Lynchburg City School Board Regular Meeting June 17, 2014

BOARD MEMBERS PRESENT:

Regina T. Dolan-Sewell, Chairman Treney L. Tweedy, Vice Chairman Mary Ann Hoss Michael J. Nilles Katie K. Snyder Thomas H. Webb Charles B. White

BOARD MEMBERS ABSENT:

Jennifer R. Poore J. Marie Waller

ADMINISTRATION PRESENT:

Scott S. Brabrand, Superintendent

John C. McClain, 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, Guidance, and Gifted

David A. Childress, Director of Information Technology

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 PreK-12 Instruction

Wendie L. Sullivan, Clerk/Recording Secretary

MEDIA PRESENT:

Jessie Pounds, The News & Advance

Agenda

Items:

- A-1. Notice of Closed Meeting
- Certification of Closed Meeting A-2.
- В. **Public Comments**
- C-1. Resolution of Recognition
- D-1. Finance Report
- Consent Agenda E.
- School Operating Budget: 2014-15 F-1.
- F-2. School Board Retreat
- F-3. Local Consolidated Grant Application: 2014-15
- F-4. Virginia Retirement System
- F-5. Lynchburg City School Board Policies and Administrative Regulations Conversion Process
- Foreign Language Textbook Adoption F-6.
- F-7. Educational Technology Series XIV (Spring 2014) Notes
- Educational Collaborators: LCS-One Review G-1.
- G-2. Authorization of Signature
- Superintendent's Comments Н.
- I. **Board Comments** Closed Meeting J.
- Informational Items K.
- Adjournment

The Lynchburg City School Board met for its regular meeting at 5:05 p.m. in the Board Room at the School Administration Building.

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A-1. Notice of Closed Meeting

Upon MOTION by Mr. White, SECONDED by Mrs. Snyder, the school board convened a closed meeting at 5:05 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) (7) to discuss specific personnel matters and to receive a briefing from staff regarding a legal matter.

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

No Votes: None

Abstentions: None

Dr. Nilles arrived at 5:20 p.m.

A-2. Certification of Closed Meeting

Upon MOTION by Mr. White, SECONDED by Mrs. Snyder, the school board reconvened in open session at 5:25 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION by Mr. Webb, SECONDED by Ms. Hoss, 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. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Mrs. Snyder, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

Upon MOTION by Ms. Hoss, SECONDED by Mr. White, the school board added an addendum to the personnel report and removed item G-2. Revision to the Central Virginia Governor's School (CVGS) Memorandum of Agreement (MOA).

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

No Votes: None

Abstentions: None

B-1. Public Comments

In accordance with Policy BDDH Public Participation at School Board Meetings, 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.

C-1. Resolution of Recognition

During this presentation, the school board recognized Treney L. Tweedy for her six years of service as a member of the Lynchburg City School Board with the following resolution:

A Resolution of Commendation and Appreciation

To Mrs. Treney Tweedy

Upon Her Retirement as a Member of the Lynchburg City School Board

Presented by the Lynchburg City School Board

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MRS. TRENEY TWEEDY, a champion crusader for public education in the City of Lynchburg, has worked diligently as a member of the Lynchburg City School Board for six years. Her professional manner in dealing with people and issues earned her favor as a caring and compassionate individual who devoted herself to the service of Lynchburg City Schools. MRS. TRENEY TWEEDY has been an able spokesperson and supporter of educational causes. She has been encouraging to students and their families. MRS. TRENEY TWEEDY, a parent herself, was knowledgeable of the challenges that many families encounter. Throughout her service, she was sensitive to the educational needs of all students and championed new and creative approaches to education. With this resolution, the Lynchburg City School Board pays tribute to MRS. TRENEY TWEEDY, a person of excellence and integrity, who by effort and by example, made valuable and far-reaching contributions to public education in Lynchburg, Virginia.

WHEREAS, **MRS. TRENEY TWEEDY** served with distinction as a member of the Lynchburg City School Board for six years; and

WHEREAS, **MRS. TRENEY TWEEDY's** keen insight and foresight were qualities of leadership that were appropriate to the needs of Lynchburg City Schools during this period of change, challenge and growth; and

WHEREAS, **MRS. TRENEY TWEEDY's** calm negotiation of sensitive issues was noticed and respected by members of the board and made her a fair and responsive leader, especially in challenging economic times on the national, state and local levels; and

WHEREAS, **MRS. TRENEY TWEEDY**, while on the school board, contributed to the decision and approval for a new Heritage High School, made valuable contributions toward the selection of a new school superintendent, and voted on a new division-wide Comprehensive Plan; and

WHEREAS, **MRS. TRENEY TWEEDY**'s dedication to duty during this time contributed to the implementation of new programs, including the opening of the new Fort Hill Community School, a new one-to-one technology initiative, and an approved budget for the 2014-2015 school year, therefore,

BE IT RESOLVED: That the Lynchburg City School Board of Lynchburg, Virginia, takes pride in the excellent service that MRS. TRENEY TWEEDY rendered to the operation and successes of the public schools of this community; and

BE IT RESOLVED: That the Lynchburg City School Board of Lynchburg, Virginia, hereby affirms its appreciation to MRS. TRENEY TWEEDY for six years of devoted service to public education during which she demonstrated courage and tenacity in the pursuit of educational excellence. Her numerous contributions will affect generations to come. The Lynchburg City School Board wishes to commend MRS. TRENEY TWEEDY for the quality of leadership on behalf of the school division and its youth and for the quality of her stewardship on behalf of the City of Lynchburg, Virginia.

THE LYNCHBURG CITY SCHOOL BOARD

Dr. Regina Dolan-Sewell, Chairman Dr. Scott S. Brabrand, Superintendent

Upon MOTION by Mr. White, SECONDED by Mr. Webb, the school board adopted the resolution in recognition of Mrs. Treney L. Tweedy.

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

No Votes: None
Abstentions: None

D-1. Finance Report

The school administration, in accordance with the 2013-14 school operating budget, authorized, approved, and processed the necessary payments through May 31, 2014. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarized the payments made through May 31, 2014 for the operating fund.

Total Operating Fund Budget\$84,249,418.00Restricted Donations Received\$ 100.00Prior Year Encumbrances\$ 36,798.29Fund Balance Return\$ 507,487.00Adjusted Budget\$84,793,803.29

Through May 31, 2014

Actual Revenue Received \$ 64,748,549.97 Actual Expenditures \$ 67,132,131.60 Actual Encumbered \$ 15,303,038.69

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Percent of Budget Received 76.36%
Percent of Budget Used, excluding encumbrances 79.17%

As of 05/31/14 – 11 months 91.67%

The revenue and expenditure reports detailed the transactions recorded through May 31, 2014. All reports appeared as attachments to the agenda report.

Mr. Norman Yoder of Brown and Edwards LLP provided information about the upcoming audit and the documentation regarding the reporting the changes to pensions. There were two new accounting standards released in June 2012 one of which will now appear in the audit reports: GASB 68 Accounting for pensions by State and Local Governments. The new standard does not change the actual funding requirements, but it does change how the funding is reported. In the city's CAFR there is a column for the schools which reports long-term assets and liabilities. Information regarding pensions paid by the school division will appear within that report.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 17, 2014, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

E. Consent Agenda

Upon MOTION by Mr. White, SECONDED by Mrs. Snyder, the school board approved the school board meeting minutes of June 3, 2014 (Regular Meeting), and the personnel report and addendum for the period June 3 – 17, 2014.

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

No Votes: None
Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 17, 2014, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

F-1. School Operating Budget: 2014-15

Dr. Brabrand explained that we do not have a detailed budget from the state, but there is no indication that suggests there will be major, significant disruptions to the operating budget presented to the school board this evening. If there are changes, the school administration will bring back a revised budget to present to the school board in July.

Upon MOTION by Ms. Hoss, SECONDED by Mr. White, school board adopted the school operating budget for 2014-15.

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

Abstentions: None

No Votes: None

F-2. School Board Retreat

The Lynchburg City School Board will conduct its annual retreat on July 17-18, 2014. The topics identified for discussion are as follows:

Employee Salary Scales

Department of Curriculum and Instruction: Entry Plan

Instructional Technology Specialists

Core Values

Employee Attendance

Contingency Funds for Specified Uses

Policy and Governance

Online Courses

Advanced Placement Tests: Review of Test Scores Career-Technology Education: Personnel Trends

College Bound v. Career Ready

Department of Transportation Routing Process

School Board Self-Assessment

The topics are listed in the order of preference as ranked by the school board.

Two additional topics were suggested by school board members. They are a review of preliminary SOL test scores and an overview of how school attendance zones are defined and the court-ordered mandate that enforces the plan of operation by the school board. A draft agenda will be forwarded to the school board by Friday of this week.

F-3. Local Consolidated Grant Application: 2014-15

Both the United States Department of Education (USED) and the Virginia Department of Education (VDOE) encourage local school divisions to submit consolidated applications for funding for programs authorized under the *Elementary and Secondary Act (ESEA)*. The consolidated application allows greater cross-program planning and coordination to improve teaching and learning. The consolidated application also allows school divisions to complete one comprehensive needs assessment and to establish division-level goals and objectives supported by all programs. In addition to the comprehensive needs assessments, the consolidated application is based on needs assessments completed for individual schools, and it contains detailed measurable objectives and benchmarks, specific individual program services and activities, a staff and budget breakdown, and other information specific to individual programs.

The Lynchburg City Schools' Consolidated Application for 2014-2015, includes the budgets for Title I Parts A and D, Title II Part A, and Title III English as a Second Language. The school administration anticipates a five percent increase in Title I Part A funds and a two percent increase to Title II Part A. We are projecting leveled funding for Title I, Part D and Title III, however, all of these funding levels could be changed when final allocations are determined later this fall.

Title I, Part A:

Anticipated Allocation for 2014-2015: Final allocation for 2013-2014: Change from 2013-2015:	\$3,057,085.54 <u>\$2,911,514.53</u> \$ 145,571.01
<u>Title I, Part D</u> : Anticipated Allocation for 2014-2015: Final allocation for 2013-2014: Change from 2013-2015:	\$ 132,073.12 \$ 132,073.12 \$ 0
Title II, Part A: Anticipated Allocation for 2014-2015 Final allocation for 2013-2014: Change from 2013-2015:	\$ 546,057.28 \$ 535,350.27 \$ 10,707.01
Title III, Part A (ESL) Anticipated Allocation for 2014-2015 Final allocation for 2013-2014 Change from 2011-2014:	\$ 14,132.23 \$ 14,132,23 \$ 0

Anticipated gain in funding from 2013-2014: \$ 156,278.02

These funds will help offset the five percent increase in personnel costs for 2014-2015.

Title I Part A allocates funds for teachers, instructional assistants, supplemental instructional supplies, and parental involvement. Because there are Title I schools in the school division that have been identified for interventions according to the flexibility waivers granted by the USED, a portion of the funds have been set-aside to support improvement efforts in focus schools. Title I Part D provides funding to support the Truancy and Transition Programs. Title II Part A funds support class size reduction and professional development. Title I, Part A and Title II, Part A including funding to support the Lead Academic Coaches. Title III Part A funds support English Language Learners (ELL) programs.

School board approval is necessary prior to submitting the Local Consolidated Application for the 2014-2015 academic year to the Virginia Department of Education.

Members of the school board have received a copy of the completed application.

Upon MOTION by Mr. Webb, SECONDED by Mrs. Tweedy, the school board approved the Local Consolidated Application for the 2014-2015 academic year.

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

No Votes: None

Abstentions: None

F-4. Virginia Retirement System

Language in the 2013 Appropriation Act allowed localities to select the employer contribution rate each biennium. Again this year, local school boards will have the opportunity to select the contribution rate to be paid beginning July 1, 2014. A resolution to be considered for adoption by the school board appears as an attachment to this agenda report.

The local governing body must approve one of the following employer contribution rate options for the defined benefit retirement plan in the biennium beginning July 1, 2014:

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- 8.86 percent: the rate certified by the VRS Board of Trustees for the FY 2015-16 biennium, or
- 7.28 percent: the alternate rate, which is the higher of the rate certified by the VRS board for FY 2012 or 80 percent of the VRS Board-certified rate for FY 2015-16.

The school administration recommends that the school board elect to pay the rate certified by the VRS Board of Trustees for the FY 2015-16 biennium.

Upon MOTION by Mr. Webb, SECONDED by Mr. White, the school board adopted the resolution of Employer Contribution Rates for Counties, Cities, Towns, School Divisions, and other Political Subdivision.

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

No Votes: None
Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 17, 2014, EXHIBIT "C," FOR A COPY OF THE RESOLUTION.)

F-5. Lynchburg City School Board Policies and Administrative Regulations Conversion Process

During the 2013 – 2014 school year the school administration began the process of converting the Lynchburg City School Board Policies and Administrative Regulations to the Virginia School Boards Association's policies. The first section was approved June 4, 2013, and the second section was approved February 18, 2014.

Section 3 Administration Policies will be presented to the school board for discussion this evening. Revisions and substitutions to this section have been reviewed by the city attorney's office to ensure that they are legally sound.

Upon MOTION by Mr. White, SECONDED by Ms. Hoss, the school board approved revisions to Section 3 Administration Policies.

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

No Votes: None
Abstentions: None

F-6. Foreign Language Textbooks

Pursuant to the Code of Virginia, foreign language teachers have reviewed and evaluated available textbook materials and resources. As a result of their evaluations, the materials listed below were presented to the Lynchburg City School Board on June 3, 2014. These materials have been available for review, and members of the department of curriculum and instruction have not received any questions or concerns during this review.

These recommendations embrace the school board's recent support of class sets of Chromebooks for high school foreign language teachers. The teachers' recommendations, regardless of the specific language, are to purchase a sufficient number of both textbooks and access to on-line super sites.

Language	Level	Recommendation
French	1-3	Vista Higher Learning's D'Accord
French	4	Vista Face-A-Face
German	1-3	Klett-Langenscheidt's geni@1 klick
German	4-5	Vista Higher Learning's Denk Mal
Latin	1-5	Pearson's Ecce Romani
Spanish	1-4	Vista Higher Learning's Descubre

Upon MOTION by Mr. Webb, SECONDED by Mr. White, the school board approved the adoption of the secondary foreign language textbooks.

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

No Votes: None
Abstentions: None

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F-7. Educational Technology Series XIV (Spring 2014) Notes

The Virginia Department of Education has notified Lynchburg City Schools that its share of the Educational Technology Series XIV (Spring 2014) Grant Funds will be \$466,000. A 20 percent matching expenditure of \$93,200 is required. Grant funds may be expended on networking/infrastructure equipment, classroom multimedia network computers, instructional software, and local technology plan hardware. Purchases from these funds are financed by Virginia Public School Authority Bonds, which are sold in the spring of each year.

Ordinarily, these funds may not be spent more than 60 days prior to the date the bonds are sold. However, a school division may spend funds prior to that date and be reimbursed for those expenditures if the school board passes a resolution stating its intention to do so. A resolution stating the school board's intention to be reimbursed for expenditures is attached for school board consideration.

The Central Virginia Governor's School for Science and Technology, the LAUREL Regional Special Education Program, and the Secondary Alternative Education Program are also eligible for \$26,000 each. There is no local match required for these grants. The resolution attached to the agenda report refers to these funds as well.

Upon MOTION by Mr. White, SECONDED by Ms. Hoss, the school board approved the reimbursement for expenditures under the Educational Technology Issue Series XIV (Spring 2014) notes.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 17, 2014, EXHIBIT "D," FOR A COPY OF THE SUPPORTING RESOLUTION.)

G-1. Educational Collaborators: LCS-One Review

The Lynchburg City Schools contracted with Educational Collaborators to conduct an external assessment of the school division's technology program relative to best practices for information technology in schools. Educational Collaborators collected background materials from LCS through the use of a self-study tool and phone calls, conducted a two-day, onsite visit which included focus groups and interviews, and they surveyed administrators, teaching staff, and parents. The results of the assessment will assist in the formation of goals and objectives for a four-year 1:1 implementation plan.

Janet Herdsman and Leigh Anne Taylor Knight from Educational Collaborators shared their findings with the school board during this presentation.

G-2. Authorization for Signature

The Virginia Department of Education requires that the school division identify an individual, who, in the absence of the superintendent, has authorization to sign all Virginia Department of Education correspondence, reports, documents, requisitions, and other official correspondence. The superintendent recommends that the school board authorize Mrs. Wendie L. Sullivan, school board clerk, to fulfill the necessary signature obligations in the absence of the superintendent. Many of the matters associated with the delegation of this authority tend to be financial and operational in nature.

Upon MOTION by Mr. Webb, SECONDED by Mr. White, the school board authorized Mrs. Wendie L. Sullivan, school board clerk, to sign Virginia Department of Education correspondence in the absence of the superintendent.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 17, 2014, EXHIBIT "E," FOR A COPY OF THE SUPPORTING DOCUMENT.)

H. Superintendent's Comments

Dr. Brabrand thanked Mrs. Tweedy for her service on the school board, for her support, and for her part in selecting him as superintendent of the school division. He looks forward to seeing her in her new role as Councilwoman.

Dr. Brabrand announced that summer school is well underway and enrollment is up in all programs. There are more than 100 students enrolled in Personal Finance, which is being offered online. There are also several students taking Algebra 2 as an online course.

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Dr. Brabrand congratulated Mrs. Preston and Mr. Coleman on their upcoming retirements, and he also congratulated Mrs. Sharron J. Gunter, former director of the LAUREL Regional School, on her move to director of special education for the Bedford County Public Schools.

Dr. Brabrand announced that Mrs. Monica Hendricks will assume the position as principal of William Marvin Bass Elementary School.

I. Board Comments

Mr. White congratulated Mrs. Preston on her upcoming retirement and welcomed Dr. McClain to his new position as assistant superintendent of curriculum and instruction. Further, he extended well wishes to Mr. Coleman upon his retirement and to Mrs. Tweedy as she moves to her new role on city council.

Mr. Webb provided information about the activities in which he has participated on behalf of the school division over the past several weeks.

Several board members offered their best wishes and congratulations to Mrs. Preston, Mr. Coleman, and Mrs. Tweedy as they move to new roles in their lives.

Mrs. Tweedy thanked everyone for their kind remarks and expressed many sentiments about her career as an employee of the school division and her tenure as a school board member.

Dr. Dolan-Sewell announced that the school board will conduct a special meeting on June 23, 2014, at 5:00 p.m. in the Board Room at the School Administration Building.

J-1. Notice of Closed Meeting

Upon MOTION by Ms. Hoss, SECONDED by Mrs. Snyder, the school board convened a closed meeting at 7:25 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss specific personnel matters.

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

No Votes: None

Abstentions: None

J-2. Certification of Closed Meeting

Upon MOTION by Mr. White, SECONDED by Mr. Webb, the school board reconvened in open session at 7:55 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION by Mrs. Snyder, SECONDED by Ms. Hoss, 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. Dolan-Sewell, Mrs. Tweedy, Ms. Hoss, Dr. Nilles, Mrs. Snyder, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

K. Informational Items

Next School Board Meeting: Tuesday, July 15, 2014, 5:30 p.m., Board Room, School Administration Building

School Board Retreat: July 17-18, 2014, Schewel Lecture Hall, Lynchburg College

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L. Adjournment	
The meeting adjourned at 7:56 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.)