

**Lynchburg City School Board  
Regular Meeting  
March 15, 2011**

**BOARD  
MEMBERS  
PRESENT:**

Mary Ann H. Barker, Chairman  
Thomas H. Webb, Vice Chairman  
Albert L. Billingsly  
Regina T. Dolan-Sewell  
Troy L. McHenry  
Trenay L. Tweedy  
J. Marie Waller  
Charles B. White

**BOARD  
MEMBERS  
ABSENT:**

Keith R. Anderson

**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  
Leigh F. Farmer, Public Information Officer  
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 Comments
- B-1. 2011 Virginia School Boards Association Student Art Contest
- C-1. Finance Report
- D. Consent Agenda
- E. Student Representative Comments
- F-1. School Calendar: 2011-12
- F-2. Middle School Program of Studies: 2011-12
- F-3. School Operating Budget: 2011-12
- F-4. Fund Balance
- G. New Business
- H. Superintendent's Comments
- I. Board Comments
- J-1. Notice of Closed Meeting
- J2. Certification of Closed Meeting
- K. Informational Items
- L. Adjournment

Mrs. Barker announced that the school board had scheduled a public hearing to occur prior to the regular school board meeting, but there were no individuals who wished to speak before the school board.

The Lynchburg City School Board met for its regular meeting at 5:35 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 Mr. McHenry, SECONDED by Mr. Billingsly, the school board added item B-1. 2011 Virginia School Boards Association Student Art Contest and reversed items F-2. School Operating Budget: 2011-12 and F-3. Middle School Program of Studies Revisions: 2011-12 on its school board meeting agenda.

Yes Votes: Mrs. Barker, Mr. Webb, Mr. Billingsly, Dr. Dolan-Sewell, Mr. McHenry, Mrs. Tweedy, Ms. Waller, Mr. White

**Lynchburg City School Board – Regular Meeting  
March 15, 2011  
Page Two**

No Votes: None

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.

Ms. Kathy Hudson, representative for the Lynchburg Education Association, provided comments to the school board regarding the school operating budget for 2011-12 and compensation for teachers.

**B-1. 2011 VSBA Student Art Contest**

The Lynchburg City Schools has participated in the Virginia School Boards Association (VSBA) Southern Regional Forum Art Contest for a number of years. Due to the efforts of elementary, middle, and high school art instructors, students have had the opportunity to display their artwork regionally in this and other forums. Selected to represent the Lynchburg City Schools at the 2011 VSBA Southern Regional Forum to be held on Monday, March 28, 2011, at Sandusky Middle School are one elementary school student, one middle school student, and one high school student. These students and their art instructors will attend the meeting. The student artwork selected to represent Lynchburg City Schools will be displayed during the summer at the School Administration Building. Students who will represent the school division at the 2011 Southern Regional Forum are: Taylor Murphy, Grade 4, Sandusky Elementary School; Krista Hartmann, Grade 8, Linkhorne Middle School; and Megan Einhorn, Grade 12, Heritage High School.

**C-1. Finance Report**

The school administration, in accordance with the 2010-11 school's operating budget, authorized, approved, and processed the necessary payments through February 28, 2011. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through February 28, 2011, for the operating fund.

Total Operating Fund Budget	\$75,663,290.00
❖ Less: Basic Aid reallocated as Final Phase of SFSF (Fund 5)	(\$899,601.00)
Adjusted Balance	\$74,763,689.00
Expenditures through 2/28/11	(\$42,005,322.80)
Outstanding Encumbrances	(\$1,535,029.66)
Available Balance	\$31,223,336.54
Outstanding Payroll Encumbrances	(\$26, 430,687.67)
Available Balance after Payroll	\$4,792,648.87
Percent of Budget Used as of 02/28/11 with payroll encumbrances	93.59%
Percent of Budget Used as of 02/28/11 without payroll encumbrances	58.24%
	55.58%
Percent of Budget Used as of 2/28/10	
As of 2/28/11 – 8 months	66.67%

The revenue and expenditure reports detail the transactions recorded through February 28, 2011. All reports appeared as attachments to the agenda report.

Mrs. Lukanich stated that health insurance costs are higher than they were last year at this time, but they appear to be leveling off. The school administration is completing a mid-year adjustment rather than waiting until the end of the year to make the adjustment as it has done in the past. The Department of Finance will continue to monitor these costs and provide the school board with information as necessary.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 15, 2011, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

**D. Consent Agenda**

Upon MOTION Mr. McHenry, SECONDED by Mr. Webb, the school board approved the school board meeting minutes for December 14, 2010 (Student Discipline Committee Meeting); January 25, 2011 (Regular Meeting); February 1, 2011 (Regular Meeting); and February 15, 2011 (Regular Meeting); and the personnel report and addendum for the period March 1 – 15, 2011.

**Lynchburg City School Board – Regular Meeting  
March 15, 2011  
Page Three**

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 15, 2011, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

Yes Votes: Mrs. Barker, Mr. Webb, Mr. Billingsly, Dr. Dolan-Sewell, Mr. McHenry, Mrs. Tweedy, Ms. Waller, Mr. White

No Votes: None

Abstentions: None

**E. Student Representative Comments**

Mr. Nick Comerford, student representative pro tem 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.

**F-1. School Calendar: 2011-12**

At its March 1, 2011, meeting, the school board directed the school 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 will present 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 Practices Conference;" and
- First semester ending prior to winter break.

The school division must meet the state-required 140 hours per high school credit and 990 instructional hours. The calendar for the 2011-12 school year has been developed to include those requirements with a shortened elementary school student day and also staff development/teacher workdays. The end of second semester has been coordinated with the state's SOL testing schedule so that there are the fewest possible number of days in May and June following the testing window. The last day of school was also scheduled to avoid conflicts with athletic competitions.

Upon MOTION by Mr. Webb, SECONDED by Dr. Dolan-Sewell, the school board approved the school calendar for 2011-12.

Yes Votes: Mrs. Barker, Mr. Webb, Mr. Billingsly, Dr. Dolan-Sewell, Mr. McHenry, Mrs. Tweedy, Ms. Waller, Mr. White

No Votes: None

Abstentions: None

**F-2. Middle School Program of Studies: 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 ten of the High School Program of Studies.

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.

Upon MOTION by Mr. Billingsly, SECONDED by Mrs. Tweedy, the school board approved the Middle School Program of Studies revisions for the 2011-12 school year.

Yes Votes: Mrs. Barker, Mr. Webb, Mr. Billingsly, Dr. Dolan-Sewell, Mr. McHenry, Mrs. Tweedy, Ms. Waller, Mr. White

No Votes: None

Abstentions: None

**F-3. School Operating Budget: 2011-12**

The information contained in this agenda report presents the school administration’s proposed 2011-12 general operating budget. The school administration developed the budget based on the data put forth through the passage of the General Assembly’s budget.

The Virginia General Assembly’s final allocation of funds to the school division totals \$43,814,734. However, only \$41,515,899 impacts the school division’s general operating budget. The remaining funds are categorical and grant funds which support programs such as, but not limited to, the Central Virginia Governor’s School, the School Nutrition program, and the state supported special education program in the local jail. Further, federal funding totals \$461,000. Including level funding from the city, the school administration expects the 2011-12 general operating budget to total \$75,327,269.

This will be the third year that the school division has operated with decreased funding. Last year the school division’s general operating budget was \$75,663,269, a difference of \$336,021 more than this year’s budget.

During the presentation, the school administration presented its proposed budget to the school board and described the principles used to develop the budget, the expenditures and programs it considered throughout the process, and the means by which it developed a balanced budget. The school administration presented a draft of the 2011-12 budget book.

The school administration explained that there was a total of \$2,911,501 additions to operating expenditures for the school division which included a VRS rate increase, advanced placement testing requirements, funding cliff corrections, the two slots for Governor’s School, the high school summer school program, increase in health insurance, textbooks, and additional three elementary school teachers. By decreasing salaries and benefits associated with the reduction of 10 staff members and reduction in central office budgets, that figure was reduced by \$1,270,970. Therefore, the shortfall for the operating budget is \$1,976,522. The school administration recommends that the ARRA Jobs Fund be used to rectify the shortfall.

The school board will conduct a work session at 4:00 p.m. on March 21, 2011, to further discuss the possibility of raises for staff and health insurance. The school board will also meet on March 24, 2011 at 4:00 p.m. to approve its budget for 2011-12.

**F-4. Fund Balance**

At the Lynchburg City School Board’s January 25, 2011, the school administration presented a proposal to the school board regarding the uses of the school board’s fund balance, which totaled \$2.4 million. The presentation included several proposals, all one-time projects/expenditures. The school board made a presentation to the city council’s finance committee on February 22, 2011, regarding its request for these funds.

The proposed one-time projects included the following:

<b>Proposed Project</b>	<b>Estimated Cost</b>
• Vehicles	\$186,000
• Wrestling Mats for Sandusky, Linkhorne Middle Schools	\$32,000
• Fiber Optic Links	\$163,000
• Digital Radio System for Buses	\$125,000
• Audio/Visual Repairs	\$50,000
• Textbooks – Mathematics, Social Studies	\$235,000
• Health Insurance Accounts Payable	\$825,000
• Energy Costs	\$300,000
<b>TOTAL</b>	<b>\$1,916,000</b>

While the school board anticipated having \$2.4 million available on its fund balance, that amount may not be available. When the city manager developed his proposed budget, he included approximately \$1.5 million of the school division’s fund balance to pay for the school division’s capital projects, as noted in the school division’s Capital Improvement Plan (CIP). This matter became part of the discussion when the superintendent made the request for the funds before city council’s Finance Committee on February 22, 2011. The superintendent and the city manager discussed this matter again later, and the city manager indicated that his budget proposal was flexible enough that the school board could defer capital projects. If the school board does defer projects, the city therefore would designate less than \$1.5 million from the fund balance for capital projects.

Therefore, the school administration reviewed the school division’s (CIP) to assess which projects could be deferred. From that review and discussions, then, the school administration recommends that two projects be

**Lynchburg City School Board – Regular Meeting  
March 15, 2011  
Page Five**

deferred. Those include the roofing project at Sheffield Elementary School and the main electrical service project at Heritage Elementary School. The Sheffield Elementary School roof project would be deferred to 2015; the Heritage Elementary School project would be moved to 2014. These changes would then allow the school division access to more than \$1.5 million from its fund balance. Pages of the CIP pertaining to these projects are included as attachments. If the city council approves school board's fund balance request and if the board then approves the CIP changes, the school administration would need to amend the CIP for school board approval.

In either scenario, school administration places priority on the following projects for fund balance use:

- Health insurance accounts payable;
- Energy costs (bus fuel)
- Fiber optic links
- Textbooks

Please note that the costs listed above are estimates.

The school board, through consensus, approved the recommendations presented by the school administration for the fund balance.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 15, 2011, EXHIBIT "C," FOR A COPY OF THE SUPPORTING DOCUMENTS.)

**G. New Business**

None

**H. Superintendent's Comments**

None

**I. Board Comments**

Mrs. Barker explained that the school board policy regarding reduction in force would be brought back to the school board following the approval of the school operating budget for 2011-12.

Mr. Billingsly announced that the Heritage High School Task Force met on March 8, 2011, and received a brief update from each subcommittee. The next meeting will occur on April 6, 2011.

Mr. White stated that his attendance at the Partners In Education Breakfast and the Breakfast with the Superintendent sponsored by the Lynchburg City Schools Education Foundation, Inc., was a positive reminder of the depth to which our school division enjoys support from the business community.

Mr. Webb stated that the Athletic Advisory Committee continues to meet with community members, staff, and others directly involved with athletics. The next meeting will occur on March 31 with high school principals and coaches. A report should be presented in late spring.

Mr. McHenry announced that the next meeting of the Superintendent's Evaluation Committee will occur on March 25, 2011, at the School Administration Building at 12 noon.

**J-1. Notice of Closed Meeting**

Upon MOTION by Mr. Billingsly, SECONDED by Mr. Webb, the school board convened a closed meeting at 8:16 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss specific personnel matters.

Yes Votes: Mrs. Barker, Mr. Webb, Mr. Billingsly, Dr. Dolan-Sewell, Mr. McHenry, Mrs. Tweedy, Ms. Waller, Mr. White

No Votes: None

Abstentions: None

**J-2. Certification of Closed Meeting**

Upon MOTION by Mr. White, SECONDED by Mr. Webb, the school board reconvened in open session at 9:10 p.m.

Yes Votes: Mrs. Barker, Mr. Webb, Mr. Billingsly, Dr. Dolan-Sewell, Mr. McHenry, Mrs. Tweedy, Ms. Waller, Mr. White

**Lynchburg City School Board – Regular Meeting  
March 15, 2011  
Page Six**

No Votes: None

Abstentions: None

Upon MOTION by Mrs. Tweedy, 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, Mr. Billingsly, Dr. Dolan-Sewell, Mr. McHenry, Mrs. Tweedy, Ms. Waller, Mr. White

No Votes: None

Abstentions: None

**K. Informational Items**

Next School Board Meeting: Tuesday, March 24, 2011, 4:00 p.m., Board Room, School Administration Building

**L. Adjournment**

The meeting adjourned at 9:11 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.)