



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

Lynchburg City School Board

James E. Coleman
School Board District 3

Regina T. Dolan-Sewell
School Board District 1

Mary Ann Hoss
School Board District 1

Michael J. Nilles
School Board District 3

Jennifer R. Poore
School Board District 2

Katie Snyder
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

Scott S. Brabrand
Superintendent

John C. McClain
Assistant Superintendent of
Curriculum and Instruction

Ben W. Copeland
Assistant Superintendent of
Operations and Administration

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendie L. Sullivan
Clerk

SCHOOL BOARD MEETING
April 14, 2015 5:30 p.m.
School Administration Building
Board Room

A. PUBLIC COMMENTS

- 1. Public Comments
Scott S. Brabrand. Page 1
Discussion (30 Minutes)

B. SPECIAL PRESENTATIONS

- 1. Student Recognition
Scott S. Brabrand. Page 2
Discussion

C. CONSENT AGENDA

- 1. School Board Meeting Minutes: March 17, 2015 (Regular Meeting)
- 2. Religious Exemption
Scott S. Brabrand. Page 3
Discussion/Action

D. STUDENT REPRESENTATIVE COMMENTS

E. UNFINISHED BUSINESS

- 1. Capital Improvement Plan: E. C. Glass High School
Ben W. Copeland. Page 5
Discussion/Action

F. NEW BUSINESS

- 1. GEAR-UP Grant: 2014-2021
John C. McClain. Page 7
Discussion

- 2. LCS-One: Update
Ben W. Copeland. Page 8
Discussion

- 3. Lynchburg City School Policy Updates
Ben W. Copeland. Page 9
Discussion

- 4. Department of Curriculum and Instruction: Reorganization
John C. McClain. Page 30
Discussion

- 5. Capital Improvement Plan: Paul Laurence Dunbar Middle
School for Innovation
Ben W. Copeland. Page 31
Discussion

- 6. Capital Improvement Plan: Sandusky Elementary School
Ben W. Copeland. Page 32
Discussion

G. SUPERINTENDENT’S COMMENTS

H. BOARD COMMENTS

I. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, April 28, 2015, 5:30 p.m., Board Room, School Administration Building

J. ADJOURNMENT

Agenda Report

Date: 04/14/15

Agenda Number: A-1

Attachments: No

From: Scott S. Brabrand, 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: 04/14/15

Agenda Number: B-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Student Recognition

Summary/Description:

Heritage High School student artwork was on display in February at the Opera on the James during their fundraising gala. Students provided the decorations for the fundraiser in the form of 4' x 6' panels illustrating the course of the Opera on the James' 10-year history.

School board members will view a short slideshow during this presentation.

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: 04/14/15

Agenda Number: C-2

Attachments: Yes

From: Scott S. Brabrand, Superintendent

Subject: Religious Exemptions

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 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 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: 04/14/15

Agenda Number: E-1

Attachments: No

From: Scott S. Brabrand, Superintendent
Ben W. Copeland, Assistant Superintendent of Operations and Administration

Subject: Capital Improvement Plan: E. C. Glass High School

Summary/Description:

The capital improvement plan includes \$615,000 in construction funding for upgrades to the E. C. Glass High School auditorium and stage. This project was divided into two bid packages and three alternates. The bid packages were rigging and electrical/sound. The alternates were an orchestra pit cover, moving the line sets, and a video system. The City of Lynchburg Office of Procurement and Purchasing has received bids on the project (listed below).

Only one bid from Moore's Electrical/Mechanical was received for the electrical and sound scope of the project. Three bids were received for the rigging scope of the project. The total price for all components, rigging, electrical, and sound, exceeded the budget of the project by \$156,518.

After meeting with the theater department at E.C. Glass High School, the overall scope of the project was prioritized. The rigging and line set spacing are the first priority.

The school administration recommends Janson Industries for the rigging package based on their low bid of \$177,518. The administration also recommends Janson Industries for alternate #2 (moving existing line sets) for an additional amount of \$9,881.

The school administration began a value engineering discussion with Moore's Electrical/Mechanical to determine the remaining components of the project that could be accomplished based on the priority. The Administration recommends Moore's Electrical/Mechanical be awarded a contract in the amount of \$469,600 to accomplish the following: theatrical lighting upgrades, sound system upgrades, and house light upgrades in the front half of the auditorium, with emergency light circuit additions under the balcony and in the rear of the balcony.

To adequately fund this project, \$34,633 will need to be transferred from the Facilities Condition Assessment project and \$7,366 transferred from the Reserve for Facilities Maintenance Needs contingency fund, for a total of \$41,999.

Agenda Report

Date: 04/14/15

Agenda Number: E-1

Attachments: No

BIDDER	Moores Electrical/ Mechanical	Janson Industries	Secoa
BASE BID A	\$243,000	\$177,518	\$178,953
BASE BID B	\$594,000	No Bid	No Bid
Alternate #1: New Pit Cover	\$67,200	\$36,588	\$54,968
Alternate #2: Moving Existing Line Sets	\$15,800	\$9,881	\$12,826
Alternate #3: Video System	\$22,600	No Bid	No Bid

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

Recommendation:

The superintendent recommends that the school board authorize the school administration to enter into a contract with Moore’s Electrical/Mechanical in the amount of \$469,600 for theatrical lighting upgrades, sound system upgrades, and house light upgrades in the front half of the auditorium with emergency light circuit additions under the balcony and in the rear of the balcony and with Janson Industries in the amount of \$243,000 for Base Bid A and \$9,881 for Alternate #2: Moving Existing Line Sets and to authorize the transfer of \$34,633 from the Facilities Condition Assessment project and \$7,366 from the Reserve for Facilities Maintenance Needs contingency fund to fund the E. C. Glass High School Auditorium and State Upgrades.

Agenda Report

Date: 04/14/15

Agenda Number: F-1

Attachments: Yes

From: Scott S. Brabrand, Superintendent
John C. McClain, Assistant Superintendent of Curriculum and Instruction

Subject: GEAR UP Grant 2014-2021

Summary/Description:

Virginia is one of 10 states awarded federal funds through the GEAR UP 2014 grant competition. The State Council of Higher Education for Virginia (SCHEV) applied for and will administer the grant in the Commonwealth. The total award was \$22.4 million during the 2014-2021 (seven-year performance period) with \$3.4 million for 2014-15. The grant will serve nearly 6,000 students across the Commonwealth. All three of our middle schools were among 27 schools included in the grant. Tonight we will present to you an overview of the grant.

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: 04/14/15

Agenda Number: F-2

Attachments: No

From: Scott S. Brabrand, Superintendent
Ben W. Copeland, Assistant Superintendent of Operations and Administration

Subject: LCS-One Update

Summary/Description:

Lynchburg City Schools is in the process of implementing a one-to-one program called LCS-One. LCS-One is a four-year plan to provide students in grades four through twelve with a Chromebook. The school division is in phase one of this two-year project. During the first year of phase one, all ninth grade students at both high schools received Chromebooks. All ninth grade students and faculty recently participated in a survey to evaluate the impact the one-to-one has had in the four months students have had devices. Next year will begin the second year of phase one. During this final stage of phase one, all high school students will receive a Chromebook. The school administration will provide additional information about this project during this presentation.

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: 04/14/15

Agenda Number: F-3

Attachments: Yes

From: Scott S. Brabrand, Superintendent
Ben W. Copeland, Assistant Superintendent of Operations and Administration

Subject: Lynchburg City School Board Policy Updates

Summary/Description:

A highlight of membership with the Virginia School Boards Association (VSBA) is the regular policy updates reviewed by legal counsel that reflect the latest changes in state and federal laws and regulations. A few policies are revised for editorial reasons or to correct technical errors. Listed below are several new policy revisions from the VSBA February 2015 update. All policies appear as attachments to the agenda report.

BBE	Unexpired Term Fulfillment
BBFA	School Board Members Conflict of Interest
BCF	Advisory Committees to the School Board
BDA	Regular School Board Meetings
CBA	Qualifications and Duties for the Superintendent
CBB	Appointment and Term of the Division Superintendent
KK	School Visitors

Disposition: Action
 Information
 Action at Meeting on: 04/28/15

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 April 28, 2015.

UNEXPIRED TERM FULFILLMENT

Vacancies occurring in the membership of the School Board ~~shall be~~ *{are}* filled as provided by law.

Adopted by School Board: June 4, 2013

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-50*{, 22.1-53}*.

Code of Ordinances of the City of Lynchburg, Virginia. § 32-16. Board of School Trustees--Appointment and Term

~~SCHOOL BOARD MEMBERS~~ CONFLICT OF INTEREST *{INTERESTS AND DISCLOSURE OF ECONOMIC INTERESTS}*

A. Purpose

The Lynchburg City School Board seeks, through the adoption of this policy, to assure that the judgment of its members, officers and employees will be guided by a policy that defines and prohibits inappropriate conflicts and requires disclosure of economic interests, as defined by the General Assembly in the State and Local Government Conflict of Interests Act.

B. Areas of Regulation

The State and Local Government Conflict of Interests Act establishes five principal areas of regulation applicable to board members, officers, and employees of the Lynchburg City School Division. They are:

- Special anti-nepotism rules relating to School Board members and superintendents of schools.
- General rules governing public conduct by School Board members regarding acceptance of gifts and favors.
- Prohibited conduct regarding contracts.
- Required conduct regarding transactions.
- Disclosures required from School Board members.

C. Definitions

"Advisory agency" means any board, commission, committee or post which does not exercise any sovereign power or duty, but is appointed by a governmental agency or officer or is created by law for the purpose of making studies or recommendations, or advising or consulting with a governmental agency.

"Affiliated business entity relationship" means a relationship, other than a parent-subsidary relationship, that exists when

- one business entity has a controlling ownership interest in the other business entity;
- a controlling owner in one entity is also a controlling owner in the other entity; or
- there is shared management or control between the business entities.

Factors that may be considered in determining the existence of an affiliated business entity relationship include that the same person or substantially the same person owns or manages the two entities, there are common or commingled funds or assets, the business entities share the use

of the same offices or employees, or otherwise share activities, resources or personnel on a regular basis, or there is otherwise a close working relationship between the entities.

"Business" means any individual or entity carrying on a business or profession, whether or not for profit.

"Contract" means any agreement to which a governmental agency is a party, or any agreement on behalf of a governmental agency which involves the payment of money appropriated by the General Assembly or political subdivision, whether or not such agreement is executed in the name of the Commonwealth, or some political subdivision of it.

"Council" means the Virginia Conflict of Interest and Ethics Advisory Council established in Va. Code § 30-355.

"Employee" means all persons employed by a governmental or advisory agency.

"Financial institution" means any bank, trust company, savings institution, industrial loan association, consumer finance company, credit union, broker-dealer as defined in subsection A of Va. Code § 13.1- 501, or investment company or advisor registered under the federal Investment Advisors Act or Investment Company Act of 1940.

"Gift" means any gratuity, favor, discount, entertainment, hospitality, loan forbearance, or other item having monetary value. It includes services as well as gifts of transportation, local travel, lodgings, and meals, whether provided in-kind, by purchase of a ticket, payment in advance or reimbursement after the expense has been incurred. "Gift" does not include any offer of a ticket, coupon, or other admission or pass unless the ticket, coupon, admission, or pass is used; honorary degrees; any athletic, merit, or need-based scholarship or any other financial aid awarded by a public or private school, institution of higher education, or other educational program pursuant to such school, institution or program's financial aid standards and procedures applicable to the general public; a campaign contribution properly received and reported pursuant to Va. Code § 24.2-945 et seq.; any gift related to the private profession or occupation of an officer or employee or of a member of the officer or employee's immediate family; or gifts from relatives or personal friends. For the purpose of this definition, "relative" means the donee's spouse, child, uncle, aunt, niece, or nephew; a person to whom the donee is engaged to be married; the donee's or his spouse's parent, grandparent, grandchild, brother, or sister; or the donee's brother's or sister's spouse. For the purpose of this definition, "personal friend" does not include any person that the officer or employee knows or has reason to know is (a) a lobbyist registered pursuant to Va. Code § 2.2-418 et seq.; (b) a lobbyist's principal as defined in Va. Code § 2.2-419; or (c) a person, organization or business who is a party to or is seeking to become a party to a contract with the School Board. For purposes of this definition, "person, organization, or business" includes individuals who are officers, directors or owners of or who have a controlling ownership interest in such organization or business.

"Governmental agency" means each component part of the legislative, executive or judicial branches of state and local government, including each office, department, authority, post,

commission, committee, and each institution or board created by law to exercise some regulatory or sovereign power or duty as distinguished from purely advisory powers or duties. Corporations organized or controlled by the Virginia Retirement System are "governmental agencies" for purposes of this policy.

"Immediate family" means (i) a spouse and (ii) any child who resides in the same household as the officer or employee and who is a dependent of the officer or employee.

"Officer" means any person appointed or elected to any governmental or advisory agency including local school boards, whether or not he receives compensation or other emolument of office.

"Parent-subsidiary relationship" means a relationship that exists when one corporation directly or indirectly owns shares possessing more than 50 percent of the voting power of another corporation.

"Personal interest" means a financial benefit or liability accruing to an officer or employee or to a member of his immediate family. Such interest shall exist by reason of

- ownership in a business if the ownership interest exceeds three percent of the total equity of the business;
- annual income that exceeds, or may reasonably be anticipated to exceed, \$5,000 from ownership in real or personal property or a business;
- salary, other compensation, fringe benefits, or benefits from the use of property, or any combination thereof, paid or provided by a business or governmental agency that exceeds, or may reasonably be anticipated to exceed \$5,000 annually;
- ownership of real or personal property if the interest exceeds \$5,000 in value and excluding ownership in a business, income or salary, other compensation, fringe benefits or benefits from the use of property;
- personal liability incurred or assumed on behalf of a business if the liability exceeds three percent of the asset value of the business; or
- an option for ownership of a business or real or personal property if the ownership interest will consist of the first or fourth bullets above.

"Personal interest in a contract" means a personal interest which an officer or employee has in a contract with a governmental agency, whether due to his being a party to the contract or due to a personal interest in a business which is a party to the contract.

"Personal interest in a transaction" means a personal interest of an officer or employee in any matter considered by his agency. Such personal interest exists when an officer or employee or a member of his immediate family has a personal interest in property or a business, or governmental agency, or represents or provides services to any individual or business and such property, business, or represented or served individual or business is

- the subject of the transaction or

- may realize a reasonably foreseeable direct or indirect benefit or detriment as a result of the action of the agency considering the transaction

Notwithstanding the foregoing, such personal interest in a transaction shall not be deemed to exist where (a) an elected member of a local governing body serves without remuneration as a member of the board of trustees of a not-for-profit entity and such elected member or member of his immediate family has no personal interest related to the not-for-profit entity or (b) an officer or employee of a local governing body is appointed by the local governing body to serve on a governmental agency and the personal interest in the transaction of the governmental agency is a result of the salary, other compensation, fringe benefits, or benefits provided by the local governing body to the officer or employee.

"Transaction" means any matter considered by any governmental or advisory agency, whether in a committee, subcommittee, or other entity of that agency or before the agency itself, on which official action is taken or contemplated.

D. Special Anti-Nepotism Rules Relating to School Board Members and Superintendents

1. The School Board may not employ or pay, and the Superintendent may not recommend for employment, the father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law, of the Superintendent or of a School Board member. This provision shall not be construed to prohibit the employment, promotion, or transfer within the school division, of any person within a relationship described above when such person has been employed pursuant to a written contract with the School Board or employed as a substitute teacher or teacher's aide by the School Board prior to the taking of office of any member of the Board or Superintendent; or has been employed pursuant to a written contract with the School Board or employed as a substitute teacher or teacher's aide by the School Board prior to the inception of such relationship; or
 - was employed by the School Board at any time prior to June 10, 1994, and had been employed at any time as a teacher or other employee of any Virginia school board prior to the taking of office of any member of the School Board or Superintendent.

A person employed as a substitute teacher may not be employed to any greater extent than he was employed by the School Board in the last full school year prior to the taking of office of such board member or Superintendent or to the inception of such relationship.

2. The School Board may employ or pay, and the Superintendent may recommend for employment, any family member of the Superintendent or of a School Board member provided that
 - a) the member certifies that he had no involvement with the hiring decision; and
 - b) the Superintendent certifies to the remaining members of the school board in writing that the recommendation is based upon merit and fitness and the

competitive rating of the qualifications of the individual and that no member of the board had any involvement with the hiring decision.

3. No family member (as listed in section D.1., above) of any employee may be employed by the School Board if the family member is to be employed in a direct supervisory and/or administrative relationship either supervisory or subordinate to the employee. The employment and assignment of family members in the same organizational unit is discouraged.

E. General Rules Governing Public Conduct by School Board Members Regarding Gifts and Favors

1. Prohibited Conduct

Neither the School Board collectively, nor any member of the board, shall solicit or

- accept money, or anything else of value, for services performed within the scope of his or her official duties other than his or her regular compensation, expenses or other remuneration;
- offer or accept money, or anything else of value, for or in consideration of obtaining employment, appointment, or promotion in the school division;
- offer or accept any money or anything else of value for or in consideration of the use of his public position to obtain a contract for any person or business with the school division. use for his or her own economic benefit, or anyone else's, confidential
- information gained by reason of his or her office, and which is not available to the public; accept any money, loan, gift, favor or service that might reasonably tend to
- influence the discharge of duties; accept any business or professional opportunity from which a School Board member may gain a financial benefit, where the member
- knows or should know that there is a reasonable likelihood that the opportunity is being offered with intent to influence his or her conduct in the performance of official duties.

2. Prohibited Gifts

For purposes of this subsection:

“Intangible gift” means a thing of temporary value or a thing that upon the happening of a certain event or expiration of a given date loses its value. “Intangible gift” includes entertainment, hospitality a ticket, admission, or pass, transportation, lodgings and meals that are reportable on Schedule E of the disclosure form prescribed in Va. Code § 2.2-3117.

“Tangible gift” means a thing of value that does not lose its value upon the happening of a certain event or expiration of a given date. “Tangible gift” includes currency, negotiable instruments, securities, stock options or other financial instruments that are reportable on

Schedule E of the disclosure form prescribed in Va. Code § 2.2-3117. “Tangible gift” does not include payments or reimbursements received for an intangible gift.

“Person, organization or business” includes individuals who are officers, directors or owners of or who have a controlling ownership interest in such organization or business.

School Board members and employees required to file a Statement of Economic Interests as prescribed in VA. Code § 2.2-3117 (i) shall not solicit, accept or receive within any calendar year any single tangible gift with a value in excess of \$250 or a combination of tangible gifts with an aggregate value in excess of \$250 from any person that the member or employee knows or has reason to know is (a) a lobbyist registered pursuant to Va. Code § 2.2-418 et seq.; (b) a lobbyist’s principal as defined in Va. Code § 2.2-419; or (c) a person, organization or business who is a party to or is seeking to become a party to a contract with the School Board

School Board members and employees required to file a Statement of Economic Interests shall report any tangible gift with a value of \$250 or less or any intangible gift received from any person listed in clause (i) on Schedule E of such disclosure form; and shall report any payments for talks, meetings, and publications on Schedule D of such disclosure form.

The \$250 limitation imposed in accordance with this section shall be adjusted by the Council every five years, as of January 1 of that year, in an amount equal to the annual increases for that five-year period in the United States Average Consumer Price Index for all items, all urban consumers (CPI-U), as published by the Bureau of Labor Statistics of the U.S. Department of Labor, rounded to the nearest whole dollar.

3. Nothing herein shall be construed to prohibit or apply to the acceptance by a teacher or other employee of Lynchburg City School Board of an award or payment in honor of meritorious or exceptional services performed by the teacher or employee and made by an organization exempt from federal income taxation pursuant to the provisions of Section 501(c)(3) of the Internal Revenue Code.

F. Prohibited Conduct Regarding Contracts

1. No School Board member shall have a personal interest in (i) any contract with the School Board or (ii) any contract with any government agency which is subject to the ultimate control of the Board;
2. Exceptions - The above prohibition shall not be applicable to:
 - A Board member's personal interest in a contract of employment provided the employment first began prior to the member becoming a member of the School Board
 - Contracts for the sale by a governmental agency of services or goods at uniform prices available to the general public

- A contract awarded to a member of the School Board as a result of competitive sealed bidding where the School Board has established a need for the same or substantially similar goods through purchases prior to the election or appointment of the member to serve on the School Board; however, the member shall have no involvement in the preparation of the specifications for such contract, and the remaining members of the School Board, by written resolution, shall state that it is in the public interest for the member to bid on such contract
- The sale, lease or exchange of real property between an officer or employee and a governmental agency, provided the officer or employee does not participate in any way as such officer or employee in such sale, lease or exchange, and this fact is set forth as a matter of public record by the governing body of the governmental agency or by the administrative head thereof
- The publication of official notices
- An officer or employee whose sole personal interest in a contract with the governmental agency is by reason of income from the contracting firm or governmental agency in excess of \$10,000 per year, provided the officer or employee or a member of his immediate family does not participate and has no authority to participate in the procurement or letting of such contract on behalf of the contracting firm and the officer or employee either does not have authority to participate in the procurement or letting of the contract on behalf of his governmental agency or he disqualifies himself as a matter of public record and does not participate on behalf of his governmental agency in negotiating the contract or in approving the contract
- Contracts between an officer's or employee's governmental agency and a public service corporation, financial institution, or company furnishing public utilities in which the officer or employee has a personal interest provided the officer or employee disqualifies himself as a matter of public record and does not participate on behalf of his governmental agency in negotiating or approving the contract
- Contracts for the purchase of goods or services when the contract does not exceed \$500
- Grants or other payment under any program wherein uniform rates for, or the amounts paid to, all qualified applicants are established solely by the administering governmental agency
- An officer or employee whose sole personal interest in a contract with his own governmental agency is by reason of his marriage to his spouse who is employed by the same agency, if the spouse was employed by such agency for five or more years prior to marrying such officer or employee
- Employment contracts and other contracts entered into prior to August 1, 1987, provided such contracts were in compliance with the Virginia Conflict of Interests Act (or the Comprehensive Conflict of Interests Act) at the time of their formation and thereafter. Those contracts shall continue to be governed by the provisions of the appropriate prior Act. The employment by the same governmental agency of an officer or employee and spouse or any other relative residing in the same household shall not be deemed to create a material financial interest except when one of the persons is employed in a direct supervisory and/or administrative position with respect to the

spouse or other relative residing in his household and the annual salary of the subordinate is \$35,000 or more.

G. Prohibited Conduct Regarding Transactions

1. Each School Board member and School Board employee who has a personal interest in a transaction
 - a. shall disqualify himself from participating in the transaction if
 - (i) the transaction has application solely to property or a business or governmental agency in which he has a personal interest or a business that has a parent-subsidiary or affiliated business entity relationship with the business in which he has a personal interest, or
 - (ii) he is unable to participate pursuant to subdivision G.1.b, G.1.c., or G.1.d. of this policy.

Any disqualification under this subsection shall be recorded in the School Board's public records. The School Board member or employee shall disclose his personal interests as required by Va. Code § 2.2-3115E and shall not vote or in any manner act on behalf of the School Board in the transaction. The member or employee shall not

- (i) attend any portion of a closed meeting authorized by the Virginia Freedom of Information Act when the matter in which he has a personal interest is discussed; or
 - (ii) discuss the matter in which he has a personal interest with other governmental officers or employees at any time.
- b. may participate in the transaction if he is a member of a business, profession, occupation, or group of three or more persons, the members of which are affected by the transaction, and he complies with the declaration requirements of Va. Code § 2.2-3115 G;
 - c. may participate in the transaction when a party to the transaction is a client of his firm if he does not personally represent or provide services to such client and he complies with the declaration requirements of Va. Code § 2.2-3115 H; or
 - d. may participate in the transaction if it affects the public generally, even though his personal interest, as a member of the public, may also be affected by that transaction.
2. Disqualification under this section shall not prevent any employee having a personal interest in a transaction in which his employer is involved from representing himself or a member of his immediate family in such transaction provided he does not receive compensation for such representation and provided he complies with the disqualification and relevant disclosure requirements of this policy.
 3. If disqualifications under subsection 1.a. of this section leave less than the number required by law to act, the remaining member or members of the board shall constitute a quorum for the conduct of business and have authority to act for the board by majority vote, unless a

unanimous vote of all members is required by law, in which case authority to act shall require a unanimous vote of remaining members.

4. The provisions of this section shall not prevent a board member or employee from participating in a transaction merely because such a board member or employee is a defendant in a civil legal proceeding concerning such transaction.

H. Disclosure Requirements for School Board Members

1. School Board members ~~will~~ file, as a condition of assuming office, with the ~~clerk of the school board~~ **{Council}** a disclosure statement of their personal interests and other information as is specified on the form set forth in Va. Code § 2.2-3117 and ~~shall~~ thereafter file such statement ~~annually on or before January 15.~~ ***{semiannually by December 15 for the preceding six-month period complete through the last day of October and by June 15 for the preceding six-month period complete through the last day of April.}***
2. Any board member or employee who is disqualified from participating in a transaction under Section G.1.a. of this policy, or otherwise elects to disqualify himself, shall forthwith make disclosure of the existence of his interest, including the full name and address of the business and the address or parcel number for the real estate if the interest involves a business or real estate and such disclosure shall be reflected in the school board's public records in the division superintendent's office for a period of five (5) years.
3. Any board member or employee who is required to disclose his interest under Section G.1.b. of this policy shall declare his interest by stating:
 - the transaction involved;
 - the nature of the board member's or employee's personal interest affected by the transaction;
 - that he is a member of a business, profession, occupation, or group the members of which are affected by the transaction; and
 - that he is able to participate in the transaction fairly, objectively, and in the public interest.

The board member or employee shall either make his declaration orally to be recorded in written minutes of the board or file a signed written declaration with the clerk of the board, who shall, in either case, retain and make available for public inspection such declaration for a period of five years from the date of recording or receipt. If reasonable time is not available to comply with the provisions of this subsection prior to participation in the transaction, the board member or employee shall prepare and file the required declaration by the end of the next business day. The board member or employee shall also orally disclose the existence of the interest during each School Board meeting at which the

transaction is discussed and such disclosure shall be recorded in the minutes of the meeting.

4. A board member or employee who is required to declare his interest pursuant to subdivision G.1.c. of this policy shall declare his interest by stating
 - (i) the transaction involved;
 - (ii) that a party to the transaction is a client of his firm;
 - (iii) that he does not personally represent or provide services to the client; and
 - (iv) that he is able to participate in the transaction fairly, objectively, and in the public interest.

The board member or employee shall either make his declaration orally to be recorded in written minutes of the board or file a signed written declaration with the clerk of the board who shall, in either case, retain and make available for public inspection such declaration for a period of five years from the date of recording or receipt. If reasonable time is not available to comply with the provisions of this subsection prior to participation in the transaction, the board member or employee shall prepare and file the required declaration by the end of the next business day.

Adopted: June 4, 2013

Revised: December 16, 2014

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3101, 2.2-3102, 2.2-3103, 2.2-3104.1, 2.2-3108, 2.2-3109, 2.2-3110, 2.2-3112, 2.2-3115, 2.2-3119.

Cross Ref.: CBCA Disclosure Statement Required of Superintendent
GCCB Employment of Family Members

ADVISORY COMMITTEES TO THE SCHOOL BOARD

~~It is the duty of the~~ ***{The}*** School Board ~~to~~ ***{may}*** appoint advisory councils or committees of citizens of the school division for consultation with reference to specific matters pertaining to local schools. In addition, pursuant to ~~the Code of Virginia, Board of Education regulations, and federal law,~~ the School Board shall establish ***{establishes}*** advisory committees for the following programs: special education and career and technical education. These committees shall serve without compensation for one-year terms.

A School Health Advisory Board (SHAB) will be established. The School Health Advisory Board shall have fourteen (14) members. Six (6) staff members and a student shall be appointed by the Superintendent. Seven (7) lay members shall be appointed by the school board. The SHAB will assist with the development of health policy in the school division and the evaluation of the status of school health, health education, the school environment, and health services. The SHAB will hold meetings at least semi-annually and will annually report on the status and needs of student health in the division to any relevant school, the School Board, the Virginia Department of Health, and the Virginia Department of Education.

The School Board may request that the SHAB recommend to the School Board procedures relating to children with acute or chronic illnesses or conditions, including, but not limited to, appropriate emergency procedures for any life-threatening conditions and designation of school personnel to implement the appropriate emergency procedures.

A General Career-Technical Advisory Committee will be established to report and make recommendations to the school board regarding career-technical programs and policy. Each of the 14 program areas in Career-Technical Education has an advisory committee which sends a representative to serve on the General Career-Technical Advisory Committee. This committee meets 4 to 6 times per year.

~~A Key Communicators Advisory~~ ***{An Equity Task Force}*** Committee will be established to address issues in five categories: discipline, staffing and recruitment, cultural diversity, extra-curricular programs, and advanced courses, and to provide communication between the Superintendent and parents. The group will be comprised of working and retired professionals, concerned community citizens, school board members, and school division staff. Lay members shall serve a three-year term and may be appointed for an additional three-year term of service.

A Special Education Advisory Committee will be established annually according to state regulations. The committee will meet a minimum of four times per year and members will serve two-year terms.

Adopted: February 18, 2014

Legal Refs.: 20 U.S.C. §§ 5964(a)(6), 6318(e)(12), 7115(a)(1)(E).

Code of Virginia, 1950, as amended, §§ 22.1-18.1, 22.1-86, 22.1-275.1

8 VAC 20-40-60.

8 VAC 20-81-230.D.

8 VAC 20-120-50.

{8 VAC 20-131-270.}

Cross Ref.:	EB	School Crisis, Emergency Management, and Medical Emergency Response Plan
	EBB	Threat Assessment Teams
	<i>{IC/ID}</i>	<i>School Year/School Day}</i>
	IGBB	Programs for Gifted Students
	<i>{KC}</i>	<i>Community Involvement in Decision Making}</i>

REGULAR SCHOOL BOARD MEETINGS

The School Board ~~will transact~~ ***{transacts}*** all business at official School Board meetings. The School Board ~~will~~ ***{does}*** not vote by secret or written ballot. ~~Except as otherwise provided by law, all meetings of the School Board shall be open to the public.~~ ***{However, nothing prohibits separately contacting the membership, or any part thereof, of the School Board for the purpose of ascertaining a member's position with respect to the transaction of public business, whether such contact is done in person, by telephone or by electronic communication, provided the contact is done on a basis that does not constitute a meeting under the Virginia Freedom of Information Act.}***

All meetings of the School Board ~~shall be~~ ***{are}*** open ***{to the public}***, except as otherwise permitted by law.

No meeting ~~shall be~~ ***{is}*** conducted through telephonic, video, electronic or other communication means where the members are not physically assembled to discuss or transact public business, except as provided in Policy BDD Electronic Participation in Meetings from Remote Locations.

The School Board ~~will give~~ ***{gives}*** notice of its meetings in accordance with Policy BDDA Notification of School Board Meetings.

At least one copy of all agenda packets and, unless exempt, all materials furnished to the members of the School Board for a meeting ~~shall be~~ ***{are}*** made available for public inspection at the same time such documents are furnished to the members of the School Board.

Any person may photograph, film, record or otherwise reproduce any portion of an open meeting. The School Board may adopt rules governing the placement and use of equipment necessary for broadcasting, photographing, filming or recording a meeting to prevent interference with the proceedings, but ~~shall~~ ***{does}*** not prohibit or otherwise prevent any person from photographing, filming, recording, or otherwise reproducing any portion of an open meeting. The School Board ~~will~~ ***{does}*** not conduct any open meeting in any building or facility where such recording devices are prohibited.

{Minutes of all regular School Board meetings are recorded in accordance with Policy BDDG Minutes.}

Adopted by School Board: June 4, 2013

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3707, 2.2-3710, 22.1-72 ***{and 22.1-74}***.

Cross Refs.:	KC	Community Involvement in Decision Making
	BCA	Board Organizational Meetings
	BDD	Electronic Participation in Meetings from Remote Locations
	BDDA	Notification of School Board Meetings
	BDDG	Minutes

QUALIFICATIONS AND DUTIES FOR THE SUPERINTENDENT

I. QUALIFICATIONS

1. The candidate for Superintendent shall meet the qualifications as set forth in State Board of Education Regulations Governing Licensure of School Personnel.
2. Preference shall be given to those applicants whose experience and education demonstrate a balance between instruction and business administration.
3. Eligibility shall be limited to individuals whose records indicate they possess the following attributes:
 - a. Good character
 - b. Management talent
 - c. Leadership
 - d. Knowledge of school law
 - e. Understanding of special education
 - f. Outstanding ability in career and technical and academic education.

The position of Superintendent is a performance-based position with remuneration directly dependent on the achievement of the performance goals and standards established by the School Board and the School Board's evaluation of the Superintendent.

II. MAJOR DUTIES

1. Serves as chief executive officer of the School Board.
 - A. Attends School Board meetings.
 - B. Implements policies of the School Board.
 - C. Reports to the School Board about the status of programs, personnel and operations of the schools.
 - D. Recommends actions to the School Board.
 - E. Communicates as liaison between the School Board and school personnel.
 - F. Assists the chairman in developing and distributing notices and agenda of meetings of the School Board.
2. Acts as the educational leader of the schools.
 - A. Supervises the principals and Assistant Superintendents.
 - B. Oversees planning and evaluation of curriculum and instruction.
 - C. Develops for approval by the School Board procedures for adopting textbooks and other instruction materials.

- D. Visits schools on a regular basis.
 - E. Maintains a current knowledge of developments in curriculum and instruction.
3. Enforces school laws and regulations.
- A. Observes such directions and regulations as the Superintendent of Public Instruction or Board of Education may prescribe.
 - B. Makes reports to the Superintendent of Public Instruction whenever required.
 - C. Distributes promptly all reports, forms, laws and regulations which may be received from the Superintendent of Public Instruction.
 - D. Enforces school laws, regulations and decisions of the Superintendent of Public Instruction and of the Board of Education.
 - E. Prepares and maintains administrative procedures, guidelines and regulations to be used to implement School Board policy. If Board action is required by law or the Board has specifically asked that certain types of regulations be given prior Board approval, these regulations and guidelines shall be placed in the School Board manual. The administrative procedures, guidelines and regulations shall be discussed with the staff and made available for their information.
4. Oversees staff personnel management.
- A. Organizes recruitment of personnel.
 - B. Reassigns personnel to schools and offices.
 - C. Insures administration of personnel policies and programs.
 - D. Supervises evaluation of personnel.
 - E. Provides for maintenance of up-to-date job descriptions for all personnel.
5. Oversees facility management.
- A. Prepares long and short-range plans for facilities and sites.
 - B. Insures the maintenance of school property and safety of personnel and property.
 - C. Inspects school property on a regular basis.
 - D. Approves the utilization of school property.
 - E. Monitors any construction, renovation and demolition of school facilities.

- F. Represents the schools before local or state agencies which control building requirements or provide financing for buildings.
 - G. Closes public school buildings which appear to him to be unfit for occupancy.
6. Oversees financial management.
- A. Prepares budget for School Board approval.
 - B. Insures that expenditures are within the limits approved by the School Board.
 - C. Reports to the School Board on financial condition of the schools.
 - D. Establishes procedures for procurement of equipment and supplies.
 - E. Ensures that an accurate record of all receipts and disbursements of school funds is kept.
7. Directs community relations activities.
- A. Articulates educational programs and needs to the community.
 - B. Responds to concerns expressed in the community.
 - C. Maintains contact with the news media.
 - D. Participates in community affairs.
 - E. Involves the community in planning and problem solving for the schools.
8. Oversees pupil personnel services.
- A. Monitors pupil personnel services.
 - B. Insures adequate pupil record system.
 - C. Implements policies and programs relating to behavior and discipline of pupils.
 - D. Maintains programs for health and safety of pupils.
 - E. Communicates as liaison between schools and community social agencies.

Adopted: June 17, 2014

Legal Ref.: Constitution of Virginia, article VIII, § 5c.

Code of Virginia, 1950, as amended, §§ 22.1-58, 22.1-59, 22.1-68, 22.1-69, 22.1-136{; 22.1-253.13:7}.

{8 VAC 20-22-50.

8 VAC 20-22-600.}

8 VAC 20-390-10.

8 VAC 20-390-40.

{8 VAC 20-390-50.}

8 VAC 20-390-60.

8 VAC 20-390-70.

8 VAC 20-390-80.

{8 VAC 20-390-90.

8 VAC 20-390-100.

8 VAC 20-390-110.}

APPOINTMENT AND TERM OF THE ~~DIVISION~~ SUPERINTENDENT

The School Board will appoint *{appoints}* the ~~division~~ Superintendent *{from the list of eligibles certified by the Board of Education}* and determine *{determines}* the term of employment as set forth in State law. *{The Superintendent's term expires on June 30. The Superintendent serves an initial term of not less than two years nor more than four years. At the expiration of the initial term, the Superintendent is eligible to hold office for the term specified by the School Board, not to exceed four years.}*

If the School Board fails to appoint a division Superintendent within 180 days of a vacancy, the Virginia Board of Education will appoint a Superintendent for the division. If the School Board has not appointed a Superintendent within 120 days of a vacancy, it will submit a written report to the Superintendent of Public Instruction demonstrating its efforts to make an appointment and containing a status report with a timeline for making the appointment prior to the 180-day deadline. If the School Board does not appoint a Superintendent within 180 days of a vacancy, it will immediately notify the Virginia Board of Education, in writing, of its failure to do so. Within 30 days of the 180th day after the vacancy occurs, the School Board will submit, in writing, its preferred candidate(s), not to exceed three, for the position. The Virginia Board of Education may consider these candidates and other eligible individuals. The Virginia Board of Education may authorize the State Superintendent of Public Instruction to conduct the search for a division Superintendent.

If the Virginia Board of Education appoints a ~~division~~ Superintendent, the contract for the Superintendent will be negotiated by the School Board.

Adopted: June 17, 2014

Legal Refs.: Code of Virginia, 1950, as amended, §§ *{22.1-58,}* 22.1-60, 22.1-61.

~~§ VAC 20-22-600.~~

Procedures for Appointment of a School Division Superintendent by the Virginia Board of Education (adopted by the Virginia Board of Education March 22, 2006) (available at http://www.pen.k12.va.us/VDOE/VA_Board/Meetings/2006/mar22min.pdf)

*{Cross Refs.: CBA Qualifications and Duties of the Superintendent
CBD Superintendent's Compensation and Benefits
CBG Evaluations of the Superintendent}*

SCHOOL VISITORS

Generally

Visitors are welcome in the schools as long as their presence is not disruptive. Upon arriving at a school, all visitors must report to the administrative office. Potential visitors, including parents, who are registered sex offenders, should consult Policy KN Sex Offender Registry Notification and Policy KNA Violent Sex Offenders on School Property before arriving at school property or school sponsored activities. The school division expects mutual respect, civility, and orderly conduct from all individuals on school property and at school events. Unauthorized persons, including suspended and expelled students, will be requested to leave school grounds by the building administrator. ***{Unauthorized persons who fail to leave the school grounds or school activity as requested will be considered trespassers. The School Board authorizes the Superintendent to take all necessary actions regarding the safety, order and preservation of the educational environment on School Board property or at school division sponsored activities. Law enforcement may be called to enforce this policy.}***

Anyone, including students, who enters a school at nighttime without the consent of an authorized person except to attend an approved meeting or service or who enters or remains on any school property, including school buses, in violation of (i) any direction to vacate the property by an authorized individual or (ii) any posted notice which contains such information, posted at a place where it reasonably may be seen may be prosecuted.

Parents

Parents are encouraged to visit the schools on scheduled days for conferences with teachers, assemblies, PTA meetings, volunteer service, and other school programs. Noncustodial parents ~~shall not be~~ ***{are not}*** denied, solely on the basis of their noncustodial status, the opportunity to participate in any of the student's school or day care activities in which such participation is supported or encouraged by the policies of the School Board.

Board Members

Periodically, board members may visit schools within the division. The purpose of these visits ~~will be~~ ***{is}*** to maintain contact with building employees and increase understanding of actual educational practices. ***{School Board members follow the same procedures applicable to all other visitors when visiting a school.}***

Adopted: February 18, 2014

Legal Ref.: Code of Virginia, 1950, as amended, §§ 18.2-128; 18.2-415, 22.1-79.

Cross Refs.: DJG

Vendor Relations

© 8/40 ***{2/15}***VSBA

Lynchburg City Schools

ECA	Inventory and Reporting of Loss or Damage
IGBC	Parental Involvement
KGB	Public Conduct on School Property
KN	Sex Offender Registry Notification
KNA	Violent Sex Offenders on School Property

Agenda Report

Date: 04/14/15

Agenda Number: F-5

Attachments: No

From: Scott S. Brabrand, Superintendent
Ben W. Copeland, Assistant Superintendent of Operations and Administration

Subject: Capital Improvement Plan: Paul Laurence Dunbar Middle School for Innovation

Summary/Description:

The capital improvement plan includes \$400,000 in construction funding for replacement of the Paul Laurence Dunbar Middle School for Innovation central building roof. The City of Lynchburg Office of Procurement and Purchasing has received bids on the project.

A total of ____ bids for the Dunbar roof replacement project was received. The school administration recommends _____ based on their base bid of \$_____ which was the lowest bid. All bids received are listed below.

BIDDER						
BASE BID						

Disposition: Action
 Information
 Action at Meeting on: 04/28/15

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 April 28, 2015.

Agenda Report

Date: 04/28/15

Agenda Number: F-6

Attachments: No

From: Scott S. Brabrand, Superintendent
Ben W. Copeland, Assistant Superintendent of Operations and Administration

Subject: Capital Improvement Plan: Sandusky Elementary School

Summary/Description:

The 2014-15 capital improvement plan includes \$62,972 for additions and upgrades to the equipment, components, and duct system connected to air handler unit #3 located at Sandusky Elementary School. Included in the project is cleaning of all ductwork and mechanical equipment, installation of new motors, VFDs, DDC controls, and testing and balancing as described on project drawings and in the specification manual. The City of Lynchburg Office of Procurement and Purchasing has received a total of ___ bids on the project.

The school administration recommends _____ based on their bid of \$_____ which was the lowest bid. All bids received are listed below.

Bidder	Base Bid

Disposition: Action
 Information
 Action at Meeting on: 05/05/15

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 May 5, 2015.