



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

Lynchburg City School Board

Mary Ann H. Barker
School Board District 1

Albert L. Billingsly
School Board District 3

Regina T. Dolan-Sewell
School Board District 1

Jennifer R. Poore
School Board District 2

Katie Snyder
School Board District 3

Treney L. Tweedy
School Board District 3

J. Marle Waller
School Board District 2

Thomas H. Webb
School Board District 2

Charles B. White
School Board District 1

School Administration

Scott S. Brabrand
Superintendent

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

Ben W. Copeland
Assistant Superintendent of
Operations and Administration

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendle L. Sullivan
Clerk

**SCHOOL BOARD MEETING
September 18, 2012 5:30 p.m.
School Administration Building
Board Room**

A. PUBLIC COMMENTS

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

B. SPECIAL PRESENTATION

- 1. School Improvement Plan: E. C. Glass High School
William A. Coleman, Jr. Page 2
Discussion

C. FINANCE REPORT

- 1. Finance Report
Anthony E. Beckles, Sr. Page 2
Discussion

D. CONSENT AGENDA

- 1. School Board Meeting Minutes: August 7, 2012
- 2. Personnel Report
Marie F. Gee. Page 11
Discussion/Action
- 3. School Board Policy 7-11.2: Compulsory Attendance/Exemptions:
Home Instruction
Ben W. Copeland. Page 13
Discussion/Action
- 4. Administrative Regulation 7-11.2: Compulsory Attendance/Exemptions:
Home Instruction
Ben W. Copeland. Page 17
Discussion/Action

5. Religious Exemption
Scott S. Brabrand. Page 20
Discussion/Action

E. STUDENT REPRESENTATIVE COMMENTS

F. UNFINISHED BUSINESS

1. Comprehensive Plan: Operations and Personnel
Scott S. Brabrand.Page 23
Discussion/Action

2. Capital Improvement Plan: Small Projects Update
Ben W. Copeland.Page 44
Discussion

3. Early College Scholars
William A. Coleman, Jr.Page 47
Discussion/Action

G. NEW BUSINESS

1. American Red Cross Shelter Agreement
Ben W. Copeland.Page 48
Discussion/Action

2. Federal Annual Measurable Objectives Results
William A. Coleman, Jr.Page 53
Discussion

3. Teacher Evaluation
William A. Coleman, Jr. Page 54
Discussion

4. Administrative Regulation 7-53.3: Anaphylaxis
Ben W. Copeland.Page 55
Discussion

H. SUPERINTENDENT’S COMMENTS

I. BOARD COMMENTS

J. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, October 2, 2012, 5:30 p.m.
Board Room, School Administration Building

K. ADJOURNMENT

Agenda Report

Date: 09/18/12

Agenda Number: A-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Public Comments

Summary/Description:

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

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 09/18/12

Agenda Number: B-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: School Improvement Plan: E. C. Glass High School

Summary/Description:

The superintendent has directed each school within the school division to form a School Improvement Planning Team that will develop school improvement plans that identify areas for growth and improvement specific to their students' academic, behavioral, and cultural needs. During this presentation, Dr. Tracey S. Richardson, principal at E. C. Glass High School, will present data relative to that school's plan to the school board.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 09/18/12

Agenda Number: C-1

Attachments:

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

Subject: Finance Report

Summary/Description:

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

The operating fund expenditure report summarizes the payments made through August 31, 2012, for the operating fund.

Total Operating Fund Budget	\$81,622,319.00
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Through July 31, 2012

Actual Revenue Received	\$ 5,775,869.31
Actual Expenditures	\$ 5,570,592.44
Actual Encumbered	\$24,444,528.51

Percent of Budget Received	7.08%
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Percent of Budget Used, excluding encumbrances	6.82%
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As of 08/31/12 – 2 months	16.66%
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The revenue and expenditure reports detail the transactions recorded through August 31, 2012. All reports appear as attachments to the agenda report.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

	Fiscal Year 2011-12 (unaudited)			Fiscal Year 2012-13				BUDGET AVAILABLE	BUDGET USED
	BUDGET	TRANSACTIONS	BUDGET % USED	BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES		
INSTRUCTION									
FUNCTION 1100 CLASSROOM INSTRUCTION									
Personnel	41,240,350.63	40,649,080.50	98.57		652,871.30		4,233,662.87		
Other	2,566,847.37	2,349,140.71	91.52		141,201.83		77,943.47		
FUNCTION 1200 INST SUPPORT-STUDENT									
Personnel	2,548,425.44	2,450,154.48	96.14		269,830.52		2,087,560.90		
Other	206,233.00	2,296,696.00	1113.64		8,370.79		19,361.50		
FUNCTION 1300 INST SUPPORT-STAFF									
Personnel	3,399,447.93	3,409,064.80	100.28		384,910.73		2,178,695.16		
Other	1,692,526.93	1,554,691.16	91.86		109,399.65		276,686.26		
FUNCTION 1400 INST SUPPORT-SCHOOL ADMN									
Personnel	4,250,306.11	3,272,486.13	76.99		680,920.98		3,684,833.80		
Other	153,862.00	127,579.70	82.92		485.00		4,179.91		
TOTAL INSTRUCTION	56,057,999.41	15,459,812.98	27.58	59,011,319.00	2,247,990.80	3.81%	12,562,923.87	44,200,404.33	25.10%
ADMINISTRATION									
FUNCTION 2100 ADMINISTRATION									
Personnel	2,005,375.37	1,669,044.25	83.23		468,129.88		1,244,897.90		
Other	444,562.41	427,444.85	96.15		80,586.58		62,436.60		
FUNCTION 2200 ATTENDANCE & HEALTH SERV									
Personnel	1,769,421.42	1,717,703.59	97.08		71,197.16		722,451.56		
Other	34,074.00	19,254.76	56.51		999.88		75.00		
TOTAL ADMINISTRATION	4,253,433.20	3,833,447.45	90.13	4,989,038.00	620,913.50	12.45%	2,029,861.06	2,338,263.44	53.13%

PUPIL TRANSPORTATION											
FUNCTION 3100 MANAGEMENT & DIRECTION											
	Personnel	249,084.38	247,593.24	99.40		49,109.85		257,529.40			
	Other	29,577.00	22,649.42	76.58		1,881.03		7,513.16			
FUNCTION 3200 VEHICLE OPERATION SERVICE											
	Personnel	2,153,111.42	2,128,262.91	98.85		157,393.30		1,715,881.11			
	Other	767,181.00	722,949.10	94.23		182,296.18		25,068.09			
FUNCTION 3300 MONITORING SERVICE											
	Personnel	318,795.50	303,775.67	95.29		12,741.40		293,082.05			
	Other	0.00	0.00	0.00		0.00		0.00			
FUNCTION 3400 VEHICLE MAINT SERVICE											
	Personnel	36,812.50	42,570.56	115.64		57,728.11		220,558.38			
	Other	330,268.00	320,460.00	97.03		12,742.78		48,477.73			
FUNCTION 3500 BUS PURCHASE - REGULAR											
	Other	169,217.06	169,227.06	100.01		0.00		0.00			
FUNCTION 3600 BUS - LEASE PURCHASE											
	Other	66,000.00	66,506.94	0.00		0.00		0.00			
TOTAL PUPIL TRANSPORTATION		4,120,046.86	4,023,994.90	97.67		5,225,709.00	473,892.65	9.07%	2,568,109.92	2,183,706.43	58.21%
OPERATIONS & MAINTENANCE											
FUNCTION 4100 MANAGEMENT & DIRECTION											
	Personnel	254,691.98	253,538.04	99.55		33,334.01		166,668.40			
	Other	52,500.00	33,675.18	64.14		3,174.50		-			
FUNCTION 4200 BUILDING SERVICES											
	Personnel	3,963,443.56	4,031,134.00	101.71		753,489.94		2,590,787.93			
	Other	4,889,224.39	4,543,849.01	92.94		696,416.04		2,558,580.53			
FUNCTION 4300 GROUNDS SERVICES											
	Personnel	220,590.71	222,378.41	100.81		42,205.55		179,649.54			
	Other	20,000.00	21,571.54	107.86		972.49		0.00			
FUNCTION 4400 EQUIPMENT SERVICES											

	Personnel	0.00	0.00	0.00			0.00			
	Other	48,000.00	48,525.77	101.10			2,280.17		875.40	
FUNCTION 4500 VEHICLE SERVICES										
	Personnel	0.00	0.00	0.00			0.00		0.00	
	Other	23,000.00	25,566.85	111.16			465.95		33.99	
FUNCTION 4600 SECURITY SERVICES										
	Personnel	156,092.50	178,227.90	114.18			4,329.97		2,676.60	
	Other	76,132.00	82,323.05	108.13			15,260.00		49,380.00	
TOTAL OPERATIONS & MAINTENANCE		9,703,675.14	9,440,789.75	97.29	9,650,937.00	1,551,928.62	16.08%	5,548,652.39	2,550,355.99	73.57%
SCHOOL FOOD SERVICES										
FUNCTION 5100 SCHOOL FOOD SERVICES										
	Personnel	0.00	0.00	0.00			27,725.24		128,073.69	(155,798.93)
	Other	0.00	0.00	0.00			179.68		0.00	
TOTAL SCHOOL FOOD SERVICES		0.00	0.00	100.00	0.00	27,904.92	100.00%	128,073.69	(155,978.61)	
FACILITIES										
FUNCTION 6200 SITE IMPROVEMENTS										
		0.00	0.00	0.00						
FUNCTION 6600 BLDG ADD & IMP SERVICES										
	Personnel	32,295.00	19,576.99	60.62			793.77		0.00	
	Other	65,800.00	43,519.90	66.14			6,690.00		20,070.00	
TOTAL FACILITIES		98,095.00	63,096.89	64.32	128,383.00	7,483.77	5.83%	20,070.00	100,829.23	21.46%
DEBT SERVICE										
FUNCTION 7100 DEBT SERVICE										
	- Other	720,472.94	717,900.14	99.64			109,393.21		164,105.41	
TOTAL DEBT SERVICE		720,472.94	717,900.14	99.64	307,126.00	109,393.21	35.62%	164,105.41	33,627.38	89.05%

TECHNOLOGY										
FUNCTION 8100 CLASSROOM INSTRUCTION										
Personnel	1,386,480.69	1,381,548.98	99.64		168,011.69		1,144,812.71			
Other	173,733.00	380,488.21	219.01		9.00		0.00			
FUNCTION 8200 INSTRUCTIONAL SUPPORT										
Personnel	196,167.82	195,442.15	99.63		34,647.60		179,302.90			
Other	566,309.76	380,615.23	67.21		328,416.68		98,616.56			
FUNCTION 8200 LEASE PURCHASE										
	0.00	0.00	0.00							
TOTAL TECHNOLOGY	2,322,691.27	2,338,094.57	100.66		2,309,807.00	531,084.97	22.99%	1,422,732.17	355,989.86	84.59%
CONTINGENCY RESERVES										
FUNCTION 9100 CLASSROOM INSTRUCTION										
	0.00	0.00	0.00		0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9300 ADMINISTRATION										
	300,000.00	0.00	0.00		0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9500 PUPIL TRANSPORTATION										
	200,000.00	0.00	0.00		0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9600 OPERATIONS & MAINTENANCE										
	0.00	0.00	0.00		0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL CONTINGENCY RESERVES	500,000.00	0.00	0.00		0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL OPERATING BUDGET										
	77,776,413.82	35,877,136.68	46.13		81,622,319.00	5,570,592.44	6.82%	24,444,528.51	51,607,198.05	36.77%

ACCOUNT TITLE	FY 2011-2012 (unaudited)				FY 2012-13			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
240308 SALES TAX RECEIPTS	(8,965,522.00)	(793,756.08)	(8,171,765.92)	8.85%	(8,713,252.00)	(777,291.36)	(7,935,960.64)	8.92%
240202 BASIC SCHOOL AID	(19,663,616.00)	(3,277,269.32)	(16,386,346.68)	16.67%	(20,446,238.00)	(3,407,706.32)	(17,038,531.68)	16.67%
240207 GIFTED & TALENTED	(233,116.00)	(38,852.68)	(194,263.32)	16.67%	(236,687.00)	(39,447.84)	(197,239.16)	16.67%
240208 REMEDIAL EDUCATION	(916,922.00)	(152,820.32)	(764,101.68)	16.67%	(1,193,725.00)	(198,954.16)	(994,770.84)	16.67%
240208 REMEDIAL EDUCATION	(148,487.00)	0.00	(148,487.00)	0.00%	(157,258.00)		(157,258.00)	0.00%
240209 ENROLLMENT LOSS	0.00	0.00	0.00	0.00%	0.00		0.00	0.00%
240212 SPECIAL ED SOQ	(2,584,995.00)	(430,832.52)	(2,154,162.48)	16.67%	(2,253,670.00)	(375,611.68)	(1,878,058.32)	16.67%
240217 VOCATIONAL ED SOQ	(305,641.00)	(50,940.16)	(254,700.84)	16.67%	(288,140.00)	(48,023.32)	(240,116.68)	16.67%
240221 SOC SEC-INSTR	(1,341,711.00)	(223,618.52)	(1,118,092.48)	16.67%	(1,353,231.00)	(225,538.50)	(1,127,692.50)	16.67%
240223 VRS INSTRUCTIONAL	(1,212,202.00)	(202,033.68)	(1,010,168.32)	16.67%	(2,258,815.00)	(376,469.16)	(1,882,345.84)	16.67%
240241 GROUP LIFE INST	(46,623.00)	(7,770.52)	(38,852.48)	16.67%	(87,471.00)	(14,578.50)	(72,892.50)	16.67%
240228 READING INTERVENTN	(141,000.00)	0.00	(141,000.00)	0.00%	(170,389.00)		(170,389.00)	0.00%
240205 CAT-REG FOSTER	(145,135.00)	0.00	(145,135.00)	0.00%	(101,400.00)		(101,400.00)	0.00%
240246 CAT-HOMEBOUND	(156,865.00)	0.00	(156,865.00)	0.00%	(232,366.00)		(232,366.00)	0.00%
240248 REGIONAL TUITION	(849,922.00)	0.00	(849,922.00)	0.00%	(743,344.00)		(743,344.00)	0.00%
240265 AT RISK SOQ	(1,074,910.00)	0.00	(1,074,910.00)	0.00%	(1,242,007.00)		(1,242,007.00)	0.00%
240309 ESL	(106,053.00)	0.00	(106,053.00)	0.00%	(102,484.00)		(102,484.00)	0.00%
330213 SCHOOL LUNCH	0.00	0.00	0.00	100.00%		(12,736.87)	12,736.87	0.00%
240281 AT RISK 4 YR OLDS	(1,231,987.00)	0.00	(1,231,987.00)	0.00%	(1,215,707.00)		(1,215,707.00)	0.00%
240218 CTE - ADULT ED	(19,175.00)	0.00	(19,175.00)	0.00%	(19,175.00)		(19,175.00)	0.00%
240252 CTE EQUIPMENT	0.00	0.00	0.00	100.00%			0.00	0.00%
240253 CTE OCC PREP	(33,809.00)	0.00	(33,809.00)	0.00%	(36,711.00)		(36,711.00)	0.00%
LOTTERY PROCEEDS	0.00	0.00	0.00	0.00%	0.00		0.00	0.00%
REG SPEC SERV	0.00	0.00	0.00	0.00%	0.00		0.00	0.00%
240273 CPI HOLD HARMLESS	(126,411.00)	0.00	(126,411.00)	0.00%	0.00		0.00	0.00%
SUPPLEMENTAL SUPPORT	(671,477.00)	0.00	(671,477.00)	0.00%	0.00	(78,165.28)	78,165.28	0.00%
ADDITIONAL STATE SUPPORT	0.00	0.00	0.00	0.00%	(468,992.00)		(468,992.00)	0.00%
240275 PRIMARY CLASS SIZE	(1,190,402.00)	0.00	(1,190,402.00)	0.00%	(1,594,562.00)		(1,594,562.00)	0.00%
240214 TEXTBOOKS	(210,115.00)	(35,019.16)	(175,095.84)	16.67%	(461,694.00)	(76,949.00)	(384,745.00)	16.67%
240203 GED/ISAEP	(23,576.00)	0.00	(23,576.00)	0.00%	(23,576.00)		(23,576.00)	0.00%
240405 ALGEBRA READINESS	(114,911.00)	0.00	(114,911.00)	0.00%	(126,366.00)		(126,366.00)	0.00%
COMMONWEALTH OF VA	(41,514,583.00)	(5,212,912.96)	(36,301,670.04)	12.56%	(43,527,260.00)	(5,631,471.99)	(37,895,788.01)	12.94%
330201 BASIC ADULT ED.	(50,000.00)	0.00	(50,000.00)	0.00%	(50,000.00)		(50,000.00)	0.00%
330212 IMPACT AIDPL81-874	(6,000.00)	0.00	(6,000.00)	0.00%	(6,000.00)	(167.32)	(5,832.68)	2.79%
180303 MEDICAID REIMBURSE	(300,000.00)	0.00	(300,000.00)	0.00%	(300,000.00)		(300,000.00)	0.00%
JR ROTC	(105,000.00)	0.00	(105,000.00)	0.00%	(105,000.00)		(105,000.00)	0.00%
FEDERAL	(461,000.00)	0.00	(461,000.00)	0.00%	(461,000.00)	(167.32)	(460,832.68)	0.04%

	FY 2011-2012 (unaudited)				FY 2011-2012			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
510500 CITY OPER APPR	(31,942,103.00)	0.00	(31,942,103.00)	0.00%	(35,642,103.00)		(35,642,103.00)	0.00%
510500 FUND BALANCE RETURN	0.00	0.00	0.00	0.00%	0.00		0.00	0.00%
510500 USE OF RESERVES	(200,000.00)	0.00	(200,000.00)	0.00%	0.00		0.00	0.00%
510502 CITY DEBT SERV APP	(33,627.00)	0.00	(33,627.00)	0.00%	(33,627.00)		(33,627.00)	0.00%
CITY	(32,175,730.00)	0.00	(32,175,730.00)	0.00%	(35,675,730.00)	0.00	(35,675,730.00)	0.00%
189912 MISC REV/OTH FUNDS	0.00	(666.00)	666.00	100.00%	0.00	(2,077.81)	2,077.81	100.00%
180303 REBATES & REFUNDS	(15,000.00)	(2,048.00)	(12,952.00)	13.65%	(15,000.00)	(1,000.00)	(14,000.00)	6.67%
189903 DONATIONS & SP GF	0.00	0.00	0.00	0.00%	0.00		0.00	0.00%
189909 SALE OTHER EQUIP	0.00	0.00	0.00	100.00%	0.00		0.00	0.00%
189910 INSURANCE ADJUST	(3,000.00)	0.00	(3,000.00)	0.00%	(3,000.00)	(82,483.04)	79,483.04	2749.43%
189912 OTHER FUNDS	0.00	0.00	0.00	0.00%	0.00		0.00	0.00%
E RATE REIMBURSEMENT	(85,000.00)	0.00	(85,000.00)	0.00%	(100,000.00)	(2,696.97)	(97,303.03)	2.70%
TRANSFER IN/OUT	0.00	0.00	0.00	-100.00%	0.00	0.00	0.00	0.00%
MISCELLANEOUS	(103,000.00)	(2,714.00)	(100,286.00)	2.63%	(118,000.00)	(88,257.82)	(29,742.18)	74.79%
150201 RENTS	(98,000.00)	(98,000.00)	0.00	100.00%	(98,000.00)		(98,000.00)	0.00%
161201 TUITION DAY SCHOOL	(160,000.00)	(22,049.02)	(137,950.98)	13.78%	(120,000.00)	(32,531.90)	(87,468.10)	27.11%
161206 TUITION ADULT	(10,000.00)	0.00	(10,000.00)	0.00%	(10,000.00)		(10,000.00)	0.00%
161207 TUITION SUMMER SCH	(40,000.00)	0.00	(40,000.00)	0.00%	(40,000.00)	(15,236.82)	(24,763.18)	38.09%
161202 SPEC PUPIL FEES	(45,000.00)	(152.00)	(44,848.00)	0.34%	(45,000.00)	(482.12)	(44,517.88)	1.07%
161205 BUS RENTAL	(170,500.00)	(36,735.80)	(133,764.20)	21.55%	(400,000.00)	(4,454.84)	(395,545.16)	1.11%
190101 TUIT FM OTH CO/CY	(634,620.00)	0.00	(634,620.00)	0.00%	(634,620.00)		(634,620.00)	0.00%
161201 DUAL ENROLLMENT	(35,000.00)	0.00	(35,000.00)	0.00%	(35,000.00)		(35,000.00)	0.00%
PRINT SHOP	(100,000.00)	0.00	(100,000.00)	100.00%	(100,000.00)	(151.50)	(99,848.50)	0.15%
ATHLETIC & MUSIC FEES	0.00	0.00	0.00	0.00%	(199,188.00)		(199,188.00)	0.00%
SCHOOL NUT UTILITIES	(98,500.00)	0.00	(98,500.00)	0.00%	(98,500.00)		(98,500.00)	0.00%
FACILITY RENTALS	(60,020.00)	(4,707.50)	(55,312.50)	7.84%	(60,020.00)	(3,115.00)	(56,905.00)	5.19%
CHARGES FOR SERVICES	(1,451,640.00)	(161,644.32)	(1,289,995.68)	11.14%	(1,840,328.00)	(55,972.18)	(1,784,355.82)	3.04%
150101 INTEREST-BNK DPST	0.00	6.22	(6.22)	100.00%	0.00	0.00	0.00	100.00%
USE OF MONEY								
LEASE PURCHASE PROCEEDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
DESIGNATION - ENCUMBRANCES	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
TOTAL OPERATING FUND	(75,705,953.00)	(5,377,265.06)	(70,328,687.94)	7.10%	(81,622,318.00)	(5,775,869.31)	(75,846,448.69)	7.08%

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

Agenda Report

Date: 09/18/12

Agenda Number: D-2

Attachments: Yes

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

Subject: Personnel Report

Summary/Description:

The personnel recommendations for September 4 – 18, 2012, appear as an attachment to this agenda report.

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

Recommendation:

The superintendent recommends that the school board approve the personnel recommendations for September 4 – 18, 2012.

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

McCorkle, Susan	Kent State	B.S./0 yrs. (Lv.0 3)	Perrymont Elementary Special Education	09/17/12
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Agenda Report

Date: 09/18/12

Agenda Number: D-3

Attachments: Yes

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

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

Summary/Description:

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

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

Recommendation:

The superintendent recommends that the school board approve School Board Policy 7-11.2: Compulsory Attendance Exemptions: Home Instruction.

STUDENTS

Compulsory Attendance/Exemptions: Home InstructionA. Generally

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

B. Procedures

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

Legal Reference:

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

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

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

STUDENTS

Compulsory Attendance/Exemptions: Home Instruction (continued)

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

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

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

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

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

STUDENTS

Compulsory Attendance/Exemptions: Home Instruction (continued)

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

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

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

Adopted by School Board: September 18, 1984

Revised by School Board:

Agenda Report

Date: 09/18/12

Agenda Number: D-4

Attachments: Yes

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

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

Summary/Description:

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

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

Recommendation:

The superintendent recommends that the school board approve Administrative Regulation 7-11.2: Compulsory Attendance Exemptions: Home Instruction.

STUDENTS

Compulsory Attendance/Exemptions: Home Instruction R 7-11.2

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

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

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

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

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

STUDENTS

Compulsory Attendance/Exemptions: Home Instruction (continued)

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

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

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

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

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

Agenda Report

Date: 09/18/12

Agenda Number: D-5

Attachments: Yes

From: Scott S. Brabrand, Superintendent

Subject: Religious Exemption

Summary/Description:

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

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

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

Recommendation:

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

Agenda Report

Date: 09/18/12

Agenda Number: F-1

Attachments: Yes

From: Scott S. Brabrand, Superintendent

Subject: Lynchburg City Schools Comprehensive Plan: Operations and Personnel

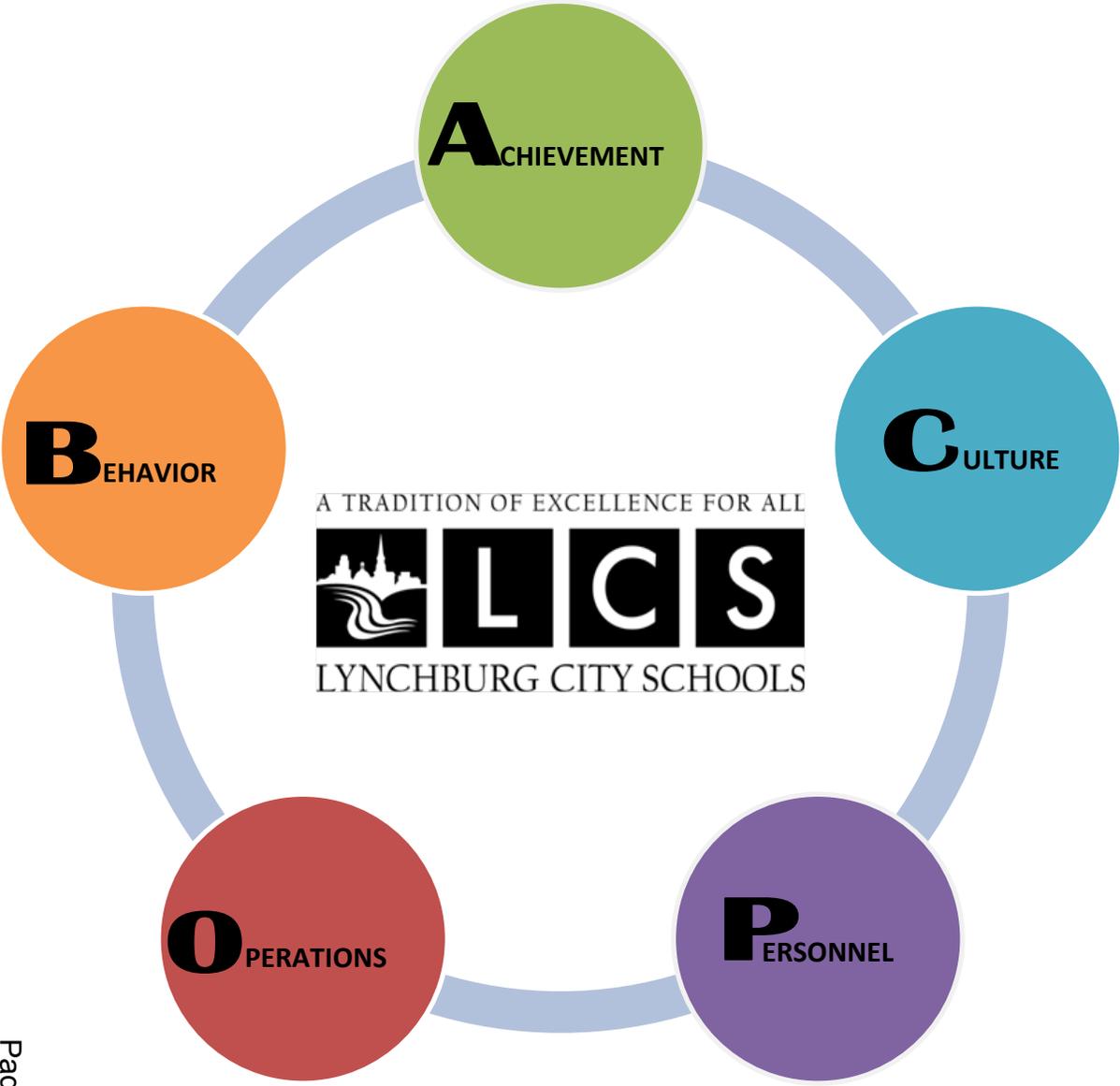
Summary/Description:

On August 7, 2012, the school board approved the Lynchburg City Schools Comprehensive Plan with the understanding that this is a working document that will be updated as needed. The school administration has been developing the sections of the plan relative to operations and personnel, and during this presentation, Mr. Ben W. Copeland, Assistant Superintendent of Operations and Administration, and Mrs. Marie F. Gee, Director of Personnel, will present their portions of the comprehensive plan. Further, Mrs. Gee will provide the school board with updated teacher demographic profiles for the school division.

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

Recommendation:

The superintendent recommends that the school board approve the operation and personnel sections of the Lynchburg City Schools Comprehensive Plan.



Updated 9/10/2012

Division-wide Indicators of Excellence

Excellence in Operations

Excellence in Personnel

OPERATIONS

Operations Matrix

- Facilities
- Technology
- Finance
- Nutrition
- Transportation

PERSONNEL

Personnel Matrix

- Degree
- Professional Development Plan
- Turnover

Page 25

Item: F-1



Excellence in Operations

Why: Operations are the foundation of the school division. Excellence in all areas of operations is the distinguishing characteristic of good management.

How: These departments will support “A Tradition of Excellence for All” by:

- providing a school environment that is clean, safe, well maintained, efficient, and conducive to learning, for all students, staff, and guests;
- providing technological services and equipment that enhance productivity and promote learning for all students, staff, parents, and guests.
- providing staff with the information and training required to operate in a fiscal responsible manner.
- providing meals to encourage students to make healthy food choices.

Indicators of Excellence

- Facilities
- Technology
- Finance
- Nutrition
- Transportation



Indicators of Excellence

- Safety/Security
- Sanitation
- Physical Condition
- Functional Performance

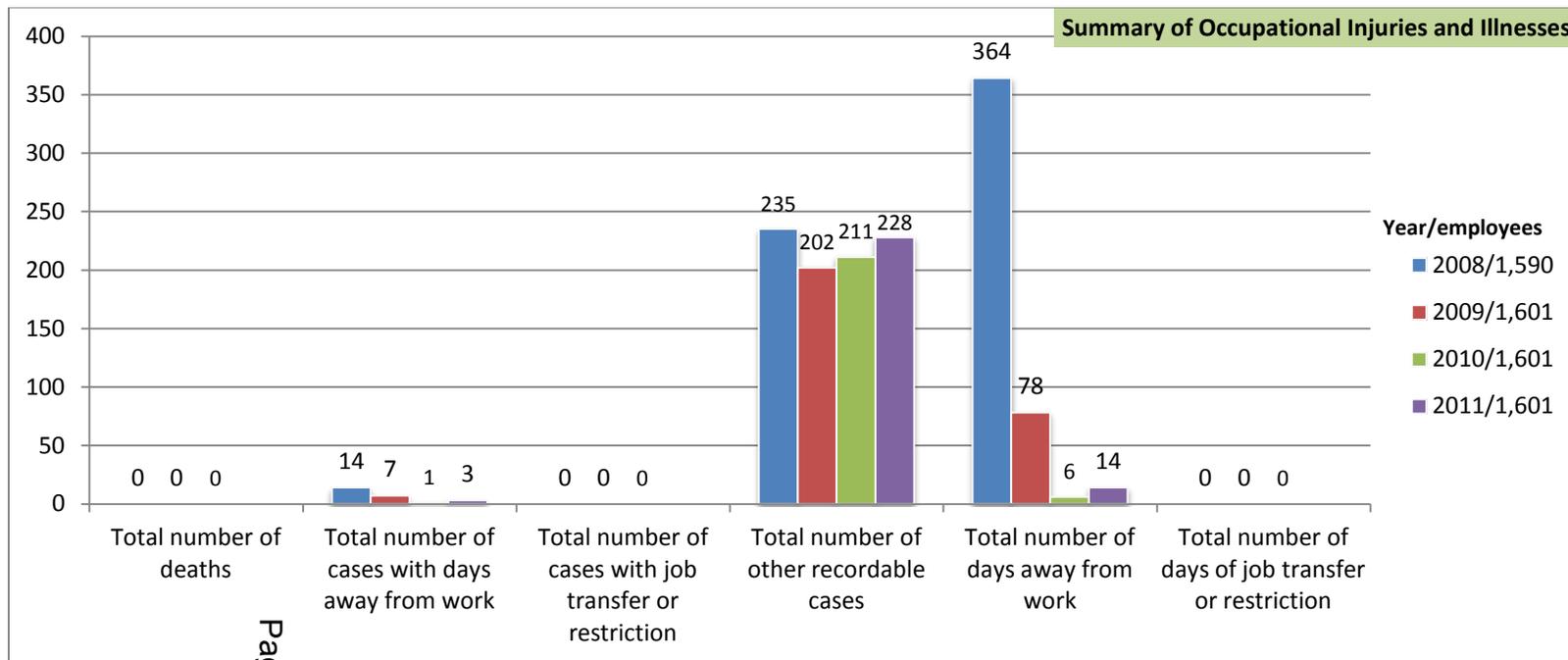
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FACILITIES and Safety/Security | The Data

VISION: A Tradition of Excellence for All

MISSION: Every child, by name and by need, to graduation.

GOAL: No injuries or incidents due to lack of safety measures, lack of appropriate security measures and/or related procedures.



O

FACILITIES and Safety/Security | The Plan

STRATEGY	EVALUATION/EVIDENCE OF COMPLETION	RESPONSIBILITY
Continue to conduct Safety Audits of all facilities using OSHA and EPA guidelines	Timely completion of audit reports State certification of audit report	Assistant Superintendent of Operations and Administration Director of Facilities Assistant Director of Facilities Principals/Site Administrators
Institute a division level safety/security committee	Minutes of division level safety/security committee meetings Safety inspection reports Data reported on "Summary of Occupational Injuries and Illnesses for the Year _____"	Assistant Superintendent of Operations and Administration Director of Facilities Assistant Director of Facilities Principals/Site Administrators
Annual Fire Marshall Inspections will be used to guide efforts and resources to resolve life safety issues	Fire Marshal Inspection reports	Principals/Site Administrators Director of Facilities
Maintain Crime Prevention Through Environmental Design (CPTED) Program	Report on annual CPTED inspection conducted by LPD	Director of Facilities Assistant Director of Facilities
Develop a consolidated list of required safety training by job classification and institute a division wide safety training program	Required safety training Staff training records	Assistant Superintendent of Operations and Administration Director of Personnel
Develop all Crisis Management Plans in conjunction with the police department and campus leadership.	Annual updated and board reviewed Crisis Management Plan	Superintendent Assistant Superintendent of Operations and Administration Division Safety/Security Committee

O **FACILITIES and Sanitation | The Plan**

VISION: A Tradition of Excellence for All.

MISSION: Every child, by name and by need, to graduation.

GOAL: Maintain appearance and sanitation at APPA Level 2. School buildings shall be cleaned on a daily basis to promote public health and ensure sanitary conditions, especially in classrooms, restrooms, laboratories, cafeterias, kitchens, clinics, locker rooms, and other areas prone to germs, bacteria and disease.

STRATEGY	EVALUATION/EVIDENCE OF COMPLETION	RESPONSIBILITY
Institute Monthly Custodial Inspections	Custodial inspection reports Key indicators and consolidated results	Director of Facilities Supervisor of Building Maintenance Principals/ Site Administrators Head Custodians
Develop a Custodial Staff Training Program that includes leadership training for supervisors as well as skills training.	Custodial staff training records	Director of Facilities Supervisor of Building Maintenance Principals/ Site Administrators Head Custodians
Continue to expand the Recycling Program and implement at all sites.	Adoption of division recycling policy Tracking reports on levels of recycling (Annual city recycling report)	Director of Facilities Assistant Director of Facilities Principals/Site Administrators
Continue implementation of the Integrated Pest Management Program, including training for site staff.	Monthly inspection reports on pest activity Documentation of Training	Director of Facilities Assistant Director of Facilities



O

The Data

Insert Key indicators and custodial inspection results

O

FACILITIES and Physical Condition | The Data

Vision: A Tradition of Excellence for All

Mission: Every child, by name and by need, to graduation

Goal: Limit interruptions to the educational program due failure of building components or equipment. Maintenance and operations activities shall ensure that all buildings, components, and equipment are sound, in good serviceable condition, and otherwise in good working order.

Insert Average Days outstanding charts

Insert Work Order charts

O **FACILITIES and Physical Condition | The Plan**

STRATEGY	EVALUATION/EVIDENCE OF COMPLETION	RESPONSIBILITY
Increase Work Order completion rate	Report on work order created and work orders completed.	Director of Facilities Assistant Director of Facilities Supervisor of Building Maintenance
Shorten Average days outstanding	Report on average days outstanding at Work Order completion Report on average days outstanding for incomplete Work Order	Director of Facilities Assistant Director of Facilities Supervisor of Building Maintenance
Identify all Preventive Maintenance needs/requirements for the division.	All equipment entered into PM direct PM work orders being auto generated. PM work orders completed in a timely manner	Director of Facilities Assistant Director of Facilities Supervisor of Building Maintenance
Develop Customer Service Surveys	Customer satisfaction surveys Report on survey results	Assistant Superintendent of Operations and Administration Director of Facilities
Analysis of work order backlog	Reports on backlog by trade Increased productivity seen in higher work order completion and reduction in average days outstanding	Director of Facilities Assistant Director of Facilities Supervisor of Building Maintenance

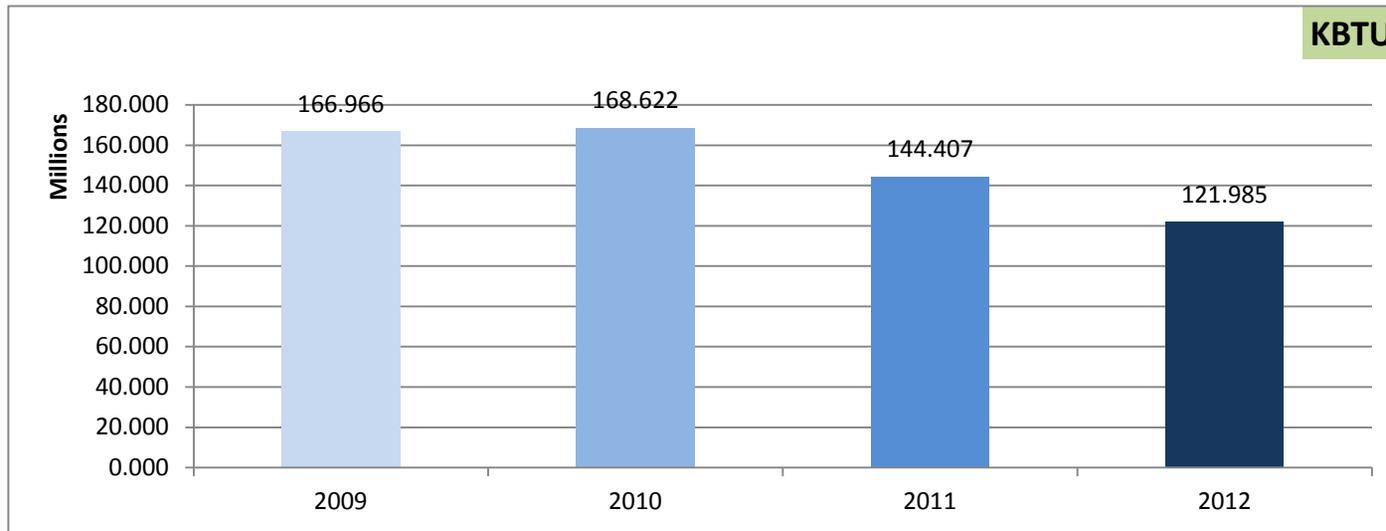
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FACILITIES and Functional Performance | The Data

Vision: A Tradition of Excellence for All

Mission: Every child, by name and by need, to graduation

Goal: All facilities are designed and operated to optimize the educational process while minimizing expenditures.



KBTu (one thousand British thermal units) is a unit of measure for energy in which electricity (watts) and natural gas (Btu) are converted to a common unit of measurement. The conversion allows dissimilar energy sources to be compared and totaled.



O

FACILITIES and Functional Performance | The Plan

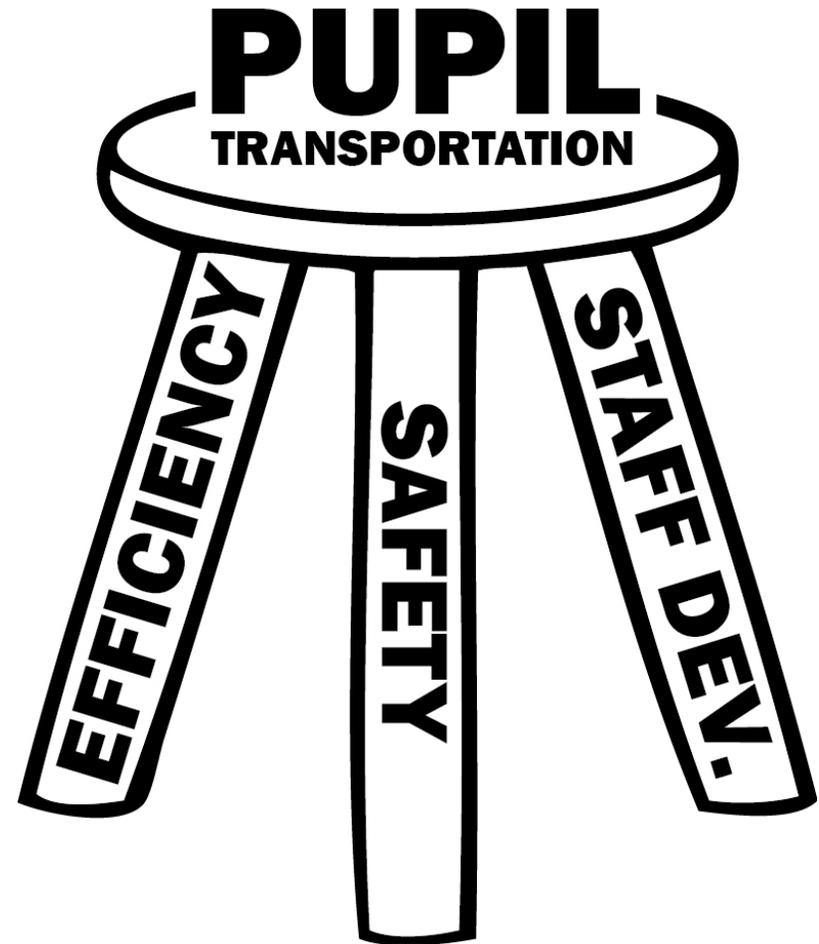
STRATEGY	EVALUATION/EVIDENCE OF COMPLETION	RESPONSIBILITY
Develop a Capital Planning program that realistically reflects the needs of the division for the next 10 years.	10 year CIP	Assistant Superintendent of Operations and Administration Director of Facilities
Continue with the Energy Conservation Program	Energy Savings Report	Assistant Superintendent of Operations and Administration Director of Facilities

O

TRANSPORTATION | The Plan

Indicators for Excellence – Transportation

- Safety
- Efficiency
- Staff Development



O **TRANSPORTATION and Safety | The Plan**

VISION: Tradition of Excellence for All

MISSION: Every child by name and by need to graduation

GOAL: To minimize the potential of injury to persons and property.

STRATEGY	EVALUATION/EVIDENCE OF COMPLETION	RESPONSIBILITY
Driver Daily pre-Trip Inspections	Submission required on a monthly basis/verify via periodic spot checks Documentation maintained at Transportation	Bus Drivers Dispatchers Director of Transportation
30 Day & 180 Day Bus Inspections	Documented in Bus File and spreadsheet	Mechanics Director of Transportation
Accidents per 100k miles driven	Historical look back at data to establish a baseline with semiannual reporting of data going forward	Dispatcher Director of Transportation
Safety Team	Schedule showing safety team visits to elementary schools	Dispatcher Director of Transportation

O TRANSPORTATION and Efficiency | The Plan

VISION: Tradition of Excellence for All

MISSION: Every child by name and by need to graduation

GOAL: Measure performance and efficiency of services provided and outline continuous improvement plans in the following areas:

STRATEGY	EVALUATION/EVIDENCE OF COMPLETION	RESPONSIBILITY
Track fuel costs per mile driven and MPG	Tracking spreadsheets and data presentation	Transportation Secretary Director of Transportation
Driver Daily Attendance	Monthly and quarterly reports	Transportation Secretary Director of Transportation
Bus Assistant Daily Attendance	Monthly and quarterly reports	Transportation Secretary Director of Transportation
Develop Customer Service Surveys	Customer satisfaction surveys Report on survey results	Director of Transportation
Employ bus replacement schedule to reduce the average age of the bus fleet	10 Year bus replacement schedule	Director of Transportation

O TRANSPORTATION and Staff Development | The Plan

VISION: Tradition of Excellence for All

MISSION: Every child by name and by need to graduation

GOAL: Transportation staff will be better able to provide safe and efficient pupil transportation.

STRATEGY	EVALUATION/EVIDENCE OF COMPLETION	RESPONSIBILITY
Conduct biannual department wide safety training	Documentation of meeting topics and attendance	Transportation Secretary Director of Transportation
Driver Trainers, Third Party Testers,	Documentation of Certified Trainers and Third Party Testers to meet the departments needs.	Dispatchers Director of Transportation
Post accident/incident retraining	Accident review and retraining topics	Dispatchers Director of Transportation

Excellence in Personnel

Why: We are in the business of developing human potential. Employees serve as ambassadors for education.

How: Our dedicated employees are highly qualified, superbly talented, and exemplary individuals. They embody professionalism that compels personal and group commitment to excellence in education for all students.

Indicators of Excellence

- Degree
- Professional Development Plan
- Turnover



P

Personnel | The Plan

VISION: Tradition of Excellence for All

MISSION: Every child by name and by need to graduation

GOAL: To develop Human Resources practices that will better serve the staff of Lynchburg City Schools in a professional and effective manner.

STRATEGY	EVALUATION/EVIDENCE OF COMPLETION	RESPONSIBILITY
Provide Autism training for appropriate personnel, to include instructional /bus assistants and certain bus drivers.	All staff that work directly with students with autism will be trained, as evidenced by sign-in sheets.	Director of Personnel Director of Special Education
Encourage increased communication with schools and departments to provide assistance and direction to resources in a professional and timely manner.	Increased trust and efficiency among departments	Department of Personnel
Cross-train staff to provide more efficient service to LCS and potential personnel.	Multiple staff members in the personnel department can assist with necessary tasks (contracts, data, etc.)	Department of Personnel
Purchase software that will track professional development and train to use it effectively.	Installation and training of the program.	Department of Personnel Chief Financial Officer

P Personnel | The Plan

VISION: Tradition of Excellence for All

MISSION: Every child by name and by need to graduation

GOAL: To encourage and assist staff members in advancing their educational goals, obtaining degrees, and adding endorsements.

STRATEGY	EVALUATION/EVIDENCE OF COMPLETION	RESPONSIBILITY
Encourage teachers to take Praxis II tests to increase endorsements on their licenses.	Teachers eligible to teach in more than one subject area.	Director of Personnel and staff Director of Finance
Research potential funding to promote academic and technological advancement for all staff.	Assistance to teachers and staff for coursework and licensure assessments.	Director of Personnel
Work collaboratively with local colleges to bring advanced degree programs into the division for employees at a reduced or minimal cost.	Increased number of teachers and staff with advanced degrees.	Director of Personnel
Provide training to existing personnel to increase skills in professional areas of need; including computer literacy and GED or Reading.	Sign-in sheets for after-school or night sessions	Department of Personnel Reading, Technology teachers

P

Personnel | The Plan

VISION: Tradition of Excellence for All

MISSION: Every child by name and by need to graduation

GOAL: To decrease teacher/employee turnover in an effort to maintain highly qualified instructional and professional staff.

STRATEGY	EVALUATION/EVIDENCE OF COMPLETION	RESPONSIBILITY
Evaluate and update salary scales to ensure more competitive hiring and retention of staff.	Salary Survey Report; more competitive salary scales. Decreased turnover with staff.	Director of Personnel and staff Director of Finance
Participate in job fairs to recruit and hire the most qualified personnel in all areas.	Increased number of qualified applicants. Higher retention rate of personnel	Director of Personnel Curriculum/Instr. staff Director of SPED Principals
Work with principals to identify and place teachers and staff that are a good fit for their schools.	Fewer staff leaving.	Department of Personnel Building Administrators

Agenda Report

Date: 09/18/12

Agenda Number: F-2

Attachments: Yes

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

Subject: Capital Improvement Plan: Small Projects Update

Summary/Description:

The school administration will provide the school board with an update regarding capital improvement projects that have and are occurring throughout the school division.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Name of Facility	Architect	Contractor	Description	Budgeted Amount	Contract Amount	Project Start	Percent Complete	Expected Completion Date	Remarks
HVAC Digital Controls	Mayes Engineering	Johnson Controls	Conversion from electro-pneumatic to Direct Digital Controls	\$660,000	\$564,550	12-Jun-12	95%	14-Sep-12	Installation of all wiring and devices is complete. Programming and commissioning is complete. Front end interface is in development. Text interface is loaded. Expect graphics by 9/30/12.
Sandusky ES				\$170,000	\$90,000				
Linkhorne ES				\$170,000	\$160,000				
Bedford Hills ES				\$170,000	\$227,600				
Paul Munro ES				\$150,000	\$96,250				
Roof Repairs	Dominion 7	Melvin Morgan Roofing	Roof replacement on building sections. TCM - auditorium, LES - K annex, DMS - Mozee	\$205,000	\$155,316	18-Jun-12	100%	17-Aug-12	All roof projects were completed on time. Final inspection and acceptance completed on 8/21/12.
TC Miller				\$65,000	\$46,012				
Linkhorne ES				\$90,000	\$37,074				
Dunbar MS				\$50,000	\$72,231				
Paul Munro ES Phase 1 - Window replacement	Dominion 7	Appomattox Glass	Replace windows and entrance doors on front.	\$219,564	\$195,127	31-Jul-12	75%	28-Sep-12	All frames and glass are in place. Solid panels are shipping 9/19. All openings have plywood or glass and building is secure. Entrance doors to be installed 9/15 & 16. Window vents not due until end of the month.
Bedford Hills ES Window Replacement	Dominion 7	Appomattox Glass	Replace windows in cafeteria and old kitchen.	\$101,754	\$140,612	2-Jul-12	90%	14-Sep-12	All window systems are complete as of 8/10/12 except window vents. Window vents due on site end of Sept.
Heritage High School	Moseley		Architectural Design for a new Heritage High School		\$3,450,000	7-Jun-12	1%	14-Jan-14	Projected schedule presented to the Board on 8/22/12. Program review complete.
Dunbar MS Gym Air Condition	Master Engineers	Valley Boiler	Install A/C in gym.	\$210,000	\$126,400	11-Jun-12	100%	31-Aug-12	Project completed 9/7/12.
Paul Munro ES Painting - Halls	N/A	DL Bryant	Painting of glazed block in interior hallways	\$20,000	\$9,500	6-Aug-12	100%	Complete	Project completed on time
Dearington ES Painting - Halls	N/A	Schrader Painting	Painting of glazed block in interior hallways	\$25,000	\$7,298	31-Jul-12	100%	Complete	Project completed on time

Name of Facility	Architect	Contractor	Description	Budgeted Amount	Contract Amount	Project Start	Percent Complete	Expected Completion Date	Remarks
Dearington ES Painting - Exterior	N/A	Elite Painting	Painting of exterior trim	\$0 (funded with surplus \$\$)	\$16,000	16-Jun-12	100%	Complete	Project completed on time
EC Glass HS Painting - Stairways	N/A	J. Coleman Ltd.	Painting of walls, rails, and stair risers in stairways	\$40,000	\$39,000	1-Aug-12	100%	Complete	Project completed on time
Heritage HS Painting - Stairways	N/A	J. Coleman Ltd.	Painting of walls, rails, and stair risers in stairways	\$40,000	\$30,000	1-Aug-12	100%	Complete	Project completed on time
Heritage ES Painting - Interior	N/A	LCS	Painting of entire interior	\$18,000	\$10,974 (Materials)	7-Jun-12	100%	Complete	Project completed on time. LCS employees did the painting
Multiple locations Painting - Gym Floor Refinishing	N/A	Southern Belle Flooring	Refinishing of gym floors - ECG McCue complete, Morrison screening; LMS both gyms screened; DMS screened	\$30,000	\$27,620	11-Aug-12	20%	17-Sep-12	ECG main gym is complete. Aux. gym at ECG and gyms at LMS and DMS to be done weekend of 9/14/12
Multiple locations Paving	N/A	Templeton Paving Co.	Selected paving at HHS, PES, Shef., PMES, ECG, RSP, T&F	\$172,223	\$92,456	11-Jun-12	90%	31-Oct-12	All complete except for HHS.
Heritage ES Playground Replacement	N/A	Cunningham and Associates	Complete playground equipment replacement.	\$100,000	\$99,987	17-Sep-12	0%	5-Oct-12	LCS to start demolition 9/17/12. Installation of new equipment to start 9/24/12. Installation expected to take 1.5 to 2 weeks.
Linkhorne ES Playground Replacement (Partial)	N/A	Cunningham and Associates	Partial playground equipment replacement on PAL playground	\$56,000	\$55,753	1-Oct-12	0%	19-Oct-12	LCS to start demolition 10/1/12. Installation of new equipment to start 10/8/12. Installation expected to take 1 to 1.5 weeks.
Admin Building Replace Chiller	Master Engineers		Replace chiller and associated equipment	\$175,000		1-Jul-12	0%	15-Mar-13	Project is in design phase. Design expected 9/15/12. Construction anticipated to start 12/15/12.

Agenda Report

Date: 09/18/12

Agenda Number: F-3

Attachments: No

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

Subject: Early College Scholars

Summary/Description:

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

Even prior to General Assembly action, representatives from Central Virginia Community College (CVCC) and Lynchburg City Schools met to discuss a partnership agreement that would allow qualified high school juniors to enroll in Early College through CVCC. During the school board meeting on September 4, 2012, representatives from CVCC presented information about the program which included the following:

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

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

Recommendation:

The superintendent recommends that the school board approve the Early College program for the Lynchburg City Schools.

Agenda Report

Date: 09/18/12

Agenda Number: G-1

Attachments: Yes

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

Subject: American Red Cross Shelter Agreement

Summary/Description:

The school administration has met with the American Red Cross and conferred with the City of Lynchburg's Director of Emergency Services. Based on the recent storm in our area, the superintendent recommends that two schools be designated as shelters. Those schools are E. C. Glass High School and Sandusky Middle School.

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

Recommendation:

The superintendent recommends that the school board authorize the school administration to enter into an agreement with the American Red Cross for the purpose of designating shelters for emergency use.

**American Red Cross
Shelter Agreement**

The American National Red Cross ("Red Cross"), a not-for-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disaster strikes. The disaster relief activities of the Red Cross are made possible by the American public, as the organization is supported by private donations and facility owners who permit their buildings to be used as a temporary refuge for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility as an emergency shelter during a disaster.

DR#: _____ Facility: _____

Parties and Facility

Owner:

Legal name: **Lynchburg City Schools**
Chapter: _____
24-Hour Point of Contact:
Name and title: **Ben Copeland, Asst. Superintendent of Operations & Administration**
Work phone: **434-522-5070** Cell phone/pager: **434-401-5964**
Address for Legal Notices:
915 Court St.
PO Box 2497
Lynchburg, VA 24505

Red Cross:

Legal name: **The American National Red Cross**
Chapter: **Historic VA Chapter**
24-Hour Point of Contact:
Name and title: **Beverly Gaydas Disaster Services Manager**
Work phone: **434-845-1234** Cell phone/pager: **434-660-0545**
Address for Legal Notices:
1007 Sheffield Drive
Lynchburg, VA 24502

Copies of legal notices must also be sent to:
The American National Red Cross, Office of the General Counsel,
2025 E Street, NW, Washington DC 20006
and
The American National Red Cross, Disaster Operations,
2025 E Street NW, Washington, DC 20006.

Shelter Facility:

(Insert name and complete street address of building or, if multiple buildings, write "See attached Facility List" and attach Facility List including complete street address of each building that is part of this Agreement).

See attached facility list

Terms and Conditions

1. Use of Facility: Upon request and if feasible, the Owner will permit the Red Cross to use the Facility on a temporary basis as an emergency public shelter.
2. Shelter Management: The Red Cross will have primary responsibility for the operation of the shelter and will designate a Red Cross official, the Shelter Manager, to manage the sheltering activities. The Owner will designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the Facility by the Red Cross.
3. Condition of Facility: The Facility Coordinator and Shelter Manager (or designee) will jointly conduct a pre-occupancy survey of the Facility before it is turned over to the Red Cross. They will use the first page of the [Facility/Shelter Opening/Closing Form](#), available on CrossNet, to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment that the Red Cross should not use while sheltering in the Facility. The Red Cross will exercise reasonable care while using the Facility as a shelter and will make no modifications to the Facility without the express written approval of the Owner.
4. Food Services: Upon request by the Red Cross, and if such resources exist and are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate the provision of meals at the direction of and in cooperation with the Shelter Manager. The Food Service Manager will establish a feeding schedule, determine food service inventory and needs, and supervise meal planning and preparation. The Food Service Manager and Shelter Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies in the Facility before it is turned over to the Red Cross.
5. Custodial Services: Upon request by the Red Cross and if such resources exist and are available, the Owner will make its custodial resources, including supplies and custodial workers, available to provide cleaning and sanitation services at the shelter. The Facility Coordinator will designate a Facility Custodian to coordinate the provision of cleaning and sanitation services at the direction of and in cooperation with the Shelter Manager.
6. Security: In coordination with the Facility Coordinator; the Shelter Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any public safety issues at the Shelter.
7. Signage and Publicity: The Red Cross may post signs identifying the shelter as a Red Cross shelter in locations approved by the Facility Coordinator and will remove such signs when the shelter is closed. The Owner will not issue press releases or other publicity concerning the shelter without the express written consent of the Shelter Manager. The Owner will refer all media questions about the shelter to the Shelter Manager.
8. Closing the Shelter: The Red Cross will notify the Owner or Facility Coordinator of the closing date for the shelter. Before the Red Cross vacates the Facility, the Shelter Manager and Facility Coordinator will jointly conduct a post-occupancy survey, using the second page of the Shelter/Facility Opening/Closing Form to record any damage or conditions. The Shelter Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the shelter operation.
9. Reimbursement: The Red Cross will reimburse the Owner for the following:
 - a. *Damage to the Facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross will select from among bids from at least three

reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.

- b. *Reasonable costs associated with custodial and food service personnel* which would not have been incurred but for the Red Cross's use of the Facility for sheltering. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
- c. *Reasonable, actual, out-of-pocket operational costs*, including the costs of the utilities indicated below, to the extent that such costs would not have been incurred but for the Red Cross's use of the Premises (both parties must initial all utilities to be reimbursed by the Red Cross):

	Owner initials	Red Cross initials
Water	_____	_____
Gas	_____	_____
Electricity	_____	_____
Waste Disposal	_____	_____

The Owner will submit any request for reimbursement to the Red Cross within 60 days after the shelter closes. Any request for reimbursement for food, supplies or operational costs must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked at the shelter.

10. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

11. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the Red Cross during the use of the Premises.

12. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

Owner (legal name) Lynchburg City Schools	THE AMERICAN NATIONAL RED CROSS (legal name) Historic Virginia Chapter
By (signature)	By (signature)
Name (printed) Charles W. White	Name (printed) Beverly Gaydas
Title Chairman, Lynchburg City Schools Board	Title Disaster Services Manager
Date	Date

Agenda Report

Date: 09/18/12

Agenda Number: G-2

Attachments: No

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

Subject: Federal Annual Measurable Objectives Results

Summary/Description:

Each year since 1998, the school division has administered Standards of Learning (SOL) tests in grades three through eight as well as 12 high school end-of-course tests. On September 12, 2012, the Virginia Department of Education released official Federal Annual Measurable Objectives (FAMO) results based on Standards of Learning tests. During this presentation, the school administration will share these results and the status of each school.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 09/18/12

Agenda Number: G-3

Attachments: No

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

Subject: Teacher Evaluation

Summary/Description:

The Lynchburg City Schools' teacher evaluation system has undergone revisions in the past several years. Over the past several months, the evaluation system has been under further review as a result of requirements brought about by the federal government's acceptance of Virginia's Elementary and Secondary Education Act (ESEA) Flexibility Request.

The evaluation system is the main focus of the *Teacher-Level Professional Growth System Handbook*. During the 2011-12 school year, representatives of the school division gathered information from in-services provided by the Virginia Department of Education and from other school divisions in the Commonwealth regarding teacher evaluation systems. The primary focus of this information-gathering process was the need to include "Standard 7: Student Academic Progress" in teacher evaluation. With input from an internal team comprised of teachers and administrators, components have been added to the evaluation system to assist in self-reflection, goal setting, and accountability. These components are a guide for teachers and evaluators to use to develop goals to measure student academic progress.

As anticipated, on July 29, 2012, the Virginia Department of Education notified school divisions of changes in the evaluation system as required by the approved waiver. The waiver required inclusion of Standard 7: Student Academic Progress. Tonight's presentation will explain the process teachers and evaluators can use to set goals that result in measurable student progress. The presentation will also describe the state-prescribed rating system to be used in evaluation.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 09/18/12

Agenda Number: G-4

Attachments: Yes

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

Subject: Administrative Regulation 7-53.3: Anaphylaxis

Summary/Description:

The Virginia General Assembly revised the requirements for administering and stocking epinephrine to students while they are at school. The attached administrative regulation has been developed in accordance with the change to the Code of Virginia.

Disposition: Action
 Information
 Action at Meeting on: 10/02/12

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on October 2, 2012.

STUDENTS

Anaphylaxis R 7-53.3A. Generally

It is the policy of Lynchburg City Schools to provide at least two (2) doses of auto-injectable epinephrine (hereinafter called 'unassigned or stock epinephrine') in each school, to be administered by a school nurse or employee of the school board who is authorized and trained in the administration of epinephrine to any student believed to be having an anaphylactic reaction on school premises, during the academic day.

B. Standing Orders

Standing orders are written to cover multiple people as opposed to individual-specific orders, which are written for one person. Lynchburg City Schools shall designate an authorized medical provider (MD, DO, PA, or NP with prescriptive authority) to prescribe non-student specific epinephrine for the school division, to be administered to any student believed to be having an anaphylactic reaction on school grounds, during the academic day. Standing orders must be renewed annually and with any change in prescriber.

C. Responding to Anaphylaxis

For suspected anaphylaxis without specific orders:

1. Based on symptoms, determine that an anaphylactic reaction is occurring.
2. Act quickly. It is safer to give epinephrine than to delay treatment **(This is a life and death decision.)**
3. Determine the proper dose and administer epinephrine. Note the time.
4. Direct someone to call 911 and request medical assistance. Advise the 911 operator that anaphylaxis is suspected and that epinephrine has been given.
5. Document the incident and complete an incident report.
6. Replace epinephrine stock medication as appropriate.

D. Training

Building level administration shall be responsible for identifying at least two employees, in addition to the school nurse (RN or LPN), to be trained in the administration of epinephrine by auto-injector. Only trained personnel should

STUDENTS

Anaphylaxis R 7-53.3

administer epinephrine to a student believed to be having an anaphylactic reaction. Training shall be conducted in accordance with the most current edition of the Virginia Department of Education's *Manual for Training Public School Employees in the Administration of Medication*. Training shall be conducted annually or more often as needed.

E. Storage, Access, and Maintenance

Epinephrine should be stored in a safe, unlocked and accessible location, in a dark place at room temperature (between 59-86 degrees F). Epinephrine should **not** be maintained in a locked cabinet or behind locked doors. Staff should be made aware of the storage location in each school. The expiration date of epinephrine solutions should be periodically checked; the drug should be replaced if it is approaching the expiration date. The epinephrine solution should be periodically inspected through the clear window of the auto-injector.

Adopted by School Board: