



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

Jennifer R. Poore
School Board District 2

Treney L. Tweedy
School Board District 3

J. Marie Waller
School Board District 2

Charles B. White
School Board District 1

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

A. CLOSED MEETING

- 1. Notice of Closed Meeting
Scott S. Brabrand. Page 1
Discussion/Action
- 2. Certification of Closed Meeting
Scott S. Brabrand. Page 2
Discussion/Action

B. PUBLIC COMMENT

- 1. Public Comments
Scott S. Brabrand. Page 3
Discussion (30 Minutes)

C. CONSENT AGENDA

- 1. School Board Meeting Minutes: February 21, 2012 (Regular Meeting)
March 6, 2012 (Regular Meeting)
- 2. Personnel Report
Scott S. Brabrand.Page 4
Discussion/Action
- 3. Request for Reallocation of Budget
Anthony E. Beckles.Page 6
Discussion/Action
- 4. Textbook Social Studies Adoption Recommendation: 2012-13
William A. Coleman, Jr.Page 8
Discussion/Action

School Administration

Scott S. Brabrand
Superintendent

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

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendie L. Sullivan
Clerk

5. Carl Perkins Funds: 2012-13
William A. Coleman, Jr.Page 9
Discussion/Action
6. Administrative Regulation 6-8: School Day
William A. Coleman, Jr.Page 12
Discussion

D. STUDENT REPRESENTATIVE COMMENTS

E. UNFINISHED BUSINESS

1. Lynchburg Beacon of Hope: Memorandum of Understanding
Scott S. Brabrand. Page 15
Discussion
2. No Child Left Behind Act Waiver: Public School Choice
William A. Coleman, Jr. Page 38
Discussion/Action
3. Superintendent’s Evaluation Instrument
Charles B. White.Page 41
Discussion/Action
4. Heritage High School Architect
Scott S. Brabrand. Page 42
Discussion/Action

F. NEW BUSINESS

1. School Board Retreat
Scott S. Brabrand.Page 43
Discussion
2. Administrative Regulation 6-58.3: Grading Scale
William A. Coleman, Jr.Page 44
Discussion
3. School Board Policy 7-51: Wellness
William A. Coleman, Jr.Page 47
Discussion
4. Virginia Retirement System: Resolution
Scott S. Brabrand.Page 61
Discussion/Action
5. Pay to Play: Elimination
Scott S. Brabrand.Page 68
Discussion/Action

6. Capital Improvement Plan: Summer Projects
Anthony E. Beckles, Jr.Page 69
Discussion

G. SUPERINTENDENT’S COMMENTS

H. BOARD COMMENTS

I. CLOSED MEETING

1. Notice of Closed Meeting
Scott S. Brabrand. Page 70
Discussion/Action

2. Certification of Closed Meeting
Scott S. Brabrand. Page 71
Discussion/Action

J. INFORMATIONAL ITEMS

Graduation Exercises:

E. C. Glass High School
June 8, 2012 – 6:00 p.m.
Civic Auditorium

Heritage High School
June 8, 2012 – 7:00 p.m.
Ralph Spencer Field House

Next School Board Meeting: Tuesday, June 19, 2012, 5:30 p.m., Board
Room, School Administration Building

K. ADJOURNMENT

Agenda Report

Date: 06/05/12

Agenda Number: A-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Notice of Closed Meeting

Summary/Description:

Pursuant to the Code of Virginia §2.2-3711 (A) (1), the school board needs to convene a closed meeting for the purpose of discussing the following specific matters:

Employee Appointments

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

Recommendation:

The superintendent recommends that the school board approve a motion to enter into Closed Meeting in accordance with the Code of Virginia §2.2-3711 (A) (1) to discuss employee appointments.

Agenda Report

Date: 06/05/12

Agenda Number: A-2

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Certification of Closed Meeting

Summary/Description:

The Lynchburg City School Board certifies that, in the closed meeting just concluded, nothing was discussed except the matters specifically identified in the motion to convene in a closed meeting and lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

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

Recommendation:

The superintendent recommends that the school board approve the Certification of Closed Meeting in accordance with the Code of Virginia §2.2-3712(D).

Agenda Report

Date: 06/05/12

Agenda Number: B-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: 06/05/12

Agenda Number: C-2

Attachments: Yes

From: Scott S. Brabrand, Superintendent

Subject: Personnel Report

Summary/Description:

The personnel recommendations for May 15 – June 5, 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 May 15 – June 5, 2012.

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

Fedeler, Carla	University of Virginia	M.Ed./21 yrs. (Lv.20 3)	Paul Munro Elementary Reading Specialist	03/29/12
Herndon, Merle	University of Virginia	Ed.D./38 yrs. (Lv.16 3)	Curriculum and Instruction Director of Professional Development and School Business Partnerships	06/29/12
Smith, Douglas E.	Lynchburg College	M.Ed./25 yrs. (Lv.24 4)	Heritage High School Computer Science	06/21/12
Wendt, Sharon	Lynchburg College	M.Ed./37 yrs. (Lv.32 3)	E.C. Glass High School	06/07/12

RETIREMENTS:

Ackley, James A.	Virginia Military Institute	B.A./36 yrs. (Lv.32 4)	E.C. Glass High School Theater	06/07/12
Rosser, Donna	James Madison University	M.Ed./31 yrs. (Lv.32 3)	Sandusky Middle School Mathematics	06/07/12

Agenda Report

Date: 06/05/12

Agenda Number: C-3

Attachments: No

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

Subject: Request for Reallocation of Budget

Summary/Description:

The school administration has recognized a need to reallocate funds to purchase various services, equipment, and supplies throughout the school division.

Purchases include the following:

Professional services to develop subject area pacing guides	\$ 150,000
Professional services to develop and monitor School Improvement plans	\$ 200,000
Purchase of vehicle for Transportation Supervisor	\$ 18,000
Servicing of lab microscopes and digital balances in various schools	\$ 9,000
Purchase of lab equipment in various schools	\$ 12,700
Purchase of calculators for students	\$ 51,500
Purchase of operating supplies for the Transportation Department	\$ 13,500
Purchase of 14 cameras for school buses	\$ 28,000
Purchase of custodial equipment*	\$ 73,200
Purchase of maintenance equipment and supplies*	\$ 39,880
Purchase of two cargo vans	<u>\$ 35,000</u>
	\$ 630,780
	=====

Given school board approval, our intentions are to fund these purchases from savings in the existing operating budget.

Various Salaries and Benefits accounts	\$ 330,780
Various Non-Personnel accounts	<u>\$ 300,000</u>
	\$ 630,780
	=====

The school administration requests this budget adjustment be approved for the 2011-12 school year in order to fund these one-time purchases.

Agenda Report

Date: 06/05/12

Agenda Number: C-3

Attachments: No

*Equipment Listing

<u>Quantity</u>	<u>Unit</u>	<u>Description</u>	<u>Cost</u>	<u>Total</u>
Custodial Department				
4	ea	Carpet Extractor	\$2,800.00	\$11,200.00
12	ea	Propane Burnisher	\$2,800.00	\$33,600.00
4	ea	Restroom Machine	\$2,100.00	\$8,400.00
20	ea	Upright Vacuum	\$350.00	\$7,000.00
10	ea	Floor Polisher	\$1,300.00	\$13,000.00
				<u>\$73,200.00</u>
1	ea	Cargo Van	\$17,500.00	<u>\$17,500.00</u>

*Maintenance Department

1	ea	Sweeper for Turf Field	\$1,200.00	\$1,200.00
1,000	yds	Playground Mulch	\$18.18	\$18,180.00
		Smart Valve Urinal		
200	ea	Valves	\$102.50	\$20,500.00
				<u>\$39,880.00</u>
1	ea	Cargo Van	\$17,500.00	<u>\$17,500.00</u>

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve the request for reallocation of budget.

Agenda Report

Date: 06/05/12

Agenda Number: C-4

Attachments: No

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

Subject: Textbook Social Studies Adoption Recommendation: 2012-13

Summary/Description:

At its January 24, 2012, meeting the Lynchburg City School Board approved textbook recommendations for the adoption of K-12 social studies textbooks. After school board approval, members of the school administration conducted two additional meetings (Secondary Leadership Team and a meeting with principals and secondary social studies department chairpersons) to ensure teachers supported the purchase of textbooks. As a result of these discussions, the school administration will not purchase textbooks for students in grades 6-11. With the development of pacing guides, teachers feel they will have the materials and support they need. The exception to this decision at the secondary level is twelfth grade government. Because of the need to update government facts based on election results, court decisions, and current events, government teachers are in need of new materials and access to updated information. Teachers at the other secondary grade levels prefer to use the existing materials as the school division moves forward with its technology initiative in anticipation of future innovative opportunities.

With these changes, the funding designated for the purchase of these social studies textbooks will be placed in the textbook reserve account. The purchase of social studies materials in grades K-5 and grade12 will move forward.

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

Recommendation:

The superintendent recommends that the school board approve the purchase of social studies materials in grades K-5 and grade 12, and purchase technology to assist with a pilot project for students in advanced placement courses.

Agenda Report

Date: 06/05/12

Agenda Number: C-5

Attachments: Yes

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

Subject: Carl Perkins Funds: 2012 – 2013

Summary/Description:

The Lynchburg City Schools' application for Career-Technical Funds for the 2012 – 2013 fiscal year has been prepared with an approved Carl Perkins Grant allocation of \$214,123.77. The budget, outlining proposed expenditures based on allocated funds, was developed following consultation with the General Career-Technical Education Advisory Committee, which is composed of a business/industry representative from each of the 13 career-technical programs.

The federal funding will allow for the purchase of equipment and instructional materials, along with professional development and student organizational activities in the Trade and Industrial, Technology Education, Marketing, Health Occupations, Family and Consumer Sciences, Career Connection, and Business and Information Technology programs.

The approval of the grant proposal by the school board is necessary prior to submitting the local application to the Virginia Department of Education. A summary of proposed expenditures for 2012 – 2013 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 division's application for Carl Perkins Career-Technical Funds for the 2012 – 2013 fiscal year.

Proposed 2012–13 Carl Perkins' Spending**Estimate Funding Available: 214,123.77****Career Guidance****\$ 4,000.00**

We will provide funds to be used for “VA Wizard Career Assessment” reports to parents and students. We will also provide transportation to local businesses and colleges for special workforce development programs for high school seniors. We also plan to purchase “CHOICES” program curriculum materials.

Vocational Student Organizations**\$ 16,000.00**

We will assist Career-Technical student organizations with travel expenses for local, state, and national competitions.

Professional Development**\$ 17,000.00**

We will use part of our Perkins funds for teachers to participate in local, state, and national training workshops and certification courses. We will purchase “Career Safe” vouchers for new Career-Technical staff.

Technology Education**\$ 49,500.00**

We plan to upgrade our technology lab at Paul Laurence Dunbar Middle School for Innovation with the purchase of 10 upgraded STEM modules and their classroom management systems. The new modules will cover areas for Alternative Energy and Electrical Engineering to Computer Animation and Robotics.

Technical Drawing/Engineering**\$ 49,300.00**

We plan to upgrade our Engineering lab at E. C. Glass with the purchase of 27 new computers that will push our newest software **(\$40,500.00)**. We also plan to purchase an upgrade of our Auto Desk Design Academy Software **(\$8,800.00)**.

Computer Systems Technology**\$ 29,175.00**

We plan to upgrade our Computer Systems Tech lab with the purchase of 20 computer repair kits with case, motherboard, ram, processor, and hard drives for construction and deconstruction **(\$10,500.00)**. We also plan to purchase a license for “TESTOUT” IT Certification Training. The TESTOUT software is a complete software library for all online IT certifications approved by the VDOE **(\$18,675.00)**.

Nurse Aide**\$ 15,000.00**

We will begin our new Nurse Aide program at Heritage High School. We plan to purchase our start up equipment like adjustable beds, wheelchairs, stethoscopes, manikins, AED, blood pressure simulator and IV stands **(\$13,000.00)**. We will also purchase software to help prepare students for the National Nurse Aide Assessment **(\$2,000.00)**.

Sports Medicine**\$ 9,050.00**

We will purchase a Vectra electrical stimulation machine for use in our E. C. Glass Athletic Training lab **(\$6,650.00)**. We also plan to purchase a new hydrocollator **(\$1,700.00)**. We also plan to add a new digital scale and blood pressure monitor **(\$700.00)**.

Video Technology

\$ 3,600.00

We will purchase a new JVC Compact Handheld Camcorder with tripod, memory cards, and Auto-Technica microphone.

Dental Careers

\$ 3,000.00

We plan to upgrade our Dental lab with the purchase of a new x-ray manikin **(\$1,500.00)**. We also plan to purchase a new digital scale and miscellaneous hand instruments needed to complete new VDOE competencies **(\$1,500.00)**.

Early Childhood Education

\$ 9,950.25

We plan to upgrade our Early Childhood Education program at Heritage High School with the purchase of 10 Reality Works "RealCare" Baby II simulation manikins with accessories.

Business and Information Technology

\$ 5,548.52

We plan to purchase 1 classroom set of HTML textbooks for our middle school web design class at Linkhorne Middle School **(\$3,000.00)**. We also plan to buy a classroom set of Personal Finance textbooks for use at E. C. Glass High School **(\$2,548.52)**.

Industry Certifications

\$ 3,000.00

We plan to purchase Virginia Workforce Career Readiness certification exams for senior completers in various program areas.

TOTAL

\$214,123.77

Agenda Report

Date: 06/05/12

Agenda Number: C-6

Attachments: Yes

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

Subject: Administrative Regulation 6-8: School Day

Summary/Description:

Administrative Regulation 6-8 requires school board approval for the length of the school day for students. The school administration requests school board approval to lengthen the student day at all three levels (elementary, middle, and high) in order to provide time in the student day for additional assistance in key content areas and to insure that there is enough time between bus runs.

The needs of middle school students, especially related to mathematics achievement as measured by the SOL, prompted these discussions. Middle school principals are working with members of the department of curriculum and instruction to create a schedule that will allow more time for mathematics instruction for those students in greatest need of improvement. Currently, students who are not scheduled into advanced-level English receive two periods of instruction in English. Based on SOL results from previous years, middle school principals are looking for ways to provide similar extended periods of time for students who would benefit from more time in mathematics instruction. An additional 15 minutes to the middle school day will provide the school's administrative teams with the time needed to schedule additional assistance in mathematics without affecting the students' learning time in any of the other courses, including the two periods of English.

Elementary principals are sometimes challenged to develop schedules that provide for needed instructional time in science and social studies. In addition, members of the department of curriculum and instruction are reviewing several supplemental/support programs in both reading and mathematics. To implement any of these programs with fidelity will require a slightly longer school day. An additional 15 minutes in the elementary school day will provide principals with enough time to schedule students in the four core subjects and provide time for academic support/enrichment programs.

Agenda Report

Date: 06/05/12

Agenda Number: C-6

Attachments: Yes

The high school day will need to be extended five minutes so that there is adequate time between the high school and middle school morning bus runs. While five minutes is not enough time to add one minute to each class period, this slight increase of time in the student day will provide the schools' administrative teams with some flexibility in the scheduling of remediation/enrichment periods and will allow needed time for morning announcements and the recording of attendance.

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

Recommendation:

The superintendent recommends that the school board approve revisions to Administrative Regulation 6-8: School Day.

INSTRUCTION

School Day R 6-8

~~For the 2010-11 school year, the length of the school day for students is as follows:~~

~~—(a) Elementary Schools 8:45 a.m. — 3:50 p.m.~~

~~—(b) Middle Schools 8:15 a.m. — 3:20 p.m.~~

~~—(c) High Schools 7:40 a.m. — 2:45 p.m.~~

~~Beginning with {In} the 2011-12 school year, the length of the school day for students is as follows:~~

~~(a) Elementary School 8:50 a.m. – 3:30 p.m.~~

~~(b) Middle Schools 8:05 a.m. – 2:55 p.m.~~

~~(c) High Schools 7:40 a.m. – 2:30 p.m.~~

{Beginning with the 2012-13 school year, the length of the school day for students is a follows:

(a) Elementary School 8:40 a.m. – 3:35 p.m.

(b) Middle School 8:00 a.m. – 3:05 p.m.

(c) High School 7:35 a.m. – 2:30 p.m.}

Approved by School Board: April 7, 1981

Revised by School Board: August 1, 1989

Revised by School Board: June 6, 2006

Revised by School Board: April 20, 2010

Revised by School Board: May 3, 2011

Revised by School Board:

Agenda Report

Date: 06/05/11

Agenda Number: E-1

Attachments: Yes

From: Scott S. Brabrand, Superintendent

Subject: Lynchburg Beacon of Hope: Memorandum of Understanding

Summary/Description:

The Beacon of Hope Lynchburg Foundation has developed a Memorandum of Understanding (MOU) which reflects agreements between that nonprofit organization and the Lynchburg City Schools. The MOU, which has been reviewed by legal counsel, appears as an attachment to this agenda report. Mrs. Laura L. Hamilton, executive director of the Lynchburg Beacon of Hope, will provide additional information to the school board during this presentation.

Disposition: Action
 Information
 Action at Meeting on:

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 June 19, 2012.

MEMORANDUM OF UNDERSTANDING

Beacon of Hope Lynchburg Foundation and the City of Lynchburg Public Schools

This Memorandum of Understanding ("MOU") reflects agreements between Beacon of Hope Lynchburg, a Virginia nonprofit corporation organized under Commonwealth of Virginia Nonprofit Corporation Act, November 8, 2011 of 915 Court Street, Lynchburg, VA 24504 ("BoH") and Lynchburg City School District, a body politic with administrative offices at 915 Court Street, Lynchburg, Virginia 24504 ("LCS").

The parties understand and acknowledge that the matters set forth in this MOU are not all-inclusive at this stage and that all terms of certain arrangements between the parties shall be negotiated in good faith and set forth in written agreements, which the parties expect will contain the principal terms and conditions set forth below (as well as other customary terms and conditions mutually acceptable in form and substance to BoH and LCS and the parties' respective legal advisors).

BOH Mission and Provision of Post-Secondary Access and Assistance to LCS Scholars

Under its Articles of Incorporation, as filed with the Commonwealth of Virginia on November 8, 2011, and under its Form 1023 (Application for Recognition of Tax-Exempt Status under Section 501(c)(3) of the Internal Revenue Code) as filed with the Internal Revenue Service, Lynchburg Beacon of Hope, Inc. is organized exclusively for charitable purposes, including efforts to relieve poverty and improve the lives of Lynchburg City School attendees and graduates with educational and training information and opportunities within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Lynchburg Beacon of Hope intends to accomplish this objective by integrating itself with the Lynchburg City School System (and its office is currently in the Lynchburg City School Administration Building). This will enable our organization to establish training and support programs in the Lynchburg City Schools for students that need support in finding educational opportunities, career training opportunities and ultimately scholarship opportunities once Lynchburg Beacon of Hope receives sufficient funds to begin providing scholarship assistance.

In particular, the Lynchburg Beacon of Hope's major objectives will, among other things, (a) provide college opportunities for those who would not otherwise be able to attend college; (b) encourage a college bound culture in the Lynchburg community; (c) create a stream of qualified and educationally prepared talent for the greater Lynchburg workforce; and (d) compile and disseminate data on current and continuing post-secondary education of Lynchburg City School students. Critical to achieving these objectives will be the establishment of future centers that will

be housed in each of the Lynchburg City High Schools. These Future Centers, which will be staffed, maintained and funded by the Lynchburg Beacon of Hope, will provide resources on financial aid for college admissions for all Lynchburg City School students, and guidance on local and federal financial aid.

BOH's tax-exempt mission, as set forth in BOH's Articles of Incorporation as filed with the Commonwealth of Virginia on November 8, 2011, and its Form 1023 (Application for Recognition of Tax-Exempt Status under Section 501(c)(3) of the Internal Revenue Code), also contemplates BOH's provision of scholarship assistance ("Scholarship Assistance") to students who graduate from LCS high schools and meet certain other requirements including financial need (the "BOH Scholars").

Notwithstanding any other provision of this MOU or any related agreement, the parties acknowledge and agree that LCS shall not be responsible in any manner for BOH's provision of "Scholarship Assistance" as defined below to BOH Scholars, or any debts or liabilities incurred by BOH in fulfilling any portion of its mission.

LCS Provision of Study Information and Student Data to Beacon of Hope

At various times unrelated to any particular application for Scholarship Assistance, BOH will need certain information regarding students within LCS in order to:

- study, evaluate, and identify the pool of potential students within LCS who will or may be eligible to receive scholarship and pre-collegiate assistance from BOH
- study, evaluate, and gauge the extent of scholarship assistance available to BOH Scholars for any given academic year or period
- study and track the academic performance of all students within LCS after BOH opens Future Centers and begins to offer student support

Once any LCS Student applies with BOH for Scholarship Assistance, in order to evaluate such application and perform its financial aid functions, BOH will need information from LCS regarding the particular LCS Student, including but not limited to: student name, birth date, LCS identification number, contact information for the LCS student and parents/guardians, high school attendance, enrollment on census count date(s) and number of days enrolled, planned graduation date, SAT - ACT scores, weighted and un-weighted grade point average, enrollment by grade level, planned graduation date, and official record of graduation.

The parties acknowledge that Study Information and Scholarship Information may contain personally identifiable information as to LCS Students, within the meaning of the federal Family Educational Rights and Privacy Act (FERPA). As such, the parties will negotiate and execute written agreement ("Information Sharing Agreement") under which LCS will provide BOH with the Student Information and Scholarship Information in a manner that allows LCS to continue at all times its full compliance with FERPA. A form of such agreement is attached as Exhibit A.

At such times as may be determined by the parties, LCS will provide additional information to BOH regarding LCS Students ("General LCS Data") upon determination by LCS that such information is anonymous in nature and does not contain any "personally identifiable information" as to any particular LCS student within the meaning of FERPA. The mechanism for receiving any General LCS Data will be determined by both parties.

Building Financial Capacity: BOH Scholarship for LCS Students

The Scholarship Assistance provided by BOH to BOH Scholars will be the payment of a portion of the required costs of attendance for certain post-secondary institutions located in the Commonwealth of Virginia (the "Institutions"), plus certain other benefits as may be determined by BOH. Such Scholarship Assistance will be need-based and will be provided up to an amount determined by BOH from time to time.

In return for future planning activities, FAFSA outreach, and scholarship assistance received by LCS students, LCS agrees to provide resources which may include the following to the extent permitted by law and to the extent the LCS Superintendent in his sole discretion determines that LCS resources are available to support such efforts: marketing assistance, space and support for Future Centers and Future Center Directors. All Future Center Directors will be employees or volunteers of BOH. Beacon of Hope employees and volunteers will meet any applicable safety and security screening requirements of LCS, and those additional requirements as may be determined from time to time by LCS.

The parties will negotiate and execute a written agreement ("LCS Assistance Agreement") which shall set forth the exact nature, scope and extent of any assistance to be provided by LCS, the conditions that will apply to the same, and the manner/timing of the LCS Superintendent's determination as described above. That Agreement is Attached as Exhibit B.

Providing a Supportive Environment: Beacon of Hope Future Centers

The parties acknowledge that the BOH Future Centers in LCS schools will require infrastructure investment by both LCS and BOH. This infrastructure investment may include space, auxiliary services, human resources, purchasing services, technology, telephony, supplies, furniture, etc., agreed upon at a mutually acceptable level. Any LCS provision of such infrastructure investment shall be addressed in the LCS Assistance Agreement as described above, and shall be subject to the terms, conditions and determinations described therein.

The parties acknowledge the importance of integrating the Future Centers and their BoH employees into the existing pre-collegiate advising functions of LCS (including Student Counseling Services and educational/ career plans completed by LCS Students prior to the end of their junior year.

The effectiveness of the Future Centers and the BoH Future Center Employees will be evaluated by the BOH Executive Director, with input from respective LCS school principals (and other staff the principals identify as key colleagues, including Counseling and Advising staff, faculty, and

administrative personnel). In turn, LCS, through the building principals, will enable the Future Center Employees to perform the following coordination duties to assure that all students have access to post-secondary options and support.

BOH FCCs will, in a manner consistent with and in furtherance of LCS' existing pre-collegiate advising functions and LCS' objectives (which include preparing students to succeed in college, and providing assistance to parents or eligible students in the student's educational development)

- Receive communications from pre-collegiate organizations/providers via school administrators, counselors and other staff at each LCS school,
- Collect data concerning the pre-collegiate organizations/providers involved with each LCS school including their purpose, contacts, student lists, schedules, activities, and effectiveness
- Collect data concerning the types of academic support and remediation available at each LCS school and at post-secondary institutions designated by BOH
- Hold periodic team meetings with the pre-collegiate organizations/providers, and request periodic written updates from such organizations/providers to assist in planning for students
- Request and facilitate cooperation and resources from pre-collegiate organizations/providers in order to have the greatest positive impact on students
- Request that pre-collegiate organizations/providers will keep a schedule that allows for consistency and continuity if they are to be involved with students and families at LCS Schools
- Determine, train, and coordinate volunteer groups providing pre-collegiate services

Relationship Between Parties

The Parties hereby acknowledge and agree that BOH's relationship as to LCS shall be that of an independent contractor and that neither Party shall be considered to be the employee of the other Party for any purpose whatsoever, and that neither Party has any authority to enter into a contract, to assume any obligation or to give warranties or representations, on behalf of the other Party.

BOH expressly agrees that, as an independent contractor as to LCS, neither BOH nor any of its employees, agents or representatives shall be entitled to any employee treatment or benefits from LCS. As such, LCS shall not provide or accomplish any of the following for any BOH employees, agents or representatives: payroll tax withholdings (including income and FICA tax withholdings); Medicare or Medicaid; medical or disability insurance;

vacation or leave; pension or retirement plan; participation in unemployment insurance or worker's compensation insurance; (collectively, "Employee Benefits").

Termination of MoU

This MOU agreement (and any separate, written agreements entered into by the parties) shall terminate automatically each year on June 30, unless both parties agree in writing to a one year extension of the MOU prior to the end of the preceding annual term.

Measurable Objectives set for Beacon of Hope Future Centers and LCS Partnership are listed in Exhibit C.

LCS Compliance with Applicable Law

If BOH or LCS receive knowledge that any part of this MOU [or any part of any corresponding, separate agreement entered into by the parties] may jeopardize or adversely affect BOH's Section 501(c) (3) tax-exempt status under the Internal Revenue Code, or may violate any ordinance/statute, regulation or other provision of law applicable to BOH as a nonprofit corporation, the parties agree to discuss such issue and negotiate in good faith an appropriate amendment to this MOU [or separate agreement] that will adequately address such issue. Notwithstanding the foregoing, if BOH attorneys reasonably determine that such an amendment would likely fail to preserve BOH's Section 501 (c) (3) tax-exempt status or compliance with law, BOH at its sole discretion may: (1) immediately suspend any activities pursuant to this MOU or referenced separate agreement[s] that jeopardize BOH's Section 501(c) (3) tax-exempt status or result in noncompliance with law, without penalties or liabilities as to BOH; and (2) terminate this MOU and any related agreement[s] upon 30 days' written notice, each without penalties or liabilities as to BOH.

If BOH or LCS receive knowledge that any part of this MOU [or any part of any corresponding, separate agreement entered into by the parties] may violate any ordinance/statute, regulation or other provision of law applicable to LCS as a body politic, the parties agree to discuss such issue and negotiate in good faith an appropriate amendment to this MOU [or separate agreement] that will adequately address the issue and ensure LCS compliance with such ordinance/statute, regulation or other provision of law. Notwithstanding the foregoing, if LCS attorneys reasonably determine that such an amendment will not likely ensure LCS compliance with law, LCS at its sole discretion may: (1) immediately suspend any activity pursuant to this MOU or referenced separate agreement(s) which effects such violation ; and (2) terminate this MOU and any related agreement(s) upon 30 days' written notice, each without penalties or liabilities as to LCS.

BOH will comply with all laws, regulations, municipal codes and ordinances and other workplace requirements and standards applicable to the provision of services/work performed by its employees, including, without limitation, federal and state laws governing wages and overtime, civil rights/employment discrimination, equal employment, safety and health, employees' citizenship, withholdings, pensions, reports, and record keeping.

Any agreements entered into, pursuant to this MOU, shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia. Any suit to enforce any provision of such agreements or arising out of or based upon the agreements shall be brought exclusively in the state or federal courts of the Commonwealth of Virginia.

Additional Terms

As may be determined by the parties, separate written agreements shall be entered into by the parties.

Within sixty (60) days of the execution of this MOU by the parties, BOH agrees to obtain and carry insurance that contains terms satisfactory to both parties and that, in the reasonable determination of LCS, is adequate to protect LCS from any claim, cause of action, judgment, loss, demand, suit or legal proceeding brought against LCS (or its employees, representatives or agents) which arises directly or indirectly from any act or omission of BOH, including but not limited to: (1) any misconduct or neglect by BOH and/or its employees, agents or representatives with respect to those activities conducted by BOH under this MOU and related agreements; and (2) any injury to BOH employees while performing services under this MOU or any related agreements.

BOH shall, at the request of LCS, provide LCS with certificates of insurance evidencing such coverage as required above. Furthermore, BOH will not reduce or eliminate such coverage without the prior written approval of LCS.

In witness whereof Beacon of Hope Lynchburg and Lynchburg City Schools have executed this Memorandum of Understanding on this day

_____.

Beacon of Hope Lynchburg
Chairman of the Board
Mr. Robert Wade

Lynchburg City Schools
Superintendent
Dr. Scott S. Brabrand

Lynchburg City Schools
Chairman of the School Board
Mr. Charles B. White

Information Sharing Agreement between Lynchburg City Schools and Beacon of Hope Lynchburg

This Information Sharing Agreement ("Agreement") is made as of _____ between Beacon of Hope, a Virginia nonprofit corporation organized under the Commonwealth of Virginia Nonprofit Corporation Act, with offices at 915 Court Street, Lynchburg, Virginia 24504 and Lynchburg City School District, a body politic with offices at 915 Court Street, Lynchburg, Virginia 24504 ("LCS").

Recitals

A. Under the Family Educational Rights and Privacy Act, enacted by Congress in 1974 ("FERPA") and corresponding federal regulations issued by the Office of the Education Secretary to interpret and implement FERPA (the "FERPA Regulations"), the District cannot maintain a policy or practice of permitting the release of the educational records (or personally identifiable information contained therein other than directory information) of students to any individual agency or organization without the written consent of their parents.

B. Under Section 1232g(b)(1)(D) of FERPA, an exception to this prohibition applies where the District releases such records and information "in connection with a student's application for, or receipt of, financial aid."

C. Under Section 99.31(a)(4)(i) of the FERPA Regulations, the District does not need prior consent to disclose student information if a particular disclosure "is in connection with financial aid for which the student has applied or which the student has received," if the information is necessary for such purposes as to: (1) determine eligibility for such aid; (2) determine the amount of the aid; (3) determine the conditions for the aid; or (4) enforce the terms and conditions of the aid.

D. Section 99.31(a)(4)(i) of the FERPA Regulations defines the term "financial aid" for this purpose as "a payment of funds provided to an individual that is conditioned on the individual's attendance at an educational agency or institution."

E. Under Section 99.31(a)(6)(i) of the FERPA Regulations, the District does not need prior consent to disclose student information if a particular disclosure is to an organization conducting studies for, or on behalf of educational agencies or institutions to administer student aid

programs ("Study Information").

F. Under Section 99.31(a)(1) of the FERPA Regulations, the District does not need prior consent to disclose student information if a particular disclosure is to school officials with legitimate educational interests. The District has determined that BOH representatives (who may at the District's sole discretion be given access to student information) will be "school officials" with "legitimate educational interests" under this provision of the FERPA Regulations, to the extent the actions of the BOH representatives are consistent with and in compliance with: (1) the District's pre-collegiate advising functions; (2) the objectives of the District in preparing students to succeed in college and to provide assistance to parents or eligible students with respect to the student's educational development. In this regard, BOH acknowledges that its Section 501(9)(3) tax-exempt mission and related activities are consistent with these functions and objectives of the District.

G. Under its Articles of Incorporation, as filed with the Commonwealth of Virginia on **November 8, 2011**, and under its Form 1023 (Application for Recognition of Tax-Exempt Status under Section 501(c)(3) of the Internal Revenue Code) as filed with the Internal Revenue Service, Lynchburg Beacon of Hope, Inc. is organized exclusively for charitable purposes, including efforts to relieve poverty and improve the lives of Lynchburg City School attendees and graduates with educational and training information and opportunities within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Lynchburg Beacon of Hope intends to accomplish this objective by integrating itself with the Lynchburg City School System (and its office is currently in the Lynchburg City School Administration Building). This will enable our organization to establish training and support programs in the Lynchburg City Schools for students that need support in finding educational opportunities, career training opportunities and ultimately scholarship opportunities once Lynchburg Beacon of Hope receives sufficient funds to begin providing scholarship assistance.

In particular, the Lynchburg Beacon of Hope's major objectives will, among other things, (a) provide college opportunities for those who would not otherwise be able to attend college; (b) encourage a college bound culture in the Lynchburg community; (c) create a stream of qualified and educationally prepared talent for the greater Lynchburg workforce; and (d) compile and disseminate data on current and continuing post-secondary education of Lynchburg City School students. Critical to achieving these objectives will be the establishment of future centers that will be housed in each of the Lynchburg City High Schools. These future centers, which will be staffed, maintained and funded by the Lynchburg Beacon of Hope, will provide resources on financial aid for college admissions for all Lynchburg City School students, and guidance on local and federal financial aid.

H. In order to qualify for such scholarship assistance, students must. among other requirements: (1) attend one or more schools within the

District for a certain period; (2) maintain an overall minimum grade point average during this period; maintain adequate attendance rate during this period; and (4) graduate from the Lynchburg City Schools.

I. When a LCS student applies for scholarship assistance from BOH, BOH will have to obtain information from the District to confirm that the student meets these particular requirements (collectively, the "Scholarship Information").

J. LCS requests BOH to perform the following activities for the District: (i) study, evaluate and identify the pool of potential students within the District who will or may be eligible to receive scholarship assistance from BOH in future years; (ii) study, evaluate and gauge the extent of scholarship assistance available to students within the District for any given academic year given the nature of the LCS student population and BOH's own budget and available funds; and (iii) study and track the academic performance of students within the District following BOH's establishment of its scholarship assistance program for the District. In order to perform these activities for the District, BOH may need certain information from the District regarding the current grades, attendance and graduations rates of students within the District (collectively, the "Study Information").

K. In order to fully comply with FERPA and the FERPA Regulations, upon the District's provision of Scholarship Information or Study Information to BOH, the District is required to take those steps needed to ensure that BOH does not sell share or otherwise allow access to any personal student information to any other party without the written consent of the student's parents.

L. In order to fully comply with FERPA and the FERPA Regulations, upon providing any Scholarship Information to BOH as to any particular student, the District may be required to maintain a notation of the Scholarship Information provided to BOH in the student's education record maintained by the District.

M. In order to fully comply with FERPA and the FERPA Regulations, upon providing any Study Information to BOH, the District may be required to ensure that: (1) any BOH studies are conducted in a manner as will not permit the personal identification of students (and their parents) by organizations other than BOH and its' representatives; and (2) the Study Information will be destroyed when no longer needed for the purpose for which the study is conducted.

N. In order to fully comply with FERPA and the FERPA Regulations, upon the District's provision of Scholarship Information or Study Information to BOH, the District is required to take those steps needed to ensure that BOH implements and monitors the security measures which are adequate to protect the Scholarship Information and the Study Information from inadvertent disclosure to other parties.

O. Therefore, in contemplation of the District's provision of Scholarship Information and' Study Information to BOH as needed, the parties agree to the following: (1) BOH will use any Scholarship Information received from the District (or any school within the District) only for the purposes of evaluating the qualification of particular students for scholarship assistance for which such students have already applied. (2) Other sharing of the Scholarship Information with BOH's own agents for purposes of analyzing and evaluating the student's eligibility for scholarship assistance from BOH, BOH will not sell, transfer, share or otherwise allow access to any of the Scholarship

Information received from the District with any other person or entity without the express written permission of the student and the student's parent or guardians, as applicable. (3) Following LCS's provision of any Scholarship Information to BOH, BOH will provide any information to the District as may be needed by the District to include a notation in the underlying student educational records regarding BOH's use of the corresponding Scholarship Information. (4) Other sharing of the Study Information with BOH's own agents for purposes of facilitating, accomplishing and completing the study activities described above. BOH will not sell, transfer, share or otherwise allow access to any of the Study Information to any other party. (5) BOH will implement those procedural, physical and/or electronic safeguards as are necessary to protect against inadvertent disclosure and/or unauthorized use of the Scholarship Information and the Study Information received from the District. (6) Upon sharing, transferring, or allowing access to any Scholarship Information or Study Information with its own agents for the purposes described above, BOH will ensure that such agents will protect and dispose of all such information in a manner that is fully consistent with the overall terms of this Agreement. (9) Upon such conditions as may be determined by the District, the District may also provide additional information to BOH at any time regarding students within the District upon determination by LCS that such information is anonymous in nature and does not contain any "personally identifiable information" as to any particular student within the District within the meaning of Section 1232g(b)(1) of FERPA. (10) Any records or information disclosed to BOH which qualifies as "student records" or "personally identifiable information" under FERPA shall, notwithstanding any provision of this agreement, be the sole property of the District.. Notwithstanding any other provision of this agreement, BOH shall under no circumstances use any such "student records" *be* "personally identifiable information" for any purpose not specifically contemplated by the parties under this Agreement. (11). BOH shall cause each of its employees, agents or representatives who may gain access to Scholarship Information or Study Information (including any personally identifiable information therein), to execute a confidentiality agreement reasonably acceptable to the District before disclosing that information to that representative or permitting the representative to access that information.

Date: _____

Beacon of Hope Lynchburg
 Chairman of the Board
 Mr. Robert Wade

Lynchburg City Schools
 Superintendent
 Dr. Scott S. Brabrand

Lynchburg City Schools
 Chairman of the School Board
 Mr. Charles B. White

General Assistance Agreement Between Lynchburg City Schools and Beacon of Hope

BoH ASSISTANCE AGREEMENT	Description
PURPOSE AND GOALS	Per the Memorandum of Understanding between Beacon of Hope Lynchburg (BoH) and Lynchburg City Schools, the LCS Assistance Agreement “sets forth the exact nature, scope and extent of any assistance to be provided by LCS, the conditions that will apply to the same and the manner/timing of the LCS Superintendent’s determination.”
RESOURCES PROVIDED BY BoH AND LCS	<p>In return for the Future Center (and ultimately scholarship) resources received by LCS students, LCS agrees to provide resources which may include the following:</p> <ul style="list-style-type: none"> • Physical infrastructure for Future Centers in each Public High School, preferably with an outside entrance/egress and housed near or in conjunction with Guidance services; • Identification and access to student, community and volunteer groups in support of BoH’s mission and LCS’s objectives • Consideration for policy and procedure modifications that may be necessary for BoH to fulfill its mission • Active involvement in BoH marketing and fundraising initiatives
MARKETING/ COMMUNICATION ASSISTANCE	In order to produce the most leverage from the BoH Future Centers and Scholarships, LCS will assist BoH with marketing of Future Centers and scholarships, Future Centers outreach programs, retention programs within local colleges and other BoH activities related to student success. This may include communication to LCS elementary, middle and high school students, parents, and graduates, other college access programs along with outreach and communication to students and parents, assistance with mailings, use of the autodialing system, collaboration on message development, proactive support of media opportunities, etc.
EVENT SPACE AND SUPPORT	LCS agrees, whenever possible, to make space available for student and parent events or other events related to the fulfillment of BoH’s mission. This may include space at the high schools for meetings and workshops on Saturdays and evenings as well as during the school day, A/V support during both school- and non-school hours.
STUDENT, COMMUNITY AND VOLUNTEER GROUPS	To assist BoH in reaching a wide audience of supporters, LCS agrees to share information regarding student, community and volunteer groups that may assist BoH in reaching its goals. This may include access to alumni groups, Education Foundation, parent volunteers, and community-based organizations already in partnership with LCS.

<p>POLICY AND PROCEDURE MODIFICATIONS</p>	<p>BoH may be required to make changes to policies and procedures related to the BoH Scholarship and/or Future Centers in order to fulfill its mission. LCS agrees to provide consideration and support should such changes become necessary.</p>
<p>BOH FUNDRAISING</p>	<p>To ensure that BoH meets its fundraising goals, LCS agrees to assist BoH in fundraising in the following capacities.</p> <p>Administration: LCS Superintendent agrees to accompany BoH staff and volunteer fundraisers on key meetings with major donor prospects to assist in the solicitation process.</p> <p>Grant writing: LCS will assist BoH with grant writing by providing :</p> <ul style="list-style-type: none"> • Data needed by BoH in their own grant writing • LCS grant writing staff members to assist in the actual writing of larger multi-year partnership grants <p>BoH sponsorship opportunities: LCS will continue to allow BoH to recognize Future Center sponsors with size-appropriate corporate sponsor logos placed in and outside of the Future Center.</p> <p>Alumni outreach: LCS agrees to request that all LCS High School principals provide BoH with lists of alumni names and contact information when available for fundraising purposes.</p>
<p>FUTURE CENTER INFRASTRUCTURE</p>	<p>To ensure that Future Centers are engaging, useful, and maintain the highest level of service for LCS students and families, the following standards will be met by LCS:</p> <p>Space: Future Centers will be located in a classroom-sized space in the school, close in proximity to the guidance and counseling office. Through the Beacon of Hope, the space will be made inviting and comfortable, which may require carpeting or rugs and/or painting the walls, etc. All space renovations will be carried out by Beacon of Hope, but with approval of LCS Administration. The space should be dedicated to college-related activities and events --- and shared only upon negotiation with BoH. Future Centers will, ideally, have outside entrance and egress.</p>

Furniture: Future Centers will be entirely furnished by Beacon of Hope.

Technology/Communications: Future Centers will have 8-10 working computers provided by Beacon of Hope. They will be equipped with Microsoft Word, Microsoft Excel, PowerPoint, and Adobe Acrobat at a minimum. The computers must also have high-speed Internet connections and connectivity to necessary Internet sites, a printer, copier, fax machine, telephone with long-distance access, and an LCD projector. Advisors will be granted counselor-level access to Naviance and will have counselor-level access and training related to student records of college-related activities such as the Personal Education Plan (PEP) and data-tracking systems such as National Student Clearinghouse. BoH Future Center Advisors and outreach staff will also have LCS email access and LCS network access on issued laptops.

Supplies: Future Centers will be stocked with office supplies provided by Beacon of Hope. Copier and fax usage will be provided by LCS.

Maintenance: Beacon of Hope will be responsible for maintaining its Future Center, including cleaning regularly, making necessary repairs to the room and furniture, replacing broken furniture. LCS will provide technology support and a regular schedule of maintenance for the technology equipment and providing security and network connectivity. Beacon of Hope will be responsible for replacing non-functional and/or obsolete technology equipment.

Transportation: Advisors will coordinate college visits for high school students during the school year. Beacon of Hope will fund bus transportation and charter buses for these visits.

Professional Development: Each BoH Future Center Advisor will require ongoing professional development to maintain the highest level of service to students and to the school. When appropriate, the school will include the Advisor in professional development opportunities. Advisors will also participate in professional development opportunities provided by BoH throughout the year. When possible, BoH will invite counselors and/or other pre-collegiate program staff to trainings in the areas of college admissions and financial aid advising.

Volunteers: Each Future Center will have at least one volunteer (ideally five-plus volunteers) to be managed by BoH. Each school agrees to assist in the recruitment of volunteers and to cover the cost of background checks when appropriate (e.g. parent and community volunteers).

Lynchburg Beacon of Hope

Future Center Standards for Success

STANDARDS FOR SUCCESS	Description
PURPOSE AND GOALS	<p>The Beacon of Hope Future Center is a college resource center that serves as the hub for students to achieve success during and beyond high school. The Future Center’s purpose is to enhance the post-secondary culture of Lynchburg City Schools. BoH-employed Advisors manage the daily operation of the Future Center, serving students, parents and school administration while supporting the work of school counselors. The Advisors, part of the BoH Outreach Program, provide direct services to students and serve as a catalyst for collaboration among other college access, pre-collegiate programs, and mentoring programs already at work in the Lynchburg City Schools and in our community. Future Centers will be established within both LCS high schools at the discretion of BoH and in coordination with LCS to best serve district needs and priorities. Ultimately, LCS Elementary and Middle Schools will be served by a roaming BoH Advisor to ensure students and parents are aware of BoH’s objectives of post-secondary educational attainment.</p>
COSTS	<p>BoH Future Center costs will be supported by the capital and general operating budget of the Beacon of Hope Lynchburg, a not-for-profit 501(c)3 organization. These costs include:</p> <ul style="list-style-type: none"> • Staff • College visits (transportation, food, etc.) • Professional development • Furniture & Supplies • Technology • Events • Volunteer recruitment/management (e.g. background check, recruitment, training, and coordination)
RESOURCES AND SERVICES	

	<p>The following resources will be available:</p> <ul style="list-style-type: none"> • College applications and College catalogues (In-State and Out-of-State) • Industry certification courses offered locally and application information on those programs • Internet-connected laptops and printers, • Comfortable meeting space for SAT-prep and FAFSA workshops, • FAFSA forms and financial aid information, including guidance and training on completion, • Local Scholarship applications and information, • ACT and SAT Information and training, • Data-collection source (e.g. Naviance) available to LCS guidance and administration, which tracks student achievement plans, applications, financial aid, test-prep, college visits, and other valuable data. <p>The following services will be offered/coordinated:</p> <ul style="list-style-type: none"> • Assistance with completing applications for college admissions, financial aid and scholarships • Classroom presentations and workshops • College and scholarship search assistance • Coordination and scheduling of in-school college representative visits • Coordination and scheduling of field trips for on-campus college visits • One-on-one and small group sessions • Evening/Saturday college and financial aid workshops housed at Future Centers and OTHER OUTREACH locations across the City <p>Future Centers will offer comprehensive and expert assistance with the post-secondary attainment process by offering a wide variety of resources and services.</p>
<p>SERVICES AND COLLABORATION ONLY WITH REGIONALLY-ACCREDITED AND NON-PROFIT INSTITUTIONS</p>	<p>The BoH Scholarship Policy will support LCS scholars who attend post-secondary institutions that operate as not-for-profit and are regionally accredited institutions in Virginia. Specifically, the BoH Scholarship may be used at non-profit public technical programs, non-profit two-year and four-year colleges and universities that are accredited by one of the following six regional accrediting organizations recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA) : Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, Western Association of Schools and Colleges.</p> <p>BoH Scholarship dollars support students attending institutions that offer the most value – that is affordable, high-quality academic programs with support services. Additionally, BoH does not support for-profit and/or non-regionally accredited institutions recruiting or serving students in the BoH Future Center Centers as a best or recommended practice.</p>

<p>PERSONNEL</p>	<p>Each Future Center will be staffed by a Beacon of Hope Advisor, who is a college and financial aid expert, mentors and volunteers. Various members of the school community will also have a role in the collective effort to make each Future Center successful.</p> <p>College and Financial Aid Advisors: Counselors and Advisors will partner to ensure that each student receives the benefit of college counseling and other services while avoiding duplication of services. Advisors will attend counseling meetings at their respective schools and will meet monthly with principals or designated school administration</p> <p>LCS Guidance Counselors: Counselors will encourage students to use the Future Centers as an additional resource and source of support. Outreach efforts to students/parents through classroom visits and evening workshops will be shared with Advisors, as appropriate in each school. Counselors, principals and other appropriate personnel will participate in the hiring of Advisors and will provide feedback to BoH on their performance.</p> <p>Volunteers: With help from the BoH Director and the high school’s Community or Parent Liaison (where available), Advisors will recruit, train, and manage volunteers.</p> <p>Teachers: Teachers will know what resources and services are available through the Future Centers, encourage students to make use of them and provide student access to the centers through hall passes.</p> <p>Principal/Designated Personnel: Principals will ensure that Future Centers are properly managed and maintained, take part in the hiring of Advisors, provide leadership for Advisors through communication as needed, and provide feedback to Beacon of Hope on Advisor performance. Through meetings and information sharing, principals will also connect Advisors with faculty/staff.</p> <p>District: Facilities and technology professionals from the district will help set up and maintain the resource centers and the district will provide access to appropriate student data for evaluation and tracking purposes.</p> <p>Other College Access Programs/Service Providers: Beacon of Hope will collaborate with other college access programs in each school to ensure maximization of resources. BOH will attend regularly scheduled meetings of college access programs organized by the school administration.</p>
<p>OPERATING HOURS AND CALENDAR</p>	<p>Each Future Center will be open for operation according to a regular schedule proposed by the Advisor. BOH will also approve of the schedule, as will the principal.</p> <p>It has been found that outside of school working hours are the most effective, (e.g. 11 am to 7 pm). School days will comprise eight working hours.</p> <p>Future Centers may be closed:</p> <ul style="list-style-type: none"> • A minimum of two days per month for BOH professional development • For other events as necessary

	<p>During operating hours, the Future Centers will be staffed by the Advisor or other college access program staff. In addition to regular operating hours, Advisors will offer and/or participate with schools, counselors and college access programs to offer a minimum of two evening/Saturday workshops or events per year for college planning and information regarding colleges and financial aid.</p>
<p>DATA AND EVALUATION</p>	<p>Through the collection of data, Advisors will measure program success in order to make continuous program improvements. Advisors will be granted counselor level access to Virginia Wizard, Naviance, and National Student Clearinghouse Data or other necessary student data systems, in order to have access to necessary data and student information.</p> <p>Each Beacon of Hope Future Center will set its own baseline-supported measurable objectives each school year. An example of a Future Center Goal form is attached at APPENDIX B.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>To measure how effectively the Future Center serves the school population, the following will be analyzed:</p> <ul style="list-style-type: none"> • Number of students and parents served at Future Center sponsored events, as well as outreach opportunities • Feedback from school administration, counselors, and teachers • Feedback from students and parents • Feedback from coalition partners throughout the community </div> <div style="width: 48%;"> <p>To measure Future Center impact on college access for the school population, the following will be analyzed and compared to baseline figures:</p> <ul style="list-style-type: none"> • Number of students who apply and are accepted to college • Number of students who completed FAFSA • Number of students served at FAFSA workshops • Number of students who are awarded scholarships • Total value of scholarships awarded to students served • The types of colleges (technical, two-year and four-year) to which students are accepted </div> </div> <p>This data will be collected through:</p> <ul style="list-style-type: none"> • Tracking of all applications students submit for college admission, financial aid, and scholarships and follow-up with students and colleges for results • Data provided in a timely manner by the school and/or school district, including data that determines scholarship eligibility (i.e. high school graduation lists, LCS enrollment history and applicant cumulative GPAs).
<p>COMMUNICATIONS AND OUTREACH</p>	<p>In order to ensure that Future Center communications provide clear and timely messages about events, workshops, and important college information for students and parents:</p> <ul style="list-style-type: none"> • Advisors will announce events at least two weeks in advance verbally and in writing at school and by sending information home to parents • Written communications to parents will be made whenever possible, both via email and paper in cases where email is not an option • Advisors and volunteers will try to reach students and parents by phone, email or texting when necessary, paper as a last resort
<p>PROFESSIONAL DEVELOPMENT</p>	<p>Ongoing professional development will be provided to or by Advisors. Counselors and other college access programs will be included whenever possible. Topics include, but are not limited to: Admissions, Financial Aid, Scholarships.</p>

Beacon of Hope Future Center/LCS School Counseling Office Division of Duties

Beacon of Hope

- Proactive identification of target audiences for additional support
- Assist with college, technical certification, or job applications
- Transition to college & follow-up through graduation
- Plan/execute college on-campus visits
- Community research
- SAT-ACT prep
- Coordination of tutoring and mentoring services
- Coordination of outreach college- and technical-readiness programs
- Coordination of mentor and college-readiness programs
- Financial Aid
 - Research and promote scholarships
 - Assistance with federal financial aid, FAFSA, Scholarships, local aid
 - Follow through with scholarship and FAFSA completion
 - Ultimately coordination of last-dollar scholarships for LCS students
- NCAA Clearinghouse assistance
- Coordination of ASVAB testing
- Collection and reporting of data

SHARED RESPONSIBILITIES

- Advising general college choices on the process and steps for getting to college—the road to college, preparing for the admissions process (not institution specific), first-generation transition,
- Career advising
- Technical certification advising
- Work with businesses/community groups
- Plan/coordinate technical certifications in concert with CVCC career coaches
- Assist with Job Fair and College Night in alternating years between H.S.
- Coordinate and educate on scholarships
- Coordinate and educate students on the following:
 - General process and tools for college readiness, summer transition and bridge activities, GPA calculation, SAT prep, etc.
- Process scholarships
- Professional development opportunities for BoH, Counseling, teachers, and school administration on college-readiness programming
- Data collection—including end of year surveys, College Board, FAFSA completion projects, National Student Clearinghouse – coordinated by BoH and LCS Guidance Administration

High School Counseling

- Academic counseling/advising
- Personal/social counseling
- Responsive services
- College-counseling, specific to student and college
- Implementing the counseling curriculum through advisories and other activities
- Coordinate remediation & credit recovery
- Plan coordinate college representative visits and military visits
- Enroll/withdraw students
- Handle student records
- Coordinate student make up homework
- Chair child study, participate in IEPs/504s
- Testing: AP, For Language, DE
- Assist with SOL testing
- Conduct groups
- Provide data

Measurable Objectives: Beacon of Hope Future Centers in Lynchburg City Schools, SY 2012-13

Goal I: The principal goal for the Future Centers is to increase the number of LCS students enrolling in post-secondary education from a baseline of 57% system-wide in 2011.

Objective 1: By October 2013 at the end of the Future Centers' first operational year, we aim to see a 5% division-wide increase in the number of students enrolled in post-secondary education.

Indicator 1:1 – Post-secondary application and enrollment data will be collected and reported by the National Student Clearinghouse (a non-profit formed in 1993) which is a nationally trusted source for higher education enrollment and degree verifications. Real-time data is reported after the college add-drop period in early September 2013.

Indicator 1:2 –Utilizing the newly-implemented Naviance student data system, LCS and Beacon of Hope will track monthly the number of students submitting applications to colleges and technical certification programs. We will have the ability to report findings by aggregate demographic category, thereby enabling the Future Centers and Guidance to target underserved populations. Currently, LCS does not maintain a consistent division-wide data source that captures this information. Using Naviance, beginning in summer 2012, BoH will track and report the academic, college-technical planning for all of LCS's students, the outside community programs in which students are involved, mentorship opportunities, and other pertinent pieces of data that can help identify students who need greater attention.

Objective 2: To increase the number students considered economically-disadvantaged who enroll in post-secondary education from a division-wide 2011 baseline of 42% to a division-wide 50% by October 2013, an 8% increase. The Beacon of Hope and LCS will achieve an overall 5% increase in post-secondary matriculation by targeting underserved populations including (a) economically disadvantaged students (b) first generation college families who lack information and navigation, (c) and students who are not on considered to be on high-achievement tracks and therefore lacking information and encouragement to pursue post-secondary education.

BoH will achieve both Objective 1 and Objective 2 utilizing these strategies by: (1) operating outside regular school hours, weekends and through outreach opportunities, (2) offering one-on-one and group mentoring /advising services on research, application, enrollment, and financial aid, (2) developing outreach opportunities to bring the expertise on the college admissions process and financial aid into churches and community centers across the city, (3) leveraging partnerships with our 5 local colleges and workforce investment programs to provide resources for a greater demographic breadth of LCS's population, (4) implementing a data and communications model to better enable mentors, volunteers, teachers, counselors, and BoH staff to gain a clearer picture of which students are falling through the cracks, (5) coordinating and funding on-campus visits for dozens of students to colleges and universities, (6) leading professional development programs for teachers, administrators and staff that will

engage the greater academic population in creating a “college-going culture” in LCS.

Objective 3: To increase the number of students completing and submitting the FAFSA (Federal Financial Aid form). Baseline data from April 2012 shows system-wide FAFSA completion rates at 40%. BoH aims to increase FAFSA completion rates by 10% to ensure that 50% of LCSs graduating seniors are completing the FAFSA.

FAFSA completion is a proven strategy in post-secondary access because the FAFSA is the key to unlocking the federal Pell Grant and other valuable financial aid. Currently, 60% of LCS seniors are foreclosing the opportunity for federal financial aid that can drastically lower the barriers to college affordability. Through the FAFSA, students can qualify for Pell grants, work study and federal loans. Financial aid helps close the gap between the cost of college and expected family contribution, and studies show a strong positive correlation between increased FAFSA completion and increased college matriculation.

Indicator 3.1—The Federal Department of Education provides through the Federal Office of Financial Aid reports aggregate data by high school and division illustrating the number of students and their families who complete and file the FAFSA. Data is collected and disseminated by division and school monthly.

Strategy—Currently, LCS Counselors do not assist families or students in navigating the financial aid process. BoH Future Centers will provide after hours (12 pm until 8 pm and Saturday) one-on-one assistance in completing the FAFSA, garnering scholarships/other financial aid. BoH staff and volunteers will provide regular outreach opportunities in churches, Parks and Rec Community Centers to assist, encourage, and inform underserved families on a safe, neutral, and comfortable environment.

Objective 4: To increase the number of LCS’s high school students who sit for the SAT / ACT tests during SY 2012-13.

A recent Wilder Foundation (St. Paul, MN) study of pre-college outreach programs in urban areas found that increasing the number of students (especially those from underserved and economically-disadvantaged populations) who prepare for and sit for the SAT significantly increases the likelihood that these students will be more successful when they reach college.

Indicator 4.1—The Beacon of Hope has acquired data from the College Board, the national administrator of the SAT test. Available in September 2012, this data will determine a baseline of the number of students in LCS who sit for the SAT and the demographic categories which describe these students. Demonstrated success for this objective will be an overall increase in the number of LCS students taking the SAT with a concentrated effort on students from underserved demographic categories (minorities, economically disadvantaged, and first-generation college families).

Strategy—BoH in partnership with LCS School Counselors will (1) coordinate and provide fee supplements to enable more LCS students to sit for the SAT exam, particularly students who do not qualify for fee waivers, (2) coordinate professional development opportunities for teachers, counselors and BoH staff in Kaplan-trained SAT preparation methods, (3) test prep classes (currently offered privately and through an online add-on at EC Glass) will be provided to a wider demographic audience of students, particularly underserved audiences, (4) SAT preparation will be offered in outreach locations for LCS students.

Objective 5: To improve the student/parent level of knowledge in LCS high schools regarding college access, financial aid attainability, and value of a post-secondary education.

Indicator 5.1—Surveys, both written and verbal, will be administered via Naviance and physically in English classrooms for graduating senior classes in mid-May. Pre- and post-Surveys will contain self-reported information but will demonstrate a solid understanding of the following indicators: (a) value and calculation of GPA, (b) steps in applying for college admission and tools required to be successful, (c) technical-certification programs local to our area, (d) college transition process (books, living needs, work study, etc.), (e) basic knowledge of financial aid, (f) purpose and structure of the SAT, (g) and other factors to be determined.

Strategy—BoH staff and volunteers will implement a series of in-school and outreach programs that address a basic knowledge of aforementioned barriers in post-secondary access.

Agenda Report

Date: 06/05/12

Agenda Number: E-2

Attachments: Yes

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

Subject: No Child Left Behind Act Waiver: Public School Choice

Summary/Description:

On February 28, 2012, the Virginia Department of Education submitted a request to the United States Department of Education for waivers from certain requirements outlined in what was formerly known as the No Child Left Behind Act. If these waiver requests are approved, schools in the Commonwealth of Virginia will no longer be required to offer public school choice.

In anticipation of approval of the waiver, Lynchburg City Schools has developed procedures to implement the elimination of the public school choice requirement.

1. Students currently participating in public school choice will be allowed to complete their elementary program in the school of choice with the school division providing transportation at no charge. Upon completion of the elementary program, the student must attend the middle school for which the child's residence is zoned.
2. Students currently participating in public school choice may return to their zoned school at any time. Once the decision has been made for the student to return to the base school, public school choice options will be forfeited.
3. Siblings of students currently attending a school of choice will not be eligible to attend the school of choice and must attend the zoned school or be eligible for placement outside of the zoned school according to existing School Board Policy. Older siblings may return to the zoned school as outlined above.
4. Students new to Lynchburg City Schools for 2012-2013 will not be eligible for public school choice options.

Agenda Report

Date: 06/05/12

Agenda Number: E-2

Attachments: Yes

On May 15, 2012, the school administration presented this information to the school board along with the how public school choice affects sending schools, receiving schools, and bus transportation. Following discussion, the school board asked that the school administration bring this item forward at the end of the 2012-13 for additional discussion and review.

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

Recommendation:

The superintendent recommends that the school board approve the procedures developed to implement the elimination of the public school choice requirement for one year and review the procedures at the end of the 2012-13 school year.

Current Location for K-4 Public School Choice

Heritage to RS Payne	K	1	2	3	4	STUDENTS ELIGIBLE TO RETURN TO HERITAGE FROM RS PAYNE, SHEFFIELD, SANDUSKY	K	1	2	3	4
	0	3	3	6	4		14	22	14	18	10
	TOTAL 16						TOTAL STUDENTS TO HERITAGE: 78				
Heritage to Sheffield	K	1	2	3	4						
	3	11	4	4	1						
	TOTAL 23										
Heritage to Sandusky	K	1	2	3	4						
	11	8	7	8	5						
	TOTAL 39										
Perrymont to Sheffield	K	1	2	3	4	STUDENTS ELIGIBLE TO RETURN TO PERRYMONT FROM SHEFFIELD, SANDUSKY, RS PAYNE	K	1	2	3	4
	4	3	2	3	2		9	14	15	8	13
	TOTAL 14						TOTAL STUDENTS TO PERRYMONT: 59				
Perrymont to Sandusky	K	1	2	3	4						
	5	9	7	1	4						
	TOTAL 26										
Perrymont to RS Payne	K	1	2	3	4						
	0	2	6	4	7						
	TOTAL 19										
RS Payne to Sheffield	K	1	2	3	4	STUDENTS ELIGIBLE TO RETURN TO RS PAYNE FROM SHEFFIELD AND SANDUSKY	K	1	2	3	4
	5	1	3	2	3		9	7	7	4	5
	TOTAL 14						TOTAL STUDENTS TO RS PAYNE: 32				
RSPayne to Sandusky	K	1	2	3	4						
	4	6	4	2	2						
	TOTAL 18										
Linkhorne to Paul Munro	K	1	2	3	4	STUDENTS ELIGIBLE TO RETURN TO LINKHORNE FROM PAUL MUNRO AND SHEFFIELD	K	1	2	3	4
	4	4	3	3	2		5	5	5	5	3
	TOTAL 16						TOTAL STUDENTS TO LINKHORNE: 23				
Linkhorne to Sheffield	K	1	2	3	4						
	1	1	2	2	1						
	TOTAL 7										
PUBLIC SCHOOL CHOICE BY GRADE LEVEL	K	1	2	3	4						
	37	48	41	35	31						
	TOTAL 192 STUDENTS										

Agenda Report

Date: 06/05/12

Agenda Number: E-3

Attachments: Yes

From: Charles B. White, Chairman

Subject: Superintendent's Evaluation Instrument

Summary/Description:

On October 19, 2010, the school board established a Superintendent's Evaluation Tool Committee to review the current superintendent evaluation instrument. During this process, the committee gathered information from the Virginia School Boards Association and other school divisions in the state and across the country regarding superintendent evaluation instruments and processes. Using this information, the committee identified areas for improvement in the existing instrument and added components that would assist in goal setting, timeline, accountability, and advocacy.

The evaluation instrument contains three parts: performance standards, superintendent's goals, and a 360-degree evaluation. Each part contains standards with performance indicators which provide descriptors of what to look for when evaluating the superintendent.

A draft copy of the new evaluation instrument has been presented to the superintendent for his review. During this presentation, the school board and the superintendent will have the opportunity to make further recommendations for revisions to the evaluation instrument.

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

Recommendation:

The chairman recommends that the school board approve the superintendent's evaluation instrument.

Agenda Report

Date: 06/05/12

Agenda Number: E-4

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Heritage High School Architect

Summary/Description:

On January 24, 2012, the school board appointed the Heritage High School Architect Selection Committee. Following the appointment of that committee, the school administration worked with the city's procurement office to develop a request for proposals (RFP). The RFP was advertised, and in March, the selection committee reviewed the RFPs and selected Moseley Architects. Since that time, the superintendent has worked with legal counsel to finalize the contract. During this presentation, the school administration will present the contract the school board for its consideration.

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

Recommendation:

The superintendent recommends that the school board approve the contract with Moseley Architects, PC for the Heritage High School project.

Agenda Report

Date: 06/05/12

Agenda Number: F-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: School Board Retreat

Summary/Description:

The Lynchburg City School Board will conduct its annual retreat on July 26-27, 2012. The superintendent has several items that he intends to present to the school board during that retreat. They are as follows:

- Lynchburg City Schools Logo
- Indicators of Excellence
- Comprehensive Plan
- Mission and Vision
- Policy and Governance

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: 06/05/12

Agenda Number: F-2

Attachments: Yes

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

Subject: Administrative Regulation 6-58.3: Grading Scales

Summary/Description:

Changes to grading scales in several school divisions in Virginia have prompted discussion regarding the grading scale in use in the Lynchburg City Schools. The current grading scale is not found in policy or regulation but is specified as follows in the school handbooks for all classes except dual enrollment, Central Virginia Governor's School for Science and Technology (CVGS), and Advanced Placement (AP):

Lynchburg City Schools: Grading Scale

A = 94 – 100

B = 86 – 93

C = 78 – 85

D = 70 – 77

F = 69 and below

A standard 10-point scale, based on the grading scale used by Central Virginia Community College, is used in dual enrollment and AP courses as well as in CVGS courses:

Lynchburg City Schools: Dual Enrollment, CVGS, and AP Grading Scale

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 59 and below

Recent discussions among parents, students, staff members and administrators have centered around the two different grading scales, as well as the challenges of communicating those two grading scales to parents and students.

As a result, the school administration has explored the possibility of changes to the grading scale. The debate surrounding grading scales and standards focuses on the following beliefs. Those on one side argue for a more restrictive grading scale with the belief that a more

Agenda Report

Date: 06/05/12

Agenda Number: F-2

Attachments: Yes

restrictive scale will result in greater student effort and higher student achievement. Those on the other side argue that more restrictive grading scales place higher achieving students at a competitive disadvantage for scholarships, awards, and college admissions and at the same time place lower achieving students at a greater risk of dropping out.

The school administration has discussed the option of placing all students in grades three through twelve on a single 10-point grading scale. This option creates consistency and places students at a comparable competitive level with other students across Virginia. The school administration has also discussed and developed Administrative Regulation 6-58.3: Grading Scale for school board consideration.

Disposition: Action
 Information
 Action at Meeting on: 06/19/12

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 June 19, 2012.

INSTRUCTION

Grading Scale R 6-58.3

The classroom teacher shall be responsible for the grading and evaluation of his/her student's achievement in class.

The following grading scale will be used in grade levels 3-12 for all students:

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = 59 and below

The following state scoring rubric will be used to evaluate student progress on the Standards of Learning (SOL) in grade Kindergarten through 2:

- E = Exceeds the Standard (student demonstrates knowledge and skill 94 percent or more of the time)
- M = Meets the Standards (student demonstrates knowledge and skill 80 percent or more of the time)
- P = Partially Meets the Standard (student demonstrates knowledge and skill 70 percent or more of the time)
- U = Unsuccessful in Meeting Standard (student demonstrates knowledge and skills less than 70 percent)

The following grading scale will be used for all other areas in grades K-5 (handwriting, art, music, movement education, technology and character/conduct):

- S = Successful
- I = Improving
- NY = Not Yet Successful

Approved by School Board:

Agenda Report

Date: 06/05/12

Agenda Number: F-3

Attachments: Yes

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

Subject: School Board Policy 7-51: Wellness

Summary/Description:

Over the past several months, the School Health Advisory Committee has been reviewing the school board's policy on wellness. As a result of that review, the committee has made several changes to the policy and is presenting those changes for school board consideration.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

STUDENTS

Wellness P 7-51

A. Introductory Statement

Lynchburg City Schools is committed to providing school environments that promote and protect each student’s health, well-being, and ability to learn by supporting healthy eating, physical activity and emotional growth. **{The entire school environment, including the cafeteria, lounges and classrooms, will be aligned with healthy school goals. School administration and staff are expected to serve as role models for good nutrition and physical activity.}**

B. Definition

Student wellness is a balance of physical and emotional well-being that empowers students to make healthy life-long choices to achieve an optimal quality of life.

C. School Nutrition Program

All foods and beverages offered as part of the National School Lunch and School Breakfast Program will meet ~~or exceed nutrient standards that are age appropriate for children based on the nutrition recommendations of the U.S. Dietary Guidelines for Americans.~~ **{the requirements set forth in the Healthy, Hunger-Free Kids Act of 2010. This legislation marked the most comprehensive changes to the school nutrition environment in more than a generation. The last update to school meals standards was over 15 years ago. Since that time, tremendous advancements in our understanding of human nutrition have occurred. In response to that reality, the HHFKA required USDA to update school meal nutrition standards to reflect the most current dietary science.}**

All food and beverages sold other than meal items will meet designated criteria established for healthy a la carte and snack items.

1. Nutritional Quality of Foods and Beverages Sold and Served by School Nutrition

{School Meals: All meals} served through the National School Lunch and Breakfast Programs will:

- **{meet requirements established by the HHFKA based on the timelines established for full implementation;}**
- be appealing and attractive to children;
- be served in clean and pleasant settings;
- ~~meet or exceed nutrition requirements established by local, state, and federal statutes and regulations;~~

STUDENTS

Wellness (continued)

- ~~offer a variety of fruits and vegetables;¹~~
- ~~serve only low-fat (1%) and fat-free milk;²~~
- ~~provide (and increase) whole grain.³ offerings as available.~~

Breakfast. To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, the school nutrition program:

- will operate the School Breakfast Program in all Lynchburg City Schools.
- will, to the extent possible, utilize methods to serve school breakfasts **{in a manner}** that encourages participation.
- ~~will notify parents and students of the availability of the School Breakfast Program.~~
- ~~will encourage parents to provide a healthy breakfast for their children through monthly menus, newsletter articles, take-home materials, or other means.~~

The school nutrition program should **{will encourage}** engage students and parents, ~~through taste tests of new entrees and surveys, in selecting to identify and select new, healthy foods sold-offered through the school meal programs through periodic taste testing, {signage in the cafeteria, monthly printed menus and positive student/employee interaction during meal service.} in order to identify new, healthful, and appealing food choices. {In addition, the school nutrition program} should share information about **{will provide nutritional content information to}** of meals with **{parents, nurses and health assistants. Such information will be made available upon request through the School Nutrition Office.}** ~~on menus, the school website, or other point-of-purchase service materials.~~~~

2. Meal Times and Scheduling

The school division:

¹ limited to one day per week at middle school level and two days per week at high school level. To the extent possible, schools will offer two fruit options each day and will offer five different fruits and five different vegetables over the course of a week.

² As recommended by the *Dietary Guidelines for Americans 2005*.

³ A whole grain is one labeled as a “whole” grain product or with a whole grain listed as the primary grain ingredient in the ingredient statement. Examples include “whole” wheat flour cracked wheat, brown rice, and oatmeal.

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Wellness (continued)

- will provide students with an adequate and reasonable amount of time to purchase and eat their lunch; bus schedules will not prohibit students from accessing School Breakfast;
- ~~should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;~~
- ~~will provide students access to hand washing or hand sanitizing before they eat meals or snacks;~~
- ~~should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).~~
- **{will provide access to water during mealtime.}**

3. Qualifications of School Food Service Staff

Qualified nutrition professionals will administer the school meal programs. As part of the school division’s responsibility to operate a food service program, we will provide continuing professional development for all nutrition professionals in schools. Staff development programs will include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.³

4. Sharing of Foods and Beverages

Students will be discouraged from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children’s diets.

5. Elementary Schools

The school nutrition program will approve and provide all **{competitive and}** a la carte food and beverage sales to students in elementary schools. Given young children’s limited nutrition skills, food sold in elementary schools will meet the ~~Governor’s Nutrition Standards as stated:~~ **{standards as stated:}**

- Snacks:
- Fewer than 300 calories per item
 - No more than ~~35%~~ **{30 percent}** of calories from fat (except nuts and seeds) **{and}** no more than 10 percent of calories from saturated fat ~~(including trans fat)~~ **{(no trans fats are allowed)}**
 - No more than ~~35%~~ **{30%}** by weight sugar per serving

³ School nutrition staff development programs are available through the USDA, **{VDOE,}** School Nutrition Association, and National Food Service Management Institute.

STUDENTS

Wellness (continued)

Beverages: 100% fruit juices, bottled water & low-fat or non-fat milk

{All competitive and a la carte food and beverage items must meet at least five percent of the Daily Value per serving of one of the following eight nutrients: protein, iron, calcium, vitamin C, vitamin A, niacin, thiamine, or riboflavin.}

6. Middle and High Schools

In middle and high schools, all foods and beverages sold individually during ~~{the school day} by the school nutrition program outside the reimbursable school meal programs, including those sold through a la carte lines and vending machines during the school day, or through programs for students after the school day,~~ will meet the following nutrition standards:

A food item sold individually:

- will have no more than ~~35%~~ **{30 percent}** of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated fats ~~and trans fat combined;~~ **{(no trans fats allowed)}**
- will have no more than ~~35%~~ **{30 percent}** of its weight from added sugars;⁴
- will contain no more than 300 calories per item.

{All competitive and a la carte food and beverage items must meet at least five percent of the Daily Value per serving of one of the following eight nutrients: protein, iron, calcium, vitamin C, vitamin A, niacin, thiamine, or riboflavin.}

~~The portion size of a la carte entrees and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of school meals. Fruits and non-fried vegetables are exempt from portion size limits.~~

7. Beverages sold~~{:}~~ for the ~~School Nutrition Program:~~

Allowed: water without added caloric sweeteners; 100 percent fruit and vegetable juices, ~~fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners (if available);~~ 0 calorie sport drinks, **{carbonated beverages permitted by USDA,}** unflavored or flavored low-fat or fat-free fluid milk and nutritionally-

⁴ If a food manufacturer fails to provide the *added* sugars content of a food item, use the percentage of weight from *total* sugars (in place of the percentage of weight from *added* sugars), and exempt fruits, vegetables, and dairy foods from this total sugars limit.

STUDENTS

Wellness (continued)

equivalent nondairy beverages ~~(to be defined by USDA)~~ **{(Lactaid), low calorie soft drinks offered in vending outside of School Nutrition Program.}**

~~Not allowed: soft drinks, and carbonated beverages of any kind iced teas; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine).~~

D. Nutrition Education and Promotion

~~Lynchburg City Schools classroom teaching for health education will follow the Health Education Standards of Learning for Virginia Public Schools⁵.~~

Lynchburg City Schools ~~aim~~ **{strives}** to teach, encourage, and support healthy eating by students; Schools ~~should~~ **{will}** provide nutrition education and engage in nutrition promotion that:

- ~~• is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;~~
- {provides nutritional information about foods served in the School Nutrition Program to students, parents and staff.**
- enhances the SOL health curriculum with cross-curriculum integration of nutrition education materials such as My Plate⁶**
- provides helpful hints related to diet and healthy activities to students, parents and staff.**
- displays information in the school building and cafeteria that relates to nutrition.**
- coordinates with community professionals to assist with nutrition education and promotion.**
- provides ongoing staff development related to wellness education.}**
- ~~• Nutrition education is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;~~
- ~~• Nutrition education shall include~~**{s}** ~~enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;~~

⁵ From the Virginia Standards of Learning
(<http://www.pen.k12.va.us/VDOE/Superintendent/Sols/home.shtml>)

⁶ From USDA www.choosemyplate.gov

STUDENTS

Wellness (continued)

- ~~Nutrition education shall~~ promote **(s)** fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices; **{and}**
- ~~Nutrition education shall~~ emphasize **{s}** caloric balance between food intake and energy expenditure (physical activity/exercise); ~~Classroom nutrition education shall link with school meal programs, other school foods, and nutrition-related community services;~~ ~~Nutrition education shall teach media literacy with an emphasis on food marketing; include training for teachers and other staff.~~

E. Foods and Beverages Sold/Served and Marketed on School Campus Outside of the School Nutrition Program

1. Vending

Vending in the Lynchburg City Schools will provide a variety of **{healthy}** food and drink choices. There should be no vending machines available to elementary school students and after school only vending available to middle school students. No vending machines outside the control of the School Nutrition Program will be operated during the operating hours of the school lunch and breakfast programs. The beverage vending contracts for high schools and middle schools should create vending machines **{which offer}** with at least 50% of the selection in each machine being **{100 percent}** juice **{and}** water, sports drinks, milk and up to 50% of the selection being low calorie soda **{and zero calorie sports drinks and full-calorie soda}**. Food vending contracts for high schools and middle schools will include a selection of items that meet the standards of the school Nutrition Program. **{Vending machines for staff will also follow this policy for the purpose of modeling a healthy lifestyle.}**

2. Snacks

Snacks served during the school day or in after-school care or enrichment programs will **{meet school nutrition standards,}** make a positive contribution to children's diets and health. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The division will disseminate a list of healthful snack items to teachers, **{PTO's}** after-school program personnel and parents **that meet School Nutrition Program Standards with a focus on fruits, vegetables, lean protein whole grains and water. The approved healthy snack list is printed annually in the school handbook (See School Wellness Guidelines)}**

3. Rewards **{/Incentives}**

STUDENTS

Wellness (continued)

Teachers should not use foods or beverages, **{as rewards}** especially those that do not meet the nutrition standards of the school nutrition program as rewards for academic performance or good behavior,⁷ and will not withhold food or beverages including food served through School Nutrition Program as a punishment. Other alternatives for prizes **{incentives}** and rewards should be explored **{used. (See School Wellness Guidelines)}**

4. Celebrations

Schools should limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include food or beverage that meets nutrition standards for foods and beverages served by the School Nutrition Program. **{Staff needs to be aware of potential food allergy Issues.}** The division will disseminate a list of healthy party ideas to parents and teachers. **{(See Food Allergy Guidelines and School Wellness Guidelines)}**

5. School, **{PTO and Booster Club}**-sponsored Events

~~School sponsored events such as, but not limited to, athletic events, dances, or performances after school programs, field trips, or school other events.~~ Healthy food choices should be offered, such as low fat snacks, fresh fruits and vegetables, nuts, trail mix, granola bars, low fat milk, water, low sugar 100% juices. **{Events will offer healthy food and beverage choices per the school nutrition standards.}** Students should be **{are}** discouraged from bringing **{chips,}** candy, **{and}** sodas, and other non-nutritive snacks and beverages to events. Foods and beverages offered or sold at school sponsored events outside the school day should meet the nutrition standards for foods and beverages sold in the School Nutrition Program. The schools should **{will}** have resources available for **{PTO's, booster clubs, teachers,}** parents and students regarding healthy food **{and beverage}** choices.

6. Fundraising Activities

To support children's health and school nutrition education efforts, school fundraising activities should use foods that meet the standards for the School Nutrition Program. **{(Section C-5,6)}** Schools will encourage fundraising activities that promote physical activity and healthy fund raising options, including non-food related options. The sale of non-nutritive and unhealthy food choices, such as candy, doughnuts, sodas, cookies, etc. **{are not permitted}** should be discontinued by the beginning of the 2007-08 school year. The school division

⁷ Unless this practice is allowed by a student's individual education plan (IEP).

STUDENTS

Wellness (continued)

will make available a list of ideas for acceptable fundraising activities. **{{(See School Wellness Guidelines)}}**

7. Food Marketing in Schools

School-based marketing will be consistent with nutrition education and health promotion. As such, schools should limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold in the School Nutrition Program.⁸ School-based marketing of brands promoting predominantly low-nutrition foods and beverages⁹ is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

F. Physical Activity Opportunities and Physical Education

Lynchburg City Schools will meet or exceed the current Department of Education Standards of Quality for physical education for all elementary, middle and high school students.

1. Daily Recess **{Activity Time}**

All elementary school students will have at least ~~20~~ **{30}** minutes a day of supervised Recess **{activity time,}** 10 minutes may be structured play, preferably outdoors, during which schools should encourage moderate to vigorous physical activity, through the provision of space and equipment. **{Removal or restriction from activity time as punishment should not be allowed.}**

2. ~~Activity Levels~~ **{Integrating Physical Activity into Classroom Settings}**

All schools should discourage extended periods (i.e., periods of ~~two~~ **{one}** or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give **{all}** students periodic breaks during which they are encouraged to stand and be moderately active.

⁸ Advertising of low-nutrition foods and beverages is permitted in supplementary classroom and library materials, such as newspapers, magazines, the Internet, and similar media, when such materials are used in a class lesson or activity, or as a research tool.

⁹ Schools should not permit general brand marketing for food brands under which more than half of the foods or beverages do not meet the nutrition standards for foods sold individually or the meals are not consistent with school meal nutrition standards.

STUDENTS

Wellness (continued)~~3. Integrating Physical Activity into the Classroom Setting~~

For students to receive the nationally-recommended amount of daily physical activity (i.e., at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- opportunities for physical activity will be incorporated into other subject lessons; and classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

{3. Movement Education

In addition to activity time, elementary students will have 60 minutes a week of movement education, 75% of which time should be moderate to vigorous activity. Qualified movement education professionals will follow a curriculum of health education per the Virginia standards of quality which will prepare students for SOL's. Classes will provide age-appropriate skill development for all students, including those with special needs. Restriction from Movement education class as punishment will not be allowed. Annual verification of safety of gym equipment is required.}

{4.}Communications with Parents

The division/school will support parents' efforts to provide a healthy diet and daily physical activity for their children. **{Schools recommend that parents limit screen time to a maximum of 2 hours a day.}** The division/school will offer ~~healthy eating seminars for parents~~, send home nutrition information, post nutrition tips on school websites, and provide nutrient analyses of school menus. Schools should encourage parents to utilize the school breakfast and lunch programs to provide their children with convenient, economical and nutritious meals. When packing food from home, parents should also be encouraged to provide healthy lunches and snacks and to refrain from including beverages and foods that do not meet the nutrition standards of the School Nutrition Program. The division/school will provide parents a list of foods that meet the division's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities. **{Parents will be notified of food allergy concerns.}** ~~In addition, the division/school will provide opportunities for parents to share their~~

STUDENTS

Wellness (continued)

~~healthy food practices with others in the school community.~~ **{{(See School Wellness Guidelines and Food Allergy guidelines)}}**

The division/school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.

G. Additional School Based Activities Designed to Promote Wellness

1. The School Nutrition Program will be accessible to all students.
2. Schools will insure an adequate time **{{(30 minutes)}}** for students to enjoy eating healthy foods with friends in school.
3. Lunch will be scheduled as near to the middle of the school day as possible.
4. The school division will provide a clean, safe enjoyable meal environment for students.
5. The school division will provide drinking fountains in all schools, so that students can get water at meals and throughout the day. **{Water access should be in such a manner that children may fill water bottles from a faucet as stated in the Russell National School Lunch Act, Section 203.}**
- {6. The school division will take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).**
- 7. The school division will not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.}**
8. The school division will provide convenient access to hand washing or hand sanitizing facilities before and after meals.
9. The school division will provide students and parents information and outreach materials about community support programs ~~as appropriate.~~ **{on wellness, and nutrition as requested.}**

STUDENTS

Wellness (continued)

10. The school division will ~~work with a variety of media to spread the word to the community about a healthy school nutrition environment~~ **{encourage community participation in activities promoting an environment of health and wellness in the schools and utilize media outlets to promote current activities.}**

11. School personnel will ~~serve as nutrition educators and role models for healthy lifestyles.~~ **{be accountable for knowing, promoting and modeling components of the wellness policy.}**

12 The school division will provide opportunities for on-going professional training and development for foodservice staff and teachers in the areas of nutrition and physical education.

{13.Each school will establish a wellness team. The responsibility of the team would be to plan school related activities to encourage physical activity, positive nutritional choices and overall compliance with the wellness policy.}

H. Use of School Facilities Outside of School Hours

Following Lynchburg City School Board's policies of utilization of school property and facilities, outdoor school spaces and facilities should be available to students, staff, and community members before, during, and after the school day, on weekends, and during school vacations. These spaces and facilities also should be available to community agencies and organizations offering physical activity and nutrition programs. School policies concerning safety will apply at all times.

I. Safe Routes to School

When appropriate the school division will work together with local public works, public safety, and or police to explore options for students to walk or bike to school.

J. Mental and Emotional Wellness

Mental and emotional health problems in students can disrupt their ability to function at home, in school, or in the community. Less serious problems can disrupt relationships, cause problems with physical health and effect school performance. More serious problems can lead to running away and death through suicide or bad life decisions.

Mental health determines how we think of ourselves and interpret what goes on in

STUDENTS

Wellness (continued)

the environment around us. It effects the decisions we make in life, our relationships with others and virtually every other aspect of our lives.

Emotional health is the ability to live life to its fullest, realize ones potential, and support others in doing so. It begins with a true understanding of how one feels about oneself, working to change circumstances or conditions that can be changed, coping or accepting those that can't be changed.

1. The school division will ~~create~~/maintain a preventive response team to support students in crisis without causing them to feel stigmatized.
2. The staff in each building will complete **{annual}** training related to suicide prevention.
3. The school division will provide community resource information to parents and students about mental health ~~issues~~ **{services.}**

{K. Staff Wellness

Lynchburg City Schools highly values the health and well being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. School based activities for staff shall encourage healthy eating, physical activity, and other elements of a healthy lifestyle. Teachers are expected to model behaviors that promote health and well being in accordance to the standards set for students.}

~~K.~~ **{ L.}Measurement and Evaluation**

Lynchburg City Schools will maintain an active School Health Advisory Board as per Code of Va. § 22.1-275.1. The Health Advisory Board will collaborate with the School Nutrition Program and community agencies to establish wellness guidelines for the school division. **{Each school will maintain a wellness scorecard to evaluate how they are implementing the wellness policy.}** The division wellness policy and ~~annual wellness reports~~ individual school scorecards ~~from each school~~ will be reviewed by the School Health Advisory Board.

Lynchburg City Schools will collect a weight and height Body Mass Index (BMI) on all students in Kindergarten, and grades 4 and 8. **{Parents may be permitted to opt out.}**

Lynchburg City Schools will encourage students to complete and pass the President's Physical Fitness Test.

STUDENTS

Wellness (continued)

{Data collected will be analyzed across the continuum by grade and school. Data will be released to the School Board, Principals, School Nurses and the School Health Advisory Board. Data will be used for re-evaluation of policies and programs.}

Legal Reference:

~~The Child Nutrition and WIC Reauthorization Act of 2004~~
{Healthy, Hunger-Free Kids Act of 2010.}

Code of Va., § 22.1-275.1. School health advisory board. “Each school board shall establish a school health advisory board of no more than twenty members which shall consist of broad-based community representation including, but not limited to, parents, students, health professionals, educators, and others. The school health advisory board shall assist with the development of health policy in the school division and the evaluation of the status of school health, health education, the school environment, and health services.

The school health advisory board shall hold meetings at least semi-annually and shall annually report on the status and needs of student health in the school division to any relevant school, the school board, the Virginia Department of Health, and the Virginia Department of Education.

The local school board may request that the school health advisory board recommend to the local school board procedures relating to children with acute or chronic illnesses or conditions, including, but not limited to, appropriate emergency procedures for any life-threatening conditions and designation of school personnel to implement the appropriate emergency procedures. The procedures relating to children with acute or chronic illnesses or conditions shall be developed with due consideration of the size and staffing of the schools within the jurisdiction. “

(1990, c. 315; 1992, c. 174; 1999, c. 570.)

Approved by School Board: June 20, 2006
Revised by School Board:

Agenda Report

Date: 06/05/12

Agenda Number: F-4

Attachments: Yes

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

Subject: Virginia Retirement System: Resolution

Summary/Description:

The 2012 Appropriation Act, Item 468(H) calls for localities to make certain decisions by July 1, 2012, regarding employer and member retirement contributions. These include:

1. Election/certification by the school board and, if applicable, your local governing body of your employer retirement contribution rate for 2012-2014, using one of the options allowed in the 2012 Appropriation Act Item 468(H).
2. Election/certification by the school board of the member contribution your current employees will be required to pay beginning July 1, 2012, and the corresponding salary increase, as provided in Chapter 822 of the 2012 Acts of Assembly (Senate Bill 497).

Resolution 1: Employer Retirement Contribution Rate Election – Nonprofessional Employees

Attached is a resolution provided by the VRS, for the school board to select and approve the one of two employer contribution rate options for defined benefit retirement plans in the biennium beginning July 1, 2012:

1. 10.03% - the rate certified by the VRS Board of Trustees for the 2012-2014 biennium; or
2. 7.28% - the alternate rate, which is the higher of the current certified by the Board of Trustees for the 2011-2012 or 70% of the VRS Board-certified rate of 2012-2014

As a reminder, effective July 1, 2012, the school board's contribution rates for Group Life Insurance and the Health Insurance Credit are:

1.19% - Group Life Insurance
N/A – Health Insurance Credit

Agenda Report

Date: 06/05/12

Agenda Number: F-4

Attachments: Yes

The school administration recommends that the school board select and approve Option 1, the 10.03% - the rate certified by the VRS Board of Trustees for the 2012-2014 biennium.

Resolution 2: Member Contribution Election

As provided under Chapter 822 of the 2012 Acts of Assembly (SB 497), all Plan 1 and Plan 2 school division and political subdivision employees must begin paying the five percent member contribution effective July 1, 2012. All employees hired on or after July 1, 2012, must pay the full five percent upon employment with no phase in allowed. For current employees, the bill allows governing bodied to phase in the member contribution in each of the next five years or until current employees are paying the full five percent contribution, whichever is earlier. Phase in increases must be in whole percentage of at least one percent of creditable compensation per year, with comparable offsetting salary increases.

By no later than July 1, 2012, school boards must approve the amount of the member contribution that professional employees and non-professional employees will pay beginning July 1. The governing body also must certify that employees will receive a comparable offsetting salary increase effective July 1 of each year of the phase in period.

The school administration recommends that the school board select and approve that all professional employees and non-professional employees begin paying the five percent member contribution effective July 1, 2012, and all employees hired on or after July 1, 2012, must pay the full five percent upon employment with no phase in allowed.

Further, the school administration recommends that the school board approve a 5.75 percent salary increase to offset the member contribution.

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

Recommendation:

The superintendent recommends that the school board approve Option 1, the 10.03% - the rate certified by the VRS Board of Trustees for the 2012-2014 biennium, that all professional employees and non-professional employees begin paying the five percent member contribution effective July 1, 2012, and all employees hired on or after July 1, 2012, must pay the full five percent upon employment with no phase in allowed, and a 5.75 percent salary increase to offset the member contribution.

Employer Contribution Rates for Counties, Cities,
Towns, School Divisions and Other Political Subdivisions
(In accordance with the 2012 Appropriation Act Item 468(H))

Resolution

BE IT RESOLVED, that the Lynchburg School Board 55610 does hereby acknowledge that its contribution rates effective July 1, 2012 shall be based on the higher of a) the contribution rate in effect for FY 2012, or b) seventy percent of the results of the June 30, 2011 actuarial valuation of assets and liabilities as approved by the Virginia Retirement System Board of Trustees for the 2012-14 biennium (the "Alternate Rate") provided that, at its option, the contribution rate may be based on the employer contribution rates certified by the Virginia Retirement System Board of Trustees pursuant to Virginia Code § 51.1-145(I) resulting from the June 30, 2011 actuarial value of assets and liabilities (the "Certified Rate"); and

BE IT ALSO RESOLVED, that the Lynchburg School Board 55610 does hereby certify to the Virginia Retirement System Board of Trustees that it elects to pay the following contribution rate effective July 1, 2012:

(Check only one box)

- The Certified Rate of 10.03% The Alternate Rate of 7.28%; and

BE IT ALSO RESOLVED, that the Lynchburg School Board 55610 does hereby certify to the Virginia Retirement System Board of Trustees that it has reviewed and understands the information provided by the Virginia Retirement System outlining the potential future fiscal implications of any election made under the provisions of this resolution; and

NOW, THEREFORE, the officers of Lynchburg School Board 55610 are hereby authorized and directed in the name of the Lynchburg School Board to carry out the provisions of this resolution, and said officers of the Lynchburg School Board are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by Lynchburg School Board for this purpose.

Governing Body/School Division Chairman

CERTIFICATE

I, _____, Clerk of the Lynchburg School Board, certify that the foregoing is a true and correct copy of a resolution passed at a lawfully organized meeting of the Lynchburg School Board held at _____, Virginia at _____ o'clock on _____, 2012. Given under my hand seal of the Lynchburg School Board this _____ day of _____, 2012.

Clerk

This resolution must be passed prior to July 1, 2012 and received by VRS no later than July 10, 2012.

Local Governing Body Concurrence with School Division
Electing to Pay the VRS Board-Certified Rate

(In accordance with the 2012 Appropriation Act Item 468(H))

Resolution

BE IT RESOLVED, that the _____[Locality Name] [employer code] does hereby acknowledge that the _____[School Division Name] has made the election for its contribution rate to be based on the employer contribution rates certified by the Virginia Retirement System Board of Trustees pursuant to Virginia Code § 51.1-145(I) resulting from the June 30, 2011 actuarial value of assets and liabilities (the "Certified Rate"); and

BE IT ALSO RESOLVED, that the _____[Locality Name] [employer code] does hereby certify to the Virginia Retirement System Board of Trustees that it concurs with the election of the _____[School Division Name] to pay the Certified Rate, as required by Item 468(H) of the 2012 Appropriation Act; and

NOW, THEREFORE, the officers of _____[Locality Name] [employer code] are hereby authorized and directed in the name of the _____[Locality Name] to execute any required contract to carry out the provisions of this resolution. In execution of any such contract which may be required, the seal of the _____[Locality Name], as appropriate, shall be affixed and attested by the Clerk.

Locality Board Chairman

CERTIFICATE

I, _____, Clerk of the _____[Locality Name], certify that the foregoing is a true and correct copy of a resolution passed by the _____[Locality Name] and ratified by the _____[Locality Name] at a lawfully organized meeting of the _____[Locality Name] held at _____, Virginia at _____ o'clock on _____, 2012. Given under my hand and seal of the _____[Locality Name] this _____ day of _____, 2012.

Clerk

This resolution must be passed prior to July 1, 2012 and received by VRS no later than July 10, 2012.

Member Contributions by Salary Reduction for School Divisions

(In accordance with Chapter 822 of the 2012 Acts of Assembly (SB497))

Resolution

WHEREAS, the Lynchburg Public Schools employees who are Virginia Retirement System members who commence or recommence employment on or after July 1, 2012 (“FY2013 Employees” for purposes of this resolution), shall be required to contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code § 414(h) on a pre-tax basis upon commencing or recommencing employment; and

WHEREAS, the Lynchburg Public Schools employees who are Virginia Retirement System members and in service on June 30, 2012, shall be required to contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code § 414(h) on a pre-tax basis no later than July 1, 2016; and

WHEREAS, such employees in service on June 30, 2012, shall contribute a minimum of an additional one percent of their creditable compensation beginning on each July 1 of 2012, 2013, 2014, 2015, and 2016, or until the employees’ contributions equal five percent of creditable compensation; and

WHEREAS, the Lynchburg Public Schools may elect to require such employees in service on June 30, 2012, to contribute more than an additional one percent each year, in whole percentages, until the employees’ contributions equal five percent of creditable compensation; and

WHEREAS, the second enactment clause of Chapter 822 of the 2012 Acts of Assembly (SB497) requires an increase in total creditable compensation, effective July 1, 2012, to each such employee in service on June 30, 2012, such increase in total creditable compensation to be equal to the difference between five percent of the employee’s total creditable compensation and the percentage of the member contribution paid by such employee on January 1, 2012.

BE IT THEREFORE RESOLVED, that the Lynchburg Public Schools does hereby certify to the Virginia Retirement System Board of Trustees that it shall effect the implementation of the member contribution requirements of Chapter 822 of the 2012 Acts of Assembly (SB497) according to the following schedule for the fiscal year beginning July 1, 2012 (i.e., FY2013):

Professional Employees 40210:

Type of Employee	Employer Paid Member Contribution	Employee Paid Member Contribution
Plan 1	%	%
Plan 2	%	%
FY2013 Employees	0%	5%

(Note: Each row must add up to 5 percent.)

Non-professional Employees 55610:

Type of Employee	Employer Paid Member Contribution	Employee Paid Member Contribution
Plan 1	%	%
Plan 2	%	%
FY2013 Employees	0%	5%

(Note: Each row must add up to 5 percent.); and

BE IT FURTHER RESOLVED, that such contributions, although designated as member contributions, are to be made by the Lynchburg Public Schools in lieu of member contributions; and

BE IT FURTHER RESOLVED, that pick up member contributions shall be paid from the same source of funds as used in paying the wages to affected employees; and

BE IT FURTHER RESOLVED, that member contributions made by the Lynchburg Public Schools under the pick up arrangement shall be treated for all purposes other than income taxation, including but not limited to VRS benefits, in the same manner and to the same extent as member contributions made prior to the pick up arrangement; and

BE IT FURTHER RESOLVED, that nothing herein shall be construed so as to permit or extend an option to VRS members to receive the pick up contributions made by the Lynchburg Public Schools directly instead of having them paid to VRS; and

BE IT FURTHER RESOLVED, that notwithstanding any contractual or other provisions, the wages of each member of VRS who is an employee of the Lynchburg Public Schools shall be reduced by the amount of member contributions picked up by the Lynchburg Public Schools on behalf of such employee pursuant to the foregoing resolutions.

NOW, THEREFORE, the officers of Lynchburg Public Schools are hereby authorized and directed in the name of the Lynchburg Public Schools to carry out the provisions of this resolution, and said officers of the Lynchburg Public Schools are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by the Lynchburg Public Schools for this purpose.

School Division Chairman

CERTIFICATE

I, _____, Clerk of the Lynchburg Public Schools, certify that the foregoing is a true and correct copy of a resolution passed at a lawfully organized meeting of the Lynchburg Public Schools held at _____, Virginia at _____ o'clock on _____, 2012. Given under my hand and seal of the Lynchburg Public Schools this _____ day of _____, 2012.

Clerk

This resolution must be passed prior to July 1, 2012 and received by VRS no later than July 10, 2012.

Agenda Report

Date: 06/05/12

Agenda Number: F-5

Attachments: No

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

Subject: Pay to Play: Elimination

Summary/Description:

Included in the FY2012-13 proposed budget is approximately \$200,000 of revenue to be earned from assessing music and athletic fees for students to participate. After careful review of this proposal, the school administration is of the opinion that other means can be found in the budget to fund the \$199,188 instead of assessing the student fees. This would allow the school board to eliminate the proposed pay to play fees.

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

Recommendation:

The superintendent recommends that the school board grant the school administration permission to seek alternate sources to fund the \$199,188 in revenue which was proposed to be gained from assessing music and athletic fees to students.

Agenda Report

Date: 06/05/12

Agenda Number: F-6

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Capital Improvement Plan: Summer Projects

Summary/Description:

The school administration is proposing the following capital improvement projects to occur this summer. Funding for these projects will come from a settlement of a suit with Beazor East, Inc. Following the school board's approval of these projects, the school administration will request appropriation of these funds from the Lynchburg City Council.

Painting	Paul Munro Elementary School Hallways	\$20,000
Painting	Dearington Elementary School for Innovation Hallways	\$25,000
Painting	E. C. Glass High School Stairwells	\$40,000
Painting	Heritage High School Stairwells	\$40,000
Replacement	Heritage Elementary School Playground Equipment	\$100,000
Custodial	Floor Finish and Stripper	\$50,000
Replacement	Linkhorne Elementary School Playground Swings	\$6,000
Roofing	Dunbar West and R. S. Payne Repairs	\$25,000
Replacement	Backflow Preventers - Various Sites	\$12,000
Replacement	E. C. Glass High School HVAC Equipment Controls	\$4,800
Roofing	Heritage High School Baseball Dugout Repairs	<u>\$2,000</u>
	Total	\$324,800

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

Recommendation:

The superintendent recommends that the school board approve the capital improvement projects to occur this summer in the amount \$324,800.

Agenda Report

Date: 06/05/12

Agenda Number: I-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Notice of Closed Meeting

Summary/Description:

Pursuant to the Code of Virginia §2.2-3711 (A) (1) (7), the school board needs to convene a closed meeting for the purpose of discussing the following specific matters:

Employee Assignments

Legal Briefing

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

Recommendation:

The superintendent recommends that the school board approve a motion to enter into Closed Meeting in accordance with the Code of Virginia §2.2-3711 (A) (1) (7) to discuss employee assignments and to receive a briefing by staff about pending litigation.

Agenda Report

Date: 06/05/12

Agenda Number: I-2

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Certification of Closed Meeting

Summary/Description:

The Lynchburg City School Board certifies that, in the closed meeting just concluded, nothing was discussed except the matters specifically identified in the motion to convene in a closed meeting and lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

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

Recommendation:

The superintendent recommends that the school board approve the Certification of Closed Meeting in accordance with the Code of Virginia §2.2-3712(D).