

**Lynchburg City School Board
Regular Meeting
May 18, 2010**

**BOARD
MEMBERS
PRESENT:**

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

**BOARD
MEMBERS
ABSENT:**

Keith R. Anderson
Darin L. Gerdes

**ADMINISTRATION
PRESENT:**

Paul McKendrick, Superintendent
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration
Beverly A. Padgett, Chief Financial Officer
William A. Coleman, Jr., Director of Secondary Education
Leigh F. Farmer, Public Information Officer
Steven L. Gatzke, Director of Facilities and Transportation
Merle P. Herndon, Director of Professional Development and School Business Partnerships
Gloria C. Preston, Director of Student Services
Michael K. Rudder, Director of Elementary Education
Billie Kay Wingfield, Director of Personnel
Pamela D. Smith-Turner, Assistant Director of Personnel
Wendie L. Sullivan, Recording Secretary/Clerk

**MEDIA
PRESENT:**

Jessie Pounds, *The News & Advance*

**Agenda
Items:**

- A-1. Public Comment
- B-1. Notice of Closed Meeting
- B-2. Certification of Closed Meeting
- C-1. Finance Report
- D. Consent Agenda
- E. Student Representative Comments
- F-1. Special Education Annual Plan/Part B Flow-through Application and Section 619 Preschool Grant Applications: 2010-11
- F-2. Administrative Regulation 5-47: Family and Medical Leave
- F-3. School Board Policy 6-48: Acceptable Use Policy for School Division Technology Resources (AUP)
- F-4. Administrative Regulation 6-48: Acceptable Use of School Division Technology Resources
- G-1. Salary Scales: 2010-11
- G-2. School Board Policy 5-17.1: Early Retirement Incentive Plan
- G-3. School Board Policy 5-33: Insurance
- G-4. School Board Policy 5-36: Fringe Benefits
- G-5. School Board Policy 5-56: Holidays
- G-6. Administrative Regulation 6-40.1: Classroom Assignments for Twins
- H. Superintendent's Comments
- I. Board Comments
- J. Informational Items
- K. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:34 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*.

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Upon MOTION by Dr. Dolan-Sewell, SECONDED by Mr. Billingsly, the school board moved item I. Closed Meeting to item B.

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

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.

Mr. Larry L. Farmer spoke before the school board about the reduction in force of teachers.

B-1. Notice of Closed Meeting

Upon MOTION by Mr. Webb, SECONDED by Mr. Billingsly, the school board convened a closed meeting at 5:38 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) (4) to discuss a employee performance, an employee appointment, and a personal matter.

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

No Votes: None

Abstentions: None

B-2. Certification of Closed Meeting

Upon MOTION by Mr. Billingsly, SECONDED by Mr. White, the school board reconvened in open session at 6:08 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Mr. Webb, 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, Ms. Hamlett, Mrs. Tweedy, Mr. White

No Votes: None

Abstentions: None

C-1. Finance Report

The school administration, in accordance with the 2009-10 school operating budget, authorized, approved, and processed the necessary payments through April 30, 2010. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarized the payments made through April 30, 2010, for the operating fund (unaudited).

Total Operating Fund Budget	\$89,220,450.833
Expenditures through 04/30/10	(\$59,847,468.50)
Outstanding Encumbrances	(\$625,189.00)
Available Balance	\$29,998,171.33
Outstanding Payroll Encumbrances	(\$18,116,987.47)
Available Balance after Payroll	\$11,881,183.86
Percent of Budget Used as of 04/30/10 with payroll encumbrances	88.08%

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Percent of Budget Used as of 04/30/10 without payroll encumbrances	66.38%
As of 04/30/10 – 10 months	83.33%

The operating fund revenue report detailed the revenue received through April 30, 2010. The expenditure summary report summarized the payments made through April 30, 2010, for all funds. All of the reports appeared as attachments to the agenda report.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 18, 2010, EXHIBIT “A,” FOR A COPY OF THE FINANCE REPORT.)

D. Consent Agenda

Upon MOTION by Ms. Hamlett, SECONDED by Mrs. Tweedy, the school board approved the school board meeting minutes of April 20, 2010 (Regular Meeting), and May 4, 2010 (Regular Meeting), the personnel report for the period May 4 – 18, 2010, Tuition and Fees for Dual-Enrollment Courses for 2010-11, and Administrative Regulation 6-58 Secondary Student Evaluation and Grading Procedures.

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

No Votes: None

Abstentions: None

Dr. McKendrick announced that with the approval of the consent agenda, the school board had approved the appointment of Mrs. Kathleen Sawyer as principal of Linkhorne Elementary School. He also announced the retirements of Janice Minkler with 29 years of services, Diana Throckmorton with 26 years of service, and Barbara Parks with 48 years of service.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 18, 2010, EXHIBIT “B,” FOR A COPY OF THE CONSENT AGENDA ITEMS.)

E. Student Representative Comments

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

F-1. Special Education Annual Plan/Part B Flow-through Application and Section 619 Preschool Grant Applications: 2010-11

The Special Education Annual Plan is a formal agreement between the local school board and the Virginia Board of Education for the implementation of state and federal laws and regulations related to services mandated for students with disabilities. Accordingly, the disbursement of funds to the school division is contingent upon school board approval of the plan. The Virginia Department of Education has advised school divisions to anticipate level funding for the Flow-through and 619 Preschool grants.

Therefore, Lynchburg City Schools will apply for \$2,166,383 in special education Flow-through funds for the 2010-11 school year. The application for funds for the 2010-11 school year must be approved by the school board and submitted to the Virginia Department of Education for plan approval and financial reimbursement. Funds provide salaries and staff development activities focused on addressing the unique needs of students with disabilities, and \$16,000 will be used to provide autism spectrum disorder consultations for teachers.

The Lynchburg City Schools will also apply for \$62,153 in Section 619 Preschool funds for the 2010-11 school year. This funding will be used to support the Hutcherson Early Learning Program as it provides special education and related services to preschool children (ages 2-5) who have been determined eligible for special education services. Funds provide adaptive equipment, computers, diagnostic services, inclusion support, salaries, instructional materials, teacher stipends, and child-find activities.

Upon MOTION by Mr. White, SECONDED by Mrs. Tweedy, the school board approved the Special Education Annual Plan/Part B Flow-through Application and Section 619 Preschool Grant Applications for 2010-11.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 18, 2010, EXHIBIT “C,” FOR A COPY OF THE SPECIAL EDUCATION ANNUAL PLAN.)

F-2. Administrative Regulation 5-47: Family and Medical Leave

The school board approved revisions to School Board Policy 5-47: Family and Medical Leave on September 15, 2009. Administrative Regulation 5-47: Family and Medical Leave also needs revision to reflect current federal regulations and guidelines. Therefore, the administrative regulation, which is based on Virginia School Boards Association policy, reflects changes to the United States Department of Labor Family and Medical Leave Act of 1993 and the Family and Medical Leave Act Military Family Leave Entitlements.

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Mr. White, the school board approved Administrative Regulation 5-47: Family and Medical Leave.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 18, 2010, EXHIBIT "D," FOR A COPY OF ADMINISTRATIVE REGULATION 5-47: FAMILY AND MEDICAL LEAVE.)

F-3. School Board Policy 6-48: Acceptable Use Policy of School Division Technology Resources (AUP)

School Board Policy 6-48: Acceptable Use Policy for School Division Technology Resources (AUP) was last revised by the school board in August 2007 in accordance with the Code of Virginia §22.1-70.2, which specifically addresses acceptable use Internet policies for public and private schools. School Board Policy 6-48 has again been updated in accordance with the Code, and the changes appeared as an attachment to the agenda report.

Upon MOTION by Mr. Webb, SECONDED by Mr. Billingsly, the school board approved School Board Policy 6-48: Acceptable Use Policy of School Division Technology Resources (AUP).

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 18, 2010, EXHIBIT "E," FOR A COPY OF SCHOOL BOARD POLICY 6-48: ACCEPTABLE USE OF SCHOOL DIVISION TECHNOLOGY RESOURCES (AUP).)

F-4. Administrative Regulation 6-48: Acceptable Use of School Division Technology Resources

Administrative Regulation 6:48: Acceptable Use of School Division Technology Resources was last revised by the school board in August 2007 in accordance with the Code of Virginia §22.1-70.2, which specifically addresses acceptable use Internet policies for public and private schools. Administrative Regulation 6-48 has been updated in accordance with the Code, and the changes appeared as an attachment to the agenda report.

Upon MOTION by Mr. Webb, SECONDED by Mr. Billingsly, the school board approved Administrative Regulation 6-48: Acceptable Use of School Division Technology Resources.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 18, 2010, EXHIBIT "F," FOR A COPY OF ADMINISTRATIVE REGULATION 6-48: ACCEPTABLE USE OF SCHOOL DIVISION TECHNOLOGY RESOURCES.)

G-1. Salary Scales: 2010-11

The proposed administrative, teacher, and classified salary scales for 2010-11 were presented to the school board. The starting salary range for the administrative, teacher, and classified scales have all been decreased due to lack of salary increases for the upcoming school year. If the division did not lower the beginning salary for each of the three salary scales, current employees on the initial step of each scale would be making the equivalent salary as new employees who did not have experience. This action corresponds to last year's practice.

The school administration revised the administrative and teacher salary scales based on Virginia Retirement System creditable compensation reporting. A new salary schedule, 11-month Athletic, was created for the athletic trainer and athletic director on the teacher salary scale. The supplement that these two positions received has now been included in their base pay. A new grade, GA, was created on the administrative scale for the high school associate principal. This grade includes the high school associate principal's supplement in the annual salary. Prior to this action, the high school associate principal and assistant principal were both on grade G. The associate principal has additional work responsibilities that the assistant high school principal position does not have. Therefore, the supplement for which associate principals were paid has been appropriately included in the associate principals' salary.

The classified pay schedule reflects a reclassification of the benefits specialist position from grade Q to T. The school administration recommends this change because of the extensive job duties and responsibilities of the position. The employees did not receive additional compensation with any of the aforementioned reclassifications.

The school board will consider this item as a consent agenda item at the school board meeting on June 1, 2010.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 18, 2010, EXHIBIT "G," FOR A COPY OF THE PROPOSED SALARY SCALES.)

G-2. School Board Policy 5-17.1: Early Retirement Incentive Plan

As part of its 2010-11 budget, the Lynchburg City School Board modified the employee benefits structure. The modifications included the requirement that participants in the Early Retirement Incentive Plan pay a portion of their group medical benefit. The school administration recommends changes to School Board Policy 5-17.1: Early Retirement Incentive Plan to reflect that requirement.

The school board will consider this item as a consent agenda item at the school board meeting on June 1, 2010.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 18, 2010, EXHIBIT "H," FOR A COPY OF SCHOOL BOARD POLICY 5-17.1: EARLY RETIRMENT INCENTIVE PLAN.)

G-3. School Board Policy 5-33: Insurance

During the development of its 2010-11 general operating budget, the school board modified the employee benefits structure. The modifications include the requirement that employees pay a portion of group hospitalization premiums and that the group dental and vision insurance plan be an option that employees would fund. The school administration recommends changes to School Board Policy 5-33: Insurance to reflect this requirement.

The school board will consider this item as a consent agenda item at the school board meeting on June 1, 2010.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 18, 2010, EXHIBIT "I," FOR A COPY OF SCHOOL BOARD POLICY 5-33: INSURANCE.)

G-4. School Board Policy 5-36: Fringe Benefits

In meeting the budgetary challenges for the 2010-11 school year, the school board modified the employee benefits structure. The modifications include the requirement that employees pay a portion of groups hospitalization premiums making the groups dental and vision insurance plan an option of employee expense. The school administration recommends changes to School Board Policy 5-36: Fringe Benefits to reflect this requirement.

The school board will consider this item as a consent agenda item at the school board meeting on June 1, 2010.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 18, 2010, EXHIBIT "J," FOR A COPY OF SCHOOL BOARD POLICY 5-36: FRINGE BENEFITS.)

G-5. School Board Policy 5-56: Holidays

Modifications had been made to the Code of Virginia §2.2-330 which precipitate the need to revise School Board Policy 5-56: Holidays. Those revisions appeared on the attachment to the agenda report. The changes include the designation of Lee-Jackson Day from the third Monday in January to the Friday prior to the third Monday in January. Also, the third Monday in January has been designated as Martin Luther King, Jr., Day. Further, Memorial will now include those veterans who lost their lives in defending this country during Operation Desert Shield-Desert Storm which took place from 1990-91.

The school board will consider this item as a consent agenda item at the school board meeting on June 1, 2010.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 18, 2010, EXHIBIT “K,” FOR A COPY OF SCHOOL BOARD POLICY 5-56: HOLIDAYS.)

G-6. Administrative Regulation 6-40.1: Classroom Assignments for Twins

The Virginia General Assembly passed legislation that amended the Code of Virginia to allow parents of twins or higher order multiples to request that the children be placed together or separated if they are in the same elementary school. Administrative Regulation 6-41.1: Classroom Assignments for Twins, which was developed by the Virginia School Boards Association policy services, reflects the Code as amended and appeared as an attachment to the agenda report.

The school board will consider this item as a consent agenda item at the school board meeting on June 1, 2010.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 18, 2010, EXHIBIT “L,” FOR A COPY OF ADMINISTRATIVE REGULATION 6-40.1: CLASSROOM ASSIGNMENTS FOR TWINS.)

G-7. School Board Policy 7-41.1: Drug Testing: Student Athletes

In meeting the budgetary challenges for the 2010-11 school year, the school board eliminated the drug testing of student athletes. Therefore the school administration recommends the deletion of School Board Policy 7-41.1: Drug Testing: Student Athletes.

The school board will consider this item as a consent agenda item at the school board meeting on June 1, 2010.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 18, 2010, EXHIBIT “M,” FOR A COPY OF SCHOOL BOARD POLICY 7-41.1: DRUG TESTING: STUDENT ATHLETES.)

G-8. Administrative Regulation 7-41.1: Drug Testing: Student Athletes

In meeting the budgetary challenges for the 2010-11 school year, the school board eliminated the drug testing of student athletes. Therefore the school administration recommends the deletion of Administrative Regulation: 7-41.1: Drug Testing: Student Athletes.

The school board will consider this item as a consent agenda item at the school board meeting on June 1, 2010.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 18, 2010, EXHIBIT “N,” FOR A COPY OF ADMINISTRATIVE REGULATION 7-41.1: DRUG TESTING: STUDENT ATHLETES.)

G-9. Perrymont Elementary School: Early Dismissal

The school administration has met with the faculty and staff of both Perrymont Elementary School (PES) and the Hutcherson Early Learning Center (HELC) regarding the impending moving of the HELC program to the Perrymont site. Those visits have included tours of both buildings to assess the capability of PES to accommodate the HELC program, relative to available space; to consider the facility needs of students with disabilities who will be using HELC at the Perrymont site; and to consider transportation needs there. On more than one occasion, administrative staff have also been engaged in conversations regarding the procedures that the school division will use in moving staff’s materials and equipment. Though the move is more than a month away, the school administration is confident that it can address the concerns presented thus far and therefore will be able to get both sites moved and in place during the summer.

Those plans, however, are dependent on areas of PES being made ready to accept the HELC program. Therefore the process would be more efficiently done once the areas that HELC will occupy are made ready to accept HELC materials and equipment.

For those reasons and others, all related to the impending moves at these two locations, the school administration is requesting that the last instructional day for students at Perrymont Elementary School be June 8, 2010, to allow for several staff members to pack and move their materials and equipment to other areas in the building, thereby facilitating the HELC move. June 8 would be the last instructional day for students; PES’ staff will report and fulfill their contract obligations as all other LCS staff. The school board approved a similar request for the HELC staff at an earlier meeting.

If the school administration finds that the date needs to be moved to an earlier date, parents should be notified in a timely manner. The school administration will not need to seek approval from the school board if such a change is necessary.

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Upon MOTION by Mr. Webb, SECONDED by Mr. Billingsly, the school board approved June 8, 2010, as the last instructional day for students at Perrymont Elementary School.

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

No Votes: None

Abstentions: None

H. Superintendent's Comments

Dr. McKendrick announced that he will meet with the PTO at Perrymont Elementary School on May 19, 2010, at 3:45 p.m. to discuss the move of Hutcherson Early Learning Center to Perrymont Elementary School.

Jacqueline V. Jones, former student representative for Heritage High School and sister of Bobby Jones, sent a note to the school board and the superintendent announcing her graduation from the University of Virginia and expressing her appreciation to the school board for the opportunities afforded her as a student in the Lynchburg City Schools.

I. Board Comments

Dr. Dolan-Sewell congratulated the two high school students from Heritage High School and E. C. Glass High School who received the Ronald B. Dolan Citizenship Award. This award is given to graduating seniors who are committed to helping others. Seniors in each of the 17 high schools in Region 2000 and sponsored by the Bank of the James, are eligible to receive this award.

Mrs. Tweedy extended her congratulations to students who recently completed the Dental Careers program at E. C. Glass High School. This is the 20th year the program has held its pinning ceremony.

Mr. Billingsly announced that his daughter, Amy, and former student representative for Heritage High School for two consecutive years, graduated from Liberty University on Saturday with a master's degree.

Mr. White acknowledged the efforts of Amy Coutee, girls' cross country coach, to organize E. C. Glass High School football students to travel to elementary schools to read to students.

Mr. Webb provided information about the activities and events he has attended during the past several days. Of particular note were to the Dental Pinning Ceremony at E. C. Glass High School and the Family Fun Night that occurred at Hutcherson Early Learning Center.

Mrs. Barker reminded school board members of the Staff Appreciation Dinner to occur on May 27, 2010, at Lynchburg College and the Senior Honors Banquet on June 2, 2010, which will also occur at Lynchburg College.

J. Informational Items

Next School Board Meeting: Tuesday, June 1, 2010, 5:30 p.m., Board Room, School Administration Building

K. Adjournment

The meeting adjourned at 7:19 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.)