

**Lynchburg City School Board
Regular Meeting
November 6, 2019**

**BOARD
MEMBERS
PRESENT:**

Robert O. Brennan
Sharon Y. Carter
James E. Coleman, Jr.
Belle H. Evans
Atul Gupta
Gary E. Harvey
Susan D. Morrison
Michael J. Nilles
Kimberly A. Sinha

**BOARD
MEMBERS
ABSENT:**

None

**ADMINISTRATION
PRESENT:**

Crystal M. Edwards, Superintendent
Ben W. Copeland, Deputy Superintendent
Tommy Coleman, Director of Curriculum & Instruction
Angel Garcia-Ablanque, Director of Transportation
Steven Gatzke, Facilities Director
Marie Gee, Personnel Director
Amy Pugh, Director of Information Technology
Ethel Reeves, Director of Engagement, Equity, & Opportunity
Bradley Bryant
Janenne Daniels-Bosher
Leticia Farrow
Maria Jaeger
Allison Jordan
Dixie Sears
Hope R. Townes, Assistant City Attorney
Christi Meservy, Clerk

**STUDENT REPRESENTATIVES
PRESENT:**

Chris Marotta
Taylor McClure

**MEDIA
PRESENT:**

News & Advance

Agenda Items:

- A-1. Agenda Approval
- B-1. Special Presentation
- B-2. Special Presentation
- C-1. Public Comments
- D-1. Finance Report
- E-1. Consent Agenda
- E-2. Personnel Report
- F-1. Student Representative Comments
- G-1. School Board Committee Reports
- G-2. Advisory Committees to the School Board
- H-1. Comprehensive Strategic Plan Discussion
- I-1. Lynchburg City School Board Policy Section 4-Finance
- I-2. School Board Governance Goals, Norms, and Protocols
- J-1. High School Program of Studies: 2020-21
- J-2. Lynchburg City School Board Instruction & Program Policies
- J-3. Lynchburg City School Board Personnel Policies
- J-4. Lynchburg City School Board Operations Policies & Regulations
- J-5. Substitute Bus Driver Pay Rate
- J-6. Fund Balance Recommendations: 2019-20
- J-7. Equity Task Force Committee Members
- J-8. 2020 Legislative Agenda-Priority List
- K. Superintendent's Comments
- L. Board Comments
- M. Information Items
- N. Adjournment

The meeting was called to order at 5:01 p.m. by Mrs. Morrison. She then lead us in the Pledge of Allegiance.

A-1 Agenda Approval

Upon MOTION Dr. Coleman SECONDED by Ms. Carter, the school board approved the November 6, 2019 Board Meeting Agenda.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Dr. Gupta, Mr. Harvey, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

Upon MOTION Dr. Gupta, SECONDED by Ms. Carter, the school board approved the Amended Agenda to include the E-2 Personnel Report.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Dr. Gupta, Mr. Harvey, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

B-1. Special Presentation- VSBA Academy Awards

During the presentation the school board members were given certificates and pins based on their participation with the Virginia School Board Association.

B-2. Special Presentation-Voluntary OCR Monitoring & School Accreditation Results

In August 2014, Lynchburg City Schools entered into a Voluntary Resolution Agreement with the U.S. Department of Education's Office of Civil Rights (OCR) which outlined specific actions the Division would take to provide all students with equal access and opportunity to achieve college and career readiness. Specifically, the agreement focused on two areas:

- (1) Efforts to increase the number of African American students participating in gifted programs and Advanced Placement coursework.
- (2) Efforts to reduce the disproportionate representation of African American students subject to exclusionary discipline practices

In August 2019, the OCR completed their review and found that the Division has fulfilled the requirements of the Agreement and that no further monitoring was required.

During tonight's presentation, school administration will share the summary findings and recommendations received from the 4-year LCS comprehensive review (2013-2017) conducted by the Intercultural Development Research Association and Mid-Atlantic Equity Consortium. The administration will also share recent efforts that have resulted in an increase in the number of fully accredited schools from three schools in 2015 to thirteen schools in 2019.

C-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.

Ken Burger spoke about the discrimination policy with focus on the LGBTQ community.

B. Shavers spoke about the Dawn to Dusk program available to the community.

Katelyn Lloyd spoke about the discrimination policy.

Andrew Montgomery spoke regarding the volunteer policy.

Carl Potter talked about a wage adjustment for delivery drivers and grounds keepers.

Karl Loos spoke about safety for the teachers. He represents LEA.

D-1. Finance Report

The school administration, in accordance with the FY2019-20 school's operating budget, authorized, approved, and processed the necessary payments through September 30, 2019. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through September 30, 2019 for the operating fund.

Total Operating Fund Budget		\$ 98,752,961.00
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Through September 30, 2019

Actual Revenue Received	\$	12,224,786.58
Actual Expenditures	\$	19,443,301.60
Actual Encumbered	\$	64,757,887.68

Percent of Budget Received	12.38%
Percent of Budget Used, excluding encumbrances	19.69%

As of 09/30/19 – 3 months	25.00%
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September Health Insurance Payments (Four payments):

Administrative Fees	\$	95,930.95
Medical and Pharmacy Claims	\$	524,378.16

Health Insurance Payable Balance at September 30, 2019	\$	647,786.38
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The revenue and expenditure reports detail the transactions recorded through September 30, 2019. All reports appear as attachments to the agenda report.

E. Consent Agenda

Upon MOTION Ms. Carter, SECONDED by Dr. Brennan, the school board moved the minutes for October 1, 2019 (Regular Meeting), Work Session minutes from September 17, 2019, Student Discipline Committee Meeting minutes from October 8, 2019, the personnel recommendations for October 1, 2019 to November 6, 2019 were approved.

Yes Votes: Dr. Brennan, Ms. Carter, Dr. Coleman, Mrs. Evans, Dr. Gupta, Mr. Harvey, Mrs. Morrison, Dr. Nilles

No Votes: None

Abstentions: None

F. Student Representative Comments

Mr. Chris Marotta, student representative for E.C. Glass High School, and Ms. Taylor McClure, student representative for Heritage High School, presented a video of all the activities and events occurring at their schools during the last month.

G. School Board Committee Report

1. School Board Committees:

Finance Committee-Chair, Dr. Gupta had no information to report at this time.

Governor's School Committee-Mr. Harvey is the Chair of the Governor's School Committee. He mentioned that there are a lot of positive things happening.

Laurel Regional School Committee-No meeting.

XLR8 STEM Academy Committee-No meeting.

Legislative Advocacy Committee-Dr. Brennan reported the legislative agenda is up for approval later in this meeting. This agenda will be the topic of discussion at our Legislative Breakfast on Friday, November 8th. Dr. Brennan also mentioned the "Adopt a School" pilot program has been implemented.

2. Advisory Committees to the School Board:

General Career Technical Advisory Committee-Mr. Bryant mentioned that this committee was formed to help students with internships.

Equity Task Force Committee-Ms. Reeves mentioned that the committee members were up for approval later in this meeting.

Health Advisory Board Committee-It was mentioned that there are several topics the committee wants to cover, such as; how to prepare young children for disaster, the pillowcase project and tobacco.

Special Education Advisory Committee-There were 25 participants who attended the 'Strategy to Support Anxiety'.

H-1. Comprehensive Strategic Plan Discussion

The Lynchburg City School Board is committed to an ongoing review of the 5-Year Comprehensive Strategic Plan. The focus of tonight's discussion will be:

Goal 1: Student Growth, Development and Success

- Objective 1.6.5 – Review, revise and enhance the English Language Learners' programs and services
- Objective 1.2.2 – Reduce the achievement gap by increasing the percentage of targeted subgroup populations (Black, Economically Disadvantaged, Students with Disabilities), passing the reading/English SOL assessment to equal or exceed the state average.
- Objective 1.3.2 – Reduce the achievement gap by increasing the percentage of targeted subgroup populations (Black, Economically Disadvantaged, Students with Disabilities), passing the math SOL assessment to equal or exceed the state average.

I-1. Lynchburg City School Board Policy Section 4 - Finance

Policies and regulations from Section 4 – Finance for conversion to the Virginia School Board Association (VSBA) formatted policies were review on August 26, 2019, by the Finance policy workgroup. As a result of this review, some revisions have been made to the VSBA policies and regulations that conform to current state and federal laws and regulations. Legal counsel has also reviewed these policies and regulations. A copy of these policies and regulations has been provided to school board members. The school administration will provide an overview of those changes and respond to questions during this presentation.

Upon MOTION by Dr. Gupta, SECONDED by Dr. Nilles the school board approved amending the policy in three places.

Yes Votes: Dr. Brennan, Ms. Carter Dr. Coleman, Mrs. Evans, Dr. Gupta, Mr. Harvey, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter the school board approved the policy with the amendments.

Yes Votes: Dr. Brennan, Ms. Carter Dr. Coleman, Mrs. Evans, Dr. Gupta, Mr. Harvey, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

I-2. School Board Governance Goals, Norms, and Protocols

Upon MOTION by Dr. Brennan, SECONDED by Ms. Carter, the school board approved the Lynchburg City School Board Goals, Norms, and Protocols.

Yes Votes: Dr. Brennan, Ms. Carter Dr. Coleman, Mrs. Evans, Dr. Gupta, Mr. Harvey, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

J-1. High School Program of Studies: 2020-21

Each year the school board reviews and approves the High School Program of Studies for the next school year. A team made up of high school administrators, counseling directors, and various members of the departments of special education, student services, and curriculum and instruction have met over the past three months to update this handbook.

The team worked to ensure this handbook includes graduation information consistent with current Virginia Department of Education requirements. The main update made to this year's handbook is the conversion of identified semester art courses to yearlong courses. The team also worked to clarify language for better understanding.

High school counseling departments will use the 2020-21 Program of Studies to begin meeting with parents and scheduling students in January.

J-2. Lynchburg City School Board Instruction and Program Policies

On September 27, 2019, the Instruction and Program Policy Workgroup reviewed the policies and regulations listed below. All policies being presented have been reviewed by legal counsel. The group recommends adopting the following policies and regulations as written.

JHH-RZ Suicide Prevention
IICA Field Trips

The workgroup recommends the addition of proposed language to the following:

JEC-R School Admission (*Language added pertaining to Foreign Exchange Students*)
EGAA Reproduction and Use of Copyrighted Materials (*Language added to include print or non-print materials*)

In addition, current outdated LCS policies and regulations were discussed by the workgroup for deletion. These policies are being presented for School Board review.

P 6-42 Field/Recreation/Class/Athletic Trips
R 6-49 Copyrighted Materials
R 6-49.1 Copyrighted Materials: Print Material
R 6-49.2 Copyrighted Materials: Computer Programs
R 6-49.3 Copyrighted Materials: Nonprint

J-3. Lynchburg City School Board Personnel Policies

The Virginia School Boards Association (VSBA) recently sent revisions for the personnel policy section. On September 12, 2019, the Personnel Policy Workgroup reviewed these policies. They reflect the latest changes in state and federal law. These policy revisions from the VSBA update appear as attachments to the agenda report.

GAAZ Staff Time Schedules
IIBEA/GAB Acceptable Computer System Use
IIBEA-R/GAB-R Acceptable Computer System Use
IIBEA-E Acceptable Computer System Use Agreement
GAE Child Abuse and Neglect Reporting
GAZ Personnel Policies Goals
GBEC (Also JFCH) Tobacco Free School for Staff and Students
GBECA Electronic Cigarettes
GCBEA Emergency Medical Leave Without Pay
GCCB Employment of Family Members
GCDA Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect
P 5-34.1 Travel Allowance
R 5-51.3 Deferred Compensation Retirement Plan
R 5-55.1 Classified Personnel: Wage and Salary Schedules

In addition, the current Reduction in Force policies and regulations along with other outdated LCS policies and regulations were discussed by the workgroup for conversion to the VSBA version or for deletion. These policies are being presented for School Board review. All policies being presented have been reviewed by legal counsel.

GCPA	Reduction in Professional Staff Work Force
GCPA-RZ	Reduction in Force: Licensed Staff Procedures
GDNA-RZ	Reduction in Force: Classified Staff Procedures
P 5-53.7	Reduction in Force: Classified Staff Procedures

J-4. Lynchburg City School Board Operations Policies and Regulations

On September 23, 2019, by the Operations Policy Workgroup reviewed the operations policies and regulations for conversion to the Virginia School Board Association (VSBA) formatted policies. As a result of this review, some revisions have been made to the VSBA policies and regulations that conform to current state and federal laws and regulations. Legal counsel has reviewed these policies and regulations. School board members have been given a hard copy of the policies and regulations. School administration will provide an overview of those changes and respond to questions during this presentation.

J-5. Substitute Bus Driver Pay Rate

On September 10, 2019, the Finance Committee discussed increasing the rate of pay for substitute bus drivers with the hope of attracting new substitute drivers. The current rate of pay is \$9.25 per hour. Lynchburg City Schools has struggled to find new hires for the substitute bus driver position for several years. The goal is to also have a substitute driver call list for drivers who want to sub occasionally. The committee recommended during this meeting that the substitute rate of pay be increased to \$11.00 per hour.

The school administration will provide information for discussion regarding the proposed rate increase.

Upon MOTION by Dr. Nilles, SECONDED by Dr. Coleman the school board approved the substitute bus driver pay rate increase effective immediately.

Yes Votes: Dr. Brennan, Ms. Carter Dr. Coleman, Mrs. Evans, Dr. Gupta, Mr. Harvey, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

J-6. Fund Balance Recommendations: 2019-20

The fund balance for the 2018-19 school year is \$5,008,139. The school administration has discussed possible uses for those funds at the Finance Committee Meeting on October 8, 2019 and at the School Board Retreat on October 11, 2019. The administration recommends the following:

CIP Projects	\$ 2,086,914
Textbook/Textbook Reserve	\$ 1,122,972
Health Insurance Reserve	\$ 433,075
School Revitalization Projects	\$ 499,400
Elevator Controller Upgrade Kits	\$ 86,000
Board Room Technology Upgrades	\$ 25,000
Sonitrol Upgrade to Digital	\$ 68,000
Siemens Desigo Control Upgrade	\$ 65,000

Classroom and Admin Desktop Computers	\$ 416,000
Smartboard and Projector Replacement	\$ 73,000
Classlink Software	\$ 31,000
Demographic Enrollment Software	\$ 33,800
Board Doc Software	\$ 12,600
2 Bus Engine Rebuilds	\$ 50,000
School Security Equipment Grant Local Match	\$ 5,378
	\$ 5,008,139

A detailed listing appears as an attachment to the agenda report.

Upon MOTION by Dr. Coleman, SECONDED by Dr. Nilles the school board approved the fund balance request.

Yes Votes: Dr. Brennan, Ms. Carter Dr. Coleman, Mrs. Evans, Dr. Gupta, Mr. Harvey, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

J-7. Equity Task Force Advisory Committee

The School Board may appoint advisory councils or committees of citizens of the school division for consultation with reference to specific matters pertaining to local schools. The Equity Task Force Advisory Committee exists with the purpose of assisting with the evaluation of equitable practices in six key areas:

1. Staff: recruitment and retention
2. Students: academics and climate
3. Training: all stakeholders including parents, students, staff, school board, community
4. Engagement & Involvement: all stakeholders including parents, students, staff, school board, community
5. Cultural Diversity: celebration and recognition
6. Access & Barriers: increase access/opportunities and remove of barriers

The following names are being submitted to the board for approval:

Adams, Tia	Kee, Paul
Appling, Artice	King, Leslie
Chandler, Reason	McCain, Danny
Cox, Angela	Morris, Amy
Ferguson, Robin	Price, Patricia
Flood, Robert	Taylor, Lisa
Gillette, Jodi	Tucker, Joseph
Glass, Ivorie	Tweedy, Eugene
Gonzalez, Vicente	Williams, Nia
Graham, Ashley	Woofter, Jennifer

Upon MOTION by Dr. Coleman, SECONDED by Ms. Carter the school board approved the names submitted for the 2019-20 school year.

Yes Votes: Dr. Brennan, Ms. Carter Dr. Coleman, Mrs. Evans, Dr. Gupta, Mr. Harvey, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

J-8. 2020 Legislative Agenda – Priority List

On October 11, 2019 at our Retreat, the Lynchburg City School Board discussed the 2020 Legislative Agenda as presented by the Legislative Advocacy and Community Relations Committee. Directives were given at the School Board Retreat for the board members to identify their top priorities from the proposed 2020 Legislative Agenda. Subsequently, the Legislative Advocacy and Community Relations Committee reviewed the responses to determine the general consensus of the most important priorities reflective of the four areas of our strategic plan. The 2020 Legislative Agenda-Priority List is to be submitted for approval at the November 6th Board Meeting as this will be the basis of our discussion with our state and local officials at the November 8, 2109 Legislative Breakfast.

Upon MOTION by Ms. Carter, SECONDED by Mrs. Evans the school board approved the 2020 Legislative Agenda Priority List.

Yes Votes: Dr. Brennan, Ms. Carter Dr. Coleman, Mrs. Evans, Dr. Gupta, Mr. Harvey, Mrs. Morrison, Dr. Nilles, Dr. Sinha

No Votes: None

Abstentions: None

K. Superintendent's Comments

Dr. Edwards met with the Superintendent Parent Advisory Council and Superintendent Personnel Advisory Committee. The two items that were discussed in small groups and then brought before the entire group were the budget and after hours lockdowns.

The University of Lynchburg has a Personal Finance Workshop available. Dr. Edwards would like to see our families take advantage of this resource.

Dr. Edwards visited the E.C. Glass Capstone class. She was very impressed with the questions they asked.

Kudos were given to the three LCS students selected as winners for the 2019 Anne Spencer Poetry Contest.

Dr. Edwards mentioned that the Project Inclusion Training for students will be on 11/16/19. The goal is to help foster a more welcoming, supportive and inclusive community for staff, students and families.

Dr. Edwards enjoyed her time helping at the Linkhorne Elementary Book Fair and Donuts with Dads event.

The first African American History Education Commission Meeting was held at UVA. Discussions were held about Virginia's History Standards, curriculum frameworks, and professional development. Dr. Edwards met with LCS History teachers and plans to meet with students in the near future.

Dr. Edwards attended some of the Jug Bowl and was very impressed with the streaming she was able to watch on her way to her next function.

The Exchange Club had a breakfast in which Dr. Edwards volunteered to flip pancakes.

L. Board Comments

Dr. Brennan commented on *Embrace Our School* which is an informal social event to help pre-kindergarteners transition into school. PTO Presidents from the schools coordinated the event. He mentioned that the Back to School event was spoke of and that there was a good connection made. Dr. Brennan observed the *Jag Bowl* Fundraiser and thought it was a great event. He also enjoyed participating in the Dearington Walk to School.

Ms. Carter had a great time at Sandusky's *Under the Sea*. She thought it was great that they incorporated the Book Sale into the evening. She observed the R.S. Payne bike give away and was impressed by the smiling faces and how nice the bikes were. She also went to the Lights on After School and was impressed with the intuitive crafts. Ms. Carter was at a presentation at the Empowerment Academy where they spoke on whether you are an asset or a liability, which she felt would really get the students thinking. Ms. Carter also commended Dr. Edwards on the Public Budget Hearing.

Dr. Coleman mentioned how proud he is of the Finance Committee and all the good work that is being done in that area. He commented on what a tremendous opportunity of growth that being a part of the Virginia Teacher of the Year selection panel gave him. There are some incredible pieces about citizenship and building a better safer world. He really hopes everyone will take a good solid look at it. He attended the Perrymont bike give away. Dr. Coleman actually rode a bike in the Heritage bike give away. He also enjoyed the *Under the Sea* event. He attended the Jag Bowl. Dr. Coleman will be speaking at DESI on November 7th about the election process.

Dr. Gupta thanked Mrs. Evans for her help in training him to make pancakes at the Jamboree.

Mr. Harvey mentioned how much improvement Bass Elementary is showing. He visited each classroom and was impressed with the pride and citizenship displayed. He also commented on what a wonderful time he had at Sandusky's *Under the Sea* event. He specifically mentioned the music and art rooms and how incredible they were. Regarding the Gov School, Mr. Harvey was pondering how the students could take what they are learning at the Gov School back to their base schools to improve them. He thanked Dr. Edwards for the great job she did at the Public Budget Hearing and commented on how successful it was.

Mrs. Morrison thanked everyone for their support while she has been away. She gave a special thank you to Dr. Coleman for attending all the meetings on her behalf.

Dr. Nilles attended the Math Night at Sheffield Elementary. He was impressed by how challenging and different the math problems were. He also mentioned how he enjoyed the Literacy Night at Sandusky and even bought a few books.

Dr. Sinha attended the parent meeting for the early childhood education program where they presented *How to Read to Your Child*. She said she really learned a lot of additional things you can do while reading.

M. Information Items

In honor of the VSBA *Take Your Legislator to School Month*, the Lynchburg City School Board is sponsoring a Legislative Breakfast on November 8, 2019.

The VSBA Annual convention is scheduled for November 20-22, 2019 in Williamsburg, VA.

The next School Board Meeting will be held on Tuesday, December 3, 2019 at 5:00 p.m. in the board room at the Administration Building.


The next School Board Work Session is scheduled for December 17, 2019. The focus of discussion will be the LCS Volunteer Policy & Regulations.

N. ADJOURNMENT

The meeting adjourned at 8:44 p.m.



Susan D. Morrison, Chair



Christi Meservy, Clerk