



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

Lynchburg City School Board

Mary Ann H. Barker  
School Board District 1

Albert L. Billingsly  
School Board District 3

Regina T. Dolan-Sewell  
School Board District 1

Jennifer R. Poore  
School Board District 2

Katie K. Snyder  
School Board District 3

Treney L. Tweedy  
School Board District 3

J. Marie Waller  
School Board District 2

Thomas H. Webb  
School Board District 2

Charles B. White  
School Board District 1

**SCHOOL BOARD MEETING**  
**September 4, 2012 5:30 p.m.**  
**School Administration Building**  
**Board Room**

**A. PUBLIC COMMENTS**

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

**B. CONSENT AGENDA**

- 1. Personnel Report
- Marie F. Gee. . . . . Page 2
- Discussion/Action
  
- 2. Religious Exemption
- Scott S. Brabrand. . . . . Page 4
- Discussion/Action

**C. STUDENT REPRESENTATIVE COMMENTS**

School Administration

Scott S. Brabrand  
Superintendent

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

Ben W. Copeland  
Assistant Superintendent of  
Operations and Administration

Anthony E. Beckles, Sr.  
Chief Financial Officer

Wendle L. Sullivan  
Clerk

**D. UNFINISHED BUSINESS**

- 1. Superintendent's Evaluation: 2012-13
- Scott S. Brabrand. . . . . Page 9
- Discussion

**E. NEW BUSINESS**

- 1. R2K-CTE STEM Academy
- William A. Coleman, Jr. . . . . Page 10
- Discussion
  
- 2. Early College Scholars
- William A. Coleman, Jr. . . . . Page 12
- Discussion
  
- 3. Crisis Plans
- Ben W. Copeland. . . . . Page 13
- Discussion

- 4. School Board Policy 7-11.2: Compulsory Attendance/Exemptions:  
Home Instruction  
Ben W. Copeland. . . . . Page 14  
Discussion
  
- 5. Administrative Regulation 7-11.2: Compulsory Attendance/Exemptions:  
Home Instruction  
Ben W. Copeland. . . . . Page 18  
Discussion
  
- 6. Special Education Advisory Committee: 2012-13  
William A. Coleman, Jr. . . . . Page 21  
Discussion/Action

**G. SUPERINTENDENT’S COMMENTS**

**H. BOARD COMMENTS**

**I. INFORMATIONAL ITEMS**

Next School Board Meeting: Tuesday, September 18, 2012, 5:30 p.m.  
Board Room, School Administration Building

**J. ADJOURNMENT**

# Agenda Report

**Date:** 09/04/12

**Agenda Number:** A-1

**Attachments:** No

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

**Subject:** Public Comments

**Summary/Description:**

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

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

**Recommendation:**

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

# Agenda Report

**Date:** 09/04/12

**Agenda Number:** B-1

**Attachments:** Yes

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

**Subject:** Personnel Report

## **Summary/Description:**

The personnel recommendations for August 21 – September 4, 2012, appear as an attachment to this agenda report.

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

## **Recommendation:**

The superintendent recommends that the school board approve the personnel recommendations for August 21 – September 4, 2012.

<b>NAME</b>	<b>COLLEGE</b>	<b>DEGREE/ EXPERIENCE</b>	<b>SCHOOL/ ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
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**NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2012-13:**

Smith, Elizabeth	University of North Florida	M.Ed./11 yrs. (Lv.11 3)	R.S. Payne Elementary Kindergarten	08/28/12
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# Agenda Report

**Date:** 09/04/12

**Agenda Number:** B-2

**Attachments:** Yes

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

**Subject:** Religious Exemption

**Summary/Description:**

The school board, pursuant to the Code of Virginia 22.1-254 (B) (1) “shall excuse from attendance at school any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school.” The school board is in receipt of a Statement of Religious Beliefs from a parent.

The Statement of Religious Beliefs is confidential and is shared with members of the school board only.

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

**Recommendation:**

The superintendent recommends that the school board excuse the student(s) from public school attendance by reason of bona fide religious training or belief of both the parent(s) and the student(s).

# Agenda Report

**Date:** 09/04/12

**Agenda Number:** D-1

**Attachments:** No

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

**Subject:** Superintendent's Evaluation: 2012-13

## **Summary/Description:**

On June 5, 2012, the school board approved the new Superintendent's Evaluation Instrument. The instrument contains a timeline by which goals are set for the coming year, solidifying long-range plans for the school division, when interim progress reports are given to the school board, and when the evaluation occurs. During the school board retreat, discussion about the goals and objectives on which the superintendent would focus this year were tied the school division's comprehensive plan. The superintendent will provide additional information about those goals during this presentation.

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

## **Recommendation:**

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

# Agenda Report

**Date:** 09/04/12

**Agenda Number:** E-1

**Attachments:** No

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

**Subject:** R2K – CTE STEM Academy

## **Summary/Description:**

Virginia's Region 2000 concept for a Governor's Career-Technical Education - Science, Technology, Engineering and Mathematics (R2K – CTE STEM) Academy is the result of a planning partnership consisting of Amherst County Public Schools, Appomattox County Public Schools, Bedford County Public Schools, Campbell County Public Schools, Lynchburg City Schools, Central Virginia Community College, Region 2000 Technology Council, Region 2000 Workforce Investment Board, and a host of business partners including Areva, Babcock & Wilcox, and Centra Health. All entities involved represent the educational and economic interests of Region 2000 with consideration for program expansion within and possibly outside the boundaries of the region.

Virginia has targeted its proposal to the National Governors Association "toward development of model programs in career and technical education to raise the quality of programs and to improve alignment with postsecondary expectations in education and the workplace." In support of this initiative, the planners believe the R2K – CTE STEM Academy will cultivate options for all students to acquire the knowledge and skills that will prepare them for multiple postsecondary pathways, especially for training toward high-wage, high-skill occupations in growing local and state industries.

The proposed R2K – CTE STEM Academy will target pathways in two career clusters: healthcare and mechatronics. The planning committee will be charged with developing and implementing sequential STEM course offerings in these areas that lead to entry-level employment and/or transition to postsecondary education at Central Virginia Community College or a four-year institution of higher learning. These healthcare and mechatronics courses will carry dual-enrollment college credit and will be available for selected students to enroll in by the fall 2013. The finalized courses will be new offerings that will be unavailable to students in the surrounding public schools. One of the many benefits of the academy, defined through the planning process, is a shared cost to local school divisions that would ordinarily be unable to fund the high-tech curriculum and laboratory facilities needed to deliver the content of the proposed CTE – STEM instructional program.



# Agenda Report

**Date:** 09/04/12

**Agenda Number:** E-1

**Attachments:** No

Mr. Jonathan Whitt, executive director of the Region 2000 Technology Council, Mrs. Elizabeth Narehood, managing director of the Future Focus Foundation, and Dr. John Capps, president of Central Virginia Community College, will present highlights of the R2K – CTE STEM Academy application submitted to the Virginia State Board of Education for approval.

**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:** 09/04/12

**Agenda Number:** E-2

**Attachments:** No

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

**Subject:** Early College Scholars

## Summary/Description:

One of the actions of the Virginia General Assembly during the 2012 session was the passage of House Bill 1184. This bill amends Standard One of the Standards of Quality (§ [22.1-253.13:1](#)) by requiring local school boards and community colleges to develop agreements allowing high school students to complete an associate's degree or a one-year Uniform Certificate of General Studies from a community college concurrent with a high school diploma. *Each institution within the Virginia Community College System shall develop written articulation agreements for postsecondary degree attainment with the public high schools in the school divisions that they serve, specifying the options for students to complete an associate's degree or a one-year Uniform Certificate of General Studies concurrent with a high school diploma.*

Even prior to General Assembly action, representatives from Central Virginia Community College (CVCC) and Lynchburg City Schools met to discuss a partnership agreement that would allow qualified high school juniors to enroll in Early College through CVCC. During this presentation, Dr. Muriel B. Mickles, dean of humanities and social sciences for CVCC, and Dr. John S. Capps, president of CVCC, and members of the school administration will detail a proposal that will allow qualified juniors to enroll in Early College in fall semester 2013. The presentation will include information about the following:

- Admission requirements and selection procedures
- Student daily schedules and school calendar
- Course offerings
- Grades
- Tuition
- Transportation
- Textbooks

**Disposition:**  Action  
 Information  
 Action at Meeting on: 09/18/12

## Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on September 18, 2012.

# Agenda Report

**Date:** 09/04/12

**Agenda Number:** E-3

**Attachments:** No

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

**Subject:** Crisis Plans: 2012-13

## **Summary/Description:**

Pursuant to the Code of Virginia §22.1-279.8, each school board shall ensure that every school develops a written school crisis, emergency management, and medical emergency response plan. The school must also review the plans on an annual basis.

The school division works collaboratively with the Lynchburg Police Department to develop those plans, and a copy of the plans have been forwarded to each school board member for review.

**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:** 09/04/12

**Agenda Number:** E-4

**Attachments:** Yes

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

**Subject:** School Board Policy 7-11.2: Compulsory Attendance/Exemptions: Home Instruction

## Summary/Description:

The Virginia General Assembly revised the requirements for parents who wish to homeschool their children. Code of Virginia §22.1-254.1, which is part of School Board Policy 7-11.2: Compulsory Attendance/Exemption: Home Instruction, is now reflected in the policy.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 09/18/12

## Recommendation:

The interim superintendent recommends that the school board receive this agenda report as an informational item and consider action at the meeting on September 18, 2012.

## STUDENTS

Compulsory Attendance/Exemptions: Home InstructionA. Generally

The 1984 General Assembly amended Code of Va., §22.1-254. Ages of children required to attend.--to provide for home instruction as an alternative to compulsory school attendance and enacted Code of Va., § 22.1-254.1. Declaration of policy; requirements for home instruction of children.-- cited as a legal reference to this policy.

B. Procedures

Applicants desiring to provide home instruction shall be referred to the division superintendent's office.

Legal Reference:

Code of Va., § 22.1-254.1. Declaration of policy; requirements for home instruction of children.—

A. When the requirements of this section have been satisfied, instruction of children by their parents is an acceptable alternative form of education under the policy of the Commonwealth of Virginia. Any parent of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday may elect to provide home instruction in lieu of school attendance if he (i) holds a high school diploma; or (ii) is a teacher of qualifications prescribed by the Board of Education; or (iii) provides a program of study or curriculum which may be delivered through a correspondence course or distance learning program or in any other manner; or (iv) provides evidence that he is able to provide an adequate education for the child.

B. Any parent who elects to provide home instruction in lieu of school attendance shall annually notify the division superintendent in August of his intention to so instruct the child and provide a description of the curriculum, limited to a list of subjects to be studied during the coming year, and evidence of having met one of the criteria for providing home instruction as required by subsection A. Effective July 1, 2000, parents electing to provide home instruction shall provide such annual notice no later than August 15. Any parent who moves into a school division or begins home instruction after the school year has begun shall notify the division superintendent of his intention to provide home instruction as soon as practicable and shall thereafter comply with the requirements of this section within 30 days of such notice. The division superintendent shall notify the Superintendent of Public Instruction of the number of students in the school division receiving home instruction.

## STUDENTS

Compulsory Attendance/Exemptions: Home Instruction (continued)

C. The parent who elects to provide home instruction shall provide the division superintendent by August 1 following the school year in which the child has received home instruction with either (i) evidence that the child has attained a composite score in or above the fourth stanine on any nationally normed standardized achievement test or (ii) an evaluation or assessment which the division superintendent determines to indicate that the child is achieving an adequate level of educational growth and progress, including but not limited to: (a) an evaluation letter from a person licensed to teach in any state, or a person with a master's degree or higher in an academic discipline, having knowledge of the child's academic progress, stating that the child is achieving an adequate level of educational growth and progress; or (b) a report card or transcript from a community college or college, college distance learning program, or home-education correspondence school.

In the event that evidence of progress as required in this subsection is not provided by the parent, the home instruction program for that child may be placed on probation for one year. Parents shall file with the division superintendent evidence of their ability to provide an adequate education for their child in compliance with subsection A and a remediation plan for the probationary year which indicates their program is designed to address any educational deficiency. Upon acceptance of such evidence and plan by the division superintendent, the home instruction may continue for one probationary year. If the remediation plan and evidence are not accepted or the required evidence of progress is not provided by August 1 following the probationary year, home instruction shall cease and the parent shall make other arrangements for the education of the child which comply with § [22.1-254](#). The requirements of subsection C shall not apply to children who are under the age of six as of September 30 of the school year.

D. Nothing in this section shall prohibit a pupil and his parents from obtaining an excuse from school attendance by reason of bona fide religious training or belief pursuant to subdivision B 1 of § [22.1-254](#).

E. Any party aggrieved by a decision of the division superintendent may appeal his decision within 30 days to an independent hearing officer. The independent hearing officer shall be chosen from the list maintained by the Executive Secretary of the Supreme Court for hearing appeals of the placements of children with disabilities. The costs of the hearing shall be apportioned among the parties by the hearing officer in a manner consistent with his findings.

F. School boards shall implement a plan to notify students receiving home instruction pursuant to this section and their parents of the availability of Advanced Placement (AP) and Preliminary Scholastic Aptitude Test (PSAT) examinations and the availability of financial assistance to low-income and needy students to take these examinations. School boards shall implement a plan to make these examinations available to students receiving home instruction.

## STUDENTS

Compulsory Attendance/Exemptions: Home Instruction (continued)

(1984, c. 436; 1986, c. 215; 1991, c. 306; 1992, c. 131; 1993, c. 992; 1994, c. [854](#); 1998, c. [435](#); 1999, cc. [488](#), [552](#); 2005, c. [377](#); 2006, cc. [562](#), [567](#), [911](#), [932](#); 2008, cc. [364](#), [553](#); 2012, cc. [547](#), [587](#).)

Code of Va., § 22.1-271.4. Health requirements for home instructed, exempted, and excused children.—“ In addition to compliance with the requirements of subsection B, C, or H of § [22.1-254](#) or § [22.1-254.1](#) any parent, guardian or other person having control or charge of a child being home instructed, exempted or excused from school attendance shall comply with the immunization requirements provided in § [32.1-46](#) in the same manner and to the same extent as if the child has been enrolled in and is attending school.

Upon request by the division superintendent, the parent shall submit to such division superintendent documentary proof of immunization in compliance with § [32.1-46](#). No proof of immunization shall be required of any child upon submission of (i) an affidavit to the division superintendent stating that the administration of immunizing agents conflicts with the parent's or guardian's religious tenets or practices or (ii) a written certification from a licensed physician that one or more of the required immunizations may be detrimental to the child's health, indicating the specific nature of the medical condition or circumstance that contraindicates immunization.”  
(1993, c. 659; 1999, cc. 488, 552.)

Adopted by School Board: September 18, 1984

Revised by School Board:

# Agenda Report

**Date:** 09/04/12

**Agenda Number:** E-5

**Attachments:** Yes

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

**Subject:** Administrative Regulation 7-11.2: Compulsory Attendance/Exemptions: Home Instruction

## Summary/Description:

The Virginia General Assembly revised the requirements for parents who wish to homeschool their children. The Code now requires parents to notify the division superintendent by August 15 if they intend to homeschool and provide a description of the curriculum. Administrative Regulation 7-11.2: Compulsory Attendance/Exemptions: Home Instruction has been revised to reflect that change.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 09/18/12

## Recommendation:

The interim superintendent recommends that the school board receive this agenda report as an informational item and consider action at the meeting on September 18, 2012.



## STUDENTS

**Compulsory Attendance/Exemptions: Home Instruction R 7-11.2**

Students who have been instructed at home who wish to be enrolled in the Lynchburg City Schools will be placed at the appropriate grade level as determined by school administrators.

Students who are home instructed in grades 9 through 12 may or may not be granted credit for all course work completed. The following standards will be followed to determine credits and grade placement at the high schools.

1. Credit will not be considered unless the student has been home instructed for the entire academic year:
2. Credits may not be earned for home instruction while the student is enrolled in the high school;
3. A maximum of ten (10) credits can be applied toward graduation requirements;
4. A grade of Pass (P) will be granted for credits earned through home instruction and will not be counted in computing grade point averages:
5. A student may not enter the high school above the junior level;
6. A student may not have reached his eighteenth birthday at the time of enrollment into the high school;
7. An elective credit may be given for a non-lab science taken in a home school environment; however, a student must complete three lab science credits in the high school; and
8. A student must be enrolled in a math class during the junior or senior year.

Credit can be obtained for courses taken through home schooling by the following methods:

1. ~~The curriculum used in the home school environment must have been approved in advance by the division superintendent;~~ **Any parent intending to homeschool his child must notify the division superintendent by August 15 and provide a description of the curriculum to include a list of the subjects to be studied during the coming year.}**
2. Ninth and tenth grade English credits can be obtained by scoring at the 40th percentile each year in both reading and written expression on standardized achievement tests which have been approved by the Board of Education for use in public schools;

STUDENTS

Compulsory Attendance/Exemptions: Home Instruction (continued)

3. Ninth and tenth grade math credits can be obtained by scoring at the 40th percentile each year in mathematics on standardized achievement tests which have been approved by the Board of Education for use in public schools;
4. Ninth and tenth grade social studies credits can be obtained by scoring at the 40th percentile each year in social studies on standardized achievement tests which have been approved by the Board of Education for use in public schools;
5. Elective fine arts courses will be individually evaluated for possible credit;
6. Any other requested credits will require that the student take and pass a final examination which was required of students enrolled in the same course offered in the high school; and/or
7. A student who does not score at the 40th percentile on the standardized achievement tests may request to take the final examination which was required of students enrolled in the same course offered in the high school. A student must obtain a passing score of seventy (70) to receive credit.

To receive a diploma from one of the high schools, a student must meet the following minimum credit requirements:

English	4 credits
Math	3 credits
Science	3 credits (must be lab sciences)
Social Studies	3 credits (World History, American History and Government)
Health	1 credit
Physical Education	1 credit
Practical Arts	1 credit
Electives	6 credits
Total	22 credits *

\*In addition, by state mandate, a student must receive instruction in computer. If the student who is home schooled has no computer experience, one credit in Computer Applications may be required.

Approved by Superintendent: September 2, 1986  
 Revised by Superintendent: December 4, 1990  
 Revised by School Board: March 16, 2004  
 Revised by School Board:

# Agenda Report

**Date:** 09/04/12

**Agenda Number:** E-6

**Attachments:** Yes

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

**Subject:** Special Education Advisory Committee: 2012-13

## **Summary/Description:**

State regulations governing the education of students with disabilities require the Lynchburg City School Board to appoint a Special Education Advisory Committee annually. This committee comprised of a parent from each school and members of the school administration, meets a minimum of four times per year. Members serve two-year terms.

The Virginia Department of Education guidelines define the role of the Special Education Advisory Committee as follows:

- To advise the school division of unmet needs in the education of students with disabilities;
- To assist the school division in the formulation and development of long-range plans designed to provide needed educational services for students with disabilities;
- To participate in the development of priorities and strategies for meeting the identified needs of students with disabilities;
- To submit periodic reports and recommendations regarding the education of students with disabilities to the division superintendent for transmission to the school board; and
- To assist the school division in interpreting plans to the community for meeting the special needs of students with disabilities.

The proposed membership appears as an attachment to this agenda report. New members are noted in bold.

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

## **Recommendation:**

The superintendent recommends that the school board approve the appointment of the Special Education Advisory Committee membership for 2012-2013.

**2012-2013 Special Education Advisory Committee**

<u>School</u>	<u>Representative</u>	<u>Ending Year</u>
Bass Elementary	Karen Bucklew	2014
Bedford Hills Elementary	Tiffany Ellis (12-13 Co-Chair)	2014
Dearington Elementary	Melissa Harvey	2014
Heritage Elementary	Robin Woolfolk	2013
Linkhorne Elementary	Elka Cox	2014
Paul Munro Elementary	Jennifer Bryant	2013
Perrymont Elementary	Sam Jacobs	2014
RS Payne Elementary	Cathy Dawson	2013
Sandusky Elementary	Denise Sterne	2014
Sheffield Elementary	Stephanie Early	2013
TC Miller Elementary	Shatisha Thomas	2014
Dunbar Middle	Darlene Mack	2013
Linkhorne Middle	Kathleen Raine	2013
Sandusky Middle	Anita Chambers	2014
Hutcherson Early Learning	Richelle Padilla	2014
LAUREL	Natasha Haynes	2013
EC Glass High	Susan Tatom	2013
Heritage High	Alma Tracy-Thomas	2014
Past Chair	Ms. Suzanne Conway	2013
Community Representative	Todd Hogleund	2014
* SPED Teacher Rep.	Polly Smith (12-13 Co-Chair)	2014
* LCS Consultants	Wyllys D. VanDerwerker Patty Ferington Janenne Daniels-Bosher	Director of Special Education Administrative Designee for Special Education Coordinator of Special Education