

**Lynchburg City School Board
Regular Meeting
May 6, 2008**

**BOARD
MEMBERS
PRESENT:**

Julie P. Doyle, Chairman
Sterling A. Wilder, Vice Chairman
Keith R. Anderson
Mary Ann Barker
Albert L. Billingsly
Leslie J. Faircloth
Ellis M. Frankfort
Darin L. Gerdes
Trenay L. Tweedy
Melissa D. Johnson, Student Representative Pro Tem, Heritage High School
Contessa A. Tracy, Student Representative, E. C. Glass High School

**BOARD
MEMBERS
ABSENT:**

None

**ADMINISTRATION
PRESENT:**

Paul McKendrick, Superintendent
Roger L. Roberts, Deputy Superintendent
Stephen C. Smith, Assistant Superintendent of Curriculum and Instruction
Beverly A. Padgett, Chief Financial Officer
Merle P. Herndon, Director of Professional Development and School Business Partnerships
Yvette H. Miller, Director of Student Services
Michael K. Rudder, Director of Elementary Education
Fred W. Stanbery, Director of Personnel
Gregory P. Sullivan, Director of Information Technology
Edward R. Witt, Jr., Director of Facilities and Transportation
Wendie L. Summers, Recording Secretary/Clerk

**MEDIA
PRESENT:**

Annie McCallum, *The News & Advance*

**Agenda
Items:**

- A-1. Public Comments
- B-1. Teacher of the Year: 2008-09
- C. Consent Agenda
- D. Student Representative Comments
- E-1. School Board Policy 7-12: School Attendance Zones
- F-1. Lynchburg City Schools 403(b) Plan
- F-2. Dual Enrollment Math Offering: 2008-09
- F-3. Annual Personnel Report
- G. Superintendent's Comments
- H. Board Comments
- I. Informational Items
- J. 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. Ms. Doyle opened the meeting and requested that those in attendance stand and recite *The Pledge of Allegiance*.

Ms. Doyle welcomed Mrs. Tweedy as a new member of the school board.

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 wish to speak before the school board.

B-1. Teacher of the Year: 2008-09

The goal of the Virginia Teacher of the Year program is to recognize dedicated, knowledgeable, and skilled teachers at the local, regional, and state level.

To select the Lynchburg City Schools' Teacher of the Year, the school division uses a nomination process whereby school staffs, principals, or school division administrators nominate teachers for this honor. A team of administrators and past teachers of the year then interview the nominated teachers.

The team gave special consideration for the following characteristics: experience in the division and in the field of teaching, professional development activities, classroom performance, membership in professional organizations, and community involvement.

The school administration introduced Mrs. Kimberly Beuerle, a teacher at Robert S. Payne Elementary School, as the Lynchburg City Schools' Teacher of the Year for 2008-09.

C. Consent Agenda

Upon MOTION by Mr. Billingsly, SECONDED by Mr. Wilder, the school board approved the school board meeting minutes for April 15, 2008 (Regular Meeting), and April 17, 2008 (Student Discipline Committee Meeting), and the personnel report for the period April 15 – May 6, 2008.

Yes Votes: Ms. Doyle, Mr. Wilder, Rev. Anderson, Mrs. Barker, Mr. Billingsly, Mr. Faircloth, Mr. Frankfort, Dr. Gerdes, Mrs. Tweedy

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 6, 2008, EXHIBIT "A," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

D. Student Representative Comments

Melissa D. Johnson, student representative pro tem for Heritage High School, and Contessa A. Tracy, student representative for E. C. Glass High School, provided comments about the events and activities occurring at their schools.

E-1. School Board Policy 7-12: School Attendance Zones

School Board Policy 7-12: School Attendance Zones, section D. Elementary Child Care was updated in 2001. The school administration recommends that the elementary school reassignment/babysitter hardship be revised for the reasons listed below.

- Students who are reassigned cannot participate in after-school tutorial or enrichment activities because after-school transportation only transports students who live within the attendance zone.
- The school board policy allows students to remain at the reassigned school for their entire elementary school career even though the hardship occurred for only a portion of the school year.
- Some of the students who are reassigned and who are not transported by a school bus have higher rates of truancy and absenteeism.

Dr. Roberts stated that a letter will be sent to all parents informing them of the revisions to the school board policy and that they will need to reapply for elementary school reassignment. This information will also be placed on the school division's web site.

Upon MOTION by Mr. Faircloth, SECONDED by Mr. Billingsly, the school board approved revisions to School Board Policy 7-12: School Attendance Zones.

Yes Votes: Ms. Doyle, Mr. Wilder, Rev. Anderson, Mrs. Barker, Mr. Billingsly, Mr. Faircloth, Mr. Frankfort, Dr. Gerdes, Mrs. Tweedy

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 6, 2008, EXHIBIT "B," FOR A COPY OF SCHOOL BOARD POLICY 7-12: SCHOOL ATTENDANCE ZONES.)

F-1. Lynchburg City Schools 403(b) Plan

New Internal Revenue Service (IRS) regulations regarding school-board-sponsored 403 (b) salary deferred compensation plans require school divisions to adopt a written 403 (b) Plan prior to January 1, 2009. The school administration recommends that the Lynchburg City School Board adopt the attached plan for the Lynchburg City Schools. The plan will be effective July 1, 2008.

The major provisions of the plan recommended for adoption are in accordance with the new IRS regulations and include:

1. The name of the plan is: Lynchburg City Schools 403 (b) Plan.
2. The effective date of the new plan is July 1, 2008.
3. All employees of the Lynchburg City Schools are eligible to participate in the plan beginning on the first day of employment.
4. The plan does not permit Roth 403 (b) contributions (post tax salary deferrals) – only pre-tax salary deferrals are allowed.
5. An employer matching contribution of \$5.00 per pay period will be made for all bi-weekly full time employees (maximum contribution of \$130 annually).
6. The plan will permit catch-up contributions for employees with 15 years or more of service with the Lynchburg City Schools.
7. Employees are authorized to elect salary reduction agreements with any of the 403 (b) Plan Providers shown in the plan Appendix A. Appendix A will be submitted for school board approval at a later date, once the plan providers have complied with the selection criteria enumerated by paragraph 1.21 “Vendors” of the Plan.
8. The plan will allow exchanges by employees among any of the plan providers shown in the plan Appendix A. Exchanges by employees from plan providers shown in the plan Appendix B that are no longer on the approved Service Provider List (plan Appendix A) are allowed as long as the exchange is to an approved plan provider. The director of personnel may allow an employee to make an exchange to a plan provider not on the approved list if the plan provider executes an information sharing agreement with the Lynchburg City Schools.
9. The plan will accept transfers from another employer’s deferred compensation plan for a defined group of employees who are being transferred as a defined group to the employment of the Lynchburg City Schools. Such transfers are subject to the approval of the Lynchburg City Schools’ director of personnel.
10. The plan will allow transfers to another employer’s deferred compensation plan for a defined group of employees who are being transferred as a defined group from the employment of the Lynchburg City Schools to the new employer. Such transfers are subject to the approval of the Lynchburg City Schools’ director of personnel.
11. The plan will accept rollover distributions that meet IRS guidelines from other tax qualified retirement plans.
12. Hardship distributions are available to employees under the plan subject to approval by the director of personnel.
13. Loans are available to employees under the plan to the extent that the plan provider allows a loan. Employees are limited to one outstanding loan at any point in time and the director of personnel must approve all loans.
14. The plan administrator is the director of personnel. The separate and joint responsibilities of the plan sponsor (Lynchburg City Schools) and the plan providers are enumerated in the service provider agreements.

The approval of a plan provider is subject to the selected plan provider meeting the requirements of paragraph 1.21.

Upon MOTION by Mr. Billingsly, SECONDED by Rev. Anderson, the school board adopted the 403(b) Plan effective July 1, 2008, with the caveat that the school board will approve the plan providers for FY2008-09 at a later date.

Yes Votes: Ms. Doyle, Mr. Wilder, Rev. Anderson, Mrs. Barker, Mr. Billingsly, Mr. Faircloth, Mr. Frankfort, Dr. Gerdes, Mrs. Tweedy

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 6, 2008, EXHIBIT “C,” FOR A COPY OF THE SUPPORT DOCUMENTS.)

F-2. Dual Enrollment Math Offering: 2008-09

At its meeting on April 6, 2004, the Lynchburg City School Board approved an upgrade in the content of the Central Virginia Community College (CVCC) Dual Enrollment Math course offered for 2004-05. The offering was upgraded from Math Connections I and II (151,152) to Pre-Calculus I and II (163,164).

At the Secondary Leadership Team meeting on April 8, 2008, the team proposed that the current dual enrollment math course, Pre-Calculus I and II (163, 164), be upgraded again. Members of both high school math departments, as well as the building administrators and guidance staff at both high schools, strongly support this proposal.

Therefore, after follow up discussions with Dr. Jeff Laub, the dean of math and science at Central Virginia Community College, the school administration recommends that the dual enrollment math offering for 2008-09 be upgraded. The first semester would remain Pre-Calculus I (163), but the second semester course would be upgraded from Pre-Calculus II (164) to Applied Calculus I (271). If approved, the new course sequence will be taught in both high schools as the existing sequence is now. Therefore, there are no anticipated scheduling challenges related to this change.

If the school board approves this recommendation, the school administration will convene a team of high school math teachers this summer to select a textbook from among those approved by CVCC and to expand and to clarify the course content from the CVCC outline. The additional textbooks are the only anticipated expenses related to this recommendation, and sufficient funds to cover this expense are available in the 2007-08 textbook account.

Upon MOTION by Rev. Anderson, SECONDED by Dr. Gerdes, the school board approved this new dual enrollment course sequence: Pre-Calculus I (163) and Applied Calculus I (271).

Yes Votes: Ms. Doyle, Mr. Wilder, Rev. Anderson, Mrs. Barker, Mr. Billingsly, Mr. Faircloth, Mr. Frankfort, Dr. Gerdes, Mrs. Tweedy

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 6, 2008, EXHIBIT "D," FOR A COPY OF THE SUPPORT DOCUMENT.)

F-3. Annual Personnel Report

1. Recommendation for continuing contracts for personnel completing their third year or one year after attaining continuing contract status in another Virginia system.
2. Recommendation for renewal of annual contracts for second year personnel.
3. Recommendation for renewal of annual contracts for first year personnel.
4. Recommendation for renewal of annual contracts for personnel completing less than 180 days.
5. Recommendation for continuing contracts to remain in force for part-time personnel.
6. Recommendation for renewal of annual contracts for part-time personnel and/or full-time personnel with a part-time administrative assignment.
7. Recommendation for Title/Grant funded personnel.
 - A. Recommendation for continuing contracts, Title/Grant funded personnel completing third year or completing one year after attaining continuing contract status in another Virginia system.
 - B. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing second year.
 - C. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing first year.
 - D. Recommendation for continuing contracts to remain in force for part-time and/or partially funded Title/Grant personnel.
 - E. Recommendation for renewal of annual contracts for part-time and/or partially funded Title/Grant personnel.
 - F. Recommendation for continuing contracts to remain in force for Title/Grant funded personnel.
8. Recommendation for non-renewal of contracts.
9. Recommendation for continuing contracts to remain in force for 2008-2009.
 - A. Personnel earning continuing contract status under School Board Policy 5-7.
 - B. Other administrative and instructional personnel.
10. Recommendation for renewal of annual contracts for non-licensed administrative personnel.
11. Reduction in force in accordance with School Board Policy 5-18.

Upon MOTION by Mr. Billingsly, SECONDED by Rev. Anderson, the school board approved the Annual Personnel Report with the exception of item 9. A.

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Yes Votes: Ms. Doyle, Mr. Wilder, Rev. Anderson, Mrs. Barker, Mr. Billingsly, Mr. Faircloth, Mr. Frankfort, Dr. Gerdes, Mrs. Tweedy

No Votes: None

Abstentions: None

Upon MOTION by Mr. Frankfort, SECONDED by Mr. Billingsly, the school board approved item 9. A. of the Annual Personnel Report.

Yes Votes: Ms. Doyle, Rev. Anderson, Mrs. Barker, Mr. Billingsly, Mr. Faircloth, Mr. Frankfort, Dr. Gerdes, Mrs. Tweedy

No Votes: None

Abstentions: Mr. Wilder

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 6, 2008, EXHIBIT "E," FOR A COPY OF THE ANNUAL PERSONNEL REPORT.)

G. Superintendent's Comments

The Air Force Junior ROTC at E. C. Glass High School has received the Distinguished Unit Award for the 2007-08 school year. This award recognizes the personal growth and accomplishments of the cadets, the contributions of the instructors as mentors of the cadets, and the support of the school and community. The AFJROTC received state championship in the drill team color guard.

There were 10 winners out of 1,800 entries in the recent Virginia 2008 Arbor Day Poster Contest. Four of those winners were from Lynchburg City Schools. They are Odaliz Cardozo, Sheffield Elementary School; Rebekah Chun, Linkhorne Elementary School; Ezra Schuppe, Thomas C. Miller Elementary School for Innovation; and Cameron Teel, Bedford Hills Elementary School.

H. Board Comments

Mr. Wilder recognized the retirements of Dee Tanner and Susan Malcom and commended them for their service to the children of the Lynchburg City Schools.

Mrs. Tweedy thanked everyone for the warm welcome and stated that she looks forward to serving as a member of the school board.

Ms. Doyle announced that the Jubilee Family Development Center had received \$10,000 from *USA Today* through its Encore Award. The money will be given to the Hunton-Randolph Community Center Project.

Ms. Doyle also recognized the GO Center 4th and 5th grade students for their good behavior during their recent trip to Maryland.

Mr. Wilder stated that he had recently attended a Key Communicators meeting and updated members on the school board plans for the alternative education program. He also stated that another school board member was needed to take the place of Ms. Kathy Banks who recently resigned from the school board. Mrs. Tweedy stated that she would take Ms. Banks' place on the committee.

I. Informational Items

Next School Board Meeting: Tuesday, May 20, 2008, 5:30 p.m., Board Room, School Administration Building

Staff Appreciation Celebration: Wednesday, May 21, 2008, 5:30 p.m., Burton Student Center, Lynchburg College

J. Adjournment

The meeting adjourned at 6:45 p.m.

Julie P. Doyle, Chairman

Wendie L. Summers, Clerk

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