

**Lynchburg City School Board  
Regular Meeting  
March 20, 2012**

**BOARD  
MEMBERS  
PRESENT:**

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

**BOARD  
MEMBERS  
ABSENT:**

None

**ADMINISTRATION  
PRESENT:**

Larry A. Massie, Interim Superintendent  
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction  
Anthony E. Beckles, Sr., Chief Financial Officer  
Steven L. Gatzke, Director of Facilities and Transportation  
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  
Wyllys D. VanDerkwerker, Director of Special Education  
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. School Calendar: 2012-13
- E-2. School Operating Budget: 2012-13
- E-3. School Board Policy 5-18: Reduction in Force: Licensed Staff Procedures
- E-4. School Board Policy 5-53.7: Reduction in Force: Classified Staff Procedures
- E-5. School Board Policy 7-33.3: Student Uniforms
- E-6. Administrative Regulation 7-33.3: Student Uniforms
- E-7. School Board Policy 7-37: Dress and Appearance
- E-8. Administrative Regulation 7-37: Dress and Appearance
- F-1. School Board Policy 6-48: Acceptable Use Policy for School Division Technology Resources (AUP)
- F-2. Administrative Regulation 6-48: Acceptable Use of School Division Technology Resources (AUP)
- F-3. School Board Policy 7-32: Student Code of Conduct
- F-4. Administrative Regulation 7-32: Student Code of Conduct
- F-5. School Board Policy 7-39: Gang Activity or Association
- F-6. Administrative Regulation 7-39: Administrative Regulation 7-39: Gang Activity or Association
- G. Superintendent's Comments
- H. Board Comments
- I-1. Notice of Closed Meeting
- I-2. Certification of Closed Meeting
- J. Informational Items
- K. Adjournment

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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. Billingsly, SECONDED by Mrs. Tweedy, the school board moved item C-3. School Calendar: 2012-13 to the first item under unfinished business, amended item F-4. Administrative Regulation 7-32: Student Code of Conduct, and added a legal briefing to item I-1. Notice of Closed Meeting.

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

No Votes: None

Abstentions: None

**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.

Kathy Hudson provided comments to the school board regarding the school board policy on reduction in force.

**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 February 29, 2012. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarized the payments made through February 29, 2012, for the operating fund.

Total Operating Fund Budget	\$75,705,953.00
Return of Fund Balance	\$ 1,692,695.00
Use of Lease Purchase Funds	\$ 35,852.79
Insurance Proceeds – HHS	\$ 87,359.85
Designation of Prior Year Encumbrances	\$ 15,616.00
Adjusted Budget	\$77,537,476.64

Through February 29, 2012		
Actual Revenue Received	\$ 43,326,680.42	
Actual Expenditures	\$ 41,509,471.66	
Actual Encumbered	\$ 28,042,189.50	
Percent of Budget Received		55.88%
Percent of Budget Used, excluding encumbrances		53.53%
As of 02/29/12 – 8 months		66.67%

The revenue and expenditure reports detailed the transactions recorded through February 29, 2012. All reports appeared as attachments to the agenda report.

The school administration has made a few additions to the finance report, which provides information regarding the fund balance, insurance proceeds, encumbrances, and adjusted budget balances and coincide with the audit. It was explained that energy costs are fluctuating due to the warm winter, and the school administration will request that funds that were not spent due to energy savings be transferred to fuel costs, which have increased.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 20, 2012, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

**C. Consent Agenda**

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Rev. Anderson, the school board approved the personnel report for the period March 6 – 20, 2012, and the K-5 Social Studies Textbook Adoption.

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

No Votes: None

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Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 20, 2012, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

**D. Student Representative Comments**

Mr. Nick L. Comerford, student representative for Heritage High School, and Mr. Joel A. Graham, student representative for E. C. Glass High School, provided comments about the events and activities occurring at their schools.

**E-1. School Calendar: 2012-13**

Members of the school board asked questions about when exams would occur and the lack of elementary school half-days for students. These days were previously used as teacher work days. Dr. Massie explained that one of the problems we have is student achievement, and that students need more time on task. The early dismissal days for elementary schools took away three days of instruction per year. Further, parents have difficulty finding child care for students. Dr. Massie said he would work with principals to seek a way to provide planning time for teachers.

The school board then discussed when exams would occur for students. The school administration will discuss this item at the next Secondary Leadership Team meeting and bring information to the school board following that meeting.

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Rev. Anderson, the school board approved the school calendar for 2012-13.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 20, 2012, EXHIBIT "C," FOR A COPY OF THE SCHOOL CALENDAR FOR 2012-13.)

**E-2. School Operating Budget: 2012-13**

The superintendent presented recommendations to the school board for the school operating budget for 2012-13. It was explained that the composite index had increased to .3643, which will cost the school division \$350,000 in revenue. Further, health insurance will increase by \$620,000. The school administration has proposed the reduction of 34 positions and will not fill three positions that are being vacated through termination and/or retirements which will bring about a savings of \$2,204,729. The school administration has also made recommendations to reduce costs associated with custodial and maintenance services that amount to approximately \$500,000. The house and senate have stated that employees will be required to pay five percent of their VRS costs and that school boards will need to give employees a five percent raise to cover this.

In order to offset the budget deficit, the school administration has reduced departmental budgets and will request that students pay fees in order to participate in athletics and the strings program.

The school board recessed at 6:33 p.m.

The school board reconvened at 6:43 p.m.

**E-3. School Board Policy 5-18: Reduction in Force: Licensed Staff Procedures**

On March 6, 2012, the school administration presented revisions to School Board Policy 5-18: Reduction in Force. Since that meeting, additional revisions have been made to the policy. A copy of the revisions to the policy appeared as an attachment to the agenda report. It was explained that one of the indicators used for teacher evaluation will be student progress from early in the academic to the end of the academic year. The two most recent summative evaluations, three most recent years of SOL test scores, and other applicable standardized test scores will also be considered.

Members of the school board thanked the school administration for their hard work on the policy.

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Rev. Anderson, the school board approved School Board Policy 5-18: Reduction in Force.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 20, 2012, EXHIBIT "D," FOR A COPY OF SCHOOL BOARD POLICY 5-18: REDUCTION IN FORCE: LICENSED STAFF PROCEDURES.)

**E-4. School Board Policy 5-53.7: Reduction in Force: Classified Staff Procedures**

As a result of changes made to School Board Policy 5-18: Reduction in Force, it was necessary to develop a policy regarding the procedures for reduction in force for classified staff. A copy of that policy, which has been reviewed by legal counsel, appeared as an attachment to the agenda report.

Upon MOTION by Mr. Billingsly, SECONDED by Mr. McHenry, the school board approved School Board Policy 5-53.7: Reduction in Force: Classified Staff Procedures.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 20, 2012, EXHIBIT "E," FOR A COPY OF SCHOOL BOARD POLICY 5-53.7: REDUCTION IN FORCE: CLASSIFIED STAFF PROCEDURES.)

**E-5. School Board Policy 7-33.3: Student Uniforms**

On March 6, 2012, the superintendent presented revisions to School Board Policy 7-33.3: Student Uniforms to the school board. Additional revisions have been made to the policy. The policy has also been reviewed by legal counsel. A copy of the revisions to the policy appeared as an attachment to the agenda report.

Upon MOTION by Mr. Billingsly, SECONDED by Rev. Anderson, the school board approved School Board Policy 7-33.3: Student Uniforms.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 20, 2012, EXHIBIT "F," FOR A COPY OF SCHOOL BOARD POLICY 7-33.3: STUDENT UNIFORMS.)

**E-6. Administrative Regulation 7-33.3: Student Uniforms**

The superintendent has reviewed Administrative Regulation 7-33.3: Student Uniforms. As a result of that review, that regulation has been revised. The regulation has also been reviewed by legal counsel. A copy of the revisions to the regulation appeared as an attachment to the agenda report.

Upon MOTION by Mr. McHenry, SECONDED by Mr. Billingsly, the school board approved Administrative Regulation 7-33.3: Student Uniforms.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 20, 2012, EXHIBIT "G," FOR A COPY OF ADMINISTRATIVE REGULATION 7-33.3: STUDENT UNIFORMS.)

**E-7. School Board Policy 7-37: Dress and Appearance**

The superintendent has reviewed School Board Policy 7-37: Dress and Appearance. As a result of that review, that policy has been revised. The policy has also been reviewed by legal counsel. A copy of the revisions to the policy appeared as an attachment to the agenda report.

Upon MOTION by Mr. Billingsly, SECONDED by Rev. Anderson, the school board approved School Board Policy 7-37: Dress and Appearance.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 20, 2012, EXHIBIT "H," FOR A COPY OF SCHOOL BOARD POLICY 7-37: DRESS AND APPEARANCE.)

**E-8. Administrative Regulation 7-37: Dress and Appearance**

The superintendent has reviewed Administrative Regulation 7-37: Dress and Appearance. As a result of that review, that regulation has been revised. The regulation has also been reviewed by legal counsel. A copy of the revisions to the regulation appeared as an attachment to the agenda report.

Upon MOTION by Mr. Billingsly, SECONDED by Mrs. Barker, the school board approved Administrative Regulation 7-37: Dress and Appearance.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 20, 2012, EXHIBIT "I," FOR A COPY OF ADMINISTRATIVE REGULATION 7-37: DRESS AND APPEARANCE.)

**F-1. School Board Policy 6-48: Acceptable Use Policy for School Division Technology Resources (AUP)**

The school administration is reviewing school board policies and administrative regulations. As a result of that review, the school board policy regarding the acceptable use for school division technology resources has been revised. A copy of the revisions to the policy appeared as an attachment to the agenda report. Items changed within the policy included the use of social media and web pages.

This item will be considered for action at the April 3, 2012, school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 20, 2012, EXHIBIT "J," FOR A COPY OF SCHOOL BOARD POLICY 6-48: ACCEPTABLE USE POLICY FOR SCHOOL DIVISION TECHNOLOGY RESOURCES (AUP).)

**F-2. Administrative Regulation 6-48: Acceptable Use Policy for School Division Technology Resources (AUP)**

The school administration is reviewing school board policies and administrative regulations. As a result of that review, the administrative regulation regarding the acceptable use of school division technology resources has been revised. A copy of the revisions to the regulation appeared as an attachment to the agenda report. The changes were made to the policy agreement for both students and employees indicating that they would abide by the school division's guidelines for the use of social media.

This item will be considered for action at the April 3, 2012, school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 20, 2012, EXHIBIT "K," FOR A COPY OF ADMINISTRATIVE REGULATION 6-48: ACCEPTABLE USE POLICY FOR SCHOOL DIVISION TECHNOLOGY RESOURCES (AUP).)

**F-3. School Board Policy 7-32: Student Code of Conduct**

The school administration is reviewing school board policies and administrative regulations. As a result of that review, the school board policy regarding the student code of conduct has been revised. A copy of the revisions to the policy, which were taken from the Virginia School Boards Association policy services, appeared as an attachment to the agenda report.

This item will be considered for action at the April 3, 2012, school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 20, 2012, EXHIBIT "L," FOR A COPY OF SCHOOL BOARD POLICY 7-32: STUDENT CODE OF CONDUCT.)

**F-4. Administrative Regulation 7-32: Student Code of Conduct**

The school administration is reviewing school board policies and administrative regulations. As a result of that review, the administrative regulation regarding the student code of conduct has been deleted and replaced with the administrative regulation developed by the Virginia School Boards Association policy services. A copy of the revisions to the regulation appeared as an attachment to the agenda report.

This item will be considered for action at the April 3, 2012, school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 20, 2012, EXHIBIT "M," FOR A COPY OF ADMINISTRATIVE REGULATION 7-32: STUDENT CODE ON CONDUCT.)

**F-5. School Board Policy 7-39: Gang Activity or Association**

The school administration is reviewing school board policies and administrative regulations. As a result of that review, a school board policy regarding gang activity or association has been developed using the Virginia School Boards Association policy services. A copy of the revisions to the policy appeared as an attachment to the agenda report.

This item will be considered for action at the April 3, 2012, school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 20, 2012, EXHIBIT "N," FOR A COPY OF SCHOOL BOARD POLICY 7-39: GANG ACTIVITY OR ASSOCIATION.)

**F-6. Administrative Regulation 7-39: Gang Activity or Association**

The school administration is reviewing school board policies and administrative regulations. As a result of that review, an administrative regulation regarding gang activity or association has been developed using the Virginia School Boards Association policy services. A copy of the revisions to the regulation appeared as an attachment to the agenda report.

This item will be considered for action at the April 3, 2012, school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MARCH 20, 2012, EXHIBIT "O," FOR A COPY OF ADMINISTRATIVE REGULATION 7-39: GANG ACTIVITY OR ASSOCIATION.)

**G. Superintendent's Comments**

Dr. Massie announced that Mrs. Patricia Harrington had donated \$2,000 to Heritage High School to help with the printing of the children's book, *Sandy the Starfish*.

Dr. Massie announced that this would be his last regular board meeting. This has been a great experience for him and a singular honor in his professional career to work for the Lynchburg City School Board. He thanked everyone for all they have done, and he appreciates the opportunity to have served.

**H. Board Comments**

Mrs. Tweedy announced that the community meeting regarding the achievement gap will occur on March 25, 2012, at 4:00 p.m. at Paul Laurence Dunbar Middle School for Innovation. She encouraged the community to attend this event, receive information, and start thinking about what they can do to help improve achievement for all students.

Rev. Anderson stated that he had attended the reading night at Linkhorne Elementary School on Monday. While he did not have an opportunity to read to the students, he did have an opportunity to interact with the parents and students. Rev. Anderson also announced that he would not be seeking re-appointment as a member of the school board and that the end of his term is June 30, 2012.

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Ms. Waller announced that last Thursday and Friday, she attended a workshop for parents regarding closing the achievement gap.

Mrs. Barker stated that she is hopeful that the community meeting will set the stage for all of the community to take a part in finding a solution to the achievement gap. She also expressed her pleasure at having the opportunity to work with Dr. Massie indicating that he had made a positive impact throughout the community.

Mr. McHenry announced that he would not be seeking re-appointment to the school board. He has enjoyed his experience and learned a lot during his time on the school board.

Mr. White expressed his appreciation to Mrs. Jodi K. Gillette, director of the Lynchburg City Schools Education Foundation, Inc., and for her work on the Breakfast with the Superintendent. He also thanked the Foundation for all it does in support of the school division.

**I-1. Notice of Closed Meeting**

Upon MOTION by Mr. McHenry, SECONDED by Mr. Billingsly, the school board convened a closed meeting at 7:41 p.m. pursuant to the Code of Virginia §2.2-3411 (A) (1) (6) (7) to discuss personnel matters, 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, and to receive a legal briefing by staff where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body.

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

No Votes: None

Abstentions: None

**I-2. Certification of Closed Meeting**

Upon MOTION by Rev. Anderson, SECONDED by Mr. McHenry, the school board reconvened in open session at 9:22 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION by Ms. Waller, SECONDED by Mr. Billingsly, 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, Rev. Anderson, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Mr. McHenry, Ms. Poore, Ms. Waller

No Votes: None

Abstentions: None

**J. Informational Items**

School Board Work Session: Thursday, March 22, 2012, 5:30 p.m., Board Room, School Administration Building

Next School Board Meeting: Tuesday, April 3, 2012, 5:30 p.m., Board Room, School Administration Building

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**K. Adjournment**

The Meeting adjourned at 9:24 p.m.

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Charles B. White, 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.)