

**Lynchburg City School Board
Regular Meeting
May 17, 2011**

**BOARD
MEMBERS
PRESENT:**

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

**BOARD
MEMBERS
ABSENT:**

Albert L. Billingsly

**ADMINISTRATION
PRESENT:**

Paul McKendrick, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction
April M. Bruce, Director of Testing, Guidance, and Gifted
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
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
Charles E. Dellinger, Supervisor of Instruction
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Jesse Pounds, *The News & Advance*

**Agenda
Items:**

- A-1. Notice of Closed Meeting
- A-2. Certification of Closed Meeting
- B. Public Comments
- C-1. Finance Report
- D. Consent Agenda
- E. Student Representative Comments
- F-1. AON Hewitt
- F-2. Eperitus Report
- F-3. Athletics Advisory Committee: 2010-11
- G-1. Lynchburg City Schools Local Gifted Plan
- G-2. School Board Policy 7-45.3: Student-Athlete Concussion Management
- 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 5:32 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 Dr. Dolan-Sewell, the school board added items A-1. Notice of Closed Meeting and A-2. Certification of Closed Meeting and moved the presentations of items G-2. School Board Policy 7-45.3: Student-Athlete Concussion Management and F-3. Athletics Advisory Committee: 2010-11 to occur following item B-1. Public Comments.

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

No Votes: None

Abstentions: None

A-1. Notice of Closed Meeting

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Mr. Webb, the school board convened a closed meeting at 5:34 p.m. pursuant to the Code of Virginia §2.2-3711(A) (1) to discuss employee appointments.

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

No Votes: None

Abstentions: None

A-2. Certification of Closed Meeting

Upon MOTION by Mr. Webb, SECONDED by Dr. Dolan-Sewell, the school board reconvened in open meeting at 5:55 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Rev. Anderson, the school board approved the employee appointments recommended by the superintendent.

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

Mr. Butch Minnick, Mrs. Courtney Mitchell, and Mr. Jesse Stem, all parents of students at Linkhorne Middle School, spoke separately about the uniform policy at Linkhorne Middle School.

C-1. Finance Report

The school administration, in accordance with the 2010-11 school's operating budget, authorized, approved, and processed the necessary payments through April 30, 2011. The school administration certified that the amounts approved are within budgetary limits and revenue.

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The operating fund expenditure report summarized the payments made through April 30, 2011, for the operating fund.

Total Operating Fund Budget	\$75,663,290.00
❖ Less: Basic Aid reallocated as Final Phase of SFSF (Fund 5)	(\$899,601.00)
❖ Use of Lease Purchase Funds	\$ 96,687.56
Adjusted Balance	\$74,860,376.56
Expenditures through 4/30/11	(\$54,833,994.20)
Outstanding Encumbrances	(\$ 806,402.30)
Available Balance	\$19,219,980.06
Outstanding Payroll Encumbrances	(\$17,042,786.97)
Available Balance after Payroll	\$2,177,193.09
Percent of Budget Used as of 04/30/11 - with payroll encumbrances	97.09%
Percent of Budget Used as of 04/30/11 - without payroll encumbrances	74.32%
Percent of Budget Used as of 4/30/10 - without payroll encumbrances	66.38%
As of 4/30/11 – 10 months	83.33%

The revenue and expenditure reports detailed the transactions recorded through April 30, 2011. All reports appeared as attachments to the agenda report.

The return of the 2009-10 fund balance, as well as the use of the health insurance reserve, will be reflected on the May 2011 reports. These items were on city council’s consent agenda, May 10, 2011.

Mrs. Lukanich noted that the return of the fund balance nor health care reserve were reflected in the finance report. Rev. Anderson reported on the Finance Committee meeting which occurred on May 5, 2011. During the meeting, members received information about the pre-audit being conducted by Brown Edwards, LLP. At the completion of the pre-audit, a report will be given to the school board by the auditing firm. Discussion also occurred about Average Daily Membership adjustments and state revenue by category that was reported on March 31, 2011. The next Finance Committee meeting will occur on June 9, 2011.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 17, 2011, EXHIBIT “A,” FOR A COPY OF THE FINANCE REPORT.)

D. Consent Agenda

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Rev. Anderson, the school board approved school board meeting minutes for March 1, 2011 (Regular Meeting); March 15, 2011 (Special Meeting); and March 15, 2011, Regular Meeting); the personnel report for the period May 3 – 17, 2011, the Special Education Annual Plan/Part B Flow-through Application and Section 619 Preschool Grant Application: 2011-12, the Carl Perkins Funds: 2011-12, the Biology 2 Ecology textbook – *Environment Science, published by Holt, 2008 Edition*, the Advanced Placement Microeconomics and Macroeconomics textbook – *Principles of Economics, Fifth Edition, published by South-Western Cengage Learning*, and School Board Policy 2-15.1: Service Animals in Public Schools.

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

No Votes: None

Abstentions: None

Dr. McKendrick recognized the retirement of Virginia Parsons, teacher at the Gifted Opportunities Center, and the appointment of Maria T. Jaeger as principal of Sandusky Middle School.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 17, 2011, EXHIBIT “B,” FOR A COPY OF THE CONSENT AGENDA ITEMS.)

E. Student Representative Comments

Miss Natasha N. Chowdry, student representative at Heritage High School, and Mr. R. Addison Spinner, student representative at E. C. Glass High School, shared comments about the activities and events occurring at the schools. A resolution of commendation and appreciation was presented to each student.

A Resolution of Commendation and Appreciation

To

Robert Addison Spinner

Presented by the Lynchburg City School Board

ROBERT ADDISON SPINNER was selected by his peers to represent E.C. Glass High School on the Lynchburg City School Board during the 2010-2011 school year. The Lynchburg City School Board views this desire to serve in public life as the worthiest of ambitions. With this resolution, the Lynchburg City School Board seeks to pay tribute to **ROBERT ADDISON SPINNER**, an honor student who has conscientiously worked to keep the student body's viewpoint before the Lynchburg City School Board. In so doing, he fulfilled his responsibility and made a valuable contribution to public education in this community.

WHEREAS, ROBERT ADDISON SPINNER is an accomplished athlete who led the Hilltoppers' wrestling team for three seasons as team captain, was a finalist in the 2011 AA Region III wrestling championship, and a 2011 state AA qualifier, with 100 career wins by the beginning of his senior season and;

WHEREAS, ROBERT ADDISON SPINNER maintained a strong academic record which placed him in the National Honor Society, and afforded him the honor of being a four-time Athletic Academic Honors recipient in the Virginia High School League and at E. C. Glass High School, and;

WHEREAS, ROBERT ADDISON SPINNER developed his interest in science through internships with the Virginia Department of Agriculture and Consumer Service, Lynchburg Family Medicine Residency, and Central Virginia Orthopedics, and;

WHEREAS, ROBERT ADDISON SPINNER displayed consistent and reliable leadership through his involvement with the Ambassador Club, Athletic Leadership Club, the Greater Lynchburg Community Trust Philanthropy Program, as president of the Student Council Association during the 2010-2011 school year and as a tutor to fellow athletes, and;

WHEREAS, ROBERT ADDISON SPINNER, who will attend Washington and Lee University next year, made great use of his skills while serving the Lynchburg City Schools as the E.C. Glass High School student representative to the Lynchburg City School Board from July 2010 until June 2011 and was a champion for the best possible educational experience for all students; now therefore,

BE IT RESOLVED: That the Lynchburg City School Board of Lynchburg, Virginia, commends **ROBERT ADDISON SPINNER** for his excellent attendance and his many valuable contributions in providing the school board with yet another viewpoint for their consideration and guidance. Furthermore, the school board takes pride in this exceptional individual who so early in his life has already begun to make his mark by taking such an active role in public life in Lynchburg, Virginia.

THE LYNCHBURG CITY SCHOOL BOARD

Paul McKendrick, Ed.D., Superintendent

Mary Ann Hoss Barker, Chairperson

May 17, 2011

A Resolution of Commendation and Appreciation

To

Natasha N. Chowdry

Presented by the Lynchburg City School Board

NATASHA N. CHOWDRY was selected by her peers to represent Heritage High School on the Lynchburg City School Board during the 2010-2011 school year. The Lynchburg City School Board views this desire to serve in public life as the worthiest of ambitions. With this resolution, the Lynchburg City School Board seeks to pay tribute to **NATASHA N. CHOWDRY**, who has conscientiously worked to keep the student body's viewpoint before the Lynchburg City School Board. In so doing, she fulfilled her responsibility and made a valuable contribution to public education in this community.

WHEREAS, NATASHA N. CHOWDRY contributed her musical talent to the award winning Big Orange Marching Machine, playing both the flute and the piccolo, and;

WHEREAS, NATASHA N. CHOWDRY led by example on the tennis court, holding the title of team captain for three years, and;

WHEREAS, NATASHA N. CHOWDRY committed to civic engagement not only with her participation on the school board, but her positions, both past and present, on the Mayor’s Youth Council, serving terms as secretary, vice-president, and president, and;

WHEREAS, NATASHA N. CHOWDRY constantly developed her leadership skills with her state, award-winning performance in the school’s marketing club, DECA, and membership in the National Honor Society, and;

WHEREAS, NATASHA N. CHOWDRY, upon graduating as one of the top 10 students at Heritage High School, will attend the University of California, Berkeley, and;

WHEREAS, NATASHA N. CHOWDRY has served the Lynchburg City Schools as the Heritage High School student representative to the Lynchburg City School Board from July 2010 until June 2011 and is a champion for the best possible educational experience for all students; now therefore,

BE IT RESOLVED: That the Lynchburg City School Board of Lynchburg, Virginia, commends **NATASHA N. CHOWDRY** for her excellent attendance and for her many valuable contributions in providing the school board with yet another viewpoint for their consideration and guidance. Furthermore, the school board of the City of Lynchburg takes pride in this exceptional individual who so early in her life has already begun to make her mark by taking such an active role in public life in Lynchburg, Virginia.

THE LYNCHBURG CITY SCHOOL BOARD

Paul McKendrick, Ed.D., Superintendent

Mary Ann Hoss Barker, Chairperson

May 17, 2011

Upon MOTION by Mr. White, SECONDED by Mr. Webb, the school board adopted the resolutions of commendation and appreciation for R. Addison Spinner and Natasha N. Chowdry.

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

No Votes: None

Abstentions: None

F.1. AON Hewitt: Report

During the presentation to the Lynchburg City School Board, the consultants discussed the issues that school divisions and private companies will face because of health reform and its related initiatives that will take effect in or by 2014. They also discussed a feasibility study that it had conducted, based on data that it had from the benefits programs of both the city of Lynchburg and Lynchburg City Schools. For that discussion, the consultants highlighted, among other points, the major challenges both facing organizations, the benefits and compensation challenges, plan and vendor comparisons, and plan management challenges.

Further, the consultants provided the school board with reasons for recommending that the school board move forward with the process, one of which related to the number of changes that are imminent by 2014 because of health care reform. They also provided other specific reasons for their recommendation. Those included:

- Health Care Reform creates challenges and opportunities
- Need to pool resources to develop long-term strategy for managing health plan in a complex environment
- Cost savings by consolidating vendor contracts – some but small since most vendors are already common (except Rx)
- Expand and combine health and productivity initiatives (e.g., Wellness) and include dependents - building on current on-site healthcare services
- Develop administrative and communication efficiencies
- Recognize benefit plan merger does not require same benefits for all

Lastly, the company gave a suggested next step/timeline. These are only recommendations, and, of course, the school board may change any part that it desires.

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- Determine operational set up such as shared position for support of ongoing program, joint benefits committee, and voting structure (included in this study as optional service June/July 2011)
- Consider Rx, Stop Loss, and Vision vendor consolidation (June/July 2011)
- Determine if consultant needed and if so select consultant to serve joint group (July/Aug 2011)
- Adopt guiding principles, goals, and focus (Aug/Sep 2011)
- Develop long-term strategic plan (Oct/Nov 2011)
- Commence implementation of long-term strategic plan (Nov/Dec 2011)
- Launch competitive bidding of benefits and wellness vendors and conduct negotiations (Dec 2011/Jan 2012)
- Develop communications program for employee population (Feb/Mar 2012)
- Open enrollment (June 2012)
- Effective date (Oct 2012)

The school board needs to take formal action to move forward with consolidating health care with the city. Once the formal action is taken, the joint committee, which would include members of city council and the school board, would develop guiding principles and goals to be adopted by both organizations. The school board asked that Dr. Dolan-Sewell remain as the school board's representative on the joint committee. It was noted that AON Hewitt's services would be provided through July; however, if services are needed beyond July, additional funds will be necessary to pay for those services.

Upon MOTION by Mr. White, SECONDED by Mr. McHenry, the school board endorsed continued participation in committee discussion with the city with the expectation of consolidation of health care.

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

No Votes: None

Abstentions: None

F-2. Eperitus: Report

In fall 2010, Eperitus presented information to the school board regarding a possible review of current attendance zones for the school division. Following the retreat, the school division entered into a contract with Eperitus for the purpose of conducting that review for elementary school attendance zones. Representatives from Eperitus presented several sets of data resulting from the review to the school board at its meeting on May 10, 2011. One of those included attendance data per school. That data described attendance patterns, which included the number of students in each zone, the number of students who attend schools out of that zone, as well as the number of students who leave that zone to attend another LCS school

Further, the consultants presented live birth data and with that data gave predictions of the number of elementary students that the school division would have five years later. They indicated that kindergarten enrollment data for 2011 would be a significant piece of data, for it would further support the belief that there is a trend in increased enrollment in kindergarten. That information appeared as an attachment to the agenda report.

Following discussion of this item, the school board decided to use internal resources to gather demographic information and conduct a work session to discuss that data. Further, the school board would like the new chief financial officer to be part of the discussions regarding student enrollment projections.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 17, 2011, EXHIBIT "C," FOR A COPY OF THE SUPPORTING DOCUMENTS.)

F-3. Athletics Advisory Committee: 2010-11

At its September 21, 2010, meeting, the school board approved the membership for the Athletics Advisory Committee and requested that the advisory committee conduct a review of the school division's athletics program. The advisory committee has held 10 meetings and received input from a variety of sources: middle school and high school principals, high school athletic directors, high school coaches, former high school/central office administrators, a representative from Lynchburg Parks and Recreation, and a representative from the juvenile justice system. The advisory committee has compiled a final report and presented this report to the school board. The report contains a series of recommendations for consideration by the school board which Mr. Coleman reviewed with the school board. The committee also recommended that an action plan be developed in order to implement the recommendations with issues associated with governance and policy being the first objective to be completed.

Members of the school board commended Mr. Coleman and members of the committee for their efforts in completing this task so thoroughly.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 17, 2011, EXHIBIT “D,” FOR A COPY OF THE ATHLETIC ADVISORY COMMITTEE RECOMMENDATIONS.)

G-1. Lynchburg City Schools Local Gifted Plan

On May 27, 2010, the Virginia Board of Education adopted revised *Regulations Governing Educational Services for Gifted Students* (8 VAC 20-40-10 et. seq.). These revisions were made in order to strengthen the regulations and to bring them into conformity with best practices in gifted education. The Virginia Department of Education recently released the local plan template to assist school divisions with the development of their local gifted plans. The Lynchburg City Schools Gifted Education Advisory Committee has worked to revise and update our local plan.

Among the new revisions is the requirement that local school boards must approve their division’s local plan for the education of gifted students annually. Upon approval, the school division shall submit a copy of its plan to the Virginia Department of Education (VDOE) for technical review on a schedule determined by the VDOE. The technical review for the Lynchburg plan is set for July 31, 2014. The plan is also required to be posted on the school division’s website for one month and public comments are to be accepted during that time.

All public comments related to the Lynchburg City Schools Local Gifted Plan will be submitted to April M. Bruce, director of testing, guidance, and gifted education. The final version of the plan will be brought to the school board for approval at the meeting scheduled for June 21, 2011.

Questions regarding funding for gifted programs at the building level were asked. Mrs. Bruce explained that individual buildings do not receive funds per se. Each school submits a plan for their individual gifted programs, and funding is provided for those activities.

G-2. School Board Policy 7-45.3: Student-Athlete Concussion Management

Pursuant to Senate Bill 652, the 2010 General Assembly amended the Code of Virginia to include 22.1-271.5 directing the Board of Education to develop and distribute to school divisions by July 1, 2011, guidelines for policies dealing with concussions in student-athletes, and requiring each school division to develop policies and procedures regarding the identification and handling of suspected concussions in student-athletes.

The goals of the Student-Athlete Protection Act (SB 652) are to ensure that student-athletes who sustain concussions are properly diagnosed, given adequate time to heal, and are comprehensively supported until they are symptom free.

During this presentation, Ms. Jen Armstrong, athletic trainer for the school division, provided details regarding prescribed procedures in the event of a possible concussion injury to a student-athlete. The concussion manual, which was developed in collaboration with school divisions in the Seminole District, will be included in the Lynchburg City Schools’ High School Student-Athlete Handbook. This will ensure that all school divisions are using the same guidelines and procedures when handling suspected concussion in student-athletes.

This item will be presented to the school board for consideration at its June 7, 2011, meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF MAY 17, 2011, EXHIBIT “E,” FOR A COPY OF SCHOOL BOARD POLICY 7-45.3: STUDENT-ATHLETE CONCUSSION MANAGEMENT.)

H. Superintendent’s Comments

Dr. McKendrick reviewed the job duties associated with the proposed middle school security administrative assistant position.

Dr. McKendrick thanked Mr. Coleman and members of the Athletic Advisory Committee for their hard work and efforts.

Dr. McKendrick announced information associated with upcoming graduations and the Senior Honors Dinner.

I. Board Comments

Ms. Waller announced that the LAUREL Regional School graduation would occur May 18, 2011, at 7:00 p.m.

Mr. McHenry attended the Lynchburg City Schools Education Foundation, Inc., grant reception and stated that more than \$50,000 in grants was awarded to teachers throughout the school division. Also, the Superintendent’s Evaluation Tool Committee will meet on May 20, 2011, at the School Administration Building.

Mr. Webb stated that he had attended *The Man from Atlanta*, which was performed by students at E. C. Glass High School.

J-1. Notice of Closed Meeting

Upon MOTION by Mr. White, SECONDED by Rev. Anderson, the school board convened a closed meeting at 8:25 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, Dr. Dolan-Sewell, Mr. McHenry, Mrs. Tweedy, Ms. Waller, Mr. White

No Votes: None

Abstentions: None

J-2. Certification of Closed Meeting

Upon MOTION by Mr. Webb, SECONDED by Rev. Anderson, the school board reconvened in open session at 9:20 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Mr. White, the school board approved by roll call vote the following Certification 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, Dr. Dolan-Sewell, Mr. McHenry, Mrs. Tweedy, Ms. Waller, Mr. White

No Votes: None

Abstentions: None

K. Informational Items

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.

Next School Board Meeting: Tuesday, June 7, 2011, 5:30 p.m., Board Room, School Administration Building

L. Adjournment

The meeting adjourned at 9:21 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.)