

**Lynchburg City School Board  
Regular Meeting  
April 12, 2011**

**BOARD  
MEMBERS  
PRESENT:**

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

**BOARD  
MEMBERS  
ABSENT:**

Thomas H. Webb, Vice Chairman

**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. Finance Report
- C. Consent Agenda
- D. Student Representative Comments
- E-1. School Operating Budget: 2011-12
- E-2. Teacher Turnover
- F-1. Safe Routes to School
- F-2. Lynchburg City Schools' Educational Technology Plan: 2010-12
- F-3. Capital Improvement Plan: Heritage High School
- F-4. Administrative Regulation 6-8: School Day
- G. Superintendent's Comments
- H. Board Comments
- I-1. Notice of Closed Meeting
- I-2. Certification of Closed Meeting
- J. Informational Items
- K. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:32 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-1. Finance Report**

The school administration, in accordance with the 2010-11 school's operating budget, authorized, approved, and processed the necessary payments through March 31, 2011. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarized the payments made through March 31, 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)
❖ Use of Lease Purchase Funds	\$ 96,687.56
Adjusted Balance	\$74,860,376.56
Expenditures through 3/31/11	(\$48,122,453.58)
Outstanding Encumbrances	( \$1,265,540.04)
Available Balance	\$25,472,382.94
Outstanding Payroll Encumbrances	(\$21,892,422.14)
Available Balance after Payroll	\$3,579,960.80
Percent of Budget Used as of 03/31/11 with payroll encumbrances	95.22%
Percent of Budget Used as of 03/31/11 without payroll encumbrances	65.97%
	60.58%
Percent of Budget Used as of 3/31/10	
As of 3/31/11 – 9 months	75.00%

The revenue and expenditure reports detail the transactions recorded through March 31, 2011. All reports appeared as attachments to the agenda report.

Mrs. Lukanich stated that staff in the department of finance are still analyzing and monitoring health insurance expenditures.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 12, 2011, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

**C. Consent Agenda**

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Rev. Anderson, the school board approved the personnel report for the period March 24 – April 12, 2011.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 12, 2011, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

**D. 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.

**E-1. School Operating Budget: 2011-12**

The Lynchburg City School Board approved its 2011-2012 general operating budget on March 24, 2011. The school board then presented that budget to the Lynchburg City Council on March 29, 2011. At that meeting, city council did not support the school board's request for additional funds and therefore would not approve the school board's budget. Therefore, the school administration amended that budget and is now making recommendations to the budget.

This amended budget is similar to that which the school administration presented on March 15, 2011, in that it does not include requests for additional funding, and it does not include bonuses or step increases. Moreover, this budget includes:

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- Additions to the budget
  - Middle school resource administrative staff, in light of the possible staffing changes by the Lynchburg Police Department at our middle schools.
  - Two elementary teachers, due to enrollment increases.
- Expenditure Reductions
  - Twelve (12) FTE, including 9 teachers and 3.5 classified staff.
  - Six percent reduction in central office allocations.
- No funding for expenditures that were considered in the March 24, 2011, budget. These expenditures included 1.5 percent step increases; two .5 FTE career-technical positions; an accountant for the finance department; four custodians for the high schools; a social worker; and two special education buses.

The school board will consider adoption of the budget on May 3, 2011.

**E-2. Teacher Turnover**

The school board requested information regarding instructional turnover with particular regard to teacher salaries. Turnover information from SY 08-09, SY 09-10, and the current school year have been reviewed and identified below:

<b>Reason</b>	<b>SY 08-09</b>	<b>SY 09-10</b>	<b>SY 10-11</b>
Accept administrative position	2	0	0
Another teaching position	4	3	0
Another job (non-teaching)	1	2	2
Commuting distance	0	0	1
Continuing education	0	3	3
Disability retirement	1	0	0
ERIP	31	NA	NA
Family concern	0	0	1
Itinerant position	1	0	0
Job stress	0	0	1
Leave of absence	2	2	2
Licensure issues	1	1	0
Marriage	1	0	1
Nonrenewal	2	1	NA
Not a fit	1	1	0
Personal illness	0	0	3
Reduction in force	7	9	NA
Relocation	6	3	2
Retirement	6	21	11
Stay at home parent	3	3	1
Transfer of spouse	3	4	3
Unknown	1	8	2
<b>Total</b>	<b>73</b>	<b>61</b>	<b>33</b>

**F-1. Safe Routes To School**

Safe Routes to School (SRTS) seeks to enable and encourage children, including those with disabilities, to walk or bicycle to school.

SRTS is a transportation program created through Section 1404 of the 2005 Safe, Accountable, Flexible and Efficient Transportation Equity Act: A Legacy for User Act (SAFETEA-LU). The SRTS program established a grant program administered by the state transportation programs for providing communities opportunities to improve conditions by which students and residents could safely walk or bike to schools containing grades K-8. SRTS does not require children to walk or bike to school.

In Virginia, the program is administered by the Virginia Department of Transportation (VDOT). The FY2011 SRTS program provides funding to localities for infrastructure improvements and around schools to create safe walking and biking facility improvements. Only schools, school districts, and localities that are actively working to promote walking, biking, and healthy activities for students are considered eligible for funding.

To be eligible for VDOT SRTS funding, a school/locality must complete and submit for approval a Safe Routes to School Travel Plan. The travel plan must be endorsed by both the school board and the city council. Kelly Hitchcock, Region 2000 Local Government Council, made a brief presentation on the travel plan and other activities in support of the SRTS funding application.

Ms. Hitchcock explained that funds can only support items that are sustainable; these funds cannot be used to hire crossing guards.

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The school board will consider this item for action at its next school board meeting.

**F-2. Lynchburg City Schools Educational Technology Plan: 2010-12**

The Educational Technology Plan for Virginia: 2010-2015 is the department of education's recently released vision for the use of technology in schools. It serves as a blueprint for school divisions by identifying the necessary components of an effective technology program.

In accordance with the No Child Left Behind Act, the universal services Act (E-Rate), and the Code of Virginia, school divisions must submit a local technology plan that is aligned with the state plan. The local plan must guide the division's use of educational technology for three to six years. The current school board approved Lynchburg City Schools' Educational Technology Plan outlines goals and objectives for years 2008-2012. The Technology Leadership Team, along with other stakeholders, has amended our current plan to align with the revised state plan until it expires on June 30, 2012. At that time, a new LCS Educational Technology Plan for 2012-2015 will take effect contingent upon school board approval. This timetable, if permitted, would also bring our local plan into the same renewal cycle as the Virginia Department of Education Technology Plan.

A draft of the Lynchburg City Schools' Educational Technology Plan: 2010-12 was provided to school board members.

Upon MOTION by Mr. Billingsly, SECONDED by Dr. Dolan-Sewell, the school board approved the Lynchburg City Schools Educational Technology Plan for 2010-12.

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

No Votes: None

Abstentions: None

**F-3. Capital Improvement Plan: Heritage High School**

The 2010-11 Capital Improvement Plan includes \$500,000 for replacement of the gym floor and bleachers at Heritage High School. The City of Lynchburg's Office of Procurement and Purchasing has received bids on the gym flooring replacement project. The bids were opened March 23, 2011. Three bids were received:

Recreational Plus of Richmond, Virginia	\$251,685
Southern Flooring of Greenville, South Carolina	\$234,545
Warthan Associates of Chester, Virginia	\$214,651

The school administration recommends that the school board enter into a contract with Southern Flooring in the amount of \$234,545 for replacement of the Heritage High School gym floor.

Mr. Witt explained that there have been discussions regarding specifications with the flooring which affects the performance of a basketball's drop height. A category three specification provides a 90 percent drop height, whereas a category two runs from 22-33 percent. The dispute has been centered around a slip shoot which is 1/32 of an inch thick and laid on the floor to prevent moisture. Category three specification flooring does not need the slip shooting. Professional engineers have reviewed the specifications outlined in the request for proposals. If the contract is awarded to Southern Flooring, it might be contested. This item is will be brought to the school board at its next meeting for further consideration.

**F-4. Administrative Regulation 6-8: School Day**

At the March 15, 2011, school board meeting, the school board approved the Lynchburg City Schools academic calendar for the 2011-12 school year. The academic calendar for William Marvin Bass Elementary School was approved March 24, 2011. Both calendars feature a return to the 180-day school year.

The lengthening of the academic year from 172 to 180 instructional school days enabled the school division to spread required instructional time over a greater number of days. This allows for a slightly abbreviated instructional day. Administrative Regulation 6-8: School Day has been revised to reflect this change.

This item will be considered by the school board at its next meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF APRIL 12, 2011, EXHIBIT "B," FOR A COPY OF ADMINISTRATIVE REGULATION 6-8: SCHOOL DAY.)

**G. Superintendent's Comments**

Dr. McKendrick announced that there will be a Student Discipline Committee meeting on April 14, 2011, at 5:00 p.m.

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Dr. McKendrick recognized Donna Ingram and Betty Morris, who retired from the Lynchburg City Schools.

Rosa Yoon, a senior at Heritage High School, is this year's recipient of the Granville P. Meade Scholarship.

**H. Board Comments**

Mr. White provided information about the outdoor projects completed at Paul Munro Elementary School by its staff.

Mr. McHenry provided information about the various sessions he attended during the recent National School Boards Association annual conference in San Francisco. Among those were sessions on superintendent evaluation, school board health evaluation, and new school designs and trends.

Mrs. Tweedy also provided information about the sessions she attended at the NSBA conference, which included closing the achievement gap, aligning strategic planning with school board goals and vision, and how to motivate students and staff.

Dr. Dolan-Sewell stated that she would like to hear more about what happens at conference attended by individual school board members, and would like to incorporate time into schedules to receive such information. She also recognized the teachers, students, and parents at Paul Laurence Dunbar Middle School for Innovation and congratulated them on their recent production of *Anne of Green Gables*.

Rev. Anderson extended his gratitude to members of the school board and their support of him and his family and consideration of his time away from the school board meetings.

Mr. Billingsly attended the Heritage High School Task Force meeting that occurred on April 6, 2011. A lengthy conversation was conducted about the Central Virginia Governor's School for Science and Technology and how that program related to Heritage High School. He also thanked the staff in the department of information technology and the support given during the various meetings conducted thus far. The next meeting of the task force will occur on May 4, 2011, at 1:00 p.m.

Mrs. Barker extended her well wishes to Mr. Webb and hopes he has a speedy recovery following his recent surgery.

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

Upon MOTION by Rev. Anderson, SECONDED by Mr. Billingsly, the school board convened a closed meeting at 7:04 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss specific employee performance.

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

No Votes: None

Abstentions: None

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

Upon MOTION by Mr. White, SECONDED by Mr. Billingsly, the school board reconvened in open session at 8:30 p.m.

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

No Votes: None

Abstentions: None

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

No Votes: None

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Abstentions: None

**J. Informational Items**

Next School Board Meeting: Tuesday, May 3, 2011, 5:30 p.m., Board Room, School Administration Building

**K. Adjournment**

The meeting adjourned at 8:32 p.m.

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Mary Ann H. Barker, Chairman

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Wendie L. Sullivan, Clerk

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