

**Lynchburg City School Board
Regular Meeting
January 19, 2010**

**BOARD
MEMBERS
PRESENT:**

Mary Ann H. Barker, Chairman
Thomas H. Webb, Vice Chairman
Keith R. Anderson
Albert L. Billingsly
Regina T. Dolan-Sewell
Darin L. Gerdes
Ingrid M. Hamlett
Trenay L. Tweedy
Charles B. White
Robert W. Jones, Student Representative, Heritage High School
Joshua K. Graham, Student Representative, E. C. Glass High School

**BOARD
MEMBERS
ABSENT:**

None

**ADMINISTRATION
PRESENT:**

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
Steven L. Gatzke, Director of Facilities and Transportation
William A. Coleman, Jr., Director of Secondary Education
Leigh F. Farmer, Public Information Officer
Michael K. Rudder, Director of Elementary Education
Billie Kay Wingfield, Director of Personnel
Wendie L. Sullivan, Recording Secretary/Clerk

**MEDIA
PRESENT:**

Jessie Pounds, *The News & Advance*

**Agenda
Items:**

- A-1. Public Comments
- B-1. Financial Audit for the Fiscal Year Ended June 30, 2009
- B-2. Finance Report
- C. Consent Agenda
- D. Student Representative Comments
- E-1. Lynchburg City Schools' Comprehensive Plan
- E-2. Middle School Program of Studies Revisions: 2010-11
- E-3. 2010 Summer Programs
- F. New Business
- G. Superintendent's Comments
- H. Board Comments
- I. Informational Items
- J. Adjournment

A public hearing for the Lynchburg City Schools' Comprehensive Plan was scheduled to occur prior to the beginning of the regular meeting; however, there were no individuals who wished to speak before the school board. Therefore, the Lynchburg City School Board met for its regular meeting at 5:30 p.m. in the Board Room at the School Administration Building. Mrs. Barker opened the meeting and requested that those in attendance stand and recite *The Pledge of Allegiance*.

Upon MOTION by Rev. Anderson, SECONDED by Mr. Billingsly, the school board moved item B-2. Financial Audit for the Fiscal Year Ended June 30, 2009, to first under B. Finance Report.

Yes Votes: Mrs. Barker, Mr. Webb, Rev. Anderson, Mr. Billingsly, Dr. Dolan-Sewell, Dr. Gerdes, Ms. Hamlett, Mrs. Tweedy, Mr. White

No Votes: None

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Abstentions: None

A-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.

There were no individuals who wished to speak before the school board.

B-1. Financial Audit for the Fiscal Year Ended June 30, 2009

Brown, Edwards & Company, LLP, has completed the financial audit of the Lynchburg City Schools. Mr. Norman Yoder, senior associate of Brown, Edwards & Company, LLP, presented the financial statements to the school board. Because the school board agreed to receive a joint report with the City of Lynchburg beginning with the 2002-03 audit, there is no separate Comprehensive Annual Financial Report (CAFR) for school funds.

The school administration forwarded a copy of the City of Lynchburg CAFR, which includes information about the Lynchburg City Schools, the audit committee letter, and the management letter to the school board members. School board members and the general public may obtain additional copies of the report from the Department of Finance.

Mr. Yoder stated that the schools' financial statement received an unqualified opinion, which means that there were no material errors found. Errors that were found, such as estimates, journal entries, and past journal entries were few and did not need to be posted, and he also stated that this was the shortest list of journal entries for the schools in a few years. There was one item listed for internal control that received a material weakness, but that this year there was improvement.

B-2. Finance Report

The school administration, in accordance with the 2009-10 school operating budget, authorized, approved, and processed the necessary payments through December 31, 2009. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarized the payments made through December 31, 2009, for the operating fund (unaudited).

Total Operating Fund Budget	\$86,792,304.77
Expenditures through 12/31/09	(\$32,589,798.43)
Outstanding Encumbrances	(\$2,637,134.62)
Available Balance per Finance Report	\$51,565,371.72
Percent of Budget Used as of 12/31/09	40.59%
Percent of Budget Used as of 12/31/08	39.86%
As of 12/31/09 – 6 months	50.00%

The operating fund revenue report details the revenue received through December 31, 2009. The expenditure summary report summarizes the payments made through December 31, 2009, for all funds. All of the reports appeared as attachments to the agenda report.

Ms. Padgett provided the summary of the revenue and state funding for 2009-10 contained in Governor Kaine's proposed Caboose Bill. The difference in funding from that approved by the General Assembly and the proposed revised funding presented by the governor December 18, 2009, is \$1,788,453. The school administration has identified accounts from which funds can be used to help offset the reductions. They are Unemployment Insurance - \$200,000; Textbooks - \$482,000; VRS Retirement - \$500,000; Federal Funds - \$500,000. This still leaves a difference of \$64,703 for which the school administration must identify funds. It was noted that the Caboose Bill must be approved before these changes would take effect.

Ms. Padgett also reviewed the state funding reductions based on Governor Kaine's proposed budget for 2010-11 which is \$4,928,543. The city manager has also proposed reductions for local funding in the amount of \$3,240,000. This is a total reduction of \$8,168,543 for 2010-11.

The school administration and the school board will conduct public forums on January 25, 2010, at 4:00 p.m. at Linkhorne Middle School, January 26, 2010, at 7:00 p.m. at Heritage High School; and January 28, 2010, at 7:00 p.m. at E. C. Glass High School.

Rev. Anderson provided information about the Finance Committee meeting that occurred on January 12, 2010. During that meeting, Mr. Yoder met with committee members to discuss the audit. Information regarding the

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recent internal audit that was conducted in the area of travel expenditures was also shared with the school board.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JANUARY 19, 2010, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

C. Consent Agenda

Upon MOTION by Rev. Anderson, SECONDED by Mr. Billingsly, the school board approved the personnel report and addendum for the period December 15, 2009, through January 10, 2010.

Yes Votes: Mrs. Barker, Mr. Webb, Rev. Anderson, Mr. Billingsly, Dr. Dolan-Sewell, Dr. Gerdes, Ms. Hamlett, Mrs. Tweedy, Mr. White

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JANUARY 19, 2010, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

D. Student Representative Comments

Mr. Robert W. Jones, student representative for Heritage High School, and Mr. Joshua K. Graham, student representative for E. C. Glass High School, provided information about events and activities occurring at their schools.

E-1. Lynchburg City Schools' Comprehensive Plan

The *Standards of Quality* require local school boards to adopt a division-wide comprehensive plan to improve classroom instruction and student achievement. The Lynchburg City Schools' proposed comprehensive plan is built around the six school board *Vision for Education* foci: Academic Eminence; Sound, Honorable Character; Exemplary Personnel; Parental Involvement and Community Investment; Respect for Diversity; and Model Facilities. Each vision focus area includes goals followed by strategies for meeting the goals. Each strategy is followed by columns providing the titles of those responsible, the timeline for completion, and the method of evaluation or evidence of completion.

As required by the *Standards of Quality*, the proposed comprehensive plan also includes a description of regional services, a forecast of anticipated enrollment changes, a technology plan, and evidence of community involvement in the development of the plan.

During the meeting on December 15, 2009, the school administration summarized key elements of the plan and answered questions regarding the goals, strategies, and other information included in the most recent draft provided to school board members.

The school board discussed Heritage High School and the community's input regarding the future of the school's facility. It was suggested that in addition to having the community discussions of renovation or new construction under the section for parental involvement, a category under model facilities regarding this topic should be added. This could provide for broader discussion relative to the need for the facility, the costs for renovation or new construction, student enrollment, and curriculum needs.

The plan has been posted on the school division's website, however, no comments have been posted on the website. The school board will review comments, if any, and proposed changes to the plan and consider approval of the plan at the school board meeting on February 2, 2010.

E-2. Middle School Program of Studies: 2010-11

The middle school program of studies provides information to the parents of rising and current middle school students about middle school programs and practices. In addition, the middle school program of studies includes excerpts from pages two through 10 of the high school program of studies.

The recommended changes to the 2010-11 Middle School Program of Studies include the following:

- 1) The new graduation requirements for first-time ninth grade students in 2010-11 and beyond.
- 2) Eighth grade math will be removed in order to reflect the higher math standards required at the high schools with the removal of Algebra I Part I and Part II. Eighth grade math offerings will include Advanced Algebra I, Standard Algebra I, and the non-high school credit course Foundations of Algebra.
- 3) Information will be provided on each school's enrichment/achievement period.
- 4) The other recommended changes to the middle school program of studies are adjustments to exploratory and elective offerings at specific middle schools. Examples include renaming a chorus

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rotation to Dunbar Glee, adding a course in geography and digital cartography (map making), beginning guitar, and Greek and Roman culture and mythology, among others.

Draft copies of the proposed 2010-2011 Middle School Program of Studies were distributed to members of the school board prior to the meeting.

Upon MOTION by Mr. Webb, SECONDED by Dr. Dolan-Sewell, the school board approved the Middle School Program of Studies for 2010-11.

Yes Votes: Mrs. Barker, Mr. Webb, Rev. Anderson, Mr. Billingsly, Dr. Dolan-Sewell, Dr. Gerdes, Ms. Hamlett, Mrs. Tweedy, Mr. White

No Votes: None

Abstentions: None

E-3. 2010 Summer Programs

Each summer the school division offers programs to provide enrichment, acceleration, and academic support opportunities for elementary, middle, and high school students. The attachment to the agenda report provided the name, description, student groups, dates, times, transportation needs, and funding sources for each of the proposed summer programs.

During its last meeting, the school board requested information about costs that could be saved by combining transportation for the PETAL enrichment and remedial summer school programs. It is estimated that savings would be in the neighborhood of \$15,000, which is about half of the transportation costs for last year. The combining of these programs for transportation purposes will be implemented for the 2010 summer programs.

Upon MOTION by Mr. Billingsly, SECONDED by Rev. Anderson, the school board approved the 2010 summer school programs.

Yes Votes: Mrs. Barker, Mr. Webb, Rev. Anderson, Mr. Billingsly, Dr. Dolan-Sewell, Dr. Gerdes, Ms. Hamlett, Mrs. Tweedy, Mr. White

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JANUARY 19, 2010, EXHIBIT "C," FOR A COPY OF THE SUMMER SCHOOL PROGRAMS.)

F. New Business

None

G. Superintendent's Comments

The Student Discipline Committee will meet on Thursday, January 21, 2010, at 5:00 p.m. in the Board Room at the School Administration Building.

H. Board Comments

Mr. Webb noted the recent public forum sponsored by the United Way of Central Virginia. During the forum, area superintendent's discussed issues associated with the achievement gap.

I. Informational Items

Next School Board Meeting: Tuesday, February 2, 2010, 5:30 p.m., Board Room, School Administration Building

J. Adjournment

The meeting adjourned at 6:24 p.m.

Mary Ann H. Barker, Chairman

Wendie L. Sullivan, Clerk

(SCHOOL BOARD DOCUMENT FILES ARE LOCATED IN THE DEPARTMENT FOR FINANCE AT THE SCHOOL ADMINISTRATION BUILDING.)