



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

Lynchburg City School Board

Mary Ann H. Barker  
School Board District 1

Albert L. Billingsly  
School Board District 3

Regina T. Dolan-Sewell  
School Board District 1

Jennifer R. Poore  
School Board District 2

Katie K. Snyder  
School Board District 3

Treney L. Tweedy  
School Board District 3

J. Marie Waller  
School Board District 2

Thomas H. Webb  
School Board District 2

Charles B. White  
School Board District 1

**SCHOOL BOARD MEETING**  
**October 2, 2012 5:30 p.m.**  
**School Administration Building**  
**Board Room**

**A. PUBLIC COMMENTS**

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

**B. SPECIAL PRESENTATION**

- 1. School Improvement Plan: Paul Munro Elementary School  
William A. Coleman, Jr. . . . . Page 2  
Discussion
- 2. Standards of Learning Accreditation Report  
William A. Coleman, Jr. . . . . Page 3  
Discussion

**C. CONSENT AGENDA**

School Administration

Scott S. Brabrand  
Superintendent

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

Ben W. Copeland  
Assistant Superintendent of  
Operations and Administration

Anthony E. Beckles, Sr.  
Chief Financial Officer

Wendle L. Sullivan  
Clerk

- 1. School Board Meeting Minutes: August 21, 2012 (Regular Meeting)
- 2. Personnel Report  
Marie F. Gee. . . . . Page 4  
Discussion/Action
- 3. Lynchburg City Schools Comprehensive Plan  
Scott S. Brabrand. . . . . Page 6  
Discussion/Action
- 4. American Red Cross Shelter Agreement  
Ben W. Copeland. . . . . Page 7  
Discussion/Action
- 5. Administrative Regulation 7-53.3: Anaphylaxis  
Ben W. Copeland. . . . . Page 12  
Discussion

**D. STUDENT REPRESENTATIVE COMMENTS**

**E. UNFINISHED BUSINESS**

- 1. School Operating Budget Calendar: 2012-13  
Anthony E. Beckles, Sr. . . . . Page 15  
Discussion/Action

**F. NEW BUSINESS**

- 1. Local Consolidated Application: 2012-13  
William A. Coleman, Jr. . . . . Page 18  
Discussion
  
- 2. Blue Ridge Regional Jail Authority Special Education  
Program Budget: 2012-13  
William A. Coleman, Jr. . . . . Page 20  
Discussion/Action

**G. SUPERINTENDENT’S COMMENTS**

**H. BOARD COMMENTS**

**I. INFORMATIONAL ITEMS**

Community Budget Forum: Tuesday, October 9, 2012, 7:00 p.m.  
Cafeteria, E. C. Glass High School

Next School Board Meeting: Tuesday, October 16, 2012, 5:30 p.m.  
Board Room, School Administration Building

Community Budget Forum: Thursday, October 18, 2012, 7:00 p.m.  
Cafeteria, Heritage High School

Joint Lynchburg City School Board/Lynchburg City Council Meeting:  
October 30, 2012, 5:30 p.m., Media Center, Paul Munro Elementary  
School

**J. ADJOURNMENT**

# Agenda Report

**Date:** 10/02/12

**Agenda Number:** A-1

**Attachments:** No

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

**Subject:** Public Comments

## **Summary/Description:**

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

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

## **Recommendation:**

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

# Agenda Report

**Date:** 10/02/12

**Agenda Number:** B-1

**Attachments:** No

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

**Subject:** School Improvement Plan: Paul Munro Elementary School

## **Summary/Description:**

The superintendent has directed each school within the school division to form a School Improvement Planning Team that will develop school improvement plans that identify areas for growth and improvement specific to their students' academic, behavioral, and cultural needs. During this presentation, Mrs. Donna D. Baer, principal at Paul Munro Elementary School, will present data relative to that school's plan to the school board.

**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:** 10/02/12

**Agenda Number:** B-2

**Attachments:** No

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

**Subject:** Standards of Learning Accreditation Results

## **Summary/Description:**

Each year since 1998, the school division has administered Standards of Learning (SOL) tests in grades three through eight as well as 12 high school end-of-course tests. On September 26, 2012, the Virginia Department of Education released official accreditation results based on Standards of Learning tests. During this presentation, the school administration will share these results, the status of each school, and initiatives to address math achievement.

**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:** 10/02/12

**Agenda Number:** C-2

**Attachments:** Yes

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

**Subject:** Personnel Report

## **Summary/Description:**

The personnel recommendations for September 18 – October 2, 2012, appear as an attachment to this agenda report.

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

## **Recommendation:**

The superintendent recommends that the school board approve the personnel recommendations for September 18 – October 10, 2012.

<b>NAME</b>	<b>COLLEGE</b>	<b>DEGREE/ EXPERIENCE</b>	<b>SCHOOL/ ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
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**RETIREMENTS:**

Harrison, Brenda	Liberty University	B.A./ 25 yrs. (Lv.22 3)	Bedford Hills Elementary Second Grade	09/28/12
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# Agenda Report

**Date:** 10/02/12

**Agenda Number:** C-3

**Attachments:** Yes

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

**Subject:** Lynchburg City Schools Comprehensive Plan: 2012-14

## **Summary/Description:**

On August 7, 2012, the school board approved the Lynchburg City Schools Comprehensive Plan with the understanding that this is a working document that will be updated as needed. Since that date, the school administration has completed the Operations and Personnel sections of the document, and information was revised under the Achievement section that coincides with the superintendent's goals for the year.

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

## **Recommendation:**

The superintendent recommends that the school board approve the Lynchburg City Schools Comprehensive Plan for 2012-14.



# Agenda Report

**Date:** 10/02/12

**Agenda Number:** C-4

**Attachments:** Yes

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

**Subject:** American Red Cross Shelter Agreement

## Summary/Description:

The school administration has met with the American Red Cross and conferred with the City of Lynchburg's Director of Emergency Services. Based on the recent storm in our area, the superintendent recommends that two schools be designated as shelters. Those schools are E. C. Glass High School and Sandusky Middle School. The school administration has also consulted with the city attorney's office regarding the liability insurance questions posed by school board members at the September 18, 2012, school board meeting, and revisions have been made in accordance with legal advice.

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

## Recommendation:

The superintendent recommends that the school board authorize the school administration to enter into an agreement with the American Red Cross for the purpose of designating shelters for emergency use.

**American Red Cross  
Shelter Agreement**

The American National Red Cross ("Red Cross"), a not-for-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disaster strikes. The disaster relief activities of the Red Cross are made possible by the American public, as the organization is supported by private donations and facility owners who permit their buildings to be used as a temporary refuge for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility as an emergency shelter during a disaster.

DR#: \_\_\_\_\_ Facility: \_\_\_\_\_

**Parties and Facility**

Owner:

Legal name: **Lynchburg City Schools**  
Chapter: \_\_\_\_\_  
24-Hour Point of Contact:  
Name and title: **Ben Copeland, Asst. Superintendent of Operations & Administration**  
Work phone: **434-522-5070** Cell phone/pager: **434-401-5964**  
Address for Legal Notices:  
**915 Court St.**  
**PO Box 2497**  
**Lynchburg, VA 24505**

Red Cross:

Legal name: **The American National Red Cross**  
Chapter: **Historic VA Chapter**  
24-Hour Point of Contact:  
Name and title: **Beverly Gaydas Disaster Services Manager**  
Work phone: **434-845-1234** Cell phone/pager: **434-660-0545**  
Address for Legal Notices:  
**1007 Sheffield Drive**  
**Lynchburg, VA 24502**

*Copies of legal notices must also be sent to:*  
The American National Red Cross, Office of the General Counsel,  
2025 E Street, NW, Washington DC 20006  
and  
The American National Red Cross, Disaster Operations,  
2025 E Street NW, Washington, DC 20006.

Shelter Facility:

(Insert name and complete street address of building or, if multiple buildings, write "See attached Facility List" and attach Facility List including complete street address of each building that is part of this Agreement).

**See attached facility list**

## Terms and Conditions

1. Use of Facility: Upon request and if feasible, the Owner will permit the Red Cross to use the Facility on a temporary basis as an emergency public shelter.
2. Shelter Management: The Red Cross will have primary responsibility for the operation of the shelter and will designate a Red Cross official, the Shelter Manager, to manage the sheltering activities. The Owner will designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the Facility by the Red Cross.
3. Condition of Facility: The Facility Coordinator and Shelter Manager (or designee) will jointly conduct a pre-occupancy survey of the Facility before it is turned over to the Red Cross. They will use the first page of the [Facility/Shelter Opening/Closing Form](#), available on CrossNet, to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment that the Red Cross should not use while sheltering in the Facility. The Red Cross will exercise reasonable care while using the Facility as a shelter and will make no modifications to the Facility without the express written approval of the Owner.
4. Food Services: Upon request by the Red Cross, and if such resources exist and are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate the provision of meals at the direction of and in cooperation with the Shelter Manager. The Food Service Manager will establish a feeding schedule, determine food service inventory and needs, and supervise meal planning and preparation. The Food Service Manager and Shelter Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies in the Facility before it is turned over to the Red Cross.
5. Custodial Services: Upon request by the Red Cross and if such resources exist and are available, the Owner will make its custodial resources, including supplies and custodial workers, available to provide cleaning and sanitation services at the shelter. The Facility Coordinator will designate a Facility Custodian to coordinate the provision of cleaning and sanitation services at the direction of and in cooperation with the Shelter Manager.
6. Security: In coordination with the Facility Coordinator; the Shelter Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any public safety issues at the Shelter.
7. Signage and Publicity: The Red Cross may post signs identifying the shelter as a Red Cross shelter in locations approved by the Facility Coordinator and will remove such signs when the shelter is closed. The Owner will not issue press releases or other publicity concerning the shelter without the express written consent of the Shelter Manager. The Owner will refer all media questions about the shelter to the Shelter Manager.
8. Closing the Shelter: The Red Cross will notify the Owner or Facility Coordinator of the closing date for the shelter. Before the Red Cross vacates the Facility, the Shelter Manager and Facility Coordinator will jointly conduct a post-occupancy survey, using the second page of the Shelter/Facility Opening/Closing Form to record any damage or conditions. The Shelter Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the shelter operation.
9. Reimbursement: The Red Cross will reimburse the Owner for the following:
  - a. *Damage to the Facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross will select from among bids from at least three

reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.

- b. *Reasonable costs associated with custodial and food service personnel* which would not have been incurred but for the Red Cross's use of the Facility for sheltering. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
- c. *Reasonable, actual, out-of-pocket operational costs*, including the costs of the utilities indicated below, to the extent that such costs would not have been incurred but for the Red Cross's use of the Premises (both parties must initial all utilities to be reimbursed by the Red Cross):

	Owner initials	Red Cross initials
Water	_____	_____
Gas	_____	_____
Electricity	_____	_____
Waste Disposal	_____	_____

The Owner will submit any request for reimbursement to the Red Cross within 60 days after the shelter closes. Any request for reimbursement for food, supplies or operational costs must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked at the shelter.

10. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

11. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence or intentional acts of the Red Cross during the use of the Premises which may arise out of the operations or activities of the Red Cross under this agreement.

12. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

Owner (legal name) <b>Lynchburg City Schools</b>	THE AMERICAN NATIONAL RED CROSS (legal name) <b>Historic Virginia Chapter</b>
By (signature)	By (signature)
Name (printed) <b>Charles W. White</b>	Name (printed) <b>Beverly Gaydas</b>
Title <b>Chairman, Lynchburg City Schools Board</b>	Title <b>Disaster Services Manager</b>
Date	Date

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### Lynchburg Schools Included in the National Sheltering System

1. **(137524) EC Glass High School, 2111 Memorial Avenue, Lynchburg, VA, Lynchburg, VA 24501**
  - a. Primary Contact: Tracy S. Richardson Phone: \_\_\_\_\_  
Title: Principal Alt. Phone: \_\_\_\_\_
  - b. Secondary Contact: F. Donald Floyd Phone: \_\_\_\_\_  
Title: Assistant Director of Facilities Alt. Phone: \_\_\_\_\_
  
2. **(137526) Sandusky Middle School, 805 Chinook Place, Lynchburg, VA, 24502**
  - a. Primary Contact: Maria T. Jaeger Phone: \_\_\_\_\_  
Title: Principal Alt. Phone: \_\_\_\_\_
  - b. Secondary Contact: F. Donald Floyd Phone: \_\_\_\_\_  
Title: Assistant Director of Facilities Alt. Phone: \_\_\_\_\_

# Agenda Report

**Date:** 10/02/12

**Agenda Number:** C-5

**Attachments:** Yes

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

**Subject:** Administrative Regulation 7-53.3: Anaphylaxis

## **Summary/Description:**

The Virginia General Assembly revised the requirements for administering and stocking epinephrine to students while they are at school. The attached administrative regulation has been developed in accordance with the change to the Code of Virginia.

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

## **Recommendation:**

The superintendent recommends that the school board approve Administrative Regulation 7-53.3: Anaphylaxis.

## STUDENTS

**Anaphylaxis R 7-53.3**A. Generally

It is the policy of Lynchburg City Schools to provide at least two (2) doses of auto-injectable epinephrine (hereinafter called 'unassigned or stock epinephrine') in each school, to be administered by a school nurse or employee of the school board who is authorized and trained in the administration of epinephrine to any student believed to be having an anaphylactic reaction on school premises, during the academic day.

B. Standing Orders

Standing orders are written to cover multiple people as opposed to individual-specific orders, which are written for one person. Lynchburg City Schools shall designate an authorized medical provider (MD, DO, PA, or NP with prescriptive authority) to prescribe non-student specific epinephrine for the school division, to be administered to any student believed to be having an anaphylactic reaction on school grounds, during the academic day. Standing orders must be renewed annually and with any change in prescriber.

C. Responding to Anaphylaxis

For suspected anaphylaxis without specific orders:

1. Based on symptoms, determine that an anaphylactic reaction is occurring.
2. Act quickly. It is safer to give epinephrine than to delay treatment **(This is a life and death decision.)**
3. Determine the proper dose and administer epinephrine. Note the time.
4. Direct someone to call 911 and request medical assistance. Advise the 911 operator that anaphylaxis is suspected and that epinephrine has been given.
5. Document the incident and complete an incident report.
6. Replace epinephrine stock medication as appropriate.

D. Training

Building level administration shall be responsible for identifying at least two employees, in addition to the school nurse (RN or LPN), to be trained in the administration of epinephrine by auto-injector. Only trained personnel should

## STUDENTS

**Anaphylaxis R 7-53.3**

administer epinephrine to a student believed to be having an anaphylactic reaction. Training shall be conducted in accordance with the most current edition of the Virginia Department of Education's Manual for Training Public School Employees in the Administration of Medication. Training shall be conducted annually or more often as needed.

**E. Storage, Access, and Maintenance**

Epinephrine should be stored in a safe, unlocked and accessible location, in a dark place at room temperature (between 59-86 degrees F). Epinephrine should **not** be maintained in a locked cabinet or behind locked doors. Staff should be made aware of the storage location in each school. The expiration date of epinephrine solutions should be periodically checked; the drug should be replaced if it is approaching the expiration date. The epinephrine solution should be periodically inspected through the clear window of the auto-injector.

Adopted by School Board:



# Agenda Report

**Date:** 10/02/12

**Agenda Number:** E-1

**Attachments:** Yes

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

**Subject:** School Operating Budget: Calendar 2012-13

## **Summary/Description:**

The school administration proposes a schedule for the activities that support the development of the 2013-14 school division's operating budget. The budget calendar, developed by the superintendent and the chief financial officer, appears as an attachment to this agenda report.

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

## **Recommendation:**

The superintendent recommends that the school board approve the school operating budget calendar for 2012-13.

## **Lynchburg City Schools Draft FY2013-14 Budget Calendar**

### **October 2012**

- Hold community budget hearing sessions
- Department head compiles operating and capital budget requests (operating budget to include FTE staffing projections by program)
- Superintendent and executive staff to meet to set budget priorities
- Department and site-based administrators and principals meet with their director to review budget requests and set budget priorities

### **November 2012**

- Administration meets with department heads to review current year budget
- Chief financial officer consolidates, collects, and summarizes budget request for the superintendent and executive staff to review
- Preliminary budget of operating revenues and expenditures is prepared by chief financial officer

### **December 2012**

- Superintendent presents preliminary estimate of operating revenues and expenditures to the school board along with budget requests
- School board holds budget work session to review revenue and expenditure information
- City manager presented with funding request

### **January 2013**

- Superintendent receives letter from city manager on local funding recommendations
- School board receives updates on state revenue information based on the governor's proposed budget and local revenue based on city manager's proposal

### **February 2013**

- School board receives updated revenue and expenditure figures from school administration

**March 2013**

- School board holds budget work session to review revenue and expenditure information based on final state and city revenue funding
- School board holds public budget hearings
- School board approves budget and forwards to city council

**May 2013**

- School administration publishes approved budget book

# Agenda Report

**Date:** 10/02/12

**Agenda Number:** F-1

**Attachments:** No

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

**Subject:** Local Consolidated Application 2012-2013

## **Summary/Description:**

Both the United States Department of Education (USED) and the Virginia Department of Education (VDOE) encourage local school divisions to submit consolidated applications for funding for programs authorized under the Elementary and Secondary Education Act (ESEA). The consolidated application allows greater cross-program planning and coordination to improve teaching and learning. The consolidated application also allows school divisions to complete one comprehensive needs assessment and to establish division-level goals and objectives supported by all programs. In addition to the comprehensive needs assessment, the consolidated application is based on needs assessments completed for individual schools, and it contains detailed measurable objectives and benchmarks, specific individual program services and activities, a staff and budget breakdown, and other information specific to individual programs.

The Lynchburg City Schools Consolidated Application for 2012-2013 includes the budgets for Title I Parts A and D, Title II Part A and Title III. The school administration anticipates a 10 percent reduction in Title I Part A funds and a 2 percent reduction in Title II Part A funds for 2012-2013. The proposal is based on leveled funding for Title I Part D; however, all of these funding levels could be changed when final allocations are determined later this fall. The application includes the actual allocation for Title III, Part A funds, which were reduced from the previous year. The application also reflects the allocation of \$9,865.98 of Title III, Immigrant and Youth Funds that were not anticipated in the original budget.

Title I Part A allocates funds for teachers, assistants, and funds for supplemental instructional supplies, and parental involvement funds. Because there are Title I schools in the school division that have been identified for interventions according to the flexibility waivers granted by USED, a portion of the funds have been set aside to support improvement efforts in identified schools. In addition, funds have been set aside to support transportation costs associated with the continuation of Public School Choice (as approved by the school board in June 2012). Title I Part D provides funding to support the Truancy and Transition Programs. Title II Part A funds

# Agenda Report

**Date:** 10/02/12

**Agenda Number:** F-1

**Attachments:** No

support professional development, including funding for In-District Instructors and partial funding for Instructional Specialist positions. Title III funds support the English Language Learners (ELL) program.

School board approval is necessary prior to submitting the Consolidated Application for the 2012-2013 academic year to the Virginia Department of Education.

Members of the school board have received a copy of the completed application.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 10/16/12

## **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 October 16, 2012.

# Agenda Report

**Date:** 10/02/12

**Agenda Number:** F-2

**Attachments:** No

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

**Subject:** Blue Ridge Regional Jail Authority Special Education Program Budget: 2012-13

## Summary/Description:

The Virginia Department of Education has approved the 2012-13 funding for the special educational instructional program provided in the Blue Ridge Regional Jail Authority in the amount of \$189,981.81. The state funding provides one regional jail education coordinator and one special education teacher who deliver educational services to students in the Blue Ridge Regional Jail – Lynchburg Site. The summary below outlines planned expenditures for 2012-13. Lynchburg City Schools serves as the fiscal agent for this state-operated program.

## Budget

Personnel Salary Compensation	\$138,781.81
Fringe Benefits and Fixed Charges	\$ 43,200.00
Travel Expenses	\$ 4,800.00
Instructional Materials/Equipment	\$ 1,000.00
Other (Internet, Phone, Rental Space, Iphone)	\$ 900.00
Professional Services (Occupational Therapy, Physical Therapy, Socio-cultural(s), Psychological(s) and GED Examiner and Student Fee)	\$ 1,000.00
Staff Development	\$ 300.00
Total	\$189,981.81

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

## Recommendation:

The superintendent recommends that the school board approve the Blue Ridge Regional Jail Authority Program budget in the amount of \$189,981.81 for the 2012-13 school year.