

**Lynchburg City School Board
Regular Meeting
December 7, 2010**

**BOARD
MEMBERS
PRESENT:**

Mary Ann H. Barker, Chairman
Thomas H. Webb, Vice Chairman
Albert L. Billingsly
Keith R. Anderson
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
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
Wendie L. Sullivan, Recording Secretary/Clerk

**MEDIA
PRESENT:**

Jesse Pounds, *The News & Advance*

**Agenda
Items:**

- A-1. Public Comments
- B-1. Finance Report and Operating Budget Update
- C. Consent Agenda
- D. Student Representative Comments
- E-1. Revised Special Education Annual Plan/Part B Flow-through Application and Section 619 Preschool Grant Applications: 2010-11
- E-2. High School Program of Studies: 2011-12
- E-3. Administrative Regulation 2-42: Community Use of School Facilities: Rules and Conditions
- F-1. Project SEARCH
- F-2. Capital Improvement Plan: Heritage High School
- F-3. Lynchburg Juvenile Detention Center
- F-4. School Board Policy 5-18: Reduction in Force
- F-5. Administrative Regulation 7-19: Procedures for Student Suspensions and Expulsions
- F-6. Schools-City Consolidation 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 5:34 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*.

Upon MOTION by Mr. White, SECONDED by Rev. Anderson, the school board removed item F-4. School Board Policy 5-18: Reduction in Force, and added item I-1. Notice of Closed Meeting, and item I-2. Certification Closed meeting to its school board meeting agenda.

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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

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. Finance Report and Operating Budget Update

During this presentation the school administration presented the school division's monthly financial report to the school board. The report provided current data relative to the expenditures and revenue. The presentation also provided the school board with an update of the school division's 2010-11 budget. The budget presentation included adjustments made to the budget, based on needs as cited by the finance department staff as they prepared for and during the school division's annual audit.

Dr. Roger L. Roberts, formerly the school division's deputy superintendent, and Ms. Kimberly D. Lukanich, the department's accounting supervisor, made the presentation.

The school administration reviewed the approved budget for 2010-11 and then met with the Department of Finance staff to receive suggestions and comments about the structure of the department and the duties of staff. Some job descriptions were changed to improve efficiency. Each departmental budget was reviewed line by line, and staff met with the administration in the city's finance department to ensure that the school division's budget was current and to help with the completion of the annual audit.

As part of the changes instituted by the Department of Finance, schools and departments will begin receiving monthly expenditure reports so that budgets can be monitored more closely. Title VI funds have been reclassified to Fund V in response to suggestions and recommendations from the recent audit. The School Nutrition program will begin paying for utilities used as that program is self supporting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 7, 2010, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

C. Consent Agenda

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Rev. Anderson, the school board approved school board meeting minutes for October 19, 2010 (Regular Meeting); November 2, 2010 (Work Session); November 2, 2010 (Regular Meeting); and November 16, 2010 (Regular Meeting).

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 DECEMBER 7, 2010, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

D. Student Representative Comments

Miss Natasha N. Chowdry, student representative from Heritage High School, shared comments about the events and activities occurring at her school.

E-1. Revised Special Education Annual Plan/Part B Flow-through Application and Section 619 Preschool Grant Applications: 2010-11

The Annual Special Education 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. In February 2010, the Virginia Department of Education advised school divisions to anticipate level funding for the Flow Through and 619 Preschool Grants.

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On May 18, 2010, the Lynchburg City Schools submitted the Special Education Annual Plan Part B Flow-through Application to the Virginia Department of Education. Lynchburg City Schools received notification that the plan as submitted was approved and \$2,155,042.00 in federal funds were awarded. This award is \$11,341.00 below the anticipated grant award.

Lynchburg City Schools also received notification that the Section 619 Preschool Funds for the 2010-11 was approved and \$62,147.00 in funds were awarded. This award is \$6.00 below the anticipated grant award.

The Virginia Department of Education requires the Lynchburg City Schools to submit a revised budget. Therefore, the proposed grant budget reflects revisions to the Part B Flow-through and Section 619 Preschool Grant.

Upon MOTION by Mr. Billingsly, SECONDED by Mr. Webb, the school board approved the Revised Special Education Annual Plan/Part B Flow-Through Application and Section 619 Preschool Grant Applications for 2010-11.

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 DECEMBER 7, 2010, EXHIBIT "C," FOR A COPY OF THE SUPPORTING DOCUMENTS.)

E-2. High School Program of Studies: 2011-12

The school administration makes recommendations each year to the *High School Program of Studies* to reflect changes at the federal, state, or local levels. One group of major changes for 2011-12 was originally scheduled to become effective for first-time ninth grade students in 2010-11, but the Virginia Department of Education and the Board of Education delayed these changes due to the economic impact the changes would have on localities (State Superintendent's Memo 112-10). Currently, members of the department of curriculum and instruction as well as the guidance and administrative staffs at the two high schools are planning for the changes to take effect with first-time ninth grade students in 2011-12. These changes include the following:

1. Two new diploma options (the Standard Technical and Advanced Technical diplomas)
2. An increase in Advanced Diploma requirements from 24 to 26 credits
3. A graduation requirement for students to earn a credit in economics and personal finance for all diplomas except the Modified Standard Diploma
4. The requirement for all students, beginning in middle school, to have an Academic and Career Plan;

Budgetary restraints could cause further delay in the implementation of these changes. However, because of the need to begin scheduling upper class students, it is necessary to complete the *2011-12 High School Program of Studies* prior to any budget decisions at the state or local level.

There are a number of proposed modifications related to state and local initiatives. These changes include the following:

1. Dual Enrollment Courses: On May 4, 2010, the Lynchburg City School Board approved a change in the way tuition and fees are to be handled for the 2010-11 school year and beyond. The change shifts some of the costs of dual enrollment courses to participating students and their families. A statement regarding this change in dual enrollment tuition and fees will be added.
2. Advanced Math Courses: Name changes are recommended for two advanced math courses. The content and course outlines of the courses will not change. The name changes will more accurately reflect the content currently taught. Advanced Algebra 2/Geometry will change to Advanced Algebra 2.
3. Science Prerequisites: Math prerequisites are recommended for the following science courses:
 - a. Advanced Chemistry: Algebra 1 is required and Algebra 2 are required.
 - b. Chemistry: Algebra 1 is required
 - c. Advanced Physics: Algebra 2, Geometry, and Trigonometry with Functions are required.
4. Additional Science Course: An additional science course, Biology II: Ecology, is recommended. This course will provide more options for students to continue the study of science through twelfth grade.
5. Advanced Studies Diploma with Lynchburg Honors Seal—Science Requirement: Clarification will be provided regarding which science courses meet the requirement for this diploma. It is recommended that both Biology II courses— Anatomy and Physiology, and Ecology—be added to the list of choices for science credits.

6. Study Hall: With the change to a 7-period day, some students are enrolled in Study Hall. This course needs to be listed for scheduling purposes only. No credits are awarded for this course.
7. Advanced Placement Music Theory: Music teachers and students have expressed an interest in this course. Many students who continue the study of music beyond high school have reported that the study of music theory would have better prepared them.
8. Fine Art or Career Technical Education Requirement: A note will be added to clarify that a student who has successfully completed a full credit of one of the courses listed under Computer Science has met the requirement for a credit for fine art or career technical education.
9. Economics and Personal Finance: These courses, related to the state requirements in economics and personal finance, were included in the *2010-11 High School Program of Studies* and will be included in the 2011-12 edition.
10. Minor editorial changes and clarification

Upon MOTION by Mr. Webb, SECONDED by Ms. Waller, the school board approved the High School Program of Studies 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

E-3. Administrative Regulation 2-42: Community Use of School Facilities: Rules and Conditions

The school administration reviewed the Lynchburg City School Board's administrative regulation regarding the use of school facilities by the community and other organizations and presented revisions, which includes a new fee schedule, to the school board on October 5, 2010. Following that presentation, the city attorney reviewed the regulation and made further revisions. The newly revised regulation appeared as an attachment to the agenda report.

The school board asked that item H-4. be changed to reflect that no food or drink would be allowed on the synthetic turf fields or track.

This item will be considered for action at the school board meeting on December 21, 2010.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 7, 2010, EXHIBIT "D," FOR A COPY OF ADMINISTRATIVE REGULATION 2-42: COMMUNITY USE OF SCHOOL FACILITIES: RULES AND CONDITIONS.)

F-1. Project SEARCH

During the 2009-10 school year, the Virginia Department of Education, in collaboration with the Virginia Commonwealth University Health System, Richmond Public Schools, the Department of Rehabilitation Services, and the Virginia Commonwealth University Rehabilitation Research and Training Center, celebrated the successful implementation of Project SEARCH in the Richmond metropolitan area.

Project SEARCH is a one-year high school transition program that provides skills training and work experience for young adults with significant disabilities, ages 18 to 22. Originally conceived to solve hospital staff challenges and to increase employment opportunities for qualified persons with disabilities, this program uses a business model that provides one point of entry for youth with disabilities, streamlines resources for schools and community organizations, and becomes a win-win situation for all involved. The cornerstone of Project SEARCH is total immersion in the employer agency, with a typical day involving onsite classroom instruction in employability and independent living skills, participation at a worksite rotation, lunch with co-workers, and feedback from the instructor.

Project SEARCH provides employment and education opportunities for individuals with significant disabilities. The program is dedicated to workforce development that benefits the individual, community, and workplace. This is critical for students with significant disabilities for their future employment opportunities. National statistics indicate that a low percentage of these students participate in integrated employment settings. More opportunities are needed for individuals with significant disabilities in the areas of employment and community living. The ultimate goal upon program completion is competitive employment in the community utilizing the skills learned on the internships and throughout the program.

Project SEARCH was launched in the private sector in 1996 and currently has over 140 sites in 42 states with both private and public employers as well as the United Kingdom and Australia.

Special education teachers at Heritage High School and E. C. Glass High School, in collaboration with the Department of Vocational Rehabilitation, are interested in implementing Project SEARCH. The local planning

team believes Project SEARCH will lead to an increase in placements of our students with moderate to severe disabilities in competitive work environments.

Role of Project SEARCH team members.

- Local employers will be recruited to provide the classroom, business liaisons, and internship sites.
- Lynchburg City Schools will recruit students and provide an onsite classroom teacher.
- Virginia DRS will provide individualized employment supports.
- The local Project SEARCH advisory team will provide oversight and coordination to build an infrastructure and job coach assistance during the first year of implementation.

Special education teachers, Amy Page from Heritage High School and Patricia Thompson from E. C. Glass High School, as well as Nancy Robinson from the Department of Vocational Rehabilitation and Jake Callahan from the Special Education Advisory Committee, presented an overview of Project SEARCH. They will provide the school board with an update of outcomes in spring 2011.

F-2. Capital Improvement Plan: Heritage High School

The city's 2010-2011 capital improvement program (CIP) for 2010 included \$500,000 for repairs to leaking roofs at Heritage High School as well as another \$500,000 to replace the gymnasium floor and bleachers. Mr. Steven L. Gatzke, director of facilities and transportation, and Mr. Mark Smith of Craddock-Cunningham Architectural Partners offered insight into the planning, challenges, approaches and costs of these repairs to date.

The school administration has received bids for the field house bleachers and awarded a contract to J. H. Pence in the amount of \$128,000. The removal of existing bleachers is schedule for April 2011, and the installation of the new bleachers will be completed by May 13, 2011.

The original gymnasium floor contains mercury at levels high enough to be classified as hazardous material. Removal of the floor must be completed by a hazmat abatement company. Removal of the old floor and installation of the new floor will need to be handled as two separate projects. Request for Proposals has been advertised for floor removal, and the RFP for new floor installation will be issued soon. Removal of the existing floor is schedule to begin May 31, 2011, and it will take approximately 20 calendar days. Installation of the new floor is scheduled to begin June 27, 2011, and must be completed by August 12, 2011. The cost of the new floor is estimated to be \$170,000; however, the cost for removal of the old floor is not yet known.

The roof as Heritage High School has leaked since the school was built. Numerous efforts have been attempted to stop the leaks, but they persist. The school administration contracted with Craddock-Cunningham Architectural Partners this year so that a study could be conducted regarding the source of the leaks and to receive recommendations for possible remedies. The study shows that most of leaks leak occur in curtain wall areas. The curtain walls were designed to be resistant but not water proof. Any water getting into the system should have drained harmlessly to the exterior of the building; however, faulty construction of the curtain walls has caused the water to enter the system and drain into the interior of the building. The solutions that were examined should last for 8-10 years. One is a panel system that treats the entire wall including the windows. The second system is a duo-guard, EIFS system where Dryvit is applied to the walls. It is moderately priced and provides some insulation. The third system uses a spray that is applied to the walls. It is the least expensive, but it has no insulation value and will not fix the windows.

The school administration will provide additional information to the school board regarding energy efficiency for each of the systems as well as cost for each system. The assessment completed by Craddock-Cunningham will be provided to the Heritage High School Steering Committee for its review and information.

F-3. Lynchburg Juvenile Detention Center

The Virginia Department of Education (VDOE) recently informed the school division that the VDOE had approved the school division's budget proposal for the employment of a part-time Title I teacher for the Lynchburg Juvenile Detention Center. The VDOE's letter noted that the department was able to fund the position because it had received funds from the Division of State Operated Programs (SOP), a division within the VDOE. SOP acquired the funds for the position through a Title I, Part D, Neglected, Delinquent, or At-Risk grant and therefore authorized the position for fiscal year 2010-11. The staff position will follow the same contract year as other teaching positions at the facility.

The budget for the position includes the following:

Salary	\$18,749.95
Benefits	\$ 1,434.47
Travel:	\$ 1,000.00
Materials	\$ 1,400.00

These funds will need to be expended or obligated before September 30, 2012.

Please note that the school division acts as the fiscal agent for the Lynchburg Juvenile Detention Center.

F-4. Administrative Regulation 7-19: Procedures for Student Suspension and Expulsions

As part of the review of the Lynchburg City School Board Policies and Administrative Regulations, the school administration has found several policies that it wants to add and/or revise in accordance with the Code of Virginia and the Virginia Board of Education regulations.

Administrative Regulation 7-19: Procedures for Student Suspensions and Expulsions has been revised to provide clearer guidelines for due process rights prior to suspension and defines the grounds for an appeal following a suspension.

The school board asked that Section “B” be clarified to reflect current practice. New language should read as follows: The Student Discipline Committee of the school board shall be comprised of three school board members with each member servicing on a rotating schedule.

This item will be considered for action at the next school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 7, 2010, EXHIBIT “E,” FOR A COPY OF ADMINISTRATIVE REGULATION 7-19: PROCEDURES FOR STUDENT SUSPENSIONS AND EXPULSIONS.)

F-5. Schools-City Consolidation Report

As part of the schools-city consolidation efforts, the four departments – IT, finance, personnel, and public information – were scheduled to present reports to the Consolidation Committee on December 6, 2010, that depict possibilities for the departments to consolidate services. These reports took a couple of forms, from memos to organization charts to comparisons of departments in the two organizations. In a couple of cases the department heads submitted individual reports; one department submitted one report.

Each of these department heads attended the committee’s meeting at city hall to discuss their reports with the committee. The school board representative for this meeting is Dr. Regina T. Dolan-Sewell. The school administration wanted to provide school board members with opportunities to ask questions about the reports, the discussions held on December 6, and any other point related to this issue.

The consolidation committee, which has met three times since September, decided that the Department of Finance, departments for communication and marketing, human resources, and benefits would provide the best opportunities for meeting goals of increased savings and efficiencies. Dr. Dolan-Sewell presented information to the school board along with a recommendation presented by city staff which resulted from the December 6 meeting. That presentation included restructuring of the schools’ finance department so that eight of its current employees would be placed under city supervision. The school division would retain a budget manager, print production specialist, and custodian under its current finance department. With the proposal brought forth many questions with regards to supervision of the schools’ staff and which organization would assume responsibility for compensating staff.

At this time, the school board has an interest in receiving additional information about the proposal that includes financial efficiencies to be realized from the reorganization of the finance department.

G. Superintendent’s Comments

School Board Policy 5-18: Reduction in Force continues to be reviewed by legal counsel. The policy will be presented to the school board once the review is complete.

Dr. McKendrick stated that the school administration had met the deadline for sending information to the Office of Civil Rights regarding the compliance review. Information about that review will be provided to the school board once it has been received.

The school board will conduct a public budget forum on December 14, 2010, at 6:00 p.m. in the cafeteria at Linkhorne Middle School.

The city has scheduled three additional meetings to discuss Heritage High School. Those meetings will occur on December 8, 2010, at Paul Laurence Dunbar Middle School for Innovation; December 9, 2010, at Linkhorne Middle School; and December 15, 2010, at Sandusky Middle School.

Two instructional specialists for the school division, Dr. Patty West and Mrs. Anne Berry, who are concerned about the length of winter break and student learning loss have developed instructional packet for student in grades 3-5 to take home. They are to be commended for their efforts.

H. Board Comments

Mrs. Barker stated that the Lynchburg City Schools has been asked to host the Virginia School Boards Association Southern Regional Forum in March. Mr. Ellery Sedgwick, who is president of the committee scheduling the event, has called to see if anyone on the school board is interested in being on the committee. School board members should contact Mr. Sedgwick if they are interested.

Rev. Anderson announced that the next Finance Committee meeting will occur on December 9, 2010, at 12 noon in Room 206 at the School Administration Building.

Mr. Billingsly announced that he had participated in the American Education Week educator for a day event at Sandusky Elementary School. He also announced that he was encouraged to see so many community members at the first meeting regarding Heritage High School, and he thanked everyone for their input.

Dr. Dolan-Sewell stated that she was also able to participate in the educator for a day event at Sandusky Middle School and was quite impressed with the use of the SmartBoard during class. She also met with Ms. Tammy Mason, instructional technology specialist, to develop a lesson plan regarding algebra using the new iPods.

Mr. McHenry announced that the next meeting regarding the Superintendent's Evaluation Instrument will occur on December 16, 2010, at 12 noon at the School Administration Building.

Ms. Waller provided information about the LAUREL School Board meeting. The board has been discussing the calendar for the LAUREL Regional Program. She also provided information about the Virginia School Boards Association Annual Convention and information she learned about the improvement implemented in the Richmond City Public Schools since 2003, which was part of one of the workshops she attended while at the convention.

Mr. Webb provided information about the events and activities in which he has participated since the last school board meeting.

I-1. Notice of Closed Meeting

Upon MOTION by Mr. Webb, SECONDED by Rev. Anderson, the school board convened in closed meeting at 8:28 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss specific personnel matters.

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 Ms. Waller, the school board reconvened in open session at 9:20 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 Mr. Webb, 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

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J. Informational Items

Next School Board Meeting: Tuesday, December 21, 2010, 5:30 p.m., Board Room, School Administration Building

K. Adjournment

The meeting adjourned at 9:22 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.)