



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

Lynchburg City School Board

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School Board District 2

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School Board District 2

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School Board District 3

Treney L. Tweedy
School Board District 3

Charles B. White
School Board District 1

SCHOOL BOARD MEETING
April 13, 2010 5:30 p.m.
School Administration Building
Board Room

A. CLOSED MEETING

- 1. Notice of Closed Meeting
Paul McKendrick.Page 1
Discussion
- 2. Certification of Closed Meeting
Paul McKendrick.Page 2
Discussion

B. PUBLIC COMMENTS

- 1. Public Comments
Paul McKendrick.Page 3
Discussion (30 minutes)

C. CONSENT AGENDA

- 1. School Board Meeting Minutes: February 25, 2010 (Study Session)
March 2, 2010 (Regular Meeting)
March 9, 2010 (Special Meeting)
March 16, 2010 (Regular Meeting)
March 18, 2010 (Study Session)
March 23, 2010 (Special Meeting)
April 1, 2010 (Student Discipline
Committee Meeting)
- 2. Personnel Report
Billie Kay Wingfield.Page 4
Discussion/Action

D. STUDENT REPRESENTATIVE COMMENTS

School Administration

Paul McKendrick
Superintendent

Stephen C. Smith
Assistant Superintendent of
Curriculum and Instruction

Edward R. Witt, Jr.
Assistant Superintendent of
Operations and Administration

Beverly A. Padgett
Chief Financial Officer

Wendie L. Sullivan
Clerk

E. UNFINISHED BUSINESS

- 1. School Operating Budget: 2010-11
Paul McKendrick. Page 7
Discussion

F. NEW BUSINESS

- 1. Administrative Regulation 6-8: School Day
Stephen C. Smith. Page 9
Discussion
- 2. Administrative Regulation 6-18: Instruction
Stephen C. Smith.Page 11
Discussion
- 3. School Board Policy 7-24: Student Course Load
Stephen C. Smith.Page 13
Discussion

G. SUPERINTENDENT’S COMMENTS

H. BOARD COMMENTS

I. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, April 20, 2010, 5:30 p.m.
Board Room, School Administration Building

J. ADJOURNMENT

Agenda Report

Date: 04/13/10

Agenda Number: A-1

Attachments: No

From: Paul McKendrick, 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:

Employee Assignments

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) for the purpose of considering several employee assignments.

Agenda Report

Date: 04/13/10

Agenda Number: A-2

Attachments: No

From: Paul McKendrick, 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 superintendent recommends that the school board approve the Certification of Closed Meeting in accordance with the Code of Virginia §2.2-3712(D).

Agenda Report

Date: 04/13/10

Agenda Number: B-1

Attachments: No

From: Paul McKendrick, 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: 04/13/10

Agenda Number: C-2

Attachments: Yes

From: Paul McKendrick, Superintendent
Billie Kay Wingfield, Director of Personnel

Subject: Personnel Report

Summary/Description:

The personnel recommendations for March 16 – April 13, 2010, appear as an attachment to this agenda report.

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

Recommendation:

The superintendent recommends that the school board approve the personnel recommendations for March 16 – April 13, 2010.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
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NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2009-10:

Beckles, Andrea E.	Liberty University	(B.A./0 yrs) (Lv. 0 1)	Linkhorne Elementary Pre-Kindergarten Teacher	03/29/10
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RESIGNATIONS:

Beckwith, Sarah E.	Liberty University	(B.S./2 yrs) (Lv. 1 3)	Sandusky Elementary Second Grade Teacher	06/12/10
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Bruce, Andrew A.	Liberty University	(M.Ed./4 yrs) (Lv. 3 4)	Heritage High School Special Education Teacher	06/12/10
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Hughes, Diana F.	ODU	(B.S./10 yrs) (Lv. 9 3)	Heritage High School English Teacher	06/12/10
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Lipford, Ryan S.	UVA	(B.A./6 yrs) (Lv. 5 2)	E C Glass Social Studies Teacher	06/12/10
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McLean, Brittany A.	University of Pittsburg	(B.S./1 yrs) (Lv. 0 3)	E C Glass Math Teacher	06/12/10
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Myrsten, Michael, F.	Christopher Newport Univ.	(B.S./4 yrs) (Lv. 3 4)	Pride Center Science Teacher	06/12/10
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RETIREMENTS:

Akers, Linda K.	Virginia Tech	(M.Ed/31 yrs) (Lv.30 3)	Amelia Pride Center Coordinator for Adult/Alt. Education	06/30/10
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Bryant, Brenda H.	Virginia Tech	(M.S./21 yrs) (Lv.20 3)	Amelia Pride Center Adult Learning Center Coordinator	06/12/10
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Campbell, Beverly H.	Longwood College	(M.Ed/31 yrs) (Lv.30 3)	Dearington Elementary Title I Reading Teacher	06/30/10
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Fitzgibbons, Patricia A.	VCU	(M.S./15 yrs) (Lv. 14 3)	Laurel Regional School Occupational Therapist	06/12/10
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Helmey, Heidi,V.	Lynchburg College	(M.Ed/30 yrs) (Lv.29 3)	Laurel Regional School Visually Impaired Teacher	06/12/10
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RETIREMENTS: (continued)

Jenks, Barbara F.	Tusculum College	(B.A./31 yrs) (Lv.30 3)	Dearington Elementary Kindergarten Teacher	06/12/10
Pettyjohn, Terri S.	Virginia Tech	(B.S./30 yrs) (Lv.29 3)	Heritage High School Math Teacher	06/12/10

Agenda Report

Date: 04/13/10

Agenda Number: E-1

Attachments: No

From: Paul McKendrick, Superintendent
Beverly A. Padgett, Chief Financial Officer

Subject: School Operating Budget: 2010-11

Summary/Description:

At the March 23, 2010, school board meeting, the Lynchburg City School Board approved the 2010-11 budget with the understanding that the employee benefit section may change, depending on information received concerning charging employees for Virginia Retirement System (VRS). The budget presented included requiring employees to pay seven percent of their health insurance benefit. The school board requested that the school administration inquire about transferring a portion of member contributions to employees for VRS retirement instead of health insurance.

The Virginia Retirement System forwarded the following information to the school administration. House Bill (HB) 1189 was passed by the Virginia General Assembly on March 14, 2010. This bill requires employers to charge new employees (July 1, 2010) five percent of the VRS retirement. The school board will have the option to pass a resolution to pick up this five percent or a portion of the five percent. This bill was passed as a "law" and becomes permanent.

HB 30 (Budget Bill) also was passed by the General Assembly on March 14, 2010. This bill allows employers to pass from one to five percent of the VRS retirement cost to existing employees. This bill was passed as a "budget bill" and can change from year to year unless the General Assembly decides to make it a "law."

Both bills are with the governor, and he has until April 15, 2010, to approve or veto all or a portion of these bills. The General Assembly's reconvene session is scheduled for April 21, 2010, and at that time they will act on the governor's actions.

According to VRS, it will be the end of April before there is a final decision. Also, VRS is not sure if the decision to charge existing employees would be reversible in the future.

Agenda Report

Date: 04/13/10

Agenda Number: E-1

Attachments: No

The surrounding school divisions were asked how they were handling VRS. Amherst, Appomattox, Bedford, and Campbell County school divisions all responded that they are not passing the cost of VRS retirement to their employees.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 04/13/10

Agenda Number: F-1

Attachments: Yes

From: Paul McKendrick, Superintendent
Stephen C. Smith, Assistant Superintendent of Curriculum and Instruction

Subject: Administrative Regulation 6-8: School Day

Summary/Description:

On March 23, 2010, the school board approved the Lynchburg City Schools academic calendar for 2010-11. The approved calendar included the removal of the optional first period bus runs and the reduction in student instructional days from 180 to 172.

In order to account for the fewer number of instructional days, additional instructional time is recommended at each level. Administrative Regulation 6-8: School Day has been modified to reflect these changes.

Disposition: Action
 Information
 Action at Meeting on: 04/20/10

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the meeting on April 20, 2010.

INSTRUCTION

School Day R 6-8

{For the 2009-10 school year, T{t}he length of the school day for students is as follows:

- (a) Elementary Schools 8:55 a.m. – 3:30 p.m.
- (b) Middle Schools 8:20 a.m. – 2:55 p.m.
- (c) High Schools 8:00 a.m. – 2:25 p.m. or optional first period
7:08 a.m. – 2:25 p.m.

{For the 2010-11 school year, the length of the school day for students is as follows:

- (a) Elementary Schools 8:45 a.m. – 3:50 p.m.**
- (b) Middle Schools 8:15 a.m. – 3:20 p.m.**
- (c) High Schools 7:40 a.m. – 2:45 p.m.}**

Approved by School Board: April 7, 1981
Revised by School Board: August 1, 1989
Revised by School Board: June 6, 2006
Revised by School Board:

Agenda Report

Date: 04/13/10

Agenda Number: F-2

Attachments: Yes

From: Paul McKendrick, Superintendent
Stephen C. Smith, Assistant Superintendent of Curriculum and Instruction

Subject: Administrative Regulation 6-18: Instruction

Summary/Description:

Given that a listing of curriculum guides would need frequent revision to stay up to date, and given that there is no requirement to maintain such a listing in policy or regulation, the school administration recommends the deletion of Administrative Regulation 6-18: Instruction.

Disposition: Action
 Information
 Action at Meeting on: 04/20/10

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the meeting on April 20, 2010.

INSTRUCTION

The following Curriculum Guides have been developed and are continually reviewed and revised to meet the needs of the division's instructional program:

- Experiences in Readiness
- Guide for Reading Comprehension
- Guide for Language Mechanics Skills
- Elementary Writing Guide
- Art Guide (Elementary)
- Movement Education Guide (Elementary)
- Music Guide (Elementary)
- Elementary Social Studies Course of Study
- Elementary Science Guide
- Alternatives for Early Childhood Science Experiences
- Nutrition in the Elementary Schools
- Gifted Opportunity Course Outline for Social Studies
- Gifted Opportunity Course Outline for Science
- Gifted Opportunity Course Outline - Language Arts
- Basic Elementary Mathematics Skills - Guides for Levels 1-6
- Formula for Solving Word Problems
- Charts and Graphs Guide
- Measuring in Metrics Guide
- Math Vocabulary Lost Guide
- Calculator Skills and Applications
- Curriculum Guide for Advanced Math Students
- Middle School Computer Guide
- Middle School Course Selection Guide
- High School Course Selection Guide
- Writing Guide
- Vocational - Trade and Industrial Course Outlines
- Vocational - Trade and Industrial C.B.E. Records
- Driver's Education Handbook
- Oral Communication Guide for Speaking and Listening
- Thinking Skills K-12
- Secondary School Course Outlines
- Family Life Education K-12
- Middle School Reading Program
- Middle Schools' Extended Reading Guide
- AIDS Education Guides 6-12 (Incorporated into the Family Life Program 6-12)

Approved by Superintendent: June 30, 1981

Revised by Superintendent: August 2, 1983

INSTRUCTION

Revised by Superintendent: August 1, 1989
Deleted by School Board: May 4, 2010

Agenda Report

Date: 04/13/10

Agenda Number: F-3

Attachments: Yes

From: Paul McKendrick, Superintendent
Stephen C. Smith, Assistant Superintendent of Curriculum and Instruction

Subject: School Board Policy 7-24: Student Course Load

Summary/Description:

On March 23, 2010, the school board approved the Lynchburg City Schools academic calendar for 2010-11. The approved academic calendar includes the following changes:

- 1) the replacement of the optional first-period with a seven-period high school day
- 2) the removal of the current high school exam structure
- 3) the addition of study halls and repeat courses in high school
- 4) the addition of a senior early dismissal option
- 5) the addition of elementary early dismissal days at the end of each six weeks
- 6) the removal of seven work and professional development days
- 7) the lengthening of the winter break
- 8) a spring break the week prior to Easter
- 9) an earlier last day of instruction, May 27, 2011
- 10) graduation in the afternoon on Sunday, May 29, 2011

Given the addition of a senior early dismissal option (item four) the school administration recommends revisions to School Board Policy 7-24: Student Course Load.

Disposition: Action
 Information
 Action at Meeting on: 04/20/10

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 April 20, 2010.

STUDENTS

Student Course Load P7-24

- {A.} Students in grades ~~9-12~~ {9-11} must carry the equivalent of six full {credit-bearing} courses and may {must} elect to carry an optional another approved course{, a repeat course, or a study hall} in the seventh period.**
- {B. All students in grade twelve (senior students) must carry the equivalent of four credit-bearing courses.**
- C. Unless a waiver is granted, senior students must also carry other approved courses, repeat courses, or study halls in the other three periods.**
- D. Senior students for whom a waiver is granted may be dismissed from school after the fourth, fifth, or sixth period. Transportation from school to home will not be provided for students who are dismissed early.**
- E. A waiver to the student course load requirement may be granted for a senior student if that student has earned sufficient credits such that a reduced course load in the senior year will still permit the student to meet all graduation requirements by the end of the year.**
- F. Applications for senior student course load waivers will be accepted each spring and fall for the following semester.**
- G. To be considered for a waiver, a senior student and a parent or legal guardian must complete, sign, and submit the application to the guidance office by the posted deadline. The guidance counselor will review the data and recommend that the building principal approve or deny the waiver application. If the waiver is approved, the senior student's schedule for the next semester will reflect the early dismissal.**
- H. At the beginning of the semester for which the waiver has been approved, the guidance counselor will again review the senior student's data to ensure that the student still qualifies for the waiver.**
- I. The approved waiver application will be kept on file at the school, and a list of all senior students for whom a waiver has been approved will be sent to the director of secondary education at the start of each semester.**
- J. Unless under the direct supervision of a staff member, senior students for whom a waiver is approved must exit the school building promptly after their early dismissal time and shall not return to the school property for school activities until the end of the instructional day. Failure to comply with this requirement may result in the waiver being revoked.**

STUDENTS

- K. **Beyond this policy there may be other allowances for early dismissals, such as those approved for work/study programs or off-site instruction, individual allowances for certain health conditions, and so on. Nothing in this policy is meant to supersede the policies, regulations, and practices associated with such other early dismissals.**

- L. **By completing an application for a waiver, the student and parent/guardian accept responsibility for any repercussions which may be related to the student’s reduced course load. Such possible repercussions specifically, but not exclusively, include those related to admissions, selections, or eligibility for any schools, programs, activities, recognitions, or the like.}**

- M. ~~Students may be permitted to carry fewer courses only upon approval by the superintendent or his designee. Students attending a fifth high school year may be allowed to carry a reduced load as approved by the principal. {Other students may be permitted to carry fewer courses only upon approval by the superintendent or his designee.}~~

Legal Reference: ~~(1992) Virginia Board of Education regulation updated.~~

~~Virginia Board of Education Regulations, “Governing the Accreditation of Public Schools in Virginia” at §7.12—“All students in grades 1-12 shall maintain a full day schedule of classes (5-1/2 hours), unless a waiver is granted by the local superintendent of schools. ...”(1992) {Board of Education Regulations Establishing Standards for Accrediting Public Schools in Virginia, 8 VAC 20-131-10 et seq.}~~

- Adopted by School Board: June 19, 1973
- Revised by School Board: September 7, 1976
- Revised by School Board: January 6, 1981
- Revised by School Board: November 2, 1982
- Revised by School Board: September 18, 198
- Revised by School Board: