

**Lynchburg City School Board
Regular Meeting
May 3, 2011**

**BOARD
MEMBERS
PRESENT:**

Mary Ann H. Barker, Chairman
Thomas H. Webb, Vice Chairman
Keith R. Anderson
Albert L. Billingsly
Regina T. Dolan-Sewell
Troy L. McHenry
Trenay L. Tweedy
J. Marie Waller
Charles B. White

**BOARD
MEMBERS
ABSENT:**

None

**ADMINISTRATION
PRESENT:**

Paul McKendrick, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration
Leigh F. Farmer, Public Information Officer
Steven L. Gatzke, Director of Facilities and Transportation
Merle P. Herndon, Director of Professional Development and School Business Partnerships
Gregory P. Sullivan, Director of Information Technology
Wyllys D. VanDerwerker, Director of Special Education
Billie Kay Wingfield, Director of Personnel
Kimberly D. Lukanich, Assistant Director of Finance
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Jesse Pounds, *The News & Advance*

**Agenda
Items:**

- A-1. Public Comments
- B-1. Teacher of the Year: 2011-12
- C. Consent Agenda
- D. Student Representative Comments
- E-1. School Operating Budget: 2011-12 and Fund Balance
- E-2. Capital Improvement Plan: Heritage High Schools
- E-3. Friends of the E. C. Glass Art Collection
- F-1. Carl Perkins Funds: 2011-12
- F-2. Special Education Annual Plan/Part B. Flow-through Application and Section 619 Preschool Grant Application 2011-12
- F-3. Advanced Placement Microeconomics and Macroeconomics Textbook
- F-4. Biology 2 Ecology: Textbook
- F-5. Capital Improvement Plan: Hutcherson Early Learning Center
- F-6. School Board Policy 2-15.1: Service Animals in Public Schools
- F-7. Annual Personnel Report
- 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 5:35 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*.

Upon MOTION by Mr. McHenry, SECONDED by Mr. Billingsly, the school board removed item F-1. AON Hewitt: Report from its school board meeting agenda.

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

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.

There were no individuals who wished to speak before the school board.

B-1. Teacher of the Year: 2011-12

The goal of the Virginia Teacher of the Year program is to recognize dedicated, knowledgeable, and skilled teachers at the local, regional, and state level.

To select the Lynchburg City Schools' Teacher of the Year, the school division used a nomination process whereby school staffs, principals, or school division administrators nominated teachers for this honor. A team composed of a parent, a school board member, a past Teacher of the Year recipient and central office staff then interviewed the nominated teachers.

The team gave special consideration for the following characteristics: experience in the school division and in the field of teaching, professional development activities, classroom performances, membership in professional organizations, and community involvement.

Dr. Merle P. Herndon, director of professional development and school business partnerships, recognized all of the teachers nominated by their respective school for teacher of the year. Dr. Herndon then introduced Meg A. Smith, a teacher from Paul Laurence Dunbar Middle School for Innovation, as this year's Teacher of the Year. Mrs. Smith offered remarks regarding being awarded with this honor. Mrs. Smith will compete for the Regional Teacher of the Year award in the coming months.

Mrs. Tweedy arrived at 5:43 p.m.

C. Consent Agenda

Upon MOTION by Mr. White, SECONDED by Rev. Anderson, the school board approved the personnel report for the period April 12 – May 3, 2011, the travel plans for the Safe Route To School program, and Administrative Regulation 6-8: School Day.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 3, 2011, EXHIBIT "A," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

D. Student Representative Comments

None

E-1. School Operating Budget: 2011-12 and Fund Balance

The Lynchburg City School Board approved its 2011-2012 general operating budget on March 24, 2011. The school board then presented that budget to the Lynchburg City Council on March 29, 2011. At that meeting, city council did not support the school board's request for additional funds and therefore would not approve the school board's budget. Therefore, the school administration amended that budget and is now making recommendations to the budget.

This amended budget is similar to that which the school administration presented on March 15, 2011, in that it does not include requests for additional funding, and it does not include bonuses or step increases. Moreover, this budget includes:

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- Additions to the budget
 - Middle school resource administrative staff, in light of the possible staffing changes by the Lynchburg Police Department at our middle schools.
 - Two elementary teachers, due to enrollment increases.
- Expenditure Reductions
 - Twelve (12) FTE, including 9 teachers and 3.5 classified staff.
 - Six percent reduction in central office allocations.
- No funding for expenditures that were considered in the March 24, 2011, budget. These expenditures included 1.5 percent step increases; two .5 FTE career-technical positions; an accountant for the finance department; four custodians for the high schools; a social worker; and two special education buses.

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Mr. Billingsly, the school board adopted its revised school operating budget for 2011-12.

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

No Votes: None

Abstentions: None

Dr. McKendrick reviewed information with the school board regarding the projects approved for fund balance use. Those included fiber optic equipment, energy costs, advanced placement exam payments, health insurance accounts payable, Heritage High School reserve fund, Eperitus consulting costs, and digital radios for busses. There are still other issues that the school board wished to consider which included employee bonuses. Dr. McKendrick advised the school board that the school division still had end-of-year operating expenses to cover, health insurance accounts payable costs, and self-insured expenses that have not been reported.

Dr. McKendrick gave two options for providing bonuses for employees, which included using the \$300,000 for the Heritage High School reserve. City council indicated that the school division would not need to budget that reserve, thus the school administration has set those funds aside for use at a future date.

Upon MOTION by Mr. Webb, SECONDED by Mr. White, the school board accepted the fund balance recommendations of the superintendent with the change in \$300,000 being placed in a contingency fund.

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

No Votes: None

Abstentions: None

Dr. McKendrick reviewed the responsibilities listed for the middle school security administrative assistant. It was suggested by members of the school board that the responsibilities be broadened to include mentoring and wrap-around services for students. The school administration will present a formal request for this position.

E-2. Capital Improvement Plan: Heritage High School

The 2010-11 Capital Improvement Plan includes \$500,000 for replacement of the gym floor and bleachers at Heritage High School. The City of Lynchburg's Office of Procurement and Purchasing has received bids on the gym flooring replacement project. The bids were opened March 23, 2011. Three bids were received:

| | |
|---|-----------|
| Recreational Plus of Richmond, Virginia | \$251,685 |
| Southern Flooring of Greenville, South Carolina | \$234,545 |
| Warthan Associates of Chester, Virginia | \$214,651 |

The school administration recommends that the school board enter into a contract with Southern Flooring in the amount of \$234,545 for replacement of the Heritage High School gym floor.

Upon MOTION by Mr. White, SECONDED by Mr. Billingsly, the school board approved a contract with Southern Flooring in the amount of \$234,545 for replacement of the Heritage High School gym floor.

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

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No Votes: None

Abstentions: None

E-3. Friends of the E. C. Glass Art Collection

During the school board meeting on October 5, 2010, representatives from the Friends of the E. C. Glass Art Collection presented information to the school board about plans to maintain and preserve the art collection at E. C. Glass High School. The collection consists of works of art donated by previous students at the school as well as pieces donated by local artists.

Since that time, the organization has worked with the city attorney's office to develop by-laws, which include the purpose, mission, and the makeup of its board of directors. Article IV of the by-laws state that a school board member shall be included as a member of the board of directors.

Upon MOTION by Mr. Webb, SECONDED by Rev. Anderson, the school board approved Ms. J. Marie Waller as the school board representative to serve on the board of directors for the Friends of the E. C. Glass Art Collection.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 3, 2011, EXHIBIT "B," FOR A COPY OF THE BYLAWS OF THE FRIENDS OF THE E. C. GLASS ART COLLECTION – DRAFT OF MARCH 2, 2011.)

F-1. Carl Perkins Funds: 2011-12

The Lynchburg City Schools' application for Career-Technical Funds for the 2011 – 2012 fiscal year has been prepared with an approved Carl Perkins Grant allocation of \$219,478.27. The budget, outlining proposed expenditures based on allocated funds, was developed following consultation with the General Career-Technical Education Advisory Committee, which is composed of a business/industry representative from each of the 15 career-technical programs.

The federal funding will allow for the purchase of equipment and instructional materials, along with professional development and student organizational activities in the Trade and Industrial, Technology Education, Marketing, Health Occupations, Family and Consumer Sciences, Career Connections, and Business and Information Technology programs.

The approval of the grant proposal by the school board is necessary prior to submitting the local application to the Virginia Department of Education. A summary of proposed expenditures for 2011 – 2012 appeared as an attachment to this agenda report.

The school board will consider this item at the May 17, 2011, school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 3, 2011, EXHIBIT "C," FOR A COPY OF THE PROPOSED EXPENDITURES FOR 2011-12.)

F-2. Special Education Annual Plan/Part B Flow-through Application and Section 619 Preschool Grant Application: 2011-12

The Special Education Annual Plan is a formal agreement between the local school board and the Virginia Board of Education for the implementation of state and federal laws and regulations related to services mandated for students with disabilities. Accordingly, the disbursement of funds to the school division is contingent upon school board approval of the plan. The Virginia Department of Education has advised school divisions to anticipate level funding for the Flow-through and 619 Preschool grants.

Therefore, Lynchburg City Schools will apply for \$2,155,043 in special education Flow-through funds for the 2011-12 school year. The application for funds for the 2010-11 school year must be approved by the school board and submitted to the Virginia Department of Education for plan approval and financial reimbursement. Funds provide salaries and staff development activities focused on addressing the unique needs of students with disabilities. Funding in the amount of \$16,000 will be used to provide autism spectrum disorder consultations for teachers.

The Lynchburg City Schools will also apply for \$62,147 in Section 619 Preschool funds for the 2011-12 school year. This funding will be used to support the Hutcherson Early Learning Program as it provides special education and related services to preschool children (ages 2-5) who have been determined eligible for special education services. Funds provide adaptive equipment, computers, diagnostic services, inclusion support, salaries, instructional materials, teacher stipends, and child-find activities.

The school board will consider this item at its school board meeting on May 17, 2011.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 3, 2011, EXHIBIT "D," FOR A COPY OF THE SPECIAL EDUCATION FEDERAL PROGRAM PROPOSED GRANT BUDGET.)

F-3. Advanced Placement Microeconomics and Macroeconomics: Textbook

On December 7, 2010, the school board approved the addition of Biology 2 Ecology to the High School Program of Studies for 2011-12. Soon thereafter, current biology teachers reviewed available materials in order to recommend a textbook that would best meet course requirements. The teachers have completed the review process and make the following recommendation for adoption:

Environmental Science, published by Holt, 2008 Edition

The current cost of the textbook is \$77.95. Based on an estimated enrollment of 200 students, the cost to provide this textbook to Biology 2 students and teachers will be about \$15,590 to \$16,000.00 plus shipping and handling costs.

The textbook is available for review at the School Administration Building in the Department of Curriculum and Instruction.

The school board will consider this item at its meeting on May 17, 2011.

F-4. Biology 2 Ecology: Textbook

On December 7, 2010, the school board approved the addition of Biology 2 Ecology to the High School Program of Studies for 2011-12. Soon thereafter, current biology teachers reviewed available materials in order to recommend a textbook that would best meet course requirements. The teachers have completed the review process and make the following recommendation for adoption:

Environmental Science, published by Holt, 2008 Edition

The current cost of the textbook is \$77.95. Based on an estimated enrollment of 200 students, the cost to provide this textbook to Biology 2 students and teachers will be about \$15,590 to \$16,000.00 plus shipping and handling costs.

The textbook is available for review at the School Administration Building in the Department of Curriculum and Instruction.

The school board will consider this item at its meeting on May 17, 2011.

F-5. Capital Improvement Plan: Hutcherson Early Learning Center

The 2010-11 Capital Improvement Plan includes \$200,000 for replacement of the roof at Hutcherson Early Learning Center. The City of Lynchburg's Office of Procurement and Purchasing has received bids for the re-roofing project. The bids were opened on April 20, 2011. Nine bids were received:

| | |
|--|-----------|
| Allied Roofing, Kernersville, North Carolina | \$180,500 |
| John T. Morgan Roofing, Roanoke, Virginia | \$187,000 |
| Melvin T. Morgan Roofing, Lynchburg, Virginia | \$217,519 |
| Old Dominion Roofing, Richmond, Virginia | \$270,000 |
| Roofers Edge, Inc., Richmond, Virginia | \$202,880 |
| Roofing Solutions, Inc., Chatham, Virginia | \$163,900 |
| Roof Systems of Virginia, Richmond, Virginia | \$249,700 |
| W. A. Lynch Roofing, Madison Heights, Virginia | \$367,083 |
| Woodall & Lang, Lynchburg, Virginia | \$201,855 |

The school administration recommends that the school board enter into a contract with Roofing Solutions, Inc., in the amount of \$163,900 for the replacement of the Hutcherson Early Learning Center roof.

Mr. Witt reported that the HVAC controls and repair to the curtain wall will need to be completed. He also stated that there is adequate funding to complete the projects as the curtain wall repairs at Hutcherson Early Learning Center are not as extensive as those at Heritage High School

Upon MOTION by Mr. McHenry, SECONDED by Mrs. Tweedy, the school board approved a contract with Roofing Solutions, Inc., in the amount of \$163,900 for the replacement of the Hutcherson Early Learning Center roof.

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

No Votes: None

Abstentions: None

F-6. School Board Policy 2-15.1: Service Animals in Public Schools

Recent modifications of the federal regulations governing the Americans With Disabilities Act became effective March 15, 2011. The proposed changes to School Board Policy 2-15.1: Service Animals in Public Schools reflect those changes. The language for the policy revisions was sourced from the Virginia School Board Association policy services. The proposed policy has been reviewed by the deputy city attorney.

This item will be considered by the school board at its May 17, 2011, meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 3, 2011, EXHIBIT "E," FOR A COPY OF SCHOOL BOARD POLICY 2-15.1: SERVICE ANIMALS IN PUBLIC SCHOOLS.)

F-7. Annual Personnel Report

1. Recommendation for continuing contracts for personnel completing third year or completing one year after attaining continuing contract status in another Virginia system.
2. Recommendation for renewal of annual contracts for second year personnel.
3. Recommendation for renewal of annual contracts for first year personnel.
4. Recommendation for renewal of annual contracts for personnel completing less than 180 days.
5. Recommendation for continuing contracts to remain in force for part-time personnel.
6. Recommendation for renewal of annual contracts for part-time personnel and/or full-time personnel with a part-time administrative assignment.
7. Recommendation for Title/Grant funded personnel.
 - A. Recommendation for continuing contracts, Title/Grant funded personnel completing third year or completing one year after attaining continuing contract status in another Virginia system.
 - B. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing second year.
 - C. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing first year.
 - D. Recommendation for continuing contracts to remain in force for part-time and/or partially funded Title/Grant personnel.
 - E. Recommendation for renewal of annual contracts for part-time and/or partially funded Title/Grant personnel.
 - F. Recommendation for continuing contracts to remain in force for Title/Grant funded personnel.
8. Recommendation for non-renewal of contracts.
9. Recommendation for continuing contracts to remain in force for 2009-10.
 - A. Personnel earning continuing contract status under School Board Policy 5-7.
 - B. Other administrative and instructional personnel.
10. Recommendation for renewal of annual contracts for non-licensed administrative personnel.
11. Reduction in force in accordance with School Board Policy 5-18.

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Rev. Anderson, the school board deferred approval of the Annual Personnel Report.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 3, 2011, EXHIBIT "F," FOR A COPY OF THE ANNUAL PERSONNEL REPORT.)

G. Superintendent's Comments

Dr. McKendrick announced that the school board would receive reports from AON Hewitt and Eperitus on May 10, 2011, at 5:30 p.m. in the Board Room at the School Administration Building.

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The Senior Honors Dinner will occur on May 18, 2011, in the Memorial Ballroom on the campus of Lynchburg College.

The Staff Appreciation Banquet will occur on May 26, 2011, in the Memorial Ballroom on the campus of Lynchburg College.

H. Board Comments

Mr. McHenry announced that the Superintendent's Evaluation Committee will meet at noon on May 18, 2011, at the School Administration Building.

Rev. Anderson visited Linkhorne Elementary School last week in order to attend the school-wide emphasis on Standards of Learning tests. He encouraged all of the students taking the tests to do their best.

Mr. Billingsly announced that there will be a Heritage High School Task Force meeting on Wednesday at 1:30 p.m. in the city manager's conference room.

Mr. Webb thanked everyone for their prayers and well wishes during and after his recent surgery. He also announced that he was withdrawing his name for consideration as a member of the school board.

I-1. Notice of Closed Meeting

Upon MOTION by Mr. White, SECONDED by Rev. Anderson, the school board convened a closed meeting at 7:31 p.m. in accordance with the Code of Virginia §2.2-3711 (A) (1) to discuss specific employee performance.

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

No Votes: None

Abstentions: None

I-2. Certification of Closed Meeting

Upon MOTION by Mr. White, SECONDED by Mr. McHenry, the school board reconvened in open session at 9:10 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION by Rev. Anderson, 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: Mrs. Barker, Mr. Webb, Rev. Anderson, Mr. Billingsly, Dr. Dolan-Sewell, Mr. McHenry, Mrs. Tweedy, Ms. Waller, Mr. White

No Votes: None

Abstentions: None

J. Informational Items

Next School Board Meeting: Tuesday, May 17, 2011, 5:30 p.m., Board Room, School Administration Building

Graduation: Amelia Pride Center – May 25, 2011
Carl Anderson Performance Auditorium – 7:00 p.m.
Paul Laurence Dunbar Middle School for Innovation

Heritage High School – May 29, 2011
Ralph Spencer Gymnasium 8:30 a.m.

E. C. Glass High School – May 29, 2011

Civic Auditorium – 3:00 p.m.

K. Adjournment

The meeting adjourned at 9:11 p.m.

Mary Ann H. Barker, Chairman

Wendie L. Sullivan, Clerk

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