



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

**Lynchburg City School Board**

Keith R. Anderson  
School Board District 2

Mary Ann H. Barker  
School Board District 1

Albert L. Billingsly  
School Board District 3

Regina T. Dolan-Sewell  
School Board District 1

Jennifer R. Poore  
School Board District 2

Treney L. Tweedy  
School Board District 3

J. Marie Waller  
School Board District 2

Charles B. White  
School Board District 1

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**School Administration**

William A. Coleman, Jr.  
Acting Superintendent

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

Anthony E. Beckles, Sr.  
Chief Financial Officer

Wendie L. Sullivan  
Clerk

**SCHOOL BOARD MEETING**  
**July 19, 2011 5:30 p.m.**  
**School Administration Building**  
**Board Room**

**A. PUBLIC COMMENTS**

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Discussion

**B. SPECIAL PRESENTATION**

1. Lynchburg City Schools Education Foundation, Inc.  
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Discussion

**C. CONSENT AGENDA**

1. School Board Meeting Minutes: June 28, 2011 (Special Meeting)
2. Personnel Report  
Billie Kay Wingfield . . . . . Page 3  
Discussion/Action

**D. UNFINISHED BUSINESS**

1. Athletics Advisory Report  
William A. Coleman, Jr. . . . . Page 5  
Discussion/Action
2. Superintendent's Evaluation Tool Committee Report  
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Discussion
3. Civil War Trails Marker  
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**E. NEW BUSINESS**

1. Election of School Board Representative: LAUREL School Board William A. Coleman, Jr. . . . .	Page 11
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2. Election of School Board Representative: Central Virginia Governor’s School for Science and Technology Governing Board William A. Coleman, Jr. . . . .	Page 12
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4. Teacher-Level Professional Growth System Handbook: Teacher Evaluation System William A. Coleman, Jr. . . . .	Page 15
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5. Online Course Options William A. Coleman, Jr. . . . .	Page 16
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6. School Board Policy 6-2: Grade Level Organization Edward R. Witt, Jr. . . . .	Page 17
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**G. SUPERINTENDENT’S COMMENTS**

**H. BOARD COMMENTS**

**I. INFORMATIONAL ITEMS**

Next School Board Meeting: Tuesday, August 2, 2011, 5:30 p.m.  
Board Room, School Administration Building

**J. ADJOURNMENT**

# Agenda Report

**Date:** 07/19/11

**Agenda Number:** A-1

**Attachments:** No

**From:** William A. Coleman, Jr., Acting 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 acting superintendent recommends that the school board receive this agenda report as an informational item.

# Agenda Report

**Date:** 07/19/11

**Agenda Number:** B-1

**Attachments:** No

**From:** William A. Coleman, Jr., Acting Superintendent

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

**Summary/Description:**

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

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

**Recommendation:**

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

# Agenda Report

**Date:** 07/19/11

**Agenda Number:** C-2

**Attachments:** Yes

**From:** William A. Coleman, Jr., Acting Superintendent  
Billie Kay Wingfield, Director of Personnel

**Subject:** Personnel Report

## **Summary/Description:**

The personnel recommendations for July 12 – 19, 2011, appear as an attachment to this agenda report.

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

## **Recommendation:**

The acting superintendent recommends that the school board approve the personnel recommendations for July 12 – 19, 2011.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
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**NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2011-12:**

Bargabos, Cynthia	Lynchburg College	M.Ed./10 yrs. (Lv.10 3)	Linkhorne Elementary Second Grade	08/15/11
Hester, Melissa	University of Indianapolis	M.A./6 yrs. (Lv. 6 3)	Linkhorne Elementary Fifth Grade	08/15/11
Ratliff, Donna	Lynchburg College	M.Ed./7 yrs. (Lv.7 3)	T.C. Miller Special Education	08/15/11

# Agenda Report

**Date:** 07/19/11

**Agenda Number:** D-1

**Attachments:** No

**From:** William A. Coleman, Jr., Acting Superintendent

**Subject:** Athletics Advisory Report

## **Summary/Description:**

At its June 21, 2011 meeting, the school board discussed the 12 recommendations from the athletics advisory committee's final report. As a result of those discussions, members of the central office administration and the school board developed the following plan of action:

Ask that the school board consider approval of the following recommendations as written:

- Recommendation 1: The superintendent shall designate a central office administrator to provide oversight and support to the secondary principals, athletic directors, and coaches regarding the school division's athletics program.
- Recommendation 4: Any eighth grade student may try out for selection to any sub-varsity teams at the high school level.
- Recommendation 6: Alternative education students shall have the opportunity to earn enough credits by semester to be academically eligible for athletics when they return to their base school.
- Recommendation 7: Request the school administration to convene a study group of School, City, and college/university personnel, along with representation from key youth organizations, to analyze the availability and use of existing facilities with the goal of developing a plan that will accommodate the growing need for appropriate practice and game spaces.
- Recommendation 9: With any head coaching vacancy, the school division will actively seek to hire the best person for the job.
- Recommendation 10: Based on available funding, an athletics academic coach shall be assigned to each high school. Additionally, one part-time athletics academic coach shall be assigned to each of the three middle schools to work with middle school students as they develop the skills and attitude needed to be successful in high school.

After changing one of the evaluation criteria, ask that the school board consider approval of Recommendation 3: A standardized evaluation process will be used to evaluate all athletic directors and head coaches on an annual basis. The superintendent shall include a review of the school's athletics program in the evaluation of the principal. The one change is that the first

# Agenda Report

**Date:** 07/19/11

**Agenda Number:** D-1

**Attachments:** No

area for review be changed to read as follows: "Discuss the progress/improvement of the varsity team, including a discussion of the team's won/loss record."

For Recommendations 2, 5, 8, 11, and 12, the school board requested the following:

Convene a group comprised of the central office administrator and middle school and high school athletic directors and administrators to discuss Recommendation 2 and report to the school board a more detailed description of how this recommendation would be implemented and enforced.

Request that the central office administrator survey other school divisions and present the findings to the school board regarding how other divisions determine academic eligibility for middle school students. (Recommendation 5)

Request that the central office administrator survey other school divisions and present the findings to the school board regarding how other divisions compensate coaches. (Recommendation 8)

Request that the central office administrator develop a proposal for the school board's consideration regarding the development of a foundation whose purpose would be both to conduct a major athletics fund-raising initiative and then to manage the distribution/use of any funds. (Recommendation 11) This proposal should include the foundation's purpose, its governance and membership plans, its duties and powers, and any other procedures and policies to be covered in its by-laws.

Request that the central office administrator conduct discussions with the sports marketing teacher at Heritage High School and develop a plan to present to the school board regarding the implementation of Recommendation 12.

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

## **Recommendation:**

The acting superintendent recommends that the school board approve Recommendations 1, 4, 6, 7, 9, and 10 as written in the Athletics Advisory Committee's final report and approve Recommendation 3 with the proposed change in wording.

# Agenda Report

**Date:** 07/19/11

**Agenda Number:** D-2

**Attachments:** No

**From:** William A. Coleman, Jr., Acting Superintendent

**Subject:** Superintendent's Evaluation Tool Committee Report

**Summary/Description:**

On October 19, 2010, the school board established a Superintendent's Evaluation Tool Committee to review the current superintendent evaluation instrument. The committee has met on numerous occasions since that time and will now bring recommendations to the school board regarding a new superintendent evaluation instrument.

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

**Recommendation:**

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

# Agenda Report

**Date:** 07/19/11

**Agenda Number:** D-3

**Attachments:** Yes

**From:** William A. Coleman, Jr., Acting Superintendent

**Subject:** Civil War Trails Marker

## **Summary/Description:**

At its meeting on January 25, 2011, the school board approved the request to place a Civil War Trails marker at E. C. Glass High School commemorating the Prisoner of War Camp for Union Soldiers. This request was made by Dr. Clifton W. Potter, Jr., representing the Taylor-Wilson Camp #10 Sons of the Union Veterans of the Civil War.

A draft of the text appears as an attachment to this agenda report. The organization only asks for the school board's approval of the text to appear on the marker. There are no financial obligations.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 08/02/11

## **Recommendation:**

The acting superintendent recommends that the school board receive this report as an informational item and consider action at the school board meeting on August 2, 2011.

### **Prisoner of War Camp**

Even before Virginia officially seceded from the Union in May 1861, the population of Lynchburg had more than doubled with the influx of soldiers from other parts of the Commonwealth as well as the states that formed the new Confederacy. Soldiers from Virginia were housed at Camp Davis near the center of Lynchburg, while soldiers from the other Confederate states were bivouacked at the fairgrounds just outside the city limits.

Originally all Union prisoners were to be detained in Richmond, the capital of the Confederacy, but the prisons in that city quickly became overcrowded, and it was decided to establish auxiliary facilities for the overflow. Selected not only because of its superior rail system, but also its remoteness from the major theaters of battle, Lynchburg was an obvious choice for a prisoner of war camp.

Located on a part of the fairgrounds near the Confederate units which provided a steady supply of guards, it was to be a transit camp for Union soldiers waiting to be exchanged. With the termination of that program in the summer of 1863, the site quickly became overcrowded. There were no permanent structures inside the enclosure except the open stalls that had been used for livestock before the war, and thus the prisoners were forced to live in them or tents year round. There were no medical services available at the fairgrounds, and over sixty deaths occurred in the camp before the fall of 1862, when the authorities decided to move the sick and wounded to Crumpton's Tobacco Factory. Buried by the firm of George Diuguid in the City Cemetery, most of the Union dead were re-interred at Poplar Grove Federal Cemetery in Petersburg, Virginia in October 1866. E.C. Glass High School now stands on the site of the POW Camp.

# Agenda Report

**Date:** 07/19/11

**Agenda Number:** D-4

**Attachments:** No

**From:** Charles B. White, Chairman

**Subject:** Superintendent Selection Process

## **Summary/Description:**

The school board will continue to discuss the selection of a consulting firm to assist with the process of hiring a new superintendent. During the school board meeting on July 12, 2011, the school board asked the school administration to solicit bids for superintendent services as well as a fee schedule for those services. The school board has received those bids and will discuss that information during this presentation.

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

## **Recommendation:**

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

# Agenda Report

**Date:** 07/19/11

**Agenda Number:** E-1

**Attachments:** No

**From:** William A. Coleman, Jr., Acting Superintendent

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

**Summary/Description:**

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

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

**Recommendation:**

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

# Agenda Report

**Date:** 07/19/11

**Agenda Number:** E-2

**Attachments:** No

**From:** William A. Coleman, Jr., Acting Superintendent

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

## **Summary/Description:**

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

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

## **Recommendation:**

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

# Agenda Report

**Date:** 07/19/11

**Agenda Number:** E-3

**Attachments:** Yes

**From:** William A. Coleman, Jr., Acting Superintendent

**Subject:** School Volunteer Hours: 2010-11

## **Summary/Description:**

The Lynchburg City Schools places an importance on parental and community involvement and therefore encourages such participation. During these challenging financial times, the involvement and support of school volunteers is particularly appreciated.

During the 2010-11 academic year, almost 2,700 volunteers provided 54,673 volunteer hours. If measured by dollars, with the minimum wage as standard (\$7.25 per hour), volunteers contributed more than \$396,000 to the school division.

Tonight's presentation will highlight the significant role of school volunteers.

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

## **Recommendation:**

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

**School Volunteer Hours for  
2010-11**

<b>Elementary</b>		
<b>School</b>	<b>Number of Volunteers</b>	<b>Total Hours</b>
Bass	199	2,196
Bedford Hills	295	5,030
Dearington	143	1,454
Heritage	65	2,501
Hutcherson	29	203
Linkhorne	95	2,285
T.C. Miller	71	1,309
Paul Munro	162	2,863
R.S. Payne	258	3,268
Perrymont	103	1,209
Sandusky	132	1,551
Sheffield	60	1,774
<b>Total</b>	<b>1,612</b>	<b>25,643</b>

<b>Middle</b>		
<b>School</b>	<b>Number of Volunteers</b>	<b>Total Hours</b>
Dunbar	95	8,792
Linkhorne	267	4,916
Sandusky	155	5,010
<b>Total</b>	<b>517</b>	<b>18,718</b>

<b>High</b>		
<b>School</b>	<b>Number of Volunteers</b>	<b>Total Hours</b>
E.C. Glass	278	7,272
Heritage	242	3,040
<b>Total</b>	<b>520</b>	<b>10,312</b>

<b>Division Total</b>	
<b>Number of Volunteers</b>	<b>Total Hours</b>
<b>2,649</b>	<b>54,673</b>

# Agenda Report

**Date:** 07/19/11

**Agenda Number:** E-4

**Attachments:** No

**From:** William A. Coleman, Jr., Acting Superintendent

**Subject:** Teacher-Level Professional Growth System Handbook - Teacher Evaluation System

## **Summary/Description:**

Teachers, administrators, and other staff members have engaged in a number of initiatives geared toward improving student achievement. In order to build sustained academic achievement, it is imperative that teachers and administrators focus on improving teaching and learning in every classroom; therefore, a major goal of all professional development is for teachers to receive feedback that positively affects student learning. The implementation of the school division's Skillful Teacher training initiative has created a climate and culture that focuses on student learning.

Coupled with the Skillful Teacher initiative has been a review of the school division's teacher evaluation system, a system which has undergone a transformation of sorts. The Standards that are the key piece of the evaluation system have been in place since the Teacher-Level Professional Growth System Handbook was first introduced in draft form in August 2008.

Dr. Merle P. Herndon, director of professional development and school business partnerships, will present an overview of the teacher evaluation system as well as the other components of the Teacher-Level Growth System Handbook. The purpose of the presentation is to familiarize the school board with the contents of the handbook so that the school board can consider approval of the teacher evaluation system.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 08/02/11

## **Recommendation:**

The acting superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on August 2, 2011.

# Agenda Report

**Date:** 07/19/11

**Agenda Number:** E-5

**Attachments:** No

**From:** William A. Coleman, Jr., Acting Superintendent

**Subject:** Online Course Options

## **Summary/Description:**

During its discussions of the most effective ways to use funding provided through the 2009 Stimulus options, the school administration determined that a portion of those eligible funds should be used to provide one-on-one online instruction in core and elective courses for students in grades 6-12. After a careful review of online providers and with the support and assistance of procurement officers from the City of Lynchburg, the administration has entered into an agreement with Education 2020.

Tonight's presentation will provide the school board with an overview of Education 2020 and a review of ways the programs will be used with alternative education students, homebound students, students seeking credit recovery, and students interested in credit accrual.

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

## **Recommendation:**

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

# Agenda Report

**Date:** 07/19/11

**Agenda Number:** E-6

**Attachments:** No

**From:** William A. Coleman, Jr., Acting Superintendent  
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration

**Subject:** School Board Policy 6-2: Grade Level Organization

## **Summary/Description:**

Following changes to the Secondary Alternative Education program, revisions are necessary to School Board Policy 6-2: Grade Level Organization. The proposed revisions appear on the attachment to the agenda report.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 08/02/11

## **Recommendation:**

The acting superintendent recommends that the school board receive this agenda report as an informational item and consider action at the meeting on August 2, 2011.

INSTRUCTION

The division's schools shall be organized as follows:

Elementary	Grades Pre K through 5
Middle Schools	Grades 6 through 8
High Schools	Grades 9 through 12
Amelia Pride Center	Grades 8 <b>{9}</b> through 12
<del>Middle School Learning Center</del>	<del>Grades 6 and 7</del>
<b>{Fort Hill Community School</b>	<b>Grades 6 through 8</b>
<b>Homebound Program</b>	<b>Grades K through 12}</b>

Adopted by School Board: September 21, 1976

Revised by School Board: September 15, 1998

Revised by School Board:

# Agenda Report

**Date:** 07/19/11

**Agenda Number:** E-7

**Attachments:** Yes

**From:** William A. Coleman, Jr., Acting Superintendent

**Subject:** Administrative Regulation 6-58: Secondary Student Evaluation and Grading Procedures

## **Summary/Description:**

On March 23, 2010, the school board approved the Lynchburg City Schools academic calendar for 2010-11. One of the changes, the elimination of the high school exam structure, was a factor in the development of an academic calendar that contained fewer student days than usual (172)— part of a multi-step effort to reduce operating costs and achieve a balanced budget.

At the conclusion of the 2010-11 academic year, the two high school principals discussed with their faculties the effects of the elimination of high school examinations. These discussions revealed that faculties supported a version of semester examinations. With a 180-day student calendar in 2011-12, examinations could be reinstated, but the principals and faculties recommend a lesser weight be assigned to semester exams.

In the original format, semester examinations accounted for one-fourth of a student's final grade. In most cases, the examination grade negatively affected the student's semester grade. Principals and members of the department of curriculum and instruction suggest that an examination weight of one-tenth of a semester grade is appropriate.

Any changes to the current practice of determining semester grades require addition of Administrative Regulation 6-58: Secondary Student Evaluation and Grading Procedures. A copy of that regulation appears as an attachment to this agenda report. It should be noted that this change will have no affect on the school calendar.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 08/02/11

## **Recommendation:**

The acting superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on August 2, 2011.

## INSTRUCTION

**Secondary Student Evaluation and Grading Procedures R 6-58****A. Determining End-of-Course Grades**

Middle school end-of-course grades are to be computed by an average of the grades earned for each six weeks.

**B. Determining Semester Grades**

High school course semester grades are to be computed by an average of the three six-weeks' grades. **{Secondary students' semester grades are to be computed by applying 30 percent weight to each of the three six-weeks' grades and 10 percent weight to the final examination grade. During the semester an advanced placement test is taken, however, an examination may not be given. In such instances, an average of the three six-weeks' grades shall constitute the final semester grade.**

**C. Senior Exam Exemptions**

1. Exemption will apply to seniors only.
2. Exemption will be for second semester of the senior year only.
3. The student must have a semester grade that ranges between 90-100 percent except as specified in Section D below.
4. The student cannot have more than five absences, excused or unexcused, in the class during the second semester. Absences that are the result of school-sponsored events are exceptions to this attendance requirement.
5. Only the principal can make exceptions to the attendance requirement.
6. A student in a dual enrollment course with Central Virginia Community College will not be exempt from exams since this is a college course.
7. A student in an Advanced Placement (AP) course will continue to take the AP exam and have the option of being exempt from the final exam regardless of the grade in the course (current practice) unless the student is also taking the course for dual enrollment credit in which case the student must take the final exam regardless of the grade in the course.

**D. Standards of Learning Exam Option**

Students enrolled in courses that are assessed by the Virginia Standards of Learning (SOL) tests will have the following option related to the course exam:

Students who pass the SOL test may choose to be exempt from the second semester exam and take the grade they make from the three six-week

## INSTRUCTION

**Secondary Student Evaluation and Grading Procedures R 6-58**

average.}

**G{E}Determining Grades for a Student Who Exits a Course Before the End of the Semester****1. Request to Withdraw**

All requests for a student to be withdrawn from a course shall be made in writing, signed by a parent/guardian, and turned in to the guidance department by the end of the 15<sup>th</sup> school day of the semester. Any courses from which a student is withdrawn within that time period will not be recorded on a student's report card or permanent record. Unless there are extenuating circumstances, students will not be permitted to withdraw from a course after the 15<sup>th</sup> day of the semester.

In very rare cases, extenuating circumstances may justify a withdrawal from a course after the 15<sup>th</sup> school day of the semester. If a student is withdrawn after the 15<sup>th</sup> school day of the semester, the student's transcript will reflect the course and a grade of withdrawal passing (WP) or withdrawal failing (WF) for the semester. These designations (WP and WF) are not considered in Grade Point Average calculations. A parent/guardian must file a written request for such consideration with the building principal, and that request must clearly indicate the extenuating circumstances to justify a withdrawal. An example of such circumstances would be extensive absences for medical reasons. The principal will review the request, recommend approval or denial, and send the request and recommendation to the superintendent (or designee) for consideration. Only the superintendent (or designee) can approve a withdrawal from a course after the 60<sup>th</sup> school day. If it is determined that sufficient justification for a withdrawal does not exist, the student will remain in the course until the end of the semester.

**2. Request to Transfer to a Lower Level of the Same Course**

At any time during the semester, the principal may approve a request from a parent/guardian for a student transfer to a lower level of the same course. An example would be transferring from Advanced World History and Geography 1 (4.5 GPA weight) to World History and Geography 1 (4.0 weight). Such a transfer would be dependent on the ability to reschedule the student and the available space in the desired course. When such a transfer occurs, the name of the course will be changed in the student's schedule, and the previously earned grades will be counted toward the semester grade reported on the student's academic record under the lower-level course name.

**3. Courses That Are Dropped Due to Extensive Absences**

## INSTRUCTION

**Secondary Student Evaluation and Grading Procedures R 6-58**

School Board Policy 7-15: Student Attendance speaks to the practice of dropping students from courses due to extensive absences. Section B. 8. of the policy notes "Students absent 15 consecutive days from school are dropped from the school's attendance roll. The principal or designee shall make a reasonable effort to notify the parent/guardian by telephone and in writing that the student has been dropped from the roll (8VAC10-110-13)."

In the case that a student is dropped from a course pursuant to School Board Policy 7-15 after the 15<sup>th</sup> school day of the semester but before the end of the 60<sup>th</sup> school day, the student will be dropped from all courses, and no record of courses in which the student was enrolled will be maintained. If the student is dropped from a course for extensive absences under School Board Policy 7-15 after the 60<sup>th</sup> school day (meaning approximately two-thirds of the semester has passed), a zero will be recorded for any assignments not completed during the remainder of the semester, and the resulting "F" grade will be recorded for the semester course grade at the time of the drop.

**D{F} Grades and Class Rank Related to Courses Repeated**

Students shall be allowed to repeat a course already passed only upon approval by the school principal. The repeating of performing arts courses - acting, chorus, band, and orchestra is not affected by this regulation since each of these may be taken repeatedly as a new course.

For all repeat courses, the grade earned shall be averaged with all grades (whether passing or failing) in determining the student's grade point average and class rank. All grades will also appear on the student's academic record.

No additional credit toward graduation requirements will be awarded for passing a course more than once unless allowance to do so is specifically noted in the course description in the current Lynchburg City Schools High School Program of Studies.

**E{G}. Repeat Courses Under the Credit Recovery Format**

Students who have earned an "F" in a high school credit course may retake that course as a repeat course under the Virginia Department of Education approved "credit recovery" format. This format allows for repeat instruction to be provided in half the instructional hours as a new credit course. More specifically, semester courses awarding 0.5 Carnegie credits must provide no less than 70 clock hours of instruction. However, the same course as a repeat course under the credit recovery format meets for no less than 35 hours. Only students who have previously failed a course and have had that failure reflected on the academic record are eligible to enroll in a repeat course under the credit recovery format.

## INSTRUCTION

**Secondary Student Evaluation and Grading Procedures R 6-58**

Students who register for repeat courses under the credit recovery format are taking those courses officially for credit. If a student fails such a course, that student will earn an "F" grade, and it will be reflected on the student's academic record.

Students who are dropped from a repeat course under the credit recovery format prior to the 23<sup>rd</sup> instructional hour will not have that course appear on their transcripts. However, if after the 23<sup>rd</sup> instructional hour a student no longer attends a course and is dropped due to extensive absences, a zero will be recorded for any assignments not completed during the remainder of the course, and the resulting grade will be recorded for the semester course grade.

Approved by Superintendent: August 2, 1983

Revised by School Board: September 21, 1993

Revised by School Board: March 30, 1999

Revised by School Board: February 21, 2006 (effective – beginning with school year 2006-07)

Revised by School Board: May 18, 2010

Revised by School Board:

# Agenda Report

**Date:** 07/19/11

**Agenda Number:** E-8

**Attachments:** No

**From:** William A. Coleman, Jr., Acting Superintendent  
Anthony E. Beckles, Sr., Chief Financial Officer

**Subject:** School Nutrition Program: Meal Prices

## **Summary/Description:**

The Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296) was signed into law by President Obama on December 13, 2010. The Act reauthorized the federal school nutrition programs, including the School Lunch and School Breakfast programs.

Section 205 of the Act requires school food authorities (SFAs) participating in the National School Lunch Program (NSLP) to ensure that schools provide the same level of support for lunches served to students paying for lunch as for lunches served to students eligible for free lunch. This provision is effective July 1, 2011, for school year 2011-2012 and applies to student lunch prices.

School food authorities must compare the price for paid lunches to the difference between the per meal federal reimbursement for free and paid lunches. For school year 2011-2012, this value is \$2.46 (difference between the free reimbursement rate of \$2.72 and the paid reimbursement rate of \$0.26). Specific requirements are as follows:

- If the SFA's price for paid lunch is \$2.46 or more, it is in compliance. Lunch prices are not required to be increased.
- If the SFA's price for paid lunch is less than \$2.46, they must either gradually adjust the prices or provide non-federal funding to cover the difference. The price adjustment must be increased by two percent plus an inflation rate of 1.14 percent (3.14 percent total), as specified in the law. The inflation rate is adjusted annually.
  - For Lynchburg City Schools, the mandatory increase is \$0.05
- Any price increase may be rounded down to the nearest five cents. The law caps the required increase in lunch prices at ten cents in any year.
- This year's relatively low food inflation rate combined with the ability to round down, means that SFAs with paid lunch prices at \$1.60 to \$2.45 will be required to increase prices by only five cents. Those with lunch prices below \$1.60 or at or above \$2.46 will not be required to increase prices.

# Agenda Report

**Date:** 07/19/11

**Agenda Number:** E-8

**Attachments:** No

Meals served to adults are not eligible for federal reimbursement, nor do they count toward determining the value of USDA donated food assistance.

School Nutrition is requesting an increase in student meals as indicated below. The request also includes an increase for adult meals.

	Elementary			Middle			High			Adult		
	Breakfast	Lunch	Total Cost	Breakfast	Lunch	Total Cost	Breakfast	Lunch	Total Cost	Breakfast	Lunch	Total Cost
2010-11	\$0.85	\$1.40	\$2.25	\$0.95	\$1.60	\$2.55	\$0.95	\$1.60	\$2.55	\$1.20	\$2.25	\$3.45
2011-12	\$0.85	\$1.50	\$2.35	\$0.95	\$1.70	\$2.65	\$0.95	\$1.70	\$2.65	\$1.20	\$2.35	\$3.55
Increase	\$0.00	\$0.10	\$0.10	\$0.00	\$0.10	\$0.10	\$0.00	\$0.10	\$0.10	\$0.00	\$0.10	\$0.10

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

**Recommendation:**

The acting superintendent recommends that the school board approve the increase in school meal prices for the 2011-12 school year.