

**Lynchburg City School Board
Regular Meeting
November 16, 2010**

**BOARD
MEMBERS
PRESENT:**

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

**BOARD
MEMBERS
ABSENT:**

None

**ADMINISTRATION
PRESENT:**

Paul McKendrick, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration
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
Billie Kay Wingfield, Director of Personnel
Wendie L. Sullivan, Recording Secretary/Clerk

**MEDIA
PRESENT:**

Jesse 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. Student Representative Comments
- E-1. Virginia School Boards Association Proposed Legislative Positions Amendments
- E-2. Employee Profile: Teacher Recruitment
- E-3. School Board Priorities
- F-1. HRH Willis
- F-2. Revised Special Education Annual Plan/Part B Flow-through Application and Section 619 Preschool Grant Applications: 2010-11
- F-3. LAUREL Regional Program: Budget 2010-11
- F-4. High School Program of Studies: 2011-12
- G. Superintendent's Comments
- H. Board Comments
- I. Informational items
- J. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:36 p.m. in the Board Room at the School Administration Building. Mrs. Barker opened the meeting and requested that those in attendance stand and recite *The Pledge of Allegiance*.

Upon MOTION by Rev. Anderson, SECONDED by Mr. White, the school board removed item E-2. Education Jobs Fund from its school board meeting agenda.

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

No Votes: None

**Lynchburg City School Board – Regular Meeting
November 16, 2010
Page Two**

Abstentions: None

A-1. Notice of Closed Meeting

Upon MOTION by Rev. Anderson, SECONDED by Dr. Dolan-Sewell, the school board convened in closed meeting at 5:36 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss specific personnel matters.

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

No Votes: None

Abstentions: None

A-2. Certification of Closed Meeting

Upon MOTION by Rev. Anderson, SECONDED by Mr. Billingsly, the school board reconvened in open session at 6:55 p.m.

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

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

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. Consent Agenda

Upon MOTION by Mr. Webb, SECONDED by Ms. Waller, the school board approved the personnel report and addendum for the period November 2 – 16, 2010, and the request for religious exemption.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 16, 2010, EXHIBIT "A," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

D. Student Representative Comments

Mr. R. Addison Spinner, representative for E. C. Glass High School, shared comments about the events and activities occurring at his school.

E-1. Virginia School Boards Association Proposed Legislative Positions Amendments

During the Annual Virginia School Boards Association (VSBA) Convention, members of school boards across the state have been selected by their individual school board to represent them during the Delegate Assembly that occurs during the convention. Mrs. Mary Ann H. Barker, chairman, will represent the Lynchburg City School Board during the assembly, and she has asked the school board to review the legislative positions amendments proposed by the VSBA and to provide input to her.

Mrs. Barker reviewed each of the legislative positions and bylaw amendments with the school board, and the school board supported each of those positions and bylaw amendments. She will vote accordingly during the Delegate Assembly.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 16, 2010, EXHIBIT "B," FOR A COPY OF THE VSBA PROPOSED LEGISLATIVE POSITIONS AMENDMENTS.)

E-2. Employee Profile: Teacher Recruitment

At its October 19, 2010, meeting, school board members requested additional information regarding teacher recruitment activities. During the annual employee profile report, the school administration reported that it severely cut recruitment during school year 2009-10. This action was taken due to budgetary restraints and impending reduction in force of staff. Prior to last year, typical recruitment occurred at the following institutions and job fairs:

Fairmont State University – West Virginia
Great Virginia Teach In – Richmond, Virginia
James Madison University
Longwood University
Lynchburg College
Mid-Eastern Athletic Conference – Charlotte, North Carolina
Norfolk State University
Radford University
Speech/Hearing Language Association of Virginia
Sweet Briar College
University of Virginia
Virginia Tech
Virginia Union University
West Virginia University

It is important to note that recruitment trips to colleges and universities in North Carolina were curtailed because the state provides reimbursement of college tuition or the payment of student loans to graduates who elect to teach in North Carolina. Thus, recruitment of these graduates was not successful.

Recruitment activities will resume this year. The school administration will carefully target campuses and job fairs with the primary goals to recruit minority teachers and teachers with certification in specialty areas, i.e., special education and math.

E-3. School Board Priorities

On November 2, 2010, the school board met for a study session to discuss its priorities for the school year. The following items were identified during that study session:

1. Improve Achievement for All Students while Closing Achievement Gaps for Identified Student Groups
2. Improve Graduation Rates to Exceed State Standards
3. Offer Viable Alternative Education Instruction to Augment Educational Goals
4. Complete Comprehensive Analysis of Facilities Usage and Long-term Facilities Needs
5. Conduct Division-wide Departmental Efficiency Review with Near-term Goals
6. Improve Staff Recruitment, Retention, Development, and Diversity
7. Continue to Enhance Marketing and Communication
8. Bring Resolution to City/Schools Consolidation Analysis

Once the priorities have been approved, they will be incorporated into the school division's comprehensive plan.

Upon MOTION by Rev. Anderson, SECONDED by Mr. White, the school board approved its priorities for the 2010-11 school year.

**Lynchburg City School Board – Regular Meeting
November 16, 2010
Page Four**

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

No Votes: None

Abstentions: None

F-1. HRH Willis

For the last several years, HRH Willis has served as an insurance and benefits consultant for the Lynchburg City Schools. The company has assisted the school division in providing the most competitive rates for insurance and benefits for the school division's staff.

One service that the company provides to the school division is the quarterly report, which provides the school administration with updates of the latest trends, the costs of benefits and insurance, and projections for the year. Last month, HRH Willis provided one of those quarterly updates to the school administration. The school administration believed that the board should also be aware of and have knowledge of this information, and thus this presentation.

Ms. Carol Forrester and Ms. Paige Smith, representatives of the company, provided an overview of the major accomplishments over the past several years. These included customized notifications of COBRA subsidies, monitoring required changes under health care reform, and completing the application for approval under the Early Retiree Reinsurance Program which allows employers who cover pre-65 aged retirees to apply for reimbursement if certain conditions are met. Willis also collaborates with LCS to ensure all renewals are fair and appropriate. Willis negotiates with carriers on behalf of the school division and recommends cost savings measures. October 2010 projected renewal savings are \$482,758.

Willis provides online services for human resource professionals which includes regulations relative to the Family Medical and Leave Act, Fair Labor Standards Act, and ADA compliance. Willis also provides services in healthcare cost management, wellness consulting, and legal and compliance services.

F-2. Revised Special Education Annual Plan/Part B Flow-through Application and Section 619 Preschool Grant Applications: 2010-11

The Annual Special Education Plan is a formal agreement between the local school board and the Virginia Board of Education for the implementation of state and federal laws and regulations related to services mandated for students with disabilities. Accordingly, the disbursement of funds to the school division is contingent upon school board approval of the plan. In February 2010, the Virginia Department of Education advised school divisions to anticipate level funding for the Flow Through and 619 Preschool Grants.

On May 18, 2010, the Lynchburg City Schools submitted the Special Education Annual Plan Part B Flow-through Application to the Virginia Department of Education. Lynchburg City Schools received notification that the plan as submitted was approved and \$2,155,042.00 in federal funds were awarded. This award is \$11,341.00 below the anticipated grant award.

Lynchburg City Schools also received notification that the Section 619 Preschool Funds for the 2010-11 was approved and \$62,147.00 in funds were awarded. This award is \$6.00 below the anticipated grant award.

The Virginia Department of Education requires the Lynchburg City Schools to submit a revised budget. Therefore, the attached proposed grant budget reflects revisions to the Part B Flow-through and Section 619 Preschool Grant.

This item will be considered for action at the school board meeting on December 7, 2010.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 16, 2010, EXHIBIT "C," FOR A COPY OF THE SPECIAL EDUCATION ANNUAL PLAN/PART B FLOW-THROUGH APPLICATION AND SECTION 619 PRESCHOOL RANT APPLICATIONS FOR 2010-11.)

F-3. LAUREL Regional Program: Budget 2010-11

The Lynchburg City School Board serves as the fiscal agent for the LAUREL Regional Program. The governing board of the school has approved its 2010-11 operating budget in the amount of \$5,359,062, which represents an increase of \$683,995 from the 2010-11 fiscal year.

Funds expended at the LAUREL Regional Program 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 Program provides services for students with severe disabilities. The following services are also provided by staff employed through LAUREL Regional

Lynchburg City School Board - Regular Meeting
November 16, 2010
Page Five

Program to identified students with disabilities at their schools: occupational therapy, physical therapy, vision services, and autism services.

Upon MOTION by Rev. Anderson, SECONDED by Mr. Billingsly, the school board authorized the school administration to act as fiscal agent for the LAUREL Regional Program and to administer the 2010-11 budget in the amount of \$5,359,062.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 16, 2010, EXHIBIT "D," FOR A COPY OF THE BUDGET FOR 2010-11.)

F-4. High School Program of Studies: 2011-12

The school administration makes recommendations each year to the *High School Program of Studies* to reflect changes at the federal, state, or local levels. One group of major changes for 2011-12 was originally scheduled to become effective for first-time ninth grade students in 2010-11, but the Virginia Department of Education and the Board of Education delayed these changes due to the economic impact the changes would have on localities (State Superintendent's Memo 112-10). Currently, members of the department of curriculum and instruction as well as the guidance and administrative staffs at the two high schools are planning for the changes to take effect with first-time ninth grade students in 2011-12. These changes include the following:

1. Two new diploma options (the Standard Technical and Advanced Technical diplomas)
2. An increase in Advanced Diploma requirements from 24 to 26 credits
3. A graduation requirement for students to earn a credit in economics and personal finance for all diplomas except the Modified Standard Diploma
4. The requirement for all students, beginning in middle school, to have an Academic and Career Plan;

Budgetary restraints could cause further delay in the implementation of these changes. However, because of the need to begin scheduling upper class students, it is necessary to complete the *2011-12 High School Program of Studies* prior to any budget decisions at the state or local level.

There are a number of proposed modifications related to state and local initiatives. These changes include the following:

1. Dual Enrollment Courses: On May 4, 2010, the Lynchburg City School Board approved a change in the way tuition and fees are to be handled for the 2010-11 school year and beyond. The change shifts some of the costs of dual enrollment courses to participating students and their families. A statement regarding this change in dual enrollment tuition and fees will be added.
2. Advanced Math Courses: Name changes are recommended for two advanced math courses. The content and course outlines of the courses will not change. The name changes will more accurately reflect the content currently taught. Advanced Algebra 2/Geometry will change to Advanced Algebra 2.
3. Science Prerequisites: Math prerequisites are recommended for the following science courses:
 - a. Advanced Chemistry: Algebra 1 is required and Algebra 2 are required.
 - b. Chemistry: Algebra 1 is required
 - c. Advanced Physics: Algebra 2, Geometry, and Trigonometry with Functions are required.
4. Additional Science Course: An additional science course, Biology II: Ecology, is recommended. This course will provide more options for students to continue the study of science through twelfth grade.
5. Advanced Studies Diploma with Lynchburg Honors Seal—Science Requirement: Clarification will be provided regarding which science courses meet the requirement for this diploma. It is recommended that both Biology II courses— Anatomy and Physiology, and Ecology—be added to the list of choices for science credits.
6. Study Hall: With the change to a 7-period day, some students are enrolled in Study Hall. This course needs to be listed for scheduling purposes only. No credits are awarded for this course.
7. Advanced Placement Music Theory: Music teachers and students have expressed an interest in this course. Many students who continue the study of music beyond high school have reported that the study of music theory would have better prepared them.
8. Fine Art or Career Technical Education Requirement: A note will be added to clarify that a student who has successfully completed a full credit of one of the courses listed under Computer Science has met the requirement for a credit for fine art or career technical education.

**Lynchburg City School Board – Regular Meeting
November 16, 2010
Page Six**

9. Economics and Personal Finance: These courses, related to the state requirements in economics and personal finance, were included in the *2010-11 High School Program of Studies* and will be included in the 2011-12 edition.
10. Minor editorial changes and clarification

A draft copy of the proposed *2011-12 High School Program of Studies* was distributed to members of the school board.

The major staffing change for next year will be in the area of economics and will have the most impact on the school operating budget.

This item will be considered for action at the school board meeting on December 7, 2010.

G. Superintendent's Comments

The Lynchburg City Schools will receive a certificate of recognition at the Virginia School Boards Association's Annual Convention for its "green school" initiatives. The school division was not eligible to receive a monetary award as it received that award last year.

Students and staff will attend a full day on Wednesday prior to the Thanksgiving holiday. This is a departure from recent years when staff has attended one-half day, and it has been a non attendance day for students.

The first community meeting to discuss Heritage High School will occur on December 2, 2010, at 6:30 p.m. at Heritage High School.

H. Board Comments

Mr. White complimented Mrs. Farmer for disseminating the information about the open houses at the elementary schools.

Rev. Anderson announced that the Finance Committee will meet on December 9, 2010, at noon in Room 206 at the School Administration Building.

Mrs. Barker announced that the Superintendent's Evaluation Committee had met. Mr. McHenry has agreed to chair the committee. During the next month committee members will review materials currently used and information that they have received from the Virginia School Boards Association. The next meeting will occur on December 2, 2010, at 12:00 noon at the School Administration Building.

Mr. Webb provided comments about the events and activities in which he has participated during the past weeks. Of note was the Parent Academy hosted by the school division on November 6, 2010, and the city council budget meetings.

I. Informational Items

Next School Board Meeting: Tuesday, December 7, 2010, 5:30 p.m., Board Room, School Administration Building

School Board Public Budget Meeting: Monday, December 13, 2010, 6:00 p.m., Cafeteria, Linkhorne Middle School

J. Adjournment

The meeting adjourned at 8:14 p.m.

Mary Ann H. Barker, Chairman

Wendie L. Sullivan, Clerk

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