

**Lynchburg City School Board
Regular Meeting
October 4, 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. Consent Agenda
- C. Student Representative Comments
- D-1. Superintendent Selection Process: Hazard, Young, Attea and Associates Leadership Profile
- D-2. School Board Retreat: 2011-12
- D-3. Heritage High School Task Force: Report
- E-1. Partners In Education: Board of Directors for 2011-12
- E-2. Administrative and Supervisory Professional Growth System Handbook Draft
- E-3. School Operating Budget: Calendar 2011-12
- E-4. 2011 State Budget Surplus Resolution
- F. Superintendent's Comments
- G. Board Comments
- H. Informational Items
- I. 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 Mr. Billingsly, the school board added item B-3. Personnel Report to its meeting agenda.

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Mr. Billingsly, 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. Consent Agenda

Upon MOTION by Mrs. Barker, SECONDED by Mrs. Tweedy, the school board approved the school board meeting minutes for August 2, 2011 (Regular Meeting); a request for religious exemption; and the personnel report for the period September 21 – October 4, 2011.)

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 4, 2011, EXHIBIT "A," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

C. 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.

Dr. Dolan-Sewell arrived at 5:35 p.m.

D-1. Superintendent Selection Process: Hazard, Young, Attea and Associates Leadership Profile

On September 19 and 20, 2011, representatives from Hazard, Young, Attea and Associates (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 were also conducted to allow for all Lynchburg community members to have an opportunity to provide their input.

HYA has tabulated the data received from the online survey as well as compiled the information received during the interviews. During this presentation, representatives from HYA provided the school board with the leadership profile they developed from information they gathered. Over 800 online surveys were completed and more than 100 individuals participated in interviews. Follow-up telephone interviews with key leaders in the community were conducted for those who were unable to participate in the interviews.

From the information gathered, the community wants a superintendent who is collaborative in all areas, a decision maker, and who has a vision to move the school division forward. The superintendent should be financially savvy and have experience working in a school division with a diverse student population.

The complete report will be given to candidates to review in order to learn interest level. All applicants will apply through HYA.

D-2. 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. Some of those topics are as follows:

- Board Input
- School Operating Budget
- Superintendent Evaluation Process
- Comprehensive Plan
- Heritage High School Task Force Report
- Student Population Trends and Attendance Zones

The school board will meet for one and one-half days. Dr. Massie will develop a schedule and provide a draft copy to school board members.

D-3. Heritage High School Task Force: Report

On September 27, 2011, the final report of the Heritage High School Task Force was presented to the chairman of the school board. During this presentation, Mr. Albert L. Billingsly, vice chairman of the Heritage High School Task Force, provided a brief overview of the final report and provided information about the members who comprised the steering committee and the subcommittees and the charge that each subcommittee was given.

The school board directed the school administration to proceed with gathering information about the responsibilities to be assumed by the school division and those duties to be allocated to outside firms. While the report indicated that new construction would most likely be the best route, the school board would like to gather additional information before making a request to the Lynchburg City Council.

E-1. Partners In Education: Board of Directors for 2011-12

The Partners in Education Board of Directors is comprised of one representative each from the Lynchburg City School Board and the Lynchburg Regional Chamber of Commerce Board of Directors along with community leaders who represent education, business, professional, and organizational sectors of the community. Each representative serves a term of three years and attends semi-annual meetings. Members are appointed jointly by the Lynchburg City School Board and the Lynchburg Regional Chamber of Commerce Board. Board members provide general leadership in the community for the partnership program and serve as policy makers under the overall jurisdiction of the school board and the chamber board.

The proposed membership appeared as an attachment to this agenda report. New Members were noted in bold.

Upon MOTION by Mr. Billingsly, SECONDED by Ms. Waller, the school board approved the Partners In Education Board of Directors for 2011-12.

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 OCTOBER 4, 2011, EXHIBIT "B," FOR A COPY OF THE PARTNERS IN EDUCATION BOARD OF DIRECTORS FOR 2011-12.)

E-2. Administrative Supervisory Professional Growth System Handbook Draft

On February 1, 2011, the school board approved the evaluation process and standards for principals, associate principals, assistant principals, and administrative assistants. Since that time, standards have also been developed for administrators and supervisors in central office and business/operations.

The Administrative and Supervisory Professional Growth System Handbook acknowledges that administrative leadership is complex, changing, and essential to improving teaching and learning. An effective learning community for students and adults requires highly skilled administrators, teachers, support staff, and others working together to ensure the achievement of all students. Administrative and supervisory personnel play a key role in creating, guiding, managing, and inspiring the learning community. The Administrative and Supervisory Professional Growth System Handbook serves several purposes:

- Provides a system for developing, evaluating, and recognizing administrators and supervisors;
- Sets clear expectations about the roles and responsibilities for each administrative and supervisory position;
- Creates a dynamic structure for critical reflection, continuous improvement, and lifelong learning; and
- Promotes personal ownership of professional development.

This presentation focused on the evaluation process for administrators and supervisors in central office and business/operations.

This item will be considered for action at the school board meeting on October 18, 2011.

E-3. School Operating Budget: Calendar 2011-12

The school administration proposes a schedule for the activities that support the development of the 2012-13 school division's operating budget. The budget calendar, developed by the superintendent and the chief financial officer, appeared as an attachment to the agenda report.

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The two major priorities for the upcoming year is getting input from the principals and then come to consensus on what can be done with the funding that is available. Mr. Beckles explained that he had contacted the city budget office to ensure that the school division's calendar coincided with the city's calendar. The city indicated that the school board's budget was needed by January 21, 2012.

Upon MOTION by Mr. Billingsly, SECONDED by Mrs. Barker, the school board approved the school operating budget calendar for 2011-12.

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 OCTOBER 4, 2011, EXHIBIT "C," FOR A COPY OF THE SCHOOL OPERATING BUDGET CALENDAR FOR 2011-12.)

E-4. 2011 State Budget Surplus Resolution

The Virginia School Boards Association (VSBA) has requested that each school division adopt a resolution requesting that Governor Robert F. McDonnell allocate a fair share of the \$544.8 million FY 2011 surplus to K-12 education and restore funds cuts in FY 2009, 2010, and 2011. Once adopted, the resolution would be sent to Governor McDonnell.

The resolution is as follows:

A RESOLUTION IN SUPPORT OF PUBLIC EDUCATION IN VIRGINIA

WHEREAS, per pupil state funding for public education has been reduced by more than 13% since 2009, and

WHEREAS, neither the requirements of the Standards of Learning and of No Child Left Behind, nor the overall costs of operating the public schools have been reduced, and

WHEREAS, state funding for public education does not reflect the true cost of constructing, staffing, equipping, operating and maintaining schools that perform at the level needed to meet the requirements of the Standards of Quality and the Standards of Learning, and

WHEREAS, none of the \$544.8 million FY2011 budget surplus has been proposed to be allocated to K-12 public education.

NOW, THEREFORE, BE IT RESOLVED that the members of the Lynchburg City School Board respectfully requests the governor to allocate a fair share of the \$544.8 million FY2011 budget surplus to K-12 public education, to begin to restore funds cut from K-12 public education in Fiscal Years 2009, 2010, and 2011.

Charles B. White, Chairman
Lynchburg City School Board

Date

Upon MOTION by Mrs. Barker, SECONDED by Mrs. Tweedy, the school board adopted the resolution in support of public education in Virginia.

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

No Votes: None

Abstentions: None

F. Superintendent's Comments

None

G. Board Comments

Ms. Poore attended the School Health Advisory Board meeting on September 22. The board is reviewing the student wellness policy adopted in 2006-07. The board intends to make the policy more comprehensive.

Mr. White explained that Dr. Massie is unable to attend the school board meeting on November 1, 2011, as his wife will be having surgery that day. The school board discussed several alternate meeting dates but came to no conclusion. The school board will further discuss options at the meeting on October 18, 2011.

Mr. White reminded school board members that the Safe Routes to School event is scheduled for tomorrow morning.

H. Informational Items

Next School Board Meeting: Tuesday, October 18, 2011, 5:30 p.m., Board Room, School Administration Building

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

I. Adjournment

The meeting adjourned at 7:04 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.)