

**Lynchburg City School Board  
Regular Meeting  
September 6, 2011**

**BOARD  
MEMBERS  
PRESENT:**

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

**BOARD  
MEMBERS  
ABSENT:**

Keith R. Anderson

**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  
Michael K. Rudder, Director of Elementary Education  
Gregory P. Sullivan, Director of Information Technology  
Billie Kay Wingfield, Director of Personnel  
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA  
PRESENT:**

Jessie Pounds, *The News & Advance*

**Agenda  
Items:**

- A-1. Public Comments
- B-1. Beacon of Hope
- B-2. 21st Century Community Learning Grant
- B-3. Average Yearly Progress Recognition: William Marvin Bass Elementary School and Thomas C. Miller Elementary School for Innovation
- C. Consent Agenda
- D. Student Representative Comments
- E-1. Superintendent Selection Process
- E-2. School Board Retreat: 2011-12
- F-1. Administrative Regulation 5-53.8: Classified Personnel Evaluation
- 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 5:30 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*.

Upon MOTION by Mr. McHenry, SECONDED by Ms. Waller, the school board added items B-3. Adequate Yearly Progress Recognition: William Marvin Bass Elementary School and Thomas C. Miller Elementary School for Innovation and the addendum to item C-1. Personnel Report.

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

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-1. Beacon of Hope**

At the August 17, 2010, school board meeting, representatives of the Lynchburg Beacon of Hope provided information about this program which was developed to help inspire and empower students to change their future. The goal of this program is to provide a scholarship promise to all graduates of the Lynchburg City Schools.

The program relies on three key strategies:

- Developing Future Centers
- Providing Scholarships
- Aiding College Retention

Mr. Bob Wade, member of the Beacon of Hope plans to have Future Centers in each high school where there will be someone who can assist student with applications for colleges, scholarships, and provide mentoring for student throughout the process. The Beacon of Hope is applying for 501e3 to help create a foundation that will help cover costs not covered by the scholarships obtained by students. In kind services requested of the school division would be office space to house staff who will seek grant funding from the state and federal governments to help with costs. The Beacon of Hope will also be partnering with local colleges and universities.

**B-2. 21st Century Community Learning Grant**

The 21st Century Community Learning Centers is a competitive grant program provided through Title IV, Part B, and supports the creation of academic enrichment programs that occur during non-school hours for students, particularly those who attend high-poverty and low-performing schools. The program helps students meet state and local standards in core curriculum areas, such as reading and mathematics; offers students enrichment activities which complement regular academic programs; and provides literacy and other educational services to parents and families of participating children.

On August 22, 2011, Mrs. Kathleen M. Sawyer, principal at Linkhorne Elementary School, and Mrs. Amy D. Huskin, principal at Thomas C. Miller Elementary School for Innovation, were notified that the applications they submitted had been approved and that they would receive grants in the amount of \$200,000 and \$195,000, respectively. During this presentation, Mrs. Sawyer and Mrs. Huskin provided information about the programs they will offer to students at their schools through this grant funding.

**B-3. Average Yearly Progress Recognition: William Marvin Bass Elementary School and Thomas C. Miller Elementary School for Innovation**

William Marvin Bass Elementary School and Thomas C. Miller Elementary School for Innovation achieved Adequate Yearly Program (AYP) as defined by the *No Child Left Behind Act*. This means that subgroups at each school reached 86% passing in reading and 85% passing in math, or that the failure rate had been reduced by 10%. The school board applauded the leadership of the schools and the commitment of the teachers, staff, and parents.

**C. Consent Agenda**

Upon MOTION Dr. Dolan-Sewell, SECONDED by Mr. Billingsly, the school board approved the personnel report and addendum for the period August 16 – September 6, 2011; item C-2. Religious Exemption; and C-3. Religious Exemption.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 6, 2011, EXHIBIT "A," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

**D. Student Representative Comments**

Mr. Nick L. Comerford, student representative for Heritage High School, and Joel A. Graham, student representative for E. C. Glass High School, provided comments about the events and activities occurring at their schools.

**E-1. Superintendent Selection Process**

At its meeting on August 16, 2011, the school board approved a contract with Hazard, Young, Attea & Associates (HYA) to assist with the process of selecting the next superintendent for the Lynchburg City Schools. On August 29, 2011, the school board met with representatives from HYA to discuss the planning process and to develop a calendar of events that would lead to the possible appointment of a new superintendent in January 2012. Information has been sent to all parents via Edline and ConnectEd, placed on the school division's Facebook page, and placed on the LCS website. To date, 420 individuals have completed the online survey, which is a high response rate for such a short period of time.

Interviews will be conducted by HYA on September 20 and 21, 2011, with various groups and individuals throughout Lynchburg. Following those interviews, HYA will compile the data and present a leadership profile to the school board on October 4, 2011.

**E-2. School Board Retreat: 2011-12**

Each year the Lynchburg City School Board conducts a retreat in order to establish priorities for the school year and to discuss programs and operational issues relative to those priorities. The school board has determined October 20 and 21 as the dates for its retreat.

The school board will use information from the list of priorities it established on November 2, 2011, and identify other items that it would like to discuss. That information will be presented at the next school board meeting.

**F-1. Administrative Regulation 5-53.8: Classified Personnel Evaluation**

Administrative Regulation 5-53.8: Classified Personnel: Evaluations delineates procedures related to classified personnel evaluation. According to the regulation, the annual evaluation of each classified employee must be completed on or before June 1. A request is being made to change the completion date to March 1. At the present time, employees are issued contracts before they are evaluated. This is problematic. In addition, a March 1 deadline would also ensure that performance deficiencies or concerns are addressed during the school year. Completing evaluations on June 1 makes it very difficult to address performance issues when the contract year for 10- and 11-month employees is over. One or two months may pass before the deficiency(ies) may be appropriately addressed and or a plan of improvement may be implemented

Further, the regulation was also changed to reflect the current classification of employees regarding instructional assistants and School Nutrition employees.

A copy of the revised administrative regulation appeared as an attachment to the agenda report.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 6, 2011, EXHIBIT "B," FOR A COPY OF ADMINISTRATIVE REGULATION 5-53.8: CLASSIFIED PERSONNEL EVALUATION.)

**G. Superintendent's Comments**

Dr. Massie will be conducting an in-house efficiency study over the next several weeks. He will be gathering information from all departments and schools and will report to the school board once the study is completed.

Dr. Massie is reviewing the policy regarding school uniforms. He will provide information and make recommendations to the school board in November.

Many of the recommendations made by the Athletic Advisory Committee have been implemented. Staff continues to work on several of the recommendations that have not yet been implemented.

Due to student enrollment changes and staffing adjustments, it is necessary to place two mobile instructional units at Bedford Hills Elementary School. These units are the same as those placed at Sheffield Elementary School. Upon MOTION by Dr. Dolan-Sewell, SECONDED by Mrs. Tweedy, the school board approved the two-year lease of two modular instructional units in the amount of \$40,961.45 to be placed at Bedford Hills Elementary School.

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

No Votes: None

Abstentions: None

The Fort Hill Community School received a grant in the amount of \$5,000 from Dollar General to purchase books for the school's library.

The Lynchburg City Schools will host a Community Conference on September 22, 2011, at 5:00 p.m. at E. C. Glass High School.

**H. Board Comments**

Mr. Billingsly welcomed the two student representatives to the school board.

Mr. Billingsly stated that the Heritage High School Task Force has made a formal recommendation that the report be delivered to council and the schools at the same time. He further expressed his appreciation for all the hard work of the Task Force and the subcommittee chairs.

Mr. McHenry will have a report regarding the Superintendent's Evaluation Tool at the next school board meeting.

Ms. Waller thanked Mr. Gatzke and his staff for the hard work in getting the mobile instructional unit ready for use at Sheffield Elementary School.

Mrs. Tweedy stated that there are many people in the community that are volunteering their time on behalf of the school division and its students. She publicly thanked them for their time and resources.

Mr. White noted that the Acceptable Use Policy needed to be signed and returned to Mrs. Sullivan.

Mr. White announced that National Walk to School Day is October 5, 2011.

Mr. White provided information about Dr. Powell Dillard who served on the school board from 1971 – 78, and who recently passed away. Dr. Powell was a school board member during the period of racial integration. He was also active in keeping the medical community engaged in the school division in the immediate post integration period. Mr. White extended his thoughts, prayers, and condolences to the family.

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

Upon MOTION by Mrs. Barker, SECONDED by Mrs. Tweedy, the school board convened a closed meeting at 7:02 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss personnel matters.

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

No Votes: None

Abstentions: None

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

Upon MOTION by Ms. Waller, SECONDED by Mr. McHenry, the school board reconvened in open session at 7:55 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION by Mrs. Barker, SECONDED Mrs. Tweedy, 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.

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

No Votes: None

Abstentions: None

**I. Informational Items**

Next School Board Meeting: Tuesday, September 20, 2011, 5:30 p.m., Board Room, School Administration Building

**J. Adjournment**

The meeting adjourned at 7:56 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.)