



Lynchburg City Schools • 915 Court Street • Lynchburg, Virginia 24504

Lynchburg City School Board

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School Board District 3

J. Marie Waller
School Board District 2

Charles B. White
School Board District 1

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

SCHOOL BOARD MEETING
(Immediately Following the Public Budget Hearing)
January 10, 2012
School Administration Building
Board Room

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I. INFORMATIONAL ITEMS

School Board Work Session: Tuesday, January 17, 2012, 5:00 p.m., Board Room, School Administration Building

Next School Board Meeting: Tuesday, January 24, 2012, 5:30 p.m., Board Room, School Administration Building

J. ADJOURNMENT

Agenda Report

Date: 01/10/12

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: 01/10/12

Agenda Number: B-2

Attachments: Yes

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

Subject: Personnel Report

Summary/Description:

The personnel recommendations for December 6, 2011 – January 10, 2012, 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 December 6, 2011 – January 10, 2012.

01/10/12

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
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RESIGNATIONS:

Butcher, Charles	Roanoke College	B.A./14 yrs. (Lv.14 4)	Sandusky Elementary Inst. Technology Specialist	01/23/12
Harris, Shaun	Lynchburg College	B.S./7 yrs. (Lv. 7 4)	Linkhorne Middle Earth Science	01/17/12
Wingfield, Billie Kay	Clemson University	M.A./20 yrs. (Lv.14 3)	Department of Personnel Personnel Director	01/20/12

Agenda Report

Date: 01/10/12

Agenda Number: D-1

Attachments: No

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

Subject: Athletic Advisory Committee Recommendations: Update

Summary/Description:

Mr. Charles E. Dellinger, supervisor of instruction and co-chairman of the Athletic Advisory Committee, will provide the school board with an update regarding the implementation of the recommendations made by the committee. The presentation this evening will focus on coaching supplements.

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: 01/10/12

Agenda Number: D-2

Attachments: Yes

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

Subject: High School Program of Studies: 2012-13

Summary/Description:

Each year modifications are made to the *High School Program of Studies* to reflect changes at the federal, state, or local level. This year's recommended changes are based on the following: significant student enrollment in Advanced Placement online courses, increased interest in career-technical programs, removal of career-technical courses no longer available, updating of some course descriptions, and the need for additional elective offerings. The recommended additions are in line with the following goals of the school division's Comprehensive Plan:

- Goal 4 of Academic Eminence: One hundred percent of high school graduates will have completed one of the following programs: college preparatory, career-technical education, or school-to-work."
- Goal 5 of Academic Eminence: "The school division will increase opportunities for students to develop higher levels of knowledge and skills in the core content areas and to explore and advance in elective, co-curricular, and extra-curricular offerings as well."

In addition, minor corrections and clarifications have been made in the program of studies. Members of the school board have reviewed the program of studies.

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

Recommendation:

The interim superintendent recommends that the school board approve the proposed changes to the High School Program of Studies for 2012-13.

2012-2013
High School Program of Studies Recommendations

Advanced Placement Psychology: Currently, this course is offered only through e2020 or Virtual Virginia. This year, there are 29 students enrolled in the course through these two providers. Counselors at the high schools feel more students would enroll in the course if it were offered on site. The purpose of the course itself is to introduce the systematic and scientific study of the behavior and mental processes of human beings and other animals. Included is a consideration of the psychological facts, principles, and phenomena associated with each of the major subfields within psychology. Students also learn about the ethics and methods psychologists use in their science and practice. The aim is to provide a learning experience equivalent to that obtained in most college introductory psychology courses. The course outline is already developed by the College Board, but the school division would need to train a qualified teacher.

Advanced Placement Environmental Science: As with Advanced Placement Psychology, this course is currently provided only through online options. While only 7 students are currently enrolled, guidance counselors would like to place the course in the Program of Studies so that students can consider enrolling. Again, the school division would need to train a qualified teacher. The goal of the AP Environmental Science course is to provide students with the scientific principles, concepts, and methodologies required to understand the interrelationships of the natural world, to identify and analyze environmental problems both natural and human-made, to evaluate the relative risks associated with these problems, and to examine alternative solutions for resolving or preventing them. Environmental science is interdisciplinary; it embraces a wide variety of topics from different areas of study. The following themes provide a foundation for the structure of the AP Environmental Science course.

1. Science is a process.
2. Energy conversions underlie all ecological processes.
3. The Earth itself is one interconnected system.
4. Humans alter natural systems.
5. Environmental problems have a cultural and social context.
6. Human survival depends on developing practices that will achieve sustainable systems.

The AP Environmental Science course is an option for any interested student who has completed two years of high school laboratory science—one year of life science and one year of physical science (for example, a year of biology and a year of chemistry). Due to the quantitative analysis that is required in the course, students should also have taken at least one year of algebra. Also desirable (but not necessary) is a course in earth science. Because of the prerequisites, AP Environmental Science will usually be taken in either the junior or senior year.

Advanced Placement Computer Science: This is an introductory course in computer science. A large part of the course is built around the development of computer programs that correctly solve a given problem. At the same time, the design and implementation of computer programs is used as a context for introducing other important aspects of computer science, including the development and analysis of algorithms, the development and use of fundamental data structures, the study of standard algorithms and typical applications, and the use of logic and formal methods. In addition, the responsible use of these systems is an integral part of the course. The goals of the course are comparable to those in the introductory course for computer science majors offered in college and university computer science departments. It is not expected, however, that all students in the AP Computer Science course will major in computer science at the university level.

The course is intended to serve both as an introductory course for computer science majors and as a course for people who will major in other disciplines that require significant involvement with technology. It is not a substitute for the usual college-preparatory mathematics courses. Students will be able to:

- Design and implement solutions to problems by writing, running, and debugging computer programs.
- Use and implement commonly used algorithms and data structures.
- Develop and select appropriate algorithms and data structures to solve problems.
- Code fluently in an object-oriented paradigm using the programming language Java. Students are expected to be familiar with and be able to use standard Java library classes from the AP Java subset.
- Read and understand a large program consisting of several classes and interacting objects. Students should be able to read and understand a description of the design and development process leading to such a program.
- Recognize the ethical and social implications of computer use.

Creative Writing: This elective course will be offered to interested students in grades 9-12. The course will expose students to many aspects of the writing process, including generating ideas, writing and revising drafts, and editing. Students will write extensively and participate in helpful critiques of their own work and that of their peers. The course will be designed to allow teachers to work individually with students during conferences. Through frequent writing exercises, students will study voice, imagery, characterization, dialogue, and narration. Students will work in free verse poetry, prose poetry, fiction, and creative nonfiction.

Photography: Taught by art teachers but with no art prerequisite required, this elective course will be offered to students in grades 9-12. The course is designed so that students explore such fields as Photo Journalism, Commercial Digital Photography, Computer Graphics, and Fine Art Photography. Students learn to effectively compose their photos through assignments that may include candid shots, group shots, portraits, still life, abstracts, and action shots. Assignments will utilize special camera effects and computer software techniques.

Nurse Aide 1: Nurse Aide I will be offered as an occupational preparation course beginning at the eleventh grade level, with emphasizes on the study of nursing occupations as related to the health care system. Students study normal growth and development, simple body structure and function, and medical terminology and are introduced to microbes and disease. They receive elementary skill training in patient-nursing assistant relationships; taking and recording of vital signs; cardiopulmonary resuscitation; bathing, feeding, dressing, and transporting of patients in hospitals and nursing homes. Limited on-the-job instruction in nursing homes and hospitals is part of the course. This course can be used as an introduction to practical nursing or to prepare the student for Nurse Aide II so that all competencies for a certified nursing assistant are met. This class will meet on Monday and Wednesday each week during 6th and 7th periods.

Nurse Aide 2: Nurse Aide II is an occupational preparation course, emphasizing advanced skill training in areas such as catheter care, range of motion, bowel and bladder training, care of the dying, selected procedures for maternal and infant care, and admission and discharge procedures. Students learn diseases and body systems as related to advanced clinical care of the acute medical-surgical patient, the chronically ill, and the elderly. On-the-job instruction in a licensed nursing home is part of the course. Upon completion of the nurse aide program, the student is eligible to take the nurse aide certification exam that leads to employment as a certified nurse aide in hospitals and nursing homes. This class will meet on Tuesday and Thursday each week during 6th and 7th periods.

Agenda Report

Date: 01/10/12

Agenda Number: D-3

Attachments: Yes

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

Subject: School Board Policy 7-14: Nonresidents

Summary/Description:

During the school board retreat, school board members discussed the ability of students who live outside the city and pay tuition to attend the Lynchburg City Schools to have access to the same programs as students who reside in the city. Revisions were made to the school board policy and presented to the school board at the meeting on November 15, 2011. The school administration presented information about the prekindergarten program to the school board on December 6, 2011. This program would not be available to nonresident students because this program is funded by the state and is based on the estimated number of four-year-olds eligible for free lunch within each locality.

Nonresident students who pay tuition to attend the Lynchburg City Schools and who have disabilities that require special services must pay the additional cost of those services. Should nonresident students be eligible to attend the Central Virginia Governor's School for Science and Technology, they would also need to pay the additional cost associated with the tuition for that program. There would be no additional costs for nonresident students who are eligible to attend the schools for innovation or the Gifted Opportunities Center; however, as with all nonresident students, parents would need to provide transportation to and from school.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

STUDENTS

Nonresidents P 7-14

Nonresident students may be accepted for enrollment in the Lynchburg City Schools upon authorization by the superintendent or his/her designee.

Tuition fees for nonresident students will be approved by the board each year. Additional tuition fees may be charged depending upon the services required.

A refund for any unused tuition will be made if a **{n enrolled}** nonresident student should withdraw during the school year.

The superintendent, or his designee, will assign students to schools. Transportation will be the responsibility of the parent.

{Enrolled} N{n}onresident students are not eligible to apply as Lynchburg residents to attend the pre-kindergarten program. **Enrolled nonresident students will be allowed to attend the Gifted Opportunities Center and apply for the schools for innovation and the Central Virginia Governor’s School for Science and Technology.** ~~the schools for innovation, the Gifted Opportunity Center or the Central Virginia Governor’s School for Science and Technology.~~

Nonresident students will be admitted only on a space-available basis and contingent upon a review of the student’s scholastic record. Admission is not assumed to be continuous from one year to the next. Parents/guardians must submit an application each year.

Students who have been suspended from their former schools or who have poor attendance or disciplinary records or reportable offenses may not be accepted. **{Enrolled} N{n}**onresident students who become disciplinary problems, have attendance problems, or have reportable offenses after enrollment are subject to immediate removal from the school division.

Parents or guardians paying tuition for multiple children during the same academic year will pay on a basis of paying full tuition for the first child and half tuition for any other children who reside with the same parent/guardian.

Legal Reference

Code of Va., §22.1-5. Regulations concerning admission of certain persons to schools; tuition charges. – “A. Consistent with Article VIII, Section 1 of the Constitution of Virginia, no person may be charged tuition for admission or enrollment in the public schools of the Commonwealth, whether on a full-time or part-time basis, who meets the residency criteria set forth in § [22.1-3](#). No person of school age shall be charged tuition for enrollment in a general education development or alternative program offered as a

STUDENTS

Nonresidents P 7-14

regional or divisionwide initiative by the local school division in which such person is deemed to reside pursuant to § [22.1-3](#). Further, no person of school age shall be denied admission or charged tuition when (i) such person's custodial parent has been deployed outside the United States as a member of the Virginia National Guard or as a member of the United States Armed Forces; (ii) such person's custodial parent has executed a Special Power of Attorney under Title 10, United States Code, § 1044b providing for the care of the person of school age by an individual who is defined as a parent in § [22.1-1](#) during the time of his deployment outside the United States; and (iii) such person has been attending a public school in this Commonwealth while residing with his custodial parent. The person of school age shall be allowed to attend a school in the school division in which the individual providing for his care, pursuant to the Special Power of Attorney under Title 10, United States Code, § 1044b, resides or, when practicable, to continue to attend the school in which he was enrolled while residing with his custodial parent.

The following persons may, however, in the discretion of the school board of a school division and pursuant to regulations adopted by the school board, be admitted into the public schools of the division and may, in the discretion of the school board, be charged tuition:

1. Persons who reside within the school division but who are not of school age.
2. Persons of school age who are residents of the Commonwealth but who do not reside within the school division, except as provided in this section.
3. Persons of school age who are attending school in the school division pursuant to a foreign student exchange program approved by the school board.
4. Persons of school age who reside beyond the boundaries of the Commonwealth but near thereto in a state or the District of Columbia which grants the same privileges to residents of the Commonwealth.
5. Persons of school age who reside on a military or naval reservation located wholly or partly within the geographical boundaries of the school division and who are not domiciled residents of the Commonwealth of Virginia; however, no person of school age residing on a military or naval reservation located wholly or partly within the geographical boundaries of the school division may be charged tuition if federal funds provided under P.L. 874 of 1950, commonly known as Impact Aid, shall fund such students at not less than 50 percent of the total per capita cost of education, exclusive of capital outlay and debt service, for elementary or secondary pupils, as the case may be, of such school division.

STUDENTS

Nonresidents P 7-14

6. Persons of school age who, as domiciled residents of the Commonwealth who were enrolled in a public school within the school division, are required as a result of military or federal orders issued to their parents to relocate and reside on federal property in another state or the District of Columbia, if the school division subsequently enrolling such persons is contiguous to such state or District of Columbia.

7. Persons of school age who reside in the school division and who are enrolled in summer programs, exclusive of required remediation as provided in § [22.1-253.13:1](#), or in local initiatives or programs not required by the Standards of Quality or the Standards of Accreditation.

For the purposes of determining the residency of persons described in subdivisions 1 and 2 of this subsection, local school boards shall adopt regulations consistent with the residency requirements regarding persons residing in housing or temporary shelter, or on property located in multiple jurisdictions, as articulated in § [22.1-3](#).

B. Persons of school age who are not residents of the Commonwealth but are living temporarily with persons residing within a school division may, in the discretion of the school board and pursuant to regulations adopted by it, be admitted to the public schools of the school division. Tuition shall be charged such persons.

C. No tuition charge authorized or required in this section shall exceed the total per capita cost of education, exclusive of capital outlay and debt service, for elementary or secondary pupils, as the case may be, of such school division and the actual, additional costs of any special education or gifted and talented program provided the pupil, except that if the tuition charge is payable by the school board of the school division of the pupil's residence pursuant to a contract entered into between the two school boards, the tuition charge shall be that fixed by such contract.

D. School boards may accept and provide programs for students for whom English is a second language who entered school in Virginia for the first time after reaching their twelfth birthday, and who have not reached 22 years of age on or before August 1 of the school year. No tuition shall be charged such students, if state funding is provided for such programs."

(Code 1950, §§ 22-218.3, 22-219, 22-220; 1958, c. 628; 1959, Ex. Sess., c. 81, § 1; 1964, c. 192; 1968, c. 178; 1976, cc. 681, 713; 1978, c. 140; 1980, c. 559; 1981, c. 342; 1993, c. 293; 1994, c. 887; 1999, cc. 394, 443, 465, 988; 2000, c. 253; 2004, c. 967.)

Code of Va., § 22.1-101.1. Increase of funds for certain nonresident students; how increase computed and paid; billing of out-of-state placing agencies or persons.--" A. To the extent such funds are appropriated by the General Assembly, a school division shall

STUDENTS

Nonresidents P 7-14

be reimbursed for the cost of educating a child who is not a child with disabilities and who is not a resident of such school division under the following conditions:

1. When such child has been placed in foster care or other custodial care within the geographical boundaries of the school division by a Virginia agency, whether state or local, which is authorized under the laws of this Commonwealth to place children;
2. When such child has been placed within the geographical boundaries of the school division in an orphanage or children's home which exercises legal guardianship rights; or
3. When such child, who is a resident of Virginia, has been placed, not solely for school purposes, in a child-caring institution or group home licensed under the provisions of Chapter 17 (§ [63.2-1700](#) et seq.) of Title 63.2 which is located within the geographical boundaries of the school division.

B. To the extent such funds are appropriated by the General Assembly, a school division shall be reimbursed for the cost of educating a child with disabilities who is not a resident of such school division under the following conditions:

1. When the child with disabilities has been placed in foster care or other custodial care within the geographical boundaries of the school division by a Virginia agency, whether state or local, which is authorized under the laws of this Commonwealth to place children;
2. When such child with disabilities has been placed within the geographical boundaries of the school division in an orphanage or children's home which exercises legal guardianship rights; or
3. When such child with disabilities, who is a resident of Virginia, has been placed, not solely for school purposes, in a child-caring institution or group home licensed under the provisions of Chapter 17 (§ [63.2-1700](#) et seq.) of Title 63.2 which is located within the geographical boundaries of the school division.

C. Each school division shall keep an accurate record of the number of days which any child, identified in subsection A or B above, was enrolled in its public schools, the required local expenditure per child, the handicapping condition, if applicable, the placing agency or person and the jurisdiction from which the child was sent. Each school division shall certify this information to the Board of Education by July 1 following the end of the school year in order to receive proper reimbursement. No school division shall charge tuition to any such child.

STUDENTS

Nonresidents P 7-14

D. When a child who is not a resident of Virginia, whether disabled or not, has been placed by an out-of-state agency or a person who is the resident of another state in foster care or other custodial care or in a child-caring institution or group home licensed under the provisions of Chapter 17 (§ [63.2-1700](#) et seq.) of Title 63.2 located within the geographical boundaries of the school division, the school division shall not be reimbursed for the cost of educating such child from funds appropriated by the General Assembly. The school division in which such child has been enrolled shall bill the sending agency or person for the cost of the education of such child as provided in subsection C of § [22.1-5](#).

The costs of the support and maintenance of the child shall include the cost of the education provided by the school division; therefore, the sending agency or person shall have the financial responsibility for the educational costs for the child pursuant to Article V of the Interstate Compact on the Placement of Children as set forth in Chapters 10 (§ [63.2-1000](#) et seq.) and 11 (§ [63.2-1100](#) et seq.) of Title 63.2. Upon receiving the bill for the educational costs from the school division, the sending agency or person shall reimburse the billing school division for providing the education of the child. Pursuant to Article III of the Interstate Compact on the Placement of Children, no sending agency or person shall send, bring, or cause to be sent or brought into this Commonwealth any child for placement unless the sending agency or person has complied with this section by honoring the financial responsibility for the educational cost as billed by a local school division.”

(1988, c. 101; 1992, cc. 837, 880; 1994, c. 854.)

Code of Va., § 22.1-255. Nonresident children.-- Any person who has residing with him for a period of sixty days or more any child within the ages prescribed in § [22.1-254](#) whose parents or guardians reside in another state or the District of Columbia shall be subject to the provisions of § [22.1-254](#) and shall pay or cause to be paid any tuition charges for such child that may be required pursuant to § [22.1-5](#) or shall return such child to the home of his parents or legal guardians.

(Code 1950, § 22-220; 1958, c. 628; 1968, c. 178; 1976, cc. 681, 713; 1978, c. 140; 1980, c. 559.)

Public Law 100-77 (July 22, 1987) at Subtitle B - "Education for Homeless Children and Youth."

Adopted by School Board: June 17, 1975
Revised by School Board: January 6, 1981
Revised by School Board: November 5, 1996

STUDENTS

Nonresidents P 7-14

Revised by School Board: March 7, 2006

Revised by School Board:

Agenda Report

Date: 01/10/12

Agenda Number: D-4

Attachments: Yes

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

Subject: Administrative Regulation 7-14.1: Nonresidents – Employee Student Tuition Waiver

Summary/Description:

Administrative Regulation 7-14.1 allows employees who do not live in the city to enroll their children in the Lynchburg City Schools tuition free. Those students have not had access to programs to which those students who live in the city and attend the Lynchburg City Schools have access to. Should the school board make changes to School Board Policy 7-14: Nonresidents, changes might be necessary to this administrative regulation.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

STUDENTS

Nonresidents – Employee Student Tuition Waiver R-7-14.1

The following regulations will govern the enrollment of nonresident children who reside with a parent/guardian who is a full-time contracted staff members of Lynchburg City Schools:

1. Applicants will be considered for placement on a space available basis, based on the date the application is received. **{Additional fees may be charged depending upon the services required.}**
2. Nonresident students' enrollment will be contingent upon a review of the students' scholastic and academic records.
3. The school division may not accept nonresident students who have been suspended from their former school(s) or who have poor attendance or disciplinary records or reportable offenses.
4. **{Enrolled}** ~~Non~~resident students who become disciplinary problems, have attendance problems, or commit reportable offenses after enrollment will be immediately removed from the school division.
5. Children residing with a nonresident parent/guardian who is a full-time contracted staff member are not eligible to apply as Lynchburg residents to attend the pre-kindergarten program. **They will be eligible to attend the Gifted Opportunities Center, and they may apply for the schools for innovation and the Central Virginia Governor's School for Science and Technology.** ~~the schools for innovation, the Gifted Opportunity Center, or the Central Virginia Governor's School for Science and Technology.~~
6. If the parent/guardian leaves the employ of the Lynchburg City Schools and if the child(ren) remain in the Lynchburg City Schools, the school division will begin charging tuition the day after the date of termination of employment for the remainder of the school year.
7. Nonresident parents/guardians must provide transportation to school for their nonresident children.
8. Once a student is placed in a school, that student may remain in that school until he/she completes the program as long as the student remains eligible. Parents/guardians are not required to reapply for a student who has been placed but parents/guardians must submit an Intent to Continue Enrollment form by July 1 except as noted in number nine below.
9. Nonresident parent/guardians must reapply their child(ren) at the end of grade five and at the end of grade eight for their child(ren) to attend the next level. Only

STUDENTS

Nonresidents – Employee Student Tuition Waiver (continued)

one school placement per level (elementary, middle, high) will be made for each nonresident student.

10. When possible, and as space allows, consideration will be given to placing siblings at the same site.
11. Students will be placed at eligible elementary schools based on the following priority order:
 - a. Zoned students
 - b. Public School Choice students
 - c. Baby sitter hardship students
 - d. Tuition paying students
 - e. Nonresident employees' child(ren)
12. Resident full-time contracted staff members who move out of the city and who wish their children to remain in the Lynchburg City Schools must submit the Intent to Continue Enrollment form immediately or tuition will be assessed.

Adopted by School Board: April 4, 2006

Revised by School Board:

Agenda Report

Date: 01/10/12

Agenda Number: E-1

Attachments: Yes

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

Subject: School Board Policy 2-13: Distribution of Outside Communications

Summary/Description:

The school board asked that the school administration review School Board Policy 2-13: Distribution of Outside Communications. That review has been completed, and revisions to the policy appear as an attachment to this agenda report.

Disposition: Action
 Information
 Action at Meeting on: 01/24/12

Recommendation:

The interim superintendent recommends that the school board receive this agenda report as an informational item and consider action at the meeting on January 24, 2012.

COMMUNITY RELATIONS

Distribution of Outside Communications P 2-13

A. In the Community

~~—Students should not be used as a means of distributing notices or communications to parents not originating within the schools or of an official school nature with the exception of communication to parents from the parent organizations affiliated with the school or when, in the judgment of the superintendent, such communications are of a significant educational value.~~

B. In the Schools

~~—The announcing of nonschool-related events is discouraged; however, announcements or notices having, in the judgment of the superintendent, significant educational value or widespread community importance may be announced in the schools.~~

C. Use of School Mail Services

~~—The use of the school division mail distribution service shall be limited to school business. The use of this service may be extended to parent-teacher organizations or other school-related organizations with the permission of the superintendent.~~

{The Lynchburg City School Board seeks to minimize intrusions on the time of students and employees by communications from sources other than the school division. The division superintendent, or his/her designee, must approve, in advance, any materials sought to be distributed or made available by non-school organizations, including parent-teacher organizations and booster clubs. Approval will be granted only for materials from governmental organizations and nonprofit community organizations regarding activities related to the educational mission of the Lynchburg City Schools.

Approval will not be given for materials which

- **are likely to cause substantial disruption of, or a material interference with, school activities;**
- **endorse or encourage the use of alcohol, tobacco, or any illegal substance or action;**
- **endorse or encourage any violation of the Standards of Student Conduct (see Policy P7-32); or**
- **are obscene, pornographic, or defamatory.**

Materials from nonprofit community organizations approved for distribution must clearly indicate their source and must include the following statement: “These

COMMUNITY RELATIONS

Distribution of Outside Communications P 2-13

materials and the activity described herein, are not sponsored or endorsed by the Lynchburg City School Board.”

The superintendent, by regulation, will establish the time, place, and manner of distribution of approved materials. No distribution will be permitted during class time.

Political Communications

Students shall not be required to convey or deliver any material that advocates (1) the election or defeat of any candidate; (2) the passage or defeat of any referendum question or (3) the passage or defeat of any matter pending before a local school board, local governing body, the General Assembly or Congress.

This policy shall not be construed to prohibit the discussion or use of political or issue-oriented materials as part of classroom discussions or projects.

Legal References:

U. S. Constitution amend. I.

**Child Evangelism Fellowship of Maryland, Inc. v. Montgomery County Public Schools,
457 F.3d 376 (4th Cir. 2006)**

Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-79.3, 22.1-131, and 22.1-293(B-D).}

Adopted by School Board: June 19, 1973

Revised by School Board: September 7, 1976

Revised by School Board:

Agenda Report

Date: 01/10/12

Agenda Number: E-2

Attachments: Yes

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

Subject: School Board Policy 2-48: Sex Offender Registry Notification

Summary/Description:

The school administration is reviewing school board policies and administrative regulations. As a result of that review, a school board policy regarding sex offender registry notification has been developed. The policy has been reviewed by legal counsel. That policy appears as an attachment to this agenda report.

Disposition: Action
 Information
 Action at Meeting on: 01/24/12

Recommendation:

The interim superintendent recommends that the school board receive this agenda report as an informational item and consider action at the meeting on January 24, 2012.

COMMUNITY RELATIONS

Sex Offender Registry Notification P 2-48**{A. Generally**

The Lynchburg City Schools recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school, or are at school-related activities, each school in the Lynchburg City Schools shall request electronic notification of the registration or re-registration of any sex offender in the same or contiguous zip codes as the school. Such requests and notifications shall be made according to the procedure established by the Virginia Department of State Police (State Police).

B. Annual Notification

At the beginning of each school year, the Lynchburg City Schools shall notify parents and employees of this policy. The school board will also annually notify the parent of each student enrolled in the school division of the availability of information in the Sex Offender and Crimes Against Minors Registry and the location of the Internet website.

C. Dissemination of Sex Offender Registry Information

Sex offender registry information should be provided to employees who are most likely to observe unauthorized persons on or near school property including but not limited to:

- school bus drivers,
- employees responsible for visitor registration,
- employees responsible for bus duty,
- security staff,
- coaches,
- playground supervisors, and
- maintenance personnel.

When registry information is disseminated, it shall include a notice that such information should not be shared with others and may only be used for the

COMMUNITY RELATIONS

Sex Offender Registry Notification P 2-48

purposes discussed below. Employees who share registry information with others may be disciplined.

The Lynchburg City Schools recognizes that it is the responsibility of local law enforcement to notify the community of potential public danger. Therefore, the school division will not disseminate registry information to parents.

D. Use of Sex Offender Registry Information

Registry information shall only be used for the purposes of the administration of law-enforcement, screening current or prospective school division employees or volunteers and for the protection of school division students and employees. Registry information shall not be used to intimidate or harass others.

1. Registered Sex Offender Sighted

If a notified employee sees a registered sex offender on or near school property, around any school division student, or attending any school division activity, the superintendent or his designee shall be notified immediately. The superintendent or his designee may, in his or her discretion, notify local law-enforcement.

2. School Volunteers and Student Teachers

Each staff member shall submit to the principal the name and address of each volunteer the staff member proposes to use as soon as the person is identified. The principal shall screen each student teacher and volunteer's name and address against the registry information. If a match is found, the principal shall notify the superintendent, who shall confirm the match. If the match is confirmed, the superintendent shall inform the individual, in writing, that he or she may not serve as a volunteer or student teacher. The notice shall provide the reason with reference to this policy. The superintendent shall provide a copy of the notice to the principal and staff member.

3. Contractors' Employees

In addition to ensuring that the certification requirements of policy **P 4-28 Purchasing** are met, the superintendent shall include the following

COMMUNITY RELATIONS

Sex Offender Registry Notification P 2-48

language in all school division contracts that may involve an employee of the contractor having any contact with a student:

The contractor shall not send any employee or agent who is a registered sex offender to any school building or school property. Monthly, the

contractor shall check the registry to determine if any employee is registered.

4. School Division Employees

Each time sex offender registry information is received, the principal shall review it to determine if a school division employee is registered. If a match is found, the superintendent shall confirm or disprove the match with local law enforcement. If the match is confirmed, the Superintendent shall notify the school board. The school board will take the appropriate action to comply with state law which may include termination of employment.

5. Applicants for Employment

Before hiring any person, the Superintendent shall determine whether the prospective employee is a registered sex offender. If the prospective employee is a registered sex offender, he or she shall not be hired by the school division.

6. Parents of Students and other Visitors

Persons who have been convicted of a sexually violent offense, as defined in the Code of Virginia § 9.1-902, may be present at school during school hours or during school related or school sponsored activities only as provided in **Policy P 2-48.1: Violent Sex Offenders on School Property.**

When the school division learns that a parent of an enrolled student is a registered sex offender, other than a violent sex offender, the parent will be notified in writing that he or she is barred from being present at school or at school functions without the express written approval of the student's principal. Such approval must be obtained in advance of the proposed visit and will state the conditions under which the parent may be present. When a parent who is a registered sex offender is permitted at school or at school functions he or she will be monitored to ensure that he or she does not come into contact with any children other than his or her own children. Principals will consider requests from registered sex

COMMUNITY RELATIONS

Sex Offender Registry Notification P 2-48

offenders in accordance with procedures prescribed by the superintendent.

When the school division learns that any person other than the parent of an enrolled student who is a registered sex offender, other than a violent sex offender, seeks to be present at school or at school functions, he or

she will be notified in writing that he or she is barred from being present at school or school functions without the express written approval of the principal of the school the person seeks to visit or which sponsors the event the person seeks to attend. Such approval must be obtained in advance of the proposed visit and, if obtained, will state the conditions under which the person may be present. One of the conditions will be that the person will be monitored to ensure the safety of students, staff, and others. Principals will consider requests from registered sex offenders in accordance with procedures prescribed by the superintendent.

7. Precautions to Protect Students

When the superintendent determines it is necessary, because of the presence of a registered sex offender, alternative arrangements may be made for bus and walking routes to and from school, recess and physical education periods, or any other activity in order to protect school division students.

E. Requests for Registry Information

Anyone requesting registry information from the school division shall be referred to the State Police.

Legal References:

Code of Virginia, 1950, as amended, §§ 22.1-79, 22.1-79.3, 9.1-914, 9.1-918, 18.2 370.5, and 19.2-390.1.

Commonwealth v. Doe, No. 081691(Va. Sept. 18, 2009)}

Adopted by School Board:

Agenda Report

Date: 01/10/12

Agenda Number: E-3

Attachments: Yes

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

Subject: School Board Policy 2-48.1: Violent Sex Offenders on School Property

Summary/Description:

The school administration is reviewing school board policies and administrative regulations. As a result of that review, a school board policy regarding violent sex offenders on school property has been developed. The policy has been reviewed by legal counsel. That policy appears as an attachment to this agenda report.

Disposition: Action
 Information
 Action at Meeting on: 01/24/12

Recommendation:

The interim superintendent recommends that the school board receive this agenda report as an informational item and consider action at the meeting on January 24, 2012.

COMMUNITY RELATIONS

Violent Sex Offenders on School Property P 2-48.1

{No adult who has been convicted of a sexually violent offense, as defined in the Code of Virginia § 9.1-902, may enter or be present, during school hours or during school-related or school-sponsored activities, at any school, unless

- a. he or she is a lawfully registered and qualified voter, and is coming upon such property solely for purposes of casting his/her vote;**
- b. he or she is a student enrolled at the school; or**
- c. he or she has obtained a court order allowing him/her to enter and be present upon such property, has obtained the permission of the school board or its designee for entry within all or part of the scope of the lifted ban, and is in compliance with the school boards' terms and conditions and those of the court order.**

Persons who have been convicted of other sexual offenses may be permitted to be present at school in certain circumstances in accordance with Policy P 2-48: Sex Offender Registry Notification.

Legal References:

Code of Virginia, 1950, as amended, §§ 9.1-902, 18.2-370.5.

Commonwealth v. Doe, 278 Va. 223 (2009).}

Adopted by School Board:

Agenda Report

Date: 01/10/12

Agenda Number: E-4

Attachments: Yes

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

Subject: School Board Policy 4-28: Purchasing

Summary/Description:

As a result of the development of School Board Policy 2-48: Sex Offender Registry Notification, it is necessary to revise School Board Policy 4-28: Purchasing. Revisions to the policy have been reviewed by legal counsel. That policy appears as an attachment to this agenda report.

Disposition: Action
 Information
 Action at Meeting on: 01/24/12

Recommendation:

The interim superintendent recommends that the school board receive this agenda report as an informational item and consider action at the meeting on January 24, 2012.

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Purchasing P 4-28

A. Generally

1. Purpose

The purpose of this policy is to provide for the fair and equitable treatment of all persons involved in public purchasing by the school board, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

2. Application

This policy applies to contracts for the purchase or lease of goods, services, insurance and construction entered into by the school board.

3. Purchasing and Awarding of Contracts

Having followed the specifics of the Virginia Public Procurement Act and the remaining school board policies and regulations on the matter, the superintendent or his designee may approve purchase or award contracts on items included in the regular operating budget, except in those cases in which the board has requested to review and approve bids/proposals and in cases in which the superintendent deems it appropriate to review the bids/proposals with the board.

{As a condition of awarding a contract for the provision of services that require the contractor or his employees to have direct contact with students on school property during regular school hours or during school-sponsored activities, the school board will require the contractor to provide certification that all persons who will provide such services have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

This requirement does not apply to a contractor or his employees providing services to a school division in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed on an urgent basis to ensure that school facilities are safe and habitable, when it is reasonably anticipated that the contractor or his employees will have no direct contact with students.

In addition to ensuring that the certification requirements are met, the superintendent shall include the following language in all school division contracts that may involve an employee of the contractor having any contact with a student:

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Purchasing P 4-28

The contractor shall not send any employee or agent who is a registered sex offender to any school building or school property. Monthly, the contractor shall check the registry to determine if any employee is registered.}

On all contracts requiring award by the school board, the board shall make a decision after careful examination of the appropriate legal criteria and the superintendent's recommendation.

4. Effective Date

This policy shall become effective upon adoption. The provisions of this policy shall not apply to those contracts entered into prior to January 1, 1983, which shall continue to be governed by the procurement policies and regulations of the school board in effect at the time those contracts were executed.

5. Severability

If any provision of this policy or any application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this policy which can be given effect without the invalid provision or application, and to this end the provisions of this policy are declared to be severable.

B. Ethics in Public Contracting

Editor's Note: See school board policy # 4-2 and implementing administrative regulations.

C. Definitions

1. Brand name specification. A specification limited to one or more items by manufacturers' names or catalogue numbers.
2. Brand name or equal specification. A specification limited to one or more items by manufacturers' names or catalogue numbers to describe the standard of quality, performance, and other salient characteristics needed to meet school board requirements and which provides for the submission of equivalent products.
3. Business. Any corporation, partnership, individual, sole proprietorship, joint

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Purchasing P 4-28

stock company, joint venture or any other private legal entity.

4. Change order (unilateral). A written order signed and unilaterally issued by the school board purchasing authority directing the contractor to make changes which the "changes" clause in the contract authorizes the purchasing authority to order without the consent of the contractor.
5. Confidential Information. Any information which is available to an employee only because of the employee's status as an employee of the school board and is not a matter of public knowledge or available to the public on request.
6. Construction. Building, altering, repairing, improving or demolishing any structure, building or highway, and any draining, dredging, excavation, grading or similar work upon real property.
7. Construction Management Contract. A contract in which a party is retained by the owner to coordinate and administer contracts for the owner, and may also include, if provided in the contract, the furnishing of construction services to the owner.
8. Contract. All types of school board agreements, regardless of what they may be called, for the procurement of goods, services, insurance or construction.
9. Contract Modification. Any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provision of any contract accomplished by mutual action of the parties of the contract.
10. Cost Analysis. The evaluation of cost data for the purpose of arriving at costs actually incurred or estimates of costs to be incurred, prices to be paid, and costs to be reimbursed.
11. Cost Data. Factual information concerning the cost of labor, material, overhead, and other cost elements which are expected to be incurred or which have been actually incurred by the contractor in performing the contract.
12. Goods. All material, equipment, supplies, printing and automated data processing hardware and software.
13. Informality. A minor defect or variation of a bid or proposal from the exact requirements of the invitation to bid, or the request for proposal, which does not affect the price, quality, quantity, or delivery schedule for the goods, services or construction being procured.

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14. Insurance. A contract whereby, for a stipulated consideration, one party undertakes to compensate the other for loss on a specified subject by specified perils.
15. Invitation for Bids. All documents whether attached or incorporated by reference, utilized for soliciting sealed bids. No confidential or proprietary data shall be solicited in any invitation for bids.
16. Nominal Value. So small, slight, or the like, in comparison to what might properly be expected, as scarcely to be entitled to the name.
17. Nonprofessional Services. Any services not specifically identified as professional services in the following definition.
18. Professional Services. Work performed by an independent contractor within the scope of the practice of accounting, architecture, land surveying, landscape architecture, law, medicine, optometry or professional engineering.
19. Pricing Data. Factual information concerning prices for items substantially similar to those being procured. Prices in this definition refer to offer or proposed selling prices, historical selling prices and current selling prices. The definition refers to data relevant to both prime and subcontract prices.
20. Qualified Products List. An approved list of goods, services, or construction items described by model or catalogue number, which prior to competitive solicitation, the purchasing authority has determined will meet the applicable specification requirements.
21. Request for Proposals. All documents, whether attached or incorporated by reference, utilized for soliciting proposals.
22. Responsible Bidder or Offeror. A person who has the capability, in all respects, to perform fully the contract requirements and the moral and business integrity and reliability which will assure good faith performance, and who has been prequalified, if required.
23. Responsive Bidder. A person who has submitted a bid which conforms in all material respects to the invitation to bid.
24. Services. Any work performed by an independent contractor wherein the service rendered does not consist primarily of acquisition of equipment or materials, or the rental of equipment, materials and supplies.

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- 25. Small Business. A United States business which is independently owned and which is not dominant in its field of operation or an affiliate or subsidiary of a business dominant in its field of operation.
- 26. Specification. Any description of the physical or functional characteristics, or of the nature of a good, service or construction item. It may include a description of any requirement for inspecting, testing, or preparing a good, service, or construction item for delivery.

D. Purchasing Authority

The purchasing authority shall be vested in the division superintendent. Nothing contained in this policy shall prevent the superintendent from designating a responsible person to perform such duties subject to his direction.

E. Delegation

The superintendent or his designee may delegate authority to purchase certain supplies, services, or construction items to school board employees, if such delegation is deemed necessary for the effective procurement of those items and is implemented in accordance with board policy and state statute.

F. Emergency/Small/Sole Source Purchases

Editor's Note: See School Board Policy # 4-29.

G. Competitive Sealed Bidding/Awards

Editor's Note: See School Board Policy # 4-32.

H. Competitive Negotiation

Editor's Note: See School Board Policy # 4-35.

I. Unauthorized Purchases

Except as provided in school board policies and/or division regulations, no employee shall purchase or contract for any goods, services, insurance, or construction within the purview of this policy other than by and through the purchasing authority and any purchase order or contract made contrary to the provisions hereof is not approved and the school board shall not be bound thereby.

Legal Reference:

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Purchasing P 4-28

Code of Va., § 11-35. Title; purpose; applicability.--" A. This chapter may be cited as the Virginia Public Procurement Act.

B. The purpose of this chapter is to enunciate the public policies pertaining to governmental procurement from nongovernmental sources, to include governmental procurement which may or may not result in monetary consideration for either party. This chapter shall apply whether the consideration is monetary or nonmonetary and regardless of whether the public body, the contractor, or some third party is providing the consideration.

C. The provisions of this chapter, however, shall not apply, except as stipulated in the provisions of §§ [11-41.1](#), [11-49](#), [11-51](#), [11-54](#), [11-56](#) through [11-61](#) and [11-72](#) through [11-80](#), to any town with a population of less than 3,500 as determined by the last official United States census.

D. Except to the extent adopted by such governing body, the provisions of this chapter also shall not apply, except as stipulated in subsection E, to any county, city or town whose governing body adopts by ordinance or resolution alternative policies and procedures which are based on competitive principles and which are generally applicable to procurement of goods and services by such governing body and the agencies thereof. This exemption shall be applicable only so long as such policies and procedures, or other policies and procedures meeting the requirements of this section, remain in effect in such county, city or town. Such policies and standards may provide for incentive contracting which offers a contractor whose bid is accepted the opportunity to share in any cost savings realized by the locality when project costs are reduced by such contractor, without affecting project quality, during construction of the project. The fee, if any, charged by the project engineer or architect for determining such cost savings shall be paid as a separate cost and shall not be calculated as part of any cost savings.

Except to the extent adopted by such school board, the provisions of this chapter shall not apply, except as stipulated in subsection E, to any school division whose school board adopts by policy or regulation alternative policies and procedures which are based on competitive principles and which are generally applicable to procurement of goods and services by such school board. This exemption shall be applicable only so long as such policies and procedures, or other policies or procedures meeting the requirements of this section, remain in effect in such school division. This provision shall not exempt any school division from any centralized purchasing ordinance duly adopted by a local governing body.

E. Notwithstanding the exemptions set forth in subsection D, the provisions of §§ [11-41](#) C, [11-41.1](#), [11-46](#) B, [11-49](#), [11-51](#), [11-54](#), [11-56](#) through [11-61](#) and [11-72](#) through [11-80](#) shall apply to all counties, cities and school divisions, and to all towns having a

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population greater than 3,500 in the Commonwealth. The method for procurement of professional services set forth in subdivision 3 a of § [11-37](#) in the definition of competitive negotiation shall also apply to all counties, cities and school divisions, and to all towns having a population greater than 3,500, where the cost of the professional service is expected to exceed \$30,000 in the aggregate or for the sum of all phases of a contract or project. A school board that makes purchases through its public school foundation or purchases educational technology through its educational technology foundation, either as may be established pursuant to § [22.1-212.2:2](#) shall be exempt from the provisions of this chapter, except, relative to such purchases, the school board shall comply with the provisions of §§ [11-51](#) and [11-72](#) through [11-80](#); however, a school board that makes purchases through its public school foundation established pursuant § [22.1-212.2:2](#) shall not be exempt from the provisions of this chapter.

F. The provisions of this chapter shall not apply to those contracts entered into prior to January 1, 1983, which shall continue to be governed by the laws in effect at the time those contracts were executed.

G. To the end that public bodies in the Commonwealth obtain high quality goods and services at reasonable cost, that all procurement procedures be conducted in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety, that all qualified vendors have access to public business and that no offeror be arbitrarily or capriciously excluded, it is the intent of the General Assembly that competition be sought to the maximum feasible degree, that individual public bodies enjoy broad flexibility in fashioning details of such competition, that the rules governing contract awards be made clear in advance of the competition, that specifications reflect the procurement needs of the purchasing body rather than being drawn to favor a particular vendor, and that the purchaser and vendor freely exchange information concerning what is sought to be procured and what is offered.

H. Notwithstanding the foregoing provisions of this section, the selection of services by the Virginia Retirement System related to the management, purchase or sale of authorized investments, including but not limited to actuarial services, shall be governed by the standard set forth in § [51.1-124.30](#) and shall not be subject to the provisions of this chapter.

I. The provisions of this chapter shall apply to procurement of any construction or planning and design services for construction by a Virginia not-for-profit corporation or organization not otherwise specifically exempted when the planning, design or construction is funded by state appropriations greater than \$10,000 unless the Virginia not-for-profit corporation or organization is obligated to conform to procurement procedures which are established by federal statutes or regulations, whether or not those federal procedures are in conformance with the provisions of this chapter.

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J. The provisions of this chapter shall not apply to items purchased by public institutions of higher education for resale at retail bookstores and similar retail outlets operated by such institution. However, such purchase procedures shall provide for competition where practicable.

K. The provisions of this chapter shall not apply to the Virginia Port Authority in the exercise of any of its powers in accordance with Chapter 10 (§ [62.1-128](#) et seq.) of Title 62.1, provided the Authority implements, by policy or regulation adopted by the Board of Commissioners and approved by the Department of General Services, procedures to ensure fairness and competitiveness in the procurement of goods and services and in the administration of its capital outlay program. This exemption shall be applicable only so long as such policies and procedures meeting the requirements remain in effect.

L. Notwithstanding the foregoing provisions of this section, the selection of services by the Board of the Virginia Higher Education Tuition Trust Fund related to the operation and administration of the Fund, including, but not limited to, contracts or agreements for the management, purchase, or sale of authorized investments or actuarial, record-keeping, or consulting services, shall be governed by the standard set forth in § [23-38.80](#) and shall not be subject to the provisions of this chapter.

M. Notwithstanding the provisions of this section, the selection of services by the University of Virginia related to the management and investment of its endowment funds shall be governed by the Uniform Management of Institutional Funds Act (§ [55-268.1](#) et seq.) as required by § [23-76.1](#) and shall not be subject to the provisions of this chapter.

N. Notwithstanding the provisions of this section, the selection of investment management services by the State Treasurer related to the external management of funds shall be governed by the standard set forth in § [2.1-328.14](#), and shall be subject to competitive guidelines and policies that are set by the Commonwealth Treasury Board and approved by the Department of General Services; and not be subject to the provisions of this chapter."

Adopted by School Board: June 5, 1973

Revised by School Board: August 2, 1983

Revised by School Board:

Agenda Report

Date: 01/10/12

Agenda Number: H-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 interim superintendent 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: 01/10/12

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