



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

**Lynchburg City School Board**

**Robert O. Brennan**  
School Board District 1

**Sharon Y. Carter**  
School Board District 2

**James E. Coleman, Jr.**  
School Board District 3

**Belle H. Evans**  
School Board District 1

**Atul Gupta**  
School Board District 3

**Charleta F. Mason**  
School Board District 2

**Susan D. Morrison**  
School Board District 1

**Michael J. Nilles**  
School Board District 3

**Kimberly A. Sinha**  
School Board District 2

**School Administration**

**Crystal M. Edwards**  
Superintendent

**Ben W. Copeland**  
Deputy Superintendent

**Anthony E. Beckles, Sr.**  
Chief Financial Officer

**R. Denise Spinner**  
Clerk

**Sedora A. Booker-Felder**  
Student Representative  
Heritage High School

**Maggie Kicklighter**  
Student Representative  
E. C. Glass High School

**SCHOOL BOARD MEETING**  
**March 5, 2019 5:00 p.m.**  
**School Administration Building**  
**Board Room**

**A. AGENDA APPROVAL**

- 1. Approval of Agenda – March 5, 2019  
Susan D. Morrison . . . . . Page 1  
Discussion/Action

**B. CLOSED MEETING**

- 1. Notice of Closed Meeting  
Susan D. Morrison. . . . . Page 2  
Discussion/Action
- 2. Certification of Closed Meeting  
Susan D. Morrison. . . . . Page 3  
Discussion/Action

**C. PUBLIC COMMENTS**

- 1. Public Comments  
Susan D. Morrison. . . . . Page 4  
Discussion/Action (30 Minutes)

**D. SPECIAL PRESENTATION**

- 1. Lynchburg City Schools Education Foundation, Inc.:  
Recognition of Excellence in Science Scholarship  
Sponsors and Announcement of 2018-2019  
Excellence in Science Scholarship Recipient  
Jodi Gillette . . . . . Page 5  
Discussion

**E. FINANCE REPORT**

- 1. Finance Report  
Anthony E. Beckles, Sr . . . . . Page 6  
Discussion

## **F. CONSENT AGENDA**

1. School Board Meeting Minutes: February 5, 2019 (Regular Meeting), February 6, 2019 (Student Discipline Committee Meeting), February 7, 2019 (Work Session), February 14, 2019 (Student Discipline Committee Meeting)
  
2. Personnel Report  
Marie F. Gee . . . . . Page 11  
Discussion/Action
  
3. K-12 Mathematics Textbook Adoption  
April M. Bruce. . . . . Page 13  
Discussion/Action
  
4. Memorandum of Agreement – Marine Corps Junior Reserve Officers’ Training Corps  
Ben W. Copeland . . . . . Page 15  
Discussion/Action
  
5. Religious Exemption  
Susan M. Morrison . . . . . Page 24  
Discussion/Action

## **G. STUDENT REPRESENTATIVE COMMENTS**

## **H. SCHOOL BOARD COMMITTEE REPORT**

1. School Board Committees:
  - A) Finance Committee  
Meeting Dates:  
August 30, 2018                      September 20, 2018  
October 25, 2018                      November 8, 2018  
December 13, 2018                      March 14, 2019
  
  - B) Governor’s School Committee  
Meeting Dates:  
August 1, 2018                      September 5, 2018  
November 7, 2018                      December 5, 2019  
February 6, 2019                      March 6, 2019  
April 3, 2019                      May 1, 2019

- C) LAUREL Regional School Committee  
 Meeting Dates:  
 August 29, 2018                      December 5, 2018  
 February 6, 2019                      May 1, 2019

- D) XLR8 STEM Academy Committee  
 Meeting Dates:  
 August 14, 2018                      November 13, 2018  
 January 22, 2019                      March 19, 2019  
 May 28, 2019                      August 13, 2019

2. Advisory Committees to the School Board

- A) General Career Technical Advisory Committee  
 Meeting Dates:  
 November 29, 2018                      December 11, 2018  
 April 23, 2019                      June 11, 2019

- B) Equity Task Force Committee  
 Meeting Dates:  
 November 28, 2018                      January 16, 2019  
 March 20, 2019                      May 22, 2019

- C) Health Advisory Board Committee  
 Meeting Dates:  
 November 28, 2018                      January 16, 2019  
 March 20, 2019                      May 22, 2019

- D) Special Education Advisory Committee  
 Meeting Dates:  
 August 28, 2018                      November 13, 2018  
 February 19, 2019                      March 26, 2019  
 April 23, 2019

**I. UNFINISHED BUSINESS**

- 1. Lynchburg City School Board Governance  
 Policy Review  
 Crystal M. Edwards . . . . . Page 25  
     Discussion/Action
  
- 2. Lynchburg City School Board Personnel Policies and  
 Regulations – Section 5 Personnel  
 Ben W. Copeland. . . . . Page 31  
     Discussion/Action

## **J. STRATEGIC PLAN DISCUSSION**

1. Strategic Plan Discussion: Increasing Opportunity to Learn Through Creative Programming  
Crystal M. Edwards . . . . . Page 32  
Discussion

## **K. NEW BUSINESS**

1. Capital Improvement Plan: Dearington Elementary School Roof Replacement  
Ben W. Copeland . . . . . Page 33  
Discussion
2. Capital Improvement Plan: E.C. Glass High School Roof Replacement (Main Gym and Locker Room)  
Ben W. Copeland. . . . . Page 34  
Discussion
3. Lynchburg City School Board Regulation JNZ-R Student Fees, Fines, Charges and Tuition  
Anthony E. Beckles . . . . . Page 35  
Discussion

## **L. SUPERINTENDENT'S COMMENTS**

1. Parent Advisory Council  
October 25, 2018      December 13, 2018  
February 21, 2019      April 11, 2019
2. Superintendent's Personnel Advisory Committee  
October 25, 2018      December 13, 2018  
February 21, 2019      April 11, 2019
3. Additional Information

## **M. BOARD COMMENTS**

## **N. INFORMATIONAL ITEMS**

1. Monday, March 18, 2019, at 5:00 p.m. - Southern Regional VSBA Conference at Liberty Middle School
2. Tuesday, March 19, 2019, at 5:00 p.m. - School Board Work Session at the Administration Building
3. Tuesday, April 2, 2019, at 5:30 p.m. - School Board Meeting at the Administration Building
4. Tuesday, April 23, 2019, at 5:00 p.m. - School Board Work Session at the Administration Building

## **O. ADJOURNMENT**

# Agenda Report

Date: 03/05/19

Agenda Number: A-1

Attachments: No

**From:** Susan D. Morrison, School Board Chair

**Subject:** Approval of Agenda – March 5, 2019

**Summary/Description:**

Consider approval of agenda for the March 5, 2019, school board meeting.

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

**Recommendation:**

The school board chairman recommends that the school board approve the agenda for the March 5, 2019 meeting.

# Agenda Report

Date: 03/05/19

Agenda Number: B-1

Attachments: No

**From:** Susan D. Morrison, School Board Chair

**Subject:** Notice of Closed Meeting

## Summary/Description:

The school board needs to convene a closed meeting to discuss the following:

- 1.) As permitted by the Virginia Code §2.2-3711(A)(7), for consultation with legal counsel about the pending case of Twanna Hancock vs. Lynchburg City Schools and Lynchburg City School Board because consultation in an open meeting would adversely affect the negotiating or litigating posture of the School Board;
- 2.) As permitted by the Virginia Code §2.2-3711(A)(1), for the purpose of discussing a personnel matter regarding the discipline and compensation of teacher (03052019-A);and
- 3.) As permitted by the Virginia Code §2.2-3711(A)(1), for the purpose of discussing a personnel matter regarding the discipline and compensation of teacher (03052019-B).

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

## Recommendation:

The school board Chair recommends that the school board approve a motion to convene a closed meeting to discuss the following: 1.) As permitted by the Virginia Code §2.2-3711(A)(7), for consultation with legal counsel about the pending case of Twanna Hancock vs. Lynchburg City Schools and Lynchburg City School Board because consultation in an open meeting would adversely affect the negotiating or litigating posture of the School Board; 2.) As permitted by the Virginia Code §2.2-3711(A)(1), for the purpose of discussing a personnel matter regarding the discipline and compensation of teacher (03052019-A);and 3.) As permitted by the Virginia Code §2.2-3711(A)(1), for the purpose of discussing a personnel matter regarding the discipline and compensation of teacher (03052019-B).

# Agenda Report

Date: 03/05/19

Agenda Number: B-2

Attachments: No

**From:** Susan D. Morrison, School Board Chair

**Subject:** Certification of Closed Meeting

## Summary/Description:

The board chair moves that the Lynchburg School Board certify that, in the closed meeting just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in a closed meeting and (2) lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

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

## Recommendation:

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

# Agenda Report

Date: 02/05/19

Agenda Number: C-1

Attachments: No

**From:** Susan D. Morrison, School Board Chair

**Subject:** Public Comments

## Summary/Description:

In accordance with Policy BDDH 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 school board chairman recommends that the school board receive this agenda report as an informational item.

# Agenda Report

**Date:** 03/05/19

**Agenda Number:** D-1

**Attachments:** No

**From:** Crystal M. Edwards, Superintendent  
Jodi K. Gillette, Director of Lynchburg City Schools Education Foundation, Inc.

**Subject:** Lynchburg City Schools Education Foundation, Inc.: Recognition of Excellence in Science Scholarship Sponsors and Announcement of 2018-2019 Excellence in Science Scholarship Recipient.

## Summary/Description:

During this presentation Ms. Jodi K. Gillette, director of the Lynchburg City Schools Education Foundation, Inc. and Dr. Crystal M. Edwards will recognize the 6 generous sponsors of the Excellence in Science Scholarship with each donor receiving a plaque of appreciation. Following the donor recognition, the 2018-2019 Excellence in Science Scholarship recipient will be announced.

**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: 03/05/19

Agenda Number: E-1

Attachments: Yes

**From:** Dr. Crystal M. Edwards, Superintendent  
Anthony E. Beckles, Sr., Chief Financial Officer

**Subject:** Finance Report

## Summary/Description:

The school administration, in accordance with the FY2018-19 school's operating budget, authorized, approved, and processed the necessary payments through January 31, 2019. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through January 31, 2019 for the operating fund.

Total Operating Fund Budget	\$ 97,672,407.00
Prior Year Funds Encumbered	<u>\$ 187,785.76</u>
Adjusted Operating Budget	<u>\$ 97,860,192.76</u>

Through January 31, 2019	
Actual Revenue Received	\$ 43,427,673.65
Actual Expenditures	\$ 48,423,826.63
Actual Encumbered	\$ 37,812,953.65

Percent of Budget Received	44.38%
Percent of Budget Used, excluding encumbrances	49.48%
As of 01/31/19 – 7 months	58.34%

The revenue and expenditure reports detail the transactions recorded through January 31, 2019. All reports appear as attachments to the agenda report.

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

## Recommendation:

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

Lynchburg City Schools  
 Operating Fund - Statement of Expenditures  
 For the Seven Months Ending January 31, 2019

	BUDGET	TRANSACTIONS	Fiscal Year 2018-19		ENCUMBRANCES	BUDGET AVAILABLE	BUDGET % USED
			BUDGET % USED	USED			
<b>INSTRUCTION</b>							
FUNCTION 1100 CLASSROOM INSTRUCTION							
Personnel	50,302,776.55	24,958,159.01	49.62%	22,829,349.08	2,515,268.46	95.00%	
Other	4,961,896.17	1,237,685.82	24.94%	208,909.86	3,515,300.49	29.15%	
FUNCTION 1200 INST SUPPORT-STUDENT							
Personnel	3,713,095.74	1,944,811.38	52.38%	1,702,256.66	66,027.70	98.22%	
Other	217,401.95	36,003.86	16.56%	36,765.51	144,632.58	33.47%	
FUNCTION 1300 INST SUPPORT-STAFF							
Personnel	3,817,031.31	1,949,158.95	51.06%	1,534,762.44	333,109.92	91.27%	
Other	717,798.35	291,592.48	40.62%	81,701.21	344,504.66	52.01%	
FUNCTION 1400 INST SUPPORT-SCHOOL ADMIN							
Personnel	5,762,968.21	3,188,936.32	55.33%	2,416,799.59	157,232.30	97.27%	
Other	186,586.58	64,105.30	34.36%	52,738.81	69,742.47	62.62%	
<b>TOTAL INSTRUCTION</b>	<b>69,679,554.86</b>	<b>33,670,453.12</b>	<b>48.32%</b>	<b>28,863,283.16</b>	<b>7,145,818.58</b>	<b>89.74%</b>	
<b>ADMINISTRATION</b>							
FUNCTION 2100 ADMINISTRATION							
Personnel	3,198,490.66	1,405,531.41	43.94%	945,423.20	847,536.05	73.50%	
Other	1,380,763.96	634,822.52	45.98%	411,538.34	334,403.10	75.78%	
FUNCTION 2200 ATTENDANCE & HEALTH SERV							
Personnel	2,300,131.63	939,445.52	40.84%	847,344.71	513,341.40	77.68%	
Other	102,575.65	30,076.58	29.32%	14,882.47	57,616.60	43.83%	
<b>TOTAL ADMINISTRATION</b>	<b>6,981,961.90</b>	<b>3,009,876.03</b>	<b>43.11%</b>	<b>2,219,188.72</b>	<b>1,752,897.15</b>	<b>74.89%</b>	
<b>PUPIL TRANSPORTATION</b>							
FUNCTION 3100 MANAGEMENT & DIRECTION							
Personnel	400,936.01	197,778.05	49.33%	92,205.77	110,952.19	72.33%	
Other	34,637.66	21,064.44	60.81%	5,292.55	8,280.67	76.09%	
FUNCTION 3200 VEHICLE OPERATION SERVICE							
Personnel	2,963,634.59	1,604,230.66	54.13%	1,042,060.14	317,343.79	89.29%	
Other	923,508.35	585,495.04	63.40%	177,778.70	160,234.61	82.65%	
FUNCTION 3300 MONITORING SERVICE							
Personnel	706,988.88	326,386.09	46.17%	239,334.45	141,268.34	80.02%	
FUNCTION 3400 VEHICLE MAINT SERVICE							
Personnel	369,098.96	200,560.26	54.34%	116,567.17	51,971.53	85.92%	
Other	368,750.00	217,152.87	58.89%	125,710.14	25,886.99	92.98%	
FUNCTION 3500 BUS PURCHASE - REGULAR							
Other	510,990.00	510,990.00	0.00%	0.00	0.00	100.00%	
<b>TOTAL PUPIL TRANSPORTATION</b>	<b>6,278,544.45</b>	<b>3,663,657.41</b>	<b>58.35%</b>	<b>1,798,948.92</b>	<b>815,938.12</b>	<b>87.00%</b>	
<b>OPERATIONS &amp; MAINTENANCE</b>							
FUNCTION 4100 MANAGEMENT & DIRECTION							
Personnel	292,904.20	171,597.09	58.58%	121,388.70	(82.59)	100.03%	
Other	27,500.00	13,595.41	49.44%	8,980.53	4,924.06	82.09%	
FUNCTION 4200 BUILDING SERVICES							
Personnel	4,706,781.28	2,599,744.66	55.23%	1,668,034.20	439,002.42	90.67%	

Lynchburg City Schools  
 Operating Fund - Statement of Expenditures  
 For the Seven Months Ending January 31, 2019

FUNCTION 4300 GROUNDS SERVICES	Other	4,923,800.46	2,811,379.55	57.10%	1,867,733.22	244,687.69	95.03%
	Personnel	277,241.03	151,357.01	54.59%	109,249.39	16,634.63	94.00%
	Other	20,000.00	10,880.27	54.40%	7,443.50	1,676.23	91.62%
FUNCTION 4400 EQUIPMENT SERVICES	Other	74,000.00	12,581.14	17.00%	1,285.64	60,133.22	18.74%
FUNCTION 4500 VEHICLE SERVICES	Other	162,500.00	28,707.72	17.67%	0.00	133,792.28	17.67%
FUNCTION 4600 SECURITY SERVICES	Personnel	31,764.37	12,608.57	39.69%	7,895.72	11,260.08	64.55%
	Other	400,000.00	188,786.07	47.20%	101,024.70	110,189.23	72.45%
FUNCTION 4700 WAREHOUSING SERVICES	Personnel	9,163.34	6,144.66	67.06%	0.00	3,018.68	67.06%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>		<b>10,925,654.68</b>	<b>6,007,382.15</b>	<b>54.98%</b>	<b>3,893,036.60</b>	<b>1,025,235.93</b>	<b>90.62%</b>
<b>Other Non-Instructional Operations</b>							
FUNCTION 5000 Non-Instructional Operations - Other	Other	21,510.65	2,292.40	10.66%	0.00	19,218.25	10.66%
<b>TOTAL Non-Instructional Operations</b>		<b>21,510.65</b>	<b>2,292.40</b>	<b>10.66%</b>	<b>0.00</b>	<b>19,218.25</b>	<b>10.66%</b>
<b>FACILITIES</b>							
FUNCTION 6200 SITE IMPROVEMENTS	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
	Other	73,335.55	10,258.80	13.99%	0.00	63,076.75	13.99%
FUNCTION 6600 BLDG ADD & IMP SERVICES	Personnel	20,000.00	0.00	0.00%	0.00	20,000.00	0.00%
	Other	<b>93,335.55</b>	<b>10,258.80</b>	<b>10.99%</b>	<b>0.00</b>	<b>83,076.75</b>	<b>10.99%</b>
<b>TOTAL FACILITIES</b>							
<b>DEBT SERVICE</b>							
FUNCTION 7100 DEBT SERVICE -	Other	0.00	0.00	0.00%	0.00	0.00	0.00%
<b>TOTAL DEBT SERVICE</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>TECHNOLOGY</b>							
FUNCTION 8100 CLASSROOM INSTRUCTION	Personnel	1,730,014.75	979,545.61	56.62%	716,693.26	33,775.88	98.05%
	Other	400,393.01	108,628.09	27.13%	1,802.03	289,962.89	27.58%
FUNCTION 8200 INSTRUCTIONAL SUPPORT	Personnel	465,017.02	259,464.37	55.80%	190,951.26	14,601.39	96.86%
	Other	1,281,379.89	712,268.65	55.59%	129,049.70	440,061.54	65.66%
FUNCTION 8500 PUPIL TRANSPORTATION	Other	2,826.00	0.00	0.00%	0.00	2,826.00	0.00%
<b>TOTAL TECHNOLOGY</b>		<b>3,879,630.67</b>	<b>2,059,906.72</b>	<b>53.10%</b>	<b>1,038,496.25</b>	<b>781,227.70</b>	<b>79.86%</b>
<b>CONTINGENCY RESERVES</b>							
FUNCTION 9100 CLASSROOM INSTRUCTION	Other	0.00	0	0.00%	0	0	0.00%
FUNCTION 9300 ADMINISTRATION	Other	0.00	0	0.00%	0	0	0.00%
FUNCTION 9500 PUPIL TRANSPORTATION	Other	0.00	0	0.00%	0	0	0.00%
FUNCTION 9600 OPERATIONS & MAINTENANCE	Other	0.00	0	0.00%	0	0	0.00%
<b>TOTAL CONTINGENCY RESERVES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>TOTAL OPERATING BUDGET</b>		<b>97,860,192.76</b>	<b>48,423,826.63</b>	<b>49.48%</b>	<b>37,812,953.65</b>	<b>11,623,412.48</b>	<b>88.12%</b>

Lynchburg City Schools  
 Operating Fund - Statement of Revenue  
 For the Seven Months Ending January 31, 2019

ACCOUNT TITLE	FY 2017-18			FY 2018-19			% RECEIVED
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	
240308 SALES TAX RECEIPTS	(10,614,314.00)	(10,692,439.52)	78,125.52	(10,878,445.00)	(5,947,902.74)	(4,930,542.26)	54.68%
240202 BASIC SCHOOL AID	(21,769,498.00)	(21,765,334.61)	(4,163.39)	(22,885,425.00)	(13,308,322.07)	(9,577,102.93)	58.15%
240207 GIFTED & TALENTED	(243,593.00)	(243,964.00)	371.00	(249,529.00)	(145,250.29)	(104,278.71)	58.21%
240208 REMEDIAL EDUCATION-SOQ	(1,476,782.00)	(1,479,032.00)	2,250.00	(1,492,182.00)	(744,247.55)	(747,934.45)	49.88%
240204 REMEDIAL EDUCATION-SUMMER SCHOOL	(164,036.00)	(186,695.00)	22,659.00	(218,153.00)	(165,824.50)	(52,328.50)	76.01%
SUPL. LOTTERY PER PUPIL ALLOCATION	(1,391,118.00)	(1,394,509.00)	3,391.00	(1,677,233.00)	0.00	(1,677,233.00)	0.00%
COMPENSATION SUPPLEMENT	(231,552.00)	(231,854.00)	302.00	0.00	0.00	0.00	0.00%
240212 SPECIAL ED SOQ	(2,811,468.00)	(2,815,752.00)	4,284.00	(3,044,252.00)	(1,772,052.75)	(1,272,199.25)	58.21%
240217 VOCATIONAL ED SOQ	(400,913.00)	(401,524.00)	611.00	(628,813.00)	(366,030.65)	(262,782.35)	58.21%
240221 SOC SEC-INSTR	(1,446,333.00)	(1,448,537.00)	2,204.00	(1,502,164.00)	(874,406.53)	(627,757.47)	58.21%
240223 VRS INSTRUCTIONAL	(3,324,028.00)	(3,329,093.00)	5,065.00	(3,318,733.00)	(1,931,827.56)	(1,386,905.44)	58.21%
240241 GROUP LIFE INST	(96,422.00)	(96,569.00)	147.00	(99,812.00)	(58,100.29)	(41,711.71)	58.21%
240228 READING INTERVENTN	(205,913.00)	(218,393.00)	12,480.00	(219,007.00)	(20,101.18)	(198,905.82)	9.18%
240205 CAT-REG FOSTER	(190,250.00)	(188,242.00)	(2,008.00)	(202,382.00)	0.00	(202,382.00)	0.00%
240246 CAT-HOMEBOUND	(110,224.00)	(93,733.71)	(16,490.29)	(93,167.00)	(24,847.08)	(68,319.92)	26.67%
240248 REGIONAL TUITION	(1,011,481.00)	(1,002,226.65)	(9,254.35)	(1,233,366.00)	0.00	(1,233,366.00)	0.00%
240265 AT RISK SOQ	(1,489,206.00)	(1,520,272.52)	31,066.52	(1,584,718.00)	(924,418.85)	(660,299.15)	58.33%
240309 ESL	(154,875.00)	(148,421.87)	(6,453.13)	(154,277.00)	(87,567.48)	(66,709.52)	56.76%
240281 AT RISK 4 YR OLDS	(932,488.00)	(932,488.00)	0.00	(956,491.00)	(86,953.73)	(869,537.27)	9.09%
240252 CTE EQUIPMENT	(9,748.88)	(22,270.85)	12,521.97	0.00	0.00	0.00	0.00%
240253 CTE OCC PREP	(57,895.00)	(57,397.33)	(497.67)	(48,323.00)	0.00	(48,323.00)	0.00%
MATHREADING INSTR SPECIALISTS	(20,502.00)	(20,502.00)	0.00	(41,254.00)	0.00	(41,254.00)	0.00%
EARLY READING SPECIALISTS INITIATIVE	0.00	0.00	0.00	(82,509.00)	0.00	(82,509.00)	0.00%
240275 PRIMARY CLASS SIZE	(1,915,875.00)	(1,864,678.00)	(51,197.00)	(1,846,920.00)	(163,137.27)	(1,683,782.73)	8.83%
240214 TEXTBOOKS	(557,117.00)	(557,966.00)	849.00	(502,501.00)	(292,504.75)	(209,996.25)	58.21%
240405 ALGEBRA READINESS	(143,036.00)	(143,035.75)	(0.25)	(145,199.00)	(13,008.45)	(132,190.55)	8.96%
<b>COMMONWEALTH OF VA</b>	<b>(50,768,667.88)</b>	<b>(50,854,930.81)</b>	<b>86,262.93</b>	<b>(53,104,855.00)</b>	<b>(26,926,503.72)</b>	<b>(26,178,351.28)</b>	<b>50.70%</b>
330212 IMPACT AIDPL81-874	(8,500.00)	(9,406.36)	906.36	(8,500.00)	(10,091.60)	1,591.60	118.72%
180303 MEDICAID REIMBURSE	(350,000.00)	(618,643.34)	268,643.34	(350,000.00)	(114,941.04)	(235,058.96)	32.84%
JR ROTC	(105,000.00)	(132,235.20)	27,235.20	(105,000.00)	(37,130.27)	(67,869.73)	35.36%
<b>FEDERAL</b>	<b>(463,500.00)</b>	<b>(760,284.90)</b>	<b>296,784.90</b>	<b>(463,500.00)</b>	<b>(162,162.91)</b>	<b>(301,337.09)</b>	<b>34.99%</b>

Lynchburg City Schools  
Operating Fund - Statement of Revenue  
For the Seven Months Ending January 31, 2019

	FY 2017-18			FY 2017-18			FY 2017-18		
	REVENUE	YTD	BUDGET	%	REVENUE	YTD	BUDGET	%	
	BUDGET	TRANSACTIONS	BALANCE	RECEIVED	BUDGET	TRANSACTIONS	BALANCE	RECEIVED	
510500 CITY OPER APPR	(42,028,498.00)	(42,028,498.00)	0.00	100.00%	(42,028,498.00)	(15,450,000.00)	(26,578,498.00)	36.76%	
510500 FUND BALANCE RETURN	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
HEALTH INSURANCE RESERVE	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
510500 USE OF CIP FUNDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
<b>CITY</b>	<b>(42,028,498.00)</b>	<b>(42,028,498.00)</b>	<b>0.00</b>	<b>100.00%</b>	<b>(42,028,498.00)</b>	<b>(15,450,000.00)</b>	<b>(26,578,498.00)</b>	<b>36.76%</b>	
189912 MISC REV/OTH FUNDS	(75,000.00)	(34,511.37)	(40,488.63)	46.02%	(55,000.00)	(64,203.75)	9,203.75	116.73%	
180303 REBATES & REFUNDS	(86,250.00)	(34,183.73)	(52,066.27)	39.63%	(86,250.00)	(15,338.30)	(70,911.70)	17.78%	
189903 DONATIONS & SP GF	(5,512.50)	(6,312.50)	800.00	0.00%	0.00	0.00	0.00	0.00%	
189909 SALE OTHER EQUIP	(16,500.00)	(28,500.00)	12,000.00	172.73%	(10,000.00)	(5,100.00)	(4,900.00)	51.00%	
189910 INSURANCE ADJUST	(133,833.00)	(66,047.14)	(67,785.86)	49.35%	(5,000.00)	0.00	(5,000.00)	0.00%	
E RATE REIMBURSEMENT	(203,500.00)	(154,964.51)	(48,535.49)	76.15%	(80,000.00)	(31,230.24)	(48,769.76)	39.04%	
<b>MISCELLANEOUS</b>	<b>(520,595.50)</b>	<b>(324,519.25)</b>	<b>(196,076.25)</b>	<b>62.34%</b>	<b>(236,250.00)</b>	<b>(115,872.29)</b>	<b>(120,377.71)</b>	<b>49.05%</b>	
150201 RENTS - LAUREL	(123,000.00)	(123,000.00)	0.00	100.00%	(123,000.00)	(123,000.00)	0.00	100.00%	
150201 RENTS - CVGS	0.00	(43,000.00)	43,000.00	100.00%	(43,000.00)	(43,000.00)	0.00	0.00%	
161201 TUITION DAY SCHOOL	(80,000.00)	(106,126.60)	26,126.60	132.66%	(100,000.00)	(132,962.59)	32,962.59	132.96%	
161206 TUITION ADULT	(20,000.00)	(27,885.00)	7,885.00	139.43%	(25,000.00)	(12,870.00)	(12,130.00)	51.48%	
161207 TUITION SUMMER SCH	(25,000.00)	(43,442.53)	18,442.53	173.77%	(30,000.00)	(31,690.00)	1,690.00	105.63%	
161202 SPEC PUPIL FEES	(31,000.00)	(16,758.86)	(14,241.14)	54.06%	(25,000.00)	(32,422.60)	7,422.60	129.69%	
161205 BUS RENTAL	(325,000.00)	(430,608.70)	105,608.70	132.49%	(325,000.00)	(144,207.55)	(180,792.45)	44.37%	
190101 TUIT FM OTH CO/CY	(500,000.00)	(575,177.76)	75,177.76	115.04%	(600,000.00)	0.00	(600,000.00)	0.00%	
161201 DUAL ENROLLMENT	(185,000.00)	(146,043.00)	(38,957.00)	78.94%	(150,000.00)	0.00	(150,000.00)	0.00%	
PRINT SHOP	(65,000.00)	(55,337.83)	(9,662.17)	85.14%	(50,000.00)	(15,776.17)	(34,223.83)	31.55%	
SCHOOL NUT UTILITIES	(90,000.00)	(80,411.32)	(9,588.68)	89.35%	(90,000.00)	(35,929.92)	(54,070.08)	39.92%	
FACILITY RENTALS	(50,000.00)	(128,490.38)	78,490.38	256.98%	(75,000.00)	(75,155.92)	155.92	100.21%	
INDIRET COSTS	(200,000.00)	(171,787.64)	(28,212.36)	85.89%	(203,304.00)	(126,119.98)	(77,184.02)	62.04%	
<b>CHARGES FOR SERVICES</b>	<b>(1,694,000.00)</b>	<b>(1,948,069.62)</b>	<b>254,069.62</b>	<b>115.00%</b>	<b>(1,839,304.00)</b>	<b>(773,134.73)</b>	<b>(1,066,169.27)</b>	<b>42.03%</b>	
<b>DESIGNATION - ENCUMBRANCES</b>	<b>(1,275,388.88)</b>	<b>0.00</b>	<b>(1,275,388.88)</b>	<b>0.00%</b>	<b>(187,785.76)</b>	<b>0.00</b>	<b>(187,785.76)</b>	<b>0.00%</b>	
<b>TOTAL OPERATING FUND</b>	<b>(96,750,650.26)</b>	<b>(95,916,302.58)</b>	<b>(834,347.68)</b>	<b>99.14%</b>	<b>(97,860,192.76)</b>	<b>(43,427,673.65)</b>	<b>(54,432,519.11)</b>	<b>44.38%</b>	

	Original budget	Prior Year Encumbrance	Adjusted Budget
Original budget	\$95,324,667.00		\$ 97,672,407.00
Prior Year Encumbrance	\$ 1,275,388.88	\$ 187,785.76	
Addtl funding - CTE equipment	\$ 9,748.88		
Sale of Bus Proceeds	\$ 13,500.00		
E-rate - Shelterl	\$ 88,000.00		
Insurance Proceeds	\$ 33,833.00		
Restricted Donation	\$ 5,512.50		
<b>Adjusted Budget</b>	<b>\$ 96,750,650.26</b>		<b>\$ 97,860,192.76</b>

# Agenda Report

Date: 03/05/19

Agenda Number: F-2

Attachments: Yes

**From:** Crystal M. Edwards, Superintendent  
Marie Gee, Director of Personnel

**Subject:** Personnel Report

## Summary/Description:

The personnel recommendations for February 05, 2019 – March 05, 2019 appear as an attachment to this agenda report.

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

## Recommendation:

The superintendent recommends that the school board approve the personnel recommendations for February 05, 2019 – March 05, 2019.

# Agenda Report Attachment

**Item: F-2**

**03/05/19  
EFFECTIVE  
DATE**

<b>NAME</b>	<b>COLLEGE</b>	<b>DEGREE/ EXPERIENCE</b>	<b>SCHOOL/ ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
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## **NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2018-2019:**

Mays Mandy	Lynchburg College	BA / (Lv. 0	0 yrs 3)	R.S. Payne Elementary School Special Education Teacher	TBD
Quesenberry Casey	Lynchburg College	BA (Lv. 0	0 yrs 3)	Adult Learning Center GED/ISAEP	02-08-2019
Taylor Allison	Liberty University	BA / (Lv. 0	0 yrs 3)	Hutcherson Early Learning Center Pre-K Teacher	03-04-2019

## **RESIGNATIONS:**

NONE

## **RETIREMENTS:**

NONE

## **LEAVE OF ABSENCE:**

NONE

# Agenda Report

Date: 03/05/19

Agenda Number: F-3

Attachments: Yes

**From:** Crystal M. Edwards, Superintendent  
April M. Bruce, Director for Curriculum and Instruction

**Subject:** K-12 Mathematics Textbook Adoption

## Summary/Description:

Every seven years the Virginia Department of Education revises the Math Standards of Learning (SOL). Textbook adoption committees as well as all mathematics teachers, administration, parents, and community members have completed the textbook review process and have made recommendations to the curriculum and instruction department for adoption and purchase. Mathematics textbooks adopted this school year may be purchased for use for a seven-year period from 2019-20 through 2025-26.

The textbook committees, mathematics teachers, administration, parents, and community members selected the recommended textbooks based on their correlation with the Standards of Learning, the quality of the content and ancillary materials, and their appropriateness for students related to readability, illustrations, and diagrams. The selection reflects the five mathematics process goals of problem solving, communication, reasoning, connections, and representations endorsed by the Virginia Department of Education.

Following a review by those mentioned above, the department of curriculum and instruction accepted the recommendations for adoption. The attachments to this agenda report list the recommended textbooks by grade levels and courses, the publisher of each textbook, and the cost per student or teacher.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 03/05/19

## Superintendent's Recommendation:

The superintendent recommends that the school board approve the proposed K-12 Mathematics Textbook Adoption.

**Math Textbook Adoption for 2019-2020**

**Elementary School Math Textbooks**

<u>Grade/Course</u>	<u>Publisher</u>	<u>Textbook Title</u>	<u>Price</u>	<u>Qty</u>	<u>Total</u>
Kindergarten (Student)	Houghton-Mifflin Harcourt	Go Math	\$90.75	750	\$68,062.50
Kindergarten (Teacher)	Houghton-Mifflin Harcourt	Go Math	\$482.85	19	\$9,174.15
1st Grade (Student)	Houghton-Mifflin Harcourt	Go Math	\$90.75	735	\$66,701.25
1st Grade (Teacher)	Houghton-Mifflin Harcourt	Go Math	\$482.85	20	\$9,657.00
2nd Grade (Student)	Houghton-Mifflin Harcourt	Go Math	\$90.75	720	\$65,340.00
2nd Grade (Teacher)	Houghton-Mifflin Harcourt	Go Math	\$482.85	15	\$7,242.75
3rd Grade (Student)	Houghton-Mifflin Harcourt	Go Math	\$90.75	680	\$61,710.00
3rd Grade (Teacher)	Houghton-Mifflin Harcourt	Go Math	\$482.85	16	\$7,725.60
4th Grade (Student)	Houghton-Mifflin Harcourt	Go Math	\$90.75	710	\$64,432.50
4th Grade (Teacher)	Houghton-Mifflin Harcourt	Go Math	\$482.85	9	\$4,345.65
5th Grade (Student)	Houghton-Mifflin Harcourt	Go Math	\$90.75	715	\$64,886.25
5th Grade (Teacher)	Houghton-Mifflin Harcourt	Go Math	\$482.85	11	\$5,311.35
Elementary School Sub-total					\$434,589.00
4.5% shipping					\$19,556.51
Elementary School total w/4.5% shipping					<u>\$454,145.51</u>

<u>Grade/Course</u>	<u>Publisher</u>	<u>Textbook Title</u>	<u>Price</u>	<u>Qty</u>	<u>Total</u>
6th Grade (Student)	Houghton-Mifflin Harcourt	Go Math	\$108.50	200	\$21,700.00
6th Grade (Teacher)	Houghton-Mifflin Harcourt	Go Math	\$494.00	0	\$0.00
Elementary School Sub-total					\$21,700.00
4.5% shipping					\$976.50
Elementary School total w/4.5% shipping					<u>\$22,676.50</u>

Total Elementary School total with 4.5% Shipping \$476,822.01

**Secondary School Math Textbooks**

<u>Grade/Course</u>	<u>Publisher</u>	<u>Textbook Title</u>	<u>Price</u>	<u>Qty</u>	<u>Total</u>
6th grade	Cengage Learning	Big Ideas Math Course 1: Virginia Edition(student package)	\$94.50	230	\$21,735.00
6th grade	Cengage Learning	Big Ideas Math Course 1: Virginia Edition(teacher package)	\$435.00	0	\$0.00
7th grade	Cengage Learning	Big Ideas Math Course 1: Virginia Edition(student package)	\$94.50	585	\$55,282.00
7th grade	Cengage Learning	Big Ideas Math Course 1: Virginia Edition(teacher package)	\$435.00	0	\$0.00
8th grade	Cengage Learning	Big Ideas Math Course 1: Virginia Edition(student package)	\$94.50	790	\$74,655.00
8th grade	Cengage Learning	Big Ideas Math Course 1: Virginia Edition(teacher package)	\$435.00	0	\$0.00
Secondary School (MS) Sub-total					\$151,672.00
4.5% shipping					\$6,825.24
Secondary School (MS) total w/4.5% shipping					<u>\$158,497.24</u>

<u>Grade/Course</u>	<u>Publisher</u>	<u>Textbook Title</u>	<u>Price</u>	<u>Qty</u>	<u>Total</u>
Algebra I	Houghton Mifflin Harcourt	HMH Algebra I Virginia (student package)	\$103.25	715	\$73,823.75
Algebra I	Houghton Mifflin Harcourt	HMH Algebra I Virginia (teacher package)	\$483.40	6	\$2,900.40
Geometry	Houghton Mifflin Harcourt	HMH Geometry Virginia (student package)	\$105.40	645	\$67,983.00
Geometry	Houghton Mifflin Harcourt	HMH Geometry Virginia (teacher package)	\$483.40	2	\$966.80
Algebra II	Houghton Mifflin Harcourt	HMH Algebra II Virginia (student package)	\$107.65	280	\$30,142.00
Algebra II	Houghton Mifflin Harcourt	HMH Algebra II Virginia (teacher package)	\$483.40	5	\$2,417.00
Secondary School (HS) Sub-total					\$178,232.95
4.5% shipping					\$8,020.48
Secondary School (HS) total w/4.5% shipping					<u>\$186,253.43</u>

Total Secondary School total with 4.5% Shipping \$344,750.67

**Total Elementary & Secondary Schools total with 4.5% Shipping \$821,572.68**

# Agenda Report

Date: 03/05/19

Agenda Number: F-4

Attachments: Yes

**From:** Crystal M. Edwards, Superintendent  
Ben W. Copeland, Deputy Superintendent

**Subject:** Memorandum of Agreement - Marine Corps Junior Reserve Officers' Training Corps

## Summary/Description:

A new memorandum of agreement is required between the United States Marine Corps and Lynchburg City Schools for the Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) program at Heritage High School. A copy of the agreement is attached for review and a presentation will be made detailing some of the program highlights.

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

## Recommendation:

The superintendent recommends that the school board approved the Memorandum of Agreement between the United States Marine Corps and Lynchburg City School for the Marine Corps Junior Reserve Officers' Training Coprs (MCJROTC) program at Heritage High School.



UNITED STATES MARINE CORPS  
 TRAINING & EDUCATION COMMAND  
 1019 ELLIOT ROAD  
 QUANTICO, VIRGINIA 22134-5001

1533  
 C 46JR

MEMORANDUM OF AGREEMENT (MOA) FOR ESTABLISHMENT OF  
 MARINE CORPS JUNIOR RESERVE OFFICERS' TRAINING CORPS UNIT(S)

Subj: MEMORANDUM OF AGREEMENT

Ref: (a) Department of Defense Instruction 1205.13  
 (b) Marine Corps Order P1533.6E

Encl: (1) Location Assignment-Heritage High School

1. **Purpose.** This Agreement for the Establishment of a Marine Corps Junior Reserve Officers' Training Corps Heritage High School Unit is hereby entered into by and between the Lynchburg City School Board and the U. S. Marine Corps, acting through Training and Education Command (TECOM) pursuant to **United States Code, Title 10, Subtitle A, Part III, Chapter 102, § 2031-2033 et seq.** and in accordance with reference (a). This Agreement shall become effective as of the date when it has been executed by authorized representatives of both parties 5 March 2019.

2. **Unit Established; Status of Units.** A MCJROTC Unit is hereby authorized at the following high school, Heritage High School, in the Lynchburg School District. Each such school shall be hereinafter referred to as the "Host School".

a. Heritage High School MCJROTC may be located only at its designated Host School and cannot be moved without prior written Marine Corps consent and modification to this Agreement. The Host School shall establish, as an integral academic and administrative department of the school, a Department of Leadership to administer the MCJROTC Program. The Senior Marine Instructor will be designated as the Department Chair.

b. The Heritage High School MCJROTC will be governed by and required to meet all criteria, to include administrative and reporting requirements as prescribed in reference (b).

3. **Accreditation.** The School District warrants and represents that the Host School is fully accredited by the cognizant state or regional accreditation agency. The Host School must remain fully accredited. Failure to maintain such accreditation shall be grounds for termination of the Agreement in accordance with Paragraph 13 below. The School District shall immediately notify the Marine Corps at the address noted in Paragraph 14 if the accreditation of the Host School comes under investigation or is withdrawn or threatened with withdrawal.

4. **Unit Members; Number and Qualifications.** The Unit shall maintain a minimum student enrollment of no less than the number mandated by the Statute, currently 100 students, or 10 percent of the number of students enrolled in the Host School (whichever is less) who are enrolled in a grade above the eighth grade. The Host School shall limit membership in the Unit to students who meet the criteria of the Statute as well as Department of Defense and Marine Corps Instructions pertaining to the MCJROTC SOP. These criteria require that participating students:

- a. Are physically qualified; participation in the Marine Corps Junior ROTC Program requires that students meet health and physical standards. Cadets must be physically fit for participation in the program.
- b. Maintain standards of scholastic achievement (minimum 2.0 GPA at all times) and an academic standing that warrants at least normal progression leading to graduation.

- c. Maintain standards of conduct as set forth in reference (a).
- d. Comply with the grooming standards set forth in reference (a).
- e. Comply with any other criteria required by the Statute and reference (a), as they may be amended from time to time.

**5. Instructors**

a. Certification. MCJROTC Instructors must be certified by TECOM to administer a MCJROTC Program and teach the Marine Corps Leadership curriculum. The Marine Corps has the right to decertify MCJROTC Instructors on the grounds set forth in the MCJROTC SOP.

b. Contract. The School District shall enter into a written contract with each MCJROTC Instructor that stipulates the duration of employment, including identification of the specific periods during which each of the MCJROTC Instructors will be performing duties in direct support of the MCJROTC Program, and the amount of salary each Instructor will receive. **Employment contracts for MCJROTC Instructors shall provide for an 11 month annual contract.** For reimbursement purposes (See Paragraph 5.f below), one month equals 30 days, including Saturdays, Sundays, and holidays. The School District shall modify the contracts of MCJROTC Instructors to reflect changes in minimum pay required by reference (a).

c. Number. The School District shall employ a minimum of two Instructors per Unit. One retired officer as the Senior Marine Instructor (SMI) and one retired enlisted as the Marine Instructor (MI). The School District shall notify and coordinate with the Region Director for Marine Corps JROTC prior to hiring any MCJROTC Instructor to ascertain if that Instructor is certified as required by Paragraph 5.a. Additional MCJROTC Instructors may be requested, but only employed when approved and authorized by the Marine Corps. The school Principal may submit a waiver request to the Marine Corps to have either two retired officers, or two retired enlisted in the event that a position becomes available for employment.

d. District Employees. MCJROTC Instructors and such other personnel that are hired to support the MCJROTC Program at the Host School are employees of the School District. In no event shall the School District represent such Instructors and personnel as Marine Corps employees, agents or contractors. As a Department Chair, the School District shall include the Senior Marine Instructor in meetings where policies, recommendations, or decisions affecting the MCJROTC Program are made, including the employment or discharge of Marine Instructors.

e. Duties. The School District shall assign MCJROTC Instructors only those duties connected with the instruction, operation, and administration of the MCJROTC Program. The School District shall contract separately with the individual MCJROTC Instructor for any additional duties desired beyond those specifically related to the MCJROTC Program, which shall be at no cost to the Marine Corps. Such additional services shall not be performed within the scope of MCJROTC duties. This requirement does not preclude MCJROTC Instructors from serving on routine committees or performing curricular or extracurricular duties normally performed by and rotated among other faculty members. At no time will these additional duties interfere with the performance of the Instructors MCJROTC duties, nor occur during regular school hours. Coaching and supervisory assignments that would normally require the School District to pay an additional stipend or salary shall not be considered part of the MCJROTC Minimum Instructor Pay (MIP).

f. Salary. The Marine Corps shall reimburse the School District as set forth in this paragraph for a portion of the salary of each authorized MCJROTC Instructor employed by the School District. The Marine Corps responsibility to reimburse the School District for Instructor pay is limited to the period of employment specified on the JROTC Instructor Annual Certification of Pay and Data Form (DD2767) regardless of the School District pay distribution schedule. The School District shall ensure that the compensation of each MCJROTC Instructor is at least equivalent to the MIP specified by Department of Defense Regulations and Statute as computed by the Marine Corps. MIP should not be considered an attempt to cap or limit the amount of pay that may be agreed upon between the individual MCJROTC Instructors and the School District. The School District may pay more than the MIP but shall do so without entitlement for reimbursement from the Marine Corps or the Department of Defense.

The School District may offer monetary stipends as additional incentives for employment and/or compensation for extra-curricular MCJROTC coaching responsibilities, just as varsity sports coaches are compensated.

g. Notification of Instructor Changes, Investigations, or Disciplinary Actions.

(1) The School District shall inform the Marine Corps in writing, within five calendar days, of the effective date of any of the following:

(a) Changes to the employment status of any of the Instructors, such as termination of current Instructors, or the hiring of new MCJROTC Instructors.

(b) Any disciplinary action or incident requiring school/law enforcement investigation regarding MCJROTC Instructors.

(2) Instructors placed on administrative leave will have their MCJROTC Instructor certification rescinded per reference (a).

(3) Direct contact and interaction with the Marine Corps Region Director in all matters pertaining to Instructor issues is encouraged.

6. Curriculum; Academic Credit

a. Prescription. Each Host School shall establish a 4-year Marine Corps Leadership Education curriculum consisting of at least the number of hours of instruction separately per Leadership Education level (presently 180 class hours per year) prescribed in reference (a) and using all instructional materials and guidelines provided by the Marine Corps pursuant to paragraph 8.a.(3) below. The School District and Host School shall maintain all standards of instruction and administration for the MCJROTC Program as prescribed by the Marine Corps in reference (a).

b. Academic Credit. The School District, in conjunction with the State Board of Education (via waivers), shall grant students who participate in, and successfully complete MCJROTC courses, academic credit toward graduation requirements (i.e., Physical Education, Career Technical, Health, Civics, etc.).

c. Instructor Assessments. Principal/School administrator shall conduct semi-annual Instructor evaluations/assessments and create staff development plans for each Instructor. These evaluations and plans shall be available for review during unit inspections and command visits.

7. Uniforms. Students enrolled in the MCJROTC Program shall wear the prescribed uniform when directed to do so by any of the MCJROTC Instructors. The MCJROTC Instructors shall wear the appropriate military uniform prescribed by service regulations while participating in all curricular and extra-curricular activities within the MCJROTC Program, unless alternate guidance is issued by the Host School administration for specific events.

8. Marine Corps-Furnished Property

a. The Marine Corps shall provide the following property (collectively, “**Government-Furnished Property**”) for exclusive use in the MCJROTC Program and shall pay transportation charges, including packaging and handling, for shipment of Government-Furnished Property to and from the Host School:

(1) Uniforms. The Marine Corps shall issue, at its expense, uniforms for enrolled cadets in the MCJROTC Program in accordance with Marine Corps Supply Manuals and Regulations.

(2) Government Furnished Equipment. The Marine Corps shall provide the Host School with Government-Furnished equipment needed to administer the MCJROTC curriculum (i.e., flags, guidons, etc.). The amount and type of equipment provided is subject to the applicable tables of allowance in reference (a), based on the number of cadets enrolled in each Program.

(3) Instructional Materials. The Marine Corps shall provide all curricular and instructional materials and guidelines used to instruct the MCJROTC curriculum.

b. Safekeeping/Replacement of Government Furnished Property: Responsible Individual (RI). The Host School shall provide secure and adequate, climate controlled storage areas for the protection and security of Government-Furnished Property and comply with the Marine Corps Supply Manuals and all applicable regulations relating to the issue, care, use, safekeeping, turn-in, and accounting for such property. The School District shall promptly replace (or repair) at its cost and to the satisfaction of the Marine Corps, any such item that is lost or sustains damage directly or indirectly attributable to the conduct of the School District or Host School. The Senior Marine Instructor shall be appointed as the MCJROTC Responsible Individual (RI) by the MCJROTC Headquarters and is empowered to requisition, receive, stock, and account for government property issued to the Host School.

c. Insurance. The School District shall furnish to the Marine Corps an insurance policy from a financial institution satisfactory to the Marine Corps in an amount no less than **\$150,000**, or equal to the replacement value of Government-Furnished Property, if greater. The School District shall ensure that the insurance remains in effect for the requisite amount during the term of this Agreement and, thereafter, so long as any Government-Furnished Property remains in the School District's custody. The School District will provide an insurance policy and shall name the Commanding General, Training and Education Command (C46JR) as an "additional insured" and provide a certificate to that effect to the Marine Corps.

9. Facilities. The Host School shall provide the Marine Corps with the same instructional material provided to all teachers to include but not limited to; dedicated classroom(s), administrative office(s), office equipment (i.e., computers, printer, projector, and projection screen), including telephone service capable of electronic data transmission, instructional supplies (other than those provided by the Marine Corps), storage space (see paragraph 8.b above), drill area, marksmanship training area and utilities, and shall pay for the cost and maintenance thereof.

**The following are the minimum requirements:**

- Marine Instructor's Offices with Internet access. Minimum space of 100 sq. ft. (per Instructor)
- Marine Corps JROTC Classrooms with Internet access. Minimum classroom space of at least 25' X 36' comprised of either two classrooms or a classroom that could be divided into two areas that meet the space requirement in order to accommodate different Cadet levels.
- Climate Controlled Uniform/Equipment Storage Facility with shelving and hanging clothes racks. Minimum space of 1000 sq. ft.
- Climate Controlled Training Aids Storage Room. Minimum space of 300 sq. ft.
- Climate Controlled Indoor Marksmanship Training Area. Minimum space of 20' X 44' with a secure storage facility (room/cage) complete with rifle racks for storing drill and air rifles. If a dedicated marksmanship range is not available, the use of the classroom or other facility that will provide for protection of students and Cadets (cafeteria, gymnasium, or hallway) may be used.
- Drill Area. Minimum space of 80' X 40' (Access to indoor area during inclement weather.)
- Physical Fitness Area. Access to gym and other physical fitness areas (i.e., weight room, pull up bars, etc.) on equal access basis with Physical Education classes not less than once a week for each class period.
- Areas that currently exceed the above minimums in existing programs shall be maintained.
- Cadet Leadership/Staff Office Space (Company level)

10. Operational Support. The Host School shall provide the MCJROTC Program with an operational budget that is commensurate with that of other school programs of comparable size and scope. Operational support is used to pay for transportation of cadets to various meets, competitions and such activities considered appropriate for the MCJROTC Program. Operational support can also be used for reimbursement of school bus transportation at the same rate required of other programs utilizing school transportation. The Region Director can assist with determining an appropriate budget to fund the MCJROTC efforts.

11. Audit/Inspection; Access. The Marine Corps reserves the right to conduct Unit inspections. In addition, the Marine Corps may audit, at any time, use of all Government-Furnished Property and funds, including cost and travel reimbursements provided to the School District and Host School. The School District and Host School shall

cooperate with, and grant access to Marine Corps and Federal Government personnel to facilitate such inspections and audits. School Administrators shall make provisions for biennial inspections by the Marine Corps. During inspections, all Cadets shall be available for Unit and personnel inspection.

#### **12. Unit Failure to Meet Marine Corps Standards**

a. When the Marine Corps determines that a MCJROTC Unit does not meet the standards specified in reference (a), other than for enrollment, school authorities concerned shall be notified that the Unit has been placed on probation. Disestablishment of the Unit shall be effective at the end of the probationary period if the reason for the probation has not been resolved.

b. Units in the third year of establishment that do not have the statutory minimum required enrollment shall be placed on probation. No later than the end of the school year, the Marine Corps Program Director shall evaluate the potential to attain the minimum enrollment by the start of the next school year. If not attainable, the Marine Corps Program Director shall encourage Host School authorities to concur in disestablishment of the Unit at the end of that current school year. The Marine Corps Program Director shall make the final determination on the Host School's capability to meet the minimum enrollment. When the Marine Corps Program Director's evaluation indicates that minimum enrollment shall be attained by the start of the next school year, the Unit may be continued. No later than 90 days following the beginning of the next school term, the Marine Corps Program Director shall determine whether minimum enrollment requirements have been satisfied. If it has not, the Host School shall be officially notified of Unit disestablishment, and physical termination shall be scheduled for no later than the end of that school year. The Marine Corps Program Director may authorize extensions of probation periods in special circumstances.

c. If the Unit has been placed in a probation status and the deficiencies cited for such status are not corrected within the specified time frame, the Marine Corps may request that the Unit be re-designated as a National Defense Cadet Corps (NDCC) no later than June 30 of that school year. As a MCNDCC, the School District will cease to receive reimbursement for Instructor salaries. If the Unit chooses not to become a MCNDCC Unit, the Marine Corps, upon the approval of the Commandant of the Marine Corps (CMC), shall disestablish the Unit at the end of the current school year.

13. **Termination.** This Agreement is for a period of 5 years. It will be reviewed/updated during the 4<sup>th</sup> year for compliance of the terms. This agreement may be terminated: (a) at any time, by the mutual consent and agreement of both parties; (b) by either party upon giving the other one year's written notice of such intent to terminate; or (c) with less than one year's notice if the legal authority for the MCJROTC Program is repealed, amended, or significantly modified in which event, the Marine Corps shall give participating schools as much notice as is possible within the circumstances. In no event shall termination of this Agreement become effective before the end of a current academic year without the mutual consent of the parties. In the event of mutual or unilateral termination of this Agreement, or in the event of disestablishment as prescribed by CMC, the School District shall return to the Marine Corps, at Marine Corps expense, all U.S. Government-Furnished Property in its or the Host School's custody. Such property shall be returned to the Marine Corps in good condition at a time to be determined by the Marine Corps at the time of the termination of the Unit.

#### **14. General Provisions**

a. **Construction/Governing Authority.** This Agreement is governed by and shall be construed under Federal law.

b. **Modification or Amendment of Agreement.** No amendment or modification of this Agreement shall be effective unless it is in writing and signed by authorized representatives of both parties.

c. **No Waiver.** Unless expressly stated in writing and signed by the Marine Corps, the waiver by the Marine Corps of any act, duty, or obligation required of the School District or Host School hereunder shall not be construed as a waiver of any other, or of any future act, duty, or obligation to be performed by the School District or Host School.

d. **No Assignment.** This Agreement may not be assigned by the School District.

e. Entire Agreement. This Agreement represents the entire agreement of the parties concerning the matters addressed herein and supersedes any prior agreements, understandings, or representations.

f. Anti-Deficiency Act. Nothing in this Agreement will be construed as obligating the Marine Corps, their officers, employees, or agents to expend any funds in excess of appropriations authorized for such purposes in violation of the Federal Anti-Deficiency Act (31 U.S.C. Section 1341).

g. Representative Authority. Each undersigned representative of the parties to this Agreement certifies she or he is fully authorized to enter into the terms and conditions of this Agreement and to execute the same so as to effectively bind each party to its terms.

h. Execution. This Agreement shall become effective on the date the last of the authorized representative of the parties signs.

i. No Discrimination. The School District shall adhere to a policy of non-discrimination against students or Instructors based on race, ethnicity, religion, national origin, gender or any other category prohibited by law.

j. Notice. Unless otherwise stated herein, notices under this Agreement shall be effective upon receipt, must be in writing, and must be served by certified U.S. mail, return receipt requested, addressed to the parties at the address noted below.

WHEREFORE, the parties enter into this Agreement as of the Effective Date.

**Agenda Report Attachment**

Subj: MEMORANDUM OF AGREEMENT

**Item: F-4**

LYNCHBURG CITY SCHOOLS  
915 COURT STREET  
LYNCHBURG, VA 24504

MCJROTC HERITAGE HIGH SCHOOL  
3101 WARDS FERRY ROAD  
LYNCHBURG, VA 24502

\_\_\_\_\_  
Signature of School District Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title of School District Official

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*More than one signature at discretion of school district officials, NOT required by MCJROTC*

\_\_\_\_\_  
Signature of School District Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title of School District Official

UNITED STATES MARINE CORPS  
COMMANDING GENERAL  
TRAINING AND EDUCATION COMMAND (C46JR)  
1019 ELLIOT ROAD  
QUANTICO, VA 22134-5001

\_\_\_\_\_  
Robert G. Oltman  
Director, Marine Corps JROTC

\_\_\_\_\_  
Date

**LOCATION ASSIGNMENT-HERITAGE HIGH SCHOOL MCJROTC**

<b>Space</b>	<b>Room #</b>	<b>Size</b>	<b>Square Feet</b>	<b>Min Req (Sq Ft)</b>
SMI/MI Office	621B	20x14	280	200
Classroom #1	615	25x36	900	1,300 (26x50)
Classroom #2	614	25x36	900	1,300 (26x50)
Marksmanship Range	616	20x44	885	1,500 (30x50)
Armory	616A	7x14	98	N/A
Cadet Staff Office	617	9.6x14	134.4	100
Training Aid/Uniform Storage	617A	9x14	126	300 sq ft
Uniform Storage	618	17x14	238	1000 sq ft
Field House Drill Area #1	706	84x50	4200	84x40
Field House Drill Area #2	706	84x50	4200	84x40
Field House Drill Area #3	706	84x50	4200	84x40
PT Area (Field House)	706	209x131.8	27,546.20	N/A

# Agenda Report

Date: 03/05/19

Agenda Number: F-5

Attachments: Yes

**From:** Crystal M. Edwards, Superintendent  
Susan D. Morrison, School Board Chair

**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 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: 03/05/19

Agenda Number: I-1

Attachments: Yes

**From:** Crystal M. Edwards, Superintendent

**Subject:** Lynchburg City School Board Governance Policy Review

## Summary/Description:

As a result of school board review at the February 5, 2019, School Board meeting, several revisions were made by the Governance Policy Workgroup to the governance policies listed below. At the request of the Board, Virginia School Board Association (VSBA) changes to policies will be reflected in red print. Lynchburg City School recommended changes will be reflected in blue print. These governance policies have also been reviewed by legal counsel.

The Governance Policy Work Group met on February 18, 2019.

- |        |   |
|--------|---|
| BCA    | School Board Organizational Meeting <ul style="list-style-type: none"><li>• <i>Changed chairman to Chair</i></li></ul>  |
| BCB(Z) | School Board Officers <ul style="list-style-type: none"><li>• <i>Changed chairman to Chair</i></li></ul>  |
| BCE(Z) | School Board Committees <ul style="list-style-type: none"><li>• <i>Changed chairman to Chair</i></li><li>• <i>Proposed changing Business &amp; Finance to Finance &amp; Facilities</i></li><li>• <i>Proposed adding a Community Relations &amp; Legislative Advocacy Committee</i></li><li>• <i>Proposed adding language explaining the purpose of the three committees</i></li></ul> |
| BDB    | Special School Board Meetings <ul style="list-style-type: none"><li>• <i>Changed chairman to Chair</i></li><li>• <i>Incorporated VSBA changes</i></li></ul>   |

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

## Recommendation:

The superintendent recommends that the school board approve the governance policies listed above.

SCHOOL BOARD ORGANIZATIONAL MEETING

The Lynchburg City School Board will hold an organizational meeting annually.

At that meeting the Board will

- establish its regular meeting schedule for the following year,
- elect one of its members as ~~chairman~~ *{Chair}*,
- approve a designee of the Superintendent to attend meetings of the School Board in case of the Superintendent’s absence or inability to attend, and
- appoint, on the recommendation of the Superintendent, a clerk of the School Board.

Upon election, the ~~chairman~~ *{Chair}* will immediately assume office and preside over the remainder of the meeting.

In addition, the Board

- may elect one of its members as ~~vice-chairman~~ *{Vice-Chair}* and
- may appoint a deputy clerk.

The ~~vice-chairman~~ *{Vice-Chair}* and deputy clerk, if any, will be empowered to act in all matters in case of the absence or inability to act of the ~~chairman~~ *{Chair}* or clerk, respectively, or as otherwise provided by the Board.

The terms of the ~~chairman~~ *{Chair}*, clerk, ~~vice-chairman~~ *{Vice-Chair}* and deputy clerk will be one year.

The Board’s annual organizational meeting will be held in July.

Adopted by School Board: June 4, 2013

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-72, 22.1-76.

Cross Ref.: BCB School Board Officers

SCHOOL BOARD OFFICERS

The officers of the School Board are a ~~chairman~~ *{Chair}* and ~~vice-chairman~~ *{Vice-Chair}*. The ~~chairman~~ *{Chair}* and the ~~vice-chairman~~ *{Vice-Chair}* are elected annually in July at the organizational meeting of the School Board.

School Board ~~Chairman~~ *{Chair}*

The duties of the ~~chairman~~ *{Chair}* are to preside at all meetings of the School Board, to perform such other duties as may be prescribed by law or by action of the School Board, and to sign all legal documents approved by the School Board.

The ~~chairman~~ *{Chair}*, as a member of the School Board, has a vote on all matters before the School Board which come to a vote, but does not have an additional vote as ~~chairman~~ *{Chair}* in case of a tie.

~~Vice-Chairman~~ *{Vice-Chair}*

The ~~vice-chairman~~ *{Vice-Chair}*, if present, shall preside in the absence of the ~~chairman~~ *{Chair}*, and is empowered to act in all matters in case of the absence or inability of the ~~chairman~~ *{Chair}* to act or as provided by resolution of the School Board. If neither the ~~chairman~~ *{Chair}* or ~~vice-chairman~~ *{Vice-Chair}* is present, a majority of Board members present, if they constitute a quorum, shall elect one from among themselves to chair the meeting.

Adopted by School Board: June 4, 2013

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-72, 22.1-76.

Cross Ref.: BCA School Board Organizational Meeting

SCHOOL BOARD COMMITTEES

~~There shall be no standing committees of the Lynchburg City School Board, except Business and Finance, Instruction, Administration and Community Relations, and Student Discipline.~~

*{There shall be no standing committees of the Lynchburg City School Board, except Finance and Facilities, Community Relations and Legislative Advocacy, and Student Discipline.}*

Special committees may be appointed by the chairman **{Chair}** or created by School Board action. These committees shall be appointed or created for a specific purpose and shall expire upon completion of the assigned task unless School Board action authorizes temporary continuance of such committees.

The standing committees are comprised of three (3) members each to be appointed by the chairman **{Chair}**. The chairman **{Chair}** shall be an ex-officio member of each such committee.

***{Finance and Facilities***

*This committee reviews current practices and needs in the areas of finance and facilities within the school division. Findings and recommendations will be shared with the School Board. The full board will determine appropriate matters for further discussion and subsequent action.*

***Community Relations and Legislative Advocacy***

*This committee reviews current practices and needs in the areas of communication, community engagement and legislative advocacy. The committee will discover ways the Board can assist in engaging all stakeholders in our community. Findings and recommendations will be shared with the School Board. The full board will determine appropriate matters for further discussion and subsequent action, and the development of an ongoing legislative advocacy agenda that will be modified based upon the changing needs of the school division.*

***Student Discipline***

*This committee considers appeals of student disciplinary decisions and recommendations of the Superintendent. The Student Discipline Committee is comprised of the Chair or Vice-Chair and two (2) members on a rotating basis. In the event the Chair or Vice-Chair cannot be present, the Chair of the School Board will appoint the chair for the discipline committee hearing.}*

Adopted by School Board: June 4, 2013

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Legal Ref.: Code of Virginia, 1950, as amended, §22.1-78, 22.1-277.06.

Cross Refs.: BCEA Disciplinary Committee  
BDA Regular School Board Meetings

BDB	Special School Board Meetings
BDC	Closed Meetings
GB	Equal Employment Opportunity/Nondiscrimination

SPECIAL SCHOOL BOARD MEETINGS

The School Board ~~may hold~~ *{holds}* special *{and continued}* meetings when necessary. ~~These meetings shall be~~ *{Special meetings are}* held when called by the ~~chairman~~ *{Chair}* or when requested by two or more members. Special meetings may be called provided each member is duly notified, or a reasonable attempt has been made to notify each member. ~~Notice, reasonable under the circumstances, shall be given contemporaneously with the notice provided to members of the School Board.~~

Business that does not come within the purposes set forth in the call of the meeting ~~shall not be~~ *{is not}* transacted at any special meeting of the School Board unless the members present unanimously agree to consider additional items of business.

*{Notice, reasonable under the circumstances, of special or continued meetings is given contemporaneously with the notice provided to members of the School Board.}*

Adopted by School Board: June 4, 2013

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3707, 22.1-72.

Cross Refs. : KC Community Involvement in Decision Making  
BCA Board Organizational Meetings  
BDDA Notification of School Board Meetings  
*{BDDG Minutes}*

# Agenda Report

Date: 03/05/19

Agenda Number: I-2

Attachments: Yes

**From:** Crystal M. Edwards, Superintendent  
Ben W. Copeland, Deputy Superintendent

**Subject:** Lynchburg City School Board Personnel Policies and Regulations – Section 5  
Personnel

## Summary/Description:

Converting the Lynchburg City School Board policies and administrative regulations to the Virginia School Board Association policies is an ongoing process. These remaining Section 5 - Personnel policies and regulations were reviewed by the personnel policy committee. As a result of the review, revisions were made and a copy of the revised manual has been provided to school board members.

In addition, legal counsel has reviewed the policies and regulations relative to personnel. The school administration will provide an overview of the policies and respond to questions during this presentation.

*A copy of the Lynchburg City School Board Personnel Policies and Regulations was included in the February 3, 2019 agenda and is posted on the Lynchburg City Schools website.*

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

## Recommendation:

The superintendent recommends that the school board approve converting the remaining Lynchburg City School Board Section 5- Personnel policies and administrative regulations to the Virginia School Board Association policies.

# Agenda Report

Date: 03/05/19

Agenda Number: J-1

Attachments: No

**From:** Crystal M. Edwards, Superintendent

**Subject:** Strategic Plan Discussion

**Summary/Description:**

The Lynchburg City School Board is committed to an ongoing review of student data and discussion regarding strategies to address and close the learning/achievement gaps. The focus of tonight's discussion will be:

Increasing opportunity to learn through creative programming.

**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: 03/05/19

Agenda Number: K-1

Attachments: No

**From:** Crystal M. Edwards, Superintendent  
Ben W. Copeland, Deputy Superintendent

**Subject:** Capital Improvement Plan: Dearington Elementary School Roof Replacement

## Summary/Description:

The capital improvement plan includes \$300,000 in construction funding for replacement of the Dearington Elementary School roof. The City of Lynchburg Office of Procurement and Purchasing has received four bids on the project.

The school administration recommends Roofing Solutions, Inc. based on their bid of \$179, 500 which was the lowest bid. All bids received are listed below.

BIDDER	J.S. Construction Association, Inc.	Roofing Solutions, Inc.	Craftsman Roofing, Inc.	Custom Roofing, Inc.
BASE BID	Withdrawn	\$179,500	\$298,025	\$356,000

**Disposition:**  Action  
 Information  
 Action at Meeting on: April 2, 2019

## 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 April 2, 2019.

# Agenda Report

Date: 03/05/19

Agenda Number: K-2

Attachments: No

**From:** Crystal M. Edwards, Superintendent  
Ben W. Copeland, Deputy Superintendent

**Subject:** Capital Improvement Plan: E. C. Glass High School Roof Replacement  
(Main Gym and Locker Room}

## Summary/Description:

The capital improvement plan includes \$325,000 in construction funding for the replacement of the E. C. Glass High School roof on the main gym and locker room. The City of Lynchburg Office of Procurement and Purchasing has received a total of two bids on the project.

The school administration recommends Craftsman Roofing Inc. based on their bid of \$409,725, which was the lowest bid. All bids received are listed below.

<b>BIDDER</b>	Craftsman Roofing, Inc.	Custom Roofing, Inc.
<b>BASE BID</b>	\$409,725	\$788,590

**Disposition:**  Action  
 Information  
 Action at Meeting on: April 2, 2019

## 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 April 2, 2019.

# Agenda Report

Date: 03/05/19

Agenda Number: K-3

Attachments: Yes

**From:** Crystal M. Edwards, Superintendent  
Anthony E. Beckles, Chief Financial Officer

**Subject:** Lynchburg City School Board Regulation JNZ-R Student Fees, Fines, Charges and Tuition

## Summary/Description:

A review of regulation JNZ-R Student Fees, Fines, Charges and Tuition revealed the need for several rate increases and adjustments to our fee and tuition schedules. The regulation is attached to this agenda report and is being presented to the school board for discussion.

**Disposition:**  Action  
 Information  
 Action at Meeting on: April 2, 2019

## 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 April 2, 2019.

**STUDENT FEES, FINES, CHARGES, AND TUITION****I. PURPOSE**

The purpose of this regulation is to detail the ways in which fees, fines, and tuition are assessed, fee adjustments are provided, payment is made and collected, and the consequences of non-payment. The intent of this regulation is to provide for stewardship of division funds while supporting development of personal responsibility and equity of access to school and extracurricular activities.

**II. FEES**

When practical, a common fee will be applied across all schools of the same level (e.g. high school). These fees will be posted annually on the division website by August 1. When fees are different by school or only apply to one school, they will be provided by that school to the students and parents.

**III. FEE ADJUSTMENTS**

An application is available for a parent or guardian to request an adjustment to a fee. The fee adjustment may be available for conditions that may include:

- a. Economic hardship – Criteria include documentation of qualifications for assistance through TANF, SNAP, SSI, Medicaid, or free/reduced lunch status.
- b. Foster families
- c. Families that are homeless
- d. Temporary extreme hardship, such as a recent house fire or a job loss that substantially changes the family's economic status

Information on the fee adjustment is available on the division website and notice of the availability of fee adjustments will be provided each time a fee is assessed.

Fee adjustments may include a modification of the fee amount and/or the payment schedule.

**IV. PAYMENT**

Payment of fees are due prior to participation in optional activities, unless otherwise noted.

Optional Activities and related fees include:

- a. Parking
- b. Extra-curricular activities
- c. Field trips that are not part of the required instructional activities
- d. Musical instrument fees in which the instrument is not part of the required curriculum
- e. Distance learning classes not required for a diploma
- f. Summer school classes that are not required for remediation
- g. Materials fees for courses not required for graduation

Payment of fees for required activities, such as materials related to a required course and class dues, shall be due within two weeks of the start of the activity. If the parent or guardian applies

for a fee adjustment and a reduced fee is determined, then the fee is due two weeks from notification of the review of the fee adjustment request.

When a fine or other charge is assessed, such as for a lost or damaged book, a parking fine, or loss or destruction of property, the payment will be due within two weeks of notification of the charge. Notification of the charge shall be provided by letter and phone call to the parent.

In some situations, the fee or fine will be offered to be paid in regular installments. Payment by the due date is required.

#### V. CONSEQUENCES OF NON-PAYMENT

For the Optional Activities noted in Section IV, payment for those activities must be made (or approval of a fee adjustment occurs) before the student may participate in that activity.

Additionally, a student may not begin participation in any Optional Activities if there are any obligations for other fees or fines previously incurred. If a fine or charge is incurred after an Optional Activity has begun, the student must pay for the charge within two weeks (as noted in Section IV) in order to remain in any Optional Activity.

If there is an outstanding charge due, a student is also not permitted to participate in activities at the school that are not considered to be core components of the instructional program, such as designated parties or events, until the charge is cleared. These activities may include prom, the graduation ceremony, viewing after-school events or performances, or other activities that the school may identify.

If a parent or guardian has not made payment by the conclusion of the school year and the total charges exceed \$100, the parent will be notified by the school that the legal process for collections may be started.

#### VI. CONSEQUENCES OF A LOST LIBRARY BOOK

The number of books a student may check out shall be determined by the librarian based on factors that include whether any books are currently lost or unreturned. The practices for checkout established by the librarian should be reviewed with the principal. This will help minimize the possibility of multiple lost books.

No overdue fines shall be used. The librarian should work with the student and parent to determine the point at which an overdue book is considered lost, providing sufficient opportunity for the book to be located.

Once a book is determined by the librarian to be lost, the parent should be provided a two week notice of the charge for the book, as noted in Section IV. While the full cost of the book is owed if not returned, the family may work with the librarian to see if there are options for a replacement book.

At the point that there is a lost book that has not been re-paid, the student will be restricted to only one book to checkout until the lost book is repaid. If two books are lost, checkout privileges will be lost until the books are re-paid or returned. In addition, the other consequences of non-payment in Section V shall be applied.

If a book that was considered lost and was paid for is then found within a reasonable period of time (usually the same school year or just after the summer), the money should be refunded if the book is then returned in good condition.

#### VII. CONSEQUENCES OF A LOST OR DAMAGED TEXTBOOK, CHROMEBOOK, CALCULATOR, OR OTHER LEARNING DEVICE

When a student has an LCS issued learning device that is required for a course, such as a textbook, Chromebook, or calculator, the student and family are responsible for the cost to have the learning device repaired or replaced. The school shall notify the parent or guardian immediately when it is known that a device has been determined to be lost or damaged. In some cases an optional accidental protection plan is available.

If there is loss or damage that prevents the use of the device during the school year, the school will provide a replacement for the student so that learning at school is not interrupted. However, this replacement will be restricted to minimize opportunities for further charges. Such a restriction typically includes the equipment only being available at school or in that classroom and not taken home, until the charge for the equipment has been paid.

If loss or damage is discovered at the end of the school year, then the parent should be notified as outlined in Section IV.

All other consequences of non-payment in Section V shall be applied.

#### VIII. COLLECTION EFFORTS

The principal or designee (typically the bookkeeper) is responsible for notifying the parent when there is a fine or charge. For any fee assessed for an activity, these should be communicated annually on the website and also notice shall be given by the organizer of an activity that has a fee prior to participation.

The collection of fees shall be organized by the bookkeeper, in coordination with other lead staff in the school, under the supervision of the principal.

Funds that are collected shall be deposited to accounts, according to financial procedures, that relate to the activity being funded.

When a parent or guardian submits a fee adjustment request to the school, the request shall be reviewed by the principal or designee and the result communicated to the parent or guardian within one week of submitting the application, or at least prior to the start of the activity if the request is made well before the activity. The content of the fee adjustment request is confidential and should also be communicated with confidentiality to the leader of the activity.

If a parent or guardian disagrees with a charge or the outcome of the review of a fee adjustment request, the parent or guardian may appeal in writing to the principal. The appeal shall be heard and a decision rendered within two weeks of notice of the appeal. The decision on the appeal shall be considered final.

As noted, a parent may request and be granted the ability to make a series of partial payments for an amount owed. The parent shall notify the principal or designee and any agreement for this shall be communicated in writing that the parent or guardian must sign before the agreement is considered in place. If any one of the agreed upon partial payments is missed, the consequence shall be considered according to Section V.

**IX. COLLECTION EFFORTS OF PRIOR OBLIGATIONS WHEN POLICY AND REGULATION ARE INITIALLY APPROVED**

For the first school year in which this regulation is approved, the parent shall be provided until the end of the school year to clear all prior charges. The school will provide an itemized list of charges from the prior year(s) through multiple communication methods to each family. The principal or designee will arrange times to meet with the parent or guardian to review questions and options for any prior charges. Consequences of prior debt will not be put into place until the beginning of the fall 2018 semester.

**FEE SCHEDULE**

The following fees and fines shall be used at each school in LCS. The school will provide information on any other fees and fines.

CATEGORY	ITEM	AMOUNT	SPECIFIC REDUCED FEE AMOUNT
High School	Senior Dues	\$75	
	Parking decal <sup>Ⓢ</sup>	\$50 full year \$25 half year	
	Parking fines	\$20	
	Chromebook protection plan (optional)	\$20/year	
	Advanced Placement Exam	\$40	\$15
	Summer School Online Course	\$150	
	Withdrawal fee for Early College or Virtual Virginia	\$75	
	Cosmetology	\$150 - Juniors <del>\$250</del> <del>(\$285)</del> - Seniors	
	Behind the Wheel	\$150	\$100 reduced lunch \$50 free lunch
	Dental Program	\$250 board exam \$375 x-ray cert.	

TUITION SCHEDULE

The following tuition charges shall be used at each school in LCS{, *for non-residents and children of non-resident employees*}.

CATEGORY	ITEM	AMOUNT	SPECIFIC REDUCED TUITION AMOUNT
Tuition	Non-Resident – Base Tuition	\$3400	
	Non-Resident – SFI	\$300	\$0 if an employee at the school
	Costs for Additional Services and Special Programs		
	Special Education & 504		
	Level I or 504	\$1595	
	Level II	\$3050	
	Level III	\$6700	
	Other Special Education Services or other 504 Services	Determined based on individual service needs	
	English Language Learners		
	Level I	<del>\$1360</del> <i> {\$2,720}</i>	
	Level II	<del>\$2720</del> <i> {\$1,360}</i>	
	Level III	Determined based on individual service needs	
	Gifted		
	Level I <i> {center-based}</i>	No Charge	
	Level II <i> {school-based}</i>	\$1510	
	<i> {Central Virginia Governor’s School}</i>	<del> \$1510</del> <i> {\$4,700}</i>	
	Homebound/Homebased Instruction	\$26 per hour	
	Elementary – 5 hours per week		
	Middle/High – 10 hours per week		
	Out-of-zone mileage to/from instructional location of student	<del> \$0.545</del> <i> {\$0.58}</i> per mile	

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