

**Lynchburg City School Board  
Regular Meeting  
December 21, 2010**

**BOARD  
MEMBERS  
PRESENT:**

Mary Ann H. Barker, 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:**

Thomas H. Webb, Vice Chairman

**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  
Leigh F. Farmer, Public Information Officer  
Steven L. Gatzke, Director of Facilities and Transportation  
Michael K. Rudder, Director of Elementary Education  
Gregory P. Sullivan, Director of Information Technology  
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. Consent Agenda
- C. Student Representative Comments
- D-1. School Operating Budget Adjustments: 2010-11
- D-2. School Operating Budget: 2011-12
- D-3. Administrative Regulation 2-42: Community Use of School Facilities: Rules and Conditions
- D-4. Administrative Regulation 7-19: Procedures for Student Suspensions and Expulsions
- E-1. Civil War Trails Marker
- E-2. Juvenile Detention Center Educational Program Budget: 2010-11
- E-3. Central Virginia Child Development Clinic Budget: 2010-11
- E-4. Lynchburg Juvenile Detention Center Educational Program Budget: 2010-11 Title I Teacher (Part-time)
- F. Superintendent's Comments
- G. Board Comments
- H. Informational Items
- I. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:33 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.

Individuals who spoke before the school board are as follows:

Margaret Clark – Good News Club – Use of school facilities rent free  
Tracy King – Non-profit organization use of school facilities rent free  
Stephanie Mickland – Girl Scouts of America – Use of school facilities rent free

David Corry – Use of school facilities rent free

**B. Consent Agenda**

Upon MOTION by Mr. Billingsly, SECONDED by Rev. Anderson, the school board approved the personnel report for the period November 16 – December 21, 2010.

Yes Votes: Mrs. Barker, 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 21, 2010, EXHIBIT "A," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

**C. Student Representative Comments**

Miss Natasha N. Chowdry, student representative from Heritage High School, and Mr. R. Addison Spinner, student representative from E. C. Glass High School, shared comments about the events and activities occurring at their schools.

**D-1. School Operating Budget Adjustments: 2010-11**

During the Lynchburg City School Board's December 7, 2010, meeting, the school administration presented an update to the school division's 2010-11 general operating budget. That report provided current information relative to revenue and expenditures. The report also included adjustments that the school administration made to the budget, based on needs as cited by finance department staff as they prepared for and during the school division's annual budget. Because of those adjustments, the general operating budget that the school administration presented last spring is quite different, especially relative to classification changes that were made in the school division's federal grant funds. Thus the school administration brings this amended 2010-11 general operating budget back to the school board for its approval.

Upon MOTION by Rev. Anderson, SECONDED by Mrs. Tweedy, the school board approved amendments to the school operating budget for 2010-11.

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

No Votes: None

Abstentions: None

**D-2. School Operating Budget 2011-12**

In previous years, the Virginia Department of Education (VDOE) would have contacted the Commonwealth's school divisions regarding funding for their 2011-12 general operating budgets as reflected in the governor's proposed budget. Typically, school divisions would have received that information during the third week of December. This year, however, school divisions have not received any information regarding their budgets, for at this point the governor has not released his proposed budget. Earlier this fall, however, the governor did inform the VDOE that it should plan for possible decreases of two percent, three percent or six percent in the department's 2011-12 funding.

The school division may not receive information regarding its 2011-12 budget until, at the earliest, January 7, 2011. On that date, the VDOE and the Virginia Association of School Superintendents (VASS) will hold a budget workshop in Richmond for superintendents.

Even so, during the presentation of this agenda item, the school administration presented to the school board budget requests and/or initiatives which may have budgetary implications for the 2011-12 academic year.

The governor has recommended the following for the 2011-12 budget:

- Eliminating hold harmless local composite index for 2012  
This amounts to \$57.6 million which will be used for a pay for performance pilot program and the Virginia Retirement System
- Possible mandatory employee pays five percent of VRS contributions
- Possible mandatory three percent compensation of employees for which local funds to be used

The school division has identified the following areas as budget requests, needs, and issues:

- Employee Compensation, Benefits, including Insurance, VRS  
This will be affected by possible consolidation of benefits with the city
- Possible Reductions Recommended by Governor
  - Two percent = \$1.5 million
  - Three percent = \$2.25 million
  - Six percent - \$4.5 million
- Staffing Needs
  - Special Education Reading
  - Testing Data Records Clerk
  - English Language Learner Teacher
  - Per Schools' Requests
- Loss of Stimulus Funds and Staff Compensated Through that Funding
- Energy Costs
- Textbook Adoptions
  - 2010-11 Adoptions
  - 2011-12 Adoptions
- Funding to Schools  
This includes capital funds for school use, funds for libraries, supplies, and capital projects
- Technology and Audio-Visual Repairs and Maintenance

The school administration will continue to monitor the budget discussions occurring in Richmond.

### **D-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 appears as an attachment to this agenda report.

On December 7, 2010, the school board was presented with the city attorney's revisions to the administrative regulation. During the presentation, it was requested that item H. 4. be revised to state that no food or drink be allowed on synthetic turf field or track. Mr. Witt provided additional information about this item indicating that this section was quoted from the owner's manual for the turf field. This was taken from the owner's manual for turf fields and is directed to the participants of the sports teams.

Discussion by the school board included provided a 90-minute grace period after school for non-profit organizations to use facilities rent free. The school board requested that the school administration provide examples of organizations at the secondary level that would use facilities rent free. The school board will continue to discuss this item at its next school board meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 21, 2010, EXHIBIT "B," FOR A COPY OF ADMINISTRATIVE REGULATION 2-42: COMMUNITY USE OF SCHOOL FACILITIES: RULES AND CONDITIONS.)

### **D-4. Administrative Regulation 7-19: Procedures for Student Suspensions 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.

During the meeting on December 7, 2010, the school board discussed changing section "B" to reflect current practice of each school board member serving on the Student Discipline Committee on a rotating schedule. That revision has been included in the administrative regulation.

Upon MOTION by Mr. McHenry, SECONDED by Rev. Anderson, the school board approved revisions to Administrative Regulation 7-19: Procedures for Student Suspensions and Expulsions.

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

No Votes: None

Abstentions: None

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(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF DECEMBER 21, 2010, EXHIBIT "C," FOR A COPY OF ADMINISTRATIVE REGULATION 7-19: PROCEDURES FOR STUDENT SUSPENSIONS AND EXULSION.)

**E-1. Civil War Trails Marker**

Dr. Clifton W. Potter, Jr., representing the Taylor-Wilson Camp #10 Sons of the Union Veterans of the Civil War, is requesting the approval of the Lynchburg City School Board for the placement of a Civil War Trails historical marker on the campus of E. C. Glass High School. According to Dr. Potter, more than 200 Union soldiers died in our hospitals and were buried in the City Cemetery. Most of these men were later moved to the Poplar Grove Cemetery in Petersburg shortly after the end of the war. However, Dr. Potter notes that more than 90 Union soldiers were buried in unmarked graves close to the areas of the major engagements during the Battle of Lynchburg in 1864. Most families never knew of the final resting places. Since the Prisoner of War Camp for Union soldiers was located at what is now E. C. Glass High School, his organization as well as the Virginia Commandary of the Loyal Legion of the United States would like to recognize the sacrifices of these soldiers and therefore is seeking school board approval for the placement of the marker on the school's campus.

The organizations only ask for the school board's support. There are no financial obligations. He reports that he has received support from city council as well as from two local Civil War heritage groups: The United Daughters of the Confederacy and the Sons of Confederate Veterans.

Dr. Potter will be present during the school board meeting on January 25, 2011, to answer questions and provide additional information about this project.

**E-2. Lynchburg Juvenile Detention Center Educational Program Budget: 2010-11**

The Virginia Department of Education recently approved funding for the Lynchburg Regional Juvenile Detention Center Education program in the amount of \$726,034. Lynchburg City Schools serves as the program's fiscal agent, and therefore employs eight teachers plus one part-time administrative secretary, all of whom deliver educational services to approximately 25 students enrolled in the Lynchburg Juvenile Detention Center.

The program's 2010-11 budget is below:

Personnel Salary Compensation	\$ 493,247
5% of Salaries Expanded – Indirect Cost	\$ 24,662
Fringe Benefits and Fixed Charges	\$ 161,775
Substitutes	\$ 2,500
Travel Expenses	\$ 4,700
Instructional Supplies and Equipment	\$ 15,000
Tuition Reimbursement	\$ 1,600
Text	\$ 0
Music Materials	\$ 5,000
Server & Support	\$ 3,600
Related	\$ 2,500
Technology Replenish	\$ 3,400
Staff Development & New Teacher Institute	\$ 2,050
Fax/Copier	\$ 3,000
PD Materials-OSHA Certification	\$ 500
Postage	\$ 500
Computer Support	\$ 2,000
Total	\$ 726,034

Upon MOTION by Mr. White, SECONDED by Rev. Anderson, the school board approve the Lynchburg Regional Juvenile Detention Center program budget in the amount of \$726,034 for the 2010-11 school year.

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

No Votes: None

Abstentions: None

**E-3. Central Virginia Child Development Clinic Budget: 2010-11**

The Virginia Department of Education has approved funding for the educational assessment component of the Central Virginia Child Development Clinic in the amount of \$98,881. Lynchburg City Schools serves as the fiscal agent for this program. Lynchburg City Schools employs one teacher who serves as the educational diagnostician. The program provides assessment and diagnostic services to local families.

The 2010-11 budget for the program is below.

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Personnel Salary Compensation	\$	68,835
5% of Salaries Expended – Indirect Cost	\$	3,442
Fringe Benefits and Fixed Charges	\$	23,404
Travel Expenses	\$	1,000
Instructional Supplies and Equipment	\$	1,000
Technology Computer	\$	700
Assessments	\$	500
Total	\$	98,881

Upon MOTION by Rev. Anderson, SECONDED by Ms. Waller, the school board approved the Central Virginia Child Development Clinic program budget in the amount of \$98,881 for the 2010-11 school year.

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

No Votes: None

Abstentions: None

**E-4. Lynchburg Juvenile Detention Center Educational Program Budget: 2010-11 Title I Teacher (Part-time)**

The Virginia Department of Education Recently approved funding for the Lynchburg Juvenile Detention Center title I teacher in the amount of \$20,184.42. Lynchburg City Schools serves as the fiscal agent for this program. Lynchburg City Schools employs one part-time (20-hours per week) teacher who serves as the program's Title I teacher. This position provides assessments and delivers educational services to approximately 25 students enrolled in the Lynchburg Juvenile Detention Center.

The program's 2010-11 budget is below:

Personnel Salary Compensation	\$	18,749.95
Fringe Benefits and Fixed Charges	\$	1,434.47
Total	\$	20,184.42

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Rev. Anderson, the school board approved the Juvenile Detention Center program budget for a part-time Title I teacher in the amount of \$20,184.42 for the 2010 school year.

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

No Votes: None

Abstentions: None

**F. Superintendent's Comments**

Dr. McKendrick announced that Mr. Spinner had been accepted to Washington and Lee University and received a series of grant scholarships which will provide him with most of the financial assistance he will need through his four years of college.

Ms. Janice Suddith, Ms. Page Burke, and Ms. Erika Wray, in-district instructors for the Skillful Teacher program were tested for certification, and all three instructors passed the test. All three instructors are to be commended for this achievement.

Dr. McKendrick congratulated ninth grades students enrolled in the PETAL block math courses. All students passed the Algebra I SOL test.

The school administration has advertised Requests for Proposals for specialized consulting services to assist with possible adjustments to attendance zones and has received 11 responses. Those responses have been narrowed down to three companies, and representatives from those companies will be invited to present their options. A recommendation will be presented to the school board in February.

**G. Board Comments**

Rev. Anderson stated that he appreciates the work that Ms. Lukanich and the staff in the Department of Finance have done.

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Mrs. Barker asked school board members to provide their thoughts regarding recent discussion by city council involving the school division's audit. The school board, through consensus, decided to draft a formal response to city council that would convey the position and opinion of the school board.

Ms. Waller stated that teachers at the LAUREL Regional School will be compensated for the extra days they will work in January. The LAUREL Regional School Board found it necessary to adopt an alternate calendar from the Lynchburg City Schools due to the fragile nature of the students who attend that school. Those teachers return to work on January 3, 2011.

Mr. Billingsly applauded the efforts of the Department of Finance and thanked Dr. Dolan-Sewell for her presentation regarding the consolidation committee's recommendations. He also thanked school board and community members for their participation in the recent meetings regarding Heritage High School.

Dr. Dolan-Sewell presented a demonstration of the packets to be sent home with students in grade 3-5 which will provided instructional activities during the winter break.

**H. Informational Items**

Next School Board Meeting: Tuesday, January 25, 2011, 5:30 p.m., Board Room, School Administration Building

**I. Adjournment**

The meeting adjourned at 8:12 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.)