



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

School Administration

Larry A. Massie
Interim Superintendent

William A. Coleman, Jr.
Assistant Superintendent of
Curriculum and Instruction

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendie L. Sullivan
Clerk

**SCHOOL BOARD MEETING
October 4, 2011 5:30 p.m.
School Administration Building
Board Room**

A. PUBLIC COMMENTS

1. Public Comments
Larry A. Massie.Page 1
Discussion

B. CONSENT

1. School Board Meeting Minutes: August 2, 2011 (Regular Meeting)
2. Religious Exemption
Larry A. Massie.Page 2
Discussion/Action

C. STUDENT REPRESENTATIVE COMMENTS

D. UNFINISHED BUSINESS

1. Superintendent Selection Process: Hazard, Young, Attea
and Associates Leadership Profile
Charles B. White.Page 6
Discussion
2. School Board Retreat: 2011-12
Larry A. Massie.Page 7
Discussion
3. Heritage High School Task Force: Report
Larry A. Massie.Page 8
Discussion

E. NEW BUSINESS

- 1. Partners In Education: Board of Directors for 2011-12
William A. Coleman, Jr. Page 9
Discussion/Action

- 2. Administrative and Supervisory Professional Growth
System Handbook Draft
William A. Coleman, Jr. Page 11
Discussion

- 3. School Operating Budget: Calendar 2011-12
Larry A. Massie.Page 12
Discussion/Action

- 4. 2011 State Budget Surplus Resolution
Larry A. Massie.Page 15
Discussion/Action

F. SUPERINTENDENT’S COMMENTS

G. BOARD COMMENTS

H. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, October 18, 5:30 p.m.
Board Room, School Administration Building

School Board Retreat: October 20 and 21, 2011, Third Floor
Conference Room, Genworth Life and Annuity Insurance
Company, 700 Main Street

I. ADJOURNMENT

Agenda Report

Date: 10/04/11

Agenda Number: A-1

Attachments: No

From: Larry A. Massie, Interim 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 interim superintendent recommends that the school board receive this agenda report as an informational item.

Agenda Report

Date: 10/04/11

Agenda Number: B-2

Attachments: Yes

From: Larry A. Massie, Interim Superintendent

Subject: Religious Exemption

Summary/Description:

The school board, pursuant to the Code of Virginia 22.1-254 (B) (1) “shall excuse from attendance at school any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school.” The school board is in receipt of a Statement of Religious Beliefs from a parent.

The Statement of Religious Beliefs is confidential and is shared with members of the school board only.

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

Recommendation:

The interim superintendent recommends that the school board excuse the student(s) from public school attendance by reason of bona fide religious training or belief of both the parent(s) and the student(s).

Agenda Report

Date: 10/04/11

Agenda Number: D-1

Attachments: No

From: Charles B. White, Chairman

Subject: Superintendent Selection Process: Hazard, Young, Attea and Associates Leadership Profile

Summary/Description:

On September 19 and 20, 2011, representatives from Hazard, Young, Attea and Associates (HYA) conducted interviews in order to gather information about the characteristics the Lynchburg community is seeking in a new superintendent. Among those interviewed were Lynchburg City Schools faculty and staff, students, parents, business partners, clergy, Lynchburg City Council members and other city staff. Open sessions were also conducted to allow for all Lynchburg community members to have an opportunity to provide their input.

HYA has tabulated the data received from the online survey as well as compiled the information received during the interviews. During this presentation, representatives from HYA will provide the school board with the leadership profile they developed from information they gathered.

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: 10/04/11

Agenda Number: D-2

Attachments: No

From: Larry A. Massie, Interim Superintendent

Subject: School Board Retreat: 2011-12

Summary/Description:

The school board will conduct its annual retreat on October 20 and 21, 2011. Over the past few weeks, school board members have considered topics they would like to discuss during the retreat. Some of those topics are as follows:

- Board Input
- School Operating Budget
- Superintendent Evaluation Process
- Comprehensive Plan
- Heritage High School Task Force Report
- Student Population Trends and Attendance Zones

During this presentation, the school board will finalize its agenda for the retreat.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 10/04/11

Agenda Number: D-3

Attachments: No

From: Larry A. Massie, Interim Superintendent

Subject: Heritage High School Task Force: Report

Summary/Description:

On September 27, 2011, the final report of the Heritage High School Task Force was presented to the chairman of the school board. During this presentation, Mr. Albert L. Billingsly, vice chairman of the Heritage High School Task Force, will provide a brief overview of the final report.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 10/04/11

Agenda Number: E-1

Attachments: Yes

From: Larry A. Massie, Interim Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: Partners In Education: Board of Directors for 2011-12

Summary/Description:

The Partners in Education Board of Directors is comprised of one representative each from the Lynchburg City School Board and the Lynchburg Regional Chamber of Commerce Board of Directors along with community leaders who represent education, business, professional, and organizational sectors of the community. Each representative serves a term of three years and attends semi-annual meetings. Members are appointed jointly by the Lynchburg City School Board and the Lynchburg Regional Chamber of Commerce Board. Board members provide general leadership in the community for the partnership program and serve as policy makers under the overall jurisdiction of the school board and the chamber board.

The proposed membership appears as an attachment to this agenda report. New Members are noted in bold.

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

Recommendation:

The interim superintendent recommends that the school board approve the appointment of the Partners in Education Board of Directors for 2011-12.

2011-12 Partners in Education Board of Directors

Charlie White
 School Board Representative
 Wood & White Investment
 Advisors, LLC
 4520 Trents Ferry Court
 Lynchburg, Virginia 24503

Gary Harvey
Registered Architect
Craddock Cunningham
Architectural Partners, PC
10 Ninth Street
Lynchburg, Virginia 24504

Ken Garren
 President
 Lynchburg College
 1501 Lakeside Drive
 Lynchburg, Virginia 24501
 (2)

Rex Hammond
 President and CEO
 Lynchburg Regional Chamber
 of Commerce
 2015 Memorial Avenue
 Lynchburg, Virginia 24501
 (2)

James Hornsby
 Store Manager
 WalMart #1350
 3900 Wards Road
 Lynchburg, Virginia 24502
 (1)

Hylan "Hank" Hubbard
 Retired Business Representative
 5456 Cottontown Road
 Forest, Virginia 24551
 (1)

Nathanial X. Marshall
 Senior Human Resources
 Specialist
 The Babcock & Wilcox
 Company
 PO Box 785
 Lynchburg, Virginia 24505
 (2)

Catherine Mosley
Business Group Operational
Communicator
Areva
PO Box 10935
Lynchburg, Virginia 24506

Tom Prest
 Community Representative
 2218 Cambridge Place
 Lynchburg, Virginia 24503
 (1)

Vickie Spencer
 Vice President of Marketing
 Bank of the James
 828 Main Street
 Lynchburg, Virginia 24504
 (2)

Paul Sunwall
 General Manager
 Lynchburg Hillcats
 PO Box 10213
 Lynchburg, Virginia 24506
 (2)

Marjett Upshur
 Director of Economic
 Development
 City of Lynchburg
 828 Main Street, 10th Floor
 Lynchburg, Virginia 24504
 (2)

New in bold
 (1) Indicates first term
 (2) Indicates second term

Agenda Report

Date: 10/04/11

Agenda Number: E-2

Attachments: No

From: Larry A. Massie, Interim Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: Administrative and Supervisory Professional Growth System Handbook Draft

Summary/Description:

On February 1, 2011, the school board approved the evaluation process and standards for principals, associate principals, assistant principals, and administrative assistants. Since that time, standards have also been developed for administrators and supervisors in central office and business/operations.

The Administrative and Supervisory Professional Growth System Handbook acknowledges that administrative leadership is complex, changing, and essential to improving teaching and learning. An effective learning community for students and adults requires highly skilled administrators, teachers, support staff, and others working together to ensure the achievement of all students. Administrative and supervisory personnel play a key role in creating, guiding, managing, and inspiring the learning community. The Administrative and Supervisory Professional Growth System Handbook serves several purposes:

- Provides a system for developing, evaluating, and recognizing administrators and supervisors;
- Sets clear expectations about the roles and responsibilities for each administrative and supervisory position;
- Creates a dynamic structure for critical reflection, continuous improvement, and lifelong learning; and
- Promotes personal ownership of professional development.

This presentation will focus on the evaluation process for administrators and supervisors in central office and business/operations.

Disposition: **Action**
 Information
 Action at Meeting on: 10/18/11

Recommendation:

The interim superintendent recommends that the school board receive this agenda report as an informational item and consider action at the meeting of October 18, 2011.

Agenda Report

Date: 10/04/11

Agenda Number: E-3

Attachments: Yes

From: Larry A. Massie, Interim Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: School Operating Budget: Calendar 2011-12

Summary/Description:

The school administration proposes a schedule for the activities that support the development of the 2012-13 school division's operating budget. The budget calendar, developed by the superintendent and the chief financial officer, appears as an attachment to this agenda report.

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

Recommendation:

The interim superintendent recommends that the school board approve the school operating budget calendar for 2011-12.

Lynchburg City Schools Draft FY2012-13 Budget Calendar

September 2011

- Administrative staff begins operating and capital budget discussions
- Department heads compile operating and capital budget requests (operating budget to include FTE staffing projections by program)

October 2011

- Department and site-based administrators meet with their director to review budget requests and set budget priorities

November 2011

- Administration meets with department heads to review current year budget
- Chief financial officer consolidates collects and summarizes budget request for the superintendent and executive staff to review
- Superintendent and executive staff to meet to set budget priorities
- Superintendent meets with school board to set operating and capital budget priorities
- Preliminary budget of operating revenues and expenditures is prepared by chief financial officer

December 2011

- School board holds budget work session to review revenue and expenditure information
- Superintendent presents preliminary estimate of operating revenues and expenditures to the school board along with budget requests

January 2012

- School board holds public hearing on the budget
- School board receives updates on state revenue information based on the governors' proposed budget and local revenue based on city manager's proposal
- City manager presented with funding request on January 21, 2012
- Superintendent receives letter from city manager on local funding recommendations

February 2012

- School board receives updated revenue and expenditure figures from school administration

March 2012

- School board holds budget work session to review revenue and expenditure information based on final state and city revenue funding
- School board approves budget and forwards to city council

Agenda Report

Date: 10/04/11

Agenda Number: E-4

Attachments: Yes

From: Larry A. Massie, Interim Superintendent

Subject: 2011 State Budget Surplus Resolution

Summary/Description:

The Virginia School Boards Association (VSBA) has requested that each school division adopt a resolution requesting that Governor Robert F. McDonnell allocate a fair share of the \$544.8 million FY 2011 surplus to K-12 education and restore funds cuts in FY 2009, 2010, and 2011. Once adopted, the resolution would be sent to Governor McDonnell.

A draft resolution proposed by the VSBA appears as an attachment to this agenda report.

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

Recommendation:

The interim superintendent recommends that the school board adopt the resolution in support of public education in Virginia.

A RESOLUTION IN SUPPORT OF PUBLIC EDUCATION IN VIRGINIA

WHEREAS, per pupil state funding for public education has been reduced by more than 13% since 2009, and

WHEREAS, neither the requirements of the Standards of Learning and of No Child Left Behind, nor the overall costs of operating the public schools have been reduced, and

WHEREAS, state funding for public education does not reflect the true cost of constructing, staffing, equipping, operating and maintaining schools that perform at the level needed to meet the requirements of the Standards of Quality and the Standards of Learning, and

WHEREAS, none of the \$544.8 million FY2011 budget surplus has been proposed to be allocated to K-12 public education.

NOW, THEREFORE, BE IT RESOLVED that the members of the Lynchburg City School Board respectfully requests the governor to allocate a fair share of the \$544.8 million FY2011 budget surplus to K-12 public education, to begin to restore funds cut from K-12 public education in Fiscal Years 2009, 2010, and 2011.

Charles B. White, Chairman
Lynchburg City School Board

Date