

**Lynchburg City School Board  
Regular Meeting  
September 15, 2009**

**BOARD  
MEMBERS  
PRESENT:**

Mary Ann H. Barker, Chairman  
Thomas H. Webb, Vice Chairman  
Albert L. Billingsly  
Regina T. Dolan-Sewell  
Darin L. Gerdes  
Ingrid M. Hamlett  
Trenay L. Tweedy  
Charles B. White

**BOARD  
MEMBERS  
ABSENT:**

Keith R. Anderson

**ADMINISTRATION  
PRESENT:**

Paul McKendrick, Superintendent  
Stephen C. Smith, Assistant Superintendent of Curriculum and Instruction  
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration  
Beverly A. Padgett, Chief Financial Officer  
Leigh F. Farmer, 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  
Billie Kay Wingfield, Director of Personnel  
Wendie L. Sullivan, Recording Secretary/Clerk

**MEDIA  
PRESENT:**

Jessie Pounds, *The News & Advance*

**Agenda  
Items:**

- A-1. Public Comments
- B-1. Finance Report
- C. Consent Agenda
- D. Student Representative Comments
- E-1. School Board Policy 5-47: Family and Medical leave
- F-1. Special Education Advisory Committee: 2009-10
- F-2. Tuition Refund Program
- 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. Mrs. Barker 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-1. Finance Report**

The school administration, in accordance with the 2009-10 school operating budget, authorized, approved and processed the necessary payments through July 31, 2009. The school administration certifies that the amounts approved are within budgetary limits and revenue.

**Lynchburg City School Board - Regular Meeting  
September 15, 2009  
Page Two**

The operating fund expenditure report summarized the payments made through July 31, 2009, for the operating fund (unaudited).

Total Operating Fund Budget	\$86,476,567.39
Expenditures thru 07-31-09	(2,286,151.36)
Outstanding Encumbrances	(3,937,196.35)

Available Balance per finance report	\$80,253,219.68
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Percent of Budget Used at 07-31-09	7.20%
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As of July 31, 2009 - 12 months =	8.33%
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The operating fund revenue report details the revenue received through July 31, 2009, for the operating fund.

Also during this report, the school administration provided the school board with the latest information regarding Governor Timothy M. Kaine's proposals to reduce government spending. While the governor's proposal does protect K-12 education, the proposal does include the projection of state tax revenue, and thus, the reduction of funding for schools.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 15, 2009, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)ff\

**C. Consent Agenda**

Upon MOTION by Dr. Gerdes, SECONDED by Ms. Hamlett, the school board approved the school board meeting minutes for August 4, 2009 (Regular Meeting), and the request for religious exemption.

Yes Votes: Mrs. Barker, Mr. Webb, Mr. Billingsly, Dr. Dolan-Sewell, Dr. Gerdes, Ms. Hamlett, Mrs. Tweedy, Mr. White

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 15, 2009, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

**D. Student Representative Comments**

Mr. Robert W. Jones, student representative for Heritage High School, and Mr. Joshua K. Graham, student representative for E. C. Glass High School, provided information about events and activities occurring at their schools.

**E-1. School Board Policy 5-47: Family and Medical Leave**

School Board Policy 5-47: Family and Medical Leave is being revised in accordance with changes to federal regulations and compliance requirements. This school board policy is based on the Virginia School Boards Association policy update services along with information from the U. S. Department of Labor Fact Sheets #28 and #28A: The Family and Medical Leave Act of 1993 and The Family and Medical Leave Act Military Family Leave Entitlements.

Additionally, under advisement from legal counsel, School Board Policy 5-47: Family and Medical Leave has been reformatted to distinguish family and medical leave policy from regulations. Therefore, items deleted from School Board Policy 5-47 will be reflected in Administrative Regulation R 5-47: Family and Medical Leave, which is currently being revised.

At its last meeting, the school board asked for a change in the wording of one section of the policy. The school administration then sought the advice of the city attorney. As a result, language was added to the school board policy which clarified that eligible employees who take family medical leave must apply any accrued sick leave, vacation leave, and personal leave to the family leave subject to existing leave policies.

Upon MOTION by Mr. Webb, SECONDED by Mrs. Tweedy, the school board approved School Board Policy 5-47: Family and Medical Leave.

Yes Votes: Mrs. Barker, Mr. Webb, Mr. Billingsly, Dr. Dolan-Sewell, Dr. Gerdes, Ms. Hamlett, Mrs. Tweedy, Mr. White

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 15, 2009, EXHIBIT "C," FOR A COPY OF SCHOOL BOARD POLICY 5-47: FAMILY AND MEDICAL LEAVE.)

**F-1. Special Education Advisory Committee: 2009-10**

State regulations governing the education of students with disabilities requires the Lynchburg City School Board to appoint a Special Education Advisory Committee annually. This committee meets a minimum of four times per year. The committee includes a parent representative from each school. Members serve two-year terms.

The Virginia Department of Education guidelines define the role of the Special Education Advisory Committee. Thus the role of committee is

- To advise the school division of unmet needs in the education of students with disabilities.
- To assist the school division in the formulation and development of long-range plans designed to provide needed educational services for students with disabilities.
- To participate in the development of priorities and strategies for meeting the identified needs of students with disabilities.
- To submit periodic reports and recommendations regarding the education of students with disabilities to the division superintendent for transmission to the school board.
- To assist the school division in interpreting plans to the community for meeting the special needs of students with disabilities.

The proposed membership appeared as an attachment to the agenda report. New members were noted in bold type.

Upon MOTION by Mr. Billingsly, SECONDED by Mrs. Hamlett, the school board approved the membership of the Special Education Advisory Committee for 2009-10.

Yes Votes: Mrs. Barker, Mr. Webb, Mr. Billingsly, Dr. Dolan-Sewell, Dr. Gerdes, Ms. Hamlett, Mrs. Tweedy, Mr. White

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 15, 2009, EXHIBIT "D," FOR A COPY OF THE MEMBERSHIP OF THE SPECIAL EDUCATION ADVISORY COMMITTEE.)

**F-2. Tuition Refund Program**

During the development of the 2009-2010 school operating budget, the school administration recommended and the school board approved the elimination of the school division's tuition refund program. This fringe benefit for staff allowed the reimbursement of up to \$800 each fiscal year for tuition and textbooks for approved courses taken at accredited colleges and/or universities. The school administration, still believing in the benefits of offering varied professional development and also recognizing the need and the benefits of the continued efforts to improve teacher quality, brings to the school board a proposal to resurrect the tuition refund program, using funds in the amount of \$140,000 from the American Recovery and Reinvestment Act (ARRA), maintenance of effort funds.

Because the funds come from ARRA, the school administration recommends offering the tuition refund program only during the 2009-10 and 2010-11 academic years, for ARRA funding from the federal government ends at that time. Other recommendations relative to this proposal include:

- Making the refund available for those who took courses during the summer and thus they would be eligible to request the refund.
- Requiring that the employee submit the reimbursement form **and** receive approval from the director of personnel at least two weeks prior to enrolling in classes in order to be eligible for the refund.

Again, because of the aforementioned budget constraints, the school board approved eliminating the tuition refund program as a fringe benefit. The school administration now would recommend offering it again. In doing so, the school administration also recommends that the wording on the attachment to the agenda report be added and used in the LCS employee handbook.

The school board asked that this item be presented for consideration as a consent agenda item during its next meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF SEPTEMBER 15, 2009, EXHIBIT "E," FOR A COPY OF THE SUPPORTING DOCUMENTS.)

**G. Superintendent's Comments**

Dr. McKendrick announced that the first four weeks of school have been very good. He thanked all staff for their help in providing such a smooth beginning for the school year. Dr. McKendrick also announced that student enrollment as of September 9, 2009, was 8,314, which is 75 more students than enrolled last year at this time.

**H. Board Comments**

Mrs. Barker requested that school board members provide her with information regarding priorities for the school board's annual retreat at their earliest convenience.

Mrs. Barker announced that Rev. Anderson, Dr. Dolan-Sewell, and Mrs. Tweedy has received a Certificate of Recognition and Mr. Webb has received an Award of Achievement as a result of their participation in the Virginia School Boards Association professional development academies.

Mrs. Barker announced that school board members had received information about upcoming workshops about the Freedom of Information Act from the city attorney's office. Anyone interested in attending one of those workshops should contact Mrs. Sullivan.

There will be a joint meeting of the school board and the city council on November 17, 2009, at 4:30 p.m. in the Board Room at the School Administration Building. The regular school board meeting will begin at 6:00 p.m.

Mr. Webb stated that he had attended several open houses during the past few weeks and was encouraged by the large turnout of parents. Mr. Webb also provided information about the Annual Neighborhood Watch event noting that Mr. Witt had provided the group in attendance at the Fort Hill Community Schools with information about the renovations occurring at the school.

Dr. Dolan-Sewell provided information to the school board about an exhibit at the Legacy Museum regarding African Americans in the military. Mrs. Tweedy is among those individuals who served in the military and who has information about her experiences in the exhibit at the museum.

**I. Informational Items**

Next School Board Meeting: Tuesday, October 6, 2009, 5:30 p.m., Board Room, School Administration Building

School Board Retreat: October 8 – 9, 2009, Faculty Resource Room, Schewel Lecture Hall, Lynchburg College

**J. Adjournment**

The meeting adjourned at 6:15 p.m.

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Mary Ann H. Barker, Chairman

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Wendie L. Sullivan, Clerk

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