



Lynchburg City Schools • 915 Court Street • Lynchburg, Virginia 24504

**Lynchburg City School Board**

Keith R. Anderson  
School Board District 2

Mary Ann H. Barker  
School Board District 1

Albert L. Billingsly  
School Board District 3

Regina T. Dolan-Sewell  
School Board District 1

Troy L. McHenry  
School Board District 3

Jennifer R. Poore  
School Board District 2

Treney L. Tweedy  
School Board District 3

J. Marie Waller  
School Board District 2

Charles B. White  
School Board District 1

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**School Administration**

William A. Coleman, Jr.  
Acting Superintendent

Edward R. Witt, Jr.  
Assistant Superintendent of  
Operations and Administration

Anthony E. Beckles, Sr.  
Chief Financial Officer

Wendie L. Sullivan  
Clerk

**SCHOOL BOARD MEETING**  
**July 12, 2011 5:00 p.m.**  
**School Administration Building**  
**Board Room**

**A. SCHOOL BOARD REORGANIZATION**

1. Election of Chairman of the School Board: 2011-12  
William A. Coleman, Jr. . . . . Page 1  
Discussion/Action
2. Election of the Vice Chairman of the School  
Board: 2011-12  
William A. Coleman, Jr. . . . . Page 2  
Discussion/Action
3. Appointment of the Clerk and Deputy Clerk: 2011-12  
William A. Coleman, Jr. . . . . Page 3  
Discussion/Action
4. Appointment of the Agent and Deputy Agent: 2011-12  
William A. Coleman, Jr. . . . . Page 4  
Discussion/Action
5. Meeting Time, Dates, and Location for School Board  
Meetings  
William A. Coleman, Jr. . . . . Page 7  
Discussion/Action

**B. PUBLIC COMMENTS**

1. Public Comments  
William A. Coleman, Jr. . . . . Page 8  
Discussion

**C. CONSENT AGENDA**

1. School Board Meeting Minutes: June 21, 2011 (Regular Meeting)  
June 28, 2011 (Special Meeting)

2. Personnel Report  
Billie Kay Wingfield . . . . .Page 9  
Discussion/Action

**D. OLD BUSINESS**

1. Middle School Security Administrative Assistant  
William A. Coleman, Jr. . . . . Page 11  
Discussion/Action
2. Capital Improvement Plan: Heritage High School  
Edward R. Witt, Jr. . . . .Page 14  
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3. Superintendent Search  
School Board Chairman . . . . . Page 15  
Discussion

**E. NEW BUSINESS**

**F. ACTING SUPERINTENDENT’S COMMENTS**

**G. BOARD COMMENTS**

**H. CLOSED MEETING**

1. Notice of Closed Meeting  
William A. Coleman, Jr. . . . . Page 16  
Discussion/Action
2. Certification of Closed Meeting  
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Discussion/Action

**I. INFORMATIONAL ITEMS**

Next School Board Meeting: Tuesday, July 19, 2011, 5:30 p.m.  
Board Room, School Administration Building

**J. ADJOURNMENT**

# Agenda Report

**Date:** 07/12/11

**Agenda Number:** A-1

**Attachments:** No

**From:** William A. Coleman, Jr., Acting Superintendent

**Subject:** Election of the Chairman of the School Board: 2011-12

**Summary/Description:**

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2011-12 school year. The process of reorganization begins with the election of the chairman of the school board for 2011-12.

**Disposition:**  **Action**  
 **Information**  
 **Action at Meeting on:**

**Recommendation:**

The acting superintendent recommends that the school board elect a chairman of the school board for the 2011-12 school year in accordance with Section 22.1-76 of the Code of Virginia.

# Agenda Report

**Date:** 07/12/11

**Agenda Number:** A-2

**Attachments:** No

**From:** William A. Coleman, Jr., Acting Superintendent

**Subject:** Election of the Vice Chairman of the School Board: 2011-12

## **Summary/Description:**

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2011-12 school year. The process of reorganization requires the election of the vice chairman of the school board for 2011-12.

**Disposition:**  **Action**  
 **Information**  
 **Action at Meeting on:**

## **Recommendation:**

The acting superintendent recommends that the school board elect a vice chairman of the school board for the 2011-12 school year in accordance with Section 22.1-76 of the Code of Virginia.

# Agenda Report

**Date:** 07/12/11

**Agenda Number:** A-3

**Attachments:** No

**From:** William A. Coleman, Jr., Acting Superintendent

**Subject:** Appointment of the Clerk and Deputy Clerk: 2011-12

## **Summary/Description:**

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2011-12 school year. The process of reorganization requires that the school board appoint a clerk and may appoint a deputy clerk for terms of one year.

The acting superintendent recommends the following appointments:

### Clerk of the School Board

Wendie L. Sullivan

### Deputy Clerk of the School Board

William A. Coleman, Jr.  
Acting Superintendent

**Disposition:**  **Action**  
 **Information**  
 **Action at Meeting on:**

## **Recommendation:**

The acting superintendent recommends that the school board appoint Ms. Wendie L. Sullivan as the clerk of the school board and the William A. Coleman, Jr. as deputy clerk of the school board for 2011-12.

# Agenda Report

**Date:** 07/12/11

**Agenda Number:** A-4

**Attachments:** Yes

**From:** William A. Coleman, Jr., Acting Superintendent

**Subject:** Appointment of the Agent and Deputy Agent: 2011-12

## **Summary/Description:**

In accordance with Section 22.1-122 (B) of the Code of Virginia, it is necessary that the school board reorganize for the 2011-12 school year. The process of reorganization requires that the school board appoint an agent and may appoint a deputy agent for terms of one year.

The acting superintendent recommends the following appointments:

### Agent for the School Board

Anthony E. Beckles, Sr.

### Deputy Agent for the School Board

Kimberly D. Lukanich

**Disposition:**  **Action**  
 **Information**  
 **Action at Meeting on:**

## **Recommendation:**

The acting superintendent recommends that the school board appoint Anthony E. Beckles, Sr. as the agent and Kimberly D. Lukanich as deputy agent for the school board for 2011-12.

§ 22.1-122. Approval and payment of claims; warrants; prohibited acts.

A. Except as provided in § 22.1-122.1, a school board shall examine all claims against it and, when approved, shall order or authorize the payment thereof. A record of such approval and order or authorization shall be made in the minutes of the school board. Payment of each claim shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody and disbursement of the funds of the school board. The warrant shall be signed by the chairman or vice-chairman of the school board, countersigned by the clerk or deputy clerk thereof, made payable to the person or persons, firm or corporation entitled to receive such payment and recorded in the form and manner prescribed by the Board of Education. There shall be stated on the face of the warrant the purpose or service for which such payment is drawn and the date of the order entered or authority granted by the school board.

B. A school board may, in its discretion by resolution, appoint an agent, and a deputy agent to act for the agent in his absence or inability to perform this duty, to examine and approve such claims and, when approved by him or his deputy, to order or authorize the payment thereof. A record of such approval and order or authorization shall be made and kept with the records of the school board. Payment of each such claim so examined and approved by such agent or his deputy shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody, and disbursement of the funds made available to the school board. The warrant shall be signed by such agent or his deputy and countersigned by the clerk or deputy clerk of the school board, payable to the person or persons, firm or corporation entitled to receive such payments; provided, however, that when the agent appointed by the school board is the division superintendent and the division superintendent and clerk is one and the same person, all such warrants shall be countersigned by the chairman or vice-chairman of the school board and when the deputy agent and deputy clerk is one and the same person, the warrant shall be countersigned by either the clerk or the agent of the school board. There shall be stated on the face of the warrant the purpose or service for which such payment is made and also that such warrant is drawn pursuant to authority delegated to such agent or his deputy by the school board on the . . . . day of . . . . . The school board shall require such agent and his deputy to furnish a corporate surety bond conditioned upon the faithful performance and discharge of the duties herein assigned to each such official. The school board shall fix the amount of such bond or bonds and the premium therefor shall be paid out of the funds made available to the school board.

C. The school board of any school division composed of a county may provide, by resolution, for the drawing of special warrants in payment of compensation, when such compensation has been earned and is due, for (i) all employees and school bus operators under written contract, (ii) upon receipt of certified time sheets or other evidence of service performed, the payment of all other employees whose rates of pay have been established by the school board or its properly delegated agent, and (iii) for payment on contracts for school construction projects according to the terms of such contracts. All such special warrants so authorized shall be signed by the clerk or deputy clerk of the school board and countersigned by the division superintendent or the chairman or vice-chairman of the school board. When the division superintendent and clerk is one and the same person, such special warrants shall be countersigned by such chairman or vice-chairman. Such payrolls and contracts so paid shall be reviewed and approved by the school board at its next regular meeting.

D. Any warrant provided for in this section may be converted into a negotiable check when the name of the bank upon which the funds stated in the warrant are drawn or by which the check is to be paid is designated upon its face and is signed by the treasurer or other officer charged by law with the responsibility for the receipt, custody and disbursement of the funds of the school board.

E. The acts prohibited by § 15.2-1244 with respect to the ordering of the issuance of warrants by a board of supervisors and the signing and countersigning of such warrants by the clerk, deputy clerk, chairman, and vice-chairman of such board shall apply to the ordering of the issuance of warrants by a school board and to the signing and countersigning thereof by the chairman, vice-chairman, clerk, deputy clerk, agent and deputy agent of the school board. Any clerk, deputy clerk, agent, deputy agent or member of any school board who violates any provision of this section shall be guilty of both a Class 3 misdemeanor and malfeasance in office.

(Code 1950, §§ 22-73, 22-75, 22-76, 22-77, 22-78, 22-97; 1954, c. 291; 1959, Ex. Sess., c. 79, § 1; 1968, c. 501; 1971, Ex. Sess., c. 161; 1972, c. 426; 1975, cc. 308, 328; 1978, c. 430; 1980, c. 559; 1989, c. 179.)

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# Agenda Report

**Date:** 07/12/11

**Agenda Number:** A-5

**Attachments:** No

**From:** William A. Coleman, Jr., Acting Superintendent

**Subject:** Dates, Meeting Time, and Location for the School Board Meetings: 2011-12

## **Summary/Description:**

Annually, the school board establishes the meeting dates, time, and location for the regular school board meetings. During the 2010-11 school year, the school board conducted its meetings on the first and third Tuesday of each month, beginning at 5:30 p.m. in the Board Room at the School Administration Building. With school board approval, meetings for 2011-12 will follow the 2010-11 schedule.

**Disposition:**  **Action**  
 **Information**  
 **Action at Meeting on:**

## **Recommendation:**

The acting superintendent recommends that the school board establish the dates, time, and location for the school board meetings for the 2011-12 school year.

# Agenda Report

**Date:** 07/12/11

**Agenda Number:** B-1

**Attachments:** No

**From:** William A. Coleman, Jr., Acting Superintendent

**Subject:** Public Comments

**Summary/Description:**

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.

**Disposition:**  Action  
 Information  
 Action at Meeting on:

**Recommendation:**

The acting superintendent recommends that the school board receive this agenda report as an informational item.

# Agenda Report

**Date:** 07/12/11

**Agenda Number:** C-2

**Attachments:** Yes

**From:** William A. Coleman, Jr., Acting Superintendent  
Billie Kay Wingfield, Director of Personnel

**Subject:** Personnel Report

## **Summary/Description:**

The personnel recommendations for June 21 – July 12, 2011, appear as an attachment to this agenda report.

**Disposition:**  **Action**  
 **Information**  
 **Action at Meeting on:**

## **Recommendation:**

The acting superintendent recommends that the school board approve the personnel recommendations for June 21 – July 12, 2011.

<b>NAME</b>	<b>COLLEGE</b>	<b>DEGREE/ EXPERIENCE</b>	<b>SCHOOL/ ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
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**NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2011-12:**

Beckles, Bernette	Kent State University	M.Ed./27 yrs. (Lv.27 1)	Heritage High Guidance Counselor	08/08/11
Brown, Diane	Brigham Young University	BA./6 yrs. (Lv. 6 3)	Dunbar Middle German	08/15/11
Davis, Angela	Liberty University	M.S./5 yrs. (Lv.5 3)	Linkhorne Elementary Fourth Grade	08/15/11
Gilliam, Elizabeth	Lynchburg College	BS./0 yrs. (Lv.0 3)	Bass Elementary Art	07/01/11
Hickcox, Alys	Lesley University	B.A./28 yrs. (Lv.11 3)	T.C. Miller Pre-Kindergarten	08/15/11
Planiczka, Rebecca	Chatham College	M.A./11 yrs. (Lv.11 3)	Dunbar Middle School History and Social Science	08/15/11
Raitter, Samantha	Lynchburg College	M.S./6 yrs. (Lv.6 3)	Bass Elementary Reading Specialist	07/06/11
Townsend, Alexandra	Liberty University	B.A./0 yrs. (Lv.0 3)	Heritage High Spanish Teacher	08/15/11

**RESIGNATIONS:**

Chandler, Martin	Lynchburg College	M.Ed./11 yrs. (Lv.11 4)	Heritage High Chemistry	06/30/11
Foss, Katie	Liberty University	B.A./4 yrs (Lv.4 3)	E.C. Glass High English	06/30/11

# Agenda Report

**Date:** 07/12/11

**Agenda Number:** D-1

**Attachments:** Yes

**From:** William A. Coleman, Jr., Acting Superintendent

**Subject:** Middle School Security Administrative Assistant

## **Summary/Description:**

In late spring the Lynchburg City Police Department informed the superintendent that in school year 2011-12 the police department would not provide school resource officers for the school division's middle schools. The school administration then proposed to the school board that it approve the addition of a new position, middle school security administrative assistant, with one placed in each middle school.

At an earlier school board meeting, the school administration presented a draft of a job description to the school board. School board members asked that the school administration return with a final draft, one that would include compensation, contract days, and job tasks. School board members also wanted the position to be one that asks that the staffer would not only resolve and be skilled at keeping the campus secure but also be able to be proactive in an effort to deter and/or prevent incidents from occurring.

The school administration presents the attached for school board consideration. The statements in bold represent the additional tasks/responsibilities that the school board had requested.

**Disposition:**  **Action**  
 **Information**  
 **Action at Meeting on:**

## **Recommendation:**

The superintendent recommends that the school board approve the addition of the middle school security administrative assistant positions for each middle school.

**MIDDLE SCHOOL SECURITY ADMINISTRATIVE ASSISTANT**

Performs a variety of duties required to maintain a safe and secure environment in a school, enforces regulations establishing a tobacco-, alcohol-, weapons-, and drug-free school setting, and performs related duties as required or assigned.

**Typical Tasks**

- Patrols halls and school grounds to monitor and address student behavior;
- enforces regulations regarding conduct;
- makes police contacts as necessary;
- arranges transport for students during medical emergencies;
- monitors students to eliminate disturbances and to enforce trespassing regulations;
- as assigned, participates in maintaining discipline at student activities;
- maintains student control, as required, may have responsibility for general administrative/operational tasks;
- may have responsibility for students assigned to an alternative instruction class to include ensuring that students have prearranged assignments or distributing assignments prepared by classroom teachers;
- must conform to all requirements of the Code of Virginia and the Virginia Administrative Code;
- **participates in student activities and may serve as sponsor or coach;**
- **participates on school committees dealing with student conduct and human and community relations;**
- **assists with supervision of extra- or co-curricular activities after normal school hours;**
- **may serve as school-community relations coordinator;**
- **represents the school in court as needed;**
- **serves as a liaison between Lynchburg Police Department and fire safety officials and school administrators;**
- **involves students in establishing a human relations climate which promotes a positive school environment;**
- **works with counselors and administrators to assess and act on causes of students behavior and misbehavior.**

**Supervision Received/Given**

Receives supervision from the principal or his/her designee.

**Education/Experience/Skills**

- Any combination of education and experience equivalent to two years of college education and (may need to) meet the requirements of NCLB as related to instructional support staff. Supplemented by specialized safety or security environment training.

- Can demonstrate knowledge of local, county, and state regulations requiring an alcohol-, drug-, weapons-, and tobacco-free environment; ability to control students and maintain a healthy school environment;
- Sufficient mobility to move about school building and school grounds as required;
- Ability and strength to deter and/or restrain students to prevent injury in cases of unruly behavior;
- Ability to monitor students and maintain appropriate task-oriented behavior;
- Ability to communicate effectively, both orally and in writing;
- Ability to act as liaison between students and teachers; and
- Skill in record keeping.

### **Contract Length**

- 10-month contract, 185 days, 7.5 hours per day
- Work schedule may include after school, evenings, and weekends on an assigned, flexible schedule. Must successfully complete any necessary training and/or recertification training annually. Applicants must be 21 years old at time of appointment.

### **Salary**

- \$22,000 annually

# Agenda Report

**Date:** 07/12/11

**Agenda Number:** D-2

**Attachments:** No

**From:** William A. Coleman, Jr., Acting Superintendent  
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration

**Subject:** Capital Improvement Plan: Heritage High School

## Summary/Description:

During the school board meeting on June 21, 2011, the school administration presented information to the school board that would allow the curtain wall project to be completed in its entirety using funds from the following sources:

- Total needed \$577,980.00
- Current budget balance \$350,000.00
- SMS CIP Paving \$150,000.00
- Fort Hill CIP Paving \$68,432.50
- FY 2011 CIP Paving \$10,000.00
- New budget \$578,432.50

Robertson Construction submitted a bid in the amount of \$577,980.00. The school division received only one bid for this project.

**Disposition:**  **Action**  
 **Information**  
 **Action at Meeting on:**

## Recommendation:

The acting superintendent recommends that the school board enter into a contract with Robertson Construction in the amount of \$577,980.00 for the curtain wall project at Heritage High School.



# Agenda Report

**Date:** 07/12/11

**Agenda Number:** D-3

**Attachments:** No

**From:** School Board Chairman

**Subject:** Superintendent Selection Process

**Summary/Description:**

The school board will continue to discuss the selection of a consulting firm to assist with the process of hiring a new superintendent. The school board will also discuss other means by which the school board might solicit information from the community and from school division stakeholders during that process.

**Disposition:**  Action  
 Information  
 Action at Meeting on:

**Recommendation:**

The school board chairman recommends that the school board receive this agenda report as an informational item.

# Agenda Report

**Date:** 07/12/11

**Agenda Number:** H-1

**Attachments:** No

**From:** William A. Coleman, Jr., Acting Superintendent

**Subject:** Notice of Closed Meeting

**Summary/Description:**

Pursuant to the Code of Virginia §2.2-3711 (A) (1), the school board needs to convene a closed meeting for the purpose of discussing the following specific matters:

Employee Appointment

**Disposition:**  **Action**  
 **Information**  
 **Action at Meeting on:**

**Recommendation:**

The chairman recommends that the school board approve a motion to enter into Closed Meeting in accordance with the Code of Virginia §2.2-3711 (A) (1) to discuss an employee appointment.

# Agenda Report

**Date:** 07/12/11

**Agenda Number:** H-2

**Attachments:** No

**From:** William A. Coleman, Jr., Acting Superintendent

**Subject:** Certification of Closed Meeting

**Summary/Description:**

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.

**Disposition:**  **Action**  
 **Information**  
 **Action at Meeting on:**

**Recommendation:**

The superintendent recommends that the school board approve the Certification of Closed Meeting in accordance with the Code of Virginia §2.2-3712(D).