

**Lynchburg City School Board  
Regular Meeting  
November 17, 2009**

**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  
Robert W. Jones, Student Representative, Heritage High School  
Sydney E. Bolton, Student Representative Pro Tem, 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  
Leigh F. Farmer, Public Information Officer  
Gloria C. Preston, Director of Student Services  
Douglas L. Wickham, Acting Director of Information Technology  
Billie Kay Wingfield, Director of Personnel  
Wendie L. Sullivan, Recording Secretary/Clerk

**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. Lynchburg City Schools' Comprehensive Plan
- E-2. Legislative Positions: 2009-10
- E-3. October 2009 Staffing Report Follow-up
- F-1. Lynchburg Regional Juvenile Detention Center Educational Program Budget: 2009-10
- F-2. Central Virginia Child Development Clinic Budget: 2009-10
- F-3. Blue Ridge Regional Jail Authority Special Education Program Budget: 2009-10
- F-4. Inappropriate Electronic Transmissions
- 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 6:11 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.

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

**B-1. Finance Report**

The school administration, in accordance with the 2009-10 school operating budget, authorized, approved, and processed the necessary payments through October 31, 2009. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarized the payments made through October 31, 2009, for the operating fund (unaudited).

Total Operating Fund Budget	\$86,692,921.77
Expenditures through 10/31/09	(\$18,757,638.47)
Outstanding Encumbrances	(\$3,150,043.06)
Available Balance per Finance Report	\$64,785,240.24
Percent of Budget Used as of 10/31/09	25.27%
Percent of Budget Used as of 10/31/08	22.24%
As of 10/31/09 – 12 months	33.33%

The operating fund revenue report details the revenue received through October 31, 2009. The expenditure summary report summarizes the payments made through October 31, 2009, for all funds. All reports appeared as attachments to the agenda report.

Rev. Anderson reported that the school board's Finance Committee met on November 12, 2009, and discussed the audit management letter received from the auditors. This letter along with the annual audit report will be presented to the school board at a future meeting.

The city's Department of Internal Audit will be auditing travel, leasing, and professional services for the schools.

The next meeting of the Finance Committee will occur on January 14, 2010,

**C. Consent Agenda**

Upon MOTION by Mr. Webb, SECONDED by Mr. Billingsly, the school board approved the school board meeting minutes of November 2, 2009, and the request for religious exemption.

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

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 17, 2009, EXHIBIT "A," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

**D. Student Representative Comments**

Mr. Robert W. Jones, student representative for Heritage High School, and Miss Sydney E. Bolton, student representative pro tem for E. C. Glass High School, provided information about events and activities occurring at their schools.

**E-1. Lynchburg City Schools' Comprehensive Plan**

The *Standards of Quality* require local school boards to adopt a division-wide comprehensive plan to improve classroom instruction and student achievement. The proposed *Lynchburg City Schools' Comprehensive Plan 2009-11* includes goals and strategies organized around the school board's *Vision for Education*, adopted August 7, 2000. At this time, the school administration requests that the school board approve the evaluation of the LCS Comprehensive Plan 2008-2009 Goals and Strategies by Vision Focus Areas.

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Rev. Anderson, the school board approved the evaluation of the LCS Comprehensive Plan for 2008-09 Goals and Strategies by Vision and Focus Areas.

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

No Votes: None

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Abstentions: None

Dr. McKendrick noted that the two-year comprehensive plan will be presented to the school board at its second meeting in December. The document will then be open for public comment and then considered for approval at the first meeting in January.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 17, 2009, EXHIBIT "B," FOR A COPY OF THE LYNCHBURG CITY SCHOOLS' COMPREHENSIVE PLAN EVALUATION FOR 2008-09.)

**E-2. Legislative Positions: 2009-10**

During the school board retreat, members of the school board reviewed the adopted legislative positions for 2008-09 and proposed changes to those positions. The school board again reviewed those changes at its school board meeting on November 3, 2009. The school administration now requests that the school board approve its legislative positions for 2009-10. The school administration will then disseminate those positions to members of the Virginia General Assembly and to the governor.

Upon MOTION by Mr. Webb, SECONDED by Dr. Dolan-Sewell, the school board approved the Compensation and Employee Relations and Instruction portion of the legislative positions for 2009-10.

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

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Mr. Webb, the school board approved the Funding portion of the legislative positions for 2009-10.

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

No Votes: Dr. Gerdes

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 17, 2009, EXHIBIT "C," FOR A COPY OF THE LEGISLATIVE POSITIONS FOR 2009-10.)

**E-3. October 2009 Staffing Report Follow-up**

During the school board meeting on October 20, 2009, the school administration presented a profile of certificated employees for the 2009-10 school year. The school board then requested demographic information for the entire school division. The school administration provided that information during this presentation.

It was noted that the school administration plans to develop relationships with historically black colleges so that the administration can approach those schools of education and help them understand that a true effort is being made to their recruit students. This will be a major focus for next year.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 17, 2009, EXHIBIT "D," FOR A COPY OF THE SUPPORTING DOCUMENTS.)

**F-1. Lynchburg Regional Juvenile Detention Center Educational Program Budget: 2009-10**

The Virginia Department of Education has approved the 2009-10 funding for the Lynchburg Regional Juvenile Detention Center Education Program in the amount of \$658,293. Lynchburg City Schools serves as the fiscal agent for this state-operated program. The detention center currently employs one full-time principal, six full-time teachers (another full-time position is pending school board approval) and one part-time administrative secretary who delivers educational services monthly to approximately 58 students enrolled. The summary below outlines expenditures for 2009–10.

**Budget**

Personnel Salary Compensation	\$ 445,241
Five Percent of Salaries Expanded – Indirect Cost	\$ 22,262
Fringe Benefits and Fixed Charges	\$ 146,740
Substitutes	\$ 2,500
Travel Expenses \$ 7,800	
Instructional Supplies and Equipment	\$ 15,000

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Textbooks	\$ 2,000
Related	\$ 2,500
Technology Replenish	\$ 5,800
Staff Development	\$ 500
Fax/Copier	\$ 3,000
GED Materials	\$ 2,500
Postage	\$ 450
Computer Support	\$ 2,000
<b>Total</b>	<b>\$ 658,293</b>

Upon MOTION by Rev. Anderson, SECONDED by Mr. White, the school board approved the Lynchburg Regional Juvenile Detention Center Program budget in the amount of \$658,293 for the 2009-10 school year.

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

**F-2. Central Virginia Child Development Clinic Budget: 2009-10**

The Virginia Department of Education has approved the 2009-10 funding for the educational assessment component of the Central Virginia Child Development Clinic in the amount of \$103,181. Lynchburg City Schools serves as the fiscal agent for this state-funded program. The clinic employs one teacher, who serves as the educational diagnostician. This state-operated program provides assessment and diagnostic services to families. The summary below outlines expenditures for the 2009-10 school year.

**Budget**

Personnel Salary Compensation	\$ 68,835
Five Percent of Salaries Expended – Indirect Cost	\$ 3,442
Fringe Benefits and Fixed Charges	\$ 23,404
Travel Expenses	\$ 2,000
Instructional Supplies and Equipment	\$ 1,500
Technology Computer	\$ 2,000
Assessments	\$ 2,000
<b>Total</b>	<b>\$ 103,181</b>

Upon MOTION by Rev. Anderson, SECONDED by Mr. White, the school board approved the Central Virginia Child Development Clinic Program budget in the amount of \$103,181 for the 2009-10 school year.

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

**F-3. Blue Ridge Regional Jail Special Education Program Budget: 2009-10**

The Virginia Department of Education has approved the 2009-10 funding for the Special Education Instructional Program provided in the Blue Ridge Regional Jail Authority in the amount of \$182,762. Lynchburg City Schools serves as the fiscal agent for this state-operated program. The state funding provides one regional jail education coordinator and one special education teacher who deliver educational services to students in the Blue Ridge Regional Jail. The summary below outlines planned expenditures for 2009-10.

**Budget**

Personnel Salary Compensation	\$ 131,562
Fringe Benefits and Fixed Charges	\$ 43,200
Travel Expenses	\$ 4,000
Instructional Materials/Equipment	\$ 1,000
Staff Development	\$ 1,500
Professional Service (Occupational Services, Physical Therapy, Socio-cultural(s), Psychological(s))	\$ 300
Other services: Internet, Rental Space, Phone Bill, GED Examiner, and Student Fees	\$ 1,200

Total \$ 182,762

Upon MOTION by Rev. Anderson, SECONDED by Mr. White, the school board approved the Blue Ridge Regional Jail Special Education Program budget in the amount of \$182,762 for the 2009-10 school year.

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

#### **F-4. Inappropriate Electronic Transmissions**

The school administration has been working with the city attorney, the Lynchburg Police Department, and the commonwealth attorney to develop an activity that highlights the harmful effects and the consequences of inappropriate electronic transmissions otherwise known as sexting.

Sexting is the act of electronically sending inappropriate, explicit messages or photos, primarily through the use of cell phones. This practice is occurring more frequently partly because of the increasing number of young people having access to cell phones. However, sending, possessing, and distributing these messages and pictures may have very serious consequences, ranging from embarrassment to legal prosecution.

The school administration has consulted with local law enforcement and court officials in developing an activity that hopefully will protect students from this harmful behavior. Therefore, on December 8, 2009, secondary schools will engage students in age-appropriate instruction to help them understand the harmful effects and the consequences of sexting. Because this is a sensitive matter, the school administration plans to inform parents of this activity beforehand. Also, as has been the school division's practice when engaging in sensitive matters, parents may use the opt-out option for their child(ren). A draft copy of the letter that will be sent to parents appeared as an attachment to the agenda report.

The information that will be shared with students was presented to the school board. This information will also be posted on the school division's web site so that parents can view that information prior to it being presented to students. This will help parents in their decision to opt out or to allow their children to view the information.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF NOVEMBER 17, 2009, EXHIBIT "E," FOR A COPY OF THE LETTER TO PARENTS.)

#### **G. Superintendent's Comments**

The E. C. Glass High School orchestra will perform at the Homestead on November 19, 2009.

Dr. McKendrick thanked Mr. Albert Carter and staff and Paul Laurence Dunbar Middle School for Innovation for hosting the Virginia Middle School State Competition.

Dr. McKendrick announced that more than 30 community members will participate in Educator for a Day, which is part of the school division's celebration of National Education Week. The program will end with a reception at 3:00 p.m. in the Marie Waller Lecture Hall at E. C. Glass High School.

#### **H. Board Comments**

Mrs. Barker reminded school board members attending the VSBA Annual Convention to network with other school board members at the convention in order to learn what their school divisions and community members are discussing regarding the grading scale.

Rev. Anderson asked that the school administration work with the city's administration in the area of health insurance for employees to see if there are options for collaboration.

Dr. Gerdes asked that the school board be provided with a cost analysis for iPhones and accounting software.

Mr. Billingsly thanked Dr. McKendrick and the city manager for their hard work and efforts to accomplish the consolidation of services between the two organizations thus far.

Mr. Webb provided information about the events and activities in which he had participated throughout the school division over the past few weeks. Of note was the installation of officers at Dearington Elementary School for Innovation, a production at Thomas C. Miller Elementary School for Innovation, and an orchestra performance at E. C. Glass High School.

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

Upon MOTION by Mr. White, SECONDED by Mrs. Tweedy, the school board convened a closed meeting at 7:38 p.m. pursuant to the Code of Virginia §2.2-3411 (A) (1) to discuss personnel matters.

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

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

Upon MOTION by Mr. Webb, SECONDED by Mr. Billingsly, the school board reconvened in open session at 8:35 p.m.

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

Upon MOTION by Mr. Billingsly, 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. Billingsly, Dr. Dolan-Sewell, Dr. Gerdes, Ms. Hamlett, Mrs. Tweedy, Mr. White

No Votes: None

Abstentions: None

Upon MOTION by Mrs. Tweedy, SECONDED by Mr. Billingsly, Mrs. Amy Huskin was appointed as the principal at Thomas C. Miller Elementary School for Innovation.

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. Informational Items**

Next School Board Meeting: Tuesday, December 1, 2009, 5:30 p.m., Board Room, School Administration Building

**K. Adjournment**

The meeting adjourned at 8:38 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.)