



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

Lynchburg City School Board

Keith R. Anderson
School Board District 2

Mary Ann H. Barker
School Board District 1

Albert L. Billingsly
School Board District 3

Regina T. Dolan-Sewell
School Board District 1

Troy L. McHenry
School Board District 3

Jennifer R. Poore
School Board District 2

Treney L. Tweedy
School Board District 3

J. Marie Waller
School Board District 2

Charles B. White
School Board District 1

School Administration

Larry A. Massie
Interim Superintendent

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

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendie L. Sullivan
Clerk

SCHOOL BOARD MEETING
October 18, 2011 5:30 p.m.
School Administration Building
Board Room

A. PUBLIC COMMENTS

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Discussion

B. SPECIAL PRESENTATION

- 1. Perrymont Elementary School
William A. Coleman, Jr.Page 2
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C. FINANCE REPORT

- 1. Finance Report
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Discussion

D. CONSENT

- 1. School Board Meeting Minutes: August 16, 2011 (Regular Meeting)
August 29, 2011 (Special Meeting)
September 6, 2011 (Regular Meeting)
- 2. Personnel Report
Billie Kay Wingfield.Page 7
Discussion/Action
- 3. Administrative and Supervisory Professional Growth
System Handbook
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- 4. Religious Exemption
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E. STUDENT REPRESENTATIVE COMMENTS

F. UNFINISHED BUSINESS

- 1. Superintendent Selection Process
Charles B. White. Page 12
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G. NEW BUSINESS

- 1. Lynchburg City Schools' Comprehensive Plan 2011-12
William A. Coleman, Jr. Page 13
Discussion
- 2. Textbook Adoption Process and Procedures
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Discussion/Action
- 3. School Health Advisory Board
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- 4. LAUREL Regional School Budget: 2011-12
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- 5. Crisis Plan: 2011-12
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H. SUPERINTENDENT'S COMMENTS

I. BOARD COMMENTS

J. CLOSED MEETING

- 1. Notice of Closed Meeting
Larry A. Massie. Page 24
Discussion/Action
- 2. Certification of Closed Meeting
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Discussion/Action

K. INFORMATIONAL ITEMS

School Board Retreat: October 20 and 21, 2011, Third Floor Conference Room, Genworth Life and Annuity Insurance Company, 700 Main Street

Next School Board Meeting: TBA

Lynchburg City School Board/Lynchburg City Council Joint Study Session: Thursday, November 3, 2011, 5:00 p.m., Cafeteria Heritage High School

L. ADJOURNMENT

Agenda Report

Date: 10/18/11

Agenda Number: A-1

Attachments: No

From: Larry A. Massie, Interim 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 interim superintendent recommends that the school board receive this agenda report as an informational item.

Agenda Report

Date: 10/18/11

Agenda Number: B-1

Attachments: No

From: Larry A. Massie, Interim Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: Perrymont Elementary School

Summary/Description:

Mrs. Karen S. Nelson, principal at Perrymont Elementary School, along with staff will provide a brief presentation that will highlight instructional initiatives at the school.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 10/18/11

Agenda Number: C-1

Attachments: Yes

From: Larry A. Massie, Interim Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: Finance Report

Summary/Description:

The school administration, in accordance with the 2011-12 school's operating budget, authorized, approved, and processed the necessary payments through September 30, 2011. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through September 30, 2011, for the operating fund.

Total Operating Fund Budget		\$75,705,953.00
Through September 30, 2011		
Actual Revenue Received	\$ 8,338,840.85	
Actual Expenditures	\$ 11,496,483.81	
Actual Encumbered	\$ 55,090,435.14	
Percent of Budget Received		11.01%
Percent of Budget Used, excluding encumbrances		15.19%
As of 9/30/11 – 3 months		25.00%

The revenue and expenditure reports detail the transactions recorded through September 30, 2011. All reports appear as attachments to the agenda report.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Three Months Ended September 30, 2011

	Fiscal Year 2010-11 (unaudited)			Fiscal Year 2011-12				BUDGET AVAILABLE	BUDGET % USED
	BUDGET	TRANSACTIONS	BUDGET % USED	BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES		
INSTRUCTION									
FUNCTION 1100 CLASSROOM INSTRUCTION	43,807,198.00	43,001,732.26	98.16%		4,377,353.78		35,452,626.85		
FUNCTION 1200 INST SUPPORT-STUDENT	2,754,658.44	2,679,824.08	97.28%		535,361.82		1,732,755.09		
FUNCTION 1300 INST SUPPORT-STAFF	5,091,974.86	4,960,244.91	97.41%		906,649.34		2,463,292.41		
FUNCTION 1400 INST SUPPORT-SCHOOL ADMN	4,404,168.11	3,400,065.83	77.20%		1,007,557.83		3,287,303.92		
TOTAL INSTRUCTION	56,057,999.41	54,041,867.08	96.40%	55,010,535.00	6,826,922.77	12.41%	42,935,978.27	5,247,633.96	90.46%
ADMINISTRATION									
FUNCTION 2100 ADMINISTRATION	2,449,937.78	2,096,489.10	85.57%		641,810.41		1,032,629.06		
FUNCTION 2200 ATTENDANCE & HEALTH SERV	1,803,495.42	1,736,958.35	96.31%		216,318.46		1,471,460.10		
TOTAL ADMINISTRATION	4,253,433.20	3,833,447.45	90.13%	4,521,880.00	858,128.87	18.98%	2,504,089.16	1,159,661.97	74.35%
PUPIL TRANSPORTATION									
FUNCTION 3100 MANAGEMENT & DIRECTION	278,661.38	270,242.66	96.98%		74,217.52		191,338.39		
FUNCTION 3200 VEHICLE OPERATION SERVICE	2,920,292.42	2,851,212.01	97.63%		439,467.44		1,715,370.12		
FUNCTION 3300 MONITORING SERVICE	318,795.50	303,775.67	95.29%		25,912.86		275,729.68		
FUNCTION 3400 VEHICLE MAINT SERVICE	367,100.50	363,030.56	98.89%		137,376.00		15,245.58		
FUNCTION 3500 BUS PURCHASE - REGULAR	169,217.06	169,227.06	100.01%		0.00		0.00		
FUNCTION 3600 BUS - LEASE PURCHASE	66,000.00	66,506.94	100.77%		0.00		0.00		
TOTAL PUPIL TRANSPORTATION	4,120,066.86	4,023,994.90	97.67%	3,877,363.00	676,973.82	17.46%	2,197,683.77	1,002,705.41	74.14%
OPERATIONS & MAINTENANCE									
FUNCTION 4100 MANAGEMENT & DIRECTION	307,191.98	287,213.22	93.50%		74,456.83		197,029.35		
FUNCTION 4200 BUILDING SERVICES	8,852,667.95	8,574,983.01	96.86%		2,239,488.86		5,241,714.50		
FUNCTION 4300 GROUNDS SERVICES	240,570.71	243,949.95	101.40%		54,060.30		157,977.60		
FUNCTION 4400 EQUIPMENT SERVICES	48,000.00	48,525.77	101.10%		5,948.74		296.47		
FUNCTION 4500 VEHICLE SERVICES	23,000.00	25,566.85	111.16%		3,815.33		16.00		
FUNCTION 4600 SECURITY SERVICES	232,224.50	260,550.95	112.20%		35,823.48		17,020.48		
TOTAL OPERATIONS & MAINTENANCE	9,703,655.14	9,440,789.75	97.29%	9,431,573.00	2,413,593.54	25.59%	5,614,054.40	1,403,925.06	85.11%
SCHOOL FOOD SERVICES									
FUNCTION 5100 SCHOOL FOOD SERVICES	0	0.00	0.00%	0	40,417.28		169,916.98	-210,334.26	
TOTAL SCHOOL FOOD SERVICES	0.00	0.00	0.00%	0.00	40,417.28	0.00%	169,916.98	-210,334.26	0.00%
FACILITIES									
FUNCTION 6200 SITE IMPROVEMENTS	0	0	0.00%	0	0		0	0.00	
FUNCTION 6600 BLDG ADD & IMP SERVICES	98,095.00	63,099.89	64.33%	95,677.00	10,377.40		18,320.00	66,979.60	
TOTAL FACILITIES	98,095.00	63,099.89	64.33%	95,677.00	10,377.40	10.85%	18,320.00	66,979.60	29.99%
DEBT SERVICE									
FUNCTION 7100 DEBT SERVICE	720,472.94	717,900.14	99.64%	536,752.00	201,239.92	37.49%	301,884.86	33,627.22	93.74%
TOTAL DEBT SERVICE									
TECHNOLOGY									
FUNCTION 8100 CLASSROOM INSTRUCTION	1,560,213.69	1,762,037.19	112.94%		343,106.99		1,169,457.35		
FUNCTION 8200 INSTRUCTIONAL SUPPORT	652,501.82	466,081.62	71.43%		107,353.70		179,050.35		
FUNCTION 8200 LEASE PURCHASE	109,975.76	109,975.76	100.00%		18,369.52		0.00		
TOTAL TECHNOLOGY	2,322,691.27	2,338,094.57	100.66%	2,232,173.00	468,830.21	21.00%	1,348,507.70	0.00	81.42%
CONTINGENCY RESERVES									
FUNCTION 9100 CLASSROOM INSTRUCTION	0	0	0.00%						
FUNCTION 9300 ADMINISTRATION	300,000.00	0	0.00%						
FUNCTION 9500 PUPIL TRANSPORTATION	200,000.00	0	0.00%						
FUNCTION 9600 OPERATIONS & MAINTENANCE	0	0	0.00%						
TOTAL CONTINGENCY RESERVES	500,000.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL OPERATING BUDGET	77,776,413.82	74,459,193.78	95.73%	75,705,953.00	11,496,483.81	15.19%	55,090,435.14	8,704,198.96	87.95%

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the Three Months Ended September 30, 2011

ACCOUNT TITLE	FY 2010-2011 (unaudited)				FY 2011-12			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
240308 SALES TAX RECEIPTS	(8,321,436.00)	(8,686,156.49)	364,720.49	104.38%	(8,965,522.00)	(1,490,604.52)	(7,474,917.48)	16.63%
240202 BASIC SCHOOL AID	(19,996,461.00)	(18,942,052.10)	(1,054,408.90)	94.73%	(19,663,616.00)	(4,915,903.98)	(14,747,712.02)	25.00%
240207 GIFTED & TALENTED	(232,983.00)	(233,626.00)	643.00	100.28%	(233,116.00)	(58,279.02)	(174,836.98)	25.00%
240208 REMEDIAL EDUCATION	(916,399.00)	(918,931.00)	2,532.00	100.28%	(916,922.00)	(229,230.48)	(687,691.52)	25.00%
240208 REMEDIAL EDUCATION	(206,426.00)	(148,487.00)	(57,939.00)	71.93%	(148,487.00)	0.00	(148,487.00)	0.00%
240209 ENROLLMENT LOSS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
240212 SPECIAL ED SOQ	(2,583,520.00)	(2,590,657.00)	7,137.00	100.28%	(2,584,995.00)	(646,248.78)	(1,938,746.22)	25.00%
240217 VOCATIONAL ED SOQ	(305,466.00)	(306,310.00)	844.00	100.28%	(305,641.00)	(76,410.24)	(229,230.76)	25.00%
240221 SOC SEC-INSTR	(1,340,942.00)	(1,344,650.00)	3,708.00	100.28%	(1,212,202.00)	(335,427.78)	(876,774.22)	27.67%
240223 VRS INSTRUCTIONAL	(792,143.00)	(794,330.00)	2,187.00	100.28%	(1,341,711.00)	(303,050.52)	(1,038,660.48)	22.59%
240241 GROUP LIFE INST	(46,598.00)	(46,725.00)	127.00	100.27%	(46,623.00)	(11,655.78)	(34,967.22)	25.00%
240228 READING INTERVENTN	(117,822.00)	(142,932.00)	25,110.00	121.31%	(141,000.00)	0.00	(141,000.00)	0.00%
240205 CAT-REG FOSTER	(150,118.00)	(140,240.00)	(9,878.00)	93.42%	(145,135.00)	0.00	(145,135.00)	0.00%
240246 CAT-HOMEBOUND	(160,802.00)	(147,984.74)	(12,817.26)	92.03%	(156,865.00)	0.00	(156,865.00)	0.00%
240248 REGIONAL TUITION	(866,273.00)	(645,645.48)	(220,627.52)	74.53%	(849,922.00)	0.00	(849,922.00)	0.00%
240265 AT RISK SOQ	(1,071,449.00)	(1,074,480.00)	3,031.00	100.28%	(1,074,910.00)	0.00	(1,074,910.00)	0.00%
240309 ESL	(114,953.00)	(89,904.00)	(25,049.00)	78.21%	(106,053.00)	0.00	(106,053.00)	0.00%
330213 SCHOOL LUNCH	0.00	0.00	0.00	100.00%	0.00	0.00	0.00	100.00%
240281 AT RISK 4 YR OLDS	(1,209,101.00)	(1,209,101.00)	0.00	100.00%	(1,231,987.00)	0.00	(1,231,987.00)	0.00%
240218 CTE - ADULT ED	(19,175.00)	(1,238.00)	(17,937.00)	6.46%	(19,175.00)	0.00	(19,175.00)	0.00%
240252 CTE EQUIPMENT	0.00	(10,212.98)	10,212.98	100.00%	0.00	0.00	0.00	100.00%
240253 CTE OCC PREP	(29,073.00)	(25,260.00)	(3,813.00)	86.88%	(33,809.00)	0.00	(33,809.00)	0.00%
LOTTERY PROCEEDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
REG SPEC SERV	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
240273 CPI HOLD HARMLESS	(1,744,519.00)	(1,563,186.60)	(181,332.40)	89.61%	(126,411.00)	0.00	(126,411.00)	0.00%
SUPPLEMENTAL SUPPORT	0.00	0.00	0.00	0.00%	(671,477.00)	0.00	(671,477.00)	0.00%
240275 PRIMARY CLASS SIZE	(1,174,904.00)	(1,171,919.00)	(2,985.00)	99.75%	(1,190,402.00)	0.00	(1,190,402.00)	0.00%
240214 TEXTBOOKS	(272,021.00)	(272,772.00)	751.00	100.28%	(210,115.00)	(52,528.74)	(157,586.26)	25.00%
240203 GED/ISAEF	(23,576.00)	(23,576.00)	0.00	100.00%	(23,576.00)	0.00	(23,576.00)	0.00%
240405 ALGEBRA READINESS	(110,760.00)	(114,911.00)	4,151.00	103.75%	(114,911.00)	0.00	(114,911.00)	0.00%
COMMONWEALTH OF VA	(41,806,920.00)	(40,645,287.39)	(1,161,632.61)	97.22%	(41,514,583.00)	(8,119,339.84)	(33,395,243.16)	19.56%
330201 BASIC ADULT ED.	(50,000.00)	(44,128.90)	(5,871.10)	88.26%	(50,000.00)	0.00	(50,000.00)	0.00%
330212 IMPACT AIDPL81-874	(6,000.00)	(7,990.43)	1,990.43	133.17%	(6,000.00)	0.00	(6,000.00)	0.00%
180303 MEDICAID REIMBURSE	(300,000.00)	(842,050.41)	542,050.41	280.68%	(300,000.00)	(140.00)	(299,860.00)	0.05%
JR ROTC	(105,000.00)	(114,133.42)	9,133.42	108.70%	(105,000.00)	(10,742.67)	(94,257.33)	10.23%
FEDERAL	(461,000.00)	(1,008,303.16)	547,303.16	218.72%	(461,000.00)	(10,882.67)	(450,117.33)	2.36%

Agenda Report Attachment

Item: C-1

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Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the Three Months Ended September 30, 2011

	FY 2010-2011 (unaudited)				FY 2010-2011			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
510500 CITY OPER APPR	(33,710,034.00)	(33,710,034.00)	0.00	100.00%	(31,942,103.00)	0.00	(31,942,103.00)	0.00%
510502 CITY DEBT SERV APP	(33,627.00)	(31,021.65)	(2,605.35)	92.25%	(33,627.00)	0.00	(33,627.00)	0.00%
CITY - USE OF RESERVES	0.00	0.00	0.00	0.00%	(200,000.00)	0.00	(200,000.00)	0.00%
CITY	(33,743,661.00)	(33,741,055.65)	(2,605.35)	99.99%	(32,175,730.00)	0.00	(32,175,730.00)	0.00%
189912 MISC REV/OTH FUNDS	0.00	(278,625.09)	278,625.09	100.00%	0.00	(746.00)	746.00	100.00%
180303 REBATES & REFUNDS	(15,000.00)	(51,501.65)	36,501.65	343.34%	(15,000.00)	(5,155.00)	(9,845.00)	34.37%
189903 DONATIONS & SP GF	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
189909 SALE OTHER EQUIP	0.00	(1,813.45)	1,813.45	100.00%	0.00	0.00	0.00	100.00%
189910 INSURANCE ADJUST	(162,217.06)	(168,572.58)	6,355.52	103.92%	(3,000.00)	0.00	(3,000.00)	0.00%
189912 OTHER FUNDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
E RATE REIMBURSEMENT	(85,000.00)	(96,777.43)	11,777.43	113.86%	(85,000.00)	0.00	(85,000.00)	0.00%
TRANSFER IN/OUT	0.00	23,725.85	(23,725.85)	-100.00%	0.00	0.00	0.00	-100.00%
MISCELLANEOUS	(262,217.06)	(573,564.35)	311,347.29	218.74%	(103,000.00)	(5,901.00)	(97,099.00)	5.73%
150201 RENTS	(110,000.00)	(98,000.00)	(12,000.00)	89.09%	(98,000.00)	(98,000.00)	0.00	100.00%
161201 TUITION DAY SCHOOL	(189,000.00)	(132,647.66)	(56,352.34)	70.18%	(160,000.00)	(40,125.54)	(119,874.46)	25.08%
161206 TUITION ADULT	(15,750.00)	(19,342.00)	3,592.00	122.81%	(10,000.00)	0.00	(10,000.00)	0.00%
161207 TUITION SUMMER SCH	0.00	0.00	0.00	0.00%	(40,000.00)	0.00	(40,000.00)	0.00%
161202 SPEC PUPIL FEES	(50,000.00)	(49,763.36)	(236.64)	99.53%	(45,000.00)	(846.78)	(44,153.22)	1.88%
161205 BUS RENTAL	(132,500.00)	(405,708.09)	273,208.09	306.19%	(170,500.00)	(53,070.90)	(117,429.10)	31.13%
190101 TUIT FM OTH CO/CY	(634,620.00)	(644,571.00)	9,951.00	101.57%	(634,620.00)	0.00	(634,620.00)	0.00%
161201 DUAL ENROLLMENT	(42,000.00)	(88,848.75)	46,848.75	211.54%	(35,000.00)	0.00	(35,000.00)	0.00%
PRINT SHOP	0.00	(116,455.64)	116,455.64	100.00%	(100,000.00)	(415.50)	(99,584.50)	100.00%
SCHOOL NUT UTILITIES	(98,500.00)	(90,518.20)	(7,981.80)	91.90%	(98,500.00)	(5,153.02)	(93,346.98)	5.23%
FACILITY RENTALS	(54,270.00)	(65,487.50)	11,217.50	120.67%	(60,020.00)	(5,075.00)	(54,945.00)	8.46%
CHARGES FOR SERVICES	(1,326,640.00)	(1,711,342.20)	384,702.20	129.00%	(1,451,640.00)	(202,686.74)	(1,248,953.26)	13.96%
150101 INTEREST-BNK DPST USE OF MONEY	0.00	(526.75)	526.75	100.00%	0.00	(30.60)	30.60	100.00%
LEASE PURCHASE PROCEEDS	(175,975.76)	0.00	(175,975.76)	0.00%	0.00	0.00	0.00	0.00%
TOTAL OPERATING FUND	(77,776,413.82)	(77,680,079.50)	(96,334.32)	99.88%	(75,705,953.00)	(8,338,840.85)	(67,367,112.15)	11.01%

Agenda Report Attachment

Item: C-1

Agenda Report

Date: 10/18/11

Agenda Number: D-2

Attachments: Yes

From: Larry A. Massie, Interim Superintendent
Billie Kay Wingfield, Director of Personnel

Subject: Personnel Report

Summary/Description:

The personnel recommendations for October 4 – 18, 2011, appear as an attachment to this agenda report.

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

Recommendation:

The interim superintendent recommends that the school board approve the personnel recommendations for October 4 – 18, 2011.

October 18, 2011

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
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NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2010-11:

Crouse, Carin	Edinboro Univ of Pennsylvania	B.S./26 yrs (Lv.11 3)	Sheffield Elementary Fourth Grade	10/07/11
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RESIGNATIONS:

Putney, Laura	Liberty University	M.A./0 yrs. (Lv.0 3)	Perrymont Elementary Kindergarten	10/07/11
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Agenda Report

Date: 10/18/11

Agenda Number: D-3

Attachments: No

From: Larry A. Massie, Interim Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: Administrative and Supervisory Professional Growth System Handbook Draft

Summary/Description:

On February 1, 2011, the school board approved the evaluation process and standards for principals, associate principals, assistant principals, and administrative assistants. Since that time, standards have also been developed for administrators and supervisors in central office and business/operations.

The Administrative and Supervisory Professional Growth System Handbook acknowledges that administrative leadership is complex, changing, and essential to improving teaching and learning. An effective learning community for students and adults requires highly skilled administrators, teachers, support staff, and others working together to ensure the achievement of all students. Administrative and supervisory personnel play a key role in creating, guiding, managing, and inspiring the learning community. The Administrative and Supervisory Professional Growth System Handbook serves several purposes:

- Provides a system for developing, evaluating, and recognizing administrators and supervisors;
- Sets clear expectations about the roles and responsibilities for each administrative and supervisory position;
- Creates a dynamic structure for critical reflection, continuous improvement, and lifelong learning; and
- Promotes personal ownership of professional development.

This presentation will focus on the evaluation process for administrators and supervisors in central office and business/operations.

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

Recommendation:

The interim superintendent recommends that the school board approve the Administrative and Supervisory Professional Growth System Handbook.

Agenda Report

Date: 10/18/11

Agenda Number: D-4

Attachments: Yes

From: Larry A. Massie, Interim 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 interim 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: 10/18/11

Agenda Number: F-1

Attachments: No

From: Charles B. White, Chairman

Subject: Superintendent Selection Process

Summary/Description:

During this presentation, the school board will discuss timelines associated with the hiring of the new superintendent.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 10/18/11

Agenda Number: G-1

Attachments: No

From: Larry A. Massie, Interim Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: Lynchburg City Schools' Comprehensive Plan 2011-12

Summary/Description:

The *Standards of Quality* require local school boards to adopt a divisionwide comprehensive plan to improve classroom instruction and student achievement. The Lynchburg City Schools' proposed comprehensive plan is built around the six school board *Vision for Education* foci: Academic Eminence; Sound, Honorable Character; Exemplary Personnel; Parental Involvement and Community Investment; Respect for Diversity; and Model Facilities. Each vision focus area includes goals followed by strategies for meeting the goals. Each strategy is followed by columns providing the titles of those responsible, the timeline for completion, and the method of evaluation or evidence of completion.

As required by the *Standards of Quality*, the proposed comprehensive plan also includes a description of regional services, a forecast of anticipated enrollment changes, a technology plan designed to integrate educational technology into instructional programs, and evidence of community, including parent, involvement in the development of the plan.

Also as required by the *Standards of Quality*, the plan draft will be posted on the Lynchburg City Schools' website (www.lcsedu.net) on October 14, 2011, and will be open to email comment from the public at comprehensiveplan@lcsedu.net. An opportunity will also provided for feedback on the comprehensive plan during the public comment portion of the November 1, 2011, school board meeting.

Members of the school administration will summarize key elements of the plan and answer preliminary questions regarding the goals, strategies, and other information included in the most recent draft provided to school board members.

Disposition: Action
 Information
 Action at Meeting on: 11/01/11

Recommendation:

The interim superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on November 1, 2011.

Agenda Report

Date: 10/18/11

Agenda Number: G-2

Attachments: Yes

From: Larry A. Massie, Interim Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: Textbook Adoption Process and Procedures

Summary/Description:

The Code of Virginia states that local school boards shall be responsible for the selection and utilization of instructional materials. Additionally, local school boards shall adopt procedures for the selection of textbooks. These procedures shall include the appointment of evaluation committees to review and evaluate textbooks in each of the subject areas (8VAC20-720-170.Textbooks).

During the 2011-12 school year, the school administration plans to recommend the adoption and purchase of textbooks in K-12 social studies and K-5 reading/language arts. The recommendation process will include evaluations of materials by teachers, administrators, parents, and citizens. The evaluation committee will plan, coordinate, and oversee the textbook adoption process. Additionally, the committee will present the adoption recommendations to the school board.

Tonight's presentation will include a presentation of the timeline for the development of the textbook recommendations as well as a description of the adoption process. Additionally, the school administration will seek approval of the appointment of the evaluation committee for K-12 social studies and K-5 reading/language arts.

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

Recommendation:

The interim superintendent recommends that the school board approve the evaluation committee for the K-12 social studies and K-5 reading/language arts textbook adoption process.

Timelines for K-12 Social Studies and K-5 Reading and Language Arts

Reading/Language Arts

January 12, 2012 – Review Materials to School
 March 16, 2012 – Review Process Completed
 April 3, 2012 – School Board Presentation
 April 17, 2012 – School Board Consideration
 May 1, 2012 – Purchase Order Generated
 July 1, 2012 – All Materials Received
 August 2012 – New Teacher Training
 August 2012 – Teacher Training
 August/September 2012 – First Day of School

Social Studies

November 1, 2011 – Review Materials to Schools
 December 16, 2011 – Review Process Completed
 January 10, 2012 – School Board Presentation
 January 17, 2012 – School Board Consideration
 January 18, 2012 – Purchase Order Generated
 March 1, 2012 – K – 12 Materials Delivered
 August 1, 2012 – Year 2 K – 5 Materials Delivered
 August 2012 – New Teacher Training
 August 2012 – Teacher Training
 August/September 2012 – First Day of School

K-12 Social Studies and K-5 Reading/Language Arts Evaluation Committee:

- William A. Coleman, Jr. Assistant Superintendent of Curriculum and Instruction
- Michael K. Rudder Director of Elementary Education
- Gregory P. Sullivan Director of Information Technology
- Ethel R. Coles Coordinator of Equity and Accountability
- Pamela Smith-Johnson Supervisor of Instruction
- Dixie B. Sears Instructional Reading Specialist
- Linda T. Williams Instructional Reading Specialist
- Susan W. Drumheller Instructional Reading Specialist (Ret.)
- Susan A. White Supervisor of Instruction (Ret.)

Agenda Report

Date: 10/18/11

Agenda Number: G-3

Attachments: Yes

From: Larry A. Massie, Interim Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: School Health Advisory Board

Summary/Description:

The School Health Advisory Board is composed of individuals from broad-based segments of the community to create healthy school environments so that students realize their learning potential. Members are appointed by the Lynchburg City School Board. The proposed membership for the School Health Advisory Board for the 2011-12 school year appears as an attachment to this agenda report.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The interim superintendent recommends that the school board approve the membership of the School Health Advisory Board for 2011-12.

Tracey Dixon
Lynchburg Daily Bread
721 Clay Street
Lynchburg, VA 24504

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F. Read Hopkins Peds
1212 McConville Road
Lynchburg, VA 24502

Kerry Gateley, MD, MPH
Director Central VA Health
District
PO Box 6036
1900 Thompson Drive
Lynchburg, VA 24501
Wanda Guthrie
Registered Nurse Manager II
VA Department of Health
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Lynchburg, VA 24501

Anne Bond-Gentry
Coordinator of Student
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Marilyn Gordon, RN
Nurse Coordinator
Jackson Street
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Stacey Hinderliter, MD
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Leslie Hoglund
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Jennifer Ganzfried
Program Coordinator YMCA
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Betsy Layne
62 Deaton Street
Lynchburg, VA 24503

Ruth Maragni, RN
Workforce Development
Centra Health
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Cathy Melvin
Child and Family Services,
Central VA
Community Services
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Lynchburg VA 24501

Christy Meeks
Presbyterian Home and
Family Alliance
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Joan Phelps
United Way of Central VA
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Lynchburg, VA 24506

Jennifer Poore
School Board representative
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Gloria Preston
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Heather Reed
Amazement Square
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Donna Rinker
Administrative Assistant
Linkhorne Elementary School
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Lynchburg, VA 24503

Meryl Smith
Supervisor for School
Nutrition
915 Court Street
Lynchburg VA 24504

Tom Webb
3904 Handy Street
Lynchburg, VA 24502

Dana Wright
Youth & Prevention Services
Department of Human Services
99 9th Street
Lynchburg, VA 24504

Agenda Report

Date: 10/18/11

Agenda Number: G-4

Attachments:

From: Larry A. Massie, Interim Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: LAUREL Regional School Budget: 2011-12

Summary/Description:

The Lynchburg City School Board serves as the fiscal agent for the LAUREL Regional School. The governing board of the school as approved its 2011-12 operating budget in the amount of \$4,968,459.25, which represents a decrease of \$390,602.75 from the 2010-11 approved budget.

Funds expended at the LAUREL Regional School are totally reimbursable from participating school divisions and the Commonwealth of Virginia. School divisions which are members of the regional program are Amherst County Public Schools, Appomattox County Public Schools, Bedford County Public Schools, Campbell County Public Schools, and Lynchburg City Schools. The LAUREL Regional School provides services for students with severe disabilities. The following services are also provided by staff employed through LAUREL Regional School to identified students with disabilities at their schools: occupational therapy, physical therapy, vision services, and autism services.

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

Recommendation:

The interim superintendent recommends that the school board authorize the school administration to act as fiscal agent for the LAUREL Regional School and to administer their 2011-12 budget in the amount of \$4,968,459.25.

**LAUREL Regional Program
2011-2012 Budget**

REVENUE

Account Number	Description	Budget
9.0000.000.0719.200.914	Tuition from other County/City - Center Based	2,960,428.00
9.0000.000.0393.200.914	Ed Technology	26,000.00
9.0000.000.0386.200.914	Other State Funds – Dept. of Blind	12,000.00
9.0000.000.0719.201.914	Tuition from other County/City - Non Center Based	1,970,031.25
TOTAL REVENUE		4,968,459.25

EXPENDITURES

SPH SERVICES

Account Number	Description	Budget
9.1100.112.1121.200.914	Teachers	429,516.00
9.1100.112.1152.200.914	Therapeutic Ed Assts	267,607.00
9.1100.112.1154.200.914	Speech Therapists	65,232.00
9.1100.112.1156.200.914	Occupational Therapists	77,860.00
9.1100.112.1157.200.914	Physical Therapists	34,506.00
9.1100.112.1158.200.914	Vision Teachers	35,771.00
9.1100.112.1520.200.914	Substitute Teachers	20,000.00
9.1100.112.1621.200.914	Teacher Supplements	21,581.00
9.1100.112.2100.200.914	FICA	71,537.00
9.1100.112.2211.200.914	VRS	105,604.00
9.1100.112.2213.200.914	RHCC	5,592.00
9.1100.112.2310.200.914	Medical Insurance	159,630.00
9.1100.112.2330.200.914	Dental Insurance	0.00
9.1100.112.2340.200.914	Vision Insurance	0.00
9.1100.112.2411.200.914	Group Life Insurance	2,549.00
9.1100.112.2710.200.914	Workers Comp	4,940.00
9.1100.112.2820.200.914	Education Tuition Assist	0.00
9.1100.112.3000.200.914	Purchased Services	0.00
9.1100.112.3100.200.914	Professional Services	0.00
9.1100.112.3400.200.914	Transportation Services	4,000.00
9.1100.112.3700.200.914	Laundry	500.00
9.1100.112.4100.200.914	Technology Support	8,000.00
9.1100.112.5501.200.914	Travel Mileage	750.00
9.1100.112.5504.200.914	Mandt expense/Staff Development	5,000.00
9.1100.112.6002.200.914	Instructional Food Supplies	5,625.00
9.1100.112.6013.200.914	Instructional Supplies	10,000.00
9.1100.112.8001.200.914	Machinery & Equipment	7,500.00
9.1100.112.8207.200.914	Ed Tech Expenditures	26,000.00
TOTAL BUDGET SPH SERVICES		1,369,300.00

OFFICE OF THE DIRECTOR

Account Number	Description	Budget
9.1310.920.1020.200.914	Salary - ERIP	13,000.00
9.1310.920.2100.200.914	FICA - ERIP	1,242.00
9.1310.920.2321.200.914	Health Insurance - ERIP	5,000.00
9.1310.920.2835.200.914	Terminal Pay - Sick	4,000.00
9.1320.112.5400.200.914	Copier Rental	15,000.00
9.1410.112.1126.200.914	Principals Salary	62,513.00
9.1410.112.1150.200.914	Office Clerical Salary	38,431.00
9.1410.112.1621.200.914	Supplements	0.00

9.1410.112.1639.200.914	Other Professional Supplements	1,200.00
9.1410.112.2100.200.914	FICA	7,842.00
9.1410.112.2211.200.914	VRS	10,279.00
9.1410.112.2310.200.914	Medical Insurance	10,200.00
9.1410.112.2330.200.914	Dental Insurance	0.00
9.1410.112.2340.200.914	Vision Insurance	0.00
9.1410.112.2411.200.914	Group Life Insurance	254.00
9.1410.112.2710.200.914	Workers Comp	481.00
9.1410.112.2820.200.914	Education Tuition Assist	0.00
9.1410.112.6012.200.914	Books & Subscriptions	150.00
9.1410.112.3100.200.914	Professional Services (Auditors)	14,000.00
9.1410.112.3110.200.914	Health Services	1,350.00
9.1410.112.3500.200.914	Printing & Binding	750.00
9.1410.112.5200.200.914	Communications	150.00
9.1410.112.5201.200.914	Postal	1,250.00
9.1410.112.5308.200.914	General Liability	8,100.00
9.1410.112.5402.200.914	Building	98,000.00
9.1410.112.5801.200.914	Dues & Assoc Memberships	200.00
9.1410.112.6001.200.914	Office Supplies	5,000.00
9.1410.112.8001.200.914	Machinery & Equipment	2,000.00
TOTAL BUDGET OFFICE OF THE DIRECTOR		300,392.00

NURSING SERVICES

Account Number	Description	Budget
9.2224.112.1131.200.914	Nurses	65,948.00
9.2224.112.1621.200.914	Supplements	1,200.00
9.2224.112.2100.200.914	FICA	5,137.00
9.2224.112.2211.200.914	VRS	7,472.00
9.2224.112.2213.200.914	RHCC	396.00
9.2224.112.2310.200.914	Medical Insurance	10,200.00
9.2224.112.2330.200.914	Dental Insurance	0.00
9.2224.112.2340.200.914	Vision Insurance	0.00
9.2224.112.2411.200.914	Group Life Insurance	185.00
9.2224.112.2710.200.914	Workers Comp	350.00
9.2224.112.2820.200.914	Education Tuition Assist	0.00
TOTAL BUDGET NURSING SERVICES		90,888.00

TOTAL SPH CENTER-BASED PROGRAM BUDGET 1,760,580.00

VISION SERVICES

Account Number	Description	Budget
9.1100.112.1100.216.914	Salaries & Wages	321,170.00
9.1100.112.1621.216.914	Supplements	17,264.00
9.1100.112.2100.216.914	FICA	25,890.00
9.1100.112.2211.216.914	VRS	38,345.00
9.1100.112.2213.216.914	RHCC	2,031.00
9.1100.112.2310.216.914	Medical Insurance	31,110.00
9.1100.112.2330.216.914	Dental Insurance	0.00
9.1100.112.2340.216.914	Vision Insurance	0.00
9.1100.112.2411.216.914	Group Life Insurance	948.00
9.1100.112.2710.216.914	Workers Comp	1,794.00
9.1100.112.2820.216.914	Education Tuition Assist	0.00
9.1100.112.5201.216.914	Postal	200.00
9.1100.112.5501.216.914	Travel Mileage	9,500.00
9.1100.112.5504.216.914	Staff Development	0.00
9.1100.112.6013.216.914	Instructional Supplies	2,500.00
9.1100.112.8001.216.914	Machinery & Equipment	5,000.00
VISION SERVICES – CLASSROOM INSTRUCTION		455,752.00

Account Number	Description	Budget
9.1410.112.1150.216.914	Office Clerical	8,641.00
9.1410.112.2100.216.914	FICA	661.00
9.1410.112.2211.216.914	VRS	979.00
9.1410.112.2213.216.914	RHCC	52.00
9.1410.112.2310.216.914	Medical Insurance	1,275.00
9.1410.112.2330.216.914	Dental Insurance	0.00
9.1410.112.2340.216.914	Vision Insurance	0.00
9.1410.112.2411.216.914	Group Life Insurance	24.00
9.1410.112.2710.216.914	Workers Comp	46.00
VISION SERVICES OFFICE OF THE PRINCIPAL		11,678.00
TOTAL VISION SERVICES		467,430.00

AUTISM SERVICES

Account Number	Description	Budget
9.1100.112.1121.220.914	Teachers	64,552.00
9.1100.112.1621.220.914	Teacher Supplements	3,083.00
9.1100.112.2100.220.914	FICA	5,174.00
9.1100.112.2211.220.914	VRS	7,663.00
9.1100.112.2213.220.914	RHCC	406.00
9.1100.112.2310.220.914	Medical Insurance	5,100.00
9.1100.112.2340.220.914	Dental Insurance	0.00
9.1100.112.2330.220.914	Vision Insurance	0.00
9.1100.112.2411.220.914	Group Life Insurance	189.00
9.1100.112.2710.220.914	Workers Comp	358.00
9.1100.112.2820.220.914	Education Tuition Assist	0.00
9.1100.112.3500.220.914	Printing & Binding	750.00
9.1100.112.5201.220.914	Postal	100.00
9.1100.112.5501.220.914	Travel Mileage	3,750.00
9.1100.112.5504.220.914	Staff Development	0.00
9.1100.112.5801.220.914	Dues & Assoc Memberships	0.00
9.1100.112.6012.220.914	Books & Subscriptions	300.00
9.1100.112.6013.220.914	Instructional Supplies	1,000.00
9.1100.112.8001.220.914	Machinery & Equipment	500.00
TOTAL BUDGET AUTISM SERVICES		92,925.00

OCCUPATIONAL THERAPY SERVICES

Account Number	Description	Budget
9.1100.112.1121.225.914	Teachers	405,387.00
9.1100.112.2100.225.914	FICA	31,002.00
9.1100.112.2211.225.914	VRS	45,915.00
9.1100.112.2213.225.914	RHCC	2,432.00
9.1100.112.2310.225.914	Medical Insurance	36,720.00
9.1100.112.2330.225.914	Dental Insurance	0.00
9.1100.112.2340.225.914	Vision Insurance	0.00
9.1100.112.2411.225.914	Group Life Insurance	1,135.00
9.1100.112.2710.225.914	Workers Comp	2,148.00
9.1100.112.5501.225.914	Travel Mileage	7,000.00
9.1100.112.5504.225.914	Staff Development	0.00
9.1100.112.6013.225.914	Instructional Supplies	3,000.00
9.1100.112.8001.225.914	Machinery & Equipment	5,000.00
OT – CLASSROOM INSTRUCTION		539,739.00

Account Number	Description	Budget
9.1410.112.1150.225.914	Office Clerical	8,641.00
9.1410.112.2100.225.914	FICA	661.00

9.1410.112.2211.225.914	VRS	979.00
9.1410.112.2213.225.914	RHCC	52.00
9.1410.112.2310.225.914	Medical Insurance	1,275.00
9.1410.112.2330.225.914	Dental Insurance	0.00
9.1410.112.2340.225.914	Vision Insurance	0.00
9.1410.112.2411.225.914	Group Life Insurance	24.00
9.1410.112.2710.225.914	Workers Comp	46.00
OT - OFFICE OF THE PRINCIPAL		11,678.00

TOTAL OCCUPATIONAL THERAPY SERVICES	551,417.00
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PHYSICAL THERAPY SERVICES

Account Number	Description	Budget
9.1100.112.1121.226.914	Teachers	97,866.74
9.1100.112.2100.226.914	FICA	5,479.00
9.1100.112.2211.226.914	VRS	8,114.00
9.1100.112.2213.226.914	RHCC	430.00
9.1100.112.2310.226.914	Medical Insurance	6,630.00
9.1100.112.2330.226.914	Dental Insurance	0.00
9.1100.112.2340.226.914	Vision Insurance	0.00
9.1100.112.2411.226.914	Group Life Insurance	201.00
9.1100.112.2710.226.914	Workers Comp	380.00
9.1100.112.5501.226.914	Travel Mileage	4,250.00
9.1100.112.5504.226.914	Staff Development	0.00
9.1100.112.6013.226.914	Instructional Supplies	725.00
9.1100.112.8001.226.914	Machinery & Equipment	2,000.00

TOTAL PHYSICAL THERAPY SERVICES	126,075.74
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NON CENTER-BASED

Account Number	Description	Budget
9.1100.112.1121.201.914	Teachers	750,931.22
9.1100.112.1151.201.914	Teacher Assistants	440,894.00
9.1100.112.1139.201.914		0.00
9.1100.112.1520.201.914	Substitutes	10,004.25
9.1100.112.1154.201.914	Speech Therapists	105,071.00
9.1100.112.1157.201.914	Physical Therapists	1,085.00
9.1100.112.1156.201.914	Occupational Therapists	57,596.00
9.1100.112.1100.201.914	Other Staff	150,045.00
9.1100.112.2100.201.914	FICA	113,318.50
9.1100.112.2211.201.914	VRS	171,563.01
9.1100.112.2411.201.914	Group Life Insurance	4,228.08
9.1100.112.2213.201.914	RHCC	8,766.58
9.1100.112.2310.201.914	Medical Insurance	145,498.00
9.1100.112.2330.201.914	Dental Insurance	1,592.00
9.1100.112.2340.201.914	Vision Insurance	0.00
9.1100.112.2710.201.914	Workers Comp Insurance	5,088.87
9.2224.112.2820.201.914	Educational Tuition Assistance	0.00
9.1100.112.3100.201.914	Staff Development	0.00
9.1100.112.6013.201.914	Materials and Supplies	1,350.00
9.1100.112.5501.201.914	Travel Mileage	0.00
9.1100.112.5402.201.914	Facilities	0.00
9.1100.112.8001.201.914	Machinery & Equipment	3,000.00

TOTAL NON CENTER-BASED	1,970,031.51
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TOTAL EXPENDITURE BUDGET	4,968,459.25
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Agenda Report

Date: 10/18/11

Agenda Number: G-5

Attachments: No

From: Larry A. Massie, Interim Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: Crisis Plans: 2011-12

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. Further each school shall complete a survey conducted by the Virginia Center on School Safety (VCSS), and those surveys shall be reviewed by the superintendent and certify his review in writing to the VCSS.

The school division works collaboratively with the Lynchburg Police Department to develop those plans which include crisis, emergency management, and medical emergency response. A copy of the crisis plans for the Lynchburg City Schools has been forwarded to each school board member for review.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 10/18/11

Agenda Number: J-1

Attachments: No

From: Larry A. Massie, Interim Superintendent

Subject: Notice of Closed Meeting

Summary/Description:

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

Personnel Matters

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

Recommendation:

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

Agenda Report

Date: 10/18/11

Agenda Number: J-2

Attachments: No

From: Larry A. Massie, Interim Superintendent

Subject: Certification of Closed Meeting

Summary/Description:

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

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

Recommendation:

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