

**Lynchburg City School Board
Regular Meeting
June 1, 2010**

**BOARD
MEMBERS
PRESENT:**

Mary Ann H. Barker, Chairman
Thomas H. Webb, Vice Chairman
Albert L. Billingsly
Regina T. Dolan-Sewell
Darin L. Gerdes
Trenay L. Tweedy
Charles B. White
Joshua K. Graham, Student Representative, E. C. Glass High School
Robert W. Jones, Student Representative, Heritage High School

**BOARD
MEMBERS
ABSENT:**

Keith R. Anderson
Ingrid M. Hamlett

**ADMINISTRATION
PRESENT:**

Paul McKendrick, Superintendent
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
Greg P. Sullivan, Director of Information Technology
Michael K. Rudder, Director of Elementary Education
Billie Kay Wingfield, Director of Personnel
Pamela D. Smith-Turner, Assistant Director of Personnel
Charles E. Dellinger, Supervisor of Instruction
Wendie L. Sullivan, Recording Secretary/Clerk

**MEDIA
PRESENT:**

Jessie Pounds, *The News & Advance*

**Agenda
Items:**

- A-1. Public Comment
- B. Consent Agenda
- C. Student Representative Comments
- D. Unfinished Business
- E-1. Capital Improvement Plan: Sandusky Middle School
- E-2. Carl Perkins Funds: 2010-11
- E-3. Local Consolidated Application: 2010-11
- E-4. Administrative Regulation 5-10.1: Criminal History Record Information
- E-5. School Board Policy 5-34.1: Travel Allowance
- E-6. Administrative Regulation 5-38: Sick Leave
- E-7. Administrative Regulation 7-33.3: Student Uniforms
- E-8. School Board Policy 7-55.2: Division-wide Crisis Plan
- F. Superintendent's Comments
- G. Board Comments
- H-1. Notice of Closed Meeting
- H-2. Certification of Closed Meeting
- I. Informational Items
- J. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:34 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*.

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.

Dr. Gerdes arrived at 5:35 p.m.

B. Consent Agenda

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Mrs. Tweedy, the school board approved the school board meeting minutes for May 18, 2010 (Regular Meeting), the personnel report for the period May 18 – June 1, 2010, the salary scales for 2010-11, School Board Policy 5-17.1: Early Retirement Incentive Plan, School Board Policy 5-33: Insurance, School Board Policy 5-36: Fringe Benefits, School Board Policy 5-56: Holidays, Administrative Regulation 6-40.1: Classroom Assignments for Twins, School Board Policy 7-41.1: Drug Testing: Student Athletes, and Administrative Regulation 7-41.1: Drug Testing: Student Athletes.

Yes Votes: Mrs. Barker, Mr. Webb, Mr. Billingsly, Dr. Dolan-Sewell, Dr. Gerdes, Mrs. Tweedy

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 1, 2010, EXHIBIT "A," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

C. Student Representative Comments

Mr. Joshua K. Graham, student representative for E. C. Glass High School, and Mr. Robert W. Jones, student representative for Heritage High School, provided information about events and activities occurring at their schools. Mr. Robert A. Spinner was introduced as the student representative for E. C. Glass High School for the 2010-11 school year.

Mr. White arrived at 5:37 p.m.

D. Unfinished Business

None

E-1. Capital Improvement Plan: Sandusky Middle School

In a matter of months, the school division will take ownership of the newly constructed Sandusky Middle School (SMS). However, the project will not be complete until the contractors have demolished the current building and built a new set of parking lots. The final phase of the newly constructed Sandusky Middle School has required detailed planning on several fronts, from assigning classrooms to moving materials and furniture to storing and/or selling surplus equipment. Dominion Seven, the architectural firm in charge of the project, has been overseeing the closing of the old Sandusky Middle School and completing the new school. Mr. Blair Smith and Ms. Linda Jones, representatives of the firm, provided an update to the school board about this process during the presentation. They stated that the Lynchburg City Schools took possession of the new building on May 31, 2010. Of the \$28 million budgeted for the project, there is \$142, 098.37 in contingency funds. A total of 1.81 percent of the funds were spent in change orders with .99 percent of those costs going to unforeseen rock removal.

A community meeting occurred on May 24 to inform neighbors about the demolition of the old building. A sealed bid sale of discarded items occurred on May 29, and items for future sale are being transferred to temporary warehousing. Other items that are not being sold or donated will be moved to the new building.

E-2. Carl Perkins Funds: 2010-11

The Lynchburg City Schools' administration has prepared its application for career-technical funds for the 2010-11 fiscal year with an approved Carl Perkins Grant allocation of \$219,478.27. The budget, outlining proposed expenditures, was developed following consultation with the General Career-Technical Education Advisory Committee, which is comprised of a business/industry representative from each of the school division's 16 career-technical programs.

This federal funding provides for the purchase of equipment and instructional materials. The funds also pay for professional development and student organizational activities in trade and industrial, technology education,

marketing, health occupations, family and consumer sciences, career connections, and business and information technology programs.

This year's major spending occurred in the areas of business education, technology education, and systems technology. The medical assisting program had minimal spending this year as the program received major funding for setup of the program last year.

School board approval is necessary prior to submitting the local application to the Virginia Department of Education. A summary of proposed expenditures for 2010-11 appeared as an attachment to the agenda report.

This item will be considered for action at the school board meeting on June 15, 2010.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 1, 2010, EXHIBIT "B," FOR A COPY OF THE SUPPORTING DOCUMENT.)

E-3. Local Consolidated Application: 2010-11

The No Child Left Behind Act (NCLB) of 2001 was signed into law as P.L.107-110 on January 8, 2002. The Act establishes minimum standards for teachers and paraprofessionals in all public schools. Moreover, it sets a mandatory deadline for all public school students, particularly specifically identified subgroups, to be proficient in reading and mathematics achievement. Funding designed to ensure educational faculty and staff are "highly qualified" and to close the achievement gap between high- and low-performing children flows from the federal government to states' educational agencies to eligible local school divisions in several program areas.

Both federal and state educational agencies encourage local school divisions to submit consolidated applications for funding for these programs. The consolidated application allows greater cross-program planning and coordination to improve teaching and learning. It also allows school divisions to complete one comprehensive needs assessment and to establish division goals and objectives supported by all programs. In addition, funds may be allocated between programs within a consolidated application more easily than if the grants were separate.

The Lynchburg City Schools' Consolidated Application for 2010-2011 includes the budgets (projected at this time at level funding) for Title I Parts A and D, Title II Parts A and D, and Title III. Title I Part A allocates funds for teachers, teacher assistants, and materials for supplemental services in reading and math, extended day programs, and parental involvement. Further, required set-aside funds in Title I Part A are used for professional development and are projected for supplemental educational services and public school choice. Title I Part D provides funding for part of the truancy program and some alternative education programs. Title II Part A supports professional development, including partial funding for the instructional specialists' positions. Title II Part D provides funding that supports professional development in the area of technology training. Title III funds support the Limited English Proficiency program.

The consolidated application is based on needs assessments for both the school division and individual schools, and it contains detailed measurable objectives and benchmarks, specific individual program services and activities, a staff and budget breakdown, and other information specific to individual programs.

School board approval is necessary prior to submitting the Consolidated Application for the 2010-2011 academic year to the Virginia Department of Education

Members of the school board received a copy of the completed application.

E-4. Administrative Regulation 5-10.1: Criminal History Record Information

During the development of its 2010-11 general operating budget, the school board modified employment procedures so that individuals who are offered or who accept employment must pay for their own criminal background checks. These criminal background checks typically costs \$37.00. The school administration recommends that the employee be allowed to pay these costs over several pay periods either through direct payment or through payroll deduction. Further, the school administration recommends changes to Administrative Regulation 5-10.1: Criminal History Record Information to reflect this requirement.

This item will be considered for action at the school board meeting on June 15, 2010.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 1, 2010, EXHIBIT "C," FOR A COPY OF ADMINISTRATIVE REGULATION 5-10.1: CRIMINAL HISTORY RECORD INFORMATION.)

E-5. School Board Policy 5-34.1: Travel Allowance

Employees who use their own vehicles in the performance of their duties are given a travel allowance in accordance with School Board Policy 5-34.1: Travel Allowance. In the past, employees were notified of the amount of their travel when they received their employment contract for the school year. The school

administration recommends that employees no longer have the travel allowance appear on their contract but rather receive a separate travel allowance notification. The school administration makes this recommendation based on its discussion with the Virginia Retirement System (VRS) regarding creditable compensation. Creditable compensation, according to VRS, is the “annual salary, not including overtime pay, payments of a temporary nature, or payments for extra duties, such as pay for teachers who provide coaching or act as advisor for special activities.” If a supplement is not a permanent job duty tied to an employee’s position, then it is not creditable compensation.

The Code of Virginia, and not Lynchburg City Schools, governs the guidelines for creditable compensation. These guidelines, then, are not negotiable.

School Board Policy 5-34.1: Travel Allowance has been changed to reflect the recommendation. This items will be considered for action at the school board meeting on June 15, 2010.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 1, 2010, EXHIBIT “D,” FOR A COPY OF SCHOOL BOARD POLICY 5-34.1: TRAVEL ALLOWANCE.)

E-6. Administrative Regulation 5-38: Sick Leave

Administrative Regulation 5-38: Sick Leave allows for sick leave to be advanced at the beginning of the contract period. A review of data indicate that many employees use all the sick leave advanced to them and then terminate their employment prior to the end of the school year, thus not earning the full amount of time used.

The school administration recommends that sick leave days be accrued monthly rather than advanced annually at the beginning of the contract period.

This item will be considered for action at the school board meeting on June 15, 2010.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 1, 2010, EXHIBIT “E,” FOR A COPY OF ADMINISTRATIVE REGULATION 5-38: SICK LEAVE.)

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

At the request of the Perrymont Elementary School Parent Advisory Council, and based on feedback that was received from families who opted for public school choice for the 2009-10 school year, the school administration at Perrymont Elementary School developed a survey to determine whether or not families continue to be in favor of requiring students to wear school uniforms. The survey was distributed to students in grades prekindergarten through fourth grade during the week of April 12, 2010. Surveys were not given to fifth grade students as they will attend middle school next year. Students in prekindergarten who do not live in the Perrymont Elementary School attendance zone were not surveyed as well.

A total of 287 surveys were distributed to parents. The results of the survey are as follows:

Number of Surveys Returned:	238 (93 percent)
Number Not in Favor of Student Uniforms:	183 (68 percent)
Number in Favor of Student Uniforms:	85 (32 percent)

The results of the survey indicate that parents are no longer in favor of having student uniforms, and therefore the school’s administration is requesting the removal of this requirement. As a result of that request, Administrative Regulation 7-33.3: Student Uniforms needs to be revised to reflect that change.

This item will be considered for action at the school board meeting on June 15, 2010.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 1, 2010, EXHIBIT “F,” FOR A COPY OF ADMINISTRATIVE REGULATION 7-33.3: STUDENT UNIFORMS.)

E-8. School Board Policy 7-55.2: Division-wide Crisis Plan

Amendments to the *Code of Virginia* §22.1-279.8 states that crisis plans “shall include a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in §19.2011.01, as well as current contact information for both.”

Current School Board Policy 7-55.2: Division-wide Crisis Plan was adopted by the school board in 1992. Although crisis plans are up-to-date and the requirements cited in §22.1-279.8 are being implemented by school and police officials, the current policy requires complete revision. The proposed revisions to the policy, which appeared as an attachment to the agenda report, is sourced directly from the Virginia School Boards Association policy services.

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This item will be considered for action at the school board meeting on June 15, 2010.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JUNE 1, 2010, EXHIBIT "G," FOR A COPY OF SCHOOL BOARD POLICY 7-55.2: DIVISION-WIDE CRISIS PLAN.)

F. Superintendent's Comments

The Senior Honors Banquet will occur on June 2, 2010, at 6:30 p.m. in the Burton Student Center at Lynchburg College.

Graduation will occur on June 12, 2010, at 9:30 a.m. at the Ralph Spencer Memorial Gymnasium at Heritage High School and at 10:00 a.m. in the Civic Auditorium at E. C. Glass High School.

Dr. McKendrick thanked the student representatives for their participation on the school board for the 2009-10 school year.

The Lynchburg City Schools' Education Foundation, Inc. Grant Ceremony will occur on June 2, 2010, at 4:00 p.m. at Linkhorne Middle School.

The last instructional day for students at Sandusky Middle School and Hutcherson Early Learning Center is June 4, 2010. The last instructional day for students at Perrymont Elementary School is June 8, 2010.

G. Board Comments

Mrs. Barker announced that the school board will meet on July 21, 2010 and August 17, 2010. The school board will determine if additional meetings are necessary.

Dr. Dolan-Sewell thanked teachers, staff, and parents of schools that house division-wide programs in their schools. It is important to remind the Lynchburg community that classroom space is taken for division-wide programs throughout the school division from the Gifted Opportunities Center housed at Robert S. Payne Elementary School to prekindergarten programs housed at schools throughout the school division.

Mr. Billingsly wished Mr. Jones well at Washington and Lee University and thanked him for his participation as a student representative on the school board. Mr. Billingsly also commented about his opportunity to participate as a judge at the recent History Day competition at Paul Laurence Dunbar Middle School for Innovation and about the Staff Appreciation Banquet.

Dr. Gerdes provided comments about his new daughter and indicated that mother, baby, and siblings are doing well. He also apologized publicly to Dr. McKendrick for a remark he made to him during a school board meeting earlier in the school year.

Mr. Webb provided comments about the events and activities in which he participated during the past two weeks.

H-1. Notice of Closed Meeting

Upon MOTION by Dr. Gerdes, SECONDED by Dr. Dolan-Sewell, the school board convened a closed meeting at 6:54 p.m. pursuant to the Code of Virginia 2.2-3711 (A) (1) to discuss employee compensation and employee performance.

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

No Votes: None

Abstentions: None

H-2 Certification of Closed Meeting

Upon MOTION by Mr. White, SECONDED by Mr. Webb, the school board reconvened in open session at 5:18 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION by Mrs. Tweedy, SECONDED by Mr. Billingsly, the school board approved by roll call vote the following Certification of Closed Meeting:

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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, Mr. Billingsly, Dr. Dolan-Sewell, Dr. Gerdes, Mrs. Tweedy, Mr. White

No Votes: None

Abstentions: None

I. Informational Items

Next School Board Meeting: Tuesday, June 15, 2010, 5:30 p.m., Board Room, School Administration Building

Graduation Exercises:

Amelia Pride Center – June 7, 2010 – 7:00 p.m.
Carl Anderson Performance Auditorium
Paul Laurence Dunbar Middle School for Innovation

Heritage High School – June 12, 2010 – 9:30 a.m.
Ralph Spencer Memorial Gymnasium

E. C. Glass High School – June 12, 2010 – 10:00 a.m.
Civic Auditorium

J. Adjournment

The meeting adjourned at 8:20 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.)