



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

Jennifer R. Poore  
School Board District 2

Treney L. Tweedy  
School Board District 3

J. Marie Waller  
School Board District 2

Charles B. White  
School Board District 1

**SCHOOL BOARD MEETING  
September 6, 2011 5:30 p.m.  
School Administration Building  
Board Room**

**A. PUBLIC COMMENTS**

- 1. Public Comments  
Larry A. Massie. . . . .Page 1  
Discussion

**B. SPECIAL PRESENTATIONS**

- 1. Beacon of Hope  
Mary Ann Hoss Barker . . . . .Page 2  
Discussion
- 2. 21st Century Community Learning Grant  
William A. Coleman, Jr. . . . . Page 3  
Discussion

**C. CONSENT AGENDA**

- 1. Personnel Report  
Billie Kay Wingfield . . . . . Page 4  
Discussion/Action
- 2. Religious Exemption  
Larry A. Massie. . . . .Page 6  
Discussion/Action
- 3. Religious Exemption  
Larry A. Massie. . . . .Page 8  
Discussion/Action

**D. STUDENT REPRESENTATIVE COMMENTS**

**School Administration**

Larry A. Massie  
Interim Superintendent

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

Anthony E. Beckles, Sr.  
Chief Financial Officer

Wendie L. Sullivan  
Clerk

**E. UNFINISHED BUSINESS**

- 1. Superintendent Selection Process  
Charles B. White. . . . .Page 10  
Discussion
  
- 2. School Board Retreat: 2011-12  
Larry A. Massie. . . . .Page 11  
Discussion

**F. NEW BUSINESS**

- 1. Administrative Regulation 5-53.8: Classified Personnel  
Evaluation  
Billie Kay Wingfield. . . . . Page 12  
Discussion

**G. SUPERINTENDENT’S COMMENTS**

- 1. Efficiency Study
- 2. School Uniform Policy
- 3. Athletics Advisory Committee Recommendations

**H. BOARD COMMENTS**

**I. CLOSED MEETING**

- 1. Notice of Closed Meeting  
Larry A. Massie. . . . .Page 16  
Discussion/Action
  
- 2. Certification of Closed Meeting  
Larry A. Massie. . . . .Page 17  
Discussion/Action

**J. INFORMATIONAL ITEMS**

Next School Board Meeting: Tuesday, September 20, 2011, 5:30 p.m.  
Board Room, School Administration Building

**K. ADJOURNMENT**

# Agenda Report

**Date:** 09/06/11

**Agenda Number:** A-1

**Attachments:** No

**From:** Larry A. Massie, Interim 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 interim superintendent recommends that the school board receive this agenda report as an informational item.

# Agenda Report

**Date:** 09/06/11

**Agenda Number:** B-1

**Attachments:** No

**From:** Mary Ann Hoss Barker, School Board Member

**Subject:** Lynchburg Beacon of Hope

## **Summary/Description:**

At the August 17, 2010, school board meeting, representatives of the Lynchburg Beacon of Hope provided information about this program which was developed to help inspire and empower students to change their future. The goal of this program is to provide a scholarship promise to all graduates of the Lynchburg City Schools.

The program relies on three key strategies:

- Developing Future Centers
- Providing Scholarships
- Aiding College Retention

The Lynchburg Beacon of Hope will provide an update on the program's progress.

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

## **Recommendation:**

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

# Agenda Report

**Date:** 09/06/11

**Agenda Number:** B-2

**Attachments:** No

**From:** Larry A. Massie, Interim Superintendent  
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

**Subject:** 21st Century Community Learning Centers Grant

## **Summary/Description:**

The 21st Century Community Learning Centers is a competitive grant program provided through Title IV, Part B, and supports the creation of academic enrichment programs that occur during non-school hours for students, particularly those who attend high-poverty and low-performing schools. The program helps students meet state and local standards in core curriculum areas, such as reading and mathematics; offers students enrichment activities which complement regular academic programs; and provides literacy and other educational services to parents and families of participating children.

On August 22, 2011, Mrs. Kathleen M. Sawyer, principal at Linkhorne Elementary School, and Mrs. Amy D. Huskin, principal at Thomas C. Miller Elementary School for Innovation, were notified that the applications they submitted had been approved and that they would receive grants in the amount of \$200,000 and \$195,000, respectively. During this presentation, Mrs. Sawyer and Mrs. Huskin will provide information about the programs they will offer to students at their schools through this grant funding.

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

## **Recommendation:**

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

# Agenda Report

**Date:** 09/06/11

**Agenda Number:** C-1

**Attachments:** Yes

**From:** Larry A. Massie, Interim Superintendent  
Billie Kay Wingfield, Director of Personnel

**Subject:** Personnel Report

## **Summary/Description:**

The personnel recommendations for August 16 – September 6, 2011, appear as an attachment to this agenda report.

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

## **Recommendation:**

The interim superintendent recommends that the school board approve the personnel recommendations for August 16 – September 6, 2011.

09/06/11

<b>NAME</b>	<b>COLLEGE</b>	<b>DEGREE/ EXPERIENCE</b>	<b>SCHOOL/ ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
<b>NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2011-12:</b>				
Davis, Bethany	Liberty University	B.S./0 yrs. (Lv.0 3)	Sheffield Elementary First Grade	08/15/11
Harrison, Kathleen	Liberty University	B.S./8 yrs. (Lv.8 3)	Sandusky Elementary Second Grade	08/15/11
Hess, Caroline	Lynchburg College	B.S./0 yrs. (Lv.0 3)	LAUREL Regional Special Education	08/30/11
Hill, Sharon L.	Arizona State University	M.A./15 yrs. (Lv.11 3)	Sandusky Elementary Art-PT	08/19/11
Jennings, Lindsey	Lynchburg College	B.S./0 yrs. (Lv. 0 3)	T.C. Miller Elementary First Grade	08/19/11
Kyper, Donald	Longwood University	MS/12 yrs. (Lv. 11 4)	Dearington Elementary Fourth Grade	09/06/11
Masci, Maria	Randolph-Macon Woman's College	B.S./17 yrs. (Lv.11 3)	Heritage High French/Spanish	08/15/11

# Agenda Report

**Date:** 09/06/11

**Agenda Number:** C-2

**Attachments:** Yes

**From:** Larry A. Massie, Interim Superintendent

**Subject:** Religious Exemption

## **Summary/Description:**

The school board, pursuant to the Code of Virginia 22.1-254 (B) (1) “shall excuse from attendance at school any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school.” The school board is in receipt of a Statement of Religious Beliefs from a parent.

The Statement of Religious Beliefs is confidential and is shared with members of the school board only.

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

## **Recommendation:**

The interim superintendent recommends that the school board excuse the student(s) from public school attendance by reason of bona fide religious training or belief of both the parent(s) and the student(s).



# Agenda Report

**Date:** 09/06/11

**Agenda Number:** C-3

**Attachments:** Yes

**From:** Larry A. Massie, Interim Superintendent

**Subject:** Religious Exemption

**Summary/Description:**

The school board, pursuant to the Code of Virginia 22.1-254 (B) (1) “shall excuse from attendance at school any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school.” The school board is in receipt of a Statement of Religious Beliefs from a parent.

The Statement of Religious Beliefs is confidential and is shared with members of the school board only.

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

**Recommendation:**

The interim superintendent recommends that the school board excuse the student(s) from public school attendance by reason of bona fide religious training or belief of both the parent(s) and the student(s).

# Agenda Report

**Date:** 09/06/11

**Agenda Number:** E-1

**Attachments:** No

**From:** Charles B. White, Chairman

**Subject:** Superintendent Selection Process

## **Summary/Description:**

At its meeting on August 16, 2011, the school board approved a contract with Hazard, Young, Attea & Associates (HYA) to assist with the process of selecting the next superintendent for the Lynchburg City Schools. On August 29, 2011, the school board met with representatives from HYA to discuss the planning process and to develop a calendar of events that would lead to the possible appointment of a new superintendent in January 2012.

The school board will provide information about the planning process and the calendar of events during this meeting.

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

## **Recommendation:**

The school board chairman recommends that the school board receive this agenda report as an informational item.

# Agenda Report

**Date:** 09/06/11

**Agenda Number:** E-2

**Attachments:** No

**From:** Larry A. Massie, Interim Superintendent

**Subject:** School Board Retreat: 2011-12

**Summary/Description:**

Each year the Lynchburg City School Board conducts a retreat in order to establish priorities for the school year and to discuss programs and operational issues relative to those priorities. The school board has determined October 20 and 21 as the dates for its retreat. During this meeting, the school board will discuss a location and begin to identify possible topics for discussion during the retreat.

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

**Recommendation:**

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

# Agenda Report

**Date:** 09/06/11

**Agenda Number:** F-1

**Attachments:** Yes

**From:** Larry A. Massie, Interim Superintendent  
Billie Kay Wingfield, Director of Personnel

**Subject:** Administrative Regulation 5-53.8: Classified Personnel: Evaluations

## **Summary/Description:**

Administrative Regulation 5-53.8: Classified Personnel: Evaluations delineates procedures related to classified personnel evaluation. According to the regulation, the annual evaluation of each classified employee must be completed on or before June 1. A request is being made to change the completion date to March 1. At the present time, employees are issued contracts before they are evaluated. This is problematic. In addition, a March 1 deadline would also ensure that performance deficiencies or concerns are addressed during the school year. Completing evaluations on June 1 makes it very difficult to address performance issues when the contract year for 10- and 11-month employees is over. One or two months may pass before the deficiency(ies) may be appropriately addressed and or a plan of improvement may be implemented

Further, the regulation was also changed to reflect the current classification of employees regarding instructional assistants and School Nutrition employees.

A copy of the revised administrative regulation appears as an attachment to this agenda report.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 09/20/11

## **Recommendation:**

The interim superintendent recommends that the school board receive this agenda report as an informational item and consider action at the meeting on September 20, 2011.

PERSONNEL

**Classified Personnel: Evaluation R 5-53.8**

The Lynchburg City School Board has directed that an evaluation program for classified personnel be developed under the direction of the superintendent. It is the desire of the school board and the administrative staff to involve classified employees of the Lynchburg City Schools in a cooperatively developed procedure. Personnel to be evaluated under this procedure are all employees assigned to the classified salary schedule. They are:

1. Secretaries
2. Nurses
3. ~~Teacher aides~~ **{Instructional Assistants}**
4. Maintenance employees
5. Custodial employees
6. Bus drivers
7. ~~Food service~~ **{School Nutrition}** employees

A. Purpose

The evaluation process for the classified personnel of the Lynchburg City Schools is designed primarily to assist them in the improvement of job performance and to make decisions with regard to classified employees. In addition, the purpose of the evaluation process shall be to assist classified employees to overcome identified weaknesses, and to assist in the retention of employees who have demonstrated performance which is satisfactory or above.

B. Orientation

During the preschool orientation period, the immediate supervisor should inform all classified employees of the evaluation procedure, schedule, and evaluation instrument. A copy of the evaluation instrument should be provided to all classified employees. Classified employees who are employed after the preschool orientation period should have the same evaluation information at the time of employment.

C. Procedure

1. Each classified employee shall be evaluated on an annual basis by the principal and/or the immediate supervisor. All supervisors with whom the employee works should be involved in the evaluation. The annual evaluation shall be completed on or before ~~June 1~~ **{March 1}** of each school year. The evaluation schedule and procedure is to be used in the evaluation of all classified employees. Because of the transiency of bus drivers, they are to be evaluated annually by the supervisor of transportation. The supervisor is urged to utilize the services of principals and assistant principals to assist in the

PERSONNEL

**Classified Personnel: Evaluation R 5-53.8**

evaluation of a bus driver(s).

2. A classified employee during his/her first year of employment and each experienced classified employee who is not performing satisfactorily shall be evaluated on or before January 15. The same procedure and evaluation instrument used in the annual evaluation shall be used for the interim evaluation. Additional interim evaluations shall be at the discretion of the building administrator and/or immediate supervisor.
3. If a classified employee is evaluated as less than satisfactory on the final evaluation, a conference with a personnel administrator may be requested by the classified employee.
4. Copies of the evaluation are to be distributed as indicated on the evaluation instrument.

Performance/Skills

- a. Quality of work
- b. Job knowledge
- c. Attitude
- d. Attendance and punctuality
- e. Personal characteristics
- f. Possesses skill and judgment in the use of equipment
- g. Interpersonal relationships
- h. Job description

D. Written Comments

1. When ratings are less than satisfactory, the evaluator shall make recommendations and provide pertinent comments in the remark section of the evaluation instrument. These remarks should outline the strengths and weaknesses and suggestions for improvement in the performance of the employee who has been rated less than satisfactory.
2. The classified employee may submit written information, with regard to specific factors of the evaluation, to the principal and/or immediate supervisor. This rebuttal or additional information must be within five (5) working days after the final annual evaluation.

Approved by Superintendent: September 16, 1980

Revised by Superintendent: August 20, 1984

PERSONNEL

**Classified Personnel: Evaluation R 5-53.8**

Revised by School Board:

# Agenda Report

**Date:** 09/06/11

**Agenda Number:** F-1

**Attachments:** No

**From:** Larry A. Massie, Interim Superintendent

**Subject:** Notice of Closed Meeting

**Summary/Description:**

Pursuant to the Code of Virginia §2.2-3711 (A) (1), the school board needs to convene a closed meeting for the purpose of discussing the following specific matters:

Personnel Matters

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

**Recommendation:**

The chairman recommends that the school board approve a motion to enter into Closed Meeting in accordance with the Code of Virginia §2.2-3711 (A) (1) to discuss personnel matters.



# Agenda Report

**Date:** 09/06/11

**Agenda Number:** I-2

**Attachments:** No

**From:** Larry A. Massie, Interim Superintendent

**Subject:** Certification of Closed Meeting

**Summary/Description:**

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.

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

**Recommendation:**

The superintendent recommends that the school board approve the Certification of Closed Meeting in accordance with the Code of Virginia §2.2-3712(D).