



Lynchburg City School Board

Sharon Y. Carter  
School Board District 2

James E. Coleman, Jr.  
School Board District 3

Regina T. Dolan-Sewell  
School Board District 1

Charleta F. Mason  
School Board District 2

Susan D. Morrison  
School Board District 1

Michael J. Nilles  
School Board District 3

Derek L. Polley  
School Board District 1

Jennifer R. Poore  
School Board District 2

Katie K. Snyder  
School Board District 3

School Administration

Scott S. Brabrand  
Superintendent

John C. McClain  
Assistant Superintendent of  
Student Learning and Success

Ben W. Copeland  
Assistant Superintendent of  
Operations and Administration

Anthony E. Beckles, Sr.  
Chief Financial Officer

Wendie L. Sullivan  
Clerk

**SCHOOL BOARD MEETING**  
**September 6, 2016 5:30 p.m.**  
**School Administration Building**  
**Board Room**

**A. PUBLIC COMMENTS**

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

**B. FINANCE REPORT**

- 1. Finance Report
- Anthony E. Beckles, Sr. . . . .Page 2
- Discussion

**C. CONSENT AGENDA**

- 1. School Board Meeting Minutes: August 16, 2016 (Regular Meeting)
- 2. Personnel Report
- Marie F. Gee. . . . .Page 9
- Discussion/Action
- 3. Policy BDDH Public Participation
- Michael J. Nilles. . . . .Page 11
- Discussion/Action
- 4. Religious Exemptions
- Scott S. Brabrand. . . . .Page 15
- Discussion/Action

**D. STUDENT REPRESENTATIVE COMMENTS**

**E. SCHOOL BOARD COMMITTEE REPORTS**

**F. UNFINISHED BUSINESS**

- 1. Crisis Plan: 2016-17
- Ben W. Copeland. . . . .Page 28
- Discussion/Action

2. School Board Retreat: 2016-17  
Scott S. Brabrand. . . . .Page 29  
Discussion

**G. NEW BUSINESS**

1. Special Education Advisory Committee: 2016-17  
John C. McClain. . . . .Page 30  
Discussion
2. Administrative Regulation 6-58: Secondary Student Evaluation  
and Grading Procedures  
John C. McClain. . . . .Page 32  
Discussion
3. Equity Task Force Membership and Bylaws  
John C. McClain. . . . .Page 38  
Discussion

**H. SUPERINTENDENT’S COMMENTS**

**I. BOARD COMMENTS**

**J. INFORMATIONAL ITEMS**

Next School Board Meeting: Tuesday, September 20, 2016, 5:30 p.m.  
Board Room, School Administration Building

**K. ADJOURNMENT**

# Agenda Report

**Date:** 09/06/16

**Agenda Number:** A-1

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent

**Subject:** Public Comments

**Summary/Description:**

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

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

**Recommendation:**

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

# Agenda Report

**Date:** 09/06/16

**Agenda Number:** B-1

**Attachments:**

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

**Subject:** Finance Report

**Summary/Description:**

The school administration, in accordance with the FY2016-17 school operating budget, authorized, approved, and processed the necessary payments through July 31, 2016. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through July 31, 2016, for the operating fund.

Total Operating Fund Budget	\$ 93,056,175.00
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Through July 31, 2016

Actual Revenue Received	\$ 2,743,008.98
Actual Expenditures	\$ 3,236,053.31
Actual Encumbered	\$ 22,268,114.80

Percent of Budget Received	2.95%
Percent of Budget Used, excluding encumbrances	3.48%

As of 7/31/16 – 1 month	8.34%
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The revenue and expenditure reports detail the transactions recorded through July 31, 2016. All reports appear as attachments to the agenda report.

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

**Recommendation:**

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

Lynchburg City Schools  
 Operating Fund - Statement of Revenue  
 For the Month Ending  
 July 31, 2016

ACCOUNT TITLE	FY 2015-16	YTD	BUDGET	%	FY 2016-17	YTD	BUDGET	%
	REVENUE				BUDGET			
	BUDGET	TRANSACTIONS	BALANCE	RECEIVED	BUDGET	TRANSACTIONS	BALANCE	RECEIVED
240308 SALES TAX RECEIPTS	(10,248,262.00)	(10,253,346.80)	5,084.80	100.05%	(10,837,193.00)	0.00	(10,837,193.00)	0.00%
240202 BASIC SCHOOL AID	(22,130,823.00)	(21,130,913.40)	(999,909.60)	95.48%	(21,878,492.00)	(1,823,207.66)	(20,055,284.34)	8.33%
240207 GIFTED & TALENTED	(246,845.00)	(218,590.60)	(28,254.40)	88.55%	(246,173.00)	(20,514.42)	(225,658.58)	8.33%
240208 REMEDIAL EDUCATION	(1,323,508.00)	(1,275,566.00)	(47,942.00)	96.38%	(1,492,427.00)	(124,368.92)	(1,368,058.08)	8.33%
240208 REMEDIAL EDUCATION	(105,619.00)	(130,650.00)	25,031.00	123.70%	(161,164.00)	0.00	(161,164.00)	0.00%
SUPL STATE PAYMENT	0.00	0.00	0.00	0.00%	(268,842.00)	0.00	(268,842.00)	0.00%
COMPENSATION SUPPLEMENT	(399,315.00)	(384,793.00)	(14,522.00)	0.00%	(360,828.00)	0.00	(360,828.00)	0.00%
240212 SPECIAL ED SOQ	(2,862,348.00)	(2,758,665.00)	(103,683.00)	96.38%	(2,841,252.00)	(236,771.00)	(2,604,481.00)	8.33%
240217 VOCATIONAL ED SOQ	(231,089.00)	(222,718.00)	(8,371.00)	96.38%	(405,161.00)	(33,763.42)	(371,397.58)	8.33%
240221 CAT SEC-INSTR	(1,439,052.00)	(1,386,925.00)	(52,127.00)	96.38%	(1,461,655.00)	(121,804.58)	(1,339,850.42)	8.33%
240223 VRS INSTRUCTIONAL	(2,846,592.00)	(2,743,479.00)	(103,113.00)	96.38%	(3,015,625.00)	(251,302.08)	(2,764,322.92)	8.33%
240241 GROUP LIFE INST	(89,284.00)	(86,050.00)	(3,234.00)	96.38%	(97,444.00)	(8,120.34)	(89,323.66)	8.33%
240228 READING INTERVENTN	(188,365.00)	(180,349.00)	(8,016.00)	95.74%	(185,114.00)	0.00	(185,114.00)	0.00%
240205 CAT-REG FOSTER	(132,031.00)	(81,045.00)	(50,986.00)	61.38%	(74,203.00)	0.00	(74,203.00)	0.00%
240246 CAT-HOMEBOUND	(102,053.00)	(104,828.10)	2,775.10	102.72%	(107,771.00)	0.00	(107,771.00)	0.00%
240248 REGIONAL TUITION	(739,236.00)	(851,346.99)	112,110.99	115.17%	(814,113.00)	0.00	(814,113.00)	0.00%
240265 AT RISK SOQ	(1,474,228.00)	(1,420,874.00)	(53,354.00)	96.38%	(1,502,539.00)	0.00	(1,502,539.00)	0.00%
240309 ESL	(148,706.00)	(138,897.00)	(9,809.00)	93.40%	(156,955.00)	(13,079.58)	(143,875.42)	8.33%
240281 AT RISK 4 YR OLDS	(1,221,024.00)	(1,092,096.00)	(128,928.00)	89.44%	(944,193.00)	0.00	(944,193.00)	0.00%
240218 CTE - ADULT ED	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
240252 CTE EQUIPMENT	0.00	(12,988.08)	12,988.08	100.00%	0.00	0.00	0.00	0.00%
240253 CTE OCC PREP	(48,230.00)	(44,907.00)	(3,323.00)	93.11%	(52,654.00)	0.00	(52,654.00)	0.00%
MATH/READING INSTR SPECIALISTS	(40,624.00)	(40,624.00)	0.00	100.00%	(42,665.00)	0.00	(42,665.00)	0.00%
EARLY READING SPECIALISTS INIT	(38,807.00)	(38,807.00)	0.00	0.00%	(41,476.00)	0.00	(41,476.00)	0.00%
240275 PRIMARY CLASS SIZE	(1,705,555.00)	(1,634,375.00)	(71,180.00)	95.83%	(1,956,675.00)	0.00	(1,956,675.00)	0.00%
240214 TEXTBOOKS	(505,349.00)	(487,044.00)	(18,305.00)	96.38%	(563,019.00)	(46,918.25)	(516,100.75)	8.33%
240405 ALGEBRA READINESS	(137,583.00)	(135,579.00)	(2,004.00)	98.54%	(141,003.00)	0.00	(141,003.00)	0.00%
<b>COMMONWEALTH OF VA</b>	<b>(48,404,528.00)</b>	<b>(46,855,456.97)</b>	<b>(1,549,071.03)</b>	<b>96.80%</b>	<b>(49,648,636.00)</b>	<b>(2,679,850.25)</b>	<b>(46,968,785.75)</b>	<b>5.40%</b>
330212 IMPACT AIDPL81-874	(6,000.00)	(8,942.41)	2,942.41	149.04%	(8,000.00)	0.00	(8,000.00)	0.00%
180303 MEDICAID REIMBURSE	(300,000.00)	(251,741.09)	(48,258.91)	83.91%	(350,000.00)	(28,928.35)	(321,071.65)	8.27%
JR ROTC	(120,000.00)	(103,965.90)	(16,034.10)	86.64%	(105,000.00)	0.00	(105,000.00)	0.00%
<b>FEDERAL</b>	<b>(426,000.00)</b>	<b>(364,649.40)</b>	<b>(61,350.60)</b>	<b>85.60%</b>	<b>(463,000.00)</b>	<b>(28,928.35)</b>	<b>(434,071.65)</b>	<b>6.25%</b>

Lynchburg City Schools  
 Operating Fund - Statement of Revenue  
 For the Month Ending  
 July 31, 2016

	FY 2015-16 REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	FY 2016-17 REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
510500 CITY OPER APPR	(40,114,276.00)	(40,114,276.00)	0.00	100.00%	(40,854,039.00)	0.00	(40,854,039.00)	0.00%
510500 FUND BALANCE RETURN	(2,316,449.00)	(2,316,449.00)	0.00	100.00%	0.00	0.00	0.00	0.00%
HEALTH INSURANCE RESERVE	(600,000.00)	(600,000.00)	0.00	0.00%	0.00	0.00	0.00	0.00%
510500 USE OF CIP FUNDS	(950,000.00)	(950,000.00)	0.00	0.00%	(500,000.00)	0.00	(500,000.00)	0.00%
<b>CITY</b>	<b>(43,980,725.00)</b>	<b>(43,980,725.00)</b>	<b>0.00</b>	<b>100.00%</b>	<b>(41,354,039.00)</b>	<b>0.00</b>	<b>(41,354,039.00)</b>	<b>0.00%</b>
189912 MISC REV/OTH FUNDS	(100,000.00)	(70,516.45)	(29,483.55)	100.00%	(100,000.00)	(735.20)	(99,264.80)	0.74%
180303 REBATES & REFUNDS	(30,000.00)	(21,888.75)	(8,111.25)	72.96%	(20,000.00)	(950.25)	(19,049.75)	4.75%
189903 DONATIONS & SP GF	(675.00)	(675.00)	0.00	100.00%	0.00	(50.00)	50.00	100.00%
189909 SALE OTHER EQUIP	(3,000.00)	(15,340.39)	12,340.39	511.35%	(3,000.00)	0.00	(3,000.00)	0.00%
189910 INSURANCE ADJUST	(134,105.84)	(134,413.99)	308.15	100.23%	(3,000.00)	0.00	(3,000.00)	0.00%
E RATE REIMBURSEMENT	(1,000,146.53)	(937,913.96)	(62,232.57)	93.78%	(115,500.00)	0.00	(115,500.00)	0.00%
TRANSFER IN/OUT	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>MISCELLANEOUS</b>	<b>(1,267,927.37)</b>	<b>(1,180,748.54)</b>	<b>(87,178.83)</b>	<b>93.12%</b>	<b>(241,500.00)</b>	<b>(1,735.45)</b>	<b>(239,764.55)</b>	<b>0.72%</b>
150201 RENTS	(123,000.00)	(123,000.00)	0.00	100.00%	(123,000.00)	0.00	(123,000.00)	0.00%
161201 TUITION DAY SCHOOL	(110,000.00)	(80,993.89)	(29,006.11)	73.63%	(100,000.00)	(11,050.00)	(88,950.00)	11.05%
161206 TUITION ADULT	(11,000.00)	(20,076.25)	9,076.25	182.51%	(11,000.00)	0.00	(11,000.00)	0.00%
161207 TUITION SUMMER SCH	(25,000.00)	(29,556.00)	4,556.00	118.22%	(25,000.00)	0.00	(25,000.00)	0.00%
161202 SPEC PUPIL FEES	(40,000.00)	(31,026.03)	(8,973.97)	77.57%	(35,000.00)	(145.00)	(34,855.00)	0.41%
161205 BUS RENTAL	(325,000.00)	(420,044.96)	95,044.96	129.24%	(325,000.00)	(1,497.62)	(323,502.38)	0.46%
190101 TUIT FM OTH CO/CY	(634,620.00)	(556,434.09)	(78,185.91)	87.68%	(400,000.00)	0.00	(400,000.00)	0.00%
161201 DUAL ENROLLMENT	(125,000.00)	(155,859.38)	30,859.38	124.69%	(125,000.00)	0.00	(125,000.00)	0.00%
PRINT SHOP	(75,000.00)	(93,433.12)	18,433.12	124.58%	(65,000.00)	(14,451.06)	(50,548.94)	22.23%
SCHOOL NUT UTILITIES	(95,000.00)	(86,218.85)	(8,781.15)	90.76%	(90,000.00)	(5,351.25)	(84,648.75)	5.95%
FACILITY RENTALS	(60,000.00)	(73,490.75)	13,490.75	122.48%	(50,000.00)	0.00	(50,000.00)	0.00%
<b>CHARGES FOR SERVICES</b>	<b>(1,623,620.00)</b>	<b>(1,670,133.32)</b>	<b>46,513.32</b>	<b>102.86%</b>	<b>(1,349,000.00)</b>	<b>(32,494.93)</b>	<b>(1,316,505.07)</b>	<b>2.41%</b>
150101 INTEREST-BNK DPST USE OF MONEY	(100.00)	0.00	(100.00)	100.00%	0.00	0.00	0.00	0.00%
<b>DESIGNATION - ENCUMBRANCES</b>	<b>(90,304.40)</b>	<b>0.00</b>	<b>(90,304.40)</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>TOTAL OPERATING FUND</b>	<b>(95,793,204.77)</b>	<b>(94,051,713.23)</b>	<b>(1,651,187.14)</b>	<b>98.18%</b>	<b>(93,056,175.00)</b>	<b>(2,743,008.98)</b>	<b>(90,313,166.02)</b>	<b>2.95%</b>

Original budget	\$90,820,024.00
Prior Year Encumbrance	\$ 90,304.40
Restricted Donation Received	\$ 675.00
School Bus Proceeds from CIP	\$ 950,000.00
Fund Balance Return	\$ 2,316,449.00
Erate	\$ 884,646.53
Health Insurance Reserve	\$ 600,000.00
Insurance Proceeds	\$ 131,105.84
Adjusted Budget	<u>\$95,793,204.77</u>

FY2015-2016 REVISED REVENUE BUDGET  
As of June 30, 2016

ACCOUNT TITLE	ORIGINAL	REVISED	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	CHANGE BETWEEN ORG & REVISED REV BUDGET INCREASE (DECREASE)
	REVENUE BUDGET As of 7/1/2015	REVENUE BUDGET As of 6/10/2016				
<b>COMMONWEALTH OF VA REVENUE</b>						
240308 SALES TAX RECEIPTS	(10,837,193.00)	(10,206,410.00)	0.00	(10,206,410.00)	0.00%	(630,783.00)
<b>240202 BASIC SCHOOL AID</b>	<b>(21,878,492.00)</b>	<b>(21,111,601.00)</b>	<b>(1,823,207.66)</b>	<b>(19,288,393.34)</b>	<b>8.64%</b>	<b>(766,891.00)</b>
<b>240207 GIFTED &amp; TALENTED</b>	<b>(246,173.00)</b>	<b>(237,903.00)</b>	<b>(20,514.42)</b>	<b>(217,388.58)</b>	<b>8.62%</b>	<b>(8,270.00)</b>
<b>240208 REMEDIAL EDUCATION</b>	<b>(1,492,427.00)</b>	<b>(1,275,566.00)</b>	<b>(124,368.92)</b>	<b>(1,151,197.08)</b>	<b>9.75%</b>	<b>(216,861.00)</b>
240208 REMEDIAL EDUCATION	(161,164.00)	(130,650.00)	0.00	(130,650.00)	0.00%	(30,514.00)
<b>COMPENSATION SUPPLEMENT</b>	<b>(360,828.00)</b>	<b>(384,793.00)</b>	<b>0.00</b>	<b>(384,793.00)</b>	<b>0.00%</b>	<b>23,965.00</b>
<b>240212 SPECIAL ED SOQ</b>	<b>(2,841,252.00)</b>	<b>(2,758,665.00)</b>	<b>(236,771.00)</b>	<b>(2,521,894.00)</b>	<b>8.58%</b>	<b>(82,587.00)</b>
<b>240217 VOCATIONAL ED SOQ</b>	<b>(405,161.00)</b>	<b>(222,718.00)</b>	<b>(33,763.42)</b>	<b>(188,954.58)</b>	<b>15.16%</b>	<b>(182,443.00)</b>
<b>240221 SOC SEC-INSTR</b>	<b>(1,461,655.00)</b>	<b>(1,386,925.00)</b>	<b>(121,804.58)</b>	<b>(1,265,120.42)</b>	<b>8.78%</b>	<b>(74,730.00)</b>
<b>240223 VRS INSTRUCTIONAL</b>	<b>(3,015,625.00)</b>	<b>(2,743,479.00)</b>	<b>(251,302.08)</b>	<b>(2,492,176.92)</b>	<b>9.16%</b>	<b>(272,146.00)</b>
<b>240241 GROUP LIFE INST</b>	<b>(97,444.00)</b>	<b>(86,050.00)</b>	<b>(8,120.34)</b>	<b>(77,929.66)</b>	<b>9.44%</b>	<b>(11,394.00)</b>
<b>240228 READING INTERVENTN</b>	<b>(185,114.00)</b>	<b>(180,349.00)</b>	<b>0.00</b>	<b>(180,349.00)</b>	<b>0.00%</b>	<b>(4,765.00)</b>
240205 CAT-REG FOSTER	(74,203.00)	(81,045.00)	0.00	(81,045.00)	0.00%	6,842.00
240246 CAT-HOMEBOUND	(107,771.00)	(107,771.00)	0.00	(107,771.00)	0.00%	0.00
240248 REGIONAL TUITION	(814,113.00)	(775,604.00)	0.00	(775,604.00)	0.00%	(38,509.00)
<b>240265 AT RISK SOQ</b>	<b>(1,502,539.00)</b>	<b>(1,420,874.00)</b>	<b>0.00</b>	<b>(1,420,874.00)</b>	<b>0.00%</b>	<b>(81,665.00)</b>
240309 ESL	(156,955.00)	(138,897.00)	(13,079.58)	(125,817.42)	0.00%	(18,058.00)
240281 AT RISK 4 YR OLDS - VPI	(944,193.00)	(1,092,096.00)	0.00	(1,092,096.00)	0.00%	147,903.00
240218 CTE - ADULT ED	0.00	0.00	0.00	0.00	0.00%	0.00
240252 CTE EQUIPMENT	0.00	(12,988.08)	0.00	(12,988.08)	0.00%	12,988.08
240253 CTE EDUCATION	(52,654.00)	(44,907.00)	0.00	(44,907.00)	0.00%	(7,747.00)
MATH/READING INSTR SPECIALISTS	(42,665.00)	(42,665.00)	0.00	(42,665.00)	0.00%	0.00
EARLY READING SPECIALISTS INITI <sup>A</sup>	(41,476.00)	(41,476.00)	0.00	(41,476.00)	0.00%	0.00
<b>240275 PRIMARY CLASS SIZE</b>	<b>(1,956,675.00)</b>	<b>(1,634,375.00)</b>	<b>0.00</b>	<b>(1,634,375.00)</b>	<b>0.00%</b>	<b>(322,300.00)</b>
<b>240214 TEXTBOOKS</b>	<b>(563,019.00)</b>	<b>(487,044.00)</b>	<b>(46,918.25)</b>	<b>(440,125.75)</b>	<b>9.63%</b>	<b>(75,975.00)</b>
240405 ALGEBRA READINESS	(141,003.00)	(135,579.00)	0.00	(135,579.00)	0.00%	(5,424.00)
<b>COMMONWEALTH OF VA</b>	<b>(49,379,794.00)</b>	<b>(46,740,430.08)</b>	<b>(2,679,850.25)</b>	<b>(44,060,579.83)</b>	<b>5.73%</b>	<b>(2,639,363.92)</b>
<b>FEDERAL REVENUE</b>						
330212 IMPACT AIDPL81-874	(8,000.00)	(8,942.41)	0.00	(8,942.41)	0.00%	942.41
180303 MEDICAID REIMBURSE	(350,000.00)	(255,133.82)	(28,928.35)	(226,205.47)	11.34%	(94,866.18)
JR ROTC	(105,000.00)	(110,000.00)	0.00	(110,000.00)	0.00%	5,000.00
<b>FEDERAL</b>	<b>(463,000.00)</b>	<b>(374,076.23)</b>	<b>(28,928.35)</b>	<b>(345,147.88)</b>	<b>7.73%</b>	<b>(88,923.77)</b>
<b>CITY APPROPRIATIONS</b>						
510500 CITY OPER APPR	(40,854,039.00)	(40,854,039.00)	0.00	(40,854,039.00)	0.00%	0.00
510500 FUND BALANCE RETURN	0.00	0.00	0.00	0.00	100.00%	0.00
510500 USE OF RESERVES	(500,000.00)	(500,000.00)	0.00	(500,000.00)	100.00%	0.00
<b>CITY</b>	<b>(41,354,039.00)</b>	<b>(41,354,039.00)</b>	<b>0.00</b>	<b>(41,354,039.00)</b>	<b>0.00%</b>	<b>0.00</b>
<b>MISCELLANEOUS REVENUE</b>						
189912 MISC REV/OTH FUNDS	(100,000.00)	(100,000.00)	(735.20)	(99,264.80)	100.00%	0.00
180303 REBATES & REFUNDS	(20,000.00)	(20,000.00)	(950.25)	(19,049.75)	4.75%	0.00
189903 DONATIONS & SP GF	0.00	0.00	(50.00)	50.00	0.00%	0.00
189909 SALE OTHER EQUIP	(3,000.00)	(16,000.00)	0.00	(16,000.00)	0.00%	13,000.00
189910 INSURANCE ADJUST	(3,000.00)	(197,000.00)	0.00	(197,000.00)	0.00%	194,000.00
E RATE REIMBURSEMENT	(115,500.00)	(937,913.96)	0.00	(937,913.96)	0.00%	822,413.96
TRANSFER IN/OUT	0.00	0.00	0.00	0.00	0.00%	0.00
<b>MISCELLANEOUS</b>	<b>(241,500.00)</b>	<b>(1,270,913.96)</b>	<b>(1,735.45)</b>	<b>(1,269,178.51)</b>	<b>0.14%</b>	<b>1,029,413.96</b>

**CHARGES FOR SERVICES**

150201 RENTS	(123,000.00)	(123,000.00)	0.00	(123,000.00)	0.00%	0.00
161201 TUITION DAY SCHOOL	(100,000.00)	(100,000.00)	(11,050.00)	(88,950.00)	11.05%	0.00
161206 TUITION ADULT	(11,000.00)	(20,000.00)	0.00	(20,000.00)	0.00%	9,000.00
161207 TUITION SUMMER SCH	(25,000.00)	(29,000.00)	0.00	(29,000.00)	0.00%	4,000.00
161202 SPEC PUPIL FEES	(35,000.00)	(35,000.00)	(145.00)	(34,855.00)	0.41%	0.00
161205 BUS RENTAL	(325,000.00)	(401,280.64)	(1,497.62)	(399,783.02)	0.37%	76,280.64
190101 TUIT FM OTH CO/CY	(400,000.00)	(480,000.00)	0.00	(480,000.00)	0.00%	80,000.00
161201 DUAL ENROLLMENT	(125,000.00)	(155,859.38)	0.00	(155,859.38)	0.00%	30,859.38
PRINT SHOP	(65,000.00)	(93,433.12)	(14,451.06)	(78,982.06)	15.47%	28,433.12
SCHOOL NUT UTILITIES	(90,000.00)	(90,000.00)	(5,351.25)	(84,648.75)	5.95%	0.00
FACILITY RENTALS	(50,000.00)	(73,490.75)	0.00	(73,490.75)	0.00%	23,490.75
<b>CHARGES FOR SERVICES</b>	<b>(1,349,000.00)</b>	<b>(1,601,063.89)</b>	<b>(32,494.93)</b>	<b>(1,568,568.96)</b>	<b>2.03%</b>	<b>252,063.89</b>
150101 INTEREST-BNK DPST	0.00	0.00	0.00	0.00	100.00%	0.00
LEASE PURCHASE PROCEEDS	0.00	0.00	0.00	0.00	0.00%	0.00
HEALTH INSURANCE RESERVE	0.00	(600,000.00)	(600,000.00)	0.00	100.00%	600,000.00
DESIGNATION - ENCUMBRANCES	(90,304.40)	(90,304.40)	0.00	(90,304.40)	0.00%	0.00
<b>TOTAL OPERATING FUND</b>	<b>(92,877,637.40)</b>	<b>(92,030,827.56)</b>	<b>(3,343,008.98)</b>	<b>(88,597,514.18)</b>	<b>3.63%</b>	<b>(846,809.84)</b>

**REVENUE OVER/(UNDER)**

**ORIGINAL BUDGET** (846,809.84)

**Note**

Bold accounts are affected by changes in ADM



Lynchburg City Schools  
 Operating Fund - Statement of Expenditures  
 For the Month Ending  
 July 31, 2016

	Fiscal Year 2016-17				BUDGET AVAILABLE	BUDGET % USED
	BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES		
<b>INSTRUCTION</b>						
FUNCTION 1100 CLASSROOM INSTRUCTION						
Personnel		242,464.11		2,026,270.40		
Other		331,987.99		558,740.71		
FUNCTION 1200 INST SUPPORT-STUDENT						
Personnel		85,816.48		938,720.17		
Other		184.87		1,704.34		
FUNCTION 1300 INST SUPPORT-STAFF						
Personnel		191,550.25		1,967,446.14		
Other		43,876.38		240,704.45		
FUNCTION 1400 INST SUPPORT-SCHOOL ADMN						
Personnel		326,855.08		3,453,064.12		
Other		0.00		28,802.49		
<b>TOTAL INSTRUCTION</b>	<b>68,623,682.00</b>	<b>1,222,735.16</b>	<b>1.78%</b>	<b>9,215,452.82</b>	<b>58,185,494.02</b>	<b>15.21%</b>
<b>ADMINISTRATION</b>						
FUNCTION 2100 ADMINISTRATION						
Personnel		220,569.56		1,816,377.42		
Other		114,202.70		328,306.71		
FUNCTION 2200 ATTENDANCE & HEALTH SERV						
Personnel		18,122.03		164,472.44		
Other		33.19		15,390.81		
<b>TOTAL ADMINISTRATION</b>	<b>5,583,204.00</b>	<b>352,927.48</b>	<b>6.32%</b>	<b>2,324,547.38</b>	<b>2,905,729.14</b>	<b>47.96%</b>
<b>PUPIL TRANSPORTATION</b>						
FUNCTION 3100 MANAGEMENT & DIRECTION						
Personnel		27,620.19		294,213.92		
Other		695.63		13,334.05		
FUNCTION 3200 VEHICLE OPERATION SERVICE						
Personnel		30,396.16		0.00		
Other		230,655.23		599,964.89		
FUNCTION 3300 MONITORING SERVICE						
Personnel		514.02		0.00		
Other		0.00		0.00		
FUNCTION 3400 VEHICLE MAINT SERVICE						
Personnel		29,563.12		307,734.46		
Other		22,689.37		138,233.79		
FUNCTION 3500 BUS PURCHASE - REGULAR						
Other		0.00		0.00		
<b>TOTAL PUPIL TRANSPORTATION</b>	<b>5,066,609.00</b>	<b>342,133.72</b>	<b>6.75%</b>	<b>1,353,481.11</b>	<b>3,370,994.17</b>	<b>33.47%</b>
<b>OPERATIONS &amp; MAINTENANCE</b>						
FUNCTION 4100 MANAGEMENT & DIRECTION						
Personnel		23,218.54		255,403.94		
Other		1,477.59		48,767.99		

Lynchburg City Schools  
 Operating Fund - Statement of Expenditures  
 For the Month Ending  
 July 31, 2016

FUNCTION 4200 BUILDING SERVICES							
	Personnel	381,129.12			3,481,761.58		
	Other	352,203.22			3,639,474.76		
FUNCTION 4300 GROUNDS SERVICES							
	Personnel	16,712.87			183,777.22		
	Other	0.00			1,000.00		
FUNCTION 4400 EQUIPMENT SERVICES							
	Personnel	0.00			0.00		
	Other	0.00			20,422.00		
FUNCTION 4500 VEHICLE SERVICES							
	Personnel	0.00			0.00		
	Other	0.00			8,676.76		
FUNCTION 4600 SECURITY SERVICES							
	Personnel	0.00			0.00		
	Other	50,000.00			37,060.00		
FUNCTION 4700 WAREHOUSING SERVICES							
	Personnel	1,681.52			0.00		
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>		<b>10,513,800.00</b>	<b>826,422.86</b>	<b>7.86%</b>	<b>7,676,344.25</b>	<b>2,011,032.89</b>	<b>80.87%</b>
<b>Other Non-Instructional Operations</b>							
FUNCTION 5000 Non-Instructional Operations - Other			0.00		0.00		
<b>TOTAL Non-Instructional Operations</b>		<b>15,000.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0.00%</b>
<b>FACILITIES</b>							
FUNCTION 6200 SITE IMPROVEMENTS			0.00		0.00		
FUNCTION 6600 BLDG ADD & IMP SERVICES							
	Personnel		163.97		0.00		
	Other		0.00		0.00		
<b>TOTAL FACILITIES</b>		<b>31,842.00</b>	<b>163.97</b>	<b>0.51%</b>	<b>0.00</b>	<b>31,678.03</b>	<b>0.51%</b>
<b>DEBT SERVICE</b>							
FUNCTION 7100 DEBT SERVICE -	Other	0.00	0.00	0.00%	0.00	0.00	
<b>TOTAL DEBT SERVICE</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>TECHNOLOGY</b>							
FUNCTION 8100 CLASSROOM INSTRUCTION							
	Personnel	111,456.27			1,201,408.56		
	Other	61,155.74			12,742.06		
FUNCTION 8200 INSTRUCTIONAL SUPPORT							
	Personnel	36,403.74			395,374.98		
	Other	282,654.37			88,763.64		
<b>TOTAL TECHNOLOGY</b>		<b>3,222,038.00</b>	<b>491,670.12</b>	<b>15.26%</b>	<b>1,698,289.24</b>	<b>1,032,078.64</b>	<b>67.97%</b>
<b>CONTINGENCY RESERVES</b>							
FUNCTION 9100 CLASSROOM INSTRUCTION							
FUNCTION 9300 ADMINISTRATION							
FUNCTION 9500 PUPIL TRANSPORTATION							
FUNCTION 9600 OPERATIONS & MAINTENANCE							
<b>TOTAL CONTINGENCY RESERVES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>TOTAL OPERATING BUDGET</b>		<b>93,056,175.00</b>	<b>3,236,053.31</b>	<b>3.48%</b>	<b>22,268,114.80</b>	<b>67,552,006.89</b>	<b>27.41%</b>

# Agenda Report

**Date:** 09/06/16

**Agenda Number:** C-2

**Attachments:** Yes

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

**Subject:** Personnel Report

## **Summary/Description:**

The personnel recommendations for August 16 – September 6, 2016, 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 August 16 – September 6, 2016.

<b>NAME</b>	<b>COLLEGE</b>	<b>DEGREE/ EXPERIENCE</b>	<b>SCHOOL/ ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
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**NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2016-2017:**

Brown Charlotte	Lyn Gen Sch Nursing	AS. / (Lv. 0	0 yrs 1)	Heritage High School Teacher – Nurse Aide	8-22-16
Enriquez Anna	South Car. (Beuf.) University of	BA / (Lv. 0	0 yrs 3)	E.C. Glass High School Spanish Teacher	8-29-16
Hite Jason	Liberty University	MA / (Lv. 0	0 yrs 4)	Dunbar Middle School Special Education Teacher	8-29-16
Moore Madelyn	Texas El-Paso University	MA / (Lv. 8	8 yrs 4)	Perrymont Elementary School Speech Pathologist	9-19-16
Moss Jamie	Alabama-Birm. University of	MA / (Lv. 12	12 yrs 3)	Carl B. Hutcherson Occupational Therapist PT	9-01-16

**RETIREMENTS:**

Guarino-Murphey Dana	Virginia Common. University	MA / (Lv. 30	30 yrs 3)	Carl B. Hutcherson SPED Lead Teacher	6-24-16
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# Agenda Report

**Date:** 09/06/16

**Agenda Number:** C-3

**Attachments:** Yes

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

**Subject:** Policy BDDH Public Participation

**Summary/Description:**

Revisions have been made to Policy BDDH Public Participation with regard to the language that describes expectations for public comments during school board meetings. A copy of the revised policy appears as an attachment to this agenda report.

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

**Recommendation:**

The school board chairman recommends that the school board approve revisions to Policy BDDH Public Participation.

## PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

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

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

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

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

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

Adopted: June 4, 2013

Revised: May 6, 2014

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

Cross Ref.: BDDE Rules of Order

SCHOOL BOARD BYLAWS

Public Participation

Public Comment Sign-up Sheet

School Board Meeting Date:

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

**PRINT**

Name	Address	Phone Number	Subject	Group Name if Representing a Group

## SCHOOL BOARD BYLAWS

Public Participation

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

Individual speakers shall limit their comments to three minutes. A speaker representing a group shall limit his comments to five minutes. The representative shall identify the group at the beginning of his or her presentation. A group may have no more than one spokesperson. The total allotted time for public comments at school board meetings is 30 minutes. **Public comments are reserved for the public to provide input. The board does not respond to comments, answer questions, or otherwise engage in discussion at this time.**



# Agenda Report

**Date:** 09/06/16

**Agenda Number:** C-4

**Attachments:** Yes

**From:** Scott S. Brabrand, Superintendent

**Subject:** Religious Exemption

**Summary/Description:**

The school board, pursuant to the Code of Virginia 22.1-254 (B) (1) “shall excuse from attendance at school any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school.”

The Statement of Religious Beliefs is confidential and is shared with members of the school board only.

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

**Recommendation:**

The superintendent recommends that the school board excuse the student(s) from public school attendance by reason of bona fide religious training or belief of both the parent(s) and the student(s).

# Agenda Report

**Date:** 09/06/16

**Agenda Number:** F-1

**Attachments:** No

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

**Subject:** Crisis Plans: 2016-17

## **Summary/Description:**

Pursuant to the Code of Virginia §22.1-279.8, each school board shall ensure that every school develops a written school crisis, emergency management, and medical emergency response plan. The school must also review the plans on an annual basis.

On August 16, 2016, the school administration provided the school board with information about the process for updating the crisis plans for each school and indicated that the plans would be completed and submitted to the Virginia Department of Education by August 31, 2016. The school board has received a copy of those plans, and the school administration requests that they be approved during this presentation.

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

## **Recommendation:**

The superintendent recommends that the school board approve the crisis plans for 2016-17.

# Agenda Report

**Date:** 09/06/16

**Agenda Number:** F-2

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent

**Subject:** School Board Retreat: 2016-17

**Summary/Description:**

The Lynchburg City School Board will conduct its annual retreat on November 3, 2016. Topics for discussion identified thus fare are

- Teacher Pay Scale
- Employee Assignments and Position Allocation
- Public Information Outreach
- School Start Times
- School Board Finance Training

During this presentation, the school administration will seek additional input from the school board regarding topics for discussion.

**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:** 09/06/16

**Agenda Number:** G-1

**Attachments:** Yes

**From:** Scott S. Brabrand, Superintendent  
John C. McClain, Assistant Superintendent for Student Learning and Success

**Subject:** Special Education Advisory Committee: 2016-17

## Summary/Description:

State regulations governing the education of students with disabilities require the Lynchburg City School Board to appoint a Special Education Advisory Committee annually. This committee meets a minimum of four times per year. Members serve two-year terms.

The Virginia Department of Education guidelines define the role of the Special Education Advisory Committee as follows:

- To advise the school division of unmet needs in the education of students with disabilities
- To assist the school division in the formulation and development of long range plans designed to provide needed educational services for students with disabilities
- To participate in the development of priorities and strategies for meeting the identified needs of students with disabilities
- To submit periodic reports and recommendations regarding the education of students with disabilities to the division superintendent for transmission to the school board
- To assist the school division in interpreting plans to the community for meeting the special needs of students with disabilities.

The proposed membership appears as an attachment to this agenda report.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 09/20/16

## 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 September 20, 2016.

**Special Education Advisory Committee (SEAC) 2016-2017**

**School Representatives:**

School	Representative	Ending Year
Hutcherson Early Learning Center	Uma Shivkumar	2018
William Marvin Bass Elementary School	Ebony Martin	2018
Bedford Hills Elementary School	Shannon Snead	2018
Dearington Elementary School for Innovation	Catherine Adams	2017
Heritage Elementary School	Jackie Egan	2018
Linkhorne Elementary School	Kenia Lopez	2017
Paul Munro Elementary School	Keeling Pennington	2017
Perrymont Elementary School	Kenya Jefferson	2017
Robert S. Payne Elementary School	Priscilla Clements	2018
Sandusky Elementary School	Tammy Porter	2018
Sheffield Elementary School	Alicia Jefferson	2018
T.C. Miller Elementary School for Innovation	Kim Hibbard	2018
Paul Laurence Dunbar Middle School for Innovation	Karen Bucklew	2017
Linkhorne Middle School	Renee Maca	2017
Sandusky Middle School	Cassandra Pressley-Townes	2017
E.C. Glass High School	Stephanie Early	2018
Heritage High School	Aura Boyle	2017
LAUREL Regional Program	Vickie Jordan	2018

**Additional Roles:**

Past Chair	Tiffany Ellis
Community Representative	Sherry Murrell
Special Education Teacher Representative	Elaine Gaston
Co-Chair Person	Sydney Gunn (2017)
Co-Chair Person	Renee Maca (2018)

**Lynchburg City Schools Consultants:**

Wyllys D. VanDerwerker	Director of the Office for Exceptional Learners
Amanda Myers-Ramirez	Coordinator of the Office for Exceptional Learners
Janenne Daniels-Bosher	Coordinator of the Office for Exceptional Learners

**SEAC Public Meeting Dates for the 2016-2017 School Year**

**Meeting Location: Lynchburg Public Library, 2315 Memorial Ave. (unless noted)**

**Meeting Time: 6:00 - 7:30pm (unless noted)**

Tuesday, September 27, 2016 (Linkhorne Middle School Classroom #500)

Tuesday, October 25, 2016

Tuesday, March 21, 2017 (Review Draft of Special Education Annual Plan and application for Flow Through 611 and 619 funds)

Thursday, April 20, 2017- (3:30-4:30pm at the Linkhorne Middle School Library - SEAC will accept public comment on Federal Set Aside programming)

Tuesday, April 25, 2017 (SEAC to consider the 2017-2018 Special Education Annual Plan and application for Flow Through funds\*)

\*The Special Education Annual Plan will be available for public review and comment from April 20, 2017 to May 5, 2017 in the Lynchburg Public Library located on Memorial Avenue, the Lynchburg City Schools Administration Building - Office for Exceptional Learners located on Court Street, and the Lynchburg City Schools website.

*To contact the Special Education Advisory Committee, please contact Mr. Wyllys VanDerwerker at 434.515.5030*

# Agenda Report

**Date:** 09/06/16

**Agenda Number:** G-2

**Attachments:** Yes

**From:** Scott S. Brabrand, Superintendent  
John C. McClain, Assistant Superintendent for Student Learning and Success

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

## Summary/Description:

As part of the annual update to the High School Program of Studies during the 2015-2016 school year, the school board approved changes including a move from a semester basis for all courses to a year-basis for most courses. This modification to the course timing necessitates that the procedure for determining grades be updated.

The proposed update to Administrative Regulation 6-58 is intended to make adjustments to grading to account for the move from semester to year courses while minimizing changes to the remaining components of the regulation.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 09/20/16

## Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the meeting on September 20, 2016.

## INSTRUCTION

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

1. Middle school end-of-course grades are to be computed by an average of the grades earned for each nine weeks.
2. High school course grades are computed differently depending on whether the course is a year-long course or semester course.
  - a. Year-long course – The course grade is computed by applying 20% weight to each of the four quarters and 20% for the final exam. If there is an exam exemption, the course grade is computed by applying 25% weight to each of the four quarters. Teachers are encouraged to consider a clear positive trend as another factor in determining the final grade, when applicable.
  - b. Semester course – The course grade for a semester course is computed by applying 40 percent weight to each of the two quarters and 20 percent to the exam or final project grade.

B. Exams

1. For year-long courses, there will be one exam at the end of the course that assesses content from the full year. There will be no exam at the end of the first semester in these courses (as there is no longer a special exam schedule in December). Teachers may plan quarterly or other periodic assessments during the year that assess content previously learned during the course.
2. For semester courses, there should be either an end-of-course project or an exam that could be given within a normal class schedule since there is not a special exam schedule at the end of the first semester.

~~B. Determining Semester Grades~~

~~High school course semester grades are to be computed by applying 40 percent weight to each of the two nine-week grades and 20 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 two nine-week 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 **course** ~~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

## INSTRUCTION

**Secondary Student Evaluation and Grading Procedures R 6-58**

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).
8. A senior enrolled in any course with an end-of-course Standards of Learning Test must pass the Standards of Learning Test to be eligible for the exam exemption.

D. Advanced Placement and Standards of Learning Exam Option

During an Advanced Placement course with the Advanced Placement test, an examination may not be given.

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 **average of the four quarters**. ~~two nine-week~~ ~~average.~~

Students who receive a Standards of Learning score rating of “pass proficient” will receive an exam score of 90, and a student who receives a Standards of Learning score rating of “pass advanced” will receive an exam score of 100. These scores, since they replace the final exam, are weighted as 20% of the **course** ~~second semester~~ grade.

Students who successfully pass a state career-technical licensure test have the option of not completing the teacher-created, ~~second semester~~ exam and may choose to use the **four quarter** ~~two nine-week~~ grades to compute their **course** ~~second semester~~ grade.

Teachers will have the option to use project-based assessments and other alternative assessment approaches in lieu of a traditional exam, with principal review and approval.

E. Determining Grades for a Student Who Exits a Course Before the End of the Semester

1. Request to Withdraw



## INSTRUCTION

**Secondary Student Evaluation and Grading Procedures R 6-58**

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 15<sup>th</sup> 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 15<sup>th</sup> day ~~of the semester~~.

In very rare cases, extenuating circumstances may justify a withdrawal from a course after the 15<sup>th</sup> school day ~~of the semester~~. If a student is withdrawn after the 15<sup>th</sup> 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 60<sup>th</sup> 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 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

## INSTRUCTION

**Secondary Student Evaluation and Grading Procedures R 6-58**

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 15<sup>th</sup> school day ~~of the semester~~ but before the end of the 60<sup>th</sup> 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 60<sup>th</sup> 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.

**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.

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

## INSTRUCTION

**Secondary Student Evaluation and Grading Procedures R 6-58**

Students who are dropped from a repeat course under the credit recovery format prior to the 23<sup>rd</sup> instructional hour will not have that course appear on their transcripts. However, if after the 23<sup>rd</sup> 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: August 2, 2011

Revised by School Board: January 8, 2013

Revised by Superintendent: July 14, 2014 (effective – beginning with school year 2014-15)

# Agenda Report

**Date:** 09/06/16

**Agenda Number:** G-3

**Attachments:** Yes

**From:** Scott Brabrand, Superintendent  
John C. McClain, Assistant Superintendent for Student Learning and Success

**Subject:** Equity Task Force

## **Summary/Description:**

In March 2015, the Equity Task Force (formerly the Key Communicators Advisory Committee) was renamed. The board approved the objectives and list of members at that time. Since then, the work of the Equity Task Force has increased which has led us to update the by-laws and list of members.

The current membership for this advisory committee and the updated by-law appear as an attachment to this agenda report.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 09/20/16

## **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 September 20, 2016.

## **Equity Task Force: 2016-2020**

### **School Board Members**

James Coleman  
Jennifer Poore

### **School Administration**

Scott S. Brabrand, Superintendent  
Jay C. McClain, Assistant Superintendent of Student Learning and Success  
Ethel E. Reeves, Director of Engagement, Equity, and Opportunity  
Dashia L. Womack, Coordinator of Engagement, Equity, and Opportunity  
Leverne L. Marshall, Principal, Sandusky Middle School  
LaTonya D. Brown, Director of Student Services and Alternative Education

### **Community Members**

Dr. Robert Brennan  
Amy Cohen  
Dorothy Holmes\*  
Melissa Johnson\*  
Rev. Paul Kee\*  
Leslie King  
Charlotte Lester  
Carolyn and Danny McCain\*  
Sandra Mitchell  
Jimmy Oliver  
Patricia Price\*  
Tashama Terrell  
Eugene Tweedy\*  
Larry Wetzell  
Virgil Moore\*

\*term ends June 2017



**Equity Task Force By-Laws****(DRAFT)****A. Generally**

The Equity Task Force is an organization created for the purpose of providing effective communication between the community and the superintendent. In March 2000, the Lynchburg City Schools Advisory Group for Equity Report (March, 2000) identified critical areas of concern that the school division needed to address. After an analysis of our data and in collaboration with the Office of Civil Rights (April 2014), the school division continues to strive for excellence in the areas related to discipline, recruitment of minority staff, diversity training, equity, extracurricular programs, and access to advanced courses, among other topics. The Equity Task Force continues to work to achieve success for all students.

**B. Objectives**

The Equity Task Force will assist staff with the improvement of student achievement in order to close the achievement gap; increase and support parental involvement; serve as student advocates; support equality in education; and support and offer recommendations associated with the alternative education program and student discipline practices and procedures. The Equity Task Force will continue to advance the mission of “Every Child, By Name and By Need, to Graduation” with an emphasis on looking at each issue through equity lenses.

The committee will also provide communication between the superintendent and parents by:

1. Disseminating information to and interpreting information for the community regarding policies, goals, and programs implemented by the school board;
2. Gathering information regarding interest, concerns, needs, ideas, and recommendations from community members;
3. Serving as liaison between the school board and community groups;
4. Planning, implementing, utilizing, and evaluating effective communication between the superintendent and the community; and
5. Working cooperatively with other school division advisory committees to prevent duplication of effort and resources.

**C. Membership**

The Equity Task Force Committee shall have twenty (20) members. Five (5) staff members shall be appointed by the superintendent. Two school board members (a representative and an alternate) shall be appointed by the school board to serve on the committee. Thirteen (13) lay members shall also be appointed by the school board. The superintendent shall designate a member of the central office staff to serve as the committee coordinator.

D. Term of Service

Lay members shall be appointed for a three-year term of service and may be appointed for an additional three-year term of service. Staff members may be rotated at the discretion of the superintendent. Two school board members shall be appointed annually by the school board. All members must attend 2/3 of all meetings each year and remain engaged in the efforts to provide solutions.

E. Meetings

The committee shall meet monthly at a time and place to be determined by the committee coordinator. One annual workshop shall be held for the purpose of discussing goals. Additional meetings may be called by the coordinator or upon request by the superintendent and/or the school board.

F. Reports

Reports shall be made regularly to the school board at each meeting. Interim reports may be made to the school board through the superintendent.