



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

**Lynchburg City School Board**

Mary Ann H. Barker, Chairman  
School Board District 1

Thomas H. Webb, Vice Chairman  
School Board District 2

Keith R. Anderson  
School Board District 2

Albert L. Billingsly  
School Board District 3

Regina T. Dolan-Sewell  
School Board District 1

Darin L. Gerdes  
School Board District 2

Ingrid M. Hamlett  
School Board District 3

Treney L. Tweedy  
School Board District 3

Charles B. White  
School Board District 1

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**School Administration**

Paul McKendrick  
Superintendent

Stephen C. Smith  
Assistant Superintendent of  
Curriculum and Instruction

Edward R. Witt, Jr.  
Assistant Superintendent of  
Operations and Administration

Beverly A. Padgett  
Chief Financial Officer

Wendie L. Sullivan  
Clerk

**SCHOOL BOARD MEETING**  
**June 15, 2010 5:30 p.m.**  
**School Administration Building**  
**Board Room**

**A. PUBLIC COMMENTS**

1. Public Comments  
Paul McKendrick. . . . .Page 1  
Discussion (30 minutes)

**B. SPECIAL PRESENTATION**

1. Resolutions of Recognition  
Paul McKendrick. . . . .Page 2  
Discussion/Action

**C. FINANCE REPORT**

1. Finance Report  
Beverly A. Padgett. . . . .Page 3  
Discussion

**D. CONSENT AGENDA**

1. School Board Meeting Minutes: June 1, 2010 (Regular Meeting)
2. Personnel Report  
Billie Kay Wingfield. . . . .Page 9  
Discussion/Action
3. Carl Perkins Funds: 2010-11  
Paul McKendrick. . . . .Page 12  
Discussion/Action
4. Administrative Regulation 5-10.1: Criminal History  
Record Information  
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Discussion/Action

5. School Board Policy 5-34.1: Travel Allowance Edward R. Witt, Jr. . . . .	Page 17 Discussion/Action
6. Administrative Regulation 5-38: Sick Leave Edward R. Witt, Jr. . . . .	Page 19 Discussion/Action
7. Administrative Regulation 7-33.3: Student Uniforms Edward R. Witt, Jr. . . . .	Page 24 Discussion/Action
8. School Board Policy 7-55.2: Division-wide Crisis Plan Edward R. Witt, Jr. . . . .	Page 28 Discussion/Action

**E. UNFINISHED BUSINESS**

1. Local Consolidate Application: 2010-11 Paul McKendrick. . . . .	Page 39 Discussion/Action
2. Pregnant Teen Program Paul McKendrick. . . . .	Page 41 Discussion

**F. NEW BUSINESS**

1. Dunbar High School Reunion: Resolution Paul McKendrick. . . . .	Page 43 Discussion/Action
2. Virginia Retirement System: Resolution Paul McKendrick. . . . .	Page 45 Discussion/Action
3. Authorization of Signature Paul McKendrick. . . . .	Page 48 Discussion/Action

**G. SUPERINTENDENT’S COMMENTS**

**H. BOARD COMMENTS**

**I. CLOSED MEETING**

1. Notice of Closed Meeting Paul McKendrick. . . . .	Page 50 Discussion/Action
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2. Certification of Closed Meeting  
Paul McKendrick. . . . .Page 51  
Discussion/Action

**J. INFORMATIONAL ITEMS**

Next School Board Meeting: Tuesday, July 21, 2010, 5:30 p.m.  
Board Room, School Administration Building

**K. ADJOURNMENT**

# Agenda Report

**Date:** 06/15/10

**Agenda Number:** A-1

**Attachments:** No

**From:** Paul McKendrick, 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:** 06/15/10

**Agenda Number:** B-1

**Attachments:** No

**From:** Paul McKendrick, Superintendent

**Subject:** Resolutions of Recognition

## **Summary/Description:**

During this presentation, the school board will recognize Darin L. Gerdes, Robert W. Jones, and Joshua K. Graham for their service as members of the Lynchburg City School Board. Dr. Gerdes has served as a school board member for the past three years. He recently indicated that he would like to spend more time with his family, and therefore, decided not to seek reappointment for another term. Joshua and Robert were student representatives from E. C. Glass High and Heritage High School, respectively. Joshua, an underclassman, will return to E. C. Glass High School as a junior next year. Robert graduates and will be attending Washington and Lee in the fall.

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

## **Recommendation:**

The superintendent recommends that the school board approve the resolutions of recognition for Darin L. Gerdes, Robert W. Jones, and Joshua K. Graham.

# Agenda Report

**Date:** 06/15/10

**Agenda Number:** C-1

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent  
Beverly A. Padgett, Chief Financial Officer

**Subject:** Finance Report

## Summary/Description:

The school administration, in accordance with the 2009-10 school operating budget, authorized, approved, and processed the necessary payments through May 31, 2010. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through May 31, 2010, for the operating fund (unaudited) appears as an attachment to this agenda report.

Total Operating Fund Budget	\$89,220,450.833
Expenditures through 05/31/10	(\$67,291,292.14)
Outstanding Encumbrances	(\$325,990.04)
Available Balance	\$21,603,168.65
Outstanding Payroll Encumbrances	(\$12,819,399.23)
Available Balance after Payroll	\$8,783,769.42

Percent of Budget Used as of 05/31/10 with payroll encumbrances	90.15%
Percent of Budget Used as of 05/31/10 without payroll encumbrances	75.79%
As of 05/31/10 – 11 months	91.67%

The operating fund revenue report details the revenue received through May 31, 2010. The expenditure summary report summarizes the payments made through May 31, 2010, for all funds. Both 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.

	FY 2008 - 2009			FY 2009 - 2010			ENCUMB	BUDGET BALANCE	% OF BUDGET USED
	BUDGET	ACTUAL TRANSACTIONS	% OF BUDGET USED	BUDGET	ACTUAL TRANSACTIONS	% OF BUDGET USED			
<b>INSTRUCTION</b>									
CLASSROOM INSTRUCTION	51,757,207.08	39,745,074.90	76.79%	51,567,968.41	36,143,843.41	70.09%	9,942,483.60	5,481,641.40	89.37%
INSTR SUPPORT - STUDENT	2,935,857.99	2,653,475.61	90.38%	3,634,785.79	2,522,203.64	69.39%	346,520.12	766,062.03	78.92%
INSTR SUPPORT- STAFF	4,792,492.48	4,136,896.58	86.32%	6,926,720.66	5,793,528.36	83.64%	547,218.94	585,973.36	91.54%
INSTR SUPPORT-SCHOOL ADM	5,006,130.07	4,390,839.56	87.71%	4,469,025.03	3,848,389.39	86.11%	444,024.86	176,610.78	96.05%
<b>TOTAL INSTRUCTION</b>	<b>64,491,687.62</b>	<b>50,926,286.65</b>	<b>78.97%</b>	<b>66,598,499.89</b>	<b>48,307,964.80</b>	<b>72.54%</b>	<b>11,280,247.52</b>	<b>7,010,287.57</b>	<b>89.47%</b>
<b>ADMINISTRATION</b>									
ADMINISTRATION	2,561,014.95	2,230,675.99	87.10%	2,408,568.92	2,052,561.27	85.22%	137,145.74	218,861.91	90.91%
ATTENDANCE & HEALTH SERV	2,105,875.80	1,680,725.88	79.81%	2,090,418.59	1,476,292.61	70.62%	390,769.16	223,356.82	89.32%
<b>TOTAL ADMINISTRATION</b>	<b>4,666,890.75</b>	<b>3,911,401.87</b>	<b>83.81%</b>	<b>4,498,987.51</b>	<b>3,528,853.88</b>	<b>78.44%</b>	<b>527,914.90</b>	<b>442,218.73</b>	<b>90.17%</b>
<b>PUPIL TRANSPORTATION</b>									
MANAGEMENT & DIRECTION	350,249.85	309,234.54	88.29%	295,854.22	258,477.53	87.37%	20,806.44	16,570.25	94.40%
VEHICLE OPERATION SERVICE	2,474,185.00	2,306,146.40	93.21%	2,488,818.40	2,104,377.96	84.55%	383,498.89	941.55	99.96%
MONITORING SERVICE	235,671.00	256,419.72	108.80%	325,078.86	238,877.25	73.48%	84,885.64	1,315.97	99.60%
VEHICLE MAINT SERVICE	508,639.60	487,614.57	95.87%	468,890.50	443,427.65	94.57%	21,567.63	3,895.22	99.17%
BUSES-LEASE PURCHASE	575,000.00	435,006.00	75.65%	-	-	-	-	-	-
<b>TOTAL PUPIL TRANSPORTATION</b>	<b>4,143,745.45</b>	<b>3,794,421.23</b>	<b>91.57%</b>	<b>3,578,641.98</b>	<b>3,045,160.39</b>	<b>85.09%</b>	<b>510,758.60</b>	<b>22,722.99</b>	<b>99.37%</b>
<b>OPERATION &amp; MAINTENANCE</b>									
MANAGEMENT & DIRECTION	372,446.00	335,472.14	90.07%	342,756.50	285,716.62	83.36%	20,610.21	36,429.67	89.37%
BUILDING SERVICES	9,829,535.68	8,354,782.71	85.00%	9,384,379.73	7,819,865.95	83.33%	625,617.22	938,896.56	90.00%
GROUNDS SERVICES	263,713.60	228,399.86	86.61%	250,103.57	210,540.81	84.18%	22,397.91	17,164.85	93.14%
EQUIPMENT SERVICES	52,000.00	19,851.89	38.18%	52,000.00	37,709.83	72.52%	-	14,290.17	72.52%
VEHICLE SERVICES	17,000.00	19,455.95	114.45%	27,000.00	21,603.57	80.01%	-	5,396.43	80.01%
SECURITY SERVICES	213,377.00	263,107.86	123.31%	208,377.00	260,836.56	125.18%	-	(52,459.56)	125.18%
<b>TOTAL OPERATION &amp; MAINT</b>	<b>10,748,072.28</b>	<b>9,221,070.41</b>	<b>85.79%</b>	<b>10,264,616.80</b>	<b>8,636,273.34</b>	<b>84.14%</b>	<b>668,625.34</b>	<b>959,718.12</b>	<b>90.65%</b>
<b>SCHOOL FOOD SERVICES</b>	<b>55,215.00</b>	<b>14,548.55</b>	<b>26.35%</b>	<b>55,215.00</b>	<b>13,090.88</b>	<b>23.71%</b>	<b>13,409.50</b>	<b>28,714.62</b>	<b>47.99%</b>
<b>COMMUNITY SERVICES</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>5,600.00</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>5,600.00</b>	<b>0.00%</b>
<b>FACILITIES</b>	<b>1,106,457.57</b>	<b>745,397.80</b>	<b>67.37%</b>	<b>1,002,490.00</b>	<b>808,899.31</b>	<b>80.69%</b>	<b>4,544.62</b>	<b>189,046.07</b>	<b>81.14%</b>
<b>CONTINGENCY RESERVES</b>	<b>500,000.00</b>	<b>-</b>	<b>-</b>	<b>103,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>103,000.00</b>	<b>-</b>
<b>DEBT SERVICE</b>	<b>906,817.00</b>	<b>1,052,145.00</b>	<b>116.03%</b>	<b>1,027,410.00</b>	<b>966,314.41</b>	<b>94.05%</b>	<b>38,764.73</b>	<b>22,330.86</b>	<b>97.83%</b>
<b>TECHNOLOGY</b>									
INSTR TECHNOLOGY	1,755,175.76	1,483,952.84	84.55%	1,609,920.90	1,514,942.58	94.10%	94,958.72	19.60	100.00%
ADMIN TECHNOLOGY	902,372.87	647,169.85	71.72%	476,068.75	469,792.55	98.68%	6,165.34	110.86	99.98%
<b>TOTAL TECHNOLOGY</b>	<b>2,657,548.63</b>	<b>2,131,122.69</b>	<b>80.19%</b>	<b>2,085,989.65</b>	<b>1,984,735.13</b>	<b>95.15%</b>	<b>101,124.06</b>	<b>130.46</b>	<b>99.99%</b>
<b>TOTAL OPERATING FUND</b>	<b>89,276,434.30</b>	<b>71,796,394.20</b>	<b>80.42%</b>	<b>89,220,450.83</b>	<b>67,291,292.14</b>	<b>75.42%</b>	<b>13,145,389.27</b>	<b>8,783,769.42</b>	<b>90.15%</b>

ACCOUNT TITLE	FY 2008-2009				FY 2009-2010			
	REVENUE BUDGET	YEAR-TO-DATE TRANSACTIONS	BUDGET BALANCE	% BUDGET RECEIVED	REVENUE BUDGET	YEAR-TO-DATE TRANSACTIONS	BUDGET BALANCE	% BUDGET RECEIVED
SALES TAX RECEIPTS	(9,253,060.00)	(7,084,095.02)	(2,168,964.98)	76.56%	(8,736,195.00)	(6,867,276.83)	(1,868,918.17)	78.61%
240202 BASIC SCHOOL AID	(25,740,683.00)	(23,605,015.22)	(2,135,667.78)	91.70%	(21,519,537.21)	(19,740,611.37)	(1,778,925.84)	91.73%
240202 BASIC SCH AID-SFSF	-	-	-	-	(1,644,400.79)	(1,644,400.79)	-	-
240207 GIFTED & TALENTED	(252,164.00)	(231,224.46)	(20,939.54)	91.70%	(249,571.00)	(230,706.23)	(18,864.77)	92.44%
240208 REMEDIAL EDUCATION	(992,212.00)	(909,820.14)	(82,391.86)	91.70%	(982,006.00)	(907,778.67)	(74,227.33)	92.44%
240208 REMEDIAL ED-SUMMER	(195,994.00)	(203,425.00)	7,431.00	103.79%	(215,497.00)	(211,765.00)	(3,732.00)	98.27%
240209 ENROLLMENT LOSS	(171,829.00)	(52,663.67)	(119,165.33)	30.65%	(174,302.00)	(22,846.33)	(151,455.67)	13.11%
240212 SPECIAL ED SOQ	(3,623,494.00)	(3,322,602.04)	(300,891.96)	91.70%	(3,586,222.00)	(3,315,146.65)	(271,075.35)	92.44%
240217 VOCATIONAL ED SOQ	(312,465.00)	(286,517.96)	(25,947.04)	91.70%	(314,676.00)	(290,890.17)	(23,785.83)	92.44%
240221 SOC SEC-INSTR	(1,496,541.00)	(1,372,270.06)	(124,270.94)	91.70%	(1,481,148.00)	(1,369,190.85)	(111,957.15)	92.44%
240223 VRS INSTRUCTIONAL	(1,935,088.00)	(1,774,399.84)	(160,688.16)	91.70%	(1,909,758.00)	(1,363,839.31)	(545,918.69)	71.41%
240241 GROUP LIFE INST	(65,782.00)	(60,319.34)	(5,462.66)	91.70%	(54,254.00)	(36,463.68)	(17,790.32)	67.21%
240228 READING INTERVENTION	(133,077.00)	(100,660.80)	(32,416.20)	75.64%	(118,746.00)	(105,779.20)	(12,966.80)	89.08%
240205 CAT-REG FOSTER	(163,827.00)	(199,066.00)	35,239.00	121.51%	(205,262.00)	(75,921.00)	(129,341.00)	36.99%
240246 CAT-HOMEBOUND	(72,121.00)	(64,854.35)	(7,266.65)	89.92%	(65,417.00)	(159,994.16)	94,577.16	244.58%
240248 REGIONAL TUITION	(979,174.00)	(162,187.13)	(816,986.87)	16.56%	(800,760.00)	(834,594.60)	33,834.60	104.23%
240265 AT RISK SOQ	(1,133,398.00)	(945,014.20)	(188,383.80)	83.38%	(1,029,835.00)	(850,009.33)	(179,825.67)	82.54%
240309 ESL	(85,194.00)	(91,837.50)	6,643.50	107.80%	(128,081.00)	(100,080.80)	(28,000.20)	78.14%
330213 SCHOOL LUNCH	-	(256,523.87)	256,523.87	-	-	-	-	-
240281 AT RISK 4 YR OLDS	(984,935.00)	(907,528.20)	(77,406.80)	92.14%	(1,089,034.00)	(907,528.30)	(181,505.70)	83.33%
240218 CTE - ADULT ED	(19,175.00)	-	(19,175.00)	0.00%	(19,175.00)	(536.33)	(18,638.67)	2.80%
240252 CTE - EQUIPMENT	-	-	-	-	-	(10,123.30)	10,123.30	100.00%
240253 CTE OCC PREP	(27,116.00)	-	(27,116.00)	0.00%	(30,573.00)	(7,359.00)	(23,214.00)	24.07%
LOTTERY PROCEEDS	(1,306,102.00)	(906,878.30)	(399,223.70)	69.43%	(493,011.00)	(453,604.31)	(39,406.69)	92.01%
REG SPEC SERV	(701,368.00)	-	(701,368.00)	0.00%	(817,514.00)	(115,838.41)	(701,675.59)	14.17%
240275 PRIMARY CLASS SIZE	(1,346,207.00)	(1,168,124.20)	(178,082.80)	86.77%	(1,386,843.00)	(1,148,315.80)	(238,527.20)	82.80%
240214 TEXTBOOKS	(649,707.00)	(595,756.46)	(53,950.54)	91.70%	(643,024.00)	(294,719.37)	(348,304.63)	45.83%
240203 GED/ISAEP	(23,576.00)	(21,611.26)	(1,964.74)	91.67%	(23,576.00)	(19,646.70)	(3,929.30)	83.33%
240306 SCHOOL CONSTRUCT	(213,956.00)	(178,435.00)	(35,521.00)	83.40%	-	-	-	-
240405 ALGEBRA READINESS	(121,377.00)	(94,176.70)	(27,200.30)	77.59%	(110,877.00)	(90,545.00)	(20,332.00)	81.66%
<b>COMMONWEALTH OF VA</b>	<b>(51,999,622.00)</b>	<b>(44,595,006.72)</b>	<b>(7,404,615.28)</b>	<b>85.76%</b>	<b>(47,829,295.00)</b>	<b>(41,175,511.49)</b>	<b>(6,653,783.51)</b>	<b>86.09%</b>
330201 BASIC ADULT ED.	(80,000.00)	-	(80,000.00)	0.00%	(80,000.00)	(59,123.05)	(20,876.95)	73.90%
330212 IMPACT AIDPL81-874	(6,000.00)	(1,200.27)	(4,799.73)	20.00%	(6,000.00)	(13,891.62)	7,891.62	231.53%
330219 TITLE VI-B SPED	(2,168,687.30)	(1,942,148.50)	(226,538.80)	89.55%	(2,382,737.38)	(1,577,097.06)	(805,640.32)	66.19%
330219 TITLE VI-B SPED-STIMULUS	-	-	-	-	(2,322,955.00)	-	(2,322,955.00)	0.00%
330219 TITLE VI-B SPED-SPEECH	-	-	-	-	(3,000.00)	-	(3,000.00)	0.00%
180303 MEDICAID REIMBURSE	(180,000.00)	(642,931.80)	462,931.80	357.18%	(180,000.00)	(575,530.32)	395,530.32	319.74%
JR ROTC	-	(88,848.68)	88,848.68	-	(40,000.00)	(94,192.20)	54,192.20	235.48%
FED STIMULUS-STABILIZATION	-	-	-	-	(2,892,748.00)	(2,040,050.19)	(852,697.81)	70.52%
<b>FEDERAL</b>	<b>(2,434,687.30)</b>	<b>(2,675,129.25)</b>	<b>240,441.95</b>	<b>109.88%</b>	<b>(7,907,440.38)</b>	<b>(4,359,884.44)</b>	<b>(3,547,555.94)</b>	<b>55.14%</b>
510500 CITY OPER APPR	(32,442,103.00)	(22,120,000.00)	(10,322,103.00)	68.18%	(31,942,103.00)	(22,545,000.00)	(9,397,103.00)	70.58%
510502 CITY DEBT SERV APP	(33,627.00)	(32,758.45)	(868.55)	97.42%	(33,627.00)	-	(33,627.00)	0.00%
<b>CITY</b>	<b>(32,475,730.00)</b>	<b>(22,152,758.45)</b>	<b>(10,322,971.55)</b>	<b>68.21%</b>	<b>(31,975,730.00)</b>	<b>(22,545,000.00)</b>	<b>(9,430,730.00)</b>	<b>70.51%</b>
189912 MISC REV/OTH FUNDS	-	(1,705.23)	1,705.23	-	-	(2,965.29)	2,965.29	100.00%
180303 REBATES & REFUNDS	(115,000.00)	(9,914.38)	(105,085.62)	8.62%	(115,000.00)	(6,355.41)	(108,644.59)	5.53%
189903 DONATIONS & SP GF	-	(200.00)	200.00	-	(3,000.00)	(3,000.00)	-	100.00%
189908 SALE OF SCHOOL BUSES	-	(17,265.85)	17,265.85	-	-	-	-	-
189909 SALE OTHER EQUIPMENT	-	(1,548.68)	1,548.68	-	(2,317.24)	(2,429.91)	112.67	104.86%



189910 INSURANCE ADJUST	-	(3,973.00)	3,973.00	-	(16,797.82)	(16,936.82)	139.00	100.83%
189912 OTHER FUNDS	(10,000.00)	-	(10,000.00)	0.00%	(10,000.00)	-	(10,000.00)	0.00%
FLEX BENEFIT REVENUE	-	-	-	-	-	(9,008.51)	9,008.51	100.00%
E RATE REIMBURSEMENT	-	(74,162.62)	74,162.62	-	(85,000.00)	(132,930.02)	47,930.02	156.39%
<b>MISCELLANEOUS</b>	<b>(125,000.00)</b>	<b>(108,769.76)</b>	<b>(16,230.24)</b>	<b>87.02%</b>	<b>(232,115.06)</b>	<b>(173,625.96)</b>	<b>(58,489.10)</b>	<b>74.80%</b>
150201 RENTS	(110,000.00)	(98,000.00)	(12,000.00)	89.09%	(110,000.00)	(109,000.00)	(1,000.00)	99.09%
161201 TUITION DAY SCHOOL	(189,000.00)	(175,089.01)	(13,910.99)	92.64%	(189,000.00)	(171,596.35)	(17,403.65)	90.79%
161206 TUITION ADULT	(15,750.00)	-	(15,750.00)	0.00%	(15,750.00)	(1,235.00)	(14,515.00)	7.84%
161207 TUITION SUMMER SCH	(42,000.00)	(49,651.00)	7,651.00	118.22%	(42,000.00)	(41,290.00)	(710.00)	98.31%
161202 SPEC PUPIL FEES	(525.00)	(51,296.00)	50,771.00	9770.67%	(35,000.00)	(14,419.64)	(20,580.36)	41.20%
161205 BUS RENTAL	(122,500.00)	(172,650.16)	50,150.16	140.94%	(122,500.00)	(132,618.27)	10,118.27	108.26%
190101 TUIT FM OTH CO/CY	(634,620.00)	(365,657.49)	(268,962.51)	-	(634,620.00)	-	(634,620.00)	0.00%
161201 DUAL ENROLLMENT	(42,000.00)	-	(42,000.00)	0.00%	(42,000.00)	-	(42,000.00)	0.00%
FACILITY RENTALS	(85,000.00)	(46,800.06)	(38,199.94)	55.06%	(85,000.00)	(60,807.21)	(24,192.79)	71.54%
<b>CHARGES FOR SERVICES</b>	<b>(1,241,395.00)</b>	<b>(959,143.72)</b>	<b>(282,251.28)</b>	<b>77.26%</b>	<b>(1,275,870.00)</b>	<b>(530,966.47)</b>	<b>(744,903.53)</b>	<b>41.62%</b>
150102 INTEREST-INVEST	-	(2,511.62)	2,511.62	100.00%	-	-	-	-
150101 INTEREST-BNK DPST	-	(3,488.78)	3,488.78	100.00%	-	(1,257.68)	1,257.68	100.00%
GRANTOR TRUST INTEREST	-	-	-	-	-	-	-	-
<b>USE OF MONEY</b>	<b>-</b>	<b>(6,000.40)</b>	<b>6,000.40</b>	<b>100.00%</b>	<b>-</b>	<b>(1,257.68)</b>	<b>1,257.68</b>	<b>100.00%</b>
<b>LEASE PURCHASE PROCEEDS</b>	<b>(1,000,000.00)</b>	<b>(1,000,000.00)</b>	<b>-</b>	<b>100.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL OPERATING FUND</b>	<b>(89,276,434.30)</b>	<b>(71,496,808.30)</b>	<b>(17,779,626.00)</b>	<b>80.08%</b>	<b>(89,220,450.44)</b>	<b>(68,786,246.04)</b>	<b>(20,434,204.40)</b>	<b>77.10%</b>

	ADOPTED	CARRYOVER	TOTAL	YEAR TO	OUTSTANDING	UNCOMMITTED	% OF
	BUDGET	BUDGET	BUDGET	DATE	ENCUMBRANCES	FUNDS	BUDGET
				ACTIVITY			USED
<b>FUND 1 OPERATING</b>	<b>86,476,567.00</b>	<b>2,743,883.83</b>	<b>89,220,450.83</b>	<b>67,291,292.14</b>	<b>13,145,389.27</b>	<b>8,783,769.42</b>	<b>90.15%</b>
<b>FUND 5 FEDERAL PROJECT</b>							
005 09-10 HOUSE CONSTRUCTION	12,000.00	-	12,000.00	1,055.91	-	10,944.09	8.80%
045 PERRY POETS' FUND	-	700.00	700.00	281.49	-	418.51	40.21%
127 PARTNERS IN EDUCATION	10,195.00	11,548.55	21,743.55	19,037.22	-	2,706.33	87.55%
281 DISTINGUISHED SCHOOLS	-	8,488.00	8,488.00	4,377.38	-	4,110.62	51.57%
480 07-08 TITLE I, PART D N&D	-	3,823.85	3,823.85	3,823.85	-	-	100.00%
491 21ST CENTURY GRANT 08-09	-	23,212.70	23,212.70	23,212.70	-	-	100.00%
503 NATIONAL BOARD INCENTIVE	-	12,500.00	12,500.00	12,500.00	-	-	100.00%
510 PLAY IT SMART	-	55,323.92	55,323.92	47,106.49	9,628.24	(1,410.81)	102.55%
520 QUALITY INITIATIVE	-	5,063.00	5,063.00	3,195.20	1,867.80	-	100.00%
529 ED TECH SERIES VIII	-	26,000.00	26,000.00	25,079.00	-	921.00	96.46%
810 08-09 CARL PERKINS VOC FUNDS	-	9,680.76	9,680.76	9,680.76	-	-	100.00%
813 08-09 619-A PRESCHOOL SPED	-	31,695.95	31,695.95	31,695.95	-	-	100.00%
814 08-09 TITLE I, PART A	-	391,866.29	391,866.29	363,403.40	202.60	28,260.29	92.79%
815 08-09 TITLE I, PART D N&D	-	35,949.28	35,949.28	35,949.28	-	-	100.00%
816 08-09 TITLE II, PART A	-	241,217.24	241,217.24	220,102.65	-	21,114.59	91.25%
817 08-09 TITLE II,PART D	-	22,383.39	22,383.39	20,004.60	-	2,378.79	89.37%
818 08-09 TITLE I PART D JDH (SOP)	-	15,159.67	15,159.67	13,452.68	-	1,706.99	88.74%
819 08-09 TITLE IV, PART A S&D	-	12,517.08	12,517.08	10,646.90	1,653.70	216.48	98.27%
831 08-09 BLUE RIDGE CONSORT	-	1,570.16	1,570.16	103.02	-	1,467.14	6.56%
834 ED TECH SERIES VIII - MSLC	26,000.00	-	26,000.00	22,355.16	-	3,644.84	85.98%
837 08-09 TITLE VII - HOMELESS	-	10,507.31	10,507.31	4,579.57	-	5,927.74	43.58%
842 09-10 PROJECT GRADUATION	-	9,616.65	9,616.65	4,672.79	-	4,943.86	48.59%
845 08-09 21ST CENTURY GRANT #2	-	292,829.01	292,829.01	235,414.11	8,282.90	49,132.00	83.22%
847 WEYERHAEUSER GRANT-HES	-	2,759.10	2,759.10	2,498.50	-	260.60	90.55%
910 09-10 CARL PERKINS VOC FUNDS	233,979.00	20,083.31	254,062.31	83,606.91	56,241.01	114,214.39	55.04%
911 09-10 GEAR UP GRANT	46,700.00	2,744.00	49,444.00	34,927.51	7,515.97	7,000.52	85.84%
912 09-10 GENERAL ADULT ED	17,635.00	-	17,635.00	940.27	-	16,694.73	5.33%
913 09-10 619-A PRESCHOOL SPED	62,854.00	(701.00)	62,153.00	33,404.08	5,322.00	23,426.92	62.31%
913 09-10 619-A PRESCHOOL SPED-STIMULUS	-	78,222.00	78,222.00	-	-	78,222.00	0.00%
915 09-10 TITLE I, PART D N&D	302,470.00	(88,652.29)	213,817.71	148,517.04	32,522.38	32,778.29	84.67%
915 09-10 TITLE I, PART D N&D - STIMULUS	-	78,957.40	78,957.40	49,208.50	-	29,748.90	62.32%
916 09-10 TITLE II,PART A	673,750.00	13,224.81	686,974.81	443,468.06	103,401.33	140,105.42	79.61%
917 09-10 TITLE II,PART D	31,000.00	5,257.68	36,257.68	2,207.59	-	34,050.09	6.09%
917 09-10 TITLE II, PART D - STIMULUS	-	92,439.46	92,439.46	73,337.66	48.48	19,053.32	79.39%
918 09-10 TITLE I-D JDH-SOP	-	25,184.42	25,184.42	11,055.38	5,046.06	9,082.98	63.93%
919 09-10 TITLE IV,PART A S&D	60,000.00	(10,552.86)	49,447.14	32,653.83	-	16,793.31	66.04%
920 09-10 TITLE V,PART A	25,039.00	-	25,039.00	-	-	25,039.00	0.00%
921 09-10 TITLE III, PART A	-	19,771.53	19,771.53	13,274.79	4,437.30	2,059.44	89.58%
924 09-10 TITLE I, PART A	3,005,099.00	947,981.08	3,953,080.08	2,416,409.01	659,537.68	877,133.39	77.81%
924 09-10 TITLE I, PART A - STIMULUS	-	2,779,108.02	2,779,108.02	448,449.06	107,329.81	2,223,329.15	20.00%
927 I STATION - PERRYMONT	-	6,500.00	6,500.00	6,500.00	-	-	100.00%
930 09-10 ALT ED REGIONAL	268,336.00	-	268,336.00	238,922.35	57,974.75	(28,561.10)	110.64%
932 09-10 BLUE RIDGE REG JAIL	195,719.00	(12,957.00)	182,762.00	153,267.47	12,642.29	16,852.24	90.78%
933 09-10 DETENTION HOME/CDC	519,830.00	241,644.00	761,474.00	531,674.62	87,585.76	142,213.62	81.32%
934 09-10 ED TECH INIT BOND	492,000.00	-	492,000.00	-	37,298.56	454,701.44	7.58%

934	09-10 ED TECH INIT BOND - MSLC	26,000.00	-	26,000.00	11,456.25	-	14,543.75	44.06%
937	09-10 TITLE X PART C	-	26,000.00	26,000.00	7,863.03	-	18,136.97	30.24%
938	09-10 MENTOR TEACHERS	6,456.00	3,184.34	9,640.34	7,380.32	-	2,260.02	76.56%
945	09-10 21ST CENTURY GRANT	-	180,000.00	180,000.00	109,472.42	4,200.10	66,327.48	63.15%
	<b>TOTAL FEDERAL PROJECTS</b>	<b>6,015,062.00</b>	<b>5,631,850.81</b>	<b>11,646,912.81</b>	<b>5,972,224.76</b>	<b>1,202,738.72</b>	<b>4,471,949.33</b>	<b>61.60%</b>
	<b>FUND 7 STEP WITH LINKS</b>							
	STEP WITH LINKS	44,918.00	-	44,918.00	29,237.27	7,083.13	8,597.60	80.86%
	<b>TOTAL STEP WITH LINKS</b>	<b>44,918.00</b>	<b>-</b>	<b>44,918.00</b>	<b>29,237.27</b>	<b>7,083.13</b>	<b>8,597.60</b>	<b>80.86%</b>
	<b>FUND 8 CENTRAL VA GOV SCHOOL</b>							
	GOV SCHOOL	892,367.70	6,273.00	898,640.70	739,526.66	72,071.88	87,042.16	90.31%
	<b>TOTAL CENTRAL VA GOV SCH</b>	<b>892,367.70</b>	<b>6,273.00</b>	<b>898,640.70</b>	<b>739,526.66</b>	<b>72,071.88</b>	<b>87,042.16</b>	<b>90.31%</b>
	<b>FUND 9 LAUREL REGIONAL PROGRAM</b>							
	LAUREL PROGRAM	4,575,068.00	-	4,575,068.00	2,210,989.18	617,311.73	1,746,767.09	61.82%
	<b>TOTAL LAUREL REGIONAL PROGRAM</b>	<b>4,575,068.00</b>	<b>-</b>	<b>4,575,068.00</b>	<b>2,210,989.18</b>	<b>617,311.73</b>	<b>1,746,767.09</b>	<b>61.82%</b>
	<b>TOTAL ALL FUNDS</b>	<b>98,003,982.70</b>	<b>8,382,007.64</b>	<b>106,385,990.34</b>	<b>76,243,270.01</b>	<b>15,044,594.73</b>	<b>15,098,125.60</b>	<b>85.81%</b>

# Agenda Report

**Date:** 06/15/10

**Agenda Number:** D-2

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent  
Billie Kay Wingfield, Director of Personnel

**Subject:** Personnel Report

## **Summary/Description:**

The personnel recommendations for June 1-15, 2010, appear as an attachment to this agenda report.

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

## **Recommendation:**

The superintendent recommends that the school board approve the personnel recommendations for June 1-15, 2010.

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

Addesa, Jamie	Sacred Heart University	B.S./1 yr. (Lv. 1 3)	Dearington Kindergarten	08/16/10
Blair, Beverly	Simmons College	M.S./0 yrs. (Lv.0 3)	R.S. Payne Elementary Librarian	08/09/10
Gardner, Sarah	Liberty University	M.S./5 yrs. (Lv. 5 3)	E C Glass High School English Teacher	08/16/10
Guthrie, Brittany	Liberty University	B.S./0yrs. (Lv. 0 3)	William Marvin Bass Elementary Second Grade Teacher	07/06/10
Lucy, Amy	Hollins University	B.A./4 yrs. (Lv. 4 3)	E C Glass High School English Teacher	08/16/10
Wilson, Amanda	James Madison University	M.A./0 yrs. (Lv. 0 3)	E C Glass High School English Teacher	08/16/10
Wood, Robin	Liberty University	M.Ed./2 yrs. (Lv. 2 3)	Heritage High School English Teacher	08/16/10
Sengenberger, Peter J.	Mansfield Univ. of PA.	M.Ed./5 yrs. (Lv. 5 4)	Linkhorne Middle School Librarian	08/02/10

**RECALL:**

Hodges, Lisa	James Madison University	B.A./25 yrs. (Lv. 25 3)	Dunbar Middle School Spanish Teacher	08/16/10
Malloy, Kathleen	University of Central Florida	M.Ed./7 yrs. (Lv. 7 3)	Paul Munro Elementary Guidance Counselor	08/11/10

**APPOINTMENT:**

Lockett, Jessica	Lynchburg College	M.Ed/1 yr. (Lv. 1 3)	Dunbar Middle School Health and Physical Ed. Teacher	08/16/10
Salerno Angela	Radford University	B.S./1 yr. (Lv. 1 3)	Sandusky Middle School Music Vocal Teacher	08/16/10

**RESIGNATIONS:**

Bailey, Laura	James Madison University	B.S./12 yrs. (Lv. 11 3)	Sheffield Elementary Pre-kindergarten Teacher	06/12/10
Daniels, Robert	Central Virginia Comm. College	NA/0 yrs. (Lv. 11 4)	E.C. Glass High School Precision Machine Tech Teacher	06/18/10
Elliott, Jennifer R.	Longwood University	B.A./1yr. (Lv. 0 3)	E C Glass High School Mathematics Teacher	06/12/10
Hoglund, Todd, C.	University of Maryland	B.S./8 yrs. (Lv. 7 4)	Perrymont Elementary Special Education Teacher	06/12/10
Horsley, Bertrand, H.	Liberty University	M.Ed./6 yrs. (Lv. 5 4)	E C Glass High School Special Education Teacher	06/12/10
Sellers, Tammy, R.	University of TN Chatanooga	M.Ed./6 yrs. (Lv. 5 3)	Perrymont Elementary Special Education Teacher	06/12/10
Taylor, Sarah E.	Lynchburg College	B.S./1 yr. (Lv. 0 3)	Dunbar Middle School Mathematics Teacher	06/12/10
Weber, Karla	Long Island University	M.S. /5 yrs. (Lv. 4 3)	Bedford Hills Elementary First Grade Teacher	06/12/10

**RETIREMENTS:**

Pate, Raymond	St. Paul's College	B.S./12 yrs. (Lv.11 2)	Amelia Pride Center Student Support Specialist	06/12/10
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**LEAVE OF ABSENCE:**

Schrock, Beth	Liberty University	B.A./9 yrs. (Lv. 8 3)	T.C. Miller Elementary Music Teacher	06/12/10
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# Agenda Report

**Date:** 06/15/10

**Agenda Number:** D-3

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent

**Subject:** Carl Perkins Funds: 2010-11

## **Summary/Description:**

The Lynchburg City Schools' administration has prepared its application for career-technical funds for the 2010-11 fiscal year with an approved Carl Perkins Grant allocation of \$219,478.27. The budget, outlining proposed expenditures, was developed following consultation with the General Career-Technical Education Advisory Committee, which is comprised of a business/industry representative from each of the school division's 16 career-technical programs.

This federal funding provides for the purchase of equipment and instructional materials. The funds also pay for professional development and student organizational activities in trade and industrial, technology education, marketing, health occupations, family and consumer sciences, career connections, and business and information technology programs.

School board approval is necessary prior to submitting the local application to the Virginia Department of Education. A summary of proposed expenditures for 2010-11 appears as an attachment to this agenda report.

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

## **Recommendation:**

The superintendent recommends that the school board approve the Carl Perkins Funds for 2010-11.

**Proposed 2010-2011 Carl Perkins' Spending****Estimate Funding Available: \$219,478.27****Career Guidance \$5,000.00**

We will provide funds to be used for "VA Wizard Career Assessment" reports to parents and students. We will also buy non-traditional promotional videos and workforce readiness curriculum by Opp. Inc for middle school teachers. We will also provide transportation to local businesses and colleges for special workforce development programs for high school seniors.

**Vocational Student Organizations \$16,000.00**

We will assist career-technical student organizations with travel expenses for local, state, and national competitions.

**Professional Development \$18,000.00**

We will use part of our Perkins funds for teachers to participate in local, state, and national training workshops and certification courses. We will purchase "Career Safe" vouchers for all career-technical staff.

**Precision Machine Technology \$1,200.00**

We plan to purchase a laptop computer to assist with the operation of our Proto-Trak lathes and milling machines.

**Cosmetology \$1,000.00**

We will upgrade our Cosmetology lab with the purchase of 4 reclining shampoo chairs.

**Technology Foundations \$25,000.00**

We plan to upgrade our lab at Heritage High with the purchase of 5 new learning modules in areas from Forensic Science to Structural Engineering (\$23,000.00). We also plan to purchase a Sony camcorder and digital camera (\$2,000.00).

**Building Trades \$3,000.00**

Due to wear and tear on existing equipment, we will purchase several power tools with battery packs. We also plan to purchase various OSHA and residential code books.

**Business Education \$45,000.00**

We plan to purchase 21 Mac Book computers for our Advertising Design lab. We will also buy various design software packages and a Brother Color Laser Multifunction center (\$30,000). We also plan to buy a site license for Adobe Creative Suite 5 for our Computer Applications and Advertising Design programs (\$10,000.00). We also plan to purchase various virtual business simulators and Microsoft Office training CDs (\$5,000.00).



**Technology Education**

**\$67,000.00**

We plan to upgrade our technology labs at Linkhorne Middle and Sandusky Middle with the purchase of 20 upgraded modules and their classroom management systems. The new modules will be areas from Alternative Energy and Computer Graphics to Computer Animation and Robotics (\$63,000.00). We will also purchase new VEX Robotics kits, LEGO Mindstorms NXT kits and Robotic Education Resource trainer (\$4,000.00).

**Computer Systems Technology**

**\$21,000.00**

We will purchase a classroom set of textbooks for our new computer networking class (\$3,000.00). We will purchase a WASP “Quickstore Point Sale” computer and barcode scanner. We plan to also purchase several laptops, updated networking gear, switches, and various peripheral devices. We also plan to purchase 3 mobile computer carts (\$18,000.00).

**ROTC**

**\$11,000.00**

We plan to purchase an Orion air rifle computer scoring system for each ROTC program. We also plan to purchase a Cannon DR401 scanner for each program. We also plan to purchase air rifle gun cases and Kruger bulk competition targets.

**Medical Assisting**

**\$6,278.27**

We will begin the second year of our Medical Assisting program this fall. We plan to purchase a new classroom set of medical assisting textbooks (\$2,500.27). Additionally, we plan to purchase lab equipment like surgical instrument kits, exam tables, pulse ox meters and patient walking devices (\$3,778.00).

**Total: \$219,478.27**

# Agenda Report

**Date:** 06/15/10

**Agenda Number:** D-4

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent  
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration

**Subject:** Administrative Regulation 5-10.1: Criminal History Record Information

## **Summary/Description:**

During the development of its 2010-11 general operating budget, the school board modified employment procedures so that individuals who are offered or who accept employment must pay for their own criminal background checks. These criminal background checks typically costs \$37.00. The school administration recommends that the employee be allowed to pay these costs over several pay periods either through direct payment or through payroll deduction. Further, the school administration recommends changes to Administrative Regulation 5-10.1: Criminal History Record Information to reflect this requirement.

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

## **Recommendation:**

The superintendent recommends that the school board approve Administrative Regulation 5-10.1: Criminal History Record Information.

## PERSONNEL

**Criminal History Record Information R 5-10.1**

1. Individuals who are offered or who accept employment, including full-time, part-time, interim and/or substitute positions, will be advised that a condition of employment requires them to sign a consent form for the purpose of collecting fingerprints of the individual for use in obtaining criminal history record Department of Social Services registry of founded complaints of child abuse and neglect information through the Records Management Division of the Virginia State Police and the Federal Bureau of Investigation and the Department of Social Services.
2. Costs associated with conducting criminal background checks will be paid by the ~~school division~~ **{individual}**.
3. If an individual refuses to sign a consent form, the employment process will terminate for that individual.
4. If a response indicates a conviction, any employment offer may be voided.
5. If employment is denied because of information obtained through this criminal history record check, the individual shall be provided with a copy of the information received from the Central Criminal Records Exchange.
6. All employees reported pursuant to Code of Va. 19.2-83.1 shall be required to submit to fingerprinting for purposes outlined in 22.1-296.2 B.
7. If the response to the investigation indicates "No Conviction Data," it will be filed in the employee's personnel file.
8. Records of criminal conviction information and Department of Social Services registry information will not be filed in the individual's personnel file but will be maintained in a separate confidential file. The information provided to the school board shall not be disseminated to any third person not directly involved in the hiring process.

Adopted by School Board: February 18, 1997

Revised by School Board: June 3, 1997

Revised by School Board: September 2, 1997

Revised by School Board: September 20, 2005

Revised by School Board: October 4, 2005

Revised by School Board:

# Agenda Report

**Date:** 06/15/10

**Agenda Number:** D-5

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent  
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration

**Subject:** School Board Policy 5-34.1: Travel Allowance

## **Summary/Description:**

Employees who use their own vehicles in the performance of their duties are given a travel allowance in accordance with School Board Policy 5-34.1: Travel Allowance. In the past, employees were notified of the amount of their travel when they received their employment contract for the school year. The school administration recommends that employees no longer have the travel allowance appear on their contract but rather receive a separate travel allowance notification. The school administration makes this recommendation based on its discussion with the Virginia Retirement System (VRS) regarding creditable compensation. Creditable compensation, according to VRS, is the “annual salary, not including overtime pay, payments of a temporary nature, or payments for extra duties, such as pay for teachers who provide coaching or act as advisor for special activities.” If a supplement is not a permanent job duty tied to an employee’s position, then it is not creditable compensation.

The Code of Virginia, and not Lynchburg City Schools, governs the guidelines for creditable compensation. These guidelines, then, are not negotiable.

School Board Policy 5-34.1: Travel Allowance has been changed to reflect the recommendation.

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

## **Recommendation:**

The superintendent recommends that the school board approve School Board Policy 5-34.1: Travel Allowance.

PERSONNEL

**Travel Allowance P 5-34.1**

Employees, declared eligible by the division superintendent, who use their personal vehicles in the performance of their duties shall be paid a travel allowance. For most administrative and supervisory personnel, this allowance shall be a predetermined, budgeted amount and shall be shown on the employee's contract **{travel allowance notification}**. For other personnel declared eligible, the predetermined allowance may be a fixed budgeted amount or a fixed rate per mile as determined by the school board. A determination is made annually regarding personnel eligible for a travel allowance.

Personnel eligible for the fixed rate per mile payment shall be paid on the basis of a valid accounting of miles traveled on approved school board forms.

Adopted by School Board: September 17, 1974

Revised by School Board:

# Agenda Report

**Date:** 06/15/10

**Agenda Number:** D-6

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent  
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration

**Subject:** Administrative Regulation 5-38: Sick Leave

## **Summary/Description:**

Administrative Regulation 5-38: Sick Leave allows for sick leave to be advanced at the beginning of the contract period. A review of data indicate that many employees use all the sick leave advanced to them and then terminate their employment prior to the end of the school year, thus not earning the full amount of time used.

The school administration recommends that sick leave days be accrued monthly rather than advanced annually at the beginning of the contract period.

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

## **Recommendation:**

The superintendent recommends that the school board approve Administrative Regulation 5-38: Sick Leave.

PERSONNEL

Sick Leave

A. Personnel Covered

Full-time employees and part-time employees earn sick leave each month.

1. Full-time employees. Sick leave without loss of pay is allowed in the amount of one day earned per contract month. Anticipated sick leave is cumulative and credited to the **{new}** employee at the beginning of the contract period. **{All other employees will earn leave by pay period.}**
2. Part-time employees. Sick leave without loss of pay is allowed at the rate of one day for each month worked. Sick leave days earned will be for regular contract day hours. Sick leave is cumulative and credited as earned.

B. Generally

1. The amount of sick leave earned per month is equivalent to one of the employee's work days.
2. Employees may use accumulated sick leave without loss of pay.
3. Unused sick leave shall accrue to the credit of the employee with unlimited accumulation permitted.
4. Full-time employees are allowed sick leave on an anticipated basis at the prescribed rate. An appropriate salary adjustment shall be made should employment terminate during the contract period and the amount of leave taken be in excess of the amount the employee is eligible to receive.
5. Extended sick leave up to 20 days additional may be granted, upon written request by the employee, to a full-time Lynchburg City School employee in the event the employee has continuous and prolonged absence for personal illness beyond the period of time of his/her accumulated sick leave. Continuous and prolonged absence shall be interpreted to mean five or more consecutive days of absence from assigned responsibilities. A standard deduction (see Compensation Manual) in pay whether or not a substitute is employed shall be made from his/her salary each day up to 20 days. A full-time employee may be granted no more than one period of extended sick leave during a fiscal year. Continued absence beyond the period of time equal to the sum of regular sick leave plus the 20 days described above shall be without pay.
6. An employee who may be absent as a result of a work-related injury covered by the Virginia Worker's Compensation Act may use accumulated sick leave

## PERSONNEL

Sick Leave (continued)

as specified in regulation 5-33 of this manual.

7. Sick leave may be taken in no less than increments of one-half day for exempt personnel and may be taken in no less than increments of one hour for non-exempt personnel.
8. All questions regarding sick leave should be referred to the director for ~~for~~ **{of}** personnel.
9. If an employee uses all of his/her sick leave days accrued, personal or vacation days will be applied for additional days missed. If the employee has no personal or vacation days, the employee will lose the equivalent of one day's pay for each day used.

C. Absences Covered

1. Sick leave shall be allowed for personal illness or quarantine. In the event an illness requires absence from duty for a continuous period of five or more school days or at any other time deemed advisable by the superintendent, a statement certifying the employee's condition of health may be required from a physician. This statement shall be filed with the director for personnel.
2. Sick leave, not to exceed five days for any one illness or death in the employee's family will be allowed. Family is defined as parent, son, daughter, foster parent, stepmother, stepfather, husband, wife, brother, sister, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, grandchild or relative other than the above if such relative lives in the household of the employee. Absence from duty in this section is charged to the employee's total sick leave account in the same manner as absence due to personal illness or quarantine.
3. Sick leave for absence incident to pregnancy and child birth is allowed for that period of time, as certified by a physician, that the employee is physically unable to perform her duties up to the number of sick leave days for which the employee is eligible. It shall be the responsibility of the employee concerned to provide the required physician's statement defining the exact period of disability, and to consult with the superintendent or his designee to establish the total period of absence. A leave of absence without pay may be granted to the employee, upon proper request to the board, when absence beyond that accountable to sick leave is desired. If a leave of absence is approved by the board as stated in this section, all provisions of the leave of absence policy shall be in effect.



PERSONNEL

Sick Leave (continued)

4. An employee may not claim any portion of earned sick leave unless he or she has actually reported for duty for the employment period in accordance with the terms of the current contract or was employed under contract during the preceding school year. However, if an employee is unable because of personal illness to begin work at the time specified in the contract, such employee may be allowed to use accumulated leave not to exceed the amount credited to his or her account as of June 30 of the preceding year.

D. Transfer of Leave

Accumulated sick leave may be transferred up to a maximum of 90 days within the state from one school division to another if the school division to which the employee transfers agrees to accept the responsibility for the accumulated sick leave. The Lynchburg City School Board will accept such transfer of leave from other participating divisions.

E. Termination

When an employee's services are terminated for any cause and the person is employed by any other participating school board in Virginia, upon request, a certificate of all sick leave which has accumulated to the credit of said employee shall be furnished to the said employing school board. An employee will be presumed to have left public school employment if he or she accepts employment other than in the public school system of Virginia or is unable to work in the public schools of Virginia for a period of three consecutive years because of illness or physical disability or family responsibility. Persons who leave public school employment to enter the Armed Services do not forfeit accumulated sick leave earned unless they fail to return to such employment immediately upon discharge from an original tour of duty in the Armed Services. Sick leave credit is not allowed for the period while in the Armed Services.

F. Credit During Leave of Absence

Employees granted a leave of absence for a period not to exceed one year, if offered a position, and return to duty at the time agreed upon will maintain the amount of sick leave earned prior to taking leave.

Legal Reference:

Family and medical Leave Act of 1993

Approved by School Board: January 6, 1981

PERSONNEL

Sick Leave (continued)

Revised by School Board: November 2, 1982  
Revised by School Board: September 21, 1999  
Revised by School Board: December 6, 2005  
Revised by School Board:

# Agenda Report

**Date:** 06/15/10

**Agenda Number:** D-7

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent

**Subject:** Administrative Regulation 7-33.3: Student Uniforms

## Summary/Description:

At the request of the Perrymont Elementary School Parent Advisory Council, and based on feedback that was received from families who opted for public school choice for the 2009-10 school year, the school administration at Perrymont Elementary School developed a survey to determine whether or not families continue to be in favor of requiring students to wear school uniforms. The survey was distributed to students in grades prekindergarten through fourth grade during the week of April 12, 2010. Surveys were not given to fifth grade students as they will attend middle school next year. Students in prekindergarten who do not live in the Perrymont Elementary School attendance zone were not surveyed as well.

A total of 287 surveys were distributed to parents. The results of the survey are as follows:

Number of Surveys Returned:	238 (93 percent)
Number Not in Favor of Student Uniforms:	183 (68 percent)
Number in Favor of Student Uniforms:	85 (32 percent)

The results of the survey indicate that parents are no longer in favor of having student uniforms, and therefore the school's administration is requesting the removal of this requirement. As a result of that request, Administrative Regulation 7-33.3: Student Uniforms needs to be revised to reflect that change.

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

## Recommendation:

The superintendent recommends that the school board approve Administrative Regulation 7-33.3: Student Uniforms.

## STUDENTS

**Student Uniforms R 7-33.3**

Students enrolled in the Amelia Pride Center eighth grade program, the Middle School Learning Center, the Homebound Learning Center, Linkhorne Middle School, William Marvin Bass Elementary School, Heritage Elementary School, ~~Perrymont Elementary School~~, Sandusky Elementary School, and Sheffield Elementary School shall participate in school uniform programs.

**A. Rationale**

The Lynchburg City School Board believes that school uniforms will affect positive change in schools, particularly by:

1. reducing peer pressure
2. increasing safety and security
3. eliminating the wearing of inappropriate clothing items
4. improving personal responsibility and accountability
5. preparing for the workplace, and
6. reinforcing positive behavior.

**B. Procedures**

1. The school division will provide school uniforms for students who attend Amelia Pride's eighth grade program and the Middle School Learning Center. The Lynchburg City Schools will provide each student three sets of uniforms consisting of the following clothing items.
  - a. long sleeve or short sleeve blue polo shirts
  - b. khaki slacks or khaki skirts
2. It will be parents' responsibilities to provide school uniforms for students at all other school sites.
3. The principal of a school wanting to implement a school uniform program shall collaborate with his/her school leadership, PTA/PTO, and parents to decide, develop and publish school uniform requirements relative to styles and colors of clothing.
  - a. In developing these requirements, principals shall take into consideration the availability, affordability, and practicality of the selection.
  - b. The school uniform shall not prohibit students from wearing coats, jackets, sweaters, or other appropriate outer garments when necessary due to weather conditions or for other legitimate reasons, as long as the apparel conforms to the dress code.

## PERSONNEL

**Student Uniforms R 7-33.3**

4. Principals shall allow exceptions to the school uniform code when:
  - a. A student wears a uniform of a nationally recognized youth organization, such as the Boy Scouts or Girl Scouts, on regular meeting days.
  - b. A student wears special clothing or costumes necessary for a school play or a performance.
  - c. A student adds a button, armband, etc. to exercise free speech guaranteed by the United States Constitution, unless the button, armband, etc., is related to gangs, gang membership, or gang activity or would violate the school division's dress code policy as long as the item does not violate the integrity of the uniform program or disrupt the school environment.
  - d. The wearing of the school uniform violates a student's sincerely held religious beliefs. With verification of those sincerely held religious beliefs, the student may use the opt-out exemption. The wearing of religious head coverings, such as yarmulkas, does not violate the school uniform policy.

**C. Financial Considerations**

Principals shall develop procedures and criteria to offer assistance to students who experience difficulties complying with the school uniform program. Principals shall develop programs that donate clothing, financial assistance, or both to alleviate financial difficulties for needy families.

**D. Annual Opt-Out, Exemptions and Procedures**

1. Any student, who, together with his/her parent/guardian, by reason of bona fide religious belief is conscientiously opposed to wearing the school uniform may request an exemption. To apply for the exemption, the student and his/her parent/guardian must:
  - a. Submit a written request to the principal at the beginning of the academic year or within thirty (30) days following the first day of school or the student's first day of school.
  - b. Meet with the principal or his/her designee to discuss, at the minimum, the school uniform program, the reason(s) for the waiver request, the nature of the parents'/guardians' objections(s), and the accuracy of the information in the request.

PERSONNEL

**Student Uniforms R 7-33.3**

2. If the principal or his designee approves the parent's/guardian's request, he/she shall grant the waiver and note the exemption on the parent's/guardian's application. The principal shall then place a copy of the approved request in the child's cumulative file or in a file designated for this purpose. If the principal grants the exemption, the student shall be subject to transfer to another school. The superintendent or his designee, using factors such as proximity, enrollment, available space, curriculum, academic program, and/or availability of special education services/programs, shall determine that placement.
  
3. If the principal grants an exemption, that exemption shall remain in effect for that school year only.

E. New Students

Students entering Linkhorne Middle School, William Marvin Bass Elementary School, Heritage Elementary School, ~~Perrymont Elementary School~~, Sandusky Elementary School, Sheffield Elementary School, and the Homebound Learning Center during the school year shall have a grace period of thirty (30) days before being required to comply with the school's uniform program.

F. Violation of the Policy/Regulation

Willful violation of the school uniform policy will subject the student to disciplinary action by the school's administrators. These progressive disciplinary actions may include phone calls to parents for the first violation to various in-school actions to suspension from school for continued willful violations.

Adopted by School Board: February 1, 2000  
 Revised by School Board: September 5, 2000  
 Revised by School Board: May 4, 2004  
 Revised by School Board: June 1, 2004  
 Revised by School Board: June 21, 2005  
 Revised by School Board: May 2, 2006  
 Revised by School Board: July 8, 2008  
 Revised by School Board:

# Agenda Report

**Date:** 06/15/10

**Agenda Number:** D-8

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent  
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration

**Subject:** School Board Policy 7-55.2: Division-wide Crisis Plan

## Summary/Description:

Amendments to the *Code of Virginia* §22.1-279.8 states that crisis plans “shall include a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in §19.2011.01, as well as current contact information for both.”

Current School Board Policy 7-55.2: Division-wide Crisis Plan was adopted by the school board in 1992. Although crisis plans are up-to-date and the requirements cited in §22.1-279.8 are being implemented by school and police officials, the current policy requires complete revision. The proposed revisions to the policy, which appears as an attachment to this agenda report, is sourced directly from the Virginia School Boards Association policy services.

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

## Recommendation:

The superintendent recommends that the school board approve School Board Policy 7-55.2: Division-wide Crisis Plan.

## STUDENTS

**Division-wide Crisis Plan P 7-55.2****A. Definition**

~~A crisis is a sudden change that affects the life of students, staff members, and the community. It requires the immediate attention of trained school personnel to prevent harm or damage to students and to provide emotional support.~~

**B. Division-wide Crisis Team**

~~The superintendent shall establish a division-wide crisis team. A roster of team members shall be posted in each school administrative office, the school bus garage and the central office.~~

**C. Procedural Guidelines**

- ~~1. The crisis should be reported to the superintendent or his/her designee who will notify the Division-Wide Crisis Team.~~
- ~~2. The nature of the difficulty is evaluated by the Division-Wide Crisis Management Manual (January, 1992).~~
- ~~3. The division-Wide Crisis Team will work with all those involved to decide and implement an appropriate course of action.~~

**D. Purpose**

~~The purpose of the Division-wide Crisis Team is to organize and disseminate information prior to a crisis, as well as during a crisis.~~

**{A. Generally**

**Each school will develop a written school crisis, emergency management, and medical emergency response plan as defined below. The school board will annually review each school's plan. The school board has the authority to withhold or limit the review of any security plans and specific vulnerability assessment components as provided in the Virginia Freedom of Information Act, *Code of Virginia* §2.2-3705.2 The Virginia Department of Education and the Virginia Center for School Safety will provide technical assistance to the school division in the development of the plans. In developing these plans, schools may consult the model school crisis, emergency management, and medical emergency response plan developed by the Virginia Board of Education and the Virginia Center for School Safety.**

**B. Procedural Guidelines**



## STUDENTS

**Division-wide Crisis Plan P 7-55.2**

- 1. Each school will annually conduct school safety audits as defined below. The results of such school safety audits will be made public within 90 days of completion. The school board may withhold or limit the release of any security plans and specific vulnerability assessment components as provided in the Virginia Freedom of Information Act, *Code of Virginia* §2.2-3705.2. Each school will maintain a copy of the school's safety audit, which may exclude such security plans and vulnerability assessment components, within the office of the school principal and will make a copy of such report available for review upon written request.**
  
- 2. Each school will maintain records of regular safety, health, and fire inspections that have been conducted and certified by local health and fire departments. The frequency of such inspections will be determined by the local school board in consultation with the local health and fire departments. In addition, the school administration will:**
  - a.) equip all exit doors with panic hardware as required by the Uniform Statewide Building Code (13 VAC 5-61-10 et seq.) and**
  
  - b.) conduct fire drills at least once a week during the first month of school and at least once each month for the remainder of the school term. No fire drills will be conducted during periods of mandatory testing required by the Virginia Board of Education. Evacuation routes for students shall be posted in each room. At least one simulated lockdown and crisis emergency evacuation activity should be conducted early in the school year.**
  
- 3. Each school will have contingency plans for emergencies that include staff certified in cardiopulmonary resuscitation (CPR), the Heimlich maneuver, and emergency first aid. In addition, the school administration will ensure that the school has:**
  - a.) written procedures to follow in emergencies such as fire, injury, illness, and violent or threatening behavior. The plan will be outlined in the student handbook and discussed with staff and students during the first week of each school year.**
  
  - b.) space for the proper care of students who become ill;**
  
  - c.) a written procedure for responding to violent, disruptive or illegal activities by students on school property or during a school sponsored activity; and**

## STUDENTS

**Division-wide Crisis Plan P 7-55.2**

- d.) written procedures to follow for the safe evacuation of persons with special physical, medical, or language needs who may need assistance to exit a facility.

**C. Definitions**

1. "School crisis, emergency management, and medical emergency response plan" means the essential procedures, operations, and assignments required to prevent, manage, and respond to a critical event or emergency, including natural disasters involving fire, flood, tornadoes, or other severe weather; loss or disruption of power, water, communications or shelter; bus or other accidents; medical emergencies, including cardiac arrest and other life threatening medical emergencies; student or staff member deaths; explosions; bomb threats; gun, knife or other weapons threats; spills or exposures to hazardous substances; the presence of unauthorized persons or trespassers; the loss, disappearance or kidnapping of a student; hostage situations; violence on school property or at school activities; incidents involving acts of terrorism; and other incidents posing a serious threat of harm to students, personnel, or facilities. The plan shall include a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in the *Code of Virginia* §19.2-11.01, as well as current contact information for both.
2. "School safety audit" means a written assessment of the safety conditions in each public school to (1) identify and, if necessary, develop solutions for physical safety concerns, including building security issues and (2) identify and evaluate any patterns of student safety concerns occurring on school property or at school-sponsored events. Solutions and responses will include recommendations for structural adjustments, changes in school safety procedures, and revisions to the school board's standards for student conduct.

**Legal Reference**

Code 1950, as amended, § 2.2-3705.2. Exclusions to application of chapter; records relating to public safety.

## STUDENTS

**Division-wide Crisis Plan P 7-55.2**

The following records are excluded from the provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law:

1. Confidential records, including victim identity, provided to or obtained by staff in a rape crisis center or a program for battered spouses.
2. Those portions of engineering and construction drawings and plans submitted for the sole purpose of complying with the Building Code in obtaining a building permit that would identify specific trade secrets or other information, the disclosure of which would be harmful to the competitive position of the owner or lessee. However, such information shall be exempt only until the building is completed. Information relating to the safety or environmental soundness of any building shall not be exempt from disclosure.

Those portions of engineering and construction drawings and plans that reveal critical structural components, security equipment and systems, ventilation systems, fire protection equipment, mandatory building emergency equipment or systems, elevators, electrical systems, telecommunications equipment and systems, and other utility equipment and systems submitted for the purpose of complying with the Uniform Statewide Building Code (§ [36-97](#) et seq.) or the Statewide Fire Prevention Code (§ [27-94](#) et seq.), the disclosure of which would jeopardize the safety or security of any public or private commercial office, multifamily residential or retail building or its occupants in the event of terrorism or other threat to public safety, to the extent that the owner or lessee of such property, equipment or system in writing (i) invokes the protections of this paragraph; (ii) identifies the drawings, plans, or other materials to be protected; and (iii) states the reasons why protection is necessary.

Nothing in this subdivision shall prevent the disclosure of information relating to any building in connection with an inquiry into the performance of that building after it has been subjected to fire, explosion, natural disaster or other catastrophic event.

3. Documentation or other information that describes the design, function, operation or access control features of any security system, whether manual or automated, which is used to control access to or use of any automated data processing or telecommunications system.
4. Plans and information to prevent or respond to terrorist activity, the disclosure of which would jeopardize the safety of any person, including (i) critical infrastructure sector or structural components; (ii) vulnerability assessments, operational, procedural, transportation, and tactical planning or training manuals, and staff meeting minutes or other records; and (iii) engineering or architectural

## STUDENTS

**Division-wide Crisis Plan P 7-55.2**

records, or records containing information derived from such records, to the extent such records reveal the location or operation of security equipment and systems, elevators, ventilation, fire protection, emergency, electrical, telecommunications or utility equipment and systems of any public building, structure or information storage facility, or telecommunications or utility equipment or systems. The same categories of records of any governmental or nongovernmental person or entity submitted to a public body for the purpose of antiterrorism response planning may be withheld from disclosure if such person or entity in writing (a) invokes the protections of this subdivision, (b) identifies with specificity the records or portions thereof for which protection is sought, and (c) states with reasonable particularity why the protection of such records from public disclosure is necessary to meet the objective of antiterrorism planning or protection. Such statement shall be a public record and shall be disclosed upon request. Nothing in this subdivision shall be construed to prohibit the disclosure of records relating to the structural or environmental soundness of any building, nor shall it prevent the disclosure of information relating to any building in connection with an inquiry into the performance of that building after it has been subjected to fire, explosion, natural disaster or other catastrophic event.

5. Information that would disclose the security aspects of a system safety program plan adopted pursuant to 49 C.F.R. Part 659 by the Commonwealth's designated Rail Fixed Guideway Systems Safety Oversight agency; and information in the possession of such agency, the release of which would jeopardize the success of an ongoing investigation of a rail accident or other incident threatening railway safety.

6. Engineering and architectural drawings, operational, procedural, tactical planning or training manuals, or staff meeting minutes or other records, the disclosure of which would reveal surveillance techniques, personnel deployments, alarm or security systems or technologies, or operational and transportation plans or protocols, to the extent such disclosure would jeopardize the security of any governmental facility, building or structure or the safety of persons using such facility, building or structure.

7. Security plans and specific assessment components of school safety audits, as provided in § [22.1-279.8](#).

Nothing in this subdivision shall be construed to prohibit the disclosure of records relating to the effectiveness of security plans after (i) any school building or property has been subjected to fire, explosion, natural disaster or other catastrophic event, or (ii) any person on school property has suffered or been threatened with any personal injury.

## STUDENTS

**Division-wide Crisis Plan P 7-55.2****8. [Expired.]**

**9. Records of the Commitment Review Committee concerning the mental health assessment of an individual subject to commitment as a sexually violent predator under Chapter 9 (§ [37.2-900](#) et seq.) of Title 37.2; except that in no case shall records identifying the victims of a sexually violent predator be disclosed.**

**10. Subscriber data, which for the purposes of this subdivision, means the name, address, telephone number, and any other information identifying a subscriber of a telecommunications carrier, provided directly or indirectly by a telecommunications carrier to a public body that operates a 911 or E-911 emergency dispatch system or an emergency notification or reverse 911 system, if the data is in a form not made available by the telecommunications carrier to the public generally. Nothing in this subdivision shall prevent the release of subscriber data generated in connection with specific calls to a 911 emergency system, where the requester is seeking to obtain public records about the use of the system in response to a specific crime, emergency or other event as to which a citizen has initiated a 911 call.**

**11. Subscriber data, which for the purposes of this subdivision, means the name, address, telephone number, and any other information identifying a subscriber of a telecommunications carrier, collected by a local governing body in accordance with the Enhanced Public Safety Telephone Services Act (§ [56-484.12](#) et seq.), and other identifying information of a personal, medical, or financial nature provided to a local governing body in connection with a 911 or E-911 emergency dispatch system or an emergency notification or reverse 911 system, if such records are not otherwise publicly available. Nothing in this subdivision shall prevent the release of subscriber data generated in connection with specific calls to a 911 emergency system, where the requester is seeking to obtain public records about the use of the system in response to a specific crime, emergency or other event as to which a citizen has initiated a 911 call.**

**12. Records of the Virginia Military Advisory Council, the Virginia National Defense Industrial Authority, or a local or regional military affairs organization appointed by a local governing body, to the extent such records (i) contain information relating to strategies under consideration or development by the Council, the Authority, or such organizations to prevent the closure or realignment of federal military installations located in Virginia, to limit the adverse economic effect of such realignment or closure, or to seek additional tenant activity growth from the Department of Defense or (ii) disclose trade secrets, as defined in the Uniform Trade Secrets Act (§ [59.1-336](#) et seq.), provided to the Council, the Authority, or such organizations in connection with their work. In order to invoke the trade secret protection provided by clause (ii), the submitting entity shall, in writing and at the time of submission (a) invoke this exclusion, (b)**

## STUDENTS

**Division-wide Crisis Plan P 7-55.2**

identify with specificity the information for which such protection is sought, and (c) state the reason why such protection is necessary. Nothing in this subdivision shall be construed to authorize the withholding of all or part of any record, other than a trade secret that has been specifically identified as required by this subdivision, after the Department of Defense has issued a final, unappealable decision, or in the event of litigation, a court of competent jurisdiction has entered a final, unappealable order concerning the closure, realignment, or expansion of the military installation or tenant activities for which records are sought.

13. Documentation or other information as determined by the State Comptroller that describes the design, function, operation, or implementation of internal controls over the Commonwealth's financial processes and systems, and the assessment of risks and vulnerabilities of those controls, including the annual assessment of internal controls mandated by the State Comptroller, the disclosure of which would jeopardize the security of the Commonwealth's financial assets. However, records relating to the investigation of and findings concerning the soundness of any fiscal process shall be disclosed in a form that does not compromise internal controls. Nothing in this subdivision shall be construed to prohibit the Auditor of Public Accounts or the Joint Legislative Audit and Review Commission from reporting internal control deficiencies discovered during the course of an audit.

§ 22.1-279.8. School safety audits and school crisis, emergency management, and medical emergency response plans required.

A. For the purposes of this section, unless the context requires otherwise:

"School crisis, emergency management, and medical emergency response plan" means the essential procedures, operations, and assignments required to prevent, manage, and respond to a critical event or emergency, including natural disasters involving fire, flood, tornadoes, or other severe weather; loss or disruption of power, water, communications or shelter; bus or other accidents; medical emergencies, including cardiac arrest and other life-threatening medical emergencies; student or staff member deaths; explosions; bomb threats; gun, knife or other weapons threats; spills or exposures to hazardous substances; the presence of unauthorized persons or trespassers; the loss, disappearance or kidnapping of a student; hostage situations; violence on school property or at school activities; incidents involving acts of terrorism; and other incidents posing a serious threat of harm to students, personnel, or facilities. The plan shall include a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency

## STUDENTS

**Division-wide Crisis Plan P 7-55.2**

response plan when there are victims as defined in § [19.2-11.01](#), as well as current contact information for both.

"School safety audit" means a written assessment of the safety conditions in each public school to (i) identify and, if necessary, develop solutions for physical safety concerns, including building security issues and (ii) identify and evaluate any patterns of student safety concerns occurring on school property or at school-sponsored events. Solutions and responses shall include recommendations for structural adjustments, changes in school safety procedures, and revisions to the school board's standards for student conduct.

B. The Virginia Center for School Safety shall develop a list of items to be reviewed and evaluated in the school safety audits required by this section. Such items shall include those incidents reported to school authorities pursuant to § [22.1-279.3:1](#).

The Virginia Center for School Safety shall prescribe a standardized report format for school safety audits, additional reporting criteria, and procedures for report submission, which may include instructions for electronic submission.

Each local school board shall require all schools under its supervisory control to annually conduct school safety audits as defined in this section and consistent with such list.

The results of such school safety audits shall be made public within 90 days of completion. The local school board shall retain authority to withhold or limit the release of any security plans and specific vulnerability assessment components as provided in subdivision 7 of § [2.2-3705.2](#). Each school shall maintain a copy of the school safety audit, which may exclude such security plans and vulnerability assessment components, within the office of the school principal and shall make a copy of such report available for review upon written request.

Each school shall submit a copy of its school safety audit to the relevant school division superintendent. The division superintendent shall collate and submit all such school safety audits, in the prescribed format and manner of submission, to the Virginia Center for School Safety.

C. The school board may establish a school safety audit committee to consist of representatives of parents, teachers, local law-enforcement agencies, judicial and public safety personnel, and the community at large. The school safety audit committee shall evaluate, in accordance with the directions of the local school board, the safety of each school and submit a plan for improving school safety at a public meeting of the local school board.

## STUDENTS

**Division-wide Crisis Plan P 7-55.2**

D. Each school board shall ensure that every school that it supervises shall develop a written school crisis, emergency management, and medical emergency response plan, consistent with the definition provided in this section. The Department of Education and the Virginia Center for School Safety shall provide technical assistance to the school divisions of the Commonwealth in the development of the school crisis, emergency management, and medical emergency response plans that describe the components of a medical emergency response plan developed in coordination with local emergency medical services providers, the training of school personnel and students to respond to a life-threatening emergency, and the equipment required for this emergency response. The local school board shall annually review the written school crisis, emergency management, and medical emergency response plans. The local school board shall have the authority to withhold or limit the review of any security plans and specific vulnerability assessment components as provided in subdivision 7 of § [2.2-3705.2](#). The local school division superintendent shall certify this review in writing to the Virginia Center on School Safety no later than August 31 of each year.

Upon consultation with local school boards, division superintendents, the Virginia Center for School Safety, and the Coordinator of Emergency Management, the Board of Education shall develop, and may revise as it deems necessary, a model school crisis, emergency management, and medical emergency response plan for the purpose of assisting the public schools in Virginia in developing viable, effective crisis, emergency management, and medical emergency response plans. Such model shall set forth recommended effective procedures and means by which parents can contact the relevant school or school division regarding the location and safety of their school children and by which school officials may contact parents, with parental approval, during a critical event or emergency.

(1997, c. [593](#); 1999, cc. [475](#), [516](#), § 22.1-278.1; 2001, cc. [436](#), [440](#), [688](#), [820](#), [841](#); 2002, cc. [166](#), [221](#), [229](#), [235](#); 2003, c. [801](#); 2004, c. [690](#); 2005, c. [904](#); 2006, c. [43](#); 2007, c. [44](#); 2009, cc. [222](#), [269](#).)

(1999, cc. [485](#), [518](#), [703](#), [726](#), [793](#), [849](#), [852](#), [867](#), [868](#), [881](#), § 2.1-342.01; 2000, cc. [66](#), [237](#), [382](#), [400](#), [430](#), [583](#), [589](#), [592](#), [594](#), [618](#), [632](#), [657](#), [720](#), [932](#), [933](#), [947](#), [1006](#), [1064](#); 2001, cc. [288](#), [518](#), [844](#), § [2.2-3705](#); 2002, cc. [87](#), [155](#), [242](#), [393](#), [478](#), [481](#), [499](#), [522](#), [571](#), [572](#), [633](#), [655](#), [715](#), [798](#), [830](#); 2003, cc. [274](#), [307](#), [327](#), [332](#), [358](#), [704](#), [801](#), [884](#), [891](#), [893](#), [897](#), [968](#); 2004, cc. [398](#), [482](#), [690](#), [770](#); 2005, c. [410](#); 2008, c. [721](#); 2009, c. [418](#).)

Acts 2006, c. 164

8 VAC 20-131-260}



STUDENTS

**Division-wide Crisis Plan P 7-55.2**

Adopted by School Board: March 17, 1992

Revised by School Board:

# Agenda Report

**Date:** 06/15/10

**Agenda Number:** E-1

**Attachments:** No

**From:** Paul McKendrick, Superintendent

**Subject:** Local Consolidated Application 2010-11

## **Summary/Description:**

The No Child Left Behind Act (NCLB) of 2001 was signed into law as P.L.107-110 on January 8, 2002. The Act establishes minimum standards for teachers and paraprofessionals in all public schools. Moreover, it sets a mandatory deadline for all public school students, particularly specifically identified subgroups, to be proficient in reading and mathematics achievement. Funding designed to ensure educational faculty and staff are “highly qualified” and to close the achievement gap between high- and low-performing children flows from the federal government to states’ educational agencies to eligible local school divisions in several program areas.

Both federal and state educational agencies encourage local school divisions to submit consolidated applications for funding for these programs. The consolidated application allows greater cross-program planning and coordination to improve teaching and learning. It also allows school divisions to complete one comprehensive needs assessment and to establish division goals and objectives supported by all programs. In addition, funds may be allocated between programs within a consolidated application more easily than if the grants were separate.

The Lynchburg City Schools’ Consolidated Application for 2010-2011 includes the budgets (projected at this time at level funding) for Title I Parts A and D, Title II Parts A and D, and Title III. Title I Part A allocates funds for teachers, teacher assistants, and materials for supplemental services in reading and math, extended day programs, and parental involvement. Further, required set-aside funds in Title I Part A are used for professional development and are projected for supplemental educational services and public school choice. Title I Part D provides funding for part of the truancy program and some alternative education programs. Title II Part A supports professional development, including partial funding for the instructional specialists’ positions. Title II Part D provides funding that supports professional development in the area of technology training. Title III funds support the Limited English Proficiency program.

The consolidated application is based on needs assessments for both the school division and individual schools, and it contains detailed measurable objectives and benchmarks, specific individual program services and activities, a staff and budget breakdown, and other information specific to individual programs.

# Agenda Report

**Date:** 06/15/10

**Agenda Number:** E-1

**Attachments:** No

School board approval is necessary prior to submitting the Consolidated Application for the 2010-2011 academic year to the Virginia Department of Education

Members of the school board have received a copy of the completed application.

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

## **Recommendation:**

The superintendent recommends that the school board approve the Local Consolidate Plan for 2010-11.

# Agenda Report

**Date:** 06/15/10

**Agenda Number:** E-2

**Attachments:** No

**From:** Paul McKendrick, Superintendent

**Subject:** Pregnant Teen Program

## **Summary/Description:**

Since 1969 the Lynchburg City Schools has offered educational services to its pregnant students through the school division's Pregnant Teen program. At its original location, the vocational building behind E. C. Glass High School, the program served 19 girls and operated from 4:00 p.m. until 6:00 p.m. In 1978, the school board approved a recommendation to move the program to the vacant Armstrong Elementary School.

In its present form, the program operates from approximately 9:00 a.m. – 1:30 p.m., and is located at the LAUREL Regional Center. Students can take as many as four core subjects plus an elective. Furthermore, the program has always encouraged students to bring their babies with them so that the staff can watch parent-child interactions and so that staff can observe the child's development. Students may remain in the program at the site for one year; then, they must attend their regular school. Last year, as many as 15 girls were enrolled in the program.

The school administration approached the school board at least one year ago regarding concerns about the academic offerings at the school, believing that the schedules may be contributing to poor graduation and dropout rates of the students, mainly because the students could only take four core subjects. Thus they immediately fell behind, relative to earned credits for graduation, once they entered the program. In general, the program did not offer the students the same opportunities as found in their regular schools.

Therefore, during the development of the Lynchburg City Schools' (LCS) 2010-11 general operating budget, the Lynchburg City School Board approved the elimination and/or reduction of several programs, one of which was the Pregnant Teen program. The school administration then redesigned the program, starting with its new location: E. C. Glass High School. Thus, effective in the fall, pregnant students will enroll at one of our various schools, enroll at E. C. Glass High School and participate in a resource program/curriculum for pregnant students, or enroll in the school division's homebound instructional program during their pregnancy. Students who enroll in the homebound program may remain in the program for one year, unless medication concerns, as documented by a physician, dictated a longer participation. Students

# Agenda Report

**Date:** 06/15/10

**Agenda Number:** E-2

**Attachments:** No

who enroll in the resource program at E. C. Glass High School will have a regular schedule plus a one period of resource class. The most significant change, however, is that the school division will no longer offer a childcare program for the students' babies.

The school administration, through conversations with the students and their parents, has informed them about the new model. Also, the school administration scheduled a parent/guardians meeting on the evening of May 24, 2010. However, no parent/guardian or student attended.

The school administration will present the school board with an overview of the program that will begin in the fall at E. C. Glass High School. Ms. Gloria C. Preston, director of student services, will make the presentation.

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

## **Recommendation:**

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

# Agenda Report

**Date:** 06/15/10

**Agenda Number:** F-1

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent

**Subject:** Dunbar High School Reunion: Resolution

## **Summary/Description:**

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

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

## **Recommendation:**

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

TO  
DUNBAR HIGH SCHOOL REUNION PARTICIPANTS

Classes of 1923 through 1970 – Students and Faculty

August 6-8, 2010

Presented by the Lynchburg City School Board

On the weekend of August 6, 7, and 8, 2010, members of the DUNBAR HIGH SCHOOL family will gather for a student and faculty reunion in Lynchburg, Virginia. To attend this event, teachers and members of the 1923 through 1970 classes will come from near and far. Among them will be individuals who have achieved prominence in a wide variety of career fields.

WHEREAS, Dunbar High School students and faculty members will come together in August 2010 as a community of individuals with a common cultural and historic heritage; and

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

WHEREAS, the Dunbar High School Reunion Committee will present a program at in the Carl Anderson Performance Auditorium at Paul Laurence Dunbar Middle School for Innovation; now, therefore,

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

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

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

THE LYNCHBURG CITY SCHOOL BOARD

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Paul McKendrick, Superintendent

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Mary Ann H. Barker, School Board Chairman

June 15, 2010

# Agenda Report

**Date:** 06/15/10

**Agenda Number:** F-2

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent  
Beverly A. Padgett, Chief Financial Officer

**Subject:** Virginia Retirement System: Resolution

## **Summary/Description:**

The Virginia General Assembly, in its 2010 session, passed legislation implementing new plan provisions for employees hired or rehired on or after July 1, 2010, with no prior Virginia Retirement System (VRS) service. The new plan is called the VRS Plan 2. The legislation stipulates that Plan 2 employees will pay the five percent member contribution through salary reduction on a pre-tax basis according to Internal Revenue Code §414(h). However, employers may elect to pay some or all of the five percent member contribution on behalf of its Plan 2 employees. To do so, the employer must submit a resolution to VRS.

The Lynchburg City School Board elected with the 2010-2011 budget to pay five percent member contribution. The resolution, which appears as an attachment to this agenda report, must be duly authorized by the school board by June 30, 2010, and is due to the VRS no later than August 1, 2010. VRS informed the school division of the requirement via a letter dated June 1, 2010.

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

## **Recommendation:**

The superintendent recommends that the school board approve the resolution of Authorization to Pick-up the Employee's Contribution to VRS Under §414 (h) of the Internal Revenue Code for Plan 2 Employees.



The Virginia General Assembly, in its 2010 session passed legislation creating a separate retirement plan for employees hired on or after July 1, 2010 (hereafter referred to as "Plan 2 Employees"). The legislation emended VA Code §51.1-144 to provide that Plan 2 Employees will pay their five percent member contribution and that, absent other action by the employer, such contribution will be paid through salary reduction according to Internal Revenue Code §414 (h). Internal Revenue Code §414 (h) provides that a governmental employer may "pick-up" mandatory employee contributions and thereby cause the contributions to be made on a pre-tax basis. The formal written action required by Internal Revenue Code §414 (h) to effect the pick-up has been taken by the General Assembly with the governor's signature.

The legislation also permits each county, city, town, local public school board or other local employer to pick-up, in whole or in part (in one percent increments), the five percent member contribution as an additional benefit not paid as salary. The employer's optional payment of the five percent member contribution may be phased in over a period approved by the VRS board not to exceed six years and may only be made on a uniform basis for all its Plan 2 Employees. The formal written action required by Internal Revenue Code §414 (h) to effect the pick-up using the alternatives permitted by the legislation must be taken by the governing body of the specific employing entity and must be effective only on a prospective basis.

Please indicate, by selecting one option below, how member contributions will be paid:

- This is to acknowledge that the Lynchburg City Schools will have the employees pay the five percent member contribution according to the terms of the legislation. This action does not require action by your governing body.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

- This is to acknowledge that the Lynchburg City Schools elects to pick-up some or all of the five percent member contributions as detailed in the following duly approved resolution.

**RESOLUTION**

**Authorization to Pick-up the Employee's Contribution to VRS Under §414 (h) of the Internal Revenue Code for Plan 2 Employees**

WHEREAS, the Virginia General Assembly, in its 2010 session passed legislation creating a separate retirement plan for employees hired on or after July 1, 2010 (hereafter referred to as "Plan 2 Employees"). The legislation stipulates that Plan 2 Employees will pay their five percent member contribution and that, absent other action by the employer, such contribution will be paid through salary reduction according to Internal Revenue Code §414 (h) on a pre-tax basis; and

WHEREAS, the legislation allows certain employers, including the Lynchburg City Schools, to pick-up and pay all or a portion of the member contributions on behalf of its Plan 2 Employees as an additional benefit not paid as salary; and

WHEREAS, the election to pick-up and pay all or a portion of the member contributions on behalf of its Plan 2 Employees as an additional benefit not paid as salary shall, once made, remain in effect for the applicable fiscal year (July 1 – June 30) and shall continue in effect beyond the end of such fiscal year absent a subsequent resolution changing the way the five percent member contribution is paid; and

WHEREAS, employee contributions that are picked-up as an additional benefit not paid as salary are not considered wages for purposes of VA Code §51.1-700 et seq. nor shall they be considered salary for purposes of VA Code §51.1-100 et seq.; and

WHEREAS, the Lynchburg City Schools desires to pick-up and pay its Plan 2 Employees' member contributions to VRS as an additional benefit not paid as salary in an amount equal to (one percent) (two percent) (three percent) (four percent) (five percent) of creditable compensation; and

WHEREAS, VRS tracks such picked-up member contributions and is prepared to treat such contributions as employee contributions for all purposes of VRS.

NOW, THEREFORE, IT IS HEREBY RESOLVED that effective the first day of July, the Lynchburg City Schools shall pick-up member contributions of its Plan 2 Employees for professional and nonprofessional groups to VRS as an additional benefit not paid as salary in an amount equal to (one percent) (two percent) (three percent) (four percent) (five percent) of creditable compensation subject to the terms and conditions described above; and it is further

RESOLVED that such contributions, although designated as member contributions, are to be made by the Lynchburg City Schools in lieu of member contributions; and it is further

RESOLVED that nothing herein shall be construed so as to permit or extend an option to VRS members to receive the picked-up contributions made by the Lynchburg City Schools directly instead of having them paid to VRS.

Adopted in Lynchburg, Virginia this 15<sup>th</sup> day of June, 2010.

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Mary Ann H. Barker, School Board Chairman

# Agenda Report

**Date:** 06/15/10

**Agenda Number:** F-3

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent

**Subject:** Authorization for Signature

## **Summary/Description:**

The Virginia Department of Education requires that the school division identify an individual, who, in the absence of the superintendent, has authorization to sign all Virginia Department of Education correspondence, reports, documents, requisitions, and other official correspondence. The superintendent recommends that the school board authorize Mrs. Wendie L. Sullivan, school board clerk, to fulfill the necessary signature obligations in the absence of the superintendent. Many of the matters associated with the delegation of this authority tend to be financial and operational in nature.

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

## **Recommendation:**

The superintendent recommends that the school board authorize Mrs. Wendie L. Sullivan, school board clerk, to sign Virginia Department of Education correspondence in the absence of the superintendent.

**Virginia Department of Education**

Authorization of Signature in Absence of Division Superintendent  
 Lynchburg City Public Schools

The School Board of the Country, City, or Town of **Lynchburg City** at a meeting held on June 15, 2010, by duly recorded vote approved and authorized the person(s) listed below to sign all Virginia Department of Education reports, documents, requisitions, and other official correspondence in the absence of the Division Superintendent.

Mrs. Wendie L. Sullivan  
 School Board Clerk

Signature:

\_\_\_\_\_

Authorization Approved through: **June 30, 2011**

This is to certify that the signature authorization action was approved and incorporated in the minutes of said School Board on the aforementioned date.

Signature of Division Superintendent Paul McKendrick	Signature of School Board Chair Mary Ann H. Barker
Printed Name of Division Superintendent	Printed Name of School Board Chair Seal of Clerk of the School Board
Signature of Clerk of the School Board Wendie L. Sullivan	
Printed Name of Clerk of the School Board	
Date: _____	
Mail to: Virginia Department of Education Educational Applications 22nd Floor P.O.Box 2120 Richmond, VA 23218-2120	

# Agenda Report

**Date:** 06/15/10

**Agenda Number:** I-1

**Attachments:** No

**From:** Paul McKendrick, 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

**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) for the purpose of considering employee performance.

# Agenda Report

**Date:** 06/15/10

**Agenda Number:** I-2

**Attachments:** No

**From:** Paul McKendrick, 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).