



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

Jennifer R. Poore
School Board District 2

Treney L. Tweedy
School Board District 3

J. Marie Waller
School Board District 2

Charles B. White
School Board District 1

School Administration

Larry A. Massie
Interim Superintendent

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

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendie L. Sullivan
Clerk

SCHOOL BOARD MEETING
August 2, 2011 5:30 p.m.
School Administration Building
Board Room

A. CLOSED MEETING

1. Notice of Closed Meeting
Larry A. Massie Page 1
Discussion/Action
2. Certification of Closed Meeting
Larry A. Massie Page 2
Discussion/Action

B. PUBLIC COMMENTS

1. Public Comments
Larry A. Massie Page 3
Discussion

C. CONSENT

1. School Board Meeting Minutes: July 12, 2011 (Regular Meeting)
2. Personnel Report
Billie Kay Wingfield Page 4
Discussion/Action
3. Civil War Trails Marker
Larry A. Massie Page 6
Discussion/Action
4. Teacher-Level Professional Growth System Handbook:
Teacher Evaluation System
William A. Coleman, Jr. Page 8
Discussion/Action

- 5. Online Course Options
William A. Coleman, Jr.Page 9
Discussion/Action
- 6. School Board Policy 6-2: Grade Level Organization
Larry A. Massie.Page 10
Discussion/Action

D. UNFINISHED BUSINESS

- 1. Superintendent Search
Charles B. White.Page 12
Discussion
- 2. Administrative Regulation 6-58: Secondary Student
Evaluation and Grading Procedures
William A. Coleman, Jr. Page 13
Discussion/Action
- 3. Administrative Regulation 7-45: Interscholastic Athletic
Participation
William A. Coleman, Jr. Page 20
Discussion

E. NEW BUSINESS

- 1. Advanced Placement Music Theory Textbooks
William A. Coleman, Jr. Page 27
Discussion
- 2. School Board Finance Committee
Larry A. Massie. Page 28
Discussion/Action

F. SUPERINTENDENT’S COMMENTS

G. BOARD COMMENTS

H. CLOSED MEETING

- 1. Notice of Closed Meeting
Larry A. Massie Page 31
Discussion/Action
- 2. Certification of Closed Meeting
Larry A. Massie Page 32
Discussion/Action

I. INFORMATIONAL ITEMS

New Teacher Orientation and Breakfast: Monday, August 9, 2011,
7:30 a.m., Burton Student Center, Lynchburg College

Next School Board Meeting: Tuesday, August 16, 2011, 5:30 p.m.
Board Room, School Administration Building

Superintendent's Address: Friday, August 19, 2011, 8:00 a.m.,
Civic Auditorium, E. C. Glass High School

J. ADJOURNMENT

Agenda Report

Date: 08/02/11

Agenda Number: A-1

Attachments: No

From: Larry A. Massie, Interim Superintendent

Subject: Notice of Closed Meeting

Summary/Description:

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

Employee Appointments

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

Recommendation:

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

Agenda Report

Date: 08/02/11

Agenda Number: A-2

Attachments: No

From: Larry A. Massie, Interim Superintendent

Subject: Certification of Closed Meeting

Summary/Description:

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

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

Recommendation:

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

Agenda Report

Date: 08/02/11

Agenda Number: B-1

Attachments: No

From: Larry D. Massie, Interim Superintendent

Subject: Public Comments

Summary/Description:

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

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 08/02/11

Agenda Number: C-2

Attachments: Yes

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

Subject: Personnel Report

Summary/Description:

The personnel recommendations for July 19 – August 2, 2011, appear as an attachment to this agenda report.

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

Recommendation:

The interim superintendent recommends that the school board approve the personnel recommendations for July 19 – August 2, 2011.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
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NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2011-12:

Dunaway, Michael	Indiana Wesleyan University	B.S./1 yrs. (Lv.1 4)	Dearington Elementary Art	08/15/11
Eckert, Lindsay	University of Tennessee	M.A./3 yrs. (Lv. 3 3)	Linkhorne Elementary First Grade	08/15/11
Jones, Lillian P.	Virginia Tech	B.S./5 yrs. (Lv.5 3)	Amelia Pride Science Teacher	08/15/11
Negrone, Melanie	Liberty University	B.S./0 yrs. (Lv. 0 3)	Sheffield Elementary Second Grade	08/15/11
Smirnov, Laura	Cal State~ Sacramento	B.S./4 yrs (Lv.4 3)	R.S. Payne Elementary Fourth Grade	08/15/11

RESIGNATIONS:

Mitchell, Cynthia	Lynchburg College	B.A./17 yrs. (Lv.17 3)	Heritage Elementary First Grade	05/29/11
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Agenda Report

Date: 08/02/11

Agenda Number: C-3

Attachments: Yes

From: Larry A. Massie, Interim Superintendent

Subject: Civil War Trails Marker

Summary/Description:

At its meeting on January 25, 2011, the school board approved the request to place a Civil War Trails marker at E. C. Glass High School commemorating the Prisoner of War Camp for Union Soldiers. This request was made by Dr. Clifton W. Potter, Jr., representing the Taylor-Wilson Camp #10 Sons of the Union Veterans of the Civil War.

A draft of the text appears as an attachment to this agenda report. The organization only asks for the school board's approval of the text to appear on the marker. There are no financial obligations.

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

Recommendation:

The interim superintendent recommends that the school board approve the text to appear on the Civil War Trails marker located on the campus of E. C. Glass High School.

Prisoner of War Camp

Even before Virginia officially seceded from the Union in May 1861, the population of Lynchburg had more than doubled with the influx of soldiers from other parts of the Commonwealth as well as the states that formed the new Confederacy. Soldiers from Virginia were housed at Camp Davis near the center of Lynchburg, while soldiers from the other Confederate states were bivouacked at the fairgrounds just outside the city limits.

Originally all Union prisoners were to be detained in Richmond, the capital of the Confederacy, but the prisons in that city quickly became overcrowded, and it was decided to establish auxiliary facilities for the overflow. Selected not only because of its superior rail system, but also its remoteness from the major theaters of battle, Lynchburg was an obvious choice for a prisoner of war camp.

Located on a part of the fairgrounds near the Confederate units which provided a steady supply of guards, it was to be a transit camp for Union soldiers waiting to be exchanged. With the termination of that program in the summer of 1863, the site quickly became overcrowded. There were no permanent structures inside the enclosure except the open stalls that had been used for livestock before the war, and thus the prisoners were forced to live in them or tents year round. There were no medical services available at the fairgrounds, and over sixty deaths occurred in the camp before the fall of 1862, when the authorities decided to move the sick and wounded to Crumpton's Tobacco Factory. Buried by the firm of George Diuguid in the City Cemetery, most of the Union dead were re-interred at Poplar Grove Federal Cemetery in Petersburg, Virginia in October 1866. E.C. Glass High School now stands on the site of the POW Camp.

Agenda Report

Date: 08/02/11

Agenda Number: C-4

Attachments: No

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

Subject: Teacher-Level Professional Growth System Handbook: Teacher Evaluation System

Summary/Description:

Teachers, administrators, and other staff members have engaged in a number of initiatives geared toward improving student achievement. In order to build sustained academic achievement, it is imperative that teachers and administrators focus on improving teaching and learning in every classroom; therefore, a major goal of all professional development is for teachers to receive feedback that positively affects student learning. The implementation of the school division's Skillful Teacher training initiative has created a climate and culture that focuses on student learning.

Coupled with the Skillful Teacher initiative has been a review of the school division's teacher evaluation system, a system which has undergone a transformation of sorts. The Standards that are the key piece of the evaluation system have been in place since the Teacher-Level Professional Growth System Handbook was first introduced in draft form in August 2008.

On July 19, 2011, Dr. Merle P. Herndon, director of professional development and school business partnerships, presented an overview of the teacher evaluation system as well as the other components of the Teacher-Level Growth System Handbook. The purpose of the presentation was to familiarize the school board with the contents of the handbook so that the school board can consider approval of the teacher evaluation system.

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

Recommendation:

The interim superintendent recommends that the school board approve the Teacher-Level Professional Growth System handbook: Teacher Evaluation System.

Agenda Report

Date: 08/02/11

Agenda Number: C-5

Attachments: No

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

Subject: Online Course Options

Summary/Description:

During its discussions of the most effective ways to use funding provided through the 2009 State Fiscal Stabilization Funds (SFSF), the school administration determined that a portion of those eligible funds should be used to provide one-on-one online instruction in core and elective courses for students in grades 6-12. After a careful review of online providers and with the support and assistance of procurement officers from the City of Lynchburg, the school administration recommends that the school board enter into an agreement with Education 2020.

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

Recommendation:

The interim superintendent recommends that the school board enter into an agreement with Education 2020 for a two-year subscription term in the amount of \$187,405.

Agenda Report

Date: 08/02/11

Agenda Number: C-6

Attachments: No

From: Larry A. Massie, Interim Superintendent

Subject: School Board Policy 6-2: Grade Level Organization

Summary/Description:

Following changes to the Secondary Alternative Education program, revisions are necessary to School Board Policy 6-2: Grade Level Organization. The proposed revisions appear on the attachment to the agenda report.

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

Recommendation:

The interim superintendent recommends that the school board approved revisions to School Board Policy 6-2: Grade Level Organization.

INSTRUCTION

The division's schools shall be organized as follows:

Elementary	Grades Pre K through 5
Middle Schools	Grades 6 through 8
High Schools	Grades 9 through 12
Amelia Pride Center	Grades 8 {9} through 12
Middle School Learning Center	Grades 6 and 7
{Fort Hill Community School	Grades 6 through 8
Homebound Program	Grades K through 12}

Adopted by School Board: September 21, 1976

Revised by School Board: September 15, 1998

Revised by School Board:

Agenda Report

Date: 08/02/11

Agenda Number: D-1

Attachments: No

From: Charles B. White, Chairman

Subject: Superintendent Selection Process

Summary/Description:

The school board will continue to discuss the selection of a consulting firm to assist with the process of hiring a new superintendent. During the school board meeting on July 19, 2011, the school board discussed information associated with the bid proposals. Since that meeting, the school board has collected data relative to the firms that submitted bid proposals. This presentation will allow the school board to provide an update to the public regarding its progress in the superintendent selection process.

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: 08/02/11

Agenda Number: D-2

Attachments: Yes

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

Subject: Administrative Regulation 6-58: Secondary Student Evaluation and Grading Procedures

Summary/Description:

On March 23, 2010, the school board approved the Lynchburg City Schools academic calendar for 2010-11. One of the changes, the elimination of the high school exam structure, was one factor in the development of an academic calendar that contained fewer student days than usual (172)— part of a multi-step effort to reduce operating costs and achieve a balanced budget.

At the conclusion of the 2010-11 academic year, the two high school principals discussed with their faculties the effects of the elimination of high school examinations. These discussions revealed that faculties supported a version of semester examinations. With a 180-day student calendar in 2011-12, examinations could be reinstated, but not in the original format.

In the original format, semester examinations accounted for one-fourth of a student's final grade. In most cases, the examination grade negatively affected the student's semester grade. Principals and members of the department of curriculum and instruction suggest that an examination weight of one-tenth of a semester grade is appropriate.

At its July 19, 2011, meeting, the school board requested that the school administration develop an exam schedule, which is as follows:

Proposed First Semester Examination Schedule

Date	Exam Period	Time
Tuesday – January 17	1	1:00 p.m. – 2:30 p.m.
Wednesday – January 18	2	10:00 a.m. – 11:30 a.m.
	Lunch/Study Time	11:30 a.m. – 1:00 p.m.
	3	1:00 p.m. 2:30 p.m.
Thursday – January 19	4	10:00 a.m. – 11:30 p.m.
	Lunch/Study Time	11:30 a.m. – 1:00 p.m.
	5	1:00 p.m. – 2:30 p.m.
Friday – January 20	6	10:00 a.m. – 11:30 p.m.
	Lunch/Study Time	11:30 a.m. – 1:00 p.m.
	7	1:00 p.m. – 2:30 p.m.

Agenda Report

Date: 08/02/11

Agenda Number: D-2

Attachments: Yes

On January 17, students attend all classes, periods two through seven, beginning at 7:40 a.m. Classes are shortened. On January 18 – 20, high school student bus runs occur after middle school and elementary school runs. The student day begins at 10:00 a.m. Students are dismissed at the normal time each day.

Staff will report at 7:30 a.m. each day. Teachers will have time in the mornings to grade exams, average grades, and prepare for the fourth six weeks.

Proposed Second Semester Examination Schedule

Date	Exam Period	Time
Friday – June 1	1	1:00 p.m. – 2:30 p.m.
Monday – June 4	2	10:00 a.m. – 11:30 a.m.
	Lunch/Study Time	11:30 a.m. – 1:00 p.m.
	3	1:00 p.m. 2:30 p.m.
Tuesday – June 5	4	10:00 a.m. – 11:30 p.m.
	Lunch/Study Time	11:30 a.m. – 1:00 p.m.
	5	1:00 p.m. – 2:30 p.m.
Wednesday – June 6	6	10:00 a.m. – 11:30 p.m.
	Lunch/Study Time	11:30 a.m. – 1:00 p.m.
	7	1:00 p.m. – 2:30 p.m.

On June 1, students attend all classes, periods two through seven, beginning at 7:40 a.m. Classes are shortened. On June 4 – 6, high school student bus runs occur after middle school and elementary school runs. The student day begins at 10:00 a.m. Students are dismissed at the normal time each day.

Staff will report at 7:30 a.m. each day. Teachers will have time in the mornings to grade exams, average grades, and prepare for the end of the year.

Agenda Report

Date: 08/02/11

Agenda Number: D-2

Attachments: Yes

Any changes to the current practice of determining semester grades require revision of Administrative Regulation 6-58. The attachment contains a revision of this regulation.

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

Recommendation:

The interim superintendent recommends that the school board approve revisions to Administrative Regulation 6-58: Secondary Student Evaluation and Grading Procedures.

INSTRUCTION

Secondary Student Evaluation and Grading Procedures R 6-58**A. Determining End-of-Course Grades**

Middle school end-of-course grades are to be computed by an average of the grades earned for each six weeks.

B. Determining Semester Grades

High school course semester grades are to be computed by an average of the three six-weeks' grades. **{Secondary students' semester grades are to be computed by applying 30 percent weight to each of the three six-weeks' grades and 10 percent weight to the final examination grade. During the semester an advanced placement test is taken, however, an examination may not be given. In such instances, an average of the three six-weeks' grades shall constitute the final semester grade.**

C. Senior Exam Exemptions

1. Exemption will apply to seniors only.
2. Exemption will be for second semester of the senior year only.
3. The student must have a semester grade that ranges between 90-100 percent except as specified in Section D below.
4. The student cannot have more than five absences, excused or unexcused, in the class during the second semester. Absences that are the result of school-sponsored events are exceptions to this attendance requirement.
5. Only the principal can make exceptions to the attendance requirement.
6. A student in a dual enrollment course with Central Virginia Community College will not be exempt from exams since this is a college course.
7. A student in an Advanced Placement (AP) course will continue to take the AP exam and have the option of being exempt from the final exam regardless of the grade in the course (current practice).

D. Standards of Learning Exam Option

Students enrolled in courses that are assessed by the Virginia Standards of Learning (SOL) tests will have the following option related to the course exam:

Students who pass the SOL test may choose to be exempt from the second semester exam and take the grade they make from the three six-week average.}

G{E}Determining Grades for a Student Who Exits a Course Before the End of the

INSTRUCTION

Secondary Student Evaluation and Grading Procedures R 6-58Semester1. Request to Withdraw

All requests for a student to be withdrawn from a course shall be made in writing, signed by a parent/guardian, and turned in to the guidance department by the end of the 15th school day of the semester. Any courses from which a student is withdrawn within that time period will not be recorded on a student's report card or permanent record. Unless there are extenuating circumstances, students will not be permitted to withdraw from a course after the 15th day of the semester.

In very rare cases, extenuating circumstances may justify a withdrawal from a course after the 15th school day of the semester. If a student is withdrawn after the 15th school day of the semester, the student's transcript will reflect the course and a grade of withdrawal passing (WP) or withdrawal failing (WF) for the semester. These designations (WP and WF) are not considered in Grade Point Average calculations. A parent/guardian must file a written request for such consideration with the building principal, and that request must clearly indicate the extenuating circumstances to justify a withdrawal. An example of such circumstances would be extensive absences for medical reasons. The principal will review the request, recommend approval or denial, and send the request and recommendation to the superintendent (or designee) for consideration. Only the superintendent (or designee) can approve a withdrawal from a course after the 60th school day. If it is determined that sufficient justification for a withdrawal does not exist, the student will remain in the course until the end of the semester.

2. Request to Transfer to a Lower Level of the Same Course

At any time during the semester, the principal may approve a request from a parent/guardian for a student transfer to a lower level of the same course. An example would be transferring from Advanced World History and Geography 1 (4.5 GPA weight) to World History and Geography 1 (4.0 weight). Such a transfer would be dependent on the ability to reschedule the student and the available space in the desired course. When such a transfer occurs, the name of the course will be changed in the student's schedule, and the previously earned grades will be counted toward the semester grade reported on the student's academic record under the lower-level course name.

3. Courses That Are Dropped Due to Extensive Absences

School Board Policy 7-15: Student Attendance speaks to the practice of dropping students from courses due to extensive absences. Section B. 8. of the policy notes "Students absent 15 consecutive days from school are dropped from

INSTRUCTION

Secondary Student Evaluation and Grading Procedures R 6-58

the school's attendance roll. The principal or designee shall make a reasonable effort to notify the parent/guardian by telephone and in writing that the student has been dropped from the roll (8VAC10-110-13)."

In the case that a student is dropped from a course pursuant to School Board Policy 7-15 after the 15th school day of the semester but before the end of the 60th school day, the student will be dropped from all courses, and no record of courses in which the student was enrolled will be maintained. If the student is dropped from a course for extensive absences under School Board Policy 7-15 after the 60th school day (meaning approximately two-thirds of the semester has passed), a zero will be recorded for any assignments not completed during the remainder of the semester, and the resulting "F" grade will be recorded for the semester course grade at the time of the drop.

D{F}Grades and Class Rank Related to Courses Repeated

Students shall be allowed to repeat a course already passed only upon approval by the school principal. The repeating of performing arts courses - acting, chorus, band, and orchestra is not affected by this regulation since each of these may be taken repeatedly as a new course.

For all repeat courses, the grade earned shall be averaged with all grades (whether passing or failing) in determining the student's grade point average and class rank. All grades will also appear on the student's academic record.

No additional credit toward graduation requirements will be awarded for passing a course more than once unless allowance to do so is specifically noted in the course description in the current Lynchburg City Schools High School Program of Studies.

E{G}.Repeat Courses Under the Credit Recovery Format

Students who have earned an "F" in a high school credit course may retake that course as a repeat course under the Virginia Department of Education approved "credit recovery" format. This format allows for repeat instruction to be provided in half the instructional hours as a new credit course. More specifically, semester courses awarding 0.5 Carnegie credits must provide no less than 70 clock hours of instruction. However, the same course as a repeat course under the credit recovery format meets for no less than 35 hours. Only students who have previously failed a course and have had that failure reflected on the academic record are eligible to enroll in a repeat course under the credit recovery format.

Students who register for repeat courses under the credit recovery format are taking those courses officially for credit. If a student fails such a course, that student will

INSTRUCTION

Secondary Student Evaluation and Grading Procedures R 6-58

earn an “F” grade, and it will be reflected on the student’s academic record.

Students who are dropped from a repeat course under the credit recovery format prior to the 23rd instructional hour will not have that course appear on their transcripts. However, if after the 23rd instructional hour a student no longer attends a course and is dropped due to extensive absences, a zero will be recorded for any assignments not completed during the remainder of the course, and the resulting grade will be recorded for the semester course grade.

Approved by Superintendent: August 2, 1983

Revised by School Board: September 21, 1993

Revised by School Board: March 30, 1999

Revised by School Board: February 21, 2006 (effective – beginning with school year 2006-07)

Revised by School Board: May 18, 2010

Revised by School Board:

Agenda Report

Date: 08/02/11

Agenda Number: D-3

Attachments: Yes

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

Subject: Administrative Regulation 7-45: Interscholastic Athletic Participation

Summary/Description:

At its July 19, 2011 meeting, the school board discussed Recommendation 5 from the Athletics Advisory Committee: "Academic eligibility requirements for all students in grades 6-12 shall be those stated in Virginia High School League Rule 28-401." The Virginia High School League rule states that, "Students must pass at least five subjects per semester to remain eligible."

Mr. Charles E. Dellinger, supervisor of instruction and co-chair of the Athletics Advisory Committee, spoke with representatives from 17 schools/divisions and asked how other divisions determine academic eligibility for middle school students. Following is a summary of findings.

- Of the 17 schools/divisions, 11 responders indicated that their schools/divisions use Virginia High School League Rule 28-4-1 to determine the academic eligibility of middle school students.
- Other responses varied greatly and were difficult to categorize. Some have no middle school academic requirements. Some have "commissions" comprised of representatives from schools within the division. These commissions are empowered to establish academic requirements. Some have requirements set by outside organizers like recreation departments. Some have teams comprised of middle school and ninth grade students, and, therefore, follow Rule 28-4-1.
- None of the schools/divisions completely drop a student from a middle school team for poor academic performance.
 - o In many cases, if the student's academic performance does not meet minimum standards, then the student may not be allowed to participate in games/contests but can continue to practice with the team. The student is allowed to play once achievement levels reach minimum requirements.
 - o Four (4) schools/divisions require students to attend after-school study hall due to poor academic performance.

Agenda Report

Date: 08/02/11

Agenda Number: D-3

Attachments: Yes

- Three (3) schools/divisions base placement in after-school study hall on interim grades or marking period grades (six weeks or nine weeks).
- Two (2) schools/divisions base placement in study hall on performance in the core subjects of math, English, science, and social studies.

Attached is a revised version of Administrative Regulation 7-45: Interscholastic Athletic Participation. The revisions are based on the recommendation of the Athletics Advisory Committee.

Disposition: Action
 Information
 Action at Meeting on: 08/16/11

Recommendation:

The interim superintendent recommends that the school board receive this agenda report as an informational item and consider action at the meeting on August 16, 2011.

STUDENTS

Interscholastic Athletic Participation R 7-45A. Generally

In order to be eligible to try out or to participate in any school-sponsored interscholastic athletic program, the student-athlete must submit to a physical examination and give the coach (or his/her designee) the completed examination, properly signed by the doctor, parent/guardian, and student. The physical examination must be conducted after May 1 for participation in athletics for the succeeding school year and must be completed before the student will be allowed to participate in any manner. This includes try-outs for all interscholastic teams including cheerleading squads.

B. High School Student-Athletes

1. Coaches shall require all athletes participating in high school athletics to read the Lynchburg City Schools High School Student-Athlete Handbook which highlights relevant sections of the Virginia High School League, Inc. Handbook (VHSLH).
2. Each high school student-athlete shall sign a certification indicating compliance with number 1 above prior to engaging in any athletic practice. This shall be kept on file by the high school athletic director.
3. Each high school student-athlete must agree to random drug testing during his/her competitive season; a parent or guardian must also signify agreement with this policy.
4. Transfer Rule (28-6-1 from VHSLH)

The student shall not have enrolled in one high school and subsequently transferred to and enrolled in another high school without a corresponding change in the residence of his/her parents, parent, or guardian.

Note: The provisions of the Transfer Rule apply to students transferring from one school to another, including transfers from a private school to a public school as well as transfers from one public school to another. For the purposes of this rule only, the phrase "high school" is defined as a school providing instruction at the ninth or tenth or eleventh or twelfth grade level(s).

Exceptions Rule (28-6-2 from VHSLH)

- (1) A student shall become eligible for interscholastic competition after he/she has been enrolled in the school for 365 consecutive calendar days.

STUDENTS

Interscholastic Athletic Participation (continued)

- (2) A student transferring from a school closed by executive or administrative order to the school serving the district in which his/her parent, parents or guardian reside.
- (3) A student transferring to the high school serving the district in which his/her parents reside upon completion of the highest grade level offered by the intermediate school, middle school, junior high school or nonpublic high school from which he/she transfers.
- (4) The first time a student transfers from a nonmember high school to a member school of the attendance area of the student's parents or guardians, he/she shall be eligible immediately provided that he/she has not participated at the school from which he/she transferred in the sport in which he/she wishes to participate during the current school year at the member school to which he/she transfers. For the purpose of this exception only, the student must have been a ward of the guardian for at least one semester prior to his/her transfer.
- (5) A student entering the eighth grade for the first time becomes immediately eligible in the high school in which he/she enrolls regardless of his or her residence status. A student entering the ninth grade for the first time becomes immediately eligible in the high school in which he/she enrolls regardless of his or her residence status.
- (6) A foreign exchange student may become immediately eligible in the high school in which he/she is placed regardless of his/her residence status by meeting the conditions of this exception; however, all other eligibility requirements shall be met. A bona fide foreign exchange student with a J-1 visa may be immediately eligible the first year in residence and is limited to eligibility only during that first year in residence, and only while the student remains enrolled in an established foreign exchange program accepted for listing by the Council on Standards for International Educational Travel (CSIET). The foreign exchange program must comply with all applicable CSIET and federal regulations and there must be no evidence of athletic recruitment resulting in the student's attendance at the school either by school personnel or other outside parties. Once the student no longer is a participant in a foreign exchange program or subsequent to his/her first year of enrollment in such program, he/she must meet all normal requirements of the Transfer Rule and would have to meet 28-6-2 (1), discounting any period while enrolled in the foreign exchange program, at the high school in which the student wishes to be eligible.
- (7) A school board or division superintendent may transfer a student, by name, within the school division without affecting that student's eligibility by specifically granting a waiver of the Transfer Rule (28-6-1). Such waivers should be considered for the welfare of the student and/or school system and not for athletic and/or activity purposes. The Master Eligibility List of all teams

STUDENTS

Interscholastic Athletic Participation (continued)

- which have students who have been so waived shall reference the specific school board minutes or written documentation granting the waiver.
- (8) When a local school board requires students within a geographical area, or those who fall within any other category as distinguished from individuals by name, to attend a high school other than the one the students have been attending, such students shall become eligible in the high school to which they are required to transfer at the time the transfer becomes effective.
 - (9) In the case of a school reorganization or consolidation which results in the discontinuance of one or more high schools in which students had been or would be eligible under this rule, these students become eligible in the school designated by the school board to receive pupils from the discontinued school at the time set for the reorganization or consolidation and only in the high school so designated.
 - (10) If the city or county school board redistricts the city or county for high school purposes, students who by this action are required to transfer to another high school are immediately eligible at the school to which they are reassigned.
 - (11) A student under the care and guidance of any department of welfare, any department of corrections or an orphanage who is required to change residence by court order, unless that order was sought to enable the student to participate in extracurricular activities, or who is legally adopted, is eligible to participate in League activities in the school district in which he/she is placed.
 - (12) In cases of court-ordered custody, a copy of the appropriate legal custody document, signed by the presiding judge of the appropriate jurisdiction, shall be submitted to the Executive Director for review and approval. Approval is contingent upon the receiving school's principal attesting that there is no evidence that the transfer was for athletic and/or activity purposes. A student, 18 years of age or older, who would be subject to a transfer of custody if he/she were less than 18 years of age may petition the Executive Director through the student's principal for eligibility, and the Executive Director has authority to grant such eligibility immediately.
 - (13) If the district committee of the district in which the student wishes to participate approves such eligibility, a student may, for the first time only, transfer from one school to another as result of a move from one parent to another parent or from a guardian to a parent, when the parents are residing in different school attendance zones, and become eligible immediately provided the student has not participated during the school year at the school from which he/she transferred in the sport in which he/she wishes to participate at the school to which he/she transfers.
 - (14) The eligibility of students transferring to a Governor's School or a magnet school shall be determined by the policies approved by the respective Governor's School or magnet school's Board of Directors. The eligibility of

STUDENTS

Interscholastic Athletic Participation (continued)

students transferring from a Governor's School or magnet school back to the home school of the student shall be approved by the home school division superintendent.

C. Middle School Student-Athletes

1. Coaches shall require each middle school student-athlete participating in middle school athletics to read the Lynchburg City Schools Middle School Student-Athlete Handbook.
2. Each middle school student-athlete and a parent/guardian shall sign a certification indicating compliance with number 1 above prior to engaging in any athletic practice. This shall be kept on file by the middle school athletic director.
- {3. Students must pass at least five subjects per semester to remain eligible.}**
- ~~3. Athletic eligibility will be based on report card grades, except in the case of rising sixth grade students. Students whose grades do not meet the established criteria will not be permitted to try out for teams or participate in interscholastic athletics.~~
- ~~4. All rising sixth grade students will be eligible for the first six weeks. Students who are repeating the sixth grade will follow the eligibility requirements for rising seventh grade students.~~
- ~~5. The fall eligibility for all rising seventh and eighth grade students will be determined by the grades earned for the end-of-course grades. A student must not earn any failing grades for the end-of-course grades in order to be eligible to participate in athletics in the fall.~~
- ~~6. Summer school grades will not be considered for interscholastic athletic eligibility in the fall.~~
- ~~7. To maintain eligibility, a student must have no failing grades on the most recent report card. If a grading period ends mid-season and a student does not meet the eligibility requirements, he/she will immediately become ineligible and will no longer be permitted to participate beginning the day report cards are distributed.~~
- ~~8. Once a student is determined to be ineligible for a season, he/she remains ineligible for the entire season. Students are not permitted to regain eligibility mid-season.~~
9. If a student has an incomplete grade, the determination of his/her eligibility is

STUDENTS

Interscholastic Athletic Participation (continued)

~~delayed until the grade is received. He/She has up to 10 days to complete the required work and have the grade changed. He/She may participate during the 40-day grace period.~~

Approved by Superintendent: August 4, 1981

Revised by School Board: March 15, 2005

Revised by School Board: June 17, 2008

Revised by School Board:

Agenda Report

Date: 08/02/11

Agenda Number: E-1

Attachments: Yes

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

Subject: Advanced Placement Music Theory Textbooks

Summary/Description:

On December 7, 2010, the school board approved the addition of Advanced Placement Music Theory to the High School Program of Studies for 2011-12. A team of current music 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:

*Tonal Harmony: With an Introduction to Twentieth-Century Music, Sixth Edition
Published by McGraw-Hill High Education*

The current cost of the textbook is \$93.93. Based on an estimated enrollment of 15 students, the cost to provide this textbook to advanced Placement Music Theory students and teachers will be about \$1,408.95, 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: 08/16/11

Recommendation:

The interim superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on August 16, 2011.

Agenda Report

Date: 08/02/11

Agenda Number: E-2

Attachments: Yes

From: Larry A. Massie, Interim Superintendent

Subject: School Board Finance Committee

Summary/Description:

In an effort to keep school board members more informed about the school division's operating budget, the school board formed and approved a finance committee. Membership is determined by the school board chairman and includes the superintendent, the chief financial officer, and three school board members. Membership also includes the chairman and an alternate school board member, but they serve as ex-officio members. The committee meets quarterly or as needed at noon at the School Administration Building. Specific dates will be determined.

This committee assumed the responsibilities of the school division's Internal Audit Committee. That committee's purpose was to review reports from the Office of Internal Audit and to make suggestions for areas to be audited. Further, internal audits assisted officials and management in carrying out their responsibilities by appraising the effectiveness, efficiency, and accurateness of activities and programs.

Proposed membership for the committee includes:

Keith R. Anderson
Albert L. Billingsly

Mary Ann Hoss Barker
Troy L. McHenry (Alternate)

These members will serve from August 2, 2011 – July 31, 2012.

A copy of the guidelines for the finance committee appears as an attachment to this agenda report.

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

Recommendation:

The superintendent recommends that the school board approve the membership of the School Board Finance Committee for the period August 2, 2011 – July 31, 2012.

Finance Committee Guidelines

Purpose

The purpose of the Finance Committee is to monitor the school operating budget revenues and expenditures, to monitor the school division's fund balance, to review student enrollment reports, to review financial reports on a quarterly basis to determine if any revenue or expenditure adjustments are necessary during the fiscal year, and to review the management letter prepared as a result of the annual audit. The committee will also review reports from the Office of Internal Audit and make suggestions for areas to be audited. Internal audits assist officials and management in carrying out their responsibilities by appraising the effectiveness, efficiency, and accuracy of activities and programs.

To facilitate the Finance Committee's meetings, the agenda is divided into two sections: General Business and Other Information. The following is an example of items that might be included in those sections.

I. General Business

1. Proposed Amendments to Fiscal Management Policies
2. Review of Revenue Projections
3. Quarterly Financial Reports
4. School Operating Fund Balance
5. Student Enrollment Trends
6. Internal Audit

II. Other Information

Agenda items designated as other information do not require immediate school board action. They are presented as informational items or to inform school board members about pending issues. Those items could include changes in accounting identified by the Governmental Accounting Standards Board (GASB), changes in Virginia Retirement System costs, and/or the receipt of grants that will impact the school operating budget.

The school board chairman will appoint three committee members who shall be the sole voting members during the first regular school board meeting in August. Participants would also include the superintendent, the chief financial officer, the chairman, and an alternate school board member. The chairman and the alternate school board member will serve as ex-officio members.

The chairman of the committee will be determined by the three voting members at the committee's first meeting. The school board chairman, the alternate school board member, and the school administrators are non-voting members.

The school board will consider the following financial items during its regular business meetings:

- Capital Improvement Plan
- School Operating Budget
- Proposed Capital Improvement Projects
- Requests for Funding by Outside Agencies
- Fund Balance
- Third Quarter Adjustments

Agenda Report

Date: 08/02/11

Agenda Number: H-1

Attachments: No

From: Larry A. Massie, Interim Superintendent

Subject: Notice of Closed Meeting

Summary/Description:

Pursuant to the Code of Virginia §2.2-3711 (A) (29), the school board needs to convene a closed meeting for the purpose of discussing the following specific matters:

Contract for the Recruitment of Candidates for the
Position of Superintendent

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

Recommendation:

The interim superintendent recommends that the school board approve a motion to enter into Closed Meeting in accordance with the Code of Virginia §2.2-3711 (A) (29) to discuss the award of a contract to hire a company to assist in the recruitment of candidates for the position of superintendent because discussion in an open session would adversely affect the bargaining position or negotiating strategy of the school board.

Agenda Report

Date: 08/02/11

Agenda Number: H-2

Attachments: No

From: Larry A. Massie, Interim Superintendent

Subject: Certification of Closed Meeting

Summary/Description:

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

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

Recommendation:

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