



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

Lynchburg City School Board

Keith R. Anderson
School Board District 2

Mary Ann H. Barker
School Board District 1

Albert L. Billingsly
School Board District 3

Regina T. Dolan-Sewell
School Board District 1

Troy L. McHenry
School Board District 3

Treney L. Tweedy
School Board District 3

J. Marie Waller
School Board District 2

Thomas H. Webb
School Board District 2

Charles B. White
School Board District 1

School Administration

Paul McKendrick
Superintendent

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

Edward R. Witt, Jr.
Assistant Superintendent of
Operations and Administration

Wendie L. Sullivan
Clerk

**SCHOOL BOARD MEETING
May 3, 2011 5:30 p.m.
School Administration Building
Board Room**

A. PUBLIC COMMENTS

- 1. Public Comments
Paul McKendrick.Page 1
Discussion/Action (30 Minutes)

B. SPECIAL PRESENTATION

- 1. Teacher of the Year: 2011-12
Paul McKendrick.Page 2
Discussion

C. CONSENT AGENDA

- 1. Personnel Report
Billie Kay Wingfield.Page 3
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- 2. Safe Routes to School
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- 3. Administrative Regulation 6-8: School Day
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D. STUDENT REPRESENTATIVE COMMENTS

E. UNFINISHED BUSINESS

- 1. School Operating Budget: 2011-12 and Fund Balance
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Discussion/Action

2. Capital Improvement Plan: Heritage High School
Edward R. Witt, Jr.Page 10
Discussion/Action
3. Friends of the E. C. Glass Art Collection
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F. NEW BUSINESS

1. AON Hewitt: Report
Paul McKendrick.Page 18
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2. Carl Perkins Funds: 2011-12
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3. Special Education Annual Plan/Part B Flow-through Application
and Section 619 Preschool Grant Application 2011-12
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Discussion
4. Advanced Placement Microeconomics and Macroeconomics
Textbooks
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Discussion
5. Biology 2 Ecology: Textbooks
William A. Coleman, Jr. Page 30
Discussion
6. Capital Improvement Plan: Hutcherson Early Learning Center
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Discussion/Action
7. School Board Policy 2-15.1: Service Animals in Public Schools
Edward R. Witt, Jr. Page 32
Discussion
8. Annual Personnel Report
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G. SUPERINTENDENT’S COMMENTS

H. BOARD COMMENTS

I. CLOSED MEETING

- 1. Notice of Closed Meeting
Paul McKendrick. Page 42
Discussion/Action

- 2. Certification of Closed Meeting
Paul McKendrick. Page 43
Discussion/Action

J. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, May 17, 2011, 5:30 p.m.
Board Room, School Administration Building

Graduation: Amelia Pride Center – May 25, 2011
Carl Anderson Performance Auditorium – Paul Laurence
Dunbar Middle School for Innovation

Heritage High School – May 29, 2011
Ralph Spencer Gymnasium – 8:00 a.m.

E. C. Glass High School – May 29, 2011
Civic Auditorium – 3:00 p.m.

K. ADJOURNMENT

Agenda Report

Date: 05/03/11

Agenda Number: A-1

Attachments: No

From: Paul McKendrick, Superintendent

Subject: Public Comments

Summary/Description:

In accordance with School Board Policy 1-41: Public Participation, the school board welcomes requests and comments as established in the guidelines within that policy. Individuals who wish to speak before the school board shall have an opportunity to do so at this time.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: **05/03/11**

Agenda Number: **B-1**

Attachments: **No**

From: Paul McKendrick, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: Teacher of the Year: 2011-12

Summary/Description:

The goal of the Virginia Teacher of the Year program is to recognize dedicated, knowledgeable, and skilled teachers at the local, regional, and state level.

To select the Lynchburg City Schools' Teacher of the Year, the school division used a nomination process whereby school staffs, principals, or school division administrators nominated teachers for this honor. A team composed of a parent, a school board member, a past Teacher of the Year recipient and central office staff then interviewed the nominated teachers.

The team gave special consideration for the following characteristics: experience in the school division and in the field of teaching, professional development activities, classroom performances, membership in professional organizations, and community involvement.

Dr. Merle P. Herndon, director of professional development and school business partnerships, will introduce the Lynchburg City Schools' Teacher of the Year for the 2011-12 school year 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: 05/03/11

Agenda Number: C-1

Attachments: Yes

From: Paul McKendrick, Superintendent
Billie Kay Wingfield, Director of Personnel

Subject: Personnel Report

Summary/Description:

The personnel recommendations for April 12 – May 3, 2011, 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 April 12 – May 3, 2011.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
RESIGNATIONS:				
Lukanich, Emily	University Illinois	B.A./8 yrs. (Lv. 7 3)	E C Glass High School Foreign Language	05/29/11
Maringola, Marcus	Liberty University	B.S./8 yrs. (Lv. 7 4)	Sandusky Middle School Sixth Grade	05/29/11
RETIREMENTS:				
Webb, Linda	Lynchburg College	M.Ed./34 yrs. (Lv. 31 3)	T C Miller Elementary Instructional Technology Specialist	06/06/11
Weigand, Claudia	Trade & Industrial	N/A/23 yrs. (Lv. 22 3)	Heritage High School VOC-Trade and Industrial	06/06/11
LEAVE OF ABSENCE:				
Davis, Kelsie	University of Virginia	B.A./5 yrs. (Lv. 4 1)	T C Miller Elementary Third Grade	05/29/11

Agenda Report

Date: 05/03/11

Agenda Number: C-2

Attachments: No

From: Paul McKendrick, Superintendent
Edward R. Witt, Jr., Assistant Superintendent for Operations and Administration

Subject: Safe Routes to School

Summary/Description:

Safe Routes to School (SRTS) seeks to enable and encourage children, including those with disabilities, to walk or bicycle to school.

SRTS is a transportation program created through Section 1404 of the 2005 Safe, Accountable, Flexible and Efficient Transportation Equity Act: A Legacy for User Act (SAFETEA-LU). The SRTS program established a grant program administered by the state transportation programs for providing communities opportunities to improve conditions by which students and residents could safely walk or bike to schools containing grades K-8. SRTS does not require children to walk or bike to school.

In Virginia, the program is administered by the Virginia Department of Transportation (VDOT). The FY2011 SRTS program provides funding to localities for infrastructure improvements and around schools to create safe walking and biking facility improvements. Only schools, school districts, and localities that are actively working to promote walking, biking, and healthy activities for students are considered eligible for funding.

To be eligible for VDOT SRTS funding, a school/locality must complete and submit for approval a Safe Routes to School Travel Plan. The travel plan must be endorsed by both the school board and the city council.

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

Recommendation:

The superintendent recommends that the school board approves and endorses the Safe Routes to School Travel Plan.

Agenda Report

Date: 05/03/11

Agenda Number: C-3

Attachments: Yes

From: Paul McKendrick, Superintendent
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration

Subject: Administrative Regulation 6-8: School Day

Summary/Description:

At the March 15, 2011, school board meeting, the school board approved the Lynchburg City Schools academic calendar for the 2011-12 school year. The academic calendar for William Marvin Bass Elementary School was approved March 24, 2011. Both calendars feature a return to the 180-day school year.

The lengthening of the academic year from 172 to 180 instructional school days enabled the school division to spread required instructional time over a greater number of days. This allows for a slightly abbreviated instructional day. Administrative Regulation 6-8: School Day has been revised to reflect this change.

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

Recommendation:

The superintendent recommends that the school board approve revisions to Administrative Regulation 6-8: School Day.

INSTRUCTION

School Day R 6-8

~~For the 2009-10 school year, the length of the school day for students is as follows:~~

~~(a) Elementary Schools 8:55 a.m. – 3:30 p.m.~~

~~8:45 a.m. – 3:50 p.m.~~

~~(b) Middle Schools 8:20 a.m. – 2:55 p.m.~~

~~8:15 a.m. – 3:20 p.m.~~

~~(c) High Schools 8:00 a.m. – 2:25 p.m. or optional first period~~

~~7:08 a.m. – 2:25 p.m.~~

For the 2010-11 school year, the length of the school day for students is as follows:

(a) Elementary Schools 8:45 a.m. – 3:50 p.m.

(b) Middle Schools 8:15 a.m. – 3:20 p.m.

(c) High Schools 7:40 a.m. – 2:45 p.m.

{For the 2011-12 school year, the length of the school day for students is as follows:

(a) Elementary School 8:50 a.m. – 3:30 p.m.

(b) Middle Schools 8:05 a.m. – 2:55 p.m.

(c) High Schools 7:40 a.m. – 2:30 p.m.}

Approved by School Board: April 7, 1981
Revised by School Board: August 1, 1989
Revised by School Board: June 6, 2006
Revised by School Board: April 20, 2010
Revised by School Board:

Agenda Report

Date: 05/03/11

Agenda Number: E-1

Attachments: No

From: Paul McKendrick, Superintendent

Subject: School Operating Budget: 2011-12 and Fund Balance

Summary/Description:

The Lynchburg City School Board approved its 2011-2012 general operating budget on March 24, 2011. The school board then presented that budget to the Lynchburg City Council on March 29, 2011. At that meeting, city council did not support the school board's request for additional funds and therefore would not approve the school board's budget. Therefore, the school administration amended that budget and is now making recommendations to the budget.

This amended budget is similar to that which the school administration presented on March 15, 2011, in that it does not include requests for additional funding, and it does not include bonuses or step increases. Moreover, this budget includes:

- Additions to the budget
 - Middle school resource administrative staff, in light of the possible staffing changes by the Lynchburg Police Department at our middle schools.
 - Two elementary teachers, due to enrollment increases.
- Expenditure Reductions
 - Twelve (12) FTE, including 9 teachers and 3.5 classified staff.
 - Six percent reduction in central office allocations.
- No funding for expenditures that were considered in the March 24, 2011, budget. These expenditures included 1.5 percent step increases; two .5 FTE career-technical positions; an accountant for the finance department; four custodians for the high schools; a social worker; and two special education buses.

The school administration will present the budget and will be available to answer questions related to the recommendations and/or the rationale for the reductions and the additions to the budget.

Agenda Report

Date: 05/03/11

Agenda Number: E-1

Attachments: No

Moreover, at its April 26, 2011, meeting, the Lynchburg City Council approved the school board's fund balance request. During its discussion, the council also returned \$300,000 that the school board had allocated for the Heritage High School account. The school administration will discuss the approved fund balance with the school board.

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

Recommendation:

The superintendent recommends that the school board approve the revised budget 2011-12.

Agenda Report

Date: 05/03/11

Agenda Number: E-2

Attachments: No

From: Paul McKendrick, Superintendent
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration

Subject: Capital Improvement Plan: Heritage High School

Summary/Description:

The 2010-11 Capital Improvement Plan includes \$500,000 for replacement of the gym floor and bleachers at Heritage High School. The City of Lynchburg's Office of Procurement and Purchasing has received bids on the gym flooring replacement project. The bids were opened March 23, 2011. Three bids were received:

Recreational Plus of Richmond, Virginia	\$251,685
Southern Flooring of Greenville, South Carolina	\$234,545
Warthan Associates of Chester, Virginia	\$214,651

The school administration recommends that the school board enter into a contract with Southern Flooring in the amount of \$234,545 for replacement of the Heritage High School gym floor.

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

Recommendation:

The superintendent recommends that the school board enter into a contract with Southern Flooring in the amount of \$234,545 for the replacement of the Heritage High School gym floor.

Agenda Report

Date: 05/03/11

Agenda Number: E-3

Attachments: Yes

From: Mary Ann H. Barker, Chairman

Subject: Friends of the E. C. Glass Art Collection

Summary/Description:

During the school board meeting on October 5, 2010, representatives from the Friends of the E. C. Glass Art Collection presented information to the school board about plans to maintain and preserve the art collection at E. C. Glass High School. The collection consists of works of art donated by previous students at the school as well as pieces donated by local artists.

Since that time, the organization has worked with the city attorney's office to develop by-laws, which include the purpose, mission, and the makeup of its board of directors. Article IV of the by-laws state that a school board member shall be included as a member of the board of directors.

The school board will discuss this topic during this presentation and nominate a school board member to serve on the board of directors for the Friends of the E. C. Glass Art Collection.

Disposition: Action
 Information
 Action at Meeting on: 05/17/11

Recommendation:

The chairman recommends that the school board receive this agenda report as an informational item and consider action at the meeting on May 17, 2011.

**BYLAWS
OF
FRIENDS
OF
THE E.C. GLASS ART COLLECTION**
(Draft of March 1, 2011)

ARTICLE I -- NAME

The name of this Organization is Friends of the E.C. Glass Art Collection.

ARTICLE II -- PURPOSE

The purpose of the Organization is to involve students, faculty and the entire community in learning about, celebrating, preserving and growing the EC Glass Art Collection, **which belongs to the Lynchburg City Schools and the Lynchburg City School Board**, and to utilize the collection as an asset to benefit the students of the school. The Organization will operate as a non-profit entity.

ARTICLE III – MISSION

The mission of the organization is to raise funds for the maintenance of the collection including conservation, cleaning, protective glass, frame repair, improved lighting and hanging; to increase the collection by seeking donations from local artists, E.C. Glass students and faculty; to raise awareness of the collection by hosting an annual tour and publishing a catalogue and to involve students in the process, creating community service and learning opportunities; to use the collection to benefit the students of Lynchburg City schools through educational opportunities and by generating funds for future educational programs, and; to promote the creation of art collections at public high schools around the country

ARTICLE IV – BOARD OF DIRECTORS

Governance of the organization shall be by a Board of Directors, which shall include members of the student body, the administration and the faculty of E.C. Glass High School, **the Lynchburg City School Board**, and the community-at-large. Up to six E.C. Glass students shall be nominated and elected by the Board of Directors. E.C. Glass administration and faculty members shall include the Principal or the Principal's appointee from the administration, Chairman of the Art Department, one staff member of the Guidance Department appointed by the Principal, and one additional instructor with an interest in the art collection appointed by the Principal. **The Lynchburg City School Board shall appoint one of its current members to serve on the Board.** Up to eight individuals shall be nominated from the Lynchburg community at-large and elected by a majority vote of the Executive Board. The directors shall serve without compensation and shall have no financial interest in the assets of the organization.

ARTICLE V -- OFFICERS**Section 1 -- Officers**

The officers of the Organization shall consist of President, Vice-President/President-Elect, Secretary, and Treasurer.

(a) The President shall be the chief executive officer of the Organization and shall preside at all meetings, shall oversee all committees, and shall perform such other duties as may be assigned from time to time by the Executive Board. The President shall prepare meeting agendas, which shall be forwarded to the Secretary to send out with the meeting notice. The President shall also serve as a liaison between the Organization and the school administration and its art faculty, and shall represent the Organization at school or community events.

(b) The Vice-President/President-Elect shall perform the duties of the President in the absence of the President and, when so acting, shall have all the powers of, and be subject to all the restrictions on, the President. The Vice-President/President-Elect shall have such other powers and perform such other such duties as may be assigned from time to time by the Executive Board, and shall prepare to assume the duties of President for the following term. The Vice President/President-Elect shall chair the Nominating Committee for all Lynchburg community-at-large appointments.

(c) The Secretary shall keep minutes of all meetings and actions of the Organization, with the time and place of the meetings, the names of those present at such meetings, and the agendas of such meetings. The Secretary shall give, not less than three days prior to each meeting, notice of such meeting, together with the agenda for any such meeting and the minutes of the previous meeting. Meeting notices shall be sent to the membership by email. The Secretary shall maintain a current copy of the bylaws, maintain a list of all Board members with addresses, email addresses and phone numbers, and keep a notebook containing a copy of all minutes of Board meetings.

(d) The Treasurer shall keep and maintain adequate and correct accounts of the Organization's business transactions, including accounts of its assets, liabilities, receipts, disbursements, and other matters customarily included in financial statements. The Treasurer shall present to the Board, at each meeting, an account of all transactions and of the financial position of the Organization. **The actual funds and accounts shall be maintained by, and all disbursement of funds shall be processed by, the bookkeeper for E.C. Glass High School. The Organization shall follow Lynchburg City School procedures for the disbursement of the Organization's funds and for procuring goods and/or services.**

Section 2 – Election of Officers

The Vice President shall automatically succeed to the office of President upon completion of his or her term. All other officers shall be elected at the last Board meeting of the fiscal year by a simple majority of the voting members present (see voting rights

section below). Nominations for the officer positions may be made any time before said meeting, but may also be made from the floor at that meeting. The officers elected shall assume their respective duties immediately following the last meeting of the fiscal year. The fiscal year shall be from July 1 to June 30.

Section 3 – Terms of Officers

All officers shall serve a term of one (1) membership year, July 1 to June 30, and may serve two consecutive terms, or until his or her successor assumes the duties of office, whichever is later. The Vice-President/President-Elect shall automatically succeed to the office of President upon completion of his or her initial term of one or two years. Any officer vacancy shall be filled by appointment of the Executive Board, and the person selected to fill such vacancy shall hold office for the unexpired term of his or her predecessor. A person shall not be eligible to serve more than two (2) consecutive terms in the same office.

ARTICLE VI -- EXECUTIVE BOARD

The Executive Board shall consist of the four elected officers, the immediate past President, and the Principal or his appointee of E.C. Glass High School. The function of the Executive Board shall be to manage and direct the affairs of the Organization and take such actions as may be required within the scope of these bylaws for the good of the Organization between regular meetings. The Executive Board has the authority to approve expenditure requests up to \$500, based on a simple majority vote of the members present. A quorum required for an Executive Board vote shall be two-thirds of the current members.

ARTICLE VII -- COMMITTEES

Section 1 – Standing Committees

There shall be one standing committee, the Nominations Committee, which shall be chaired by the Vice President/President Elect. Members of the Nominations Committee shall be selected from the Board by majority vote of the Executive Board. The Nominations Committee shall be responsible for nominating Board members from the Lynchburg community-at-large.

Section 2 – Other Committees

The Board may establish committees deemed necessary or appropriate to properly execute all of the Organization's programs and activities. Examples include but are not limited to: Advisory Committee; Events/Annual Art Tour; Accessions; Collection Care and Maintenance; Publicity; and, Fundraising. Committee chairpersons shall be appointed by the President. Each committee chairperson(s) shall be responsible for scheduling committee meetings and reporting on the activities of the committee to the Board. The term of each committee shall be determined by the Executive Board and may be perpetual with a revolving membership.

ARTICLE VIII -- MEETINGS AND VOTING RIGHTS

Section 1 -- Board

Regular meetings of the Board of Directors shall be held at such time and place as established by the Board or called by the President upon request of two or more Board members. A quorum of more than one-half of the current voting Board members shall be required for any action. For all decisions, a simple majority vote of the voting Board members present shall decide any matter brought before the Organization, except as may otherwise be provided in these bylaws.

Section 2 – Voting Rights

Each Board member in good standing from the Lynchburg community-at-large shall be entitled to one (1) vote for a total of eight (8) votes. The Principal or his appointee shall be entitled to one (1) vote in total. The faculty representation from E.C. Glass High School shall be entitled to one (1) vote in total. **The School Board representative shall have one (1) vote.** The student body representation from E.C. Glass High School shall be entitled to two (2) votes in total. Thus, there will be a total of eleven (13) votes.

Section 2 – Executive Board

Regular meetings of the Executive Board shall be held at such time and place as called by the President or by two or more members of the Executive Board. A quorum of more than one-half of the current Executive Board members shall be required for any action. Except as otherwise provided in these bylaws, a simple majority of the quorum present shall decide any matter brought before the meeting. Each member of the Executive Board shall be entitled to one (1) vote.

Section 3 -- Rules

All meetings of the Organization shall be conducted in accordance with *Robert’s Rules of Order Newly Revised*, to the extent that they are not in conflict with any provision of these bylaws. In the case of any conflict, these bylaws will prevail.

ARTICLE IX – MONIES AND RECORDS

All monies contributed to or otherwise raised by the Organization shall be deposited into a special and separate account dedicated solely to the Organization and kept solely under the control of the bookkeeper at E.C. Glass High School. Expenditures of funds from that account shall be solely by the direction of the Board of Directors of the Organization. The Organization shall adhere to and follow the Lynchburg City School procedures for the disbursement of the Organization’s funds and for procuring goods and/or services.

ARTICLE X – REQUISITION OF FUNDS

Section 1—Requisitions

All requisitions for the expenditure of funds from the Organization's account shall be submitted in writing to the President on such forms as may be established from time to time by the Board of Directors. Any requisition of \$1,000 or more must be accompanied by at least two quotes for each item for which funds are sought. Requisitions shall be limited to items proposed to be acquired following approval by the Board of Directors. The organization shall not assume any liability, nor approve the reimbursement of any person, for any items previously purchased or contracted for prior to obtaining Board approval.

Section 2—Requisition Process

Funds requisitions shall be submitted to the President for placement on the agenda at least 7 days prior to the membership meeting at which the requisition is first presented. A verbal or written presentation describing the nature, purpose, amount and other details relating to the requisition shall be presented at the meeting. Board members shall have the opportunity to ask questions and discuss the proposed requisition. The requisition shall then be discussed and acted upon by the Board, which may vote to approve, deny or approve with modifications.

Section 3 -- Factors

Factors to be considered by the Organization in regard to any requisition of funds include, but shall not be limited to:

- (a) The Organization's yearly budget and current financial condition
- (b) Participation in fundraising and other membership activities of the Organization
- (c) The compatibility of the requested item(s) with the mission, bylaws and policies of the Organization.

Section 4 -- Disbursement

The Treasurer shall seek the disbursement of funds from the E.C. Glass High School Bookkeeper for each requisition approved by the Board, provided, however that no disbursement shall be made until such time as a purchase order or written quote for the approved item has been provided to the Treasurer.

Section 5 -- Reporting

The proposer of each approved requisition shall report to the Board at each meeting following approval of the requisition with respect to the purchase, delivery and installation of any approved work or items(s), until the Board is satisfied that the terms of the requisition have been fulfilled. The Board may vote to rescind its approval if the proposer fails to complete the approved work/purchase in a timely manner or otherwise comply with the spirit, intent or terms of the approval.

Section 5 – General Policy

It shall be the general policy of the Organization that any funds approved for distribution shall be for the primary purpose of or benefit to the E.C. Glass High School Art Collection, **which is owned by the Lynchburg City Schools and the Lynchburg City School Board**, and the mission of the Organization as stated in the purpose above. An

exception to this general policy may be granted upon the showing of good cause or exceptional circumstances.

ARTICLE XI -- AMENDMENTS

These bylaws may be amended by a two-thirds vote of the voting members present at any general meeting. Any proposed amendment shall first be placed on the agenda for consideration and debate at the meeting preceding the meeting at which the vote on the amendment occurs.

Agenda Report

Date: 05/03/11

Agenda Number: F-1

Attachments: No

From: Paul McKendrick, Superintendent

Subject: AON Hewitt: Report

Summary/Description:

As part of the discussions to consolidate health care and pharmacy services between the City of Lynchburg and the Lynchburg City Schools, both organizations have worked with a consulting firm, AON, for the last few months. During these initial talks, AON has provided an overview of the services that it would provide. AON staff later met with each organization separately, in an attempt to ascertain each organization's perspectives on health care and pharmacy. Some of the topics of those discussions have included, but have not been limited to, descriptions of the organization's health and pharmacy plans, components the organization would like to add to its plans, the challenges the organization has faced in recent years and those that it currently faces, the organization's philosophy relative to the coverage it could/should provide to employees, the benefits of consolidating services, as well as the determinants of success.

Members of the school administration met with AON representatives on March 29, 2011, and discussed the aforementioned points. AON later compiled the data and then developed a report which reflected that data. AON followed the same process with representatives from the City of Lynchburg. It should be noted that each organization only has its own data. AON will bring the two organizations together on May 2, 2011, to discuss their findings with both groups, and only then will representatives of the organizations be able to view all of the data. AON is set to return to present its data and possibly recommendations to both city council and to the school board during separate meetings on May 10, 2011.

The school administration will present LCS' data during this presentation and will also discuss the next steps in this process.

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: 05/03/11

Agenda Number: F-2

Attachments: Yes

From: Paul McKendrick, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: Carl Perkins Funds: 2011 – 12

Summary/Description:

The Lynchburg City Schools' application for Career-Technical Funds for the 2011 – 2012 fiscal year has been prepared with an approved Carl Perkins Grant allocation of \$219,478.27. The budget, outlining proposed expenditures based on allocated funds, was developed following consultation with the General Career-Technical Education Advisory Committee, which is composed of a business/industry representative from each of the 15 career-technical programs.

The federal funding will allow for the purchase of equipment and instructional materials, along with professional development and student organizational activities in the Trade and Industrial, Technology Education, Marketing, Health Occupations, Family and Consumer Sciences, Career Connections, and Business and Information Technology programs.

The approval of the grant proposal by the school board is necessary prior to submitting the local application to the Virginia Department of Education. A summary of proposed expenditures for 2011 – 2012 appears as an attachment to this agenda report.

Disposition: Action
 Information
 Action at Meeting on: 05/17/11

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the meeting on May 17, 2011.

Proposed 2011-2012 Carl Perkins' Spending**Estimate Funding Available: \$219,478.27****Career Guidance \$5,000.00**

We will provide funds to be used for "VA Wizard Career Assessment" reports to parents and students. We will also buy non-traditional promotional videos and workforce readiness curriculum for middle school teachers. We will also provide transportation to local businesses and colleges for special workforce development programs for high school seniors.

Vocational Student Organizations \$16,000.00

We will assist career-technical student organizations with travel expenses for local, state, and national competitions.

Professional Development \$18,000.00

We will use part of our Carl Perkins funds for teachers to participate in local, state, and national training workshops and certification courses. We will purchase "Career Safe" vouchers for new career-technical staff.

Technology Education \$71,000.00

We plan to upgrade our technology lab at Linkhorne Middle School with the purchase of 20 upgraded STEM modules and their classroom management systems. The new modules will cover areas from Alternative Energy and Electrical Engineering to Computer Animation and Robotics (\$67,000.00). We will also add one "Eco/Cad House module" at Linkhorne Middle School (\$2,000.00). We will also purchase a new band saw, aqua track and structure testing equipment for Paul Laurence Dunbar Middle School for Innovation (\$2,000.00).

Auto Service Technology \$20,000.00

We will purchase a new Wheel Alignment machine for our lab at E. C. Glass High School (\$18,000.00). We also will replace five battery charger packs (\$2,000.00).

Technology Foundations \$40,000.00

We plan to upgrade our lab at Heritage High School with the purchase of seven new learning modules in areas from Biotechnology and Forensic Science to Structural Engineering and Digital Electronics.

Dental Careers \$9,000.00

We plan to purchase a new Patterson Dental autoclave sterilizer (\$5,000.00). We also plan to upgrade CPR videos and replace all CPR books (\$4,000.00).

Business Education \$21,000.00

We plan to purchase 20 new HP computer stations for our business lab at Linkhorne Middle School (\$15,000.00). We also plan to replace a laser printer and laptop computer at E. C. Glass High School (\$2,000.00). We will also purchase a HP-1200

Agenda Report Attachment

Item: F-2

large format printer for our Advertising Design class at Heritage High School (\$4,000.00).

Cosmetology

\$1,500.00

We plan to replace a washer and dryer unit at Heritage High School lab.

Marketing Education

\$8,500.00

We plan to purchase 5 new computer stations (\$4,500.00). We also plan to purchase one new classroom set of marketing texts (\$4,000.00).

Technical Drawing

5,000.00

We plan to purchase one HP Color Laserjet 5500, 11 x 17 printer (\$3,000.00). We will also purchase a laptop capable of running AutoCad, Inventor, and Revit at TSA competitions (\$2,000.00).

Culinary Arts

\$4,478.27

We will purchase one new HP laser printer (\$500.00). We also plan to purchase one classroom set of "ProStart" Culinary I textbooks (\$3,978.27).

Total: \$219,478.27

Agenda Report

Date: 05/03/11

Agenda Number: F-3

Attachments: Yes

From: Paul McKendrick, Superintendent
William A. Coleman, Jr., Assistant Superintendent for Curriculum and Instruction

Subject: Special Education Annual Plan/Part B Flow-through Application and Section 619
Preschool Grant Application: 2011-12

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. The Virginia Department of Education has advised school divisions to anticipate level funding for the Flow-through and 619 Preschool grants.

Therefore, Lynchburg City Schools will apply for \$2,155,042 in special education Flow-through funds for the 2011-12 school year. The application for funds for the 2010-11 school year must be approved by the school board and submitted to the Virginia Department of Education for plan approval and financial reimbursement. Funds provide salaries and staff development activities focused on addressing the unique needs of students with disabilities.

The Lynchburg City Schools will also apply for \$62,147 in Section 619 Preschool funds for the 2011-12 school year. This funding will be used to support the Hutcherson Early Learning Program as it provides special education and related services to preschool children (ages 2-5) who have been determined eligible for special education services. Funds provide adaptive equipment, computers, diagnostic services, inclusion support, salaries, instructional materials, teacher stipends, and child-find activities.

Disposition: Action
 Information
 Action at Meeting on: 05/17/11

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 17, 2011.

VIRGINIA DEPARTMENT OF EDUCATION

**SPECIAL EDUCATION FEDERAL PROGRAM
PROPOSED GRANT BUDGET**

Part B, Section 611, Flow-Through Funds (July 1, 2011 – September 30, 2012)

Applicant Name: Lynchburg City Schools

Applicant 3-digit Code Number: 115

Contact Person Name: Wyllys D. VanDerwerker

Contact Person Title: Director for Special Education

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

Fax No.: (434) 522-3774

(A) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) PROPOSED BUDGET AMOUNT	(D) FOR DOE USE ONLY
Personal Services	1000	\$1,431,217.76	
Employee Benefits	2000	\$641,330.43	
Purchased Services	3000	\$67,493.81	
Internal Services	4000		
Other Charges	5000	\$15,000.00	
Materials/Supplies	6000		
Joint Operations	7000		
Capital Outlay (list below)	8000		
TOTAL PROPOSED BUDGET		\$2,155,042.00	

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

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

DO NOT WRITE BELOW THIS LINE – DOE USE ONLY

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

Lynchburg City Schools - 115
LEA/SOP

**PROPOSED USE OF PART B, SECTION 611, FLOW-THROUGH FUNDS
GRANT PERIOD: JULY 1, 2011 – SEPTEMBER 30, 2013**

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

Lynchburg City Schools has been granted \$2,155,042.00 in Federal Flow Through Part B funds for the 2011-2012 school year.

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

\$2,155,042.00	In Federal Funds have been allocated to LCS
\$1,980,603.53	of the total will be used to implement the non-federal set aside portion of the Lynchburg City Schools Special Education Annual Plan.
\$ 174,438.47	of the total will be used to implement the federal set-aside portion of the Lynchburg City Schools Special Education Annual Plan.

Non-Federal Set Aside Summary

Total: \$1,980,603.53

\$1,915,478.33	will be used for special education teachers’ and speech therapist’ salaries
\$ 19,000.00	will be used to fully implement the Lynchburg City Schools staff development priorities for the 20010-11 school year as follows:
	Staff Development Travel \$13,000.00
	Medicaid Billing, Highly Qualified, Autism Spectrum Disorders, State Performance Plan - LCS Priorities)
	Staff Development (pay for substitutes) \$ 5,000.00
	Staff Development (Contracted) \$ 1,000.00
\$2,000.00	Printing and postage for mailing special education department newsletter each semester
\$44,125.20	Will be used to provide autism programming consultation and the technical assistance for students with disabilities.

Federal Set Aside Summary

Total: \$174,438.47

\$174,438.47 Will be used to implement the required federal set aside program

Services provided through contracted services

Special Education Instruction	\$22,368.61 (contracted non-LCS staff)
Special Education Instruction Provided through LCS SPED Teachers	\$81,230.74 (LCS staff)
Assistive Technology	NONE
Assistive Technology Consultation	NONE
Assistive Technology Consultation	NONE
Occupational Therapy	NONE
Physical Therapy	NONE
Speech Therapy	NONE
Counseling as a related service	NONE
Materials and Supplies	NONE
Speech Therapy Services provided Through LCS speech pathologist	\$70,839.12

Lynchburg City Schools

2011-2012 Special Education Annual Plan/Part B Flow Through Application

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

By Expenditure Accounts	Total Amount	Staff Development	Total
1. Personal Services (1000)	1,302,525.26	5,000.00	1,307,525.26
2. Employee Benefits (2000)	512,953.07		612,953.07
3. Purchased Services (3000)	44,125.20	1,000.00	45,125.20
4. Internal Services (4000)			
5. Other Charges (5000)	2,000.00	13,000.00	15,000.00
6. Materials and Supplies (6000)			
7. Capital Outlay (8000)			
Subtotal	1,961,603.53	19,000.00	1,980,603.53

Flow Through (Federal Set-Aside)

By Expenditure Accounts	Federal Set-Aside
1. Personal Services (1000)	123,692.50
2. Employee Benefits (2000)	28,377.36
3. Purchased Services (3000)	22,368.61
4. Internal Services (4000)	
5. Other Charges (5000)	
6. Materials and Supplies (6000)	
7. Capital Outlay (8000)	
Subtotal	174,438.47

Total 2008-09 Part B Flow Through

Flow-Through (Non Federal Set-Aside)	\$1,980,603.53
Flow-Through (Federal Set-Aside)	\$ <u>174,438.47</u>
Total	\$2,155,042.00

VIRGINIA DEPARTMENT OF EDUCATION

**SPECIAL EDUCATION FEDERAL PROGRAM
PROPOSED GRANT BUDGET**

Part B, Section 619, Preschool Funds (July 1, 2011– September 30, 2012) – H173A070112

Applicant Name: Lynchburg City Schools

Applicant 3-digit Code Number: 115

Contact Person Name: Wyllys D. VanDerwerker

Contact Person Title: Director for Special Education

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

FaxNo.:(434) 522-3774

(A) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) PROPOSED BUDGET AMOUNT	(D) FOR DOE USE ONLY
Personal Services	1000	2,500.00	
Employee Benefits	2000	191.00	
Purchased Services	3000	50,000.00	
Internal Services	4000		
Other Charges	5000	6,000.00	
Materials/Supplies	6000	\$3,456.00	
Joint Operations	7000		
Capital Outlay (list below)	8000		
TOTAL PROPOSED BUDGET		62,147.00	

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

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

DO NOT WRITE BELOW THIS LINE – DOE USE ONLY

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

Lynchburg City Schools 2011-12 Special Education Annual Plan Section 619 Grant

Proposed Project Budget

Section 619 Preschool Grant (Non Federal Set-Aside)

By Expenditure Accounts	Total Amount
1. Personnel Services (1000)	2,500.00
2. Employee Benefits (2000)	191.00
3. Purchased Services (3000)	50,000.00
4. Internal Services (4000)	0.00
5. Other Charges (5000)	6,000.00
6. Materials and Supplies (6000)	3,456.00
7. Capital Outlay (8000)	0.00
Subtotal	62,147.00

Preschool Grant (Federal Set-Aside)

By Expenditure Accounts	Federal Set-Aside
1. Personnel Services (1000)	0.00
2. Employee Benefits (2000)	0.00
3. Purchased Services (3000)	0.00
4. Internal Services (4000)	0.00
5. Other Charges (5000)	0.00
6. Materials and Supplies (6000)	0.00
7. Capital Outlay (8000)	0.00
Subtotal	0.00

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

Preschool Grant (Non Federal Set-Aside)	\$ 62,147.00
Preschool Grant (Federal Set-Aside)	<u>0.00</u>
Total	\$62,147.00

Agenda Report

Date: **05/03/11**

Agenda Number: **F-4**

Attachments: **No**

From: Paul McKendrick, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: Advanced Placement Microeconomics and Macroeconomics: Textbooks

Summary/Description:

On December 7, 2010, the school board approved the addition of Advanced Placement Microeconomics and Macroeconomics to the High School Program of Studies for 2011-12. Soon thereafter, a team of current social studies teachers reviewed available materials in order to recommend a textbook that would best meet course requirements. The teachers have completed the review process and make the following recommendation for adoption:

Principles of Economics, Fifth Edition, published by South-Western Cengage Learning

The current cost of the textbook is \$177.00. Based on an estimated enrollment of 30 students, the cost to provide this textbook to Advanced Placement Microeconomics and Macroeconomics students and teachers will be about \$5,310.00, plus shipping and handling costs.

The textbook is available for review at the School Administration Building in the Department of Curriculum and Instruction.

Disposition: Action
 Information
 Action at Meeting on: 05/17/11

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the meeting on May 17, 2011.

Agenda Report

Date: **05/03/11**

Agenda Number: **F-5**

Attachments: **No**

From: Paul McKendrick, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: Biology 2 Ecology: Textbooks

Summary/Description:

On December 7, 2010, the school board approved the addition of Biology 2 Ecology to the High School Program of Studies for 2011-12. Soon thereafter, current biology teachers reviewed available materials in order to recommend a textbook that would best meet course requirements. The teachers have completed the review process and make the following recommendation for adoption:

Environmental Science, published by Holt, 2008 Edition

The current cost of the textbook is \$77.95. Based on an estimated enrollment of 200 students, the cost to provide this textbook to Biology 2 students and teachers will be about \$15,590 to \$16,000.00 plus shipping and handling costs.

The textbook is available for review at the School Administration Building in the Department of Curriculum and Instruction.

Disposition: Action
 Information
 Action at Meeting on: 05/17/11

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the meeting on May 17, 2011.

Agenda Report

Date: 05/03/11

Agenda Number: F-6

Attachments: No

From: Paul McKendrick, Superintendent
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration

Subject: Capital Improvement Plan: Hutcherson Early Learning Center

Summary/Description:

The 2010-11 Capital Improvement Plan includes \$200,000 for replacement of the roof at Hutcherson Early Learning Center. The City of Lynchburg's Office of Procurement and Purchasing has received bids for the re-roofing project. The bids were opened on April 20, 2011. Nine bids were received:

Allied Roofing, Kernersville, North Carolina	\$180,500
John T. Morgan Roofing, Roanoke, Virginia	\$187,000
Melvin T. Morgan Roofing, Lynchburg, Virginia	\$217,519
Old Dominion Roofing, Richmond, Virginia	\$270,000
Roofers Edge, Inc., Richmond, Virginia	\$202,880
Roofing Solutions, Inc., Chatham, Virginia	\$163,900
Roof Systems of Virginia, Richmond, Virginia	\$249,700
W. A. Lynch Roofing, Madison Heights, Virginia	\$367,083
Woodall & Lang, Lynchburg, Virginia	\$201,855

The school administration recommends that the school board enter into a contract with Roofing Solutions, Inc., in the amount of \$163,900 for the replacement of the Hutcherson Early Learning Center roof.

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

Recommendation:

The superintendent recommends that the school board enter into a contract with Roofing Solutions, Inc., in the amount of \$163,900 for the replacement of the Hutcherson Early Learning Center roof.

Agenda Report

Date: 05/03/11

Agenda Number: F-7

Attachments: Yes

From: Paul McKendrick, Superintendent
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration

Subject: School Board Policy 2-15.1: Service Animals in Public Schools

Summary/Description:

Recent modifications of the federal regulations governing the Americans With Disabilities Act became effective March 15, 2011. The proposed changes to School Board Policy 2-15.1: Service Animals in Public Schools reflect those changes. The language for the policy revisions was sourced from the Virginia School Board Association policy services. The proposed policy has been reviewed by the deputy city attorney.

Disposition: Action
 Information
 Action at Meeting on: 05/17/11

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 17, 2011.

COMMUNITY RELATIONS

School Visitors With Service Animals {in Public Schools} P 2-15.1

A. Generally Admission of Service Animals to Public Events

Persons with disabilities may be accompanied by their service animals while on school property **{when required by law, subject to conditions of this policy.}** ~~for events that are open to the general public, such as athletic games or plays. This right of access does not extend to Lynchburg City Schools generally or to other activities which are not open to the general public.~~

{A “service animal” means a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purpose of this definition. (See, however, Section D regarding miniature horses.) The work or tasks performed by a service animal must be directly related to the handler’s disability or necessary to mitigate a disability.}

School officials can ask the owner or handler of an animal whether the animal is a trained service animal **{required because of a disability}** and inquire into the specific **{what work or}** tasks that the animal has been trained to perform **{do unless the answers to these inquiries are readily apparent.}** School officials should **{may}** not ask questions about **{the nature or extent of}** a person’s disability **{and may not require documentary proof of certification or licensing as a service animal.}**

B. Admission of Service Animals to Schools {Requirements That Must be Satisfied Before a Service Animal will be Allowed on School Property}

~~When requested for educational purposes: There is no automatic right to be accompanied by a service animal in the school setting. A student with a disability may request to bring a service animal to school for educational reasons. Such requests should be directed to a student’s IEP or Section 504 team. A student’s IEP or Section 504 team will decide whether the service animal is required to accompany the student to school in order for the student to receive a free appropriate public education.~~

~~When requested for noneducational reasons: Trained guide, hearing, or service dogs are permitted in school buildings under certain circumstances:~~

- ~~1. Totally or partially blind persons may be accompanied by a trained guide dog while on school property.~~
- ~~2. Deaf or hearing impaired persons may be accompanied by a trained hearing dog while on school property.~~

COMMUNITY RELATIONS

School Visitors With Service Animals {in Public Schools} P 2-15.1

- ~~3. Mobility impaired or other disabled persons may be accompanied by a trained service dog while on school property.~~
- ~~4. Persons conducting training of a guide, hearing, or service dog may be accompanied by a dog in training while on school property.~~

{Request: A person who wants to be accompanied by his/her service animal must make a prior written request of the school's principal if the service animal will come into the school. A person who wants to be accompanied by his/her service animal must make a prior written request of the superintendent for all other locations. These requests must be renewed each school year.

Vaccination: The service animal must be immunized against diseases common to that type of animal.

Health: The service animal must be in good health. The owner or handler of the animal must submit to the school principal each school year documentation from a licensed veterinarian of the following: a current veterinary certificate of health; proof of the service animal's current vaccinations and immunizations.

Control: A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, vest identifying the dog as a trained service dog, leash (blaze orange in color for hearing dogs), or other tether unless either the handler is unable because of disability to use a harness, backpack, vest, leash, or other tether, or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control.}

C. **{Service} Dogs in Training**

~~Persons conducting training~~ **{Experienced trainers}** of a guide, hearing, or service dog **animals** may be accompanied by a dog in training while on school property ~~for the purpose of school business.~~ **{The dog must be at least six months of age. Trainers must wear a jacket identifying the organization to which they belong. Persons conducting continuing training of a service animal may be accompanied by a service animal while on school property for the purpose of school business.}** Persons who are part of a three-unit service dog team also may be accompanied by a service dog **{while on school property provided that person is conducting continuing training of a service dog. A three-unit service dog team consists of a trained service dog, a disabled person and a person who is an adult and who has been trained to handle the service dog.**

COMMUNITY RELATIONS

School Visitors With Service Animals {in Public Schools} P 2-15.1

The dogs may accompany these persons while on school property for school purposes.

Use of Harnesses, Vests, etc. A dog that is in training to become a guide dog or a currently trained guide dog that is undergoing training must be in a harness.

A dog that is in training to become a hearing dog or a currently trained hearing dog that is undergoing training must be on a blaze orange leash.

A dog that is in training to become a service dog or a currently trained service dog that is undergoing training must be in a harness, backpack, or a vest identifying the dog as a trained service dog.}

The training cannot disrupt or interfere with a school’s educational process. It is expected that training would not normally take place in the classroom during instructional time.

{All requirements of this policy which apply to service animals, such as health certificates, annual written requests, and supervision, care and damages, also apply to dogs in training.}

D. Requirements That Must be Satisfied Before A Service Animal Will be Allowed {Miniature Horses}

~~Vaccination: The service animal must be immunized against diseases common to that type of animal.~~

~~Health: The service animal must be in good health.~~

{The school division will make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. In determining whether reasonable modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, the school division must consider the following factors:

- 1. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;**
- 2. Whether the handler has sufficient control of the miniature horse;**
- 3. Whether the miniature horse is housebroken; and**
- 4. Whether the miniature horse’s presence in a facility compromises**

COMMUNITY RELATIONS

School Visitors With Service Animals {in Public Schools} P 2-15.1

legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.}

E. Documentation

~~Before a service animal will be allowed in a school building, the owner or handler of the animal must submit to the school principal or building supervisor a request along with documentation from a certified professional of the following: diagnosis of a specific disability; verification of the need for a service animal; a description of the function(s) that the service animal is expected to perform in relation to the person's disability; a current license; a current veterinary health certificate; and proof of current vaccinations and immunizations of the service animal. Documentation of current vaccinations and immunizations of the service animal must be resubmitted annually.~~

{E.} F. Supervision and Care of Service Animals

The owner or handler of a service animal is solely responsible for the supervision and care of the animal, including any feeding, exercising, and clean up.

{F.} ~~G.~~ Damages to School Property and Injuries

The owner or handler of a service animal is solely responsible for any damage to school property or injury to personnel, or students, **{or others}** caused by the animal.

{G.} H. Extra Charges

~~Lynchburg City Schools cannot require an {The} owner or handler of a service animal **{cannot be required}** to pay an extra **{admission fee or a}** charge for the animal to attend events for which a fee is charged. This provision does not preclude Lynchburg City Schools from charging an owner or handler for any damages to school property caused by the animal~~

{H.} I. Excluding **{Removal of}** Service Animals from School Property

~~Lynchburg City Schools can exclude **{A school administrator can require an individual with a disability to remove}** a service animal from school property~~

COMMUNITY RELATIONS

School Visitors With Service Animals {in Public Schools} P 2-15.1

under the following circumstances:

1. The presence of the animal poses a direct threat to the health and safety of others;
2. The ~~owner or handler is unable to control the animal~~ **{is out of control and the animal's handler does not take effective action to control it;}**
3. The ~~presence of the animal is disrupting or interfering with the educational process~~ **{animal is not housebroken; or}**
4. The presence of an animal would require a fundamental alteration to the **{service,} program, {or activity of the school system.**

If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.}

Legal Reference:

28 C.F.R. Part 35

Code of Va., **{as amended,} § 51.5-44. Rights of persons with disabilities in public places and places of public accommodation.**

~~A. A person with a disability has the same rights as other persons to the full and free use of the streets, highways, sidewalks, walkways, public buildings, public facilities, and other public places.~~

~~B. A person with a disability is entitled to full and equal accommodations, advantages, facilities, and privileges of all common carriers, airplanes, motor vehicles, railroad trains, motor buses, streetcars, subways, boats or any other public conveyances or modes of transportation, restaurants, hotels, lodging places, places of public accommodation, amusement or resort, public entities including schools, and other places to which the general public is invited subject only to the conditions and limitations established by law and applicable alike to all persons.~~

~~C. Each town, city or county, individually or through transportation district commissions, shall ensure that persons with disabilities have access to the public transportation within its jurisdiction by either (i) use of the same transportation facilities or carriers available to the general public or (ii) provision of paratransit or special transportation services for persons with disabilities or (iii) both. All persons with disabilities in the jurisdiction's service area who, by reason of their disabilities, are unable to use the service for the~~

COMMUNITY RELATIONS

School Visitors With Service Animals {in Public Schools} P 2-15.1

~~general public shall be eligible to use such paratransit or special transportation service. No fee that exceeds the fee charged to the general public shall be charged a person with a disability for the use of the same transportation facilities or carriers available to the general public. Paratransit or special transportation service for persons with disabilities may charge fees to such persons comparable to the fees charged to the general public for similar service in the jurisdiction service area, taking into account especially the type, length and time of trip. Any variance between special service and regular service fares shall be justifiable in terms of actual differences between the two kinds of service provided.~~

~~D. Nothing in this title shall be construed to require retrofitting of any public transit equipment or to require the retrofitting, renovation, or alteration of buildings or places to a degree more stringent than that required by the applicable building code in effect at the time the building permit for such building or place is issued.~~

~~E. Every totally or partially blind person shall have the right to be accompanied by a dog, in harness, trained as a guide dog, every deaf or hearing-impaired person shall have the right to be accompanied by a dog trained as a hearing dog on a blaze orange leash, and every mobility-impaired or otherwise disabled person shall have the right to be accompanied by a dog, trained as a service dog, in a harness, backpack, or vest identifying the dog as a trained service dog, in any of the places listed in subsection B without being required to pay an extra charge for the dog; provided that he shall be liable for any damage done to the premises or facilities by such dog. The provisions of this section shall apply to persons accompanied by a dog that is in training, at least six months of age, and is (i) in harness, provided such person is an experienced trainer of guide dogs or is conducting continuing training of a guide dog; (ii) on a blaze orange leash, provided such person is an experienced trainer of hearing dogs or is conducting continuing training of a hearing dog; (iii) in a harness, backpack, or vest identifying the dog as a trained service dog, provided such person is an experienced trainer of service dogs or is conducting continuing training of a service dog; (iv) wearing a jacket identifying the recognized guide, hearing or service dog organization, provided such person is an experienced trainer of the organization identified on the jacket; or (v) the person is part of a three-unit service dog team and is conducting continuing training of a service dog.~~

~~As used in this chapter, "hearing dog" means a dog trained to alert its owner by touch to sounds of danger and sounds to which the owner should respond.~~

~~As used in this chapter, "service dog" means a dog trained to accompany its owner or handler for the purpose of carrying items, retrieving objects, pulling a wheelchair, alerting the owner or handler to medical conditions, or other such activities of service or support necessary to mitigate a disability.~~

COMMUNITY RELATIONS

School Visitors With Service Animals {in Public Schools} P 2-15.1

~~As used in this chapter, "three-unit service dog team" means a team consisting of a trained service dog, a disabled person, and a person who is an adult and who has been trained to handle the service dog.~~

~~As used in this chapter, "mobility-impaired person" means any person who has completed training to use a dog for service or support because he is unable to move about without the aid of crutches, a wheelchair or any other form of support or because of limited functional ability to ambulate, climb, descend, sit, rise or perform any related function.~~

~~(Code 1950, § 63.1-171.2; 1972, c. 156; 1979, c. 207; 1985, c. 421, § 51.01-44; 1987, c. 500; 1989, c. 326; 1994, c. 108; 2001, c. 443; 2008, cc. 431, 506.)~~

~~U. S. Department of Justice and the National Association of Attorneys General guidance document on service animals dated July 26, 1996.~~

Adopted by School Board: December 16, 2008

Revised by the School Board:

Agenda Report

Date: 05/03/11

Agenda Number: F-8

Attachments: Yes

From: Paul McKendrick, Superintendent
Billie Kay Wingfield, Director of Personnel

Subject: Annual Personnel Report

Summary/Description:

1. Recommendation for continuing contracts for personnel completing third year or completing one year after attaining continuing contract status in another Virginia system.
2. Recommendation for renewal of annual contracts for second year personnel.
3. Recommendation for renewal of annual contracts for first year personnel.
4. Recommendation for renewal of annual contracts for personnel completing less than 180 days.
5. Recommendation for continuing contracts to remain in force for part-time personnel.
6. Recommendation for renewal of annual contracts for part-time personnel and/or full-time personnel with a part-time administrative assignment.
7. Recommendation for Title/Grant funded personnel.
 - A. Recommendation for continuing contracts, Title/Grant funded personnel completing third year or completing one year after attaining continuing contract status in another Virginia system.
 - B. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing second year.
 - C. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing first year.
 - D. Recommendation for continuing contracts to remain in force for part-time and/or partially funded Title/Grant personnel.
 - E. Recommendation for renewal of annual contracts for part-time and/or partially funded Title/Grant personnel.
 - F. Recommendation for continuing contracts to remain in force for Title/Grant funded personnel.

Agenda Report

Date: 05/03/11

Agenda Number: F-8

Attachments: Yes

8. Recommendation for non-renewal of contracts.
9. Recommendation for continuing contracts to remain in force for 2009-10.
 - A. Personnel earning continuing contract status under School Board Policy 5-7.
 - B. Other administrative and instructional personnel.
10. Recommendation for renewal of annual contracts for non-licensed administrative personnel.
11. Reduction in force in accordance with School Board Policy 5-18.

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

Recommendation:

The superintendent recommends that the school board approve the Annual Personnel Report.

Agenda Report

Date: 05/03/11

Agenda Number: I-1

Attachments: No

From: Paul McKendrick, Superintendent

Subject: Notice of Closed Meeting

Summary/Description:

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

Employee Performance

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

Recommendation:

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

Agenda Report

Date: 05/03/11

Agenda Number: I-2

Attachments: No

From: Paul McKendrick, Superintendent

Subject: Certification of Closed Meeting

Summary/Description:

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

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

Recommendation:

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