

**Lynchburg City School Board
Regular Meeting
September 20, 2011**

**BOARD
MEMBERS
PRESENT:**

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

**BOARD
MEMBERS
ABSENT:**

None

**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. William Marvin Bass Elementary School
- B-2. Region V Teacher of the Year
- C-1. Finance Report
- D. Consent Agenda
- E. Student Representative Comments
- F-1. Safe Routes to School
- F-2. Superintendent Selection Process
- F-3. School Board Retreat: 2011-12
- G-1. Capital Improvement Plan: Linkhorne Middle School and Paul Laurence Dunbar Middle School for Innovation
- H. Superintendent's Comments
- I. Board Comments
- J-1. Notice of Closed Meeting
- J-2. Certification of Closed Meeting
- K. Informational Items
- L. 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 Mrs. Tweedy, the school board added items B-2. Region V Teacher of the Year, D-6. Personnel Report, a revised item G-1. Capital Improvement Plan: Linkhorne Middle School and Paul Laurence Dunbar Middle School for Innovation, and discussion of student disciplinary matters under item J-1. Notice of Closed Meeting.

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

**Lynchburg City School Board – Regular Meeting
September 20, 2011
Page Two**

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. William Marvin Bass Elementary School

Mr. Leverne L. Marshall, principal at William Marvin Bass Elementary School, and Ms. Anna Baker, 21st Century Community Learning Center grant coordinator, provided a brief presentation highlighting instructional initiatives at the school. Mr. Marshall provided information about Adequate Yearly Progress, Standards of Learning Test score information, and events and activities in which students participate. As a 21st Century Community Learning Center, Ms. Baker explained that grant funding provides after school programs, remediation and extra-curricular activities, and the Families and Schools Together (FAST) program which offers parental involvement activities. Through this grant, the General Education Diploma (GED) program is offered which provides adult education classes for parents two days each week.

Rev. Anderson arrived at 5:34 p.m.

B-2. Region V Teacher of the Year

On May 3, 2011, Mrs. Meg Smith, teacher at Paul Laurence Dunbar Middle School for Innovation, was announced as the school division's Teacher of the Year. As the next step in the process, Mrs. Smith submitted her application to the Virginia Department of Education for Region V Teacher of the Year. This morning during an assembly at PLDMSI, Mrs. Smith was notified that she has been selected as the top teacher in Region V.

With there being eight regions in the state, Mrs. Smith is considered one of the top eight teachers in the Commonwealth. She is now eligible and in the running to become the state teacher of the year. This is quite a distinction as well as a significant accomplishment, for it speaks to her expertise, skills, passion, and commitment to the Lynchburg City Schools, but more importantly, to her students.

Dr. Merle P. Herndon, director of professional development and school business partnerships, presented Mrs. Smith as the Region V Teacher of the Year.

C-1. Finance Report

The school administration, in accordance with the 2011-12 school's operating budget, authorized, approved, and processed the necessary payments through August 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 August 31, 2011, for the operating fund.

Total Operating Fund Budget		\$75,705,953.00
Through August 31, 2011		
Actual Revenue Received	\$5,377,265.06	
Actual Expenditures	\$5,118,184.14	
Actual Encumbered	\$21,745,467.64	
Percent of Budget Received		7.10%
Percent of Budget Used, excluding encumbrances		6.76%
As of 8/31/11 – 2 months		16.00%

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

Mr. Beckles explained that the auditors have finished their field work, and there are no audit adjustments at this time. He recognized the staff in the Department of Finance for the great job they did in collecting information requested by the auditors. Mr. Beckles has also completed three of the four annual school reports.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 20, 2011, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

D. Consent Agenda

Upon MOTION by Mrs. Barker, SECONDED by Dr. Dolan-Sewell, the school board approved the minutes for July 19, 2011 (Regular Meeting), three requests for religious exemption, Administrative Regulation 5-53.8: Classified Personnel: Evaluations, and the personnel report for the period September 6 – 20, 2011.

Yes Votes: Mr. White, Mrs. Tweedy, Rev. Anderson, 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 20, 2011, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

E. 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.

F-1. Safe Routes to School

In April 2011, the Lynchburg City Schools, the City of Lynchburg, and the Virginia Region 2000 Local Government Council established the Safe Routes to School program in six of the school division's elementary schools. Travel plans were established and a Safe Routes to School grant was submitted to the Virginia Department of Transportation. Six \$2,000 mini-grants were awarded to William Marvin Bass Elementary School, Dearington Elementary School for Innovation, Perrymont Elementary School, Thomas C. Miller Elementary School for Innovation, Robert S. Payne Elementary School and Linkhorne Elementary School. Funding from the mini-grant will help support activities associated with the National Walk to School Day, which occurs on October 5, 2011. That morning, all of the students, including bus and car riders, will walk along with parents, teachers, and community volunteers from a central location located close to each school. Students will carry signs that encourage walking and remind everyone to be alert and recognize the students and pedestrians.

In preparation for this event, students will receive information about safe walking and healthy living. Further, the Lynchburg City Council will approve a proclamation about safe walking for students at its September 27, 2011, meeting.

Mrs. Kelly Hitchcock, senior planner for Virginia's Region 2000 provided a brief overview and answered questions about National Walk to School Day during this presentation.

F-2. Superintendent Selection Process

The Lynchburg City School Board has initiated its search for a new superintendent. To assist with that search, the school board has retained the services of Hazard, Young, Attea & Associates (HYA), a consulting firm that specializes in assisting school boards with the consideration of candidates. The school board feels that selecting and hiring a superintendent is its most important responsibility, and HYA is well equipped to assist the school board in conducting the thorough search necessary to find the type of educational leader that the Lynchburg community deserves.

On September 19 and 20, 2011, representatives from HYA conducted interviews in order to gather information about the characteristics the Lynchburg community is seeking in a new superintendent. Among those interviewed were Lynchburg City Schools faculty and staff, students, parents, business partners, clergy, Lynchburg City Council members and other city staff. Open sessions have also been conducted to allow for all Lynchburg community members to have an opportunity to provide their input.

During this presentation, the school board discussed their observations about this interview process. It was noted that 550 online surveys have been completed.

F-3. School Board Retreat: 2011-12

The school board will conduct its annual retreat on October 20 and 21, 2011. Over the past few weeks, school board members have considered topics they would like to discuss during the retreat. During this presentation, the school board discussed the items that have been identified thus far. Those items have been categorized into three tiers. The top tier includes budget development, superintendent evaluation process, comprehensive plan, Heritage High School Task Force Report, and student population trends. The second tier includes communication plans (internal and external), School Board Policy 7-14: Non Residents, security of buildings and grounds (including cell phone policy), outreach report, and advanced placement program accountability.

**Lynchburg City School Board – Regular Meeting
September 20, 2011
Page Four**

The third tier includes district data on highly qualified teachers, plan for student and staff recognition through the school year, retention report for new hires, report on teacher evaluation of principals, repeated assessment throughout the year (DWAP), recognition and rewards for highly qualified teachers (in addition to or instead of a bonus), and grading scale.

The school board decided that the first five topics would be discussed during the school board retreat, Topics in the second and third tiers would be discussed during school board meetings and work sessions.

Mr. White publicly thanked Genworth Financial for hosting the school board retreat this year at no cost to the school division.

G-1. Capital Improvement Plan: Linkhorne Middle School and Paul Laurence Dunbar Middle School for Innovation

Recently, the school administration solicited bids for the access control systems for Linkhorne Middle School and Paul Laurence Dunbar Middle School for Innovation. During that process, it was determined that the current design of the front of Linkhorne Middle School was not conducive to efficient building security. The scope of the work for Linkhorne Middle School was then changed to include the purchase and installation of a store front to provide one access point for that school. The bids for the projects are as follows:

Linkhorne Middle School	Appomattox Glass & Storefront, Inc.	Commercial Glass & Plastics, Inc.	Cooke's Glass Service, Inc.
Item 1 – Storefront purchase and installation	\$32,285	\$44,858	\$46,800
Item 2 – Intercom purchase and installation			
Sole vendor – Sonitrol (Keith Jones – Sales Associate) (IP intercom kit and module, locks, card readers, detectors, and buttons)	\$2,384	\$2,384	\$2,384
Installation	<u>\$6,875</u>	<u>\$6,875</u>	<u>\$6,875</u>
Total	\$9,259	\$9,259	\$9,259
Item 3 – Purchase and installation of a gate and fencing in the rear of the school			
Barnett Fencing	\$12,590	\$12,590	\$12,590
Total Project Cost	\$54,134	\$66,707	\$68,649

Paul Laurence Dunbar Middle School for Innovation

	Sonitrol (Keith Jones – Sales Associate)
Intercom purchase and installation (IP intercom kit and module, locks card readers, detectors, and buttons – equipment supplied by Sonitrol)	\$7,125
Installation cost	\$2,384
Total	\$9,509

The school administration recommends that the school board enter into a contract with Appomattox Glass & Storefront, Inc., in the amount of \$32,285 for the storefront purchase and installation at Linkhorne Middle School, and enter into a contract with Sonitrol in the amount of \$18,768 for the purchase and installation access control systems at Linkhorne Middle School (\$9,259) and Paul Laurence Dunbar Middle School for Innovation (\$9,509). The school administration also recommends that the school board enter into a contract with Barnett Fencing in the amount of \$12,590 for the purchase and installation of a gate and fencing in the rear of Linkhorne Middle School.

At Paul Laurence Dunbar Middle School for Innovation, a button alert to call the receptionist with a camera will be installed. Two other points of access at the rear of the building near the gymnasium and on the west building near the teacher parking lot will have a card reader installed for entering the building.

Due to the campus-style configuration at Linkhorne Middle School, students move between buildings during the day; therefore, doors cannot be locked during the day. The storefront will be installed along the current

**Lynchburg City School Board – Regular Meeting
September 20, 2011
Page Five**

breezeway so that a central doorway can be locked during the day. The door will be equipped with a button to call the receptionist and a camera.

This project will be paid for with funds that were left over from the elementary school access control project.

Upon MOTION by Mrs. Barker, SECONDED by Rev. Anderson, the school board authorized the school administration to enter into a contract with Appomattox Glass & Storefront, Inc., in the amount of \$32,285 for the storefront purchase and installation at Linkhorne Middle School, enter into a contract with Sonitrol in the amount of \$18,768 for the purchase and installation access control systems at Linkhorne Middle School (\$9,259) and Paul Laurence Dunbar Middle School for Innovation (\$9,509), and enter into a contract with Barnett Fencing in the amount of \$12,590 for the purchase and installation of a gate and fencing in the rear of Linkhorne Middle School.

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

No Votes: None

Abstentions: None

H. Superintendent's Comments

Dr. Massie met with Alan Leis, the representative from HYA, and it believes that HYA will do a comprehensive job during the superintendent's search.

The Community Conference will occur on September 22, 2011, at E. C. Glass High School from 5:00 p.m. – 8:00 p.m. Childcare and dinner will be provided.

I. Board Comments

Mr. Billingsly stated that school board members have received a draft copy of the final Heritage High School Task Force Report. Comments are due on Wednesday so that final revisions can be made. The final version will then be delivered to the chairman and the mayor.

Ms. Waller reminded school board members that the Lynchburg Museum Board has invited them to lunch on Monday. She also stated that the art committee at E. C. Glass High School has removed the artwork while the walls are being painted at the school. They will be returned once the painting is finished.

Mr. McHenry visited the Amelia Pride Center on September 14, 2011, and was pleased to see that Councilman Helgeson was there as well.

Mr. White extended his thanks to the devoted alumna of the school division who worked so hard to provide the dinner at Oakwood Country Club. J. P. Vaughan and his wife, Kay, gave a tremendous gift to the school community.

J-1. Notice of Closed Meeting

Upon MOTION by Mrs. Barker, SECONDED by Ms. Waller, the school board convened a closed meeting at 6:48 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) (2) to discuss personnel matters and student disciplinary matters.

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

No Votes: None

Abstentions: None

Rev. Anderson left at 7:00 p.m.

J-2. Certification of Closed Meeting

Upon MOTION by Mr. Billingsly, SECONDED by Ms. Waller, 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

**Lynchburg City School Board – Regular Meeting
September 20, 2011
Page Six**

Abstentions: None

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

No Votes: None

Abstentions: None

K. Informational Items

Next School Board Meeting: Tuesday, October 4, 2011, 5:30 p.m., Board Room, School Administration Building

School Board Retreat: October 20-21, 2011, Third Floor Conference Room, Genworth Life and Annuity Insurance Company, 700 Main Street

L. Adjournment

The meeting adjourned at 7:57 p.m.

Charles B. White, Chairman

Wendie L. Sullivan, Clerk

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