



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

Jennifer R. Poore  
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

**SCHOOL BOARD MEETING**  
**July 12, 2016 5:30 p.m.**  
**School Administration Building**  
**Board Room**

**A. SCHOOL BOARD REORGANIZATION**

1. Election of Chairman of the School Board: 2016-17  
Wendie L. Sullivan. . . . . Page 1  
Discussion/Action
2. Election of the Vice Chairman of the School Board: 2016-17  
School Board Chairman. . . . . Page 2  
Discussion/Action
3. Appointment of the Clerk and Deputy Clerk: 2016-17  
School Board Chairman. . . . . Page 3  
Discussion/Action
4. Appointment of the Agent and Deputy Agent: 2016-17  
School Board Chairman. . . . . Page 4  
Discussion/Action
5. Appointment of the Designee of the Division Superintendent: 2016-17  
School Board Chairman. . . . . Page 7  
Discussion/Action
6. Meeting Time, Dates, and Location for School Board Meetings  
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Discussion/Action
7. Election of School Board Representative: LAUREL School Board  
School Board Chairman. . . . . Page 9  
Discussion/Action
8. Election of School Board Representative: Central Virginia Governor's School for Science and Technology  
School Board Chairman. . . . . Page 10  
Discussion/Action

- 9. Election of School Board Representative: Governor's Regional XLR8 STEM Academy  
School Board Chairman ..... Page 11  
Discussion/Action
- 10. Lynchburg City School Board Governance Norms and Protocols  
School Board Chairman ..... Page 12  
Discussion

**B. PUBLIC COMMENTS**

- 1. Public Comments  
Scott S. Brabrand. .... Page 17  
Discussion/Action (30 Minutes)

**C. SPECIAL PRESENTATIONS**

- 1. Lynchburg City Schools Education Foundation, Inc.: Update  
Scott S. Brabrand. .... Page 18  
Discussion

**D. FINANCE REPORT**

- 1. Finance Report  
Anthony E. Beckles, Sr. ....Page 19  
Discussion

**E. CONSENT AGENDA**

- 1. School Board Meeting Minutes: June 7, 2016 (Regular Meeting)  
June 16, 2016 (Student Discipline Committee Meeting)  
June 21, 2016 (Regular Meeting)  
June 29, 2016 (Student Discipline Committee Meeting)
- 2. Personnel Report  
Marie F. Gee. ....Page 25  
Discussion/Action

**F. SCHOOL BOARD COMMITTEE REPORTS**

## **G. UNFINISHED BUSINESS**

1. Lynchburg City School Board Student Discipline Policies and Regulations  
John C. McClain. . . . . Page 28  
Discussion/Action
2. Lynchburg City School Board Policy Updates  
Ben W. Copeland. . . . . Page 29  
Discussion/Action

## **H. NEW BUSINESS**

1. Shentel Internet Connection  
Ben W. Copeland. . . . . Page 55  
Discussion
2. Resolution of Recognition: Dunbar High School  
Scott S. Brabrand. . . . . Page 56  
Discussion/Action
3. Regional Alternative Education Program  
John C. McClain. . . . . Page 58  
Discussion/Action
4. Individual Student Alternative Education Plan  
Grant: 2016-17  
John C. McClain. . . . . Page 59  
Discussion/Action
5. LCS-One Damage Report and ADP Recommendation  
Ben W. Copeland. . . . . Page 60  
Discussion

## **I. SUPERINTENDENT'S COMMENTS**

## **J. BOARD COMMENTS**

## **K. INFORMATIONAL ITEMS**

Next School Board Meeting: Tuesday, August 2, 2016, 5:30 p.m.  
Board Room, School Administration Building

## **L. ADJOURNMENT**

# Agenda Report

**Date:** 07/12/16

**Agenda Number:** A-1

**Attachments:** No

**From:** Wendie L. Sullivan, School Board Clerk

**Subject:** Election of the Chairman of the School Board: 2016-17

**Summary/Description:**

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2016-17 school year. The process of reorganization begins with the election of the chairman of the school board for 2016-17.

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

**Recommendation:**

The superintendent recommends that the school board elect a chairman of the school board for the 2016-17 school year in accordance with Section 22.1-76 of the Code of Virginia.

# Agenda Report

**Date:** 07/12/16

**Agenda Number:** A-2

**Attachments:** No

**From:** School Board Chairman

**Subject:** Election of the Vice Chairman of the School Board: 2016-17

**Summary/Description:**

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2016-17 school year. The process of reorganization requires the election of the vice chairman of the school board for 2016-17.

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

**Recommendation:**

The superintendent recommends that the school board elect a vice chairman of the school board for the 2016-17 school year in accordance with Section 22.1-76 of the Code of Virginia.

# Agenda Report

**Date:** 07/12/16

**Agenda Number:** A-3

**Attachments:** No

**From:** School Board Chairman

**Subject:** Appointment of the Clerk and Deputy Clerk: 2016-17

## **Summary/Description:**

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2016-17 school year. The process of reorganization requires that the school board appoint a clerk and may appoint a deputy clerk for terms of one year.

The superintendent recommends the following appointments:

### Clerk of the School Board

Wendie L. Sullivan

### Deputy Clerk of the School Board

Barbara W. Saunders

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

## **Recommendation:**

The superintendent recommends that the school board appoint Ms. Wendie L. Sullivan as the clerk of the school board and the Barbara W. Saunders as deputy clerk of the school board for 2016-17.

# Agenda Report

**Date:** 07/12/16

**Agenda Number:** A-4

**Attachments:** Yes

**From:** School Board Chairman

**Subject:** Appointment of the Agent and Deputy Agent: 2016-17

## **Summary/Description:**

In accordance with Section 22.1-122 (B) of the Code of Virginia, it is necessary that the school board reorganize for the 2016-17 school year. The process of reorganization requires that the school board appoint an agent and may appoint a deputy agent for terms of one year.

The superintendent recommends the following appointments:

### Agent for the School Board

Anthony E. Beckles, Sr.

### Deputy Agent for the School Board

Kimberly D. Lukanich

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

## **Recommendation:**

The superintendent recommends that the school board appoint Anthony E. Beckles, Sr. as the agent and Kimberly D. Lukanich as deputy agent for the school board for 2016-17.

§ 22.1-122. Approval and payment of claims; warrants; prohibited acts.

A. Except as provided in § 22.1-122.1, a school board shall examine all claims against it and, when approved, shall order or authorize the payment thereof. A record of such approval and order or authorization shall be made in the minutes of the school board. Payment of each claim shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody and disbursement of the funds of the school board. The warrant shall be signed by the chairman or vice-chairman of the school board, countersigned by the clerk or deputy clerk thereof, made payable to the person or persons, firm or corporation entitled to receive such payment and recorded in the form and manner prescribed by the Board of Education. There shall be stated on the face of the warrant the purpose or service for which such payment is drawn and the date of the order entered or authority granted by the school board.

B. A school board may, in its discretion by resolution, appoint an agent, and a deputy agent to act for the agent in his absence or inability to perform this duty, to examine and approve such claims and, when approved by him or his deputy, to order or authorize the payment thereof. A record of such approval and order or authorization shall be made and kept with the records of the school board. Payment of each such claim so examined and approved by such agent or his deputy shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody, and disbursement of the funds made available to the school board. The warrant shall be signed by such agent or his deputy and countersigned by the clerk or deputy clerk of the school board, payable to the person or persons, firm or corporation entitled to receive such payments; provided, however, that when the agent appointed by the school board is the division superintendent and the division superintendent and clerk is one and the same person, all such warrants shall be countersigned by the chairman or vice-chairman of the school board and when the deputy agent and deputy clerk is one and the same person, the warrant shall be countersigned by either the clerk or the agent of the school board. There shall be stated on the face of the warrant the purpose or service for which such payment is made and also that such warrant is drawn pursuant to authority delegated to such agent or his deputy by the school board on the . . . . day of . . . . . The school board shall require such agent and his deputy to furnish a corporate surety bond conditioned upon the faithful performance and discharge of the duties herein assigned to each such official. The school board shall fix the amount of such bond or bonds and the premium therefore shall be paid out of the funds made available to the school board.

C. The school board of any school division composed of a county may provide, by resolution, for the drawing of special warrants in payment of compensation, when such compensation has been earned and is due, for (i) all employees and school bus operators under written contract, (ii) upon receipt of certified time sheets or other evidence of service performed, the payment of all other employees whose rates of pay have been established by the school board or its properly delegated agent, and (iii) for payment on contracts for school construction projects according to the terms of such contracts. All such special warrants so authorized shall be signed by the clerk or deputy clerk of the school board and countersigned by the division superintendent or the chairman or vice-chairman of the school board. When the division superintendent and clerk is one and the same person, such special warrants shall be countersigned by such chairman or vice-chairman. Such payrolls and contracts so paid shall be reviewed and approved by the school board at its next regular meeting.

D. Any warrant provided for in this section may be converted into a negotiable check when the name of the bank upon which the funds stated in the warrant are drawn or by which the check is to be paid is designated upon its face and is signed by the treasurer or other officer charged by law with the responsibility for the receipt, custody and disbursement of the funds of the school board.



E. The acts prohibited by § 15.2-1244 with respect to the ordering of the issuance of warrants by a board of supervisors and the signing and countersigning of such warrants by the clerk, deputy clerk, chairman, and vice-chairman of such board shall apply to the ordering of the issuance of warrants by a school board and to the signing and countersigning thereof by the chairman, vice-chairman, clerk, deputy clerk, agent and deputy agent of the school board. Any clerk, deputy clerk, agent, deputy agent or member of any school board who violates any provision of this section shall be guilty of both a Class 3 misdemeanor and malfeasance in office.

(Code 1950, §§ 22-73, 22-75, 22-76, 22-77, 22-78, 22-97; 1954, c. 291; 1959, Ex. Sess., c. 79, § 1; 1968, c. 501; 1971, Ex. Sess., c. 161; 1972, c. 426; 1975, cc. 308, 328; 1978, c. 430; 1980, c. 559; 1989, c. 179.)

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# Agenda Report

**Date:** 07/12/16

**Agenda Number:** A-5

**Attachments:** No

**From:** School Board Chairman

**Subject:** Appointment of the Designee of the Division Superintendent: 2016-17

**Summary/Description:**

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2016-17 school year. The process of reorganization requires that the school board approve a designee of the division superintendent to attend meetings of the school board in the absence or inability to attend by the superintendent.

The superintendent recommends Ben W. Copeland, assistant superintendent of operations and administration, as his designee.

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

**Recommendation:**

The superintendent recommends that the school board appoint Ben W. Copeland as designee of the division superintendent for the 2016-17 school year.

# Agenda Report

**Date:** 07/12/16

**Agenda Number:** A-6

**Attachments:** No

**From:** School Board Chairman

**Subject:** Dates, Meeting Time, and Location for the School Board Meetings: 2016-17

## **Summary/Description:**

Annually, the school board establishes the meeting dates, time, and location for the regular school board meetings. During the 2015-16 school year, the school board conducted its meetings on the first and third Tuesday of each month, beginning at 5:30 p.m. in the Board Room at the School Administration Building. With school board approval, meetings for 2016-17 will follow the 2015-16 schedule with the exception of October 18, 2016.

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

## **Recommendation:**

The superintendent recommends that the school board establish the dates, time, and location for the school board meetings for the 2016-17 school year.

# Agenda Report

**Date:** 07/12/16

**Agenda Number:** A-7

**Attachments:** No

**From:** School Board Chairman

**Subject:** Election of School Board Representative: LAUREL School Board

**Summary/Description:**

Each school year the school board elects a school board member to represent the Lynchburg City Schools on the LAUREL School Board. In addition, the school board elects an alternate member to represent the school division as necessary.

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

**Recommendation:**

The superintendent recommends that the school board elect two members, one of whom will serve as an alternate representative, to represent the Lynchburg City Schools on the LAUREL School Board.

# Agenda Report

**Date:** 07/12/16

**Agenda Number:** A-8

**Attachments:** No

**From:** School Board Chairman

**Subject:** Election of School Board Representative: Central Virginia Governor's School for Science and Technology Governing Board

## **Summary/Description:**

The school board elects a school board member to represent the Lynchburg City Schools on the Central Virginia Governor's School for Science and Technology Governing Board each year. In addition, the school board elects an alternate to represent the school division as necessary.

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

## **Recommendation:**

The superintendent recommends that the school board elect two members, one of whom will serve as an alternate representative, to represent the Lynchburg City Schools on the Central Virginia Governor's School for Science and Technology Governing Board.

# Agenda Report

**Date:** 07/12/16

**Agenda Number:** A-9

**Attachments:** No

**From:** School Board Chairman

**Subject:** Election of School Board Representative: Governor's Regional XLR8 STEM Academy

## **Summary/Description:**

The school board elects a school board member to represent the Lynchburg City Schools on the Governor's Regional XLR8 STEM Academy Governing Board each year. In addition, the school board elects an alternate to represent the school division as necessary.

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

## **Recommendation:**

The superintendent recommends that the school board elect two members, one of whom will serve as an alternate representative, to represent the Lynchburg City Schools on the Governor's Regional XLR8 STEM Academy Governing Board.

# Agenda Report

**Date:** 07/12/16

**Agenda Number:** A-10

**Attachments:** Yes

**From:** School Board Chairman

**Subject:** School Board Governance Norms and Protocols

## **Summary/Description:**

The Lynchburg City School Board, through a professional development activity conducted by the Virginia School Boards Association, developed Governance Norms and Protocols, which were approved on May 3, 2016. This document, which appears as an attachment to this agenda report, provides clear guidelines and procedures for all aspects of board communication, school board meeting agenda development, interactions with the school community, professional development, and the evaluation of the superintendent and itself.

The school board will review the Governance Norms and Protocols during this presentation.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 08/02/16

## **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 August 2, 2016.

## **Lynchburg City School Board**

### **Governance Norms & Protocols**

We agree to employ the following norms in all our interactions:

- **We will hear each opinion, but ultimately act as one.** We will speak candidly and courteously to each other and listen to dissenting or different viewpoints with an open mind. We will help each other to depersonalize disagreements. Once we reach a decision or compromise as a board, we will each support the will of the board in word and deed.
- **The chairman (or designee) will speak as the official voice of the board.** A single board member will not represent the board without the consent of the board, and board members making personal statements (in any format, including speeches, articles, social media posts, etc.) should clearly state that these statements are their opinion and not the position of the board.
- **We will be mindful of the different roles and responsibilities throughout the school system and maintain a focus on policy and governance.**
- **We will be aware of the different roles that we play as individuals (board member, citizen, parent, etc.).**
- **We will be focused on our work as a board and not interfere with the day-to-day operations of the school system, which is the responsibility of the superintendent.**
- **We will maintain open communication with each other, the administration, and the community-at-large.** Information shared with one board member will be shared with all members. If considerable work or time is required to generate data, the full board must endorse the request.



We agree to follow the following protocols:

<p><b>Developing the board agenda</b></p>	<p>Superintendent develops the draft agenda and provides to the chairman for review prior to distribution.</p> <p>Timing Considerations</p> <p>Step 1: The “working draft” (minus supporting documents) provided to the chairman one week prior to agenda distribution for initial feedback.</p> <p>Step 2: The draft agenda (with supporting documents) provided to the chairman one day prior to agenda distribution for final review.</p> <p>Step 3: The final agenda will be distributed to the board on the Thursday prior to the meeting.</p>
<p><b>Placing items on the board meeting agenda</b></p>	<p>Requests should be submitted to the chairman, who will then poll the board to see if there is board majority interest in adding the item to the agenda.</p> <p>Policy BDDC</p>
<p><b>Obtaining information or clarification about board meeting agenda items before the meeting</b></p>	<p>Requests for information/clarification should be directed to the superintendent. Responses will be sent to all board members.</p>
<p><b>Responding to staff or community complaints at board meetings</b></p>	<p>The board does not respond to public comment at the meetings. The chairman will send a written response/ acknowledgement.</p> <p>**Add verbal statement at the beginning of public comment clarifying that comments will not receive a verbal response at the meeting.</p>
<p><b>Responding to staff or community complaints outside of board meetings</b></p>	<p>Limit discussion, advise person of chain of communication and notify superintendent.</p>
<p><b>Communications between and among board members</b></p>	<p>1-on-1 communication. E-mail (no “reply all”). Phone calls.</p>

<b>Communications between board members and the superintendent</b>	<p>As appropriate, superintendent will Cc other board members when responding to requests for information by an individual board member.</p> <p>Friday Memo</p> <p>Individual calls, e-mails, meetings, as needed.</p> <p>Quarterly 1-on-1.</p>
<b>Communications between board members and staff (including requests for information)</b>	<p>Communication should be directed to the superintendent, who will then direct staff, as appropriate.</p> <p>Information request responses will be sent to all board members.</p>
<b>Assignment of committee members</b>	<p>Volunteer, by interest. If needed, chairman will assign. Seniority given to board service.</p>
<b>Committee reporting expectations</b>	<p>The chairman of the committee will report at each board meeting.</p>
<b>Responding to media inquiries</b>	<p>The chairman, or board designee, is the official media spokesperson for the board.</p>
<b>Use of social media</b>	<p>Board members are encouraged to share official LCS content.</p> <p>**Board members should not create/alter content regarding the division or speak/post on behalf of the board.</p> <p>**Discussion re: being Facebook friends with fellow board members.</p>
<b>How, when and whom to notify about visiting school sites</b>	<p>Requests for official school visits should be coordinated with the principal and superintendent Cc'd.</p>
<b>How, when and whom to notify about volunteering in schools or at school events</b>	<p>Board members will notify the superintendent.</p>
<b>How, when and whom to notify about attending</b>	<p>Encouraged. No notification required.</p>

<b>school events (concerts, sporting events, etc.)</b>	
<b>Expectations for participation in professional development</b>	In accordance with the Code of Virginia §22.1-253.13:5 (A) and (D)
<b>Expectations for participation in meetings and conferences</b>	In accordance with the Code of Virginia 22.1-253.13:5 (A) and (D)
<b>When and how the board evaluates the superintendent</b>	In accordance with the Superintendent’s Evaluation Document adopted by the Lynchburg City School board on August 20, 2013.
<b>When and how the board conducts a self-evaluation</b>	TBD
<b>When and how the board monitors and updates the comprehensive plan</b>	Official review annually at school board retreat. Ongoing use for alignment with budget, status on progress, etc.

Violation of these norms and protocols will result in the following actions:

**VIOLATION 1**

Through consensus, the chairman speaks with school board member.

**VIOLATION 2**

Through consensus, the chairman sends a letter to the school board member.

**VIOLATION 3**

Through consensus, the chairman reports violations to Lynchburg City Council as information for its deliberation in the re-appointment process.

**VIOLATION 4**

# Agenda Report

**Date:** 07/12/16

**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:** 07/12/16

**Agenda Number:** C-1

**Attachments:** No

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

**Subject:** Lynchburg City Schools Education Foundation, Inc.: Update

**Summary/Description:**

During this presentation Mrs. Jodi K. Gillette, director of the Lynchburg City Schools Education Foundation, Inc., will provide an update to the school board about the Foundation's progress during the past school 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:** 07/12/16

**Agenda Number:** D-1

**Attachments:**

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

**Subject:** Finance Report

## Summary/Description:

The school administration, in accordance with the FY2015-16 school operating budget, authorized, approved, and processed the necessary payments through June 30, 2016. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through June 30, 2016, for the operating fund.

Total Operating Fund Budget	\$ 90,820,024.00
Prior Year End Encumbrances	\$ 90,304.40
Insurance Proceeds	\$ 131,105.84
School Bus Funding	\$ 950,000.00
Fund Balance Return	\$ 2,316,449.00
Additional Erate funding	\$ 884,646.53
Health Insurance Reserve	\$ 600,000.00
Restricted Donations	\$ 675.00
Adjusted Budget	\$ 95,793,204.77

### Through June 30, 2016

Actual Revenue Received	\$ 92,725,280.32
Actual Expenditures	\$ 93,047,830.77
Actual Encumbered	\$ 457,412.71

Percent of Budget Received	96.80%
Percent of Budget Used, excluding encumbrances	97.13%

As of 6/30/16 – 12 months 100.00%

The revenue report details the transactions recorded through June 30, 2016. All reports appear as attachments to the agenda report.

# Agenda Report

Date: 07/12/16

Agenda Number: D-1

Attachments:

**Please note these are preliminary numbers only and do not reflect final year end amounts. At this time, total revenue is not reflected. The expenditure total is not finalized at this time as there are pending adjustments to be entered, such as the June purchasing card expenses, the adjustment to the health insurance expense, adjusting for prepaid expenses, the recording of transactions between the City and Schools and year end accruals.**

Disposition:  Action  
 Information  
 Action at Meeting on:

## Recommendation:

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

Lynchburg City Schools  
 Operating Fund - Statement of Revenue  
 For the Month Ending  
 June 30, 2016

ACCOUNT TITLE	FY 2014-15				FY 2015-16			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
240308 SALES TAX RECEIPTS	(9,950,157.00)	(9,958,345.20)	8,188.20	100.08%	(10,248,262.00)	(9,435,807.14)	(812,454.86)	92.07%
240202 BASIC SCHOOL AID	(21,651,824.00)	(22,184,149.37)	532,325.37	102.46%	(22,130,823.00)	(21,130,913.40)	(999,909.60)	95.48%
240207 GIFTED & TALENTED	(240,997.00)	(245,765.00)	4,768.00	101.98%	(246,845.00)	(218,590.60)	(28,254.40)	88.55%
240208 REMEDIAL EDUCATION	(1,292,157.00)	(1,317,718.00)	25,561.00	101.98%	(1,323,508.00)	(1,275,566.00)	(47,942.00)	96.38%
240208 REMEDIAL EDUCATION COMPENSATION SUPPLEMENT	(123,629.00) 0.00	(107,296.63) 0.00	(16,332.37) 0.00	86.79% 0.00%	(105,619.00) (399,315.00)	(130,650.00) (384,793.00)	25,031.00 (14,522.00)	123.70% 96.36%
240212 SPECIAL ED SOQ	(2,794,545.00)	(2,849,828.00)	55,283.00	101.98%	(2,862,348.00)	(2,758,665.00)	(103,683.00)	96.38%
240217 VOCATIONAL ED SOQ	(225,615.00)	(230,078.00)	4,463.00	101.98%	(231,089.00)	(222,718.00)	(8,371.00)	96.38%
240221 SOC SEC-INSTR	(1,404,964.00)	(1,432,757.00)	27,793.00	101.98%	(1,439,052.00)	(1,386,925.00)	(52,127.00)	96.38%
240223 VRS INSTRUCTIONAL	(2,861,204.00)	(2,917,805.00)	56,601.00	101.98%	(2,846,592.00)	(2,743,479.00)	(103,113.00)	96.38%
240241 GROUP LIFE INST	(87,169.00)	(88,894.00)	1,725.00	101.98%	(89,284.00)	(86,050.00)	(3,234.00)	96.38%
240228 READING INTERVENTN	(168,326.00)	(186,361.00)	18,035.00	110.71%	(188,365.00)	(180,349.00)	(8,016.00)	95.74%
240205 CAT-REG FOSTER	(71,041.00)	(134,715.00)	63,674.00	189.63%	(132,031.00)	(81,045.00)	(50,986.00)	61.38%
240246 CAT-HOMEBOUND	(208,242.00)	(100,051.45)	(108,190.55)	48.05%	(102,053.00)	(104,828.10)	2,775.10	102.72%
240248 REGIONAL TUITION	(766,658.00)	(747,424.58)	(19,233.42)	97.49%	(739,236.00)	(851,346.99)	112,110.99	115.17%
240265 AT RISK SOQ	(1,439,822.00)	(1,468,098.00)	28,276.00	101.96%	(1,474,228.00)	(1,420,874.00)	(53,354.00)	96.38%
240309 ESL	(117,708.00)	(129,125.00)	11,417.00	109.70%	(148,706.00)	(138,897.00)	(9,809.00)	93.40%
240281 AT RISK 4 YR OLDS	(1,059,219.00)	(1,057,968.00)	(1,251.00)	99.88%	(1,221,024.00)	(1,092,096.00)	(128,928.00)	89.44%
240218 CTE - ADULT ED	(19,175.00)	0.00	(19,175.00)	0.00%	0.00	0.00	0.00	0.00%
240252 CTE EQUIPMENT	0.00	(13,266.87)	13,266.87	100.00%	0.00	(12,988.08)	12,988.08	100.00%
240253 CTE OCC PREP	(42,990.00)	(39,387.00)	(3,603.00)	91.62%	(48,230.00)	(44,907.00)	(3,323.00)	93.11%
MATH/READING INSTR SPECIALISTS	(40,267.00)	(40,267.00)	0.00	100.00%	(40,624.00)	(40,624.00)	0.00	100.00%
EARLY READING SPECIALISTS INIT	0.00	0.00	0.00	0.00%	(38,807.00)	(38,807.00)	0.00	100.00%
240275 PRIMARY CLASS SIZE	(1,707,979.00)	(1,693,633.00)	(14,346.00)	99.16%	(1,705,555.00)	(1,634,375.00)	(71,180.00)	95.83%
240214 TEXTBOOKS	(493,378.00)	(503,138.00)	9,760.00	101.98%	(505,349.00)	(487,044.00)	(18,305.00)	96.38%
240405 ALGEBRA READINESS	(139,687.00)	(137,583.00)	(2,104.00)	98.49%	(137,583.00)	(135,579.00)	(2,004.00)	98.54%
<b>COMMONWEALTH OF VA</b>	<b>(46,906,753.00)</b>	<b>(47,583,654.10)</b>	<b>676,901.10</b>	<b>101.44%</b>	<b>(48,404,528.00)</b>	<b>(46,037,917.31)</b>	<b>(2,366,610.69)</b>	<b>95.11%</b>
330212 IMPACT AIDPL81-874	(6,000.00)	(9,173.38)	3,173.38	152.89%	(6,000.00)	(8,942.41)	2,942.41	149.04%
180303 MEDICAID REIMBURSE	(300,000.00)	(408,055.25)	108,055.25	136.02%	(300,000.00)	(255,133.82)	(44,866.18)	85.04%
JR ROTC	(120,000.00)	(103,231.92)	(16,768.08)	86.03%	(120,000.00)	(103,965.90)	(16,034.10)	86.64%
<b>FEDERAL</b>	<b>(426,000.00)</b>	<b>(520,460.55)</b>	<b>94,460.55</b>	<b>122.17%</b>	<b>(426,000.00)</b>	<b>(368,042.13)</b>	<b>(57,957.87)</b>	<b>86.39%</b>



Lynchburg City Schools  
 Operating Fund - Statement of Revenue  
 For the Month Ending  
 June 30, 2016

	FY 2014-2015				FY 2015-16			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
510500 CITY OPER APPR	(38,924,147.00)	(36,369,627.00)	(2,554,520.00)	93.44%	(40,114,276.00)	(40,114,276.00)	0.00	100.00%
510500 FUND BALANCE RETURN	(907,000.00)	(907,000.00)	0.00	100.00%	(2,316,449.00)	(2,316,449.00)	0.00	100.00%
HEALTH INSURANCE RESERVE	0.00	0.00	0.00	0.00%	(600,000.00)	(600,000.00)	0.00	100.00%
510500 USE OF CIP FUNDS	(75,000.00)	(75,000.00)	0.00	0.00%	(950,000.00)	(950,000.00)	0.00	100.00%
<b>CITY</b>	<b>(39,906,147.00)</b>	<b>(37,351,627.00)</b>	<b>(2,554,520.00)</b>	<b>93.60%</b>	<b>(43,980,725.00)</b>	<b>(43,980,725.00)</b>	<b>0.00</b>	<b>100.00%</b>
189912 MISC REV/OTH FUNDS	(238.75)	(84,056.20)	83,817.45	100.00%	(100,000.00)	(54,516.86)	(45,483.14)	54.52%
180303 REBATES & REFUNDS	(30,000.00)	(17,828.31)	(12,171.69)	59.43%	(30,000.00)	(21,888.75)	(8,111.25)	72.96%
189903 DONATIONS & SP GF	(7,075.00)	(7,075.00)	0.00	100.00%	(675.00)	(675.00)	0.00	100.00%
189909 SALE OTHER EQUIP	(3,500.00)	(30,295.02)	26,795.02	865.57%	(3,000.00)	(15,340.39)	12,340.39	511.35%
189910 INSURANCE ADJUST	(127,289.54)	(283,673.59)	156,384.05	222.86%	(134,105.84)	(134,413.99)	308.15	100.23%
E RATE REIMBURSEMENT	(120,000.00)	(149,288.83)	29,288.83	124.41%	(1,000,146.53)	(937,913.96)	(62,232.57)	93.78%
TRANSFER IN/OUT	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>MISCELLANEOUS</b>	<b>(288,103.29)</b>	<b>(572,216.95)</b>	<b>284,113.66</b>	<b>198.62%</b>	<b>(1,267,927.37)</b>	<b>(1,164,748.95)</b>	<b>(103,178.42)</b>	<b>91.86%</b>
150201 RENTS	(118,000.00)	(123,000.00)	5,000.00	104.24%	(123,000.00)	(123,000.00)	0.00	100.00%
161201 TUITION DAY SCHOOL	(110,000.00)	(100,557.17)	(9,442.83)	91.42%	(110,000.00)	(80,616.11)	(29,383.89)	73.29%
161206 TUITION ADULT	(18,000.00)	(41,332.40)	23,332.40	229.62%	(11,000.00)	(20,076.25)	9,076.25	182.51%
161207 TUITION SUMMER SCH	(25,000.00)	(150.00)	(24,850.00)	0.60%	(25,000.00)	(29,556.00)	4,556.00	118.22%
161202 SPEC PUPIL FEES	(40,000.00)	(31,816.32)	(8,183.68)	79.54%	(40,000.00)	(31,026.03)	(8,973.97)	77.57%
161205 BUS RENTAL	(400,000.00)	(322,611.46)	(77,388.54)	80.65%	(325,000.00)	(401,280.64)	76,280.64	123.47%
190101 TUIT FM OTH CO/CY	(634,620.00)	(375,315.21)	(259,304.79)	59.14%	(634,620.00)	(79,289.80)	(555,330.20)	12.49%
161201 DUAL ENROLLMENT	(85,000.00)	(128,214.00)	43,214.00	150.84%	(125,000.00)	(155,859.38)	30,859.38	124.69%
PRINT SHOP	(100,000.00)	(65,283.29)	(34,716.71)	65.28%	(75,000.00)	(93,433.12)	18,433.12	124.58%
SCHOOL NUT UTILITIES	(98,500.00)	(89,229.52)	(9,270.48)	90.59%	(95,000.00)	(86,218.85)	(8,781.15)	90.76%
FACILITY RENTALS	(75,000.00)	(46,487.50)	(28,512.50)	61.98%	(60,000.00)	(73,490.75)	13,490.75	122.48%
<b>CHARGES FOR SERVICES</b>	<b>(1,704,120.00)</b>	<b>(1,323,996.87)</b>	<b>(380,123.13)</b>	<b>77.69%</b>	<b>(1,623,620.00)</b>	<b>(1,173,846.93)</b>	<b>(449,773.07)</b>	<b>72.30%</b>
150101 INTEREST-BNK DPST	(100.00)	0.00	(100.00)	100.00%	(100.00)	0.00	(100.00)	100.00%
<b>USE OF MONEY</b>								
LEASE PURCHASE PROCEEDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
DESIGNATION - ENCUMBRANCES	(500,478.90)	0.00	(500,478.90)	0.00%	(90,304.40)	0.00	(90,304.40)	0.00%
<b>TOTAL OPERATING FUND</b>	<b>(89,731,702.19)</b>	<b>(87,351,955.47)</b>	<b>(1,879,267.82)</b>	<b>97.35%</b>	<b>(95,793,204.77)</b>	<b>(92,725,280.32)</b>	<b>(2,977,620.05)</b>	<b>96.80%</b>

Original budget	\$88,114,120.00
Fund Balance Return/Textbooks/CIP	\$ 982,000.00
Restricted Donation Received	\$ 7,075.00
Insurance proceeds allocated	\$ 124,289.54
Restricted Sale of Assets (CTE)	\$ 3,500.00
Miscellaneous Revenue	\$ 238.75
Designation - Prior Year Encumb	\$ 500,478.90
Adjusted Budget	<u>\$89,731,702.19</u>

Original budget	\$ 90,820,024.00
Prior Year Encumbrance	\$ 90,304.40
Restricted Donation Received	\$ 675.00
School Bus Proceeds from CIP	\$ 950,000.00
Fund Balance Return	\$ 2,316,449.00
Erate	\$ 884,646.53
Health Insurance Reserve	\$ 600,000.00
Insurance Proceeds	\$ 131,105.84
Adjusted Budget	<u>\$ 95,793,204.77</u>

**FY2015-2016 REVISED REVENUE BUDGET**  
As of June 30, 2016

ACCOUNT TITLE	ORIGINAL	REVISED	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	CHANGE BETWEEN ORG & REVISED REV BUDGET INCREASE (DECREASE)
	REVENUE BUDGET As of 7/1/2015	REVENUE BUDGET As of 6/10/2016				
<b>COMMONWEALTH OF VA REVENUE</b>						
240308 SALES TAX RECEIPTS	(10,248,262.00)	(10,206,410.00)	(9,435,807.14)	(770,602.86)	92.45%	(41,852.00)
<b>240202 BASIC SCHOOL AID</b>	<b>(22,130,823.00)</b>	<b>(21,111,601.00)</b>	<b>(21,130,913.40)</b>	<b>19,312.40</b>	<b>100.09%</b>	<b>(1,019,222.00)</b>
<b>240207 GIFTED &amp; TALENTED</b>	<b>(246,845.00)</b>	<b>(237,903.00)</b>	<b>(218,590.60)</b>	<b>(19,312.40)</b>	<b>91.88%</b>	<b>(8,942.00)</b>
<b>240208 REMEDIAL EDUCATION</b>	<b>(1,323,508.00)</b>	<b>(1,275,566.00)</b>	<b>(1,275,566.00)</b>	<b>0.00</b>	<b>100.00%</b>	<b>(47,942.00)</b>
240208 REMEDIAL EDUCATION	(105,619.00)	(130,650.00)	(130,650.00)	0.00	100.00%	25,031.00
<b>COMPENSATION SUPPLEMENT</b>	<b>(399,315.00)</b>	<b>(384,793.00)</b>	<b>(384,793.00)</b>	<b>0.00</b>	<b>100.00%</b>	<b>(14,522.00)</b>
<b>240212 SPECIAL ED SOQ</b>	<b>(2,862,348.00)</b>	<b>(2,758,665.00)</b>	<b>(2,758,665.00)</b>	<b>0.00</b>	<b>100.00%</b>	<b>(103,683.00)</b>
<b>240217 VOCATIONAL ED SOQ</b>	<b>(231,089.00)</b>	<b>(222,718.00)</b>	<b>(222,718.00)</b>	<b>0.00</b>	<b>100.00%</b>	<b>(8,371.00)</b>
<b>240221 SOC SEC-INSTR</b>	<b>(1,439,052.00)</b>	<b>(1,386,925.00)</b>	<b>(1,386,925.00)</b>	<b>0.00</b>	<b>100.00%</b>	<b>(52,127.00)</b>
<b>240223 VRS INSTRUCTIONAL</b>	<b>(2,846,592.00)</b>	<b>(2,743,479.00)</b>	<b>(2,743,479.00)</b>	<b>0.00</b>	<b>100.00%</b>	<b>(103,113.00)</b>
<b>240241 GROUP LIFE INST</b>	<b>(89,284.00)</b>	<b>(86,050.00)</b>	<b>(86,050.00)</b>	<b>0.00</b>	<b>100.00%</b>	<b>(3,234.00)</b>
<b>240228 READING INTERVENTN</b>	<b>(188,365.00)</b>	<b>(180,349.00)</b>	<b>(180,349.00)</b>	<b>0.00</b>	<b>100.00%</b>	<b>(8,016.00)</b>
240205 CAT-REG FOSTER	(132,031.00)	(81,045.00)	(81,045.00)	0.00	100.00%	(50,986.00)
240246 CAT-HOMEBOUND	(102,053.00)	(102,053.00)	(104,828.10)	2,775.10	102.72%	0.00
240248 REGIONAL TUITION	(739,236.00)	(775,604.00)	(851,346.99)	75,742.99	109.77%	36,368.00
<b>240265 AT RISK SOQ</b>	<b>(1,474,228.00)</b>	<b>(1,420,874.00)</b>	<b>(1,420,874.00)</b>	<b>0.00</b>	<b>100.00%</b>	<b>(53,354.00)</b>
240309 ESL	(148,706.00)	(138,897.00)	(138,897.00)	0.00	100.00%	(9,809.00)
240281 AT RISK 4 YR OLDS - VPI	(1,221,024.00)	(1,092,096.00)	(1,092,096.00)	0.00	100.00%	(128,928.00)
240218 CTE - ADULT ED	0.00	0.00	0.00	0.00	0.00%	0.00
240252 CTE EQUIPMENT	0.00	(12,988.08)	(12,988.08)	0.00	100.00%	12,988.08
240253 CTE EDUCATION	(48,230.00)	(44,907.00)	(44,907.00)	0.00	100.00%	(3,323.00)
MATH/READING INSTR SPECIALISTS	(40,624.00)	(40,624.00)	(40,624.00)	0.00	100.00%	0.00
EARLY READING SPECIALISTS INITI <sup>A</sup>	(38,807.00)	(38,807.00)	(38,807.00)	0.00	100.00%	0.00
<b>240275 PRIMARY CLASS SIZE</b>	<b>(1,705,555.00)</b>	<b>(1,634,375.00)</b>	<b>(1,634,375.00)</b>	<b>0.00</b>	<b>100.00%</b>	<b>(71,180.00)</b>
<b>240214 TEXTBOOKS</b>	<b>(505,349.00)</b>	<b>(487,044.00)</b>	<b>(487,044.00)</b>	<b>0.00</b>	<b>100.00%</b>	<b>(18,305.00)</b>
240405 ALGEBRA READINESS	(137,583.00)	(135,579.00)	(135,579.00)	0.00	100.00%	(2,004.00)
<b>COMMONWEALTH OF VA</b>	<b>(48,404,528.00)</b>	<b>(46,730,002.08)</b>	<b>(46,037,917.31)</b>	<b>(692,084.77)</b>	<b>98.52%</b>	<b>(1,674,525.92)</b>
<b>FEDERAL REVENUE</b>						
330212 IMPACT AIDPL81-874	(6,000.00)	(8,942.41)	(8,942.41)	0.00	100.00%	2,942.41
180303 MEDICAID REIMBURSE	(300,000.00)	(255,133.82)	(255,133.82)	0.00	100.00%	(44,866.18)
JR ROTC	(120,000.00)	(110,000.00)	(103,965.90)	(6,034.10)	94.51%	(10,000.00)
<b>FEDERAL</b>	<b>(426,000.00)</b>	<b>(374,076.23)</b>	<b>(368,042.13)</b>	<b>(6,034.10)</b>	<b>98.39%</b>	<b>(51,923.77)</b>
<b>CITY APPROPRIATIONS</b>						
510500 CITY OPER APPR	(40,114,276.00)	(40,114,276.00)	(40,114,276.00)	0.00	100.00%	0.00
510500 FUND BALANCE RETURN	(2,316,449.00)	(2,316,449.00)	(2,316,449.00)	0.00	100.00%	0.00
510500 USE OF RESERVES	(950,000.00)	(950,000.00)	(950,000.00)	0.00	100.00%	0.00
<b>CITY</b>	<b>(43,380,725.00)</b>	<b>(43,380,725.00)</b>	<b>(43,380,725.00)</b>	<b>0.00</b>	<b>100.00%</b>	<b>0.00</b>
<b>MISCELLANEOUS REVENUE</b>						
189912 MISC REV/OTH FUNDS	(100,000.00)	(100,000.00)	(54,516.86)	(45,483.14)	100.00%	0.00
180303 REBATES & REFUNDS	(30,000.00)	(30,000.00)	(21,888.75)	(8,111.25)	72.96%	0.00
189903 DONATIONS & SP GF	(675.00)	(675.00)	(675.00)	0.00	0.00%	0.00
189909 SALE OTHER EQUIP	(3,000.00)	(16,000.00)	(15,340.39)	(659.61)	0.00%	13,000.00
189910 INSURANCE ADJUST	(134,105.84)	(197,000.00)	(134,413.99)	(62,586.01)	68.23%	62,894.16
E RATE REIMBURSEMENT	(1,000,146.53)	(937,913.96)	(937,913.96)	0.00	100.00%	(62,232.57)
TRANSFER IN/OUT	0.00	0.00	0.00	0.00	0.00%	0.00
<b>MISCELLANEOUS</b>	<b>(1,267,927.37)</b>	<b>(1,281,588.96)</b>	<b>(1,164,748.95)</b>	<b>(116,840.01)</b>	<b>90.88%</b>	<b>13,661.59</b>

<b>CHARGES FOR SERVICES</b>						
150201 RENTS	(123,000.00)	(123,000.00)	(123,000.00)	0.00	100.00%	0.00
161201 TUITION DAY SCHOOL	(110,000.00)	(110,000.00)	(80,616.11)	(29,383.89)	73.29%	0.00
161206 TUITION ADULT	(11,000.00)	(20,000.00)	(20,076.25)	76.25	100.38%	9,000.00
161207 TUITION SUMMER SCH	(25,000.00)	(29,000.00)	(29,556.00)	556.00	101.92%	4,000.00
161202 SPEC PUPIL FEES	(40,000.00)	(40,000.00)	(31,026.03)	(8,973.97)	77.57%	0.00
161205 BUS RENTAL	(325,000.00)	(401,280.64)	(401,280.64)	0.00	100.00%	76,280.64
190101 TUIT FM OTH CO/CY	(634,620.00)	(480,000.00)	(79,289.80)	(400,710.20)	16.52%	(154,620.00)
161201 DUAL ENROLLMENT	(125,000.00)	(155,859.38)	(155,859.38)	0.00	100.00%	30,859.38
PRINT SHOP	(75,000.00)	(93,433.12)	(93,433.12)	0.00	100.00%	18,433.12
SCHOOL NUT UTILITIES	(95,000.00)	(95,000.00)	(86,218.85)	(8,781.15)	90.76%	0.00
FACILITY RENTALS	(60,000.00)	(73,490.75)	(73,490.75)	0.00	100.00%	13,490.75
<b>CHARGES FOR SERVICES</b>	<b>(1,623,620.00)</b>	<b>(1,621,063.89)</b>	<b>(1,173,846.93)</b>	<b>(447,216.96)</b>	<b>72.41%</b>	<b>(2,556.11)</b>
150101 INTEREST-BNK DPST	(100.00)	0.00	0.00	0.00	100.00%	(100.00)
LEASE PURCHASE PROCEEDS	0.00	0.00	0.00	0.00	0.00%	0.00
HEALTH INSURANCE RESERVE	0.00	(600,000.00)	(600,000.00)	0.00	100.00%	600,000.00
DESIGNATION - ENCUMBRANCES	(90,304.40)	(90,304.40)	0.00	(90,304.40)	0.00%	0.00
<b>TOTAL OPERATING FUND</b>	<b>(95,193,204.77)</b>	<b>(94,077,760.56)</b>	<b>(92,725,280.32)</b>	<b>(1,262,175.84)</b>	<b>98.56%</b>	<b>(1,115,444.21)</b>

**REVENUE OVER/(UNDER)  
ORIGINAL BUDGET** **(1,115,444.21)**

**Note**  
Bold accounts are affected by changes in ADM

# Agenda Report

**Date:** 07/12/16

**Agenda Number:** E-2

**Attachments:** Yes

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

**Subject:** Personnel Report

## **Summary/Description:**

The personnel recommendations for June 21 – July 12, 2016 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 21 – July 12, 2016.

<b>NAME</b>	<b>COLLEGE</b>	<b>DEGREE/ EXPERIENCE</b>	<b>SCHOOL/ ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
<b>NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2016-2017:</b>				
Arthur Angela	Lynchburg College	BA / 0 yrs (Lv. 0 4)	E.C. Glass High School English Teacher	8-04-16
Basnight Tondra	Liberty University	MA / 1 yr (Lv. 1 1)	Empowerment Academy English Teacher	8-04-16
Brooks Annette	Trenton State University	MA / 15 yrs (Lv. 15 3)	Carl B. Hutcherson/RS Payne Speech Language Pathologist	8-04-16
Connelly Alexandra	Lynchburg College	BA / 0 yrs (Lv. 0 3)	Linkhorne Elementary School Kindergarten	8-04-16
Farrington Lynell	Florida Memorial College	BA / 5 yrs (Lv. 5 1)	E.C. Glass High School Biology Teacher	8-04-16
Fero Celia	California State University	BA / 0 yrs (Lv. 0 3)	Heritage Elementary Second Grade	8-04-16
Garretson Johnathon	Saddleback College	AA / 16 yrs Lv. 16 4)	Heritage High School Culinary Teacher	7-28-16
Hamblen Caroline	Liberty University	BA / 0 yrs (Lv. 0 3)	Linkhorne Elementary First Grade	8-04-16
Hinkley Felicia	Liberty University	MA / 0 yrs (Lv. 0 3)	Perrymont Elementary Behavior Coach	8-04-16
Parr Rachel	Longwood College	BA / 4 yrs (Lv. 4 3)	T.C. Miller Fourth Grade	8-04-16
Satterfield Kristina	Southern California University of	MA / 26 yrs (Lv. 26 3)	Sheffield Elementary Special Education	8-04-16
Strope Michael	Grand Canyon University	MA / 14 yrs (Lv. 14 4)	Empowerment Academy Social Studies Teacher	8-04-16
Ten Eyck Samantha	Florida University of	BA / 0 yrs (Lv. 0 3)	E.C. Glass High School Social Studies	8-04-16

**NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2016-2017: (continued)**

Thompson Olivia	Longwood University	BA / (Lv. 0	0 yrs 3)	Dunbar Middle School English Teacher	8-04-16
Walsh Abigail	Liberty University	MA / (Lv. 3	3 yrs 3)	Sandusky Middle School Special Education	8-04-16
Wooldridge Ashley	Liberty University	MA / (Lv. 0	0 yrs 1)	Dunbar Middle School Science Teacher	8-04-16

**RESIGNATIONS:**

Foster Thomas	Lynchburg College	BS / (Lv. 9	9 yrs 4)	Dunbar Middle School Science Teacher	6-10-16
Grant Meghan	Liberty University	MA / (Lv. 2	2 yrs 3)	Perrymont Elementary School Second Grade Teacher	6-10-16
Gunter Sharron	Lynchburg College	MED / (Lv. 23	23 yrs 3)	Office for Exceptional Learning Detention Home Teacher	6-24-16
Perdue Christina	Virginia Tech	MA / (Lv. 6	6 yrs 3)	Heritage High School Math Teacher	6-10-16
Sites Brittany	James Madison University	MA / (Lv. 4	4 yrs 3)	Sandusky Elementary School Fifth Grade Teacher	6-10-16

**RETIREMENTS:**

Mickles Delphine	Lynchburg College	BA / (Lv. 12	12 yrs 1)	Sheffield Elementary School First Grade Teacher	6-10-16
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# Agenda Report

**Date:** 07/12/16

**Agenda Number:** G-1

**Attachments:** No

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

**Subject:** Lynchburg City School Board Student Discipline Policies and Regulations

## **Summary/Description:**

Converting the Lynchburg City School Board policies and administrative regulations to the Virginia School Board Association policies is an ongoing process. The first part of Section 7 - Students that pertains to discipline was reviewed by school board members during work sessions that occurred on April 14, May 4, and May 9, 2016. As a result of school board review, revisions have been made to existing policies and regulations that conform to current state and federal laws and regulations. These policies also include those developed by the Virginia School Boards Association, and they have been reviewed by legal counsel. A copy of the revised policies and regulations have been provided to school board members.

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

## **Recommendation:**

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

# Agenda Report

**Date:** 07/12/16

**Agenda Number:** G-2

**Attachments:** Yes

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

**Subject:** Lynchburg City School Board Policy Updates

## Summary/Description:

Several policy revisions and one new policy were recently received from the Virginia School Boards Association (VSBA). Policy JRCA School Service Providers' Use of Student Personal Information is a brand new VSBA policy which went into effect May 2016. These policies have been reviewed by legal counsel and reflect the latest changes in state and federal law. These policy revisions from the VSBA May 2016 update appear as attachments to the agenda report.

BBFA	Conflict of Interests and Disclosure of Economic Interests
BDC	Closed Meetings
EBB	Threat Assessment Teams
JJAC	Student-Athlete Concussions During Extracurricular Activities
JRCA	School Service Providers' Use of Student Personal Information (NEW)

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

## Recommendation:

The superintendent recommends that the school board approve the school board policies listed above.



## CONFLICT OF INTERESTS AND DISCLOSURE OF ECONOMIC INTERESTS

### A. Purpose

The Lynchburg City School Board seeks, through the adoption of this policy, to assure that the judgment of its members, officers and employees will be guided by a policy that defines and prohibits inappropriate conflicts and requires disclosure of economic interests, as defined by the General Assembly in the State and Local Government Conflict of Interests Act (the Act).

### B. Areas of Regulation

The Act establishes five principal areas of regulation applicable to board members, officers, and employees of the Lynchburg City School Division. They are:

- Special anti-nepotism rules relating to School Board members and superintendents of schools.
- General rules governing public conduct by School Board members regarding acceptance of gifts and favors.
- Prohibited conduct regarding contracts.
- Required conduct regarding transactions.
- Disclosures required from School Board members.

### C. Definitions

"Advisory agency" means any board, commission, committee or post which does not exercise any sovereign power or duty, but is appointed by a governmental agency or officer or is created by law for the purpose of making studies or recommendations, or advising or consulting with a governmental agency.

"Affiliated business entity relationship" means a relationship, other than a parent-subsidary relationship, that exists when

- one business entity has a controlling ownership interest in the other business entity;
- a controlling owner in one entity is also a controlling owner in the other entity; or
- there is shared management or control between the business entities.

Factors that may be considered in determining the existence of an affiliated business entity relationship include that the same person or substantially the same person owns or manages the two entities, there are common or commingled funds or assets, the business entities share the use of the same offices or employees, or otherwise share activities, resources or personnel on a regular basis, or there is otherwise a close working relationship between the entities.

"Business" means any individual or entity carrying on a business or profession, whether or not for profit.

"Contract" means any agreement to which a governmental agency is a party, or any agreement on behalf of a governmental agency which involves the payment of money appropriated by the General Assembly or political subdivision, whether or not such agreement is executed in the name of the Commonwealth, or some political subdivision of it.

"Council" means the Virginia Conflict of Interest and Ethics Advisory Council established in Va. Code § 30-355.

"Employee" means all persons employed by a governmental or advisory agency.

"Financial institution" means any bank, trust company, savings institution, industrial loan association, consumer finance company, credit union, broker-dealer as defined in subsection A of Va. Code § 13.1- 501, or investment company or advisor registered under the federal Investment Advisors Act or Investment Company Act of 1940.

"Gift" means any gratuity, favor, discount, entertainment, hospitality, loan forbearance, or other item having monetary value. It includes services as well as gifts of transportation, local travel, lodgings, and meals, whether provided in-kind, by purchase of a ticket, payment in advance or reimbursement after the expense has been incurred. "Gift" does not include any offer of a ticket, coupon, or other admission or pass unless the ticket, coupon, admission, or pass is used; honorary degrees; any athletic, merit, or need-based scholarship or any other financial aid awarded by a public or private school, institution of higher education, or other educational program pursuant to such school, institution or program's financial aid standards and procedures applicable to the general public; a campaign contribution properly received and reported pursuant to Va. Code § 24.2-945 et seq.; any gift related to the private profession or occupation of the School Board member or employee or of a member of the School Board member's or employee's immediate family; food or beverages consumed while attending an event at which the School Board member or employee is performing official duties related to his public service; food and beverages received at or registration or attendance fees waived for any event at which the School Board member or employee is a featured speaker, presenter or lecturer; unsolicited awards of appreciation or recognition in the form of a plaque, trophy, wall memento or similar item that is given in recognition of public, civic, charitable or professional service; a devise or inheritance; travel disclosed pursuant to the Campaign Finance Disclosure Act (Va. Code § 24.2-945 et seq.); travel paid for or provided by the government of the United States, any of its territories or any state or any political subdivision of such state; travel related to an official meeting of the Commonwealth, its political subdivisions, or any board, commission, authority, or other entity, or any charitable organization established pursuant to § 501(c)(3) of the Internal Revenue Code affiliated with such entity, to which such person has been appointed or elected or is a member by virtue of his office or employment; or gifts from relatives or personal friends. For the purpose of this definition, "relative" means the donee's spouse, child, uncle, aunt, niece, nephew or first cousin; a person to whom the donee is engaged to be married; the donee's or donee's spouse's parent, grandparent, grandchild, brother, or sister, step-parent, step-grandparent, step-grandchild, step-brother or step-sister or the donee's brother's or sister's spouse. For the purpose of this definition, "personal

friend” does not include any person that the School Board member or employee knows or has reason to know is (a) a lobbyist registered pursuant to Va. Code § 2.2-418 et seq.; (b) a lobbyist’s principal as defined in Va. Code § 2.2-419; or (c) a person, organization or business who is a party to or is seeking to become a party to a contract with the School Board. For purposes of this definition, “person, organization, or business” includes individuals who are officers, directors or owners of or who have a controlling ownership interest in such organization or business.

"Governmental agency" means each component part of the legislative, executive or judicial branches of state and local government, including each office, department, authority, post, commission, committee, and each institution or board created by law to exercise some regulatory or sovereign power or duty as distinguished from purely advisory powers or duties. Corporations organized or controlled by the Virginia Retirement System are "governmental agencies" for purposes of this policy.

"Immediate family" means (i) a spouse and (ii) any other person who resides in the same household as the School Board member or employee and who is a dependent of the School Board member or employee.

"Officer" means any person appointed or elected to any governmental or advisory agency including local school boards, whether or not he receives compensation or other emolument of office.

“Parent-subsidiary relationship” means a relationship that exists when one corporation directly or indirectly owns shares possessing more than 50 percent of the voting power of another corporation.

"Personal interest" means a financial benefit or liability accruing to a School Board member or employee or to a member of the immediate family of the School Board member or employee. Such interest shall exist by reason of

- ownership in a business if the ownership interest exceeds three percent of the total equity of the business;
- annual income that exceeds, or may reasonably be anticipated to exceed, \$5,000 from ownership in real or personal property or a business;
- salary, other compensation, fringe benefits, or benefits from the use of property, or any combination thereof, paid or provided by a business or governmental agency that exceeds, or may reasonably be anticipated to exceed \$5,000 annually;
- ownership of real or personal property if the interest exceeds \$5,000 in value and excluding ownership in a business, income or salary, other compensation, fringe benefits or benefits from the use of property;
- personal liability incurred or assumed on behalf of a business if the liability exceeds three percent of the asset value of the business; or
- an option for ownership of a business or real or personal property if the ownership interest will consist of the first or fourth bullets above.

"Personal interest in a contract" means a personal interest which an officer or employee has in a contract with a governmental agency, whether due to his being a party to the contract or due to a personal interest in a business which is a party to the contract.

"Personal interest in a transaction" means a personal interest of an officer or employee in any matter considered by his agency. Such personal interest exists when an officer or employee or a member of his immediate family has a personal interest in property or a business, or governmental agency, or represents or provides services to any individual or business and such property, business, or represented or served individual or business is

- the subject of the transaction or
- may realize a reasonably foreseeable direct or indirect benefit or detriment as a result of the action of the agency considering the transaction

Notwithstanding the foregoing, such personal interest in a transaction shall not be deemed to exist where (a) an elected member of a local governing body serves without remuneration as a member of the board of trustees of a not-for-profit entity and such elected member or member of his immediate family has no personal interest related to the not-for-profit entity or (b) an officer, employee, or elected member of a local governing body is appointed by the local governing body to serve on a governmental agency, or an officer, employee, or elected member of a separate local governmental agency formed by a local governing body is appointed to serve on a governmental agency, and the personal interest in the transaction of the governmental agency is a result of the salary, other compensation, fringe benefits, or benefits provided by the local governing body or the separate governmental agency to the officer or employee.

"Transaction" means any matter considered by any governmental or advisory agency, whether in a committee, subcommittee, or other entity of that agency or before the agency itself, on which official action is taken or contemplated.

#### D. Special Anti-Nepotism Rules Relating to School Board Members and Superintendents

1. The School Board may not employ or pay, and the Superintendent may not recommend for employment, the father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law, of the Superintendent or of a School Board member. This provision shall not be construed to prohibit the employment, promotion, or transfer within the school division, of any person within a relationship described above when such person
  - has been employed pursuant to a written contract with the School Board or employed as a substitute teacher or teacher's aide by the School Board prior to the taking of office of any member of the Board or Superintendent; or
  - has been employed pursuant to a written contract with the School Board or employed as a substitute teacher or teacher's aide by the School Board prior to the inception of such relationship; or

- was employed by the School Board at any time prior to June 10, 1994, and had been employed at any time as a teacher or other employee of any Virginia school board prior to the taking of office of any member of the School Board or Superintendent.

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

2. The School Board may employ or pay, and the Superintendent may recommend for employment, any family member of the Superintendent or of a School Board member provided that
  - a) the member certifies that he had no involvement with the hiring decision; and
  - b) the Superintendent certifies to the remaining members of the school board in writing that the recommendation is based upon merit and fitness and the competitive rating of the qualifications of the individual and that no member of the board had any involvement with the hiring decision.
3. No family member (as listed in section D.1., above) of any employee may be employed by the School Board if the family member is to be employed in a direct supervisory and/or administrative relationship either supervisory or subordinate to the employee. The employment and assignment of family members in the same organizational unit is discouraged.

E. General Rules Governing Public Conduct by School Board Members and Employees Regarding Gifts and Favors

1. Prohibited Conduct

Neither the School Board collectively, nor any member of the board, shall solicit or

- accept money, or anything else of value, for services performed within the scope of his or her official duties other than his or her regular compensation, expenses or other remuneration;
- offer or accept money, or anything else of value, for or in consideration of obtaining employment, appointment, or promotion in the school division;
- offer or accept any money or anything else of value for or in consideration of the use of his public position to obtain a contract for any person or business with the school division. use for his or her own economic benefit, or anyone else's, confidential
- information gained by reason of his or her office, and which is not available to the public; accept any money, loan, gift, favor or service that might reasonably tend to
- influence the discharge of duties; accept any business or professional opportunity from which a School Board member may gain a financial benefit, where the member
- knows or should know that there is a reasonable likelihood that the opportunity is

being offered with intent to influence his or her conduct in the performance of official duties.

## 2. Prohibited Gifts

For purposes of this subsection:

“Person, organization or business” includes individuals who are officers, directors or owners of or who have a controlling ownership interest in such organization or business.

“Widely attended event” means an event at which at least 25 persons have been invited to attend or there is a reasonable expectation that at least 25 persons will attend the event and the event is open to individuals (i) who share a common interest, (ii) who are members of a public, civic, charitable or professional organization, (iii) who are from a particular industry or profession or (iv) who represent persons interested in a particular issue.

School Board members and employees required to file a Statement of Economic Interests as prescribed in VA. Code § 2.2-3117 and members of their immediate families shall not solicit, accept or receive any single gift with a value in excess of \$100 or any combination of gifts with an aggregate value in excess of \$100 within any calendar year for the School Board member or employee or a member of the School Board or employee’s immediate family from any person that the School Board member or employee or a member of the School Board’s or employee’s immediate family knows or has reason to know is (i) a lobbyist registered pursuant to Va. Code § 2.2-418 et seq.; (ii) a lobbyist’s principal as defined in Va. Code § 2.2-419; or (iii) a person, organization, or business who is or is seeking to become a party to a contract with the School Board. Gifts with a value of less than \$20 are not subject to aggregation for purposes of this prohibition.

Notwithstanding the above, School Board members and employees required to file a Statement of Economic Interests and members of their immediate families may accept or receive

- a gift of food and beverages, entertainment or the cost of admission with a value in excess of \$100 when such gift is accepted or received while in attendance at a widely attended event and is associated with the event. Such gifts shall be reported on the Statement of Economic Interests;
- a gift from a foreign dignitary with a value exceeding \$100 for which the fair market value or a gift of greater or equal value has not been provided or exchanged. Such gift shall be accepted on behalf of the Commonwealth or a locality and archived in accordance with guidelines established by the Library of Virginia. Such gift shall be disclosed as having been accepted on behalf of the Commonwealth or a locality, but the value of such gift shall not be required to be disclosed;
- certain gifts with a value in excess of \$100 from a lobbyist, lobbyist’s principal or a person, organization or business who is or is seeking to become a party to a contract with the School Board if such gift was provided to such School Board member or employee or a



member of the immediate family of the School Board member or employee on the basis of a personal friendship. A lobbyist, lobbyist's principal or a person, organization or business who is or is seeking to become a party to a contract with the School board may be a personal friend of such School Board member or employee or the immediate family of the School Board member or employee. In determining whether a lobbyist, lobbyist's principal or a person, organization or business who is or is seeking to become a party to a contract with the School Board is a personal friend, the following factors shall be considered: (i) the circumstances under which the gift was offered; (ii) the history of the relationship between the person and the donor, including the nature and length of the friendship and any previous exchange of gifts between them; (iii) to the extent known to the person, whether the donor personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iv) whether the donor has given the same or similar gifts to other persons required to file the disclosure form prescribed in Va. Code §§ 2.2-3117 or 30-111; and

- gifts of travel, including travel-related transportation, lodging, hospitality, food or beverages, or other thing of value, with a value in excess of \$100 that is paid for or provided by a lobbyist, lobbyist's principal or a person, organization or business who is or is seeking to become a party to a contract with the School Board when the School Board member or employee has submitted a request for approval of such travel to the Council and has received the approval of the Council pursuant to Va. Code § 30-356.1. Such gifts shall be reported on the Statement of Economic Interests.

The \$100 limitation imposed in accordance with this section shall be adjusted by the Council every five years, as of January 1 of that year, in an amount equal to the annual increases for that five-year period in the United States Average Consumer Price Index for all items, all urban consumers (CPI-U), as published by the Bureau of Labor Statistics of the U.S. Department of Labor, rounded to the nearest whole dollar.

No person shall be in violation of this policy if (i) the gift is not used by such person and the gift or its equivalent in money is returned to the donor or delivered to a charitable organization within a reasonable period of time upon the discovery of the value of the gift and is not claimed as a charitable contribution for federal income tax purposes or (ii) consideration is given by the donee to the donor for the value of the gift within a reasonable period of time upon the discovery of the value of the gift provided that such consideration reduces the value of the gift to \$100 or less.

### 3. Awards to Employees for Exceptional Service

Nothing herein shall be construed to prohibit or apply to the acceptance by a teacher or other employee of Lynchburg City School Board of an award or payment in honor of meritorious or exceptional services performed by the teacher or employee and made by an organization exempt from federal income taxation pursuant to the provisions of Section 501(c)(3) of the Internal Revenue Code.

### F. Prohibited Conduct Regarding Contracts

1. No School Board member shall have a personal interest in (i) any contract with the School Board or (ii) any contract with any government agency which is subject to the ultimate control of the Board;
2. Exceptions - The above prohibition shall not be applicable to:
  - A Board member's personal interest in a contract of employment provided the employment first began prior to the member becoming a member of the School Board
  - Contracts for the sale by a governmental agency of services or goods at uniform prices available to the general public
  - A contract awarded to a member of the School Board as a result of competitive sealed bidding where the School Board has established a need for the same or substantially similar goods through purchases prior to the election or appointment of the member to serve on the School Board; however, the member shall have no involvement in the preparation of the specifications for such contract, and the remaining members of the School Board, by written resolution, shall state that it is in the public interest for the member to bid on such contract
  - The sale, lease or exchange of real property between an officer or employee and a governmental agency, provided the officer or employee does not participate in any way as such officer or employee in such sale, lease or exchange, and this fact is set forth as a matter of public record by the governing body of the governmental agency or by the administrative head thereof
  - The publication of official notices
  - An officer or employee whose sole personal interest in a contract with the governmental agency is by reason of income from the contracting firm or governmental agency in excess of \$10,000 per year, provided the officer or employee or a member of his immediate family does not participate and has no authority to participate in the procurement or letting of such contract on behalf of the contracting firm and the officer or employee either does not have authority to participate in the procurement or letting of the contract on behalf of his governmental agency or he disqualifies himself as a matter of public record and does not participate on behalf of his governmental agency in negotiating the contract or in approving the contract
  - Contracts between an officer's or employee's governmental agency and a public service corporation, financial institution, or company furnishing public utilities in which the officer or employee has a personal interest provided the officer or employee disqualifies himself as a matter of public record and does not participate on behalf of his governmental agency in negotiating or approving the contract
  - Contracts for the purchase of goods or services when the contract does not exceed \$500
  - Grants or other payment under any program wherein uniform rates for, or the amounts paid to, all qualified applicants are established solely by the administering governmental agency
  - An officer or employee whose sole personal interest in a contract with his own governmental agency is by reason of his marriage to his spouse who is employed by the same agency, if the spouse was employed by such agency for five or more years prior to marrying such officer or employee



- Employment contracts and other contracts entered into prior to August 1, 1987, provided such contracts were in compliance with the Virginia Conflict of Interests Act (or the Comprehensive Conflict of Interests Act) at the time of their formation and thereafter. Those contracts shall continue to be governed by the provisions of the appropriate prior Act. The employment by the same governmental agency of an officer or employee and spouse or any other relative residing in the same household shall not be deemed to create a material financial interest except when one of the persons is employed in a direct supervisory and/or administrative position with respect to the spouse or other relative residing in his household and the annual salary of the subordinate is \$35,000 or more.

#### G. Prohibited Conduct Regarding Transactions

1. Each School Board member and School Board employee who has a personal interest in a transaction
  - a. shall disqualify himself from participating in the transaction if
    - (i) the transaction has application solely to property or a business or governmental agency in which he has a personal interest or a business that has a parent-subsiidiary or affiliated business entity relationship with the business in which he has a personal interest, or
    - (ii) he is unable to participate pursuant to subdivision G.1.b, G.1.c., or G.1.d. of this policy.

Any disqualification under this subsection shall be recorded in the School Board's public records. The School Board member or employee shall disclose his personal interests as required by Va. Code § 2.2-3115E and shall not vote or in any manner act on behalf of the School Board in the transaction. The member or employee shall not

- (i) attend any portion of a closed meeting authorized by the Virginia Freedom of Information Act when the matter in which he has a personal interest is discussed; or
  - (ii) discuss the matter in which he has a personal interest with other governmental officers or employees at any time.
- b. may participate in the transaction if he is a member of a business, profession, occupation, or group of three or more persons, the members of which are affected by the transaction, and he complies with the declaration requirements of Va. Code § 2.2-3115 G;
  - c. may participate in the transaction when a party to the transaction is a client of his firm if he does not personally represent or provide services to such client and he complies with the declaration requirements of Va. Code § 2.2-3115 H; or
  - d. may participate in the transaction if it affects the public generally, even though his personal interest, as a member of the public, may also be affected by that transaction.

2. Disqualification under this section shall not prevent any employee having a personal interest in a transaction in which his employer is involved from representing himself or a member of his immediate family in such transaction provided he does not receive compensation for such representation and provided he complies with the disqualification and relevant disclosure requirements of this policy.
3. If disqualifications under subsection 1.a. of this section leave less than the number required by law to act, the remaining member or members of the board shall constitute a quorum for the conduct of business and have authority to act for the board by majority vote, unless a unanimous vote of all members is required by law, in which case authority to act shall require a unanimous vote of remaining members.
4. The provisions of this section shall not prevent a board member or employee from participating in a transaction merely because such a board member or employee is a defendant in a civil legal proceeding concerning such transaction.

#### H. Disclosure Requirements for School Board Members

1. School Board members file, as a condition of assuming office, a disclosure statement of their personal interests and other information as is specified on the Statement of Economic Interests form set forth in Va. Code § 2.2-3117 and thereafter file such statement semiannually by December 15 for the preceding six-month period complete through the last day of October and by June 15 for the preceding six-month period complete through the last day of April. The disclosure forms are filed and maintained as public records for five years in the office of the clerk of the School Board.
2. School Board members and employees required to file the Statement of Economic Interests who fail to file such form within the time period prescribed shall be assessed a civil penalty of \$250. The clerk of the School Board shall notify the attorney for the Commonwealth for the locality of any School Board member's or employee's failure to file the required form and the attorney for the Commonwealth shall assess and collect the civil penalty. The clerk shall notify the attorney for the Commonwealth within 30 days of the deadline for filing.
3. Any board member or employee who is disqualified from participating in a transaction under Section G.1.a. of this policy, or otherwise elects to disqualify himself, shall forthwith make disclosure of the existence of his interest, including the full name and address of the business and the address or parcel number for the real estate if the interest involves a business or real estate and such disclosure shall be reflected in the school board's public records in the division Superintendent's office for a period of five (5) years.
4. Any board member or employee who is required to disclose his interest under Section G.1.b. of this policy shall declare his interest by stating:

- the transaction involved;
- the nature of the board member's or employee's personal interest affected by the transaction;
- that he is a member of a business, profession, occupation, or group the members of which are affected by the transaction; and
- that he is able to participate in the transaction fairly, objectively, and in the public interest.

The board member or employee shall either make his declaration orally to be recorded in written minutes of the board or file a signed written declaration with the clerk of the board, who shall, in either case, retain and make available for public inspection such declaration for a period of five years from the date of recording or receipt. If reasonable time is not available to comply with the provisions of this subsection prior to participation in the transaction, the board member or employee shall prepare and file the required declaration by the end of the next business day. The board member or employee shall also orally disclose the existence of the interest during each School Board meeting at which the transaction is discussed and such disclosure shall be recorded in the minutes of the meeting.

5. A board member or employee who is required to declare his interest pursuant to subdivision G.1.c. of this policy shall declare his interest by stating
  - (i) the transaction involved;
  - (ii) that a party to the transaction is a client of his firm;
  - (iii) that he does not personally represent or provide services to the client; and
  - (iv) that he is able to participate in the transaction fairly, objectively, and in the public interest.

The board member or employee shall either make his declaration orally to be recorded in written minutes of the board or file a signed written declaration with the clerk of the board who shall, in either case, retain and make available for public inspection such declaration for a period of five years from the date of recording or receipt. If reasonable time is not available to comply with the provisions of this subsection prior to participation in the transaction, the board member or employee shall prepare and file the required declaration by the end of the next business day.

#### I. Advisory Opinions

School Board members or employees subject to the Act may seek written opinions regarding the Act from the local Commonwealth's attorney; the local city attorney; or the Council. Good faith reliance on any such written opinion *{of the Commonwealth's attorney or the Council}* bars prosecution for a knowing violation of the Act provided the opinion was made after a full disclosure of the facts. *{An opinion of the city attorney may be introduced at trial as evidence that the School Board member or employee did not knowingly violate the Act.}*

Adopted: June 4, 2013  
Revised: December 16, 2014  
Revised: May 22, 2015  
Revised: August 18, 2015  
Revised: April 19, 2016

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3101, 2.2-3102, 2.2-3103, 2.2-3103.2, 2.2-3104.1, 2.2-3108, 2.2-3109, 2.2-3110, 2.2-3112, 2.2-3115, 2.2-3119 and 2.2-3124.

Cross Ref.: CBCA Disclosure Statement Required of Superintendent  
GCCB Employment of Family Members

## CLOSED MEETINGS

- A. Closed meetings may be held by the School Board or any committee thereof only in accordance with Virginia law, for purposes including the following:
1. Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of the School Board. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter which involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the School Board.
  2. Discussion or consideration of admission or disciplinary matters or any other matters that would involve the disclosure of information contained in a scholastic record concerning any student in the Lynchburg City School system. However, any such student, legal counsel and, if the student is a minor, the student's parents or legal guardians shall be permitted to be present during the taking of testimony or presentation of evidence at a closed meeting, if such student, parents or guardians so request in writing and such request is submitted to the presiding officer of the School Board.
  3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the School Board.
  4. The protection of the privacy of individuals in personal matters not related to public business.
  5. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.
  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 School Board would be adversely affected.
  7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the School Board; and consultation with legal counsel employed or retained by the School Board regarding specific legal matters requiring the provision of legal advice by such counsel. For purposes of this subsection, "probable litigation" means litigation which has been specifically threatened or on which the School Board or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. The closure of a meeting is not permitted merely because an attorney representing the School Board is in attendance or is consulted on a matter.

8. Discussion or consideration of honorary degrees or special awards.
  9. Discussion or consideration of tests or examinations or other records *{information}* excluded from public disclosure pursuant to Va. Code § 2.2-3705.1.
  10. Discussion of strategy with respect to the negotiation of a hazardous waste siting agreement or to consider the terms, conditions, and provisions of a hazardous waste siting agreement if the School Board in open meeting finds that an open meeting will have an adverse effect upon the negotiating position of the School Board or the establishment of the terms, conditions and provisions of the siting agreement, or both. All discussions with the applicant or its representatives may be conducted in a closed meeting.
  11. Discussion or consideration of medical and mental health records excluded from disclosure under Va. Code § 2.2-3705.5.
  12. Discussion of plans to protect public safety as it relates to terrorist activity or specific cyber security threats or vulnerabilities and briefings by staff members, legal counsel, or law-enforcement or emergency service officials concerning actions taken to respond to such matters or a related threat to public safety; discussion of records *{information}* excluded from mandatory disclosure pursuant to subdivision 3 or 4 of Va. Code § 2.2-3705.2 where discussion in an open meeting would jeopardize the safety of any person or the security of any facility, building, structure, information technology system or software program; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure.
  13. Discussion or consideration of records *{information}* excluded from mandatory disclosure pursuant to subdivision 11 of Va. Code § 2.2-3705.6 (the Public Private Education Facilities and Infrastructure Act) by the School Board or any independent review panel appointed to review information and advise the School Board concerning such records *{information}*.
  14. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the School Board.
- B. No resolution, ordinance, rule, contract, regulation or motion adopted, passed or agreed to in a closed meeting shall become effective unless the School Board, following the meeting, reconvenes in open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation or motion which shall have its substance reasonably identified in the open meeting.
- C. The School Board or any committee thereof may permit nonmembers to attend a closed meeting of the Board or committee if such persons are deemed necessary or if their presence will reasonably aid the Board or committee in its consideration of a topic which is a subject of

the meeting.

- D. School Board members may attend closed meetings held by any committee or subcommittee of the Board, or a closed meeting of any entity, however designated, created to perform the delegated functions of or to advise the Board. School Board members shall in all cases be permitted to observe the closed meeting of the committee, subcommittee or entity. In addition to the requirements of Va. Code § 2.2-3707, the minutes of the committee or other entity shall include the identity of the School Board members who attended the closed meeting.

Adopted by School Board: June 4, 2013

Revised: August 18, 2015

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3711, 2.2-3712.

Cross Ref.:	BCE	School Board Committees
	BCEA	Disciplinary Committee
	BCF	Advisory Committees to the School Board
	BDDA	Notification of School Board Meetings

## THREAT ASSESSMENT TEAMS

The Superintendent will establish a threat assessment team for each school. Teams may serve one or more schools as determined by the Superintendent. The teams will assess and intervene with ~~students~~ ***individuals*** whose behavior may pose a threat to the safety of school staff or students consistent with the model policies developed by the Virginia Center for School Safety including procedures for referrals to community services boards or health care providers for evaluation or treatment when appropriate.

Each team will include persons with expertise in counseling, instruction, school administration and law enforcement. Each team will

- provide guidance to students, faculty and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school or self;
- identify members of the school community to whom threatening behavior should be reported; and
- implement policies adopted by the School Board.

A principal who has received information that a juvenile is a suspect in or has been charged with certain violations of law pursuant to Va. Code § 16.1-301 may provide such information to a threat assessment team. No member of a threat assessment team may disclose any such information or use such information for any purpose other than evaluating threats to students and school personnel.

Upon a preliminary determination that a student poses a threat of violence or physical harm to self or others, a threat assessment team shall immediately report its determination to the Superintendent or Superintendent's designee. The Superintendent or Superintendent's designee shall immediately attempt to notify the student's parent or legal guardian. Nothing in this policy precludes school division personnel from acting immediately to address an imminent threat.

***{Upon a preliminary determination by the threat assessment team that an individual poses a threat of violence to self or others or exhibits significantly disruptive behavior or need for assistance, a threat assessment team may obtain criminal history record information, as provided in Va. Code §§ 19.2-389 and 19.2-389.1, and health records, as provided in Va. Code § 32.1-127.1:03. No member of a threat assessment team shall redisclose any criminal history record information or health information obtained pursuant to this policy or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team.}***

Each threat assessment team will report quantitative data on its activities according to guidance developed by the Department of Criminal Justice Services.

The Superintendent may establish a committee to oversee the threat assessment teams or may assign the oversight of the teams to an existing committee. If such a committee is



established, it will include individuals with expertise in human resources, education, school administration, mental health and law enforcement.

Adopted: February 18, 2014

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 16.1-301, 22.1-79.4.

Cross Refs.:	CLA	Reporting Acts of Violence and Substance Abuse
	EB	School Crisis, Emergency Management and Medical Emergency Response Plan
	JFC	Student Conduct
	JFCD	Weapons in School
	JFC-R	Standards of Student Conduct
	JFCI	Substance Abuse-Student Assistance Program
	JGD/JGE	Student Suspension/Expulsion
	JDGA	Disciplining Students with Disabilities
	JFCE	Gang Activity or Association
	JFCC	Student Conduct on School Buses
	JHH	Suicide Prevention
	JM	Restraint and Seclusion of Students
	JO	Student Records
	KNAJ	Relations with Law Enforcement Authorities

## STUDENT-ATHLETE CONCUSSIONS DURING EXTRACURRICULAR ACTIVITIES

~~The Lynchburg City Schools desires the safe return to activity for all student athletes participating in extracurricular physical activities following an injury, but particularly after a concussion. The goal of this policy is to ensure (i) that coaches, school staff, volunteers, student athletes, and their parents or guardian are aware of the short term and long term effects of concussions; (ii) that concussed student athletes are identified, removed from play immediately, and referred appropriately; and (iii) that concussed student athletes are returned to play only after receiving appropriate medical care, given adequate time to heal, and are symptom free.~~

### Definitions

**Concussion:** a brain injury that is characterized by an onset of impairment of cognitive and/or physical functioning, and is caused by a blow to the head, face or neck, or a blow to the body that causes a sudden jarring of the head (i.e., a helmet to the head, being knocked to the ground). A concussion can occur with or without a loss of consciousness, and proper management is essential to the immediate safety and long-term future of the injured individual.

**Licensed Health Care Provider:** a physician, physician assistant, osteopath or athletic trainer licensed by the Virginia Board of Medicine; a neuropsychologist licensed by the Board of Psychology; or a nurse practitioner licensed by the Virginia State Board of Nursing.

**Return-to-Learn:** instructional modifications that support a controlled, progressive increase in cognitive activities while the student recovers from a brain injury allowing the student-athlete to participate in classroom activities and learn without worsening symptoms and potentially delaying healing.

**Return to Play:** to participate in a non-medically supervised practice, game, or athletic competition.

### I. Lynchburg City Schools Concussion Management Team

- a. The Lynchburg City Schools Concussion Management Team (“CMT”) shall be appointed by the Superintendent and shall consist of a school administrator, an athletic administrator, a licensed health care provider, a coach, a parent or guardian of a student-athlete, a student athlete, and any such other person the Superintendent determines will assist the CMT in its actions.
- b. The CMT shall develop concussion training materials for school personnel, volunteers, student-athletes and parents of student-athletes. Those materials may address the proper fitting and maintenance of helmets. The CMT shall also develop concussion reporting, management and review protocols for the school division. The CMT shall maintain a record of all incidents where a student-athlete has been removed from a game, competition, or practice because he or she has been suspected of sustaining a concussion.

- c. The CMT shall meet at least once per semester and shall evaluate the division's training materials, concussion reporting, management, and review protocols annually.

## II. Required Concussion Training for School Personnel and Volunteers:

- a. Every coach, assistant coach, school staff, adult volunteer, or other person serving in a coaching or advisory role over student-athletes during games, competitions, or practices shall receive training in the signs and symptoms of sports-related concussions, strategies to reduce the risk of concussions, how to seek proper medical treatment for concussions, and the process by which a concussed student-athlete may safely return to practice or competition. Each school and the CMT shall maintain a written record of the names and dates of completion for all persons completing the school's concussion training.
- b. Each school shall ensure that no person is allowed to coach or advise a student-athlete in any practice, game, or competition who has not completed the school's concussion training within the previous twelve months.

## III. Distribution of Training Materials for Student-Athletes and Parent/Guardian:

- a. Prior to participating in any extracurricular physical activity, each student-athlete and the student-athlete's parent or guardian shall review concussion training materials developed by the CMT and sign a statement acknowledging receipt of such information. The concussion training materials shall describe the short-and long-term health effects of concussions.
- b. The signed statements acknowledging the receipt of concussion training materials shall be valid for one calendar year and will satisfy the concussion training requirements for all of a student-athlete's extracurricular physical activities for a calendar year.

## IV. Removal from Extracurricular Physical Activities

- a. A student-athlete suspected by a student-athlete's coach, athletic trainer, or team physician of sustaining a concussion or brain injury in a practice, game, or competition shall be removed from the activity immediately, evaluated and, if necessary, referred for further treatment. A student-athlete who has been removed from play, evaluated, and suspected to have sustained a concussion *{or brain injury}* shall not return to play that same day.
- b. In determining whether a student-athlete removed from play is suspected of having sustained a concussion, an appropriate licensed health care provider or other properly trained individual, shall evaluate the student-athlete at the time of removal utilizing a standardized concussion sideline assessment instrument (e.g., Sideline Concussion Assessment Tool (SCAT-II, SCAT III, ChildSCAT3), the Standardized Assessment of Concussion (SAC), or the Balance Error Scoring System (BESS)).

- c. The determination of whether a student-athlete removed from play is suspected of having sustained a concussion shall be the sole determination of the licensed health care provider or other properly trained individual conducting the concussion sideline assessment. Such determination is final and may not be overruled by another licensed health care provider or other properly trained individual, coach, assistant coach, school staff, or other person serving in a coaching or advisory role, the student-athlete or the parent or guardian of the student-athlete.
- d. The coach of a student-athlete may elect not to return the student-athlete to play, even if after the concussion sideline assessment it is determined that the student-athlete is no longer suspected of having sustained a concussion.

#### V. Return To Play Protocol

- a. No student-athlete shall be allowed to return to extracurricular physical activities, which includes the student-athlete's practices, games or competitions, until the student presents a written medical release from the student-athlete's licensed health care provider. The written medical release shall certify that (i) the provider is aware of the current medical guidance on concussion evaluation and management; (ii) the student-athlete no longer exhibits signs, symptoms, or behaviors consistent with a concussion at rest or with exertion; and (iii) that the student-athlete has successfully completed a progressive return to sports participation program. The length of progressive return to sports participation program shall be determined by the student-athlete's licensed health care provider but shall last a minimum of five calendar days.
- b. The coach of a student-athlete may elect not to allow a student-athlete to return to extracurricular physical activities, even after the production of written medical release from the student-athlete's licensed health care provider, if the coach observes signs and symptoms of sports-related concussions. If the student-athlete's coach makes such a decision, the coach shall communicate the observations and concerns to the student-athlete's parent or guardian within one day of the decision not to allow such student-athlete to return to extracurricular physical activities.

#### VI. Return to Learn Protocol

- a. School personnel shall be alert to cognitive and academic issues that may be experienced by a ~~student-athlete~~ *{student}* who has suffered a concussion or other head injury, including (i) difficulty with concentration, organization, and long-term and short-term memory; (ii) sensitivity to bright lights and sounds; and (iii) short-term problems with speech and language, reasoning, planning, and problem solving.
- b. School personnel shall accommodate the gradual return to full participation in academic activities by a ~~student-athlete~~ *{student}* who has suffered a concussion or other head injury as appropriate, based on the recommendation of the ~~student-athlete~~ *{student's}* licensed health care provider as to the appropriate amount of time that such ~~student-athlete~~ *{student}* needs to be away from the classroom. Additional

guidelines can be found in regulation JJAC-R Return to Learn Protocol.

VII. Helmet Replacement and Reconditioning

- a. All helmets used in school physical activities must conform to the National Operations Committee on Standards for Athletic Equipment (NOCSAE) and certified as conforming by the manufacturer at the time of purchase.
- b. Reconditioned helmets that have been purchased must be recertified as conforming to the NOCSAE by the reconditioner.

VIII. Athletic Activities Conducted by Non-School Organizations on School Property

The school division may provide this policy and the Board of Education’s Guidelines for Policies on Concussions in Student-Athletes to organizations sponsoring athletic activity for student-athletes on school property. The school division does not enforce compliance with the policy or Guidelines by such organizations.

Adopted: August 5, 2014  
Revised: August 18, 2015

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-271.5, 22.1-271.6.

Virginia Board of Education Guidelines for Policies on Concussions in Student-Athletes (Adopted January 22, 2015).

Cross Refs.: KG Community Use of School Facilities  
KGB Public Conduct on School Property

## SCHOOL SERVICE PROVIDERS' USE OF STUDENT PERSONAL INFORMATION

## Definitions

For the purposes of this policy:

"Elementary and secondary school purposes" means purposes that (i) customarily take place at the direction of an elementary or secondary school, elementary or secondary school teacher, or school division; (ii) aid in the administration of school activities, including instruction in the classroom or at home; administrative activities; and collaboration between students, school personnel or parents; or (iii) are otherwise for the use and benefit of an elementary or secondary school.

"Personal profile" does not include account information that is collected and retained by a school service provider and remains under control of a student, parent or elementary or secondary school.

"School-affiliated entity" means any private entity that provides support to the school division or a public elementary or secondary school. "School-affiliated entity" includes alumni associations, booster clubs, parent-teacher associations, parent-teacher-student associations, parent-teacher organizations, public education foundations, public education funds and scholarship organizations.

"School service" means a website, mobile application or online service that (i) is designed and marketed solely for use in elementary or secondary schools; (ii) is used (a) at the direction of teachers or other employees at elementary or secondary schools or (b) by any school-affiliated entity; and (iii) collects and maintains, uses or shares student personal information. "School service" does not include a website, mobile application or online service that is (a) used for the purposes of college and career readiness assessment or (b) designed and marketed for use by individuals or entities generally, even if it is also marketed for use in elementary or secondary schools.

"School service provider" means an entity that operates a school service pursuant to a contract with the school division.

"Student personal information" means information collected through a school service that identifies a currently or formerly enrolled individual student or is linked to information that identifies a currently or formerly enrolled individual student.

"Targeted advertising" means advertising that is presented to a student and selected on the basis of information obtained or inferred over time from such student's online behavior, use of applications, or sharing of student personal information. "Targeted advertising" does not include advertising (i) that is presented to a student at an online location (a) on the basis of such student's online behavior, use of applications or sharing of student personal information during his current visit to that online location or (b) in response to that student's request for information or feedback

and (ii) for which a student's online activities or requests are not retained over time for the purpose of subsequent advertising.

#### Required Contract Terms

The contract between a school service provider and the School Board shall require the school service provider

- to provide clear and easy-to-understand information about the types of student personal information it collects through any school service and how it maintains, uses or shares such student personal information;
- to maintain a policy for the privacy of student personal information for each school service and provide prominent notice before making material changes to its policy for the privacy of student personal information for the relevant school service;
- to maintain a comprehensive information security program that is reasonably designed to protect the security, privacy, confidentiality and integrity of student personal information and makes use of appropriate administrative, technological and physical safeguards;
- to facilitate access to and correction of student personal information by each student whose student personal information has been collected, maintained, used or shared by the school service provider, or by such student's parent, either directly or through the student's school or teacher;
- to collect, maintain, use and share student personal information only with the consent of the student or, if the student is less than 18 years of age, his parent or for the purposes authorized in the contract between the School Board and the school service provider;
- when it collects student personal information directly from the student, to obtain the consent of the student or, if the student is less than 18 years of age, his parent before using student personal information in a manner that is inconsistent with its policy for the privacy of student personal information for the relevant school service, and when it collects student personal information from an individual or entity other than the student, to obtain the consent of the school division before using student personal information in a manner that is inconsistent with its policy for the privacy of student personal information for the relevant school service;
- to require any successor entity or third party with whom it contracts to abide by its policy for the privacy of student personal information and comprehensive information security program before accessing student personal information; and
- to require that, upon the request of the school or School Board, the school service provider will delete student personal information within a reasonable period of time after such request unless the student or, if the student is less than 18 years of age, his parent consents to the maintenance of the student personal information by the school service provider.

The contract will also prohibit the school service provider from knowingly

- using or sharing any student personal information for the purpose of targeted advertising to students;

- using or sharing any student personal information to create a personal profile of a student other than for elementary and secondary school purposes authorized by the school division, with the consent of the student or, if the student is less than 18 years of age, his parent, or as otherwise authorized in the contract between the school division and the school service provider; or
- selling student personal information except to the extent that such student personal information is sold to or acquired by a successor entity that purchases, merges with or otherwise acquires the school service provider.

Nothing in this policy shall be construed to prohibit school service providers from

- using student personal information for purposes of adaptive learning, personalized learning or customized education;
- using student personal information for maintaining, developing, supporting, improving or diagnosing the school service;
- providing recommendations for employment, school, educational or other learning purposes within a school service when such recommendation is not determined in whole or in part by payment or other consideration from a third party;
- disclosing student personal information to (i) ensure legal or regulatory compliance, (ii) protect against liability or (iii) protect the security or integrity of its school service; or
- disclosing student personal information pursuant to a contract with a service provider, provided that the school service provider (i) contractually prohibits the service provider from using any student personal information for any purpose other than providing the contracted service to or on behalf of the school service provider, (ii) contractually prohibits the service provider from disclosing any student personal information provided by the school service provider to any third party unless such disclosure is permitted by Va. Code § 22.1-289.01(B)(7) and (iii) requires the service provider to comply with the requirements set forth Va. Code § 22.1-289.01(B) and the prohibitions set forth in Va. Code § 22.1-289.01(C).

Nothing in this policy shall be construed to:

- impose a duty upon a provider of an electronic store, gateway, marketplace, forum or means for purchasing or downloading software or applications to review or enforce compliance with this policy with regard to any school service provider whose school service is available for purchase or download on such electronic store, gateway, marketplace, forum or means;
- impose liability on an interactive computer service, as that term is defined in 47 U.S.C. § 230(f), for content provided by another individual; or
- prohibit any student from downloading, exporting, transferring, saving or maintaining his personal information, data or documents.

Adopted:



Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-289.01.

Cross Refs.:	ET	Educational Technology Foundation and Public School Foundations
	JO	Student Records
	KMA	Relations with Parent Organizations

# Agenda Report

**Date:** 07/12/16

**Agenda Number:** H-1

**Attachments:** Yes

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

**Subject:** Shentel Internet Connection

## **Summary/Description:**

As Lynchburg City Schools continues to expand its one-to-one initiative, LCS-ONE, there is a need for addition Internet bandwidth. Lynchburg City Schools selected Shentel as the additional Internet Service Provider through the annual e-rate process. Lynchburg City Schools will enter into a five-year contract with Shentel to provide a 5Gbps Internet connection at 3020 Wards Ferry Road, Lynchburg Virginia, 24502.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 08/02/16

## **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 August 2, 2016.

# Agenda Report

**Date:** 07/12/16

**Agenda Number:** H-2

**Attachments:** Yes

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

**Subject:** Resolution of Recognition: Dunbar High School Reunion Participants

**Summary/Description:**

Each year teachers and members of the 1923 through 1970 classes of Dunbar High School gather for a three-day reunion. The attached school board resolution recognizes the participants in that reunion.

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

**Recommendation:**

The superintendent recommends that the school board approve the resolution of recognition of the Dunbar High School reunion participants.

A Resolution of Recognition

To

DUNBAR HIGH SCHOOL REUNION PARTICIPANTS

Classes of 1923 Through 1970 – Students and Faculty

Presented by the Lynchburg City School Board

On the weekend of August 6-7, 2016, members of the DUNBAR HIGH SCHOOL family will gather for a student and faculty reunion in Lynchburg, Virginia. To attend this event, teachers and members of the 1923 through 1970 classes will come from near and far. Among them will be individuals who have achieved prominence in a wide variety of career fields. They will reflect on the institution of learning where their quest for commitment to achievement began.

WHEREAS, DUNBAR HIGH SCHOOL students and faculty members will come together in August 2016 as a community of individuals with a common cultural and historic heritage for this celebration; and

WHEREAS, DUNBAR HIGH SCHOOL students and faculty members will assemble from across the United States; and

WHEREAS, DUNBAR HIGH SCHOOL students have distinguished themselves locally, statewide, and nationally in a variety of endeavors and have credited these achievements, in part or in whole, to a Dunbar-taught confidence in abilities and courage in difficulties; and

WHEREAS, THE DUNBAR HIGH SCHOOL reunion committee will present a program at Paul Laurence Dunbar Middle School for Innovation; now, therefore,

BE IT RESOLVED that the Lynchburg City School Board of Lynchburg, Virginia, commends the DUNBAR HIGH SCHOOL Reunion Committee for the hours of work and planning that have gone into making this effort a success; and,

BE IT RESOLVED that the Lynchburg City School Board of Lynchburg, Virginia, takes immense pride in the extraordinary honor which has been brought to the Lynchburg City Schools as a result of the accomplishments of DUNBAR HIGH SCHOOL graduates; and,

BE IT RESOLVED that the Lynchburg City School Board expresses appreciation to all DUNBAR HIGH SCHOOL reunion participants who have taken the time and have come so far to show gratitude for an education that laid a strong foundation for success in a complex and ever changing world.

THE LYNCHBURG CITY SCHOOL BOARD

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School Board Chairman

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Superintendent of Schools

July 12, 2016

# Agenda Report

**Date:** 07/12/16

**Agenda Number:** H-3

**Attachments:** No

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

**Subject:** Regional Alternative Education Program 2016-2017

## Summary/Description:

The Regional Alternative Education Program will provide an alternative educational setting for up to 67 middle school students and 180 high school students from Lynchburg City, Amherst, Appomattox, Bedford and Nelson counties at the Fort Hill Community School. Utilizing intervention strategies to help students improve their academic performance as well as their behavioral challenges, the Regional Alternative Education Program promotes collaboration between families, schools, public agencies, and the juvenile judicial system in an effort to foster students' success. The instructional staff uses individualized and small group instruction, as well as blended or hybrid instruction utilizing technology, to meet the academic needs of a diverse population of students.

## Budget for the Regional Alternative Education Program

Expenditure Categories	State Funds
1000 - Personnel Services	\$223,028.33
2000 – Employee Benefits	\$85,642.67
3000 – Purchased Services	\$0
4000 – Internal Services	\$0
5000 – Other Charges Travel, Postage	\$4,000.00
6000 – Materials & Supplies	\$0
8000 – Equipment Laptops/calculators	\$0
Total Requested	\$312,671.00

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

## Recommendation:

The superintendent recommends that the school board approve the State Grant: Regional Alternative Education Program budget 2016-2017.

# Agenda Report

**Date:** 07/12/16

**Agenda Number:** H-4

**Attachments:** No

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

**Subject:** Individual Student Alternative Education Plan Grant: 2016-17

## Summary/Description:

Lynchburg City Schools received \$23,576.00 in Individual Student Alternative Education Plan (ISAEP) state grant funds. The ISAEP funds will be used to meet the needs of students enrolled in the Lynchburg City Schools Adult Learning Center/Reach Out and Develop Education Opportunities (RODEO) instructional program. The ISAEP program provides an opportunity for students who meet and complete the ISAEP requirements assistance in preparing for the General Education Development (GED®) tests while enrolled in public high school. Lynchburg City Schools graduated 11 students with their GED® during the 2015-2016 school year.

## Budget for ISAEP Grant

Expenditure Categories	State Funds
1000 - Personnel Services	\$14,000.00
2000 – Employee Benefits	\$6,000.00
3000 – Purchased Services	\$0
4000 – Internal Services	\$250.00
5000 – Other Charges Travel, Postage	\$750.00
6000 – Materials & Supplies	\$2,576.00
8000 – Equipment Laptops/calculators	\$0
Total Requested	\$23,576.00

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

## Recommendation:

The superintendent recommends that the school board approve the State Grant: Individual Student Alternative Education Plan (ISAEP) 2016-2017.

# Agenda Report

**Date:** 07/12/16

**Agenda Number:** H-5

**Attachments:** No

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

**Subject:** LCS-One Damage Report and ADP Recommendation

## **Summary/Description:**

Damage rates for the end of the 2015-2016 school year are now available, as well as Accidental Protection Plan participation information. Due to the damage numbers and lower-than-hoped-for ADP participation numbers, the school administrating is proposing a change to the ADP from \$75 for four years to \$20 per student per year. Additional information will be shared with the school board regarding this proposal during this presentation.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 08/02/16

## **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 August 2, 2016.