



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

Lynchburg City School Board

Robert O. Brennan  
School Board District 1

Sharon Y. Carter  
School Board District 2

James E. Coleman, Jr.  
School Board District 3

Charleta F. Mason  
School Board District 2

Susan D. Morrison  
School Board District 1

Michael J. Nilles  
School Board District 3

Derek L. Polley  
School Board District 1

Katie K. Snyder  
School Board District 3

Kimberly A. Sinha  
School Board District 2

School Administration

Crystal M. Edwards  
Superintendent

John C. McClain  
Assistant Superintendent of  
Student Learning and Success

Ben W. Copeland  
Assistant Superintendent of  
Operations and Administration

Anthony E. Beckles, Sr.  
Chief Financial Officer

R. Denise Spinner  
Clerk

Manan A. Shah  
Student Representative  
Heritage High School

Eva Marie Barauskas  
Student Representative  
E. C. Glass High School

**SCHOOL BOARD MEETING**  
**April 24, 2018 5:30 p.m.**  
**School Administration Building**  
**Board Room**

**A. PUBLIC COMMENTS**

1. Public Comments

Michael J. Nilles. . . . .Page 1  
Discussion/Action (30 Minutes)

**B. SPECIAL PRESENTATIONS**

1. Efforts to Improvement Achievement: Bedford Hills Elementary  
School and Paul Munro Elementary School

John C. McClain. . . . .Page 2  
Discussion

2. VSBA Art Contest Winners

Crystal M. Edwards. . . . .Page 3  
Discussion

3. Appointment of the Clerk and Deputy Clerk: 2017-18

Michael J. Nilles. . . . .Page 4  
Discussion/Action

**C. FINANCE REPORT**

1. Finance Report

Anthony E. Beckles, Sr. . . . .Page 5  
Discussion

**D. CONSENT AGENDA**

1. School Board Meeting Minutes: March 6, 2018 (Regular Meeting)  
March 22, 2018 (Closed Meeting)  
March 27, 2018 (Student Discipline  
Committee Meeting)

2. Personnel Report

Marie F. Gee. . . . .Page 12  
Discussion/Action

3. Policy JHCD Administering Medicines to Students and Regulation  
JHCD-RZ Administration of Medication – Naloxone  
Ben W. Copeland. . . . . Page 15  
Discussion

**E. STUDENT REPRESENTATIVE COMMENTS**

**F. SCHOOL BOARD COMMITTEE REPORT**

**G. UNFINISHED BUSINESS**

1. Special Education Annual Plan/Part B, Section 611,  
Flow-through Application and Section 619 Preschool  
Grant Applications: 2018-19  
John C. McClain. . . . .Page 33  
Discussion/Action

**H. NEW BUSINESS**

1. Authorization of Signature  
Crystal M. Edwards. . . . .Page 51  
Discussion/Action
2. E.C. Glass High School Auditorium Stage Main Curtain  
Ben W. Copeland. . . . . Page 53  
Discussion
3. Paul Munro Elementary School Cafeteria Air Handler  
Replacement Project  
Ben W. Copeland. . . . .Page 54  
Discussion

**I. SUPERINTENDENT’S COMMENTS**

**J. BOARD COMMENTS**

**K. INFORMATIONAL ITEMS**

Next School Board Meeting: Tuesday, May 1, 2018, 5:30 p.m., Board  
Room, School Administration Building

**L. ADJOURNMENT**

# Agenda Report

**Date:** 04/24/18

**Agenda Number:** A-1

**Attachments:** No

**From:** Michael J. Nilles, School Board Chairman

**Subject:** Public Comments

**Summary/Description:**

In accordance with Policy BDDH 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 school board chairman recommends that the school board receive this agenda report as an informational item.

# Agenda Report

**Date:** 04/24/18

**Agenda Number:** B-1

**Attachments:** No

**From:** Crystal M. Edwards, Superintendent  
John C. McClain, Assistant Superintendent for Student Learning and Success

**Subject:** Efforts to Improve Student Achievement: Bedford Hills Elementary School and Paul Munro Elementary School

## Summary/Description:

Bedford Hills Elementary School and Paul Munro Elementary School continue their efforts to improve student achievement through instructional activities that will garner success for students in the classroom. The two schools will share key aspects of their improvement efforts in reading and in closing the achievement gap.

**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:** 04/24/18

**Agenda Number:** B-2

**Attachments:** No

**From:** Crystal M. Edwards, Superintendent  
John C. McClain, Assistant Superintendent of Student Learning and Success

**Subject:** 2018 Virginia School Boards Association Student Art Contest Winners

## **Summary/Description:**

Each year, the Lynchburg City Schools participates in the Virginia School Boards Association (VSBA) Southern Regional Forum Art Contest. Three students' pieces have been selected to represent the Lynchburg City Schools at the 2018 VSBA Southern Regional Forum on April 23, 2018. Following the VSBA Southern Regional Forum, the student artwork will be displayed throughout the summer at the School Administration Building. The students who have been selected to represent Lynchburg City Schools will be recognized 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:** 04/24/18

**Agenda Number:** B-3

**Attachments:** No

**From:** School Board Chairman

**Subject:** Appointment of the Clerk and Deputy Clerk: 2017-18

## **Summary/Description:**

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2017-18 school year. The process of reorganization requires that the school board appoint a clerk and may appoint a deputy clerk for terms of one year.

The superintendent recommends the following appointments:

### Clerk of the School Board

R. Denise Spinner

### Deputy Clerk of the School Board

Barbara W. Saunders

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

## **Recommendation:**

The school board chairman recommends that the school board appoint R. Denise Spinner as the clerk of the school board and the Barbara W. Saunders as deputy clerk of the school board for 2017-18.

# Agenda Report

**Date:** 4/24/18

**Agenda Number:** C-1

**Attachments:** Yes

**From:** Dr. Crystal M. Edwards  
Anthony E. Beckles, Sr., Chief Financial Officer

**Subject:** Finance Report

## Summary/Description:

The school administration, in accordance with the FY2017-18 school's operating budget, authorized, approved, and processed the necessary payments through February 28, 2018. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through February 28, 2018 for the operating fund.

Total Operating Fund Budget	\$ 95,324,667.00
Adjustment – Insurance Proceeds	33,833.00
Adjustment – Prior Year Encumbrances	1,275,388.88
Additional State funding of CTE Equipment	9,748.88
Proceeds from Sale of Bus	13,500.00
E-rate – Shentel funding	<u>88,000.00</u>
Total Operating Fund Budget - adjusted	\$ 96,745,137.76

Through February 28, 2018

Actual Revenue Received	\$ 55,745,513.10
Actual Expenditures	\$ 56,465,347.44
Actual Encumbered	\$ 33,462,778.91

Percent of Budget Received 57.62%

Percent of Budget Used, excluding encumbrances 58.37%

As of 2/28/18 – 8 months 66.67%

The revenue and expenditure reports detail the transactions recorded through February 28, 2018. 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 Ending  
 February 28, 2018

		Fiscal Year 2017-18					
		BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES	BUDGET AVAILABLE	BUDGET % USED
<b>INSTRUCTION</b>							
FUNCTION 1100	CLASSROOM INSTRUCTION						
	Personnel	50,628,383.47	29,053,020.64	57.38%	20,525,477.31	1,049,885.52	97.93%
	Other	4,033,327.54	1,164,382.21	28.87%	266,123.05	2,602,822.28	35.47%
FUNCTION 1200	INST SUPPORT-STUDENT						
	Personnel	3,646,190.50	2,142,144.55	58.75%	1,373,605.19	130,440.76	96.42%
	Other	169,290.48	33,212.93	19.62%	23,472.56	112,604.99	33.48%
FUNCTION 1300	INST SUPPORT-STAFF						
	Personnel	4,042,330.16	2,376,301.16	58.79%	1,538,032.32	127,996.68	96.83%
	Other	1,517,715.75	313,201.28	20.64%	37,918.18	1,166,596.29	23.13%
FUNCTION 1400	INST SUPPORT-SCHOOL ADMN						
	Personnel	5,666,101.52	3,588,581.53	63.33%	2,049,297.53	28,222.46	99.50%
	Other	257,248.36	98,783.84	38.40%	27,065.38	131,399.14	48.92%
<b>TOTAL INSTRUCTION</b>		<b>69,960,587.78</b>	<b>38,769,628.14</b>	<b>55.42%</b>	<b>25,840,991.52</b>	<b>5,349,968.12</b>	<b>92.35%</b>
<b>ADMINISTRATION</b>							
FUNCTION 2100	ADMINISTRATION						
	Personnel	3,091,096.13	1,963,607.31	63.52%	781,321.37	346,167.45	88.80%
	Other	1,459,455.03	856,678.95	58.70%	316,091.76	286,684.32	80.36%
FUNCTION 2200	ATTENDANCE & HEALTH SERV						
	Personnel	1,746,575.11	1,098,953.03	62.92%	764,646.30	(117,024.22)	106.70%
	Other	129,456.50	38,022.55	29.37%	11,044.20	80,389.75	37.90%
<b>TOTAL ADMINISTRATION</b>		<b>6,426,582.77</b>	<b>3,957,261.84</b>	<b>61.58%</b>	<b>1,873,103.63</b>	<b>596,217.30</b>	<b>90.72%</b>
<b>PUPIL TRANSPORTATION</b>							
FUNCTION 3100	MANAGEMENT & DIRECTION						
	Personnel	347,053.09	246,933.58	71.15%	117,284.32	(17,164.81)	104.95%
	Other	21,582.50	16,578.22	76.81%	1,173.25	3,831.03	82.25%
FUNCTION 3200	VEHICLE OPERATION SERVICE						
	Personnel	2,795,155.36	1,691,984.52	60.53%	945,673.67	157,497.17	94.37%
	Other	677,346.60	554,652.33	81.89%	94,325.89	28,368.38	95.81%
FUNCTION 3300	MONITORING SERVICE						
	Personnel	441,725.48	321,762.76	72.84%	180,824.04	(60,861.32)	113.78%
FUNCTION 3400	VEHICLE MAINT SERVICE						
	Personnel	365,930.19	238,007.13	65.04%	109,248.64	18,674.42	94.90%
	Other	424,150.00	234,636.87	55.32%	121,228.28	68,284.85	83.90%
FUNCTION 3500	BUS PURCHASE - REGULAR						
	Other	1,083,311.00	1,089,168.00	0.00%	0.00	(5,857.00)	100.54%
<b>TOTAL PUPIL TRANSPORTATION</b>		<b>6,156,254.22</b>	<b>4,393,723.41</b>	<b>71.37%</b>	<b>1,569,758.09</b>	<b>192,772.72</b>	<b>96.87%</b>
<b>OPERATIONS &amp; MAINTENANCE</b>							
FUNCTION 4100	MANAGEMENT & DIRECTION						
	Personnel	291,544.25	192,895.43	66.16%	97,380.88	1,267.94	99.57%
	Other	84,000.00	52,529.99	62.54%	20,510.51	10,959.50	86.95%



Lynchburg City Schools  
 Operating Fund - Statement of Expenditures  
 For the Month Ending  
 February 28, 2018

FUNCTION 4200 BUILDING SERVICES							
	Personnel	4,429,393.73	2,954,389.05	66.70%	1,490,656.87	(15,652.19)	100.35%
	Other	4,879,294.84	3,086,745.61	63.26%	1,382,427.73	410,121.50	91.59%
FUNCTION 4300 GROUNDS SERVICES							
	Personnel	264,317.99	161,993.79	61.29%	85,519.52	16,804.68	93.64%
	Other	60,000.00	42,919.65	71.53%	4,755.75	12,324.60	79.46%
FUNCTION 4400 EQUIPMENT SERVICES							
	Other	95,000.00	55,442.03	58.36%	6,585.64	32,972.33	65.29%
FUNCTION 4500 VEHICLE SERVICES							
	Other	42,500.00	12,166.05	28.63%	408.41	29,925.54	29.59%
FUNCTION 4600 SECURITY SERVICES							
	Personnel	20,038.30	13,141.64	65.58%	6,529.10	367.56	98.17%
	Other	372,000.00	287,625.41	77.32%	96,051.90	(11,677.31)	103.14%
FUNCTION 4700 WAREHOUSING SERVICES							
	Personnel	9,163.34	3,961.49	43.23%	0.00	5,201.85	43.23%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>		<b>10,547,252.45</b>	<b>6,863,810.14</b>	<b>65.08%</b>	<b>3,190,826.31</b>	<b>492,616.00</b>	<b>95.33%</b>
<b>Other Non-Instructional Operations</b>							
FUNCTION 5000 Non-Instructional Operations - Other		22,800.00	7,151.60	31.37%	431.30	15,217.10	33.26%
<b>TOTAL Non-Instructional Operations</b>		<b>22,800.00</b>	<b>7,151.60</b>	<b>31.37%</b>	<b>431.30</b>	<b>15,217.10</b>	<b>33.26%</b>
<b>FACILITIES</b>							
FUNCTION 6600 BLDG ADD & IMP SERVICES							
	Personnel	66,181.38	14,473.86	21.87%	0.00	51,707.52	21.87%
<b>TOTAL FACILITIES</b>		<b>66,181.38</b>	<b>14,473.86</b>	<b>21.87%</b>	<b>0.00</b>	<b>51,707.52</b>	<b>21.87%</b>
<b>DEBT SERVICE</b>							
FUNCTION 7100 DEBT SERVICE - Other		0.00	0.00	0.00%	0.00	0.00	0.00%
<b>TOTAL DEBT SERVICE</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>TECHNOLOGY</b>							
FUNCTION 8100 CLASSROOM INSTRUCTION							
	Personnel	1,828,594.81	1,124,357.19	61.49%	641,394.12	62,843.50	96.56%
	Other	334,316.65	283,328.57	84.75%	63,175.15	(12,187.07)	103.65%
FUNCTION 8200 INSTRUCTIONAL SUPPORT							
	Personnel	473,116.05	298,848.23	63.17%	154,048.32	20,219.50	95.73%
	Other	926,625.65	752,764.46	81.24%	129,050.47	44,810.72	95.16%
FUNCTION 8500 PUPIL TRANSPORTATION							
	Other	2,826.00	0.00	0.00%	0.00	2,826.00	0.00%
<b>TOTAL TECHNOLOGY</b>		<b>3,565,479.16</b>	<b>2,459,298.45</b>	<b>68.98%</b>	<b>987,668.06</b>	<b>118,512.65</b>	<b>96.68%</b>
<b>CONTINGENCY RESERVES</b>							
FUNCTION 9100 CLASSROOM INSTRUCTION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9300 ADMINISTRATION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9500 PUPIL TRANSPORTATION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9600 OPERATIONS & MAINTENANCE		0.00	0	0.00%	0	0	0.00%
<b>TOTAL CONTINGENCY RESERVES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>TOTAL OPERATING BUDGET</b>		<b>96,745,137.76</b>	<b>56,465,347.44</b>	<b>58.37%</b>	<b>33,462,778.91</b>	<b>6,817,011.41</b>	<b>92.95%</b>

Lynchburg City Schools  
 Operating Fund - Statement of Revenue  
 For the Eight Months Ending February 28, 2018

ACCOUNT TITLE	FY 2016-17				FY 2017-18			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
240308 SALES TAX RECEIPTS	(10,837,193.00)	(10,590,644.26)	(246,548.74)	97.72%	(10,614,314.00)	(6,411,787.12)	(4,202,526.88)	60.41%
240202 BASIC SCHOOL AID	(21,878,492.00)	(21,971,533.00)	93,041.00	100.43%	(21,769,498.00)	(14,521,936.08)	(7,247,561.92)	66.71%
240207 GIFTED & TALENTED	(246,173.00)	(245,546.00)	(627.00)	99.75%	(243,593.00)	(152,335.85)	(91,257.15)	62.54%
240208 REMEDIAL EDUCATION-SOQ	(1,492,427.00)	(1,488,621.00)	(3,806.00)	99.74%	(1,476,782.00)	(960,321.23)	(516,460.77)	65.03%
240204 REMEDIAL EDUCATION -SUMMER	(161,164.00)	(164,036.00)	2,872.00	101.78%	(164,036.00)	(106,702.36)	(57,333.64)	65.05%
SUPPL LOTTERY PER PUPIL ALLOCATIO	(268,842.00)	(268,873.00)	31.00	100.01%	(1,391,118.00)	(9,648.04)	(1,381,469.96)	0.69%
COMPENSATION SUPPLEMENT	(360,828.00)	0.00	(360,828.00)	0.00%	(231,552.00)	(144,720.60)	(86,831.40)	62.50%
240212 SPECIAL ED SOQ	(2,841,252.00)	(2,834,007.00)	(7,245.00)	99.75%	(2,811,468.00)	(1,875,353.00)	(936,115.00)	66.70%
240217 VOCATIONAL ED SOQ	(405,161.00)	(404,127.00)	(1,034.00)	99.74%	(400,913.00)	(267,423.96)	(133,489.04)	66.70%
240221 SOC SEC-INSTR	(1,461,655.00)	(1,457,928.00)	(3,727.00)	99.75%	(1,446,333.00)	(964,757.40)	(481,575.60)	66.70%
240223 VRS INSTRUCTIONAL	(3,015,625.00)	(3,007,936.00)	(7,689.00)	99.75%	(3,324,028.00)	(2,217,249.48)	(1,106,778.52)	66.70%
240241 GROUP LIFE INST	(97,444.00)	(97,195.00)	(249.00)	99.74%	(96,422.00)	(64,317.12)	(32,104.88)	66.70%
240228 READING INTERVENTN	(185,114.00)	(207,993.00)	22,879.00	112.36%	(205,913.00)	(56,158.08)	(149,754.92)	27.27%
240205 CAT-REG FOSTER	(74,203.00)	(178,329.90)	104,126.90	240.33%	(190,250.00)	0.00	(190,250.00)	0.00%
240246 CAT-HOMEBOUND	(107,771.00)	(108,062.68)	291.68	100.27%	(110,224.00)	(46,866.87)	(63,357.13)	42.52%
240248 REGIONAL TUITION	(1,004,113.00)	(1,004,586.03)	473.03	100.05%	(1,011,481.00)	(127,581.56)	(883,899.44)	12.61%
240265 AT RISK SOQ	(1,502,539.00)	(1,498,543.00)	(3,996.00)	99.73%	(1,489,206.00)	(861,797.19)	(627,408.81)	57.87%
240309 ESL	(156,955.00)	(149,127.00)	(7,828.00)	95.01%	(154,875.00)	(103,250.00)	(51,625.00)	66.67%
240281 AT RISK 4 YR OLDS	(944,193.00)	(936,390.00)	(7,803.00)	99.17%	(932,488.00)	(254,314.92)	(678,173.08)	27.27%
240252 CTE EQUIPMENT	0.00	(23,334.15)	23,334.15	0.00%	(9,748.88)	0.00	(9,748.88)	0.00%
240253 CTE OCC PREP	(52,654.00)	(35,205.00)	(17,449.00)	66.86%	(57,895.00)	0.00	(57,895.00)	0.00%
MATH/READING INSTR SPECIALISTS	(42,665.00)	0.00	(42,665.00)	0.00%	(20,502.00)	(4,100.40)	(16,401.60)	20.00%
EARLY READING SPECIALISTS INITIATIVE	(41,476.00)	(30,117.00)	(11,359.00)	72.61%	0.00	0.00	0.00	0.00%
240275 PRIMARY CLASS SIZE	(1,956,675.00)	(1,899,533.00)	(57,142.00)	97.08%	(1,915,875.00)	(508,548.54)	(1,407,326.46)	26.54%
240214 TEXTBOOKS	(563,019.00)	(561,584.00)	(1,435.00)	99.75%	(557,117.00)	(751,951.76)	194,834.76	134.97%
240405 ALGEBRA READINESS	(141,003.00)	(145,275.00)	4,272.00	103.03%	(143,036.00)	(39,009.75)	(104,026.25)	27.27%
PROJECT GRADUATION	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>COMMONWEALTH OF VA</b>	<b>(49,838,636.00)</b>	<b>(49,308,526.02)</b>	<b>(530,109.98)</b>	<b>98.94%</b>	<b>(50,768,667.88)</b>	<b>(30,450,131.31)</b>	<b>(20,318,536.57)</b>	<b>59.98%</b>
330212 IMPACT AIDPL81-874	(8,000.00)	(12,070.02)	4,070.02	150.88%	(8,500.00)	(4,558.13)	(3,941.87)	53.63%
180303 MEDICAID REIMBURSE	(680,000.00)	(708,470.91)	28,470.91	104.19%	(350,000.00)	(148,785.68)	(201,214.32)	42.51%
JR ROTC	(105,000.00)	(63,236.35)	(41,763.65)	60.23%	(105,000.00)	(63,236.35)	(41,763.65)	60.23%
<b>FEDERAL</b>	<b>(793,000.00)</b>	<b>(783,777.28)</b>	<b>(9,222.72)</b>	<b>98.84%</b>	<b>(463,500.00)</b>	<b>(216,580.16)</b>	<b>(246,919.84)</b>	<b>46.73%</b>

Lynchburg City Schools  
 Operating Fund - Statement of Revenue  
 For the Eight Months Ending February 28, 2018

	FY 2016-17 REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	FY 2017-18 REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
510500 CITY OPER APPR	(40,854,039.00)	(40,854,039.00)	0.00	100.00%	(42,028,498.00)	(24,150,000.00)	(17,878,498.00)	57.46%
510500 FUND BALANCE RETURN	(567,779.00)	(567,779.00)	0.00	0.00%	0.00	0.00	0.00	0.00%
HEALTH INSURANCE RESERVE	(1,300,000.00)	(1,300,000.00)	0.00	0.00%	0.00	0.00	0.00	0.00%
510500 USE OF CIP FUNDS	(500,000.00)	(500,000.00)	0.00	100.00%	0.00	0.00	0.00	0.00%
<b>CITY</b>	<b>(43,221,818.00)</b>	<b>(43,221,818.00)</b>	<b>0.00</b>	<b>100.00%</b>	<b>(42,028,498.00)</b>	<b>(24,150,000.00)</b>	<b>(17,878,498.00)</b>	<b>57.46%</b>
189912 MISC REV/OTH FUNDS	(101,566.00)	(70,252.44)	(31,313.56)	69.17%	(75,000.00)	(23,355.59)	(51,644.41)	31.14%
180303 REBATES & REFUNDS	(20,000.00)	(16,768.83)	(3,231.17)	83.84%	(86,250.00)	(16,539.21)	(69,710.79)	19.18%
189903 DONATIONS & SP GF	(1,000.00)	(1,400.00)	400.00	100.00%	0.00	0.00	0.00	0.00%
189909 SALE OTHER EQUIP	(3,000.00)	(9,237.00)	6,237.00	307.90%	(16,500.00)	(13,500.00)	(3,000.00)	81.82%
189910 INSURANCE ADJUST	(52,441.99)	(87,858.72)	35,416.73	167.54%	(133,833.00)	(66,047.14)	(67,785.86)	49.35%
E RATE REIMBURSEMENT	(115,500.00)	(77,035.24)	(38,464.76)	66.70%	(203,500.00)	(110,105.11)	(93,394.89)	54.11%
TRANSFER IN/OUT	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>MISCELLANEOUS</b>	<b>(293,507.99)</b>	<b>(262,552.23)</b>	<b>(30,955.76)</b>	<b>89.45%</b>	<b>(515,083.00)</b>	<b>(229,547.05)</b>	<b>(285,535.95)</b>	<b>44.57%</b>
150201 RENTS - LAUREL	(123,000.00)	(155,250.06)	32,250.06	126.22%	(123,000.00)	(123,000.00)	0.00	100.00%
150201 RENTS - CVGS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	100.00%
161201 TUITION DAY SCHOOL	(100,000.00)	(85,936.73)	(14,063.27)	85.94%	(80,000.00)	(89,160.11)	9,160.11	111.45%
161206 TUITION ADULT	(11,000.00)	(15,472.50)	4,472.50	140.66%	(20,000.00)	(15,015.00)	(4,985.00)	75.08%
161207 TUITION SUMMER SCH	(25,000.00)	(39,815.50)	14,815.50	159.26%	(25,000.00)	(41,342.53)	16,342.53	165.37%
161202 SPEC PUPIL FEES	(35,000.00)	(25,770.22)	(9,229.78)	73.63%	(31,000.00)	(1,286.00)	(29,714.00)	4.15%
161205 BUS RENTAL	(325,000.00)	(494,424.69)	169,424.69	152.13%	(325,000.00)	(199,738.77)	(125,261.23)	61.46%
190101 TUIT FM OTH CO/CY	(400,000.00)	(777,654.02)	377,654.02	194.41%	(500,000.00)	0.00	(500,000.00)	0.00%
161201 DUAL ENROLLMENT	(125,000.00)	(143,800.32)	18,800.32	115.04%	(185,000.00)	0.00	(185,000.00)	0.00%
PRINT SHOP	(65,000.00)	(64,519.21)	(480.79)	99.26%	(65,000.00)	(30,959.10)	(34,040.90)	47.63%
SCHOOL NUT UTILITIES	(90,000.00)	(85,578.33)	(4,421.67)	95.09%	(90,000.00)	(34,382.72)	(55,617.28)	38.20%
FACILITY RENTALS	(50,000.00)	(83,792.37)	33,792.37	167.58%	(50,000.00)	(80,776.63)	30,776.63	161.55%
INDIRET COSTS	0.00	0.00	0.00	0.00%	(200,000.00)	(83,593.72)	(116,406.28)	41.80%
<b>CHARGES FOR SERVICES</b>	<b>(1,349,000.00)</b>	<b>(1,972,013.95)</b>	<b>623,013.95</b>	<b>146.18%</b>	<b>(1,694,000.00)</b>	<b>(699,254.58)</b>	<b>(994,745.42)</b>	<b>41.28%</b>
<b>DESIGNATION - ENCUMBRANCES</b>	<b>(121,556.00)</b>	<b>0.00</b>	<b>(121,556.00)</b>	<b>0.00%</b>	<b>(1,275,388.88)</b>	<b>0.00</b>	<b>(1,275,388.88)</b>	<b>0.00%</b>
<b>TOTAL OPERATING FUND</b>	<b>(95,617,517.99)</b>	<b>(95,548,687.48)</b>	<b>(68,830.51)</b>	<b>99.93%</b>	<b>(96,745,137.76)</b>	<b>(55,745,513.10)</b>	<b>(40,999,624.66)</b>	<b>57.62%</b>

<b>Original budget</b>	<b>\$93,056,175.00</b>
Prior Year Encumbrance	\$ 121,556.00
Restricted Donation Received	\$ 1,000.00
Insurance Proceeds	\$ 49,441.99
Health Insurance Reserve	\$ 1,300,000.00
Regional Tuition	\$ 190,000.00
Medicaid	\$ 330,000.00
Registration fees for VSBA	\$ 1,566.00
Fund Balance Return	\$ 567,779.00

<b>Original budget</b>	<b>\$ 95,324,667.00</b>
Prior Year Encumbrance	\$ 1,275,388.88
Addtl funding - CTE equipment	\$ 9,748.88
Sale of Bus Proceeds	\$ 13,500.00
E-rate - Shentel	\$ 88,000.00
Insurance Proceeds	\$ 33,833.00
<b>Adjusted Budget</b>	<b>\$ 96,745,137.76</b>

FY2017-2018 REVISED REVENUE BUDGET						
As of February 28, 2018						
	ORIGINAL	REVISED				CHANGE BETWEEN
	REVENUE	REVENUE				ORG & REVISED
	BUDGET	BUDGET	YTD	BUDGET	%	REV BUDGET
	As of 7/1/2017		TRANSACTIONS	BALANCE	RECEIVED	INCREASE
						(DECREASE)
<b>ADM</b>	<b>7,966.80</b>	<b>7,966.80</b>				<b>0.0</b>
<b>ACCOUNT TITLE</b>						
<b>COMMONWEALTH OF VA REVENUE</b>						
240308 SALES TAX RECEIPTS	(10,614,314.00)	(10,614,314.00)	(6,411,787.12)	(4,202,526.88)	60.41%	0.00
240202 BASIC SCHOOL AID	(21,769,498.00)	(21,769,498.00)	(14,521,936.08)	(7,247,561.92)	66.71%	0.00
240207 GIFTED & TALENTED	(243,593.00)	(243,593.00)	(152,335.85)	(91,257.15)	62.54%	0.00
240208 REMEDIAL EDUCATION-SOQ	(1,476,782.00)	(1,476,782.00)	(960,321.23)	(516,460.77)	65.03%	0.00
240204 REMEDIAL EDUCATION - SUMMER SCHOOL	(164,036.00)	(164,036.00)	(106,702.36)	(57,333.64)	65.05%	0.00
SUPPL LOTTERY PER PUPIL ALLOCATION	(1,391,118.00)	(1,391,118.00)	(9,648.04)	(1,381,469.96)	0.69%	0.00
<b>COMPENSATION SUPPLEMENT</b>	<b>(231,552.00)</b>	<b>(231,552.00)</b>	<b>(144,720.60)</b>	<b>(86,831.40)</b>	<b>0.00%</b>	<b>0.00</b>
240212 SPECIAL ED SOQ	(2,811,468.00)	(2,811,468.00)	(1,875,353.00)	(936,115.00)	66.70%	0.00
240217 VOCATIONAL ED SOQ	(400,913.00)	(400,913.00)	(267,423.96)	(133,489.04)	66.70%	0.00
240221 SOC SEC-INSTR	(1,446,333.00)	(1,446,333.00)	(964,757.40)	(481,575.60)	66.70%	0.00
240223 VRS INSTRUCTIONAL	(3,324,028.00)	(3,324,028.00)	(2,217,249.48)	(1,106,778.52)	66.70%	0.00
240241 GROUP LIFE INST	(96,422.00)	(96,422.00)	(64,317.12)	(32,104.88)	66.70%	0.00
240228 READING INTERVENTN	(205,913.00)	(205,913.00)	(56,158.08)	(149,754.92)	27.27%	0.00
240205 CAT-REG FOSTER	(190,250.00)	(190,250.00)	0.00	(190,250.00)	0.00%	0.00
240246 CAT-HOMEBOUND	(110,224.00)	(110,224.00)	(46,866.87)	(63,357.13)	42.52%	0.00
240248 REGIONAL TUITION	(1,011,481.00)	(1,011,481.00)	(127,581.56)	(883,899.44)	12.61%	0.00
240265 AT RISK SOQ	(1,489,206.00)	(1,489,206.00)	(861,797.19)	(627,408.81)	57.87%	0.00
240309 ESL	(154,875.00)	(154,875.00)	(103,250.00)	(51,625.00)	57.87%	0.00
240281 AT RISK 4 YR OLDS - VPI	(932,488.00)	(932,488.00)	(254,314.92)	(678,173.08)	27.27%	0.00
240253 CTE EDUCATION	(57,895.00)	(57,895.00)	0.00	(57,895.00)	0.00%	0.00
MATH/READING INSTR SPECIALISTS	(20,502.00)	(20,502.00)	(4,100.40)	(16,401.60)	0.00%	0.00
EARLY READING SPECIALISTS INITIATIVE	0.00	0.00	0.00	0.00	0.00%	0.00
240275 PRIMARY CLASS SIZE	(1,915,875.00)	(1,915,875.00)	(508,548.54)	(1,407,326.46)	26.54%	0.00
240214 TEXTBOOKS	(557,117.00)	(557,117.00)	(751,951.76)	194,834.76	134.97%	0.00
240405 ALGEBRA READINESS	(143,036.00)	(143,036.00)	(39,009.75)	(104,026.25)	27.27%	0.00
PROJECT GRADUATION	0.00	0.00	0.00	0.00	0.00%	0.00
<b>COMMONWEALTH OF VA</b>	<b>(50,758,919.00)</b>	<b>(50,758,919.00)</b>	<b>(30,450,131.31)</b>	<b>(20,308,787.69)</b>	<b>59.99%</b>	<b>0.00</b>
<b>FEDERAL REVENUE</b>						
330212 IMPACT AIDPL81-874	(8,500.00)	(8,500.00)	(4,558.13)	(3,941.87)	53.63%	0.00
180303 MEDICAID REIMBURSE	(350,000.00)	(350,000.00)	(148,785.68)	(201,214.32)	42.51%	0.00
JR ROTC	(105,000.00)	(105,000.00)	(63,236.35)	(41,763.65)	60.23%	0.00
<b>FEDERAL</b>	<b>(463,500.00)</b>	<b>(463,500.00)</b>	<b>(216,580.16)</b>	<b>(246,919.84)</b>	<b>46.73%</b>	<b>0.00</b>
<b>CITY APPROPRIATIONS</b>						
510500 CITY OPER APPR	(42,028,498.00)	(42,028,498.00)	(24,150,000.00)	(17,878,498.00)	57.46%	0.00
510500 FUND BALANCE RETURN	0.00	0.00	0.00	0.00	100.00%	0.00
510500 USE OF RESERVES	0.00	0.00	0.00	0.00	100.00%	0.00
<b>CITY</b>	<b>(42,028,498.00)</b>	<b>(42,028,498.00)</b>	<b>(24,150,000.00)</b>	<b>(17,878,498.00)</b>	<b>57.46%</b>	<b>0.00</b>
<b>MISCELLANEOUS REVENUE</b>						
189912 MISC REV/OTH FUNDS	(75,000.00)	(75,000.00)	(23,355.59)	(51,644.41)	100.00%	0.00
180303 REBATES & REFUNDS	(86,250.00)	(86,250.00)	(16,539.21)	(69,710.79)	19.18%	0.00
189903 DONATIONS & SP GF	0.00	0.00	0.00	0.00	0.00%	0.00
189909 SALE OTHER EQUIP	(16,500.00)	(16,500.00)	(13,500.00)	(3,000.00)	81.82%	0.00
189910 INSURANCE ADJUST	(100,000.00)	(100,000.00)	(66,047.14)	(33,952.86)	66.05%	0.00
E RATE REIMBURSEMENT	(203,500.00)	(203,500.00)	(110,105.11)	(93,394.89)	54.11%	0.00
TRANSFER IN/OUT	0.00	0.00	0.00	0.00	0.00%	0.00
<b>MISCELLANEOUS</b>	<b>(481,250.00)</b>	<b>(481,250.00)</b>	<b>(229,547.05)</b>	<b>(251,702.95)</b>	<b>47.70%</b>	<b>0.00</b>

<b>CHARGES FOR SERVICES</b>							
150201 RENTS - LAUREL	(123,000.00)	(123,000.00)	(123,000.00)	0.00	100.00%	0.00	
150201 RENTS - CVGS	0.00	(43,000.00)	0.00	(43,000.00)	0.00%	43,000.00	
161201 TUITION DAY SCHOOL	(80,000.00)	(80,000.00)	(89,160.11)	9,160.11	111.45%	0.00	
161206 GED TESTING FEES	(20,000.00)	(20,000.00)	(15,015.00)	(4,985.00)	75.08%	0.00	
161207 TUITION SUMMER SCH	(25,000.00)	(42,000.00)	(41,342.53)	(657.47)	98.43%	17,000.00	
161202 SPEC PUPIL FEES	(31,000.00)	(31,000.00)	(1,286.00)	(29,714.00)	4.15%	0.00	
161205 BUS RENTAL	(325,000.00)	(325,000.00)	(199,738.77)	(125,261.23)	61.46%	0.00	
190101 TUIT FM OTH CO/CY	(500,000.00)	(500,000.00)	0.00	(500,000.00)	0.00%	0.00	
161201 DUAL ENROLLMENT	(185,000.00)	(185,000.00)	0.00	(185,000.00)	0.00%	0.00	
PRINT SHOP	(65,000.00)	(65,000.00)	(30,959.10)	(34,040.90)	47.63%	0.00	
SCHOOL NUT UTILITIES	(90,000.00)	(90,000.00)	(34,382.72)	(55,617.28)	38.20%	0.00	
FACILITY RENTALS	(50,000.00)	(85,000.00)	(80,776.63)	(4,223.37)	95.03%	35,000.00	
INDIRECT COSTS FROM GRANTS	(200,000.00)	(200,000.00)	(83,593.72)	(116,406.28)	41.80%	0.00	
<b>CHARGES FOR SERVICES</b>	<b>(1,694,000.00)</b>	<b>(1,789,000.00)</b>	<b>(699,254.58)</b>	<b>(1,089,745.42)</b>	<b>39.09%</b>	<b>95,000.00</b>	
150101 INTEREST-BNK DPST	0.00	0.00	0.00	0.00	100.00%	0.00	
LEASE PURCHASE PROCEEDS	0.00	0.00	0.00	0.00	0.00%	0.00	
HEALTH INSURANCE RESERVE	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	
<b>TOTAL OPERATING FUND</b>	<b>(95,426,167.00)</b>	<b>(95,521,167.00)</b>	<b>(55,745,513.10)</b>	<b>(39,775,653.90)</b>	<b>58.36%</b>	<b>95,000.00</b>	
<b>REVENUE OVER/(UNDER) ORIGINAL BUDGET</b>	<b>95,000.00</b>						
<b>Note</b>							
Bold accounts are affected by changes in ADM							

# Agenda Report

**Date:** 04/24/18

**Agenda Number:** D-2

**Attachments:** Yes

**From:** Crystal M. Edwards, Superintendent  
Marie F. Gee, Director of Personnel

**Subject:** Personnel Report

## **Summary/Description:**

The personnel recommendations for March 6 – April 24, 2018, 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 6 – April 24, 2018.

<b>NAME</b>	<b>COLLEGE</b>	<b>DEGREE/ EXPERIENCE</b>	<b>SCHOOL/ ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
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**NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2017-2018:**

NONE

**RESIGNATIONS:**

Abatecola Shannon	Radford University	BA / (Lv. 12	12 yrs 3)	Paul Munro Elementary (Base) School Psychologist	06-08-2018
Clark-Slaughter Brittany	Longwood University	MA / (Lv. 5	5 yrs 3)	Dunbar Middle School English Teacher	06-02-2018
Clingenpeel Annemarie	Liberty University	BS / (Lv. 7	7 yrs 3)	Perrymont Elementary School Kindergarten Teacher	06-02-2018
Collins Tabitha	UVA	MA / (Lv. 13	13 yrs 3)	Hutcherson ELC ECSE	06-02-2018
Craft Grover	Marine Corps University	MA / (Lv. 1	1 yr 4)	E.C. Glass High School History/Social Studies Teacher	06-02-2018
Gaines Joy	Liberty University	MA / (Lv. 2	2 yrs 1)	E.C. Glass High School Special Education Teacher	06-02-2018
Gaston Elaine	Liberty University	MA / (Lv. 10	10 yrs 3)	Linkhorne Middle School Special Education Teacher	06-02-2018
Hartman Sarah	West Virginia Wesleyan College	MA / (Lv. 0	0 yrs 3)	Dearington Elementary School Special Education Teacher	06-02-2018
Hatton Jennifer	Lynchburg College	MA / (Lv. 2	2 yrs 3)	E.C. Glass High School Science Teacher	06-02-2018
Newcomb Valerie	Lynchburg College	MA / (Lv. 20	20 yrs 3)	Heritage High School Nursing – Teacher PT	06-02-2018
Scott Emily	Liberty University	BA / (Lv. 3	3 yrs 3)	E.C. Glass High School Special Education	06-02-2018
Smith Meg	Lynchburg College	MED / (Lv. 22	22 yrs 3)	Office for SL&S Instructional Coach Secondary	06-30-2018

**RETIREMENTS:**

Alexander Pamela	Lynchburg College	MED / (Lv. 35	35 yrs 3)	Hutcherson ELC ECSE	06-02-2018
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**Agenda Report Attachment****Item: D-2**

Dawson Dorothy	Longwood University	MS / (Lv. 25	25 yrs 3)	Heritage High School Special Education Teacher	06-02-2018
Glover Richard	Ohio State University	BS / (Lv. 38	38 yrs 4)	Heritage High School Voc. Technology Educ. Teacher	06-15-2018
Hailey Laurence	UVA	MA / (Lv. 24	24 yrs 3)	Heritage High School English Teacher	06-02-2018
Jones Charles	Dartmouth College	DOCT / (Lv. 38	38 yrs 4)	Governor's School Math Teacher	06-15-2018
Jones Rhonda	Lynchburg College	MED / (Lv. 38	38 yrs 1)	Pride Center Rodeo Teacher	06-15-2018
Lucas Joan	George Washington University	MA / (Lv. 22	22 yrs 3)	Sheffield Elementary School Second Grade Teacher	06-02-2018
Sharp James	Virginia Tech	BS / (Lv. 13	13 yrs 4)	Linkhorne Middle School Science Teacher	06-02-2018
Sellers Patricia	Lynchburg College	MA / (Lv. 38	38 yrs 3)	Payne Elementary School Gifted Teacher	06-02-2018
Wall Katherine	Lynchburg College	BA / (Lv. 28	28 yrs 3)	Paul Munro Elementary School Kindergarten Teacher	06-02-2018
Wassum Susan	Marshall University	MA / (Lv. 20	20 yrs 3)	Hutcherson ELC Speech Pathologist	06-02-2018
Wheeler Melinda	Northeastern III University	MA / (Lv. 16	16 yrs 3)	Sheffield Elementary School ESL Teacher	06-02-2018
Worsham Judy	Lynchburg College	MED / (Lv. 22	22 yrs 3)	Sandusky Middle School Special Education Teacher	06-02-2018

**LEAVE OF ABSENCE:**

NONE



# Agenda Report

**Date:** 04/24/18

**Agenda Number:** D-3

**Attachments:** Yes

**From:** Crystal M. Edwards, Superintendent  
Ben W. Copeland, Assistant Superintendent of Operations and Administration

**Subject:** Policy JHCD Administering Medicines to Students and Regulation JHCD-RZ  
Administration of Medication – Naloxone

## **Summary/Description:**

As a result of the increase of the opioid use and addiction in Virginia, the Lynchburg City Schools administration has reviewed School Board Policy 7-53: Medication for Students While in School and Administrative Regulation 7-53: Administration of Medication. In lieu of revising the current policy and regulation, the school administration is recommending that the school board adopt Policy JHCD Administering Medicines to Students and Regulation JHCD-RZ Administration of Medication – Naloxone as these policies have been reviewed by legal counsel and are consistent with the conversion of policies to the Virginia School Boards Association policy format.

The policy and regulation will allow each school to store the prescription drug, Naloxone, and allow trained school nursing staff to administer it when necessary. Naloxone is a medication that can reverse a drug overdose caused by an opiate-related controlled substance. It can literally save a life.

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

## **Recommendation:**

The superintendent recommends that the school board adopt Policy JHCD Administering Medicines to Students and Regulation JHCD-RZ Administration of Medication – Naloxone.

## ADMINISTERING MEDICINES TO STUDENTS

### Medications Prescribed for Individual Students

Employees of Lynchburg City School Board may give medication prescribed for individual students only pursuant to the written order of a physician, physician assistant, or nurse practitioner and with written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student.

### Nonprescription Medications

Employees of Lynchburg City School Board may give nonprescription medication to students only with the written ~~permission of the parent or guardian~~ ***order of a physician, physician assistant, or nurse practitioner and with written permission from the student's parent or guardian***. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student.

### ***{Naloxone***

***Naloxone is a medication that can reverse a drug overdose caused by an opiate-related controlled substance. Naloxone shall be readily accessible to all employees who have completed the required training to administer it in the event of suspected drug overdose.***

### Self-Care and Self-Administration of Medication

Each enrolled student who is diagnosed with diabetes, with parental consent and written approval from the prescriber, is permitted to

- carry with him and use supplies, including a reasonable and appropriate short-term supply of carbohydrates, an insulin pump, and equipment for immediate treatment of high and low blood glucose levels, and
- self-check his own blood glucose levels on school buses, on school property, and at school-sponsored activities.

Students may be permitted to carry and self-administer ~~other~~ medications when the following conditions are met:

- Written parental permission for self-administration of specified ~~non~~-prescription medication is on file with the school.
- The ~~non~~-prescription medication is in the original container and appropriately labeled with the manufacturer's directions.
- The student's name is affixed to the container.
- ~~The student possesses only the amount of non-prescription medicine needed for one school day/activity.~~

Sharing, borrowing, distributing, manufacturing or selling any medication is prohibited. Permission to self-administer non-prescription medication may be revoked if the student violates this policy and the student may be subject to disciplinary action in accordance with the Standards of Student Conduct.

### Self-Administration of Asthma Medications and Auto-Injectable Epinephrine

Students with a diagnosis of asthma or anaphylaxis, or both, are permitted to possess and self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be, in accordance with this policy during the school day, at school-sponsored activities, or while on a school bus or other school property. A student may possess and self-administer asthma medication, or auto-injectable epinephrine, or both, when the following conditions are met:

- Written parental consent that the student may self-administer inhaled asthma medications or auto-injectable epinephrine, or both, is on file with the school.
- Written notice from the student's health care provider is on file with the school, indicating the identity of the student, stating the diagnosis of asthma or anaphylaxis, or both, and approving self-administration of inhaled asthma medications or auto-injectable epinephrine, or both, that have been prescribed for the student; specifying the name and dosage of the medication, the frequency in which it is to be administered and the circumstances which may warrant its use; and attesting to the student's demonstrated ability to safely and effectively self-administer the medication.
- An individualized health care plan is prepared, including emergency procedures for any life-threatening conditions.
- There is a consultation with the student's parent before any limitations or restrictions are imposed on a student's possession and self-administration of inhaled asthma medications and auto-injectable epinephrine, and before the permission to possess and self-administer inhaled asthma medications and auto-injectable epinephrine at any point during the school year is revoked.
- Self-administration of inhaled asthma medications and auto-injectable epinephrine is consistent with the purposes of the Virginia School Health Guidelines and the Guidelines for Specialized Health Care Procedure Manual, which are jointly issued by the Virginia Department of Education and the Virginia Department of Health.
- Information regarding the health condition of the student may be disclosed to school board employees in accordance with state and federal law governing the disclosure of information contained in student scholastic records.

Permission granted to a student to possess and self-administer asthma medications or auto-injectable epinephrine, or both, will be effective for a period of 365 calendar days, and must be renewed annually. However, a student's right to possess and self-administer inhaled asthma medication or auto-injectable epinephrine, or both, may be limited or revoked after appropriate school personnel consult with the student's parents.

### Epinephrine

Pursuant to an order or standing protocol issued by the prescriber within the course of his professional practice, any school nurse, School Board employee, employee of a local appropriating body or employee of a local health department who is authorized by a prescriber and trained in the administration of epinephrine may possess epinephrine and administer it to any student believed to be having an anaphylactic reaction.

#### Regulation

The Superintendent shall develop a regulation for administration of medicines to students. The regulation shall include provisions for the handling, storage, monitoring, documentation and disposal of medication.

Adopted:

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Legal Ref.: Code of Virginia, as amended, §§ 22.1-78, 22.1-274.01:1, 22.1-274.2, 54.1-2952.2, 54.1-2957.02, 54.1-3408.

Manual for Training Public School Employees in the Administration of Insulin and Glucagon (Virginia Department of Education Nov. 2011).

Cross Ref.: EBBA First Aid/CPR Certified Personnel  
JFC-R Standards of Student Conduct  
*{JHCD-RZ Administration of Medication – Naloxone}*  
JHCE Recommendation of Medication by School Personnel  
JO Student Records

## ADMINISTRATION OF MEDICATION – NALOXONE

Lynchburg City Schools wishes to prevent opiate-related overdose deaths by making Naloxone available in its schools. Naloxone, commonly known by the brand-name Narcan®, is an opioid antagonist that works by displacing the opioid from the receptors in the brain and thus reverse an opiate overdose. It is a scheduled drug, but has no euphoric properties and minimal side effects. If it is administered to a person who is not suffering an opiate overdose, it will do no harm. Understanding and responding to opioid overdose emergencies requires training of appropriate school personnel.

Any person who in good faith prescribes, dispenses, or administers naloxone or other opioid antagonist used for overdose reversal in an emergency to an individual who is believed to be experiencing or about to experience a life-threatening opiate overdose shall not be liable for any civil damages for ordinary negligence in acts or omissions resulting from the rendering of such treatment if acting in accordance with the provisions of § 54.1-3408.

### Training

The Superintendent or designee shall obtain a standing medical order which shall authorize the school district to obtain, store and administer Naloxone in compliance with this policy, and impose any other conditions appropriate to ensure the safety and well-being of an individual experiencing a drug overdose. The original standing order shall be maintained in the Superintendent's office, and copies of the standing order shall be kept in the nurse's offices of each school.

Before any Lynchburg City School employee may administer Naloxone, he/she must successfully complete the training curriculum, REVIVE, about recognizing opioid-related overdoses, administering Naloxone, and promptly seeking medical attention for drug overdoses. Evidence that such training has been completed shall be placed in the employee's personnel file. Employees are provided with refresher training every two years in conjunction with AED/First Aid/CPR certifications. A list of employees who successfully completed such training shall be maintained, updated and kept in the school nurse's office and central office.

### Storage of Naloxone

Naloxone shall be safely stored in the school nurse's office at each school in compliance with the drug manufacturer's instructions.

Naloxone shall be readily accessible to those employees who have completed the required training to administer it in the event of suspected drug overdose. All properly trained staff shall be made aware exactly where Naloxone is stored.

### Parental Notification

Lynchburg City Schools will notify students and their parents/guardians of this policy once each school year through electronic communications, student handbooks, the Lynchburg

City School website or other similar paper or electronic means of communication. Such notification shall encourage students to immediately report suspected drug overdoses to school officials to ensure medical assistance can be immediately provided.

Adopted:

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Legal Ref.: Code of Virginia §§ 8.01-225, 54.1-3408, 54.1-3448

Cross Refs.: JHCD Administering Medicines to Students

#### A. Generally

~~Administration of medication during school hours is discouraged and it is requested, whenever possible, medication doses be scheduled other than school hours.~~

~~"Medication" means any drug or substance used to treat disease, relieve symptoms or alleviate pain.~~

#### B. Medications

~~There may be some cases where it is necessary for students to take prescribed medicines or an over-the-counter medication. Physician/Parent Authorization to Administer Medication form shall be filled out by the physician/nurse practitioner, signed by the parent, and stored in the school health care facility. Over-the-counter medication requires a physician's/nurse practitioner's written order or parent's administration. Over-the-counter medications must be provided to the school in their original containers with the safety seal intact.~~

#### C. Health Care Plans

~~A health care plan must be developed for a student with diabetes or who requires inhalants and must be kept in his/her scholastic record. Health care plans for these students must be renewed/revised annually.~~

#### D. Injections

- ~~1. No injections may be given by school personnel except those listed in statement "2" below and those expressly authorized in writing by the parent/guardian and physician/nurse practitioner.~~
- ~~2. Glucagon, insulin, or epipen injections may be given by trained school personnel when expressly authorized in writing by the parent and physician/nurse practitioner.~~
- ~~3. For epinephrine injections, students are only allowed to carry the medication on them and self-medicate once written permission is provided by a physician/nurse practitioner, signed by the parent, and a health care plan is implemented.~~

#### E. Inhalants

~~For inhaled medications, students are only allowed to carry the medication on them and self-medicate once written permission is provided by a physician/nurse practitioner, signed by the parent, and an asthma health care plan is implemented.~~

F. Storage of Medication

~~Medications shall be stored in a secure place in each school.~~

Legal Reference:

~~Code of Va., § 8.01-226.5:1. Civil immunity for school board employees supervising self-administration of certain medication. "A. Any school principal or other employee of a school board who, in good faith, without compensation, and in the absence of gross negligence or willful misconduct, supervises the self-administration of inhaled asthma medications or auto-injectable epinephrine by a student, pursuant to § 22.1-274.2, shall not be liable for any civil damages for acts or omissions resulting from the supervision of self-administration of inhaled asthma medications or auto-injectable epinephrine by such student. Further, no such principal or school board employee shall be liable for any civil damages for any injuries or deaths resulting from the misuse of such auto-injectable epinephrine.~~

~~B. For the purposes of this section, "employee" shall include any person employed by a local health department who is assigned to a public school pursuant to an agreement between a local health department and a school board."~~

~~(2000, c. 871; 2005, c. 785.)~~

~~Code of Va., § 22.1-274 School health services "A. A school board shall provide pupil personnel and support services, in compliance with § 22.1-253.13:2. A school board may employ school nurses, physicians, physical therapists, occupational therapists and speech therapists. No such personnel shall be employed unless they meet such standards as may be determined by the Board of Education. Subject to the approval of the appropriate local governing body, a local health department may provide personnel for health services for the school division.~~

~~B. In implementing subsection P of § 22.1-253.13:2, relating to providing support services which are necessary for the efficient and cost-effective operation and maintenance of its public schools, each school board may strive to employ, or contract with local health departments for, nursing services consistent with a ratio of at least one nurse (i) per 2,500 students by July 1, 1996; (ii) per 2,000 students by July 1, 1997; (iii) per 1,500 students by July 1, 1998; and (iv) per 1,000 students by July 1, 1999. In those school divisions in which there are more than 1,000 students in average daily membership in school buildings, this section shall not be construed to encourage the employment of more than one nurse per school building. Further, this section shall not be construed to mandate the aspired-to ratios.~~

~~C. The Board of Education shall monitor the progress in achieving the ratios set forth in subsection B of this section and any subsequent increase in prevailing statewide costs,~~



~~and the mechanism for funding health services, pursuant to subsection P of § [22-1-253-13:2](#) and the appropriation act. The Board shall also determine how school health funds are used and school health services are delivered in each locality and shall provide, by December 1, 1994, a detailed analysis of school health expenditures to the House Committee on Education, the House Committee on Appropriations, the Senate Committee on Education and Health, and the Senate Committee on Finance.~~

~~D. With the exception of school administrative personnel and persons employed by school boards who have the specific duty to deliver health-related services, no licensed instructional employee, instructional aide, or clerical employee shall be disciplined, placed on probation or dismissed on the basis of such employee's refusal to (i) perform nonemergency health-related services for students or (ii) obtain training in the administration of insulin and glucagon. However, instructional aides and clerical employees may not refuse to dispense oral medications.~~

~~For the purposes of this subsection, "health-related services" means those activities which, when performed in a health care facility, must be delivered by or under the supervision of a licensed or certified professional.~~

~~E. Each school board shall ensure that, in school buildings with an instructional and administrative staff of ten or more, (i) at least two employees have current certification in cardiopulmonary resuscitation or have received training, within the last two years, in emergency first aid and cardiopulmonary resuscitation and (ii) if one or more students diagnosed as having diabetes attend such school, at least two employees have been trained in the administration of insulin and glucagon. In school buildings with an instructional and administrative staff of fewer than ten, school boards shall ensure that (i) at least one employee has current certification in cardiopulmonary resuscitation or has received training, within the last two years, in emergency first aid and cardiopulmonary resuscitation and (ii) if one or more students diagnosed as having diabetes attend such school, at least one employee has been trained in the administration of insulin and glucagon. "Employee" shall include any person employed by a local health department who is assigned to the public school pursuant to an agreement between the local health department and the school board. When a registered nurse, nurse practitioner, physician or physician assistant is present, no employee who is not a registered nurse, nurse practitioner, physician or physician assistant shall assist with the administration of insulin or administer glucagon. Prescriber authorization and parental consent shall be obtained for any employee who is not a registered nurse, nurse practitioner, physician or physician assistant to assist with the administration of insulin and administer glucagon."~~

~~(Code 1950, § 22-241; 1956, c. 656; 1980, c. 559; 1990, c. 797; 1991, c. 295; 1994, c. 712; 1997, c. 597; 1998, c. 871; 1999, cc. 570, 757.)~~

~~Code of Va § 22.1-274.2. Possession and self-administration of inhaled asthma medications and auto-injectable epinephrine by certain students. “A. Effective on July 1, 2000, local school boards shall develop and implement policies permitting a student with a diagnosis of asthma or anaphylaxis, or both, to possess and self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be, during the school day, at school-sponsored activities, or while on a school bus or other school property. Such policies shall include, but not be limited to, provisions for:~~

~~1. Written consent of the parent, as defined in § [22.1-1](#), of a student with a diagnosis of asthma or anaphylaxis, or both, that the student may self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be.~~

~~2. Written notice from the student's primary care provider or medical specialist, or a licensed physician or licensed nurse practitioner that (i) identifies the student; (ii) states that the student has a diagnosis of asthma or anaphylaxis, or both, and has approval to self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be, that have been prescribed or authorized for the student; (iii) specifies the name and dosage of the medication, the frequency in which it is to be administered and certain circumstances which may warrant the use of inhaled asthma medications or auto-injectable epinephrine, such as before exercising or engaging in physical activity to prevent the onset of asthma symptoms or to alleviate asthma symptoms after the onset of an asthma episode; and (iv) attests to the student's demonstrated ability to safely and effectively self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be.~~

~~3. Development of an individualized health care plan, including emergency procedures for any life-threatening conditions.~~

~~4. Consultation with the student's parent before any limitations or restrictions are imposed upon a student's possession and self-administration of inhaled asthma medications and auto-injectable epinephrine, and before the permission to possess and self-administer inhaled asthma medications and auto-injectable epinephrine at any point during the school year is revoked.~~

~~5. Self-administration of inhaled asthma medications and auto-injectable epinephrine to be consistent with the purposes of the Virginia School Health Guidelines and the Guidelines for Specialized Health Care Procedure Manuals, which are jointly issued by the Department of Education and the Department of Health.~~

~~6. Disclosure or dissemination of information pertaining to the health condition of a student to school board employees to comply with §§ [22.1-287](#) and [22.1-289](#) and the federal Family Education Rights and Privacy Act of 1974, as amended, 20 U.S.C. § 1232g, which govern the disclosure and dissemination of information contained in student scholastic records.~~

~~B. The permission granted a student with a diagnosis of asthma or anaphylaxis, or both, to possess and self-administer inhaled asthma medications or auto-injectable epinephrine, or both, shall be effective for one school year. Permission to possess and self-administer such medications shall be renewed annually. For the purposes of this section, "one school year" means 365 calendar days.~~"

~~(2000, c. 871; 2005, c. 785.)~~

~~Code of Va., § [54.1-3408](#). Professional use by practitioners. "A. A practitioner of medicine, osteopathy, podiatry, dentistry, or veterinary medicine or a licensed nurse practitioner pursuant to § [54.1-2957.01](#), a licensed physician assistant pursuant to § [54.1-2952.1](#), or a TPA-certified optometrist pursuant to Article 5 (§ [54.1-3222](#) et seq.) of Chapter 32 of this title shall only prescribe, dispense, or administer controlled substances in good faith for medicinal or therapeutic purposes within the course of his professional practice.~~

~~B. The prescribing practitioner's order may be on a written prescription or pursuant to an oral prescription as authorized by this chapter. The prescriber may administer drugs and devices, or he may cause them to be administered by a nurse, physician assistant or intern under his direction and supervision, or he may prescribe and cause drugs and devices to be administered to patients in state-owned or state-operated hospitals or facilities licensed as hospitals by the Board of Health or psychiatric hospitals licensed by the State Mental Health, Mental Retardation and Substance Abuse Services Board by other persons who have been trained properly to administer drugs and who administer drugs only under the control and supervision of the prescriber or a pharmacist or a prescriber may cause drugs and devices to be administered to patients by emergency medical services personnel who have been certified and authorized to administer such drugs and devices pursuant to Board of Health regulations governing emergency medical services and who are acting within the scope of such certification. A prescriber may authorize a licensed respiratory care practitioner as defined in § [54.1-2954](#) to administer by inhalation controlled substances used in inhalation or respiratory therapy.~~

~~C. Pursuant to an oral or written order or standing protocol, the prescriber, who is authorized by state or federal law to possess and administer radiopharmaceuticals in the scope of his practice, may authorize a nuclear medicine technologist to administer, under his supervision, radiopharmaceuticals used in the diagnosis or treatment of disease.~~

~~D. Pursuant to an oral or written order or standing protocol issued by the prescriber within the course of his professional practice, such prescriber may authorize registered nurses and licensed practical nurses to possess (i) epinephrine for administration in treatment of emergency medical conditions and (ii) heparin and sterile normal saline to use for the maintenance of intravenous access lines.~~

~~Pursuant to the regulations of the Board of Health, certain emergency medical services technicians may possess and administer epinephrine in emergency cases of anaphylactic shock.~~

~~E. Pursuant to an oral or written order or standing protocol issued by the prescriber within the course of his professional practice, such prescriber may authorize licensed physical therapists to possess and administer topical corticosteroids, topical lidocaine, and any other Schedule VI topical drug.~~

~~F. Pursuant to an oral or written order or standing protocol issued by the prescriber within the course of his professional practice, such prescriber may authorize licensed athletic trainers to possess and administer topical corticosteroids, topical lidocaine, or other Schedule VI topical drugs, or to possess and administer epinephrine for use in emergency cases of anaphylactic shock.~~

~~G. Pursuant to an oral or written order or standing protocol issued by the prescriber within the course of his professional practice, and in accordance with policies and guidelines established by the Department of Health pursuant to § [32.1-50.2](#), such prescriber may authorize registered nurses or licensed practical nurses under the immediate and direct supervision of a registered nurse to possess and administer tuberculin purified protein derivative (PPD) in the absence of a prescriber. The Department of Health's policies and guidelines shall be consistent with applicable guidelines developed by the Centers for Disease Control and Prevention for preventing transmission of mycobacterium tuberculosis and shall be updated to incorporate any subsequently implemented standards of the Occupational Safety and Health Administration and the Department of Labor and Industry to the extent that they are inconsistent with the Department of Health's policies and guidelines. Such standing protocols shall explicitly describe the categories of persons to whom the tuberculin test is to be administered and shall provide for appropriate medical evaluation of those in whom the test is positive. The prescriber shall ensure that the nurse implementing such standing protocols has received adequate training in the practice and principles underlying tuberculin screening.~~

~~The Health Commissioner or his designee may authorize registered nurses, acting as agents of the Department of Health, to possess and administer, at the nurse's discretion, tuberculin purified protein derivative (PPD) to those persons in whom tuberculin skin testing is indicated based on protocols and policies established by the Department of Health.~~

~~H. Pursuant to a written order or standing protocol issued by the prescriber within the course of his professional practice, such prescriber may authorize, with the consent of the parents as defined in § [22.1-1](#), an employee of a school board who is trained in the administration of insulin and glucagon to assist with the administration of insulin or administer glucagon to a student diagnosed as having diabetes and who requires~~

~~insulin injections during the school day or for whom glucagon has been prescribed for the emergency treatment of hypoglycemia. Such authorization shall only be effective when a licensed nurse, nurse practitioner, physician or physician assistant is not present to perform the administration of the medication.~~

~~I. A prescriber may authorize, pursuant to a protocol approved by the Board of Nursing, the administration of vaccines to adults for immunization, when a practitioner with prescriptive authority is not physically present, (i) by licensed pharmacists, (ii) by registered nurses, or (iii) licensed practical nurses under the immediate and direct supervision of a registered nurse. A prescriber acting on behalf of and in accordance with established protocols of the Department of Health may authorize the administration of vaccines to any person by a pharmacist or nurse when the prescriber is not physically present.~~

~~J. A dentist may cause Schedule VI topical drugs to be administered under his direction and supervision by either a dental hygienist or by an authorized agent of the dentist.~~

~~Further, pursuant to a written order and in accordance with a standing protocol issued by the dentist in the course of his professional practice, a dentist may authorize a dental hygienist under his general supervision, as defined in § [54.1-2722](#), to possess and administer topical oral fluorides, topical oral anesthetics, topical and directly applied antimicrobial agents for treatment of periodontal pocket lesions, as well as any other Schedule VI topical drug approved by the Board of Dentistry.~~

~~K. (For expiration date— See Editor's note) This section shall not prevent the administration of drugs by a person who has satisfactorily completed a training program for this purpose approved by the Board of Nursing and who administers such drugs in accordance with a physician's instructions pertaining to dosage, frequency, and manner of administration, and in accordance with regulations promulgated by the Board of Pharmacy relating to security and record keeping, when the drugs administered would be normally self-administered by (i) a resident of a facility licensed or certified by the State Mental Health, Mental Retardation and Substance Abuse Services Board; (ii) a resident of any assisted living facility which is licensed by the Department of Social Services; (iii) a resident of the Virginia Rehabilitation Center for the Blind and Vision Impaired; (iv) a resident of a facility approved by the Board or Department of Juvenile Justice for the placement of children in need of services or delinquent or alleged delinquent youth; (v) a program participant of an adult day care center licensed by the Department of Social Services; or (vi) a resident of any facility authorized or operated by a state or local government whose primary purpose is not to provide health care services.~~

~~K. (For effective date— see Editor's note) This section shall not prevent the administration of drugs by a person who has satisfactorily completed a training program for this purpose approved by the Board of Nursing and who administers such drugs in~~

~~accordance with a physician's instructions pertaining to dosage, frequency, and manner of administration, and in accordance with regulations promulgated by the Board of Pharmacy relating to security and record keeping, when the drugs administered would be normally self-administered by (i) a resident of a facility licensed or certified by the Department of Mental Health, Mental Retardation and Substance Abuse Services; (ii) a resident of the Virginia Rehabilitation Center for the Blind and Vision Impaired; (iii) a resident of a facility approved by the Board or Department of Juvenile Justice for the placement of children in need of services or delinquent or alleged delinquent youth; (iv) a program participant of an adult day care center licensed by the Department of Social Services; or (v) a resident of any facility authorized or operated by a state or local government whose primary purpose is not to provide health care services.~~

~~L. (For effective date — see Editor's note) Medication aides registered by the Board of Nursing pursuant to Article 7 (§ [54.1-3041](#) et seq.) of Chapter 30 may administer drugs that would otherwise be self-administered to residents of any assisted living facility licensed by the Department of Social Services. A registered medication aide shall administer drugs pursuant to this section in accordance with the prescriber's instructions pertaining to dosage, frequency, and manner of administration; in accordance with regulations promulgated by the Board of Pharmacy relating to security and recordkeeping; in accordance with the assisted living facility's Medication Management Plan; and in accordance with such other regulations governing their practice promulgated by the Board of Nursing.~~

~~M. In addition, this section shall not prevent the administration of drugs by a person who administers such drugs in accordance with a physician's instructions pertaining to dosage, frequency, and manner of administration and with written authorization of a parent, and in accordance with school board regulations relating to training, security and record keeping, when the drugs administered would be normally self-administered by a student of a Virginia public school. Training for such persons shall be accomplished through a program approved by the local school boards, in consultation with the local departments of health.~~

~~N. In addition, this section shall not prevent the administration or dispensing of drugs and devices by persons if they are authorized by the State Health Commissioner in accordance with protocols established by the State Health Commissioner pursuant to § [32.1-42.1](#) when (i) the Governor has declared a disaster or a state of emergency caused by an act of terrorism or the United States Secretary of Health and Human Services has issued a declaration of an actual or potential bioterrorism incident or other actual or potential public health emergency; (ii) it is necessary to permit the provision of needed drugs or devices; and (iii) such persons have received the training necessary to safely administer or dispense the needed drugs or devices. Such persons shall administer or dispense all drugs or devices under the direction, control and supervision of the State Health Commissioner.~~

~~O. Nothing in this title shall prohibit the administration of normally self-administered oral or topical drugs by unlicensed individuals to a person in his private residence.~~

~~P. This section shall not interfere with any prescriber issuing prescriptions in compliance with his authority and scope of practice and the provisions of this section to a Board agent for use pursuant to subsection G of § [18.2-258.1](#). Such prescriptions issued by such prescriber shall be deemed to be valid prescriptions.~~

~~Q. Nothing in this title shall prevent or interfere with dialysis care technicians or dialysis patient care technicians who are certified by an organization approved by the Board of Health Professions pursuant to Chapter 27.01 (§ [54.1-2729.1](#) et seq.) of this title, in the ordinary course of their duties in a Medicare-certified renal dialysis facility, from administering heparin, topical needle site anesthetics, dialysis solutions, sterile normal saline solution, and blood volumizers, for the purpose of facilitating renal dialysis treatment, when such administration of medications occurs under the orders of a licensed physician, nurse practitioner or physician assistant and under the immediate and direct supervision of a licensed registered nurse.~~

~~The dialysis care technician or dialysis patient care technician administering the medications shall have demonstrated competency as evidenced by holding current valid certification from an organization approved by the Board of Health Professions pursuant to Chapter 27.01 (§ [54.1-2729.1](#) et seq.) of this title.~~

~~(Code 1950, § 54-497; 1956, c. 225; 1970, c. 650, § 54-524.65; 1973, c. 468; 1976, cc. 358, 614; 1977, c. 302; 1978, c. 224; 1980, cc. 270, 287; 1983, cc. 456, 528; 1984, cc. 141, 555; 1986, c. 81; 1987, c. 226; 1988, c. 765; 1990, c. 309; 1991, cc. 141, 519, 524, 532; 1992, cc. 610, 760, 793; 1993, cc. 15, 810, 957, 993; 1994, c. 53; 1995, cc. 88, 529; 1996, cc. 152, 158, 183, 406, 408, 490; 1997, cc. 272, 566, 806, 906; 1998, c. 112; 1999, c. 570; 2000, cc. 135, 498, 861, 881, 935; 2003, cc. 465, 497, 515, 794, 995, 1020; 2005, cc. 113, 610, 924.)~~

~~Adopted by School Board: September 13, 1988~~

~~Revised by School Board: June 18, 1996~~

~~Revised by School Board: June 6, 2000~~

~~Revised by School Board: September 20, 2005~~

A. Generally

Medication may be administered during the school day under the following conditions:

- ~~1. When it has been determined by a physician/nurse practitioner that the medication must be administered during school hours.~~
- ~~2. When there is a physician/nurse practitioner's written order signed by the parent or guardian requesting the school to administer the medication on the form included with this regulation.~~
- ~~3. When the medication is brought to school in its original container stating the dosage and method of administration prescribed by a physician/nurse practitioner. If over-the-counter medication is prescribed by physician/nurse practitioner, it must be brought to school with safety seal intact.~~
- ~~4. When expiration date on medication is checked and found to be current.~~

~~Note: All medications should be entered in the log book maintained for that purpose in each school. A locked storage space will be provided for medications stored at school.~~

B. Guidelines for Self-Administration of Medications

~~Self-administration of medication is a privilege which can be taken away if medication policies are abused or ignored. Self-administration of medication during the school day may occur only under the following conditions:~~

- ~~1. When it has been determined that the medication must be self-administered during school hours and there is a physician/nurse practitioner's written order signed by the parent or guardian requesting the self-administration of the medication.~~
- ~~2. When the student has demonstrated to the physician/nurse practitioner his/her capability for self-administration and an understanding that medication is not to be shared.~~
- ~~3. When the student notifies the appropriate school personnel (such as teachers, principals, nurse/health assistants, coaches, etc.) of the self-administration of medication.~~



C. Guidelines for Disposing of Medications

Proper disposal of medications at school depends on the physical properties of the medication to be discarded:

1. Liquid medication should be poured down the drain in the sink.
2. Tablets should be flushed down the commode.
3. Injectable medications (i.e. epipens, insulin needles, glucagon, etc.) after use should be placed in a Contaminated Materials Container for sharps and disposed of as per OSHA standards and regulations.
4. Any needle/syringe found on school property should be placed in a Contaminated Materials Container for sharps and disposed of as per OSHA standards and regulations.

Note: Do not dispose of any medications in the trash can. When handling a needle/syringe, care must be taken to avoid touching the needle at all times. Never recap a needle.

Approved by Superintendent: September 13, 1988

Revised by Superintendent: May 15, 1996

Revised by School Board: June 6, 2000



# PHYSICIAN/PARENT AUTHORIZATION TO ADMINISTER MEDICATION

Dear Parent or Guardian:

The Lynchburg City Schools attempts to discourage administration of medication during school hours, and requests whenever possible medication doses be scheduled other than school hours. Recognizing that this is not always possible, we will cooperate in giving medication that must be given during school time.

Our regulations include:

1. Written orders using this form, from a physician, detailing the name of the medication, dosage, and time interval of medication to be taken.
2. Using this form, signature of parent or guardian requesting that the school district comply with the physician's order.
3. Medication must be brought to school by parent or guardian in a container appropriately labeled by the pharmacy.

Name of student \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_ Teacher \_\_\_\_\_

Medication \_\_\_\_\_ Dosage \_\_\_\_\_

Purpose of medication (diagnosis): \_\_\_\_\_

Time of day medication is to be given: \_\_\_\_\_

Possible side effects: \_\_\_\_\_

Anticipated number of days medication needs to be given at school: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Physician

I hereby give my permission for \_\_\_\_\_ to take the above prescription at school as ordered. I understand that it is my responsibility to furnish this medication.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

Note: The prescription medication is to be brought to school in a container appropriately labeled by the pharmacy, or physician, stating the name of the medication and the dosage.

# Agenda Report

**Date:** 04/24/18

**Agenda Number:** G-1

**Attachments:** Yes

**From:** Crystal M. Edwards, Superintendent  
John C. McClain, Assistant Superintendent for Student Learning and Success

**Subject:** Special Education Annual Plan/Part B, Section 611, Flow-through Application and Section 619 Preschool Grant Applications: 2018-19

## **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. Accordingly, the disbursement of funds to the school division is contingent upon school board approval of the plan.

Lynchburg City Schools will apply for \$2,229,306.00 in special education Flow-through Funds for the 2018-19 school year. This amount is what the Virginia Department of Education currently anticipates Lynchburg City Schools is eligible to receive. The application for funds for the 2018-19 school year must be approved by the school board and submitted to the Virginia Department of Education for plan approval and financial reimbursement. A total amount of \$2,046,000.01 of this funding will be used to provide salaries for special education staff, and \$183,305.99 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 or are homeschooled.

The Lynchburg City Schools will also apply for \$61,129.00 in Section 619 Preschool Funds for the 2018-19 school year. This funding will be used to support Hutcherson Early Learning Program as they 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.

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

## **Recommendation:**

The superintendent recommends that the school board approve the Special Education Annual Plan/Part B, Section 611, Flow-through Application and Section 619 Preschool Grant Applications for 2018-19.

**VIRGINIA DEPARTMENT OF EDUCATION  
DIVISION OF SPECIAL EDUCATION AND STUDENT SERVICES**

**Local Special Education Annual Plan/Part B Flow-Through Application and Report  
2018-2019**

**Division and Contact Information - to be Completed by School Division**

Division Applicant Name (Legal Name of Agency) LYNCHBURG CITY PUBLIC SCHOOLS	LEA Number 115	Questions regarding this plan should be directed to: Wyllys D. Vanderwerker	
Mailing Address (Street, City or Town, Zip Code) P.O. Box 2497; 915 Court Street Lynchburg, Virginia 24505	DUNS 120708805		
	Phone (ext): (434) 515-5030	Ext.	Fax: (434) 522-3774
	Numbers Only		Numbers Only
Region: 5	E-mail: vanderwerkerwd@lcsedu.net		

**SUPERINTENDENT'S CERTIFICATION**

For the purpose of implementing the provisions of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), I certify that throughout the period of the 2018-2020 grant award, this School Division will comply with the requirements outlined in each of the following:

- (1) Part B of IDEA, including the eligibility requirements of Section 613;
- (2) The IDEA federal implementing regulations, dated October 13, 2006, and revised April 9, 2007, and December 31, 2008, at 34 C.F.R. Part 300 et seq.; and
- (3) Virginia's "Regulations Governing Special Education Programs for Children with Disabilities in Virginia," at 8 VAC 20-81 et seq., effective January 25, 2010, and any revisions.

I certify that this school division has developed local policies and procedures for the provision of special education and related services, which are kept current, and which ensure compliance with the requirements of, and any revisions to the IDEA, its federal implementing regulations, and the Virginia Board of Education's regulations.

I certify that all students, including those who may be placed in regional programs by this agency, are afforded all assurances as delineated in this document.

Finally, I certify that this Annual Plan/Flow-Through Application for Part B Funds under the provisions of IDEA, was approved by the School Board on \_\_\_\_\_ Date

\_\_\_\_\_  
Division Superintendent (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name

**ANNUAL PLAN/PART B FLOW-THROUGH APPLICATION POLICY STATEMENTS**

(continued on next page)

This LEA assures that it has in effect policies, procedures, and programs which have been established and administered to comply with the IDEA, and its federal implementing regulations, including 34 CFR §§ 300.201-300.213, and which are consistent with the policies and procedures that VDOE has established in accordance with IDEA, and its federal implementing regulations, including 34 CFR §§ 300.101-300.163, and 300.165-300.174, to ensure each of the following:

- A free appropriate public education will be available for each child with disabilities, ages two to 21, inclusive.
- All children, ages two to 21, inclusive, residing in the LEA who have disabilities and need special education and related services, who have not been parentally-placed in a private or home school, are identified, located, evaluated, and placed in an appropriate educational program.
- An individualized education program (IEP) will be maintained for each child with a disability, as required.
- To the maximum extent appropriate, children with disabilities will be educated with children who are nondisabled in the Least Restrictive Environment.
- Children with disabilities and their parents or guardians are guaranteed procedural safeguards in the process of identification, evaluation, educational placement, or the provision of a free appropriate public education, including the right to access dispute resolution options.
- Surrogate parents will be appointed, when appropriate, to act as advocates to serve the education interest of children, ages two to 21, inclusive, who are suspected of being or are determined to be disabled.
- Testing and evaluative materials used for the purpose of classifying and placing children with disabilities are selected and administered so as not to be racially or culturally discriminatory.
- The confidentiality of personally identifiable information, that is collected, maintained, or used under IDEA, shall be protected.
- Children with disabilities, who are participating in Part C early intervention programs, and who will be participating in Part B preschool programs, will experience a smooth and effective transition between the programs.
- All children, ages two to 21, inclusive, who have disabilities and need special education and related services, and who are parentally-placed in a private school or home school, that is located within the geographic boundaries of the LEA, are identified, located, evaluated and provided services, in accordance with the results of a timely and meaningful consultation process.
- Homeless children with disabilities will be served in accordance with the requirements of the McKinney-Vento Homeless Assistance Act.
- Special education and related service personnel, including paraprofessionals, are appropriately and adequately prepared and trained, and measurable steps will be taken to recruit, hire, train, and retain highly qualified personnel to provide special education and related services to children with disabilities.
- Valid and reliable data is submitted to the VDOE, as requested, including data regarding the performance goals and indicators established by the VDOE to determine the progress of children with disabilities, and the performance of the LEA toward targets outlined in Virginia's State Performance Plan.
- Policies and procedures will be in effect that are designed to prevent the inappropriate overidentification, underidentification, or disproportionate representation by race and ethnicity of children as children with disabilities, including children with disabilities with a particular impairment.

**ANNUAL PLAN/FLOW-THROUGH APPLICATION POLICY STATEMENTS**  
(continued on next page)

- Children with disabilities are not required to obtain prescription medication as a condition of attending school, receiving an evaluation, or receiving special education and related services.
- Children with disabilities are given the right to participate in the state assessment system.
- There will be ongoing parent consultation.
- Funding will be used to develop and implement coordinated early intervening educational services, as required.
- Children with disabilities who attend charter schools are provided services in the same manner as other children with disabilities who attend public schools.
- Instructional materials will be provided to children with a visual impairment or other print disabilities in a timely manner.
- Efforts will be made to cooperate with the United States Department of Education (USED) to ensure the linkage of records pertaining to migratory children with disabilities.
- All documents relating to the LEA's eligibility under IDEA will be made available to the public.

Agenda Report Attachment Item: G-1  
**SUBMISSION STATEMENT (continued on next page)**

**Under the provisions of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), and its federal implementing regulations, at 34 C.F.R. Part 300 et seq., a local educational agency, that desires to receive funds under the Act, must provide the following assurances:**

1. The local educational agency shall be responsible for (1) the control of funds provided under Part B of the Act; (2) title to property acquired with those funds; and (3) the local educational agency will administer such funds and property.
2. The local educational agency shall maintain records that show that where Part B funds are used to supplement existing services or to provide additional services to meet special needs, those services shall be at least comparable to services provided to other children with disabilities in the local educational agency with state and local funds.
3. The local educational agency application and all pertinent documents related to such application, including all evaluations and reports relative to the application, shall be made available for public inspection.
4. The local educational agency shall maintain records showing that Part B funds are used to supplement and, to the extent practicable, increase the level of state and local funds expended for the education of children with disabilities. Part B funds shall, in no case, be used to supplant local and state funds.
5. The funds provided under Part B of the Act shall be used to employ only those professional personnel who meet appropriate State standards. In addition, all other professional personnel employed, such as therapists, etc., shall be properly licensed.
6. The Virginia Department of Education assumes rights to all materials and/or products developed in this project, including equipment purchased with Part B funds.
7. No person shall, on the grounds of race, color, national origin, sex, disabling condition or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received financial assistance under the provisions of the Act.
8. The local educational agency shall provide students enrolled in private schools an opportunity to participate in programs funded through Part B of IDEA.
9. The local educational agency will ensure that projects involving construction, are consistent with overall State plans for the construction of school facilities. In developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with standards prescribed under Section 504 of the Rehabilitation Act of 1973 and subsequent amendments in order to ensure that facilities constructed with the use of Federal funds are accessible to, and usable by, individuals with disabilities.
10. The local educational agency has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in Part B programs significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects.
11. The local educational agency will ensure that none of the funds expended under Part B programs will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization.
12. Except when used to provide Comprehensive Coordinated Early Intervening Services or Coordinated Early Intervening Services, the local educational agency will ensure that funds expended under Part B of IDEA will only be used for the costs which are directly attributable to the education of children with disabilities, and which exceed the average annual per student expenditure during the preceding year as computed in accordance with 34 C.F.R. § 300.202, Appendix A of the IDEA federal implementing regulations, and as documented using the Web-based application.

**SUBMISSION STATEMENT (continued from previous page)**

13. The local educational agency will ensure that funds expended under Part B of IDEA will not be used to reduce the level of expenditures made from local funds below the amount expended for the education of children with disabilities from state or local funds during the preceding fiscal year, in accordance with 34 C.F.R. §§ 300.203 to 300.205 of the IDEA federal implementing regulations, and as documented using the web-based application.
14. The school division will ensure that, in accordance with 34 C.F.R. § 300.133, and Appendix B of the IDEA federal implementing regulations, during the grant award period, a proportionate share of the school division's Section 611 subgrant will be set aside to be expended for children with disabilities, ages 3 through 21, who are parentally-placed in a private school within the school division, and a proportionate share of its Section 619 subgrant will be set aside to be expended for children with disabilities, ages 3 through 5, who are parentally-placed in a private school within the school division. This school division further assures that if it has not expended for equitable services all of its set-aside funds by the end of the fiscal year for which it was appropriated, the school division will obligate any remaining funds for one additional year to provide special education and related services to children with disabilities who are parentally placed in a private school within the school division. Actual proportionate set-aside amounts will be submitted using the web-based application.
15. The local educational agency shall maintain records demonstrating compliance with the provisions of IDEA and its federal implementing regulations, including each of the assurances outlined above, and afford the Virginia Department of Education access to those records that it may find necessary to ensure the correctness and verification of the information required under this Act.
16. The local educational agency certifies this application as a material representation of its compliance with the following provisions of Education Department General Administrative Regulations (EDGAR), as applicable: 34 CFR Part 82 § 82.110—New Restrictions on Lobbying; 34 CFR Part 85 § 85.105 and § 85.110—Governmentwide Debarment and Suspension (Nonprocurement); and 34 CFR Part 84 §§ 84.200 through 84.230, and 84.300 – “Governmentwide Requirements for Drug-Free Workplace” (Grants).



**IDENTIFICATION OF BARRIERS AND DESCRIPTIONS OF  
STEPS TO OVERCOME THEM IN ACCORDANCE  
WITH PROVISIONS IN SECTION 427 OF  
THE GENERAL EDUCATION PROVISIONS ACT**

Applicants for federal assistance are required under Section 427 of Title II, the *General Education Provisions Act* (GEPA), enacted as a part of the *No Child Left Behind Act of 2001* amendments to the *Elementary and Secondary Education Act of 1965*, to address equity concerns that may affect full participation of potential program beneficiaries (teachers, students or parents) in designing their federally-assisted projects. Section 427 requires identification of barriers to full participation, if any, and a description of steps taken, or that will be taken to overcome them. The legislation highlights six characteristics that describe broad categories of persons or groups that may more frequently encounter barriers to participation. The characteristics are: Gender, Race, National Origin, Color, Disability, and Age.

Choose One:

Division has no barriers

Division has barriers (Please provide explanation in the space provided)

<p><b>OTHER FACTORS THAT MIGHT LIMIT PARTICIPATION</b></p>	
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Each local school division with a regional or local jail in its jurisdiction shall establish an interagency agreement with the sheriff or jail administrator responsible for the operation of the jail. The interagency agreement shall address staffing and security issues associated with the provision of special education and related services in the jail. It is suggested that you review your agreement annually.

**Interagency Agreement**

Name of Local or Regional Jail:
Blue Ridge Regional Jail Authority

1. Is there a local or regional jail located within the geographic boundaries of your school division?

Yes
-----

**Please complete question 2**

2. Has the interagency agreement between your school division and the jail been revised since the submission of your most recent annual plan?

No
----

**Your existing Interagency Agreement will remain in effect until revisions are made, you do not need to submit it**

Instructions for Using drop box

**REPORT ON IMPLEMENTATION  
OF THE 2016-2017 ANNUAL PLAN**

Submit a report indicating the extent to which the annual plan for the 2016-2017 school year has been implemented (*Code of Virginia*, Section 22.1-215). (Maximum capacity of each text box is 975 characters.)

The Special Education Annual Plan was implemented as planned. Staff development activities were provided to support the school division's work on the Special Education Satte Performance Plan Indicators. Special Education and speech therapy services were provided to students with federal set aside service plans attending local private schools or homeschooled. Special Education services were provided by special education teachers as per student specific Individualized Education Plan.

School Division: LYNCHBURG CITY PUBLIC SCHOOLS

Division Number:

115

**Maintenance of Effort**

The Virginia Department of Education (VDOE) is required by federal regulation to ensure all school divisions in Virginia comply with §300.203 of the Individuals with Disabilities Education Act (IDEA), which mandates that school divisions meet a maintenance of effort (MOE) obligation. This regulation requires school divisions to spend at least the same amount from at least one of the following sources: (i) local funds; (ii) state plus local funds; (iii) local per capita; or (iv) state plus local per capita for a current school year on the delivery of special education and related services, as were spent for the most recent fiscal year (i.e.g, 2016 - 2017) for which the information is available, subject to the Subsequent Years rule.

34 CFR §300.203(a) requires that in order for an LEA to be eligible for an IDEA Part B subgrant for the upcoming fiscal year, the LEA must budget, in each subsequent year, at least the same amount that it actually spent for the education of children with disabilities in the most recent fiscal year for which information is available, subject to the Subsequent Years rule. When establishing eligibility, an LEA is **not** required to use the same method it used to meet compliance standard in the most recent fiscal year for which the information is available. An LEA can change methods to establish eligibility from one year to the next, as long as the division uses the same method for calculating the amount it spent in the comparison year for which it is establishing eligibility.

Provide the total local and the total state plus local expenditure budget and per capita amount for the school division's total special education program for the years designated below. The projected/estimated expenditure budget amounts provided must be reviewed and confirmed by the division's fiscal's office.

<b>Local</b>	<b>Local plus State</b>
School Year 2018-2019 (estimated/projected)	School Year 2018-2019 (estimated/projected)
Dollar \$ <input style="width: 150px;" type="text" value="10,261,968.00"/>	Dollar \$ <input style="width: 150px;" type="text" value="14,772,463.00"/>
School Year 2018-2019 (estimated/projected)	School Year 2018-2019 (estimated/projected)
Per Capita <input style="width: 100px;" type="text" value="7,998.00"/>	Per Capita <input style="width: 100px;" type="text" value="11,514.00"/>

If an LEA determines that the budget above did not meet the eligibility standard in any of the four methods for which the information is available, an LEA is allowed to consider Exceptions under §300.204 and Adjustments to MOE under §300.205 to the extent the information is available. These exceptions and adjustments must also be taken in the intervening year (i.e., SY2017-2018) and that the LEA reasonably expect to take these exceptions and adjustments in the year it is budgeting (i.e., SY2017-2018). Please describe which allowable exceptions will be used and provide the corresponding dollar amount. For additional guidance, refer to:

[http://www.doe.virginia.gov/special\\_ed/grants\\_funding/index.shtml](http://www.doe.virginia.gov/special_ed/grants_funding/index.shtml)

**NOTE: The Dec. 1, 2017 Child Count totals should be used to compute the per capita amounts. The Child Count should be adjusted to exclude students funded through CSA. Also, the budgeted amount must be based on the divisions's preliminary budget and must be within the same level or effort of higher to meet the MOE eligibility requirements by using either dollar or per capita amounts. Division's budgeting the same exact amount it spent in the comparable year (i.e., the year it met its MOE requirement) may be requested to provide additional documentation.**

Each local school division shall ensure Comprehensive Coordinated Early Intervening Services and Coordinated Early Intervening Services and Proportionate Set-aside requirements have been addressed.

Is your school division required to set aside 15% for Comprehensive Coordinated Early Intervening Services or voluntarily setting aside up to 15% of Part B funds for Coordinated Early Intervening Services?

Enter Yes or No

NO

*If yes, provide a brief narrative of how funds will be used. An information packet requesting additional information will be sent at a later time.*

Is your school division required to set aside funds for parentally-placed students in private schools or students identified during child find?

Enter Yes or No

YES

*If no, explain why the division is not required and if yes, explain how funds will be used. The actual budget will be determined when the division submits its data in the Proportionate Set-Aside (speced-PSA) application.*

EXPENDITURE ACCOUNTS	OBJECT CODE	Section 611		Section 619	
		(D) CEIS	(E) Proportionate Set-Aside	(D) CEIS	(E) Proportionate Set-Aside
Personal Services	1000		109,941.02		109,941.02
Employee Benefits	2000		41,043.49		41,043.49
Purchased Services	3000		32,321.48		32,321.48
Internal Services	4000				
Other Services	5000				
Materials / Supplies	6000				
Capital Outlay	8000				
<b>TOTAL PROPOSED BUDGET</b>		<b>0.00</b>	<b>183,305.99</b>	<b>0.00</b>	<b>183,305.99</b>

For additional instructions for completing this section of the Annual Plan/Part B Flow-Through Application, please review Section F of the "LEA Instructions" tab.

**VIRGINIA DEPARTMENT OF EDUCATION  
 PART B, SECTION 611 (Flow-Through Funds)  
 GRANT PERIOD: JULY 1, 2018 – SEPTEMBER 30, 2020  
 Joint Applications Only!**

For joint applications, please select the Fiscal Agent below, and provide the requested contact information.  
 If this is not a joint application move directly to the next section below.

Fiscal Agent:		LEA Code:
Joint Application Project Director:	NA	
Mailing Address of Project Director:		
Phone:		
E-mail:		

If this is a joint application and allocations are to be combined into a single award issued to the fiscal agent designated above, list participating LEAs and the amounts to be combined into a single award. Note: All participating agencies must still complete the remainder of this tab.

Participating Agency Name	Code Number	Amount Released
<b>Total Amount to be issued to Fiscal Agent:</b>		\$0.00

In narrative format, please provide a description and budget outline of all personnel (i.e., teachers, instructional assistants, administrators, clerical, support personnel, and others) to be supported in whole or in part with IDEA, Part B, Section 611 grant funds (with proposed amounts and FTEs).

Lynchburg City Schools plan to use 611 funds as follows: Salary for (30 FTE) special education teachers, and 8 (FTE) special education instructional assistants who will provide special education services to LCS enrolled student with disabilities. Federal Set Aside services will be provided by (1) full time Speech Pathologist and 1.5 FTE Special Education Teachers. Note to Virginia Department of Education: Lynchburg City Schools has budgeted funding under proportionate set aside funds for the purpose of providing speech therapy and/or special education services to parents placed students with disabilities attending local private schools or are homeschooled. LCS is not required to set aside 15% of our 611 flow through funding for Coordinated Early Intervening Serices. LCS is not voluntarily setting aside funds for Coordinatered Early Intervening Services.

In narrative format, please provide a detailed description and budget outline of all additional activities, goods and services to be supported with IDEA, Part B, Section 611 grant funds.

\$2,010,281.25 in IDEA, Part B, Section 611 funds will be used for special education salaries/fringe benefits and \$35,718.76 will be used in purchased services. \$183,305.99 in federal set aside funds will be used for speech therapy and special education services provided to parentally placed students enrolled in local private schools or homeschooled.

**Virginia Department of Education  
SPECIAL EDUCATION FEDERAL PROGRAM  
PROPOSED GRANT BUDGET**

**Part B, Section 611, Flow-Through Funds (July 1, 2018-September 30, 2020)**

Complete column C, by allocating PROPOSED grant funds to object code categories 1000 through 8000. A description of the object categories is available on the VDOE's Web site. See the instruction tab for the Web address. In determining appropriate assignment to object codes, applicants are strongly encouraged to consult with the individual(s) within the LEA who have responsibility for completing the Annual School Report – Financial Section.

List all equipment items costing five thousand dollars (\$5,000) or more and also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc., to be purchased with grant funds, and provide information on proposed out-of-state/country travel to be supported with grant funds.

(A) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) Budget	(D) CEIS	(E) Proportionate Set-aside	(F) Total Budget
Personal Services	1000	1,469,582.33	0.00	109,941.02	1,579,523.35
Employee Benefits	2000	540,698.92	0.00	41,043.49	581,742.41
Purchased Services	3000	35,718.76	0.00	32,321.48	68,040.24
Internal Services	4000		0.00	0.00	0.00
Other Services	5000		0.00	0.00	0.00
Materials / Supplies	6000		0.00	0.00	0.00
Capital Outlay	8000		0.00	0.00	0.00
<b>TOTAL PROPOSED BUDGET</b>		<b>2,046,000.01</b>	<b>0.00</b>	<b>183,305.99</b>	<b>2,229,306.00</b>

**Proposed Equipment: List items costing \$5,000 or more. Also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc.**

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



For additional instructions for completing this section of the Annual Plan/Part B Flow-Through Application, please review Section F of the "LEA Instructions" tab.

**VIRGINIA DEPARTMENT OF EDUCATION  
PROPOSAL SUMMARY  
PART B, SECTION 619 (EARLY CHILDHOOD SPECIAL EDUCATION GRANT)  
GRANT PERIOD: JULY 1, 2018 – SEPTEMBER 30, 2020**

ECSE Contact Person:	
Title:	NA
Mailing Address:	
Phone:	
E-mail:	

***Joint Applications Only!***

For joint applications, please select the Fiscal Agent below, and provide the requested contact information.  
**If this is not a joint application move directly to the next section below.**

Fiscal Agent:		LEA Code:
Joint Application Project		
Director:		
Mailing Address of Project		
Director:		
Phone:		
E-mail:		

If this is a joint application and allocations are to be combined into a single award issued to the fiscal agent designated above, list participating LEAs and the amounts to be combined into a single award. Note: All participating agencies must still complete the remainder of this tab.

Participating Agency Name	Code Number	Amount Released
<b>Total Amount to be issued to Fiscal Agent:</b>		<b>\$0.00</b>

**PART B, SECTION 619 (EARLY CHILDHOOD SPECIAL EDUCATION GRANT)  
GRANT PERIOD: JULY 1, 2018 – SEPTEMBER 30, 2020**

In narrative format, please provide a description and budget outline of all personnel (i.e., teachers, instructional assistants, administrators, clerical, support personnel, and others) to be supported in whole or in part with IDEA, Part B, Section 619 grant funds (with proposed budget amounts and FTEs).

Summer Child Find/Curriculum Development with the associated FICA benefits comprise the first expenditure account on the budget table. In object code 1000, the total amount for staff salaries to cover Child Find/Curriculum Development is \$2,500.00. \$191.00 in object code 2000 will be used for FICA benefits. \$50,000.00 in object code 3000/purchased services will be used to serve preschoolers in regular education settings as the foundation for the provision of special education services in age appropriate inclusive settings. This practice is encouraged by the Virginia Department of Education. In object code 5000, \$2,500.00 in other services reflects the expenses for staff development and travel associated with training opportunities. In object code 6000, \$5,938.00 in material will be used to purchase the instructional items needed to provide the supports and special education services for young children with disabilities.

In narrative format, please provide a detailed description and budget outline of all additional activities, goods and services to be supported with IDEA, Part B, Section 619 grant funds.

**Virginia Department of Education  
PART B, SECTION 619 (EARLY CHILDHOOD SPECIAL EDUCATION GRANT) APPLICATION  
PROPOSED GRANT BUDGET**

**Part B, Section 619, Preschool Funds (July 1, 2018-September 30, 2020)**

Complete column C, by allocating PROPOSED grant funds to object code categories 1000 through 8000. A description of the object code categories is available on the VDOE's Web site. See the instruction tab for the Web address. In determining appropriate assignment of items to object codes, applicants are strongly encouraged to consult with the individual(s) within the LEA who have responsibility for completing the Annual School Report – Financial Section.

List all equipment items costing five thousand dollars (\$5,000) or more, and also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc., to be purchased with grant funds, and provide information on proposed out-of-state/country travel to be supported with grant funds.

(A) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) Budget	(D) CEIS	(E) Proportionate Set-aside	(F) Total Budget
Personal Services	1000	2,500.00	0.00	109,941.02	112,441.02
Employee Benefits	2000	191.00	0.00	41,043.49	41,234.49
Purchased Services	3000	50,000.00	0.00	32,321.48	82,321.48
Internal Services	4000		0.00	0.00	0.00
Other Services	5000	2,500.00	0.00	0.00	2,500.00
Materials / Supplies	6000	5,938.00	0.00	0.00	5,938.00
Capital Outlay	8000		0.00	0.00	0.00
<b>TOTAL PROPOSED BUDGET</b>		<b>61,129.00</b>	<b>0.00</b>	<b>183,305.99</b>	<b>244,434.99</b>

**Proposed Equipment: List items costing \$5,000 or more. Also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc.**

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

Lynchburg City Schools

Public Input secured related to the LCS Special Education Annual Plan and Application for Flow Through (6), (619) and Federal Set-Aside Funds:

Summary:

Submitted by parent of an elementary-aged student attending a local private school

- I am writing to thank Lynchburg City Schools for their support of my child. My daughter has great difficulty with the physical task of writing. Her comprehension of class material is good but getting her ideas on paper is exhausting and error ridden due to her learning disabilities.
- Mrs. Decker, LCS Federal Set Aside Teacher, is knowledgeable and attentive. Ms. Decker's ability to support our daughter's learning means instruction is not disrupted and her private school's staff can see how the accommodations can work in the school day. I have observed the private school's staff seek Mrs. Decker's expertise.
- I request special education instruction remain as a FSA service as part of the LCS Special Education Annual Plan.
- The Lynchburg City Schools' Occupational Therapists are incredibly knowledgeable about how our daughter's disabilities impact learning. I request occupational therapy as a related service be incorporated into the services available to students receiving LCS special education services under the Federal Set Aside Program.

# Agenda Report

**Date:** 04/24/18

**Agenda Number:** H-1

**Attachments:** Yes

**From:** Crystal M. Edwards, Superintendent

**Subject:** Authorization for Signature

## **Summary/Description:**

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

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

## **Recommendation:**

The superintendent recommends that the school board authorize Mrs. R. Denise Spinner, school board clerk, to sign Virginia Department of Education correspondence in the absence of the superintendent.

The School Board of the Country, City, or Town of Lynchburg City at a meeting held on April 24, 2018 by duly recorded vote approved and authorized the person(s) listed below to sign all Virginia Department of Education reports, documents, requisitions, and other official correspondence in the absence of the Division Superintendent.



Signature:

**Signature on File**

Authorization Approved

through: **June 30, 2018**

Extended

through \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Division Superintendent

Crystal M. Edwards

Printed Name of Division Superintendent

\_\_\_\_\_  
Signature of School Board Chair

Michael J. Nilles

Printed Name of School Board Chair

Seal of Clerk of the School Board

\_\_\_\_\_  
Signature of Clerk of the School Board

R. Denise Spinner

Printed Name of Clerk of the School Board

April 24, 2018

Date: \_\_\_\_\_  
Mail to: Virginia Department of Education

Educational Applications

22nd Floor

P.O.Box 2120

Richmond, VA 23218-2120

# Agenda Report

**Date:** 04/24/18

**Agenda Number:** H-2

**Attachments:** No

**From:** Crystal M. Edwards, Superintendent  
Ben W. Copeland, Assistant Superintendent of Operations and Administration

**Subject:** E. C. Glass High School Auditorium Stage Main Curtain

## **Summary/Description:**

The 2017-18 capital improvement plan includes \$26,000 for replacement of the E.C. Glass High School auditorium stage main curtain. The pricing is based on a cooperative procurement contract issued by Hanover County, Virginia dated November 9, 2017.

The school administration recommends Luxout Stage Curtains based on their bid of \$23,777, which was the lowest bid.

**Disposition:**  Action  
 Information  
 Action at Meeting on: May 1, 2018

## **Recommendation:**

The superintendent recommends that the school board authorize the school administration to enter into a contract with Luxout Stage Curtains in the amount of \$23,777 for replacement of the E.C. Glass auditorium stage main curtain.

# Agenda Report

**Date:** 04/24/18

**Agenda Number:** H-3

**Attachments:** No

**From:** Crystal M. Edwards, Superintendent  
Ben W. Copeland, Assistant Superintendent of Operations and Administration

**Subject:** Paul Munro Elementary School Cafeteria Air Handler Replacement Project

## **Summary/Description:**

The administration recommends that \$100,000 in construction funding be transferred from the maintenance reserve for replacement of the Paul Munro Elementary School cafeteria air handler.

The school administration recommends Trane based on their price of \$77,583 plus supplemental costs. Trane's pricing is based on US Communities Cooperative Purchasing which allows Lynchburg City Schools to receive the lowest prices offered by participating suppliers to government entities.

**Disposition:**  Action  
 Information  
 **Action at Meeting on:** 05/01/18

## **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 1, 2018.