

**Lynchburg City School Board
Regular Meeting
July 12, 2011**

**BOARD
MEMBERS
PRESENT:**

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

**BOARD
MEMBERS
ABSENT:**

None

**ADMINISTRATION
PRESENT:**

William A. Coleman, Jr., Acting Superintendent
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration
Anthony E. Beckles, Sr. Chief Financial Officer
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
Gregory P. Sullivan, Director of Information Technology
Billie Kay Wingfield, Director of Personnel
Wendie L. Sullivan, Clerk/Recording Secretary

**MEDIA
PRESENT:**

Jessie Pounds, *The News & Advance*

**Agenda
Items:**

- A-1. Election of Chairman of the School Board: 2011-12
- A-2. Election of the Vice Chairman of the School Board: 2011-12
- A-3. Appointment of the Clerk and Deputy Clerk: 2011-12
- A-4. Appointment of the Agent and Deputy Agent: 2011-12
- A-5. Meeting Time, Dates, and Location for School Board Meetings
- B-1. Notice of Closed Meeting
- B-2. Certification of Closed Meeting
- C-1. Public Comments
- D. Consent Agenda
- E-1. Middle School Security Administrative Assistant
- E-2. Capital Improvement Plan: Heritage High School
- E-3. Superintendent Search
- F. New Business
- G. Acting 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 5:04 p.m. in the Board Room at the School Administration Building. Mr. Coleman opened the meeting and requested that those in attendance stand and recite *The Pledge of Allegiance*.

A-1. Election of Chairman of the School Board: 2011-12

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.

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Mrs. Sullivan asked for nominations for chairman of the school board. Mrs. Barker nominated Mr. White as chairman of the school board which received a second by Dr. Dolan-Sewell.

Upon MOTION by Rev. Anderson, SECONDED by Mr. McHenry, the nominations for chairman of the school board were closed.

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

No Votes: None

Abstentions: None

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Mrs. Barker, the school board elected Mr. Charles B. White as chairman of the school board for the 2011-12 school year in accordance with Section 22.1-76 of the Code of Virginia

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

No Votes: None

Abstentions: None

A-2. Election of the Vice Chairman of the School Board: 2011-12

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.

Mr. White asked for nominations for the vice chairman of the school board. Dr. Dolan-Sewell nominated Mrs. Tweedy, and it was seconded by Mrs. Barker.

Upon MOTION by Mr. McHenry, SECONDED by Rev. Anderson, the nominations for vice chairman of the school board were closed.

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

No Votes: None

Abstentions: None

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Mrs. Barker, the school board elected Mrs. Treney L. Tweedy as vice chairman of the school board for 2011-12 school year in accordance with Section 22.1-76 of the Code of Virginia.

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

No Votes: None

Abstentions: None

A-3. Appointment of the Clerk and Deputy Clerk: 2011-12

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 term 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

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Upon MOTION by Rev. Anderson, SECONDED by Mr. McHenry, the school board appointed 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.

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

No Votes: None

Abstentions: None

A-4. Appointment of the Agent and Deputy Agent: 2011-12

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 a appoint 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

Upon MOTION by Rev. Anderson, SECONDED by Mrs. Barker, the school board appointed Anthony E. Beckles, Sr., as the agent and Kimberly D. Lukanich as deputy agent for the school board for 2011-12.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JULY 12, 2011, EXHIBIT "A," FOR A COPY OF THE SUPPORTING DOCUMENT.)

A-5. Dates, Meeting Time, and Location for the School Board Meetings: 2011-12

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.

Upon MOTION by Rev. Anderson, SECONDED by Ms. Waller, the school board established the first and third Tuesday of each month at 5:30 p.m. in the Board Room at the School Administration as the dates, time, and location for the school board meetings for the 2011-12 school year.

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

No Votes: None

Abstentions: None

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Mrs. Barker, the school board added items B-1. Notice of Closed Meeting and B-2. Certification of Closed Meeting; added an addendum to the personnel report; removed approval of the meeting minutes for June 28, 2011, from the consent agenda; replaced item D-2. Capital Improvement Plan: Heritage High School; and added discussion of employee assignment to item H-1. Notice of Closed Meeting.

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

No Votes: None

Abstentions: None

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B-1. Notice of Closed Meeting

Upon MOTION by Rev. Anderson, SECONDED by Mr. McHenry, the school board convened a closed meeting at 5:14 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss employee appointments and employee performance.

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

No Votes: None

Abstentions: None

B-2. Certification of Closed Meeting

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Rev. Anderson, the school board reconvened in open session at 5:30 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION by Mr. McHenry, SECONDED by Rev. Anderson, 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: Mr. White, Mrs. Tweedy, Rev. Anderson, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Mr. McHenry, Ms. Poore, Ms. Waller

No Votes: None

Abstentions: None

C-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.

There were no individuals who wished to speak before the school board.

D. Consent Agenda

Upon MOTION by Mrs. Barker, SECONDED by Rev. Anderson, the school board approved the school board meeting minutes of June 21, 2011 (Regular Meeting) and the personnel report and addendum for the period June 21 – July 12, 2011.

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

No Votes: None

Abstentions: None

Mr. Coleman announced that with the approval of the consent agenda, the school board had appointed Mrs. Vicki L. Graham as the new assistant principal at Heritage High School and Patrice Thompson as the new assistant principal at Sandusky Middle School.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JULY 12, 2011, EXHIBIT "B," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

E-1. Middle School Security Administrative Assistant

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 presented a revised job description to the school board. The statements in bold represent the additional tasks/responsibilities that the school board had requested.

The school administration stated that there are similar positions in other school division that provide support for administrative teams at the middle school level. School board members were concerned that there be consistent police presence at the schools. Mr. Coleman stated that the school administration would meet with representatives from the police department to discuss this topic.

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Mr. Billingsly, the school board approved the addition of the middle school security administrative assistant positions for each middle school

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF JULY 12, 2011, EXHIBIT "C," FOR A COPY OF THE MIDDLE SCHOOL SECURITY ADMINISTRATIVE ASSISTANT JOB DESCRIPTION.)

E-2. Capital Improvement Plan: Heritage High School

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
• Project balance	\$350,000.00
• FY 2008 SMS CIP Paving	\$150,000.00
• FY 2010 Fort Hill CIP Paving	\$68,432.50
• FY 2011 CIP Paving	<u>\$10,000.00</u>
• Funds Available	\$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.

The contractor will start this project within the next three weeks. It will take at least four months to complete the project, but because of winter weather, there might be a break in the project. The project should be completed by spring 2012. Because all work is occurring on the outside of the building, there will be no impact on student instruction.

Upon MOTION by Rev. Anderson, SECONDED by Mr. McHenry, the school board entered into a contract with Robertson Construction in the amount of \$577,980.00 for the curtain wall project at Heritage High School.

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

No Votes: None

Abstentions: None

E-3. Superintendent Selection Process

The school board continued to discuss the selection of a consulting firm to assist with the process of hiring a new superintendent. The school board also discussed other means by which the school board might solicit

information from the community and from school division stakeholders during that process.

F. New Business

None

G. Acting Superintendent's Comments

Mr. Coleman provided the school board with information about the various summer programs which included Summer Safari for grades PreK – 5, summer enrichment programs, and summer athletic camps. He also stated that the SOL academies are finishing up and that testing would occur this week.

The school division has multiple capital projects underway which include the painting of interior and exterior areas on several different schools as well as work occurring to complete the installation of trailers at Sheffield Elementary School. Mr. Coleman announced that the Heritage High School gym floor project would be completed tomorrow, and that roofing work is almost completed at Hutcherson Early Learning Center.

The auditors will begin their work in the Department of Finance beginning August 15, 2011.

School board members have received a copy of the Teacher Level Professional Growth Handbook. This item will be discussed at the school board meeting on July 19, 2011.

H. Board Comments

Mr. Billingsly announced that the Heritage High School Task Force would meet on Friday at 1:00 p.m. Community members should be receiving surveys over the next few days.

Mrs. Barker announced that she had talked with members of city council about scheduling an informal gathering for city council and the school board. She will provide additional information regarding this event and she receives it.

Dr. Dolan-Sewell welcomed Ms. Poore to the school board. She also thanked all the school staff for the time they have given to provide enrichment and other summer activities for students.

Ms. Waller visited William Marvin Bass Elementary School and indicated that teachers are very excited about the beginning of their new school year.

Rev. Anderson congratulated Mr. White and Mrs. Tweedy on their appointments as chair and vice chair.

Mrs. Barker provided information about Mr. Webb's recent surgery and indicated that the surgery had gone well and that Mr. Webb was now at home.

The Superintendent's Evaluation Tool Committee met on June 28, 2011, and the committee hopes to provide a formal presentation to the school board at the meeting on July 19, 2011.

Mr. White thanked members of the school board for the opportunity to serve as chairman. He stated that they are a wonderful team and that the board is committed to moving the school division forward as a team. He also thanked Mrs. Barker for her service as chairman for the past two years recognizing that she has set a very high standard for him.

The Virginia School Boards Association has requested that the school board appoint a delegate and an alternate delegate as representatives during the annual convention. Mr. White and Mrs. Tweedy were appointed by the school board through consensus.

Mr. White indicated that since Ms. Poore's appointment to the school board, there are now three school board representatives on the Heritage High School Task Force. Mr. White submitted his resignation from the task force to the school board. Upon MOTION by Dr. Dolan-Sewell, SECONDED by Rev. Anderson, the school board accepted the resignation of Mr. White from the Heritage High School Task Force.

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

No Votes: None

Abstentions: None

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Mrs. Tweedy, the school board appointed Ms. Poore as a representative for the school board to the Heritage High School Task Force.

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

No Votes: None

Abstentions: None

I-1. Notice of Closed Meeting

Upon MOTION by Mr. McHenry, SECONDED by Mrs. Barker, the school board convened a closed meeting at 6:27 p.m. pursuant to the Code of Virginia §2.2-3711 (A) (1) to discuss an employee appointment and employee assignment.

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

No Votes: None

Abstentions: None

I-2, Certification of Closed Meeting

Upon MOTION by Rev. Anderson, SECONDED by Mrs. Barker, the school board reconvened in open session at 8:03 p.m.

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

No Votes: None

Abstentions: None

Upon MOTION by Ms. Waller, 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: Mr. White, Mrs. Tweedy, Rev. Anderson, Mrs. Barker, Mr. Billingsly, Dr. Dolan-Sewell, Mr. McHenry, Ms. Poore, Ms. Waller

No Votes: None

Abstentions: None

J. Informational Items

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

K. Adjournment

The meeting adjourned at 8:05 p.m.

Charles B. White, Chairman

Wendie L. Sullivan, Clerk

(SCHOOL BOARD DOCUMENT FILES ARE LOCATED IN THE DEPARTMENT FOR FINANCE AT THE SCHOOL ADMINISTRATION BUILDING.)