

**Lynchburg City School Board
Regular Meeting
June 7, 2011**

**BOARD
MEMBERS
PRESENT:**

Mary Ann H. Barker, Chairman
Thomas H. Webb, Vice 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:**

None

**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
Wyllys D. VanDerwerker, Director of Special Education
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. Consent Agenda
- C-1. School Board Policy 7-45.3: Student-Athlete Concussion Management
- C-2. Capital Improvement Plan: Heritage High School
- D-1. Revised Expenditure Plan: Individuals with Disabilities Education Act (IDEA) Part B Sub-grant Awards – Under the American Recovery and Reinvestment Act
- D-2. Amendments for American Recovery and Reinvestment Act (ARRA) Funds
- D-3. Local Consolidated Application: 2011-12
- D-4. Middle School Security Administrative Assistant
- D-5. School Bus Replacement
- D-6. Authorization of Signature
- E. Superintendent's Comments
- F. Board Comments
- G-1. Notice of Closed Meeting
- G-2. Certification of Closed Meeting
- H. Informational Items
- I. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:33 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. Billingsly, SECONDED by Rev. Anderson, the school board added items C-2. Capital Improvement Plan: Heritage High School, G-1. Notice of Closed Meeting, and G-2. Certification of Closed Meeting.

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

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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.

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

B. Consent Agenda

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Mrs. Tweedy, the school board approved the school board meeting minutes for March 17, 2011 (Student Discipline Committee Meeting); March 21, 2011 (Special Meeting); March 24, 2011 (Special Meeting); March 31, 2011 (Student Discipline Committee Meeting); April 12, 2011 (Regular Meeting); April 14, 2011 (Student Discipline Meeting); April 25, 2011 (Special Meeting); and May 3, 2011 (Regular Meeting); and the personnel report for the period for May 17 – June 7, 2011.

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

No Votes: None

Abstentions: None

Dr. McKendrick recognized the retirements of Carolyn Womack, Susan Cox, Hal Schmidt, Pamela White, and Sonny Witt.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 7, 2011, EXHIBIT "A," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

C-1. School Board Policy 7-45.3: Student-Athlete Concussion Management

Pursuant to Senate Bill 652, the 2010 General Assembly amended the Code of Virginia to include 22.1-271.5, directing the Board of Education to develop and distribute to school divisions by July 1, 2011, guidelines for policies dealing with concussions in student-athletes, and requiring each school division to develop policies and procedures regarding the identification and handling of suspected concussions in student-athletes.

The goals of the Student-Athlete Protection Act (SB 652) are to ensure that student-athletes who sustain concussions are properly diagnosed, given adequate time to heal, and are comprehensively supported until they are symptom free.

At its May 17, 2011, meeting, the school board received information regarding how possible concussion injuries will be handled.

The concussion manual will be included in the Lynchburg City Schools' High School Student-Athlete Handbook.

At the beginning of each season, the athletic trainer will review the information with student-athletes and parents. The student-athletes and parents will then sign a document indicating that they are aware of the procedures associated with suspected concussions in student-athletes.

Upon MOTION by Mr. White, SECONDED by Mr. Webb, the school board approved School Board Policy 7-45.3: Student-Athlete Concussion Management.

Yes Votes: Mrs. Barker, Mr. Webb, 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 JUNE 7, 2011, EXHIBIT "B," FOR A COPY OF SCHOOL BOARD POLICY 7-45.3: STUDENT-ATHLETE CONCUSSION MANAGEMENT.)

C-2. Capital Improvement Plan: Heritage High School

The 2010-11 Capital Improvement Plan included \$500,000 for replacement of the bleachers and gymnasium floor at Heritage High School. Mr. Steven L. Gatzke, director of facilities and transportation, indicated that the

bleachers have been installed and were used during graduation. The gym floor removal has begun and is on schedule. The new floor installation is to begin June 20, 2011.

The 2010-11 Capital Improvement Plan also included \$500,000 for leak-related repairs to the roof and curtain wall system at Heritage High School. Of the \$500,000, \$75,000 was allocated for architectural and engineering expenses, \$45,000 was used to reroof three buildings in the athletic complex, \$60,000 was reserved for the fifth level patio and additional roof work, and \$40,000 was reserved as contingency funds. This left \$280,000 for the curtain wall repair. The school division received only one bid for the curtain wall project. The base bid received was \$436,746, and the alternate work would cost an additional \$141,234. The school administration had estimated the cost to be \$267,500 with a payback in energy savings of approximately \$-184,004. With the total bid of \$577,980, the estimated seven-year payback in energy savings is \$-494,484.

The new budget of \$350,000 will require that the base scope be reduced by 5,200 square feet or 20 percent. Alternate 1 will not be included. The elastomeric coating will be used on the areas that are not actively leaking, and will cost approximately \$155,000. Funding from paving projects in the current capital improvement plan will be reallocated to the roofing project. The school board asked if there might be a cost savings if a combination of the two systems, EIFS and elastomeric, were used for the entire project. Mr. Gatzke will investigate this option and report back to the school board.

Mr. Gatzke also provided information about the roof work at Hutcherson Early Learning Center. This project is scheduled to begin on July 1, 2011, and should be completed by August 6, 2011. Two double modular classrooms have been leased to place at Sheffield Elementary School. The classrooms have been leased because of projected enrollment increases at the school. The total two-year lease cost is \$47,000.

D-1. Revised Expenditure Plan: Individuals with Disabilities Education Act (IDEA) Part B Sub-grant Awards – Under the American Recovery and Reinvestment Act

Lynchburg City Schools received funds under the American Recovery and Reinvestment Act (ARRA): the Individuals with Disabilities Education Act (IDEA) Part B Section 611 and Part B Section 619 grants. An expenditure plan was developed, approved and implemented. A review of the expenditure plan and expenditures to date revealed the need to revise the expenditure plan to ensure all funds are encumbered by September 30, 2011.

The expenditure plans for the American Recovery and Reinvestment Act (ARRA): the Individuals with Disabilities Education Act (IDEA) Part B Section 611 and Part B Section 619 grants outline requested revisions as of June 7, 2011, and appeared as an attachment to this agenda report.

This funding is used for purchased services. These services include those associated with students whose parents prefer to place them in private school or who choose to homeschool their children.

This item will be considered for action at the next school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 7, 2011, EXHIBIT "C," FOR A COPY OF THE SUPPORTING DOCUMENTS.)

D-2. Amendments for American Recovery and Reinvestment Act (ARRA) Funds

The *American Recovery and Reinvestment Act of 2009 (ARRA)* provided significant new funding to coincide with several Titles of *The No Child Left Behind Act of 2001*, including Title I, Parts A and D and Title II, Part D.

The attachment shows spending for Title I, Part A, ARRA funds for the past two years. School board approval is necessary prior to submitting the final amendment to the Virginia Department of Education.

This item will be presented to the school board for consideration at the first school board meeting in August.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 7, 2011, EXHIBIT "D," FOR A COPY OF THE SUPPORTING DOCUMENTS.)

D-3. Local Consolidated application: 2011-12

The No Child Left Behind Act (NCLB) of 2001 was signed into law as P.L.107-110 on January 8, 2002. In the Act, the federal government established minimum standards for teachers and paraprofessionals in all public schools. In addition, the Act set a mandatory deadline for all public schools to bring all students, particularly five subgroups of students, to "proficient" achievement. Funding to assist in the attainment of these standards flows from the federal government to approved state NCLB plans. Funding designed to ensure educational faculty and staff are "highly qualified" and to close the achievement gap between high- and low-performing children is then provided through the states' educational agencies to eligible local school divisions in several program areas.

Both federal and state educational agencies encourage local school divisions to submit consolidated applications for funding for these programs. The consolidated application allows greater cross-program planning and coordination to improve teaching and learning. The consolidated application also allows school divisions to complete one comprehensive needs assessment and to establish division goals and objectives supported by all programs. In addition to the comprehensive needs assessment, the consolidated application is based on needs assessments for individual schools as well, and it contains detailed measurable objectives and benchmarks, specific individual program services and activities, a staff and budget breakdown, and other information specific to individual programs.

The Lynchburg City Schools' Consolidated Application for 2011-2012 includes the budgets for Title I Parts A and D, Title II Part A and Title III. We anticipate a 10% reduction in funds for both Title I Part A and Title II Part A. We have not received any information regarding allocations for Title I, Part D or Title III, Part A. Title I Part A allocates funds for teachers, assistants, and materials for supplemental services in reading and math and parental involvement. Because we have Title I schools that are in school improvement sanctions, we are required to set-aside specific funds for professional development for staff in those schools and for public school choice and supplemental educational services for students in those schools. Title I Part D provides funding for part of the truancy program and some alternative education programs. Title II Part A supports professional development, including partial funding for the instructional specialists' positions. Title III funds support the Limited English Proficiency program.

In previous years our consolidated application included funds for technology education (Title II, Part D), but these funds have been cut at the federal level. This equates to a loss of \$23,473.29, which had been used to fund summer technology academy initiatives and purchase technology equipment.

School board approval is necessary prior to submitting the Local Consolidated Application for the 2011-2012 academic year to the Virginia Department of Education.

Members of the school board have received a copy of the Local Consolidated Application for 2011-12. This item will be considered for action at the next school board meeting.

D-4. Middle School Security Administrative Assistant

In late spring the Lynchburg City Police Department informed the superintendent that in school year 2011-12 the police department would not provide school resource officers for the school division's middle schools. The school administration then proposed to the school board that it approve the addition of a new position, middle school security administrative assistant, with one placed in each middle school.

At an earlier school board meeting, the school administration presented a draft of a job description to the school board. School board members asked that the school administration return with a final draft, one that would include compensation, contract days, and job tasks. School board members also wanted the position to be one that asks that the staffer would not only resolve and be skilled at keeping the campus secure but also be able to be proactive in an effort to deter and/or prevent incidents from occurring.

The school administration presented the job description for school board consideration. The statements in bold represent the additional tasks/responsibilities that the school board had requested.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 7, 2011, EXHIBIT "E," FOR A COPY OF THE JOB DESCRIPTION.)

D-5. School Bus Replacement

On April 20, 2011, the school division suffered the loss of four school busses due to a fire on the parking lot of the Department of Transportation. The fire was caused by an electrical malfunction on one of the busses. The fire spread to three other busses due to unusually high winds on that date. All four of the busses were declared to be total losses by the school division's insurer, Ohio Casualty.

The busses were fully insured, and the insurance company assigned values to each bus as follows:

Bus 83 (1995)	\$ 4,357
Bus 84 (2007)	47,270
Bus 85 (2007)	46,540
Bus 86 (2006)	43,525
Total	\$141,692

New busses can be obtained at a cost of \$78,578 each. The school administration proposes that three of the busses be replaced at a total cost of \$235,734. The busses would be paid for with a combination of insurance proceeds (\$141,692), remaining lease-purchase funds (\$66,000), air show revenue (\$10,000), and capital improvement plan contingency funds (\$18,042).

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Upon MOTION by Mr. Webb, SECONDED by Dr. Dolan-Sewell, the school board approved the purchase of three new replacement busses in the amount of \$235,734 using funds from insurance, lease-purchase, air show revenue, and capital improvement plan contingency funds.

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

No Votes: None

Abstentions: None

D-6. Authorization of Signature

The Virginia Department of Education requires that the school division identify an individual, who, in the absence of the superintendent, has authorization to sign all Virginia Department of Education correspondence, reports, documents, requisitions, and other official correspondence. The superintendent recommends that the school board authorize Mrs. Wendie L. Sullivan, school board clerk, to fulfill the necessary signature obligations in the absence of the superintendent. Many of the matters associated with the delegation of this authority tend to be financial and operational in nature.

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Rev. Anderson, the school board authorized Mrs. Wendie L. Sullivan, school board clerk, to sign Virginia Department of Education correspondence in the absence of the superintendent.

Yes Votes: Mrs. Barker, Mr. Webb, 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 JUNE 7, 2011, EXHIBIT "E," FOR A COPY OF THE AUTHORIZATION DOCUMENT.)

E. Superintendent's Comments

Dr. McKendrick announced that several students will be attending the 2011 Summer Residential Governor's School for Academics, Mentorship, and Visual and Performing Arts. They are: Kiley Overstreet, E. C. Glass High School, Humanities; Elizabeth Pittard, E. C. Glass High School, Humanities; Sara Hour, E. C. Glass High School, Math, Science, and Technology; Soyun Kim, Heritage High School, Mathematics, Science, and Technology; Mackenzie Krebs, E. C. Glass High School, Visual and Performing Arts; and Ryan Murphy, E. C. Glass High School, Visual and Performing Arts. Students attending the 2011 Governor's Foreign Language Academies for Spanish are Graham Martin, E. C. Glass; Jeremy Mason, Heritage High School; and Brandon Norris, Heritage High School.

Dr. McKendrick announced that the graduation rate continues to increase, and that the dropout rate is the lowest it has been in 10 years at 1.4%

F. Board Comments

Mrs. Barker stated that the first meeting of the school board falls within the week of July fourth and asked if school board members would like to move that meeting to July 12 or July 19. The school board determined that the meeting would occur on July 19, 2011.

Rev. Anderson announced that the next Finance Committee meeting will occur on June 9, 2011, at 11:30 a.m. in Room 206 at the School Administration Building.

Mr. Billingsly announced that the Lynchburg Juvenile Detention Center will conduct graduation exercises on June 10, 2011, at 1:00 p.m.

Mr. White provided information about the 20th Annual Anne Spencer Poetry Contest. Out of 198 entries from the Lynchburg City Schools and surround counties, six winners were selected. Four of those who were either placed or received honorable mention are students at E. C. Glass High School. They are Jeremy Burke, Second Place; Elizabeth Ware, Third Place; Kearia Jones, Honorable Mention; and Charles Lynch Christian, Honorable Mention.

Mr. McHenry informed school board members that the Superintendent's Evaluation Tool Committee met on May 20, 2011. He hopes to send minutes of that meeting to school board members in the near future.

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Mr. Webb provided information about the events and activities he has attend over recent weeks. Of note were the Senior Honors Banquet, the Fort Hill Community School library dedication, the Pride Center Graduation, and the Staff Appreciation Dinner.

G-1. Notice of Closed Meeting

Upon MOTION by Mr. White, SECONDED by Rev. Anderson, the school board convened a closed meeting at 6:44 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss specific employee performance.

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

No Votes: None

Abstentions: None

G-2. Certification of Closed Meeting

Upon MOTION by Mr. Webb, SECONDED by Rev. Anderson, the school board reconvened in open session at 7:35 p.m.

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

No Votes: None

Abstentions: None

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

No Votes: None

Abstentions: None

H. Informational Items

Next School Board Meeting: Tuesday, June 21, 2011, 5:30 p.m., Board Room, School Administration Building

I. Adjournment

The meeting adjourned at 7:36 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.)