



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

**Lynchburg City School Board**

Keith R. Anderson  
School Board District 2

Mary Ann H. Barker  
School Board District 1

Albert L. Billingsly  
School Board District 3

Regina T. Dolan-Sewell  
School Board District 1

Troy L. McHenry  
School Board District 3

Treney L. Tweedy  
School Board District 3

J. Marie Waller  
School Board District 2

Thomas H. Webb  
School Board District 2

Charles B. White  
School Board District 1

**School Administration**

Paul McKendrick  
Superintendent

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

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

Wendie L. Sullivan  
Clerk

**SCHOOL BOARD MEETING  
December 7, 2010 5:30 p.m.  
School Administration Building  
Board Room**

**A. PUBLIC COMMENTS**

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

**B. FINANCE REPORT**

1. Finance Report and Operating Budget Update  
Paul McKendrick. . . . .Page 2  
Discussion

**C. CONSENT AGENDA**

1. School Board Meeting Minutes: October 19, 2010 (Regular Meeting)  
November 2, 2010 (Work Session)  
November 2, 2010 (Regular Meeting)  
November 16, 2010 (Regular Meeting)

**D. STUDENT REPRESENTATIVE COMMENTS**

**E. UNFINISHED BUSINESS**

1. Revised Special Education Annual Plan/Part B Flow-through  
Application and Section 619 Preschool Grant Applications: 2010-11  
William A. Coleman, Jr. . . . .Page 9  
Discussion/Action
2. High School Program of Studies: 2011-12  
William A. Coleman, Jr. . . . .Page 20  
Discussion/Action

- 3. Administrative Regulation 2-42: Community Use of School Facilities: Rules and Conditions  
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Discussion

**F. NEW BUSINESS**

- 1. Project SEARCH  
William A. Coleman, Jr. . . . . Page 34  
Discussion
- 2. Capital Improvement Plan: Heritage High School  
Edward R. Witt, Jr. . . . . Page 36  
Discussion
- 3. Lynchburg Juvenile Detention Center  
Paul McKendrick. . . . . Page 37  
Discussion
- 4. School Board Policy 5-18: Reduction in Force  
Billie Kay Wingfield . . . . . Page 38  
Discussion
- 5. Administrative Regulation 7-19: Procedures for Student Suspensions and Expulsions  
Edward R. Witt, Jr. . . . . Page 50  
Discussion
- 6. Schools-City Consolidation Report  
Paul McKendrick. . . . . Page 55  
Discussion

**G. SUPERINTENDENT’S COMMENTS**

**H. BOARD COMMENTS**

**I. INFORMATIONAL ITEMS**

Next School Board Meeting: Tuesday, December 21, 2010, 5:30 p.m.  
Board Room, School Administration Building

**J. ADJOURNMENT**

# Agenda Report

**Date:** 12/07/10

**Agenda Number:** A-1

**Attachments:** No

**From:** Paul McKendrick, Superintendent

**Subject:** Public Comments

**Summary/Description:**

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

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

**Recommendation:**

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

# Agenda Report

**Date:** 12/07/10

**Agenda Number:** B-1

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent

**Subject:** Finance Report and Operating Budget Update

## **Summary/Description:**

During this presentation the school administration will present the school division's monthly financial report to the school board. The report will provide current data relative to the expenditures and revenue. This presentation will also provide the school board with an update of the school division's 2010-11 budget. The budget presentation will include adjustments made to the budget, based on needs as cited by the finance department staff as they prepared for and during the school division's annual audit.

Dr. Roger L. Roberts, formerly the school division's deputy superintendent, and Ms. Kimberly D. Lukanich, the department's accounting supervisor, will make the presentation.

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

## **Recommendation:**

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

# Agenda Report Attachment

Item: B-1

The school administration, in accordance with the 2010-11 school operating budget, authorized, approved, and processed the necessary payments through November 30, 2010. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The attached operating fund expenditure report summarizes the payments made through November 30, 2010, for the operating fund.

Total Operating Fund Budget (revised, pending approval)	\$75,663,290.00
Expenditures through 11/30/10	(\$22,868,801.28)
Outstanding Encumbrances	(\$3,033,182.02)
Available Balance	\$49,761,306.70
Outstanding Payroll Encumbrances	(\$41,186,444.65)
Available Balance after Payroll	\$8,574,862.05
Percent of Budget Used as of 11/30/10 with payroll encumbrances	88.67%
Percent of Budget Used as of 11/30/10 without payroll encumbrances	34.23%
As of 11/30/10 – 5 months	41.67%

The operating fund revenue and expenditure reports detail transactions recorded through November 30, 2010. The second page of the operating expenditure report is a reconciliation of the FY0910 balances so that the figures will coincide with the report last submitted to the School Board. This reconciliation was deemed necessary due to classification changes that have been made in FY1011 of our federal grant funds. In response to last year's audit, we are in the process of reviewing the federal grant funds and we anticipate that this information will be included in the next board report.

	Fiscal Year 2009-2010			Fiscal Year 2010-11				BUDGET AVAILABLE	BUDGET % USED
	BUDGET	TRANSACTIONS	BUDGET % USED	BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES		
<b>INSTRUCTION</b>									
FUNCTION 1100 CLASSROOM INSTRUCTION	47,015,381.34	43,215,459.58	91.92%	42,922,198.00	11,074,255.27	25.80%	28,600,760.65	3,247,182.08	92.43%
FUNCTION 1200 INST SUPPORT-STUDENT	2,882,180.28	2,867,189.44	99.48%	2,754,658.44	874,432.27	31.74%	1,360,608.55	519,617.62	81.14%
FUNCTION 1300 INST SUPPORT-STAFF	4,733,292.66	5,221,947.71	110.32%	5,091,974.86	1,732,602.97	34.03%	1,871,732.48	1,487,639.41	70.78%
FUNCTION 1400 INST SUPPORT-SCHOOL ADMN	3,235,724.44	3,029,748.56	93.63%	4,404,168.11	1,683,012.25	38.21%	2,486,511.57	234,644.29	94.67%
<b>TOTAL INSTRUCTION</b>	<b>57,866,578.72</b>	<b>54,334,345.29</b>	<b>93.90%</b>	<b>55,172,999.41</b>	<b>15,364,302.76</b>	<b>27.85%</b>	<b>34,319,613.25</b>	<b>5,489,083.40</b>	<b>90.05%</b>
<b>ADMINISTRATION</b>									
FUNCTION 2100 ADMINISTRATION	2,385,568.92	2,218,881.43	93.01%	2,441,437.78	1,008,978.22	41.33%	887,818.00	544,641.56	77.69%
FUNCTION 2200 ATTENDANCE & HEALTH SERV	2,087,418.59	1,857,366.27	88.98%	1,803,495.42	521,263.47	28.90%	1,245,460.57	36,771.38	97.96%
<b>TOTAL ADMINISTRATION</b>	<b>4,472,987.51</b>	<b>4,076,247.70</b>	<b>91.13%</b>	<b>4,244,933.20</b>	<b>1,530,241.69</b>	<b>36.05%</b>	<b>2,133,278.57</b>	<b>581,412.94</b>	<b>86.30%</b>
<b>PUPIL TRANSPORTATION</b>									
FUNCTION 3100 MANAGEMENT & DIRECTION	295,854.22	281,707.26	95.22%	278,661.38	110,290.87	39.58%	144,582.85	23,787.66	91.46%
FUNCTION 3200 VEHICLE OPERATION SERVICE	2,488,818.40	2,558,877.75	102.81%	2,708,861.42	836,808.86	30.89%	1,457,534.32	414,518.24	84.70%
FUNCTION 3300 MONITORING SERVICE	325,078.86	322,177.67	99.11%	318,795.50	73,152.50	22.95%	225,985.80	19,657.20	93.83%
FUNCTION 3400 VEHICLE MAINT SERVICE	468,890.50	345,839.78	73.76%	367,100.50	84,607.92	23.05%	27,209.76	255,282.82	30.46%
<b>TOTAL PUPIL TRANSPORTATION</b>	<b>3,578,641.98</b>	<b>3,508,602.46</b>	<b>98.04%</b>	<b>3,673,418.80</b>	<b>1,104,860.15</b>	<b>30.08%</b>	<b>1,855,312.73</b>	<b>713,245.92</b>	<b>80.58%</b>
<b>OPERATIONS &amp; MAINTENANCE</b>									
FUNCTION 4100 MANAGEMENT & DIRECTION	342,756.50	313,711.24	91.53%	307,191.98	118,435.31	38.55%	147,991.13	40,765.54	86.73%
FUNCTION 4200 BUILDING SERVICES	9,384,379.73	9,117,784.02	97.16%	8,852,667.95	3,295,337.59	37.22%	4,127,789.11	1,429,541.25	83.85%
FUNCTION 4300 GROUNDS SERVICES	250,103.57	235,532.00	94.17%	240,570.71	98,877.21	41.10%	132,914.74	8,778.76	96.35%
FUNCTION 4400 EQUIPMENT SERVICES	52,000.00	39,799.25	76.54%	48,000.00	3,482.63	7.26%	6,601.66	37,915.71	21.01%
FUNCTION 4500 VEHICLE SERVICES	27,000.00	23,889.79	88.48%	23,000.00	9,454.90	41.11%	130.41	13,414.69	41.68%
FUNCTION 4600 SECURITY SERVICES	208,377.00	291,029.63	139.66%	232,224.50	111,192.56	47.88%	12,278.40	108,753.54	53.17%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>10,264,616.80</b>	<b>10,021,745.93</b>	<b>97.63%</b>	<b>9,703,655.14</b>	<b>3,636,780.20</b>	<b>37.48%</b>	<b>4,427,705.45</b>	<b>1,639,169.49</b>	<b>83.11%</b>
<b>SCHOOL FOOD SERVICES</b>									
FUNCTION 5100 SCHOOL FOOD SERVICES	55,215.00	0	0.00%	0	33,677.30	0.00%	79,162.15	-112,839.45	-9999.99%
<b>TOTAL SCHOOL FOOD SERVICES</b>	<b>55,215.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>33,677.30</b>	<b>0.00%</b>	<b>79,162.15</b>	<b>-112,839.45</b>	<b>-9999.99%</b>
									to be reimbursed by School Nutrition
<b>FACILITIES</b>									
FUNCTION 6200 SITE IMPROVEMENTS	0	0	0.00%	0	9862.72	-9999.99%	31821.12	-41683.84	-9999.99%
FUNCTION 6600 BLDG ADD & IMP SERVICES	520,170.00	441,285.94	84.83%	98,095.00	36,582.49	37.29%	11,450.00	50,062.51	48.97%
<b>TOTAL FACILITIES</b>	<b>520,170.00</b>	<b>441,285.94</b>	<b>84.83%</b>	<b>98,095.00</b>	<b>46,445.21</b>	<b>47.35%</b>	<b>43,271.12</b>	<b>8,378.67</b>	<b>19.36%</b>
									through CIP
<b>DEBT SERVICE</b>									
FUNCTION 7100 DEBT SERVICE	1,027,410.00	1,025,636.45	99.83%	720,472.94	311,254.51	43.20%	375,591.43	33,627.00	95.33%
<b>TOTAL DEBT SERVICE</b>									
<b>TECHNOLOGY</b>									
FUNCTION 8100 CLASSROOM INSTRUCTION	1,609,920.90	1,812,373.63	112.58%	1,560,213.69	604,358.98	38.74%	862,033.68	93,821.03	93.99%
FUNCTION 8200 INSTRUCTIONAL SUPPORT	716,368.76	507,477.39	70.84%	489,501.82	236,880.48	48.39%	123,658.29	128,963.05	73.65%
<b>TOTAL TECHNOLOGY</b>	<b>2,326,289.66</b>	<b>2,319,851.02</b>	<b>99.72%</b>	<b>2,049,715.51</b>	<b>841,239.46</b>	<b>41.04%</b>	<b>985,691.97</b>	<b>222,784.08</b>	<b>89.13%</b>
<b>CONTINGENCY RESERVES</b>									
FUNCTION 9100 CLASSROOM INSTRUCTION	500	0	0.00%	0	0	0.00%	0	0	0.00%
FUNCTION 9300 ADMINISTRATION	11,500.00	0	0.00%	0	0	0.00%	0	0	0.00%
FUNCTION 9500 PUPIL TRANSPORTATION	13,000.00	0	0.00%	0	0	0.00%	0	0	0.00%
FUNCTION 9600 OPERATIONS & MAINTENANCE	78,000.00	0	0.00%	0	0	0.00%	0	0	0.00%
<b>TOTAL CONTINGENCY RESERVES</b>	<b>103,000.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>TOTAL OPERATING BUDGET</b>	<b>80,214,909.67</b>	<b>75,727,714.79</b>	<b>94.41%</b>	<b>75,663,290.00</b>	<b>22,868,801.28</b>	<b>30.22%</b>	<b>44,219,626.67</b>	<b>8,574,862.05</b>	<b>88.67%</b>

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Agenda Report Attachment

Item: B-1

\* For Comparative Purpose between Fiscal Years \*

	Fiscal Year 2009-2010			Fiscal Year 2010-11					
	BUDGET	TRANSACTIONS	BUDGET % USED	BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES	BUDGET AVAILABLE	BUDGET % USED
<b>TOTAL OPERATING BUDGET</b>	<b>80,214,909.67</b>	<b>75,727,714.79</b>	<b>94.41%</b>	<b>75,663,290.00</b>	<b>22,868,801.28</b>	<b>30.22%</b>	<b>44,219,626.67</b>	<b>8,574,862.05</b>	<b>88.67%</b>
<b>TITLE VI-B (CARRYOVER IN 1011)</b>									
INSTRUCTION	4,688,692.38	3,642,771.05	77.69%						
ADMINISTRATION	20,000.00	3,000.00	15.00%						
<b>TOTAL FY0910 TITLE VI-B</b>	<b>4,708,692.38</b>	<b>3,645,771.05</b>	<b>77.43%</b>						
<b>SFSF (CARRYOVER IN 1011)</b>									
INSTRUCTION	4,054,828.79	3,741,235.69	92.27%						
FACILITIES	482,320.00	481,899.22	99.91%						
<b>TOTAL FY0910 SFSF</b>	<b>4,537,148.79</b>	<b>4,223,134.91</b>	<b>93.08%</b>						
	<b>89,460,750.84</b>	<b>83,596,620.75</b>	<b>93.45%</b>						

ACCOUNT TITLE	FY 2009-2010				FY 2010-2011			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
240308 SALES TAX RECEIPTS	(8,736,195.00)	(8,268,428.81)	(467,766.19)	94.65%	(8,321,436.00)	(2,082,509.26)	(6,601,355.42)	20.67%
240202 BASIC SCHOOL AID	(21,519,537.21)	(21,331,799.84)	(187,737.37)	99.13%	(19,996,461.00)	(8,331,858.80)	(12,497,788.08)	37.50%
240207 GIFTED & TALENTED	(249,571.00)	(251,576.00)	2,005.00	100.80%	(232,983.00)	(97,076.30)	(145,614.33)	37.50%
240208 REMEDIAL EDUCATION	(982,006.00)	(989,896.00)	7,890.00	100.80%	(916,399.00)	(381,832.90)	(572,749.39)	37.50%
240208 REMEDIAL EDUCATION	(215,497.00)	(211,765.00)	(3,732.00)	98.27%	(206,426.00)	0.00	(206,426.00)	0.00%
240209 ENROLLMENT LOSS	(174,302.00)	(68,539.00)	(105,763.00)	39.32%	0.00	0.00	0.00	0.00%
240212 SPECIAL ED SOQ	(3,586,222.00)	(3,615,034.00)	28,812.00	100.80%	(2,583,520.00)	(1,076,466.70)	(1,614,699.97)	37.50%
240217 VOCATIONAL ED SOQ	(314,676.00)	(317,204.00)	2,528.00	100.80%	(305,466.00)	(129,514.50)	(188,679.25)	38.23%
240221 SOC SEC-INSTR	(1,481,148.00)	(1,493,047.00)	11,899.00	100.80%	(1,340,942.00)	(558,727.10)	(838,087.61)	37.50%
240223 VRS INSTRUCTIONAL	(1,909,758.00)	(1,443,826.00)	(465,932.00)	75.60%	(792,143.00)	(330,058.80)	(495,090.08)	37.50%
240241 GROUP LIFE INST	(54,254.00)	(38,283.00)	(15,971.00)	70.56%	(46,598.00)	(19,415.40)	(29,124.14)	37.50%
240228 READING INTERVENTN	(118,746.00)	(126,935.00)	8,189.00	106.90%	(117,822.00)	0.00	(117,822.00)	0.00%
240205 CAT-REG FOSTER	(205,262.00)	(126,535.00)	(78,727.00)	61.65%	(150,118.00)	0.00	(150,118.00)	0.00%
240246 CAT-HOMEBOUND	(65,417.00)	(159,994.16)	94,577.16	244.58%	(160,802.00)	(147,984.74)	(12,817.26)	92.03%
240248 REGIONAL TUITION	(800,760.00)	(782,882.65)	(17,877.35)	97.77%	(866,273.00)	0.00	(866,273.00)	0.00%
240265 AT RISK SOQ	(1,029,835.00)	(1,018,840.00)	(10,995.00)	98.93%	(1,071,449.00)	0.00	(1,071,449.00)	0.00%
240309 ESL	(128,081.00)	(120,097.00)	(7,984.00)	93.77%	(114,953.00)	0.00	(114,953.00)	0.00%
330213 SCHOOL LUNCH	0.00	0.00	0.00	-	0.00	(132,715.51)	132,715.51	100.00%
240281 AT RISK 4 YR OLDS	(1,089,034.00)	(1,089,034.00)	0.00	100.00%	(1,209,101.00)	0.00	(1,209,101.00)	0.00%
240218 CTE - ADULT ED	(19,175.00)	(1,609.00)	(17,566.00)	8.39%	(19,175.00)	0.00	(19,175.00)	0.00%
240252 CTE EQUIPMENT	0.00	(10,123.30)	10,123.30	100.00%	0.00	0.00	0.00	0.00%
240253 CTE OCC PREP	(30,573.00)	(22,077.00)	(8,496.00)	72.21%	(29,073.00)	0.00	(29,073.00)	0.00%
LOTTERY PROCEEDS	(493,011.00)	(631,400.00)	138,389.00	128.07%	0.00	0.00	0.00	0.00%
REG SPEC SERV	(817,514.00)	(316,361.54)	(501,152.46)	38.70%	0.00	0.00	0.00	0.00%
240273 CPI HOLD HARMLESS	0.00	0.00	0.00	-	(1,744,519.00)	(581,506.31)	(1,246,085.02)	28.57%
240275 PRIMARY CLASS SIZE	(1,386,843.00)	(1,377,979.00)	(8,864.00)	99.36%	(1,174,904.00)	0.00	(1,174,904.00)	0.00%
240214 TEXTBOOKS	(643,024.00)	(294,719.37)	(348,304.63)	45.83%	(272,021.00)	(113,341.70)	(170,013.47)	37.50%
240203 GED/ISAP	(23,576.00)	(23,576.00)	0.00	100.00%	(23,576.00)	0.00	(23,576.00)	0.00%
240405 ALGEBRA READINESS	(110,877.00)	(108,654.00)	(2,223.00)	98.00%	(110,760.00)	0.00	(110,760.00)	0.00%
<b>COMMONWEALTH OF VA</b>	<b>(46,184,894.21)</b>	<b>(44,240,215.67)</b>	<b>(1,944,678.54)</b>	<b>95.79%</b>	<b>(41,806,920.00)</b>	<b>(13,983,008.02)</b>	<b>(29,373,018.51)</b>	<b>33.45%</b>
* excludes 0910 SFSF								
330201 BASIC ADULT ED.	(80,000.00)	(96,051.19)	16,051.19	120.06%	(50,000.00)	0.00	(50,000.00)	0.00%
330212 IMPACT AIDPL81-874	(6,000.00)	(13,891.62)	7,891.62	231.53%	(6,000.00)	(972.64)	(5,027.36)	16.21%
180303 MEDICAID REIMBURSE	(180,000.00)	(629,579.18)	449,579.18	349.77%	(300,000.00)	(309,683.95)	9,683.95	103.23%
JR ROTC	(40,000.00)	(116,420.64)	76,420.64	291.05%	(105,000.00)	(15,129.69)	(95,273.77)	9.26%
<b>FEDERAL</b>	<b>(306,000.00)</b>	<b>(855,942.63)</b>	<b>549,942.63</b>	<b>279.72%</b>	<b>(461,000.00)</b>	<b>(325,786.28)</b>	<b>(140,617.18)</b>	<b>70.67%</b>
* excludes 0910 Title VI-B and Sped Stimulus								
510500 CITY OPER APPR	(31,942,103.00)	(29,443,654.00)	(2,498,449.00)	92.18%	(31,942,103.00)	(6,525,000.00)	(25,417,103.00)	20.43%
510502 CITY DEBT SERV APP	(33,627.00)	(31,890.02)	(1,736.98)	94.83%	(33,627.00)	0.00	(33,627.00)	0.00%
<b>CITY</b>	<b>(31,975,730.00)</b>	<b>(29,475,544.02)</b>	<b>(2,500,185.98)</b>	<b>92.18%</b>	<b>(31,975,730.00)</b>	<b>(6,525,000.00)</b>	<b>(25,450,730.00)</b>	<b>20.41%</b>

\* funds to be transferred to School Nutrition



	FY 2009-2010				FY 2010-2011			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
189912 MISC REV/OTH FUNDS	0.00	(3,005.29)	3,005.29	100.00%	0.00	(308.70)	308.70	100.00%
180303 REBATES & REFUNDS	(115,000.00)	(7,240.41)	(107,759.59)	6.30%	(15,000.00)	(3,443.53)	(11,556.47)	22.96%
189903 DONATIONS & SP GF	(3,000.00)	(3,000.00)	0.00	100.00%	0.00	0.00	0.00	0.00%
189909 SALE OTHER EQUIP	(2,317.24)	(3,606.91)	1,289.67	155.66%	0.00	0.00	0.00	0.00%
189910 INSURANCE ADJUST	(16,797.82)	(19,431.83)	2,634.01	115.68%	(3,000.00)	(37,270.68)	34,270.68	1242.36%
189912 OTHER FUNDS	(10,000.00)	0.00	(10,000.00)	0.00%	0.00	0.00	0.00	0.00%
E RATE REIMBURSEMENT	(85,000.00)	(172,619.95)	87,619.95	203.08%	(85,000.00)	(20,717.71)	(64,282.29)	24.37%
SCHOOL NUT UTILITIES	0.00	0.00	0.00	0.00%	(98,500.00)	0.00	(98,500.00)	0.00%
TRANSFER IN/OUT	0.00	433,045.83	(433,045.83)	9999.99%	0.00	0.00	0.00	0.00%
<b>MISCELLANEOUS</b>	<b>(232,115.06)</b>	<b>224,141.44</b>	<b>(456,256.50)</b>	<b>-96.56%</b>	<b>(201,500.00)</b>	<b>(61,740.62)</b>	<b>(139,759.38)</b>	<b>30.64%</b>
150201 RENTS	(110,000.00)	(110,000.00)	0.00	100.00%	(110,000.00)	(98,000.00)	(12,000.00)	89.09%
161201 TUITION DAY SCHOOL	(189,000.00)	(170,086.13)	(18,913.87)	89.99%	(189,000.00)	(61,429.31)	(127,570.69)	32.50%
161206 TUITION ADULT	(15,750.00)	(8,962.00)	(6,788.00)	56.90%	(15,750.00)	(4,198.00)	(11,552.00)	26.65%
161207 TUITION SUMMER SCH	(42,000.00)	(41,290.00)	(710.00)	98.31%	0.00	0.00	0.00	0.00%
161202 SPEC PUPIL FEES	(35,000.00)	(35,959.64)	959.64	102.74%	(50,000.00)	(9,728.75)	(40,271.25)	19.46%
161205 BUS RENTAL	(122,500.00)	(122,500.00)	0.00	100.00%	(122,500.00)	(61,781.11)	(60,718.89)	50.43%
190101 TUIT FM OTH CO/CY	(634,620.00)	(623,945.00)	(10,675.00)	98.32%	(634,620.00)	0.00	(634,620.00)	0.00%
161201 DUAL ENROLLMENT	(42,000.00)	(34,314.55)	(7,685.45)	81.70%	(42,000.00)	0.00	(42,000.00)	0.00%
FACILITY RENTALS	(85,000.00)	(81,138.26)	(3,861.74)	95.46%	(54,270.00)	(23,330.38)	(30,939.62)	42.99%
<b>CHARGES FOR SERVICES</b>	<b>(1,275,870.00)</b>	<b>(1,228,195.58)</b>	<b>(47,674.42)</b>	<b>96.26%</b>	<b>(1,218,140.00)</b>	<b>(258,467.55)</b>	<b>(959,672.45)</b>	<b>21.22%</b>
150101 INTEREST-BNK DPST USE OF MONEY	0.00	(1,313.59)	1,313.59	100.00%	0.00	(217.19)	217.19	100.00%
LEASE PURCHASE PROCEEDS	(240,300.01)	0.00	(240,300.01)	0.00%	0.00	0.00	0.00	0.00%
<b>TOTAL OPERATING FUND</b>	<b>(80,214,909.28)</b>	<b>(75,577,070.05)</b>	<b>(4,637,839.23)</b>	<b>94.22%</b>	<b>(75,663,290.00)</b>	<b>(21,154,219.66)</b>	<b>(56,063,580.33)</b>	<b>27.96%</b>

Report Date: November 30, 2010

	<b>ADOPTED BUDGET</b>	<b>YTD EXPENSES</b>	<b>OUTSTANDING ENCUMBRANCES</b>	<b>UNCOMMITTED FUNDS</b>	<b>% USED</b>
<b>FUND 5 FEDERAL PROJECTS</b>					
					<b>*** UNDER REVIEW AT THIS TIME ***</b>
<b>FUND 7 STEP WITH LINKS</b>	<b>43,732.00</b>	<b>8,210.84</b>	<b>21,772.11</b>	<b>13,749.05</b>	<b>68.56%</b>
<b>FUND 8 CENTRAL VA GOV SCHOOL</b>	<b>918,722.93</b>	<b>311,609.11</b>	<b>402,995.83</b>	<b>204,117.99</b>	<b>77.78%</b>
<b>FUND 9 LAUREL REGIONAL PROGRAM</b>	<b>5,359,062.00</b>	<b>831,941.06</b>	<b>1,763,795.54</b>	<b>2,763,325.40</b>	<b>48.44%</b>

# Agenda Report

**Date:** 12/07/10

**Agenda Number:** E-1

**Attachments:** Yes

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

**Subject:** Revised Special Education Annual Plan/Part B Flow-Through Application and Section 619 Preschool Grant Applications 2010–2011

## Summary/Description:

The Annual Special Education Plan is a formal agreement between the local school board and the Virginia Board of Education for the implementation of state and federal laws and regulations related to services mandated for students with disabilities. Accordingly, the disbursement of funds to the school division is contingent upon school board approval of the plan. In February 2010, the Virginia Department of Education advised school divisions to anticipate level funding for the Flow Through and 619 Preschool Grants.

On May 18, 2010, the Lynchburg City Schools submitted the Special Education Annual Plan Part B Flow-through Application to the Virginia Department of Education. Lynchburg City Schools received notification that the plan as submitted was approved and \$2,155,042.00 in federal funds were awarded. This award is \$11,341.00 below the anticipated grant award.

Lynchburg City Schools also received notification that the Section 619 Preschool Funds for the 2010-11 was approved and \$62,147.00 in funds were awarded. This award is \$6.00 below the anticipated grant award.

The Virginia Department of Education requires the Lynchburg City Schools to submit a revised budget. Therefore, the attached proposed grant budget reflects revisions to the Part B Flow-through and Section 619 Preschool Grant.

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

## Recommendation:

The superintendent recommends that the school board approve the revised Special Education Annual Plan/Part B Flow-through Application and Section 619 Preschool Grant Applications: 2010-11.

Form SE006 (11/08) Revised after Final Grant Award (7/23/10)

**VIRGINIA DEPARTMENT OF EDUCATION  
SPECIAL EDUCATION FEDERAL PROGRAM  
PROPOSED GRANT BUDGET**

**Part B, Section 611, Flow-Through Funds (July 1, 2010 – September 30, 2012)**

Applicant Name: Lynchburg City Schools

Applicant 3-digit Code Number: 115

Contact Person Name: Wyllys D. VanDerwerker

Contact Person Title: Director for Special Education

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

Fax No.: (434) 522-3774

(A) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) PROPOSED BUDGET AMOUNT	(D) FOR DOE USE ONLY
Personal Services	1000	\$1,543,036.44	
Employee Benefits	2000	\$494,385.71	
Purchased Services	3000	\$91,026.83	
Internal Services	4000	\$0.00	
Other Charges	5000	\$15,000.00	
Materials/Supplies	6000	\$2,500.00	
Joint Operations	7000	\$0.00	
Capital Outlay (list below)	8000	\$9,092.72	
<b><u>TOTAL PROPOSED BUDGET</u></b>		\$2,155,042.00	

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

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

**DO NOT WRITE BELOW THIS LINE – DOE USE ONLY**

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

Revised 11/2/10

Lynchburg City Schools - 115

LEA/SOP

**PROPOSED USE OF PART B, SECTION 611, FLOW-THROUGH FUNDS  
GRANT PERIOD: JULY 1, 2010 – SEPTEMBER 30, 2012**

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

Lynchburg City Schools has been granted \$2,155,042.00 in Federal Flow Through Part B funds for the 2010-2011 school year.

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

\$2,155,042.00 in Federal funds have been allocated to LCS

\$1,982,638.64 of the total will be used to implement the non-federal set aside portion of the Lynchburg City Schools Special Education Annual Plan.

\$ 172,403.36 of the total will be used to implement the federal set-aside portion of the Lynchburg City Schools Special Education Annual Plan.

**Non-Federal Set Aside Summary**

Total: \$1,982,638.64

\$1,945,638.62 will be used for special education teachers' and speech therapist' salaries

\$ 19,000.00 will be used to fully implement the Lynchburg City Schools staff development priorities for the 20010-11 school year as follows:

Staff Development Travel	\$13,000.00
Medicaid Billing, Highly Qualified, Autism Spectrum Disorders, State Performance Plan, Supported Employment/Job Placement - LCS Priorities)	
Staff Development (pay for substitutes)	\$ 5,000.00

# Agenda Report Attachment

Item: E-1

Staff Development (Contracted) \$ 1,000.00

\$2,000.00 Postage for mailing special education department newsletter each semester

\$16,000.00 will be used to provide autism programming consultation and the technical assistance for students with disabilities.

## **Federal Set Aside Summary**

Total: \$172,403.36

\$172,403.36 Will be used to implement the required federal set aside program

### Services provided through contracted services

Special Education Instruction	\$37,526.83 (contracted non-LCS staff)
Special Education Instruction	\$14,480.30 (LCS staff)
(FICA 7.65%)	\$ 1,101.60 (LCS staff)
Assistive Technology	\$ 9,092.72
Assistive Technology Consultation	\$ 500.00 (contracted non-LCS staff)
Assistive Technology Consultation	\$ 800.00 (LCS staff)
FICA 7.65%	\$ 99.45 (LCS staff)
Occupational Therapy	\$ 5,000.00 (contracted non-LCS staff)
Physical Therapy	\$ 1,000.00 (contracted non-LCS staff)
Speech Therapy	\$25,000.00 (contracted non-LCS staff)
Counseling as a related service	\$ 5,000.00 (contracted non-LCS staff)
Materials and Supplies	\$ 2,500.00
Speech Therapy Services provided Through LCS speech pathologist	\$60,730.29
Fringe Benefits	\$9,572.17

Revised 11/2/10

**Lynchburg City Schools  
2010-2011 Special Education Annual Plan/Part B Flow Through Application**

**2010-2011 Project Budget Part B, Section 611, Flow-Through / Flow-Through (Non Federal Set-Aside)**

<b>By Expenditure Accounts</b>	<b>Total Amount</b>	<b>Staff Development</b>	<b>Total</b>
<b>1. Personal Services (1000)</b>	<b>\$ 1,462,026.15</b>	<b>\$ 5,000.00</b>	<b>\$1,467,026.15</b>
<b>2. Employee Benefits (2000)</b>	<b>\$ 483,612.49</b>	<b>\$ 0.00</b>	<b>\$ 483,612.49</b>
<b>3. Purchased Services (3000)</b>	<b>\$ 16,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ 17,000.00</b>
<b>4. Internal Services (4000)</b>			<b>\$ 0.00</b>
<b>5. Other Charges (5000)</b>	<b>\$2,000.00(postage)</b>	<b>\$ 13,000.00</b>	<b>\$ 15,000.00</b>
<b>6. Materials and Supplies (6000)</b>			<b>\$ 0.00</b>
<b>7. Capital Outlay (8000)</b>			<b>\$ 0.00</b>
<b>Subtotal</b>	<b>\$1,963,638.64</b>	<b>\$ 19,000.00</b>	<b>\$1,982,638.64</b>

**Flow Through (Federal Set-Aside)**

<b>By Expenditure Accounts</b>	<b>Federal Set-Aside</b>
<b>1. Personal Services (1000)</b>	<b>\$76,010.59</b>
<b>2. Employee Benefits (2000)</b>	<b>\$10,773.22</b>
<b>3. Purchased Services (3000)</b>	<b>\$74,026.83</b>
<b>4. Internal Services (4000)</b>	<b>\$0.00</b>
<b>5. Other Charges (5000)</b>	<b>\$0.00</b>
<b>6. Materials and Supplies (6000)</b>	<b>\$2,500.00</b>
<b>7. Capital Outlay (8000)</b>	<b>\$9,092.72</b>
<b>Subtotal</b>	<b>\$172,403.36</b>

**Total 2010-2011 Part B Flow Through**

<b>Flow-Through (Non Federal Set-Aside)</b>	<b>\$1,982,638.64</b>
<b>Flow-Through (Federal Set-Aside)</b>	<b><u>\$ 172,403.36</u></b>
<b>Total</b>	<b>\$2,155,042.00</b>

**Lynchburg City Schools**

**LEA**

**PROJECTED Part B, Section 611 SET-ASIDE CALCULATION & Participation of Private School Children**

(NOTE: THIS IS A PROJECTION. ACTUAL SET-ASIDE COMPUTATIONS WILL BE SUBMITTED AFTER AWARD AMOUNT IS KNOWN.)

IDEA requires that each school division spend a proportionate amount of its flow-through funds on special education students who are unilaterally enrolled by their parents in private schools. Children who are home schooled by their parents should be treated the same as children placed in private or parochial schools. For example, if the population of students with disabilities who are parentally placed in private school in an LEA’s jurisdiction comprises 2 percent of the total population of disabled students in the LEA, then the LEA must set aside a total of 2 percent of its flow-through funds for that population. Complete the worksheet below to determine your school division’s required private school set-aside. The set aside amount is based on the number of children ages **3-21**.

The set-aside is intended for children who are attending private schools. Children who are preschool age and being served in childcare centers should not be included in the calculation of the private school set-aside. Any preschool age child who is attending a private school, e.g. Montessori or private kindergarten, should be included in calculating the private school set aside. If the facility has a license to operate as a day care center it should not be considered a private school.

Formula for determining set-aside

**1. Number of parentally placed students with disabilities in private schools:**

<b>a.</b>	<b># Eligible students in private schools receiving services on 12/01/09</b>		
	(Use 12/01/09 Child Count data as the source for this entry)		<u>68</u>
<b>b.</b>	# eligible students in private schools <u>not</u> receiving services on 12/01/08		<u>34</u>
<b>c.</b>	Total eligible students with disabilities placed by parents in Private schools		
		(a + b)	<u>102</u>

**2. Total number of eligible students with disabilities in jurisdiction:**

<b>d.</b>	# eligible students receiving services on 12/01/09 (use 12/01/09 Child Count data as the source for this entry)		<u>1247</u>
<b>e.</b>	# eligible students <b>not</b> receiving services on 12/01/09 (same number as line b. above)	(same as b)	<u>34</u>
<b>f.</b>	Total number of eligible students with disabilities in Jurisdiction		
		(d + e)	<u>1281</u>

**3. Amount of required private school set-aside:**

$$\frac{102}{1281} \times \$2,155,042.00 = \$172,403.36$$
 line c *divided by* line f *multiplied by* flow-through allocation *equals* set-aside



Form SE006 (11/09)

**VIRGINIA DEPARTMENT OF EDUCATION  
SPECIAL EDUCATION FEDERAL PROGRAM  
PROPOSED GRANT BUDGET**

**Part B, Section 619, Preschool Funds (July 1, 2010– September 30, 2011) – H173A070112**

Applicant Name: Lynchburg City Schools

Applicant 3-digit Code Number: 115

Contact Person Name: Wyllys D. VanDerwerker

Contact Person Title: Director for Special Education

Telephone No.: (434) 522-3700 ext. 185

E-mail: vanderwerkerwd@lcsedu.net

FaxNo.:(434) 522-3774

(A) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) PROPOSED BUDGET AMOUNT	(D) FOR DOE USE ONLY
Personal Services	1000	\$2,500.00	
Employee Benefits	2000	\$191.00	
Purchased Services	3000	\$52,834.47 (non-federal set aside) \$621.53 (federal set aside)	
Internal Services	4000	\$0.00	
Other Charges	5000	\$6,000.00	
Materials/Supplies	6000	\$0.00	
Joint Operations	7000	\$0.00	
Capital Outlay (list below)	8000	\$0.00	
<b><u>TOTAL PROPOSED BUDGET</u></b>		\$62,147.00	

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

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

**DO NOT WRITE BELOW THIS LINE – DOE USE ONLY**

Date Received:	Total Award Amount: \$	Grant Manager:
Date Approved:	DOE Award #:	Payee Code #:
SEA Official:	CFDA#:	Proposal Modified: Y / N

Project Code:	Fed. Award #:	In the Amount of: \$
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Lynchburg City Schools 2010 12 Special Education Annual Plan Section 619 Grant

Proposed Project Budget Section 619 Preschool Grant (Non Federal Set-Aside)

By Expenditure Accounts	Total Amount
1. Personnel Services (1000)	\$2,500.00
2. Employee Benefits (2000)	\$ 191.00
3. Purchased Services (3000)	\$52,834.47
4. Internal Services (4000)	\$0.00
5. Other Charges (5000)	\$6,000.00
6. Materials and Supplies (6000)	\$0.00
7. Capital Outlay (8000)	\$0.00
Subtotal	\$61,525.47

Preschool Grant (Federal Set-Aside)

By Expenditure Accounts	Federal Set-Aside
1. Personnel Services (1000)	\$0.00
2. Employee Benefits (2000)	\$0.00
3. Purchased Services (3000)	\$621.53
4. Internal Services (4000)	\$0.00
5. Other Charges (5000)	\$0.00
6. Materials and Supplies (6000)	\$0.00
7. Capital Outlay (8000)	\$0.00
Subtotal	\$621.53

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

Preschool Grant (Non Federal Set-Aside)	\$61,525.47
Preschool Grant (Federal Set-Aside)	<u>\$ 621.53</u>
Total	\$62,147.00

Lynchburg City Schools  
 Projected 2010-11 PART B, SECTION 619, SET-ASIDE CALCULATION (April 20, 2010) &  
 Participation of Private School Children

**NOTE: THIS IS A PROJECTION. THE ACTUAL SET-ASIDE COMPUTATIONS WILL BE SUBMITTED AFTER AWARD AMOUNT IS KNOWN.** It is based on the Verified “December 1, 2009 Child Count and actual Federal 619 Flow Through Funds received for the 2009-10 School Year.

**2010-11 PART B, SECTION 619, SET-ASIDE CALCULATION**

IDEA requires that each school division spend a proportionate amount of its Section 619 ECSE funds on special education students who are unilaterally enrolled by their parents in private schools. Children who are home schooled by their parents should be treated the same as children placed in private or parochial schools. For example if the population of ECSE students with disabilities parentally-placed in private schools in an LEA’s jurisdiction comprises 2 percent of the total population of Early Childhood Special Education students in the LEA, then the LEA must set aside a total of 2 percent of its ECSE funds for that population. Complete the worksheet below to determine your school division’s required private school set-aside. The set aside for Early Childhood Special Education age children is based on the number of children ages 3-5.

The set-aside is intended for ECSE children who are attending private schools or are home schooled. Children who are preschool age and *being served in childcare centers* should not be included in the calculation of the private school set-aside. Any ECSE age child who is attending a private school, e.g. Montessori or private kindergarten, should be included in calculating the private school set aside. *If the facility has a license to operate a day care center it should not be considered a private school.*

(Show calculation even if there are no children in private school/home-schooled placements)

1. Formula for determining set-aside

Number of parentally placed children, aged three to five, with disabilities in private schools:

a. # eligible children, aged three to five, inclusive, in private schools receiving services on 12/1/09 (use 12/1/09 Child Count data as the source for this entry)

0

b. # eligible children, aged three to five, inclusive, in private schools not receiving services on 12/1/09

1

c. total eligible children, aged three to five, inclusive, with disabilities placed by parents in private schools (a+b) 1

Total number of eligible children, aged three to five, with disabilities in jurisdiction:

d. # eligible children, aged three to five, inclusive, receiving services on 12/1/09

150

(use 12/1/09 Child Count data as the source for this entry)

e. # eligible children, aged three to five, inclusive, not receiving services on 12/1/09 (same number as line b. above) (same as b) 1

f. total number of eligible children with disabilities, aged three to five, inclusive, in jurisdiction (d+e) 151

Amount of required private school set-aside:

$$\left( \frac{1}{151} \right) \times \$62,153 = \$621.53$$

line c divided by line f multiplied by ECSE allocation equals set-aside

# Agenda Report

**Date:** 12/07/10

**Agenda Number:** E-2

**Attachments:** No

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

**Subject:** High School Program of Studies: 2011-12

## **Summary/Description:**

The school administration makes recommendations each year to the *High School Program of Studies* to reflect changes at the federal, state, or local levels. One group of major changes for 2011-12 was originally scheduled to become effective for first-time ninth grade students in 2010-11, but the Virginia Department of Education and the Board of Education delayed these changes due to the economic impact the changes would have on localities (State Superintendent's Memo 112-10). Currently, members of the department of curriculum and instruction as well as the guidance and administrative staffs at the two high schools are planning for the changes to take effect with first-time ninth grade students in 2011-12. These changes include the following:

1. Two new diploma options (the Standard Technical and Advanced Technical diplomas)
2. An increase in Advanced Diploma requirements from 24 to 26 credits
3. A graduation requirement for students to earn a credit in economics and personal finance for all diplomas except the Modified Standard Diploma
4. The requirement for all students, beginning in middle school, to have an Academic and Career Plan;

Budgetary restraints could cause further delay in the implementation of these changes. However, because of the need to begin scheduling upper class students, it is necessary to complete the *2011-12 High School Program of Studies* prior to any budget decisions at the state or local level.

There are a number of proposed modifications related to state and local initiatives. These changes include the following:

1. Dual Enrollment Courses: On May 4, 2010, the Lynchburg City School Board approved a change in the way tuition and fees are to be handled for the 2010-11 school year and beyond. The change shifts some of the costs of dual enrollment courses to participating students and their families. A statement regarding this change in dual enrollment tuition and fees will be added.

# Agenda Report

**Date:** 12/07/10

**Agenda Number:** E-2

**Attachments:** No

2. Advanced Math Courses: Name changes are recommended for two advanced math courses. The content and course outlines of the courses will not change. The name changes will more accurately reflect the content currently taught. Advanced Algebra 2/Geometry will change to Advanced Algebra 2.
3. Science Prerequisites: Math prerequisites are recommended for the following science courses:
  - a. Advanced Chemistry: Algebra 1 is required and Algebra 2 are required.
  - b. Chemistry: Algebra 1 is required
  - c. Advanced Physics: Algebra 2, Geometry, and Trigonometry with Functions are required.
4. Additional Science Course: An additional science course, Biology II: Ecology, is recommended. This course will provide more options for students to continue the study of science through twelfth grade.
5. Advanced Studies Diploma with Lynchburg Honors Seal—Science Requirement: Clarification will be provided regarding which science courses meet the requirement for this diploma. It is recommended that both Biology II courses—Anatomy and Physiology, and Ecology—be added to the list of choices for science credits.
6. Study Hall: With the change to a 7-period day, some students are enrolled in Study Hall. This course needs to be listed for scheduling purposes only. No credits are awarded for this course.
7. Advanced Placement Music Theory: Music teachers and students have expressed an interest in this course. Many students who continue the study of music beyond high school have reported that the study of music theory would have better prepared them.
8. Fine Art or Career Technical Education Requirement: A note will be added to clarify that a student who has successfully completed a full credit of one of the courses listed under Computer Science has met the requirement for a credit for fine art or career technical education.
9. Economics and Personal Finance: These courses, related to the state requirements in economics and personal finance, were included in the *2010-11 High School Program of Studies* and will be included in the 2011-12 edition.
10. Minor editorial changes and clarification

# Agenda Report

**Date:** 12/07/10

**Agenda Number:** E-2

**Attachments:** No

A draft copy of the proposed *2011-12 High School Program of Studies* has been distributed to members of the school board.

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

**Recommendation:**

The superintendent recommends that the school board approve the High School Program of Studies for 2011-12.



# Agenda Report

**Date:** 12/07/10

**Agenda Number:** E-3

**Attachments:** Yes

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

**Subject:** Administrative Regulation 2-42: Community Use of School Facilities: Rules and Conditions

## Summary/Description:

The school administration reviewed the Lynchburg City School Board's administrative regulation regarding the use of school facilities by the community and other organizations and presented revisions, which includes a new fee schedule, to the school board on October 5, 2010. Following that presentation, the city attorney reviewed the regulation and made further revisions. The newly revised regulation appears as an attachment to this agenda report.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 12/21/10

## 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 December 21, 2010.

COMMUNITY RELATIONS

**Community Use of School Facilities: Rules and Conditions R 2-42**

A. Supervision

~~— In order to protect the interests of the school board when school buildings and facilities are rented or are being used by non-rental fee paying organizations or groups, the superintendent, or his designee, may when he deems it necessary, require that the lessee or user employs a responsible school board employee, familiar with the particular school building and its facilities to supervise the area during the rental or use and be responsible for school-owned equipment.~~

~~— As part of the rental fee, one responsible full-time employee of the school division shall be designated to open and close the building and remain on duty while the building or premises is occupied by the lessee or user.~~

B. Liability

~~— Neither the school board nor any school personnel shall be liable for injury to person or persons present, nor for damage to property of persons in attendance resulting from this rental. Lessee obligates itself:~~

~~— 1. To make good any loss sustained by the lessor as a result of or in connection with the rental.~~

~~— 2. To maintain order and decorum in the building or premises.~~

~~— 3. To prevent smoking within the building except in designated areas.~~

~~— 4. To prohibit the consumption of alcoholic beverages on the premises.~~

~~— 5. To use only regular driveways in transporting persons, equipment, and supplies to and from the building.~~

{A. General

**The Lynchburg City Schools welcomes the use of the school facilities by the community for purposes directly related to the educational, civic, cultural, recreational and social life of the community. The school division recognizes that the primary purpose of school facilities is to implement the school division’s instructional, extracurricular, and school-sponsored programs and that other usage shall not interfere with these programs.**

**Permission to use facilities shall be allowed at the discretion of the school division and will be given with the understanding that the user assumes full**

COMMUNITY RELATIONS

**Community Use of School Facilities: Rules and Conditions R 2-42**

**financial responsibility and liability for actions of attendees, care of equipment, and protection of school property.**

**Programs and activities of users must be lawful and must conform to all of the policies of the school board. Permission will not be denied due to content or views expressed by the organization.**

**B. Use of Facilities**

**1. Who May Use the Facilities**

**Established organizations within the city (parent/teacher organizations, booster groups, governmental and quasi-governmental public service bodies, religious, business/industrial organizations) serving the residents of the city may apply to use school facilities provided the use is for an educational, civic, cultural, recreational, social or other legitimate purpose of the organization. In addition, outside organizations may apply to use school facilities, provided they meet all the requirements for such use.**

**2. Classification of Users**

**To ensure the care and preservation of school facilities and equipment and to ensure fairness and consistency in the implementation of school board policy governing use of facilities, the following categories have been established. These categories are to determine priority for facility use and a schedule fee has been provided for approved users when space and facilities are available.**

**Approval of all applications will be based upon the following criteria: benefits to the school division and the community; educational contribution; potential wear and tear on school facilities; appropriateness of the activity; and relationship of the activity to the stated mission of the school division.**

**The use of school facilities for K-12 school instructional and extracurricular programs, meeting of students, teachers, parent/teacher organizations or other organizations directly affiliated with the schools will have precedence over all other requests.**

**Of the four categories, Category 1 will be given the highest priority and Category 4 the lowest priority. However, every effort will be made to accommodate all requests. Generally, those who are in Category 1 will only be charged for after-hours use of school division personnel.**

COMMUNITY RELATIONS

**Community Use of School Facilities: Rules and Conditions R 2-42**

- a. **Category 1: Lynchburg City Schools Use (Rental Rate - No Charge)**  
LCS-sponsored educational or interscholastic activities limited to student and school related functions.
  
- b. **Category 2: Educational Support Groups/Government Agency Programs/Community Programs (Rental Rate – No charge plus expenses related to the event.)**
  - 1.) **Educational Support Groups:** Could include but are not limited to partner groups providing educational or support services for the schools (including fund raising activities).
  
  - 2.) **Government Agencies/Community Programs** providing student or citizen enrichment and support. Government Agency Programs could include but are not limited to: the Department of Parks and Recreation and their partner programs, government meetings, and government polling sites.
  
- c. **Category 3: Non-Profit Groups (Rental Rate – 50 percent discount plus expenses related to the event.)**
  - 1.) **Non-Profit Groups:** Defined as governmental agencies, church groups, or organized groups that provide civic, educational, religious or cultural activities. Groups may need to show proof of non-profit status.  
  
(Examples could include but are not limited to: civic organizations, community theatre, scout troops, little league (not partnered with Department of Parks and Recreation), and churches.
  
- d. **Category 4: Private Citizen Use/For Profit Groups/Commercial Users (Full Rental Rate – No discount plus expenses related to the event.)**

**Private Citizen Use/For-Profit Groups/Commercial Users:** Defined as groups, other than those identified in Categories 1, 2, and 3, interested in using school facilities for a particular use such as recreational, educational, and cultural activities. All groups must comply with all rules and regulations contained in this regulation.

**C. Process to Obtain a Facility Use Reservation**

- 1. **All organizations requesting facility use must submit a facility use application form. All applications for facility use must be processed through the Lynchburg City Schools Facility Scheduling Office.**

## COMMUNITY RELATIONS

**Community Use of School Facilities: Rules and Conditions R 2-42**

2. The application can be printed, completed, and submitted to the Facility Scheduling Office along with a \$10.00 processing fee during business hours, mailed through US Postal Service, or the application can be submitted online.
3. All requests must be submitted to the Facility Scheduling Office no later than 30 days prior to the event. Requests may be submitted up to one year in advance.
4. The Facility Scheduling Office cannot “hold” space for any organization.
5. Facilities are rented and reserved on a first come, first served basis. When requests for the same facility at the same time are made, Category 1 has the highest priority and Category 4 the least.
6. The application must be submitted by a designated person who will be responsible for the event. This person must be at least 21 years of age.
7. Once the application is received and approved, the Facility Scheduling Office will calculate estimated fees and send the approved application to the applicant. Once the applicant signs and returns the form, the form becomes the contract between the Lynchburg City Schools and the applicant. The contract will contain the details of the event, a summary of fees, and a copy of this administrative regulation will be provided. This contract, along with the required deposit of 50 percent of estimated fees, must be signed and returned to the Facility Scheduling Office within 10 business days of receipt for the reservation to be approved and confirmed.
8. Representatives who have been granted permission to use facilities shall may not reassign, transfer, sublet or charge a fee to others for the use of school property.
9. A certificate of insurance must be provided at least two weeks prior to event. (See Liability and Insurance section below.)

**D. Cancellations**

1. User must give 15-days notice prior to cancellation of the event. Notification of cancellation less than 15 days before the scheduled time of use will result in forfeiture of the deposit. All cancellations must be received in writing in the Facilities Scheduling Office.

## COMMUNITY RELATIONS

**Community Use of School Facilities: Rules and Conditions R 2-42**

2. School events may take precedence over any previously requested reserved space. The Facilities Scheduling Office will do everything possible to accommodate your group when this occurs with as much notice as possible.
3. The Lynchburg City Schools reserves the right to cancel events due to inclement weather, emergency, school use, or any other circumstances which would make the space unusable. Every effort will be made to reschedule the event at a mutually agreeable location, date, and time. If this is not possible, a full refund will be given.

**E. Liability and Insurance**

1. A Proof of Liability/Personal Injury/Bodily Injury and Property Damage Insurance Certificate is required for non-school groups for each event in the amount of least \$1,000,000 for Bodily Injury and \$1,000,000 for Property Damage, with the Lynchburg City Schools named as "an additional insured" on the policy. User is responsible for obtaining the insurance.
2. A copy of the insurance certificate is due in the Facilities Scheduling Office at least two weeks prior to the event.
3. User's failure to present proof of insurance voids all agreements and permission to use facilities.
4. All users must agree to hold harmless the Lynchburg City Schools and its agents and employees from and against all claims, damages, losses, and expenses including attorney's fees arising out of or resulting from applicants' use of school division facilities. A Hold Harmless statement will accompany the signed application form/contract.

**F. Payment**

1. The individual(s) who signed the application and agreement are responsible for payment of all charges associated with the related facility use.
2. Payment in full is due 10 business days prior to the event in the Facilities Scheduling Office. All rental fees will be computed based on information contained in the application. Any additional time, facilities, or services will result in extra charges to the applicant. Additional charges are billed after the event and are due within 30 days.
3. Late payments are subject to a 1.0% per month fee on unpaid balances.

## COMMUNITY RELATIONS

**Community Use of School Facilities: Rules and Conditions R 2-42****G. On-Site Rules**

In order to protect the interests of the school board when school buildings and facilities are rented or are being used by non-rental fee paying organizations or groups, the superintendent or his designee may, when it is deemed necessary, require that the user employ a designated school board employee, familiar with the particular school building and its facilities, to supervise the area during the rental or use and be responsible for school-owned equipment.

1. User groups are expected to leave all rooms and furniture in the condition and arrangement in which they were found. Any additional custodial services which are necessary to setup, breakdown, and return the facility to the condition in which it was originally found shall be performed by school division staff and charged to the user. All Lynchburg City Schools staff time for the event will be billed to the user.
2. Messages on whiteboards or chalkboards in the classroom areas are NOT to be disturbed. If the user needs the use of whiteboards or chalkboards, it must be specifically requested.
3. The user shall not allow any alcoholic beverages to be served or consumed in school buildings or on school property.
4. The user shall not allow the use of tobacco products in school buildings, on school property, including school division-owned vehicles.
5. The user is not entitled to use areas or equipment not specifically requested and approved per the Facility Use Application Form. Use of technology equipment must be specifically requested.
6. All activities must be under competent adult supervision. Children attending this event must be supervised by an adult at all times.
7. User groups must take reasonable steps to insure orderly behavior of attendees at the event. The Lynchburg City Schools will determine and schedule safety and security services. In addition, LCS may require that additional school employees be present during the period of use. The user will be billed for these services.
8. Users will be responsible for paying for all damage incurred during their use of the facility or equipment, including property of pupils and employees. The rental space will be inspected by a school division staff

## COMMUNITY RELATIONS

**Community Use of School Facilities: Rules and Conditions R 2-42**

member and the user before and after the event. In the event that property loss or damage is incurred during use or occupancy of school division facilities, the amount of damage shall be determined by the Lynchburg City Schools, and a bill for damages will be presented to the group using the facilities. Payment for damage must be made within 30 days of receipt of the bill. The Lynchburg City Schools will not be responsible for any loss of valuables or personal property.

9. Approved users are restricted to the dates and hours approved and to the building area and facilities specified.
10. No pets of any kind are permitted on school property. Service animals are permitted.
11. Approved users must comply with all applicable city and state fire and safety regulations at all times. The user shall ensure that the corridors, exits, and stairways are kept free of obstructions and that members of the audience or spectators do not stand or sit in a manner that blocks exits, aisle ways, or stairways. The user shall observe facility capacities as determined by the Fire Marshal.
12. Only decoration materials acceptable to the local Fire Marshal shall be used. The user shall remove all decorations immediately after the event.
13. Only LCS personnel may move or direct movement of equipment, furniture, etc. If stage curtains, projection equipment, lighting, and PA systems are to be used, arrangements will be made with Facility Scheduling to provide technically qualified personnel to perform and/or supervise the tasks at wage rate specified in the Tiered Fee Schedule.
14. No food/drink items of any type are to be served in LCS facilities without the prior knowledge and consent of Facility Scheduling. Should a kitchen area be desired for use, it is understood that an approved member of the school cafeteria staff will be required to supervise the kitchen. The user will be billed for these services.
15. Applicant must have their approved Facility Use Contract in their possession at the event.
16. The user is responsible for the payment of all city, state, and federal taxes, assessments, or levies now or hereafter levied because of this use. If charging an admission fee, the Lynchburg City Collections Office (434-455-3840) must be contacted two weeks prior to the scheduled event.



COMMUNITY RELATIONS

**Community Use of School Facilities: Rules and Conditions R 2-42**

- 17. A copy of the OSHA Standards applicable to the use of any Lynchburg City Schools facility will be provided to the user.
- 18. Tickets available for sale may not exceed the capacity of the rented space.

**H. Additional On-Site Rules for Athletic Field Use**

- 1. Vehicles, bicycles, scooters, skates, skateboards, etc., are not allowed on fields or tracks.
- 2. Due to the surfacing of the tracks, individuals using the tracks must limit footwear to flat smooth-soled walking/tennis shoes. Absolutely no cleats are allowed on the tracks. Two inches, or less, cleats are acceptable on all fields. One quarter inch, or less, track spikes are allowed on tracks and field event areas only. Rubber crosswalks are required on the tracks.
- 3. No fireworks, open flames or sources of fire are allowed.
- 4. No food, gum, peanuts, popcorn, or sunflower seeds are allowed on synthetic turf fields or tracks.
- 5. No additional field markings or painting on fields is allowed.
- 6. No chairs, tables, or tents are to be placed on tracks or synthetic turf fields.

**J. Fees**

**Lynchburg City Schools Facility Rental Rates and Fees**

Site	Rental Rate (Hourly)	Minimum	Notes
ECG Civic Auditorium			3 hr. min. for auditoriums
Event Day	\$250	\$750	
Pre-event day(s)	\$125	\$375	
HHS Auditorium	\$100	\$300	
PLDMSI Auditorium	\$100	\$300	
WMBES Auditorium	\$75	\$225	
TCMESI Auditorium	\$75	\$225	
RSPES Auditorium	\$75	\$225	
HHS Gym	\$150	\$300	2 hr. min. for gyms
ECG Gym	\$125	\$250	

COMMUNITY RELATIONS

**Community Use of School Facilities: Rules and Conditions R 2-42**

Site	Rental Rate (Hourly)	Minimum	Notes
ECG Aux Gym	\$125	\$250	
Gym Locker Rooms (No Gym Rental)	\$25	\$50	
PLDMSI Gym	\$100	\$200	
LMS Gym	\$100	\$200	
LMS Aux Gym (No Outside Rental)	\$100	\$200	
SMS Gym	\$100	\$200	
SMS Aux Gym	\$100	\$200	
WMBES Gym	\$50	\$100	
TCMESI Gym	\$50	\$100	
RSPES Gym	\$50	\$100	
HS Artificial Turf Fields	\$100		All other spaces are hourly
HS Grass Fields	\$50		
ECG/HHS Baseball	\$50		
ECG/HHS Softball	\$50		
Outdoor Track	\$25		
Middle School Field	\$50		
MS Tennis Courts	\$50		
Elem. Field	\$25		
Classrooms	\$25		
Computer Labs	\$75		
HHS Lecture Hall	\$25		
ECG Lecture Hall	\$25		
ECG Automotive	\$35		
Kitchen	\$50		
Cafeteria - MS and HS	\$100		
Elem. Multipurpose Rms.	\$50		
Outside area/parking (No other space rented)	\$75/day		

**Additional Fees:**

Police/Fire	\$30.00 per hour each
More than 1 Lynchburg City Schools Staff	\$15.00 per hour each
Athletic Field Lights	\$25.00 per hour

COMMUNITY RELATIONS

**Community Use of School Facilities: Rules and Conditions R 2-42**

<b>Athletic Field – Scoreboard/PA System</b>	<b>\$20.00 per hour</b>
<b>High School Stage Pit Cover Removal</b>	<b>\$100.00 per event</b>
<b>Follow Spotlight</b>	<b>\$35.00 per event</b>
<b>Grand Piano</b>	<b>\$100.00 per day</b>
<b>Tuning</b>	<b>\$75.00</b>
<b>Auditorium/Sound and Lighting Systems</b>	<b>\$20.00 per hour</b>

Adopted by School Board: June 19, 1973  
 Revised by School Board: August 16, 1977  
 Revised by School Board: October 17, 1978  
 Revised by School Board:

# Agenda Report

Date: 12/07/10

Agenda Number: F-1

Attachments: No

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

Subject: Project SEARCH

## Summary/Description:

During the 2009-10 school year, the Virginia Department of Education, in collaboration with the Virginia Commonwealth University Health System, Richmond Public Schools, the Department of Rehabilitation Services, and the Virginia Commonwealth University Rehabilitation Research and Training Center, celebrated the successful implementation of Project SEARCH in the Richmond metropolitan area.

Project SEARCH is a one-year high school transition program that provides skills training and work experience for young adults with significant disabilities, ages 18 to 22. Originally conceived to solve hospital staff challenges and to increase employment opportunities for qualified persons with disabilities, this program uses a business model that provides one point of entry for youth with disabilities, streamlines resources for schools and community organizations, and becomes a win-win situation for all involved. The cornerstone of Project SEARCH is total immersion in the employer agency, with a typical day involving onsite classroom instruction in employability and independent living skills, participation at a worksite rotation, lunch with co-workers, and feedback from the instructor.

Project SEARCH provides employment and education opportunities for individuals with significant disabilities. The program is dedicated to workforce development that benefits the individual, community, and workplace. This is critical for students with significant disabilities for their future employment opportunities. National statistics indicate that a low percentage of these students participate in integrated employment settings. More opportunities are needed for individuals with significant disabilities in the areas of employment and community living. The ultimate goal upon program completion is competitive employment in the community utilizing the skills learned on the internships and throughout the program.

Project SEARCH was launched in the private sector in 1996 and currently has over 140 sites in 42 states with both private and public employers as well as the United Kingdom and Australia.

# Agenda Report

Date: 12/07/10

Agenda Number: F-1

Attachments: No

Special education teachers at Heritage High School and E. C. Glass High School, in collaboration with the Department of Vocational Rehabilitation, are interested in implementing Project SEARCH. The local planning team believes Project SEARCH will lead to an increase in placements of our students with moderate to severe disabilities in competitive work environments.

Role of Project SEARCH team members.

- Local employers will be recruited to provide the classroom, business liaisons, and internship sites.
- Lynchburg City Schools will recruit students and provide an onsite classroom teacher.
- Virginia DRS will provide individualized employment supports.
- The local Project SEARCH advisory team will provide oversight and coordination to build an infrastructure and job coach assistance during the first year of implementation.

Special education teachers from Heritage High School and from E. C. Glass High School will present an overview of Project SEARCH.

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:** 12/07/10

**Agenda Number:** F-2

**Attachments:** No

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

**Subject:** Capital Improvement Plan: Heritage High School

## Summary/Description:

The city's 2010-2011 capital improvement program (CIP) for 2010 included \$500,000 for repairs to leaking roofs at Heritage High School as well as another \$500,000 to replace the gymnasium floor and bleachers. Mr. Steven L. Gatzke, director of facilities and transportation, and Mr. Mark Smith of Craddock-Cunningham Architectural Partners will offer insight into the planning, challenges, approaches and costs of these repairs to date.

**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:** 12/07/10

**Agenda Number:** F-3

**Attachments:** No

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

**Subject:** Lynchburg Juvenile Detention Center

## Summary/Description:

The Virginia Department of Education (VDOE) recently informed the school division that the VDOE had approved the school division's budget proposal for the employment of a part-time Title I teacher for the Lynchburg Juvenile Detention Center. The VDOE's letter noted that the department was able to fund the position because it had received funds from the Division of State Operated Programs (SOP), a division within the VDOE. SOP acquired the funds for the position through a Title I, Part D, Neglected, Delinquent, or At-Risk grant and therefore authorized the position for fiscal year 2010-11. The staff position will follow the same contract year as other teaching positions at the facility.

The budget for the position includes the following:

Salary	\$18,749.95
Benefits	\$ 1,434.47
Travel:	\$ 1,000.00
Materials	\$ 1,400.00

These funds will need to be expended or obligated before September 30, 2012.

Please note that the school division acts as the fiscal agent for the Lynchburg Juvenile Detention Center.

**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: 12/07/10

Agenda Number: F-4

Attachments: Yes

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

Subject: School Board Policy 5-18: Reduction in Force

## Summary/Description:

Based on last year's implementation of School Board Policy 5-18: Reduction in Force, the school administration presented several areas of concern to the school board during fall retreat. The concerns included the following: part-time employees being able to destaff a full-time employee; classified employee being able to destaff another classified employee with less seniority in a similar but lower grade position, and questions relative to allowing seniority for multiple endorsements, regardless of whether the employee has teaching experience in those endorsements.

A committee representing major employee groups as well as a cross-section of Lynchburg City School staff met on November 4, 2010 and November 10, 2010 to discuss concerns about the policy and to make suggestions. The committee members were:

Kevin M. Latham, principal of E. C. Glass High School  
Robert F. Kerns, principal of Linkhorne Middle School  
Diane S. Swain, principal of Sheffield Elementary School  
Sheri L. Bosta, teacher at Linkhorne Middle School  
Holly H. Frazier, teacher at Heritage High School  
Catherine L. Straw, teacher at Sandusky Elementary School  
Judy A. Graves, instructional assistant at Sandusky Middle School  
Teresa B. Patterson, secretary at Thomas C. Miller Elementary School for Innovation  
Eddie R. Crawford, head custodian at LAUREL Regional School

To inform their discussions, committee members read, reviewed, and discussed policies and regulations from other school divisions in the Commonwealth. As a result of its work, the committee made several recommendations, including the following:

- that the school division utilize two seniority lists, one for part-time employees and one for full-time employees.
- that a full-time position not be staffed by two employees as a result of a reduction in force.
- that the policy clearly state that classified employees with more seniority can destaff classified employees on a lower grade in a similar position.



# Agenda Report

Date: 12/07/10

Agenda Number: F-4

Attachments: Yes

Lastly, the committee supported allowing teachers seniority for all endorsements possessed, regardless of whether the employees had teaching experiences in those endorsement areas.

Disposition:  Action  
 Information  
 Action at Meeting on: 12/21/10

## 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 December 21, 2010.

PERSONNAL

**Reduction in Force P 5-18**

A. Generally

A decrease in pupil enrollment, inadequate allocation of financial resources, expiration of special grants and/or other unforeseen conditions may require a modification of the curriculum or instructional program which results in a reduction of staff. In such event the school board, upon recommendation of the superintendent, shall determine the program adjustments to be made and the reduction in force required. The application of the Reduction in Force policy shall be for the division as a whole rather than by individual facilities.

B. Definition of Terms

1. Classification of Personnel

a. Licensed Personnel:

Licensed personnel shall include those employees of the board who, by reason of their position, must have teaching or other licensure from the State Board of Education. Such employees are assigned to the teacher personnel salary scale.

b. Classified Personnel:

Classified personnel shall include those persons who have been assigned to the classified salary scale which has been designed and approved by the board.

c. Administrative Personnel:

Administrative personnel shall be those persons who have been assigned to the administrative salary schedule which has been approved by the board.

2. Seniority

Seniority shall be that period of time commencing with the most recent term of continuous service with the Lynchburg City Schools including authorized leave(s), but excluding employment under temporary or interim contract. Seniority for part-time service shall be determined by adding percentages of contract per year until a full year can be credited; the total of these percentages will reflect length of Lynchburg City Schools employment. Should a tie exist within the same classification of personnel, the tie shall be broken in the sequential order as follows:

a. Official beginning date of the most recent term of continuous employment as shown on the employee's contract

PERSONNAL

**Reduction in Force P 5-18**

- b. Total time of service with Lynchburg City Schools in the event of a break in service
- c. Date the employee was appointed by the Lynchburg City School Board, if applicable.
- d. Date of completion of assignment sheet by a personnel official
- e. Time of signature on original contract at start of most recent term of continuous employment.

For employees who entered employment with Lynchburg City Schools as a direct result of the 1976 annexation (serving at or assigned to Brookville and Mountain View Elementary Schools only at the conclusion of the 1975-76 school year), length of service will include the period of continuous service in the county concerned immediately preceding transfer to this division.

3. Endorsement Area

The teaching endorsement shown on the current teaching license as issued by the State Department of Education.

4. Seniority Lists

- a. The seniority lists for licensed employees will be shown in ascending order of seniority and shall be comprised of five categories of lists based on endorsement areas as follows:
  - 1) Subject Areas--English, Mathematics, History/Social Studies, etc.
  - 2) Early/Primary Education Pre K-3
  - 3) Elementary Education Pre K-6
  - 4) Middle Education 6-8
  - 5) Special Areas--special education, reading, federal and specially funded programs, adult education, gifted or other special areas.

**Part-time and full-time employees will maintain separate seniority lists.**

- b. The seniority lists for classified employees will be shown in ascending order of seniority by designated area of assignment such as nurse, secretary, ~~teacher~~ **instructional** assistant classification, custodian, etc.

**Part-time and full-time employees will maintain separate seniority lists.**

PERSONNAL

**Reduction in Force P 5-18**

c. Experience Credit

- 1) When more than one endorsement is shown on the Virginia Teacher's License, or if the teacher is in an assignment for which a license is not required, ~~i.e., ROTC~~, the licensed employee shall be entered on all seniority lists in areas for which he/she is endorsed.
  
- 2) A licensed employee holding the comprehensive elementary endorsement of grades K-8 or grades 1-8 will be listed first in the category that is appropriate to the active assignment of the employee, Pre K-3, Pre K-6, or middle education (6 -8). Placement on other lists will occur according to provisions found in (B.) (4.) (c.) (1) above.

5. Active Assignment

a. Licensed Employees:

The endorsement area in which the individual is actively employed at such time as it may become necessary to implement reduction in force procedures.

b. Administrative and Classified Employees:

The designated area of assignment of the employee at such time as it may become necessary to implement reduction in force procedures.

C. Destaffing Procedures

1. Licensed Personnel (See Code of Virginia § 22.1-303.)

Destaffing of licensed personnel will be based on seniority as defined in Section B of this policy except as noted in Section C. 5 of this policy. The employee(s) with the least seniority will not be destaffed if another employee with more seniority in the same area of assignment is on a plan of assistance. An employee who has licensure deficiencies, or does not possess the endorsement in the area of his or her active assignment, may be destaffed. Employee(s) on a plan of assistance will be placed on the reduction in force list. **Full-time employees will not be destaffed by part-time employees.**

2. Administrative and Supervisory Personnel:

Should administrative or supervisory positions be eliminated as a part of reduction in force, an administrator or supervisor may be reassigned to a teaching position in accordance with the provisions set forth in the Code of Virginia, Section 22.1-294. All administrators and supervisors in the Lynchburg City Schools, except the superintendent, are defined in Section B.1.c. of this policy. The employee(s) with the

PERSONNAL

**Reduction in Force P 5-18**

least seniority will not be destaffed if another employee with more seniority in the same area of assignment is on a plan of assistance. Employee(s) on a plan of assistance will be placed on the reduction in force list. If reassignment to a teaching position is recommended by the superintendent and approved by the school board, the person(s) to be reassigned will be placed on the seniority list for licensed employees that is appropriate to his/her last active teaching assignment, and may be P 5-18 aced on additional lists per B 4.c.(1) of this policy. If reassignment is not possible, the board reserves the right to terminate the employee in accordance with the Code of Virginia and the policies and regulations of the board. **Full-time employees will not be destaffed by part-time employees.**

3. **Classified Personnel:**

The destaffing of classified personnel will be on the basis of seniority in the general area of contracted assignment and the need to maintain specific services within the school division. The employee(s) with the least seniority will not be destaffed if another employee with more seniority in the same area of assignment is on a plan of assistance. Employee(s) on a plan of assistance will be placed on the reduction in force list. **Classified employees may destaff employees in a lower grade in a similar position who possess less seniority. Full-time employees will not be destaffed by part-time employees.**

4. **Transfers:**

Transfers will be made within the division insofar as possible to accommodate the retention of employees having seniority in areas affected by the reduction in force. The selection of personnel to be transferred from one school or facility to another will be governed by the need to maintain the maximum effectiveness of the facilities involved as determined by the superintendent. Should a person refuse an assignment by transfer, he/she may be terminated and will not be listed for recall.

5. **Exceptions:**

The provisions of Section C of this policy, 5-18, shall not apply in those cases where the employment of licensed personnel whose special skills or active assignment is essential to the effective operation of the school program. The determination of essential personnel shall be solely at the discretion of the board upon recommendation of the superintendent.

6.7. **Notification:**

All employees scheduled for destaffing under this policy shall be notified in writing at the earliest possible date but in no case later than April 15 unless inadequate funding or decrease in enrollment after that date requires further adjustments (provisions for this circumstance are set forth in the Code of Virginia, Section 22.1-304.)

## PERSONNAL

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1. The provisions for recall shall apply to all personnel except licensed employees under probationary contract and those who are on a Plan of Assistance. Employees will remain on the recall list for twelve (12) months. At the conclusion of this time, individuals who have not been recalled must participate in the recruitment process to be considered for employment.
2. Licensed employees under probationary contract shall have no recall rights but will be given consideration for reemployment at the discretion of the school board upon recommendation of the superintendent. The performance of the individual and length of service shall be among the factors considered in making this recommendation.
3. Licensed employees under continuing contracts destaffed pursuant to this policy shall be ranked in order of length of service and by endorsement area. When openings occur, the eligible person with the greatest seniority in that endorsement area will be offered the position. If the opening is in a teacher's active assignment, he/she must accept the assignment or lose all recall rights. If the opening is in a teacher's endorsement area, but not in his/her active assignment, he/she has the option of not accepting the assignment. If the offer is not accepted, the teacher's name will be struck from the recall list in that endorsement area.
4. When an eligible licensed employee is to be recalled, he/she will be notified by certified mail at his/her last known address. If the offer of reemployment is not accepted in writing within ten (10) workdays of receipt of notice, rights of recall will be forfeited. If notice of recall is undeliverable, rights of recall will be forfeited. It shall be the responsibility of the employee to maintain an accurate address with the Department for Personnel.
5. The licensed employee will not be eligible for recall if:
  - a. The employee, subsequent to destaffing, makes contractual commitments with another school or school division from which release cannot be obtained within 10 days of recall offer.
  - b. The licensed employee fails to maintain a valid teacher's license.
  - c. The licensed employee, subsequent to destaffing, becomes unable to qualify for a position either in his/her area of endorsement or area of assignment.
6. Seniority lists of all employees destaffed under this policy shall be prepared by endorsement and classification area and maintained in the Department for Personnel. Seniority lists will be confidential in nature. It will not be necessary for personnel to establish their place on the seniority lists until such time as notified by the Department for Personnel.

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Such notification shall have taken place prior to an employee receiving a letter of reduction in force. Affected personnel desiring to know their rank position on the lists may contact the director for personnel. Endorsements obtained subsequent to the preparation of seniority lists will not be recognized until all eligible licensed employees on said lists are recalled or forfeit the right of recall.

E. Board Minutes

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

Legal Reference:

Code of Va. § 22.1-294. Probationary terms of service for principals, assistant principals and supervisors; evaluation; reassigning principal, assistant principal or supervisor to teaching position. "A. A person employed as a principal, assistant principal or supervisor, including a person who has previously achieved continuing contract status as a teacher, shall serve three years in such position in the same school division before acquiring continuing contract status as principal, assistant principal or supervisor.

B. Each local school board shall adopt for use by the division superintendent clearly defined criteria for a performance evaluation process for principals, assistant principals, and supervisors that includes, among other things, an assessment of such administrators' skills and knowledge; student academic progress and school gains in student learning; and effectiveness in addressing school safety and enforcing student discipline. The division superintendent shall implement such performance evaluation process in making employment recommendations to the school board pursuant to § 22.1-293.

C. Continuing contract status acquired by a principal, assistant principal or supervisor shall not be construed (i) as prohibiting a school board from reassigning such principal, assistant principal or supervisor to a teaching position if notice of reassignment is given by the school board by April 15 of any year or (ii) as entitling any such principal, assistant principal or supervisor to the salary paid him as principal, assistant principal or supervisor in the case of any such reassignment to a teaching position.

D. No such salary reduction and reassignment, however, shall be made without first providing such principal, assistant principal or supervisor with written notice of the reason for such reduction and reassignment and an opportunity to present his or her position at an informal meeting with the division superintendent, the division superintendent's designee or the school board. The principal, assistant principal or supervisor shall elect whether such meeting shall be with the division superintendent, the division superintendent's designee or the school board. The school board, division superintendent or the division superintendent's designee shall determine what processes are to be followed at the meeting. The decision to reassign and reduce salary shall be at the sole discretion of the school board.

The intent of this section is to provide an opportunity for a principal, assistant principal or supervisor to discuss the reasons for such salary reduction and reassignment with the division

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superintendent, his designee or the school board, and the provisions of this section are meant to be procedural only. Nothing contained herein shall be taken to require cause, as defined in § 22.1-307, for the salary reduction and reassignment of a principal, assistant principal or supervisor.

E. As used in this section, "supervisor" means a person who holds a supervisory position as specified in the regulations of the Board of Education and who is required to hold a license as prescribed by the Board of Education."

Code of Va. § 22.1-303. Probationary terms of service for teachers. "A. A probationary term of service for three years in the same school division shall be required before a teacher is issued a continuing contract. School boards shall provide each probationary teacher except probationary teachers who have prior successful teaching experience, as determined by the local school board in a school division, a mentor teacher, as described by Board guidelines developed pursuant to § 22.1-305.1, during the first year of the probationary period, to assist such probationary teacher in achieving excellence in instruction. During the probationary period, such probationary teacher shall be evaluated annually based upon the evaluation procedures developed by the employing school board for use by the division superintendent and principals in evaluating instructional personnel as required by § 22.1-295 B. The division superintendent shall consider such evaluations, among other things, in making any recommendations to the school board regarding the nonrenewal of such probationary teacher's contract as provided in § 22.1-305.

If the teacher's performance evaluation during the probationary period is not satisfactory, the school board shall not reemploy the teacher; however, nothing contained in this subsection shall be construed to require cause, as defined in § 22.1-307, for the nonrenewal of the contract of a teacher who has not achieved continuing contract status.

Once a continuing contract status has been attained in a school division in the Commonwealth, another probationary period need not be served in any other school division unless such probationary period, not to exceed one year, is made a part of the contract of employment.

Further, when a teacher has attained continuing contract status in a school division in the Commonwealth, and separates from and returns to teaching service in a school division in Virginia by the beginning of the third year, such teacher shall be required to serve a probationary period not to exceed one year, if made a part of the contract for employment.

C. For the purpose of calculating the three years of service required to attain continuing contract status, at least 160 contractual teaching days during the school year shall be deemed the equivalent of one year in the first year of service by a teacher.

D. Teachers holding three-year local eligibility licenses pursuant to § 22.1-299.3 shall not be eligible for continuing contract status while teaching under the authority of such license. Upon attainment of a collegiate professional or postgraduate professional license issued by the Department of Education, such teachers shall serve the three-year probationary period prior to being eligible for continuing contract status pursuant to this section. "

Code of Va., § 22.1-304. Reemployment of teacher who has not achieved continuing contract status; effect of continuing contract; resignation of teacher; reduction in number of teachers. "A.

If a teacher who has not achieved continuing contract status receives notice of reemployment, he must accept or reject in writing within fifteen days of receipt of such notice. Except as provided in § 22.1-305 and except in the case of a reduction in force as provided in subsection



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F, written notice of nonrenewal of the contract must be given by the school board on or before April 15 of each year. If no such notice is given a teacher by April 15, the teacher shall be entitled to a contract for the ensuing year in accordance with local salary stipulations including increments.

B. Teachers employed after completing the probationary period shall be entitled to continuing contracts during good behavior and competent service and prior to the age at which they are eligible or required to retire except as hereinafter provided. Written notice of noncontinuation of the contract by either party must be given by April 15 of each year; otherwise the contract continues in effect for the ensuing year in conformity with local salary stipulations including increments.

C. A teacher may resign after April 15 of any school year with the approval of the local school board or, upon authorization by the school board, with the approval of the division superintendent. The teacher shall request release from contract at least two weeks in advance of intended date of resignation. Such request shall be in writing and shall set forth the cause of resignation.

If the division superintendent has been authorized to approve resignations, a teacher may, within one week, withdraw a request to resign. Upon the expiration of the one-week period, the division superintendent shall notify the school board of his decision to accept or reject the resignation. The school board, within two weeks, may reverse the decision of the division superintendent.

In the event that the board or the division superintendent declines to grant the request for release on the grounds of insufficient or unjustifiable cause, and the teacher breaches such contract, disciplinary action, which may include revocation of the teacher's license, may be taken pursuant to regulations prescribed by the Board of Education.

D. As soon after April 15 as the school budget shall have been approved by the appropriating body, the school board shall furnish each teacher a statement confirming continuation of employment, setting forth assignment and salary.

Nothing in the continuing contract shall be construed to authorize the school board to contract for any financial obligation beyond the period for which funds have been made available with which to meet such obligation.

E. A school board may reduce the number of teachers, whether or not such teachers have reached continuing contract status, because of decrease in enrollment or abolition of particular subjects.

F. By May 15 of each year, the school board of a county having the county executive form of government that is adjacent to a county having the urban county executive form of government shall notify all teachers who may be subject to a reduction in force due to a decrease in the school board's budget as approved by the appropriating body.

Code of Va., § 22.1-305{ XE "zz:Code of Va 22.1-305" }. Nonrenewal of contract of probationary teacher "A. Before a division superintendent recommends to the school board nonrenewal of the contract of a teacher who has not achieved continuing contract status, the division superintendent shall consider, among other things, the performance evaluations for such teacher required by § 22.1-303 and shall notify the teacher of the proposed recommendation. Upon written request of the teacher within five working days after receipt of such notice, the division superintendent or his designee shall orally provide the specific

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reasons, if any, for such recommendation, along with supporting documentation, including such performance evaluations, to the teacher and, if requested by the teacher, to his or her representative. Within ten days after receiving such reasons, the teacher may request, by notification in writing to the division superintendent, a conference before the division superintendent. Upon such request, the division superintendent shall set a date for the conference, which shall be within thirty days of the request, and shall give the teacher at least fifteen days' notice of the time and place of the conference.

B. The conference shall be before the division superintendent or his designee. No such designee shall have recommended to the division superintendent the nonrenewal of the teacher's contract. The teacher and the person or persons who recommended the nonrenewal of the teacher's contract to the division superintendent, or a representative of either or both, shall be allowed to participate in the conference, but no such representative shall be an attorney.

C. If the conference is before a designee of the division superintendent, the designee shall communicate his recommendations to the division superintendent and to the teacher.

D. The division superintendent shall notify the teacher, in writing, of his intention with respect to the recommendation within ten days after the conference.

E. In any case in which a teacher requests a conference as provided in this section, written notice of nonrenewal of the contract by the school board must be given within thirty days after the division superintendent notifies the teacher of his intention with respect to the recommendation and the provisions of § 22.1-304 requiring such notice on or before April 15 shall not be applicable.

F. The conference shall be confidential and no written or oral communication of such conference shall be made to anyone other than the school board, in executive session, and employees of the school division having an interest therein; however, both the teacher and the division superintendent, upon request, may provide the reasons for the nonrenewal to a potential employer of the teacher.

G. The provisions of this section shall be inapplicable when a decrease in enrollment or the abolition of a particular subject or reduction in the number of classes offered in a particular subject causes a reduction in the number of teachers; however, a statement to that effect shall be placed in the personnel file of each teacher whose contract is nonrenewed for any such reason.

H. The intent of this section is to provide an opportunity for a probationary teacher to discuss the reasons for nonrenewal with the division superintendent or his designee, and the provisions of this section are meant to be procedural only. Nothing contained herein shall be taken to require cause, as defined in § 22.1-307, for the nonrenewal of the contract of a teacher who has not achieved continuing contract status nor shall the failure of the school board or the division superintendent to comply with any time requirement herein constitute a basis for continued employment of the teacher."

Code of Va., § 22.1-306. Definitions. As used in this article: "Grievance" means a complaint or dispute by a teacher relating to his or her employment including, but not necessarily limited to: (i) disciplinary action including dismissal or placing on probation; (ii) the application or interpretation of: (a) personnel policies, (b) procedures, (c) rules and regulations, (d) ordinances and (e) statutes; (iii) acts of reprisal against a teacher for filing or processing a grievance, participating as a witness in any step, meeting or hearing relating to a grievance, or

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serving as a member of a fact-finding panel; and (iv) complaints of discrimination on the basis of race, color, creed, political affiliation, handicap, age, national origin or sex. Each school board shall have the exclusive right to manage the affairs and operations of the school division. Accordingly, the term "grievance" shall not include a complaint or dispute by a teacher relating to (i) establishment and revision of wages or salaries, position classifications or general benefits, (ii) suspension of a teacher or nonrenewal of the contract of a teacher who has not achieved continuing contract status, (iii) the establishment or contents of ordinances, statutes or personnel policies, procedures, rules and regulations, (iv) failure to promote, (v) discharge, layoff or suspension from duties because of decrease in enrollment, decrease in enrollment or abolition of a particular subject or insufficient funding, (vi) hiring, transfer, assignment and retention of teachers within the school division, (vii) suspension from duties in emergencies, or (viii) the methods, means and personnel by which the school division's operations are to be carried on.

While these management rights are reserved to the school board, failure to apply, where applicable, the rules, regulations, policies, or procedures as written or established by the school board is grievable.

"Dismissal" means the dismissal of any teacher during the term of such teacher's contract and the nonrenewal of the contract of a teacher on continuing contract."

Adopted by School Board: January 16, 1979

Revised by School Board: January 6, 1981

Revised by School Board: March 20, 2001

# Agenda Report

**Date:** 12/07/10

**Agenda Number:** F-4

**Attachments:** Yes

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

**Subject:** Administrative Regulation 7-19: Procedures for Student Suspensions and Expulsions

## **Summary/Description:**

As part of the review of the Lynchburg City School Board Policies and Administrative Regulations, the school administration has found several policies that it wants to add and/or revise in accordance with the Code of Virginia and the Virginia Board of Education regulations.

Administrative Regulation 7-19: Procedures for Student Suspensions and Expulsions has been revised to provide clearer guidelines for due process rights prior to suspension and defines the grounds for an appeal following a suspension.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 12/21/10

## **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 December 21, 2010.

## STUDENTS

**Procedures for Student Suspensions and Expulsions R 7-19**A. Generally

Suspensions are used only as a last resort in disciplining students. The suspension period is normally for three (3) days in most instances. Short-term suspensions, however, may vary from one (1) day to ten (10) days. All suspensions for periods longer than ten days must be approved by the Student Discipline Committee of the school board.

B. Student Discipline Committee of the School Board

The Student Discipline Committee of the school board will be comprised of three school board members appointed by the chairman of the school board with the approval of the school board.

C. Notice of Suspension

Copies of the notice of suspension must be 1. given to the student, 2. mailed to the parent or legal guardian, 3. sent to the director for student services, and 4. retained in the school in the student's record in accordance with the Management of Student Records Guidelines. An effort must be made to contact the parent by phone on the day of the suspension.

The space on the suspension notice designated for the principal's statement must include:

1. Charges or reasons for suspension
2. Summary of evidence to support charges
3. Length of suspension
4. Date of readmission conference

D. Appeals

A student or parent must be informed of the right to appeal a suspension (see Regulation 7-6). Should notice of an appeal be presented, the student would remain in school until the outcome of the appeal has been determined, unless the situation is deemed dangerous or disruptive to the school environment by the building principal.

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**Procedures for Student Suspensions and Expulsions R 7-19**

Further, these guidelines do not preclude the right of the principal to remove a student from the school premises because of a flagrant violation which would require immediate action.

**E. Application of Suspensions**

1. A student's initial suspension is usually an overnight suspension pending the return of a parent or guardian for a reentry conference. This will not be the case where more serious acts are involved such as violence, vandalism, drugs, or thievery.
2. A student's second suspension is usually for no more than three days.
3. A student's third suspension is usually for no more than five days.
4. A student's fourth suspension is left to the discretion of the principal.
5. Suspensions of more than 10 days must be approved by the Student Discipline Committee of the school board.
6. Prior to a suspension, the student and/or his parents will be informed of **his/her due process rights including** the reasons for the suspension and given an opportunity to respond to the charges. After the suspension, a parent or guardian has the right to appeal a suspension if he/she ~~is not satisfied with the decision of the principal~~ **disputes the facts of the case or if he/she believes the student's due process rights have been violated.** The student may be reinstated pending the appeal outcome.
7. Recommendations by the superintendent to the school board for long term suspension will be expected in cases of particularly serious infractions of the rules as well as cases involving repeated suspensions for less serious infractions.
8. Probationary status may be assigned when, in the opinion of the principal, a student's behavior has created serious concern regarding the student's continued enrollment in school. The terms of the probationary status will be clearly defined, in writing, to the student and his parents. Generally, such status will remain in effect until the end of the school year or until revoked by the principal.

**F. Suspension (and Expulsion) of Students with Disabilities**

## STUDENTS

**Procedures for Student Suspensions and Expulsions R 7-19**

Federal and state laws require that in the following two cases students with disabilities must be treated differently:

1. If the proposed action substantially changes the student's individualized education program (IEP); and
2. If the proposed action denies the student a free appropriate public education.

Court cases have provided direction and established conditions and procedures to follow when either of the above actions become necessary:

1. All students have the right to procedural safeguards when being disciplined:
  - a. The right to know what specific rule he has violated;
  - b. The right to know how the administration knows he has violated the rule;
  - c. The opportunity to respond to the accusations; and
  - d. The right to have an investigation conducted if there is contradictory information.
2. Short-term suspension is for 10 or fewer days and long-term suspension is for more than 10 days.

Where a disciplinary action involving long-term suspension or expulsion of a disabled child is being considered, a determination must be made as to whether or not there is a direct causal relationship between the student's handicap disability and the misconduct. This determination must be made by a specialized, knowledgeable group of persons pursuant to the change of placement procedures as outlined in Policy 7-19, Section F.

In emergency situations involving disabled students, short-term suspension should be imposed, and the required special education procedures, necessary for long-term suspension, set up as soon as possible. The following situations can be considered as emergencies:

- a. The student is uncontrollably violent.
- b. The student appears to present an actual danger to himself or others.
- c. The student appears to pose a threat of harm to himself or to others.

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**Procedures for Student Suspensions and Expulsions R 7-19**

- d. The student is so disruptive that normal school activities cannot continue.
- e. The student is physically or verbally abusive to others.

Regulatory Authority: (1997) See legal references to school board policy # 7-19.

Approved by School Board: July 15, 1980

Revised by School Board: September 18, 1984

Revised by School Board: September 3, 1985

Revised by School Board: September 7, 1994

Revised by School Board: November 11, 1997



# Agenda Report

**Date:** 12/07/10

**Agenda Number:** F-6

**Attachments:** No

**From:** Paul McKendrick, Superintendent

**Subject:** Schools-City Consolidation Report

## **Summary/Description:**

As part of the schools-city consolidation efforts, the four departments – IT, finance, personnel, and public information – presented reports to the Consolidation Committee on December 1, 2010, that depict possibilities for the departments to consolidate services. These reports took a couple of forms, from memos to organization charts to comparisons of departments in the two organizations. In a couple of case the department heads submitted individual reports; one department submitted one report.

Each of these department heads also attended the committee's meeting on December 6, 2010, at city hall to discuss their reports with the committee. The school board representative for this meeting is Dr. Gina Dolan-Sewell. The school administration wanted to provide school board members with opportunities to ask questions about the reports, the discussions held on December 6, and any other point related to this issue.

The directors/supervisors - Leigh Farmer, public information; Dr. Greg Sullivan, information technology; Billie Kay Wingfield, personnel – will be present for this agenda item.

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

## **Recommendation:**

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