



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

Lynchburg City School Board

Robert O. Brennan
School Board District 1

Sharon Y. Carter
School Board District 2

James E. Coleman, Jr.
School Board District 3

Belle H. Evans
School Board District 1

Atul Gupta
School Board District 3

Gary E. Harvey
School Board District 2

Susan D. Morrison
School Board District 1

Michael J. Nilles
School Board District 3

Kimberly A. Sinha
School Board District 2

School Administration

Crystal M. Edwards
Superintendent

Ben W. Copeland
Deputy Superintendent

Kimberly Lukanich
Chief Financial Officer

Christi Meservy
Clerk

Chris Marotta
E.C. Glass High School
Student Representative

Taylor McClure
Heritage High School
Student Representative

Ian Garland
Heritage High School
Student Representative

SCHOOL BOARD MEETING
December 3, 2019 5:00 p.m.
School Administration Building
Board Room

A. AGENDA APPROVAL

- 1. Approval of Agenda – December 3, 2019
Susan D. Morrison Page 1
Discussion/Action

B. SPECIAL PRESENTATION

- 1. Lonice Harris – Social Worker of the Year
Crystal M Edwards. Page 2
Discussion
- 2. LCS Aspiring Administrators Recognition
Ben W. Copeland. Page 3
Discussion
- 3. Brown Edwards Audit Report
Kimberly Lukanich.Page 4

C. PUBLIC COMMENTS

- 1. Public Comments
Susan D. Morrison. Page 5
Discussion (30 Minutes)

D. FINANCE REPORT

- 1. Finance Report
Kimberly Lukanich.Page 6
Discussion

E. CONSENT AGENDA

- 1. School Board Meeting Minutes: November 6, 2019
(Regular Board Meeting)
School Board Retreat October 11, 2019

Public Budget Hearing October 29, 2019
Student Discipline Committee Meeting, October 24, 2019
October 30, 2019 and November 7, 2019

- 2. Personnel Report
Marie F. GeePage 11
Discussion/Action

- 3. Religious Exemption
Crystal M. Edwards. Page 13
Discussion/Action

F. STUDENT REPRESENTATIVE COMMENTS

G. SCHOOL BOARD COMMITTEE REPORT

1. School Board Committees:

A) Finance Committee-Chair Atul Gupta

Meeting Dates:

August 13, 2019	September 10, 2019
October 8, 2019	December 10, 2019
January 14, 2020	February 11, 2020
March 10, 2020	April 14, 2020
May 12, 2020	June 9, 2020

B) Governor’s School Committee-Chair Gary E. Harvey

Meeting Dates:

August 7, 2019	September 4, 2019
October 2, 2019	December 4, 2019
February 5, 2020	March 4, 2020
April 1, 2020	May 6, 2020

C) LAUREL Regional School Committee-Sharon Y. Carter

Meeting Dates:

August 28, 2019	December 4, 2019
February 5, 2020	May 6, 2020

D) XLR8 STEM Academy Committee-Robert O. Brennan

Meeting Dates:

August 13, 2019	November 12, 2019
January 28, 2020	March 24, 2020
May 19, 2020	August 11, 2020

- E) Legislative Advocacy Committee-Chair Robert O. Brennan
 Meeting Dates:
 August 8, 2019 September 5, 2019
 October 31, 2019 January 10, 2019

2. Advisory Committees to the School Board

- A) General Career Technical Advisory Committee-Bradley Bryant
 Meeting Dates:
 October 22, 2019 January 31, 2020
 April 24, 2020
- B) Equity Task Force Committee-Ethel Reeves
 Meeting Dates:
 November 13, 2019 January 22, 2020
 March 25, 2020 May 14, 2020
- C) Health Advisory Board Committee-Anne Bond-Gentry
 Meeting Dates:
 October 16, 2019 November 13, 2019
 January 22, 2020 March 25, 2020
 May 14, 2020
- D) Special Education Advisory Committee-Wyllys VanDerwerker
 Meeting Dates:
 August 27, 2019 September 24, 2019
 October 22, 2019 February 18, 2020
 March 24, 2020 April 21, 2020

H. COMPREHENSIVE STRATEGIC PLAN DISCUSSION

- 1. Comprehensive Strategic Plan Discussion
 Crystal M. Edwards. Page 14
 Discussion

I. UNFINISHED BUSINESS

- 1. High School Program of Studies: 2020-21
 Tommy Coleman.Page 15
 Discussion/Action
- 2. Lynchburg City School Board Instruction & Program Policies
 Tommy Coleman.Page 16
 Discussion/Action
- 3. Lynchburg City School Board Personnel Policies
 Marie F. Gee. Page 40
 Discussion/Action

4. Lynchburg City School Board Operations Policies & Regulations
Ben W. Copeland.Page 75
Discussion/Action

J. NEW BUSINESS

1. Middle School Program of Studies: 2020-21
Tommy Coleman. Page 76
Discussion
2. LCS Board Instruction and Program Policies and Regulations
Tommy Coleman. Page 101
Discussion
3. Central VA Governor’s School for Science & Technology: 2019-20
Budget
Kimberly D. Lukanich.Page 103
Discussion/Action
4. XLR8 STEM Academy Budget: 2019-20
Kimberly D. Lukanich.Page 111
Discussion/Action
5. Pauline F. Maloney STEP with Links Program: 2019-20 Budget
Kimberly D. Lukanich.Page 121
Discussion/Action
6. LAUREL Regional School Budget: 2019-20
Kimberly D. Lukanich.Page 127
Discussion/Action
7. Board Agenda Presentation
Susan D. Morrison.Page 136
Discussion

K. SUPERINTENDENT’S COMMENTS

1. Superintendent’s Parent Advisory Council
October 24, 2019 December 12, 2019
February 12, 2020 April 30, 2020
2. Superintendent’s Personnel Advisory Committee
October 24, 2019 December 12, 2019
February 12, 2020 April 30, 2020
3. Additional Information

L. BOARD COMMENTS

M. INFORMATIONAL ITEMS

The next School Board Work Session is scheduled for December 17, 2019. The focus of discussion will be the LCS Volunteer Policy & Regulations.

Winter Break is December 23, 2019 to January 3, 2020.

The next School Board Meeting will be held on Tuesday, January 14, 2019 at 5:00 p.m. in the board room at the Administration Building.

N. ADJOURNMENT

Agenda Report

Date: 12/03/19

Agenda Number: A-1

Attachments: No

From: Susan D. Morrison, School Board Chair

Subject: Approval of Agenda – December 3, 2019

Summary/Description:

Consider approval of agenda for the December 3, 2019, school board meeting.

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

Recommendation:

The school board chairman recommends that the school board approve the agenda for the December 3, 2019 meeting.

Agenda Report

Date: 12/03/19

Agenda Number: B-1

Attachments: No

From: Crystal M. Edwards, Superintendent

Subject: Lonice Harris – Social Worker of the Year

Summary/Description:

Lonice Harris, LCS School Social worker: Virginia has more than 650 school social workers who serve students and families. We are excited that our very own Lonice Harris was selected as this year's state School Social Worker of the year! Annually, each region of the Virginia Association of School Social Workers (VASSW) nominates a representative for their region, and the candidates presented from each region are voted on by the VASSW Executive Board. Mrs. Harris is in her fifth year as a School Social Worker for Lynchburg City Schools. She is part of a team of five school social workers who are the link between the home, school, and community in providing services to students, families, and school personnel. For Mrs. Harris, one of her favorite roles in her job is being an advocate for students and their families.

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: 12/3/19

Agenda Number: B-2

Attachments: No

From: Crystal M. Edwards, Superintendent
Ben W. Copeland, Deputy Superintendent

Subject: LCS Aspiring Administrators Recognition

Summary/Description:

The LCS Aspiring Administrators program, designed to support the professional learning and development of teacher leaders aspiring to become administrators and assistant principals aspiring to become principals, finished the final session on April 25, 2019. Ten staff members participated in each of the sessions and completed all of the requirements.

During this presentation, the following staff members will be recognized by the school board.

Jamie Addesa	Paul Munro Elementary School
Catherine Bragg	Paul Laurence Dunbar Middle School for Innovation
Twila Burns	Paul Laurence Dunbar Middle School for Innovation
Karen Camden	Sandusky Middle School
LaTisha Elliott	Curriculum and Instruction
Karen Heaphy	Heritage Elementary School
Melissa Hester	Linkhorne Middle School
Lori McVicar	William Marvin Bass Elementary School
Christine Guske-Pawlas	E. C. Glass High School
Justin Henderson	Linkhorne Elementary 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: 12/03/19

Agenda Number: B-3

Attachments: No

From: Crystal M. Edwards, Superintendent
Kimberly Lukanich, Chief Financial Officer

Subject: Brown Edwards Audit Report

Summary/Description:

Brown Edwards and Company, LLP, Certified Public Accountants, will be presenting a summary of the 2018-19 Annual School Audit.

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: 12/03/19

Agenda Number: C-1

Attachments: No

From: Susan D. Morrison, School Board Chair

Subject: Public Comments

Summary/Description:

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

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 12/03/19

Agenda Number: D-1

Attachments: Yes

From: Dr. Crystal M. Edwards, Superintendent
Kimberly Lukanich, Chief Financial Officer

Subject: Finance Report

Summary/Description:

The school administration, in accordance with the FY2019-20 school's operating budget, authorized, approved, and processed the necessary payments through October 31, 2019. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through October 31, 2019 for the operating fund.

Total Operating Fund Budget	\$ 98,752,961.00
Prior Year Encumbrances/Open Purchase Orders	<u>\$ 850,804.44</u>
	\$ 99,603,765.44

Through October 31, 2019	
Actual Revenue Received	\$ 19,511,154.06
Actual Expenditures	\$ 27,145,135.24
Actual Encumbered	\$ 58,723,246.87

Percent of Budget Received	19.59%
Percent of Budget Used, excluding encumbrances	27.25%

As of 10/31/19 – 4 months	33.33%
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September Health Insurance Payments (Five payments):	
Administrative Fees	\$ 121,499.04
Medical and Pharmacy Claims	\$ 1,163,157.32
Health Insurance Payable Balance at October 31, 2019	\$ 240,439.88

The revenue and expenditure reports detail the transactions recorded through October 31, 2019. 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 Four Months ending October 31, 2019

ACCOUNT TITLE	FY 2018-19			FY 2019-20			%
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	
240308 SALES TAX RECEIPTS	10,878,445.00	11,041,245.97	(162,800.97)	11,678,652.00	2,400,145.58	9,278,506.42	20.55%
240202 BASIC SCHOOL AID	22,895,425.00	22,484,685.00	400,740.00	21,783,406.00	7,261,135.36	14,522,270.64	33.33%
240207 GIFTED & TALENTED	249,529.00	246,690.00	2,839.00	243,898.00	142,070.65	101,827.35	58.25%
240208 REMEDIAL EDUCATION-SOQ	1,492,182.00	1,475,205.00	16,977.00	1,458,511.00	425,399.03	1,033,111.97	29.17%
240204 REMEDIAL EDUCATION-SUMMER SCHOOL	218,153.00	124,428.00	93,725.00	124,428.00	41,476.00	82,952.00	33.33%
SUPPL LOTTERY PER PUPIL ALLOCATION	1,677,233.00	1,796,641.00	(119,408.00)	1,792,359.00	0.00	1,792,359.00	0.00%
240212 SPECIAL ED SOQ	3,044,252.00	3,009,615.00	34,637.00	2,975,558.00	991,852.64	1,983,705.36	33.33%
240217 VOCATIONAL ED SOQ	628,813.00	621,658.00	7,155.00	614,623.00	204,874.32	409,748.68	33.33%
240221 SOC SEC-INSTR	1,502,164.00	1,485,072.00	17,092.00	1,473,145.00	491,048.32	982,096.68	33.33%
240223 VRS INSTRUCTIONAL	3,318,733.00	3,280,973.00	37,760.00	3,253,602.00	1,084,534.00	2,169,068.00	33.33%
240241 GROUP LIFE INST	99,812.00	98,676.00	1,136.00	102,437.00	34,145.68	68,291.32	33.33%
240228 READING INTERVENTN	219,007.00	221,113.00	(2,106.00)	219,007.00	0.00	219,007.00	0.00%
240205 CAT-REG FOSTER	202,382.00	217,595.00	(15,213.00)	217,714.00	0.00	217,714.00	0.00%
240246 CAT-HOMEBOUND	93,167.00	107,670.72	(14,503.72)	108,209.00	0.00	108,209.00	0.00%
240248 REGIONAL TUITION	1,233,366.00	1,025,321.55	208,044.45	977,408.00	0.00	977,408.00	0.00%
240265 AT RISK SOQ	1,584,718.00	1,741,793.91	(157,075.91)	1,899,911.00	633,303.68	1,266,607.32	33.33%
240309 ESL	154,277.00	127,575.00	26,702.00	131,814.00	43,938.00	87,876.00	33.33%
240281 AT RISK 4 YR OLDS	956,491.00	956,491.00	0.00	948,520.00	0.00	948,520.00	0.00%
240252 CTE EQUIPMENT/CTE REV	6,028.74	24,139.37	(18,110.63)	0.00	0.00	0.00	0.00%
240253 CTE OCC PREP	48,323.00	43,027.00	5,296.00	51,755.00	0.00	51,755.00	0.00%
MATH/READING INSTR SPECIALISTS	41,254.00	41,254.00	0.00	43,031.00	0.00	43,031.00	0.00%
EARLY READING SPECIALISTS INITIATIVE	82,509.00	82,509.00	0.00	43,031.00	0.00	43,031.00	0.00%
240275 PRIMARY CLASS SIZE	1,846,920.00	1,794,510.00	52,410.00	1,776,566.00	0.00	1,776,566.00	0.00%
240214 TEXTBOOKS	502,501.00	496,784.00	5,717.00	491,162.00	163,720.64	327,441.36	33.33%
SALARY SUPPLEMENT	0.00	0.00	0.00	1,465,679.00	488,559.68	977,119.32	33.33%
240405 ALGEBRA READINESS	145,199.00	143,093.00	2,106.00	140,863.00	0.00	140,863.00	0.00%
COMMONWEALTH OF VA	53,110,883.74	52,687,765.52	423,118.22	54,015,289.00	14,406,203.58	39,609,085.42	26.67%
330212 IMPACT AIDPL81-874	8,500.00	13,477.01	(4,977.01)	8,500.00	3,165.63	5,334.37	37.24%
180303 MEDICAID REIMBURSE	350,000.00	730,760.90	(380,760.90)	350,000.00	27,705.57	322,294.43	7.92%
JR ROTC	105,000.00	101,069.70	3,930.30	130,000.00	18,989.26	111,010.74	14.61%
FEDERAL	463,500.00	845,307.61	(381,807.61)	488,500.00	49,860.46	438,639.54	10.21%

Lynchburg City Schools
Operating Fund - Statement of Revenue
For the Four Months ending October 31, 2019

	FY 2018-19			FY 2019-20				
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
510500 CITY OPER APPR	43,115,071.00	43,115,071.00	0.00	100.00%	42,028,498.00	4,650,000.00	37,378,498.00	11.06%
510500 FUND BALANCE RETURN	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
HEALTH INSURANCE RESERVE	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
CITY	43,115,071.00	43,115,071.00	0.00	100.00%	42,028,498.00	4,650,000.00	37,378,498.00	11.06%
189912 MISC REV/OTH FUNDS	55,000.00	147,648.67	(92,648.67)	268.45%	45,000.00	8,965.05	36,034.95	19.92%
180303 REBATES & REFUNDS	86,250.00	107,853.99	(21,603.99)	125.05%	40,000.00	10,921.15	29,078.85	27.30%
189903 DONATIONS & SP GF	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
189909 SALE OTHER EQUIP	10,000.00	6,480.00	3,520.00	64.80%	15,000.00	577.00	14,423.00	3.85%
189910 INSURANCE ADJUST	8,625.00	3,833.39	4,791.61	44.45%	50,000.00	8,929.93	41,070.07	17.86%
E RATE REIMBURSEMENT	80,000.00	79,940.94	59.06	99.93%	0.00	31,910.70	(31,910.70)	0.00%
MISCELLANEOUS	239,875.00	345,756.99	(105,881.99)	144.14%	150,000.00	61,303.83	88,696.17	40.87%
150201 RENTS - LAUREL	123,000.00	123,000.00	0.00	100.00%	123,000.00	0.00	123,000.00	0.00%
150201 RENTS - CVGS	43,000.00	43,000.00	0.00	0.00%	43,000.00	0.00	43,000.00	0.00%
161201 TUITION DAY SCHOOL	100,000.00	120,529.09	(20,529.09)	120.53%	100,000.00	106,233.00	(6,233.00)	106.23%
161206 TUITION ADULT	25,000.00	17,160.00	7,840.00	68.64%	25,000.00	4,290.00	20,710.00	17.16%
161207 TUITION SUMMER SCH	30,000.00	31,840.00	(1,840.00)	106.13%	40,000.00	0.00	40,000.00	0.00%
161202 SPEC PUPIL FEES	25,000.00	44,519.10	(19,519.10)	178.08%	18,000.00	5,984.00	12,016.00	33.24%
161205 BUS RENTAL	325,000.00	449,835.87	(124,835.87)	138.41%	400,000.00	101,108.08	298,891.92	25.28%
190101 TUIT FM OTH CO/CY	600,000.00	639,312.78	(39,312.78)	106.55%	600,000.00	0.00	600,000.00	0.00%
161201 DUAL ENROLLMENT	150,000.00	152,806.50	(2,806.50)	101.87%	172,500.00	0.00	172,500.00	0.00%
PRINT SHOP	50,000.00	54,196.16	(4,196.16)	108.39%	50,000.00	17,635.62	32,364.38	35.27%
SCHOOL NUT UTILITIES	90,000.00	77,677.70	12,322.30	86.31%	85,000.00	10,069.84	74,930.16	11.85%
FACILITY RENTALS	75,000.00	101,913.89	(26,913.89)	135.89%	125,000.00	54,250.70	70,749.30	43.40%
INDIRECT COSTS	203,304.00	321,184.06	(117,880.06)	157.98%	289,174.00	44,214.95	244,959.05	15.29%
CHARGES FOR SERVICES	1,839,304.00	2,176,975.15	(337,671.15)	118.36%	2,070,674.00	343,786.19	1,726,887.81	16.60%
DESIGNATION - ENCUMBRANCES	187,785.76	0.00	187,785.76	0.00%	850,804.44	0.00	850,804.44	0.00%
TOTAL OPERATING FUND	98,956,419.50	99,170,876.27	(214,456.77)	100.22%	99,603,765.44	19,511,154.06	80,092,611.38	19.59%

Original budget	\$97,672,407.00
Additional State CTE Funds	\$ 6,028.74
Fund Balance Return	\$ 350,000.00
Prior Year Encumbrance	\$ 187,785.76
Insurance Proceeds Allocated	\$ 3,625.00
Textbook Reserve Withdrawal	\$ 736,573.00
Adjusted Budget	\$ 98,956,419.50
Original budget	\$ 98,752,961.00
Prior Year Encumbrance (Open Pos)	\$ 850,804.44
Adjusted Budget	\$ 99,603,765.44

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Four Months ending October 31, 2019

	BUDGET	TRANSACTIONS	Fiscal Year 2019-20		ENCUMBRANCES	BUDGET AVAILABLE	BUDGET USED
			BUDGET % USED	BUDGET % USED			
INSTRUCTION							
FUNCTION 1100 CLASSROOM INSTRUCTION							
Personnel	\$ 50,234,175.09	\$ 12,525,864.38	24.93%	\$ 35,106,729.42	\$ 2,601,581.29	94.82%	
Other	\$ 4,969,859.15	\$ 568,332.59	11.44%	\$ 99,803.15	\$ 4,301,723.41	13.44%	
FUNCTION 1200 INST SUPPORT-STUDENT							
Personnel	\$ 4,507,014.12	\$ 1,122,358.11	24.90%	\$ 2,848,677.20	\$ 535,978.81	88.11%	
Other	\$ 136,864.00	\$ 11,992.24	8.76%	\$ 43,556.18	\$ 81,315.58	40.59%	
FUNCTION 1300 INST SUPPORT-STAFF							
Personnel	\$ 3,619,409.88	\$ 1,053,793.19	29.12%	\$ 2,518,717.10	\$ 46,899.59	98.70%	
Other	\$ 657,067.50	\$ 144,062.33	21.93%	\$ 140,615.67	\$ 372,389.50	43.33%	
FUNCTION 1400 INST SUPPORT-SCHOOL ADMIN							
Personnel	\$ 5,806,090.49	\$ 1,787,444.77	30.79%	\$ 3,858,938.53	\$ 159,707.19	97.25%	
Other	\$ 213,500.28	\$ 30,081.25	14.09%	\$ 94,546.17	\$ 88,872.86	58.37%	
TOTAL INSTRUCTION	\$ 70,143,980.51	\$ 17,243,928.86	24.58%	\$ 44,711,583.42	\$ 8,188,468.23	88.33%	
ADMINISTRATION							
FUNCTION 2100 ADMINISTRATION							
Personnel	\$ 2,507,253.53	\$ 783,708.32	31.26%	\$ 1,392,683.39	\$ 330,861.82	86.80%	
Other	\$ 1,398,494.04	\$ 438,221.07	31.34%	\$ 459,421.67	\$ 500,851.30	64.19%	
FUNCTION 2200 ATTENDANCE & HEALTH SERV							
Personnel	\$ 2,602,400.61	\$ 586,641.80	22.54%	\$ 1,616,291.43	\$ 399,467.38	84.65%	
Other	\$ 95,475.65	\$ 16,904.12	17.71%	\$ 26,743.17	\$ 51,828.36	45.72%	
TOTAL ADMINISTRATION	\$ 6,603,623.83	\$ 1,825,475.31	27.64%	\$ 3,495,139.66	\$ 1,283,008.86	80.57%	
PUPIL TRANSPORTATION							
FUNCTION 3100 MANAGEMENT & DIRECTION							
Personnel	\$ 445,550.32	\$ 137,505.58	30.86%	\$ 263,681.86	\$ 44,362.88	90.04%	
Other	\$ 108,054.66	\$ 78,016.53	72.20%	\$ 2,823.70	\$ 27,214.43	74.81%	
FUNCTION 3200 VEHICLE OPERATION SERVICE							
Personnel	\$ 3,265,890.09	\$ 747,836.39	22.90%	\$ 1,500,621.32	\$ 1,017,432.38	68.85%	
Other	\$ 998,057.02	\$ 456,869.32	45.78%	\$ 495,842.35	\$ 45,345.35	95.46%	
FUNCTION 3300 MONITORING SERVICE							
Personnel	\$ 782,115.82	\$ 182,217.27	23.30%	\$ 382,984.61	\$ 216,913.94	72.27%	
FUNCTION 3400 VEHICLE MAINT SERVICE							
Personnel	\$ 384,573.65	\$ 127,102.16	33.05%	\$ 192,523.48	\$ 64,948.01	83.11%	
Other	\$ 480,922.18	\$ 166,624.59	34.65%	\$ 224,202.11	\$ 90,095.48	81.27%	
FUNCTION 3500 BUS PURCHASE - REGULAR							
Other	\$ 1,476,563.00	\$ 635,003.00	0.00%	\$ -	\$ 841,560.00	43.01%	
TOTAL PUPIL TRANSPORTATION	\$ 7,941,726.74	\$ 2,531,174.84	31.87%	\$ 3,062,679.43	\$ 2,347,872.47	70.44%	
OPERATIONS & MAINTENANCE							
FUNCTION 4100 MANAGEMENT & DIRECTION							
Personnel	\$ 328,805.49	\$ 100,147.36	30.46%	\$ 199,495.09	\$ 29,163.04	91.13%	
Other	\$ 32,000.00	\$ 9,401.71	29.38%	\$ 14,591.28	\$ 8,007.01	74.98%	
FUNCTION 4200 BUILDING SERVICES							
Personnel	\$ 4,855,681.83	\$ 1,542,928.75	31.78%	\$ 2,838,637.26	\$ 474,115.82	90.24%	

**Lynchburg City Schools
Operating Fund - Statement of Expenditures
For the Four Months ending October 31, 2019**

FUNCTION 4300	Other	\$ 4,943,528.20	\$ 1,838,579.21	37.19%	\$ 2,404,427.87	\$ 700,521.12	85.83%
	Personnel	\$ 278,310.62	\$ 92,670.83	33.30%	\$ 184,398.55	\$ 1,241.24	99.55%
	Other	\$ 25,000.00	\$ 5,676.56	22.71%	\$ -	\$ 19,323.44	22.71%
FUNCTION 4400	Other	\$ 88,500.00	\$ 6,215.31	7.02%	\$ 1,880.00	\$ 80,404.69	9.15%
FUNCTION 4500	Other	\$ 107,500.00	\$ 16,621.77	15.46%	\$ -	\$ 90,878.23	15.46%
FUNCTION 4600	Personnel	\$ 21,092.81	\$ 5,664.62	26.86%	\$ 13,602.81	\$ 1,825.38	91.35%
	Other	\$ 402,000.00	\$ 179,922.61	44.76%	\$ 104,843.00	\$ 117,234.39	70.84%
FUNCTION 4700	Personnel	\$ 9,150.25	\$ 6,426.75	70.24%	\$ -	\$ 2,723.50	70.24%
TOTAL OPERATIONS & MAINTENANCE		\$ 11,091,569.20	\$ 3,804,255.48	34.30%	\$ 5,761,875.86	\$ 1,525,437.86	86.25%
Other Non-Instructional Operations							
FUNCTION 5000	Other	\$ 19,200.00	\$ 224.86	1.17%	\$ -	\$ 18,975.14	1.17%
TOTAL Non-Instructional Operations		\$ 19,200.00	\$ 224.86	1.17%	\$ -	\$ 18,975.14	1.17%
FACILITIES							
FUNCTION 6200	Personnel	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
	Other	\$ 17,875.00	\$ 8,979.62	50.24%	\$ -	\$ 8,895.38	50.24%
	Personnel	\$ 20,000.00	\$ 2,745.00	13.73%	\$ 9,933.92	\$ 7,321.08	63.39%
	Other	\$ 37,875.00	\$ 11,724.62	30.96%	\$ 9,933.92	\$ 16,216.46	57.18%
TOTAL FACILITIES							
DEBT SERVICE							
FUNCTION 7100	Other	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
TOTAL DEBT SERVICE		\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
TECHNOLOGY							
FUNCTION 8100	Personnel	\$ 1,819,909.37	\$ 568,790.24	31.25%	\$ 1,245,168.07	\$ 5,951.06	99.67%
	Other	\$ 374,084.18	\$ 53,042.73	14.18%	\$ 14,378.98	\$ 306,662.47	18.02%
FUNCTION 8200	Personnel	\$ 412,418.79	\$ 131,125.22	31.79%	\$ 273,292.37	\$ 8,001.20	98.06%
	Other	\$ 1,129,556.82	\$ 975,393.08	86.35%	\$ 149,195.16	\$ 4,968.58	99.56%
FUNCTION 8500	Other	\$ 29,821.00	\$ -	0.00%	\$ -	\$ 29,821.00	0.00%
TOTAL TECHNOLOGY		\$ 3,765,790.16	\$ 1,728,351.27	45.90%	\$ 1,682,034.58	\$ 355,404.31	90.56%
CONTINGENCY RESERVES							
FUNCTION 9100	Other	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
FUNCTION 9300	Other	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
FUNCTION 9500	Other	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
FUNCTION 9600	Other	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
TOTAL CONTINGENCY RESERVES		\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
TOTAL OPERATING BUDGET		\$ 99,603,765.44	\$ 27,145,135.24	27.25%	\$ 58,723,246.87	\$ 13,735,383.33	86.21%

Agenda Report

Date: 12/03/2019

Agenda Number: E-2

Attachments: Yes

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

Subject: Personnel Report

Summary/Description:

The personnel recommendations for November 06, 2019 – December 03, 2019 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 November 06, 2019 – December 03, 2019.

Agenda Report

12/03/19

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
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NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2019-2020:

Arp Caroline	ODU	MA / (Lv. 8	8 yrs 3)	Bedford Hills Elementary School Librarian	11-15-2019
Salyers Lindsey	Calif. University of Pennsylvania	MS / (Lv. 2	2 yrs 3)	R.S. Payne Elementary Movement Education Teacher	01-06-2020
Suplita Douglas	Liberty University	BA / (Lv. 0	0 yrs 4)	Hutcherson Early Learning Center ECSE	TBD

RESIGNATIONS:

Flowers Chelsea	Liberty University	BA / (Lv. 3	3 yrs 3)	Sheffield Elementary School First Grade Teacher	11-22-2019
Heath Miranda	Lynchburg University of	MA / (Lv. 8	8 yrs 3)	Sandusky Middle School Special Education Teacher	11-08-2019

RETIREMENTS:

Vanderwerker Wyllys	William & Mary College of	EDS / (Lv. 24	24 yrs 4)	Exceptional Learners Director of Special Education	01-31-2020
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LEAVE OF ABSENCE:

NONE

Agenda Report

Date: 12/03/19

Agenda Number: E-3

Attachments: Yes

From: Crystal M. Edwards, 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: 12/03/19

Agenda Number: H-1

Attachments: No

From: Crystal M. Edwards, Superintendent
Tommy Coleman, Director of Curriculum and Instruction

Subject: Comprehensive Strategic Plan Discussion

Summary/Description:

The Lynchburg City School Board is committed to an ongoing review of the 5 -Year Comprehensive Strategic Plan. The focus of tonight's discussion will be:

Goal 1: Student Growth, Development and Success

- Objective 1.2.2 – Reduce the achievement gap by increasing the percentage of targeted subgroup populations (Black, Economically Disadvantaged, Students with Disabilities), passing the reading/English SOL assessment to equal or exceed the state average.
- Objective 1.3.2 - Reduce the achievement gap by increasing the percentage of targeted subgroup populations (Black, Economically Disadvantaged, Students with Disabilities, passing the math SOL assessment to equal or exceed the state average.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 12/03/19

Agenda Number: I-1

Attachments: Yes

From: Crystal M. Edwards, Superintendent
Tommy Coleman, Director of Curriculum & Instruction

Subject: High School Program of Studies: 2020-21

Summary/Description:

Each year the school board reviews and approves the High School Program of Studies for the next school year. A team made up of high school administrators, counseling directors, and various members of the departments of special education, student services, and curriculum and instruction have met over the past three months to update this handbook.

The team worked to ensure this handbook includes graduation information consistent with current Virginia Department of Education requirements. The main update made to this year's handbook is the conversion of identified semester art courses to yearlong courses. The team also worked to clarify language for better understanding.

High school counseling departments will use the 2020-21 Program of Studies to begin meeting with parents and scheduling students in January.

[\(Please click on link provided for attachment. Hard copy provided to board.\)](#)

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

Recommendation:

The superintendent recommends that the school board approve the High School Program of Studies.

Agenda Report

Date: 12/03/19

Agenda Number: I-2

Attachments: Yes

From: Crystal M. Edwards, Superintendent
Tommy Coleman, Director of Curriculum and Instruction

Subject: Lynchburg City School Board Instruction and Program Policies

Summary/Description:

On September 27, 2019, the Instruction and Program Policy Workgroup reviewed the policies and regulations listed below. All policies being presented have been reviewed by legal counsel. The group recommends adopting the following policies and regulations as written.

*JHH Suicide Prevention (*for information only as requested*)
JHH-RZ Suicide Prevention (*as amended at the November 6 Board meeting*)
IICA Field Trips (*as amended at the November 6 Board meeting*)

The workgroup recommends the addition of proposed language to the following:

JEC-R School Admission (*Language added pertaining to Foreign Exchange Students*)
EGAA Reproduction and Use of Copyrighted Materials (*Language added to include print or non-print materials*)

In addition, current outdated LCS policies and regulations were discussed by the workgroup for deletion. These policies are being presented for School Board review.

P 6-42 Field/Recreation/Class/Athletic Trips
R 6-49 Copyrighted Materials
R 6-49.1 Copyrighted Materials: Print Material
R 6-49.2 Copyrighted Materials: Computer Programs
R 6-49.3 Copyrighted Materials: Nonprint

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

Recommendation:

The superintendent recommends that the school board approve the Instruction and Program policies updates.

SUICIDE PREVENTION

Duties of Teachers and Administrative Staff

Any person licensed as administrative or instructional personnel by the Board of Education and employed by the Lynchburg City School Board who, in the scope of his employment, has reason to believe, as a result of direct communication from a student, that such student is at imminent risk of suicide, contacts as soon as practicable, at least one of such student's parents to ask whether such parent is aware of the student's mental state and whether the parent wishes to obtain or has already obtained counseling for such student.

Abuse or Neglect

If the student has indicated that the reason for being at imminent risk of suicide relates to parental abuse or neglect, contact is not made with the parent. Instead, the staff person notifies, as soon as practicable, the local department of social services of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or the state Department of Social Services' toll-free child abuse and neglect hotline as required by Policy GAE Child Abuse and Neglect Reporting and Va. Code § 63.2-1509. When giving this notice to the local or state department, the person stresses the need to take immediate action to protect the child from harm.

Parental Review of Materials

Parents have the right to review any audio-visual materials that contain graphic sexual or violent content used in any anti-bullying or suicide prevention program. Prior to the use of any such material, the parent of a child participating in such program is provided written notice of the parent's right to review the material and the right to excuse the child from participating in the part of such program utilizing such material.

Adopted: October 1, 2019

Legal Refs: Code of Virginia, 1950, as amended, §§ 22.1-207.1:1, 22.1-272.1 and 63.2-1509.

Cross Refs: GAE Child Abuse and Neglect Reporting
 EB School Crisis, Emergency Management and Medical Emergency Response Plan
 EBB Threat Assessment Teams

SUICIDE PREVENTION

File: JHH-RZ

All school employees are required to immediately report to the school administrator or designee any expression by a student of an intent to harm themselves.

School staff are required to keep the student safe by supervising them until an assessment can be completed, and a parent/guardian or other authorized individual accepts responsibility for the student's safety. ~~Administrator will contact a School Resource Officer (SRO) for consultation.~~

Administrative staff will interview the student using the Self Harm Risk Assessment to determine the level of risk.

- Low Level of Risk - The student appears to be at a low risk for harming himself/herself. The student is in distress but has positive supports. The student's concerns and needs may be readily addressed. The student does not appear serious about harming himself/herself, nor have they thought seriously about a means to do so.
- Medium Level of Risk – Information suggests medium risk potential. The student is in distress. There is suicidal thinking but the student does not seem intent on harming herself/himself. The problem situation can be resolved and the student appears able to use some coping skills. The student's suicidal thinking is concerning but they are not expressing a clear intent to harm herself/himself. The student is open and responsive to support, or already has sufficient support.
- High Level of Risk – Information suggests high risk potential. The student is in significant distress. There is clear suicidal thinking and warning signs are present. The student's coping skills and social supports are limited or compromised. There may be a situation that is difficult to resolve. The student appears to be in imminent danger of inflicting self-harm or committing suicide. There is a need for immediate intervention.

The School Threat Assessment Team may choose to complete a formalized threat assessment as determined by the level of risk.

Regardless of the level of risk, an administrative staff member will notify a parent/guardian of the incident and assessment, and document such notification including (a) date/time of notification, (b) name of the individual contacted, (c) the parent/guardian response and (d) any anticipated follow-up.

If the student is deemed at risk, a recommendation will be made to parent to obtain mental health evaluation/counseling.

- a. Prior to returning to school, parent will be requested to supply school with a letter from the mental health professional indicating that the risk is no longer imminent.

- b. If the parent indicates a lack of intent to follow through with the mental health intervention, administrative staff may advise the parent that the Department of Social Services and/or police may be notified. Administrative staff may then notify social services and/or police.

If a student indicates that parental abuse or neglect is the reason for contemplating suicide, parental contact should not be made. The licensed school professional should ensure that the local or state social services agency is notified immediately in a manner consistent with school reporting guidelines. The notifying person must emphasize that immediate action is necessary to protect the child from harm.

A copy of the completed Self Harm Risk Assessment Form and/or the formalized Threat Assessment Form is to be sent to the Department of Student Services or the Deputy Superintendent.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-272.1,

Cross Ref.: 22.1-79.4 JHH Suicide Prevention

FIELD TRIPS

Field trips are off-campus instructional activities. Field trips can provide excellent educational experiences for students by enriching the curriculum and by making classroom learning experiences more meaningful. To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation, and opportunities to assimilate the experience during and after the trip. Teachers will plan advance activities that prepare students for the trip and follow-up activities that assist students in summarizing, applying, and evaluating information learned on the trip.

The following factors should be considered in proposing and approving field trips:

- The value of the trip to the particular class
- The relationship of the field trip to a particular aspect of the curriculum
- The distance travelled
- The time away from the regular instructional program
- The availability of transportation

No student will be denied the opportunity to participate in a field trip because of a lack of funds.

Trips will be approved by the Superintendent or designee pursuant to regulations developed by the superintendent. Approval must be obtained before commitments are made to students, parents, or commercial establishments. ~~The Superintendent will make an annual report to the School Board on field trips taken.~~

Trips for activities governed by the Virginia High School League do not require approval on a trip-by-trip basis. Parental permission for such trips may be obtained for the entire athletic season or school year.

The Lynchburg City School Board does not endorse or accept responsibility for any privately sponsored trips for students or any student trips which are not part of the instructional program. Employees are not permitted to solicit students for such trips. Employees who are involved with such trips must emphasize to any interested student/parent that such trips are strictly private enterprises.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-176.

Cross Ref.: JFCB Sportsmanship, Ethics and Integrity

File: JEC-R{Z}

SCHOOL ADMISSION

No person is charged tuition for admission or enrollment in the Lynchburg City Schools, whether on a full-time or part-time basis, who is eligible for admission under Policies JEC School Admission or JECA Admission of Homeless Children. School officials do not inquire into the student's citizenship or B, C or D visa status in determining eligibility for tuition-free enrollment in the Lynchburg City Schools.

However, the school division may admit and charge tuition to a student who:

- A. Is a resident of the school division but not of school age;
- B. Is of school age and not a resident of Virginia but is temporarily living with a nonparent who resides within the school division;
- C. Is of school age and resides beyond the boundaries of Virginia but near thereto in a state or the District of Columbia which grants equal attendance privileges to residents of the Commonwealth;
- D. Is of school age and resides on a military or naval reservation located wholly or partly within the geographical boundaries of the school division, is not a domiciled resident of the Commonwealth of Virginia, and is a student for whom federal funds provided under Public Law 874 of 1950, commonly known as Impact Aid, fund less than 50 percent of the total per capita cost of education in Lynchburg City Schools exclusive of capital outlay and debt service; such students shall be eligible for interscholastic programs immediately upon enrollment, provided that such persons (i) satisfy all other requirements for eligibility and (ii) are dependents of a military service member required by the military to live on the military installation as evidenced by a statement on command letterhead signed by, or by direction of, the service member's commanding officer;
- E. Is of school age and attending a school in the division pursuant to a foreign student exchange program approved by the School Board;
- F. Is a resident of the Commonwealth but not of the school division (i.e. non-resident), except as provided in Policy JEC School Admission;
- G. Is of school age and was enrolled in a public school within the division as a domiciled resident of the Commonwealth, and has been required as a result of military or federal orders issued to their parents to relocate and reside on federal property in another state or the District of Columbia, where such state or the District of Columbia is contiguous to the school division; or
- H. Is of school age and residing within the school division, and is enrolled in summer programs other than remediation required under Va. Code § 22.1-253:13.1, or is enrolled in local initiatives or programs not required by the Standards of Quality or the Standards of Accreditation.

Eligibility for consideration does not signify acceptance of the admission application of a student. Each application for admission will be considered on an individual basis. The residency of persons in the above categories who reside in housing or temporary shelter, or on property located in multiple jurisdictions, shall be determined in the manner set forth in Policy JEC School Admission.

{Foreign Exchange Students

Lynchburg City Schools recognizes the benefits derived from the placement of exchange students from throughout the world. These benefits accrue to the exchange student, the Lynchburg City Schools population, the host family and the community. No exchange program will be in conflict with, or at the expense of, the regular program.}

Foreign students in an F-1 immigration status or who obtain F-1 student visas are not admitted in the division's elementary schools or publicly funded adult education programs. Such students may be admitted, for a period up to twelve months, in the division's secondary schools only if they pre-pay the full, unsubsidized per capita cost of the education.

{Foreign students who obtain J-1 visas and contract with a foreign exchange organization, authorized by the State Department to place the student in the custody of a host family in the United States for one year may be permitted to attend Lynchburg City Schools provided that the foreign exchange organization has registered with Lynchburg City Schools, signed a memorandum of agreement and complied with the terms and conditions of that agreement. Students placed with families residing in the division may attend one of the local high schools tuition-free and then return home at the end of the year. The foreign exchange organization is responsible for paying tuition for students placed with families residing outside of the division. The J-1 visa is not renewable.}

Non-Resident Students (Not Including Children of Employees)

Nonresident students will be admitted to Lynchburg City Schools on a space-available basis and contingent upon a review of the student's scholastic record. Nonresident students will be subject to all selection and placement procedures established by the school division for resident students. Admission to the Lynchburg City Schools is not assumed to be continuous from one year to the next. Parents/guardians must submit an application each year.

Nonresident students are not eligible to apply to attend the pre-kindergarten program. Nonresident students must be enrolled in the Lynchburg City Schools for a minimum of one academic year prior to being eligible to attend one of the schools for innovation, the Gifted Opportunities Center, Early College Program, XLR8 (STEM) Academy, or the Central Virginia Governor's School for Science and Technology, and will be placed on a space-available basis. Nonresident students seeking admission to one of the schools for innovation at the Kindergarten level may apply without meeting the minimum one-year-enrollment requirement. Requests for one of these programs are considered only if space is available after considering all applications of resident students.

Nonresident students who are already enrolled in one of these programs at the time this regulation is approved by the Board may continue in that program.

Children of LCS Employees who are Residents of Lynchburg City

A parent or guardian who is a resident of the City of Lynchburg and an employee of the Lynchburg City Schools may enroll or request a transfer of their child to a school in the division other than the school zoned for their residence. Approval of any request is based upon the availability of space in the requested school and a review of the student's attendance, behavior, and academic effort. School reassignments will be valid for a period of one year. Parent/guardian employees must reapply for consideration annually. Transportation to the school outside of the zoned school is not provided.

If the requested school is a School for Innovation, the parent would request admission for the student in the same manner as any parent who is not an employee and would not receive any preference over other resident students.

If the employee works at the requested school, the student may be admitted in a manner similar to a student who lives in the school zone. This also applies to Schools for Innovation.

Children of LCS Employees Who are Not Residents of Lynchburg City

A parent or guardian who is not a resident of the City of Lynchburg but is an employee of the Lynchburg City Schools may request to enroll their child in a school in the division. Approval of any request is based upon the availability of space in the requested school and a review of the student's attendance, behavior, and academic effort. School reassignments will be valid for a period of one year. Parent/guardian employees must reapply for consideration annually. Transportation to the school is not provided.

The parent may not request to enroll in a School for Innovation except as space is available, as is described for a non-resident student whose parent is not an employee.

If the employee works at the requested school, the student may be admitted in a manner similar to a student who lives in the school zone. This also applies to Schools for Innovation.

There is no charge for a student who is a non-resident if the parent is an employee unless the student attends a program that requires extra costs (e.g. a School for Innovation) or receives additional services beyond the general education program.

Conditions for Removal of a Student from a Requested School

If a student is not meeting expectations for attendance, behavior, or academic effort, the school shall meet with the parent to collaboratively determine causes that could be addressed and establish a plan and expectations going forward. A written summary of this meeting, plan, and expectations shall be provided to the parent. If improvement is not made and expectations are not met, another meeting and summary should occur. If, after two meetings and written follow-ups the areas of concern did not improve to meet expectations, the principal may request that the student be removed from the school by contacting the Superintendent or designee. If the cause for concern is a significant behavior event, including the severity of a short-term suspension or more, the principal may request removal immediately. The matter will then be reviewed by the division's discipline coordinator in alignment with discipline policies.

If a student is removed from the requested school, the transition to the student's zoned school should occur to minimize the impact on the student, such as at the end of the school year when possible, and if not, preferably at a natural break during the school year. Additionally, communication with the receiving school should occur at the earliest possible time to facilitate a smooth transition. If the student is attending as a non-resident student, the student will no longer be allowed to attend an LCS school and the transition may occur sooner.

Procedure for Admission

The following procedure is followed for application and review of applications for admission of students who are not eligible for tuition-free enrollment.

A parent or guardian of a student shall apply for admission on behalf of the student by completing the division application. The application form contains information and agreements including, but not limited to:

- the current legal residence of the child and the school division in which the child is currently enrolled, if any;
- the child's unique student identification number, if any;
- the basis for requesting admission;
- the specific building and grade level (elementary) or course offerings (secondary) in which the student desires to be enrolled if accepted by the division; and,
- the agreement that the student is subject to all policies, regulations and guidelines of the school division, including the Code of Student Conduct.

During the period of time each year when applications are accepted, Superintendent's designee shall provide the applicant with written notification of the approval or denial of the application within 15 days of receipt of the applications, unless otherwise specified on the application. If the student is to be admitted, the Superintendent or Superintendent's designee shall notify the division which the student previously attended, if any, and make necessary arrangements for the transfer of student records. The notification of admission shall state the period for which the student is accepted and the subsequent conditions which could cause the acceptance to be terminated.

If the application is denied, the Superintendent's designee shall notify the parent or guardian of the right to have the transfer reviewed by sending a written request to the Superintendent within seven calendar days. Applications denied based upon the student's suspension, expulsion or withdrawal of admission shall be reviewed in as provided in Policy JEC School Admission. For all other denials of admission, the Superintendent shall respond in writing to the request for review within 10 calendar days.

Tuition Rate

Tuition rates and additional charges are contained in regulation JNZ-R. Parents or guardians paying tuition for multiple children during the same academic year will pay on a basis of paying full tuition for the first child and half tuition for any other children who reside with the same parent/guardian. A refund for any unused tuition will be made if an enrolled nonresident student should withdraw during the school year.

Transportation

Transportation is not furnished to nonresident students except in those cases where:

- agreements between divisions specify transportation services;
- federal or state legislation mandates the provision of transportation services; or
- transportation services can be provided at no cost to the division.

Adopted: April 19, 2016

Revised: April 4, 2017

Revised: August 7, 2018

Legal Refs: 8 CFR 214.2.

Code of Virginia, 1950, as amended, §§ 22.1-3, 22.1-5 and 22.1-287.02.

1999 Va. Op. Atty. Gen. 105

Cross Refs.:	JEC	School Admission
	JECA	Admission of Homeless Children

REPRODUCTION AND USE OF COPYRIGHTED MATERIALS

The reproduction and use of copyrighted materials *{whether print or non-print}*, including computer software, electronic materials, video tapes, compact discs, laser discs and other non-print materials, are controlled by federal law. In general, copyright owners have the exclusive right to use, reproduce and modify their materials. Federal law does provide limited exceptions to this general rule which permit the reproduction and use of copyrighted materials in some circumstances. The Superintendent is responsible for promoting an understanding of the applicable law among staff members and students.

The Lynchburg City School Board encourages its staff and students to enrich the educational experience by making proper use of supplementary materials. However, each staff member and student is responsible for complying with copyright law and with any regulations or procedures developed by the Superintendent. Any employee or student who is uncertain as to whether reproducing or using copyrighted materials complies with the division procedures or is permissible under law should contact the supervisor of libraries who will provide clarification and assist staff members and students in obtaining proper authorization to copy or use protected material when such authorization is required.

At no time is it necessary for a staff member to violate copyright laws in order to properly perform his or her duties. At no time is it necessary for a student to violate copyright laws in order to complete any assigned work. For staff members, violation of copyright laws or division requirements may result in discipline up to and including termination of employment. For students, violation of copyright laws or division requirements may result in discipline up to and including suspension or expulsion.

Adopted:

Legal Ref: 17 U.S.C § 101 et seq.

Cross Ref: JFC-R Standards of Student Conduct
 GAB/IIBEA Acceptable Computer System Use
 GCPD Professional Staff Discipline

INSTRUCTION

P 6-42

~~Field/Recreation/Class/Athletic Trips P 6-42~~~~A. Generally~~

~~Student trips of significant educational value shall be encouraged and student trips of significant recreational value shall be permitted under the rules established by the superintendent. Student safety and proper care of school vehicles shall be primary considerations.~~

~~No student who is a member of a group shall be denied the opportunity to participate in a field trip activity of that group because of a lack of funds.~~

~~The superintendent shall make an annual report to the school board each summer on field trips approved during the previous year.~~

~~B. Overnight Travel~~

~~Student travel out of state or requiring overnight accommodations must meet with the prior approval of the superintendent. Requests for student travel outside the continental United States require prior approval by the school board.~~

~~C. Privately Sponsored Trips~~

~~The board does not endorse any privately sponsored trips for students or any student trips not a part of the instructional program. The faculty shall not be permitted to solicit students for such trips during the school day.~~

~~The superintendent shall emphasize to any interested students and/or parents that trips of this nature are strictly private enterprises.~~

~~D. Transportation~~~~1. School-Owned Buses~~

~~The Lynchburg City School Board sanctions the use of school-owned buses for school-sponsored instructional activities both curricular and co-curricular under the following guidelines:~~

- ~~a. Regular bus runs shall have priority over special trips.~~
- ~~b. Funds shall be provided in the transportation budget to provide for a reasonable number of school-sponsored instructional and activity trips.~~
- ~~c. Athletic teams, cheerleaders, or similar student groups may use the school-owned buses for trips after satisfactory arrangements have been made through the transportation supervisor.~~

INSTRUCTION

Field/Recreation/Class Trips (continued)

~~_____ d. The superintendent shall develop regulations as needed to ensure the safety of the students and proper care of the vehicles when buses are used.~~

~~_____ 2. Commercial Carriers~~

~~_____ Commercial carriers may be used when appropriate.~~

~~_____ 3. Privately Owned Cars~~

~~_____ a. Privately owned cars should not be used for class field trips.~~

~~_____ b. Parents or other non-school personnel, may not drive for field trips under any circumstances.~~

- ~~1) Neither activities governed by the Virginia High School League nor activities and competitions of school-sponsored performing arts groups are considered field trips. When there is uncertainty about whether a trip is considered a field trip for purposes of this policy, the principal will make that determination in consultation with the Superintendent or designee.~~
- ~~2) With proper notification by the parent/guardian that is approved by the school, parents/guardians may have their child(ren) released to their custody at the conclusion of the event and prior to the return to the school.~~

~~Teachers who transport students on special occasions should refer to Policy # 5-22.~~

Legal Reference

~~Virginia Board of Education Regulations, "Governing Pupil Accounting Records." " . . . § 1.2.D. Approval of school-sponsored field trips shall be approved by the school board and recorded in the official minutes. The school board, by duly recorded action, may delegate this authority to the division superintendent, provided, that where such authority is delegated, the division superintendent shall make a written report to the school board on such field trips not less frequently than annually. . . ." (January, 1991)~~

~~Code of Va., § 22.1-176. Transportation of pupils authorized; when fee may be charged; contributions; regulations of the Board of Education.—"Transportation of pupils authorized; when fee may be charged; contributions; regulations of Board of Education~~

~~A. School boards may provide for the transportation of pupils, but nothing herein contained shall be construed as requiring such transportation except as provided in~~

INSTRUCTION

Field/Recreation/Class Trips (continued)

~~§22.1-221.~~

~~B. When a school board provides transportation to pupils for extracurricular activities, other than those covered by an activity fund, which are sponsored by the pupils' school apart from the regular instructional program and which the pupils are not required to attend or participate in, the school board may accept contributions for such transportation or charge each pupil utilizing such transportation a reasonable fee not to exceed his pro rata share of the cost of providing such transportation. A school board may waive such fees for any pupil whose parent or guardian is financially unable to pay them.~~

~~C. When a school board provides transportation to pupils for field trips which are a part of the program of the pupils' school or are sponsored by such school, the school board may accept contributions for such transportation.~~

~~D. The Board of Education shall promulgate such regulations as shall be in the public interest to effect the intent of this section."~~

~~Adopted by School Board: June 19, 1973
Revised by School Board: January 6, 1981
Revised by School Board: August 9, 1988
Revised by School Board: April 19, 1994~~

INSTRUCTION

Field/Recreation/Class Trips

INSTRUCTION

R 6-49

~~A. Generally~~

~~The Copyright Act of 1976 became effective January 1, 1978. It provides greater protection for copyright owners and more stringent penalties for violators. This regulation establishes fair use limits for duplicating copyrighted materials for use in teaching or in the preparation for teaching.~~

~~B. Consumable Materials~~

~~Copyrighted consumable materials such as workbooks and standardized tests shall not be duplicated.~~

~~C. Single Copies~~

- ~~1. A short story, essay, or poem.~~
- ~~2. An article from a newspaper or periodical.~~
- ~~3. One chapter from a book.~~
- ~~4. Any chart, diagram, or picture from a book or periodical.~~

~~D. Multiple Copies~~

~~Multiple copies of a work are to be limited in number to the number of students enrolled in any one class of the subject being taught. These same copies may then be used in other classes.~~

~~Multiple copies of any one author's works shall be limited to the use of one such work each semester. With these reservations multiple copies of material may be duplicated when it is:~~

- ~~1. A poem or excerpt from a lengthy poem (250 words or fewer, two page maximum);~~
- ~~2. An article, story, or essay of fewer than 2,500 words;~~
- ~~3. A chart, diagram, or picture from a periodical or book.~~

~~E. United States Government Materials~~

~~Works sponsored and paid for by the U.S. government, unless classified, cannot be copyrighted and can be duplicated in any quantity.~~

~~Approved by Superintendent: August 4, 1981~~

INSTRUCTION

A. Print Material. (Books, workbooks, dramatic scripts, periodicals, poems, articles, microforms, charts, graphs, diagrams, drawing, cartoons, photographs, painting, maps)

— 1. Single copying for teachers. A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class: chapter from a book, article from a periodical or newspaper, short story, short essay or short poem — whether or not from a collective work, chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

— 2. Multiple copies for classroom use. Not to exceed in any event more than one copy per pupil in a course, multiple copies may be made by or for the teacher of the course for classroom use or discussion. The copying must meet the tests of brevity, spontaneity, and cumulative effect as defined below and must include a notice of copyright. (Note: With the exception of a single copy of a cartoon, multiple copies of a single illustration per book or per periodical issue may be made.)

— 3. Definitions

— a. Brevity

— (1) Poetry. A complete poem if less than 250 words and if printed on not more than two pages or, from a longer poem, an excerpt of not more than 250 words.

— (2) Prose. Either a complete article, story or essay of less than 2,500 words, or an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

(Note: Each of the numerical limits above may be expanded to permit the completion of an unfinished line of a poem or an unfinished prose paragraph.)

— (3) Illustration. One chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.

— (4) Special works. Certain works in poetry, prose, or in poetic prose which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Such special works may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and

INSTRUCTION

Copyrighted Materials: Print Material (continued)

containing not more than 10% of the words found in the text thereof, may be reproduced.

- ~~_____ b. Spontaneity. The copying is at the instance and inspiration of the individual teacher, and the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.~~
- ~~_____ c. Cumulative effect. The copying of the material is for only one course in the school in which the copies are made. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term. There shall not be more than nine instances of such multiple copying for one course during one class term.~~

~~(Note: The limitations stated above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)~~

~~_____ 4. Prohibitions~~

- ~~_____ a. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works.~~
- ~~_____ b. There shall be no copying of or from works intended to be consumable in the course of study or of teaching. These include workbooks, exercises, standardized tests, test booklets, answer sheets, and like consumable materials.~~
- ~~_____ c. Copying shall not substitute for the purchase of books, publishers' reprints, or periodicals.~~
- ~~_____ d. Copying shall not be directed by a higher authority or repeated with respect to the same item by the same teacher from term to term.~~
- ~~_____ e. No charge shall be made to the student beyond the actual cost of the photocopying.~~

INSTRUCTION

Copyrighted Materials: Print Material (continued)B. Music: (Printed scores, arrangements, lyrics)1. Permissible Uses

- ~~_____ a. Emergency copying to replace purchased copies which for any reason are not available for an imminent performance purchased replacement copies shall be substituted in due course.~~
- ~~_____ b. For academic purposes other than performance, multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or aria, but in no case more than 10% of the whole work. The number of copies shall not exceed one copy per pupil.~~
- ~~_____ c. For academic purposes other than performance, a single copy of an entire performance unit (section, movement, or aria, etc.) that is confirmed by the copyright proprietor to be out of print or unavailable except in a larger work, may be made by or for a teacher solely for the purpose of his or her scholarly research or in preparation to teach a class.~~
- ~~_____ d. Printed copies which have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.~~

2. Prohibitions

- ~~_____ a. Copying to create or replace or substitute for anthologies, compilations or collective works.~~
- ~~_____ b. Copying of or from works intended to be consumable in the course of study or of teaching such as workbooks, exercises, standardized tests and answer sheets and like material.~~
- ~~_____ c. Copying for the purpose of performance, except as noted above in an emergency.~~
- ~~_____ d. Copying for the purpose of substituting for the purchase of music, except as noted above in an emergency.~~
- ~~_____ e. Copying without inclusion of the copyright notice which appears on the printed copy.~~

INSTRUCTION

Copyrighted Materials: Print Material (continued)

C. Copyright Infringement

~~The copyright law specifies a normal penalty from \$250 to \$10,000 in statutory damages for each violation, but the penalty can be as much as \$50,000 for willful violation. Even if a defendant is judged not to be in violation of the law, court costs and attorney's fees must still be borne by the individual and/or organization charged with the copyright infringement.~~

~~Approved by Superintendent: September 3, 1985~~

INSTRUCTION

A. Generally

~~It is the intent of the school division to adhere to the provisions of copyright laws in the area of microcomputer programs. Though there continues to be controversy regarding interpretation of those copyright laws, the following procedures represent a sincere effort to operate legally. We recognize that computer software piracy is a major problem for the industry and that violations of computer copyright laws contribute to higher costs and greater efforts to prevent copies and/or lessen incentives for the development of good educational software. All of these results are detrimental to the development of effective educational uses of microcomputers.~~

B. Implementation

- ~~1. The ethical and practical problems caused by software piracy will be taught in all schools in the division.~~
- ~~2. Employees will be expected to adhere to the provisions of Public Law 96-517, Section 7(b) which amends Section 117 of Title 17 of the United States Code to allow for the making of a back-up copy of computer programs. This states that "It is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy or adaptation of that computer program provided:
 - ~~a. that such a new copy or adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner or~~
 - ~~b. that such a new copy and adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful."~~~~

~~Approved by Superintendent: September 3, 1985~~

INSTRUCTION

A. Records, Discs and Audio Tape Recordings

- ~~1. A single copy of a portion of a sound recording may be made by or for a student (i.e. song from a record, but not the entire recording). The copy can only be used in the educational context in which it was made and may not be sold or performed for profit.~~
- ~~2. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.~~
- ~~3. A single copy of the entire sound recording of copyrighted music or a portion thereof may be made from sound recordings owned by an educational institution or an individual teacher for the purposes of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher.~~

B. Films/Filmstrips/Slide Programs

- ~~1. A single copy of a portion of a copyrighted film or filmstrip may be made by a student for educational purposes if the material is owned by the school which the student is attending.~~
- ~~2. A single copy of a small portion of a film or filmstrip may be made by or for a teacher for scholarly or teaching purposes.~~
- ~~3. No one is permitted to copy any portion of a film or filmstrip sent to the school for preview or rent or owned by another school or institution without the express written permission of the copyright holder. The copyright of a film governs the performance (showing) as well as the copying of it. It is permissible to show a film to students using closed-circuit television if the system is confined to one building. Showing a film via closed-circuit television outside the building is not permitted.~~

C. Radio (off-air taping)

- ~~1. A single copy of a small portion of a copyrighted radio program may be made by a student for educational purposes. Such a copy may not be sold or performed for profit.~~
- ~~2. Copies of broadcasts on commercial radio, except for copyrighted musical selections (see above Section A, Records, discs, and audio tape recordings), is governed by the same copyright laws that apply to off-air taping of commercial television; however, there is no special provision allowing libraries to tape radio news programs.~~

INSTRUCTION

Copyrighted Materials: Nonprint (continued)D. Television (off-air taping)

- ~~1. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a non-profit educational institution for a period not to exceed the first forty-five (45) consecutive calendar days after the date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. Broadcast programs are television programs transmitted for reception by the general public without charge.~~
- ~~2. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once only when instructional reinforcement is necessary. These recordings may be shown in classrooms and similar places devoted to instruction within a single building, cluster, or campus, as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive school days in the forty-five (45) calendar day retention period. School days are school session days—not counting weekends, holidays, vacations, examination periods, or other scheduled interruptions—within the forty-five (45) calendar day retention period.~~
- ~~3. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in advance of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.~~
- ~~4. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.~~
- ~~5. After the first ten (10) consecutive school days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes (i.e. to determine whether or not to include the broadcast program in the teaching curriculum) and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.~~
- ~~6. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.~~

INSTRUCTION

Copyrighted Materials: Nonprint (continued)

- ~~—7. For off-air taping of Virginia Instructional Television programs inquiry should be made of the Division of Instructional Media and Technology, State Department of Education, P. O. Box Q, Richmond, Virginia 23216.~~
- ~~—8. The copying or use of video tapes rented from home video tape rental stores or subscription programs transmitted via subscription television cable services as HBO or Show Time is illegal. Such programs are licensed for private/home use only and may not be used in public schools.~~

E. Copyright Infringements

~~The copyright law specifies a normal penalty from \$250 to \$10,000 in statutory damages for each violation, but the penalty can be as much as \$50,000 for willful violation. Even if a defendant is judged not to be in violation of the law, court costs and attorney's fees must still be borne by the individual and/or organization charged with the copyright infringement.~~

~~Approved by Superintendent: September 3, 1985~~

Agenda Report

Date: 12/03/19

Agenda Number: I-3

Attachments: Yes

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

Subject: Lynchburg City School Board Personnel Policies

Summary/Description:

The Virginia School Boards Association (VSBA) recently sent revisions for the personnel policy section. On September 12, 2019, the Personnel Policy Workgroup reviewed these policies. They reflect the latest changes in state and federal law. These policy revisions from the VSBA update appear as attachments to the agenda report.

GAAZ	Staff Time Schedules
IIBEA/GAB	Acceptable Computer System Use
IIBEA-R/GAB-R	Acceptable Computer System Use
IIBEA-E	Acceptable Computer System Use Agreement
GAE	Child Abuse and Neglect Reporting
GAZ	Personnel Policies Goals
GBEC (Also JFCH)	Tobacco Free School for Staff and Students
GBECA	Electronic Cigarettes
GCBEA	Emergency Medical Leave Without Pay
GCCB	Employment of Family Members
GCDA	Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect
P 5-34.1	Travel Allowance
R 5-51.3	Deferred Compensation Retirement Plan
R 5-55.1	Classified Personnel: Wage and Salary Schedules

In addition, the current Reduction in Force policies and regulations along with other outdated LCS policies and regulations were discussed by the workgroup for conversion to the VSBA version or for deletion. These policies are being presented for School Board review. All policies being presented have been reviewed by legal counsel.

GCPA	Reduction in Professional Staff Work Force
GCPA-RZ	Reduction in Force: Licensed Staff Procedures
GDNA-RZ	Reduction in Force: Classified Staff Procedures
P 5-53.7	Reduction in Force: Classified Staff Procedures

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

Recommendation:

The superintendent recommends that the school board approve the Lynchburg City School Board Personnel Policies.

STAFF TIME SCHEDULES

Work Schedules

The workday for full-time professional and administrative staff is a minimum of seven hours and thirty minutes and continues until professional responsibilities to the ~~student~~*{students}* and school division are completed. ~~Elementary school teachers will be provided at least an average of thirty minutes per day during the students' school week as planning time.~~ Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum. *{Elementary school classroom teachers are provided at least an average of thirty minutes per day during the students' school week as planning time. Each full-time middle and secondary classroom teacher is provided one planning period per day, or the equivalent, as defined by the Board of Education, unencumbered of any teaching or supervisory duties. If a middle or secondary school classroom teacher teaches more than the standard load of students or class periods per week, as defined by the Board of Education, an appropriate contractual arrangement and compensation is provided.}* Work schedules for non-exempt employees will be defined by the Superintendent or his/her designee, consistent with the Fair Labor Standards Act and the provisions of this policy.

Workweek Defined

~~Working hours for all employees not exempted under the Fair Labor Standards Act, including but not limited to secretaries, bus drivers, school nutrition staff, custodians, instructional assistants, and maintenance personnel will conform to federal and state regulations. For purposes of compliance with the Fair Labor Standards Act, the workweek for school district employees will be~~*{employees of the Lynchburg City School Board is}* 12:00 a.m. Saturday until 11:59 p.m. Friday.

Overtime

{Working hours for all employees not classified as exempt under the Fair Labor Standards Act, including but not limited to secretaries, bus drivers, school nutrition staff, custodians, instructional assistants, and maintenance personnel, conform to federal and state regulations. The Superintendent ensures that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors make every effort to avoid circumstances which require non-exempt employees to work more than 40 hours each week.} The Lynchburg City School Board discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express approval of his/her supervisor. All overtime work must be approved in writing by the Superintendent or his/her designee.

Principals and supervisors must monitor on a weekly basis and report such time to the Superintendent or his/her designee and may need to adjust daily schedules to prevent non-exempt employees from working more than 40 hours in a workweek.

Accurate and complete time records of actual hours worked during the workweek must be submitted to the payroll department. The employee’s supervisor or his/her designee will review work records of employees on a regular basis to make an assessment of overtime use.

Non-exempt employees whose workweek is less than 40 hours ~~will be~~*{are}* paid at the regular rate of pay for time worked up to 40 hours. Such employees will be provided overtime pay as provided above for working more than 40 hours in a workweek.

Employees will be provided with a copy of this policy and will be required to sign this policy to acknowledge their understanding of overtime provisions. Such signed policy will constitute the written agreement required in this section.

Attendance Expectations

All employees are expected to be present during all work hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.

Adopted: March 6, 2018

Legal Refs.: 29 U.S.C. § 201 et seq.

29 C.F.R § 516.1 et seq.

Code of Virginia, 1950, as amended, §§ *{22.1-253.13:2, 22.1-253.13:3,}* 22.1-291.1, 40.1-28.8 et seq.

{8 VAC 20-131-240}

Cross Ref.: IC/ID School Year/School Day

ACCEPTABLE COMPUTER SYSTEM USE

The School Board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, *{display devices,}* printers, ~~CD-ROM~~*{CD, DVD and other media}* devices, tape or flash drives, *{storage devices,}* servers, mainframe and personal computers, tablets, *{laptops,}* ~~cellular phones, smart telephones,~~ *{cameras, projectors, multimedia devices, workstations,}* the internet and other *{electronic services and}* internal or external networks. *{This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.}*

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. *{Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action.}* Any communication or material generated using the computer system, including electronic mail, *{social media posts,}* instant or text messages, tweets, ~~or~~ *{and}* other ~~files~~*{files, including communications and materials}* deleted from a user's account, may be monitored, read, and/or archived by ~~school officials~~*{division staff}*.

{This policy applies to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this policy.}

The ~~Division Superintendent shall establish administrative procedures, for the School Board's approval,~~ *{is responsible for establishing Technology Use Guidelines,}* containing the appropriate uses, ethics and ~~protocol~~*{protocols}* for *{use of}* the computer system. *{It is the user's responsibility to know and follow this policy and the Technology Use Guidelines.}*

The ~~procedures shall~~ *{Guidelines}* include:

- (1) a prohibition against use by Division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the internet;
- (2) provisions, including the selection and operation of a technology protection measure for the division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to:
 - (a) child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - (b) obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
 - (c) material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;

- (3) provisions establishing that the technology protection measure is enforced during any use of the Division's computers;
- (4) provisions establishing that all usage of the computer system may be monitored;
- (5) provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, blogs, in chat rooms, and cyberbullying awareness and response;
- (6) provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities.;

{(7) provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords.}

~~(7)~~(8)provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and

~~(8)~~(9)a component of internet safety for students that is integrated in the Division's instructional program.

Use of the school division's computer system shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

The Division's computer system is not a public forum.

{Users of the division's computer system have no expectation of privacy for use of the division's resources or electronic devices including non-division owned devices while connected to division networks or computer resources.}

Software and/or services may not be installed or downloaded on the division's computer system without the prior approval of the Superintendent or Superintendent's designee.}

~~Each teacher, administrator, student and parent/guardian of each student shall sign the Acceptable Computer System Use Agreement, GAB-E1/IIBEA-E2, before using the division's computer system. The failure of any student, teacher or administrator~~*{user}* to follow the terms of ~~the Agreement, this policy or accompanying regulation~~*{the Technology Use Guidelines}* may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

The School Board will review, amend if necessary, and approve this policy every two years.

Adopted: August 5, 2014

Legal Refs: 18 U.S.C. §§ 1460, 2256.
47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2, and 22.1-78.

Cross Refs.: *{EGAA Reproduction and Use of Copyrighted Materials*
GBA/JHFA Prohibition Against Harassment and Retaliation}
GCPD Professional Staff Discipline
GCQB Staff Research and Publishing}
JFC Student Conduct
JFC-R Standards of Student Conduct

~~ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT~~

~~Each employee must sign this Agreement as a condition for using the School Division's computer system. Each student and his or her parent/guardian must sign this Agreement before being permitted to use the School Division's computer system. Read this Agreement carefully before signing.~~

~~Prior to signing this Agreement, read Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact your supervisor or your student's principal.~~

~~I understand and agree to abide by the School Division's Acceptable Computer System Use Policy and Regulation. I understand that the School Division may access, monitor, and archive my use of the computer system, including my use of the internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.~~

~~Student/Employee Signature _____ Date _____~~

~~I have read this Agreement and Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R. I understand that access to the computer system is intended for educational purposes and the Lynchburg City School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material and I will not hold the School Division responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy, and regulation with my student.~~

~~I grant permission for my student to use the computer system in accordance with Lynchburg City School Division's policies and regulations and for the School Division to issue an account for my student.~~

~~Parent/Guardian Signature _____ Date _____~~

~~Parent/Guardian Name _____
(Please Print)~~

~~ACCEPTABLE COMPUTER SYSTEM USE~~ ***TECHNOLOGY USE GUIDELINES***

All use of the Lynchburg City School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, ***{display devices,}*** printers, CD-ROM ***{CD, DVD and other media}*** devices, tape or flash drives, ***{storage devices,}*** servers, mainframe and personal computers, tablets, ***{laptops,}*** ~~cellular phones, smart telephones,~~ ***{cameras, projectors, multimedia devices, workstations,}*** the internet and ***{other electronic services and}*** any other internal or external network. ***{This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.}***

Computer System Use-Terms and Conditions:

1. **Acceptable Use.** Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.
2. **Privilege.** The use of the Division's computer system is a privilege, not a right.
3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
 - using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
 - sending, receiving, viewing or downloading illegal material via the computer system.
 - unauthorized downloading of software.
 - using the computer system for private financial or commercial purposes.
 - wastefully using resources, such as file space.
 - gaining unauthorized access to resources or entities.
 - posting material created by another without his or her consent.
 - submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
 - using the computer system while access privileges are suspended or revoked.
 - vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
 - intimidating, harassing, bullying, or coercing others.
 - threatening illegal or immoral acts.
4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:
 - be polite.
 - users shall not forge, intercept or interfere with electronic mail messages.
 - use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.

- users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
 - users shall respect the computer system's resource limits.
 - users shall not post chain letters or download large files.
 - users shall not use the computer system to disrupt others.
 - users shall not modify or delete data owned by others.
5. **Liability.** The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division ~~denies any responsibility~~ *{is not responsible}* for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of these procedures.
6. **Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
7. **Vandalism.** Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
8. **Charges.** The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, data, or long-distance charges.
9. **Electronic Mail.** ~~The School Division's electronic mail system is owned and controlled by the School Division.~~ The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. All electronic mail *may {will}* be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.
10. **Enforcement.** Software will be installed on the division's computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. **Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.**

Adopted: August 5, 2014

Legal Refs: 18 U.S.C. §§ 1460, 2256.
47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2 and 22.1-78.

~~Guidelines and Resources for Internet Safety in Schools, Virginia Department of Education (Second Edition October 2007)~~

Cross Refs: *{GAB/IIBEA Acceptable Computer System Use}*
GCPD Professional Staff Discipline
JFC Student Conduct
JFC-R Standards of Student Conduct

CHILD ABUSE AND NEGLECT REPORTING

Reporting Requirement

Every employee of Lynchburg City School Board who, in ~~his~~ *{their}* professional or official capacity, has reason to suspect that a child is an abused or neglected child, in compliance with the Code of Virginia § 63.2-1509 et seq. shall immediately report the matter to

- the local department of social services where the child resides or where the abuse or neglect is believed to have occurred;
- to the Virginia Department of Social Services' toll-free child abuse and neglect hotline; or
- to the person in charge of the school or department, or ~~his~~ *{their}* designee, who shall make the report forthwith to the local or state agency. The person making the report to the local or state agency must notify the person making the initial report when the report of suspected abuse or neglect is made to the local or state agency, and of the name of the individual receiving the report, and must forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.

Notice of Reporting Requirement

The School Board shall post in each school a notice that

- any teacher or other person employed there who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or ~~his~~ *{their}* designee; and
- all persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose. The notice shall also include the Virginia Department of Social Services' toll-free child abuse and neglect hotline.

Complaints of Abuse and Neglect

The School Board and the local department of social services shall adopt a written interagency agreement as a protocol for investigating child abuse and neglect reports, including reports of sexual abuse of a student, against school personnel. The interagency agreement shall be based on recommended procedures for conducting investigations developed by the Departments of Education and Social Services. ***{The School Board reports substantial modifications of the agreement to the Board of Education.}***

Adopted: March 5, 2019

Legal Ref.: Code of Virginia, 1950, as amended, §§ ~~22.1-253.13:7.A~~**(22.1-253.13:7)**, 22.1-291.3, 63.2-1509, 63.2-1511.D.

Cross Refs.: **{EFB** **Food Services}**
JFHA/GBA Prohibition Against Harassment and Retaliation
{GAZ **Personnel Policies Goals}**
GBLA Third Party Complaints Against Employees

PERSONNEL POLICIES GOALS

The goal of the employment policies and practices of the Lynchburg City School Board is to promote the employment and retention of highly qualified personnel to effectively serve the educational needs of students.

Definitions

For the purpose of differentiating between various employees of the board in regards to salary guides and schedules and for consistency, the following definitions shall apply:

A. Employees of the Board

All employees are "Employees of the Board" and whenever reference is made to employees without distinction, such statement shall refer to all employees with the exception of the superintendent of schools.

B. Full-Time/Part-Time Employees

1. Full-time: An employee who works seven (7) or more hours per day, five (5) days per week, or at least 35 hours per week, exclusive of overtime or special assignments, is considered full-time.
2. Part-time: An employee who works less than seven (7) hours per day, or who works less than five (5) days per week, or less than 35 hours per week, or who is restricted to temporary or interim employment is considered part-time.

C. Professional Personnel

Professional personnel shall include those employees of the board who, by reason of their position(s), must have teaching or other licensure from the State Board of Education.

D. Classified/Support Personnel

Classified/support personnel shall include those positions that are not licensed by the State Board of Education.

E. Administrative Personnel

Administrative personnel shall be those persons, both licensed and classified, who have been assigned to the administrative salary schedule.

Adopted: March 6, 2018

Revised: August 7, 2018

Legal Ref.: Code of Virginia, 1950, as amended, § ~~{22.1-79.8,}~~ 22.1-295.

~~Acts 2018, c. 513.~~

Cross Refs.:	AC	Nondiscrimination
	GB	Equal Employment Opportunity/Nondiscrimination
	GBL	Personnel Records
	GBN	Staff Hiring Procedure

~~ELECTRONIC CIGARETTES~~

~~The use of electronic cigarettes is prohibited on school buses, on school premises and at school-sponsored activities.~~

~~Adopted: September 16, 2014~~

~~Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-79.5.~~

~~Cross Refs.: GBEC/JFCH Tobacco-Free School for Staff and Students~~

~~JFC R Standards of Student Conduct~~

~~KG Community Use of School Facilities~~

~~KGB Public Conduct on School Property~~

~~KGC Use of Tobacco and Electronic Cigarettes on School Premises~~

~~TOBACCO FREE SCHOOL FOR STAFF AND STUDENTS~~***{TOBACCO PRODUCTS AND
 NICOTINE VAPOR PRODUCTS}***

~~Smoking, chewing or any other use of any tobacco products by staff, students, and visitors is prohibited on school property.~~

~~For purposes of this policy:~~

~~1. "School property" means:~~

- ~~a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.~~
- ~~b. All premises owned, leased or authorized for use by the school division;~~
- ~~c. All vehicles used by the division for transporting students, staff, visitors or other persons.~~

~~2. "Tobacco" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" includes cloves or any other product packaged for smoking.~~

~~3. "Smoking" means the carrying or holding of any lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette of any kind.~~

~~This policy shall be published in student and employee handbooks, posted on bulletin boards and announced in meetings.~~

~~Each principal shall post signs stating "No Smoking," or containing the international "No Smoking" symbol, consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a bar across it, clearly and conspicuously in every school cafeteria and other dining facility in the school.~~

~~Staff and students found to be in violation of this policy shall be subject to appropriate disciplinary action.~~

~~Electronic Cigarettes~~

~~Students are prohibited from possessing electronic cigarettes on school buses, on school premises and at school sponsored activities.~~

~~All other persons are prohibited from using electronic cigarettes on school premises and school vehicles.~~

{Students are prohibited from possessing any tobacco product, or nicotine or other vapor product on a school bus, on school property, or at an on-site or off-site school sponsored activity.

In addition, the use or distribution of any tobacco product, or nicotine or other vapor product, on a school bus, on school property, or at an on-site or off-site school-sponsored activity is prohibited.

The Superintendent is responsible for developing a regulation which contains

- provisions for the enforcement of this policy among students, employees, and visitors, including the enumeration of possible sanctions or disciplinary actions, and*
- referrals to resources to help staff and students overcome tobacco addiction.*

Definitions

“Nicotine vapor product” means any noncombustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine in a solution or other form. "Nicotine vapor product" includes any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device. "Nicotine vapor product" does not include any product regulated by the FDA under Chapter V (21 U.S.C. § 351 et seq.) of the Federal Food, Drug, and Cosmetic Act.

"Tobacco product" means any product made of tobacco and includes cigarettes, cigars, smokeless tobacco, pipe tobacco, bidis, and wrappings. "Tobacco product" does not include any nicotine vapor product, alternative nicotine product, or product that is regulated by the FDA under Chapter V (21 U.S.C. § 351 et seq.) of the Federal Food, Drug, and Cosmetic Act.}

Adopted: July 12, 2016

Legal Refs.: 20 U.S.C. §§ 6083, 7183.

Code of Virginia, 1950, as amended, §§ ~~15.2-2820, 15.2-2824, 15.2-2825, 15.2-2827~~**{18.2-371.2}**, 22.1-79.5, 22.1-279.6.

Cross Refs.:	CLA	Reporting Acts of Violence and Substance Abuse
	GBEC	Tobacco-Free School for Staff and Students

~~GBECA~~ — ~~Electronic Cigarettes~~
JFC-R Standards of Student Conduct
{JFCH/KGC Tobacco Products and Nicotine Vapor Products}
KG Community Use of School Facilities
{KGB Public Conduct on School Property}
~~KGC~~ — ~~Use of Tobacco and Electronic Cigarettes on School Premises~~

EMERGENCY MEDICAL LEAVE WITHOUT PAY

Employee’s Debilitating or Life-Threatening Illness or Injury

Leave without pay may be granted to employees of the school division who have a debilitating or life-threatening illness or injury and who are not eligible for Family and Medical Leave as described in Policy GCBE Family and Medical Leave because they have not worked for the division for 12 months or have not worked at least 1250 hours according to the Fair Labor Standards Act, 29 U.S.C. § 201 et seq.

Employees with a debilitating or life-threatening illness who are entitled to leave under this policy may take up to thirty (30) days unpaid leave during their first year of employment with the school division. Leave may be taken only in full-day increments. Leave may be taken only when the employee has no other leave (such as sick leave) available.

Employees must submit medical documentation of their need for leave. Whenever possible, documentation must be provided prior to leave being taken.

Approval must be obtained prior to leave being taken.

All rights under this policy expire at the end of the employee’s first year of service.

Other Work During Leave

Employees who are on unpaid leave pursuant to this policy or any other policy, except those on leave pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) (see Policy GCBE Military Leave and Benefits), may not engage in work for which they receive pay or any other type of remuneration without the prior written approval of the Superintendent.

Adopted: March 6, 2018

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-78, 22.1-296.

Cross Refs.: GCBD Staff Leaves and Absences
GCBE Family and Medical Leave
GCBEB Military Leave and Benefits
{GCQA Nonschool Employment by Staff Members}

EMPLOYMENT OF FAMILY MEMBERS

- A. The School Board may not employ or pay, and the Superintendent may not recommend for employment, any family member of the Superintendent or of a School Board member except as authorized in ~~Subsection B~~ below. This prohibition does not apply to the employment, promotion, or transfer within the school division of any family member who
- has been employed pursuant to a written contract with the School Board or employed as a substitute teacher or teacher's aide by the School Board prior to the taking of office of the Superintendent or any School Board member, or
 - has been employed pursuant to a written contract with the School Board or employed as a substitute teacher or teacher's aide by the School Board prior to the inception of the family relationship, or
 - was employed by the School Board at any time prior to June 10, 1994, and had been employed at any time as a teacher or other employee of any Virginia school board prior to the taking of office of any member of the School Board or Superintendent.

A family member employed as a substitute teacher may not be employed to any greater extent than he was employed by the School Board in the last full school year prior to the taking of office of such board member or Superintendent or to the inception of such relationship.

- B. Notwithstanding the rules stated in Section A above, the School Board may employ or pay, and the Superintendent may recommend for employment, any family member of a School Board member provided that

~~1) {•}~~ the member certifies that he had no involvement with the hiring decision; and

~~2) {•}~~ the Superintendent certifies to the remaining members of the School Board in writing that the recommendation is based upon merit and fitness and the competitive rating of the qualifications of the individual and that no member of the board had any involvement with the hiring decision.

{C. Notwithstanding the rules stated in Section A above, the School Board may employ or pay any family member of the Superintendent provided that

- ***the Superintendent certifies that he had no involvement with the hiring decision; and***
- ***the Deputy Superintendent certifies to the members of the School Board in writing that the recommendation is based upon merit and fitness and the competitive rating of the qualifications of the individual and that the Superintendent had no involvement with the hiring decision.***

~~€{D.}~~ No family member of any employee may be employed by the School Board if the family member is to be employed in a direct supervisory and/or administrative relationship either supervisory or subordinate to the employee. The employment and assignment of family members in the same organizational unit is discouraged.

~~D.~~***{E.}*** Family members are defined as father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law or brother-in-law.

Adopted: August 1, 2017

Revised: August 7, 2018

Legal Ref.: Code of Virginia, 1950, as amended, § 2.2-3119.

Cross Ref.: BBFA Conflict of Interests and Disclosure of Economic Interests
GCI Professional Staff Assignments and Transfers

**EFFECT OF CRIMINAL CONVICTION OR FOUNDED
COMPLAINT OF CHILD ABUSE OR NEGLECT**

Generally

The Board will not hire or continue the employment of any part-time, full-time, temporary, or permanent personnel who are determined to be unsuited for service by reason of criminal conviction or information appearing in the registry of founded complaints of child abuse and neglect maintained by the Department of Social Services.

I. APPLICANTS FOR EMPLOYMENT**A. Criminal Convictions**

As a condition of employment for all of its public school employees, whether full-time or part-time, permanent, or temporary, the Lynchburg City School Board shall require on its application for employment certification (i) that the applicant has not been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child; and (ii) whether the applicant has been convicted of a crime of moral turpitude.

The Lynchburg City School Board shall also require on its application for employment, as a condition of employment requiring direct contact with students, whether full-time or part-time, permanent, or temporary, certification that the applicant has not been the subject of a founded case of child abuse and neglect. Any person making a materially false statement regarding a finding of child abuse and neglect shall be guilty of a Class 1 misdemeanor and upon conviction, the fact of said conviction shall be grounds for the Board of Education to revoke such person's license to teach.

As a condition of employment, any applicant who is offered or accepts employment, whether full-time, part-time, permanent or temporary with the Lynchburg City School Board shall submit to fingerprinting and provide personal descriptive information. The information and fingerprints shall be forwarded through the Central Criminal Records Exchange to the Federal Bureau of Investigations for the purpose of obtaining criminal history record information on applicants who are offered or accept employment.

If an applicant is denied employment because of information appearing on his/her criminal history record, the School Board shall provide a copy of the information provided by the Central Criminal Records Exchange to the applicant.

B. Founded Complaints of Child Abuse or Neglect

The School Board requires, as a condition of employment, that any applicant who is offered or accepts employment requiring direct contact with students, whether full-time or part-time, permanent or temporary, provide written consent and the necessary personal information for the School Board to obtain a search of the registry of founded complaints of child abuse and neglect. The registry is maintained by the Department of Social Services. The School Board shall ensure

that all such searches are requested in conformance with the regulations of the Board of Social Services. In addition, where the applicant has resided in another state within the last five years, the School Board requires as a condition of employment that such applicant provide written consent and the necessary personal information for the School Board to obtain information from each relevant state as to whether the applicant was the subject of a founded complaint of child abuse and neglect in such state. The School Board shall take reasonable steps to determine whether the applicant was the subject of a founded complaint of child abuse and neglect in the relevant state. The Department of Social Services shall maintain a database of central child abuse and neglect registries in other states that provide access to out-of-state school boards for use by local school boards. The applicant may be required to pay the cost of any search conducted pursuant to this subsection at the discretion of the School Board. From such funds as may be available for this purpose, however, the School Board may pay for the search.

If the information obtained pursuant to the preceding paragraph indicates that the applicant is the subject of a founded case of child abuse and neglect, such applicant shall be denied employment, or the employment shall be rescinded.

If an applicant is denied employment because of information appearing on his record in the registry, the School Board shall provide a copy of the information obtained from the registry to the applicant. The information provided to the School Board by the Department of Social Services shall be confidential and shall not be disseminated by the School Board.

II. EMPLOYEE CHARGES AND CONVICTIONS

A. Criminal Proceedings

An employee who is charged by summons, warrant, indictment, or information with the commission of a felony or a misdemeanor specified in Va. Code § 22.1-315 may be suspended in accordance with Policy GCPF Suspension of Staff Members.

If a current employee is suspended or dismissed because of information appearing on his/her criminal history record, the School Board shall provide a copy of the information provided by the Central Criminal Records Exchange to the employee.

The Superintendent shall inform the School Board of any notification of arrest of a school board employee received pursuant to Virginia Code §19.2-83.1. The School Board shall require such employee, whether full-time or part-time, permanent, or temporary, to submit to fingerprinting and to provide personal descriptive information to be forwarded along with the employee's fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information regarding such employee. The contents of the employee's criminal record shall be used only to implement dismissal, suspension or probation in accordance with §§22.1-307 and 22.1-315 of the Code of Virginia.

B. Founded Complaints of Child Abuse or Neglect

Any employee of Lynchburg City School Board will be dismissed if he or she is or becomes the subject of a founded complaint of child abuse and neglect and after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted. The fact of such finding, after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted, shall be grounds for the local school division to recommend that the Board of Education revoke such person's license to teach.

III. Court Ordered Probation

For purposes of this policy, a court's placing an individual on probation pursuant to Va. Code section 18.2-251 shall be ~~is~~ *{is}* treated as a conviction and as a finding of guilt.

IV. COSTS OF FINGERPRINTING, CRIMINAL RECORD, AND ABUSE AND NEGLECT CHECKS

The applicant or employee shall pay for the fingerprinting, criminal record check and abuse and neglect check conducted pursuant to this policy.

Adopted: August 1, 2017

Reviewed: August 21, 2018

Legal Ref.: Code of Virginia, as amended, §§ 18.2-251, 19.2-83.1, 19.2-389, 22.1-78, 22.1-296.1, 22.1-296.2, 22.1-296.4, 22.1-307, 22.1-315, 63.2-1515.

{Acts 2018, c. 833.}

Cross Refs.: GCPF Suspension of Staff Members
 GCPD Professional Staff Discipline

REDUCTION IN PROFESSIONAL STAFF WORK FORCE

A decrease in enrollment, abolition of particular subjects, a decrease in the School Board's budget as approved by the appropriating body, a consolidation of schools, the phasing out of programs, departments or grade levels and other conditions may cause a reduction in the number of staff needed in a building, program or department or in the entire school division.

General reduction in total personnel and redistribution of personnel within designated programs shall be done in accordance with regulations adopted by the Board. The regulations will not provide for reductions to be made solely on the basis of seniority; they will include consideration of the performance evaluations of the teachers potentially affected by the reduction in workforce.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-304.

Cross Ref.: GCG Professional Staff Probationary Term and Continuing Contract

REDUCTION IN FORCE: LICENSED STAFF PROCEDURES

A decrease in enrollment, a budget reduction or adjustment, a consolidation of schools, the phasing out of programs, departments or grade levels and other conditions may cause a reduction in the number of staff needed in a building, program or department, or in the entire school division.

Notwithstanding any rights herein granted by the school board, the school board reserves the right to at all times destaff, transfer, reassign or recall employees of the division in any manner as may be, in the school board's sole discretion, necessary in the best interest of and for the more efficient operation of the schools of the division.

If a reduction of staff is necessary per Policy GCPA, such reductions shall occur under the guidelines outlined below:

A. Definitions

- Professional Employee-Those persons who hold licenses as teachers, administrators, supervisors, and other related instructional positions as defined by the Virginia Board of Education under its rules and regulations.
- Seniority - Will be based on, in order of priority:
 1. Total length of continuous service as a professional employee with Lynchburg City Schools. Seniority shall be system-wide and shall date from the effective date of employment. While time off for approved leaves of absences shall not count for seniority purposes, such leaves shall not be considered as an interruption of continuous service;
 2. Total length of accumulated service as a professional employee with Lynchburg City Schools;
 3. Total years of service, other than service with Lynchburg City Schools, as a professional employee in any accredited public or private school in the commonwealth of Virginia; and,
 4. Total years of service, other than service with Lynchburg City Schools and the Commonwealth of Virginia, as a professional employee in any accredited public or private school in the United States of America or any U.S. affiliated school outside the United States.
- Contract Status-Type of contract held, i.e., probationary or continuing.
- Endorsements-Specific areas listed on a valid teaching license issued by the Virginia Board of Education that authorizes a person to teach specific subjects or grade levels in Virginia public schools.

B. Order of Reduction

1. Reductions of Professional Employees

The School Board, on the recommendation of the Superintendent, shall determine which individuals, if any, shall be reduced. The factors to be considered in making both the recommendation and determination shall be: seniority, the least senior person being reduced first (with probationary employees being reduced prior to continuing contract employees); teaching experience; performance (as reflected in the employee's last two evaluations); whether the employee is on a plan of assistance or otherwise under discipline; the areas in which the employee is endorsed; the athletic and extra-curricular activities the employee leads; and the overall needs of the school system and its students.

2. Reductions of Specially Funded Professional Employees

Professional employees employed in programs funded through special grants or special sources of funding shall be evaluated for reduction based on the resources, achievement of program outcomes, and needs of these programs.

C. Procedures for Reduction

1. Under the direction of the Lynchburg City School Board, the Superintendent shall determine areas which must be reduced. In accordance with Virginia Code §22.1-304 and §22.1-305, the Superintendent/designee shall notify all employees who will be reduced as soon as possible, but no later than two weeks following the approval of the School Board's budget by the Lynchburg City Council or July 1, whichever is earlier.
2. An employee who is reduced will be assigned to a vacancy within his or her areas of endorsement. To be reassigned to a different subject area or grade level than he or she is currently teaching, the teacher should be properly endorsed in that area at the time of reassignment. Should an employee refuse a reassignment, he/she will be ineligible for any other reassignment and will lose all recall rights.
3. An employee who is reduced and not assigned to a vacancy will be assigned to a position within the division held by the employee with the least seniority within his or her endorsement area.
4. When possible, the displacing employee shall be in the same or higher adopted salary classification as the employee to be displaced.
5. When an employee is reduced into a lower salary classification, he or she will be credited with all of his or her previous Lynchburg City School experience in the assigned classification, including previous Lynchburg City School experience in a higher salary classification.
6. Employees who are reduced and cannot qualify for an existing vacancy based on seniority and certification will be placed on the list of eligible employees subject to recall. Hospitalization and life insurance participation will be made available to a reduced employee during the recall period providing he or she pays the full cost of such insurance. When any position becomes available for which a reduced employee

qualifies, he or she will be offered the assignment.

7. When there is no remaining assignment available for a reduced employee, he or she may be released from employment in accordance with state statutory requirements. Such personnel will be recalled under the following section of this procedure.

D. Recall

1. Employees released under the above provision shall be listed in order of seniority within contract status and endorsement areas and shall have priority for rehire during the recall period as openings occur within their endorsement areas. Employees with the most seniority within contract status shall be the first to be recalled. Notice of recall for an available position will be sent by certified mail from the department of personnel.
2. A recall period shall exist for one school year after the effective date of an employee's release under the procedures contained herein. The Lynchburg City School Board shall not fill any professional opening until all properly endorsed personnel released under these procedures have been provided with the opportunity to fill the available position through a notice of recall.
3. Failure to respond to the notice of recall within fifteen (15) calendar days of receipt of notice of recall shall constitute rejection of the offer to return to the employment of the Lynchburg City School Division. The fifteen (15) calendar day period shall begin on the date the receipt of service is signed by the employee or someone acting in the employee's behalf. It shall be the responsibility of the employees subject to recall to inform the department of personnel of any change of address and to otherwise provide the necessary means to be informed that they have been recalled. Failure of the employee to provide for receipt of the recall notice shall constitute removal of the employee from the recall list and the employee shall forfeit all recall rights.
4. An employee forfeits all recall rights upon resignation or failure to maintain certification requirements. Should an employee refuse a reassignment he/she will be ineligible for any other reassignment and will lose all recall rights.
5. All employees will be deemed to have continuous service for the school year coinciding with the reduction.

E. Board Minutes

To avoid negative implication with regard to the professional record of an employee destaffed under this policy, the minutes of the board and the employee's personnel file will clearly show that such termination of employment was due to a reduction in force.

Adopted:

Legal Reference: Code of Virginia §§22.1-304, 22.2-305.

REDUCTION IN FORCE – CLASSIFIED STAFF PROCEDURES

The School Board recognizes that occasionally a school/department must reduce its number of staff members. The reasons for such a reduction include, but are not limited to, the following: a general downsizing of the total organization, a change in the organizational structure of the given school/department, the changing need of the students/clients served by that school/department.

A. Employee Notification

When a reduction in force becomes necessary, the principal/department head/supervisor will notify the director of personnel, who will ensure that the employee(s) being affected is notified as soon as a potential reduction is known.

The affected full-time employees will be notified of the potential reduction as soon as possible, but no later than two weeks following the approval of the School Board's budget by the Lynchburg City Council or July 1, whichever is earlier. Affected employees will be given the opportunity to discuss the reduction with the director of personnel/designee and principal/department head/supervisor.

B. Reduction Criteria and Process

In any reduction implemented under this policy, the Superintendent/designee shall consider the performance, level of training and experience of the personnel involved compared to other members of the same position and/or same job group. "Job group," for purposes of this policy, shall mean a group of related job positions which serve a common function or functions within a department or school. The following process will be utilized:

A list will be developed, as needed, by the director of personnel/designee, according to the following:

1. The list will be rank ordered from the most senior down to the least senior employee within job groups. "Seniority" for this purpose will be defined according to length of continuous service, including any approved leaves of absence, as a regular, full-time employee in the current position and in any prior full-time position within the same job group. The list will be further refined to group employees according to their respective positions (i.e., instructional assistant, secretary, custodian, bus driver, maintenance worker, etc.)
2. Once the seniority list for each of the respective groups has been developed, then the employees' performance and discipline, as documented in their personnel files for the past three (3) years will be reviewed by the Superintendent/designee and rank ordered. The Superintendent/designee may consider all such documented performance and discipline to determine who will be reduced. Any employee on

- probation or a plan of improvement will be moved to the top of the reduction list unless extraordinary circumstances exist not to reduce the employee.
3. In the event that two employees in the same position/job group with the same hiring date, qualifications, and performance record are being considered for a reduction, the Superintendent/designee will apply the following criteria, not necessarily in this order, to determine which staff to lay off:
 - a. Additional training;
 - b. Written documentation of skills and abilities;
 - c. Total experience in present position;
 - d. Total experience in Lynchburg;
 - e. Recommendation of the employees' principal/department head.

C. Reassignment and Recall

A member of the department of personnel will meet with employees in positions identified to be eliminated to determine their skills, experience, education, training, and interests in order to identify other positions in the school division for which they may qualify, or for which retraining is feasible. Every reasonable effort will be made to place an affected employee in a vacant position for which he/she may qualify.

In lieu of being laid-off, employees who have more seniority may be eligible to assume vacant positions within the same or lower pay classifications provided they hold appropriate qualifications or have had previous successful experience in the particular position. An employee reassigned to a position in a lower paygrade pursuant to this policy will be subject to the new paygrade immediately.

If an individual's employment is not renewed because of reduction in force, that employee's name will be placed on a recall list for the entirety of the next school year. If a position becomes available during that period and the employee is qualified to fill that position, the employee will be notified and encouraged to apply. After this time period, the former employee may apply to reactivate his/her application for any vacant position for which he/she is qualified.

Adopted by School Board: March 20, 2012

PERSONNEL**Travel Allowance P 5-34.1**

~~Employees, declared eligible by the division superintendent, who use their personal vehicles in the performance of their duties shall be paid a travel allowance. For most administrative and supervisory personnel, this allowance shall be a predetermined, budgeted amount and shall be shown on the employee's travel allowance notification. For other personnel declared eligible, the predetermined allowance may be a fixed budgeted amount or a fixed rate per mile as determined by the school board. A determination is made annually regarding personnel eligible for a travel allowance.~~

~~Personnel eligible for the fixed rate per mile payment shall be paid on the basis of a valid accounting of miles traveled on approved school board forms.~~

~~Adopted by School Board: September 17, 1974~~

~~Revised by School Board: June 15, 2010~~

PERSONNEL

Reduction in Force: Classified Staff Procedures P 5-53.7

~~—The school board recognizes that occasionally a school/department must reduce its number of staff members. The reasons for such a reduction include, but are not limited to, the following: a general downsizing of the total organization, a change in the organizational structure of the given school/department, the changing need of the students/clients served by that school/department.~~

A. Employee Notification

~~When a reduction in force becomes necessary, the principal/department head/supervisor will notify the director of personnel, who will ensure that the employee(s) being affected is notified as soon as a potential reduction is known.~~

~~The affected full-time employees will be notified of the potential reduction in writing as soon as possible, but no less than 60 calendar days prior to the effective date of the elimination of the position. Affected employees will be given the opportunity to discuss the reduction with the director of personnel/designee and principal/department head/supervisor.~~

B. Reduction Criteria and Process

~~In any reduction implemented under this policy, the superintendent/ designee shall consider the performance, level of training and experience of the personnel involved compared to other members of the same position and/or same job group. "Job group," for purposes of this policy, shall mean a group of related job positions which serve a common function or functions within a department or school. The following process will be utilized:~~

~~A list will be developed, as needed, by the director of personnel/designee, according to the following:~~

- ~~1. The list will be rank ordered from the most senior down to the least senior employee within job groups. "Seniority" for this purpose will be defined according to length of continuous service, including any approved leaves of absence, as a regular, full-time employee in the current position and in any prior full-time position within the same job group. The list will be further refined to group employees according to their respective positions (i.e., teaching assistant, secretary, custodian, bus driver, maintenance worker, etc.)~~
- ~~2. Once the seniority list for each of the respective groups has been developed, then the employees' performance and discipline, as documented in their personnel files for the past three (3) years will be reviewed by the superintendent/designee and rank ordered. The superintendent/designee may consider all such documented performance and discipline to determine~~

PERSONNEL

Reduction in Force: Classified Staff Procedures (continued)

- ~~who will be reduced. Any employee on probation or a plan of improvement will be moved to the top of the reduction list unless extraordinary circumstances exist not to reduce the employee.~~
- ~~3. In the event that two employees in the same position/job group with the same hiring date, qualifications, and performance record are being considered for a reduction, the superintendent/designee will apply the following criteria, not necessarily in this order, to determine which staff to lay off:~~
- ~~— a. Additional training;~~
 - ~~— b. Written documentation of skills and abilities;~~
 - ~~— c. Total experience in present position;~~
 - ~~— d. Total experience in Lynchburg;~~
 - ~~— e. Recommendation of the employees' principal/department head.~~

C. Reassignment and Recall

~~A member of the department of personnel will meet with employees in positions identified to be eliminated to determine their skills, experience, education, training, and interests in order to identify other positions in the school division for which they may qualify, or for which retraining is feasible. Every reasonable effort will be made to place an affected employee in a vacant position for which he/she may qualify.~~

~~In lieu of being laid-off, employees who have more seniority may be eligible to assume vacant positions within the same or lower pay classifications provided they hold appropriate qualifications or have had previous successful experience in the particular position. An employee reassigned to a position in a lower paygrade pursuant to this policy will be subject to the new paygrade immediately.~~

~~If an individual's employment is not renewed because of reduction in force, that employee's name will be placed on a recall list for the entirety of the next school year. If a position becomes available during that period and the employee is qualified to fill that position, the employee will be notified and encouraged to apply. After this time period, the former employee may apply to reactivate his/her application for any vacant position for which he/she is qualified.~~

~~Adopted by School Board: March 20, 2012~~

PERSONNEL

Deferred Compensation Retirement Plan R-5-51.3

This administrative memorandum was deleted December 6, 2005

- ~~Approved by School Board: April 12, 1988~~
- ~~Revised by School Board: December 4, 1990~~
- ~~Revised by School Board: June 20, 2000~~
- ~~Revised by School Board: September 19, 2000~~
- ~~Revised by School Board: June 26, 2001~~
- ~~Revised by School Board: May 17, 2005~~
- ~~Revised by School Board: December 6, 2005~~

PERSONNEL

~~Classified Personnel: Wage and Salary Schedules R 5-55.1~~

~~See Lynchburg City School's Handbook of Salary Schedules. Actual salary schedules are approved by the school board with the approval of the annual budget.~~

~~Approved by Superintendent: Annual Approval~~

Agenda Report

Date: 12/03/19

Agenda Number: I-4

Attachments: Yes

From: Crystal M. Edwards, Superintendent
Ben W. Copeland, Deputy Superintendent

Subject: Lynchburg City School Board Operations Policies and Regulations

Summary/Description:

On September 23, 2019, by the Operations Policy Workgroup reviewed the operations policies and regulations for conversion to the Virginia School Board Association (VSBA) formatted policies. As a result of this review, some revisions have been made to the VSBA policies and regulations that conform to current state and federal laws and regulations. Legal counsel has reviewed these policies and regulations. School board members have been given a hard copy of the policies and regulations. School administration will provide an overview of those changes and respond to questions during this presentation.

[\(Please click on link provided for attachment. Hard copy provided to board.\)](#)

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

Recommendation:

The superintendent recommends that the school board approve the Lynchburg city School board Operations Policies and Regulations.

Agenda Report

Date: 12/03/19

Agenda Number: J-1

Attachments: Yes

From: Crystal M. Edwards, Superintendent
Tommy Coleman, Director of Curriculum & Instruction

Subject: Middle School Program of Studies: 2020-21

Summary/Description:

Each year the school board reviews and approves the Middle School Program of Studies for the next school year. A team made up of middle school administrators, counseling directors, and various members of the departments of special education, student services, and curriculum and instruction have met over the past two months to update this handbook.

The team worked to ensure this handbook includes information consistent with current Virginia Department of Education requirements. The updates made to the 2020-21 Middle School Program of Studies provide a better understanding of courses for parents and students.

Middle school counseling departments will use the 2020-21 Program of Studies to begin meeting with parents and scheduling students in January.

Disposition: Action
 Information
 Action at Meeting on: January 14, 2020.

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 January 14, 2020.



LCS Middle School

PROGRAM OF STUDIES

2020-21

Every Child, By Name and By Need, to Graduation.

A TRADITION OF EXCELLENCE FOR ALL



LYNCHBURG CITY SCHOOLS

LYNCHBURG CITY SCHOOL BOARD

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Superintendent of Schools

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District 3

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District

MIDDLE SCHOOLS OF LYNCHBURG CITY SCHOOLS

Linkhorne Middle School
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Phone: (434) 515-5330

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School for Innovation**
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MIDDLE SCHOOL PROGRAM OF STUDIES OVERVIEW

The purpose and intent of our Middle School Program of Studies is to help students, along with their parents/guardians, to:

- Learn about courses and programs offered in our middle schools
- Successfully make the academic and personal-social transition from elementary school
- Make informed decisions concerning courses and receive answers to commonly asked questions
- Better prepare for and understand Virginia's graduation requirements
- Gain understanding of the importance of school performance and how it relates to an individual's goals for further education and career choices
- Help plan and develop academic and career plans to meet educational and career goals

The middle school provides instruction in core content knowledge and skills as well as elective and exploratory experiences appropriate to the developmental needs of early adolescents. In bridging the gap between elementary school and high school, the middle school moves the student from the smaller environment of the elementary school to the departmentalized, diversified, and comprehensive instructional program available in the high school. Students are encouraged to explore and challenge themselves through a variety of subject areas and activities. The middle school day consists of seven periods.

The city's three middle schools offer a unified body of instruction based on the Standards of Learning for the Commonwealth of Virginia. All middle school students take at least one period of each of the four core academic areas: English, math, science, and social studies. Descriptions for these core academic courses are found in the core curriculum section of this document.

In addition to the core academic courses, all students participate in a physical education and health course along with the opportunity for exploratory classes and/or electives. The exploratory classes are generally nine weeks in length whereas elective offerings are year-long or semester courses. In addition, some students are scheduled into RISE English or RISE math courses in order to provide additional support for academic success in one of these content areas.

Keys to Middle School Success

Middle school can be a rewarding experience for every student but can bring anxiety due to the variety of transitions that occur at this age. We have found that students who experience success in school have identified the following as keys to their success:

- Attending school regularly
- Applying consistent effort
- Participating in class
- Completing all assignments
- Asking for assistance if information is not understood
- Being organized (keeping an agenda)
- Setting time aside daily to study and review material
- Engaging in extracurricular activities according to special interests

Course Selection Decisions

The selection of courses for a student in middle school should be a decision that will provide instructional rigor and challenge students in every subject area. Therefore, we want students and parents/guardians to continue to select courses that will support the student's personal academic and career goals.

Courses are offered at different levels of difficulty beyond the grade level content in order to provide students opportunities for challenging their learning and growing at a more rapid pace. The following provide general differences between the course types. In some cases, additional information is provided in the specific course descriptions.

Grade Level or Regular Course

Course content is at the level of rigor of the Standards of Learning or the defined curriculum (for courses that are not included in the Virginia Standards of Learning). More individualized support is often provided.

Advanced Course

Course content includes the rigor of SOLs while also requiring additional content and/or deeper application of the content. Assignments may include additional work that may also require more self-direction by the student. Some advanced courses include components of gifted instructional approaches.

High School Credit Course

Several courses are offered for high school credit, typically beginning in 8th grade. Courses for high school credit are offered in math, science, and world language.

In determining the right level of a course for a student, there are three pathways for enrolling in an advanced level course:

1. Achievement score - The student scores at or above a certain score on an achievement test (usually an SOL and/or quarterly assessments).
2. Teacher recommendation - The teacher recommends the student for a more rigorous course based on the student's achievement in the course and self-direction in learning. A teacher recommendation adds opportunities for students; it does not take opportunities away.
3. Parent request - A parent may request that the student take an advanced course instead of a regular level course. The request is typically honored unless prior achievement suggests the student may experience a high degree of difficulty in that course. If this is the case, the school may establish a plan with the student and parent for staying on track in the advanced course.

Lynchburg City Schools urges students to pursue the most rigorous classes of which they are capable. The courses selected during middle school can impact which courses students can take during high school.

Registering for Classes at Middle School

The registration process for rising 6th graders and current 6th, 7th, and 8th graders generally begins early in the spring semester. School counselors initiate the process and involve teachers in making recommendations for the upcoming school year concerning course placement.

- The school counselor meets with students to explain course options, recommendations, and requirements. Course selections are based on the student's current academic progress and interests, teacher recommendations, and parent/guardian input.
- The student is required to share these initial course selections with parents/guardians for feedback and approval and then return the signed course selection sheet to the designated teacher. Parents are encouraged to schedule a meeting with the school counselor for questions and/or concerns regarding course selection and registration.
- The parent/guardian may request that a student be enrolled in an advanced level course even if that is not recommended by the teacher. Please contact the school counselor for more information.

Academic and Career Plans

All middle school students will transition to the high school with a comprehensive academic and career plan (ACP) that will be developed each year during middle school by using various learning and career inventories to help establish each student's academic and career interests. This is normally started in the beginning of their 7th grade year and completed by the spring of their 8th grade year.

The components of the ACP shall include, but are not limited to middle and high school course selections, career interests, and diploma requirements. This is a working document that is reviewed each year and amended based on the changing desires and needs of the individual student. The goal is to maximize student achievement by remaining focused on what is required to obtain his/her personal postsecondary and career readiness through a personal learning plan.

High School Graduation Requirements

High school graduation requirements are listed in the High School Program of Studies and can be found on the Lynchburg City Schools' website. A printed copy is available in the counseling department for any parent/guardian who would like to obtain one. Also, all 8th graders will receive a printed copy of the High School Program of Studies.

Grade Point Average (GPA) Calculations

The Grade Point Average (GPA) calculation is a way to quantify the overall academic achievement of a student in a single number. The GPA calculation is used for ranking graduating students and determining if the student achieves Summa Cum Laude honors. The GPA is often requested on applications for awards, recognitions, certain memberships or positions, and on college applications. This value is determined by the grades a student earns and by the level of difficulty of the courses taken.

In the Lynchburg City Schools, there are three levels of courses, and each allocates a different number of quality points for a given grade. For most classes, an "A" is worth 4 points, a "B" is worth 3 points, a "C" is worth 2 points, a "D" is worth 1 point, and an "F" is worth zero points. If a student takes an advanced level course, an additional 0.5 points is added to any grade earned above an "F". If a student takes an Advanced Placement (AP) course and AP exam (or identified Dual Enrollment courses or CVGS courses), an additional full point is added to any grade earned above an "F". For GPA purposes, the + and - of a grade letter do not factor in.

Quality Points Per Full Year Credit

Advanced Placement, CVGS, and Dual Enrollment Courses in Core Content Areas	Advanced Courses and Specified Dual Enrollment Courses	All Other Courses
A - 5	A - 4.5	A - 4
B - 4	B - 3.5	B - 3
C - 3	C - 2.5	C - 2
D - 2	D - 1.5	D - 1
F - 0	F - 0	F - 0

Agenda Attachment

Calculating Grade Point Average (GPA)

The information below pertains to high school level courses. There are only a few high school level courses offered in middle school, but this information is provided as students begin to take and plan for courses that will impact graduation and beyond.

The GPA for a year is calculated by averaging the quality points for courses taken that year and dividing that by the number of courses taken that year. The cumulative GPA is calculated by averaging the quality points for high school courses taken for that year and all prior years (including high school level courses that a student may have taken in middle school and in approved summer courses) and dividing that by the total number of those courses.

Students are ranked based on their overall earned GPA. Students are considered for the distinction of Summa Cum Laude, based on their cumulative GPA. Summa Cum Laude is considered the highest level of academic performance and this distinction will be noted on the academic transcript. The thresholds for Summa Cum Laude are noted below for the end of each grade level:

- 9th grade – 4.3
- 10th grade – 4.3
- 11th grade – 4.4
- 12th grade – 4.5 or higher

Retention and Remediation

Students in middle school are expected to pass all courses. Report cards are sent home at the end of each nine-week grading period. Students who are earning any grade below a C may also receive an interim report in the middle of the grading period to have signed by the parent/guardian. A proactive approach will be in place to minimize the possibility a student may fail a course by its conclusion. Various supports and options for remediation are available to students who are struggling academically.

Examples of options for remediation may include the following:

- RISE courses in math and English
- After school tutoring sessions
- In class differentiation
- 21st Century Program
- Saturday School
- Summer School

Additional information regarding the retention policy will be found in Policy IGBE-Z.

Process for Expunging Grades of High School Courses Taken in Middle School

In accordance with the current Regulations Establishing Standards for Accrediting Public Schools in Virginia, parents/guardians of a middle school student enrolled in a high school credit course may request that the grade earned in that course be expunged, or deleted, from their child's transcript. Under these guidelines, the grades earned in such classes are not included in the high school GPA, nor will the student receive a credit toward graduation for this course. This process for expunging grades is only applicable for a high school credit course taken in middle school.

The school counseling department will send home an expunge form with the final report card. At that time, to have the course removed from the transcript, a completed form will need to be returned for each course to be removed. The form must be returned to the middle school counseling department by June 30th or to the school counseling department of the high school the student will attend (rising 9th graders) on or before August 1st of the year in which the student completes the 8th grade.

Please be aware that when a middle school student receives a grade of "F" in a high school credit-bearing course, that grade and course will automatically be expunged from their transcript. Students who elect to expunge the grades from their high school records must understand that to receive high school credit for the course, he/she will need to repeat that course in the future in order to receive credit toward meeting state diploma requirements.

If a student is struggling in the first semester of a course, the parent/guardian may instead request for the student to be switched out of a high school credit class prior to the end of the first semester. The course the student switched out of will be on the student's report card but no credit will be given to the student for the course. In this instance, there is no need to expunge the grade.

When a student remains in the course for most of the school year, that student will take any associated state Standards of Learning test, and that test score will be maintained in the student's scholastic record.

Should you have any questions regarding the expunging grades process, please do not hesitate to contact your middle school Counseling Department. A copy of the expunge form can be found in Appendix A of this program of studies.

CORE CURRICULUM DESCRIPTIONS SIXTH GRADE

The sixth grade student will have four required core classes (English, math, science, and social studies), health/physical education, English and/or math remediation (if needed), and choices among exploratory rotations and/or a music course in his/her first year of middle school. The following provides a description of the course options that are available for sixth graders. In addition, the school will share additional information on certain courses and rotations offered that are specific to the school.

English

English 6

Course: 961XY

This course provides instruction in vocabulary, reading comprehension, and literature, as well as in oral communication skills. Reading instruction integrated with the domains of writing (composing/written expression and usage/mechanics) to produce multi-paragraph narratives, descriptions, explanations, and persuasive writings will be the focus of this course. Near the end of the school year, students will take the 6th grade Reading Standards of Learning (SOL) test.

English 6A

Course: 961AY

This advanced-level class is designed to meet the needs of 6th grade students with well-developed reading and writing skills. Vocabulary, literature, language, and writing instruction are taught, and instruction moves at a faster pace than in a non-advanced course. In addition, students in the advanced-level class will have wider reading and writing experiences than those required by the 6th grade English SOL. Selection factors for considering placement of students into this advanced-level class include success on the 5th grade SOL test, teacher recommendation, and other test scores. Near the end of the school year, students will take the 6th grade Reading SOL test.

Mathematics

Math 6

Course: 962XY

This course covers the 6th grade math Standards of Learning curriculum. The development of problem solving skills will be a major goal. Students will use appropriate technologies such as calculators and computers. A wide range of skills and strategies will be developed in the following areas: number and number sense, computation and estimation, measurement, geometry, probability, statistics, patterns, and algebra. Near the end of the school year, students will take the 6th grade math SOL test.

Math 6A

Course: 962AY

This advanced course covers the 7th grade math SOL. Students will be required to identify applications of the mathematical principles that can be applied to science and other disciplines. Appropriate technologies such as calculators, videos, and computers will be utilized. There are selection factors for considering placement of students into this advanced-level class which can be found in the recommended instructional sequences section. Near the end of the school year, students will take the 7th grade math SOL test.

PETAL Math Block 6/6A (Promoting Excellence Through Accelerated Learning)

Course: 962AYP

This is a special program offered to selected students in a two-period course. The program is a division initiative to address the achievement gap while encouraging underrepresented populations of students to access more rigorous courses. Students in this course complete 6th grade math Standards of Learning curriculum and part of 7th grade math Standards of Learning curriculum. Appropriate technologies such as calculators, videos, and computers will also be utilized. Rising 6th grade students who were in the on-grade level math course in 5th grade are invited to participate in this program based on factors which include the following: math achievement in fifth grade, elementary math SOL test scores, scores on LCS Division quarterly assessments in math, teacher recommendations, and previous participation in the PETAL summer math program. Near the end of the school year, students will take the 6th grade SOL test. For additional information on the Sixth Grade PETAL Math Block, please contact the supervisor of secondary mathematics, science, and gifted at (434) 515-5065.

Pre-Algebra 7A

Course: 972AY

This course covers the 8th grade math SOL, including content that reviews and extends the concepts and skills learned in previous grades and new content that reviews and extends the concepts and skills learned in previous grades and new content that prepares students into this advanced-level class which can be found in the recommended instructional sequences section. Near the end of the school year, students will take the 8th grade math SOL test. Placement testing is required for this course to ensure no significant gaps are present prior to this double acceleration. (See page 23 for further details)

Science

Life Science 6

Course: 963XY

This course emphasizes a complex understanding of changes, cycles, patterns, and relationships in the living world. Students use the inquiry approach to manipulate variables in experimentation, organize and analyze mathematical data, and summarize conclusions. Students study both the general science 6th grade SOL and the life science SOL.

Life Science 6A

Course: 963AY

This advanced-level course covers the same science SOL as the regular life science course but moves at a faster pace to allow time for additional opportunities for enrichment. Throughout the year, students complete alternative assessments to demonstrate their understanding and application of the course content.

Social Studies

United States History 6 (Part I)

Course: 964XY

This course covers the history of the United States from Pre-Columbian times until 1865. Students learn fundamental concepts in civics, economics, and geography as they understand ideas and events that strengthened the United States. Responsible citizenship is an emphasis as are the use of primary and secondary sources. Throughout the year, students complete performance assessments to demonstrate their understanding and application of the course content.

United States History 6A (Part II)

Course: 964AY

This advanced-level course covers the same SOL as the regular US History 1 course but moves at a faster pace to allow time for additional opportunities for enrichment of the curriculum. Throughout the year, students complete performance assessments to demonstrate their understanding and application of the course content.

Physical Education

PE/Health 6

The 6th grade physical education curriculum introduces students to physical activities which promote personal wellness, physical fitness, body management, and a basic knowledge of sports for leisure-time pursuits. Through the health curriculum, students develop more sophistication in understanding health issues and practicing health skills. They apply physical, emotional, social, and environmental health skills and strategies to improve or maintain personal and family health. Students begin to understand adolescent health issues and concerns and the relationship between choices and consequences. They understand how to be a positive role model and the impact of positive and negative peer pressure. Students also learn injury-prevention behaviors at school and elsewhere. Sixth grade family life deals with the physical, social, emotional, and psychological changes that occur at the time of puberty, reproduction basics, sexually transmitted diseases, substance abuse, and identifying abusive behaviors.

Academic Support

RISE English 6

Course: 961YE

This course provides an opportunity for selected students to build their foundational skills in order to be successful in English 6. Students are identified by using achievement data such as SOL scores and grades. The course focus is on those skills that prove to be challenging for students and to help them become more proficient in their abilities to read, write, and be better critical thinkers.

RISE Math 6

Course: 962YE

This course provides an opportunity for selected students to build their foundational skills in order to be successful in Math 6. These students are identified by using achievement data such as SOL scores and grades. The course focus is on those skills that prove to be challenging for students and to help them become more confident/proficient/successful in their abilities to do mathematics and be better mathematical problem solvers.

CORE CURRICULUM DESCRIPTIONS SEVENTH GRADE

The seventh grade student will have four required core classes (English, math, science, and social studies), health/physical education, English and/or math remediation (if needed), and choices among semester electives and/or a music course in his/her second year of middle school. The following provides a description of the course options that are available for seventh graders. In addition, the school will share additional information on certain courses and rotations offered that are specific to the school.

English

English 7

Course: 971XY

This course provides instruction in vocabulary, reading comprehension, and literature, as well as in oral communication skills. Reading instruction integrated with the domains of writing (composing/written expression and usage/mechanics) to produce multi-paragraph narratives, descriptions, explanations, and persuasive writings will be the focus of this course. Near the end of the school year, students will take the 7th grade Reading SOL test.

English 7A

Course: 971AY

This advanced-level class is designed to meet the needs of 7th grade students with well-developed reading and writing skills. Vocabulary, literature, language, and writing instruction are taught, and instruction moves at a faster pace than in the English 7 format. In addition, students in the advanced-level class will have wider reading and writing experiences than those required by the 7th grade English SOL. Selection factors for considering placement of students into this advanced-level class include success on the 6th grade SOL test, teacher recommendation and other test scores. Near the end of the school year, students will take the 7th grade Reading SOL test.

Mathematics

Math 7

Course: 972XY

This course covers 7th grade math Standards of Learning curriculum. The development of problem solving skills will be a major goal. Students will use appropriate technologies such as calculators and computers. A wide range of skills and strategies will be developed in the following areas: number and number sense, computation and estimation, measurement, geometry, probability, statistics, patterns, and algebra. Near the end of the school year, students will take the 7th grade math SOL test.

PETAL Math Block 7/7A (Promoting Excellence Through Accelerated Learning)

Course: 972AYP

This two-period course covers the second half of 7th grade math Standards of Learning curriculum and all of the 8th grade Standards of Learning curriculum including the properties and basic operations of rational numbers including algebraic and graphical representation, linear equations and inequalities, and solving of these equations. This is a special program offered to selected students in a two-period course. The program is a division initiative to address the achievement gap while encouraging underrepresented populations of students to access more rigorous courses. The development of problem solving skills will be a major goal. Students will use appropriate technologies such as calculators and computers. Near the end of the school year, students will take the 8th grade math SOL test.

Pre-Algebra 7A

Course: 972AY

This course covers the 8th grade math Standards of Learning curriculum, including content that reviews and extends the concepts and skills learned in previous grades and new content that prepares students for more abstract concepts in algebra. Appropriate technologies such as calculators, videos, and computers will also be utilized. There are selection factors for considering placement of students into this advanced-level class which can be found in the recommended instructional sequences section. Near the end of the school year, students will take the 8th grade math SOL test.

Advanced Algebra I

Course: 2387Y

High School Credit (1.0 credit). Prerequisite: Teacher recommendation and/or Advanced Pre-Algebra.

This course is weighted as a 4.5 quality point course in terms of Grade Point Average (GPA). This course includes instruction in greater depth than the traditional Algebra I course. Students attach meaning to the abstract concepts of algebra by using tables and graphs to interpret equations and inequalities and to analyze functions. Calculators, computers, spreadsheets, and graphing calculators or computer graphing simulators are used to assist in solving problems. Advanced algebra is the initial course in the sequence of courses designed for a five-year accelerated math program. Near the end of the school year, students will take the Algebra I SOL test. It is recommended for the student to take Advanced Algebra II (8th) and

Advanced Geometry/Trigonometry (9th) with successful completion of Advanced Algebra I. A placement test score of 70% or higher is required to be placed in this course to ensure no significant gaps are present prior to this double acceleration.

Science

Physical Science 7

Course: 973XY

This course provides an in-depth understanding of matter and energy. Students use experiments, technology, and literature reviews to build upon their investigation skills. Students in this course study the physical science SOL.

Physical Science 7A

Course: 973AY

This advanced-level course covers the same science SOL as the regular physical science course but moves at a faster pace to allow time for enrichment of the curriculum and a solid review of previous science SOL. Near the end of the school year, students will take the 8th grade Science SOL test.

Social Studies

United States History 7 (Part II)

Course: 974XY

This course covers the history of the United States from 1865 to the present. The standards for this course relate to the history of the United States from the Reconstruction era to the present. Political, economic, and social challenges facing the nation reunited are examined as students develop an understanding of how the American experience shaped the world’s political and economic landscapes. Responsible citizenship is also an emphasis of this course. Throughout the year, students complete performance assessments to demonstrate their understanding and application of the course content.

United States History 7A (Part II)

Course: 974AY

This advanced-level course covers the same SOL as the regular US History 2 course but moves at a faster pace to allow time for enrichment of the curriculum. Throughout the year, students complete performance assessments to demonstrate their understanding and application of the course content.

Physical Education

PE/Health 7

The physical education curriculum in the 7th grade focuses on the development of proficiency in specific areas of physical fitness through instruction and participation in team, individual, and dual sports. Emphasis is placed on skill development, playing strategies and rules of the game, and an appreciation for the aesthetic value of body management as it relates to dance and gymnastics.

Through the health curriculum, students learn to generate and choose positive alternatives to risky behaviors. They use skills to resist peer pressure and manage stress and anxiety. Students are able to relate health choices to alertness, feelings, and performance at school or during physical activity. Students exhibit a healthy lifestyle, interpret health information, and promote good health. Family life topics include family roles, saying no to premarital sex and abusive relationships, types of sexually transmitted diseases, consequences of premarital sex and pregnancy, importance of family planning, healthy dating and peer relationships, internet safety, and recognizing and appreciating differences.

Academic Support

RISE English 7

Course: 971YE

This course provides an opportunity for selected students to build their foundational skills in order to be successful in English 7. These students are identified by using achievement data such as SOL scores and grades. The course focus is on those skills that prove to be challenging for students and to help them become more proficient in their abilities to read, write, and be better critical thinkers.

This course provides an opportunity for selected students to build their foundational skills in order to be successful in Math 7. These students are identified by using achievement data such as SOL scores and grades. The course focus is on those skills that prove to be challenging for students and to help them become more confident/proficient/successful in their abilities to do mathematics and be better mathematical problem solvers.

CORE CURRICULUM DESCRIPTIONS EIGHTH GRADE

The eighth grade student will have four required core classes (English, math, science, and social studies), health/physical education, English and/or math remediation (if needed), and choices among semester electives and/or a music course in his/her third year of middle school. High school credit courses are also available in this year (some course offerings are dependent upon sufficient enrollment). The following provides a description of the course options that are available for eighth graders. In addition, the school will share additional information on certain courses and rotations offered that are specific to the school.

English

English 8

Course: 981XY

This course provides instruction in vocabulary, reading comprehension, and literature, as well as in oral communication skills. Reading instruction integrated with the domains of writing (composing/written expression and usage/mechanics) to produce multi-paragraph narratives, descriptions, explanations, and persuasive writings will be the focus of this course. Near the end of the school year, students will take the 8th grade Reading and 8th grade Writing SOL tests.

English 8A

Course: 981AY

This advanced-level class is designed to meet the needs of 8th grade students with well-developed reading and writing skills. Vocabulary, literature, language, and writing instruction are taught, and instruction must move at a faster pace than in the non-advanced course. In addition, students in the advanced-level class will have wider reading and writing experiences than those required by the 8th grade English SOL. Selection factors for considering placement of students into this advanced-level class include success on the 7th grade SOL test, teacher recommendation and other standardized tests scores. Near the end of the school year, students will take the 8th grade Reading and 8th grade Writing SOL tests.

Mathematics

Foundations of Algebra 8

Course: 982XY

This course covers the 8th grade math Standards of Learning curriculum and some of the Algebra I Standards of Learning curriculum. This course provides introductory instruction in the properties and basic operations of rational numbers including algebraic and graphical representation, linear equations and inequalities, and solving of these equations. Appropriate technologies such as calculators, videos, and computers will also be utilized. Near the end of the school year, students will take the 8th grade math SOL test unless that SOL was completed in 7th grade.

Advanced Algebra I

Course: 2387Y

High School Credit (1.0 credit). Prerequisite: Teacher recommendation and/or Advanced Pre-Algebra.

This course is weighted as a 4.5 quality point course in terms of Grade Point Average (GPA). This course includes instruction in greater depth than the traditional Algebra I course. Students attach meaning to the abstract concepts of algebra by using tables and graphs to interpret equations and inequalities and to analyze functions. Calculators, computers, spreadsheets, and graphing calculators or computer graphing simulators are used to assist in solving problems. Advanced algebra is the initial course in the sequence of courses designed for a five-year accelerated math program. Near the end of the school year, students will take the Algebra I SOL test.

Advanced Algebra II

Course: 2397Y

High School Credit (1.0 credit). Prerequisite: Advanced Algebra I.

This course is weighted as a 4.5 quality point course in terms of Grade Point Average (GPA). The first semester includes the study of equations, inequalities, relations, functions, systems of equations, polynomials, irrational numbers, complex numbers, and conic sections. The second semester of this course includes the study of higher degree polynomials, rational and exponential functions, and statistics and probability. Appropriate technologies such as calculators, videos, and computers will also be utilized. Near the end of the school year, students will take the Algebra II SOL test.

Science

Principles of Science 8

Course: 983XY

This course enables students to complete an extended study of general, life, and physical science courses. The living world, matter, energy, and scientific experimentation are explored in depth. Students completing this course take the 8th grade Science SOL test.

Advanced Earth Science 8

Course: 3387Y

High School Credit (1.0 Credit). Prerequisite: Advanced physical science.

This advanced course is weighted as a 4.5 quality point course in terms of HS Grade Point Average (GPA). The major topics studied in this course are oceanography, meteorology, geology, and astronomy, each with accompanying laboratory activities. Near the end of the school year, students take the Earth Science SOL test.

Social Studies

Civics and Economics 8

Course: 984XY

This course covers the Constitutions of the United States and Virginia, as well as the structure and functions of government institutions at the national, state, and local levels. Students also study the basic principles, structure, and operation of the American economy. Standards for this course examine the roles citizens play in the political, governmental, and economic systems in the United States. Responsible citizenship is also an emphasis of this course. Near the end of the school year, students take the Civics/Economics SOL test.

Civics and Economics 8A

Course: 984AY

This advanced-level course covers the same SOL as the regular civics/economics course but moves at a faster pace to allow time for enrichment of the curriculum. Near the end of the school year, students take the Civics/Economics SOL test.

World Languages

Spanish I

Course: 1880Y

High School Credit (1.0 credit).

This introductory course is an initiation into language as a means of active communication for which a reasonable proficiency in understanding, speaking, reading, and writing Spanish is the overall goal. Activities include frequent conversational activities, projects, and dramatizations which involve students actively in the language. Correlated audio-visuals serve as stimuli to involve students in conversations to interest teenagers. (This may require transport to high school.)

French I

Course: 1580Y

High School Credit (1.0 credit).

Communicating in French is the highlight of these beginning semesters of language study. Students become involved immediately in using the language to simulate daily life situations. Activities include speaking, listening, writing, reading, and learning about French culture. Correlated audio-visuals serve as stimuli to involve students in conversations of interest to teenagers. (This may require transport to high school..)

Latin I

Course: 1780Y

High School Credit (1.0 credit).

This first-year Latin course provides the foundation for understanding Latin and the basis for learning any world language. Students enlarge their vocabulary, refine grammar in English, and learn about the origins of our traditions and institutions while reading the history, myths, and legends of the ancient Romans. (This may require transport to high school.)

German I

Course: 1680Y

High School Credit (1.0 credit). Paul Laurence Dunbar Middle School for Innovation only.

In this introductory course, students become involved with the German language through conversations and readings relating to school, family, leisure-time activities, travel, parties, and German speaking countries. Authentic audio-visual aids reinforce aural-oral skills while lending authentic cultural insights. (This may require transport to high school.)

Physical Education

PE/Health 8

This course emphasizes the further development of flexibility, agility, cardiovascular endurance, balance, coordination, time, and speed. Students continue to develop skills in physical coordination and movement through the performance of dance and gymnastics routines. The history of team, individual, and dual sports is introduced, and specific rules and knowledge of playing strategies are reinforced. Through the health curriculum, students in grade eight have an understanding of the origins and causes of diseases, including the relationship between family history and certain health risks. They begin to relate short- and long-term consequences of health choices and apply health skills to specific personal, family, and community health concerns. Students can discern relationships among all components of health and wellness and knowledgeably use consumer information. Family life topics include family roles, saying no to premarital sex and abusive relationships, types of sexually transmitted diseases (including HIV), consequences of premarital sex and pregnancy, importance of family planning, healthy dating and peer relationships, internet safety, and the importance of positive decision making.

Academic Support

RISE English 8**Course: 981YE**

This course provides an opportunity for selected students to build their foundational skills in order to be successful in English 8. These students are identified by using achievement data such as SOL scores and grades. The course focus is on those skills that prove to be challenging for students and to help them to become more proficient in their abilities to read and write and be better critical thinkers

Rise Math 8**Course: 982YE**

This course provides an opportunity for selected students to build their foundational skills in order to be successful in Foundations of Algebra. These students are identified by using achievement data such as SOL scores and grades. The course focus is on those skills that prove to be challenging for students and to help them to become more confident/proficient/successful in their abilities to do mathematics and be better mathematical problem solvers.

EXPLORATORY, ELECTIVES & CAREER-TECH

Middle School Exploratory Overview

Exploratory courses are offered in 6th grade. The courses are offered in the areas of world language, cultural arts, technology, career-technology, and enrichment of the core subjects. Each middle school offers a varied array of exploratory rotations that usually range from nine to eighteen weeks in length. School specific offerings are available through the course scheduling form and from your school counseling office. Exploratory rotations are courses that students are scheduled into that afford students opportunities to explore their interests and talents. Exploratory course offerings are subject to change based on interest inventories, scheduling constraints, and staffing availability.

Middle School Electives Overview

Lynchburg City Schools' middle schools offer a wide array of elective offerings. School specific offerings are available from the individual school. In support of the middle school philosophy, all three middle schools offer elective and enrichment courses in the areas of world language, fine and performance arts, and career and technological education. Electives are courses students choose or "elect" to take. Specialized electives and enrichment opportunities provide students with differentiated instruction and an advanced curriculum to address students' unique intellectual gifts and talents. Elective and enrichment offerings are subject to change based on interest inventories, scheduling constraints, and staffing availability.

Career-Technical Education Overview

A wide variety of Career and Technical Education (CTE) courses are offered at each middle school. Each middle school is unique in the CTE offerings available. A full list of CTE courses are available through the school counseling department at each school.

Examples of middle school CTE courses are listed below.

- Family and Consumer Science
- Business and IT
- Webpage Design
- Computer Applications
- Technology Systems/STEM
- Health and Medical Sciences/STEM
- Technical Drawing/CAD
- Inventions and Innovations (CAD)
- Digital Photography
- TV and Media Production
- Career Investigation
- Project Lead the Way
- Robotics

HIGH SCHOOL CREDIT COURSES OFFERED AT THE MIDDLE SCHOOL LEVEL

World Languages

Spanish I (1880Y) High School Credit (1.0 credit): See page 12 for course description.

French I (1580Y) High School Credit (1.0 credit): See page 12 for course description.

Latin I (1780Y) High School Credit (1.0 credit): See page 12 for course description.

German I (1680Y) High School Credit (1.0 credit): See page 12 for course description.

Drama

Introduction to Theatre

Course: 5610Y

High School Credit, Grade 8 (1.0 credit). Prerequisite: Teacher Recommendation.

This course is a basic introduction to acting and other theatre skills. Course content includes units in Theatre Games, Improvisation, Stagecraft, Theatre Vocabulary and Terminology, and Theatre History.

Mathematics

Advanced Algebra I

Course: 2387Y

High School Credit (1.0 credit).

Prerequisite: teacher recommendation and/or Advanced Pre-Algebra. This course is weighted as a 4.5 quality point course in terms of Grade Point Average (GPA). This course includes instruction in greater depth than the traditional Algebra I course. Students attach meaning to the abstract concepts of algebra by using tables and graphs to interpret equations and inequalities and to analyze functions. Matrices are used to organize and manipulate data. Calculators, computers, spreadsheets, and graphing calculators or computer graphing simulators are used to assist in solving problems. Advanced algebra is the initial course in the sequence of courses designed for a five-year accelerated math program. Near the end of the school year, students will take the Algebra I SOL test.

Advanced Algebra II

Course: 2397Y

High School Credit (1.0 credit).

Prerequisite: Advanced Algebra I. This course is weighted as a 4.5 quality point in terms of Grade Point Average (GPA). The first semester includes the study of equations, inequalities, relations, functions, systems of equations, matrices, polynomials, irrational numbers, complex numbers, and conic sections. The second semester of this course includes the study of higher degree polynomials, rational and exponential functions, and statistics and probability. Near the end of the school year, students will take the Algebra II SOL test.

Science

Advanced Earth Science 8

Course: 3387Y

High School Credit (1.0 Credit).

Prerequisite: Advanced physical science. This course is weighted as a 4.5 quality point course in terms of Grade Point Average (GPA). The major topics studied in this course are oceanography, meteorology, geology, and astronomy, each with accompanying laboratory activities. Near the end of the school year, students take the Earth Science SOL test.

MATH INSTRUCTIONAL SEQUENCES

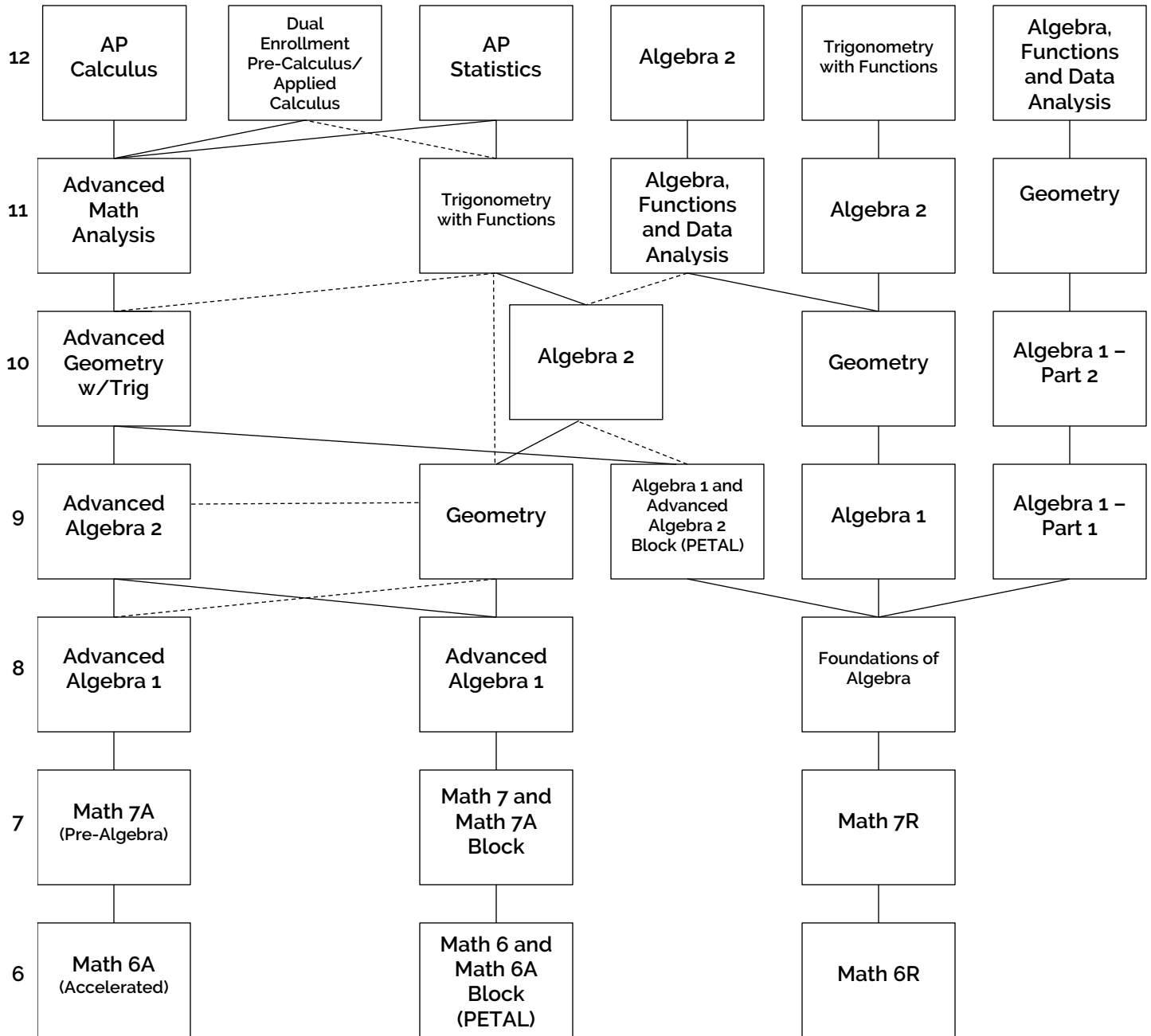
The following chart illustrates possible math course sequences and placement for the courses in middle school. Each student should select courses within the sequences which are most closely related to his or her strengths and educational/career goals of students. Students may also move from one sequence to another as students, parents/guardians, teachers and school counselors perceive a need and as the student's progress indicates. Advanced Placement (AP) and dual enrollment (DE) courses, which can provide both high school and college credit, are available to high school students who meet the requirements. Additional information on these high school courses may be obtained from the school counseling department at each high school.

It is encouraged that parents/guardians and students frequently review the graduation and diploma requirements. Graduation and diploma requirement information can be found in the high school program of studies and at <http://www.lcsedu.net/departments/curriculum/program-of-studies>.

Mathematics Instructional Sequence Options

Agenda Attachment

Item J-1



Classes at the Central Virginia Governor’s School (CVGS), Early College Program (ECP), and STEM Academy are available for students who meet the eligibility requirements and have been selected for the program. Please refer to the section on the Program of Studies for more information.

Note: Dotted lines indicate possible, yet infrequently chosen, options.

Math Course Placement Criteria Overview

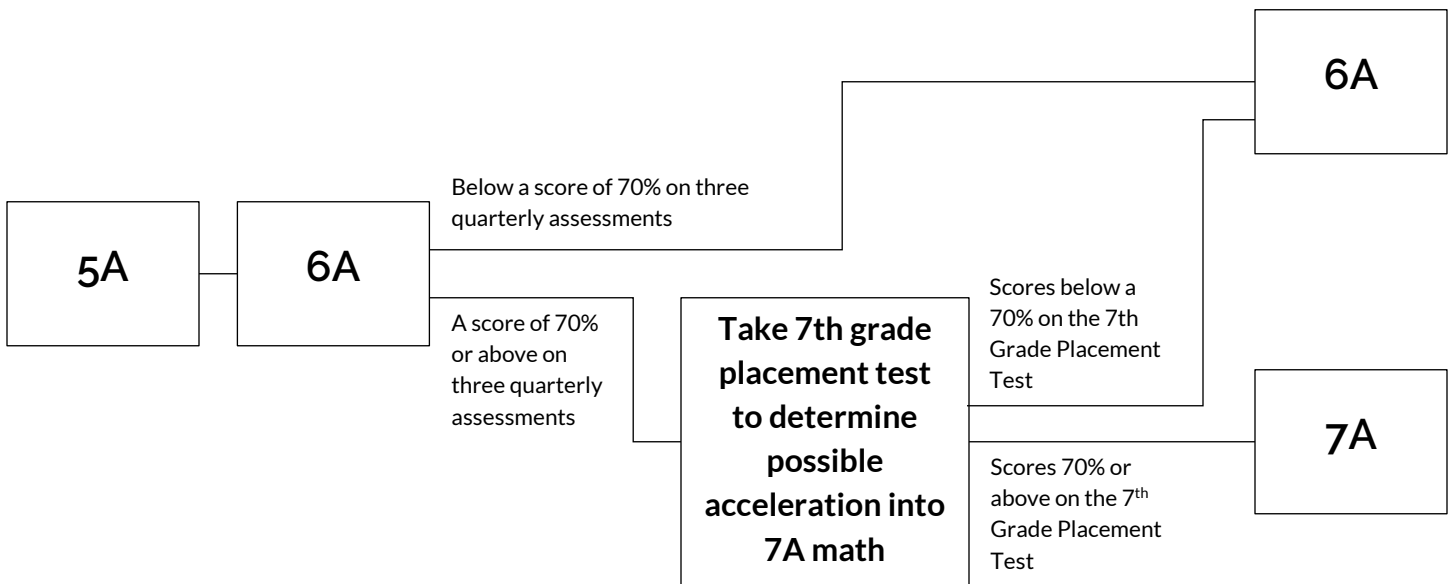
The following charts illustrate the criteria used to determine advanced or accelerated placement in math courses. Each chart shows possible pathways to an advanced/accelerated course such as:

1. Achievement score - The student scores at or above a certain score on an achievement test (usually an SOL and/or **quarterly assessments**).
2. Teacher recommendation - The teacher recommends the student for a more rigorous course based on the student's achievement in their current course and self-direction in learning. A teacher recommendation adds opportunities for students; it does not take opportunities away.
3. Parent request - A parent may request that the student take an advanced course instead of a regular level course. The request is typically honored, unless prior achievement suggests the student may experience a high degree of difficulty in that course. If this is the case, the school may establish a plan with the student and parent for staying on track in the advanced course.

Lynchburg City Schools urges students to pursue the most rigorous classes of which they are capable. The courses selected during middle school can impact which courses students can take during high school.

Math Placement

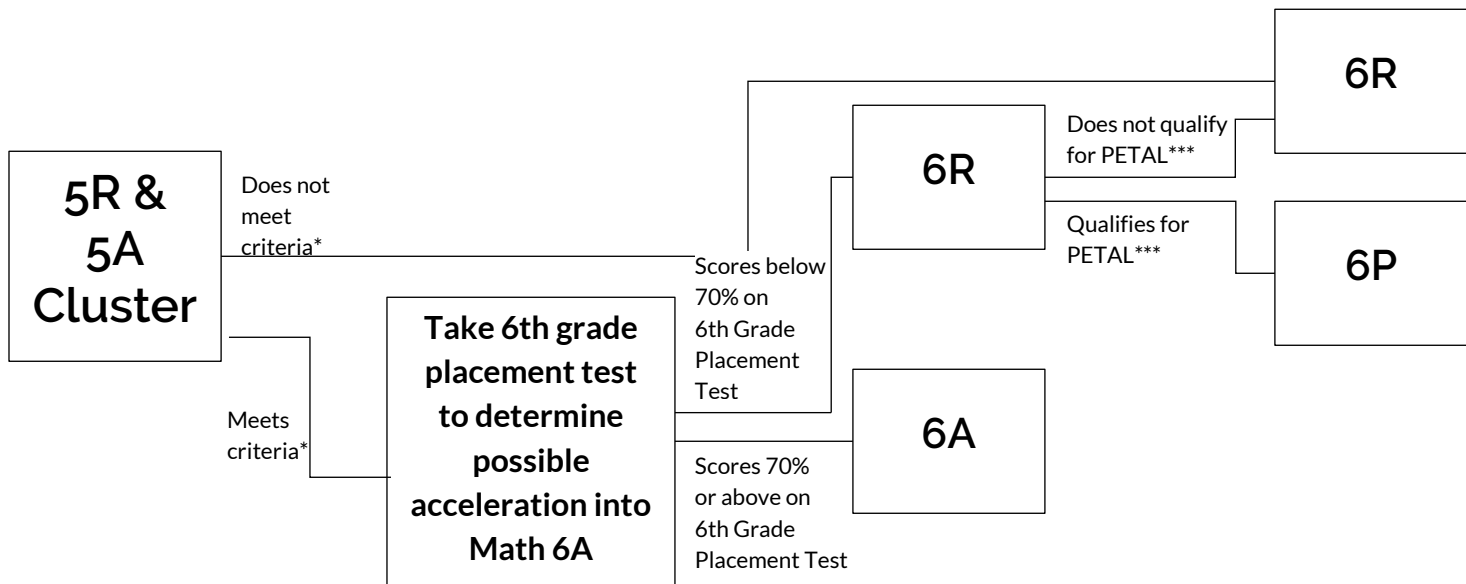
5th Grade Advanced (5A) Math Class to 6th Grade



CRITERIA for Consideration for 7A Math (follows Grade 8 Pre-Algebra standards)

Meets one or more:

- Average of 70% or higher on three quarterly assessments
- Teacher recommendation
- History of “Pass Advanced” scores on previous math SOL tests
- Parent request to take 7th Grade Placement Test



***CRITERIA**

Meets one or more:

- Average score of 70% or higher on three quarterly assessments
- Teacher recommendation
- Parent request to take 6th Grade Placement Test

*****PETAL CRITERIA**

A student scheduled to take Math 6R can be placed in the PETAL program based on:

1. Proven achievement in math in 5th grade
2. History of passing SOL math scores
3. Teacher recommendation
4. Previous participation in Summer PETAL Academy (optional)

This program is a division-initiative that aims to close the achievement gap while providing access to rigor for underrepresented students.

SPECIALIZED PROGRAMS

Paul Laurence Dunbar Middle School for Innovation

This magnet school draws from an applicant pool of eligible students in all three middle school attendance zones. Paul Laurence Dunbar Middle School for Innovation offers innovative programs focused on problem based learning and Science, Technology, Engineering, Arts, & Math (STEAM). The school offers an extensive curriculum in foreign languages including Spanish, French and German. Paul Laurence Dunbar Middle School for Innovation also offers a diverse drama after-school curriculum and schedules a variety of performances throughout the school year. The school is also home to Earth Zone, a program that allows for hands-on herpetology and aquatic biology classes. Inquiries regarding the school for innovation applications to Paul Laurence Dunbar Middle School for Innovation should be directed to the secondary supervisor of counseling at (434) 515-5091. The application period closes in mid-March.

Gifted Education

The middle school program for gifted education is designed to serve students who demonstrate a specific academic aptitude. The program is provided primarily through advanced courses offered in English, math, science, and social studies as well as through differentiated instruction within the classroom. Eighth graders have the opportunity to accelerate their program of studies by taking high school credit courses in the areas of math, science, and foreign language. Additional gifted course offerings may be available during exploratory periods. The Lynchburg City Schools Local Plan for the Education of the Gifted provides information on referral and identification processes, as well as the services provided for identified students. Students and their parents/guardians are encouraged to contact the school principal to learn more about all the gifted services available to middle school students and the opportunities they provide.

Special Education

Special education programs and services are available to students with disabilities. The special education services are provided based on an individualized education plan which is developed by a student's parent(s) and a school-based instructional team. When a parent, teacher, or counselor suspects a student is disabled, a referral is processed through the building principal to the school-based child study committee. Upon receipt of a referral, the child study committee meets within 10 working days. If the child study committee suspects the child may have a disability, a comprehensive evaluation is completed after securing parent written permission to evaluate. Placement in a special education program or class is contingent on the results of extensive diagnostic testing and assessment as well as the decision of a school-based eligibility committee's review of the assessment results and the eligibility criteria set forth in the *Regulations Governing Special Education Programs in Virginia*.

The Lynchburg City School Division does not discriminate in admission to, or access to, or treatment or employment in its educational programs, services, or activities based on race, color, national origin, sex, disability, or age in accordance with state and federal laws. Inquiries regarding this policy may be directed to the Director of Personnel Services, 915 Court Street, P.O. Box 2497, Lynchburg, Virginia 24505-2497; telephone number (434) 515-5050.

APPENDIX A



REQUEST TO EXPUNGE GRADE FOR HIGH SCHOOL COURSE TAKEN IN MIDDLE SCHOOL

-INCOMPLETE FORMS CANNOT BE PROCESSED-

(PRINT)

FULL NAME OF STUDENT
ADDRESS
NAME OF PARENT/GUARDIAN
PARENT/GUARDIAN PHONE NUMBER
NAME OF HIGH SCHOOL STUDENT WILL ATTEND FOR THE FOLLOWING SCHOOL YEAR (HHS or ECG)

- I wish to expunge the following high school credit-bearing course taken by my child while in middle school during grades 6, 7, and/or 8.
- I understand that my child will receive no high school credit toward graduation for this course and may have to repeat this course if it is a required prerequisite course.
- I understand that the SOL verified credit will not be awarded to my child until course is passed and credit awarded.
- I further understand that decision is irreversible and must be made prior to enrollment in high school.

NAME OF HIGH SCHOOL CREDIT COURSE	GRADE LEVEL/YEAR IN WHICH COURSE WAS TAKEN	WILL THE CLASS BE REPEATED?

Printed Name of Parent/Guardian:
Signature of Parent/Guardian: Date:

**Return this form to the Middle School Counseling Department on or before June 30th.
Or
Return this form to the High School Counseling Department on or before August 1st.**

A TRADITION OF EXCELLENCE FOR ALL



LYNCHBURG CITY SCHOOLS

Improvements/Corrections to Middle School Program of Studies for 2020-21		
Location	Heading	Rationale
Page 7, 9, 13	Academic Support	Moved 6 th , 7 th , and 8 th RISE Courses under new heading Academic Support since RISE cannot be taken in place of the core class. They were previously listed under the core subject titles.
Page 11	Foundations of Algebra 8	Change of Course # only. The course number previously contained an "A" which indicated it was an advanced course and it isn't.
Page 12	World Languages	Add this statement for clarity: This may require transport to high school for 1 st period
Pages 4, 6, 18 & 19	Math Course Placement Criteria Overview	Changed language to reflect name of current testing from Student Growth Assessment SGA to quarterly assessments.
Page 16	Advanced Earth Science	Changed prerequisite from Teacher Recommendation and physical science to Advanced Physical Science

Agenda Report

Date: 12/03/19

Agenda Number: J-2

Attachments: Yes

From: Crystal M. Edwards, Superintendent
Tommy Coleman, Director of Curriculum and Instruction

Subject: Lynchburg City School Board Instruction and Program Policies and Regulations

Summary/Description:

On November 18, 2019, the Instruction and Program Policy Workgroup reviewed the policies and regulations listed below. All policies being presented have been reviewed by legal counsel. The group recommends adopting the following policies as written.

IA	Instructional Goals and Objectives
IAA	Notification of Learning Objectives
IKH	Retaking SOL Assessments
IL	Testing Programs
LI	Relations with Educational Accreditation Agencies

The workgroup recommends the addition of proposed language to the following:

AD	Educational Philosophy (<i>adding Mission Statement</i>)
IKC	Grading and Student Evaluation (<i>appealing an assigned grade</i>)
JNZ-R	Student Fees, Fines, Charges, and Tuition (<i>removal of specific fees and direction to division website</i>)

(Language added to encompass additional protected classes)

AC	Nondiscrimination
GB	Equal Employment Opportunity/Nondiscrimination
JBZ	Equal Educational Opportunities/Nondiscrimination
GBAZ	Prohibition Against Harassment and Retaliation
JFHAZ	Prohibition Against Harassment and Retaliation

Agenda Report (continued)

Date: 12/03/19

Agenda Number: J-2

Attachments: Yes

In addition, current outdated LCS policies and regulations were discussed by the workgroup for deletion. These policies are being presented for School Board review.

- P 6-1 Mission Statement
- P 6-1.1 Objectives
- P 6-1.2 Accreditation
- P 6-2 Grade Level Organization
- P 6-2.1 Kindergarten
- P 6-3 Title IX Policy
- P 6-20 Evaluation of Curriculum and Instructional Program
- R 6-38 Scheduling Students for More than One Required Course in the Same Subject Area
- P 6-58 Student Evaluation and Grading
- P 6-59 Tests
- P 6-60.1 State Testing Program

[\(Please click on link provided for attachment. Hard copy provided to board.\)](#)

Disposition: Action
 Information
 Action at Meeting on: January 14, 2019

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the meeting on January 14, 2019.

Agenda Report

Date: 12/03/19

Agenda Number: J-3

Attachments: Yes

From: Dr. Crystal M. Edwards, Superintendent
Kimberly D Lukanich, Chief Financial Officer

Subject: Central Virginia Governor's School for Science and Technology: 2019-20 Budget

Summary/Description:

The Lynchburg City School Board serves as fiscal agent for the Central Virginia Governor's School for Science and Technology. The governing board of the school has approved its 2019-20 operating budget in the amount of \$1,168,200, which represents an increase of \$55,950 over the prior year budget of \$1,112,250. All funds expended at the school are totally reimbursable from participating school divisions and state funds as listed on the attached budget. School divisions supporting this program are Amherst County Schools, Appomattox County Schools, Bedford County Schools, Campbell County Schools and Lynchburg City Schools.

Provided below is the financial impact summary for the Lynchburg City Schools:

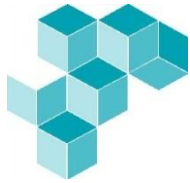
	2018-19	2019-20
Student Tuition	\$4,700	\$4,700
Number of Students	32	32
Total Tuition	\$150,400	\$150,400

Lynchburg City Schools has a total of 42 slots available for students to attend the Central Virginia Governor's School. We also receive 10 students attending at no charge as a result of the Heritage High School rental agreement that was entered into on September 24, 2014.

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

Recommendation:

The superintendent recommends that the school board authorize the school administration to act as fiscal agent for the Central Virginia Governor's School for Science and Technology and to administer its 2019-20 budget in the amount of \$1,168,200.



**Central Virginia Governor's School
Governing Board Meeting Minutes
Wednesday, May 1, 2019, 4:00 pm**

This meeting of the Governing Board of the Central Virginia Governor's School for Science and Technology (CVGS) was held in the Conference Room of the Governor's School.

Governing Board members in attendance included Francisco Mayo (Amherst County Public Schools), Greg Smith (Appomattox County Public Schools), and Charleta Mason (Lynchburg City Schools).

Others in attendance were Sara Danaher (Bedford County Public Schools), Steve Smith (CVGS), Scott Douglass (CVGS), and Kim McMillan (CVGS).

1. Call to order

Ms. Mason called the meeting to order at 4:18 pm.

2. Approval of meeting agenda

Mr. Smith made a motion to approve the agenda; Mr. Mayo seconded the motion, and it was approved by the Board.

3. Recommendation for approval of the minutes of the meeting on April 3, 2019

Mr. Mayo made a motion to approve the minutes; Mr. Smith seconded the motion, and it was approved by the Board.

4. Review of monthly financial report (Attachment A.i.)

Dr. Smith indicated that all revenue and expenditures were in alignment with projections at this time.

Dr. Smith reminded the Board that approval was given to spend up to \$50,000 from the fund balance in FY19.

5. Approval of the 2019-20 CVGS Budget (Attachment A.ii.)

Mr. Mayo made a motion to approve the budget as presented; Mr. Smith seconded the motion, and it was approved by the Board.

6. Meeting schedule for 2019-20

The Board discussed the meeting time for 2019-20. It was suggested that beginning at 5 pm, rather than 4 pm, might work better. This will be on the agenda for the meeting on August 7, 2019.

7. Scholarship updates

Dr. Smith shared with the Board the names of several CVGS students who received large scholarships from the colleges or universities or they will be attending.

A. Megan Cislo (Jefferson Forest High School) going to NC State

- B. Jacob Dalton (Amherst High School) going to the University of Virginia
- C. Meg Gladieux (E. C. Glass High School) going to the University of Pennsylvania
- D. Sarah Light (Brookville High School) going to Ohio State University
- E. Haley Mitchell (William Campbell Combined School) going to Vanderbilt University
- F. Lydia Parrott (Appomattox High School) going to Virginia Military Institute
- G. Rick Smallshaw (Heritage High School) going to Randolph Macon College

8. Promotional video

Brad Wetzel, CVGS Class of 2014, produced a 30 second CVGS promotional video. The voiceover work on the video was done by another alum, Chris Johnson, also CVGS Class of 2014. Dr. Smith will use this video when promoting the program to area 10th grade students and at other events in the community. The Board may view the video on Facebook. There are plans to create a longer promotional video that includes excerpts from interviews with CVGS students and staff.

9. Items of information

A. Recent Events

- i. The CVGS Foundation Board met at noon on April 10, 2019.
- ii. The CVGS Industrial Advisory Board met at noon on April 24, 2019.
- iii. CVGS had several students win awards at the Virginia State Science Fair on April 5-6, 2019. Luke Hatch (Jefferson Forest High School) received Honorable Mention in Biomedical and Healthcare Sciences, and Laurel Logan (E. C. Glass High School) received third place in Physics.
- iv. Daniel Murray (Jefferson Forest High School) attended the National Junior Science and Humanities Symposium in Albuquerque, New Mexico, on April 24-27, 2019.
- v. Juniors presented their research at the research symposium at CVGS on April 25, 2019. Thank you to Dr. Sarah Danaher and Dr. James Rinella for attending and providing feedback for students.

B. Upcoming Events

- i. The Recognition Reception is scheduled from 2 pm to 4 pm on May 5, 2019. Board members and division advocates are encouraged to attend.
- ii. Dr. Douglass, Mr. Steele, and Dr. Smith will assist with the Middle School Science Challenge at Randolph College on May 7, 2019. The Science Challenge is for 6-8 graders and promotes scientific thinking at middle schools throughout the region.
- iii. Dr. Smith will accompany Shardul Naphade (Brookville High School) and Natalie Torres (Heritage High School) to the International Science and Engineering Fair, in Phoenix, AZ, on May 12-17, 2019.
- iv. Seniors will present their Senior Science Scenario project in the Heritage High School auditorium from 7:30 am to 10:10 am on May 14 & 15, 2019. Board members and division advocates are invited to attend.
- v. Registration for all new students will be held on May 15, 2019.
- vi. The last day for student internships is May 17, 2019.
- vii. The annual Virginia Junior Academy of Science symposium trip will be

May 21-23, 2019. Ms. Coghill and Mr. Steele will take approximately 60 CVGS juniors to Old Dominion University to present their research. All costs associated with this trip are covered by the Governor's School Foundation.

- viii. CVGS will host an end of the year picnic on the last day of school for students at Peaks View Park on May 24, 2019.
- ix. New Student Orientation will be June 5, 6, 7, and August 6, 2019.
- x. Several faculty members plan to attend a Nanoscience professional development workshop at Virginia Tech on June 19-21, 2019.
- xi. CVGS faculty return to work on Thursday, July 25, 2019.

10. Items from the Board

As there were no further items from the Board, Mr. Smith made a motion to adjourn at 4:30 pm; Mr. Mayo seconded the motion, and the Board approved.

**Next Governing Board meeting is scheduled for
Wednesday, August 7, 2019, at 4:00 pm.**

Lynchburg City Schools
Income Statement
Income Statement

Run Date 05/01/19 03:05 PM
For 07/01/18 - 06/30/19
Periods 01 - 13

Account No/ Description	Adjusted Budget	Encumbrance	Actual Period	Actual YTD	Available Balance	Percent
8.1100.304.1120.0400.715.19 SALARIES-INSTRUCTIONAL	382,767.00	90,393.30	288,877.92	288,877.92	3,495.78	99.09
8.1100.304.1520.0400.715.19 SALARIES-SUBSTITUTES	6,000.00	.00	2,391.00	2,391.00	3,609.00	39.85
8.1100.304.1620.0400.715.19 SALARIES - SUPPLEMENTAL	26,389.00	6,177.47	20,211.60	20,211.60	- .07	100.00
8.1100.304.1660.0400.715.19 SALARIES - BONUS	.00	.00	3,500.00	3,500.00	-3,500.00	.00
8.1100.304.2100.0400.715.19 FICA	31,759.00	6,804.92	22,076.05	22,076.05	2,878.03	90.94
8.1100.304.2211.0400.715.19 VRS PROFESSIONAL	66,774.00	14,935.87	52,182.58	52,182.58	-344.45	100.52
8.1100.304.2300.0400.715.19 HMP(HOSPITAL/MEDICAL) PLAN	40,500.00	9,858.89	30,728.48	30,728.48	-87.37	100.22
8.1100.304.2330.0400.715.19 DENTAL INSURANCE	2,184.00	449.35	1,406.40	1,406.40	328.25	84.97
8.1100.304.2340.0400.715.19 VISION INSURANCE	176.00	35.05	109.72	109.72	31.23	82.26
8.1100.304.2411.0400.715.19 GROUP LIFE - PROFESSIONAL	5,360.00	1,247.85	4,359.76	4,359.76	-247.61	104.62
8.1100.304.2700.0400.715.19 WORKER'S COMPENSATION	1,425.00	270.38	868.42	868.42	286.20	79.92
8.1100.304.2750.0400.715.19 RETIREE HEALTH CARE CRTD	5,033.00	1,143.05	3,993.52	3,993.52	-103.57	102.06
8.1100.304.2820.0400.715.19 TUITION REIMBURSEMENT	10,000.00	.00	3,135.75	3,135.75	6,864.25	31.36
8.1100.304.3000.0400.715.19 PURCHASED SERVICES	205,000.00	69,000.00	133,368.00	133,368.00	2,632.00	98.72
8.1100.304.5200.0400.715.19 COMMUNICATIONS	500.00	.00	.00	.00	500.00	.00
8.1100.304.5500.0400.715.19 TRAVEL	1,000.00	.00	155.00	155.00	845.00	15.50
8.1100.304.5800.0400.715.19 MISCELLANEOUS	1,000.00	.00	25.00	25.00	975.00	2.50
8.1100.304.6000.0400.715.19 MATERIALS & SUPPLIES	10,000.00	.00	24,384.99	24,384.99	-14,384.99	243.85
8.1100.304.6008.0400.715.19 VEH & POWER EQUIP-FUEL	500.00	195.86	104.14	104.14	200.00	60.00
8.1100.304.6009.0400.715.19 VEH & POWER EQUIP-SUPPLY	500.00	.00	.00	.00	500.00	.00
8.1100.304.6020.0400.715.19 TEXTBOOKS AND WORKBOOKS	3,000.00	.00	119.99	119.99	2,880.01	4.00
8.1100.304.6030.0400.715.19 INSTRUCTIONAL MATERIALS	7,500.00	.00	17,325.13	17,325.13	-9,825.13	231.00
8.1100.304.8200.0400.715.19 CAPITAL OUTLAY ADDITION	3,000.00	.00	.00	.00	3,000.00	.00
8.1310.304.2834.0400.715.19 TERMINAL PAY-VACATION	2,500.00	.00	.00	.00	2,500.00	.00
8.1310.304.2835.0400.715.19 TERMINAL PAY-SICK	2,500.00	.00	.00	.00	2,500.00	.00
8.1320.304.5400.0400.715.19 LEASES & RENTALS	.00	.00	271.98	271.98	-271.98	.00
8.1410.304.1126.0400.715.19 SALARIES-PRINCIPALS	53,664.00	8,855.35	44,277.40	44,277.40	531.25	99.01
8.1410.304.1150.0400.715.19 SALARIES-CLERICAL	46,179.00	7,554.79	37,773.60	37,773.60	850.61	98.16
8.1410.304.1660.0400.715.19 SALARIES - BONUS	.00	.00	500.00	500.00	-500.00	.00
8.1410.304.2100.0400.715.19 FICA	7,638.00	1,148.23	5,747.11	5,747.11	742.66	90.28
8.1410.304.2211.0400.715.19 VRS PROFESSIONAL	16,294.00	2,573.11	12,865.60	12,865.60	855.29	94.75
8.1410.304.2300.0400.715.19 HMP(HOSPITAL/MEDICAL) PLAN	7,800.00	1,588.59	7,943.00	7,943.00	-1,731.59	122.20
8.1410.304.2330.0400.715.19 DENTAL INSURANCE	504.00	82.80	413.60	413.60	7.60	98.49
8.1410.304.2340.0400.715.19 VISION INSURANCE	39.00	6.68	33.00	33.00	-.68	101.74
8.1410.304.2411.0400.715.19 GROUP LIFE - PROFESSIONAL	1,308.00	214.98	1,074.80	1,074.80	18.22	98.61
8.1410.304.2700.0400.715.19 WORKER'S COMPENSATION	.00	45.94	219.82	219.82	-265.76	.00
8.1410.304.2750.0400.715.19 RETIREE HEALTH CARE CRTD	1,228.00	196.93	984.40	984.40	46.67	96.20
8.1410.304.3000.0400.715.19 PURCHASED SERVICES	3,000.00	84.50	901.49	901.49	2,014.01	32.87
8.1410.304.5000.0400.715.19 OTHER CHARGES	1,000.00	.00	392.44	392.44	607.56	39.24
8.1410.304.5200.0400.715.19 COMMUNICATIONS	500.00	.00	522.20	522.20	-22.20	104.44
8.1410.304.5300.0400.715.19 INSURANCE	500.00	.00	103.20	103.20	396.80	20.64
8.1410.304.5400.0400.715.19 LEASES & RENTALS	3,000.00	940.04	1,449.58	1,449.58	610.38	79.65
8.1410.304.5500.0400.715.19 TRAVEL	5,000.00	.00	.00	.00	5,000.00	.00
8.1410.304.5800.0400.715.19 MISCELLANEOUS	2,000.00	.00	1,100.00	1,100.00	900.00	55.00

Lynchburg City Schools

Income Statement
 Income Statement

Account No/ Description	Adjusted Budget	Encumbrance	Actual Period	Actual YTD	Available Balance	Percent
8.1410.304.6000.0400.715.19 MATERIALS & SUPPLIES	5,000.00	.00	4,944.49	4,944.49	55.51	98.89
8.2140.304.3000.0400.715.19 PURCHASED SERVICES	2,000.00	.00	.00	.00	2,000.00	.00
8.4200.304.1180.0400.715.19 SALARIES-LABORER	26,719.00	4,472.03	22,455.56	22,455.56	-208.59	100.78
8.4200.304.1280.0400.715.19 OT - LABORERS	1,000.00	.00	779.52	779.52	220.48	77.95
8.4200.304.1660.0400.715.19 SALARIES - BONUS	.00	.00	500.00	500.00	-500.00	.00
8.4200.304.2100.0400.715.19 FICA	2,121.00	302.62	1,619.35	1,619.35	199.03	90.62
8.4200.304.2212.0400.715.19 VRS NON-PROFESSIONAL	1,862.00	234.33	1,177.80	1,177.80	449.87	75.84
8.4200.304.2300.0400.715.19 HMP(HOSPITAL/MEDICAL) PLAN	5,200.00	902.68	4,513.40	4,513.40	-216.08	104.16
8.4200.304.2330.0400.715.19 DENTAL INSURANCE	200.00	56.00	280.00	280.00	-136.00	168.00
8.4200.304.2340.0400.715.19 VISION INSURANCE	24.00	4.16	20.80	20.80	-.96	104.00
8.4200.304.2412.0400.715.19 GROUP LIFE - NON-PROF	346.00	58.58	294.40	294.40	-6.98	102.02
8.4200.304.2700.0400.715.19 WORKER'S COMPENSATION	555.00	114.48	579.38	579.38	-138.86	125.02
8.4200.304.3000.0400.715.19 PURCHASED SERVICES	.00	.00	245.00	245.00	-245.00	.00
8.4200.304.5200.0400.715.19 COMMUNICATIONS	10,000.00	.00	8,659.60	8,659.60	1,340.40	86.60
8.4200.304.5300.0400.715.19 INSURANCE	6,000.00	.00	6,793.60	6,793.60	-793.60	113.23
8.4200.304.5400.0400.715.19 LEASES & RENTALS	43,000.00	.00	43,000.00	43,000.00	.00	100.00
8.8100.304.8200.0400.715.19 CAPITAL OUTLAY ADDITION	69,202.00	21,250.00	39,285.06	39,285.06	8,666.94	87.48

	REVENUE	2018-19	2019-20	DIFF
8.0000.000.0380.0400.715	GOVERNOR'S SCHOOL (STATE @136)	360,000	400,000	40,000
8.0000.000.0386.0400.715	OTHER STATE FUNDS (TECH GRANT)	26,000	26,000	0
8.0000.000.0719.0400.715	TUITION FM OTH CO/CY (4700 x 126)	587,500	592,200	4,700
8.0000.000.0720.0400.715	OTH PMT OTH (CVCC 75% REIMB)	138,750	150,000	11,250
	TOTAL REVENUE	1,112,250	1,168,200	55,950

	EXPENSE	2018-19	2019-20	DIFF
8.1100.304.1120.0400.715	SALARIES INSTRUCTIONAL	382,767	399,259	16,492
8.1100.304.1520.0400.715	SALARIES SUBSTITUTE/OFFICE HELP	6,000	4,000	(2,000)
8.1100.304.1620.0400.715	SALARIES SUPPLEMENTAL	26,389	26,389	(0)
8.1100.304.1660.0400.715	SALARIES- BONUS	0	0	0
8.1100.304.2100.0400.715	FICA	31,759	32,868	1,109
8.1100.304.2211.0400.715	VRS PROF (INSTR)	66,774	69,466	2,691
8.1100.304.2300.0400.715	HMP (HOSPITAL/MEDICAL) (INSTR)	40,500	42,250	1,750
8.1100.304.2330.0400.715	DENTAL INSURANCE (INSTR)	2,184	2,184	0
8.1100.304.2340.0400.715	VISION INSURANCE (INSTR)	176	176	0
8.1100.304.2411.0400.715	GROUP LIFE PROF (INSTR)	5,360	6,385	1,025
8.1100.304.2700.0400.715	WORKER'S COMP (INSTR)	1,425	1,481	56
8.1100.304.2750.0400.715	RETIREE HEALTH CREDIT (VRS-PROF)	5,033	5,235	203
8.1100.304.2820.0400.715	TUITION REIMBURSEMENT	10,000	10,000	0
8.1100.304.3000.0400.715	PURCHASED SERVICES (CVCC & SEM)	205,000	220,000	15,000
8.1100.304.5200.0400.715	COMMUNICATIONS (INTERNET)	500	500	0
8.1100.304.5500.0400.715	TRAVEL (CONF + MILEAGE)	1,000	1,000	0
8.1100.304.5800.0400.715	MISC (MEALS, LODGING, & DUES)	1,000	1,000	0
8.1100.304.6000.0400.715	MATERIALS & SUPPLIES (CONSUME)	10,000	10,000	0
8.1100.304.6008.0400.715	VEH & POWER EQUIP- FUEL	500	500	0
8.1100.304.6009.0400.715	VEH & POWER EQUIP- SUPPLY	500	500	0
8.1100.304.6020.0400.715	TEXTBOOKS AND WORKBOOKS	3,000	3,000	0
8.1100.304.6030.0400.715	INSTR MATERIALS (NON-CONSUME)	7,500	7,500	0
8.1100.304.8200.0400.715	CAPITAL OUTLAY ADDITION	3,000	3,000	0
8.1310.304.2834.0400.715	TERMINAL PAY-VACATION	2,500	2,500	0
8.1310.304.2835.0400.715	TERMINAL PAY-SICK	2,500	2,500	0
8.1320.304.5400.0400.715	LEASES & RENTALS (XEROX COPIER)	0	0	0
8.1410.304.1126.0400.715	SALARIES PRINCIPALS	53,664	55,789	2,125
8.1410.304.1150.0400.715	SALARIES OFFICE/CLERICAL	46,179	47,595	1,416
8.1410.304.1660.0400.715	SALARIES BONUS	0	0	0
8.1410.304.2100.0400.715	FICA (ADMIN)	7,638	7,909	271
8.1410.304.2211.0400.715	VRS PROFESSIONAL (ADMIN)	16,294	16,872	578

EXPENDITURE		2018-19	2019-20	DIFF
8.1410.304.2300.0400.715	HMP (HOSPITAL/MEDICAL) (ADMIN)	7,800	9,750	1,950
8.1410.304.2330.0400.715	DENTAL INSURANCE (ADMIN)	504	504	0
8.1410.304.2340.0400.715	VISION INSURANCE (ADMIN)	39	39	0
8.1410.304.2411.0400.715	GROUP LIFE (ADMIN)	1,308	1,551	243
8.1410.304.2700.0400.715	WORKER'S COMP	0	500	500
8.1410.304.2750.0400.715	RETIREE HEALTH CREDIT (ADMIN)	1,228	1,272	44
8.1410.304.3000.0400.715	PURCHASED SERVICES	3,000	3,000	0
8.1410.304.5000.0400.715	OTHER CHARGES	1,000	1,000	0
8.1410.304.5200.0400.715	COMMUNICATIONS (POSTAGE)	500	500	0
8.1410.304.5300.0400.715	INSURANCE (BONDING)	500	500	0
8.1410.304.5400.0400.715	LEASES & RENTALS (COPIER)	3,000	3,000	0
8.1410.304.5500.0400.715	TRAVEL (CONF FEES + MILEAGE)	5,000	5,000	0
8.1410.304.5800.0400.715	MISC (MEALS, LODGING, DUES)	2,000	2,000	0
8.1410.304.6000.0400.715	MATERIALS & SUPPLIES (CONSUME)	5,000	5,000	0
8.2140.304.3000.0400.715	PURCHASED SERVICES (IN-SERVICE)	2,000	2,000	0
8.4200.304.1180.0400.715	SALARIES LABORER/CUSTODIAL	26,719	29,383	2,664
8.4200.304.1280.0400.715	OT-LABORER/CUSTODIAL	1,000	1,000	0
8.4200.304.1660.0400.715	SALARIES-BONUS	0	0	0
8.4200.304.2100.0400.715	FICA (CUSTODIAL)	2,121	2,324	204
8.4200.304.2212.0400.715	VRS NON PROF (CUSTODIAL)	1,862	2,014	151
8.4200.304.2300.0400.715	HMP (HOSP/MEDICAL) (CUSTODIAL)	5,200	6,500	1,300
8.4200.304.2330.0400.715	DENTAL INSURANCE (CUSTODIAL)	200	336	136
8.4200.304.2340.0400.715	VISION INSURANCE (CUSTODIAL)	24	24	0
8.4200.304.2412.0400.715	GROUP LIFE NON-PROF (CUSTODIAL)	346	374	28
8.4200.304.2700.0400.715	WORKER'S COMP (CUSTODIAL)	555	850	294
8.4200.304.3000.0400.715	PURCHASED SERVICES	0	0	0
8.4200.304.5200.0400.715	COMMUNICATIONS (LICENSES)	10,000	10,000	0
8.4200.304.5300.0400.715	INSURANCE (ERRORS & OMISSIONS)	6,000	12,000	6,000
8.4200.304.5400.0400.715	LEASES & RENTALS (LCS RENT)	43,000	43,000	0
8.8100.304.8200.0400.715	CAPITAL OUTLAY (INSTRUCT TECH)	43,202	44,922	1,720
TOTAL EXPENDITURE		1,112,250	1,168,200	55,950

Agenda Report

Date: 12/03/19

Agenda Number: J-4

Attachments: Yes

From: Dr. Crystal M. Edwards, Superintendent
Kimberly D Lukanich, Chief Financial Officer

Subject: XLR8 STEM Academy Budget: 2019-20

Summary/Description:

The Lynchburg City School Board serves as the fiscal agent for the XLR8 STEM Academy. The governing board of the school has approved its 2019-20 operating budget in the amount of \$320,750, which represents an increase of \$10,600 from the 2018-19 approved budget.

Funds expended at the XLR8 STEM Academy are totally reimbursable from participating school divisions and through grants or donations. School divisions which are members of the regional program are Amherst County Public Schools, Appomattox County Public Schools, Bedford County Public Schools, Campbell County Public Schools, and Lynchburg City Schools.

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

Recommendation:

The superintendent recommends that the school board authorize the school administration to act as fiscal agent for the XLR8 STEM Academy and to administer their 2019-20 budget in the amount of \$320,750.

		2019-2020
Revenue Accounts		(51 students)
Number	Title/Purpose	Budgeted Amount
6.0000.000.0700.526.010	Misc Revenue/Sponsorships	\$ 10,000.00
6.0000.000.0705.526.010	Special Pupil Fees	\$ 2,550.00
6.0000.000.0712.526.010	Donations - Unrestricted	\$ 6,000.00
6.0000.000.0712.526.010	Donations- Restricted	\$ 1,800.00
6.0000.000.0712.526.010	Donations- Scholarships	\$ 5,400.00
6.0000.000.0719.526.010	Tuition From County/City	\$ 295,000.00
	Total Revenue	\$ 320,750.00
Expense Accounts		Budgeted Amount
Number	Title/Purpose	
6.1100.307.3000.526.010	Purchased Services - Dual Enrollment Costs	\$ 175,000.00
6.1100.307.3000.526.010B	Purchased Services - PLTW Fee	\$ 1,750.00
6.1400.307.5800.526.010	Miscellaneous - Student Costs	\$ 1,047.00
6.1400.307.6000.526.010	Materials and Supplies for Students	\$ 1,000.00
6.1400.307.6030.526.010	Instructional Materials for Students	\$ 750.00
6.1410.307.1130.526.010	Director Salaries - Other Prof	\$ 73,777.00
6.1410.307.1130.526.010	Director Travel	\$ 1,800.00
6.1410.307.1150.526.010	Clerical Salaries	\$ 15,878.00
6.1410.307.2100.526.010	FICA	\$ 6,760.00
6.1410.307.2211.526.010	VRS Professional	\$ 11,450.00
6.1410.307.2300.526.010	HMP (Hospital/Medical) Plan	\$ 6,625.00
6.1410.307.2330.526.010	Dental Insurance	\$ 336.00
6.1410.307.2340.526.010	Vision Insurance	\$ 27.00
6.1410.307.2411.526.010	Group Life - Professional	\$ 955.00
6.1410.307.2700.526.010	Worker's Compensation	\$ 250.00
6.1410.307.2750.526.010	Retiree Health Care Credit	\$ 875.00
6.1400.307.3000.526.010C	Travel - Student Bus Costs	\$ 200.00
6.1400.307.5200.526.010	Communications	\$ 100.00
6.1400.307.5300.526.010	Insurance	\$ 8,900.00
6.1410.307.5500.526.010	Professional Dev- Admin/Teachers	\$ 1,500.00
6.1410.307.6002.526.010	Food	\$ 150.00
6.1400.307.6040.526.010	Tech Software - Website /APP Subscription	\$ 1,620.00
6.5000.307.3000.526.010	Purchased Services for Events	\$ 6,000.00
6.5000.307.6000.526.010	Materials and Supplies for Events	\$ 4,000.00
	Total Expenditures	\$ 320,750.00
		\$ -

XLR8 STEM Academy Board Meeting Minutes

May 23, 2019



Present: Susan Cash, Mark Epperson, Dr. Bobby Johnson, Dr. Robert Brennan, Dr. Amy Huskin, Sarah Danaher, Maria Jaeger, Dr. John Hicks, Lani Patrick, Joyce Sawyer

Absent: Dr. Wendy Hageman-Smith, David Cassise. Stephanie Moehlenkamp

Call to Order

Mark Epperson called the meeting to order at 11:04 am.

Review of Meeting Minutes from 03/26/2019

Minutes from the meeting held on March 26, 2019 were presented and reviewed. Dr. John Hicks made a motion to accept the minutes as written, Dr. Robert Brennan seconded the motion and the motion passed.

Director's Report (copy attached)

Enrollment for 2019-2020

Senior Class:

The STEM Academy currently has twenty-four (24) students who will be returning for their senior year. One (1) BCPS student chose to return to Jefferson Forest and one (1) LCS student academically ineligible. This number includes the additional Cybersecurity Slot funded through a scholarship.

Junior Class:

All twenty-five (25) open slots for the junior class have been filled for all localities at this point.

- Amherst : 3/3 filled
- Appomattox: 1/1 filled
- Bedford: 8/8 filled
- Campbell: 6/6
- Lynchburg: 7/7 filled

Graduation 2019

Twenty-five (25) STEM Academy senior students finished classes at the STEM Academy and were eligible to graduate from Central VA Community College. Graduation ceremonies for CVCC were held on May 15th, 2019 and at that time **16 Career Studies Certificates in Engineering Fundamentals, 5 Career Studies Certificates in Health Science Fundamentals, 12 Career Studies Certificates in Mechatronics Fundamentals, 1 Career Studies Certificate in Biotechnology Fundamentals, 7 Career Studies Certificates in Cyber Security Fundamentals and 3 Associates of Arts and Science in General Studies** were conferred to the members of the STEM Academy class of 2019.

Senior Internship Lunch

The twenty-five (25) senior students from XLR8- Lynchburg Regional Governor's STEM Academy will present on their internship experience with regional industry mentors followed by a luncheon on

Wednesday, May, 1st, 2019 from 8:00 am to 11:30 am. The event will be held at Central VA Community College in the multipurpose room in Merritt Hall. Invited attendees will include STEM Academy students and their families, corporate internship hosts and mentors, STEM Academy Partnership Team members, STEM Academy Board members, representatives from all five school divisions, STEM Academy instructors, local and state legislators, and members of the CVCC Administrative Team.

Student Internship Sponsors for the internship experience include: AMTI, Centra Health, CloudFit Software, Framatome, Harris Corp., ITG, Liberty Aeronautics, Master Engineers and Designer's, Inc., Stone Blue Productions, VDOT, Virginia Prosthetics & Orthotics and Wegmann USA. Each student will give a 5-7 minute presentation summarizing their internship experience with their corporate sponsor. Lunch will follow the completion of the presentations.

Mr. Erik Nygaard, Director of Isotope Tech Group BWXT will be our corporate speaker following the luncheon. Students will receive their XLR8 STEM Academy graduation honor cords which they will be able to wear during their graduation from CVCC and their high school graduation.

Senior Awards Dinner

The XLR8-Lynchburg Regional Governor's STEM Academy celebrated the graduation of the twenty-five (25) members of the senior class of students on Monday, May 20th, 2019. The event was held at Central VA Community College in the multipurpose room in Merritt Hall. Invited attendees included STEM Academy students and parents, STEM Academy Partnership Team members, STEM Academy Board Members, members of the XLR8 faculty and invited guests.

The twenty-five students will be recognized for earning career studies certificates in engineering fundamentals, Mechatronics Fundamentals, Biotechnology Fundamentals, Health Science Fundamentals and Cyber Security Fundamentals and three students earned their Associate's degree in General Studies from Central VA Community College and will receive recognition for completing the curriculum at the XLR8 STEM Academy.

The twenty-five students were recognized for earning a career studies certificates in their specialty area and their Associate of Applied Arts and Science in General Studies from Central VA Community College and receive

their senior superlative awards. Our speakers for the evening will be Dr. Lisa Pimenti, a medical school graduate completing her residency with Lynchburg Family Medicine from CENTRA, and our Keynote Speaker will be Jonathan Whitt, who is currently the Vice President of Outreach & Business Engagement for Liberty University.

In addition, the XLR8 STEM Academy staff will be awarding four additional awards for Academic Excellence, Most Improved, Leadership and STEM Academy Student of the Year. I invited former recipients of the awards to attend the dinner and hand out the awards to the class of 2018 winners.

Academic Excellence: Ethan Page, Heritage High School and Christopher Powers, Liberty High School

Most Improved: Ian Kirk, Jefferson Forest High School

Leadership: Joshua Howard, Heritage High School

STEM Academy Student of the Year 2019: Megan Butcher, Rustburg High School

Matriculation Class of 2019

The STEM Academy graduates on 2019 are all choosing to pursue their education and training in a STEM-H field. We have 96% of our graduating class of 2018 continuing their education either at a 2 or 4 year college or University and 4% completing a mission before going to BYU.

Below is a list of where our students are going in 2019-2020

Central VA Community College: 6

Virginia Tech: 1

Brigham Young University: 1

Embry- Riddle Aeronautical University: 1

George Mason University: 1

James Madison University: 2

Liberty University: 4

Longwood University: 2

Radford College: 1

Randolph College: 1

University of Lynchburg: 1

University of Virginia: 2

University of Virginia-Wise: 1

Virginia Commonwealth University: 1

○

Internships

Susan will be meeting with representatives from these companies to finalize paperwork and number of internship students over the summer months. I will meet with parents and students in August 2019 to provide an overview of the program requirements and complete any paperwork required at that time both for STEM Academy and CVCC. Students will meet with company representatives in the fall semester to sign the internship agreement and complete any additional training or paperwork required to begin their internship in January of 2020. Students will have the opportunity to earn 1 DE credit for their internship experience.

- **Mechatronics students: 15 students (AMG, AMTI, Framatome, LU Aeronautics, Master Engineers & Designers, Stone Blue, VDOT, WegmannUSA)**

Interests in: Robotics, Mechatronics, Architecture, Sound Engineering

- **Cybersecurity students: 6 students: (Harris, Moore's Electrical, ITG, Cloud Fit Software)**
- **Health Science students: 4 Centra, (1 Pharmacy)**

VDOE/CTE Equipment Grant

We were one of the schools won one of the 16 CTE *Competitive Innovative Program Equipment Grants* for High-Demand and Fast-Growth Industry Sectors. We received \$37,500 which must be spent by July 31st, 2019. We will be submitting Purchase orders for the following items and should be receiving them by the end of June.

10 Updated VEX Robotics kits

20 updated Digital Electronics kits

20 ALLCODE DigiBots for use by Digital electronics and Cybersecurity

1 Makerbot Method- 3D printer

1 3D hand held Scanner

10 Additional Soldering Stations

Updated Physic Equipment: Projectile (Rockets)

Proposed Meeting Schedule for 2018-2019

Location: CVCC, President's Conference Room 1114

Time: 1:00 pm

Dates:

Tuesday, August 13th, 2019

Tuesday, November 12th, 2019

Tuesday, January 28th, 2020

Tuesday, March 24th, 2020

Tuesday, May 19th, 2020

Tuesday, August 11th, 2020

The proposed meeting schedule for 2018-2019 was an action item and was voted on. Dr. John Hicks made a motion and Dr. Robert Brennan seconded the motion and the motion passed.

Fundraising Report**Unrestricted Funds**

Susan Cash submitted a report to the school board members for review covering the year to date contributions to the STEM Academy Operating Budget. We have pledged/received \$24,750 in unrestricted donations in the operations budget. Susan also shared that the STEM Academy has a total of \$3,275 in donations to the scholarship fund.

Restricted Funds

Susan shared that she has partnered with other lead entities in two partnership grants which will provide additional opportunities for students attending the STEM Academy. The first is the GO Virginia Grant of \$274,980 which was awarded to Liberty University Center for Energy Research and Education (CERE) to develop the second phase of their Additive Manufacturing Partnership lab (AMPL) to train students and manufacturing employees in the newest technology based processes such as 3D printing and Robotics. STEM students will benefit with additional training and certifications.

The second partnership grant is an NSF Grant with CVCC Mechatronics Program that has been submitted and is waiting for approval. This will partner with CVCC to be able to obtain new PLC and automation equipment and also to support a Mechatronics summer camp program. The STEM Academy students will have access to the new equipment to enhance their coursework and the summer camp will provide another touchpoint for the STEM Academy pipeline. We are still waiting to hear if we have been awarded this grant.

Susan was awarded the CTE grant for an Automation, Robotics and Mechatronics (ARM) lab project. This grant will help to update our PLTW digital electronics equipment as well as VEX robotics and automation simulators.

Old Business**Potential Impact to 2019-2020 Budget (LCS benefits)**

Dr. Bobby Johnson shared with the board members some of the ongoing conversations which have been taking place concerning the programs who have LCS as their fiscal agent (i.e. STEM Academy, CVGS, LAUREL, STEP with LINKS, Regional Jail and the Detention Home). Dr. Johnson shared that he had met with the Superintendents and they are currently still in discussions with the county lawyers and the lawyer for Lynchburg City Schools. They will be working to create a MOU between the STEM Academy and LCS. He stated that there have been no changes currently and will provide the board with an update at the next meeting.

Buying and Selling of unfilled STEM Academy slots

Susan presented the board with a copy of the current STEM Academy policy regarding unfilled quotas that she had revised with the input of the school divisions. The policy changed was looked at by the board and then voted upon. Dr. Robert Brennan made a motion and Dr. John Hicks seconded the motion and the motion passed.

F. Unfilled Quotas

*Should a division not fill its quota with qualified participants or should a student withdraw from the program prior to June 1, that division will have the option to identify additional students using the waiting list until its quota is filled. IF a division does not fill its quota by June 1st, the available positions will be opened to students from the participating school divisions. **If another school division chooses to fill and unfilled slots with one of their students, that school would be financially obligated for that student, If by the first day of the fall semester a seat remains unfilled in a school division, that division would be financially obligated for that seat..***

~~*If a vacancy occurs at the beginning of the school year due to unforeseen circumstances, the division with the vacant slot may fill this slot with a student from their waiting list within fifteen school days from the beginning of the fall semester. Normally, students will not be admitted during the year after that deadline. In special cases, the Director can approve an admission later in the fall semester if the student is able to meet the "Criteria for Successful Completion of the XLR8 STEM Academy Program" and is willing to make up all course work missed prior to enrollment.*~~

In the event there are unfilled junior and senior positions in a division, the opportunity to attend the XLR8 STEM Academy will be offered to students from the waiting list in that school division. If the school division does not send a replacement, the vacancy will be made available to the other divisions. Divisions will be notified of students selected for the unfilled positions.

Top priority for available senior positions will be given to juniors currently enrolled in the XLR8 STEM Academy under this policy. School divisions may advertise for students interested in being considered for the waiting list for the senior program. Students interesting in attending as seniors will need to complete and application to be submitted to the Director of the STEM Academy. In the event that divisions fill their senior positions through recruitment, the responsibility for payment of tuition for rising seniors enrolled under this policy will revert to the students' home school division. Therefore, divisions enrolling junior students under this policy should plan for the possibility of assuming the XLR8 STEM Academy tuition payments for the students' senior year.

Non-public school students at the STEM Academy

Dr. Johnson stated that he had shared the potential changes to the STEM Academy policy with the school superintendents and they requested some additional information. Susan Cash will be attending a meeting with the five school superintendents in early September. A proposed update will be presented to the STEM Board at the November 2019 meeting.

Calendar 2019-2020 (updated)

Susan presented the board with a copy of the updated STEM Academy calendar for 2019-2020 with one edit. The STEM senior dinner will be moved to May 12th due to many scheduling conflicts this year with the school's sports or graduation activities. Dr. John Hicks made a motion to accept the calendar as written, Dr. Robert Brennan seconded the motion and the motion passed.

STEM Academy Budget 2019-2020

Susan also presented the XLR8 STEM academy budget as an action item. The 2019-2020 budget includes an increase in per pupil funding to \$5,900 from the school divisions for 50 students, level funding for FFF services by Becky Cox an addition of one CyberSecurity Student, no CVCC tuition increase, a 5% payroll increase for employees as per policy and an additional ½ Transportation stipend (\$1,800) for the director to assist with travel costs.

The budget was reviewed by the board members and then a vote was taken. Dr. Robert Brennan made a motion to accept the budget as written and Dr. John Hicks seconded the motion and the motion passed.

New Business

Sarah Danaher from Bedford County asked for permission to fill their vacant senior spot with a junior from the current wait list. There was some additional discussion from Lynchburg City about using their vacant senior spot for a junior if a suitable senior is not found by June 1st. After some discussion this was put to a vote. Dr. John Hicks made the following motion ***“For 2019-2020, a locality with an open senior spot may fill that open spot with a junior if unable to fill it with a senior”*** Dr. Robert Brennan seconded the motion and the motion passed.

Dr. Amy Huskin from Appomattox County asked for the board to approve an additional junior spot at the STEM Academy for the next 2 years (2019-2021) for Appomattox County. Appomattox County currently only has one (1) spot each year for a student. Dr. Robert Brennan made a motion and Dr. John Hicks seconded the motion and the motion passed. Dr. Huskin will get back to the STEM academy as to when to notify the student from the wait list after her board meets.

Strategic Plan 2019-2020

Susan presented also to the board members the strategic plan for 2019-2020. She went over any new or additional items to the plan. She asked the members to please review the strategic plan and come back to the August meeting with any edits or additions.

Dr. John Hicks made a motion to adjourn the meeting, Dr. Robert Brennan seconded the motion and the meeting was adjourned at 11:42 am.

The next meeting of the XLR8 STEM Academy will be:

Tuesday August 13th at 1:00 pm

Room 1114 President's Conference Room, CVCC Campus

Respectfully submitted,

Becky Cox, Clerk

Agenda Report

Date: 12/03/19

Agenda Number: J-5

Attachments: Yes

From: Dr. Crystal M. Edwards, Superintendent
Kimberly D Lukanich, Chief Financial Officer

Subject: Pauline F. Maloney STEP with Links Program: 2019-20 Budget

Summary/Description:

The Lynchburg City School Board serves as fiscal agent for the Pauline F. Maloney STEP with Links program. The organization's governing board has approved its 2019-20 operating budget in the amount of \$41,011, which represents a decrease of \$ 17,559 over the 2018-19 fiscal year.

The Pauline F. Maloney STEP with Links program enhances academic and cultural development of minority students who are in the sixth grade and is sponsored by the Links, Inc., a national organization of professional women. The program is funded entirely through donations. Lynchburg City Schools contributes \$10,000 annually to this program.

The 2019-20 budget appears as an attachment to this agenda report.

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

Recommendation:

The superintendent recommends that the school board authorize the school administration to act as fiscal agent for the Pauline F. Maloney STEP with Links Program and to administer the 2019-20 budget in the amount of \$41,011.

2019-2020 Step with Links Budget

	<u>2018-2019 Actual*</u>	<u>2018-2019 Budget</u>	<u>2019-2020 (PROPOSED)</u>		
Salaries -other	\$26,042	\$25,500	\$26,780 (a)		
Salaries—aides	\$0	\$ 8,000	\$ 4,000		
Bonuses	\$0**	\$ 650	\$ 650		
FICA	\$ 1,799.00	\$ 2,000	\$ 1,816		
Medical Plan	\$ (1956.46)	\$ 5,000	\$ 600	26,780.00	+
Dental Insurance	\$ (269.93)	\$ 300	\$ 40	4,000.00	+
Vision Insurance	\$ (73.13)	\$ 20	\$ 5	650.00	+
Worker’s Comp	\$ 72.87	\$ 0	\$ 75	1,816.00	+
Purchased Services	\$ 3,125.29	\$ 11,500	\$ 3,500	600.00	+
Purchased Services (Board)	\$ 1,473.51	\$ 0	\$ 1,500	1,816.00	+
Communications	\$ 382.90	\$ 500	\$ 400	5.00	+
Communications	\$ 107.44	\$ 0	\$ 100	75.00	+
Insurance	\$ 175.00	\$ 200	\$ 175	75.00	+
Leases & Rentals	\$ 70.00	\$ 0	\$ 70	3,500.00	+
Travel	\$ 0	\$ 1,000	\$ 0	1,500.00	+
Miscellaneous	\$ 0	\$ 100	\$ 0	400.00	+
Materials & supplies	\$ 273.11	\$ 2,800	\$ 300	100.00	+
Food Supplies	\$ 847.54	\$ 1,000	\$ 1,000	175.00	+
Total	\$ 32,117.96	\$ 58,570	\$ 40,993	70.00	+
				300.00	+
				1,000.00	+
				41,011.00	*

REVENUE	Actual (6/30/19)	Budget(2018-2019)	Proposed(2019-2020)
Donations & grants	\$ 16,535***	\$ 39,070	\$ 20,993
LCS contribution	\$ 10,000	\$ 10,000	\$ 10,000
Endowment draw	<u>\$ 10,072</u>	<u>\$ 9,500</u>	<u>\$ 10,000</u>
Total revenue	\$ 36,607	\$ 58,570	\$ 40,993
Net earnings	\$ 4,489.04	\$ 0	\$ 0

RESERVE ACCOUNT:

as of 6/30/18	\$ 63,377.13
as of 6/12/19	\$ 61,806.95
estimated 6/30/19	\$ 66,295.99 (-includes encumbrances and LCS contribution)

(a) Salary adjustment requires board approval

*Actual through 6/12/19 plus encumbrances to be paid for which there are vouchers

**Bonus to be voted on at board meeting (eligible amount \$650)

***Does not include Wells Fargo Grant of \$2,500 received on May 29, 2019



Kimberly Lukanich <lukanichkd@lcsedu.net>

Re: FW: Proposed SWL 2019-2020 Budget

1 message

Kimberly Lukanich <lukanichkd@lcsedu.net>

Thu, Nov 21, 2019 at 8:47 AM

To: Ronda Adams Neuland <ronda.adams@wellsfargo.com>

Thanks Ronda.

I will include the minutes with the budget and just let the board know that we had agreed to adjust to the \$41,011 annual budget (not the stated \$40,993) due to the \$18 addition error.

Thanks again,
Kim

On Wed, Nov 20, 2019 at 5:12 PM <ronda.adams@wellsfargo.com> wrote:

Hi Kim, Yes see attached, bullet #4 under Hank's treasure update. Let me know if you need anything else. Hope you are well. Happy early Thanksgiving!

From: Kimberly Lukanich <lukanichkd@lcsedu.net>

Sent: Wednesday, November 20, 2019 4:25 PM

To: Adams, Ronda <ronda.adams@wellsfargo.com>

Subject: Re: FW: Proposed SWL 2019-2020 Budget

Good evening Ronda.

Hope you are doing well.

Would you be able to give me a copy of the board minutes when this budget was approved?

I am taking this to our board and like to have everything in place.

Thanks,

Kim

On Thu, Oct 17, 2019 at 9:08 AM <ronda.adams@wellsfargo.com> wrote:

Sent with BlackBerry Work
(www.blackberry.com)

From: Hylan Hubbard <hylan3rd@gmail.com<mailto:hylan3rd@gmail.com>>

Date: Wednesday, Jun 12, 2019, 2:36 PM

Step with Links 6/17/19 Board Meeting Minutes

- **Call to order: Elaine Duke**
- **Reading of the minutes: Ronda Neuland**
 - Minutes approved with no changes.
- **Director's report: Melissa Rogers**
 - Melissa shared highlights of the program from May onward. See Melissa's full Director's report attached in the email sent by Ronda.
 - 47 students enrolled so far this year. Evelyn and Melissa will resume student recruitment in the fall before the first SWL class starts in October.
 - Hank suggested tracking outcomes of students to use in upcoming solicitation letters. Sarah is working to get the LCS tracking system reinstated for SWL to make it easier for us to track outcomes/progress of SWL students.
 - Discussed EOY program and what a success it was with 80 attendees. Elaine suggested including local principals in next year's event to help us tell our story and create advocates for the program. Evelyn suggested a sign-up sheet so we know who attended.
 - Elaine mentioned we need to update our SWL brochure.
 - Discussed Master Partnership with LCS. Elaine forwarded the application to Evelyn to work with the designated committee to complete it and return to Sarah Campbell.
- **Treasurer's report: Hank Hubbard**
 - Hank, Ronda and Elaine met with Kim Lukanich to review LCS financial reports.
 - Going forward we will use the LCS financial reporting to simplify our SWL reports. We will no longer reproduce a separate version.
 - Key messages: We're in good fiscal shape as we didn't spend all of our budgeted dollars in 2019 and our current spending is less than dollars brought in.
 - Reviewed the 2020 budget, which was approved by the board. Ronda to send to Kim Lukanich at LCS on Tuesday, 6/18/19.
 - Hank reminded the board of the importance of making a donation, regardless of size. We want to be able to state we have 100% board participation.
 - Elaine thanked the Links members for their personal donations along with the Links fundraising efforts on our behalf.
 - Need to start the solicitation letter process sooner this year. Hank will set up a meeting targeting September timeframe with a goal of having letters out by 11/1/19.
- **President's update: Elaine Duke**
 - Voted on new executive members during nominating session effective in October:
 - Emily Joseph - Secretary
 - Ronda Neuland – Treasurer
 - Discussed revamping our website. Elaine to contact Jenny Poore to get account access. Discussed also updating our Facebook page and keeping it active as a way to engage students and parents.
 - Executive session:
 - Voted on and approved a \$650 bonus for SWL director, Melissa Rogers, to be paid in June 2019, along with a 3% salary increase for 2020.

- Elaine emailed Melissa on 6/17/19 to inform her of both decisions above.
 - Melissa has been offered a full-time job at LCS. She would like to remain as the SWL director, as her grad school ends in December. Board was accepting and would like to keep Melissa as long as Melissa can manage both and not cancel SWL classes due to conflicting priorities.
 - Discussed hiring an aide if needed to support the first half of the program.
 - Follow up discussion with Melissa to confirm her final decision after understand the board’s expectations.
- **Next Meeting: Monday, October 21, 4:00pm. Wells Fargo, 700 Main Street**
 - An invitation will be sent with meeting directions.

Meeting attendees:

Ronda Adams	Melissa Rogers
Sarah Campbell	Evelyn Woodruff
Elaine Duke	Hank Hubbard
Dorothy Swain	Emily Joseph
Evan Smith	

Agenda Report

Date: 12/03/19

Agenda Number: J-6

Attachments: Yes

From: Dr. Crystal M. Edwards, Superintendent
Kimberly D Lukanich, Chief Financial Officer

Subject: LAUREL Regional School Budget: 2019-20

Summary/Description:

The Lynchburg City School Board serves as the fiscal agent for the LAUREL Regional School. LAUREL Regional School operates both a center based program and a non-center based program.

The governing board of the school has approved its 2019-20 center based budget in the amount of \$3,507,340.90, which represents a decrease of \$138,885.39 from the 2018-19 approved budget.

The governing board also approved its 2019-20 non-center based budget in the amount of \$1,525,859.36, which represents a decrease of \$376,866.29 from the 2018-19 approved budget.

Funds expended at the LAUREL Regional School are totally reimbursable from participating school divisions and the Commonwealth of Virginia. School divisions which are members of the regional program are Amherst County Public Schools, Appomattox County Public Schools, Bedford County Public Schools, Campbell County Public Schools, and Lynchburg City Schools. The LAUREL Regional School provides services for students with severe disabilities. The following services are also provided by staff employed through LAUREL Regional School to identified students with disabilities at their schools: occupational therapy, physical therapy, vision services, and autism services.

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

Recommendation:

The superintendent recommends that the school board authorize the school administration to act as fiscal agent for the LAUREL Regional School and to administer their 2019-20 combined budgets in the amount of \$5,033,200.26.

**LAUREL REGIONAL PROGRAM - CENTER BASED
PROPOSED BUDGET FY2019-2020**

REVENUE

Account Number	Description	Budget 2018-2019	Proposed Budget 2019-2020		
9.0000.000.0719.200.914	Tuition from other County/City- Center Based	\$3,542,926.43	\$3,424,294.78	\$	(118,631.65)
9.0000.000.0393.200.914	VPSA - Ed Technology	\$26,000.00	\$26,000.00	\$	-
9.0000.000.0719.275.914	Tuition from other County/City - Direct Bill	\$195,931.51	\$57,046.12	\$	(138,885.39)
	TOTAL REVENUE	\$3,764,857.94	\$3,507,340.90	\$	(257,517.04)

EXPENDITURES

Account Number	Description	Budget 2018-2019	Proposed Budget 2019-2020		
9.8100.112.8000.200.914	VPSA Technology	\$26,000.00	\$26,000.00	\$	-
	Total VPSA Technology	\$26,000.00	\$26,000.00	\$	\$0.00

		SPH Services			
Account Number	Description	Budget 2018-19	Proposed Budget 2019-20		
9.1100.112.1120.200.914	Teachers	\$469,310.59	\$ 444,952.75	\$	(24,357.84)
9.1100.112.1130.200.914	BCBA	\$70,000.00	\$ 57,767.00	\$	(12,233.00)
9.1100.112.1152.200.914	Therapeutic Educational Assistants	\$368,409.26	\$ 400,150.60	\$	31,741.34
9.1100.112.1154.200.914	Speech Therapist	\$71,809.94	\$ 75,939.00	\$	4,129.06
9.1100.112.1156.200.914	Occupational Therapist	\$50,266.95	\$ 53,157.30	\$	2,890.35
9.1100.112.1157.200.914	Physical Therapist	\$40,257.23	\$ 41,666.44	\$	1,409.21
9.1100.112.1158.200.914	Vision Teachers	\$48,458.66	\$ 15,615.90	\$	(32,842.76)
9.1100.112.1520.200.914	Substitute Teachers	\$10,000.00	\$ 10,000.00	\$	-
9.1100.112.1620.200.914	Supplemental Pay (degrees, certifications)	\$41,326.57	\$ 33,954.65	\$	(7,371.92)
9.1100.112.2100.200.914	FICA	\$89,492.70	\$ 86,685.58	\$	(2,807.12)
9.1100.112.2211.200.914	VRS	\$174,131.41	\$ 167,413.55	\$	(6,717.86)
9.1100.112.2750.200.914	HCC	\$13,326.38	\$ 12,812.26	\$	(514.12)
9.1100.112.2300.200.914	Medical Insurance	\$212,175.00	\$ 193,948.34	\$	(18,226.66)
9.1100.112.2330.200.914	Dental Insurance	\$12,398.40	\$ 11,848.48	\$	(549.92)
9.1100.112.2340.200.914	Vision Insurance	\$996.30	\$ 952.11	\$	(44.19)
9.1100.112.2411.200.914	Group Life Insurance	\$14,547.97	\$ 13,986.72	\$	(561.25)
9.1100.112.2700.200.914	Workers' Compensation Insurance	\$2,945.99	\$ 2,852.79	\$	(93.20)
9.1100.112.2820.200.914	Tuition Reimbursement	\$10,000.00	\$ 10,000.00	\$	-
9.1100.112.3000.200.914	Purchased Services (Tech Support)	\$70,000.00	\$ 15,600.00	\$	(54,400.00)
9.1100.112.5500.200.914	Travel/Professional Development (includes adaptive classwork co	\$5,000.00	\$ 5,000.00	\$	-
9.1100.112.5800.200.914	Miscellaneous (meals,lodging, membership dues)	\$1,500.00	\$ 1,500.00	\$	-
9.1100.112.6000.200.914	Materials and Supplies (includes copy paper, ink for staff)	\$40,000.00	\$ 40,000.00	\$	-
9.1100.112.6002.200.914	Food Supplies	\$5,000.00	\$ 5,000.00	\$	-
9.1100.112.6040.200.914	Technology Software	\$2,000.00	\$ 2,000.00	\$	-
	Total Budget SPH Services	\$1,823,353.35	\$1,702,803.47	\$	(120,549.88)

		Office of the Director			
Account Number	Description	Budget 2018-19	Proposed Budget 2019-20		
9.1410.112.1126.200.914	Director	\$78,957.99	\$ 83,162.00	\$	4,204.01
9.1410.112.1150.200.914	Clerical	\$58,468.31	\$ 64,866.00	\$	6,397.69
9.1410.112.1250.200.914	Clerical-Overtime	\$3,000.00	\$ 3,000.00	\$	-
9.1410.112.1620.200.914	Supplements	\$1,200.00	\$ 1,200.00	\$	-
9.1410.112.2100.200.914	FICA	\$10,834.41	\$ 11,989.69	\$	1,155.28
9.1410.112.2211.200.914	VRS	\$21,548.44	\$ 23,210.79	\$	1,662.35
9.1410.112.2750.200.914	HCC	\$1,649.12	\$ 1,776.34	\$	127.22
9.1310.112.2834.200.914	Terminal Pay- Vacation	\$5,000.00	\$ 5,000.00	\$	-
9.1310.112.2835.200.914	Terminal Pay- Sick Leave	\$2,700.00	\$ 2,700.00	\$	-
9.1410.112.2300.200.914	Medical Insurance	\$17,250.00	\$ 16,500.00	\$	(750.00)
9.1410.112.2330.200.914	Dental Insurance	\$1,008.00	\$ 1,008.00	\$	-
9.1410.112.2340.200.914	Vision Insurance	\$81.00	\$ 81.00	\$	-
9.1410.112.2411.200.914	Group Life Insurance	\$1,800.28	\$ 1,939.17	\$	138.89
9.1410.112.2700.200.914	Workers' Compensation Insurance	\$352.12	\$ 379.04	\$	26.92
9.1410.112.2820.200.914	Tuition Reimbursement	\$1,500.00	\$ 1,500.00	\$	-
9.1410.112.3000.200.914	Purchased Services (legal, audit, misc)	\$25,000.00	\$ 25,000.00	\$	-
9.1410.112.5200.200.914	Communications (postage)	\$500.00	\$ 500.00	\$	-

9.1410.112.5300.200.914	Insurance	\$11,250.00	\$	11,250.00	\$	-
9.1410.112.5400.200.914	Rental-Building	\$123,000.00	\$	123,000.00	\$	-
9.1410.112.5400.200.914	Rental-Copier	\$8,500.00	\$	8,500.00	\$	-
9.1410.112.5500.200.914	Travel/Professional Development-mileage, registration costs, train	\$2,000.00	\$	2,000.00	\$	-
9.1410.112.5800.200.914	Miscellaneous (meals, lodging, and membership dues)	\$1,000.00	\$	1,000.00	\$	-
9.1410.112.6000.200.914	Materials and Supplies	\$5,000.00		\$5,000.00	\$	-
9.1410.112.6002.200.914	Food Supplies	\$2,000.00		\$2,000.00	\$	-
Total Budget-Office of the Director		\$383,599.67		\$396,562.02	\$	12,962.35

Account Number	Nursing Services Description	Budget		Proposed Budget		
		2018-19		2019-20		
9.2224.112.1131.200.914	Licensed Nurse	\$80,907.99	\$	83,947.00	\$	3,039.01
9.2224.112.1620.200.914	Supplements	\$0.00	\$	-	\$	-
9.2224.112.1520.200.914	Substitute Nursing	\$2,500.00	\$	2,500.00	\$	-
9.2224.112.2100.200.914	FICA	\$6,380.71	\$	6,613.20	\$	232.49
9.2224.112.2211.200.914	VRS	\$12,686.37	\$	13,162.89	\$	476.52
9.2224.112.2750.200.914	HCC	\$970.90	\$	1,007.36	\$	36.46
9.2224.112.2300.200.914	Medical Insurance	\$11,500.00	\$	11,000.00	\$	(500.00)
9.2224.112.2330.200.914	Dental Insurance	\$672.00	\$	672.00	\$	-
9.2224.112.2340.200.914	Vision Insurance	\$54.00	\$	54.00	\$	-
9.2224.112.2411.200.914	Group Life Insurance	\$1,059.89	\$	1,099.71	\$	39.82
9.2224.112.2700.200.914	Workers' Compensation Insurance	\$205.51	\$	213.23	\$	7.72
9.2224.112.3000.200.914	Purchased Services (contracted nursing substitutes)	\$1,750.00	\$	1,750.00	\$	-
9.2224.112.6000.200.914	Materials and Supplies (gloves and other supplies)	\$1,000.00	\$	1,000.00	\$	-
Total Budget - Nursing Services		\$119,687.37		\$123,019.38	\$	3,332.01

Total Budget SPH Center-Based	\$2,326,640.39	\$2,222,384.87	(\$104,255.52)
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Account Number	Vision Services- Classroom Instruction Description	Budget		Proposed Budget		
		2018-19		2019-20		
9.1100.112.1120.216.914	Vision Teachers	\$249,231.69		\$212,253.10	\$	(36,978.59)
9.1100.112.1620.216.914	Teacher Supplements	\$15,111.76		\$14,246.55	\$	(865.21)
9.1100.112.2100.216.914	FICA	\$20,222.27		\$17,327.22	\$	(2,895.05)
9.1100.112.2211.216.914	VRS	\$39,085.93		\$35,410.29	\$	(3,675.64)
9.1100.112.2750.216.914	HCC	\$2,873.97		\$2,709.97	\$	(163.99)
9.1100.112.2300.216.914	Medical Insurance	\$30,250.00		\$25,575.00	\$	(4,675.00)
9.1100.112.2330.216.914	Dental Insurance	\$2,382.00		\$1,710.00	\$	(672.00)
9.1100.112.2340.216.914	Vision Insurance	\$189.00		\$135.00	\$	(54.00)
9.1100.112.2411.216.914	Group Life Insurance	\$3,137.41		\$2,958.38	\$	(179.03)
9.1100.112.2700.216.914	Workers' Compensation Insurance	\$671.43		\$575.31	\$	(96.12)
9.1100.112.3000.216.914	Purchased Service- (AIS)	\$500.00		\$500.00	\$	-
9.1100.112.5200.216.914	Communications (postage)	\$100.00		\$100.00	\$	-
9.1100.112.5500.216.914	Travel/Professional Development	\$12,600.00		\$12,600.00	\$	-
9.1100.112.5800.216.914	Miscellaneous- meals, lodging, and membership dues	\$500.00		\$500.00	\$	-
9.1100.112.6000.216.914	Materials and Supplies	\$15,425.00		\$15,425.00	\$	-
9.1100.112.8000.216.914	Capital Outlay (over \$5000 each)	\$0.00		\$0.00	\$	-
Total Vision Services Classroom Instruction		\$392,280.46		\$342,025.82	\$	(50,254.64)

Account Number	Vision Services- Office of the Director Description	Budget		Proposed Budget		
		2018-19		2019-20		
9.1410.112.1150.216.914	Vision Clerical	\$25,069.03		\$25,941.00	\$	871.97
9.1410.112.2100.216.914	FICA	\$1,917.78		\$1,984.49	\$	66.71
9.1410.112.2211.216.914	VRS	\$4,091.27		\$4,067.55	\$	(23.72)
9.1410.112.2750.216.914	HCC	\$300.83		\$311.29	\$	10.46
9.1410.112.2300.216.914	Medical Insurance	\$5,500.00		\$5,500.00	\$	-
9.1410.112.2330.216.914	Dental Insurance	\$336.00		\$336.00	\$	-
9.1410.112.2340.216.914	Vision Insurance	\$27.00		\$27.00	\$	-
9.1410.112.2411.216.914	Group Life Insurance	\$328.40		\$339.83	\$	11.42
9.1410.112.2700.216.914	Workers' Compensation Insurance	\$63.68		\$65.89	\$	2.21
Total Vision Services Clerical Support		\$37,633.98		\$38,573.04	\$	939.06

Total Vision Services	\$429,914.45	\$380,598.87	(\$49,315.58)
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Account Number	Autism Services Description	Budget		Proposed Budget		
		2018-19		2019-20		
9.1100.112.1120.220.914	Instructional	\$0.00	\$	-	\$	-

9.1100.112.1620.220.914	Supplements	\$0.00	\$	-	\$	-
9.1100.112.2100.220.914	FICA	\$0.00	\$	-	\$	-
9.1100.112.2211.220.914	VRS	\$0.00	\$	-	\$	-
9.1100.112.2750.220.914	HCC	\$0.00	\$	-	\$	-
9.1100.112.2300.220.914	Medical Insurance	\$0.00	\$	-	\$	-
9.1100.112.2330.220.914	Dental Insurance	\$0.00	\$	-	\$	-
9.1100.112.2340.220.914	Vision Insurance	\$0.00	\$	-	\$	-
9.1100.112.2411.220.914	Group Life Insurance	\$0.00	\$	-	\$	-
9.1100.112.2700.220.914	Workers' Compensation Insurance	\$0.00	\$	-	\$	-
9.1100.112.3000.220.914	Purchased Services (contracted services for a BCBA)	\$	92,750.00	\$	97,387.50	\$ 4,637.50
9.1100.112.5500.220.914	Travel/Professional Development	\$0.00	\$	-	\$	-
9.1100.112.6000.220.914	Materials and Supplies	\$0.00	\$	-	\$	-
Total Budget Autism Services		\$92,750.00		\$97,387.50		\$4,637.50

Account Number	Occupational Therapy- Classroom Instruction Description	Budget		Proposed Budget	
		2018-19		2019-20	
9.1100.112.1120.225.914	Instructional	\$401,825.63		\$420,589.70	\$ 18,764.07
9.1100.112.1620.225.914	Supplement	\$936.25		\$936.25	\$ -
9.1100.112.2100.225.914	FICA	\$30,811.28		\$32,246.74	\$ 1,435.45
9.1100.112.2211.225.914	VRS	\$63,006.26		\$65,948.46	\$ 2,942.21
9.1100.112.2750.225.914	VRS Prof Health Credit	\$4,821.91		\$5,047.08	\$ 225.17
9.1100.112.2300.225.914	Medical Insurance	\$34,650.00		\$37,170.00	\$ 2,520.00
9.1100.112.2330.225.914	Dental Insurance	\$2,116.80		\$2,116.80	\$ -
9.1100.112.2340.225.914	Vision Insurance	\$170.10		\$170.10	\$ -
9.1100.112.2411.225.914	Group Life Insurance	\$5,263.92		\$5,509.73	\$ 245.81
9.1100.112.2700.225.914	Workers' Compensation Insurance	\$1,023.02		\$1,070.68	\$ 47.66
9.1100.112.5500.225.914	Travel/Professional Development	\$8,500.00		\$8,500.00	\$ -
9.1100.112.5800.225.914	Miscellaneous-meals, lodging, dues	\$700.00		\$700.00	\$ -
9.1100.112.6000.225.914	Materials and Supplies	\$7,000.00		\$7,000.00	\$ -
Total Occupational Therapy Classroom Instruction		\$560,825.16		\$587,005.53	\$ 26,180.37

Account Number	Occupational Therapy-Office of the Director Description	Budget		Proposed Budget	
		2018-19		2019-20	
9.1410.112.1150.225.914	Clerical Support	\$23,629.94		\$24,564.00	\$ 934.06
9.1410.112.2100.225.914	FICA	\$1,807.69		\$1,879.15	\$ 71.46
9.1410.112.2211.225.914	VRS	\$3,705.17		\$3,851.64	\$ 146.46
9.1410.112.2750.225.914	VRS Prof Health Credit	\$283.56		\$294.77	\$ 11.21
9.1410.112.2300.225.914	Medical Insurance	\$5,500.00		\$5,900.00	\$ 400.00
9.1410.112.2330.225.914	Dental Insurance	\$336.00		\$336.00	\$ -
9.1410.112.2340.225.914	Vision Insurance	\$27.00		\$27.00	\$ -
9.1410.112.2411.225.914	Group Life Insurance	\$309.55		\$321.79	\$ 12.24
9.1410.112.2700.225.914	Workers' Compensation Insurance	\$60.02		\$62.39	\$ 2.37
Total Occupational Therapy Clerical Support		\$35,658.94		\$37,236.73	\$ 1,577.79
Total Budget Occupational Therapy		\$596,484.10		\$624,242.26	\$27,758.16

Account Number	Physical Therapy Services Description	Budget		Proposed Budget	
		2018-19		2019-20	
9.1100.112.1120.226.914	Physical Therapists	\$77,478.03		\$78,853.30	\$ 1,375.27
9.1100.112.2100.226.914	FICA	\$5,927.07		\$6,032.28	\$ 105.21
9.1100.112.2211.226.914	VRS	\$0.00		\$0.00	\$ -
9.1100.112.2750.226.914	HCC	\$0.00		\$0.00	\$ -
9.1100.112.2300.226.914	Medical Insurance	\$6,600.00		\$7,651.04	\$ 1,051.04
9.1100.112.2330.226.914	Dental Insurance	\$403.20		\$411.32	\$ 8.12
9.1100.112.2340.226.914	Vision Insurance	\$32.40		\$33.05	\$ 0.65
9.1100.112.2411.226.914	Group Life Insurance	\$0.00		\$0.00	\$ -
9.1100.112.2700.226.914	Workers' Compensation Insurance	\$196.79		\$200.29	\$ 3.49
9.1100.112.5500.226.914	Travel/Professional Development- mileage, registration costs, train	\$4,250.00		\$4,250.00	\$ -
9.1100.112.6000.226.914	Materials and Supplies	\$2,250.00		\$2,250.00	\$ -
Total Budget - Physical Therapy		\$97,137.49		\$99,681.28	\$2,543.79

Account Number	Direct Bill - SPH Description	Budget		Proposed Budget		
		2018-19		2019-20		
9.1100.112.1152.275.914	Therapeutic Assistants	\$	28,855.31	\$	-	\$ (28,855.31)
9.1100.112.1155.275.914	Behavioral/Personal Care Assistant	\$	61,490.90	\$	16,601.20	\$ (44,889.70)
9.1100.112.1159.275.914	Interpreter/Intervener	\$	21,947.34	\$	-	\$ (21,947.34)

9.1100.112.1620.275.914	Supplement	\$	2,000.00	\$	-	\$	(2,000.00)
9.1100.112.2100.275.914	FICA	\$	8,743.46	\$	1,269.99	\$	(7,473.46)
9.1100.112.2211.275.914	VRS	\$	17,607.63	\$	2,603.07	\$	(15,004.56)
9.1100.112.2750.275.914	HCC	\$	1,347.52	\$	199.21	\$	(1,148.31)
9.1100.112.2300.275.914	Medical Insurance	\$	30,000.00	\$	5,750.00	\$	(24,250.00)
9.1100.112.2330.275.914	Dental Insurance	\$	2,016.00	\$	336.00	\$	(1,680.00)
9.1100.112.2340.275.914	Vision Insurance	\$	162.00	\$	27.00	\$	(135.00)
9.1100.112.2411.275.914	Group Life Insurance	\$	1,471.05	\$	217.48	\$	(1,253.57)
9.1100.112.2710.275.914	Workers' Compensation Insurance	\$	290.31	\$	42.17	\$	(248.14)
9.1100.112.3000.275.914	Contracted Services - AIS	\$	20,000.00	\$	30,000.00	\$	10,000.00
Total Budget - Direct Bill		\$	195,931.51	\$	57,046.12	\$	(138,885.39)
TOTAL BUDGET EXPENDITURE			\$3,764,857.94		\$3,507,340.90		\$ (257,517.04)

**LAUREL REGIONAL PROGRAM - NON-CENTER
PROPOSED BUDGET FY2019-2020**

REVENUE

Account Number	Description	Budget 2018-19	Proposed Budget 2019-20	
9.0000.000.0719.299.914	Tuition from other County/City • Non Center Based	\$1,902,725.65	\$1,525,859.36	\$ (376,866.29)
TOTAL NON- CENTER BASED REVENUE		\$1,902,725.65	\$1,525,859.36	\$376,866.29

EXPENDITURES

Account Number	Description	Budget 2018-19	Proposed Budget 2019-20	
9.1100.112.1120.299.914	Teachers	\$651,935.41	\$452,251.38	\$ (199,684.03)
9.1100.112.1151.299.914	Teacher Assistants	\$444,690.87	\$460,606.44	\$ 15,915.57
9.1100.112.2800.299.914	Other Benefits	\$0.00	\$0.00	\$ -
9.1100.112.1520.299.914	Substitutes	\$0.00	\$0.00	\$ -
9.1100.112.1154.299.914	Speech Therapists	\$49,805.61	\$50,930.85	\$ 1,125.24
9.1100.112.1157.299.914	Physical Therapists	\$21,854.06	\$1,854.06	\$ (20,000.00)
9.1100.112.1156.299.914	Occupational Therapists	\$27,280.54	\$27,280.52	\$ (0.02)
9.1100.112.1153.299.914	Other Staff (Autism)	\$56,136.72	\$44,909.60	\$ (11,227.12)
9.1100.112.1159.299.914	Other Staff (Interpreter)	\$0.00	\$0.00	\$ -
9.1100.112.1158.299.914	Other Staff (Vision)	\$0.00	\$0.00	\$ -
9.1100.112.2100.299.914	FICA	\$57,494.69	\$76,819.65	\$ 19,324.96
9.1100.112.2211.299.914	VRS	\$149,558.37	\$167,767.75	\$ 18,209.38
9.1100.112.2411.299.914	Group Life Insurance	\$15,410.99	\$13,307.17	\$ (2,103.82)
9.1100.112.2750.299.914	RHCC	\$14,116.78	\$12,189.77	\$ (1,927.01)
9.1100.112.2300.299.914	Medical Insurance	\$276,277.96	\$206,355.02	\$ (69,922.94)
9.1100.112.2330.299.914	Dental Insurance	\$8,472.24	\$8,048.88	\$ (423.36)
9.1100.112.2340.299.914	Vision Insurance	\$456.00	\$480.00	\$ 24.00
9.1100.112.2700.299.914	Workers Comp Insurance	\$37,242.50	\$3,058.27	\$ (34,184.23)
9.1100.112.1620.299.914	Supplements	\$16,301.35	\$0.00	\$ (16,301.35)
9.1100.112.2511.299.914	VLDP	\$691.56	\$0.00	\$ (691.56)
9.1100.112.3000.299.914	Contract Services	\$75,000.00	\$0.00	\$ (75,000.00)
TOTAL BUDGET- Non Center-Based		\$1,902,725.65	\$1,525,859.36	-\$376,866.29
TOTAL BUDGET EXPENDITURE		\$1,902,725.65	\$1,525,859.36	\$376,866.29

Summary by Location

AMHERST	\$	573,602.94	\$	372,369.88	\$	(201,233.06)
CAMPBELL	\$	678,563.11	\$	489,967.93	\$	(188,595.18)
LYNCHBURG	\$	650,559.42	\$	663,521.51	\$	12,962.09
	\$	1,902,725.47	\$	1,525,859.32	\$	(376,866.15)

\$.18 difference - rounding \$.04 difference - rounding

LAUREL Regional Program Meeting

August 28, 2019

Board Members Present: Ms. Priscilla Liggon, Ms. Cynthia Hall, Dr. John Hicks, Dr. Scott Miller, Ms. Sharon Carter

Administrators Present: Dr. Annette A. Bennett, Mr. Josh Neighbors, Ms. Beth Haught, Ms. Sara Staton, Dr. Nick Pontius, Mr. Wyllys D. VanDerwerker

Others Present: Dr. Donna Lewis, Mrs. Susan Landis

I. Call To Order:

On August 28, 2019 at 10:01a.m. the LAUREL Regional Program Board met for their board meeting. A quorum was present.

II. Pledge of Allegiance

The pledge of allegiance was led by a LAUREL student.

III. Public Comment

No one present for public comment.

IV. Motion to Approve or Amend the Agenda

MOTION to approve or amend the agenda for the August 28, 2019 Board Meeting was made by Ms. Priscilla Liggon and SECONDED by Dr. Scott Miller.

Yes Votes: Ms. Cynthia Hall

No Votes: None

Abstentions: None

V. Consent Agenda

a. Approval of Minutes from the May 1, 2019

MOTION to approve the LAUREL Program Minutes from the February 6, 2019 meeting was made by Dr. Scott Miller and SECONDED by Ms. Priscilla Liggon.

Yes Votes: Ms. Cynthia Hall, Ms. Sharon Carter

No Votes: None

Abstentions: None

b. Approval of Payment of Accounts by Fiscal Agent

MOTION to approve the Payment of Accounts as presented was made by Dr. Scott Miller and SECONDED by Ms. Priscilla Liggon.

Yes Votes: Ms. Cynthia Hall, Ms. Sharon Carter
 No Votes: None
 Abstentions: None

c. Approval of Personnel Report

Each Board Member was given a Personnel Report that reflects changes as of August 12, 2019.

MOTION to approve the Personnel Report was made by Ms. Priscilla Liggon and SECONDED by Dr. Scott Miller.

Yes Votes: Ms. Cynthia Hall, Ms. Sharon Carter
 No Votes: None
 Abstentions: None

VI. LAUREL Director Reports

Dr. Donna Lewis

a. Enrollment Report

Dr. Lewis shared with the Board, LAUREL has 42 center based students and 65 non-center based students for a total enrollment of 107 students.

b. LAUREL Updates

The information that VDOE has supplied regarding the Regional Programs Project was included in the board packets. Division Special Ed Directors, Division CFO's, Dr. Annette A. Bennet, Dr. Donna Lewis and Susan Landis attended a VDOE meeting held on August 12, 2019. Each Division Special Ed Director and their CFO have all been contacted and given a date to meet with representatives from VDOE regarding their Division. We have begun a three year process for the new regulations VDOE is implementing. Special Ed Directors all agree that we should be planning ahead and be ready for the new regulations by the end of the second year. Dr. Lewis was told at the August 12th meeting to use the same format for the rate setting package for this school year and the new application should be set to go for next school year. At the December 4th board Ms. Haught will share any new information.

Dr. Lewis reviewed the LAUREL Regional Program Updates, Special Days at LAUREL for 2019-2020 and LAUREL Board Meeting Dates for 2019-2020 handouts that were included in the board packets.

c. Presentation/Discussion of the Amended 2019-2020 Budget

The 2019-2020 budget that was approved at the May 1, 2019 board meeting but amendments needed to be made to that budget. Dr. Lewis reported to the board that it was determined the Vision

position and an open TEA position were no longer needed, staffing changes were made and benefit costs were also adjusted. The 2019/2020 budget has a total decrease in the amount of \$257,517.04 from the 2018/2019 budget.

VII. Action Items

a. Approval of the amended 2019-2020 Budget

MOTION to approve the 2019-2020 Budget was made by Dr. Scott Miller and SECONDED by Ms. Sharon Carter.

Yes Votes: Ms. Priscilla Liggon, Ms. Cynthia Hall
 No Votes: None
 Abstentions: None

VIII. Additional Information Items

Appomattox: Ms. Cynthia Hall shared the Appomattox County Schools are starting their 5th year being fully accredited.

Amherst: Ms. Priscilla Liggon shared the Amherst County Schools are fully accredited.

Campbell: Dr. Scott Miller shared the Campbell County Schools are fully accredited and they are moving ahead with their capital improvement plan.

Lynchburg City Schools: Ms. Sharon Carter shared LCS has hired Mrs. Kimberly Lukanich as the new LCS CFO. All LCS schools are doing well and one of the middle schools performed Frozen this past weekend.

IX. Next Meeting- Wednesday, December 4, 2019 at 10:00 A.M

X. Adjournment

MOTION to adjourn the meeting was made by Dr. Scott Miller and SECONDED by Ms. Priscilla Liggon.

Yes Votes: Ms. Cynthia Hall, Ms. Sharon Carter
 No Votes: None
 Abstentions: None

TIME: 10:54 AM

Ms. Cynthia Hall, Chairperson
 2019-2020 School Year

Dr. Donna D. Lewis, Director

Agenda Report

Date: 12/03/19

Agenda Number: J-7

Attachments: No

From: Susan D. Morrison, School Board Chair

Subject: Board Agenda Presentation

Summary/Description:

The School Board needs to discuss and develop the procedure that will be followed when individuals request to make a special presentation to the Board during meetings.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation: The school board chair recommends that the school board receive this agenda report as an informational item.