

**Lynchburg City School Board
Regular Meeting
January 24, 2012**

**BOARD
MEMBERS
PRESENT:**

Charles B. White, Chairman
Trenay L. Tweedy, Vice Chairman
Mary Ann H. Barker
Regina T. Dolan-Sewell
Troy L. McHenry
Jennifer R. Poore
J. Marie Waller
Joel A. Graham, Student Representative, E. C. Glass High School

**BOARD
MEMBERS
ABSENT:**

Keith R. Anderson
Albert L. Billingsly

**ADMINISTRATION
PRESENT:**

Larry A. Massie, Interim Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction
Anthony E. Beckles, Sr., Chief Financial Officer
Leigh F. Farmer, Public Information Officer
Steven L. Gatzke, Director of Facilities and Transportation
Michael K. Rudder, Director of Elementary Education
Gregory P. Sullivan, Director of Information Technology
Pamela D. Smith-Johnson, Supervisor of Instruction
Wendie L. Sullivan, Clerk/Recording Secretary

**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. Textbook Adoption: History and Social Sciences – Secondary Level
- F-1. Financial Audit for the Fiscal Year Ended 2011 and Public School Activity Funds Audit for Fiscal Year Ended June 30, 2011
- F-2. School Board Policy 7-41: Use of Drugs and Alcohol
- F-3. School Board Policy 7-48: Weapons/Explosives
- F-4. Recommendation of Architect Selection Committee
- G. Superintendent's Comments
- H. Board Comments
- I-1. Notice of Closed Meeting
- I-2. Certification of Closed Meeting
- J. Informational Items
- K. 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. Mr. White opened the meeting and requested that those in attendance stand and recite *The Pledge of Allegiance*.

Upon MOTION by Mr. McHenry, SECONDED by Mrs. Barker, the school board added a revision to the attachment for item E-1. Textbook Adoption: History and Social Sciences – Secondary Level, and added items I-1. Notice of Closed Meeting and I-2. Certification of Closed Meeting.

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Dr. Dolan-Sewell, Mr. McHenry, Ms. Poore, Ms. Waller

No Votes: None

Abstentions: None

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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.

Mr. Fred Glover of UniServe District 12 introduced himself to the Lynchburg City School Board.

B-1. Finance Report

The school administration, in accordance with the 2011-12 school's operating budget, authorized, approved, and processed the necessary payments through December 31, 2011. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through December 31, 2011, for the operating fund.

Total Operating Fund Budget	\$75,705,953.00
Return of Fund Balance	\$ 1,047,695.00
Use of Lease Purchase Funds	<u>\$ 35,852.79</u>
Adjusted Budget	\$76,789,500.79

Through December 31, 2011

Actual Revenue Received	\$32,816,433.46
Actual Expenditures	\$30,029,159.22
Actual Encumbered	\$38,221,088.47

Percent of Budget Received	42.74%
Percent of Budget Used, excluding encumbrances	39.11%

As of 12/31/11 – 6 months 50.00%

The revenue and expenditure reports detail the transactions recorded through December 31, 2011. All reports appeared as attachments to the agenda report.

Mr. Beckles announced that we have arrived at mid-point in the year and that there are no significant changes to report. He continues to meet with the city regarding health benefits, and they are preparing a Request for Proposals for a medical plan using the city's plan, the school board's plan, and then a combined plan. Decisions on the combined plan were based on the parts of the plan that the city and schools thought would work best. Once the RFPs are received, they will be presented to the school board and the city council. The city and the schools are also investigating dental plans.

The student activity accounts have been examined at each school, and the manual for these accounts has been revised so that they are in compliance with regulations. The manuals will be reviewed by accountants to ensure that they are in compliance.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JANUARY 24, 2012, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

C. Consent Agenda

Upon MOTION by Mr. McHenry, SECONDED by Mrs. Tweedy, the school board approved the personnel report for the period January 10 – 24, 2012; School Board Policy 2-13: Distribution of Outside Communications; Administrative Regulation 2-13: Distribution of Outside Communications; School Board Policy 2-48: Sex Offender Registry Notification; School Board Policy 2-48.1: Violent Sex Offenders On School Property; and School Board Policy 4-28: Purchasing.

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Dr. Dolan-Sewell, Mr. McHenry, Ms. Poore, Ms. Waller

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JANUARY 24, 2012, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

D. Student Representative Comments

Mr. Joel A. Graham, student representative for E. C. Glass High School, provided comments about the events and activities occurring at his school.

E-1. Textbook Adoption: History and Social Sciences – Secondary Level

The Code of Virginia states that local school boards shall be responsible for the selection and for the utilization of instructional materials. On October 18, 2011, the school board appointed an evaluation committee to plan, coordinate, and oversee the textbook adoption process for the purpose of presenting the adoption recommendations to the school board.

The evaluation committee for K-12 social sciences and K-5 reading/language arts textbook and instructional materials met in December and January. The evaluation committee along with secondary teachers and administrators has completed the review process and offers the attached recommendations for the school board to consider.

The evaluation committee considered textbooks and materials based on their correlation with the History and Social Science Standards of Learning, the quality of their content and ancillary materials, and their appropriateness for students. Parents from each school were also involved in the review. Additionally errata sheets and correlation reports provided by the Virginia Department of Education (VDOE) were reviewed by the evaluation committee.

Social sciences materials adopted now will be purchased for a six-year period beginning with the 2012-13 school year. During the 2011-2012 school year, textbooks and their ancillary materials will be delivered to the warehouse and organized for distribution in 2012-13, allowing teachers to have all materials in place on the first day of the school year. Secondary teachers will be professionally trained in the use of the textbooks and ancillary materials by selected publishers on February 20, 2012, a division-level professional development day.

The evaluation committee recommends the adoption of seven secondary textbook bundles for use with standard and advanced history and social sciences courses. All can be found on the VDOE recommended textbook adoption list. Furthermore, the committee recommends four advanced placement textbooks for use in advanced placement history and social sciences courses. A comprehensive list of these products appeared as an attachment to the agenda report.

There is \$339,083 in the FY2012 budget to pay for textbooks. The school board will need to request additional funding from the FY2013 budget to pay for the balance.

This item will be considered for action at the February 7, 2012, school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JANUARY 24, 2012, EXHIBIT "C," FOR A COPY OF THE TEXTBOOK ADOPTION LIST.)

F-1. Financial Audit for Fiscal Year Ended June 30, 2011

Brown, Edwards & Company, LLP, has completed the financial audit of the Lynchburg City Schools. Mr. Norman Yoder, senior associate of Brown, Edwards & Company, LLP, presented the financial statements to the school board. Because the school board agreed to receive a joint report with the City of Lynchburg beginning with the 2002-03 audit, there is no separate Comprehensive Annual Financial Report (CAFR) for school funds.

The school administration forwarded a copy of the City of Lynchburg CAFR, which includes information about the Lynchburg City Schools, the audit committee letter, and the management letter to the school board members. School board members and the general public may obtain additional copies of the report from the Department of Finance.

Further, the financial audit of the Lynchburg City Schools Activity Funds for the year ended June 30, 2011, has been completed, and Mr. Yoder presented the audit and cash basis financial statements to the school board.

The audit process began in August 2011, and the firm worked through November. The audit received a clean opinion, which was issued in late November. The audit process went very smoothly. This is the first time no material weakness was found, and there was no material audit adjustment. This should be noted and Mr. and Beckles and his staff are to be commended. Mr. Yoder stated that it is most important when the client staff understands numbers and they are capable of defending their numbers.

Mr. Yoder stated this is the first year of auditing the schools' activity funds, and there is no final draft of the audit at this time. He does have suggestions for tightening controls, and he will share those with the school administration.

F-2. School Board Policy 7-41: Use of Drugs and Alcohol

The school administration is reviewing school board policies and administrative regulations. As a result of that review, the school board policy regarding use of drugs and alcohol by students has been revised. A copy of the revisions to the policy appeared as an attachment to this agenda report. Language was added that will give the school board options when dealing with student discipline associated with this policy. Zero tolerance policies have weaknesses in that every case is different and the policies do not allow for school boards to have flexibility

with student discipline. The language that was added was obtained through VSBA policy services and has been reviewed by legal counsel.

The school board will consider this item for action at its February 7, 2012, school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JANUARY 24, 2012, EXHIBIT “D,” FOR A COPY OF SCHOOL BOARD POLICY 7-41: USE OF DRUGS AND ALCOHOL.)

F-3. School Board Policy 7-48: Weapons/Explosives

The school administration is reviewing school board policies and administrative regulations. As a result of that review, the school board policy regarding the use and possession of weapons/explosives by students has been revised. A copy of the revisions to the policy appeared as an attachment to this agenda report. This policy was updated using VSBA policy services and has been reviewed by legal counsel.

The school board will consider this item for action at its February 7, 2012, school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JANUARY 24, 2012, EXHIBIT “E,” FOR A COPY OF SCHOOL BOARD POLICY 7-48: WEAPONS/EXPLOSIVES.)

F-4. Recommendation of Architect Selection Committee

During this presentation Dr. Massie recommended the following individuals to participate on the Architect Selection Committee for the Heritage High School capital improvement project:

Charles B. White, School Board Chairman
L. Kimball Payne, III, City Manager
Albert L. Billingsly, School Board Member
Anthony E. Beckles, Chief Financial

Dr. Massie indicated that he would also be a member of the committee.

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Mr. McHenry, the school board approved the recommendations for the Architect Selection Committee for the Heritage High School capital improvement project.

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Dr. Dolan-Sewell, Mr. McHenry, Ms. Poore, Ms. Waller

No Votes: None

Abstentions: None

G. Superintendent's Comments

Dr. Massie recommended that the Finance Committee postpone its upcoming meeting until further notice due to the challenges Rev. Anderson has experienced due to the death of his daughter.

The pre-proposal meeting concerning Heritage High School occurred yesterday. Over 30 architectural engineering firms came to inspect the building and take part in that meeting.

Dr. Massie expressed his sincere thanks to the mayor, city council, and the city manager for supporting the re-appropriation of funds necessary to complete capital improvement projects for several schools throughout the school division.

H. Board Comments

Mrs. Barker thanked Dr. Massie and the staff for presenting information to the city council. She was impressed by their preparedness and ability to provide information as requested by council members.

Mrs. Tweedy thanked everyone who helped with the visit of Dr. Virgil Wood who came to speak to students in honor of the 50th Anniversary of Desegregation in the Lynchburg City Schools.

Mr. White publicly thanked Mrs. Tweedy for her hard work and efforts associated with Dr. Wood's visit. He also thanked the Lynchburg City Schools Education Foundation, Inc., and the Greater Lynchburg Community Trust for their financial support of this project.

Mr. White thanked Mr. and Mrs. J. P. Vaughan and all those who helped with the dedication at E. C. Glass High School for the Athletic Hall of Fame.

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Mr. White conveyed that Rev. Anderson asked him to extend his appreciation from him and his family for all of the support that the school board, administration, and broader community have given them.

I-1. Notice of Closed Meeting

Upon MOTION by Mrs. Barker, SECONDED by Mr. McHenry, the school board convened a closed meeting at 6:41 p.m. pursuant to the Code of Virginia 2.2-3711 (A) (6) to discuss the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Dr. Dolan-Sewell, Mr. McHenry, Ms. Poore, Ms. Waller

No Votes: None

Abstentions: None

I-2. Certification of Closed Meeting

Upon MOTION by Mrs. Barker, SECONDED by Mr. McHenry, the school board reconvened in open session at 7:21 p.m.

Yes Votes: Mr. White, Mrs. Tweedy, Mrs. Barker, Dr. Dolan-Sewell, Mr. McHenry, Ms. Poore, Ms. Waller

No Votes: None

Abstentions: None

Upon MOTION by Ms. Waller, SECONDED by Mr. McHenry, 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: Mr. White, Mrs. Tweedy, Mrs. Barker, Dr. Dolan-Sewell, Mr. McHenry, Ms. Poore, Ms. Waller

No Votes: None

Abstentions: None

J. Informational Items

School Board Work Session: Tuesday, February 7, 2012, 5:30 p.m., Board Room, School Administration Building

K. Adjournment

The meeting adjourned at 7:21 p.m.

Charles B. White, Chairman

Wendie L. Sullivan, Clerk

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