

**Lynchburg City School Board
Regular Meeting
February 15, 2011**

**BOARD
MEMBERS
PRESENT:**

Mary Ann H. Barker, Chairman
Thomas H. Webb, Vice Chairman
Keith R. Anderson
Regina T. Dolan-Sewell
Troy L. McHenry
Trenay L. Tweedy
J. Marie Waller
Charles B. White

**BOARD
MEMBERS
ABSENT:**

Albert L. Billingsly

**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
Michael K. Rudder, Director of Elementary Education
Gregory P. Sullivan, Director of Information Technology
Billie Kay Wingfield, Director of Personnel
Kimberly D. Lukanich, Accounting Supervisor
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Jesse Pounds, *The News & Advance*

**Agenda
Items:**

- A-1. Public Comment
- B-1. Finance Report
- C. Consent Agenda
- D. Student Representative Comments
- E-1. Capital Improvement Plan: Heritage High School
- E-2. School Calendar: 2011-12
- E-3. School Operating Budget Update
- E-4. Administrative Regulation 2-42: Community Use of School Facilities: Rules and Conditions
- F-1. Specialized School Consulting Services
- 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 5:35 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 added items I-1. Notice of Closed Meeting and I-2. Certification of Closed Meeting to the school board meeting agenda.

Yes Votes: Mrs. Barker, Mr. Webb, Rev. Anderson, 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.

Mrs. Barker advised the school board and those in attendance that the guidelines for individuals providing public comments to the school board had changed. Those guidelines are as follows:

Persons appearing before the school board will not be allowed to campaign for public office; promote private business ventures; use profanity or vulgar language or gestures; use language which insults or demeans any person or which, when directed at a public official or employee is not related to his or her official duties; engage in behavior that disrupts the meeting or intimidates others; or address the school board on issues that do not concern the services, policies, or affairs of the school board.

Individual speakers shall limit their comments to three minutes. A speaker representing a group shall limit his comments to five minutes. The representative shall identify the group at the beginning of his or her presentation. A group may have no more than one spokesperson.

Individuals who spoke before the school board were as follows:

Chris Olson spoke regarding nonresident students applying for regional programs; and
Diana Hobson spoke regarding nonresident students applying for regional programs.

B-1. Finance Report

The school administration, in accordance with the 2010-11 school's operating budget, authorized, approved, and processed the necessary payments through January 31, 2011. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through January 31, 2011, for the operating fund.

Total Operating Fund Budget	\$75,663,290.00
Expenditures through 1/31/11	(\$34,563,349.83)
Outstanding Encumbrances	(\$8,664,099.68)
Available Balance	\$32,435,840.49
Outstanding Payroll Encumbrances	(\$24,536,750.49)
Available Balance after Payroll	\$7,899,090.00
Percent of Budget Used as of 01/31/11 with payroll encumbrances	89.56%
Percent of Budget Used as of 01/31/11 without payroll encumbrances	57.13%
Percent of Budget Used as of 1/31/10	58.82%
As of 1/31/11 – 7 months	58.33%

The revenue and expenditure reports detail the transactions recorded through January 31, 2011. All reports appeared as attachments to the agenda report.

Ms. Lukanich provided the school board with an update regarding health insurance claims for this year. Claims are continuing to rise. At this point, claims are in excess of \$1.6 million as compared to last year at this time. The school administration will continue to analyze the data and provide additional forecast information at the next Finance Committee meeting.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 15, 2011, EXHIBIT "A," FOR A COPY OF THE FINANCE REPORT.)

C. Consent Agenda

Upon MOTION by Mr. Webb, SECONDED by Rev. Anderson, the school board approved school board meeting minutes for December 7, 2010 (Regular Meeting), and December 21, 2010 (Regular Meeting).

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

No Votes: None

Abstentions: None

D. Student Representative Comments

Miss Natasha N. Chowdry, student representative for Heritage High School, and Miss Emma R. Hoffman, student representative pro tem for E. C. Glass High School, provided information about the events and activities occurring at their schools.

E-1. Capital Improvement Plan: Heritage High School

The 2010-2011 Capital Improvement Plan includes \$500,000 for repair of the gym floor and bleacher replacement at Heritage High School. The City of Lynchburg's Office of Purchasing and Procurement has received bids for the removal and disposal of the existing gym floor.

Bids were received as follows:

- ACM - \$247,811
- Atlantic Environmental - \$85,340
- Clean Harbor Environmental Services - \$67,952 (rejected due to disqualification)
- E. Luke Greene - \$197,683
- IMS Environmental Services - \$180,489.47
- W.E.L. - \$262,000

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Rev. Anderson, the school board authorized the school administration to enter into a contract with Atlantic Environmental in the amount of \$85,340 for the removal and disposal of the existing Heritage High School gym floor.

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

No Votes: None

Abstentions: None

E-2. School Calendar: 2011-12

The school administration has developed a daily schedule and two calendars for the 2011-12 school year. Following the school board meeting on February 1, 2011, both calendars have been available for a review and for comments through the Lynchburg City Schools' website. During the school board meeting, the school administration shared data derived from public input.

The key concepts of the calendars include:

- 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 of inclement weather.
- The elementary daily schedule is shortened from seven hours and five minutes to six hours and 40 minutes.
- The middle school and high school daily schedule is six hours and 50 minutes in order to schedule seven periods and to 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.

<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.

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Length and hours of high school teacher day: 7 hours and 30 minutes
7:30 a.m. – 3:00 p.m.

Hours of middle school day: 8:05 a.m. – 2:55 p.m.

Length and hours of middle school teacher day: 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

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- 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 second semester = 91 days (28 + 29 + 34)
- June 2 Teacher work day/high school graduation

The school administration shared information about the energy costs and savings during the recent winter break as requested during the last school board meeting. Over the 26-day winter break, utility savings (electricity, natural gas, and water) were \$132,386 as compared to the same period last year and \$20,000 in bus fuel costs. Out of that total \$152,386 savings, \$62,364 of that savings occurred during the extra eight days of winter break. These calculations were made on the assumptions that (1) there was no appreciable difference in weather temperatures as compared to last year; (2) the school division has put in place energy conservation measures so there has been a trend of 10 percent savings in natural gas and eight percent in electricity; and (3) utility usage is constant day-to-day over any period. The comparison of December 2009 and 2010 and January 2010 and 2011 bills show a gross reduction of \$150,094, thus, the application of the second assumption gives a net amount of \$132,386.

Discussion occurred regarding current House Joint Resolution 62, which is studying the feasibility and effect of a post Labor Day opening of public schools in the Commonwealth. Under the current state law, school divisions must apply for a waiver to open school prior to Labor Day. School divisions that are eligible to open school with a waiver must have missed (an average of) eight days per year during any of the last five years. Both of the calendars presented to the school board have students returning prior to Labor Day, so the school administration will need to submit a waiver once the school board has approved a calendar. In addition, the calendar for William Marvin Bass Elementary School cannot be developed until a calendar for the school division has been approved.

Survey results submitted by parents, students, and staff regarding the two calendars were presented to the school board. There were 407 responses in favor of calendar one, and 644 responses in favor of calendar two. Comments for calendar one indicated that 84 of the respondents were in favor of the longer winter break and 51 believed it important to end first semester in December. One-hundred thirty-two respondents for calendar two indicated that the winter break was too long citing childcare issues, learning loss, and transitioning back to school. Teachers also cited that they enjoyed the three days at Thanksgiving, they needed more planning time, and would like to end early June.

A third calendar was presented to the school board has the first student day as the day after Labor Day, first semester ending January 27, and school ending June 15.

Other items to consider are complications with athletic competitions that occur at the end of the year, election dates, and presidential primaries. It was suggested that whatever calendar is approved, it needs to be one that is durable from year-to-year and is not based on cost savings. The school board asked that the school administration develop a variation of calendar two to be considered at the next school board meeting.

E-3. School Operating Budget: 2011-12

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.

Dr. McKendrick shared information regarding the three budget proposals under discussion by the Virginia General Assembly. The governor's proposal is \$879,640 less than this year's budget, the House's proposal is \$1,6 million less, and the Senate's proposal is \$101,656 less, which is the more favorable of the three. VRS retirement rates are at \$792,141, and proposed rates vary from \$1,357,252 by the governor to \$999,808 proposed by the House. Dr. McKendrick also shared information about at-risk funding, funding for K-3 Class Size Initiative, the Virginia Pre-school Initiative; support for school construction and operations, funding for textbooks and the composite index hold harmless, which is funding in place to help offset the negative effect of changes in the composite index.

Information regarding health insurance rates was also provided. It appears that there could be a 16 – 22 percent increase in rates for next year. The school administration is currently working with the city to obtain a consultant to review health insurance and prescription benefits for staff. It is anticipated that once the consultant is identified, that organization is to work quickly to provide recommendations to the city and the schools.

E-4. 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, including a new fee schedule to the school board on October 5, 2010, December 7, 2010, and December 21, 2010. The city attorney reviewed and revised the regulation prior to the December 7, 2010, school board meeting.

During this presentation, the school administration presented information to assist the school board's discussions regarding revisions to and/or elimination of rental rates for organizations. Some school board members recommended a grace period, the first hour after instructional day is over, for certain nonprofit organizations at the elementary school level.

Motions were offered by Rev. Anderson and Mrs. Tweedy that would allow organizations a 60-minute waiver to access to school sites. Both of the motions died.

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Mr. Webb, the school board approved Administrative Regulation 2-42: Community Use of School Facilities: Rules and Conditions.

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

No Votes: Rev. Anderson, Mrs. Tweedy

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF FEBRUARY 15, 2011, EXHIBIT "B," FOR A COPY OF ADMINISTRATIVE REGULATION 2-42: COMMUNITY USE OF SCHOOL FACILITIES: RULES AND CONDITIONS.)

F-1. Specialized School Consulting Services

In November 2010, the school administration, through the City of Lynchburg's Office of Purchasing and Procurement, issued a Request for Proposals (RFP) for specialized school consulting services. These services include Geographic Information Systems (GIS) data capture and interpretation, enrollment projections, capacity studies, educational specifications, facilities planning and optimization studies, transportation consulting services, community engagement services and other services necessary for planning for the school division.

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The school division received 11 respondents to the RFP. An evaluation committee consisting of Mrs. Kimberly D. Lukanich, Dr. Roger L. Roberts, and Mr. Edward R. Witt, Jr., ranked the proposals. The three top-ranked proposers were invited to interview with the committee on January 24, 2011. Those firms were Education Logistics, Inc. (EduLog) of Missoula, Montana; Eperitus, LLC of Richmond, Virginia; and Dejong-Ricter, LLC of Dublin, Ohio.

The school administration requests authorization to enter into contract negotiations with Eperitus, LLC of Richmond, Virginia, for specialized school consulting services.

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Mr. White, the school board authorized the school administration to enter into contract negotiations with Eperitus, LLC.

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

No Votes: None

Abstentions: None

G. Superintendent's Comments

Dr. McKendrick congratulated Ms. Patty Worsham, a teacher at E. C. Glass High School, who will received the Virginia Center for Inclusive Communities Humanitarian Award on May 25, 2011.

Dr. McKendrick announced that Susan P. Stanbery, a teacher at Heritage High School, is a finalist for the McGlothlin Award. This award recognizes innovative full-time classroom teachers with at least five years of experience in core curriculum areas who have not previously won major awards in education.

Ms. Kathy Kitchen, a former assistant superintendent for the Virginia Department of Education, has agreed to provide an assessment of the Department of Finance. Once she has completed her assessment, she will provide a report to the school board.

Ms. Wingfield reviewed the revisions recommended by D. Patrick Lacy, Esq., to School Board Policy 5-18: Reduction in Force. This policy will be presented to the school board at its next meeting.

The Partners in Education Breakfast will occur on March 8, 2011, t 7:30 a.m. at Lynchburg College. In addition, the Lynchburg City Schools' Education Foundation, Inc. will have its Breakfast with the Superintendent on March 10, 2011, at 7:30 a.m. also at Lynchburg College.

H. Board Comments

Mrs. Barker reviewed the draft of agenda items that had been proposed by school board members for upcoming meetings. Once the list has been finalized, Mrs. Barker will forward it to the school board.

Mrs. Barker thanked the Heritage High School art department for the renderings of each school board member given to them as part of School Board Appreciation Week.

Rev. Anderson announced that the Finance Committee will meet on March 9, 2011, at 12 noon in Room 206 at the School Administration Building.

Ms. Waller provided information about the recent LAUREL School Board meeting and indicated that the LAUREL Board is requesting that the Lynchburg City School Board adopt a calendar that is most similar to calendars adopted by surrounding school divisions.

Mrs. Tweedy thanked the school administration of E. C. Glass High School for recognizing school board members during the recent girls' basketball game.

Mr. Webb provided comments about the events and activities in which he participated during the past two weeks.

I-1. Notice of Closed Meeting

Upon MOTION by Rev. Anderson, SECONDED by Mr. White, the school board convened a closed meeting at 8:35 p.m. pursuant to the Code of Virginia 2-2.3711 (A) (1) (3) to discuss personnel matters and receive advice provided by legal counsel.

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

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No Votes: None

Abstentions: None

I-2. Certification of Closed Meeting

Upon MOTION by Mr. Webb, SECONDED by Mrs. Tweedy, the school board reconvened in open session at 9:20 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION by Mr. White, SECONDED by Mr. McHenry, 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, Dr. Dolan-Sewell, Mr. McHenry, Mrs. Tweedy, Ms. Waller, Mr. White

No Votes: None

Abstentions: None

J. Informational Items

Next School Board Meeting: Tuesday, March 1, 2011, 5:30 p.m., Board Room, School Administration Building.

K. Adjournment

The meeting adjourned at 9:21 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.)