED by Mr. Billingsly, the school board approved the school board meeting minutes for November 2, 2012 (Special Meeting); December 12, 2012 (Special Meeting); March 11, 2013 (Special Meeting); May 2, 2013 (Student Discipline Committee Meeting); and May 7, 2013 (Regular Meeting); and the request for reallocation of budget.

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Ms. Snyder, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 21, 2013, EXHIBIT “C,” FOR A COPY OF THE CONSENT AGENDA ITEMS.)

F-1. Reorganization of Alternative Education

At its meeting on April 23, 2013, the school board received a proposal for the reorganization of alternative education. The primary focus of the proposal is to create an environment in which learning opportunities are not compromised because of any problems a student may be having. Additionally, a proposal for use of facilities was presented in order to determine options for the housing of alternative education students.

On May 13, 2013, per the request of the school board, a meeting with residents living in the vicinity of Fort Hill Community School was held at the school. The school administration, including Ms. Cathy J. Viar, coordinator of the alternative education program at Fort Hill Community School, presented information and discussed the proposed changes with approximately 25 community members. Also present at the meeting were four school board members.

Key topics discussed at the meeting included the following:

- Overall plan for the use of facilities, including Fort Hill Community School, Amelia Pride Center, Hutcherson Early Learning Center, and Perrymont Elementary School
- Effect on the student population in terms of the number of students
- General description of students who will attend, including the age range of students and the reasons they may be enrolled
- Effect on staffing
- Location of additional classrooms
- Options for additional parking
- Bus traffic
- Safety and security
- The grounds' and facility's impact on the neighborhood

During the meeting with community members, concerns were raised about the high concentration of school busses coming in and out of the neighborhood. The school administration is proposing that a specific bus drop-off area be established. The department of transportation is also instituting a 15-20 mph speed limit for busses traveling through neighborhoods. The location of the modular units and the fencing around the area were also discussed. Landscaping will be completed around the fence and modular units to help detract from the area. Additional parking has been reviewed, and discussion has occurred about entry ways and options at this time. Parking is available along both sides of Liggates Road, which will help with the additional parking.

It was noted that it was a very positive meeting, and the community was appreciative that the meeting occurred.

Upon MOTION by Mr. Webb, SECONDED by Mr. Billingsly, the school board approved the reorganization and relocation of alternative education employees as well as modifications in the use of facilities to support the alternative education program.

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Ms. Snyder, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 21, 2013, EXHIBIT “D,” FOR A COPY OF THE SUPPORTING DOCUMENTS.)

F-2. Perrymont Elementary School: Cell Phone Tower

The City entered into an agreement with Milestone Communications concerning the possible placement of cell towers on city property throughout Lynchburg. Milestone is proposing a tower be located in the woods behind Perrymont Elementary School. Once the school board approves the location of the cell phone tower, the city will conduct public hearings in order to receive input from the community about the placement of the cell phone tower.

Upon MOTION by Mr. Billingsly, SECONDED by Mr. Webb, the school board approved the proposed cell tower in the vicinity of Perrymont Elementary School and consents to the developer pursuing land use approvals needed to obtain permission to construct the proposed tower and the contract with the city to construct the proposed tower.

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Ms. Snyder, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 21, 2013, EXHIBIT “E,” FOR A COPY OF THE SUPPORTING DOCUMENTS.)

G-1. Annual Personnel Report

The annual personnel report contains recommendations for the employment, retention, and non-renewal of employees for the 2013-14 school year.

1. Recommendation for continuing contracts for personnel completing third year or one year for personnel attaining continuing contract status in another Virginia system.
2. Recommendation for renewal of annual contracts for second year personnel.
3. Recommendation for renewal of annual contracts for first year personnel.
4. Recommendation for renewal of annual contracts for personnel completing less than 180 days.
5. Recommendation for continuing contracts to remain in force for part-time personnel.
6. Recommendation for renewal of annual contracts for part-time personnel and/or full-time personnel with a part-time administrative assignment.
7. Recommendation for Title/Grant funded personnel.
 - A. Recommendation for continuing contracts, Title/Grant funded personnel completing third year or completing one year after attaining continuing contract status in another Virginia system.
 - B. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing second year.
 - C. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing first year.
 - D. Recommendation for continuing contracts to remain in force for part-time and/or partially funded Title/Grant personnel.
 - E. Recommendation for renewal of annual contracts for part-time and/or partially funded Title/Grant personnel.
 - F. Recommendation for continuing contracts to remain in force for Title/Grant funded personnel.
8. Recommendation for non-renewal of contracts.
9. Recommendation for continuing contracts to remain in force for 2013-14.
 - A. Personnel earning continuing contract status under School Board Policy 5-7.
 - B. Other administrative and instructional personnel.
10. Recommendation for renewal of contracts for non-mandatory licensed administrative personnel.
11. Reduction in force in accordance with School Board Policy 5-18.
12. Recommendation for renewal of annual contracts, location and assignment to be determined.

Upon MOTION by Mrs. Barker, SECONDED by Ms. Waller, the school board approved the Annual Personnel Report.

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Ms. Snyder, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 21, 2013, EXHIBIT “F,” FOR A COPY OF THE ANNUAL PERSONNEL REPORT.)

G-2. Lynchburg City Schools’ Educational Technology Plan: 2013-2015

The Educational Technology Plan for Virginia: 2010-2015 is the Department of Education’s most recently released vision for the use of technology in public schools. It serves as a blueprint for school divisions by identifying the necessary components of an effective technology program. In accordance with the No Child Left Behind Act, the universal services Act (E-Rate), and the Code of Virginia, school divisions must submit a local technology plan that is aligned with the state plan. The local plan must guide the division’s use of educational technology for three to six years. The current Lynchburg City Schools’ Educational Technology Plan outlines goals and objectives for years 2010-2012. The Technology Leadership Team, along with other stakeholders, has updated the current plan to align with the revised state plan until it expires on June 30, 2015. This timetable, if permitted, will also bring our local plan into the same

renewal cycle as the Virginia Department of Education Technology Plan. A draft of the Lynchburg City Schools' Educational Technology Plan: 2013-2015 was provided to school board members for their review.

This item will be considered for action at the June 4, 2013, school board meeting.

G-3. Lynchburg City School Board Policies and Administrative Regulations Conversion Process

The school administration is beginning the process of converting the Lynchburg City School Board Policies and Administrative Regulations to the Virginia School Boards Association's policies. As a member of the VSBA Policy Services, the school division receives regular updates to policies which coincide with changes to the Code of Virginia. Further, all policies developed by the VSBA are reviewed by legal counsel.

The first section in the conversion process is school board bylaws. Revisions and substitutions to the bylaws have been reviewed by the city attorney's office to ensure that they are legally sound. The bylaws were presented to the school board for discussion during this presentation.

School board members raised questions about policies that are specific to Lynchburg. Mr. Copeland explained that in those instances, those policies are typically regulatory and will remain intact. Policies that are more global and that affect the Commonwealth's schools as a result of changes to the Code of Virginia are developed and maintained by the Virginia School Boards Association. By adopting those policies, the school division can ensure that its policies are up to date and are legally sound.

Mr. White indicated that he had contacted the city attorney's office to receive advice on behalf of the school board regarding the adoption of the VSBA policies. That office will communicate its decision directly to the school board.

The school board will continue discussions of the policy conversion at the June 4, 2013, school board meeting.

G-4. Superintendent's Evaluation Instrument

On July 26, 2012, the school board approved a Superintendent's Evaluation Instrument that was the result of the work of a board-appointed Superintendent's Evaluation Instrument Committee. During this process, the committee gathered information from the Virginia School Boards Association and other school divisions in the state and across the country regarding superintendent evaluation instruments and processes. Using this information, the committee identified areas for improvement in the former instrument and added components that would assist in goal setting, timeline, accountability, and advocacy. The new instrument was used this year to evaluate the superintendent.

On September 27, 2012, the Virginia Board of Education approved the revised document, *Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents*. The guidelines and standards will become effective on July 1, 2014; however, school boards and divisions are authorized to implement them prior to July 1, 2014.

The *Guidelines for Uniform Performance Standards and Evaluation Criteria* set forth seven standards for all Virginia superintendents. The model recommends that 40 percent of a superintendent's evaluation be based on student academic progress, as determined by multiple measures of learning and achievement, including incorporating student growth percentiles, when appropriate, into goal setting. Standards related to mission, vision, and goals, planning and assessment, instructional leadership, organizational leadership and safety, communication and community relations, and professionalism each account for ten percent of the evaluation and performance rating within the model.

As a result of action taken by the Board of Education, the Lynchburg City School Board will need to revise the Superintendent's Evaluation Instrument so that it coincides with the new guidelines. At the last school board meeting, the chairman indicated that the Superintendent's Evaluation Instrument Committee would need to be re-instituted in order to perform this task. Mrs. Mary Ann Barker and Ms. J. Marie Waller served on the last committee. Mr. Thomas H. Webb has indicated a willingness to serve on this committee.

Upon MOTION by Mr. Billingsly, SECONDED by Mrs. Tweedy, the school board appointed Mrs. Mary Ann H. Barker, Ms. J. Marie Waller, and Mr. Thomas H. Webb to serve on the Superintendent's Evaluation Instrument Committee.

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Ms. Snyder, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

H. Superintendent's Comments

Dr. Brabrand announced that the Staff Appreciation Dinner will occur on May 23, 2013, at Lynchburg College.

Dr. Brabrand extended condolences to the families of Moore, Oklahoma, who suffered losses during the recent tornado event.

Dr. Brabrand extended his appreciation to Jodi Gillette for the wonderful job she did organizing the Senior Honors Dinner, which occurred on May 19, 2013. During this dinner, the top 15 students from each high school were recognized for their academic efforts.

Dr. Brabrand recently spoke at a meeting of the League of Women Voters about the Lynchburg City Schools Comprehensive Plan. He thanked Ms. Waller for inviting him.

The Young Entrepreneurs Academy graduation will occur on May 22, 2013.

I. Board Comments

Mrs. Barker provided information about the first XLR8 STEM Academy board meeting. At the meeting, they adopted the budget, the school calendar, and policy manual. Ms. Susan Cash, director of the Academy, reported that applications were received from all participating school divisions. The ribbon cutting ceremony for the STEM Academy will occur on August 12, 2013.

Ms. Waller invited everyone to participate in the annual quiz bowl at historic Sandusky. The bowl will occur at 4:00 p.m. on May 22, 2013.

Mr. Billingsly attended the Senior Honors Dinner. He stated that he will miss these kinds of opportunities once he is no longer a member of the school board. He also attended the recent Lynchburg City Council meeting, and he is encouraged to hear how they are viewing the construction Heritage High School.

Mr. Webb provided information about the events and activities he attended since the last board meeting. He also provided information about his recent attendance at a School Health Advisory Board meeting where the wellness policy was discussed.

Mrs. Tweedy reminded everyone that the Lynchburg City Council is accepting applications for school board members, particularly in School Board District 3.

Discussion regarding the July board meetings occurred, and it was determined that the school board meetings in July will occur on the second and the sixteenth.

J-1. Notice of Closed Meeting

Upon MOTION by Mr. Webb, SECONDED by Ms. Waller, the school board convened a closed meeting at 8:10 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss personnel matters.

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Ms. Snyder, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

J-2. Certification of Closed Meeting

Upon MOTION by Mrs. Barker, SECONDED by Mrs. Snyder, the school board reconvened in open session at 8:57 p.m.

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Ms. Snyder, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

Upon MOTION by Mr. Webb, SECONDED by Mrs. Tweedy, 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: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, Ms. Snyder, Ms. Waller, Mr. Webb

No Votes: None

Abstentions: None

K. Informational Items

Graduation: Amelia Pride Center
May 24, 2013 – 7:00 p.m.
Paul Laurence Dunbar Middle School for Innovation
Carl Anderson Performance Auditorium

LAUREL Regional School
May 29, 2013 – 7:00 p.m.

Heritage High School
June 2, 2013 – 8:30 a.m.
Ralph Spencer Field House

E. C. Glass High School
June 2, 2013 – 3:00 p.m.
Civic Auditorium

Next School Board Meeting: Tuesday, June 4, 2013, 5:30 p.m. Board Room, School Administration Building

L. Adjournment

The meeting adjourned at 9:00 p.m.

Charles B. White, Chairman

Wendie L. Sullivan, Clerk

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