

**Lynchburg City School Board
Regular Meeting
February 1, 2011**

**BOARD
MEMBERS
PRESENT:**

Mary Ann H. Barker, Chairman
Albert L. Billingsly
Regina T. Dolan-Sewell
Troy L. McHenry
Trenay L. Tweedy
J. Marie Waller
Charles B. White

**BOARD
MEMBERS
ABSENT:**

Thomas H. Webb, Vice Chairman
Keith R. Anderson

**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
Merle P. Herndon, Director of Professional Development and School Business Partnerships
Michael K. Rudder, Director of Elementary Education
Billie Kay Wingfield, Director of Personnel

**MEDIA
PRESENT:**

Jesse Pounds, *The News & Advance*

**Agenda
Items:**

- A-1. Public Comment
- B-1. School Board Appreciation Month
- C. Consent Agenda
- D. Student Representative Comments
- E-1. Capital Improvement Plan: Heritage High School Bleachers
- E-2. Capital Improvement Plan: Heritage High School Curtain Wall Repairs
- E-3. School Board Policy 7-14: Nonresidents
- F-1. School Calendar: 2011-12
- G. Superintendent's Comments
- H. Board Comments
- I. Informational Items
- J. Adjournment

The Lynchburg City School Board met for its regular meeting at 5:30 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 Dr. Dolan-Sewell, SECONDED by Mr. White, the school board made the following changes to its meeting agenda: removal of item E-3. Administrative Regulation 2-42: Community Use of School Facilities: Rules and Conditions; moving of item C-3. Summer School: 2011 to Old Business; and the addition of item E-5. School Operating Budget: 2011-12.

Yes Votes: Mrs. Barker, 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.

Diana Hobson spoke regarding nonresident students applying for regional programs

B-1. School Board Appreciation Month

Governor Bob McDonnell has proclaimed the month of February 2011 as School board Appreciation Month. The Virginia School Boards Association established this observance in 1989 to encourage public recognition of the roles and responsibilities of school board members and to highlight the importance of public education throughout the Commonwealth.

This year's theme, "Our School Board Is Leading Students to Success," stresses the important role that today's school boards play in the future of public education. More than 850 school board members in Virginia are entrusted with establishing goals and policies for 134 local school divisions.

The Lynchburg City Schools is joining with other divisions throughout the state to recognize the important contributions school board members make to their communities.

Members of the Lynchburg City School Board receive no financial compensation for their tireless efforts, and this school board is one of very few boards statewide that has student representatives. The nine members of the school board are appointed by Lynchburg City Council.

Even though this special event shows an appreciation of school board members, members of the community recognize that their contributions reflect a year-round commitment. They are dedicated individuals who are committed to the continuing success of the city's schools and students.

C. Consent Agenda

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Mr. McHenry, the school board approved the Capital Improvement Plan for 2012-16 and the Administrative and Supervisory Professional Growth System Handbook – Principal, Associate Principal, Assistant Principal, and Administrative Assistant Standards.

Yes Votes: Mrs. Barker, 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 FEBRUARY 1, 2011, EXHIBIT "A," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

D. Student Representative Comments

No students were available to make comments.

E-1. Capital Improvement Plan: Heritage High School Bleachers

The 2010-11 capital improvement plan includes \$500,000 for repair of the gym floor and bleacher replacement at Heritage High School. The City of Lynchburg Office of Procurement and Purchasing has received bids on the bleacher project.

J. H. Pence Company of Roanoke, Virginia, was the low bidder at \$128,000. Other bids were received from T. J. Distributors of Forest Hill, Maryland (\$136,879), and MDE (Modern Door) of Midlothian, Virginia (\$147,650).

The school administration has entered into a contract with J. H. Pence Company based on their low bid of \$128,000.

Upon MOTION by Mr. White, SECONDED by Dr. Dolan-Sewell, the school board approved a contract with J. H. Pence Company in the amount of \$128,000 for the replacement of the Heritage High School bleachers.

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

No Votes: None

Abstentions: None

E-2. Capital Improvement Plan: Heritage High School Curtain Wall

The 2010-11 Capital Improvement Plan included \$500,000 for leak-related repairs to the roof and curtain wall system at Heritage High School. At the January 25, 2011, meeting it was agreed that the best approach was a design using an EIFS product (Dryvit). Authorization was given to proceed with the design.

The school administration wishes to extend the existing agreement with Craddock-Cunningham Architectural Partners (CCAP) to include design of the curtain wall project. The work will be performed on a time and material cost basis (not to exceed \$30,000). CCAP has already been pre-approved as a provider for architectural services by the City of Lynchburg Office of Procurement and Purchasing.

Upon MOTION by Mr. White, SECONDED by Mr. McHenry, the school board approved extending the agreement with Craddock-Cunningham Architectural Partners (CCAP) to include design of the curtain wall project with the work to be performed on a time and material cost basis (not to exceed \$30,000).

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

No Votes: None

Abstentions: None

E-3. School Board Policy 7-14: Nonresidents

At its January 25, 2011, meeting, the school board requested information about practices or policies of other local school divisions regarding tuition-paying non-residents. The following information was obtained through a phone interview with an administrator from three bordering school divisions. Three discussion points were posed: whether students were permitted to apply for acceptance to the Central Virginia Governor's School for Science and Technology, whether student tuition requests were ever denied, and what explanation could be provided for the current non-resident tuition rate.

While Lynchburg educates more non-resident tuition students than do the surrounding county school districts, Bedford County, Campbell County, and Amherst County allow tuition-paying students access to all programs including the Governor's School. All three administrators indicated that there are waiting lists for the Governor's School, and tuition-paying students' applications are not handled any differently than students who are county residents either for admission to the school or for placement on the waiting list.

Each county indicated that circumstances could present themselves that would lead to a denial of a tuition request. Based on current practice, denial is based on space/capacity issues within schools, courses, or grade levels. Denial could also be based on student discipline records. For some of the school divisions, the superintendent is granted the authority to deny a tuition request.

Administrators shared a variety of comments about the non-resident tuition rates charged by their school divisions. For some, the rates have not been discussed by the school board for a number of years. For some, the per-pupil allocations from the state and locality, based partly on a formula which relies on the average daily membership and the composite index, are enough financial support for the school division to accept non-resident students. For some, there are geographic regions within the county where one of its schools is much closer to a residence than the other county's school. Therefore, for safety and travel reasons, families request a non-resident placement, and school administrators work with these families to meet these requests.

E-4. Summer School: 2011

The school administration will present a proposed calendar for 2011 summer programs. The presentation will include explanations of the following components:

- Dates of all programs, given the earlier end of the 2010-11 school year
- Changes in elementary remedial summer school
 - "Summer Safari" concept
 - Inclusion of retained students
 - Inclusion of students in need of additional reading instruction
 - Two enrichment field trips
 - Inclusion of pre-kindergarten summer school
- Inclusion of four elementary enrichment programs
- Re-institution of high school summer school
- Continuation of traditionally offered opportunities
 - High school SOL Academies
 - PETAL enrichment
 - Middle school remedial summer school

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- Summer sport camps

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Mrs. Tweedy, the school board approved the summer school programs for 2011.

Yes Votes: Mrs. Barker, 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 FEBRUARY 1, 2011, EXHIBIT “B,” FOR A COPY OF THE SUMMER SCHOOL PROGRAM SCHEDULE FOR 2011.)

E-5. School Operating Budget Update

On December 17, 2010, the school division received State Superintendent’s Memo 315-10: Amendments to the 2010-2012 Biennial Budget as Proposed by Governor McDonnell (HB 1500/SB 800). That memorandum included information regarding the Direct Aid to Public Education budget and recommendations for technical updates to the Standards of Quality (SOQ), incentive, categorical, and Lottery funded accounts. Amendments that also affect the 2010-2012 budget for public education include:

- Updating the Direct Aid accounts for enrollment changes, program participation, and other technical changes in fiscal years 2011 and 2012;
- Updating Sales Tax revenue estimates dedicated to public education in fiscal years 2011 and 2012;
- Increasing the funded professional VRS rate in fiscal year 2012;
- Updating the cost of the Composite Index Hold Harmless payment in fiscal year 2011 and eliminating the payment in fiscal year 2012; and
- Providing competitive grants to school divisions in fiscal year 2012 to pilot models for awarding performance pay for instructional personnel in hard-to-staff schools.

During the presentation of this agenda item, the school administration provided additional information to the school board regarding the school operating budget for 2011-12 as related to possible additional expenses which may affect the budget’s projected shortfall.

Possible cuts that would offset a shortfall include department cuts in central office; staffing recommendations, workers compensation, and lease purchase payment reductions. Changes that could include revenue reduction are: state funding reduction - \$880,000, funding cliff corrections - \$1.2 million, recommended raises for employees - \$1.2 million, shared IT position with the city - \$94,000, assistant director of personnel - \$80,000, two additional Governor’s School slots - \$8,400, fuel increase for transportation - \$225,000, three elementary teachers - \$132,000, high school summer school - \$25,000, and estimated health insurance costs - \$500,000.

There was some discussion regarding the fund balance and requests that could be included in the letter to city council. School board members recommended that the fund balance be used for one-time purchases, not just for capital improvement projects. This recommendation will be included in the letter to city council.

F-1. School Calendar: 2011-12

The school administration has developed a daily schedule and two calendars for the 2011-12 school year. While there are many possible versions, these calendars capture the important elements discussed over the last few months.

The key concepts are as follows:

- Students attend 180 days, not 172.
- The length of the teacher contracted day is the same for all levels and the same as this year.
- There are sufficient built-in snow days to cover at least 10 days.
- The elementary student day is shortened from seven hours and five minutes to six hours and 40 minutes.
- The middle school and high school day is six hours and 50 minutes in order to schedule seven periods and meet the 140 clock-hour requirement.
- The high school day has built-in time for two enrichment periods at Heritage High School of 44 minutes per week or a 26-minute RAM period per day at E.C. Glass High School.
 - However, for every inclement weather day, each school must surrender an enrichment period/RAM period in order to meet the 140 clock-hour requirement.
- Middle schools will be able to develop a schedule similar to either E. C. Glass High School or Heritage High School relative to built-in remediation time.
- Bus schedules should be essentially the same as they are this year.

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<u>Number of student days:</u>	180
<u>Length of elementary student day:</u>	6 hours and 40 minutes
<u>Hours of elementary day:</u>	8:50 a.m. – 3:30 p.m.
<u>Length and hours of elementary teacher day:</u>	7 hours and 30 minutes 8:15 a.m. – 3:45 p.m.
<u>Length of middle school and high school student day:</u>	6 hours and 50 minutes
<u>Hours of high school day:</u>	7:40 a.m. – 2:30 p.m.
<u>Length and hours of high school teacher day:</u>	7 hours and 30 minutes 7:30 a.m. – 3:00 p.m.
<u>Hours of middle school day:</u>	8:05 a.m. – 2:55 p.m.
<u>Length and hours of middle school teacher day:</u>	7 hours and 30 minutes 7:45 a.m. – 3:15 p.m.

Below is a table with the same daily schedule information:

Level	School Day	Teacher Day
High School	7:40 – 2:30	7:30 – 3:00
Middle School	8:05 – 2:55	7:45 – 3:15
Elementary	8:50 – 3:30	8:15 – 3:45

Two versions of school calendars for 2011-12 are as follows:

Calendar 1: Key Components

- Students begin school August 15, one week earlier than this year
- First semester ends December 21
- 5 teacher work days in August
- 3 teacher work days in January prior to students returning from extended winter break
- 1 teacher work day in February
- 1 teacher work day in June
- Total teacher work days = 10
- August 1 New 10-month teachers report
- August 8 Returning 10-month teachers report
- August 15 First student day
- September 5 Labor Day holiday
- September 23 End of first 6 weeks (29 days)
- September 26 First day of second 6 weeks
- November 1 Election Day (students and teachers do not report)
- November 4 End of second 6 weeks (29 days)
- November 7 First day of third 6 weeks
- November 24-25 Thanksgiving holiday
- December 21 End of third 6 weeks and beginning of winter break (31 days)
 - Total days first semester = 89 days (29 + 29 + 31)
- January 11-13 Teacher work days
- January 16 Martin Luther King, Jr. holiday
- January 17 1st student day of fourth 6 weeks
- February 24 End of fourth 6 weeks (29 days)
- February 27 Staff development day/Teacher work day (Students do not attend)
- February 28 First day of fifth 6 weeks
- April 6 End of fifth 6 weeks (29 days)
- April 9-13 Spring break
- April 16 First day of sixth 6 weeks
- May 1 Election day (Students and teachers do not report)
- May 28 Memorial Day holiday
- June 1 Last day of school (33 days)
 - Total days second semester = 91 days (29 + 29 + 33)
- June 2 Teacher work day/high school graduation

Calendar 2: Key Components

- Students begin school August 22
- First semester ends January 13
- 5 teacher work days in August
- 1 teacher work day at the end of each 6 weeks except the fifth 6 weeks (5 days total)
- Total teacher work days = 10
- 3 days for Thanksgiving holiday
- More traditional winter break
- Students attend spring election day

- August 8 New teachers report
- August 15 Returning 10-month teachers report
- August 22 First student day
- September 5 Labor Day holiday
- September 30 End of first 6 weeks (29 days)
- October 3 Teacher work day (Students do not report)
- October 4 First day of second 6 weeks
- November 1 Election Day (Students and teachers do not report)
- November 11 End of second 6 weeks (28 days)
- November 14 Teacher work day (Students do not report)
- November 15 First day of third 6 weeks
- November 23-25 Thanksgiving holiday
- December 20 Last day of school prior to winter break
- January 3 First day of school following winter break. Teachers and students report.

- January 13 End of third 6 weeks (32 days)
 - Total days first semester = 89 days (29 + 28 + 32)
- January 16 Martin Luther King holiday
- January 17 Teacher work day (Students do not report)
- January 18 First student day of fourth 6 weeks
- February 24 End of fourth 6 weeks (28 days)
- February 27 Teacher work day (Students do not report)
- February 28 First day of fifth 6 weeks
- April 6 End of fifth 6 weeks (29 days)
- April 9-13 Spring break
- April 16 First day of sixth 6 weeks
- May 28 Memorial Day holiday
- June 1 Last day of school (34 days)
 - Total days 2nd semester = 91 days (28 + 29 + 34)
- June 2 Teacher work day/high school graduation

The school administration reviewed the calendars with the school board. The school board requested information about how the longer winter break this school year affected the school operating budget. This information will be provided during the next school board meeting.

G. Superintendent's Comments

None

H. Board Comments

Mrs. Barker discussed the possibility of changing the second meeting in April to an alternate date as this meeting occurs during spring break.

Mr. McHenry reminded school board members to send any suggestions regarding revisions to the superintendent's evaluation instrument to him.

I. Informational Items

Next School Board Meeting: Tuesday, February 15, 2011, 5:30 p.m., Board Room, School Administration Building

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J. Adjournment

The meeting adjourned at 8:05 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.)