



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

Lynchburg City School Board

Regina T. Dolan-Sewell
School Board District 1

Mary Ann Hoss
School Board District 1

Michael T. Nilles
School Board District 3

Jennifer R. Poore
School Board District 2

Katie K. Snyder
School Board District 3

Treney L. Tweedy
School Board District 3

J. Marie Waller
School Board District 2

Thomas H. Webb
School Board District 2

Charles B. White
School Board District 1

School Administration

Scott S. Brabrand
Superintendent

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

Ben W. Copeland
Assistant Superintendent of
Operations and Administration

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendle L. Sullivan
Clerk

SCHOOL BOARD MEETING

August 6, 2013 5:30 p.m.

Board Room

School Administration Building

A. PUBLIC COMMENTS

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

B. CONSENT AGENDA

- 1. Personnel Report
Marie F. Gee. Page 2
Discussion/Action

C. UNFINISHED BUSINESS

- 1. VRS Hybrid Plan and Virginia Local Disability Program
Anthony E. Beckles, Sr. Page 5
Discussion/Action
- 2. Superintendent's Evaluation Instrument
Treney L. Tweedy Page 7
Discussion
- 3. Capital Improvement Plan: Heritage High School
Ben W. Copeland. Page 8
Discussion

D. NEW BUSINESS

- 1. School Board Finance Committee
Scott S. Brabrand. Page 9
Discussion/Action
- 2. Policy FFA Naming Rights
Ben W. Copeland. Page 12
Discussion

3. Policy BG-R Board-Staff Communications
Ben W. Copeland. Page 19
Discussion

4. Teacher Observation and Evaluation Schedule
William A. Coleman, Jr. Page 22
Discussion

5. Technology Hardware User and Parent/Guardian Loan Agreement
Ben W. Copeland. Page 25
Discussion

E. SUPERINTENDENT’S COMMENTS

F. BOARD COMMENTS

G. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, August 20, 2013, 5:30 p.m.
Board Room, School Administration Building

H. ADJOURNMENT

Agenda Report

Date: 08/06/13

Agenda Number: A-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Public Comments

Summary/Description:

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

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 08/06/13

Agenda Number: B-1

Attachments: Yes

From: Scott S. Brabrand, Superintendent
Marie F. Gee, Director of Personnel

Subject: Personnel Report

Summary/Description:

The personnel recommendations for July 19 – August 6, 2013, 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 July 19 – August 6, 2013.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2013-14:				
Berman, Deena J.	Bowling College	M.A./0 yrs. (Lv.0 3)	E. C. Glass High Mathematics	08-15-13
Conway, Kevin C.	Liberty University	M.A./3 yrs. (Lv.3 4)	Bedford Hills Elementary Fifth Grade	08-15-13
Dearden, Karen K.	Lynchburg College	M.Ed/ 8 yrs. (Lv.8 3)	Linkhorne Elementary Assistant Principal	08-07-13
Guerin, Jeffrey M.	Liberty University	M.A./0 yrs. (Lv. 0 4)	Hutcherson ELC Early Childhood Special Education	08-15-13
Kelso, Andrew G.	Virginia Tech	B.S./29 yrs. (Lv.29 2)	Heritage High Marketing Education	08-08-13
Mackey Alyssa C.	Liberty University	B.A./0 yrs. (Lv.0 3)	Bedford Hills Elementary Second Grade	08-15-13
McCarthy, Daniel S.	St. John Fisher College	B.S./0 yrs. (Lv.0 4)	Linkhorne Middle Mathematics	08-15-13
Miller, Keisha G.	Mary Baldwin College	M.A./0 yrs. (Lv.0 3)	Dearington Elementary Fourth Grade	08-15-13
Raineri, Brittany A.	West Liberty State College	B.A./0 yrs. (Lv.0 3)	Linkhorne Elementary Second Grade	08-15-13
Sandvig, Travis J.	Lynchburg College	B.S./0 yrs. (Lv.0 4)	Dunbar Middle Social Studies	08-15-13
Sheldrake, Andrew J.	Lynchburg College	M.A./20 yrs. (Lv.20 4)	Heritage High Special Education	08-15-13
Snyder, Kelly R.	Liberty University	B.A./3 yrs. (Lv.3 3)	Heritage Elementary First Grade	08-15-13
Stone, Amy M.	Mary Baldwin College	M.A./8 yrs. (Lv.8 3)	Heritage Elementary Third Grade	08-15-13

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

Haley, Charles J.	Longwood University	B.A./2 yrs. (Lv.1 4)	Paul Munro Art	05-31-13
Morrisette, Mary A.	Liberty University	B.A./6yrs (Lv.6 3)	Bedford Hills Second Grade	05-31-13
McDonald, Natalie C.	Virginia Commonwealth	M.S./0 yrs. (Lv.19 1)	Hutcherson ELC School Social Worker	05-31-13

RETIREMENTS:

Winfree, Linda P.	Lynchburg College	M.A./24 yrs (Lv.24 1)	Sandusky Middle Guidance Counselor	05-31-13
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Agenda Report

Date: 08/06/13

Agenda Number: C-1

Attachments: Yes

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

Subject: Virginia Retirement System Hybrid Plan and Virginia Local Disability Program

Summary/Description:

Recent legislation created the Virginia Local Disability Program (VLDP), a disability benefit for political subdivision and school division employees who will be covered under the VRS Hybrid Retirement Plan effective January 1, 2014. The Hybrid Retirement Plan will apply to most new employees hired on or after January 1, 2014 and current employees who opt to switch to the Hybrid Retirement Plan.

Coverage for employees is automatic under VLDP unless your governing body elects to opt out by September 1, 2013, and provides a comparable employer-paid program. The comparable program does not require long-term care coverage even though this coverage is included in VLDP. The decision to participate or opt out is irrevocable.

Ms. Margaret Schmitt, director of human services for the City of Lynchburg, provided the school board with additional information about these programs during the school board retreat. During this presentation, the school board will consider whether or not to opt out of Virginia Local Disability Program.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board opt out of the Virginia Local Disability Program.

Agenda Report

Date: 08/06/13

Agenda Number: C-2

Attachments: No

From: Treney L. Tweedy, Vice Chairman

Subject: Superintendent's Evaluation Instrument

Summary/Description:

The *Guidelines for Uniform Performance Standards and Evaluation Criteria* set forth seven standards for all Virginia superintendents. The model recommends that 40 percent of a superintendent's evaluation be based on student academic progress, as determined by multiple measures of learning and achievement, including incorporating student growth percentiles, when appropriate, into goal setting. Standards related to mission, vision, and goals, planning and assessment, instructional leadership, organizational leadership and safety, communication and community relations, and professionalism each account for ten percent of the evaluation and performance rating within the model.

The Superintendent's Evaluation Instrument Committee has met and made revisions to the instrument currently used that will comply with changes made by the Virginia Board of Education. The school will review those revisions during this presentation.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 08/06/13

Agenda Number: C-3

Attachments: No

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

Subject: Capital Improvement Plan: Heritage High School

Summary/Description:

During this presentation, representatives from Moseley Architects will provide information associated with the end of design development for Heritage High School.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 08/06/13

Agenda Number: D-1

Attachments: Yes

From: Scott S. Brabrand, 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:

Thomas H. Webb
Mary Ann Hoss

Charles W. White
Michael J. Nilles (Alternate)

These members will serve from August 6, 2013 – July 31, 2014.

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 6, 2013 – July 31, 2014.

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: 08/06/13

Agenda Number: D-2

Attachments: No

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

Subject: Policy FFA Naming Rights

Summary/Description:

During the school board's annual retreat, one of the topics discussed was developing a school board policy that would provide procedures for the naming of school division properties, portions of properties, gymnasiums, and fields. As a result of those discussions, the school administration proposes the attached policy, FFA Naming Rights, for school board consideration.

Disposition: Action
 Information
 Action at Meeting on: 08/20/13

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 August 20, 2013.

NAMING RIGHTS

I. Naming Schools

The School Board retains the sole discretion and authority for the naming or renaming of schools. In fulfilling this responsibility, the School Board shall carefully consider community recommendations in the naming process. The names of persons actively serving the division shall not be considered.

The School Board shall solicit recommendations from the community for the naming of new schools. In reviewing recommendations, the following factors will be considered:

1. Geographic considerations;
2. Historical considerations; and
3. Name(s) of individuals who have made outstanding local, state, or national service contributions.

The final selection of a name for the new school shall be the responsibility of the School Board.

II. Naming Facilities Other Than Entire Schools

A. General Provisions

The School Board retains the sole discretion and authority to name all other division properties, facilities and portions of facilities, such as gymnasiums, playing fields, media centers and science labs. This Policy provides for the procedure for the naming of such properties, as well as the procedure for the naming of intangible things such as scholarships and endowments.

Appropriate names include, but are not limited to, names of individuals who have made exceptional contributions to the school or school division, and business or individual donors who have made substantial financial contributions in accordance with this Policy.

In evaluating whether to grant naming rights, the School Board's primary objectives are to ensure that its education mission is not compromised and there is a clear educational advantage for its students. Due regard will be taken of the need to maintain an appropriate balance between any commercial considerations and the role which names of buildings and spaces play in contributing to the division's sense of identity. The granting of naming rights must always be consistent with the division's values, goals and mission. The long-term effects of the naming rights must also be considered.

No commercial activity allowed by this Policy shall be associated in any way with, among other things, the sale of tobacco, alcohol, illegal drugs, or weapons; contain vulgar and plainly offensive, obscene, or sexually explicit language; advocate the violation of law or School Board policy; advance any religious or political organization; promote, favor, or oppose a candidate or

a ballot measure; or be associated with any company or individual whose actions are otherwise in violation of law.

The School Board has the exclusive right to decline any recommendation, request or donation which does not contribute toward the division's values, goals and missions. The factors to be considered before granting any naming rights include, but are not limited to:

- The extent to which a naming opportunity limits or restrains the division's discretion or its ability to pursue other opportunities;
- The duration of the arrangement or agreement and the division's ability/discretion to terminate the arrangement/agreement;
- The extent to which the naming opportunity imposes any obligation on the division, either presently or in the future, financial or otherwise, and whether the opportunity is subject to conditions acceptable to the division;
- The extent to which the naming opportunity constitutes a conflict of interest or creates the appearance of or potential for a conflict of interest;
- The extent to which the naming opportunity affects the appearance of division property or disrupts the operation of the division; and
- The extent to which the naming opportunity has the potential to create disruption within the community.

In all cases, the School Board retains control and ownership over the areas of named facilities and any named programs, funds or services. Naming rights will not convey any input or control over division programs, activities, services, policies or employees.

This Policy does not apply to naming portions of facilities or fixtures within facilities, such as dedicated benches, lobby areas and trees, if their individual values do not exceed \$1,000. In such instances, principals should solicit appropriate input from their school communities and select names that are consistent with the division's visions, missions and goals.

B. Procedure for Nominating, Considering and Approving All Proposals

The procedures in this section will be used for all naming rights proposals, whether they are honorary or funded.

1. Nomination Procedure

Names may originate at the School Board level or may be recommended to the School Board by civic organizations such as booster clubs, P.T.A's, P.T.O's, school staff, alumni or residents. Interested groups or individuals must submit a written

nomination to the Superintendent. The nomination should identify the facility (or intangible thing) to be named and provide other relevant information, including any connection between the individual and the school. Upon receipt of the nomination, the Superintendent will consult with the School Board Chair to determine whether the School Board should consider the nomination directly or after committee consideration. In addition, the Superintendent/designee will consult with the principal(s) of the school(s) where the proposed naming would occur.

Division employees with knowledge about the potential for a funded naming right proposal are encouraged to notify the Superintendent's office. Any preliminary discussions occurring prior to an official nomination should be held with the Superintendent/designee and the principal of the school and be treated confidentially.

2. Committee Consideration

If the School Board Chair and Superintendent determine that a committee should be convened, the Superintendent/designee will create an ad hoc committee of six members. The committee membership will include the following:

- Assistant Superintendent of Operations & Administration
- An administrator from the school
- Two other division employees
- Two community members

The Superintendent/designee will charge the committee to review the naming proposal and recommend whether it should be accepted and, if so, the duration of the naming. The committee may also recommend alternative names or locations, or recommend against naming.

3. School Board Consideration

After receiving recommendations from the committee, if one has been convened, the Superintendent shall determine whether to recommend approval of the naming rights nomination to the School Board. The School Board will consider the Superintendent's recommendation in the form of a resolution at a regular Board business meeting that provides for public comment. The original nomination and any committee recommendations will be submitted. At the discretion of the School Board Chair and Superintendent, representatives of the nominating party and/or the committee may be permitted to make a presentation.

The School Board shall base its decision on whether the proposal serves the best interest of the division and is consistent with the division's policies, vision, mission and goals. For all funded naming right proposals involving capital improvement

contributions, the Board shall also consider the criteria provided in Section D(1) of this Policy.

4. Gift Agreement

The Superintendent/designee shall ensure that a draft gift agreement has been developed in accordance with this Policy (see Section D(3)), prior to submitting any funded naming rights proposal to the School Board.

C. Honorary Naming

Exceptional contributions to a school or to the division may be recognized by naming an appropriate school facility in honor of an individual not actively serving the Lynchburg City Schools. The area named should be substantively related to the area in which the individual has contributed or be otherwise appropriate. If the name of a living individual is under consideration, it shall be with the consent of this individual. The School Board retains the authority to rename a facility, to transfer names to different facilities, and to discontinue naming.

D. Funded Naming

The School Board accepts private contributions from individuals and businesses in order to support its goals and objectives. This Policy applies when private donors seek naming right recognition for their contributions.

The School Board authorizes two kinds of funded naming rights: (1) the naming of new additions or renovated facilities, called “capital improvement contributions”; and (2) the naming of existing facilities or intangible things, such as scholarships and programs, called “non-capital contributions.” A facility will be named for a limited duration, as prescribed by the applicable gift agreement.

The School Board has the final authority to accept or refuse any contribution, capital improvement project, or other proposal from private donors. The Board also retains the authority to rename a facility, to transfer names to different facilities, and to discontinue naming, subject to any specific provisions contained in an applicable gift agreement.

1. Capital Improvement Contributions – For New Additions & Renovations

The School Board may grant individuals and businesses naming rights for new additions or renovations to existing facilities in recognition of substantial monetary donations.

The following shall be considered by the Superintendent/designee and the School Board when considering all capital improvements naming right proposals:

- a. Whether the improvement benefits the school and/or the division, and contributes toward the division's values, goals and missions;
 - b. A calculation of anticipated consequences of the improvement, including the future financial liability in annual operating costs;
 - c. The consideration of whether the naming rights could cause state or local bonds used to finance the new facilities or renovations to become private activity bonds, thereby making the interest on the bonds taxable;
 - d. Whether the improvement would foster or exacerbate inequality among schools, including exploration of whether other schools would want a similar feature; the desirability and comparison of "extras" among schools; and maintaining the attractiveness and appeal of all division schools; and
 - e. Whether the contribution will fund the improvement fully and if so, whether permanent naming rights are to be offered in exchange for funding.
2. Non-Capital Contributions - For Existing Facilities & Intangible Things

The School Board may also grant individuals and businesses naming rights for substantial monetary donations made for purposes other than designated capital improvements. These purposes must be consistent with the Board's goals and objectives. Examples include, but are not limited to: general operations funding, scholarships, endowments, faculty positions, programs, services and equipment.

3. Gift Agreement Required for All Funded Naming Right Proposals

For all funded naming right contributions, the Superintendent will ensure that a gift agreement is signed by the donor and the Superintendent on behalf of the division. The agreement shall be based on the donor's proposal and include, at a minimum, the following elements:

- a. The facility or intangible thing to be named;
- b. The proposed name;
- c. The amount of funding provided and the schedule for payment, if donations will be made in more than one installment;
- d. The duration of the naming rights;
- e. The conditions, if any, under which the naming may be discontinued, such as the closure of a facility or critical changes to the use of a facility;

- f. A statement that the School Board retains full control and maintenance of the facility, all programs which occur within the facility and, if applicable, the named intangible thing;
- g. A statement that all facility improvements (including in-kind contributions) financed with private contributions, become the property of Lynchburg City Schools;
- h. A statement that any privileges to be granted the donor concerning the facility or any division program are limited to those specifically listed in the agreement; and
- i. A statement that the School Board reserves the right to terminate or amend a gift agreement under exigent circumstances, including donor wrong-doing or criminal conviction, changes to corporate existence in the regular course of business, or other circumstances caused by the donor which in the judgment of the School Board will harm the reputation or mission of Lynchburg City Schools.

Agenda Report

Date: 08/06/13

Agenda Number: D-3

Attachments: No

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

Subject: Policy BG-R Board-Staff Communications

Summary/Description:

During the school board's annual retreat, one of the topics discussed was developing a school board policy that would provide guidelines for communications between the school board and staff. As a result of those discussions, the school administration proposes the attached policy, BG-R Board-Staff Communications, for school board consideration.

Disposition: Action
 Information
 Action at Meeting on: 08/20/13

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 August 20, 2013.

BOARD-STAFF COMMUNICATIONS

The Lynchburg City School Board wishes to maintain open channels of communication between itself and the staff. The goal is to enhance and streamline communications to ensure information flows in both directions, and to ensure any issues are promptly handled and addressed. The basic line of communication will, however, be through the Superintendent.

All effective means of facilitating channels of communication between the Board and staff will be utilized, like the Superintendent's Personnel Advisory and Superintendent's Preview, in order to promote close and cooperative action for the continuing improvement of the educational program and the mutual benefits of the school system and the community.

Staff Communications to the Board

~~All communications or reports to the School Board from principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the Board, provided that it is processed in accordance with the Board's policy on complaints and grievances. Staff members are also reminded that Board meetings are public meetings. As such, they provide an excellent opportunity to observe firsthand the Board's deliberations on matters of staff concern.~~

Any employee, acting as an individual or as a representative of any employee group, may request a meeting with the Superintendent or his/her designee(s) to discuss policies or other matters for consideration by the School Board. The Superintendent should inform the Board of such meetings, the matters discussed, and the recommendations of the employee(s) submitted to him/her. The Superintendent may also schedule such meetings and invite employees, including representatives of employee groups, to be present to discuss matters that affect them.

Board members and employees share a common interest in education and in school operation. Employees must remember that individual Board members have no authority or duty except as members of the Board at a legally convened Board meeting or except as may be assigned to them by the School Board as a whole. Therefore employees should not interpret informal remarks of Board members as representing the official position of the Board, or a firm position of the Board member.

Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will develop appropriate methods to keep the staff fully informed of the Board's concerns and actions.

The success of any school system requires effective communication between the School Board and the staff. Such communication is necessary for the continuing improvement of the educational program and for the proper disposition of personnel problems which may arise. To achieve this end, good Board- staff relations must be maintained in a climate of mutual trust and

Agenda Report Attachment

Item: D-3
File: BG-R
(Also GBD-R)

respect.

In accordance with good personnel practice, staff participation in the development of educational and personnel policies will be encouraged and facilitated.

Issued: XX/XX/XX

Agenda Report

Date: 08/06/13

Agenda Number: D-4

Attachments: No

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

Subject: Teacher Observation and Evaluation Schedule

Summary/Description:

On July 2, 2013, the school board approved revisions to School Board Policy 5-49: Licensed Personnel: Conditions of Employment. The change, which extends the probationary term of service from three years to five years, affects the evaluation schedule for teachers as delineated in the Teacher Performance Valuation system Handbook. A revised schedule that reflects the change to a five-year non-tenured term has been developed and is presented for consideration.

Disposition: Action
 Information
 Action at Meeting on: 08/20/13

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 August 20, 2013.

Teacher Observation and Evaluation Schedule (Former Version)

The plan type and number of formal observations required (if any) are noted below the teacher’s current year of teaching. A teacher who is new to LCS (or new to a specific school) is treated as a non-tenured teacher for the purposes of observations and evaluation for the first year. After successfully completing that first year, the teacher is placed on the schedule by the years of experience recognized by the school division. Please note that brief, unannounced, informal observations may occur at any time for any teacher, and no conference or written documentation is required.

1st Year of Teaching	2nd Year of Teaching	3rd Year of Teaching	4th Year of Teaching	5th Year of Teaching	6th Year of Teaching
Non-tenured (2+1)	Non-tenured (2+1)	Non-tenured (2+1)	Professional Growth Plan	Professional Growth Plan	Tenured (1+1)
7th Year of Teaching	8th Year of Teaching	9th Year of Teaching	10th Year of Teaching	11th Year of Teaching	12th Year of Teaching
Professional Growth Plan	Professional Growth Plan	Tenured (1+1)	Professional Growth Plan	Professional Growth Plan	Veteran (1)
13th Year of Teaching	14th Year of Teaching	15th Year of Teaching	16th Year of Teaching	17th Year of Teaching	18th Year of Teaching
Professional Growth Plan	Professional Growth Plan	Veteran (1)	Professional Growth Plan	Professional Growth Plan	Veteran (1)
19th Year of Teaching	20th Year of Teaching	21st Year of Teaching	22nd Year of Teaching	23rd Year of Teaching	24th Year of Teaching
Professional Growth Plan	Professional Growth Plan	Veteran (1)	Professional Growth Plan	Professional Growth Plan	Veteran (1)
25th Year of Teaching	26th Year of Teaching	27th Year of Teaching	28th Year of Teaching	29th Year of Teaching	30th Year of Teaching
Professional Growth Plan	Professional Growth Plan	Veteran (1)	Professional Growth Plan	Professional Growth Plan	Veteran (1)
31st Year of Teaching	32rd Year of Teaching	33rd Year of Teaching	34th Year of Teaching	35th Year of Teaching	36th Year of Teaching
Professional Growth Plan	Professional Growth Plan	Veteran (1)	Professional Growth Plan	Professional Growth Plan	Veteran (1)
37th Year of Teaching	38th Year of Teaching	39th Year of Teaching	40th Year of Teaching	41st Year of Teaching	42nd Year of Teaching
Professional Growth Plan	Professional Growth Plan	Veteran (1)	Professional Growth Plan	Professional Growth Plan	Veteran (1)

Teacher Observation and Evaluation Schedule:

Non-tenured: two formal observations first semester (one announced, one unannounced) and one formal observation second semester (unannounced)

Tenured: one formal, unannounced observation each semester

Veteran: one formal, unannounced observation during the evaluation year

Professional Growth Plan:

A written professional growth plan is submitted by the teacher and approved by the evaluator by the end of the first nine-week marking period. A progress conference is held prior to the last week of school to discuss and review the completed one-page summary document. This document is signed and maintained by both the teacher and the principal.

Proposed Revision to Teacher Observation and Evaluation Schedule

The plan type and number of formal observations required (if any) are noted below the teacher’s current year of teaching. A teacher who is new to LCS (or new to a specific school) is treated as a non-tenured teacher for the purposes of observations and evaluation for the first year (needing a minimum of three observations). After successfully completing that first year, the teacher is placed on the schedule by the years of experience completed the previous year and recognized by the school division. Please note that observations may occur at any time for any teacher.

1st Year of Teaching	2nd Year of Teaching	3rd Year of Teaching	4th Year of Teaching	5th Year of Teaching	6th Year of Teaching
Non-tenured 3	Non-tenured 3	Non-tenured 3	Non-tenured 3	Non-tenured 3	Professional Growth Plan
7th Year of Teaching	8th Year of Teaching	9th Year of Teaching	10th Year of Teaching	11th Year of Teaching	12th Year of Teaching
Professional Growth Plan	Tenured 1	Professional Growth Plan	Professional Growth Plan	Tenured 1	Professional Growth Plan
13th Year of Teaching	14th Year of Teaching	15th Year of Teaching	16th Year of Teaching	17th Year of Teaching	18th Year of Teaching
Professional Growth Plan	Tenured 1	Professional Growth Plan	Professional Growth Plan	Tenured 1	Professional Growth Plan
19th Year of Teaching	20th Year of Teaching	21st Year of Teaching	22nd Year of Teaching	23rd Year of Teaching	24th Year of Teaching
Professional Growth Plan	Tenured 1	Professional Growth Plan	Professional Growth Plan	Tenured 1	Professional Growth Plan
25th Year of Teaching	26th Year of Teaching	27th Year of Teaching	28th Year of Teaching	29th Year of Teaching	30th Year of Teaching
Professional Growth Plan	Tenured 1	Professional Growth Plan	Professional Growth Plan	Tenured 1	Professional Growth Plan
31st Year of Teaching	32rd Year of Teaching	33rd Year of Teaching	34th Year of Teaching	35th Year of Teaching	36th Year of Teaching
Professional Growth Plan	Tenured 1	Professional Growth Plan	Professional Growth Plan	Tenured 1	Professional Growth Plan
37th Year of Teaching	38th Year of Teaching	39th Year of Teaching	40th Year of Teaching	41st Year of Teaching	42nd Year of Teaching
Professional Growth Plan	Tenured 1	Professional Growth Plan	Professional Growth Plan	Tenured 1	Professional Growth Plan

Teacher Observation and Evaluation Schedule:

Non-tenured: A minimum of three observations, one of which will be an extended observation

Tenured: A minimum of one observation

Professional Growth Plan:

A written professional growth plan is submitted by the teacher and approved by the evaluator by the end of the first nine-weeks marking period. A progress conference is held prior to the last week of school to discuss and review the completed one-page summary document. This document is signed and maintained by both the teacher and the principal.

Agenda Report

Date: 08/06/13

Agenda Number: D-5

Attachments: Yes

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

Subject: Technology Hardware User and Parent/Guardian Loan Agreement

Summary/Description:

As Lynchburg City Schools continues to move forward in the digital age, a well-defined plan for responsibility for take-home technology equipment is needed. A copy of the Technology Hardware User and Parent/Guardian Loan Agreement, which delineates responsibility for damage, loss, or theft of LCS technology equipment, appears as an attachment to this agenda report.

Disposition: Action
 Information
 Action at Meeting on: 08/20/13

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 August 20, 2013.

Technology Hardware User and Parent/Guardian Loan Agreement

The Lynchburg City Schools (hereinafter “LCS”) is providing technology hardware (hereinafter “the Equipment”) to be used in support of our instructional programs. The Equipment is the property of LCS and is on loan to the User subject to the conditions herein. The use of the Equipment is a privilege and can be revoked for noncompliance with this Loan Agreement. The User has no expectation of privacy in the use of the equipment. LCS reserves the right to monitor the use of the Equipment and inspect the Equipment and anything stored on it.

The following items outline the responsibilities of the User, Parent/Guardian (for minors), and LCS. Please carefully read all items below, then sign the agreement, initial all pages and return one copy to be kept on file and retain one copy for your own records.

The User is responsible for the equipment. The User or Parent/Guardian is responsible for the replacement costs of any intentional damage or loss of the Equipment. Damage includes, but is not limited to: defacing of the Equipment, broken/damaged components, and conditions beyond normal wear associated with the Equipment, etc.

Unintentional damage or theft will be replaced using the table below. If the Equipment is stolen and a police report is not filed, the User or Parent/Guardian will be responsible for the replacement cost of the Equipment

Unintentional damage/theft with police report	Replacement Cost
1 st incident	No cost
2 nd incident	50% of repair/replacement
3 rd and subsequent incidents	100% of repair/replacement

The User must report loss of the Equipment, damage to the Equipment, or malfunctioning Equipment to school personnel immediately.

The User is required to turn in the Equipment at the conclusion of the school year or upon request of a school official unless it is required for summer responsibilities. Students not returning Equipment by the required date will accrue a \$5.00 per day late fee and may prohibit the Student from participating in graduation ceremonies.

The User or Parent/Guardian will be charged the replacement cost for any Equipment not returned.

The User is responsible for all personal data contained on the Equipment. LCS is not responsible for any data loss. The User is advised to backup all materials, information, or data to an external storage location (ex. flash drive, Internet backup, external hard drive) on a regular basis.

Camera use is strictly prohibited in any location where an expectation of privacy is expected such as locker rooms, bathrooms, etc. Violations may result in disciplinary and/or legal action.

The User should not use programs/computer applications during instructional time that are not directly related to instruction and/or requested to be used by school personnel.

User – Parent/Guardian Responsibilities

Equipment is an important learning tool and is for educational purposes only. In order for the User to take the Equipment home each day, the following rules must be adhered to:

- When using the Equipment at any location, the User will follow the Lynchburg City School Board Policies and Administrative Regulations and abide by all local, state, and federal laws.
- The User will treat the Equipment with care by not dropping it, getting it wet, leaving it outdoors, leaving it in a car in extreme weather conditions, or using it with food or drink nearby.
- The User will not lend the Equipment to anyone.
- The User will bring the Equipment to school every day, fully charged and take it home each night as appropriate.
- The User or Parent/Guardian will not attempt to repair the Equipment.
- The Equipment should be cleaned with a soft, dry cloth only.
- The User or Parent/Guardian will return the Equipment when requested and upon withdrawal from LCS.
- The User will place the Equipment in an appropriate protective bag when not in use and when it is being moved.
- The User will place the Equipment in a secure location when not in use (locked up when possible).
- The Parent/Guardian will supervise the Student’s use of the Equipment.
- The Student and Parent/Guardian understands that if the Student comes to school without their Equipment, then the Student may not be able to participate in classroom activities, and his/her grade may be affected.

LCS Responsibilities

- LCS personnel are not responsible for setup or troubleshooting for any home connections to the Internet, printers, scanners, etc.
- LCS personnel may restore any Equipment back to original configuration in an effort to resolve technical issues. This may result in the loss of any data saved on the Equipment by the Student.
- LCS personnel will manage all Equipment repairs and/or Equipment replacements.
- LCS personnel will manage all current manufactures hardware warranties against defects for the term associated with the Equipment (standard manufacturer warranty).

Equipment Specifics

Make & Model	Serial number	Other items	Condition
			New Good Fair
			New Good Fair
			New Good Fair

The Student's use must be in compliance with the following Lynchburg City School Board Policies and Administrative Regulations, incorporated herein by reference and made a part of this Agreement.

- Administrative Regulation 6-48: Acceptable use of School Division Technology Resources
- School Board Policy 7-32: Student Code of Conduct
- Administrative Regulation 7-32: Student Code of Conduct

I agree to the terms of use outlined above.

<Please sign below. Return one copy and keep one for your records>

Parent/Guardian Signature (for minors)

Date

Parent/Guardian Printed Name (for minors)

User Signature

Date

User Printed Name