

**Lynchburg City School Board  
Regular Meeting  
August 2, 2011**

**BOARD  
MEMBERS  
PRESENT:**

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

**BOARD  
MEMBERS  
ABSENT:**

Regina T. Dolan-Sewell  
Jennifer R. Poore

**ADMINISTRATION  
PRESENT:**

Larry A. Massie, Interim Superintendent  
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction  
Anthony E. Beckles, Sr., Chief Financial Officer  
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  
Gregory P. Sullivan, Director of Information Technology  
Billie Kay Wingfield, Director of Personnel  
Pamela D. Smith-Johnson, Supervisor of Instruction  
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA  
PRESENT:**

Jessie Pounds, *The News & Advance*

**Agenda  
Items:**

- A-1. Notice of Closed Meeting
- A-2. Certification of Closed Meeting
- B-1. Public Comments
- C. Consent Agenda
- D-1. Superintendent Search
- D-2. Administrative Regulation 6-58" Secondary Student Evaluation and Grading Procedures
- D-3. Administrative Regulation 7-45: Interscholastic Athletic Participation
- E-1. Advanced Placement Music theory Textbooks
- E-2. School Board Finance Committee
- 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. Mr. White opened the meeting and requested that those in attendance stand and recite *The Pledge of Allegiance*.

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

Upon MOTION by Mr. McHenry, SECONDED by Rev. Anderson, the school board convened a closed meeting at 5:31 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss employee appointments.

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

No Votes: None

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Abstentions: None

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

Upon MOTION by Mr. Billingsly, SECONDED by Ms. Waller, the school board reconvened in open session at 5:51 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION by Ms. Waller, SECONDED by Mr. McHenry, the school board approved by roll call vote of 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: Mr. White, Mrs. Tweedy, Rev. Anderson, Mrs. Barker, Mr. Billingsly, Mr. McHenry, Ms. Waller

No Votes: None

Abstentions: None

**B-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.

Mr. White welcomed Dr. Massie and stated that the school board is appreciative of him assuming the role of interim superintendent.

**C. Consent Agenda**

Upon MOTION by Mrs. Barker, SECONDED by Rev. Anderson, the school board approved the school board meeting minutes of July 12, 2011 (Regular Meeting); the personnel report and addendum for the period July 19 – August 2, 2011; item C-3. Civil War Trails Marker; item C-4. Teacher-Level Professional Growth System Handbook: Teacher Evaluation System; item C-5. Online Course Options; and item C-6. School Board Policy 6-2: Grade Level Organization.

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

No Votes: None

Abstentions: None

Mr. Coleman announced that with the approval of the consent agenda, the school board had appointed Derrick E. Womack as principal at Sandusky Elementary School, and Kenya Turner as assistant principal for Linkhorne Middle School.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 2, 2011, EXHIBIT "A," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

**D-1. Superintendent Selection Process**

The school board continued to discuss the selection of a consulting firm to assist with the process of hiring a new superintendent. During the school board meeting on July 19, 2011, the school board discussed information associated with the bid proposals and the factors of importance. Since that meeting, the school board collected data relative to the firms that submitted bid proposals. The school board will continue to evaluate the data and references collected with hopes to select a consulting firm in the near future.

**D-2. Administrative Regulation 6-58: Secondary Student Evaluation and Grading Procedures**

On March 23, 2010, the school board approved the Lynchburg City Schools academic calendar for 2010-11. One of the changes, the elimination of the high school exam structure, was one factor in the development of an

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academic calendar that contained fewer student days than usual (172)— part of a multi-step effort to reduce operating costs and achieve a balanced budget.

At the conclusion of the 2010-11 academic year, the two high school principals discussed with their faculties the effects of the elimination of high school examinations. These discussions revealed that faculties supported a version of semester examinations. With a 180-day student calendar in 2011-12, examinations could be reinstated, but not in the original format.

In the original format, semester examinations accounted for one-fourth of a student's final grade. In most cases, the examination grade negatively affected the student's semester grade. Principals and members of the department of curriculum and instruction suggest that an examination weight of one-tenth of a semester grade is appropriate.

At its July 19, 2011, meeting, the school board requested that the school administration develop an exam schedule, which is as follows:

Proposed First Semester Examination Schedule

Date	Exam Period	Time
Tuesday – January 17	1	1:00 p.m. – 2:30 p.m.
Wednesday – January 18	2	10:00 a.m. – 11:30 a.m.
	Lunch/Study Time	11:30 a.m. – 1:00 p.m.
	3	1:00 p.m. 2:30 p.m.
Thursday – January 19	4	10:00 a.m. – 11:30 a.m.
	Lunch/Study Time	11:30 a.m. – 1:00 p.m.
	5	1:00 p.m. – 2:30 p.m.
Friday – January 20	6	10:00 a.m. – 11:30 a.m.
	Lunch/Study Time	11:30 a.m. – 1:00 p.m.
	7	1:00 p.m. – 2:30 p.m.

On January 17, students attend all classes, periods two through seven, beginning at 7:40 a.m. Classes are shortened. On January 18 – 20, high school student bus runs occur after middle school and elementary school runs. The student day begins at 10:00 a.m. Students are dismissed at the normal time each day.

Staff will report at 7:30 a.m. each day. Teachers will have time in the mornings to grade exams, average grades, and prepare for the fourth six weeks.

Proposed Second Semester Examination Schedule

Date	Exam Period	Time
Friday – June 1	1	1:00 p.m. – 2:30 p.m.
Monday – June 4	2	10:00 a.m. – 11:30 a.m.
	Lunch/Study Time	11:30 a.m. – 1:00 p.m.
	3	1:00 p.m. 2:30 p.m.
Tuesday – June 5	4	10:00 a.m. – 11:30 a.m.
	Lunch/Study Time	11:30 a.m. – 1:00 p.m.
	5	1:00 p.m. – 2:30 p.m.
Wednesday – June 6	6	10:00 a.m. – 11:30 a.m.
	Lunch/Study Time	11:30 a.m. – 1:00 p.m.
	7	1:00 p.m. – 2:30 p.m.

On June 1, students attend all classes, periods two through seven, beginning at 7:40 a.m. Classes are shortened. On June 4 – 6, high school student bus runs occur after middle school and elementary school runs. The student day begins at 10:00 a.m. Students are dismissed at the normal time each day.

Staff will report at 7:30 a.m. each day. Teachers will have time in the mornings to grade exams, average grades, and prepare for the end of the year.

Any changes to the current practice of determining semester grades require revision of Administrative Regulation 6-58. The attachment contained revision of this regulation.

School board members discussed whether or not exams should be re-instituted. Many of the school board members agreed that taking exams would help prepare students for college and that lowering the weight of the exam grade was more practical.

Upon MOTION by Ms. Waller, SECONDED by Mr. McHenry, the school board approved revisions to Administrative Regulation 6-58: Secondary Student Evaluation and Grading Procedures.

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

No Votes: Mr. Billingsly

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 2, 2011, EXHIBIT “B,” FOR A COPY OF ADMINISTRATIVE REGULATION 6-58: SECONDARY STUDENT EVALUATION AND GRADING PROCEDURES.)

**D-3. Administrative Regulation 6-45: Interscholastic Athletic Participation**

At its July 19, 2011 meeting, the school board discussed Recommendation 5 from the Athletics Advisory Committee: “Academic eligibility requirements for all students in grades 6-12 shall be those stated in Virginia High School League Rule 28-401.” The Virginia High School League rule states that, “Students must pass at least five subjects per semester to remain eligible.”

Mr. Charles E. Dellinger, supervisor of instruction and co-chair of the Athletics Advisory Committee, spoke with representatives from 17 schools/divisions and asked how other divisions determine academic eligibility for middle school students. Following is a summary of findings.

- Of the 17 schools/divisions, 11 responders indicated that their schools/divisions use Virginia High School League Rule 28-4-1 to determine the academic eligibility of middle school students.
- Other responses varied greatly and were difficult to categorize. Some have no middle school academic requirements. Some have “commissions” comprised of representatives from schools within the division. These commissions are empowered to establish academic requirements. Some have requirements set by outside organizers like recreation departments. Some have teams comprised of middle school and ninth grade students, and, therefore, follow Rule 28-4-1.
- None of the schools/divisions completely drop a student from a middle school team for poor academic performance.
  - o In many cases, if the student’s academic performance does not meet minimum standards, then the student may not be allowed to participate in games/contests but can continue to practice with the team. The student is allowed to play once achievement levels reach minimum requirements.
  - o Four (4) schools/divisions require students to attend after-school study hall due to poor academic performance.
  - o Three (3) schools/divisions base placement in after-school study hall on interim grades or marking period grades (six weeks or nine weeks).
  - o Two (2) schools/divisions base placement in study hall on performance in the core subjects of math, English, science, and social studies.

A revised version of Administrative Regulation 7-45: Interscholastic Athletic Participation appeared as an attachment to the agenda report.. The revisions are based on the recommendation of the Athletics Advisory Committee.

The school board members would like for students to attend a required study hall should they receive less than a C for the interim grade. The regulation will be revised to reflect this change. The school board will consider this item at the school board meeting on August 16, 2011.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 2, 2011, EXHIBIT “C,” FOR A COPY OF ADMINISTRATIVE REGULATION 7-45: INTERSCHOLASTIC ATHLETIC PARTICIPATION.)

**E-1. Advanced Placement Music Theory Textbooks**

On December 7, 2010, the school board approved the addition of Advanced Placement Music Theory to the High School Program of Studies for 2011-12. A team of current music teachers reviewed available materials in order to recommend a textbook that would best meet course requirements. The teachers have completed the review process and make the following recommendation for adoption:

*Tonal Harmony: With an Introduction to Twentieth-Century Music, Sixth Edition Published by McGraw-Hill High Education*

The current cost of the textbook is \$93.93. Based on an estimated enrollment of 15 students, the cost to provide this textbook to advanced Placement Music Theory students and teachers will be about \$1,408.95, plus shipping and handling costs.

Advanced Placement Music Theory is offered at E. C. Glass High School during first period; however, Heritage High School students can participate in this class. They would lose a period because of travel back and forth from one school to another.

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Upon MOTION by Mr. Billingsly, SECONDED by Ms. Waller, the school board approved *Tonal Harmony: With an Introduction to Twentieth-Century Music, Sixth Edition Public by McGraw-Hill Education* for use by students in the Advanced Placement Music Theory class.

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

No Votes: None

Abstentions: None

**E-2. School Board Finance Committee**

In an effort to keep school board members more informed about the school division's operating budget, the school board formed and approved a finance committee. Membership is determined by the school board chairman and includes the superintendent, the chief financial officer, and three school board members. Membership also includes the chairman and an alternate school board member, but they serve as ex-officio members. The committee meets quarterly or as needed at noon at the School Administration Building. Specific dates will be determined.

This committee assumed the responsibilities of the school division's Internal Audit Committee. That committee's purpose was to review reports from the Office of Internal Audit and to make suggestions for areas to be audited. Further, internal audits assisted officials and management in carrying out their responsibilities by appraising the effectiveness, efficiency, and accurateness of activities and programs.

Proposed membership for the committee includes:

Keith R. Anderson  
Albert L. Billingsly

Mary Ann Hoss Barker  
Troy L. McHenry (Alternate)

These members will serve from August 2, 2011 – July 31, 2012.

A copy of the guidelines for the finance committee appeared as an attachment to this agenda report.

Upon MOTION by Ms. Waller, SECONDED by Mrs. Barker, the school board approved the membership of the School Board Finance Committee for the period August 2, 2011 – July 31, 2012.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 2, 2011, EXHIBIT "D," FOR A COPY OF THE FINANCE COMMITTEE GUIDELINES.)

**F. Superintendent's Comments**

Dr. Massie stated that he was very happy to be here. He has met with individuals in the Department of Curriculum and Instruction and the Department of Finance, and he is very encouraged by the information he has gathered since arriving.

**G. Board Comments**

Mr. Billingsly reminded the school board of the Heritage High School Task Force meetings on August 12 and August 19. The Task Force is getting very close to wrapping things up and getting a complete set of documents from each of the subcommittees. He believes that there will be a report to the school board in September.

Mrs. Barker thanked Dr. Massie for his input and welcomed him to the school board.

Mr. McHenry stated that the Superintendent Evaluation Tool Committee will meet on Thursday at 12 noon at the School Administration Building.

Ms. Waller reported on a program that is used by Chesterfield County called Super Senior Password. She will share additional information about the program during the school board retreat.

Mrs. Tweedy shared information about a visit she had at Dearington Elementary School for Innovation. A six-year-old PETAL student gave her rave reviews about the program at the school. Mrs. Tweedy thanked the staff and administration who worked with the students and gave them such a positive experience.

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

Upon MOTION by Mrs. Barker, SECONDED by Mr. McHenry, the school board convened a closed meeting at 6:39 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (29) to discuss the awarding of a contract to hire a company to assist in the recruitment of candidates for the position of superintendent because discussion in an open session would adversely affect the bargaining position or negotiating strategy of the school board.

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

No Votes: None

Abstentions: None

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

Upon MOTION by Mr. McHenry, SECONDED by Ms. Waller, the school board reconvened in open session at 7:49 p.m.

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

No Votes: None

Abstentions: None

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

No Votes: None

Abstentions: None

**I. Informational Items**

New Teacher Orientation and Breakfast: Monday, August 9, 2011, 7:30 a.m., Burton Student Center, Lynchburg College

Next School Board Meeting: Tuesday, August 16, 2011, 5:30 p.m., Board Room, School Administration Building

Superintendent's Address: Friday, August 19, 2011, 8:00 a.m., Civic Auditorium, E. C. Glass High School

**J. Adjournment**

The meeting adjourned at 7:50 p.m.

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Charles B. White, 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.)