



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

Treney L. Tweedy
School Board District 3

J. Marie Waller
School Board District 2

Thomas H. Webb
School Board District 2

Charles B. White
School Board District 1

School Administration

Paul McKendrick
Superintendent

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

Edward R. Witt, Jr.
Assistant Superintendent of
Operations and Administration

Wendie L. Sullivan
Clerk

SCHOOL BOARD MEETING
June 7, 2011 5:30 p.m.
School Administration Building
Board Room

A. PUBLIC COMMENTS

- 1. Public Comments
Paul McKendrick.Page 1
Discussion/Action (30 Minutes)

B. CONSENT AGENDA

- 1. School Board Meeting Minutes: March 17, 2011 (Student Discipline Committee Meeting)
March 21, 2011 (Special Meeting)
March 24, 2011 (Special Meeting)
March 31, 2011 (Student Discipline Committee Meeting)
April 12, 2011 (Regular Meeting)
April 14, 2011 (Student Discipline Committee Meeting)
April 25, 2011 (Special Meeting)
May 3, 2011 (Regular Meeting)

- 2. Personnel Report
Billie Kay Wingfield.Page 2
Discussion/Action

C. UNFINISHED BUSINESS

- 1. School Board Policy 7-45.3: Student-Athlete Concussion Management
William A. Coleman, Jr.Page 6
Discussion/Action

D. NEW BUSINESS

- 1. Revised Expenditure Plan: Individuals with Disabilities Education Act (IDEA) Part B Sub-grant Awards – Under the American Recovery and Reinvestment Act
William A. Coleman, Jr. Page 8
Discussion/Action

- 2. Amendments for American Recovery and Reinvestment Act (ARRA) Funds
William A. Coleman, Jr. Page 11
Discussion/Action

- 3. Local Consolidated Application: 2011-12
William A. Coleman, Jr. Page 14
Discussion

- 4. Middle School Security Administrative Assistant
Paul McKendrick.Page 16
Discussion/Action

- 5. School Bus Replacement
Edward R. Witt, Jr.Page 19
Discussion/Action

- 6. Authorization of Signature
Paul McKendrick.Page 20
Discussion/Action

E. SUPERINTENDENT’S COMMENTS

F. BOARD COMMENTS

G. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, June 21, 2011, 5:30 p.m.
Board Room, School Administration Building

H. ADJOURNMENT

Agenda Report

Date: 06/07/11

Agenda Number: A-1

Attachments: No

From: Paul McKendrick, 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 superintendent recommends that the school board receive this agenda report as an informational item.

Agenda Report

Date: 06/07/11

Agenda Number: B-2

Attachments: Yes

From: Paul McKendrick, Superintendent
Billie Kay Wingfield, Director of Personnel

Subject: Personnel Report

Summary/Description:

The personnel recommendations for May 17 – June 7, 2011, appear as an attachment to this agenda report.

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

Recommendation:

The superintendent recommends that the school board approve the personnel recommendations for May 17 – June 7, 2011.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
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NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2011-12:

Clark, Jason	Sweet Briar	M.S./20 yrs (Lv. 17 4)	Heritage High Technology Education	8/8/11
Krause, Amy	Lynchburg College	B.A./0 yrs. (Lv. 0 3)	E. C. Glass English Teacher	8/8/11
Oliver, Scott	Virginia Tech	M.S./4 yrs. (Lv. 4 4)	E. C. Glass Social Studies Teacher	8/8/11

RESIGNATIONS:

Allen, Veronica	Columbus State University	M.Ed./11yrs. (Lv. 10 1)	Dearington Elementary Fourth Grade Teacher	05/29/11
Cooper, Kenneth	Eastern Kentucky University	B.S./8 yrs. (Lv. 7 4)	E. C. Glass Science Teacher	05/29/11
Farmer, Shawne	University South Carolina	M.A./12 yrs. (Lv. 11 3)	Dunbar Middle Social Studies	05/22/11
Foster, Tracy	Liberty University	M.Ed./9 yrs. (Lv. 8 3)	Dunbar Middle English Teacher	05/29/11
Fowler, Amanda	Liberty University	M.Ed./6 yrs. (Lv. 5 3)	Dearington Elementary Title I Reading Teacher	05/29/11
Lucy, Amy	Hollins University	B.A./5 yrs. (Lv. 4 3)	E. C. Glass English Teacher	05/29/11
Lundgren, Deborah	University Connecticut	B.S./11 yrs. (Lv. 10 3)	Heritage High Science Teacher	05/29/11
Mattox, Michael	Virginia Tech	B.S./4 yrs. (Lv. 3 4)	Linkhorne Middle Science Teacher	05/29/11
McCrary, Kelli	Liberty University	B.S./7 yrs. (Lv. 6 3)	R. S. Payne Elementary Second Grade	05/29/11

Agenda Report Attachment

Item: B-2

McKendrick, Kaye	Albany State University	B.A./21 yrs. (Lv. 20 1)	Sandusky Elementary Art Teacher-Part Time	05/29/11
Nuckles, Dale	Trade & Industrial	N/A/4 yrs. (Lv. 3 4)	Heritage High VOC-Technology Education	06/6/11
Osborn, Michelle	Liberty University	B.S./1 yr. (Lv. 0 3)	Heritage High Consumer & Homemaking	06/06/11
Poggemiller, Evangeline	Liberty University	B.S./12 yrs. (Lv. 11 3)	Heritage Elementary English Second Language	05/29/11
Sarlo, Guillermo	University of De Buenos Aires	M.A./15 yrs. (Lv. 14 2)	Heritage High Foreign Language	05/13/11
Schrock, Beth	Liberty University	B.A./9 yrs. (Lv. 9 3)	T. C. Miller Vocal Music	05/24/11
Shelton, Elizabeth	Lynchburg College	M.Ed./8 yrs. (Lv. 7 3)	Heritage High Mathematics	05/29/11
Smith, Samantha	Liberty University	B.S./1 yr. (Lv. 1 3)	Heritage High Foreign Language	05/29/11
Stevens, Karen	Cheyney Univ. of Pennsylvania	M.Ed./13 yrs. (Lv. 12 1)	R. S. Payne Elementary Second Grade	05/29/11
Waddell, Julia	Carthage College	B.A./12 yrs. (Lv. 11 3)	Linkhorne Elementary Fifth Grade	05/29/11
Womack, Carolyn	University of Virginia	M.Ed./36 yrs. (Lv. 31 3)	E. C. Glass Science	05/29/11
Yoder, Eva	High Point College	B.A./16 yrs. (Lv. 15 3)	Sandusky Middle English	05/29/11
Ziennker-Lee Evelyn	Rowan University	B.S./10 yrs. (Lv. 9 3)	Dunbar Middle Science	05/29/11

RETIREMENTS:

Cox, Susan	University of Virginia	M.Ed./38 yrs. (Lv. 31 3)	Sandusky Middle Reading Specialist	05/29/11
Schmitt, Harold, Jr.	George Wash. University	M.Ed./12 yrs. (Lv. 11 4)	Linkhorne Middle Science	05/29/11

Agenda Report Attachment

Item: B-2

White, Pamela	Lynchburg College	B.A./19 yrs. (Lv. 18 3)	Bedford Hills Elementary Fifth Grade	05/29/11
Witt, Edward R. Jr.	Lynchburg College	M.Ed./41 yrs. (Lv. 7 4)	Superintendent's Office Assistant Superintendent/Operations	07/29/11

Agenda Report

Date: **06/07/11**

Agenda Number: **C-1**

Attachments: **Yes**

From: Paul McKendrick, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: School Board Policy 7-45.3: Student-Athlete Concussion Management

Summary/Description:

Pursuant to Senate Bill 652, the 2010 General Assembly amended the Code of Virginia to include 22.1-271.5, directing the Board of Education to develop and distribute to school divisions by July 1, 2011, guidelines for policies dealing with concussions in student-athletes, and requiring each school division to develop policies and procedures regarding the identification and handling of suspected concussions in student-athletes.

The goals of the Student-Athlete Protection Act (SB 652) are to ensure that student-athletes who sustain concussions are properly diagnosed, given adequate time to heal, and are comprehensively supported until they are symptom free.

At its May 17, 2011, meeting, the school board received information regarding how possible concussion injuries will be handled.

The concussion manual will be included in the Lynchburg City Schools' High School Student-Athlete Handbook.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve School Board Policy 7-45.3: Student-Athlete Concussion Management.

STUDENTS

Student-Athlete Concussion Management P7-45.3

- {1. In order to participate in any extracurricular physical activity, each student-athlete and the student-athlete's parent or guardian shall review, on an annual basis, information on concussions. After having reviewed materials describing the short- and long-term health effects of concussions, each student-athlete and the student-athlete's parent or guardian shall sign a statement acknowledging receipt of such information; and**
- 2. A student-athlete suspected by that student-athlete's coach, athletic trainer, or team physician of sustaining a concussion or brain injury in a practice or game shall be removed from the activity at that time. A student-athlete who has been removed from play, evaluated, and suspected to have a concussion or brain injury shall not return to play that same day nor until (i) evaluated by an appropriate licensed health care provider as determined by the Board of Education and (ii) in receipt of written clearance to return to play from such licensed health care provider.**
- 3. The concussion management manual is included in the LCS High School Student- Athlete Handbook.**

Legal Reference:

§Code of Virginia 22.1-271.5}

Adopted by School Board:

Agenda Report

Date: 06/07/11

Agenda Number: D-1

Attachments: Yes

From: Paul McKendrick, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: Revised Expenditure Plan: Individuals with Disabilities Education Act (IDEA) Part B Sub-grant Awards – Under the American Recovery and Reinvestment Act

Summary/Description:

Lynchburg City Schools received funds under the American Recovery and Reinvestment Act (ARRA): the Individuals with Disabilities Education Act (IDEA) Part B Section 611 and Part B Section 619 grants. An expenditure plan was developed, approved and implemented. A review of the expenditure plan and expenditures to date revealed the need to revise the expenditure plan to ensure all funds are encumbered by September 30, 2011.

The expenditure plans for the American Recovery and Reinvestment Act (ARRA): the Individuals with Disabilities Education Act (IDEA) Part B Section 611 and Part B Section 619 grants outline requested revisions as of June 7, 2011, and appear as an attachment to this agenda report.

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

Recommendation:

The superintendent recommends that the school board approve the revised expenditure plans.

Agenda Report Attachment

Item: D-1

Revised Expenditure Plan: Individuals with Disabilities Education Act (IDEA) Part B Sub-grant Awards -Under the American Recovery and Reinvestment Act

American Recovery and Reinvestment Act (ARRA): the Individuals with Disabilities Education Act (IDEA) Part B Section 611

(A) EXEPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) PROPOSED BUDGET AMOUNT	(D) FOR DOE USE ONLY
Personal Services	1000	\$353,415.44	
Employee Benefits	2000	\$91,795.50	
Purchased Services	3000	\$413,893.89	
Internal Services	4000	0.00	
Other Services	5000	\$3,977.72	
Materials / Supplies	6000	0.00	
Capital Outlay	8000	0.00	
TOTAL REVISED BUDGET		\$863,082.55	

Proposed Equipment: (List Items costing \$5,000 or more):

Revised Expenditure Plan: Individuals with Disabilities Education Act (IDEA) Part B Sub-grant Awards -Under the American Recovery and Reinvestment Act

American Recovery and Reinvestment Act (ARRA): the Individuals with Disabilities Education Act (IDEA) Part B Section 619

(A) EXEPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) PROPOSED BUDGET AMOUNT	(D) FOR DOE USE ONLY
Personal Services	1000	\$15,320.76	
Employee Benefits	2000	\$4,443.18	
Purchased Services	3000	\$11,000.00	
Internal Services	4000	\$26,464.46	
Other Services	5000	\$514.60	
Materials / Supplies	6000	\$20,479.00	
Capital Outlay	8000	0.00	
TOTAL REVISED BUDGET		78,222.00	
Proposed Equipment: (List Items costing \$5,000 or more): N/A			

Agenda Report

Date: 06/07/11

Agenda Number: D-2

Attachments: Yes

From: Paul McKendrick, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: Amendment for *American Recovery and Reinvestment Act (ARRA)* Funds

Summary/Description:

The *American Recovery and Reinvestment Act of 2009 (ARRA)* provided significant new funding to coincide with several Titles of *The No Child Left Behind Act of 2001*, including Title I, Parts A and D and Title II, Part D.

The attachment shows spending for Title I, Part A, ARRA funds for the past two years. School board approval is necessary prior to submitting the final amendment to the Virginia Department of Education.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

***American Recovery and Reinvestment Act (ARRA)
Expenditures***

American Recovery and Reinvestment Act (ARRA) funds were allocated for the 2009-10 school year with the ability to carryover funds for the 2010-11 school year. In several cases, the projects in the proposal were designed to cover a two-year period. The funds were designated with the following ARRA principles in mind: to save and create jobs, to improve student achievement, to ensure transparency in accounting and reporting, and to avoid creating unsustainable commitments once the funding expires.

In the original application, 20% of the funds were set aside, as required, for costs related to school improvement and public school choice requirements. Additional funds were set aside for parental involvement, to sustain a part-time parent liaison for the Pre-K programs, and to fund division wide parent fairs in 2009-10 and 2010-11. Set aside funds also sustained a part-time grant coordinator position to oversee the ARRA and school improvement funds and to ensure adherence to the ARRA principles.

Lynchburg City Schools elected to focus ARRA funds in the instructional areas of greatest need. Title I, Part A funds created three new jobs in the form of resource positions to support the effective implementation of Professional Learning Communities, a division initiative. Two teacher assistant jobs were sustained. A part-time instructional reading specialist position was sustained.

The remaining funds were designated for professional development and for instructional programs and materials anticipated to have the greatest instructional impact. Professional development funding paid for active learning training for pre-k teachers, aligning the process with the Skillful Teacher model and increasing the skills of the teachers in implementing differentiated instruction with our highest risk population. Four college-level reading classes were provided to our teachers. Additional professional development addressed the effective implementation of customized leveled libraries in all elementary schools. This program provided elementary teachers with leveled readers for small group instruction focused on increasing student fluency, vocabulary, and comprehension.

Professional development funding supported the effective implementation of supplemental math and science materials and programs. These included tubs of hands-on manipulatives designed to address deficit math areas at each grade level. Teachers also participated in training academies in science content and instruction, and received a classroom science closet component with hands-on materials.

The proposal also included funding for supplemental instructional and library materials at each Title I elementary school. These funds provided experiential learning activities including local field trips to history and science locations, such as the "Earth Zone" a center providing opportunities to experience science and a nature "first-hand" at one of our schools for innovation. This center, including a touch tank, laser lab, and herpetology center provided hands-on science experiences for fourth and fifth grade students during the past two years.

The school division used the 2009-10 Title I, Part A allocated ARRA funds as follows:

SET ASIDE: \$ 89,200

\$ 89,200 Position for coordination of ARRA funds & improvement programs, over two years

PARENTAL INVOLVEMENT: \$162,434

\$ 89,966 Pre-K Parent Liaison (.5) for two years, with benefits
 \$ 40,468 Division-wide Parental Involvement Fairs, three total in two years
 \$ 32,000 School-Level Parental Involvement funds

READING: \$929,250

\$233,000 Leveled libraries for 210 classrooms for guided reading
 \$ 90,000 Replacement books and supplemental summer reading materials
 \$ 70,000 Four LCS sponsored reading classes for professional staff over two years
 \$ 30,000 Professional development for leveled libraries
 \$ 35,620 PreK teacher-training in active learning to enhance acquisition of pre-reading skills
 \$ 83,000 Elementary library STAR/AR licenses for five years
 \$ 69,435 Supplemental Library materials for Title I elementary schools
 \$107,305 Supplemental reading materials including paper, for two years
 \$ 60,500 One part time reading specialist for two years, with benefits
 \$118,088 1.5 FTE resource teacher for two years, with benefits, and
 \$ 32,302 One teacher assistant, with benefits to provide instructional support

MATH: \$413,995

\$ 26,600 Leveled Math materials for summer programs
 \$ 23,040 FASTT Math Enterprise Edition (student specific daily math facts program)
 \$ 46,425 Hands-on math activity tubs designed around SOL math deficits, grades 2-5
 \$ 14,610 Kwik Check math response paddles for classrooms, grades 2-5.
 \$105,610 Supplemental math materials including paper, for two years @7.25 per student
 \$ 11,700 Staff development and substitutes for staff development
 \$ 35,620 PreK teacher-training in active learning to enhance acquisition of pre-math skills
 \$118,088 1.5 FTE resource teacher for two years, with benefits, and
 \$ 32,302 One teacher assistant, with benefits to provide instructional support

SCIENCE: \$91,950

\$ 27,500 PRISM Kits for SOL: K.2,K.6,1.3,2.4,3.1,3.2,3.4,3.5,3.6,3.8,4.1,4.3,4.5,5.3
 \$ 32,000 Support for students to participate local science and history field trips
 \$ 16,950 Supplemental science materials for two years @2.50 per student, K-5
 \$ 15,500 Science library materials and field study activities, including transportation

Total Title I, Part A ARRA funds spent as projected: \$1,686,829.00

Funds repurposed to maintain positions (as below): \$ 989,402.02

8.0 FTE elementary class size reduction positions retained for 10-11 \$ 359,014.52
 2.2 FTE resource positions retained for 10-11 \$ 88,582.50
 11.0 FTE Title I, Part A positions funded in 09-10 to carryover to 10-11 \$ 541,805.00

To be reallocated and encumbered by September 30, 2011 \$ 102,877.00

Total Allocation for Title I, Part A, ARRA Funds: \$2,779,108.02

Agenda Report

Date: 06/07/11

Agenda Number: D-3

Attachments: No

From: Paul McKendrick, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: Local Consolidated Application: 2011-2012

Summary/Description:

The No Child Left Behind Act (NCLB) of 2001 was signed into law as P.L.107-110 on January 8, 2002. In the Act, the federal government established minimum standards for teachers and paraprofessionals in all public schools. In addition, the Act set a mandatory deadline for all public schools to bring all students, particularly five subgroups of students, to "proficient" achievement. Funding to assist in the attainment of these standards flows from the federal government to approved state NCLB plans. Funding designed to ensure educational faculty and staff are "highly qualified" and to close the achievement gap between high- and low-performing children is then provided through the states' educational agencies to eligible local school divisions in several program areas.

Both federal and state educational agencies encourage local school divisions to submit consolidated applications for funding for these programs. The consolidated application allows greater cross-program planning and coordination to improve teaching and learning. The consolidated application also allows school divisions to complete one comprehensive needs assessment and to establish division goals and objectives supported by all programs. In addition to the comprehensive needs assessment, the consolidated application is based on needs assessments for individual schools as well, and it contains detailed measurable objectives and benchmarks, specific individual program services and activities, a staff and budget breakdown, and other information specific to individual programs.

The Lynchburg City Schools' Consolidated Application for 2011-2012 includes the budgets for Title I Parts A and D, Title II Part A and Title III. We anticipate a 10% reduction in funds for both Title I Part A and Title II Part A. We have not received any information regarding allocations for Title I, Part D or Title III, Part A. Title I Part A allocates funds for teachers, assistants, and materials for supplemental services in reading and math and parental involvement. Because we have Title I schools that are in school improvement sanctions, we are required to set-aside specific funds for professional development for staff in those schools and for public school choice and supplemental educational services for students in those schools. Title I Part D provides funding for part of the truancy program and some alternative education programs. Title II Part A supports professional development, including partial funding for the instructional specialists' positions. Title III funds support the Limited English Proficiency program.

Agenda Report

Date: 06/07/11

Agenda Number: D-3

Attachments: No

In previous years our consolidated application included funds for technology education (Title II, Part D), but these funds have been cut at the federal level. This equates to a loss of \$23,473.29, which had been used to fund summer technology academy initiatives and purchase technology equipment.

School board approval is necessary prior to submitting the Local Consolidated Application for the 2011-2012 academic year to the Virginia Department of Education.

Members of the school board have received a copy of the Local Consolidated Application for 2011-12.

Disposition: Action
 Information
 Action at Meeting on: 06/21/11

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on June 21, 2011.

Agenda Report

Date: 06/07/11

Agenda Number: D-4

Attachments: Yes

From: Paul McKendrick, Superintendent

Subject: Middle School Security Administrative Assistant

Summary/Description:

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 presents the attached for school board consideration. The statements in bold represent the additional tasks/responsibilities that the school board had requested.

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

Recommendation:

The superintendent recommends that the school board approve the addition of the middle school security administrative assistant positions for each middle school.

MIDDLE SCHOOL SECURITY ADMINISTRATIVE ASSISTANT

Performs a variety of duties required to maintain a safe and secure environment in a school, enforces regulations establishing a tobacco-, alcohol-, weapons-, and drug-free school setting, and performs related duties as required or assigned.

Typical Tasks

- Patrols halls and school grounds to monitor and address student behavior;
- enforces regulations regarding conduct;
- makes police contacts as necessary;
- arranges transport for students during medical emergencies;
- monitors students to eliminate disturbances and to enforce trespassing regulations;
- as assigned, participates in maintaining discipline at student activities;
- maintains student control, as required, may have responsibility for general administrative/operational tasks;
- may have responsibility for students assigned to an alternative instruction class to include ensuring that students have prearranged assignments or distributing assignments prepared by classroom teachers;
- must conform to all requirements of the Code of Virginia and the Virginia Administrative Code;
- **participates in student activities and may serve as sponsor or coach;**
- **participates on school committees dealing with student conduct and human and community relations;**
- **assists with supervision of extra- or co-curricular activities after normal school hours;**
- **may serve as school-community relations coordinator;**
- **represents the school in court as needed;**
- **serves as a liaison between Lynchburg Police Department and fire safety officials and school administrators;**
- **involves students in establishing a human relations climate which promotes a positive school environment;**
- **works with counselors and administrators to assess and act on causes of students behavior and misbehavior.**

Supervision Received/Given

Receives supervision from the principal or his/her designee.

Education/Experience/Skills

- Any combination of education and experience equivalent to two years of college education and (may need to) meet the requirements of NCLB as related to instructional support staff. Supplemented by specialized safety or security environment training.

- Can demonstrate knowledge of local, county, and state regulations requiring an alcohol-, drug-, weapons-, and tobacco-free environment; ability to control students and maintain a healthy school environment;
- Sufficient mobility to move about school building and school grounds as required;
- Ability and strength to deter and/or restrain students to prevent injury in cases of unruly behavior;
- Ability to monitor students and maintain appropriate task-oriented behavior;
- Ability to communicate effectively, both orally and in writing;
- Ability to act as liaison between students and teachers; and
- Skill in record keeping.

Contract Length

- 10-month contract, 185 days, 7.5 hours per day
- Work schedule may include after school, evenings, and weekends on an assigned, flexible schedule. Must successfully complete any necessary training and/or recertification training annually. Applicants must be 21 years old at time of appointment.

Salary

- \$22,000 annually

Agenda Report

Date: 06/07/11

Agenda Number: D-5

Attachments: No

From: Paul McKendrick, Superintendent
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration

Subject: School Bus Replacement

Summary/Description:

On April 20, 2011, the school division suffered the loss of four school busses due to a fire on the parking lot of the Department of Transportation. The fire was caused by an electrical malfunction on one of the busses. The fire spread to three other busses due to unusually high winds on that date. All four of the busses were declared to be total losses by the school division's insurer, Ohio Casualty.

The busses were fully insured, and the insurance company assigned values to each bus as follows:

Bus 83 (1995)	\$ 4,357
Bus 84 (2007)	47,270
Bus 85 (2007)	46,540
Bus 86 (2006)	43,525
Total	\$141,692

New busses can be obtained at a cost of \$78,578 each. The school administration proposes that three of the busses be replaced at a total cost of \$235,734. The busses would be paid for with a combination of insurance proceeds (\$141,692), remaining lease-purchase funds (\$66,000), air show revenue (\$10,000), and capital improvement plan contingency funds (\$18,042).

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

Recommendation:

The superintendent recommends that the school board purchase three new replacement busses in the amount of \$235,734 using funds from insurance, lease-purchase funds, air show revenue, and capital improvement plan contingency funds.

Agenda Report

Date: 06/07/11

Agenda Number: D-6

Attachments: Yes

From: Paul McKendrick, Superintendent

Subject: Authorization for Signature

Summary/Description:

The Virginia Department of Education requires that the school division identify an individual, who, in the absence of the superintendent, has authorization to sign all Virginia Department of Education correspondence, reports, documents, requisitions, and other official correspondence. The superintendent recommends that the school board authorize Mrs. Wendie L. Sullivan, school board clerk, to fulfill the necessary signature obligations in the absence of the superintendent. Many of the matters associated with the delegation of this authority tend to be financial and operational in nature.

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

Recommendation:

The superintendent recommends that the school board authorize Mrs. Wendie L. Sullivan, school board clerk, to sign Virginia Department of Education correspondence in the absence of the superintendent.

Virginia Department of Education

Authorization of Signature in Absence of Division Superintendent
 Lynchburg City Public Schools

The School Board of the Country, City, or Town of **Lynchburg City** at a meeting held on June 15, 2010, by duly recorded vote approved and authorized the person(s) listed below to sign all Virginia Department of Education reports, documents, requisitions, and other official correspondence in the absence of the Division Superintendent.

Mrs. Wendie L. Sullivan
 School Board Clerk

Signature:

Authorization Approved through: **June 30, 2012**

This is to certify that the signature authorization action was approved and incorporated in the minutes of said School Board on the aforementioned date.

Signature of Division Superintendent Paul McKendrick	Signature of School Board Chair Mary Ann H. Barker
Printed Name of Division Superintendent	Printed Name of School Board Chair Seal of Clerk of the School Board
Signature of Clerk of the School Board Wendie L. Sullivan	
Printed Name of Clerk of the School Board	
Date: _____	
Mail to: Virginia Department of Education Educational Applications 22nd Floor P.O.Box 2120 Richmond, VA 23218-2120	