

**Lynchburg City School Board  
Regular Meeting  
May 4, 2010**

**BOARD  
MEMBERS  
PRESENT:**

Mary Ann H. Barker, Chairman  
Thomas H. Webb, Vice Chairman  
Keith R. Anderson  
Albert L. Billingsly  
Regina T. Dolan-Sewell  
Darin L. Gerdes  
Ingrid M. Hamlett  
Trenay L. Tweedy  
Charles B. White  
Joshua K. Graham, Student Representative, E. C. Glass High School

**BOARD  
MEMBERS  
ABSENT:**

None

**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  
William A. Coleman, Jr., Director of Secondary Education  
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  
Michael K. Rudder, Director of Elementary Education  
Billie Kay Wingfield, Director of Personnel  
Pamela D. Smith-Turner, Assistant Director of Personnel  
Wendie L. Sullivan, Recording Secretary/Clerk

**MEDIA  
PRESENT:**

Jessie Pounds, *The News & Advance*

**Agenda  
Items:**

- A-1. Notice of Closed Meeting
- A-2. Certification of Closed Meeting
- B-1. Public Comment
- C-1. Teacher of the Year: 2010-11
- C-2. Lynchburg City Schools' Education Foundation, Inc.
- D. Consent Agenda
- E. Student Representative Comments
- F. Unfinished Business
- G-1. Budget Adjustment: Virginia Incentive Program for Speech-Language Pathologists (VIP-SLP)
- G-2. Special Education Annual Plan/Part B Flow-through Application and Section 619 Preschool Grant Applications: 2010-11
- G-3. Administrative Regulation 5-47: Family and Medical Leave
- G-4. School Board Policy 6-48: Acceptable Use Policy for School Division Technology Resources (AUP)
- G-5. Administrative Regulation 6-48: Acceptable Use of School Division Technology Resources
- G-6. Administrative Regulation 6-58: Secondary Student Evaluation and Grading Procedures
- G-7. Annual Personnel Report
- H. Superintendent's Comments
- I. Board Comments
- J-1. Notice of Closed Meeting
- J-2. Certification of Closed Meeting
- K. Informational Items
- L. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:41 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*.

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

Upon MOTION by Mr. White, SECONDED by Ms. Hamlett, the school board convened a closed meeting at 5:42 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss a personnel matter.

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

No Votes: None

Abstentions: None

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

Upon MOTION by Dr. Gerdes, SECONDED by Mr. Billingsly, the school board reconvened in open session at 6:07 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION by Mr. White, SECONDED by Rev. Anderson, 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. Bilingsly, Dr. Dolan-Sewell, Dr. Gerdes, Ms. Hamlett, Mrs. Tweedy, Mr. White

No Votes: None

Abstentions: None

**B-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.

**C-1. Teacher of the Year: 2010-11**

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, introduced Ms. Janice Wiley, a teacher at Hutcherson Early Learning Center, as the Lynchburg City Schools' Teacher of the Year for the 2010-11 school year. Ms. Wiley was described as a person who always has kind words for others, embraces families, and is respected by advocates through the state. She lives to teach and touch the lives of others. Ms. Wiley thanked everyone for the opportunity to represent the school division as the teacher of the year.

**C-2. Lynchburg City Schools' Education Foundation, Inc.**

In March 2010, Mrs. Jodi K. Gillette assumed the role as director of the Lynchburg City Schools' Education Foundation, Inc. Mrs. Gillette stated provided a brief summary of the activities sponsored by the Education Foundation for 2009-10 which include the Breakfast with the Superintendent on March 11, 2010, the awarding

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of 38 grants to teachers on June 3, 2010, and the Sixth Annual Senior Honors Banquet on June 2, 2010. Further, Mrs. Gillette thanked Dr. Smith for indentifying the need for scholarships for students for dual enrollment courses. This item has been presented and approved by the board of directors.

**D. Consent Agenda**

Upon MOTION by Rev. Anderson, SECONDED by Ms. Hamlett, the school board approved the personnel report for the period April 13 – May 4, 2010, and Administrative Regulation 6-59: Student Examinations.

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

No Votes: None

Abstentions: None

Dr. McKendrick noted the retirement of Mrs. Linda J. Cole, director of secondary alternative and adult education, and the resignation of Dr. Smith. Dr. Smith is leaving to assume the position of executive director at the Central Virginia Governor's School for Science and Technology.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 4, 2010, EXHIBIT "A," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

**E. Student Representative Comments**

Mr. Joshua K. Graham, student representative for E. C. Glass High School, provided information about events and activities occurring at his school.

**F. Unfinished Business**

None

**G-1. Budget Adjustment: Virginia Incentive Program for Speech-Language Pathologists (VIP-SLP)**

Lynchburg City Schools receives flow-through funds from the Virginia Department of Education (VDOE) for Special Education Federal Program Part B for Virginia Incentive Program for Speech-Language Pathologists (VIP-SLP).

The Virginia Department of Education notified the Lynchburg City Schools of the grant award in the amount of \$3,000.

This amount was not included in the 2009-10 operating budget and results in an increase to the Lynchburg City Schools operating fund budget of \$3,000.

Upon MOTION by Mr. Billingsly, SECONDED by Mrs. Tweedy, the school board approved the increase in the operating budget of \$3,000.

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

No Votes: None

Abstentions: None

**G-2. Special Education Annual Plan/Part B Flow-through Application and Section 619 Preschool Grant Applications 2010-11**

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 \$2,166,383 in special education Flow-through funds for the 2010-11 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, and \$16,000 will be used to provide autism spectrum disorder consultations for teachers.

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The Lynchburg City Schools will also apply for \$62,153 in Section 619 Preschool funds for the 2010-11 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.

This item will be considered for action at the school board meeting on May 18, 2010.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 4, 2010, EXHIBIT "B," FOR A COPY OF THE SPECIAL EDUCATION PLAN.)

**G-3. Administrative Regulation 5-47: Family and Medical Leave**

The school board approved revisions to School Board Policy 5-47: Family and Medical Leave on September 15, 2009. Administrative Regulation 5-47: Family and Medical Leave also needs revision to reflect current federal regulations and guidelines. Therefore, the attached administrative regulation, which is based on Virginia School Boards Association policy, reflects changes to the United States Department of Labor Family and Medical Leave Act of 1993 and the Family and Medical Leave Act Military Family Leave Entitlements.

The school board will consider this item for action at its meeting on May 18, 2010.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 4, 2010, EXHIBIT "C," FOR A COPY OF ADMINISTRATIVE REGULATION 5-47: FAMILY AND MEDICAL LEAVE.)

**G-4. School Board Policy 6-48: Acceptable Use Policy for School Division Technology Resources (AUP)**

School Board Policy 6-48: Acceptable Use Policy for School Division Technology Resources (AUP) was last revised by the school board in August 2007 in accordance with the Code of Virginia §22.1-70.2, which specifically addresses acceptable use Internet policies for public and private schools. School Board Policy 6-48 has again been updated in accordance with the Code, and the changes appeared as an attachment to the agenda report.

Dr. Smith reviewed the changes to the policy with school board members and indicated that if there were questions, prior to the next meeting, they should contact Dr. Gregory P. Sullivan, director of information technology.

This item will be considered for action at the school board meeting on May 18, 2010.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 4, 2010, EXHIBIT "D," FOR A COPY OF SCHOOL BOARD POLICY 6-48: ACCEPTABLE USE POLICY FOR SCHOOL DIVISION TECHNOLOGY RESOURCES (AUP).)

**G-5. Administrative Regulation 6-48: Acceptable Use of School Division Technology Resources**

Administrative Regulation 6-48: Acceptable Use of School Division Technology Resources was last revised by the school board in August 2007 in accordance with the Code of Virginia §22.1-70.2, which specifically addresses acceptable use Internet policies for public and private schools. Administrative Regulation 6-48 has been updated in accordance with the Code, and the changes appeared as an attachment to the agenda report.

Dr. Smith reviewed changes to the administrative regulation and asked school board members to direct questions to Dr. Sullivan.

This item will be considered for action at the school board meeting on May 18, 2010.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 4, 2010, EXHIBIT "E," FOR A COPY OF ADMINISTRATIVE REGULATION 6-48: ACCEPTABLE USE OF SCHOOL DIVISION TECHNOLOGY RESOURCES.)

**G-6. Administrative Regulation 6-58: Secondary Student Evaluation and Grading Procedures**

On March 23, 2010, the school board approved the Lynchburg City Schools academic calendar for 2010-11. The approved academic calendar includes the following changes:

- 1) the replacement of the optional first-period with a seven-period high school day
- 2) the removal of the current high school exam structure
- 3) the addition of study halls and repeat courses in high school
- 4) the addition of a senior early dismissal option
- 5) the addition of elementary early dismissal days at the end of each six-weeks
- 6) the removal of seven work and professional development days

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- 7) the lengthening of the winter break
- 8) a spring break the week prior to Easter
- 9) an earlier last day of instruction, May 27, 2011
- 10) graduation on the afternoon on Sunday, May 29, 2011

Given the removal of the current high school exam structure (item two), the school administration recommends changes to Administrative Regulation 6-58: Secondary Student Evaluation and Grading Procedures.

This item will be considered for action at the school board meeting on May 18, 2010.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 4, 2010, EXHIBIT "F," FOR A COPY OF ADMINISTRATIVE REGULATION 6-58: SECONDARY STUDENT EVALUATION AND GRADING PROCEDURES.)

**G-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 Rev. Anderson, SECONDED by Mr. Webb, the school board approved the Annual Personnel Report.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 4, 2010, EXHIBIT "G," FOR A COPY OF THE ANNUAL PERSONNEL REPORT.)

**H. Superintendent's Comments**

Dr. McKendrick announced that E. C. Glass High School will host the All State Chorus event in April 2011.

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The school administration will meet with the PTO at Perrymont Elementary School to discuss the process associated with moving Hutcherson Early Learning Center to Perrymont Elementary School. Part of that process will include the naming of the center to include the name Carl B. Hutcherson, who was the first African American school board member. Once a name has been determined for the center, the school administration will bring that information to the school board for consideration.

The Blue Ridge Area Food Bank is starting a backpack program. This program allows students who are on free/reduced lunch to have the opportunity to take a backpack of food home on Friday and return the backpack to school on Monday to be filled and taken home the next Friday. This program will help ensure that students will have food over the weekend.

**I. Board Comments**

Rev. Anderson announced that the school board's Finance Committee met on April 22, 2010. During the meeting, members discussed the preliminary audit work of Brown, Edwards & Company, possible fund balance appropriations, and the unofficial ADM for March, which is 8,245. The 2009-10 budget was based on a projected student enrollment of 8,130, so the school division should realize additional funding. The next Finance Committee meeting will occur on June 3, 2010, at noon at the School Administration Building. A representative from Brown Edwards & Company will attend that meeting and provide the Committee with an update regarding the audit process.

Mr. Billingsly, who is chairman of the Governor's School Board, attended the awards ceremony at the school on May 3, 2010. He noted that the combined scholarships awarded to seniors is in excess of \$5 million.

Dr. Dolan-Sewell commented on the FIRST Junior Leggo League competition held at Thomas C. Miller Elementary School for Innovation. She noted that there was an extraordinary turnout of teams consisting of second and third grade students.

Mr. Webb provided information about the events and activities in which participated during the past two weeks. Of note were the Volunteer Breakfast hosted by staff at Perrymont Elementary School, the tour of the new Sandusky Middle School building, and Parent Academy held at E. C. Glass High School.

Dr. Gerdes announced that he would not be seeking reappointment to the school board; however, he has enjoyed the time he has served and hopes that he was able to contribute to the school board in a meaningful way.

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

Upon MOTION by Ms. Hamlett, SECONDED by Rev. Anderson, the school board convened a closed meeting at 7:35 p.m. pursuant to 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, Dr. Gerdes, Ms. Hamlett, Mrs. Tweedy, Mr. White

No Votes: None

Abstentions: None

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

Upon MOTION by Mr. Billingsly, SECOMDED by Mr. White, the school board reconvened in open session at 8:30 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION by Mr. Webb, SECONDED by Rev. Anderson, 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. Bilingsly, Dr. Dolan-Sewell, Dr. Gerdes, Ms. Hamlett, Mrs. Tweedy, Mr. White

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No Votes: None

Abstentions: None

**K. Informational Items**

Next School Board Meeting: Tuesday, May 18, 2010, 5:30 p.m., Board Room, School Administration Building

**L. Adjournment**

The meeting adjourned at 8:32 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.)