

**Lynchburg City School Board  
Regular Meeting  
September 2, 2008**

**BOARD  
MEMBERS  
PRESENT:**

Julie P. Doyle, Chairman  
Thomas H. Webb, Vice Chairman  
Keith R. Anderson  
Mary Ann Barker  
Albert L. Billingsly  
Regina T. Dolan-Sewell  
Leslie J. Faircloth  
Darin L. Gerdes  
Trenay L. Tweedy  
Kyle P. Tenny, Student Representative, Heritage High School  
Pamela F. Gilmer, 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  
William A. Coleman, Jr., Director of Secondary Education  
Leigh G. Forrester, Public Information Officer  
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  
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. Consent Agenda
- C Student Representative Comments
- D. Old Business
- E-1. 21<sup>st</sup> Century Community Learning Centers Grant
- E-2. Maintenance and Custodial Services Performance Review
- E-3. School Volunteer Hours: 2007-08
- E-4. Virginia Retirement System Pick-up Plans: Resolutions
- E-5. Safe Schools Committee
- E-6. Accreditation Results
- 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. Ms. Doyle opened the meeting and requested that those in attendance stand and recite *The Pledge of Allegiance*.

**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 Rev. Anderson, SECONDED by Dr. Gerdes, the school board approved the personnel report for the period August 19 – September 2, 2008, and three requests for religious exemption from mandatory attendance in public school.

Yes Votes: Ms. Doyle, Mr. Webb, Rev. Anderson, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Mr. Faircloth, Dr. Gerdes, Mrs. Tweedy

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 19, 2008, EXHIBIT “A,” FOR A COPY OF THE CONSENT AGENDA ITEMS.)

**C. Student Representative Comments**

Miss Pamela F. Gilmer, student representative from E. C. Glass High School, and Mr. Kyle P. Tenny, student representative from Heritage High School, provided information about events and activities occurring at their schools.

**D. Old Business**

None

**E-1. 21<sup>st</sup> Century Community Learning Centers Grant**

The Virginia Department of Education (VDOE) recently informed the Lynchburg City Schools that the VDOE had approved the funding of a 21<sup>st</sup> Century Community Learning Centers grant submitted by Perrymont Elementary School, Paul Laurence Dunbar Middle School for Innovation (PLDMSI), and Central Virginia Community Services. This is a three-year grant, totaling \$200,000 per year. The primary foci of the grant, as noted in the VDOE’s letter to the superintendent, will be to assist students in meeting both state and federal standards in core academic subjects, such as reading and mathematics; to offer students enrichment activities that can complement their academic programs; and to offer literacy and other educational services to families of participating children.

Funding for Perrymont will support after-school tutorial programs and a Middle School Academy for selected 4th and 5th graders to help them prepare for the transition from elementary to middle school. At PLDMSI, funding will support an after-school remediation program for math, a special Saturday program called “Get It Done” to help students who are struggling in math, and the expansion of “Kids in College”—a partnership activity with Randolph College. Funding will also provide character education and drug and violence prevention activities at both schools. Central Virginia Community Services (CVCS) will provide the Girl’s Circle and Boys Council programs to help students respond positively to the stresses of adolescent transitions. CVCS will also provide the Parenting Wisely program. CVCS will implement the “Young Children” component with parents of participating students from Perrymont. They will implement the “American Teen” component with parents of participating students from Dunbar. A final component will be opportunities for professional development for teachers and school personnel. A full-time project coordinator will oversee implementation of the 21st CCLC at both schools.

It was noted that representatives from CVCS, Mrs. Karen S. Nelson, principal at Perrymont Elementary School, Mr. Brian S. Wray, principal at Paul Laurence Dunbar Middle School for Innovation, were key individuals responsible for writing the grant, and Mr. Rudder was recognized as the individual who instigated the writing of the grant.

Students who participate in the activities will be identified by teachers at the schools through a variety of assessments currently used by the school division as well as by the grades students receive for class work.

**E-2. Maintenance and Custodial Services Performance Review**

Dr. Carl Chafin, educational consultant with Eperitus from Richmond, Virginia, and a team of consultants, conducted a maintenance and custodial services performance review. One of the purposes of the review was to assess existing procedures and practices and then to make recommendations to streamline those procedures.

Dr. Chafin and his team met with members of the maintenance and custodial staffs and an administrator from each school to tour the respective school sites. Following completion of the tours, the team held debriefing sessions with the maintenance and custodial staff and selected central office staff.

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In addition to Dr. Chafin, the team included Mr. Robert Campbell, former director of facilities in Chesterfield County, Virginia, and Mr. Andy Hicks, former director of facilities in Stafford County, Virginia.

Dr. Chafin stated that he found the Lynchburg City Schools staff to be highly professional and responsive to requests for information. The buildings reflect the pride of ownership, and the grounds are clean and free of debris. Through discussions with principals, Dr. Chafin learned that they were pleased with the quality of service in both custodial and maintenance areas. It was noted that at the building level, custodial staffing is adequate; however, there is a lack of evening supervision. In addition, training, documentation, and scheduling needs to be addressed.

Dr. Chafin reviewed recommendations that evolved from the performance review. They include

- budget development and management
- major maintenance funded as part of Capital Improvement Plan
- pre-approval and purchase log for all credit card purchases
- evening custodial supervision
- additional clerical assistance
- additional skilled trades positions, and
- additional training for maintenance and custodial staff, particularly in the areas of safety.

Further, it was recommended that the school board review its practice of employee use of private vehicles for work purposes, and that the school board develop and implement a comprehensive energy management program. It was also recommended that representatives from the Department of Maintenance meet with principals on a regular basis to discuss building-level concerns.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 2, 2008, EXHIBIT "B," FOR A COPY OF THE SUPPORTING DOCUMENT.)

**E-3. School Volunteer Hours: 2007-08**

During the 2007-08 school year, volunteers provided more than 36,575 volunteer hours in support of Lynchburg City Schools. With minimum wage (\$6.55 per hour) as a measure, that number of hours equates to more than \$239,500 in-kind dollars.

Dr. Herndon noted that the number of hours listed for a given school often does not include volunteer hours for after school activities or events that occur at schools on the weekend.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 2, 2008, EXHIBIT "C," FOR A COPY OF THE VOLUNTEER HOURS FOR EACH SCHOOL.)

**E-4. Virginia Retirement System Pick-up Plans: Resolutions**

Recently, the Internal Revenue Service (IRS) issued Revenue Ruling 2006-43 giving governmental employers until January 1, 2009, to demonstrate "formal authorization" of their pick-up plans. A pick-up plan allows the Virginia Retirement System (VRS) member contribution (5%) and member payments for the purchase of prior service to be treated on a pre-tax basis under IRS Ruling 414 (h).

The ruling requires VRS to conduct a full audit of pick-up plan resolutions and obtain formal resolutions from each VRS employer. Lynchburg City Schools must formally reaffirm its pick-up plans to meet the requirements of the new ruling. These formal actions must be taken for each employer code assigned to Lynchburg City Schools; one set is required for the professional code #40210 and the non-professional code #55610.

The Lynchburg City School Board is required to pass the resolutions and return the signed originals to VRS no later than September 30, 2008.

Upon MOTION by Mr. Billingsly, SECONDED by Mr. Faircloth, the school board adopted the resolutions of authorization to pick-up the employee contribution.

Yes Votes: Ms. Doyle, Mr. Webb, Rev. Anderson, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Mr. Faircloth, Dr. Gerdes, Mrs. Tweedy

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 2, 2008, EXHIBIT "D," FOR A COPY OF THE RESOLUTIONS.)

**E-5. Safe Schools Committee**

This committee, established by the school board, makes recommendations on topics related to the safe operation of schools and the safety of children. It has also made suggestions on the development of school board policies and administrative regulations that have assisted in establishing and maintaining secure buildings and campuses.

Committee membership operates on a three-year rotating basis. The composition of the committee includes representation of parents, teachers, school administrators, local social service and health agencies, fire department, and law enforcement.

Upon MOTION by Mr. Faircloth, SECONDED by Mr. Billingsly, the school board approved the proposed membership of the Safe Schools Committee.

Yes Votes: Ms. Doyle, Mr. Webb, Rev. Anderson, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Mr. Faircloth, Dr. Gerdes, Mrs. Tweedy

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 2, 2008, EXHIBIT "E," FOR A COPY OF THE SAFE SCHOOLS COMMITTEE MEMBERSHIP.)

**E-6. Accreditation Results**

Each year since 1998, the school division has administered Standards of Learning (SOL) tests in grades 3, 5, and 8, as well as 12 high school end-of-course tests. In the spring of 2006, Virginia's Board of Education added new reading and math tests in grades 4, 6, and 7 to comply with the requirement of the No Child Left Behind Act. The official results of all these tests, and the associated accreditation scores of schools, are generally not provided by the state until October.

School division staff has tabulated the unofficial accreditation results based on SOL testing during 2007-08. During the presentation, Dr. Smith shared the unofficial results and the anticipated accreditation status of each school. Dr. Smith also provided a brief history of the Standards of Learning assessment system since its inception 1997-98 as well as the school division's accreditation status for each year from 2001-02 to 2007-08. He gave special recognition to Sandusky Middle School, William Marvin Bass Elementary School, and Heritage High School for the progress those schools have made recently. Dr. Smith also noted that all three middle schools saw improvement in math accreditation scores.

**F. Superintendent's Comments**

Dr. McKendrick stated that the opening of school had gone very smoothly and thanked faculty and staff for their hard work and effort. He also announced that the student enrollment as of today is 8,275, whereas last year on the same date it was 8,285.

Due to the possibility of heavy rain from Hurricanes Hannah and Ike, the football game between E. C. Glass High School and Heritage High School might be moved.

Dr. McKendrick announced that the school board retreat will occur on October 2-3, 2008, at Lynchburg College.

**G. Board Comments**

Ms. Doyle stated that she would be sending a communication to school board members requesting topics for discussion during the school board retreat. Once all the topics are gathered, she will send the list to school board members so that items can be prioritized. At this time, topics that have been identified are Standards of Learning tests, Adequate Yearly Progress, Capital Improvement Plan, School Operating Budget, Alternative Education, Public Relations, Retention and Growth of Teachers, Professional Learning Communities, Skillful Teacher, Middle School Athletic Policy, Maintenance and Energy Usage, Achievement Gap, and Graduation and Completion Rate.

Mr. Billingsly attended the recent VSBA conference regarding autism. The conference was very informative, and he learned that this is something that affects more and more children each year.

Mrs. Tweedy recently attended a regional workshop at Lynchburg College where many of the teachers from Lynchburg City Schools shared best practices with regard to special education.

Mr. Webb recognized the school administration for the smooth opening of school. He also welcomed the new school board representatives.

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**H. Informational Items**

Next School Board Meeting: Tuesday, September 16, 2008, 5:30 p.m., Board Room, School Administration Building

**I. Adjournment**

The meeting adjourned at 7:09 p.m.

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Julie P. Doyle, Chairman

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Wendie L. Summers, Clerk

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