

**Lynchburg City School Board
Regular Meeting
October 15, 2013**

**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
Jason J. Ferguson, Director of Transportation
Steven L. Gatzke, Director of Facilities
Marie F. Gee, Director of Personnel
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. Notice of Closed Meeting
- A-2. Certification of Closed Meeting
- B-1. Public Comments
- C-1. Finance Report
- D. Consent Agenda
- E. Student Representative Comments
- F-1. Capital Improvement Plan: 2015-19
- F-2. School Board Policy 7-51: Wellness
- F-3. Capital Improvement Plan: Heritage High School
- G-1. Standards of Learning Accreditation Results
- G-2. Lynchburg City Schools Comprehensive Plan: Operations and Personnel Update
- G-3. Special Education Annual/Part B Section 611 Flow-through Funds and Section 619 Preschool Funds: 2013-14
- G-4. School Board Policy 6-1: Mission Statement
- 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 called the meeting to order and asked that those in attendance stand and recite the *Pledge of Allegiance*.

A-1. Notice of Closed Meeting

Upon MOTION by Ms. Hoss, SECONDED by Mrs. Snyder, the school board convened a closed meeting at 5:31 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss personnel matters.

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

No Votes: None

Abstentions: None

A-2. Certification of Closed Meeting

Upon MOTION by Ms. Hoss, SECONDED by Ms. Waller, the school board reconvened in open session at 5:55 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION by Mr. White, SECONDED by Ms. Poore, 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, Ms. Poore, Ms. Snyder, Ms. Waller, Mr. Webb, Mr. White

No Votes: None

Abstentions: None

B-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.

Ms. Mary Bradley Cassada spoke before the school board regarding funding for field hockey at E. C. Glass High School.

C-1. Finance Report

The school administration, in accordance with the 2013-14 school operating budget, authorized, approved, and processed the necessary payments through September 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 September 30, 2013, for the operating fund.

Total Operating Fund Budget		\$84,249,418.00
Through September 30, 2013		
Actual Revenue Received	\$ 8,717,008.66	
Actual Expenditures	\$ 16,074,239.13	
Actual Encumbered	\$ 57,829,141.75	
Percent of Budget Received		10.35%
Percent of Budget Used, excluding encumbrances		19.08%
As of 09/30/13 – 3 months		25.00%

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

Mr. Beckles reported that the financial audit is complete, and no issues have been found thus far. Mr. Beckles plans to arrange a meeting of the Finance Committee with the auditor so that they can receive a brief summary of the audit process.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 15, 2013, 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 September 17, 2013 (Regular Meeting); October 1, 2013 (Closed Meeting); and October 1, 2013 (Joint Meeting); and the personnel report for the period September 17 – October 15, 2013.)

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 15, 2013, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

E. Student Representative Comments

Miss 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. Capital Improvement Plan: 2015-19

The attached spreadsheet contains a draft capital improvement plan for FY 2015 to 2019. This draft will be refined and become the submission to the city for capital improvement projects for FY 2015 - 2019. The city administration has requested the school division's CIP to be forwarded them. This item was presented to the school board at its September 17, 2013, meeting. The school administration requests that the school board approve the 2015-19 Capital Improvement Plan during this meeting.

Upon MOTION by Mr. White, SECONDED by Ms. Poore, the school board approved the Capital Improvement Plan for 2015-19.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 15, 2013, EXHIBIT "C," FOR A COPY OF THE CAPITAL IMPROVEMENT PLAN FOR 2015-19.)

F-2. School Board Policy 7-51: Wellness

During the school board's annual retreat in July, the school administration presented revisions to School Board Policy 7-51: Wellness that were suggested by the School Health Advisory Board (SHAB). Some of those changes were made due to legislation that was enacted through the Healthy Hunger Free Kids Act. Other suggested changes were made by the SHAB that were not associated with federal regulations or guidelines.

Following the review of the policy, the school board directed the school administration to develop a policy that incorporated the necessary legislation. The policy that was presented to the school board was a result of that work, and it was noted that it had been reviewed by legal counsel through each revision.

To date, iterations of the policy have been present to the school board on five separate occasions. The current iteration is a result of meetings held with the director of school nutrition, the coordinator of student support services, and the city attorney. The wellness policy must include goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. The policy must also include nutrition guidelines to promote student health and reduce childhood obesity for all foods available and allow for interaction and participation of students, parents, teachers, health professionals and other community members in the development, implementation, and review of the

local policy. The school administration must inform the public about the content and implementation of the local wellness policy. Schools must be periodically assessed for compliance with and how it models the local wellness policy, the progress in attaining goals of the policy, and the assessment must be made available to the public.

The policy as presented to the school board contained general information about federal and state regulations so that each time a regulation changes, the policy will not have to be brought to the school board for minor revisions. Restrictions regarding fundraisers that happen off school property or outside of regular school hours have been removed. However, groups sponsoring events are encouraged to offer healthy food and beverage options.

School board member discussion focused on fundraising activities and the ability to sell items of the schools' choosing rather than being restricted to certain items. The school board will consider this item for action at the November 5, 2013, school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 15, 2013, EXHIBIT "D," FOR A COPY OF SCHOOL BOARD POLICY 7-51: WELLNESS.)

F-3. Capital Improvement Plan: Heritage High School

The contract with Moseley Architects was signed on June 7, 2012. The fee was negotiated at 5.75 percent of the estimated \$60 million for construction of the new school, which is \$3,450,000. Article 11.1 of the contract reads: "The updated estimated of the Cost of Work at the midpoint of Design Development Phase shall be the basis of the adjustment (increase or decrease) of compensation for Basic Services of Architect."

Moseley has submitted an amendment to the contract for additional fees based on the construction cost estimate determined by the Third Party Cost Estimator, Downey & Scott, LLC. Downey & Scott's construction cost estimate was \$70,256,192. Downey & Scott's construction cost estimate was lower than Moseley's by approximately \$2.5 Million.

Percent	Construction Costs Estimate	Fee
0.0575	\$60,000,000	\$3,450,000
0.0575	\$70,256,192	\$4,039,731
	Amended Amount	\$589,731

Upon MOTION by Mr. White, SECONDED by Ms. Poore, school board approve amendments to the contract with Moseley Architects in the amount of \$589,731.

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

No Votes: None

Abstentions: None

G-1. Standards of Learning Accreditation Results

Each year since 1998, the school division has administered Standards of Learning (SOL) tests in grades three through eight as well as 12 high school end-of-course tests. On September 20, 2013, the Virginia Department of Education released official accreditation results based on Standards of Learning tests. During this presentation, the school administration shared these results, the status of each school, and initiatives to improve student academic progress.

Mrs. Bruce explained that the Standards of Learning test results are used in the calculation of the state accreditation and Federal Annual Measurable Objectives (AMO). High school students must pass all of their courses and the SOL tests to earn a diploma. The state accreditation targets remain constant from year to year. Schools must meet a 70 percent benchmark in math, social studies, and science and a 75 percent benchmark in English in order to meet accreditation. They can use a three-year trailing average to meet the 70 or 75 percent benchmark. Safe Harbor, which is a 10 percent reduction in failure rate, is not available in the state calculation for accreditation.

For the Virginia Graduation Completion Index (GCI), high schools must meet graduation objectives as well as achieve the required pass rates in all four core subjects for full accreditation. The benchmark for passing is 85 points. E. C. Glass High School rated 86 points, and Heritage High School rated 89 points. The calculation for the Virginia On-time Graduation Rate (OGR) takes into consideration student mobility, changes in student enrollment, policy and instructional practices. The formula uses the following categories: the number of students beginning a ninth grade cohort; the number who graduated in four years; the number of GED earners or certificate earners in four years; student enrolled, dropouts, and long-term absences; and those students who have an unconfirmed status. The on-time graduation rate for E. C. Glass High School is 79 percent and for Heritage High School it is 83 percent.

The state's OGR graduates are those students who earn an Advanced Studies, Standard, Modified Standard, or Special Diploma. On-time graduates are those who earn diplomas within four years of the first time they entered the ninth grade. The Virginia GCI is a Board of Education-approved formula that calculates a weighted percent of the students within a

given cohort who graduate, complete, or stay in school each year with 85 as the benchmark. The Federal Graduation Indicator (FGI) are those students who earn Advanced or Standard Diplomas. On-time graduates earn one of these diplomas within four years of the first time they entered the ninth grade with 80 as the benchmark.

Currently there are five schools fully accredited, five schools accredited with warning in math only, and six school accredited with warning in Math and English. In spring 2012, students were given new math tests, and schools across the state saw a significant decline in passing scores and scores at an advanced level. In spring 2013, students were given new reading, writing, and science tests. School across the state again saw an average decrease of 20 percent in scores on all three tests.

The school division is implementing several programs to increase student academic performance, identify student-specific skill deficits, and use data to determine if an intervention is or is not effective. The LCS Tiered Interventions is based on Response to Intervention (Rti), which is a comprehensive student-centered assessment and intervention framework which will identify and address the individual needs of students. The universal screening process identifies students who are at risk for learning difficulties, helps target students who struggle to learn when provided a scientific, evidence-based education, includes assessments that are highly predictive of future outcomes, and is conducted three times per year. The assessment tools used for reading are the Interactive Achievement Pre-assessment given in grades three through twelve, and i-Ready Diagnostic given in Kindergarten through grade eight. PALs is also used for screening in grades Kindergarten through three.

For math, Interactive Achievement Pre-Assessment is given in grades three through twelve, and i-Ready Diagnostic is given in Kindergarten through eight, and ninth grade Algebra I students.

Students in Tier 1 receive universal instruction with multiple grouping formats; high-quality, scientific researched-based instruction; and defined intervention time during the school day at all levels. Students in Tier 2 receive supplemental instruction which includes targeted instruction/intervention in homogeneous small groups of three to five students, and targeted instruction that ensures additional instruction and intervention in smaller groupings. Tier 3 students receive intensive/individualized instruction in homogeneous small groups of one to three students and an individualized level of intervention that provides for more supplemental individualized instruction/intervention.

Progress monitoring identifies the areas in which students are at-risk of failure and is used by teachers to determine if students are benefitting from the typical instructional program. Monitoring also helps school staff to identify students who are not making adequate progress and helps guide the construction of effective intervention programs for students who are not profiting from typical instruction.

Information was also given about i-Ready, which is a diagnostic tool used for reading and mathematics. i-Ready provides automated online instruction with guided practice modules and progress monitoring. It is a state approved program that has proved effective in many school divisions.

G-2. Lynchburg City Schools Comprehensive Plan: Operations and Personnel Update

During this presentation, Mr. Ben W. Copeland, assistant superintendent of operations and administration, and Mrs. Marie F. Gee, director of personnel, presented updates to their portions of the comprehensive plan. Mr. Copeland provided information about the new strategy for monitoring both short-term and long-term enrollment projections, and the needs of special programs in order to ensure efficient use of space in the school division's schools. He also explained the minor changes made to other strategies to the Operations portion of the comprehensive plan. Some of the highlights noted were that the wireless network has been deployed across the school division; School Nutrition has news trays, is doing more "scratch" cooking, have better menus, and buffet style serving lines; and he implemented an open work order origination in February. Mr. Copeland has also been conducting school inspections and surveys regarding custodial performance and offered a statistical analysis of performance for custodians at each school.

Mrs. Gee reported on new hires for the 2013-14 and included classified staff in this report. This report also included the number and types and degrees held by staff, the number of coaching positions staffed in specific areas, and certificated new hires by college/university. Information about new hires by gender and race was also shared with the school board.

G-3. Special Education Annual Plan/Part B Section 611 Flow-through Funds and Section 619 Preschool Funds: 2013-14

Dr. Dolan-Sewell left at 8:40 p.m. Mrs. Tweedy assumed the role as chairman.

On August 23, 2013, Lynchburg City Schools received the Part B, Section 611, IDEA Funds and Part B Sections 619 Preschool Funds for special education.

The revised Part B 611 award of \$2,031,915.00 is \$51,101 less than the previous year's award.

Most of these funds (\$1,908,363.88) provide salaries. A portion of the 611 Flow-Through Funds (\$123,551.12) will be used to provide special education and speech therapy services to parent-placed students with disabilities attending local private schools.

The revised Section 619 Preschool Grant totals \$58,483.00. Most of this funding (\$54,926.93) will be used to support the Hutcherson Early Learning Program in order to provide special education and related services to preschool children (ages 2-6) who have been determined eligible for special education services. Funds provide inclusion support through special education placements in local private preschools. The remaining \$3,556.07 of the 619 funds will be used to provide speech therapy to parent-placed students with disabilities attending local private schools.

Upon MOTION by Ms. Poore, SECONDED by Mrs. Snyder, the school board approved the revised Special Education Annual Plan/Part B Flow-through Application and Section 619 Preschool Grant Application for 2013-14.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 15, 2013, EXHIBIT "E," FOR A COPY OF THE SPECIAL EDUCATION ANNUAL PLAN/PART B SECTION 611 FLOW-THROUGH FUNDS AND SECTION 619 PRESCHOOL FUNDS: 2013-14)

Dr. Dolan-Sewell assumed the role of chair at 8:43 p.m.

G-4. School Board Policy 6-1: Mission Statement

While reviewing the Lynchburg City School Board Policy and Administrative Regulation manuals for conversion to the Virginia School Board Policy Services, it was noted that the school board policy regarding the school division's mission statement had not been changed. While the school board has approved the new mission statement with its adoption of the Lynchburg City Schools Comprehensive Plan, it is necessary for the school board to approve the policy as well. A copy of the revised policy appeared as an attachment to the agenda report.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 15, 2013, EXHIBIT "F," FOR A COPY OF SCHOOL BOARD POLICY 6-1: MISSION STATEMENT.)

H. Superintendent's Comments

Dr. Brabrand provided information about his attendance at the State Teacher of the Year banquet. Although Mrs. Lovett was not chosen, it was still a wonderful evening.

Dr. Brabrand provided information about the upcoming community budget forums. During the forums, information about the school division's technology plan, scenarios for school calendars for the 2014-15 school year, and an update on the comprehensive plan will be shared. The next forum will occur on October 23, 2013, at 7:00 p.m. at Heritage High School.

Dr. Brabrand will attend the VASS Legislative Conference in Charlottesville October 21-23. He will provide a report to the school board at the next school board meeting.

Dr. Brabrand recognized school board members who received certificates and pins from the VSBA Academy Awards. They are as follows: Mrs. Snyder – Recognition (15-23 credits/year) Certificate; Ms. Poore – Achievement (24-47 credits/year) Certificate and Pin; Mrs. Tweedy and Mr. Webb – Excellence (48 – 65 credits/year) Certificate and Pin; and Ms. Waller – Distinction (84+2 years) Certificate and Starfish Pin.

I. Board Comments

Mr. Webb announced that the Fort Hill Neighborhood Watch and toured the module units at the Fort Hill Community School and remarked that the school division had done a wonderful job with setting them up. He said that the same day, Wal-Mart recognized all the teachers at the Community School with a \$50 gift certificate.

Ms. Waller attended the VSBA Legislative Conference and was able to speak with members of the General Assembly and received information about VRS requests for next year.

Mrs. Snyder announced that during the Back to School Night at Thomas C. Miller Elementary School for Innovation, West Lynchburg Baptist Church gave \$50 gift certificates to the faculty and staff at the school.

Mr. White extended his congratulations to Mr. Chip Berry, athletic director at E. C. Glass High School, who has been inducted into the school's Hall of Fame.

Mrs. Tweedy thanked everyone involved for making the open house at Carl B. Hutcherson Building such a great success.

I. Informational Items

Community Budget Forums: October 23, 2013 – Heritage High School – 7:00 p.m.

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October 29, 2013 – Information Technology Center – 4:30 p.m. (Employees Only)

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

J. Adjournment

The meeting adjourned at 8:50 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.)