



Lynchburg City Schools • 915 Court Street • Lynchburg, Virginia 24504

**Lynchburg City School Board**

Keith R. Anderson  
School Board District 2

Mary Ann H. Barker  
School Board District 1

Albert L. Billingsly  
School Board District 3

Regina T. Dolan-Sewell  
School Board District 1

Troy L. McHenry  
School Board District 3

Treney L. Tweedy  
School Board District 3

J. Marie Waller  
School Board District 2

Thomas H. Webb  
School Board District 2

Charles B. White  
School Board District 1

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**School Administration**

Paul McKendrick  
Superintendent

William A. Coleman, Jr.  
Assistant Superintendent of  
Curriculum and Instruction

Edward R. Witt, Jr.  
Assistant Superintendent of  
Operations and Administration

Wendie L. Sullivan  
Clerk

**SCHOOL BOARD MEETING  
March 24, 2011 4:00 p.m.  
School Administration Building  
Board Room**

**A. CLOSED MEETING**

- 1. Notice of Closed Meeting  
Paul McKendrick. . . . .Page 1  
Discussion/Action
- 2. Certification of Closed Meeting  
Paul McKendrick. . . . .Page 2  
Discussion/Action

**B. PUBLIC COMMENTS**

- 1. Public Comments  
Paul McKendrick. . . . .Page 3  
Discussion/Action (30 Minutes)

**C. CONSENT AGENDA**

- 1. Personnel Report  
Billie Kay Wingfield. . . . .Page 4  
Discussion/Action

**D. STUDENT REPRESENTATIVE COMMENTS**

**E. UNFINISHED BUSINESS**

- 1. School Operating Budget: 2011-12  
Paul McKendrick. . . . .Page 6  
Discussion/Action

**F. NEW BUSINESS**

1. William Marvin Bass Elementary School Calendar: 2011-12  
William A. Coleman, Jr. . . . . Page 7  
Discussion/Action

**G. SUPERINTENDENT'S COMMENTS**

**H. BOARD COMMENTS**

**I. INFORMATIONAL ITEMS**

Next School Board Meeting: Tuesday, April 12, 2011, 5:30 p.m.  
Board Room, School Administration Building

**J. ADJOURNMENT**

# Agenda Report

**Date:** 03/24/11

**Agenda Number:** A-1

**Attachments:** No

**From:** Paul McKendrick, Superintendent

**Subject:** Notice of Closed Meeting

**Summary/Description:**

Pursuant to the Code of Virginia §2.2-3711 (A) (1), the school board needs to convene a closed meeting for the purpose of discussing the following specific matters:

Personnel Matters

Student Matters

**Disposition:**  **Action**  
 **Information**  
 **Action at Meeting on:**

**Recommendation:**

The superintendent recommends that the school board approve a motion to enter into Closed Meeting in accordance with the Code of Virginia §2.2-3711 (A) (1) (2) to discuss specific personnel matters and student matters.

# Agenda Report

**Date:** 03/24/11

**Agenda Number:** A-2

**Attachments:** No

**From:** Paul McKendrick, Superintendent

**Subject:** Certification of Closed Meeting

**Summary/Description:**

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.

**Disposition:**  **Action**  
 **Information**  
 **Action at Meeting on:**

**Recommendation:**

The superintendent recommends that the school board approve the Certification of Closed Meeting in accordance with the Code of Virginia §2.2-3712(D).

# Agenda Report

**Date:** 03/24/11

**Agenda Number:** B-1

**Attachments:** No

**From:** Paul McKendrick, Superintendent

**Subject:** Public Comments

## **Summary/Description:**

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.

**Disposition:**  Action  
 Information  
 Action at Meeting on:

## **Recommendation:**

The superintendent recommends that the school board receive this agenda report as an informational item.

# Agenda Report

**Date:** 03/24/11

**Agenda Number:** C-1

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent  
Billie Kay Wingfield, Director of Personnel

**Subject:** Personnel Report

## **Summary/Description:**

The personnel recommendations for March 15 - 24, 2011, appear as an attachment to this agenda report.

**Disposition:**  **Action**  
 **Information**  
 **Action at Meeting on:**

## **Recommendation:**

The superintendent recommends that the school board approve the personnel recommendations for March 15 - 24, 2011.

<b>NAME</b>	<b>COLLEGE</b>	<b>DEGREE/ EXPERIENCE</b>	<b>SCHOOL/ ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
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**NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2009-10:**

Smith, Samantha	Liberty University	BA/1 yr. (Lv.1 3)	Heritage High School Spanish	01/27/11
White, Rebecca	Florida Atlantic University	BS/7 yrs. (Lv.7 3)	Perrymont Elementary Remediation Teacher	03/18/11

**RESIGNATIONS:**

Byrne, Kara	UVA	Med/12 yrs. (Lv.11 3)	R S Payne Reading Specialist	05/29/11
Dragan, Erin	Edinboro Univ. PA	MA/3 yrs. (Lv.3 3)	Perrymont Elementary Speech Pathologist	05/29/11
Griffin, Judy	Lynchburg College	BS/3 yrs. (Lv.2 3)	Sandusky Elementary Third Grade	05/29/11
Lee, Brian	VCU	MA/8 yrs. (Lv.7 4)	E C Glass History/Social Science	05/29/11
Wilson, Amanda	JMU	MA/1 yr (Lv.0 3)	E C Glass English	05/29/11

**RETIREMENTS:**

Campbell, Lydia	Lynchburg College	BA/35 yrs. (Lv.31 3)	Linkhorne Elementary Fifth Grade	03/31/11
Stroud, Diane	Lynchburg College	MEd/35 yrs. (Lv.31 3)	E C Glass English	05/28/11

# Agenda Report

**Date:** 03/24/11

**Agenda Number:** E-1

**Attachments:** No

**From:** Paul McKendrick, Superintendent

**Subject:** School Operating Budget: 2011-12

## **Summary/Description:**

The school board conducted a special meeting on March 21, 2011, to discuss the school administration's proposed budget and to consider which of those recommendations would be included in the FY 2011-12 school operating budget.

This presentation will include further discussion of the aforementioned recommendations. Further, the school board will consider adopting its school operating budget for FY 2011-12.

**Disposition:**  **Action**  
 **Information**  
 **Action at Meeting on:**

## **Recommendation:**

The superintendent recommends that the school board adopt the school operating budget for FY 2011-12 and forward the document to the Lynchburg City Council for its consideration.

# Agenda Report

Date: **03/24/11**

Agenda Number: **F-1**

Attachments: **Yes**

From: Paul McKendrick, Superintendent  
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: William Marvin Bass Elementary School Calendar: 2011-12

## Summary/Description:

Using the division-wide academic calendar for the 2011-12 school year and the current academic calendar for William Marvin Bass, the school administration designed a calendar for William Marvin Bass for 2011-12. This draft has been shared with the principal of the school who has shared the calendar with the faculty and staff.

The proposed calendar includes the following:

- 180 instructional days
- The same number of contracted working days for staff as the division-wide calendar
- A full week of holiday time at Thanksgiving with all other holidays mirroring the division-wide calendar
- The same convocation day and professional development days as designated in the division-wide calendar
- With the exception of February 20, the same disbursement of intersession days as in previous calendars for the school
- As is the case with other schools' elementary teachers, similar work time at the end of each six weeks to prepare report cards

Disposition:  Action  
 Information  
 Action at Meeting on:

## Recommendation:

The superintendent recommends that the school board approve the recommended 2011-12 William Marvin Bass Elementary School calendar.



# WM Bass ES Academic Calendar



## 2011 - 2012 William Marvin Bass Elementary School

### KEY

- 1** End of First Grading Period
- 2** End of Second Grading Period
- 3** End of Third Grading Period (elementary dismissal 12:10)
- 4** End of Fourth Grading Period (elementary dismissal 12:10)
- 5** End of Fifth Grading Period (elementary dismissal 12:10)
- 6** End of Sixth Grading Period
- EL** Election Day (This Day Accounts for the Evening Conferences Teachers Work): students do not attend
- F** First Day of School
- H** Holiday-teachers and students do not attend
- I** Intercession-only invited students attend
- Pd** Professional Development-students do not attend
- S** Spring Break-teachers and students do not attend
- N** New Teacher Orientation-students do not attend
- T** Teacher Workday-students do not attend
- W** Winter Break-teachers and students do not attend

**Inclement Weather Make-up Procedure:** Section 22.1-98 the Code of Virginia requires that school divisions, in the event of severe weather conditions or other emergency situations, make up the first five days plus one day for each two days missed in excess of the first five. Further, "when severe weather conditions or other emergency situations have resulted in the closing of any school in a school division and such school has been unable to meet the 180 teaching day requirement, the school division may make up the missed teaching days by providing its students with instructional hours equivalent to such missed teaching days to meet the minimum 990 teaching hour requirement." Due to the calendar and daily schedule at each level exceeding the annual required 990 instructional hours, no adjustments to the schedule will be necessary unless more than 11 days are missed.

**Jewish Holidays:** Please be aware that Jewish students, parents, and staff may be unable to attend special functions during the school days and evenings noted: Sundown 9/28 to sundown 9/30 is Rosh Hashanah, Sundown 10/7 to Sundown 10/8 is Yom Kippur, and Passover begins at sundown on 4/6 and continues through Spring Break week.

**Total Student Days = 180**  
 1<sup>st</sup> Sem 29+32+29=90  
 2<sup>nd</sup> Sem 31+30+29=90

July 2011	August 2011	September 2011
S M T W T F S 1 N N N N N 2 3 H T T T T 9 10 F 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 1 20 21 22 23 24 25 26 27 28 I I I	S M T W T F S I I I 3 4 H 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
October 2011	November 2011	December 2011
S M T W T F S 1 2 Pd 4 5 6 7 8 9 10 11 12 2 T 15 16 17 18 19 20 21 22 23 I I I I I 29 30 31	S M T W T F S 1 2 3 4 5 6 7 EL 9 10 11 12 13 14 15 16 17 18 19 20 H H H H H 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 3 10 11 12 13 14 15 16 17 18 W W W W W 24 25 W W W W W 31
January 2012	February 2012	March 2012
S M T W T F S 1 W W W 5 6 7 8 9 10 11 12 13 14 15 H 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 4 11 12 13 14 15 16 17 18 19 Pd I I I I 25 26 I I I	S M T W T F S I I 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
April 2012	May 2012	June 2012
S M T W T F S 1 2 3 4 5 5 7 8 S S S S S 14 15 16 17 18 19 20 21 22 I I I I I 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 H 29 30 31	S M T W T F S 6 T 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

### Parent-Teacher Conferences:

Conferences will be held on two evenings prior to November 8, 2011. Details regarding how to schedule conferences at William Marvin Bass Elementary School will be provided.

Revised 3/24/11