

**Lynchburg City School Board
Regular Meeting
August 17, 2010**

**BOARD
MEMBERS
PRESENT:**

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

**BOARD
MEMBERS
ABSENT:**

Albert L. Billingsly
Charles B. White

**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
Beverly A. Padgett, Chief Financial Officer
Leigh F. Farmer, Public Information Officer
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
Wendie L. Sullivan, Recording Secretary/Clerk

**MEDIA
PRESENT:**

Jesse Pounds, *The News & Advance*

**Agenda
Items:**

- A-1. Public Comments
- B-1. Lynchburg Beacon of Hope
- C-1. Finance Report
- D. Consent Agenda
- E-1. Sandusky Middle School: Update
- E-2. Administrative Regulation 2-32: Fund Raising by Students
- E-3. School Board Policy 7-50: Security of Buildings and Grounds: Communications Devices
- E-4. Administrative Regulation 7-50: Security of Buildings and Grounds: Communications Devices
- F-1. Central Virginia Governor's School for Science and Technology: 2010-11 Budget
- F-2. School Board Finance Committee
- F-3. Budget Adjustment: title I A School Improvement Funds for FY 2010-11
- F-4. Requirements for Perrymont Elementary School Improvement
- F-5. Athletic Program Review

The Lynchburg City School Board met for its regular meeting at 5:40 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 Rev. Anderson, SECONDED by Mrs. Tweedy, the school board removed item F-5. School Board Policy 2-12: Advertising in the Schools and F-6. School Board Policy 2-13: Distribution of Outside Communications and the addition of item E-1. Sandusky Middle School: Update.

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

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. Lucille Deane, spokesperson of the Dunbar High School alumni, presented a preliminary proposal to the school board about constructing a memorial wall on the Paul Laurence Dunbar Middle School for Innovation campus; Mr. Dick Park provided comments about the school board’s cell phone policy; and Mr. Walter Fore also provided comments about the school board’s cell phone policy.

B-1. Lynchburg Beacon of Hope

Mr. Robert G. Wade and Kara Kukulski of the Lynchburg Beacon of Hope provided the following information:

The Lynchburg Beacon of Hope is a community-based initiative to inspire and empower students to change their future. We are an action subcommittee of the Many Voices One Community initiative. The idea of providing a scholarship promise to all graduates of the Lynchburg City Schools was one of the highest recommendations from the study circles. Over 50 communities across the nation have begun to reap the rewards of the Promise Net scholarship programs in quantifiable terms. Dropout rates are declining, student enrollment is increasing, more tax dollars are being generated through increased real estate assessments and overall economic growth. By providing college advice and scholarships, the Lynchburg Beacon of Hope would empower a new generation for success. The program relies on three key strategies:

1. Developing Future Centers
 - Seeking grants to develop “Future Centers” in each Lynchburg city high school with a full-time professional college and financial aid advisor. The Center would:
 - Provide college admission and financial aid guidance to students by appointment or drop-in,
 - Use intrusive intervention via classroom presentations or one-on-one/small group sessions to discuss college plans throughout K-12,
 - Collect data on college applications, college acceptance, FAFSA, scholarship applications and amount of scholarship offered – reporting annually to schools and constituents, and
 - Establish partnerships with the schools to share information and clearly define the roles of advisor vs. guidance counselor to encourage collaboration and maximize success.

2. Providing Scholarships
 - Assisting all college bound students in seeking at least three college scholarships.
 - Seeking community support to offer a place-based scholarship (defined by where you live, not need or merit based). Additional monetary assistance given where needed.

3. Aiding College Retention
 - Partnering with colleges to provide students with academic and personal guidance to help them graduate.
 - Seeking mentors for first generation students.

The Lynchburg Beacon of Hope will have universal benefits for all high school graduates; however, it will have the greatest impact on low income and first generation students. The goal is to develop a K-16 culture in our community. We want Lynchburg to be the first Promise Net Scholarship program in Virginia.

C-1. Finance Report

The school administration, in accordance with the 2009-10 school operating budget, authorized, approved, and processed the necessary payments through June 30, 2010. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The attached operating fund expenditure report summarized the payments made through June 30, 2010, for the operating fund (**unaudited**). Additional year-end adjustments will be made which should reduce the available balance after payroll that is noted below; the available balance includes “stimulus” carryover funds of approximately \$1.2 million. The final data for available balance will be determined after the audit is complete. However, preliminary data are available.

Total Operating Fund Budget	\$89,460,750.84
Expenditures through 06/30/10	(\$82,596,620.50)
Outstanding Encumbrances	(\$0.00)
Available Balance	\$5,864,130.34
Outstanding Payroll Encumbrances	(\$0.00)

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Available Balance after Payroll	\$5,864,130.34
Percent of Budget Used as of 06/30/10 with payroll encumbrances	93.45%
Percent of Budget Used as of 06/30/10 without payroll encumbrances	93.45%
As of 06/30/10 – 12 months	100.00%

The operating fund revenue report details the revenue received through June 30, 2010. The expenditure summary report summarizes the payments made through June 30, 2010, for all funds. Both reports appeared as attachments to the agenda report.

Mrs. Padgett presented information to the school board about the fund balance for 2009-10. At this time, the school division has used 93.45 percent of its budget for the year. The unaudited fund balance remaining is \$5,864,130.34. The net available balance includes stimulus funds and federal funds for special education that will carry over to FY 2010-11. Further, the school division realized a savings of \$1,349,336 as a result of the Virginia Retirement System's premium holiday for the fourth quarter of 2010. The estimated total unrestricted amount of fund balance is \$1,615,970.29.

D. Consent Agenda

Upon MOTION by Dr. Dolan-Sewell, SECONDED by Rev. Anderson, the school board approved the personnel report for the period July 21 – August 17, 2010.

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

No Votes: None

Abstentions: None

Mr. Coleman was introduced at the new assistant superintendent of curriculum and instruction.

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 17, 2010, EXHIBIT "A," FOR A COPY OF THE CONSENT AGENDA ITEMS.)

E-1. Sandusky Middle School: Update

Mr. Blair Smith, principal at Dominion Seven Architects, informed the school board that everything has gone smoothly as the project at Sandusky Middle School comes to a close. Problems with the heating and cooling system have been resolved, and all items from the punch list have been finished. Since school ended in June, asbestos has been removed from the old building, and the building has been razed with the steel, block, and brick being recycled. At this point, the bus loop, parking lot, and student drop off area need to be completed. The old parking lot is currently being used by teachers, but the new parking lot should be finished within the next two weeks. Parents will use the elementary school parking lot to drop students off, and students will walk along the sidewalk to get to the new school. After October 1, students at both the elementary and middle schools will be dropped off at the middle school parking lot. The project is coming in under budget and a couple of weeks ahead of schedule.

E-2. Administrative Regulation 2-32: Fund Raising by Students

Several parent organizations, such as Parent Teacher Organizations (PTO), have recently inquired about and have asked for changes to *Administrative Regulation 2-32 Fund Raising by Students*. Most of the requests have related to parents' beliefs that some aspects of the regulation have limited their chances for sponsoring successful fundraisers. Specifically, most complaints have centered on the part of the regulation, which prohibits the use of incentives, in the form of sales prizes and awards, for elementary students during these fundraisers. The regulation states, "For the elementary and middle schools, general door-to-door sales/solicitation campaigns by students are prohibited as are the use of sales prizes or awards for individual students."

The school board reviewed the administrative regulation at its meeting on July 21, 2010, and changed the regulation so that awards could be given to individual students. The revised administrative regulation appeared as an attachment to the agenda report.

Upon MOTION by Rev. Anderson, SECONDED by Mrs. Tweedy, the school board approved revisions to Administrative Regulation 2-32: Funding Raising by Students.

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

No Votes: Mr. Webb

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 17, 2010, EXHIBIT "B," FOR A COPY OF ADMINISTRATIVE REGULATION 2-32: FUND RAISING BY STUDENTS.)

E-3. School Board Policy 7-50: Security of Buildings and Grounds: Communications Devices

School Board Policy 7-50: Security of Buildings and Grounds: Communications Devices was last revised by the school board in January 1997 in accordance with the Code of Virginia §22.1-278.2, which specifically addresses authority for regulation of the use of beepers or other portable communications devices. Through collaboration with elementary and secondary principals, along with the Technology Leadership Team, School Board Policy 7-50 has been updated. The proposed changes to the policy appeared as an attachment to the agenda report.

Upon MOTION by Mr. Webb, SECONDED by Rev. Anderson, the school board approved revisions to School Board Policy 7-50: Security of Buildings and Grounds: Communications Devices.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 17, 2010, EXHIBIT "C," FOR A COPY OF SCHOOL BOARD POLICY 7-50: SECURITY OF BUILDINGS AND GROUNDS: COMMUNICATIONS DEVICES.)

E-4. Administrative Regulation 7-50: Security of Buildings and Grounds: Communications Devices

Administrative Regulation 7-50: Security of Buildings and Grounds: Communications Devices was last revised by the school board in January 1997 in accordance with the Code of Virginia §22.1-278.2, which specifically addresses authority for regulation of the use of beepers or other portable communications devices. Through collaboration with elementary and secondary principals, along with the Technology Leadership Team, Administrative Regulation 7-50 has been updated. The proposed changes to the regulation appeared as an attachment to the agenda report.

Upon MOTION by Mr. Webb, SECONDED by Rev. Anderson, the school board approved revisions to Administrative Regulation 7-50: Security of Buildings and Grounds: Communications Devices.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 17, 2010, EXHIBIT "D," FOR A COPY OF ADMINISTRATIVE REGULATION 7-50: SECURITY OF BUILDINGS AND GROUNDS: COMMUNICATIONS DEVICES.)

F-1. Central Virginia Governor's School for Science and Technology: 2010-11 Budget

The Lynchburg City School Board serves as fiscal agent for the Central Virginia Governor's School for Science and Technology. The governing board of the school has approved its 2010-11 operating budget in the amount of \$920,939.44, which represents an increase of \$31,571.74 more than the 2009-10 fiscal year. All funds expended at the school are totally reimbursable from participating school divisions and state funds as listed on the attached budget. School divisions supporting this program are Amherst County Schools, Appomattox County Schools, Bedford County Schools, Campbell County Schools and Lynchburg City Schools.

Provided below is the financial impact summary for Lynchburg City Schools:

	<u>2009-10</u>	<u>2010-11</u>
Student Tuition	\$4,200	\$4,200
Number of students	30	30
Total Tuition	\$126,000	\$126,000

The tuition is budgeted to remain the same at \$4,200 per student.

Dr. Stephen C. Smith, director for the Central Virginia Governor's School for Science and Technology, was present to answer questions.

Upon MOTION by Mr. Webb, SECONDED by Dr. Dolan-Sewell, the school board authorized the school administration to act as fiscal agent for the Central Virginia Governor's School for Science and Technology and to administer its 2010-11 budget in the amount of \$920,939.44.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 17, 2010, EXHIBIT “E,” FOR A COPY OF THE 2010-11 BUDGET.)

F-2. School Board Finance Committee

In an effort to keep school board members more informed about the school division’s operating budget, the school board formed and approved a finance committee. Membership is determined by the school board chairman and includes the superintendent, the chief financial officer, and three school board members. Membership also includes the chairman and an alternate school board member, but they serve as ex-officio members. The committee meets quarterly or as needed at noon at the School Administration Building. Specific dates will be determined.

This committee assumed the responsibilities of the school division’s Internal Audit Committee. That committee’s purpose was to review reports from the Office of Internal Audit and to make suggestions for areas to be audited. Further, internal audits assisted officials and management in carrying out their responsibilities by appraising the effectiveness, efficiency, and accurateness of activities and programs.

Proposed membership for the committee includes:

Keith R. Anderson	Thomas H. Webb
Albert L. Billingsly	Charles B. White (Alternate)

These members will serve from August 17, 2010 – July 31, 2011.

A copy of the guidelines for the finance committee appeared as an attachment to the agenda report.

Upon MOTION by Rev. Anderson, SECONDED by Mr. Webb, the school board approved the membership of the School Board Finance Committee for the period August 17, 2010 – July 31, 2011.

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

No Votes: None

Abstentions: None

(SEE SCHOOL BOARD DOCUMENT FILE, MEETING OF AUGUST 17, 2010, EXHIBIT “F,” FOR A COPY OF THE GUIDELINES.)

F-3. Budget Adjustment: title I A School Improvement Funds for FY 2010-11

Lynchburg City Schools has received notification from the Virginia Department of Education that the application for Title I A School Improvement Funds in the amount of \$175,608 for Perrymont Elementary School has been received and approved for the 2010-11 fiscal year.

This amount was not included in the 2010-11 Grant Fund budget and results in an increase to the Lynchburg City Schools grant fund budget of \$175,608.

Upon MOTION by Rev. Anderson, SECONDED by Ms. Waller, the school board approved the increase in the grant fund budget of \$175,608.

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

No Votes: None

Abstentions: None

F-4. Requirements for Perrymont Elementary School Improvement

On June 14, 2010, the school division submitted an application to the Virginia Department of Education (VDOE) on behalf of Perrymont Elementary School as part of a requirement for Perrymont Elementary School to be eligible to receive \$175,608 in school improvement funding.

In addition, the funding is contingent upon the Perrymont staff complying with requirements established by the VDOE that are designed to promote improvement in student achievement at Perrymont.

These requirements include:

- Employing a school improvement coach,
- Sending a prescribed team to a VDOE sponsored school improvement institute,
- Implementing teacher leader training,
- Participating in on-going teacher leader training opportunities sponsored by VDOE,
- Participating in VDOE-sponsored webinars focused on researched-based school improvement indicators,
- Developing and implementing a school improvement plan utilizing the planning tool developed by the Center on Innovation and Improvement,
- Working collaboratively with a VDOE appointed school improvement coach and a VDOE appointed teacher leader training mentor, and
- Completing and submitting a quarterly report to the VDOE to report on student progress and school progress on the completion of tasks.

Furthermore, the school division will participate in activities required by VDOE that include:

- Developing a school division improvement plan utilizing the planning tool developed by the Center on Innovation and Improvement,
- Providing the support of central office personnel to assist the Perrymont Elementary School staff in meeting all VDOE requirements, and
- Participating in VDOE-sponsored webinars focused on researched-based school improvement indicators.

Perrymont Elementary School is one of 33 schools across the state in strand one. There are 14 schools in strand two, 58 schools in strand three, and 82 schools in strand four. The school division has contacted the Virginia Department of Education to see if Heritage Elementary School, which is currently in its first year of school improvement, can collaborate in the school improvement process with Perrymont Elementary School. Hopefully, VDOE will provide additional funding to help with this collaboration, and this collaborative effort will also give Heritage Elementary School a lead on their school improvement plan.

F-5. Athletic Program Review

During the development of the 2010-11 operating budget, several discussions occurred related to a variety of athletic issues. At the recommendation of the superintendent, dramatic changes in the school division's athletic program were removed from discussion with the understanding that the school administration would conduct a review of all athletic programs during the 2010-11 school year. Mr. Coleman provided the school board an outline for the review of the current program as well as preliminary guidelines for the committee to be formed. The school board requested that a representative from the school board be appointed to the committee. The membership of this committee will be presented to the school board for approval in September.

G. Superintendent's Comments

Student registration occurred today from 12:00 p.m. until 7:00 p.m. Dr. McKendrick will provide enrollment information to the school board at its meeting on September 7, 2010.

The beginning of school convocation will occur on August 20, 2010, at 8:00 a.m. at the Civic Auditorium at E. C. Glass High School.

H. Board Comments

Mrs. Barker announced that school board members have requested a representative be appointed to participate on the committee working on the city and schools collaborative efforts. Dr. Dolan-Sewell has agreed to serve on this committee.

Mrs. Barker also announced that the Lynchburg City Council has established a Heritage High School Task Force with Councilman Perrow and Councilman Gillette as members. Mr. White and Mr. Billingsly have also agreed to serve on this committee. Councilman Gillette is to serve as chairman of the committee, and city council suggested that one of the school board members chosen to be on the committee by the school board serve as vice chairman.

Upon MOTION by Mr. Webb, SECONDED by Ms. Waller, the school board approved the appointment of Mr. Billingsly and Mr. White to the Heritage High School Task Force that the city council has organized.

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

No Votes: None

Abstentions: None

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Dr. Dolan-Sewell and Rev. Anderson expressed an interest in having Councilman Gillette and Mr. Billingsly serve as co-chairs of the committee. Dr. McKendrick suggested that the school board submit the request in writing to the city council.

Several dates were suggested for the school board retreat. Those dates will be sent to school board members. Topics for the retreat will be compiled and reviewed during the September 7, 2010, school board meeting.

The school board and the city council will conduct a joint meeting at Sandusky Middle School on October 14, 2010, with a tour of the new school beginning at 5:00 p.m. and dinner at 6:00 p.m.

Rev. Anderson attended the registration at Heritage High School as part of the Key Communicators Advisory Committee. He stated that watching the new student arrive was very exciting.

Ms. Waller, who is the school representative on the LAUREL School Board, announced that the LAUREL Regional School will not follow the Lynchburg City Schools' calendar this year. Special education directors of the member school divisions believe that students were too fragile for the long school day and that students would be missing too much time during winter break. The LAUREL School Board will incur the costs associated with the new calendar.

Mrs. Tweedy announced that she, too, represented the Key Communicators Advisory Committee during registration at Sandusky Middle School.

Mr. Webb provided information about the events and activities he attended during the past several weeks.

I. Informational Items

Next School Board Meeting: Tuesday, September 7, 2010, 5:30 p.m., Board Room, School Administration Building

J. Adjournment

The meeting adjourned at 8:02 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.)