



Lynchburg City School Board

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

Treney L. Tweedy
School Board District 3

J. Marie Waller
School Board District 2

Thomas H. Webb
School Board District 2

Charles B. White
School Board District 1

School Administration

Scott S. Brabrand
Superintendent

William A. Coleman, Jr.
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
Agenda 22, 2014 5:00 p.m.
School Administration Building
Board Room

A. CLOSED MEETING

- 1. Notice of Closed Meeting
Scott S. Brabrand. Page 1
Discussion/Action
- 2. Certification of Closed Meeting
Scott S. Brabrand. Page 2
Discussion/Action

B. PUBLIC COMMENTS

- 1. Public Comments
Scott S. Brabrand. Page 3
Discussion/Action (30 Minutes)

C. SPECIAL PRESENTATION

- 1. 2014 Virginia School Boards Association Student
Art Contest Winners
William A. Coleman, Jr. Page 4
Discussion
- 2. Student Recognitions
Scott S. Brabrand. Page 5
Discussion

D. FINANCE REPORT

- 1. Finance Report
Anthony E. Beckles, Sr. Page 6
Discussion

E. CONSENT AGENDA

- 1. School Board Meeting Minutes: April 1, 2014 (Regular Meeting)

2. Personnel Report
Marie F. Gee.Page 11
Discussion/Action

F. STUDENT REPRESENTATIVE COMMENTS

G. UNFINISHED BUSINESS

1. Bedford Hills Elementary School: Enrollment Trends
Ben W. Copeland.Page 13
Discussion

H. NEW BUSINESS

1. Lynchburg City School Board Policy Updates
Ben W. Copeland.Page 14
Discussion

2. Special Education Annual Plan/Part B, Section 611,
Flow-through Application and Section 619 Preschool
Grant Applications: 2014-15
William A. Coleman, Jr.Page 38
Discussion

3. Request for Reallocation of Budget
Anthony E. Beckles, Sr.Page 46
Discussion

I. SUPERINTENDENT’S COMMENTS

J. BOARD COMMENTS

K. CLOSED MEETING

1. Notice of Closed Meeting
Scott S. Brabrand.Page 47
Discussion/Action

2. Certification of Closed Meeting
Scott S. Brabrand.Page 48
Discussion/Action

L. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, May 6, 2014, 5:30 p.m., Board Room,
School Administration Building

M. ADJOURNMENT

Agenda Report

Date: 04/22/14

Agenda Number: A-1

Attachments: No

From: Scott S. Brabrand, 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:

Employee Appointment

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

Recommendation:

The 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 an employee appointment.

Agenda Report

Date: 04/22/14

Agenda Number: A-2

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Certification of Closed Meeting

Summary/Description:

The Lynchburg City School Board certifies that, in the closed meeting just concluded, nothing was discussed except the matters specifically identified in the motion to convene in a closed meeting and lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

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

Recommendation:

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

Agenda Report

Date: 04/22/14

Agenda Number: B-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: 04/22/14

Agenda Number: C-1

Attachments: No

From: Scott S. Brabrand, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: 2014 Virginia School Boards Association Student Art Contest Winners

Summary/Description:

The Lynchburg City Schools has participated in the Virginia School Boards Association (VSBA) Southern Regional Forum Art Contest for a number of years. Due to the efforts of elementary, middle, and high school art instructors, students have had the opportunity to display their artwork regionally in this and other forums.

Selected to represent Lynchburg City Schools at the 2014 VSBA Southern Regional Forum on April 30, 2014, at South Hill Elementary School in South Hill, Virginia, are: India Stewart, Perrymont Elementary School; Jasmine Oedina, Linkhorne Middle School; and Aysia Brown, E. C. Glass High School. A local school board member transports the three winning pieces of art work to the regional contest. Following the VSBA Southern Regional Forum, the student artwork will be displayed throughout the summer at the School Administration Building.

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: 04/22/14

Agenda Number: C-2

Attachments: No

From: Scott S. Brabrand, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: Student Recognitions

Summary/Description:

During this presentation, the school board and the school administration will recognize the accomplishments of student achievements which occurred during the 2013-14 school year.

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: 04/22/14

Agenda Number: D-1

Attachments:

From: Scott S. Brabrand, Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject:

Summary/Description:

The school administration, in accordance with the 2013-14 school's operating budget, authorized, approved, and processed the necessary payments through March 31, 2014. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through March 31, 2014 for the operating fund.

Total Operating Fund Budget	\$84,249,418.00
Restricted Donations Received	\$ 100.00
Fund Balance Return	<u>\$ 507,487.00</u>
Adjusted Budget	\$84,757,005.00

Through March 31, 2014

Actual Revenue Received	\$ 52,248,496.91
Actual Expenditures	\$ 53,764,759.15
Actual Encumbered	\$ 26,299,314.91

Percent of Budget Received	61.65%
Percent of Budget Used, excluding encumbrances	63.43%

As of 03/31/14 – 9 months 75.00%

The revenue and expenditure reports detail the transactions recorded through March 31, 2014. All reports appear as attachments to the agenda report.

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

Recommendation:

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

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Month Ended March 31, 2014

	Fiscal Year 2013-14					
	BUDGET	TRANSACTIONS	BUDGET %		BUDGET AVAILABLE	BUDGET % USED
			USED	ENCUMBRANCES		
INSTRUCTION						
FUNCTION 1100 CLASSROOM INSTRUCTION						
Personnel	43,493,162.84	25,620,109.31	58.91%	17,106,497.32	766,556.21	98.24%
Other	3,427,074.72	2,281,565.33	66.57%	136,724.08	1,008,785.31	70.56%
FUNCTION 1200 INST SUPPORT-STUDENT						
Personnel	3,410,547.89	2,035,860.15	59.69%	963,053.06	411,634.68	87.93%
Other	169,644.00	86,580.30	51.04%	38,864.20	44,199.50	73.95%
FUNCTION 1300 INST SUPPORT-STAFF						
Personnel	4,374,184.52	2,944,663.26	67.32%	921,398.96	508,122.30	88.38%
Other	1,481,067.67	711,286.28	48.03%	84,492.03	685,289.36	53.73%
FUNCTION 1400 INST SUPPORT-SCHOOL ADMN						
Personnel	4,860,026.04	3,504,814.93	72.12%	1,316,786.14	38,424.97	99.21%
Other	109,975.00	73,028.64	66.40%	1,717.02	35,229.34	67.97%
TOTAL INSTRUCTION	61,325,682.68	37,257,908.20	60.75%	20,569,532.81	3,498,241.67	94.30%
ADMINISTRATION						
FUNCTION 2100 ADMINISTRATION						
Personnel	2,059,947.28	1,611,801.62	78.24%	452,011.73	(3,866.07)	100.19%
Other	1,208,432.96	759,771.94	62.87%	158,911.94	289,749.08	76.02%
FUNCTION 2200 ATTENDANCE & HEALTH SERV						
Personnel	2,438,888.98	1,371,334.34	56.23%	834,010.46	233,544.18	90.42%
Other	52,225.00	38,485.85	73.69%	1,529.00	12,210.15	76.62%
TOTAL ADMINISTRATION	5,759,494.22	3,781,393.75	65.65%	1,446,463.13	531,637.34	90.77%
PUPIL TRANSPORTATION						
FUNCTION 3100 MANAGEMENT & DIRECTION						
Personnel	327,210.06	245,326.48	74.98%	81,197.22	686.36	99.79%
Other	24,776.00	20,647.49	83.34%	1,475.11	2,653.40	89.29%
FUNCTION 3200 VEHICLE OPERATION SERVICE						
Personnel	2,388,426.01	1,528,245.69	63.99%	813,638.60	46,541.72	98.05%
Other	940,430.00	655,428.14	69.69%	49,588.30	235,413.56	74.97%
FUNCTION 3300 MONITORING SERVICE						
Personnel	365,177.16	198,943.82	54.48%	119,392.39	46,840.95	87.17%
Other	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 3400 VEHICLE MAINT SERVICE						
Personnel	340,957.23	260,476.05	76.40%	83,110.68	(2,629.50)	100.77%
Other	381,750.00	216,345.28	56.67%	2,298.52	163,106.20	57.27%
FUNCTION 3500 BUS PURCHASE - REGULAR						
Other	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 3600 BUS - LEASE PURCHASE						
Other	0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL PUPIL TRANSPORTATION	4,768,726.46	3,125,412.95	65.54%	1,150,700.82	492,612.69	89.67%

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Month Ended March 31, 2014

OPERATIONS & MAINTENANCE							
FUNCTION 4100 MANAGEMENT & DIRECTION							
	Personnel	185,069.71	143,392.31	77.48%	47,843.34	(6,165.94)	103.33%
	Other	102,300.00	89,463.81	87.45%	28,123.50	(15,287.31)	114.94%
FUNCTION 4200 BUILDING SERVICES							
	Personnel	4,087,504.02	3,015,543.34	73.77%	1,043,360.30	28,600.38	99.30%
	Other	4,564,739.90	3,481,971.29	76.28%	768,374.43	314,394.18	93.11%
FUNCTION 4300 GROUNDS SERVICES							
	Personnel	239,812.35	174,522.21	72.77%	63,032.67	2,257.47	99.06%
	Other	129,000.00	15,918.65	12.34%	0.00	113,081.35	12.34%
FUNCTION 4400 EQUIPMENT SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
	Other	62,500.00	38,183.49	61.09%	29,247.47	(4,930.96)	107.89%
FUNCTION 4500 VEHICLE SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
	Other	17,000.00	24,526.92	144.28%	0.00	(7,526.92)	144.28%
FUNCTION 4600 SECURITY SERVICES							
	Personnel	98,055.20	16,147.65	16.47%	5,458.50	76,449.05	22.03%
	Other	100,000.00	64,302.98	64.30%	21,985.52	13,711.50	86.29%
TOTAL OPERATIONS & MAINTENANCE		9,585,981.18	7,063,972.65	73.69%	2,007,425.73	514,582.80	94.63%
FACILITIES							
FUNCTION 6200 SITE IMPROVEMENTS							
FUNCTION 6600 BLDG ADD & IMP SERVICES							
	Personnel	21,743.47	8,675.30	39.90%	0.00	13,068.17	39.90%
	Other	20,000.00	8,451.00	42.26%	0.00	11,549.00	42.26%
TOTAL FACILITIES		41,743.47	17,126.30	41.03%	0.00	24,617.17	41.03%
DEBT SERVICE							
FUNCTION 7100 DEBT SERVICE - Other							
	Other	109,198.92	109,046.83	99.86%	0.00	152.09	99.86%
TOTAL DEBT SERVICE		109,198.92	109,046.83	99.86%	0.00	152.09	99.86%
TECHNOLOGY							
FUNCTION 8100 CLASSROOM INSTRUCTION							
	Personnel	1,403,347.56	1,027,217.28	73.20%	383,032.82	(6,902.54)	100.49%
	Other	531,005.49	677,469.54	127.58%	302,440.28	(448,904.33)	184.54%
FUNCTION 8200 INSTRUCTIONAL SUPPORT							
	Personnel	255,923.31	174,053.39	68.01%	60,986.22	20,883.70	91.84%
	Other	975,901.71	531,158.26	54.43%	378,733.10	66,010.35	93.24%
FUNCTION 8200 LEASE PURCHASE							
	Other	0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL TECHNOLOGY		3,166,178.07	2,409,898.47	76.11%	1,125,192.42	(368,912.82)	111.65%
CONTINGENCY RESERVES							
FUNCTION 9100 CLASSROOM INSTRUCTION							
	Other	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9300 ADMINISTRATION							
	Other	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9500 PUPIL TRANSPORTATION							
	Other	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9600 OPERATIONS & MAINTENANCE							
	Other	0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL CONTINGENCY RESERVES		0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL OPERATING BUDGET		84,757,005.00	53,764,759.15	63.43%	26,299,314.91	4,692,930.94	94.46%

FY2014-2015 REVISED REVENUE BUDGET
AS OF February 28, 2014

ACCOUNT TITLE	ORIGINAL	REVISED	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	CHANGE BETWEEN ORG & REVISED REV BUDGET INCREASE (DECREASE)
	REVENUE BUDGET As of 7/1/2013	REVENUE BUDGET As of 2/28/2014				
COMMONWEALTH OF VA REVENUE						
240308 SALES TAX RECEIPTS	(9,771,846.00)	(9,771,846.00)	(6,292,208.30)	(3,479,637.70)	64.39%	0.00
240202 BASIC SCHOOL AID	(19,245,033.00)	(19,245,033.00)	(14,433,774.75)	(4,811,258.25)	75.00%	0.00
240207 GIFTED & TALENTED	(231,550.00)	(231,550.00)	(173,662.51)	(57,887.49)	75.00%	0.00
240208 REMEDIAL EDUCATION	(1,167,820.00)	(1,167,820.00)	(875,865.01)	(291,954.99)	75.00%	0.00
240208 REMEDIAL EDUCATION	(195,237.00)	(195,237.00)	(60,084.49)	(135,152.51)	30.78%	0.00
240212 SPECIAL ED SOQ	(2,250,067.00)	(2,250,067.00)	(1,687,550.23)	(562,516.77)	75.00%	0.00
240217 VOCATIONAL ED SOQ	(281,888.00)	(281,888.00)	(211,415.99)	(70,472.01)	75.00%	0.00
240221 SOC SEC-INSTR	(1,328,898.00)	(1,328,898.00)	(996,673.50)	(332,224.50)	75.00%	0.00
240223 VRS INSTRUCTIONAL	(2,214,831.00)	(2,214,831.00)	(1,661,123.25)	(553,707.75)	75.00%	0.00
240241 GROUP LIFE INST	(85,573.00)	(85,573.00)	(64,179.73)	(21,393.27)	75.00%	0.00
240228 READING INTERVENTN	(144,929.00)	(144,929.00)	(72,464.51)	(72,464.49)	50.00%	0.00
240205 CAT-REG FOSTER	(71,786.00)	(71,786.00)	(47,650.56)	(24,135.44)	66.38%	0.00
240246 CAT-HOMEBOUND	(214,961.00)	(214,961.00)	(124,935.10)	(90,025.90)	58.12%	0.00
240248 REGIONAL TUITION	(776,368.00)	(776,368.00)	(95,301.12)	(681,066.88)	12.28%	0.00
240265 AT RISK SOQ	(1,216,431.00)	(1,216,431.00)	(608,215.50)	(608,215.50)	50.00%	0.00
240309 ESL	(82,660.00)	(82,660.00)	(53,112.00)	(29,548.00)	4.37%	0.00
330213 SCHOOL LUNCH	0.00	0.00	0.00	0.00	0.00%	0.00
240281 AT RISK 4 YR OLDS	(1,215,707.00)	(1,215,707.00)	(607,853.51)	(607,853.49)	50.00%	0.00
240218 CTE - ADULT ED	(19,175.00)	(19,175.00)	0.00	(19,175.00)	0.00%	0.00
240252 CTE EQUIPMENT	0.00	0.00	(1,331.03)	1,331.03	0.00%	0.00
240253 CTE EDUCATION	(42,030.00)	(42,030.00)	0.00	(42,030.00)	0.00%	0.00
SUPPLEMENTAL SUPPORT						
ADDITIONAL STATE SUPPORT	(466,336.00)	(466,336.00)	(349,752.24)	(116,583.76)	75.00%	0.00
EARLY READIG SPECIALISTS INITIAT	(37,214.00)	(37,214.00)	0.00	(37,214.00)	0.00%	0.00
240275 PRIMARY CLASS SIZE	(1,570,158.00)	(1,570,158.00)	(808,072.99)	(762,085.01)	51.46%	0.00
240214 TEXTBOOKS	(451,674.00)	(451,674.00)	(338,755.50)	(112,918.50)	75.00%	0.00
SALARY SUPPLEMENT	(500,162.00)	(500,162.00)	(345,243.62)	(154,918.38)	69.03%	0.00
240203 GED/ISAEP	(23,576.00)	(23,576.00)	(11,788.01)	(11,787.99)	50.00%	0.00
240405 ALGEBRA READINESS	(124,221.00)	(124,221.00)	(62,110.50)	(62,110.50)	50.00%	0.00
COMMONWEALTH OF VA	(43,730,131.00)	(43,730,131.00)	(29,983,123.95)	(13,747,007.05)	68.56%	0.00
FEDERAL REVENUE						
330201 BASIC ADULT ED.	(50,000.00)	(50,000.00)	(45,531.05)	(4,468.95)	91.06%	0.00
330212 IMPACT AIDPL81-874	(6,000.00)	(7,700.00)	(7,616.99)	(83.01)	98.92%	1,700.00
180303 MEDICAID REIMBURSE	(300,000.00)	(300,000.00)	(140,029.50)	(159,970.50)	46.68%	0.00
JR ROTC	(120,000.00)	(120,000.00)	(75,744.32)	(44,255.68)	63.12%	0.00
FEDERAL	(476,000.00)	(477,700.00)	(268,921.86)	(208,778.14)	56.30%	1,700.00
CITY APPROPRIATIONS						
510500 CITY OPER APPR	(38,201,147.00)	(38,201,147.00)	(20,825,000.00)	(17,376,147.00)	54.51%	0.00
510500 FUND BALANCE RETURN	(507,487.00)	(507,487.00)	(507,487.00)	0.00	0.00%	0.00
510500 USE OF RESERVES	0.00	0.00	0.00	0.00	0.00%	0.00
510502 CITY DEBT SERV APP	0.00	0.00	0.00	0.00	0.00%	0.00
CITY	(38,708,634.00)	(38,708,634.00)	(21,332,487.00)	(17,376,147.00)	55.11%	0.00
MISCELLANEOUS REVENUE						
189912 MISC REV/OTH FUNDS	0.00	(10,000.00)	(9,809.35)	(190.65)	100.00%	10,000.00
180303 REBATES & REFUNDS	(30,000.00)	(30,000.00)	(17,888.90)	(12,111.10)	59.63%	0.00
189903 DONATIONS & SP GF	(100.00)	(100.00)	(100.00)	0.00	0.00%	0.00
189909 SALE OTHER EQUIP	0.00	(7,100.00)	(7,076.50)	(23.50)	0.00%	7,100.00
189910 INSURANCE ADJUST	(3,000.00)	(5,000.00)	(4,114.66)	(885.34)	82.29%	2,000.00
189912 OTHER FUNDS	0.00	0.00	0.00	0.00	0.00%	0.00
E RATE REIMBURSEMENT	(120,000.00)	(120,000.00)	(64,953.08)	(55,046.92)	54.13%	0.00
TRANSFER IN/OUT	0.00	0.00	0.00	0.00	0.00%	0.00
MISCELLANEOUS	(153,100.00)	(172,200.00)	(103,942.49)	(68,257.51)	60.36%	19,100.00

CHARGES FOR SERVICES						
150201 RENTS	(98,000.00)	(123,000.00)	(123,000.00)	0.00	100.00%	25,000.00
161201 TUITION DAY SCHOOL	(110,000.00)	(110,000.00)	(61,236.66)	(48,763.34)	55.67%	0.00
161206 TUITION ADULT	(18,000.00)	(18,000.00)	(688.00)	(17,312.00)	3.82%	0.00
161207 TUITION SUMMER SCH	(40,000.00)	(40,000.00)	(5,286.50)	(34,713.50)	13.22%	0.00
161202 SPEC PUPIL FEES	(45,000.00)	(45,000.00)	(5,373.47)	(39,626.53)	11.94%	0.00
161205 BUS RENTAL	(400,000.00)	(400,000.00)	(208,368.10)	(191,631.90)	52.09%	0.00
190101 TUIT FM OTH CO/CY	(634,620.00)	(634,620.00)	0.00	(634,620.00)	0.00%	0.00
161201 DUAL ENROLLMENT	(85,000.00)	(85,000.00)	0.00	(85,000.00)	0.00%	0.00
PRINT SHOP	(100,000.00)	(100,000.00)	(57,787.34)	(42,212.66)	57.79%	0.00
SCHOOL NUT UTILITIES	(98,500.00)	(98,500.00)	(51,118.28)	(47,381.72)	51.90%	0.00
FACILITY RENTALS	(60,020.00)	(60,020.00)	(47,163.26)	(12,856.74)	78.58%	0.00
CHARGES FOR SERVICES	(1,689,140.00)	(1,714,140.00)	(560,021.61)	(1,154,118.39)	32.67%	25,000.00
150101 INTEREST-BNK DPST	0.00	0.00	0.00	0.00	100.00%	0.00
USE OF MONEY						
LEASE PURCHASE PROCEEDS	0.00	0.00	0.00	0.00	0.00%	0.00
DESIGNATION - ENCUMBRANCES	0.00	0.00	0.00	0.00	0.00%	0.00
TOTAL OPERATING FUND	(84,757,005.00)	(84,802,805.00)	(52,248,496.91)	(32,554,308.09)	61.61%	45,800.00
REVENUE OVER/(UNDER)						
ORIGINAL BUDGET	<u>45,800.00</u>					

Agenda Report

Date: 04/22/14/14

Agenda Number: E-2

Attachments: Yes

From: Scott S. Brabrand

Subject: Personnel Report

Summary/Description:

The personnel recommendations for March 4 – April 22, 2014, appear as an attachment to this agenda report.

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

Recommendation:

The superintendent recommends that the school board approve the personnel recommendations for March 4 – April 22, 2014.

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

Cooper, Melanie	Technical Professional	T.P./7 yr. (Lv.4 3)	Heritage High School Cosmetology Teacher	04-10-14
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Agenda Report

Date: 04/22/14

Agenda Number: G-1

Attachments: No

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

Subject: Bedford Hills Elementary School: Enrollment Trends

Summary/Description:

On April 1, 2014, the school administration provided the school board with information about enrollment trends for Bedford Hills Elementary School. Part of the presentation included information about the purchase of a structure that would accommodate four classrooms for students. The structure, which would be purchased with funds left from other completed projects in the current capital improvement plan, would replace the current modular unit.

During this presentation, the school board will receive additional information about the proposed structure for Bedford Hills Elementary School.

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: 04/22/14

Agenda Number: H-1

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 February 2014 update. All policies appear as attachments to the agenda report.

BBA	School Board Powers and Duties
BDD	Electronic Participation in Meetings from Remote Locations
BDDC	Agenda Preparation and Dissemination
BDDF	Voting Method
BDDH	Public Participation at School Board Meetings
BG	Board-Staff Communications
DK	Payment Procedures
EDC	Authorized Use of School-Owned Materials
IJ	Guidance and Counseling Program
JL	Fundraising and Solicitation
KA	Goals for School-Community Relations
KJ	Advertising in the Schools
KL	Public Complaints
KLB	Public Complaints About Learning Resources
KMA	Relations with Parent Organizations

Disposition: **Action**
 Information
 Action at Meeting on: 05/06/14

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 6, 2014.

SCHOOL BOARD POWERS AND DUTIES

The Lynchburg City School Board controls all aspects of the school division's operations within the limits of the law. No section of the school board's bylaws and school board policies may be construed to limit the statutory powers of the board to exercise its own prudent judgment. The school board shall be the final authority.

The School Board shall:

- adopts policy to provide for the day-to-day supervision of schools;
- sees that the school laws are properly explained, enforced and observed;
- secures, by visitation or otherwise, as full information as possible about the conduct of the public schools in the school division and takes care that they are conducted according to law and with the utmost efficiency;
- cares for, manages and controls the property of the school division and provides for the erecting, furnishing, equipping, and noninstructional operating of necessary school buildings and appurtenances and the maintenance thereof by purchase, lease, or other contracts;
- provides for the consolidation of schools or redistricting of school boundaries or adopts pupil assignment plans whenever such procedure will contribute to the efficiency of the school division;
- insofar as not inconsistent with state statutes and regulations of the State Board of Education, operates and maintains the public schools in the school division and determines the length of the school term, the studies to be pursued, the methods of teaching and the government to be employed in the schools; ~~and;~~
- performs such other duties as shall be prescribed by the State Board of Education or ~~as~~ are imposed by law;
- obtains public comment through a public hearing not less than ten days after reasonable notice to the public in a newspaper of general circulation in the school division prior to providing (i) for the consolidation of schools; (ii) the transfer from the public school system of the administration of all instructional services for any public school classroom or all noninstructional services in the school division pursuant to a contract with any private entity or organization; or (iii) in school divisions having 15,000 pupils or more in average daily membership, for redistricting of school boundaries or adopting any pupil assignment plan affecting the assignment of fifteen percent or more of the pupils in average daily membership in the affected school. Such public hearing may be held at the same time and place as the meeting of the School Board at which the proposed action is taken if the public hearing is held before the action is taken. ~~If a public hearing has been held prior to the effective date of this provision on a proposed consolidation, redistricting or pupil assignment plan which is to be implemented after the effective date of this provision, an additional public hearing shall not be required.~~
- surveys, at least annually, the school division to identify critical shortages of teachers and administrative personnel by subject matter, and reports such critical shortages to the Superintendent of Public Instruction and to the Virginia

Retirement System or requests the division superintendent to conduct such survey and submit such report to the School Board, the Superintendent of Public Instruction, and the Virginia Retirement System; and

- ensures that the public schools within the school division are registered with the Department of State Police to receive electronic notice of the registration or reregistration of any sex offender within the school division pursuant to Va. Code § 9.1-914.

Adopted: June 4, 2013

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79.

Cross Refs.: AF Comprehensive Plan
KN Sex Offender Registry Notification

ELECTRONIC PARTICIPATION IN MEETINGS FROM REMOTE LOCATIONS

Except as provided hereafter, the School Board shall not conduct any meeting wherein the public business is discussed or transacted through telephonic, video, electronic or other communication means where the members are not physically assembled.

I. Quorum Physically Assembled

A School Board member may participate in a meeting through electronic communication means from a remote location that is not open to the public:

1. if, on or before the day of a meeting, the School Board member notifies the chair of the School Board that he or she is unable to attend the meeting due to an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter, and the School Board
 - a. approves the member's participation by a majority vote of the members present at a meeting and
 - b. records in its minutes the specific nature of the emergency or personal matter and the remote location from which the member participated.

Such participation by a School Board member shall be limited each calendar year to two meetings or 25 percent of the meetings of the School Board, whichever is fewer; or

2. if a School Board member notifies the School Board chair that he or she is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance and the School Board records this fact and the remote location from which the member participated in its minutes.

A School Board member may participate in a meeting by electronic means pursuant to this section only when:

- a quorum of the School Board is physically assembled at the primary or central meeting location; and
- the School Board makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

II. Quorum Not Physically Assembled

The School Board may meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency in accordance with Va. Code § 44-146.17, provided

- the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location, and

- the purpose of the meeting is to address the emergency.

If it holds a meeting pursuant to this section, the School Board shall

- give public notice using the best available method given the nature of the emergency contemporaneously with the notice provided members of the School Board;
- make arrangements for public access to the meeting;
- make available to the public, at the time of the meeting, agenda packets and all materials, unless exempt, that will be distributed to members of the School Board and that have been made available to the School Board's staff in sufficient time for duplication and forwarding to all locations at which public access will be provided;
- record minutes of the meeting in accordance with Policy BDDG Minutes; and
- record in the minutes votes taken by name in roll-call fashion.

The nature of the emergency, ~~and~~ the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held shall be stated in the minutes of the meeting.

III. Reporting

1. If the School Board meets by electronic means ~~as provided in this section~~, it shall make a written report of the following to the Virginia Freedom of Information Advisory Council and the Joint Commission on Technology and Science by December 15 of each year:

- The total number of electronic communication meetings held that year
- The dates and purposes of the meetings
- A copy of the agenda for each meeting
- The number of sites for each meeting
- The types of electronic communication means by which the meetings were held
- The number of participants, including members of the public, at each meeting location
- The identity of the members of the School Board recorded as absent and those recorded as present at each meeting location
- A summary of any public comment received about the electronic communication meetings; ~~and~~
- A summary of the School Board's experience using electronic communication meetings, including its logistical and technical experience

2. At any meeting at which any member of the School Board participates electronically, the School Board will make copies of the public comment form prepared by the Virginia Freedom of Information Advisory Council available to the public.

Adopted: June 4, 2013

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3708, 2.2-3708.1, 2.2-3710.

Cross Ref.: BDDG Minutes

AGENDA PREPARATION AND DISSEMINATION

The preparation of the agenda is the responsibility of the School Board chairman with the assistance of the superintendent. Any member of the School Board may submit items for inclusion on the agenda.

A copy of the agenda packet and materials shall be made available for inspection by the public at the same time such documents are furnished to the School Board members unless the materials are exempt under the Virginia Freedom of Information Act.

Adopted: June 4, 2013

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3707, 22.1-78.

Cross Ref.: BDA Regular Board Meetings
BDB Special Board Meetings
BDDA Notification of School Board Meetings

VOTING METHOD

~~The official vote on all decisions that are unanimous shall be recorded in the official minutes.~~ Each School Board member's vote on every decision is recorded in the minutes of the meeting. The minutes of the meeting ~~shall also~~ reflect the method and result of all votes. No votes ~~shall be~~ are taken by secret or written ballot.

In any case in which there shall be a tie vote of the School Board when all members are not present, the question shall be passed by until the next meeting when it shall again be voted upon even though all members are not present. In complying with this procedure or in any case in which there is a tie vote when all the members of the School Board are present, the clerk shall record the vote and immediately notify the tie breaker, if any, to vote as provided in the Code of Virginia § 22.1-75. If no tie breaker has been appointed as authorized by state law, any tie vote shall defeat the motion, resolution or issue voted upon.

Adopted: June 4, 2013

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3710, 22.1-57.3, 22.1-75.

Cross Refs.: BDD Electronic Participation in Meetings from Remote Locations
BDDG Minutes

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

Members of the community are invited and encouraged to attend meetings of the Lynchburg City School Board to observe its deliberations. Any citizen member of the community may address the Board on matters related to the Lynchburg City public schools at any regular meeting as provided in the accompanying exhibit (BDDH-E). Persons wishing to appear before address the School Board are requested to contact the Superintendent, the School Board chairman, or their designee for placement on the agenda.

The chairman is responsible for the orderly conduct of the meeting and shall rule on such matters as the appropriateness of the subject being presented and length of time for such presentation. No one will be allowed to make additional presentations until everyone who wishes to speak has an opportunity to make an initial presentation.

Persons desiring to address the school board shall submit an advanced request in writing, to the superintendent no later than 12:00 noon of the Wednesday preceding the regular board meetings or by signing the Public Comment Form which shall be available to the public 15 minutes before the meeting starts. Each person requesting to speak shall identify the subject he wants to address and, if he represents a group, he must identify the group.

Upon recognition by the chairman, the speaker should clearly state name, address and the subject of his/her remarks. He shall address himself to the chairman and if, at the conclusion of his/her remarks, any school board member desires further information, said member shall address the speaker only with the permission of the chairman. The courtesy of the school board shall be extended to the speaker and the speaker shall respect the privilege extended by the school board or be ruled out of order by the chairman.

The total number of speakers shall be limited to a maximum of six individuals and/or group spokespersons at each meeting and the entire public comment period shall not exceed 30 minutes in length.

Adopted by School Board: June 4, 2013

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:7.C.4.

Cross Ref.: BDDE Rules of Order

Public Comment Sign-up Sheet

School Board Meeting Date:

Individuals wishing to address the school board should provide the following information before the start of the school board meeting. The school board chairman will use this information to recognize your presence and your request to speak before the school board.

PRINT

Name	Address	Phone Number	Subject	Group Name if Representing a Group

Public Participation

Persons appearing before the school board will not be allowed to campaign for public office; promote private business ventures; use profanity or vulgar language or gestures; use language which insults or demeans any person or which, when directed at a public official or employee is not related to his or her official duties; engage in behavior that disrupts the meeting or intimidates others; or address the school board on issues that do not concern the services, policies, or affairs of the school board.

Individual speakers shall limit their comments to three minutes. A speaker representing a group shall limit his comments to five minutes. The representative shall identify the group at the beginning of his or her presentation. A group may have no more than one spokesperson. The total allotted time for public comments at school board meetings is 30 minutes.

BOARD-STAFF COMMUNICATIONS

The Lynchburg City School Board supports and encourages ~~the concept of~~ two-way communication between the Board and employees. The Superintendent is the official representative of the School Board as its chief administrative officer in its relations and communications with its employees.

Employees are encouraged to communicate their ideas and concerns in an orderly and constructive manner to the School Board and/or the administrative staff.

The School Board desires to develop and maintain the best possible working relationship with the employees of the school division. The School Board welcomes the viewpoints of employees, and it shall allow time at its meetings for employees to be heard.

~~It is the policy of the~~ The School Board does not ~~to~~ discriminate against any employee by reason of his or her membership in an employee organization, or participation in any lawful activities of the organization.

Adopted: June 4, 2013

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-253.13:7.C.1.

Cross Ref.: ~~GBB~~ ~~Staff Involvement in Decision Making~~

PAYMENT PROCEDURES

Fiscal Agent

The School Board appoints the Superintendent as agent, and the Chief Financial Officer as deputy agent, to act for the Superintendent in the Superintendent’s absence or inability to perform, to examine and approve all claims against it, ~~except those to be paid from petty cash funds or funds for the purchase of instructional materials and office supplies. For all claims against the School Board except those related to petty cash, instructional materials or office supplies, the agent or deputy agent shall examine and, when approved, order or authorize~~ payment thereof. A record of such approval and order or authorization shall be made in the minutes of the School Board. Payment of each claim shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody and disbursement of the funds of the School Board. The face of the warrant shall state the purpose or service for which such payment is drawn and the date of the order entered or authority granted by the School Board.

The warrant shall be signed by the agent or deputy agent, and countersigned by the clerk or deputy clerk of the school board, made payable to the person or persons, firm or corporation entitled to receive such payment and recorded in the form and manner prescribed by the Board of Education.

However, (1) when the agent is the superintendent, who also occupies the position of School Board clerk, a countersignature from the chairman or vice-chairman is required and (2) when the deputy agent and the deputy clerk is one and the same person, the warrant must be countersigned by either the clerk or the agent of the School Board.

Each warrant shall be payable to the person or persons, firm or corporation entitled to receive payment. The face of the warrant shall state the purpose or service for which such payment is made and also that such warrant is drawn pursuant to authority delegated to such agent or his deputy by the School Board on the day of July 2, 2013.

The agent and deputy agent must furnish a corporate surety bond. The School Board shall set the amount of such bonds and the premium therefor shall be paid out of the funds made available to the School Board.

~~In accordance with state law t~~The School Board authorizes the Superintendent, or his designee, to sign all contracts and agreements on behalf of the division, and, or any other function so designated by the board.

Adopted by School Board: June 4, 2013
Revised by School Board: November 19, 2013

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1 - 122, 22.1-122.1, 22.1-123.

Cross Refs.: DG Custody and Disbursement of School Funds
DJB Petty Cash Funds
DGD Funds for Instructional Materials and Office Supplies

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

To ensure the security and efficient use of school property, the Superintendent shall develop regulations governing the use of all school owned property. The regulation shall address the use of school division facilities, supplies, materials and equipment by employees and outside organizations.

Employees are prohibited from utilizing school property for personal use or gain.

Adopted: February 18, 2014

Legal Ref.: Code of Virginia, §§ 22.1-70, 22.1-131, 22.1-132.

Cross Refs.: DN Disposal of Surplus Items
GBEC/JFCH Tobacco-Free School for Staff and Students
IIBEA/GAB Acceptable Computer System Use
KF Distribution of Information/Materials
KG Community Use of School Facilities
KGA Sales and Solicitations in Schools
KGC Tobacco Use on School Premises

GUIDANCE AND COUNSELING PROGRAM

School Guidance and Counseling Services

Each school ~~will~~ provides the following guidance and counseling services to all students:

- Academic guidance which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing and to seek post-secondary academic opportunities.
- Career guidance which helps students to acquire information and plan action about work, jobs, apprenticeships and post-secondary educational and career opportunities.
- Personal/social counseling which assists a student to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities and aptitudes. Information and records of personal/social counseling will be kept confidential and separate from a student's educational records and not disclosed to third parties without prior parental consent or as otherwise provided by law. Parents may elect, by notifying their child's school in writing, to have their child not participate in personal/social counseling.
- ~~employment counseling and placement services which furnish information relating to the employment opportunities available to students graduating from or leaving the public schools. Such information will be provided to secondary students and will include all types of employment opportunities, including, but not limited to, apprenticeships, the military, career education schools, and the teaching profession. In providing such services, the school board will consult and cooperate with the Virginia Employment Commission, the Department of Labor and Industry, local business and labor organizations, and career schools.~~

No student ~~will be~~ is required to participate in any counseling program to which the student's parents object.

The guidance and counseling program ~~will~~ does not include the use of counseling techniques which are beyond the scope of the professional certification or training of counselors, including hypnosis, or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology.

Parents ~~will be~~ are notified annually about the counseling programs which are available to their children. The notification will include the purpose and general description of the programs, information regarding ways parents may review materials to be used in guidance and counseling programs at their child's school and information about the procedures by which parents may limit their child's participation in such programs.

Employment Counseling and Placement Services

The School Board provides to secondary students employment counseling and placement services to furnish information relating to the employment opportunities available to students graduating from or leaving the schools in the school division. Such information includes all types of employment opportunities, including, but not limited to, apprenticeships, the military, career education schools and the teaching profession. In providing such services, the School Board consults and cooperates with the Virginia Employment Commission, the Department of Labor and Industry, local business and labor organizations and career schools.

Adopted: February 18, 2014

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-209.

8 VAC 20-620-10.

Cross Ref.: ~~IJ~~ ~~Guidance and Counseling Program~~
IGAD Career and Technical Education
JO Student Records

FUNDRAISING AND SOLICITATION

All fundraising activities conducted for the benefit of Lynchburg City school division must provide an educational benefit to students and must not interfere with the instructional program. All fundraising activities conducted by school-sponsored organizations or clubs must be approved in advance by the principal. Fundraising refers to the raising of non-appropriated funds by students, parents, or others for the educational benefit of students and their schools.

Students may participate in fundraising activities provided such activities are approved in writing and carefully monitored and regulated by the school principal or a principal's designee. Elementary and middle school students may not participate in door-to-door solicitation. Students will not be excused from class to participate in fundraising activities. No grade will be affected by a student's participation, or lack of participation, in a fundraising activity.

Each principal shall develop and maintain a list of all approved fundraising activities and report all activities to the Superintendent pursuant to procedures issued by the Superintendent.

The Superintendent periodically will, upon request, furnish the School Board with an up-to-date listing of all fundraising activities being conducted by the school division.

Adopted: February 18, 2014

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, ~~22.1-79~~.

Cross Refs.: JHCF Student Wellness
 KJ Advertising in the Schools
 KGA Sales and Solicitations in Schools
 KMA Relations with Parent Organizations
 KQ Commercial, Promotional, and Corporate Sponsorships and Partnerships

GOALS FOR SCHOOL-COMMUNITY RELATIONS

The School Board recognizes that good school-community relations are essential to securing public input and public support for educational programs. The School Board ~~will~~ sets goals and standards for school-community relations and regularly evaluates its relationship with the public. The School Board also regularly evaluates ~~and~~ its programs for maintaining open channels of communication and good relations with parents, community organizations, other governmental organizations, non-profit organizations, the businesses and industrial sector industries and the community at large.

Through its school-community relations program, the Board ~~will~~ encourages the community to

- take an active interest in the schools and participate in school activities,
- place a high priority on education and make funds available for an educational system that supports learning for all children, and
- establish partnerships with the schools to enhance learning opportunities.

Adopted: February 18, 2014

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:7.C.4.

Cross Refs :

AF	Comprehensive Plan
KBC	Media Relations
<u>KB</u>	<u>Public Information Program</u>
<u>KF</u>	<u>Distribution of Information/Materials</u>
<u>KG</u>	<u>Community Use of School Facilities</u>
<u>KMA</u>	<u>Relations with Parent Organizations</u>
<u>KNAJ</u>	<u>Relations with Law Enforcement Authorities</u>
KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships
IGBC	Parental Involvement

ADVERTISING IN THE SCHOOLS

A. GENERALLY

The Lynchburg City School Board desires to maintain a state of neutrality as far as advertising in the school system. However, it is important that students be protected from exploitation by means of advertising and advertising schemes in the schools. Because of the importance of maintaining neutrality, no advertisement inside nor outside of school property nor in any school publications shall promote or display any of the following products or activities: drugs, alcohol, tobacco, sexual activities, violence, gang or gang related activities, racial or ethnic discrimination, weapons, tattoo parlors, body piercing, or any products or activities that are prohibited in the school.

Even though the School Board recognizes, appreciates and encourages the support given by civic and community clubs, businesses, and individuals through their gifts, advertisements in school annuals, papers, and athletic programs, the Lynchburg City School Board and individual schools do not endorse nor imply endorsement of any commercial product or endeavor. All requests for endorsement should be directed to the Superintendent or ~~his/her~~ Superintendent's designee.

Except as provided in this policy, neither the facilities, nor the staff, nor the students of any school may be used in any manner for advertising or otherwise promoting the interests of any commercial or other non-school organization.

B. ADVERTISING IN SCHOOL PUBLICATIONS

~~In order to solicit or accept advertisement from merchants and business establishments for school publications, s~~School organizations must secure approval from the principal before soliciting advertisement for school publications. If there is need for policy clarification, the principal shall consult with the Superintendent. Commercial establishments whose primary source of revenue is the sale of intoxicants or tobacco products may not advertise in school publications.

C. ANNOUNCEMENTS, NOTICES, AND SIGNS

Principals may permit the posting of announcements, notices, and signs in designated areas of the schools if the advertised activity will contribute to the students' education or if the proceeds of the activity will benefit the programs of instruction or extra-curricular activities.

No advertisement shall contain any message that, in the discretion of the principal, would be likely to disrupt the safe and orderly operation of the school, or materially and substantially disrupt the education process, or be vulgar, lewd or plainly offensive. Additionally, no preference shall be given to one advertiser over another. Nothing in this policy shall be deemed to prohibit a principal from permitting a plaque or sign to be displayed in recognition of sponsorship of an activity or event or of the donation of an

item or the funding for an item approved by the principal in conjunction with an educational or extra-curricular program. The Superintendent may at his or her discretion authorize announcements for community-wide social service agencies or other community activities of particular educational merit. These activities and programs must have educational or recreational merit.

D. BILLBOARDS/SIGN ADVERTISING

The principal of a school may permit advertising in or on school facilities but such advertising will only be permitted in public assembly areas such as gymnasium and/or outdoor athletic fields, but not in areas used exclusively for instructional activities including classrooms, cafeterias, school corridors, auditoriums, or school buses. Any advertising signs/billboards will not be allowed to display any of the products/activities outlined in Section A above and if used for fundraising activities must be renewed annually. Proceeds from advertising shall be accounted for in accordance with applicable law and policy. Any fundraising project approved prior to the approval of the policy is grandfathered.

E. POLITICAL ADVERTISING

School facilities or equipment may not be used as a means of producing or disseminating to the community any materials that advertises or promotes a political party, a political cause, or the candidacy of an individual for public office. Students and employees of the board shall not be permitted to distribute campaign literature within the school or on school grounds. When school buildings or grounds are used as polling places, the prohibition noted above on posting signs and disseminating materials shall be waived on the day of the election.

Adopted: February 18, 2014

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-78.

Cross Ref.: DJG Vendor Relations
JP Student Publications
KF Distribution of Information/Materials
KGA Sales and Solicitations in Schools
KQ Commercial, Promotional, and Corporate Sponsorships and Partnership

PUBLIC COMPLAINTS

~~A complaint~~ Complaints involving a particular school ~~shall be~~ handled within the school through the established channel of responsibility. If the complaint cannot be resolved at the level of the principal, it ~~shall be~~ is referred to the Superintendent or ~~his/her~~ Superintendent's designee. If the central office staff and complainant cannot reach a satisfactory solution, the matter may, at the School Board's discretion, be heard at a regular board meeting.

Any parent, custodian, or legal guardian of a pupil attending the Lynchburg City public schools who is aggrieved by an action of the School Board may, within thirty days after such action, petition the local circuit court to review the action of the School Board. The court will sustain the action of the School Board unless the School Board exceeded its authority, acted arbitrarily or capriciously or abused its discretion.

Adopted: February 18, 2014

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-87, 22.1-253.13:7.

Cross Refs.: GB Equal Employment Opportunity/Nondiscrimination
 GBA/JFHA ~~Sexual Harassment/Harassment Based on Race, National Origin, Disability and Religion~~ Prohibition Against Harassment and Retaliation
 GBLA Third Party Complaints Against Employees
 JB Equal Educational Opportunities/Nondiscrimination

PUBLIC COMPLAINTS ABOUT LEARNING RESOURCES

~~If there are objections concerning learning resources, the~~ The procedure for filing a complaint ~~will be concerning learning resources is~~ as follows:

1. The complaint should be filed in writing with the principal on the “Request for Reconsideration of Learning Resources” form KLB-E. This form may be obtained from the principal or the central office.
2. A review committee consisting of the principal, the library media specialist, the classroom teacher (if involved), a parent and/or student and the complainant will convene.

The responsibilities of the committee ~~will be~~ are to:

- a. read, view or listen to the challenged material;
 - b. read several reviews, if available;
 - c. check standard selection aids;
 - d. talk with persons who may be knowledgeable about the material in question and similar material;
 - e. discuss the material;
 - f. make a recommendation regarding retaining or withdrawing the material;
 - g. file the recommendation of the committee with the principal and the Superintendent or ~~his/her~~ Superintendent’s designee;
 - h. notify the complainant of the Superintendent’s decision and the disposition of the challenged material.
3. The complainant may appeal the decision, ~~in turn,~~ to the Superintendent or ~~his/her~~ Superintendent’s designee and, then, to the School Board.

Adopted: February 18, 2014

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-253.13:7.C.2.

~~8 VAC 20-170-10.~~ 8 VAC 20-720-160.

Cross Refs.:	IIA	Instructional Materials
	IGAH	Family Life Education
	INB	Teaching About Controversial Issues
	KL	Public Complaints
	KQ	Commercial, Promotional and Corporate Sponsorships and Partnerships

RELATIONS WITH PARENT ORGANIZATIONS

The Lynchburg City School Board encourages the establishment of parent-teacher organizations that seek to advance programs that improve educational opportunities for all students consistent with state ~~statutes~~ and federal law. The School Board ~~recommends~~ requests that parent-teacher organizations maintain a close ~~liaison~~ relationship with the Board, administration, and staff, and that they ~~plan their actions in accordance with established~~ consider School Board and school policies when planning activities.

Adopted: February 18, 2014

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-253.13:7.C.4.

Cross Refs.: IGBC Parental Involvement
KF Distribution of Information/Materials
KM Relations with Community Organizations

Agenda Report

Date: 04/22/14

Agenda Number: H-2

Attachments: Yes

From: Scott S. Brabrand, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: Special Education Annual Plan/Part B, Section 611, Flow-through Application and Section 619 Preschool Grant Applications 2014–2015

Summary/Description:

The Special Education Annual Plan is a formal agreement between the local school board and the Virginia Board of Education for the implementation of state and federal laws and regulations related to services mandated for students with disabilities. The disbursement of funds to the school division is contingent upon school board approval of the plan.

Lynchburg City Schools will apply for **\$2,031,915.00** in special education Flow-through Funds for the 2014-15 school year. The application for funds for the 2014-15 school year must be approved by the school board and submitted to the Virginia Department of Education for plan approval and financial reimbursement.

- **\$1,858,438.00** of this funding will be used to provide salaries for special education staff.
- **\$173,477.00** of the 611 Flow-through Funds will be used to provide special education and speech therapy services to parentally-placed students with disabilities attending local private schools.

Lynchburg City Schools will also apply for **\$58,483.00** in Section 619 Preschool Funds for the 2014-2015 school year.

- **\$49,809.15** of this funding will be used to support Hutcherson Early Learning Program to provide special education and related services to preschool children (ages 2-5) who have been determined eligible for special education services. Funds provide inclusion support through special education placements in local private preschools staff development and instructional materials.

Agenda Report

Date: 04/22/14

Agenda Number: H-2

Attachments: Yes

- **\$8,673.85** of the 619 funding will be used to provide speech therapy to parent-placed students with disabilities attending local private schools.

Disposition: Action
 Information
 Action at Meeting on:

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 6, 2014.

**VIRGINIA DEPARTMENT OF EDUCATION
SPECIAL EDUCATION FEDERAL PROGRAM
PROPOSED GRANT BUDGET**

Part B, Section 611, Flow-Through Funds (July 1, 2014 – September 30, 2016)

Applicant Name: Lynchburg City Schools Applicant 3-digit Code Number: 115
 Contact Person Name: Wyllys D. VanDerwerker Contact Person Title: Director for Special Education
 Telephone No.: (434) 515-5030 E-mail: vanderwerkerwd@lcsedu.net Fax No.: (434) 522-3774

(A) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) PROPOSED BUDGET AMOUNT	(D) FOR DOE USE ONLY
Personal Services	1000	1,516,732.64	
Employee Benefits	2000	503,720.06	
Purchased Services	3000	11,462.30	
Internal Services	4000		
Other Charges	5000		
Materials/Supplies	6000		
Joint Operations	7000		
Capital Outlay (list below)	8000		
TOTAL PROPOSED BUDGET		2,031,915.00	

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

Proposed Out-of-State/Country Travel (destination, purpose, estimated cost, # of people):

Date Received:	Total Award Amount: \$	Grant Manager:
Date Approved:	DOE Award #:	Payee Code #:
SEA Official:	CFDA#: 84.027A	Proposal Modified: Y / N
Project Code:	Fed. Award #:	In the Amount of: \$

DO NOT WRITE BELOW THIS LINE – DOE USE ONLY

Lynchburg City Schools - 115
LEA/SOP

PROPOSED USE OF PART B, SECTION 611, FLOW-THROUGH FUNDS
GRANT PERIOD: JULY 1, 2014 – SEPTEMBER 30, 2016

List and briefly describe all personnel (i.e. teachers, instructional assistants, administrators, clerical, support personnel, and other) to be supported in whole or in part with grant funds (with proposed budget amounts and FTEs).

Lynchburg City Schools has been granted **\$2,031,915.00** in Federal Flow Through Part B funds for the grant period of July 2, 2014 – September 30, 2016.

Briefly describe all additional activities, goods and services (with proposed budget amounts) to be supported with grant funds.

\$2,031,915.00	in Federal Funds have been allocated to LCS
\$1,858,438.00	of the total will be used to implement the non-federal set aside portion of the Lynchburg City Schools Special Education Annual Plan.
\$ 173,477.00	of the total will be used to implement the federal set-aside portion of the Lynchburg City Schools Special Education Annual Plan.

Non-Federal Set Aside Summary

Total: \$1,858,438.00

\$1,858,438.00	will be used for special education teachers' and speech therapist' salaries (\$1,393,391.12) and fringe benefits (\$465,046.88)
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Federal Set Aside Summary

Total: **\$173,477.00**

Implementation of the required federal set aside program for Lynchburg City Schools

\$173,477.00

\$85,923.05

Services provided through provided through LCS
SPED Teachers (1.5 FTE)

\$76,091.65

Speech Therapy Services provided through LCS
Speech pathologist (1 FTE)

\$11,462.30

Special Education & Related Services

Lynchburg City Schools

2014-2016 Special Education Annual Plan/Part B Flow Through Application

Proposed Project Budget Part B, Section 611, Flow-Through / Flow-Through (Non Federal Set-Aside)

By Expenditure Accounts	Total Amount	Staff Development	Total
1. Personal Services (1000)	1,393,391.12		1,393,391.12
2. Employee Benefits (2000)	465,046.88		465,046.88
3. Purchased Services (3000)			
4. Internal Services (4000)			
5. Other Charges (5000)			
6. Materials and Supplies (6000)			
7. Capital Outlay (8000)			
Subtotal	1,858,438.00		1,858,438.00

Flow Through (Federal Set-Aside)

By Expenditure Accounts	Federal Set-Aside
1. Personal Services (1000)	123,341.52
2. Employee Benefits (2000)	38,673.18
3. Purchased Services (3000)	11,462.30
4. Internal Services (4000)	
5. Other Charges (5000)	
6. Materials and Supplies (6000)	
7. Capital Outlay (8000)	
Subtotal	173,477.00

Total 2012-14 Part B Flow Through

Flow-Through (Non Federal Set-Aside)	\$1,858,438.00
Flow-Through (Federal Set-Aside)	<u>\$ 173,477.00</u>
Total	\$2,031,915.00

VIRGINIA DEPARTMENT OF EDUCATION

**SPECIAL EDUCATION FEDERAL PROGRAM
PROPOSED GRANT BUDGET**

Part B, Section 619, Preschool Funds (July 1, 2014– September 30, 2016) –H173A120112

Applicant Name: Lynchburg City Schools

Applicant 3-digit Code Number: 115

Contact Person Name: Wyllys D. VanDerwerker

Contact Person Title: Director for Special Education

Telephone No.: (434) 522-3700 ext. 185 E-mail: vanderwerkerwd@lcsedu.net

FaxNo.:(434) 522-3774

(A) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) PROPOSED BUDGET AMOUNT	(D) FOR DOE USE ONLY
Personal Services	1000	2,500.00	
Employee Benefits	2000	191.00	
Purchased Services	3000	49,000.00	
Internal Services	4000	0.00	
Other Charges	5000	2,500.00	
Materials/Supplies	6000	4,292.00	
Joint Operations	7000	0.00	
Capital Outlay (list below)	8000	0.00	
TOTAL PROPOSED BUDGET		\$ 58,483.00	

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

Proposed Out-of-State/Country Travel (destination, purpose, estimated cost, # of people):

DO NOT WRITE BELOW THIS LINE – DOE USE ONLY

Date Received:	Total Award Amount: \$	Grant Manager:
Date Approved:	DOE Award #:	Payee Code #:
SEA Official:	CFDA#:	Proposal Modified: Y / N
Project Code:	Fed. Award #:	In the Amount of: \$

Lynchburg City Schools 2014-16 Special Education Annual Plan Section 619 Grant

Proposed Project Budget

Section 619 Preschool Grant (Non Federal Set-Aside)

By Expenditure Accounts	Total Amount
1. Personnel Services (1000)	2,500.00
2. Employee Benefits (2000)	191.00
3. Purchased Services (3000)	40,326.15
4. Internal Services (4000)	0.00
5. Other Charges (5000)	2,500.00
6. Materials and Supplies (6000)	4,292.00
7. Capital Outlay (8000)	0.00
Subtotal	\$49,809.15

Preschool Grant (Federal Set-Aside)

By Expenditure Accounts	Federal Set-Aside
1. Personnel Services (1000)	
2. Employee Benefits (2000)	
3. Purchased Services (3000)	\$8,673.85
4. Internal Services (4000)	
5. Other Charges (5000)	
6. Materials and Supplies (6000)	
7. Capital Outlay (8000)	
Subtotal	\$8,673.85

The Section 619 Preschool Grant Expenditure Plan is based on the projected funding.

Preschool Grant (Non Federal Set-Aside)	\$ 49,809.15
Preschool Grant (Federal Set-Aside)	<u>\$8,673.85</u>
Total	\$58,483.00

Agenda Report

Date: 04/22/14

Agenda Number: H-3

Attachments: No

From: Scott S. Brabrand, Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: Request for Reallocation of Budget

Summary/Description:

The school administration has recognized a need to reallocate funds to purchase various equipment and supplies throughout the school division.

Purchases of band and orchestra instruments	\$ 30,000.00
Purchase of Network equipment	\$ 118,503.00
Purchase of four vehicles for Maintenance Department	\$ 85,000.00
Purchase of Cisco switches	\$ 342,107.00
Purchase of leave tracking software	\$ 6,000.00
Stipends for revision of pacing guides	\$ 40,000.00
Purchase of and installation of intercom at FHCS	\$ 14,000.00
Purchase of projectors	\$ 30,000.00
Installation of Access Points	\$ 120,000.00
Consulting fees for IT infrastructure assessment	\$ 75,000.00
Purchase of network printers	\$ 35,000.00
Reallocation of budgets	

Given school board approval, the funds to purchase the items will come from available funds in the existing operating budget.

Various Salaries, Benefits and Non-Personnel accounts \$895,610.00

The school administration requests this budget adjustment be approved for the 2013-14 school year in order to fund these one-time purchases.

Disposition: Action
 Information
 Action at Meeting on: 05/06/14

Recommendation:

The superintendent recommends that the school board receive the agenda report as an informational item and consider action at the school board meeting on May 6, 2014.

Agenda Report

Date: 04/22/14

Agenda Number: K-1

Attachments: No

From: Scott S. Brabrand, 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:

Employee Performance

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

Recommendation:

The 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 employee performance.

Agenda Report

Date: 04/22/14

Agenda Number: K-2

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Certification of Closed Meeting

Summary/Description:

The Lynchburg City School Board certifies that, in the closed meeting just concluded, nothing was discussed except the matters specifically identified in the motion to convene in a closed meeting and lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

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

Recommendation:

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