

**Lynchburg City School Board
Regular Meeting
March 1, 2011**

**BOARD
MEMBERS
PRESENT:**

Mary Ann H. Barker, Chairman
Thomas H. Webb, Vice Chairman
Keith R. Anderson
Albert L. Billingsly
Troy L. McHenry
Trenay L. Tweedy
J. Marie Waller
Charles B. White

**BOARD
MEMBERS
ABSENT:**

Regina T. Dolan-Sewell

**ADMINISTRATION
PRESENT:**

Paul McKendrick, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration
Steven L. Gatzke, Director of Facilities and Transportation
Michael K. Rudder, Director of Elementary Education
Gregory P. Sullivan, Director of Information Technology
Billie Kay Wingfield, Director of Personnel
Kimberly D. Lukanich, Assistant Director of Finance
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Jesse Pounds, *The News & Advance*

**Agenda
Items:**

- A-1. Public Comment
- B. Consent Agenda
- C. Student Representative Comments
- D-1. School Calendar: 2011-12
- D-2. School Operating Budget Update
- D-3. School Board Policy 5-18: Reduction in Force
- E-1. Capital Improvement Plan: Hutcherson Early Learning Center
- E-2. Middle School Program of Studies: 2011-12
- F. Superintendent's Comments
- G. Board Comments
- H-1. Notice of Closed Meeting
- H-2. Certification of Closed Meeting
- I. Informational Items
- J. 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. Mrs. Barker opened the meeting and requested that those in attendance stand and recite *The Pledge of Allegiance*.

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. Consent Agenda

Upon MOTION by Rev. , SECONDED by Mr. Webb, the school board approved the personnel report for the period January 25 – March 1, 2011.

Yes Votes: Mrs. Barker, Mr. Webb, Rev. Anderson, Mr. Billingsly, Mr. McHenry, Mrs. Tweedy, Ms. Waller, Mr. White

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 1, 2011, EXHIBIT "A," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

C. Student Representative Comments

Miss Natasha N. Chowdry, student representative for Heritage High School, and Mr. R. Addison Spinner, student representative for E. C. Glass High School, provided information about the events and activities occurring at their schools.

D-1. School Calendar: 2011-12

At its February 15, 2011, meeting, the school board directed the administration to develop calendar options based on Calendar 2 as presented. The school administration took into consideration the school board's suggestions and recommendations and presented an option based on Calendar 2. This proposed calendar features:

- An August 22, 2011, start date;
- Several half-days to serve as work days for staff; and
- Several professional development days throughout the year, including a day for the return of the "Best Practice Conference."

The school administration itemized specifics of the calendar which included the ending date for each six-weeks period and the last day of four of the six-weeks periods which provides a one-half day early dismissal for elementary school students. The school administration also reviewed the teacher workdays and professional development days, the length of winter break, and the length of spring break. The last student day for students would be June 6, 2011, and students could graduate either June 7, 8, or 9. This eliminates conflicts with athletic competitions.

The school board asked that the calendar be posted on the school division's website in order to provide an opportunity to parents, students, and teachers to offer input. The school board will consider action at the school board meeting on March 15, 2011.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 1, 2011, EXHIBIT "B," FOR A COPY OF THE SUPPORTING DOCUMENTS.)

D-2. School Operating Budget: 2011-12

On December 17, 2010, the school division received State Superintendent's Memo 315-10: Amendments to the 2010-2012 Biennial Budget as Proposed by Governor McDonnell (HB 1500/SB 800). That memorandum included information regarding the Direct Aid to Public Education budget and recommendations for technical updates to the Standards of Quality (SOQ), incentive, categorical, and Lottery funded accounts. Amendments that also affect the 2010-2012 budget for public education include:

- Updating the Direct Aid accounts for enrollment changes, program participation, and other technical changes in fiscal years 2011 and 2012;
- Updating Sales Tax revenue estimates dedicated to public education in fiscal years 2011 and 2012;
- Increasing the funded professional VRS rate in fiscal year 2012;
- Updating the cost of the Composite Index Hold Harmless payment in fiscal year 2011 and eliminating the payment in fiscal year 2012; and
- Providing competitive grants to school divisions in fiscal year 2012 to pilot models for awarding performance pay for instructional personnel in hard-to-staff schools.

During the presentation of this agenda item, the school administration provided additional information to the school board regarding the school operating budget for 2011-12, including information regarding its discussion with the school division's health care provider. Possible cuts that the school administration has discussed thus far are departmental budgets for central office, staffing recommendations, workers compensation, and lease purchase payment reductions. Revenue changes include a reduction in state funding of \$880,000, funding cliff corrections of \$1.2 million, and a recommendation of raises for staff in the amount of \$1.2 million. Further there

**Lynchburg City School Board – Regular Meeting
March 1, 2011
Page Three**

are several positions that are necessary to the operations of the school division which include the city/schools shared information technology position, the vacant assistant director of personnel position, and three elementary school teaching positions. There are also additional costs associated with the two additional Governor's School slots, high school summer school, and health insurance costs. Additional information about the budgets proposed by the senate and house was also offered to the school board.

The school board, through consensus, scheduled a special meeting on March 24, 2011, at 5:30 p.m. to discuss and possibly approve the school operating budget for 2011-12. The public budget hearing will occur on March 15, 2011, at 5:30 p.m. The school board also discussed and scheduled its April school board meeting for the 14th at 5:30 p.m.

D-3. School Board Policy 5-18: Reduction in Force

Based on last year's implementation of School Board Policy 5-18: Reduction in Force, the school administration discussed several areas of concern to the school board during its fall retreat. The concerns included the following: part-time employees being able to destaff a full-time employees; a classified employee being able to destaff another classified employee with less seniority in a similar but lower grade position; and questions relative to allowing seniority for multiple endorsements, regardless of whether the employee has teaching experience in those endorsements.

The school administration asked D. Patrick Lacy, attorney for ReedSmith, LLP, to review the policy. A copy of the policy with revisions recommended by Mr. Lacy appeared as an attachment to the agenda report.

Ms. Wingfield reviewed changes recommended by Mr. Lacy with the school board. The school board will revisit this policy following the approval of the school operating budget for 2011-12.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 1, 2011, EXHIBIT "C," FOR A COPY OF SCHOOL BOARD POLICY 5-18: REDUCTION IN FORCE.)

E-1. Capital Improvement Plan: Hutcherson Early Learning Center

The 2010-11 Capital Improvement Plan includes \$200,000 for the replacement of the roof at Hutcherson Early Learning Center. The first step of this project involves employing the services of an architectural firm to design the removal of the old roof and the installation of a new one.

The firm of Dominion Seven Architects was one of two firms pre-approved to provide architectural services by the City of Lynchburg's Department of Purchasing and Procurement. Dominion Seven Architects has agreed to perform the roofing design and construction review work for the roofing replacement at Hutcherson Early Learning Center for a lump sum of \$14,000.

The school administration recommends that the school board enter into a contract with Dominion Seven Architects in the amount of \$14,000 for the design of a roofing replacement at Hutcherson Early Learning Center.

Mr. Witt explained that the need to repair the roof at Hutcherson Early Learning Center HELC is so that the building can be reclaimed and used for students. The need for this building stems from the projected growth in student population at the elementary school level. Because of the growth in our prekindergarten initiative, the school division's elementary schools have become full, and HELC is the most economical option in which to house those students.

There was discussion involving the closure of HELC for the 2010-11 school year citing that costs associated with renovation. Mr. Witt explained that bidding the roof replacement was timely as contracting prices for roofs are favorable.

Upon MOTION by Mr. Billingsly, SECONDED by Rev. Anderson, the school board approved a contract with Dominion Seven Architects in the amount of \$14,000 for the design of a roofing replacement at Hutcherson Early Learning Center.

Yes Votes: Mrs. Barker, Mr. Webb, Rev. Anderson, Mr. Billingsly, Mr. McHenry, Mrs. Tweedy, Ms. Waller

No Votes: Mr. White

Abstentions: None

E-2. Middle School Program of Studies Revisions: 2011-12

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 three through 10 of the High School Program of Studies.

**Lynchburg City School Board – Regular Meeting
March 1, 2011
Page Four**

The recommended changes to the Middle School Program of Studies for 2011-12 include the following:

- 1) The new graduation requirements for students entering ninth grade in the fall of 2011 or later will be included.
- 2) Two new semester-long courses will be offered for high school credit. Keyboarding and Keyboarding applications will be offered as eighth grade electives so that more students will graduate from high school with keyboarding skills.
- 3) Information on each school's enrichment/achievement period will be noted.
- 4) Each middle school will offer a variety of exploratory and elective courses.

Draft copies of the proposed 2011-12 Middle School Program of Studies were distributed to members of the school board prior to the school board meeting.

The school board will consider this item for action at the school board meeting on March 15, 2011.

F. Superintendent's Comments

Dr. McKendrick announced that there would be a Finance Committee meeting on March 9, 2011, at 12 noon in Room 206 at the School Administration Building.

On March 8, 2011, at 7:30 a.m., the Partners in Education program will host its annual breakfast at Lynchburg College. On March 10, 2011, the Lynchburg City Schools Education Foundation, Inc., will also host its annual breakfast at 7:30 a.m. at Lynchburg College.

Mr. Coleman announced that in accordance with a ruling by the attorney general that advanced placement exams taken by students will be paid for by school divisions. Traditionally, the school division has charged students to take the exams and/or applied for a waiver for students who are eligible. This year, there are 1,937 students enrolled in advanced placement courses, and in some cases, students are enrolled in more than one advanced placement course. The fee for exams will now be paid for by the school division.

G. Board Comments

Mrs. Barker announced that she had sent an email to all school board members regarding proposed topics for discussion at work sessions or special meetings. The school board has responded to that email and identified topics it would like to discuss. They are: 1) interim evaluation of progress on 2009-11 Comprehensive Plan; 2) district communication plan for 2011-12; 3) school board vision/mission; 4) School Board Policy 7-14: Non-residents; 5) review of district data on "highly qualified" teachers; 6) repeated assessment of DWAP; 7) comprehensive plan and accountability for the district; 8) recognition and rewards for high performing teachers; 9) plan for recognition of students and staff throughout the school year; 10) security of buildings and grounds; 11) non-resident tuition rates; 12) budget development process; 13) retention report for employees; 14) report on teacher evaluations of principals; and 15) outreach report.

The superintendent's evaluation instrument has been sent to and received by all school board members.

Mr. Billingsly stated that the Heritage High School Task Force met last Thursday, and subcommittees have been identified and begun to populate their committees.

Mr. McHenry announced that he attended the parent meeting at Sandusky Middle School on February 22, 2011. He also announced that he had attended the State of the City Address and congratulated individuals who received awards during the address. Mr. McHenry stated, too, that there will be a meeting on Thursday at 12 noon of the Superintendent Evaluation Committee. During this and future meetings, the committee will look at tools currently used, try to improve the process, and look at ways for the school board to perform self evaluation.

Mr. Webb stated that he had attended *The Wizard of Oz* performed by students at Heritage High School and that the students had given a wonderful performance. Performances will also occur on March 4, 5, 6, and 7.

Rev. Anderson informed the board that the Key Communicators had met last week and decided to continue working with community agencies for mentoring services. He stated that the committee is in need of additional mentors and extra assistance in working with students.

Ms. Waller attended the Paul Laurence Dunbar Middle School for Innovation premier of the 10 Best Reading Practices.

H-1. Notice of Closed Meeting

Upon MOTION by Rev. Anderson, SECONDED by Mr. Webb, the school board convened a closed meeting at 8:21 p.m. pursuant to the Code of Virginia §2.2-3711 (1) to discuss specific employee performance and personnel matters.

**Lynchburg City School Board – Regular Meeting
March 1, 2011
Page Five**

Yes Votes: Mrs. Barker, Mr. Webb, Rev. Anderson, Mr. Billingsly, Mr. McHenry, Mrs. Tweedy, Ms. Waller, Mr. White

No Votes: None

Abstentions: None

H-2. Certification of Closed Meeting

Upon MOTION by Mr. White, SECONDED by Rev. Anderson, the school board reconvened in open session at 9:32 p.m.

Yes Votes: Mrs. Barker, Mr. Webb, Rev. Anderson, Mr. Billingsly, Mr. McHenry, Mrs. Tweedy, Ms. Waller, Mr. White

No Votes: None

Abstentions: None

Upon MOTION by Ms. Waller, SECONDED by Mr. Billingsly, 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: Mrs. Barker, Mr. Webb, Rev. Anderson, Mr. Billingsly, Mr. McHenry, Mrs. Tweedy, Ms. Waller, Mr. White

No Votes: None

Abstentions: None

I. Informational Items

Next School Board Meeting: Tuesday, March 15, 2011, 5:30 p.m., Board Room, School Administration Building.

J. Adjournment

The meeting adjourned at 9:33 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.)