



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 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

SCHOOL BOARD MEETING
February 19, 2013 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. SPECIAL PRESENTATION

- 1. School Improvement Plan: Dearington Elementary School
for Innovation
- William A. Coleman, Jr. Page 2
- Discussion

C. FINANCE REPORT

- 1. Finance Report
- Anthony E. Beckles. Page 3
- Discussion

D. CONSENT AGENDA

- 1. Personnel Report
- Marie F. Gee. Page 8
- Discussion/Action

E. STUDENT REPRESENTATIVE COMMENTS

F. UNFINISHED BUSINESS

- 1. Lynchburg City Schools Comprehensive Plan: Update
- William A. Coleman, Jr. Page 10
- Discussion/Action

G. NEW BUSINESS

- 1. Youth Risk Behavior Survey
- William A. Coleman, Jr. Page 11
- Discussion

2. Mobile Website Ben W. Copeland.	Page 12 Discussion
3. Middle School Program of Studies: 2013-14 William A. Coleman, Jr.	Page 13 Discussion
4. E. C. Glass High School: Discus and Shot Put Facility Ben W. Copeland.	Page 14 Discussion
5. Educational Technology Series XIII (Spring 2013) Notes Ben W. Copeland.	Page 15 Discussion/Action
6. School Board Policy 5-49.1: Licensed Personnel: Contracts Ben W. Copeland.	Page 18 Discussion

H. SUPERINTENDENT’S COMMENTS

I. BOARD COMMENTS

J. CLOSED MEETING

1. Notice of Closed Meeting Scott S. Brabrand.	Page 28 Discussion/Action
2. Certification of Closed Meeting Scott S. Brabrand.	Page 29 Discussion/Action

K. INFORMATIONAL ITEMS

Public Budget Hearing: Tuesday, March 5, 2013, 5:30 p.m.
Board Room, School Administration Building

Next School Board Meeting: Tuesday, March 5, 2013, immediately
following the public budget hearing, Board Room, School Administration
Building

L. ADJOURNMENT

Agenda Report

Date: 02/19/13

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: 02/19/13

Agenda Number: B-1

Attachments: No

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

Subject: School Improvement Plan: Dearington Elementary School for Innovation

Summary/Description:

The superintendent has directed each school within the school division to form a School Improvement Planning Team that will develop school improvement plans that identify areas for growth and improvement specific to their students' academic, behavioral, and cultural needs. During this presentation, Mrs. Terrie H. Haley, principal at Dearington Elementary School for Innovation, will present data relative to that school's plan to the school board.

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: 02/19/13

Agenda Number: C-1

Attachments: Yes

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

Subject: Finance Report

Summary/Description:

The school administration, in accordance with the 2012-13 school operating budget, authorized, approved, and processed the necessary payments through January 31, 2013. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through January 31, 2013, for the operating fund.

Total Operating Fund Budget	\$81,622,318.00
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Through January 31, 2013

Actual Revenue Received	\$ 34,804,341.24
Actual Expenditures	\$ 38,518,543.63
Actual Encumbered	\$ 34,893,807.07

Percent of Budget Received	42.64%
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Percent of Budget Used, excluding encumbrances	47.19%
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As of 1/31/1 – 7 months	58.31%
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The revenue and expenditure reports detail the transactions recorded through January 31, 2013. All reports appear as attachments to the agenda report.

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 Expenditures
 For the Seven Months Ended January 31, 2013

	Fiscal Year 2011-12 (unaudited)			Fiscal Year 2012-13				
	BUDGET	TRANSACTIONS	BUDGET % USED	BUDGET	TRANSACTIONS	BUDGET % USED	BUDGET AVAILABLE	BUDGET % USED
INSTRUCTION								
FUNCTION 1100 CLASSROOM INSTRUCTION								
Personnel	41,240,350.63	40,649,080.50	98.57%		18,031,866.38			23,214,176.54
Other	2,566,847.37	2,349,140.71	91.52%		854,092.56			30,726.05
FUNCTION 1200 INST SUPPORT-STUDENT								
Personnel	2,548,425.44	2,450,154.48	96.14%		1,471,693.55			1,265,886.40
Other	206,233.00	2,296,696.00	1113.64%		115,663.43			7,976.58
FUNCTION 1300 INST SUPPORT-STAFF								
Personnel	3,399,447.93	3,409,064.80	100.28%		2,175,724.58			1,234,526.09
Other	1,692,526.93	1,554,691.16	91.86%		632,072.86			108,918.42
FUNCTION 1400 INST SUPPORT-SCHOOL ADMIN								
Personnel	4,250,306.11	3,272,486.13	76.99%		2,636,799.05			2,036,515.24
Other	153,862.00	127,579.70	82.92%		61,859.08			1,129.00
TOTAL INSTRUCTION	56,057,999.41	15,459,812.98	27.58%	59,011,319.00	25,979,771.49	44.03%	27,899,854.32	5,131,693.19
ADMINISTRATION								
FUNCTION 2100 ADMINISTRATION								
Personnel	2,005,375.37	1,669,044.25	83.23%		1,266,238.70			689,480.87
Other	444,562.41	427,444.85	96.15%		311,273.74			66,003.92
FUNCTION 2200 ATTENDANCE & HEALTH SERV								
Personnel	1,769,421.42	1,717,703.59	97.08%		782,864.96			1,038,849.43
Other	34,074.00	19,254.76	56.51%		8,971.27			281.00
TOTAL ADMINISTRATION	4,253,433.20	3,833,447.45	90.13%	4,989,038.00	2,369,348.67	47.49%	1,794,615.22	825,074.11
PUPIL TRANSPORTATION								
FUNCTION 3100 MANAGEMENT & DIRECTION								
Personnel	249,084.38	247,593.24	99.40%		181,053.22			131,204.85
Other	29,577.00	22,649.42	76.58%		23,408.81			(38.96)
FUNCTION 3200 VEHICLE OPERATION SERVICE								
Personnel	2,153,111.42	2,128,262.91	98.85%		1,167,875.17			951,635.64
Other	767,181.00	722,949.10	94.23%		561,855.26			32,003.81
FUNCTION 3300 MONITORING SERVICE								
Personnel	318,795.50	303,775.67	95.29%		158,633.42			165,933.16
Other	0.00	0.00	0.00%		0.00			0.00
FUNCTION 3400 VEHICLE MAINT SERVICE								
Personnel	36,812.50	42,570.56	115.64%		190,100.56			126,227.28
Other	330,268.00	320,460.00	97.03%		197,752.66			0.00
FUNCTION 3500 BUS PURCHASE - REGULAR								
Other	169,217.06	169,227.06	100.01%		544,062.06			93,730.00
FUNCTION 3600 BUS - LEASE PURCHASE								
Other	66,000.00	66,506.94	0.00%		0.00			0.00
TOTAL PUPIL TRANSPORTATION	4,120,046.86	4,023,994.90	97.67%	5,225,709.00	3,024,741.16	57.88%	1,500,695.78	700,272.06
OPERATIONS & MAINTENANCE								
FUNCTION 4100 MANAGEMENT & DIRECTION								
Personnel	254,691.98	253,538.04	99.55%		116,879.08			83,545.15
Other	52,500.00	33,675.18	64.14%		48,297.48			0.00
FUNCTION 4200 BUILDING SERVICES								
Personnel	3,963,443.56	4,031,134.00	101.71%		2,322,938.84			1,428,554.75
Other	4,889,224.39	4,543,849.01	92.94%		2,821,374.82			1,232,929.49

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Seven Months Ended January 31, 2013

FUNCTION 4300 GROUNDS SERVICES	Personnel	220,590.71	222,378.41	100.81%	136,702.50	88,992.50	
	Other	20,000.00	21,571.54	107.86%	8,125.87	0.00	
FUNCTION 4400 EQUIPMENT SERVICES	Personnel	0.00	0.00	0.00%	0.00	0.00	
	Other	48,000.00	48,525.77	101.10%	14,103.45	-106.60	
FUNCTION 4500 VEHICLE SERVICES	Personnel	0.00	0.00	0.00%	0.00	0.00	
	Other	23,000.00	25,566.85	111.16%	10,414.12	0.00	
FUNCTION 4600 SECURITY SERVICES	Personnel	156,092.50	178,227.90	114.18%	70,678.69	2,726.10	
	Other	76,132.00	82,323.05	108.13%	61,433.16	20,680.00	
TOTAL OPERATIONS & MAINTENANCE		9,703,675.14	9,440,789.75	97.29%	9,650,937.00	2,857,321.39	1,182,667.60
SCHOOL FOOD SERVICES							
FUNCTION 5100 SCHOOL FOOD SERVICES	Personnel	0.00	0.00	0.00%	95,652.50	62,814.90	(158,467.40) Reimbursed 100% by
	Other	0.00	0.00	0.00%	8,769.52	0.00	(8,769.52) School Nutrition
TOTAL SCHOOL FOOD SERVICES		0.00	0.00	100.00%	104,422.02	62,814.90	(167,236.92)
FACILITIES							
FUNCTION 6200 SITE IMPROVEMENTS		0.00	0.00	0.00%	0.00	0.00	
FUNCTION 6600 BLDG ADD & IMP SERVICES	Personnel	32,295.00	19,576.99	60.62%	37,783.61	20,446.70	
	Other	65,800.00	43,519.90	66.14%	19,639.53	8,920.00	
TOTAL FACILITIES		98,095.00	63,096.89	64.32%	128,383.00	29,366.70	41,593.16
DEBT SERVICE							
FUNCTION 7100 DEBT SERVICE -	Other	720,472.94	717,900.14	99.64%	200,392.31	79,117.85	
TOTAL DEBT SERVICE		720,472.94	717,900.14	99.64%	307,126.00	79,117.85	27,615.84
TECHNOLOGY							
FUNCTION 8100 CLASSROOM INSTRUCTION	Personnel	1,386,480.69	1,381,548.98	99.64%	704,658.66	558,850.23	
	Other	173,733.00	380,488.21	219.01%	28,318.38	6,530.12	
FUNCTION 8200 INSTRUCTIONAL SUPPORT	Personnel	196,167.82	195,442.15	99.63%	438,519.79	88,534.40	
	Other	566,309.76	380,615.23	67.21%	0.00	16,106.16	
FUNCTION 8200 LEASE PURCHASE		0.00	0.00	0.00%	0.00	0.00	
TOTAL TECHNOLOGY		2,322,691.27	2,338,094.57	100.66%	1,171,496.83	670,020.91	468,289.26
CONTINGENCY RESERVES							
FUNCTION 9100 CLASSROOM INSTRUCTION		0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9300 ADMINISTRATION		300,000.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9500 PUPIL TRANSPORTATION		200,000.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9600 OPERATIONS & MAINTENANCE		0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL CONTINGENCY RESERVES		500,000.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL OPERATING BUDGET		77,776,413.82	35,877,136.68	46.13%	81,622,318.00	34,893,807.07	8,209,968.30
							89.94%

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the Seven Months Ended January 31, 2013

ACCOUNT TITLE	FY 2011-2012			FY 2012-13				
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
240308 SALES TAX RECEIPTS	(8,965,522.00)	(8,971,759.12)	6,237.12	100.07%	(8,713,252.00)	(4,297,206.58)	(4,416,045.42)	49.32%
240202 BASIC SCHOOL AID	(19,663,616.00)	(19,884,194.25)	220,578.25	101.12%	(20,446,238.00)	(11,873,698.15)	(8,572,539.85)	58.07%
240207 GIFTED & TALENTED	(233,116.00)	(235,967.00)	2,851.00	101.22%	(236,687.00)	(137,635.94)	(99,051.06)	58.15%
240208 REMEDIAL EDUCATION	(916,922.00)	(928,136.00)	11,214.00	101.22%	(1,193,725.00)	(644,425.20)	(549,299.80)	53.98%
240208 REMEDIAL EDUCATION	(148,487.00)	(151,398.00)	2,911.00	101.96%	(157,258.00)	(28,929.50)	(128,328.50)	18.40%
240209 ENROLLMENT LOSS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
240212 SPECIAL ED SOQ	(2,584,995.00)	(2,616,609.00)	31,614.00	101.22%	(2,253,670.00)	(1,216,630.26)	(1,037,039.74)	53.98%
240217 VOCATIONAL ED SOQ	(305,641.00)	(309,379.00)	3,738.00	101.22%	(288,140.00)	(155,550.65)	(132,589.35)	53.98%
240221 SOC SEC-INSTR	(1,341,711.00)	(1,358,120.00)	16,409.00	101.22%	(1,353,231.00)	(730,533.63)	(622,697.37)	53.98%
240223 VRS INSTRUCTIONAL	(1,212,202.00)	(1,227,027.00)	14,825.00	101.22%	(2,258,815.00)	(1,219,407.77)	(1,039,407.23)	53.98%
240241 GROUP LIFE INST	(46,623.00)	(47,193.00)	570.00	101.22%	(87,471.00)	(50,865.42)	(36,605.58)	58.15%
240228 READING INTERVENTN	(141,000.00)	(137,137.00)	(3,863.00)	97.26%	(170,389.00)	(24,481.16)	(145,907.84)	14.37%
240205 CAT-REG FOSTER	(145,135.00)	(104,726.00)	(40,409.00)	72.16%	(101,400.00)	0.00	(101,400.00)	0.00%
240246 CAT-HOMEBOUND	(156,865.00)	(220,071.79)	63,206.79	140.29%	(232,366.00)	(75,336.73)	(157,029.27)	32.42%
240248 REGIONAL TUITION	(849,922.00)	(678,447.39)	(171,474.61)	79.82%	(743,344.00)	(27,036.19)	(716,307.81)	3.64%
240265 AT RISK SOQ	(1,074,910.00)	(1,087,894.00)	12,984.00	101.21%	(1,242,007.00)	(204,810.00)	(1,037,197.00)	16.49%
240309 ESL	(106,053.00)	(85,052.00)	(21,001.00)	80.20%	(102,484.00)	(13,465.00)	(89,019.00)	1.08%
330213 SCHOOL LUNCH	0.00	0.00	0.00	100.00%	0.00	(306,091.36)	306,091.36	0.00%
240281 AT RISK 4 YR OLDS	(1,231,987.00)	(1,231,987.00)	0.00	100.00%	(1,215,707.00)	(202,617.84)	(1,013,089.16)	16.67%
240218 CTE - ADULT ED	(19,175.00)	(1,117.00)	(18,058.00)	5.83%	(19,175.00)	0.00	(19,175.00)	0.00%
240252 CTE EQUIPMENT	0.00	(11,436.79)	11,436.79	100.00%	0.00	0.00	0.00	0.00%
240253 CTE OCC PREP	(33,809.00)	(29,476.00)	(4,333.00)	87.18%	(36,711.00)	0.00	(36,711.00)	0.00%
240273 CPI HOLD HARMLESS SUPPLEMENTAL SUPPORT	(126,411.00)	(126,411.00)	0.00	100.00%	0.00	0.00	0.00	0.00%
ADDITIONAL STATE SUPPORT	(671,477.00)	(679,689.00)	8,212.00	0.00%	(468,992.00)	(273,578.48)	(195,413.52)	58.33%
240275 PRIMARY CLASS SIZE	(1,190,402.00)	(1,216,417.00)	26,015.00	102.19%	(1,594,562.00)	(264,601.84)	(1,329,960.16)	16.59%
240214 TEXTBOOKS	(210,115.00)	(265,524.75)	55,409.75	126.37%	(461,694.00)	(249,242.75)	(212,451.25)	53.98%
240203 GED/ISAP	(23,576.00)	(23,576.00)	0.00	100.00%	(23,576.00)	0.00	(23,576.00)	0.00%
240405 ALGEBRA READINESS	(114,911.00)	(110,856.00)	(4,055.00)	96.47%	(126,366.00)	(21,030.00)	(105,336.00)	16.64%
COMMONWEALTH OF VA	(41,514,583.00)	(41,739,601.09)	225,018.09	100.54%	(43,527,260.00)	(22,017,174.45)	(21,510,085.55)	50.58%
330201 BASIC ADULT ED.	(50,000.00)	(37,589.50)	(12,410.50)	75.18%	(50,000.00)	0.00	(50,000.00)	0.00%
330212 IMPACT AIDPL81-874	(6,000.00)	(7,996.10)	1,996.10	133.27%	(6,000.00)	(4,565.21)	(1,434.79)	76.09%
180303 MEDICAID REIMBURSE	(300,000.00)	(410,601.02)	110,601.02	136.87%	(300,000.00)	(243,568.24)	(56,431.76)	81.19%
JR ROTC	(105,000.00)	(123,774.44)	18,774.44	117.88%	(105,000.00)	(18,813.59)	(86,186.41)	17.92%
FEDERAL	(461,000.00)	(579,961.06)	118,961.06	125.81%	(461,000.00)	(266,947.04)	(194,052.96)	57.91%

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the Seven Months Ended January 31, 2013

	FY 2011-2012			FY 2012-2013			% RECEIVED	% RECEIVED
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE		
510500 CITY OPER APPR	(31,942,103.00)	(31,696,712.00)	(245,391.00)	(35,642,103.00)	(11,750,000.00)	(23,892,103.00)	99.23%	32.97%
510500 FUND BALANCE RETURN	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
510500 USE OF RESERVES	(200,000.00)	0.00	(200,000.00)	0.00	0.00	0.00	0.00%	0.00%
510502 CITY DEBT SERV APP	(33,627.00)	(30,152.75)	(3,474.25)	(33,627.00)	0.00	(33,627.00)	89.67%	0.00%
CITY	(32,175,730.00)	(31,726,864.75)	(448,865.25)	(35,675,730.00)	(11,750,000.00)	(23,925,730.00)	98.60%	32.94%
189912 MISC REV/OTH FUNDS	0.00	(390,761.37)	390,761.37	0.00	(17,882.70)	17,882.70	100.00%	100.00%
180303 REBATES & REFUNDS	(15,000.00)	(391,806.93)	376,806.93	(15,000.00)	(4,294.07)	(10,705.93)	2612.05%	28.63%
189903 DONATIONS & SP GF	0.00	(300.00)	300.00	0.00	(1,378.33)	1,378.33	0.00%	0.00%
189909 SALE OTHER EQUIP	0.00	0.00	0.00	0.00	(5,327.15)	5,327.15	100.00%	0.00%
189910 INSURANCE ADJUST	(3,000.00)	(98,943.16)	95,943.16	(3,000.00)	(135,643.05)	132,643.05	3298.11%	4521.44%
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)	(114,211.32)	29,211.32	(100,000.00)	(51,899.17)	(48,100.83)	134.37%	51.90%
TRANSFER IN/OUT	0.00	0.00	0.00	0.00	0.00	0.00	-100.00%	0.00%
MISCELLANEOUS	(103,000.00)	(996,022.78)	893,022.78	(118,000.00)	(216,424.47)	98,424.47	967.01%	183.41%
150201 RENTS	(98,000.00)	(98,000.00)	0.00	(98,000.00)	(98,000.00)	0.00	100.00%	100.00%
161201 TUITION DAY SCHOOL	(160,000.00)	(107,019.71)	(52,980.29)	(120,000.00)	(78,881.64)	(41,118.36)	66.89%	65.73%
161206 TUITION ADULT	(10,000.00)	(17,705.00)	7,705.00	(10,000.00)	(58.00)	(9,942.00)	177.05%	0.58%
161207 TUITION SUMMER SCH	(40,000.00)	(25,000.00)	(15,000.00)	(40,000.00)	(9,011.27)	(30,988.73)	0.00%	22.53%
161202 SPEC PUPIL FEES	(45,000.00)	(43,847.19)	(1,152.81)	(44,188.00)	(10,704.77)	(233,483.23)	97.44%	4.38%
161205 BUS RENTAL	(170,500.00)	(521,507.59)	351,007.59	(244,188.00)	(203,700.12)	(196,299.88)	305.87%	50.93%
190101 TUIT FM OTH CO/CY	(634,620.00)	(596,903.89)	(37,716.11)	(634,620.00)	0.00	(634,620.00)	94.06%	0.00%
161201 DUAL ENROLLMENT	(35,000.00)	(89,607.00)	54,607.00	(35,000.00)	0.00	(35,000.00)	256.02%	0.00%
PRINT SHOP	(100,000.00)	(116,109.47)	16,109.47	(100,000.00)	(61,874.08)	(38,125.92)	100.00%	61.87%
SCHOOL NUT UTILITIES	(98,500.00)	(85,061.80)	(13,438.20)	(98,500.00)	(38,419.51)	(60,080.49)	86.36%	39.00%
FACILITY RENTALS	(60,020.00)	(56,596.63)	(3,423.37)	(60,020.00)	(53,088.34)	(6,931.66)	94.30%	88.45%
CHARGES FOR SERVICES	(1,451,640.00)	(1,757,358.28)	305,718.28	(1,840,328.00)	(553,737.73)	(1,286,590.27)	121.06%	30.09%
150101 INTEREST-BNK DPST	0.00	(136.14)	136.14	0.00	(57.55)	57.55	100.00%	100.00%
USE OF MONEY	0.00	(136.14)	136.14	0.00	(57.55)	57.55	100.00%	100.00%
LEASE PURCHASE PROCEEDS DESIGNATION - ENCUMBRANCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%
TOTAL OPERATING FUND	(75,705,953.00)	(76,799,944.10)	1,093,991.10	(81,622,318.00)	(34,804,341.24)	(46,817,976.76)	101.45%	42.64%

Original budget	\$75,705,953.00
Fund Balance, net of use of reserve	\$ 1,692,695.00
Insurance Proceeds - HHS	\$ 87,359.85
HHS Settlement	\$ 333,350.00
Lease Purchase Funds	\$ -
Designation - Prior Year Encumb	\$ 15,616.00
Adjusted Budget	<u>\$77,834,973.85</u>

Agenda Report

Date: 02/19/13

Agenda Number: D-1

Attachments: Yes

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

Subject: Personnel Report

Summary/Description:

The personnel recommendations for February 5 – 19, 2013, 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 February 5 – 19, 2013.

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

Porter, Joellen	University of Arkansas	B.S./31 yrs. (Lv.30 3)	Heritage Elementary Librarian	02/28/13
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Agenda Report

Date: 02/19/13

Agenda Number: F-1

Attachments: No

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

Subject: Lynchburg City Schools Comprehensive Plan: Update

Summary/Description:

At its meeting on February 5, 2013, the school board requested that the administration recommend approval to changes to some of the strategies in the 2012-13 Comprehensive Plan. As presented at that meeting, some strategies have been modified, postponed, or eliminated.

A copy of the changes to the Lynchburg City Schools Comprehensive Plan has been provided to the school board.

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

Recommendation:

The superintendent recommends that the school board approve the changes to the Lynchburg City School Comprehensive Plan for 2012-13 as presented on February 5, 2013.

Agenda Report

Date: 02/19/13

Agenda Number: G-1

Attachments: No

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

Subject: Youth Risk Behavior Survey

Summary/Description:

The School Health Advisory Board and Lynchburg Health District's Health Department in collaboration with the Lynchburg City Schools conducted the Lynchburg Youth Survey with students in sixth, ninth, and twelfth grades in the spring of 2012. Two versions of the survey were used; one for high school students and a modified version for middle school students. The surveys are based on the Centers for Disease Control and Prevention (CDC) 2011 Youth Risk Behavior Survey with some modification of local interest.

Since the survey has been conducted every three years since 1999, it allows for a comparison of Lynchburg youth health behaviors with the results of the 2009 survey and with youth across the nation.

Dr. Kerry Gateley, director of the Central Virginia Health District, will present information regarding results.

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: 02/19/13

Agenda Number: G-2

Attachments: No

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

Subject: Mobile Website

Summary/Description:

On March 1, 2013, a mobile version of the school division's website will be launched. Mr. M. Scott Kirkwood, webmaster, will provide additional information to the school board during this presentation.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 02/19/13

Agenda Number: G-3

Attachments: Yes

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

Subject: Middle School Program of Studies: 2013-14

Summary/Description:

The Middle School Program of Studies provides information to the parents of rising and current middle school students about middle school programs and practices. Middle school counselors use the program of studies when working with students and parents in the scheduling of classes for the next school year. The Middle School Program of Studies includes links to the Lynchburg City Schools' website regarding high school graduation requirements and NCAA Clearinghouse information.

Recommended changes to the Middle School Program of Studies for 2013-14 include the following:

- Course descriptions for Blocked Math and Blocked English instruction in grades 6-8
- Explanation of the middle school 8-period day
- References to the Lynchburg City Schools' website for further information on High School Graduation Requirements
- References to the Lynchburg City Schools' website for further information regarding NCAA eligibility for college freshmen (NCAA Clearinghouse information)
- Inclusion of a brief description of the unique programs available at Paul Laurence Dunbar Middle School for Innovation

Draft copies of the proposed 2013-2014 Middle School Program of Studies will be distributed to members of the school board.

Disposition: Action
 Information
 Action at Meeting on: 03/05/13

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 March 5, 2013.

Agenda Report

Date: 02/19/13

Agenda Number: G-4

Attachments: No

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

Subject: E. C. Glass High School: Discus and Shot Put Facility

Summary/Description:

The school administration has been approached by a group of E. C. Glass High School alumni with a request to name the throwing field at the high school. With this request, the group proposes a fundraising campaign for a redesign of the throwing field to fix drainage issues, provide on-site storage, and increase the safety of the athletes. The naming rights for the throwing field are contingent upon 100 percent of the funds being raised to complete the project. Mr. Reid A. Wodicka, Class of 2005, is here tonight representing the group.

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: 02/19/13

Agenda Number: G-5

Attachments: Yes

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

Subject: Educational Technology Series XIII (Spring 2013) Notes

Summary/Description:

The Virginia Department of Education has notified Lynchburg City Schools that its share of the Educational Technology Series XIII (Spring 2013) Grant Funds will be \$492,000. A 20 percent matching expenditure of \$98,400 is required. Grant funds may be expended on networking/infrastructure equipment, classroom multimedia network computers, instructional software, and local technology plan hardware. Purchases from these funds are financed by Virginia Public School Authority Bonds, which are sold in the spring of each year.

Ordinarily, these funds may not be spent more than 60 days prior to the date the bonds are sold. However, a school division may spend funds prior to that date and be reimbursed for those expenditures if the school board passes a resolution stating its intention to do so. A resolution stating the school board's intention to be reimbursed for expenditures is attached for school board consideration.

The Central Virginia Governor's School for Science and Technology, the LAUREL Regional Special Education Program, and the Secondary Alternative Education Program are also eligible for \$26,000 each. There is no local match required for these grants. The resolution attached to this agenda report refers to these funds as well.

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

Recommendation:

The superintendent recommends that the school board approve the resolution to permit reimbursement for expenditures under the Educational Technology Issue Series XIII Notes.

RESOLUTION OF THE LYNCHBURG CITY SCHOOL BOARD OF LYNCHBURG CITY SCHOOLS DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE PROCEEDS OF ONE OR MORE GRANTS MADE BY THE COMMONWEALTH OF VIRGINIA FOR CERTAIN EXPENDITURES MADE AND/OR TO BE MADE IN CONNECTION WITH CERTAIN CAPITAL IMPROVEMENTS

WHEREAS, Lynchburg City Schools (“the Division”) is a political subdivision organized and existing under the laws of the Commonwealth of Virginia; and

WHEREAS, the Division has paid, beginning no earlier than February 1, 2013 and will pay, on and after the date hereof, certain expenditures (the “Expenditures”) in connection with the capital projects (the “Project”), as more fully described in Appendix A attached hereto; and

WHEREAS, the Lynchburg City School Board of the Division (the “Board”) has determined that the money previously advanced no more than 60 days prior to the date hereof and to be advanced on and after the date hereof to pay the Expenditures are available only for temporary period and it is necessary to reimburse the Division for the Expenditures from the proceeds of one or more grants to be made by the Commonwealth of Virginia (the “Grants”) from the proceeds of its tax exempt equipment notes (the “Notes”).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

Section 1. The Board hereby declares the Division’s intent to reimburse the Division with the proceeds of the Grants for the Expenditures with respect to the Project made on and after February 1, 2013, which date is no more than 60 days prior to the date hereof. The Division reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Grants.

Section 2. Each expenditure was and will be of a type properly chargeable to capital account under the general federal income tax principles (determined in each case as of the date of the Expenditure).

Section 3. The maximum cost of the Project is expected to be \$574,000.00.

Section 4. The Division will make a reimbursement allocation, which is a written allocation by the Division that evidences the Division’s use of the proceeds of the Grants to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The Division recognizes that exceptions are available for certain “preliminary expenditures,” costs of issuance, certain de minimis amounts, expenditures by “small issuers”(based on the year of issuance and not the year of expenditure) and expenditures for construction projects of at least 5 years.

Section 5. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 19th day of February, 2013.

(School Board Chair)

Attested to:

(Superintendent)

APPENDIX A

DESCRIPTION OF PROJECT

Check the Applicable Box(es):

- (1) **Classroom Multimedia Network Computers** – requests in this category include only the cost of the new computer itself (e.g., monitor,CPU,keyboard, mouse, operating system software). Additional software or peripherals such as printers or modems should not be included in this category.

- (2) **Internet-Ready Local Area Network (LAN) Capability** – requests in this category include costs related to networking,retrofitting, upgrading of school buildings, and operating software related to Internet-ready local area network capability (e.g., wiring,servers,power upgrade, etc.).

- (3) **Assure adequate high-speed, high-bandwidth capability** – requests in this category include costs related to networking,retrofitting, upgrading of school buildings, and operating software related to access the Internet (e.g., wiring,servers,power upgrade,etc.).

- (4) **Instructional Software** – requests in this category shall not exceed **1/13th** of the amount spent on Classroom Multimedia Network Computers (see A1). Software purchased must have a useful life of a least one year and be included in the division's approved technology plan.

Agenda Report

Date: 02/19/13

Agenda Number: G-6

Attachments: Yes

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

Subject: School Board Policy 5-49.1: Licensed Personnel: Contracts

Summary/Description:

The Code of Virginia §22.1-304, which provides regulations associated with teacher contracts has been changed so that written notice of nonrenewal of a teacher contract must be given by the school board on or before June 15. School Board Policy 5-49.1: Licensed Personnel: Contracts has been revised to reflect this change.

Disposition: Action
 Information
 Action at Meeting on: 03/05/13

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the meeting on March 5, 2013.

PERSONNEL

Licensed Personnel: Contracts P 5-49.1

The State Board of Education defines the term "teacher" as a person classified as instructional personnel, such as director of instruction, supervisor, principal, visiting teacher, classroom teacher, librarian or guidance counselor.

Full-time teachers employed under the supervision and control of the school board and paid on order of the school board are eligible for continuing contracts in accordance with state law and the policies of the school board. Other administrative and supervisory personnel, as determined by the school board, may be eligible for continuing contracts.

Special covenants relating to each year's contract shall be sent to the teacher at the time the contract for the ensuing year is made.

Legal Reference :

Code of Va., § 22.1-302. Written contracts required; execution of contracts; rules and regulations - A written contract, in a form prescribed by the Board of Education, shall be made by the school board with each teacher employed by it, except those who are temporarily employed, before such teacher enters upon his duties. Such contract shall be signed in duplicate, with a copy thereof furnished to both parties. A temporarily employed teacher, as used in this section, shall mean (i) one who is employed to substitute for a contracted teacher for a temporary period of time during the contracted teacher's absence, or (ii) one who is employed to fill a teacher vacancy for a period of time, but for no longer than ninety teaching days in such vacancy during one school year.

The Board of Education shall promulgate regulations regarding temporarily employed teachers, as defined in this section, which shall provide that such teachers be at least eighteen years of age and that they hold a high school diploma or a general educational development (GED) certificate.

A separate contract in a form prescribed by the Board of Education shall be executed by the school board with such employee who is receiving a monetary supplement for any athletic coaching or extracurricular activity sponsorship assignment. This contract shall be separate and apart from the contract for teaching.

Termination of a separate contract for any athletic coaching or extracurricular activity sponsorship assignment by either party thereto shall not constitute cause for termination of the separate teaching contract of the coach or teacher.

All such contracts shall require the party intending to terminate the coaching or extracurricular activity sponsorship contract to give reasonable notice to the other party before termination thereof shall become effective.

For the purposes of this section, "extracurricular activity sponsorship" means an

PERSONNEL

Licensed Personnel: Contracts (continued)

assignment for which a monetary supplement is received, requiring responsibility for any student organizations, clubs, or groups, such as service clubs, academic clubs and teams, cheerleading squads, student publication and literary groups, and visual and performing arts organizations except those that are conducted in conjunction with regular classroom, curriculum, or instructional programs. (1997)

Code of Va., § 22.1-303. Probationary terms of service for teachers. A probationary term of service for three years in the same school division shall be required before a teacher is issued a continuing contract. Once a continuing contract status has been attained in a school division in the Commonwealth, another probationary period need not be served in any other school division unless such probationary period, not to exceed one year, is made a part of the contract of employment. Further, when a teacher has attained continuing contract status in a school division in the Commonwealth, and separates from and returns to teaching service in a school division in Virginia by the beginning of the third year, such teacher shall be required to serve a probationary period not to exceed one year, if made a part of the contract for employment.

For the purpose of calculating the three years of service required to attain continuing contract status, at least 160 contractual teaching days during the school year shall be deemed the equivalent of one year in the first year of service by a teacher. (1997)

~~Code of Va., § 22.1-304. Reemployment of teacher who has not achieved continuing contract status; effect of continuing contract; resignation of teacher; reduction in number of teachers~~

~~If a teacher who has not achieved continuing contract status receives notice of reemployment, he must accept or reject in writing within fifteen days of receipt of such notice. Except as provided in §22.1-305, written notice of nonrenewal of the contract must be given by the school board on or before April 15 of each year. If no such notice is given a teacher by April 15, the teacher shall be entitled to a contract for the ensuing year in accordance with local salary stipulations including increments.~~

~~Teachers employed after completing the probationary period shall be entitled to continuing contracts during good behavior and competent service and prior to the age at which they are eligible or required to retire except as hereinafter provided. Written notice of noncontinuation of the contract by either party must be given by April 15 of each year; otherwise the contract continues in effect for the ensuing year in conformity with local salary stipulations including increments.~~

~~A teacher may resign after April 15 of any school year with the approval of the local school board or, upon authorization by the school board, with the approval of the division superintendent. The teacher shall request release from contract at least two weeks in advance of intended date of resignation. Such request shall be in writing and shall set forth the cause of resignation.~~

PERSONNEL

Licensed Personnel: Contracts (continued)

~~If the division superintendent has been authorized to approve resignations, a teacher may, within one week, withdraw a request to resign. Upon the expiration of the one-week period, the division superintendent shall notify the school board of his decision to accept or reject the resignation. The school board, within two weeks, may reverse the decision of the division superintendent.~~

~~In the event that the board or the division superintendent declines to grant the request for release on the grounds of insufficient or unjustifiable cause, and the teacher breaches such contract, disciplinary action, which may include revocation of the teacher's license, may be taken pursuant to regulations prescribed by the Board of Education.~~

~~As soon after April 15 as the school budget shall have been approved by the appropriating body, the school board shall furnish each teacher a statement confirming continuation of employment, setting forth assignment and salary.~~

~~Nothing in the continuing contract shall be construed to authorize the school board to contract for any financial obligation beyond the period for which funds have been made available with which to meet such obligation.~~

~~A school board may reduce the number of teachers, whether or not such teachers have reached continuing contract status, because of decrease in enrollment or abolition of particular subjects. (1996)~~

{ § 22.1-304. Reemployment of teacher who has not achieved continuing contract status; effect of continuing contract; resignation of teacher; reduction in number of teachers.

A. If a teacher who has not achieved continuing contract status receives notice of reemployment, he must accept or reject in writing within 15 days of receipt of such notice. Except as provided in § 22.1-305 and except in the case of a reduction in force as provided in subsection F, written notice of nonrenewal of the contract must be given by the school board on or before June 15 of each year. If no such notice is given a teacher by June 15, the teacher shall be entitled to a contract for the ensuing year in accordance with local salary stipulations including increments.

B. Teachers employed after completing the probationary period shall be entitled to continuing contracts during good behavior and competent service and prior to the age at which they are eligible or required to retire except as hereinafter provided. Written notice of noncontinuation of the contract by either party must be given by June 15 of each year; otherwise the contract continues in effect for

PERSONNEL

Licensed Personnel: Contracts (continued)

the ensuing year in conformity with local salary stipulations including increments.

C. A teacher may resign after June 15 of any school year with the approval of the local school board or, upon authorization by the school board, with the approval of the division superintendent. The teacher shall request release from contract at least two weeks in advance of intended date of resignation. Such request shall be in writing and shall set forth the cause of resignation.

If the division superintendent has been authorized to approve resignations, a teacher may, within one week, withdraw a request to resign. Upon the expiration of the one-week period, the division superintendent shall notify the school board of his decision to accept or reject the resignation. The school board, within two weeks, may reverse the decision of the division superintendent.

In the event that the board or the division superintendent declines to grant the request for release on the grounds of insufficient or unjustifiable cause, and the teacher breaches such contract, disciplinary action, which may include revocation of the teacher's license, may be taken pursuant to regulations prescribed by the Board of Education.

D. As soon after June 15 as the school budget shall have been approved by the appropriating body, the school board shall furnish each teacher a statement confirming continuation of employment, setting forth assignment and salary.

Nothing in the continuing contract shall be construed to authorize the school board to contract for any financial obligation beyond the period for which funds have been made available with which to meet such obligation.

E. A school board may reduce the number of teachers, whether or not such teachers have reached continuing contract status, because of decrease in enrollment or abolition of particular subjects.

F. Within two weeks of the approval of the school budget by the appropriating body, but no later than June 1, school boards shall notify all teachers who may be subject to a reduction in force due to a decrease in the school board's budget as approved by the appropriating body.

(Code 1950, § 22-217.4; 1968, c. 691; 1978, c. 147; 1979, c. 98; 1980, c. 559; 1992, c. 132; 1993, c. 294; 1996, c. 840; 2000, c. 709; 2001, c. 540; 2002, c. 714; 2003, c. 706; 2012, cc. 106, 687.) }

~~Code of Va., §22.1-305. Nonrenewal of contract of probationary teacher. " A. Before a~~

PERSONNEL

Licensed Personnel: Contracts (continued)

~~division superintendent recommends to the school board nonrenewal of the contract of a teacher who has not achieved continuing contract status, the division superintendent shall notify the teacher of the proposed recommendation. Upon written request of the teacher within five working days after receipt of such notice, the division superintendent or his designee shall orally provide the specific reasons, if any, for such recommendation, along with supporting documentation, if any, to the teacher and, if requested by the teacher, to his or her representative. Within ten days after receiving such reasons, the teacher may request, by notification in writing to the division superintendent, a conference before the division superintendent. Upon such request, the division superintendent shall set a date for the conference, which shall be within thirty days of the request, and shall give the teacher at least fifteen days' notice of the time and place of the conference.~~

~~B. The conference shall be before the division superintendent or his designee. No such designee shall have recommended to the division superintendent the nonrenewal of the teacher's contract. The teacher and the person or persons who recommended the nonrenewal of the teacher's contract to the division superintendent, or a representative of either or both, shall be allowed to participate in the conference, but no such representative shall be an attorney.~~

~~C. If the conference is before a designee of the division superintendent, the designee shall communicate his recommendations to the division superintendent and to the teacher.~~

~~D. The division superintendent shall notify the teacher, in writing, of his intention with respect to the recommendation within ten days after the conference.~~

~~E. In any case in which a teacher requests a conference as provided in this section, written notice of nonrenewal of the contract by the school board must be given within thirty days after the division superintendent notifies the teacher of his intention with respect to the recommendation and the provisions of §22.1-304 requiring such notice on or before April fifteenth shall not be applicable.~~

~~F. The conference shall be confidential and no written or oral communication of such conference shall be made to anyone other than the school board, in executive session, and employees of the school division having an interest therein; provided, however, that both the teacher and the division superintendent, upon request, may provide the reasons for the nonrenewal to a potential employer of the teacher.~~

~~G. The provisions of this section shall be inapplicable when a decrease in enrollment or the abolition of a particular subject or reduction in the number of classes offered in a particular subject causes a reduction in the number of teachers; provided, however, that a statement to that effect shall be placed in the personnel file of each teacher whose contract is nonrenewed for any such reason.~~

PERSONNEL

Licensed Personnel: Contracts (continued)

~~H. The intent of this section is to provide an opportunity for a probationary teacher to discuss the reasons for nonrenewal with the division superintendent or his designee, and the provisions of this section are meant to be procedural only. Nothing contained herein shall be taken to require cause as defined in §22.1-307 for the nonrenewal of the contract of a teacher who has not achieved continuing contract status nor shall the failure of the school board or the division superintendent to comply with any time requirement herein constitute a basis for continued employment of the teacher.~~

{ § 22.1-305. Nonrenewal of contract of probationary teacher.

A. Before a division superintendent recommends to the school board nonrenewal of the contract of a teacher who has not achieved continuing contract status, the division superintendent shall consider, among other things, the performance evaluations for such teacher required by § [22.1-303](#) and shall notify the teacher of the proposed recommendation. Upon written request of the teacher within five working days after receipt of such notice, the division superintendent or his designee shall orally provide the specific reasons, if any, for such recommendation, along with supporting documentation, including such performance evaluations, to the teacher and, if requested by the teacher, to his or her representative. Within ten days after receiving such reasons, the teacher may request, by notification in writing to the division superintendent, a conference before the division superintendent. Upon such request, the division superintendent shall set a date for the conference, which shall be within thirty days of the request, and shall give the teacher at least fifteen days' notice of the time and place of the conference.

B. The conference shall be before the division superintendent or his designee. No such designee shall have recommended to the division superintendent the nonrenewal of the teacher's contract. The teacher and the person or persons who recommended the nonrenewal of the teacher's contract to the division superintendent, or a representative of either or both, shall be allowed to participate in the conference, but no such representative shall be an attorney.

C. If the conference is before a designee of the division superintendent, the designee shall communicate his recommendations to the division superintendent and to the teacher.

D. The division superintendent shall notify the teacher, in writing, of his intention with respect to the recommendation within ten days after the conference.

E. In any case in which a teacher requests a conference as provided in this section, written notice of nonrenewal of the contract by the school board must be

PERSONNEL

Licensed Personnel: Contracts (continued)

given within thirty days after the division superintendent notifies the teacher of his intention with respect to the recommendation and the provisions of § [22.1-304](#) requiring such notice on or before April 15 shall not be applicable.

F. The conference shall be confidential and no written or oral communication of such conference shall be made to anyone other than the school board, in executive session, and employees of the school division having an interest therein; however, both the teacher and the division superintendent, upon request, may provide the reasons for the nonrenewal to a potential employer of the teacher.

G. The provisions of this section shall be inapplicable when a decrease in enrollment or the abolition of a particular subject or reduction in the number of classes offered in a particular subject causes a reduction in the number of teachers; however, a statement to that effect shall be placed in the personnel file of each teacher whose contract is nonrenewed for any such reason.

H. The intent of this section is to provide an opportunity for a probationary teacher to discuss the reasons for nonrenewal with the division superintendent or his designee, and the provisions of this section are meant to be procedural only. Nothing contained herein shall be taken to require cause, as defined in § [22.1-307](#), for the nonrenewal of the contract of a teacher who has not achieved continuing contract status nor shall the failure of the school board or the division superintendent to comply with any time requirement herein constitute a basis for continued employment of the teacher.

(Code 1950, § 22-217.4:1; 1979, c. 98; 1980, c. 559; 1999, cc. [1030](#), [1037](#).) }

Virginia Board of Education Regulations, "Governing Contractual Agreements with Professional Personnel."

§ 1.1 Definitions

The following words and terms, when used in these regulations, shall have the following meaning, unless the context clearly indicates otherwise.

"Principal" means a person (a) who is regularly employed full time as a principal or assistant principal and (b) who holds a valid teaching license.

"Supervisor" means a person (a) who is regularly employed full time in a supervisory capacity and (b) who is required by the Board of Education to hold a license to be employed in that position.

PERSONNEL

Licensed Personnel: Contracts (continued)

"Teacher" means a person who (a) is regularly employed full time as a classroom teacher, visiting teacher, guidance counselor, or librarian and (b) who holds a valid teaching license.

§ 1.2 Eligibility for Continuing Contract

A. Only persons regularly employed full time by a school board as teachers, principals, or supervisors shall be eligible for continuing contract status.

B. A probationary term of service of three years in the same school division is required prior to the issuance of a continuing contract. Once a continuing contract status has been attained in a school division in the State, another probationary period need not be served in any other school division unless a probationary period not exceeding one year is made a part of the contract of employment.

C. A person employed as a principal or supervisor, including a person who has previously achieved continuing contract status as a teacher, shall serve three years in such position in the same school division before acquiring continuing contract status as a principal or supervisor.

D. In calculating probationary terms of service for teachers, principals, and supervisors, employment for 180 days or more teaching days during one school year shall constitute a single year of service credit for the first year of contracted service based on 160 days..

E. If a teacher, principal, or supervisor separates from service during his or her probationary period and does not return to service in the same school division by the beginning of the year following the year of separation, such person shall be required to begin a new probationary period.

F. If a teacher who has attained continuing contract status separates from service and does not return to teaching in Virginia public schools for a period longer than two years, such person shall be required to begin a new three-year probationary period.

§1.3 Teaching Outside State Public School System Not Counted in Probationary Term-

Teaching service outside of the Virginia public school system shall not be counted as meeting in whole or in part the required probationary term.

§ 1.4 Continuing Contracts Restricted -

Continuing contracts may be executed in behalf of persons holding a valid postgraduate professional, collegiate professional, technical professional, pupil personnel services or vocational evaluator license.

PERSONNEL

Licensed Personnel: Contracts (continued)

§ 1.5 Contractual Period -

A 10-month contractual period is defined to include 200 days as follows:

- A. 180 teaching days (minimum required by law),
- B. 10 days for activities such as teaching, planning for opening of school, evaluation, completing records and reports incident to the closing of each semester or school year, committee assignments, and conferences,
- C. 10 days for continuation of activities under items (a) and (b), and/or such other activities as may be assigned or approved by the local school board.

Items A. and B. specify a minimum number of days for specific purposes.

Item C. refers to 10 days subject to optional use as determined by local school board.
(July, 1992)

Adopted by School Board: January 6, 1981

Agenda Report

Date: 02/19/13

Agenda Number: J-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Notice of Closed Meeting

Summary/Description:

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

Employee Performance

Personnel Matters

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

Recommendation:

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

Agenda Report

Date: 02/19/13

Agenda Number: J-2

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Certification of Closed Meeting

Summary/Description:

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

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

Recommendation:

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