

**Lynchburg City School Board
Regular Meeting
October 18, 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
Gloria C. Preston, Director of Student Services and Alternative Education
Michael K. Rudder, Director of Elementary Education
Gregory P. Sullivan, Director of Information Technology
Billie Kay Wingfield, Director of Personnel
F. Donald Floyd, Assistant Director of Facilities
Charles E. Dellinger, 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-1. 2012 Virginia Teacher of the Year
- C-2. Perrymont Elementary School
- D-1. Finance Report
- E. Consent Agenda
- F. Student Representative Comments
- G-1. Superintendent Selection Process
- H-1. Lynchburg City Schools' Comprehensive Plan 2011-12
- H-2. Textbook Adoption Process and Procedures
- H-3. School Health Advisory Board
- H-4. LAUREL Regional School Budget: 2011-12
- H-5. Crisis Plan: 2011-12
- I. Superintendent's Comments
- J. Board Comments
- K-1. Notice of Closed Meeting
- K-2. Certification of Closed Meeting
- L. Informational Items
- M. 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*.

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Upon MOTION by Mrs. Barker, SECONDED by Rev. Anderson, the school board added items A-1. Notice of Closed Meeting, A-2. Certification of Closed Meeting, C-1. State Teacher of the Year, and an addendum to the personnel report.

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

No Votes: None

Abstentions: None

A-1. Notice of Closed Meeting

Upon MOTION by Rev. Anderson, SECONDED by Mr. McHenry, the school board convened a closed meeting at 5:34 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (7) to receive briefing by legal counsel.

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

No Votes: None

Abstentions: None

A-2. Certification of Closed Meeting

Upon MOTION by Rev. Anderson, SECONDED by Mr. McHenry, the school board reconvened in open session at 6:05 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Rev. Anderson, 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, Dr. Dolan-Sewell, Ms. Poore, 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.

C-1. 2012 Virginia Teacher of the Year

On October 14, 2011, Mrs. Meg Smith, teacher at Paul Laurence Dunbar Middle School for Innovation, was announced as the 2012 Virginia Teacher of the Year. As the 2012 Virginia Teacher of the Year, Mrs. Smith has received monetary awards from Apple Federal Credit Union Education Foundation, and Allen, Allen, Allen, & Allen, a Richmond-based law firm. Mrs. Smith will also be able to participate in several educational opportunities offered through public and private colleges as well as universities.

The next step in the process will include applying for the 2012 National Teacher of the Year, which will be announced in spring 2012 in Washington, D. C.

Mr. Brian S. Wray, principal at Paul Laurence Dunbar Middle School for Innovation, introduced Mrs. Smith as the 2012 Virginia Teacher of the Year.

C-2. Perrymont Elementary School

Mrs. Karen S. Nelson, principal at Perrymont Elementary School, provided information about the efforts of her and her staff as part of the school improvement process. Staff at Perrymont Elementary School must develop a plan using the Center for Innovation and Improvement web-based tool, Indistar. A needs assessment based on current student achievement data is developed, and upon completion of the needs assessment, it is reviewed for VDOE indicators for schools in improvement. The list of 108 indicators identifies research-based goals and objectives designed to result in rapid and continuous improvement for the school. The staff selects those indicators that will best address the school's current needs, and the top five indicators are selected for implementation in the school improvement plan.

Student progress is monitored through personalized plans with a report of detailed analysis of progress prepared quarterly. The quality of the plan does not lie in the indicators themselves, but in the tasks developed by the team. The tasks or the objectives and strategies that help the school meet the indicators and achieve its goals.

The plan is monitored and evaluated by VDOE. Perrymont Elementary School received the highest possible rating during the 2009-10 and 2010-11 school years for its Indistar School Improvement Plan.

D-1. Finance Report

The school administration, in accordance with the 2011-12 school's operating budget, authorized, approved, and processed the necessary payments through September 30, 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 September 30, 2011, for the operating fund.

Total Operating Fund Budget		\$75,705,953.00
Through September 30, 2011		
Actual Revenue Received	\$ 8,338,840.85	
Actual Expenditures	\$ 11,496,483.81	
Actual Encumbered	\$ 55,090,435.14	
Percent of Budget Received		11.01%
Percent of Budget Used, excluding encumbrances		15.19%
As of 9/30/11 – 3 months		25.00%

The revenue and expenditure reports detailed the transactions recorded through September 30, 2011. All reports appeared as attachments to the agenda report.

Mr. Beckles explained that three months into the school year, expenditures are on target. The audit has been completed, and the school division's statements have gone to the city for consolidation. There were no audit adjustments in our statements nor were there weaknesses brought to our attention. Since all statements were prepared in house this year, next year's audit will be easier. Mr. Beckles thanked his staff for the excellent job they did in helping with the audit.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF OCTOBER 18, 2011, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

E. Consent Agenda

Upon MOTION by Mrs. Barker, SECONDED by Rev. Anderson, the school board approved the school board meeting minutes for August 16, 2011 (Regular Meeting); August 29, 2011 (Special Meeting); and September 6, 2011 (Regular Meeting); the personnel report and addendum for the period October 4 – 18, 2011; and Administrative and Supervisory Professional Growth System Handbook; and a request for religious exemption.

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 OCTOBER 18, 2011, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

F. 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.

G-1. Superintendent Selection Process

Mr. Alan Leis, representative for HYA, has forwarded a review of the progress completed toward identifying a slate of candidates for the school board to interview. There will be a closed meeting on November 10, 2011, at 5:00 p.m. to discuss personnel matters. The school board will also meet on November 15, 2011, in closed meeting for the same purpose.

H-1. Lynchburg City School' Comprehensive Plan: 2011-12

The *Standards of Quality* require local school boards to adopt a divisionwide comprehensive plan to improve classroom instruction and student achievement. The Lynchburg City Schools' proposed comprehensive plan is built around the six school board *Vision for Education* foci: Academic Eminence; Sound, Honorable Character; Exemplary Personnel; Parental Involvement and Community Investment; Respect for Diversity; and Model Facilities. Each vision focus area includes goals followed by strategies for meeting the goals. Each strategy is followed by columns providing the titles of those responsible, the timeline for completion, and the method of evaluation or evidence of completion.

As required by the *Standards of Quality*, the proposed comprehensive plan also includes a description of regional services, a forecast of anticipated enrollment changes, a technology plan designed to integrate educational technology into instructional programs, and evidence of community, including parent, involvement in the development of the plan.

Also as required by the *Standards of Quality*, the plan draft will be posted on the Lynchburg City Schools' website (www.lcsedu.net) on October 14, 2011, and will be open to email comment from the public at comprehensiveplan@lcsedu.net. An opportunity will also be provided for feedback on the comprehensive plan during the public comment portion of the November 1, 2011, school board meeting.

Members of the school administration summarized key elements of the plan and answered preliminary questions regarding the goals, strategies, and other information included in the most recent draft provided to school board members. The school board will discuss this topic at length during its annual retreat.

H-2. Textbook Adoption Process and Process and Procedures

The Code of Virginia states that local school boards shall be responsible for the selection and utilization of instructional materials. Additionally, local school boards shall adopt procedures for the selection of textbooks. These procedures shall include the appointment of evaluation committees to review and evaluate textbooks in each of the subject areas (8VAC20-720-170.Textbooks).

During the 2011-12 school year, the school administration plans to recommend the adoption and purchase of textbooks in K-12 social studies and K-5 reading/language arts. The recommendation process will include evaluations of materials by teachers, administrators, parents, and citizens. The evaluation committee will plan, coordinate, and oversee the textbook adoption process. Additionally, the committee will present the adoption recommendations to the school board.

During the presentation, the school administration provided information about the timeline for the development of the textbook recommendations as well as a description of the adoption process. Additionally, the school administration asked for approval of the appointment of the evaluation committee for K-12 social studies and K-5 reading/language arts.

There is currently \$1.5 million in textbook fund reserve, and the school administration hopes that those funds will be sufficient.

Upon MOTION by Mr. Billingsly, SECONDED by Ms. Waller, the school board approved the evaluation committee for the K-12 social studies and K-5 reading/language arts textbook adoption process.

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 OCTOBER 18, 2011, EXHIBIT "C," FOR A COPY OF THE SUPPORTING DOCUMENT.)

H-3. School Health Advisory Board

The School Health Advisory Board is composed of individuals from broad-based segments of the community to create healthy school environments so that students realize their learning potential. Members are appointed by the Lynchburg City School Board. The proposed membership for the School Health Advisory Board for the 2011-12 school year appeared as an attachment to the agenda report.

Upon MOTION by Mr. McHenry, SECONDED by Mr. Billingsly, the school board approved the membership of the School Health Advisory board for 2011-12.

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 OCTOBER 18, 2011, EXHIBIT "D," FOR A COPY OF THE SCHOOL HEALTH ADVISORY BOARD MEMBERSHIP.)

H-4. LAUREL Regional School Budget: 2011-12

The Lynchburg City School Board serves as the fiscal agent for the LAUREL Regional School. The governing board of the school as approved its 2011-12 operating budget in the amount of \$4,968,459.25, which represents a decrease of \$390,602.75 from the 2010-11 approved budget.

Funds expended at the LAUREL Regional School are totally reimbursable from participating school divisions and the Commonwealth of Virginia. School divisions which are members of the regional program are Amherst County Public Schools, Appomattox County Public Schools, Bedford County Public Schools, Campbell County Public Schools, and Lynchburg City Schools. The LAUREL Regional School provides services for students with severe disabilities. The following services are also provided by staff employed through LAUREL Regional School to identified students with disabilities at their schools: occupational therapy, physical therapy, vision services, and autism services.

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Rev. Anderson, the school board authorized the school administration to act as fiscal agent for the LAUREL Regional School and to administer their 2011-12 budget in the amount of \$4,968,459.25.

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 OCTOBER 18, 2011, EXHIBIT "E," FOR A COPY OF THE LAUREL REGIONAL SCHOOL BUDGET: 2011-12.)

H-5. Crisis Plan: 2011-12

Pursuant to the Code of Virginia §22.1-279.8, each school board shall ensure that every school develops a written school crisis, emergency management, and medical emergency response plan. Further each school shall complete a survey conducted by the Virginia Center on School Safety (VCSS), and those surveys shall be reviewed by the superintendent and certify his review in writing to the VCSS.

The school division works collaboratively with the Lynchburg Police Department to develop those plans which include crisis, emergency management, and medical emergency response. A copy of the crisis plans for the Lynchburg City Schools has been forwarded to each school board member for review.

It was explained that the first week of school, students practice tornado, fire, and earth quake drills. This coming year, the school administration plans to form a crisis team and add more practice opportunities throughout the year. The school board asked that the school administration provide a report after first semester of the positive/negative impact of not having a Student Resource Officer in the middle schools. While the school administration has placed middle school administrative security assistants at each middle school, school board members wish to ensure that those individuals are meeting the needs of the middle school principals.

I. Superintendent's Comments

Mr. Coleman gave an update on the implementation of the recommendations developed by the Athletic Advisory Committee. An evaluation for coaches is being developed and will be presented to coaches in the

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near future. Also, Mr. Dellinger is investigating pay scales for coaches and will report that information to the school board as part of its budget development process. At this point, Mr. Dellinger has contacted 33 high schools, and those schools are using some sort of stipend method. Six of the high schools provide additional incentives for play-off weeks.

J. Board Comments

Ms. Waller announced that there would be an art exhibit at E. C. Glass High School on October 30, 2011, from 1:00 p.m. until 4:00 p.m. She also provided information about the National Junior Honor Society induction at Linkhorne Middle School for which Dr. Massie was the guest speaker.

Following discussion, the school board decided to keep its November meeting schedule of the first and fifteenth as meeting dates. Dr. Massie will be unable to attend the meeting on November 1, but he will provide an update on the student uniform policy at the meeting on November 15.

K-1. Notice of Closed Meeting

Upon MOTION by Mr. Billingsly, SECONDED by Rev. Anderson, the school board convened a closed meeting at 7:39 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss personnel 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

K-2. Certification of Closed Meeting

Upon MOTION by Mrs. Barker, SECONDED by Rev. Anderson, the school board reconvened in open session at 8:30 p.m.

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

Upon MOTION by Ms. Waller, SECONDED by Rev. Anderson, 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, Dr. Dolan-Sewell, Mr. McHenry, Ms. Poore, Ms. Waller

No Votes: None

Abstentions: None

L. Informational Items

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

Next School Board Meeting: Tuesday, November 1, 2011, 5:30 p.m., Board Room, School Administration Building

Lynchburg City School Board/Lynchburg city Council Joint Study Session: Thursday, November 3, 2011, 5:00 p.m., Cafeteria, Heritage High School

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M. Adjournment

The meeting adjourned at 8:31 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.)