



Lynchburg City Schools • 915 Court Street • Lynchburg, Virginia 24504

Lynchburg City School Board

Mary Ann H. Barker  
School Board District 1

Albert L. Billingsly  
School Board District 3

Regina T. Dolan-Sewell  
School Board District 1

Jennifer R. Poore  
School Board District 2

Katie K. Snyder  
School Board District 3

Treney L. Tweedy  
School Board District 3

J. Marie Waller  
School Board District 2

Thomas H. Webb  
School Board District 2

Charles B. White  
School Board District 1

School Administration

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

Wendie L. Sullivan  
Clerk

**SCHOOL BOARD MEETING**  
**December 4, 2012 5:30 p.m.**  
**School Administration Building**  
**Board Room**

**A. PUBLIC COMMENTS**

1. Public Comments  
Scott S. Brabrand. . . . . Page 1  
Discussion/Action (30 Minutes)

**B. SPECIAL PRESENTATION**

1. School Improvement Plan: Thomas C. Miller Elementary School  
for Innovation  
William A. Coleman, Jr. . . . . Page 2  
Discussion

**C. CONSENT AGENDA**

**D. STUDENT REPRESENTATIVE COMMENTS**

**E. UNFINISHED BUSINESS**

1. Lynchburg City Schools Comprehensive Plan: Operations  
Ben W. Copeland. . . . . Page 3  
Discussion
2. School Operating Budget: 2013-14  
Anthony E. Beckles, Sr. . . . . Page 5  
Discussion

**F. NEW BUSINESS**

1. High School Program of Studies: 2013-14  
William A. Coleman, Jr. . . . . Page 6  
Discussion

**G. SUPERINTENDENT'S COMMENTS**

**H. BOARD COMMENTS**

**I. CLOSED MEETING**

- 1. Notice of Closed Meeting  
Scott S. Brabrand. . . . . Page 8  
Discussion/Action
  
- 2. Certification of Closed Meeting  
Scott S. Brabrand. . . . . Page 9  
Discussion/Action

**J. INFORMATIONAL ITEMS**

Next School Board Meeting: Tuesday, December 18, 2012, 5:30 p.m.  
Board Room, School Administration Building

**K. ADJOURNMENT**

# Agenda Report

**Date:** 12/04/12

**Agenda Number:** A-1

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent

**Subject:** Public Comments

## **Summary/Description:**

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.

**Disposition:**  Action  
 Information  
 Action at Meeting on:

## **Recommendation:**

The superintendent recommends that the school board receive this agenda report as an informational item.

# Agenda Report

**Date:** 12/04/12

**Agenda Number:** B-1

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent  
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

**Subject:** School Improvement Plan: Thomas C. Miller Elementary School for Innovation

## **Summary/Description:**

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, Mrs. Amy D. Huskin, principal at Thomas C. Miller Elementary School for Innovation, will present data relative to that school's plan to the school board.

**Disposition:**  Action  
 Information  
 Action at Meeting on:

## **Recommendation:**

The superintendent recommends that the school board receive this agenda report as an informational item.

# Agenda Report

**Date:** 12/04/12

**Agenda Number:** E-1

**Attachments:** Yes

**From:** Scott S. Brabrand, Superintendent  
Ben W. Copeland, Assistant Superintendent of Operations and Administration

**Subject:** Lynchburg City Schools Comprehensive Plan: Operations

## **Summary/Description:**

Part of the Lynchburg City Schools Comprehensive Plan focuses on the operations of the school division. Excellence in the areas of operations includes “providing a school environment that is clean, safe, well maintained, efficient, and conducive to learning, for all students, staff, and guests.” To ensure the facilities are well maintained and sanitary, strategies were established and key personnel were identified to conduct monthly custodial inspections.

During this presentation, the school administration will provide data relative to the school inspections that have been completed since the beginning of the school year.

**Disposition:**  Action  
 Information  
 Action at Meeting on:

## **Recommendation:**

The superintendent recommends that the school board receive this agenda report as an informational item.

**MONTHLY CUSTODIAL INSPECTION REPORT**

FACILITY NAME \_\_\_\_\_

DATE \_\_\_\_\_

ENTRANCE	OFFICES	CLOSET/EQUIPMENT	RESTROOMS
Entrance walk free of litter? <span style="float:right">10</span> Entrance glass free of smears? <span style="float:right">10</span> Walls clean and free of spots? <span style="float:right">10</span> Lights clean and clear? <span style="float:right">10</span> Furniture arranged neat & orderly? <span style="float:right">15</span> Floor finished or carpet clean? <span style="float:right">15</span> Floor, Corners & baseboards clean? <span style="float:right">10</span> Wastebaskets clean with fresh liner? <span style="float:right">10</span> Vents clean? <span style="float:right">10</span> <b>TOTAL</b> <span style="float:right"><b>100</b></span> Location _____ Location Office 1 _____ Location Office 2 _____	Windows clean? <span style="float:right">8</span> Walls clean and free of spots? <span style="float:right">10</span> Vents clean? <span style="float:right">8</span> Lights clean and clear? <span style="float:right">10</span> Counters clean? <span style="float:right">10</span> Furniture clean? <span style="float:right">10</span> Wastebaskets clean/fresh liner? <span style="float:right">8</span> Floor clean of dirt, dust, litter? <span style="float:right">12</span> Floor finished or carpet clean? <span style="float:right">14</span> Restroom clean? <span style="float:right">10</span> <b>TOTAL</b> <span style="float:right"><b>100</b></span> Location _____ Location Office 1 _____ Location Office 2 _____	Supplies neat / orderly? <span style="float:right">12</span> Floor clean? <span style="float:right">10</span> Sink clean? <span style="float:right">10</span> Wastebasket clean? <span style="float:right">10</span> Equipment clean / good repair? <span style="float:right">14</span> Cart clean / properly labeled? <span style="float:right">12</span> Chemicals properly labeled? <span style="float:right">10</span> Bucket clean? <span style="float:right">10</span> Mop heads clean? <span style="float:right">12</span> <b>TOTAL</b> <span style="float:right"><b>100</b></span> Location _____	Floor, Corners & baseboards clean? <span style="float:right">10</span> Floor finished/tile scrubbed? <span style="float:right">10</span> Walls clean/free of graffiti? <span style="float:right">10</span> Mirrors clean? <span style="float:right">10</span> Vents clean? <span style="float:right">10</span> Lights clean/property maintained? <span style="float:right">10</span> Sinks clean/free of soap scum? <span style="float:right">10</span> Toilet / urinals clean? <span style="float:right">10</span> Stalls clean / free of graffiti? <span style="float:right">10</span> Supplies stocked (soap, pt, tp)? <span style="float:right">10</span> <b>TOTAL</b> <span style="float:right"><b>100</b></span> Location _____ Location _____
CORRIDORS/STAIRWELLS	CLASSROOMS	CAFETERIA/GYMNASIUM	QUALITY RATING
Floors finished or carpet clean? <span style="float:right">20</span> Floor, Corners & baseboards clean? <span style="float:right">10</span> Walls clean and free of spots? <span style="float:right">10</span> Lights clean and properly lamped? <span style="float:right">10</span> Elevator floors and tracks clean? <span style="float:right">8</span> Stairwell walls free of graffiti? <span style="float:right">10</span> Fire extinguisher cabinets clean? <span style="float:right">8</span> Vents clean? <span style="float:right">7</span> Drinking fountains clean/working? <span style="float:right">10</span> Stairwell ledges and rails clean? <span style="float:right">7</span> <b>TOTAL</b> <span style="float:right"><b>100</b></span> Location _____	Windows clean? <span style="float:right">10</span> Walls clean and free of spots? <span style="float:right">10</span> Vents clean? <span style="float:right">10</span> Lights clean and clear? <span style="float:right">10</span> Furniture clean? <span style="float:right">10</span> Wastebaskets clean/fresh liner? <span style="float:right">10</span> Floor clean of dirt, dust, litter? <span style="float:right">15</span> Floor finished or carpet clean? <span style="float:right">15</span> Curtains / Blinds clean (dust)? <span style="float:right">10</span> <b>TOTAL</b> <span style="float:right"><b>100</b></span> Location CR 1 _____ Location CR2 _____	Floor, Corners & baseboards clean? <span style="float:right">20</span> Floor finished or carpet clean? <span style="float:right">20</span> Walls clean and free of spots? <span style="float:right">10</span> Furniture arranged neat and orderly? <span style="float:right">10</span> Vents clean? <span style="float:right">10</span> Lights clean and properly lamped? <span style="float:right">10</span> Wastebaskets clean with fresh liner? <span style="float:right">10</span> Drinking fountains clean / working? <span style="float:right">10</span> <b>TOTAL</b> <span style="float:right"><b>100</b></span> Location _____	Possible _____ Actual _____ 100 _____ 100 _____ 100 _____ 100 _____ 100 _____ 100 _____ 100 _____ 100 _____ 100 _____ 100 _____ 100 _____ <b>TOTAL SCORE</b> <span style="float:right"><b>1000</b></span> Possible _____ Actual _____ 100% _____ Quality % _____

Comments:	% RATING SCALE						
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%;">95-100</td> <td>Excellent</td> </tr> <tr> <td style="width:20%;">80-94</td> <td>Meets Expectations</td> </tr> <tr> <td style="width:20%;">0-79</td> <td>Needs Improvement</td> </tr> </table>	95-100	Excellent	80-94	Meets Expectations	0-79	Needs Improvement
95-100	Excellent						
80-94	Meets Expectations						
0-79	Needs Improvement						

Inspection by: \_\_\_\_\_

# Agenda Report

**Date:** 12/04/12

**Agenda Number:** E-2

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent  
Anthony E. Beckles, Sr., Chief Financial Officer

**Subject:** School Operating Budget: 2013-14

## **Summary/Description:**

As part of the budget development process for FY2013-14, the school administration has conducted several community budget meetings in order to share information and receive comments about next year's budget. On November 27, 2012, that presentation was given to the school board. Following the presentation, school board members were able to provide comments about budget priorities and to discuss items that the school administration has suggested for possible inclusion for next year.

During this presentation, the school administration will review the comments given by school board members and receive further suggestions regarding the FY2013-14 budget.

**Disposition:**  Action  
 Information  
 Action at Meeting on:

## **Recommendation:**

The superintendent recommends that the school board receive this agenda report as an informational item.

# Agenda Report

**Date:** 12/04/12

**Agenda Number:** F-1

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent  
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

**Subject:** High School Program of Studies: 2013-14

## **Summary/Description:**

Each year modifications are made to the *High School Program of Studies* to reflect changes at the federal, state, and/or local level.

On June 8, 2012, the Virginia Department of Education approved the Emergency Amendments to the *Regulations Establishing Standards for Accrediting Public Schools in Virginia* (8 VAC 20-131) to Conform to HB 1061 and SB 489 (2012) and a Notice of Intended Regulatory Action (NOIRA) for Permanent Amendments to the Regulations.

The emergency regulations expand opportunities to learn by setting forth the expectations for students to be prepared for college or a career upon graduation by requiring students pursuing a Standard Diploma to earn a career credential, and for students pursuing either a Standard or an Advanced Studies Diploma to have had the opportunity to take a virtual course in their high school career.

The following changes comport to the *Regulations Establishing Standards for Accrediting Public Schools in Virginia* with the legislation:

- Beginning with first-time ninth graders in the 2013-2014 school year, students must earn a career and technical education credential that has been approved by the Board in order to graduate with a Standard Diploma. This credential could include, but not be limited to, the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness skills assessment.
- The Modified Standard Diploma will be folded into the Standard Diploma, and the Board of Education will establish, through guidelines, credit accommodations for students with disabilities. Such credit accommodations for students with disabilities may include the following:
  - Approval of alternative courses to meet the standard credit requirements;



# Agenda Report

**Date:** 12/04/12

**Agenda Number:** F-1

**Attachments:** No

- Modifications to the requirements for local school divisions to award locally awarded verified credits;
  - Approval of additional tests to earn a verified credit;
  - Adjusted cut scores required to earn verified credit; and
  - Allowance of work-based learning experiences.
- Students pursuing a Standard or Advanced Studies Diploma will successfully complete one virtual course, which may be a noncredit-bearing course.
  - The Standard Technical Diploma and the Advanced Technical Diploma will be eliminated.
  - Consistent with the legislation, the regulations will specify that the Advanced Studies Diploma shall be the recommended diploma for students pursuing baccalaureate study. Both the Standard and the Advanced Studies Diploma shall prepare students for postsecondary education and the career readiness required by the Commonwealth's economy.

In addition, the following local changes are recommended:

- The addition of Criminal Justice 1: This career-technical education course presents an overview of the criminal justice system and introduces the major system components in law enforcement, judiciary, and corrections. (pg. 46 )
- References to Early College and the Regional STEM Academy (pg. 2)
- The restructuring of physical education courses so that all students participate in comparable activities based on grade level (pg. 39)
- The elimination of the following courses: Advanced Economics and Personal Finance; Oral Expression; Arts Appreciation; Medical Assistant 2; Computer Mathematics; and Algebra1 Part 2
- Renaming of four career-technical education courses in the areas of Architecture and Construction and Science, Technology, Engineering, and Mathematics (pgs. 40, 45-46)

**Disposition:**  **Action**  
 **Information**  
 **Action at Meeting on:** 12/18/12

## **Recommendation:**

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on December 18, 2012.

# Agenda Report

**Date:** 12/04/12

**Agenda Number:** I-1

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent

**Subject:** Notice of Closed Meeting

**Summary/Description:**

Pursuant to the Code of Virginia §2.2-3711 (A) (1), the school board needs to convene a closed meeting for the purpose of discussing the following specific matters:

Personnel Matters

**Disposition:**  **Action**  
 **Information**  
 **Action at Meeting on:**

**Recommendation:**

The superintendent recommends that the school board approve a motion to enter into Closed Meeting in accordance with the Code of Virginia §2.2-3711 (A) (1) to discuss personnel matters.

# Agenda Report

**Date:** 12/04/12

**Agenda Number:** I-2

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent

**Subject:** Certification of Closed Meeting

**Summary/Description:**

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.

**Disposition:**  **Action**  
 **Information**  
 **Action at Meeting on:**

**Recommendation:**

The interim superintendent recommends that the school board approve the Certification of Closed Meeting in accordance with the Code of Virginia §2.2-3712(D).