



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

Lynchburg City School Board

Sharon Y. Carter
School Board District 2

James E. Coleman, Jr.
School Board District 3

Regina T. Dolan-Sewell
School Board District 1

Charleta F. Mason
School Board District 2

Susan D. Morrison
School Board District 1

Michael J. Nilles
School Board District 3

Derek L. Polley
School Board District 1

Kimberly A. Sinha
School Board District 2

Katie K. Snyder
School Board District 3

School Administration

Scott S. Brabrand
Superintendent

John C. McClain
Assistant Superintendent of
Student Learning and Success

Ben W. Copeland
Assistant Superintendent of
Operations and Administration

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendie L. Sullivan
Clerk

Indya M. Page
Student Representative
Heritage High School

Sidney M. Marshall
Student Representative
E. C. Glass High School

SCHOOL BOARD MEETING
June 20, 2017 5:00 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 COMMENTS

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

C. SPECIAL PRESENTATIONS

- 1. Resolution of Recognition
Scott S. Brabrand.Page 4
Discussion/Action
- 2. Update on Schools Denied Accreditation
Scott S. Brabrand.Page 5
Discussion

D. CONSENT AGENDA

- 1. School Board Meeting Minutes: June 6, 2017 (Regular Meeting)
- 2. Personnel Report
Marie F. Gee.Page 6
Discussion/Action

E. SCHOOL BOARD COMMITTEE REPORTS

F. UNFINISHED BUSINESS

1. Policy IICB-R/IICC-R Guidelines for Community Resource Persons/School Volunteers
Scott S. Brabrand. Page 10
Discussion
2. Policy EZF School Nutrition Meal Account Procedures
Anthony E. Beckles, Sr. Page 11
Discussion/Action
3. Educational Broadband Lease: Clearwire
Anthony E. Beckles, Sr. Page 14
Discussion/Action
4. Community Eligibility Provision
Anthony E. Beckles, Sr. Page 16
Discussion

G. NEW BUSINESS

1. Superintendent's Contract
Michael J. Nilles. Page 17
Discussion/Action
2. Superintendent Search
Michael J. Nilles. Page 18
Discussion
3. Grading and Report Cards
John C. McClain. Page 19
Discussion
4. Lynchburg City Schools Plan for Gifted Education
John C. McClain. Page 27
Discussion
5. Policy KG-R Community Use of School Facilities: Rules and Conditions
Ben W. Copeland. Page 28
Discussion
6. Policy JN Student Fees, Fines, and Charges and Regulation JNZ-R Student Fees, Fines, and Charges
John C. McClain. Page 37
Discussion

H. SUPERINTENDENT’S COMMENTS

I. BOARD COMMENTS

J. CLOSED MEETING

- 1. Notice of Closed Meeting
 Scott S. Brabrand.Page 46
 Discussion/Action

- 2. Certification of Closed Meeting
 Scott S. Brabrand.Page 47
 Discussion/Action

K. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, July 11, 2017, 5:30 p.m.,
Board Room, School Administration Building

L. ADJOURNMENT

Agenda Report

Date: 06/20/17

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:

Discussion or Consideration of
Perspective Employee

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) discussion or consideration of a perspective employee.

Agenda Report

Date: 06/20/17

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: 06/20/17

Agenda Number: B-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Public Comments

Summary/Description:

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

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 06/20/17

Agenda Number: C-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Resolution of Recognition

Summary/Description:

During this presentation, the school board will recognize Regina T. Dolan-Sewell for her years of service as a member of the Lynchburg City School Board. Dr. Dolan-Sewell has served as a school board member for a total of nine years.

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

Recommendation:

The superintendent recommends that the school board approve the resolution of recognition for Regina T. Dolan-Sewell.

Agenda Report

Date: 06/20/17

Agenda Number: C-2

Attachments: No

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

Subject: Update on Schools Denied Accreditation

Summary/Description:

The school administration will provide information to the school board regarding the work in progress at Linkhorne Middle School and Thomas C. Miller Elementary School for Innovation, the two schools in the school division that were denied state accreditation this year.

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: 06/20/17

Agenda Number: D-2

Attachments: Yes

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

Subject: Personnel Report

Summary/Description:

The personnel recommendations for June 6 – 20, 2017, 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 June 6 – 20, 2017.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2017-2018:				
Allen Cynthia	Lynchburg College	MA / (Lv. 34	34 yrs Heritage High School 3) Special Education Teacher	08-03-2017
Bakelaar Christina	Liberty University	BA / (Lv. 0	0 yrs Sheffield Elementary 3) 4 th Grade	08-03-2017
Corbett Erin	Longwood University	BA / (Lv. 0	0 yrs Bass Elementary School 3) Music Teacher - PT	07-13-2017
Falls Caitlin	Lynchburg College	MA / (Lv. 3	3 yrs Sandusky Elementary School 3) 4 th Grade	08-03-2017
Glover Dashay	Liberty University	BA / (Lv. 10	10 yrs Heritage High School 2) Music Teacher	08-03-2017
Hazen Catherine	Piedmont College	MA / (Lv. 17	17 yrs Linkhorne Elementary School 3) 1 st Grade	08-03-2017
Johnke Joshua	Liberty University	MA / (Lv. 6	6 yrs Linkhorne Middle School 3) Special Education	08-03-2017
Kennedy Holly	Lynchburg College	BA / (Lv. 0	0 yrs R.S. Payne Elementary 3) Kindergarten	08-03-2017
Kuhn Caroline	Anderson College	MA / (Lv. 3	3 yrs Linkhorne Elementary School 4) 4 th Grade	08-03-2017
Lively Andrea	Liberty University	MA / (Lv. 0	0 yrs Perrymont Elementary School 3) 2 nd Grade	08-03-2017
McLean Savannah	North Florida University of	BA / (Lv. 1	1 yr Linkhorne Middle School 3) Special Education	08-03-2017
Mills Taylor	Lynchburg College	BA / (Lv. 0	0 yrs Perrymont Elementary School 3) Special Education	08-03-2017
Moncada-Osso Amira	Catolica Boliviana University of	BA / (Lv. 3	3 yrs E.C. Glass High School 3) Spanish Teacher	08-03-2017
Price Paige	Liberty University	BA / (Lv. 0	0 yrs Perrymont Elementary School 3) 5 th Grade Teacher	08-03-2017

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2017-2018:				
Roark Kelsey	Lynchburg College	BA / (Lv. 0	0 yrs R.S. Payne Elementary 1) 5 th Grade	08-03-2017
Rojas Wully	Bluefield College	BA / (Lv. 2	2 yrs Paul Munro Elementary 3) 3 rd Grade	08-03-2017
Smith David	Liberty University	MA / (Lv. 5	5 yrs R.S. Payne Elementary 4) Special Education	08-03-2017
Sullivan Nathan	Nebraska University of	MA / (Lv. 10	10 yrs Linkhorne Middle School 4) Social Studies	08-03-2017
Zebley Taylor	Liberty University	BA / (Lv. 0	0 yrs Paul Munro Elementary 3) 1 st Grade	08-03-2017
RESIGNATIONS:				
Adams Patricia	Averett University	BA / (Lv. 7	7 yrs Paul Munro Elementary 3) 1 st Grade Teacher	06-09-2017
Becker Megan	Liberty University	BS / (Lv. 3	3 yrs Payne Elementary School 3) 1 st Grade Teacher	06-09-2017
Cash Hope	Longwood University	BA / (Lv. 2	2 yrs Bass Elementary School 3) 1 st Grade Teacher	06-09-2017
Cornelius Kristina	Liberty University	BA / (Lv. 1	1 yr Heritage Elementary School 3) 2 nd Grade Teacher	06-09-2017
Crawford Lisa	Lynchburg College	BA / (Lv. 17	17 yrs Perrymont Elementary School 3) Art Teacher	06-09-2017
Daniels Andrew	Longwood University	BA / (Lv. 0	0 yrs Sheffield Elementary School 4) Kindergarten Teacher	06-09-2017
Dewitt Elisabeth	Western Gov. University	BA / (Lv. 2	2 yrs E.C. Glass High School 3) Math Teacher	06-09-2017
Eure Bryan	Lynchburg College	MED / (Lv. 8	8 yrs Laurel Regional School 4) Special Education Teacher	06-09-2017

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2017-2018:				
Fair Elizabeth	Tenn. (at Martin) University of	BA / (Lv. 3)	3 yrs R.S. Payne Elementary 3) 1 st Grade Teacher	06-09-2017
Hackney Vivian	Lynchburg College	BA / (Lv. 3)	3 yrs Payne Elementary School 3) Kindergarten Teacher	06-09-2017
Hill Dara	Liberty University	BS / (Lv. 4)	4 yrs Sandusky Middle School 3) English Teacher	06-09-2017
Lokar Amanda	Lynchburg College	MED / (Lv. 8)	8 yrs Sandusky Elementary School 3) School Counselor	06-16-2017
McGuire Darla	Virginia Tech	BS / (Lv. 11)	11 yrs Linkhorne Middle School 3) Voc. – Business Education	06-09-2017
Miller Page	Mary Baldwin College	BA / (Lv. 19)	19 yrs Perrymont Elementary School 3) Kindergarten Teacher	06-09-2017
Nowell Ashley	Liberty University	BA / (Lv. 2)	2 yrs Bedford Hills 3) Special Education Teacher	06-09-2017
Patterson Melissa	Virginia Tech	BS / (Lv. 18)	18 yrs T.C. Miller 3) 5 th Grade Teacher	06-09-2017
Purvis Leah	Liberty University	BS / (Lv. 13)	13 yrs Sandusky Middle School 3) Science Teacher	06-09-2017
Reynolds Patricia	Lynchburg College	MED / (Lv. 26)	26 yrs Bedford Hills Elementary 3) 5 th Grade Teacher	06-09-2017
Treadway Staci	UVA	MED / (Lv. 16)	16 yrs Linkhorne Elementary School 3) Literacy Coach/Teacher	06-09-2017
Triplett Brian	Liberty University	EDS / (Lv. 8)	8 yrs Fort Hill Community School 4) English Teacher	06-09-2017
Winfrey Hannah	Randolph College	BA / (Lv. 0)	0 yrs E.C. Glass High School 3) Special Education Teacher	06-09-2017

Agenda Report

Date: 06/20/17

Agenda Number: F-1

Attachments: Yes

From: Scott S. Brabrand, Superintendent

Subject: Policy IICB-R/IICC-R Guidelines for Community Resource Persons/School Volunteers

Summary/Description:

On April 18, 2017, the Lynchburg City School Board approved changes to Policy IICB-R/IICC-R Guidelines for Community Resource Persons/School Volunteers that will allow individuals who are disqualified to volunteer in schools because of their criminal records the ability to request that the superintendent make an exception if certain conditions are met. These conditions would include that “the disqualifying conviction occurred more than five years before the date of the exception, that no conviction was for a “barrier crime” as defined in the Code of Virginia §63.2-1719, and that in the sole discretion of the superintendent the person does not present a threat to the safety or welfare of the students in the program or activity for which the exception is sought.” Further, guidelines would be established that would help the superintendent to determine if the exception would be granted.

The school administration has been working with legal counsel to develop the guidelines. The superintendent will provide the school board with an update regarding the development of the guidelines 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.

Agenda Report

Date: 06/20/17

Agenda Number: F-2

Attachments: Yes

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

Subject: Policy EZF School Nutrition Meal Account Procedures

Summary/Description:

The USDA Food and Nutrition Service requires all school divisions that participate in the National School Lunch Program to have a policy regarding local meal charges in place by July 1, 2017. These meal charge policies must be communicated to all households at the beginning of each school year as well as to those parents whose children transfer into the school division during the school year. The policy must address how students who pay the reduced or full price for meals will be impacted if they do not have sufficient funds to purchase a meal.

The school administration has developed a policy that outlines meal account procedures. A copy of the policy appears as an attachment to this agenda report.

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

Recommendation:

The superintendent recommends that the school board approve Policy EZF School Nutrition Meal Account Procedures.

SCHOOL NUTRITION MEAL ACCOUNT PROCEDURES

This policy is to establish consistent meal account procedures for Lynchburg City Schools.

General Statement of the Policy

No student shall be denied a meal solely for failure to pay:

1. Within the first thirty (30) school days of the first semester of a school year while the student's application for free or reduced price meals is being processed.
2. Within the first five (5) consecutive school days following a new student's enrollment in Lynchburg City Schools to allow the family time to apply for free or reduced price meals.
3. Within three (3) consecutive school days following a student's meal fund account reaching a zero or negative balance.

National School Lunch Program Meal Eligibility

Free and reduced price meals are available to students who are determined eligible based on the following criteria:

- All children in households receiving Supplemental Nutrition Assistance Program (SNAP) benefits (formerly known as Food Stamps) or Temporary Assistance for Needy Families (TANF) are eligible for free meals.
 - Foster children who are under the legal responsibility of a foster care agency or the court are eligible for free meals.
 - Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
 - Children may receive free or reduced price meals if their household's income is within the limits on the Federal Income Eligibility Guidelines.
1. Families must file an application annually to determine current eligibility for free or reduced price meals. Families can apply at any time throughout the school year.
 2. Eligibility from one school year is carried over for the first thirty (30) school days of the next school year to allow time for families to re-apply.
 3. If a new application has not been received and approved by the cut-off date, 30 school days after school begins, eligibility for the program is forfeited and parents/caregivers are responsible for meal charges incurred.

Administration

1. Students who are eligible for free meals will not be allowed to incur a negative account balance. Free meal status allows a child to receive a free school breakfast and lunch every day. All other students will be allowed to charge a maximum dollar equivalent of three (3)

days' meals, both breakfast and lunch, which will be known as the "account cap."

2. Low or negative balances will be communicated to parents/guardians at regular intervals through email and phone alerts.
3. When a student reaches the "account cap," he/she will be offered an alternate meal, also known as an emergency meal. Sample: cheese sandwich, fruit and milk. The alternate meal will be offered at no cost to the student.
4. Once a student's account reaches a negative balance, no a la carte items will be sold to the student until the account balance is paid in full.
5. No student will be allowed to charge a la carte items.
6. All accounts must be settled at the end of a school year. If a student's account is not in good standing at the end of the school year, the administration may take one or more of the following actions, unless or until prohibited by state law or regulation:
 - Prohibit the student's participation or other students in the student's household from participating in any future fee or charge-based program until or unless the negative or delinquent balance is paid in full.
 - Refer the account to a collection agency.
 - Initiate a claim in the court system.
 - Notify other appropriate state agencies.
7. A parent may request from the School Nutrition Office that a block be placed on a student's account to prohibit the purchase of a la carte items or to set a dollar cap for daily purchases.
8. Requests for refunds of student meal accounts must be submitted in writing to the School Nutrition Office. An email request is also acceptable.
9. A parent/guardian may request a transfer of funds from a student to another sibling by calling the School Nutrition Office.

Approved:

Agenda Report

Date: 06/20/17

Agenda Number: F-3

Attachments: No

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

Subject: Educational Broadband Lease: Clearwire

Summary/Description:

Lynchburg City Schools owns four channels of 2.6Ghz Educational Broadband Spectrum (EBS) licensed under call sign WQCK987. The EBS was previously leased to nTelos. nTelos was purchased by Shantel. Shantel is affiliated with Sprint. We are proposing to enter into a contact with Sprint to lease WQCK987.

Lease Summary

Compensation: [REDACTED]
Initial Fee: [REDACTED]
Term: [REDACTED]

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

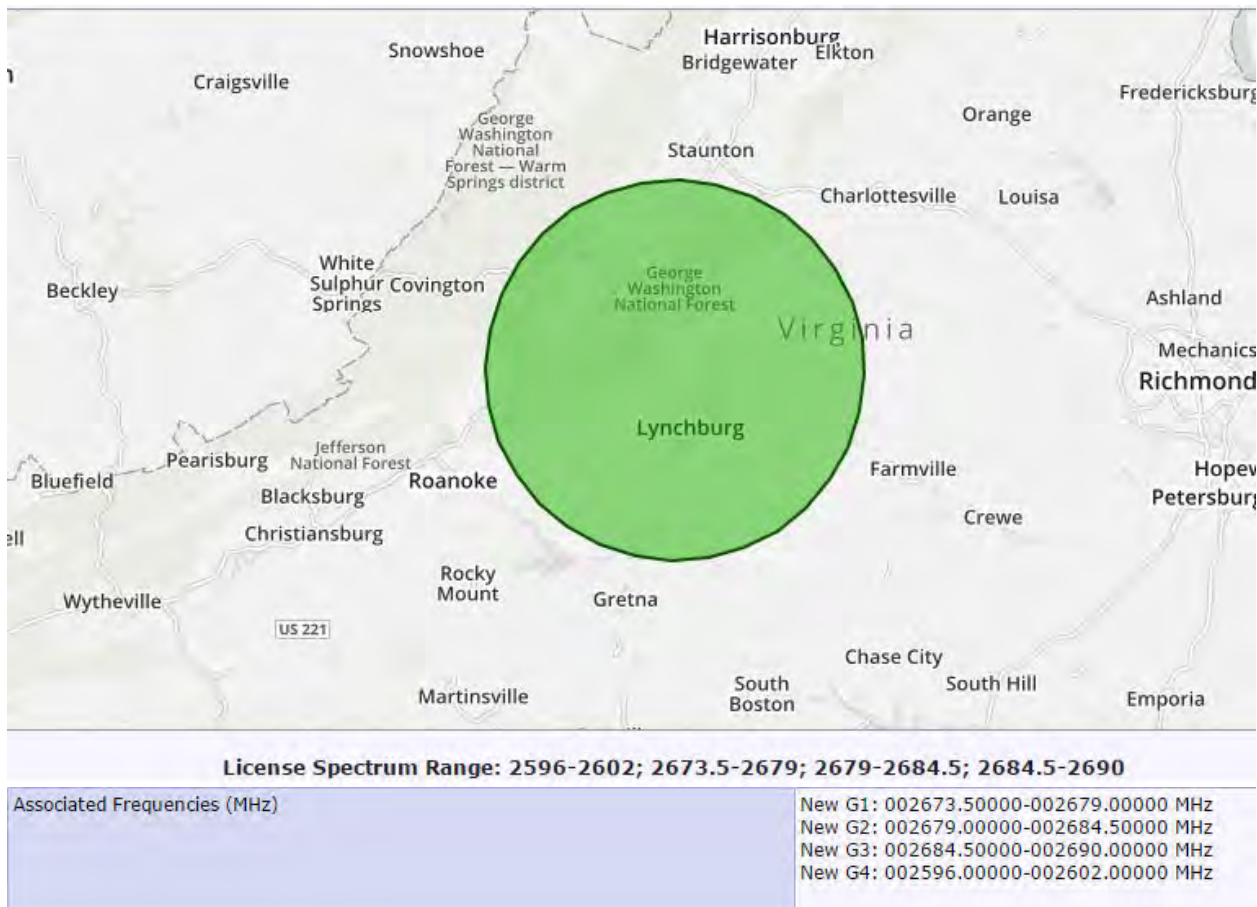
The superintendent recommends that the school board approve the contract with Sprint to lease WQCK987 at a monthly rate of [REDACTED].

EBS is an acronym for Educational Broadband Service. And, Educational Broadband Service is the nomenclature that was established in 2005 by the FCC to be used to identify a band of frequencies/spectrum that were formerly known as the Instructional Television Fixed Service (ITFS).

The change in nomenclature was made necessary because of the FCC Rules changes in 2005 and years previous that permitted a broader use of the spectrum and it was felt that ITFS was no longer a descriptive enough term to describe the broader use allowed for this band of frequencies/spectrum.

Educational Broadband Service or EBS is used to describe flexible use service, a specific band/block of microwave frequencies, licensed to educational institutions or non-profit educational organizations for uses that are designed to accommodate a variety of fixed, portable, and mobile services relating to education and instruction. Licensees can also lease excess capacity to other entities so long as they meet educational programming requirements

This license can be used to provide educational content to schools and other educational locations using special transmission and reception equipment



Agenda Report

Date: 06/20/17

Agenda Number: F-4

Attachments: No

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

Subject: Community Eligibility Provision

Summary/Description:

The Lynchburg City Schools School Nutrition Program will expand operation of the Community Eligibility Provision in SY 2017-2018 by adding universal free breakfast and lunch service at Paul Munro Elementary School, Linkhorne Middle School, Paul Laurence Dunbar Middle School for Innovation and Sandusky Middle School. The addition of these four sites will bring the total to 14 schools operating under CEP.

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: 06/20/17

Agenda Number: G-1

Attachments: No

From: Michael J. Nilles, School Board Chairman

Subject: Superintendent's Contract

Summary/Description:

On June 1, 2017, the Lynchburg City School Board announced that Dr. Scott S. Brabrand, superintendent of schools, had informed the board of his pending appointment as superintendent of Fairfax County Public Schools. Dr. Brabrand submitted his letter of resignation to the school board on June 9, 2017. The school board will consider Dr. Brabrand's resignation during this presentation.

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

Recommendation:

The school board chairman recommends that the school board accept the resignation of Dr. Scott S. Brabrand, superintendent of Lynchburg City Schools, effective June 30, 2017.

Agenda Report

Date: 06/20/17

Agenda Number: G-2

Attachments: No

From: Michael J. Nilles, School Board Chairman

Subject: Superintendent Selection Process

Summary/Description:

The school board will begin discussions regarding the next steps to consider in the superintendent search process.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 06/20/17

Agenda Number: G-3

Attachments: No

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

Subject: Grading and Report Cards

Summary/Description:

Various committees and task forces have reviewed grading and reporting practices in the Lynchburg City Schools. As a result of this work, the school administration will provide information on proposals for updates at the elementary and secondary levels in the coming year and beyond.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Component	Phase 1	Phase 2*	Phase 3*
<p>Behavior and Effort Grades (K-5)</p>	<p>The current list of behavior/character traits would be removed from the report card. These would be replaced with four “Effort” grades in K-5 – one for each of the four core subjects. The Effort grade would be comprised of skills such as consistently working hard, completing work on time, and persisting. In addition, a set of comments would be available for communicating with parents about behavior.</p> <p>Training and guidance (including a rubric) would be provided to teachers starting in summer 2017 on how to consistently score effort. The grade would be approached similar to an academic grade in that it is something the teacher is seeking to influence and is accountable for helping the student improve. Training would be provided to teachers on effective strategies for motivating students and, just as we seek to help students improve with reading or math.</p>	<p>The Effort grades would be reviewed to identify teachers who are positive outliers who we could learn from to support other teachers.</p> <p>Additional work-related behavior grade areas may be considered as grades to add, such as collaboration, creativity, etc.</p>	
<p>Reading Level</p>	<p>The student’s grade-equivalent reading level should be printed on the report card (K-5). This level would be determined by DRA level once the student is reading and prior to that we would use PALS to guide a grade equivalent. Once a student reaches beyond 5th grade reading level, we would indicate the level as Beyond 5th Grade. The details of this process would be worked out during summer 2017 and launch in fall 2017 on all K-5 report cards.</p>		
<p>Kindergarten Report Card</p>	<p>The current report card would be replaced with a standards-based report card that can be entered directly into Infinite Campus. The report card would be somewhat more streamlined than the current 9 weeks report and aligned around the standards, with some skill areas identified under standards. The report card would be developed in summer of 2017 and launched in fall 2017. A workgroup of kindergarten teachers would develop the standards-based report card starting in June 2017.</p>	<p>The report card will be modified as needed, based on feedback from the 2017-2018 implementation year.</p> <p>Kindergarten teachers would serve as advisors to the 1st and 2nd grade teachers as they implement standards-based report cards.</p> <p>Additional sharing will occur across schools, working towards common indicators of proficiency across the division for each grade level content.</p>	

Component	Phase 1	Phase 2*	Phase 3*
	<p>Teams at each grade level in a school would create common assessments/indicators of proficiency for each standard as they go through the TLC cycle. The assessments would need to align with the content and rigor of the standard.</p> <p>The ESGI tool will be provided to interested teachers as a pilot to support the assessment and tracking of individual student skill areas as they link to the standards.</p>	<p>The report card will be adapted to show standards where students are working above or below grade level standards.</p>	
<p>1st-2nd Grade Report Card</p>	<p>The current report card would continue to be used, but the performance levels for the marks E, M, P, U would be adjusted to reflect the updates made several years ago to the A-F scale.</p> <p>Work with teams to begin to develop standards-based rubrics for use next year.</p> <p>Handwriting and other categories currently listed on the report card will remain intact until the standards-based report card is launched.</p>	<p>A new standards-based report card would be introduced that is similar to the new Kindergarten report card that launches in 2017-2018.</p> <p>Teams at each grade level in a school would create common assessments or indicators of proficiency for each standard as they go through the TLC cycle. The assessments would need to align with the content and rigor of the standard.</p>	<p>Additional sharing will occur across schools, working towards common indicators of proficiency across the division for each grade level content.</p> <p>The report card will be adapted to show standards where students are working above or below grade level standards.</p>
<p>3rd-5th Grade Report Card</p>	<p>The current report card is used. Some teams and some schools would begin to explore a standards-based approach to determining proficiency and training and support would be provided. Handwriting and other such categories will remain intact until the standards-based report card is launched.</p> <p>Approaches to grades would be established consistently across a grade-level team, including the following:</p>		<p>A 3rd-5th grade standards-based report card will launch, similar to phase 2 of 1st-2nd grade.</p>

Component	Phase 1	Phase 2*	Phase 3*
	<p><u>Extra Credit:</u> Extra credit is eliminated if it does not match the standards. For example, there is no extra credit for participation in an after-school activity, bringing in supplies, etc. A consistent approach to extra credit should be used across each PLC.</p> <p><u>Retakes:</u> The grade level team should establish a consistent policy towards retakes, allowing a minimum of one retake per quarter if the student is demonstrating effort.</p>		

*Phase 2 and Phase 3 would be re-evaluated during the implementation of Phase 1 and adjusted based on ongoing feedback.

Steps that would be taken to launch Phase 1

Summer

- Convene group of Kindergarten teachers and other staff to develop updated Kindergarten report card
- Convene group of teachers and other staff to develop rubric and training to guide updated behavior portion of report card
- Convene group of literacy staff to develop guidelines for reading level
- Collaborate with IT staff to develop updates to the report card template
- Review all related policies and bring to the Board for updates at the July 11th Board meeting
- Develop training and communication for teachers

Start of School Year

- Provide training and information to teachers on updates
- Send communication to parents on what they should expect to see as updates to the report cards

SECONDARY GRADING – PROPOSAL 4.0

DRAFT

ver. 6/12/17

Component	Phase 1	Phase 2*	Phase 3*
<p>Composition of Grades</p>	<p>All classes</p> <ul style="list-style-type: none"> . 80% of the grade is comprised of proficiency . 20% of the grade is from effort <p>Each PLC creates the components that make up the grade to equal 100%, using the guidelines of 80% proficiency and 20% effort as they create the sub-categories and percentages within those.</p> <p>Proficiency: Grades related to proficiency would include tests, quizzes, performance assessments, projects, essays, and other assignments in which a student demonstrates his/her knowledge and skill with the standards of the course. At least half of the points from assessments/assignments that are part of the proficiency grade should be developed and used across all teachers of that course in the school (i.e. “common assessments”). Grading of those assessments/assignments should also be consistent from class to class of the same course.</p> <p>Effort: Grades related to effort could include participation, homework completion, observed effort, whether assignments are turned in on time, etc. These areas should be identified in a consistent manner from class to class of the same course and should not impact the proficiency portion of the grade. Homework completion should not consist of more than 10% of the overall course grade (i.e. no more than 10% of the full 100%). The report card will be updated to include a selection of comments to enhance communication of the student’s effort.</p>	<p>Increased sharing occurs across schools and some areas of consistency across the schools are identified for the same course, including the use of various common assessments.</p>	<p>Several common assessments and projects are solidified to be used in common across schools for a particular course.</p> <p>Updates are considered for the role of effort and growth or “21st century skills” with grading.</p>

Component	Phase 1	Phase 2*	Phase 3*
	<p>The team should create a policy regarding how absences and late work are handled with regard to impact on grades. While skipping class would be an instance in which the effort grade would be impacted, absences that are less in the student's control should not directly impact the grade, so long as the work is completed and turned in within a reasonable time following the absence (1-3 days in most situations). Additionally, comments will be available on the report card to provide information on late work.</p> <p>The PLC at each school should be approaching each component of grading as consistently as possible.</p> <p>PLCs share ideas from one school to the next but in phase one the focus is consistency within each school. A school may choose to have consistency broader than the PLC, such as within a whole department or school.</p> <p>Remediation opportunities for students should be provided.</p>		
Standards-Based Approach to Grades	<p>Assessments should match the rigor and content of the standards for the course. Training and support is provided for standards alignment.</p> <p>Teams are encouraged to pilot a standards-based approach to determining proficiency but it is not required. Proficiency should be taken into account with grades such that grades do not overly deduct from the time a student takes to develop proficiency if it is within an acceptable window of time and the student is demonstrating strong effort.</p>		<p>Identified courses move to the use of standards-based grades across the schools.</p> <p>A new report card format is piloted that still provides the overall grade but then also shows proficiency by standard. Various rating/grading scales are potentially considered.</p>
Extra Credit	<p>Extra credit is eliminated if it does not match the instructional standards. For example, there is no extra credit for participation in an after-school activity, bringing in supplies, etc.</p>		<p>Extra credit on assignments and tests is reviewed further. The</p>

Component	Phase 1	Phase 2*	Phase 3*
	A consistent approach to extra credit should be used across each PLC.		task force considers providing extra opportunities to demonstrate proficiency with standards in lieu of extra credit.
Retakes	At least one opportunity should be provided within each quarter. Prior to being provided a re-take opportunity, the student should make corrections to the previous assessment and/or attend remediation. Care should be taken to ensure that the re-take is an assessment of the student’s understanding of the content and not a recall of answers on a specific test. When possible and practical, this may mean taking a slightly different assessment than the initial one. The team at the school will consider how to provide the points earned on a re-take, whether it is full or partial replacement of the initial grade. The team at the school could also determine whether to provide more than one such opportunity in a quarter, but the number should be relatively few so that there is still accountability with each assessment.		With courses that have moved to standards-based grading, the concept of re-takes changes. Instead, students will need to show consistent proficiency in an identified number of attempts. Other attempts will not be considered part of the determination of the grade. (For example, if a student shows proficiency with a standard across the year with 30%, 50%, 70%, 90%, 100%, 100% in sequence, then the grade would reflect the last several attempts, not an average of all attempts.)
Reading Level	If a student is reading below a 6 th grade reading level, that is noted on the report card along with the supports provided to the student.		
Other	Consider updates that match the way that grades are reported and GPA is calculated. Currently, the report card includes + and – but the GPA does not reflect those. Consider having these match by modifying one or the other. Consider having students set goals for proficiency and grades at the beginning of the school year.		

*Phase 2 and Phase 3 would be re-evaluated during the implementation of Phase 1 and adjusted based on ongoing feedback.

Steps that would be taken to launch Phase 1

Summer

- Review all related policies and bring to the Board for updates at the July 11th Board meeting
- Develop training and communication for teachers and administrators, including samples
- Identify teams interested in piloting some of the approaches that could be used in Phase 2 and 3

Start of School Year

- Provide training and information to teachers on updates
- Send communication to parents on what they should expect to see as updates to the report cards

Agenda Report

Date: 06/20/17

Agenda Number: G-4

Attachments: No

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

Subject: Lynchburg City Schools Plan for Gifted Education

Summary/Description:

All school divisions in Virginia are required to identify gifted students in Kindergarten through twelfth grade and provide instructional services to meet their needs. The Virginia Board of Education adopted the *Regulations Governing Educational Services for Gifted Students*, which outline the requirements that school divisions need to include in their local plan for gifted education. Each school board approves a comprehensive plan for the education of gifted students that includes the components identified by the regulations.

School divisions must report annually to the Virginia Department of Education information related to gifted education services. The information is combined to produce a statewide annual report which includes student demographics, program service options, and gifted education teacher or program administrator data.

The school administration will present an overview of key updates to the Lynchburg City Schools Plan for Gifted Education during this presentation.

Disposition: Action
 Information
 Action at Meeting on: 07/11/17

Recommendation:

The superintendent recommends that the school board receives this agenda report as an informational item and consider action at the school board meeting on July 11, 2017.

Agenda Report

Date: 06/20/17

Agenda Number: G-5

Attachments: Yes

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

Subject: Regulation KG-R Community Use of School Facilities: Rules and Conditions

Summary/Description:

With the opening of the new Heritage High School campus and the exceptional facilities the school offers, the school administration felt it was prudent to revisit the Lynchburg City School Board Regulation KG-R Community Use of School Facilities: Rules and Conditions.

Revisions to the policy appear as an attachment to this agenda report.

Disposition: Action
 Information
 Action at Meeting on: 07/11/17

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 July 11, 2017.

COMMUNITY USE OF SCHOOL FACILITIES: RULES AND CONDITIONS

A. General

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

Permission to use facilities shall be allowed at the discretion of the school division and will be given with the understanding that the user assumes full financial responsibility and liability for actions of attendees, care of equipment, and protection of school property.

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

B. Use of Facilities

1. Who May Use the Facilities

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

2. Classification of Users

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

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

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

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

- a. Category 1: Lynchburg City Schools Use (Billed charges: No rent, charge for staff overtime)
LCS-sponsored educational or interscholastic activities limited to student and school related functions.
- b. Category 2: Educational Support Groups/Government Agency Programs/Community Programs (Billed charges: No rent, *{no}* charge for staff)
 - 1.) Educational Support Groups: Could include but are not limited to partner groups providing educational or support services for the schools (including fund raising activities).
 - 2.) Government Agencies/Community Programs providing student or citizen enrichment and support. Government Agency Programs could include but are not limited to: the Department of Parks and Recreation and their partner programs, government meetings, and government polling sites.
- c. Category 3: Non-Profit Groups (Billed charges: 50% of rental rate, plus expenses related to the event)

Non-Profit Groups: Defined as governmental agencies, church groups, or organized groups that provide civic, educational, religious or cultural activities. Groups may need to show proof of non-profit status.

(Examples could include but are not limited to: civic organizations, community theatre, scout troops, little league (not partnered with Department of Parks and Recreation), and churches.
- d. Category 4: Private Citizen Use/For Profit Groups/Commercial Users (Billed charges: Rent, expenses related to event)

Private Citizen Use/For-Profit Groups/Commercial Users: Defined as groups, other than those identified in Categories 1, 2, and 3, interested in using school facilities for a particular use such as recreational, educational, and cultural activities.

{ The Heritage High School indoor track is billed at a flat fee and there will be no discounts or reduced rates}*

C. Process to Obtain a Facility Use Reservation

1. All organizations requesting facility use must submit a facility use application form. All

applications for facility use must be processed through the Lynchburg City Schools Facility Scheduling Office.

2. All facility use requests must be submitted on district forms which are accessible via the LCS website. Completed forms are routed electronically through the approval process with final approval by the Assistant Superintendent for Operations and Administration or his/her designee. Requests will be made at least thirty (30) days prior to, and up to one year in advance, of the scheduled facility use. Category 1 users must obtain permission from the building principal.
3. The Facility Scheduling Office cannot “hold” space for any organization.
4. Facilities are rented and reserved on a first come, first served basis. When requests for the same facility at the same time are made, Category 1 has the highest priority and Category 4 the least.
5. The application must be submitted by a designated person who will be responsible for the event. This person must be at least 21 years of age.
6. Once the application is received and approved, the Facility Scheduling Office will calculate estimated fees and send the approved application to the applicant. Once the applicant signs and returns the form, the form becomes the Contract between the Lynchburg City Schools and the applicant. The Contract will contain the details of the event, a summary of fees, and a copy of this administrative regulation will be provided. This Contract, along with the required deposit of 50 percent of estimated fees, must be signed and returned to the Facility Scheduling Office within 10 business days of receipt for the reservation to be approved and confirmed.
7. Representatives who have been granted permission to use facilities shall not reassign, transfer, sublet or charge a fee to others for the use of school property.
8. A certificate of insurance must be provided at least two weeks prior to event. (See Liability and Insurance section below.)

D. Cancellations

1. User must give 15 days’ notice prior to cancellation of the event. Notification of cancellation less than 15 days before the scheduled time of use will result in forfeiture of the deposit. All cancellations must be received in writing in the Facilities Scheduling Office.
2. School events may take precedence over any previously requested reserved space. The Facilities Scheduling Office will do everything possible to accommodate your group when this occurs with as much notice as possible.
3. The Lynchburg City Schools reserves the right to cancel events due to inclement weather,

emergency, school use, or any other circumstances which would make the space unusable. Every effort will be made to reschedule the event at a mutually agreeable location, date, and time. If this is not possible, a full refund will be given.

E. Liability and Insurance

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

F. Payment

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

G. On-Site Rules

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

1. User groups are expected to leave all rooms and furniture in the condition and arrangement in which they were found. Any additional custodial services which are

necessary to setup, breakdown, and return the facility to the condition in which it was originally found shall be performed by school division staff and charged to the user. All Lynchburg City Schools staff time for the event will be billed to the user.

2. Messages on whiteboards or chalkboards in the classroom areas are NOT to be disturbed. If the user needs the use of whiteboards or chalkboards, it must be specifically requested.
3. The user shall not allow any alcoholic beverages to be present or consumed in school buildings or on school property.
4. The user shall not allow the use of tobacco products in school buildings, on school property, including school division-owned vehicles.
5. The user is not entitled to use areas or equipment not specifically requested and approved per the Facility Use Application Form. Use of technology equipment must be specifically requested and approved.
6. All activities must be under competent adult supervision. Children attending this event must be supervised by an adult at all times.
7. User groups must take reasonable steps to insure orderly behavior of attendees at the event. The Lynchburg City Schools will determine and schedule safety and security services. In addition, LCS may require that additional school employees be present during the period of use. The user will be billed for these services.
8. Users will be responsible for paying for all damage incurred during their use of the facility or equipment, including property of pupils and employees. The rental space will be inspected by a school division staff member and the user before and after the event. In the event that property loss or damage is incurred during use or occupancy of school division facilities, the amount of damage shall be determined by the Lynchburg City Schools, and a bill for damages will be presented to the group using the facilities. Payment for damage must be made within 30 days of receipt of the bill. The Lynchburg City Schools will not be responsible for any loss of valuables or personal property.
9. Approved users are restricted to the dates and hours approved and to the building area and facilities specified.
10. No pets of any kind are permitted on school property. Service animals are permitted.
11. Approved users must comply with all applicable city and state fire and safety regulations at all times. The user shall ensure that the corridors, exits, and stairways are kept free of obstructions and that members of the audience or spectators do not stand or sit in a manner that blocks exits, aisle ways, or stairways. The user shall observe facility capacities as determined by the Fire Marshal.

12. Only decoration materials acceptable to the local Fire Marshal shall be used. The user shall remove all decorations immediately after the event.
13. Only LCS personnel may move or direct movement of equipment, furniture, etc. If stage curtains, projection equipment, lighting, and PA systems are to be used, arrangements will be made with Facility Scheduling Office to provide technically qualified personnel to perform and/or supervise the tasks at wage rate specified in the Tiered Fee Schedule.
14. No food/drink items of any type are to be served in LCS facilities without the prior knowledge and consent of Facility Scheduling Office. Should a kitchen area be desired for use, it is understood that an approved member of the school cafeteria staff will be required to supervise the kitchen. The user will be billed for these services.
15. Applicant must have their approved Facility Use Contract in their possession at the event.
16. The user is responsible for the payment of all city, state, and federal taxes, assessments, or levies now or hereafter levied because of this use. If charging an admission fee, the user should contact the Lynchburg Commissioner of Revenue (434-455-3884) two weeks prior to the scheduled event.
17. A copy of the OSHA Standards applicable to the use of any Lynchburg City Schools facility will be provided to the user.
18. The user shall not offer for sale more tickets than the capacity of the rented space.
19. Fireworks, open flames and other sources of fire are strictly prohibited.

H. Additional On-Site Rules for Athletic Field Use

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

J. Fees

Lynchburg City Schools Facility Rental Rates and Fees

Site	Rental Rate (Hourly)	Minimum	Notes
ECG Civic Auditorium			3 hr. min. for auditoriums
Event Day	\$250	\$750	
Pre-event day(s)	\$125	\$375	
HHS Auditorium	\$100	\$300	
<i>{Event Day</i>	<i>\$200</i>	<i>\$600</i>	
<i>Pre-event day(s)</i>	<i>\$100</i>	<i>\$300</i>	
PLDMSI Auditorium	\$100	\$300	
WMBES Auditorium	\$75	\$225	
TCMESI Auditorium	\$75	\$225	
RSPES Auditorium	\$75	\$225	
HHS Gym	\$150	\$300	2 hr. min. for gyms
ECG Gym	\$125 <i>{ \$150 }</i>	\$250 <i>{ \$300 }</i>	
ECG Aux Gym	\$125	\$250	
Gym Locker Rooms (No Gym Rental)	\$25	\$50	
PLDMSI Gym	\$100	\$200	
LMS Gym	\$100	\$200	
LMS Aux Gym (No Outside Rental)	\$100	\$200	
SMS Gym	\$100	\$200	
SMS Aux Gym	\$100	\$200	
WMBES Gym	\$50	\$100	
TCMESI Gym	\$50	\$100	
RSPES Gym	\$50	\$100	
HS Artificial Turf Fields	\$100		All other spaces are hourly
HS Grass Fields	\$50		
ECG/HHS Baseball	\$50		
<i>{HHS Baseball</i>	<i>\$75</i>		
ECG/HHS Softball	\$50		
Outdoor Track	\$25 <i>{ \$50 }</i>		
<i>{HHS Indoor Track</i>	<i>{ \$2500 for a 5 hour track meet -- \$250/hour for each additional hour after the first 5 hours }</i>		
Middle School Field	\$50		
Tennis Courts	\$50		
Elem. Field	\$25		
Classrooms	\$25		
Computer Labs	\$75		
HHS Lecture Hall <i>{Forum}</i>	\$25 <i>{ \$35 }</i>		
ECG Lecture Hall	\$25 <i>{ \$35 }</i>		
ECG Automotive	\$35 <i>{ \$50 }</i>		
Kitchen	\$50		
Cafeteria - MS and HS	\$100		
Elem. Multipurpose Rms.	\$50		
Outside area/parking (No other space rented)	\$75/day		

Additional Fees:

Police/Fire	\$35.00 (\$40) per hour each
More than 1 Lynchburg City Schools Staff	\$15.00 (\$20) per hour each
Athletic Field Lights	\$25.00 per hour
Athletic Field – Scoreboard/PA System	\$20.00 (\$25) per hour
<i>{Additional Athletic Field Prep/Marking}</i>	<i>\$25 per hour}</i>
High School Stage Pit Cover Removal	\$100.00 per event
Follow Spotlight	\$35.00 per event
Grand Piano	\$100.00 per day
Tuning	\$75.00
Auditorium/Sound and Lighting Systems	\$20.00 per hour

Adopted: June 19, 1973

Revised: August 16, 1977

Revised: October 17, 1978

Revised: February 15, 2011

Revised: February 18, 2014

Agenda Report

Date: 06/20/17

Agenda Number: G-6

Attachments: Yes

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

Subject: Policy JN Student Fees, Fines, and Charges and Regulation JNZ-R Student Fees, Fines, and Charges

Summary/Description:

Proposed updates to the policy and regulation are needed for the way in which student fees, fines, and other charges are administered. The purpose of these updates is to align with state code and to further the goal of stewardship of division funds while supporting development of personal responsibility and equity of access to school and extracurricular activities. These updates will be presented within the following policy and regulation:

Policy JN Student Fees, Fines, and Charges
Regulation JNZ-R Student Fees, Fines, and Charges

The proposed policy and regulation will replace current School Board Policy 7-63: Fees/Materials/Deposits/Reimbursements and School Board Policy 4-20: Tuition Fees.

Disposition: Action
 Information
 Action at Meeting on: 07/11/17

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 July 11, 2017.

STUDENT FEES, FINES AND CHARGES

The School Board charges student fees and takes action to recover funds for the loss of or damage to School Board property in accordance with the state and federal law. No fee may be charged unless it has been approved by the School Board.

The School Board provides, free of charge, such textbooks as are required for courses of instruction for each child attending public schools. Consumable materials such as workbooks, writing books, and drawing books may be purchased by the School Board and either provided to students at no cost or sold to students at a retail price not to exceed seven percent added to the publisher's price. If sold, the School Board shall ensure that workbooks, writing books, and drawing books are furnished to students who are unable to afford them at a reduced price or free of charge. Fees will not be charged to students for instructional materials, textbooks, or other materials used by a School Board employee that are not directly used by a public school student.

The following **types of fees may be** are charged.

~~Fees may be charged for~~

- 1) optional services such as parking or locker rental;
- 2) student-selected extracurricular activities;
- 3) class dues;
- 4) field trips or educationally-related programs that are not required instructional activities;
- 5) fees for musical instruments, as long as the instruction in the use of musical instruments is not part of the required curriculum;
- 6) distance learning classes for enrichment which are not necessary to meet the requirements for a diploma;
- 7) summer school, unless the classes are required for remediation as prescribed by the Standards of Quality;
- 8) overdue or lost or damaged library books;
- 9) lost or damaged textbooks;
- 10) consumable materials such as workbooks, writing books, drawing books and fine arts materials and supplies; however, workbooks, writing books, drawing books and fine arts materials and supplies must be furnished to students who are unable to afford them at a reduced price or free of charge; fees may not be charged to students for instructional materials, textbooks, or other materials that are not directly used by a public school student;
- 11) the behind-the-wheel portion of the driver's education program;
- 12) a fee not to exceed a student's pro rata share of the cost of providing transportation for voluntary extracurricular activities; and
- 13) the preparation and distribution of official paper copies of student transcripts; a reasonable number of copies of official paper copies must be provided for free before a charge is levied

for additional official copies; official electronic copies of student transcripts must be provided for free.

Fees may not be charged

- 1) as a condition of school enrollment, except for students who are not of school age or who do not reside within the jurisdiction;
- 2) for instructional programs and activities, or materials required for instruction, except as specified in by 8 VAC 20-720-80.H;
- 3) for textbooks or textbook deposits; however, a reasonable fee or charge for lost or damaged textbooks may be charged;
- 4) for pupil transportation to and from school; or
- 5) for summer school programs or other forms of remediation required by the Standards of Quality.

Fees are reduced or waived for economically disadvantaged students and students whose families are undergoing economic hardships and are financially unable to pay them, including but not limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid; foster families caring for children in foster care; and families that are homeless.

Each time a fee is charged, notice will be given that a fee waiver may be requested. The notice will include directions as to how to apply for a waiver.

This policy will be provided to parents annually and posted on the division's website.

The consequences for nonpayment of fees include exclusion from the activity related to the fee **and other consequences as noted in JNZ-R**.

No student's report card, diploma or class schedule will be withheld because of nonpayment of fees or charges. No student will be suspended or expelled for nonpayment of fees or charges.

The School Board upon recommendation of the sSuperintendent may take action against a pupil or the pupil's parent for any actual loss, breakage, or destruction of or failure to return property owned by or under the control of the School Board, caused or committed by such pupil in pursuit of his studies. Such action may include seeking reimbursement from a pupil or pupil's parent for any such loss, breakage, or destruction of or failure to return school property.

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, §§ 8.01-43, 22.1-6, 22.1-243, 22.1-280.4.

8 VAC 20-720-80.

Cross Refs.: ECAB Vandalism
 IIA Instructional Materials

STUDENT FEES, FINES AND CHARGES

I. Purpose

The purpose of this regulation is to detail the ways in which fees and fines are assessed, waivers are provided, payment is made and collected, and the consequences of non-payment. The intent of this regulation is to provide for stewardship of division funds while supporting development of personal responsibility and equity of access to school and extracurricular activities.

II. Fees

When practical, a common fee will be applied across all schools of the same level (e.g. high school). These fees will be posted annually on the division website by August 1. When fees are different by school or only apply to one school, the fee schedule will be provided by that school to the students and parents.

III. Waiver Process and Payment Plans

An application is available for a parent or guardian to request a waiver of all or part of a fee. The waivers are available for conditions that include:

- a. Economic hardship – Criteria include documentation of qualifications for assistance through TANF, SNAP, SSI, Medicaid, or free/reduced lunch status.
- b. Foster families
- c. Families that are homeless
- d. Temporary extreme hardship, such as a recent house fire or a job loss that substantially changes the family's economic status

The fee waiver is available on the division website and notice of the availability of the fee waiver will be provided each time a fee is assessed.

The reduced fee that is available through a fee waiver application will be assessed at 20% of the full fee, unless otherwise specifically noted.

In addition to the fee waiver, families may request a payment plan through the bookkeeper at the school.

IV. Payment

A. Optional Activities

Payment of fees are due prior to participation in optional activities, unless otherwise noted. Optional Activities and related fees include:

- a. Parking Privileges
- b. Extra-curricular activities
- c. Field trips that are not part of the required instructional activities
- d. Musical instrument fees for instruments not part of the required curriculum
- e. Distance learning classes not required for a diploma
- f. Summer school classes not required for remediation
- g. Materials fees for courses not required for graduation

B. Required Activities

Payment of fees for required activities, such as materials related to a required course and class dues, shall be due within two weeks of the start of the activity. If the parent or guardian applies for a fee waiver, unless the waiver is declined, the fee is either waived or, if a reduced fee is determined, the fee is due two weeks from notification of the review of the fee waiver request.

C. Fines or Other Charges

When a fine or other charge is assessed, such as for a lost or damaged book, a parking fine, or loss or destruction of property, the payment will be due within two weeks of notification of the charge. Notification of the charge shall be provided by letter and phone call to the parent.

V. Consequences of Non-Payment

Payment for Optional Activities noted in Section IV must be made (or approval of a fee waiver occurs) before the student may participate in that activity.

Additionally, a student may not begin participation in any Optional Activities if there are any obligations for any other fees or fines previously incurred. If a fine or charge is incurred after an Optional Activity has begun, the student must pay for the charge within two weeks (as noted in Section IV) in order to remain in any Optional Activity.

If there are any outstanding fees or charges for required activities a student is also not permitted to participate in incentive or non-required Optional Activities at the school, such as designated parties or events, until the charge is cleared. These activities include prom, the graduation ceremony, field day, viewing after-school events or performances, or other activities that the school may identify.

If a parent or guardian has not made payment by the conclusion of the school year and the total charges exceed \$100, the parent will be notified by the school that the legal process for collections may be started.

VI. Consequences of Lost Library Book

The number of books a student may check out shall be determined by the librarian based on factors that include whether any books are currently lost or unreturned. The practices for checkout established by the librarian should be reviewed with the principal. This will help minimize the possibility of multiple lost books.

No overdue fines will be imposed. The librarian should work with the student and parent to determine the point at which an overdue book is considered lost, providing sufficient opportunity for the book to be located.

Once a book is determined by the librarian to be lost, the parent should be provided two weeks notice of the charge for the book, as noted in Section IV. While the full cost of the book is owed if not returned, the family may work with the librarian to see if there are options for a replacement book.

At the point that there is a lost book that has not been re-paid, the student may only check out one book at a time until the lost book is repaid. If two books are lost, checkout privileges will be lost until the books are re-paid or returned. In addition, the other consequences of non-payment in Section V shall be applied.

If a book that was considered lost and was paid for is then found within a reasonable period of time (usually the same school year or just after the summer), the money should be refunded if the book is returned in good condition.

VII. Consequences of a Lost or Damaged Textbook, Chromebook, Calculator, or other Learning Device

When a student has an LCS issued learning device that is required for a course, such as a textbook, Chromebook, or calculator, the student and family are responsible for the cost to have the learning device repaired or replaced. The school shall notify the parent or guardian immediately when it is known that a device has been determined to be lost or damaged. In some cases an optional accidental protection plan is available.

If there is loss or damage that prevents the use of the device during the school year, the school will provide a replacement for the student so that learning at school is not interrupted. However, this replacement will be restricted to minimize opportunities for further charges. Such a restriction typically includes the equipment only being available at school or in that classroom and not taken home, until the charge for the equipment has been paid.

If loss or damage is discovered at the end of the school year, then the parent should be notified as outlined in Section IV.

All other consequences of non-payment in Section V shall be applied.

VIII. Collection Efforts and Appeals

The principal or designee (typically the bookkeeper) is responsible for notifying the parent when there is a fine or charge. For any fee assessed for an activity, these should be communicated annually on the website and also notice shall be given by the organizer of an activity that has a fee prior to participation.

The collection of fees shall be organized by the bookkeeper, in coordination with other lead staff in the school, under the supervision of the principal.

Funds that are collected shall be deposited to accounts, according to financial procedures, that relate to the activity being funded.

When a parent or guardian submits a waiver request to the school, the waiver shall be reviewed by the principal or designee and the result communicated to the parent or guardian within one week of submitting the application, or at least prior to the start of the activity if the request is made well before the activity. The content of the waiver request is confidential and should only be communicated to the leader of the activity.

If a parent or guardian disagrees with a charge or the outcome of the review of a waiver request, the parent or guardian may appeal in writing to the principal. The appeal shall be heard and a decision rendered within two weeks of notice of the appeal. The decision on the appeal shall be considered final.

As noted, a parent may request and be granted the ability to make a series of partial payments for an amount owed. The parent shall notify the principal or designee and any agreement for this shall be communicated in writing that the parent or guardian must sign before the agreement is considered in place. If any one of the agreed upon partial payments is missed, the consequence shall be considered according to Section V.

IX. Collection Efforts of Prior Obligations when Policy and Regulation are Initially Approved

For the first school year in which this regulation is approved, the parent shall be provided until the end of the school year to clear all prior charges. The school will provide an itemized list of charges from the prior year(s) by mail to each family. The principal or designee will arrange times to meet with the parent or guardian to review questions and options for any prior charges. Consequences of prior debt will not be put into place until the beginning of the semester identified by the School Board.

Agenda Report Attachment

Item: G-6

File: JNZ-R

Page 5

FEE SCHEDULE – 2017-2018 School Year

The following fees and fines shall be used at each school in LCS for the 2017-2018 school year. The school will provide information on any other fees and fines.

CATEGORY	ITEM	AMOUNT	FEE WAIVER OR NOTE
High School	Senior Dues	\$75	
	Parking decal*	\$50 full year \$25 half year	
	Parking fines	\$20	
	Chromebook protection plan (optional)	\$25/year	
	Advanced Placement Exam	\$40	\$15
	Summer School Online Course	\$150	
	Withdrawal fee for Early College or Virtual Virginia	\$75	
	Cosmetology	\$150 - Juniors \$250 - Seniors	
	Behind the Wheel	\$150	\$100 reduced lunch \$50 free lunch
	Dental Program	\$250 board exam \$375 x-ray cert.	
Tuition	Non-Resident – Base Tuition	\$3400	
	Non-Resident – SFI	\$300	\$0 if an employee at the school
	Non-Resident – Services		
	Special Education & 504		
	Level I or 504	\$1595	
	Level II	\$3050	
	Level III	\$6700	
	Level IV	Determined based on individual service needs	
	English Language Learners		
	Level I	\$1360	
	Level II	\$2720	
	Level III	Determined based on individual service needs	
	Gifted		
	Level I	No Charge	
	Level II	\$1510	
	Level III – Not available as noted in JEC-R regarding space availability		

Agenda Report

Date: 06/20/17

Agenda Number: J-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) (6), the school board needs to convene a closed meeting for the purpose of discussing the following specific matters:

Consideration of the Investment of Public Funds

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) (6) discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.

Agenda Report

Date: 06/20/17

Agenda Number: J-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).