



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**  
**April 2, 2019 Immediately Following**  
**the Public Budget Hearing**  
**School Administration Building**  
**Board Room**

**A. AGENDA APPROVAL**

- 1. Approval of Agenda – April 2, 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. SPECIAL PRESENTATION**

- 1. 2019 Virginia School Boards Association Student  
Art Contest Winners  
Crystal M. Edwards . . . . . Page 4  
Discussion

**D. PUBLIC COMMENTS**

- 1. Public Comments  
Susan D. Morrison. . . . . Page 5  
Discussion/Action (30 Minutes)

**E. FINANCE REPORT**

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

**F. CONSENT AGENDA**

- 1. School Board Meeting Minutes: February 28, 2019 (Student Discipline Committee Meeting), March 5, 2019 (Regular Board Meeting), March 19, 2019 (Work Session), March 21, 2019 (Student Discipline Committee Meeting)
- 2. Personnel Report  
 Marie F. Gee . . . . . Page 13  
 Discussion/Action
- 3. Lynchburg City School Board Regulation JNZ-R  
 Student Fees, Fines, Charges and Tuition  
 Anthony E. Beckles . . . . . Page 15  
 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**

No Unfinished Business Items

**J. STRATEGIC PLAN DISCUSSION**

1. Strategic Plan Discussion:

Crystal M. Edwards . . . . . Page 21  
Discussion

**K. NEW BUSINESS**

1. Capital Improvement Plan: Dearington Elementary  
School Roof Replacement

Ben W. Copeland . . . . . Page 22  
Discussion

2. Lynchburg City School Board Instruction and Program  
Updates: Section 7 – Student Policies and Regulations

LaTonya D. Brown . . . . . Page 23  
Discussion

3. Secondary Social Studies Textbook Adoption

April M. Bruce. . . . . Page 24  
Discussion

4. Special Education Annual Plan/Part B, Section 611, Flow Through Application and Section 619 Preschool Grant Applications (2019-2020)  
Wyllys VanDerwerker. . . . . Page 26  
Discussion
5. Virginia Preschool Initiative Curriculum Adoption (VPI/PK)  
Ben W. Copeland . . . . . Page 51  
Discussion
6. Lynchburg City School Board Governance Policy Review  
Crystal M. Edwards . . . . . Page 53  
Discussion

**L. SUPERINTENDENT’S COMMENTS**

1. Superintendent’s 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**

A School Board Work Session will be held on Tuesday, April 23, 2019 at 5:00 p.m. in the board room at the Administration Building

The next School Board Meeting will be held on Tuesday, May 7, 2019 at 5:30 p.m. in the board room at the Administration Building

A School Board Work Session will be held on Tuesday, May 21, 2019 at 5:00 p.m. in the board room at the Administration Building

**O. ADJOURNMENT**

# Agenda Report

Date: 04/02/19

Agenda Number: A-1

Attachments: No

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

**Subject:** Approval of Agenda – April 2, 2019

**Summary/Description:**

Consider approval of agenda for the April 2, 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 April 2, 2019 meeting.

# Agenda Report

Date: 04/02/19

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 John McClain 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)(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;
- 3.) As permitted by the Virginia Code §2.2-3711(A)(7), consultation with legal counsel about probable litigation by a former employee because consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the School Board.

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 John McClain 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)(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; 3.) As permitted by the Virginia Code §2.2-3711(A)(7), consultation with legal counsel about probable litigation by a former employee because consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the School Board.

# Agenda Report

Date: 04/02/19

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: 04/02/19

Agenda Number: C-1

Attachments: No

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

**Subject:** 2019 Virginia School Boards Association Student Art Contest Winners

## Summary/Description:

Each year, Lynchburg City Schools participates in the Virginia School Boards Association (VSBA) Southern Regional Forum Art Contest. Three students' pieces were selected to represent Lynchburg City Schools at the 2019 VSBA Southern Regional Forum on March 18, 2019. The students whose pieces were selected to represent Lynchburg City Schools will be recognized during this presentation.

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

## Recommendation:

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

# Agenda Report

Date: 04/02/19

Agenda Number: D-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: 04/02/19

Agenda Number: E-1

Attachments: Yes

**From:** 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 February 28, 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 February 28, 2019 for the operating fund.

Total Operating Fund Budget	\$ 97,672,407.00
Additional State CTE Funds	\$ 6,028.74
Fund Balance Return	\$ 350,000.00
Prior Year Funds Encumbered	<u>\$ 187,785.76</u>
Adjusted Operating Budget	<u>\$ 98,216,221.50</u>

Through February 28, 2019	
Actual Revenue Received	\$ 54,795,795.78
Actual Expenditures	\$ 55,787,679.77
Actual Encumbered	\$ 31,490,612.65

Percent of Budget Received	55.80%
Percent of Budget Used, excluding encumbrances	56.80%
As of 02/28/19 – 8 months	66.67%

The revenue and expenditure reports detail the transactions recorded through February 28, 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.

# Agenda Report Attachment

Item: E-1

Lynchburg City Schools  
 Operating Fund - Statement of Revenue  
 For the Eight Months Ending February 28, 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)	(7,023,765.58)	(3,854,679.42)	64.57%
240202 BASIC SCHOOL AID	(21,769,498.00)	(21,765,334.61)	(4,163.39)	(22,885,425.00)	(15,132,422.45)	(7,753,002.55)	66.12%
240207 GIFTED & TALENTED	(243,593.00)	(243,964.00)	371.00	(249,529.00)	(165,427.83)	(84,101.17)	66.30%
240208 REMEDIAL EDUCATION-SOQ	(1,476,782.00)	(1,479,032.00)	2,250.00	(1,492,182.00)	(864,909.14)	(627,272.86)	57.96%
240204 REMEDIAL EDUCATION-SUMMER SCHOOL	(164,036.00)	(186,695.00)	22,659.00	(218,153.00)	(182,414.90)	(35,738.10)	83.62%
SUPPL 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)	(2,018,218.60)	(1,026,033.40)	66.30%
240217 VOCATIONAL ED SOQ	(400,913.00)	(401,524.00)	611.00	(628,813.00)	(416,877.92)	(211,935.08)	66.30%
240221 SOC SEC-INSTR	(1,446,333.00)	(1,448,537.00)	2,204.00	(1,502,164.00)	(995,875.23)	(506,288.77)	66.30%
240223 VRS INSTRUCTIONAL	(3,324,028.00)	(3,329,093.00)	5,065.00	(3,318,733.00)	(2,200,188.64)	(1,118,544.36)	66.30%
240241 GROUP LIFE INST	(96,422.00)	(96,569.00)	147.00	(99,812.00)	(66,171.23)	(33,640.77)	66.30%
240228 READING INTERVENTN	(205,913.00)	(218,393.00)	12,480.00	(219,007.00)	(60,303.54)	(158,703.46)	27.53%
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)	(41,411.80)	(51,755.20)	44.45%
240248 REGIONAL TUITION	(1,011,481.00)	(1,002,226.65)	(9,254.35)	(1,233,366.00)	(44,402.85)	(1,188,963.15)	3.60%
240265 AT RISK SOQ	(1,489,206.00)	(1,520,272.52)	31,066.52	(1,584,718.00)	(1,056,478.68)	(528,239.32)	66.67%
240309 ESL	(154,875.00)	(148,421.87)	(6,453.13)	(154,277.00)	(95,568.98)	(58,708.02)	61.95%
240281 AT RISK 4 YR OLDS	(932,488.00)	(932,488.00)	0.00	(956,491.00)	(260,861.19)	(695,629.81)	27.27%
240252 CTE EQUIPMENT	(9,748.88)	(22,270.85)	12,521.97	(6,028.74)	0.00	(6,028.74)	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)	(8,250.80)	(33,003.20)	20.00%
EARLY READING SPECIALISTS INITIATIVE	0.00	0.00	0.00	(82,509.00)	(16,501.80)	(66,007.20)	0.00%
240275 PRIMARY CLASS SIZE	(1,915,875.00)	(1,864,678.00)	(51,197.00)	(1,846,920.00)	(489,411.81)	(1,357,508.19)	26.50%
240214 TEXTBOOKS	(557,117.00)	(557,966.00)	849.00	(502,501.00)	(333,138.20)	(169,362.80)	66.30%
240405 ALGEBRA READINESS	(143,036.00)	(143,035.75)	(0.25)	(145,199.00)	(39,025.36)	(106,173.64)	26.88%
<b>COMMONWEALTH OF VA</b>	<b>(50,768,667.88)</b>	<b>(50,854,930.81)</b>	<b>86,262.93</b>	<b>(53,110,883.74)</b>	<b>(31,511,626.53)</b>	<b>(21,599,257.21)</b>	<b>59.33%</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)	(138,691.35)	(211,308.65)	39.63%
JR ROTC	(105,000.00)	(132,235.20)	27,235.20	(105,000.00)	(39,609.27)	(65,390.73)	37.72%
<b>FEDERAL</b>	<b>(463,500.00)</b>	<b>(760,284.90)</b>	<b>296,784.90</b>	<b>(463,500.00)</b>	<b>(188,392.22)</b>	<b>(275,107.78)</b>	<b>40.65%</b>

# Agenda Report Attachment

Item: E-1

Lynchburg City Schools  
Operating Fund - Statement of Revenue  
For the Eight Months Ending February 28, 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%	(42,378,498.00)	(22,050,000.00)	(20,328,498.00)	52.03%	
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>(42,378,498.00)</b>	<b>(22,050,000.00)</b>	<b>(20,328,498.00)</b>	<b>52.03%</b>	
189912 MISC REV/OTH FUNDS	(75,000.00)	(34,511.37)	(40,488.63)	46.02%	(55,000.00)	(68,113.75)	13,113.75	123.84%	
180303 REBATES & REFUNDS	(86,250.00)	(34,183.73)	(52,066.27)	39.63%	(86,250.00)	(99,925.27)	13,675.27	115.86%	
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)	(36,630.24)	(43,369.76)	45.79%	
<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>(209,769.26)</b>	<b>(26,480.74)</b>	<b>88.79%</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)	(32,518.60)	7,518.60	130.07%	
161205 BUS RENTAL	(325,000.00)	(430,608.70)	105,608.70	132.49%	(325,000.00)	(156,207.03)	(168,792.97)	48.06%	
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)	(24,238.24)	(25,761.76)	48.48%	
SCHOOL NUT UTILITIES	(90,000.00)	(80,411.32)	(9,588.68)	89.35%	(90,000.00)	(42,317.21)	(47,682.79)	47.02%	
FACILITY RENTALS	(50,000.00)	(128,490.38)	78,490.38	256.98%	(75,000.00)	(79,944.76)	4,944.76	106.59%	
INDIRET COSTS	(200,000.00)	(171,787.64)	(28,212.36)	85.89%	(203,304.00)	(157,259.34)	(46,044.66)	77.35%	
<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>(836,007.77)</b>	<b>(1,003,296.23)</b>	<b>45.45%</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>(98,216,221.50)</b>	<b>(54,795,795.78)</b>	<b>(43,420,425.72)</b>	<b>55.79%</b>	

	Original budget	Additional State CTE Funds	Fund Balance Return	Prior Year Encumbrance	Adjusted Budget
Original budget	\$95,324,667.00				\$ 97,672,407.00
Prior Year Encumbrance	\$ 1,275,388.88				\$ 6,028.74
Addtl funding - CTE equipment	\$ 9,748.88				\$ 350,000.00
Sale of Bus Proceeds	\$ 13,500.00				\$ 187,785.76
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>\$ 98,216,221.50</b>

**FY2018-2019 REVISED REVENUE BUDGET**  
As of February 28, 2019

	ORIGINAL	REVISED				CHANGE BETWEEN
	REVENUE	REVENUE	YTD	BUDGET	%	ORG & REVISED REV
	BUDGET	BUDGET	TRANSACTIONS	BALANCE	RECEIVED	BUDGET
	As of 7/1/2018					INCREASE
						(DECREASE)
<b>ADM</b>	<b>7,966.80</b>	<b>7,966.80</b>				<b>0.00</b>
<b>ACCOUNT TITLE</b>						
<b>COMMONWEALTH OF VA REVENUE</b>						
240308 SALES TAX RECEIPTS	(10,878,445.00)	(10,878,445.00)	(7,023,765.58)	(3,854,679.42)	64.57%	0.00
<b>240202 BASIC SCHOOL AID</b>	<b>(22,885,425.00)</b>	<b>(22,885,425.00)</b>	<b>(15,132,422.45)</b>	<b>(7,753,002.55)</b>	<b>66.12%</b>	<b>0.00</b>
<b>240207 GIFTED &amp; TALENTED</b>	<b>(249,529.00)</b>	<b>(249,529.00)</b>	<b>(165,427.83)</b>	<b>(84,101.17)</b>	<b>66.30%</b>	<b>0.00</b>
<b>240208 REMEDIAL EDUCATION-SOQ</b>	<b>(1,492,182.00)</b>	<b>(1,492,182.00)</b>	<b>(864,909.14)</b>	<b>(627,272.86)</b>	<b>57.96%</b>	<b>0.00</b>
240204 REMEDIAL EDUCATION -SUMMER SCHOOL	(218,153.00)	(218,153.00)	(182,414.90)	(35,738.10)	83.62%	0.00
SUPPL LOTTERY PER PUPIL ALLOCATION	(1,677,233.00)	(1,677,233.00)	0.00	(1,677,233.00)	0.00%	0.00
<b>COMPENSATION SUPPLEMENT</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>240212 SPECIAL ED SOQ</b>	<b>(3,044,252.00)</b>	<b>(3,044,252.00)</b>	<b>(2,018,218.60)</b>	<b>(1,026,033.40)</b>	<b>66.30%</b>	<b>0.00</b>
<b>240217 VOCATIONAL ED SOQ</b>	<b>(628,813.00)</b>	<b>(628,813.00)</b>	<b>(416,877.92)</b>	<b>(211,935.08)</b>	<b>66.30%</b>	<b>0.00</b>
<b>240221 SOC SEC-INSTR</b>	<b>(1,502,164.00)</b>	<b>(1,502,164.00)</b>	<b>(995,875.23)</b>	<b>(506,288.77)</b>	<b>66.30%</b>	<b>0.00</b>
<b>240223 VRS INSTRUCTIONAL</b>	<b>(3,318,733.00)</b>	<b>(3,318,733.00)</b>	<b>(2,200,188.64)</b>	<b>(1,118,544.36)</b>	<b>66.30%</b>	<b>0.00</b>
<b>240241 GROUP LIFE INST</b>	<b>(99,812.00)</b>	<b>(99,812.00)</b>	<b>(66,171.23)</b>	<b>(33,640.77)</b>	<b>66.30%</b>	<b>0.00</b>
<b>240228 READING INTERVENTN</b>	<b>(219,007.00)</b>	<b>(219,007.00)</b>	<b>(60,303.54)</b>	<b>(158,703.46)</b>	<b>27.53%</b>	<b>0.00</b>
240205 CAT-REG FOSTER	(202,382.00)	(202,382.00)	0.00	(202,382.00)	0.00%	0.00
240246 CAT-HOMEBOUND	(93,167.00)	(93,167.00)	(41,411.80)	(51,755.20)	44.45%	0.00
240248 REGIONAL TUITION	(1,233,366.00)	(1,233,366.00)	(44,402.85)	(1,188,963.15)	3.60%	0.00
<b>240265 AT RISK SOQ</b>	<b>(1,584,718.00)</b>	<b>(1,584,718.00)</b>	<b>(1,056,478.68)</b>	<b>(528,239.32)</b>	<b>66.67%</b>	<b>0.00</b>
240309 ESL	(154,277.00)	(154,277.00)	(95,568.98)	(58,708.02)	61.95%	0.00
240281 AT RISK 4 YR OLDS	(956,491.00)	(956,491.00)	(260,861.19)	(695,629.81)	27.27%	0.00
240252 CTE EQUIPMENT	(6,028.74)	(6,028.74)	0.00	(6,028.74)	0.00%	0.00
240253 CTE OCC PREP	(48,323.00)	(48,323.00)	0.00	(48,323.00)	0.00%	0.00
MATH/READING INSTR SPECIALISTS	(41,254.00)	(41,254.00)	(8,250.80)	(33,003.20)	20.00%	0.00
EARLY READING SPECIALISTS INITIATIVE	(82,509.00)	(82,509.00)	(16,501.80)	(66,007.20)	0.00%	0.00
<b>240275 PRIMARY CLASS SIZE</b>	<b>(1,846,920.00)</b>	<b>(1,846,920.00)</b>	<b>(489,411.81)</b>	<b>(1,357,508.19)</b>	<b>26.50%</b>	<b>0.00</b>
<b>240214 TEXTBOOKS</b>	<b>(502,501.00)</b>	<b>(502,501.00)</b>	<b>(333,138.20)</b>	<b>(169,362.80)</b>	<b>66.30%</b>	<b>0.00</b>
240405 ALGEBRA READINESS	(145,199.00)	(145,199.00)	(39,025.36)	(106,173.64)	26.88%	0.00
<b>COMMONWEALTH OF VA</b>	<b>(53,110,883.74)</b>	<b>(53,110,883.74)</b>	<b>(31,511,626.53)</b>	<b>(21,599,257.21)</b>	<b>59.33%</b>	<b>0.00</b>
<b>FEDERAL REVENUE</b>						
330212 IMPACT AIDPL81-874	(8,500.00)	(8,500.00)	(10,091.60)	1,591.60	118.72%	0.00
180303 MEDICAID REIMBURSE	(350,000.00)	(350,000.00)	(138,691.35)	(211,308.65)	39.63%	0.00
JR ROTC	(105,000.00)	(105,000.00)	(39,609.27)	(65,390.73)	37.72%	0.00
<b>FEDERAL</b>	<b>(463,500.00)</b>	<b>(463,500.00)</b>	<b>(188,392.22)</b>	<b>(275,107.78)</b>	<b>40.65%</b>	
<b>CITY APPROPRIATIONS</b>						
510500 CITY OPER APPR	(42,378,498.00)	(42,378,498.00)	(22,050,000.00)	(20,328,498.00)	52.03%	0.00
510500 FUND BALANCE RETURN	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
510500 USE OF CIP FUNDS	0.00	0.00	0.00	0.00	0.00%	0.00
<b>CITY</b>	<b>(42,378,498.00)</b>	<b>(42,378,498.00)</b>	<b>(22,050,000.00)</b>	<b>(20,328,498.00)</b>	<b>52.03%</b>	
<b>MISCELLANEOUS REVENUE</b>						
189912 MISC REV/OTH FUNDS	(55,000.00)	(70,000.00)	(68,113.75)	13,113.75	123.84%	15,000.00
180303 REBATES & REFUNDS	(86,250.00)	(100,000.00)	(99,925.27)	13,675.27	115.86%	13,750.00
189903 DONATIONS & SP GF	0.00	0.00	0.00	0.00	0.00%	0.00
189909 SALE OTHER EQUIP	(10,000.00)	(10,000.00)	(5,100.00)	(4,900.00)	51.00%	0.00
189910 INSURANCE ADJUST	(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
E RATE REIMBURSEMENT	(80,000.00)	(80,000.00)	(36,630.24)	(43,369.76)	45.79%	0.00
<b>MISCELLANEOUS</b>	<b>(236,250.00)</b>	<b>(265,000.00)</b>	<b>(209,769.26)</b>	<b>(26,480.74)</b>	<b>88.79%</b>	<b>28,750.00</b>
<b>CHARGES FOR SERVICES</b>						
150201 RENTS - LAUREL	(123,000.00)	(123,000.00)	(123,000.00)	0.00	100.00%	0.00
150201 RENTS - CVGS	(43,000.00)	(43,000.00)	(43,000.00)	0.00	0.00%	0.00
161201 TUITION DAY SCHOOL	(100,000.00)	(133,000.00)	(132,962.59)	32,962.59	132.96%	33,000.00
161206 TUITION ADULT	(25,000.00)	(25,000.00)	(12,870.00)	(12,130.00)	51.48%	0.00
161207 TUITION SUMMER SCH	(30,000.00)	(32,000.00)	(31,690.00)	1,690.00	105.63%	2,000.00
161202 SPEC PUPIL FEES	(25,000.00)	(33,000.00)	(32,518.60)	7,518.60	130.07%	8,000.00
161205 BUS RENTAL	(325,000.00)	(325,000.00)	(156,207.03)	(168,792.97)	48.06%	0.00
190101 TUIT FM OTH CO/CY	(600,000.00)	(600,000.00)	0.00	(600,000.00)	0.00%	0.00

**FY2018-2019 REVISED REVENUE BUDGET**  
As of February 28, 2019

	<b>ORIGINAL</b>	<b>REVISED</b>				<b>CHANGE BETWEEN</b>
	<b>REVENUE</b>	<b>REVENUE</b>	<b>YTD</b>	<b>BUDGET</b>	<b>%</b>	<b>ORG &amp; REVISED REV</b>
	<b>BUDGET</b>	<b>BUDGET</b>	<b>TRANSACTIONS</b>	<b>BALANCE</b>	<b>RECEIVED</b>	<b>BUDGET</b>
	<b>As of 7/1/2018</b>					<b>INCREASE</b>
						<b>(DECREASE)</b>
161201 DUAL ENROLLMENT	(150,000.00)	(150,000.00)	0.00	(150,000.00)	0.00%	0.00
PRINT SHOP	(50,000.00)	(50,000.00)	(24,238.24)	(25,761.76)	48.48%	0.00
SCHOOL NUT UTILITIES	(90,000.00)	(90,000.00)	(42,317.21)	(47,682.79)	47.02%	0.00
FACILITY RENTALS	(75,000.00)	(80,000.00)	(79,944.76)	4,944.76	106.59%	5,000.00
INDIRET COSTS	(203,304.00)	(203,304.00)	(157,259.34)	(46,044.66)	77.35%	0.00
<b>CHARGES FOR SERVICES</b>	<b>(1,839,304.00)</b>	<b>(1,887,304.00)</b>	<b>(836,007.77)</b>	<b>(1,003,296.23)</b>	<b>45.45%</b>	<b>48,000.00</b>
<b>DESIGNATION - ENCUMBRANCES</b>	<b>(187,785.76)</b>	<b>(187,785.76)</b>	<b>0.00</b>	<b>(187,785.76)</b>	<b>0.00%</b>	<b>0.00</b>
<b>TOTAL OPERATING FUND</b>	<b>(98,216,221.50)</b>	<b>(98,292,971.50)</b>	<b>(54,795,795.78)</b>	<b>(43,420,425.72)</b>	<b>55.79%</b>	<b>76,750.00</b>

**REVENUE OVER/(UNDER) ORIGINAL BUDGET** \$76,750.00

**Note**  
Bold accounts are affected by changes in ADM

Lynchburg City Schools  
 Operating Fund - Statement of Expenditures  
 For the Eight Months Ending February 28, 2019

	BUDGET	TRANSACTIONS	Fiscal Year 2018-19		ENCUMBRANCES	BUDGET AVAILABLE	BUDGET USED
			BUDGET % USED	BUDGET % USED			
<b>INSTRUCTION</b>							
FUNCTION 1100 CLASSROOM INSTRUCTION							
Personnel	50,294,776.55	29,018,155.16	57.70%	18,973,667.54	2,302,953.85	95.42%	
Other	4,979,941.19	1,318,677.45	26.48%	233,611.70	3,427,652.04	31.17%	
FUNCTION 1200 INST SUPPORT-STUDENT							
Personnel	3,713,095.74	2,274,528.29	61.26%	1,395,746.28	42,821.17	98.85%	
Other	202,458.46	37,754.49	18.65%	39,281.16	125,422.81	38.05%	
FUNCTION 1300 INST SUPPORT-STAFF							
Personnel	3,817,031.31	2,238,228.25	58.64%	1,252,409.41	326,393.65	91.45%	
Other	706,764.35	328,411.17	46.47%	77,499.05	300,854.13	57.43%	
FUNCTION 1400 INST SUPPORT-SCHOOL ADMIN							
Personnel	5,762,968.21	3,650,946.74	63.35%	1,964,387.13	147,634.34	97.44%	
Other	189,678.86	83,914.49	44.24%	43,300.13	62,464.24	67.07%	
<b>TOTAL INSTRUCTION</b>	<b>69,666,714.67</b>	<b>38,950,616.04</b>	<b>55.91%</b>	<b>23,979,902.40</b>	<b>6,736,196.23</b>	<b>90.33%</b>	
<b>ADMINISTRATION</b>							
FUNCTION 2100 ADMINISTRATION							
Personnel	3,198,490.66	1,656,117.86	51.78%	681,915.79	860,457.01	73.10%	
Other	1,382,137.89	694,954.46	50.28%	397,142.84	290,040.59	79.02%	
FUNCTION 2200 ATTENDANCE & HEALTH SERV							
Personnel	2,300,131.63	1,085,834.65	47.21%	689,707.26	524,589.72	77.19%	
Other	106,070.65	31,678.37	29.87%	16,165.68	58,226.60	45.11%	
<b>TOTAL ADMINISTRATION</b>	<b>6,986,830.83</b>	<b>3,468,585.34</b>	<b>49.64%</b>	<b>1,764,931.57</b>	<b>1,733,313.92</b>	<b>75.19%</b>	
<b>PUPIL TRANSPORTATION</b>							
FUNCTION 3100 MANAGEMENT & DIRECTION							
Personnel	400,936.01	229,169.28	57.16%	112,088.26	59,678.47	85.12%	
Other	34,637.66	21,707.32	62.67%	4,996.15	7,934.19	77.09%	
FUNCTION 3200 VEHICLE OPERATION SERVICE							
Personnel	2,963,634.59	1,883,838.83	63.57%	862,308.71	217,487.05	92.66%	
Other	871,508.35	635,675.20	72.94%	127,722.16	108,110.99	87.59%	
FUNCTION 3300 MONITORING SERVICE							
Personnel	706,988.88	387,322.76	54.78%	185,086.73	134,579.39	80.96%	
FUNCTION 3400 VEHICLE MAINT SERVICE							
Personnel	369,098.96	231,286.57	62.66%	108,212.50	29,599.89	91.98%	
Other	429,750.00	245,459.44	57.12%	104,559.55	79,731.01	81.45%	
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>6,287,544.45</b>	<b>4,145,449.40</b>	<b>65.93%</b>	<b>1,504,974.06</b>	<b>637,120.99</b>	<b>89.87%</b>	
<b>OPERATIONS &amp; MAINTENANCE</b>							
FUNCTION 4100 MANAGEMENT & DIRECTION							
Personnel	292,904.20	195,888.19	66.88%	97,111.69	(95.68)	100.03%	
Other	27,500.00	14,810.42	53.86%	6,765.52	5,924.06	78.46%	
FUNCTION 4200 BUILDING SERVICES							
Personnel	4,706,781.28	2,966,150.06	63.02%	1,325,494.83	415,136.39	91.18%	

Lynchburg City Schools  
 Operating Fund - Statement of Expenditures  
 For the Eight Months Ending February 28, 2019

FUNCTION 4300 GROUNDS SERVICES	Other	5,313,800.46	3,185,536.95	59.95%	1,607,150.20	521,113.31	90.19%
	Personnel	277,241.03	173,330.91	62.52%	87,662.61	16,247.51	94.14%
	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	36,768.94	49.69%	1,285.64	35,945.42	51.43%
FUNCTION 4500 VEHICLE SERVICES	Other	122,500.00	68,750.78	56.12%	0.00	53,749.22	56.12%
FUNCTION 4600 SECURITY SERVICES	Personnel	31,764.37	13,924.35	43.84%	6,579.77	11,260.25	64.55%
	Other	405,000.00	215,139.57	53.12%	82,453.75	107,406.68	73.48%
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>11,280,654.68</b>	<b>6,887,325.10</b>	<b>61.05%</b>	<b>3,221,947.51</b>	<b>1,171,382.07</b>	<b>89.62%</b>
<b>Other Non-Instructional Operations</b>							
FUNCTION 5000 Non-Instructional Operations - 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	11,065.70	15.09%	0.00	62,269.85	15.09%
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>11,065.70</b>	<b>11.86%</b>	<b>0.00</b>	<b>82,269.85</b>	<b>11.86%</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	1,117,376.96	64.59%	565,884.52	46,753.27	97.30%
	Other	400,393.01	110,227.18	27.53%	95,096.75	195,069.08	51.28%
FUNCTION 8200 INSTRUCTIONAL SUPPORT	Personnel	465,017.02	297,713.43	64.02%	148,036.22	19,267.37	95.86%
	Other	1,281,379.89	797,028.22	62.20%	189,839.62	294,512.05	77.02%
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>2,322,345.79</b>	<b>59.86%</b>	<b>998,857.11</b>	<b>558,427.77</b>	<b>85.61%</b>
<b>CONTINGENCY RESERVES</b>							
FUNCTION 9100 CLASSROOM INSTRUCTION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9300 ADMINISTRATION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9500 PUPIL TRANSPORTATION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9600 OPERATIONS & MAINTENANCE		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>98,216,221.50</b>	<b>55,787,679.77</b>	<b>56.80%</b>	<b>31,490,612.65</b>	<b>10,937,929.08</b>	<b>88.86%</b>

# Agenda Report

Date: 04/02/19

Agenda Number: F-2

Attachments: Yes

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

**Subject:** Personnel Report

**Summary/Description:**

The personnel recommendations for March 05, 2019 – April 02, 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 March 05, 2019 – April 02, 2019.

<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:**

NONE

**RESIGNATIONS:**

Christmas Ginger	Letourneau University	BA / 19 yrs (Lv. 19 3)	Empowerment Academy Math Teacher	06-01-2019
Roseverare Kathryn	Virginia Tech	MA / 13 yrs (Lv. 13 3)	Heritage Elementary School Librarian	06-07-2019
Drake Rachel	Liberty University	BA / 1 yr (Lv. 2 3)	Bedford Hills Elementary 3 <sup>rd</sup> Grade Teacher	06-01-2019
Harris Paige	JMU	BA / 2yrs (Lv. 1 3)	E.C. Glass High School Social Studies Teacher	06-01-2019
Kramer John	Lynchburg University	BA / 8 yrs (Lv. 8 4)	Heritage Elementary School 3 <sup>rd</sup> Grade Teacher	06-01-2019
Kramer Linsey	Liberty University	BA / 8 yrs (Lv. 8 3)	Heritage Elementary School 2 <sup>nd</sup> Grade Teacher	06-01-2019
Litevich Aaron	Liberty University	MA / 1 yr (Lv. 1 4)	E.C. Glass High School Science Teacher	06-01-2019
Lucena Sean	Florida Atl. University	BA / 0 yrs (Lv. 0 4)	Heritage High School Math Teacher	02-26-2019

**RETIREMENTS:**

Harding Linda	Madison College	BA / 36 yrs (Lv. 36 3)	E.C. Glass High School Cultural Arts Teacher	06-01-2019
Petrie Mildred	Lynchburg University	MA / 23 yrs (Lv. 23 3)	Dunbar Middle School Math Teacher	06-01-2019

**LEAVE OF ABSENCE:**

NONE

# Agenda Report

Date: 04/02/19

Agenda Number: F-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:**

The superintendent recommends that the school board approve regulation JNZ-R Student Fees, Fines, Charges and Tuition review and updates.

**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	

Approved by School Board: July 11, 2017  
 Revised by School Board: July 10, 2018  
 Revised by School Board: September 4, 2018

# Agenda Report

Date: 04/02/2019

Agenda Number: J-1

Attachments: No

**From:** Dr. 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:

1.) Developing the language for District Strategic Plan Goals that focus on:

- A.) Student Growth, Development and Success
- B.) Personnel Growth, Development and Success
- C.) Fiscal Responsibility and Management
- D.) Family and Community Engagement

2.) Updates from Community Conversation Sub-Committees

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

## Recommendation:

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

# Agenda Report

Date: 04/02/19

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:

At the March 5, 2019 School Board meeting, CIP funding was approved for the replacement of the Dearington Elementary School roof at a cost of \$179,500. However, additional funding for the project was not included in the request. An additional \$85,100 (Alternate 1) is necessary to complete the project. Alternate 1 is for roof work over the administration area of the building as well as the original building portion containing the high pitch roof. The capital improvement plan includes \$300,000 in construction funding for replacement of the roof.

The school administration recommends Roofing Solutions, Inc. Alternate 1 bid of \$85,100 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
Alternate 1	Withdrawn	\$85,100	\$152,150	\$108,875

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

## Recommendation:

The superintendent recommends that the school board authorize the school administration to enter into a contract with Roofing Solutions, Inc. for an additional amount of \$85,100 for the Alternate 1 bid for the replacement of the Dearington Elementary School roof.

# Agenda Report

Date: 04/02/19

Agenda Number: K-2

Attachments: Yes

**From:** Crystal M. Edwards, Superintendent  
LaTonya D. Brown, Director of Student Services  
April Bruce, Director of Curriculum and Instruction

**Subject:** Lynchburg City School Board Instruction and Program Policy Review and Updates: Section 7 - Student Policies and Regulations

## Summary/Description:

One goal of the Lynchburg City School Board is to ensure that the Board reviews policies every three to five years, with three years being the ideal time span. Policies and regulations from the second part of Section 7 - Students for conversion to the Virginia School Board Association (VSBA) formatted policies was reviewed by the Instruction and Program policy workgroup. As a result of this review, some revisions have been made to the VSBA policies and regulations that conform to current state and federal laws and regulations. Legal counsel has also reviewed these policies and regulations. A copy of these policies and regulations have been provided to school board members. The school administration will provide an overview of those changes and respond to questions during this presentation.

The Instruction and Program Workgroup met on February 8, 2019.

Section 7 – Student Policies and Regulations

([Please click on link provided for attachment.](#) Hard copy provided to board.)

**Disposition:**  Action  
 Information  
 Action at Meeting on: May 7, 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 May 7, 2019.

# Agenda Report

**Date:** 04/02/19

**Agenda Number:** K-3

**Attachments:** Yes

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

**Subject:** Secondary Social Studies Textbook Adoption

## Summary/Description:

Every seven years the Virginia Department of Education revises the social studies Standards of Learning (SOL). All secondary social studies 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. Social studies textbooks adopted this school year may be purchased for use for a seven-year period from 2019-20 through 2025-26.

Social studies 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 adoption of these textbooks will also help support the division-wide emphasis on improving literacy.

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: May 7, 2019

## Superintendent's Recommendation:

The superintendent recommends that the school board accept this agenda report as an informational item and consider action at the school board meeting on May 7, 2019.

# Agenda Report Attachment

Item: K-3

Grade/Course	Publisher	Textbook Title	Price	Quantity	Total
6th Grade- United States History I	Five Ponds Press	Our America to 1865- 3rd Edition	\$57.50	200	\$11,500.00
		Our America to 1865- Electronic	\$46.00	500	\$23,000.00
		Teacher Edition Textbook	\$0.00	8	\$0.00
		Reproducibles and Assessments	\$0.00	8	\$0.00
7th Grade- United States History II	Five Ponds Press	Our America: 1865 To The Present- 3rd Edition	\$57.50	300	\$17,250.00
		Our America: 1865 To The Present- Electronic	\$46.00	335	\$15,410.00
		Teacher Edition Textbook	\$0.00	11	\$0.00
		Reproducibles and Assessments	\$0.00	11	\$0.00
		<i>4% Shipping &amp; Handling of Printed Textbooks</i>			\$1,150.00
		<b>Total Five Ponds Press</b>			<b>\$68,310.00</b>
9th Grade- World History I	Cengage Learning	Civilizations: Ancient Through Modern Times,	\$91.50	600	\$54,900.00
		Teacher Edition Textbook	\$0.00	12	\$0.00
		Product Implmentation			\$2,500.00
		<i>Shipping &amp; Handling of Printed Textbooks</i>			\$0.00
		<b>Total Cengage Learning</b>			<b>\$57,400.00</b>
10th Grade- World History II	Pearson	Virginia	\$104.97	300	\$31,491.00
		Teacher Edition Textbook	\$0.00	9	\$0.00
		<i>Shipping &amp; Handling</i>			\$2,361.83
		<b>Total Pearson</b>			<b>\$33,852.82</b>
11th grade- United States History	McGraw Hill Education	Virginia, United States History and Geography	\$107.25	500	\$53,625.00
		Teacher Edition Textbook	\$0.00	12	\$0.00
		Lesson Center Subscription	\$0.00	12	\$0.00
		Chapter Tests & Lesson Quizzes	\$0.00	12	\$0.00
		<i>Shipping &amp; Handling</i>			\$2,681.25
		<b>Total McGraw Hill Education</b>			<b>\$56,306.25</b>
Introduction to Psychology	Bedford, Freeman & Worth high school publishers	Psychology in Everyday Life (High School) 4e & LaunchPad for Psychology in Everyday Life	\$120.94	125	\$15,117.50
		Teacher's Resource Flash Drive	\$0.00	2	\$0.00
		<i>Shipping &amp; Handling</i>			\$302.35
		<b>Total BFW Publishers</b>			<b>\$15,419.85</b>
		<b>TOTAL ALL PUBLISHERS</b>			<b>\$231,288.93</b>

\*\* 8th grade Civics and Economics and 12th grade Government will use Newsela resources. Newsela offers leveled-nonfiction passages on relevant topics and current events.

# Agenda Report

Date: 04/02/19

Agenda Number: K-4

Attachments: Yes

**From:** Crystal M. Edwards, Superintendent  
Wyllys VanDerwerker, Director of Special Education

**Subject:** Special Education Annual Plan/Part B, Section 611, Flow-Through Application and Section 619 Preschool Grant Applications (2019–2020)

## Summary/Description:

The Annual Special Education Plan is a formal agreement between the local school board and the Virginia Board of Education for the implementation of state and federal laws and regulations related to services mandated for students with disabilities. Accordingly, the disbursement of funds to the school division is contingent upon school board approval of the plan.

Lynchburg City Schools will apply for \$2,290,066.00 in special education Flow-Through Funds for the 2019-2020 school year. The application for funds for the 2019-2020 school years must be approved by the school board and submitted to the Virginia Department of Education for plan approval and financial reimbursement. A total amount of \$2,097,650.67 of this funding will be used to provide salaries for Special Education staff, and \$192,415.33 of the 611 Flow-Through funds will be used to provide special education and speech therapy services to parentally-placed students with disabilities attending local private schools or are homeschooled.

The Lynchburg City Schools will also apply for \$63,050.00 in Section 619 Preschool Funds for the 2019-2020 school year. This funding will be used to support Hutcherson Early Learning Program as they provide special education and related services to preschool children (ages 2-5) who have been determined eligible for special education services. Funds provide inclusion support through special education placements in local private preschools, staff development, and instructional materials.

**Disposition:**  Action  
 Information  
 Action at Meeting on: May 7, 2019

## Recommendation:

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

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Original

**VIRGINIA DEPARTMENT OF EDUCATION  
DIVISION OF SPECIAL EDUCATION AND STUDENT SERVICES**

**Local Special Education Annual Plan/Part B Flow-Through Application and Report  
2019-2020**

**Division and Contact Information - to be Completed by School Division**

Division Applicant Name (Legal Name of Agency) LEA Questions regarding this plan should be directed to:

LYNCHBURG CITY PUBLIC SCHOOLS 115 Wyllys D. VanDerwerker

Mailing Address (Street, City or Town, Zip Code) DUNS 120708805

915 Court Street, P.O. Box 2497 Lynchburg, Virginia 245004

Phone (ext): (434) 515-5030 Fax: (434) 522-3774

Numbers Only Ext. Numbers Only

Region: 5 E-mail: [vanderwerkerwd@lscedu.net](mailto:vanderwerkerwd@lscedu.net)

**SUPERINTENDENT'S CERTIFICATION**

For the purpose of implementing the provisions of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), I certify that throughout the period of the 2019-2021 grant award, this School Division will comply with the requirements outlined in each of the following:

- (1) Part B of IDEA, including the eligibility requirements of Section 613;
- (2) The IDEA federal implementing regulations, dated October 13, 2006, and revised April 9, 2007, and December 31, 2008, at 34 C.F.R. Part 300 et seq.; and
- (3) Virginia's "Regulations Governing Special Education Programs for Children with Disabilities in Virginia," at 8 VAC 20-81 et seq., effective January 25, 2010, and any revisions.

I certify that this school division has developed local policies and procedures for the provision of special education and related services, which are kept current, and which ensure compliance with the requirements of, and any revisions to the IDEA, its federal implementing regulations, and the Virginia Board of Education's regulations.

I certify that all students, including those who may be placed in regional programs by this agency, are afforded all assurances as delineated in this document.

Finally, I certify that this Annual Plan/Flow-Through Application for Part B Funds under the provisions of IDEA, was approved by the School Board on

**Date**

**Date**

**Division Superintendent (Signature)**

**Typed Name**

115

Division Number:

LYNCHBURG CITY PUBLIC SCHOOLS

**ANNUAL PLAN/PART B FLOW-THROUGH APPLICATION POLICY STATEMENTS**

(continued on next page)

This LEA assures that it has in effect policies, procedures, and programs which have been established and administered to comply with the IDEA, and its federal implementing regulations, including 34 CFR §§ 300.201-300.213, and which are consistent with the policies and procedures that VDOE has established in accordance with IDEA, and its federal implementing regulations, including 34 CFR §§ 300.101-300.163, and 300.165-300.174, to ensure each of the following:

A free appropriate public education will be available for each child with disabilities, ages two to 21, inclusive.

All children, ages two to 21, inclusive, residing in the LEA who have disabilities and need special education and related services, who have not been parentally-placed in a private or home school, are identified, located, evaluated, and placed in an appropriate educational program.

An individualized education program (IEP) will be maintained for each child with a disability, as required.

To the maximum extent appropriate, children with disabilities will be educated with children who are nondisabled in the Least Restrictive Environment.

Children with disabilities and their parents or guardians are guaranteed procedural safeguards in the process of identification, evaluation, educational placement, or the provision of a free appropriate public education, including the right to access dispute resolution options.

Surrogate parents will be appointed, when appropriate, to act as advocates to serve the education interest of children, ages two to 21, inclusive, who are suspected of being or are determined to be disabled.

Testing and evaluative materials used for the purpose of classifying and placing children with disabilities are selected and administered so as not to be racially or culturally discriminatory.

The confidentiality of personally identifiable information, that is collected, maintained, or used under IDEA, shall be protected.

Children with disabilities, who are participating in Part C early intervention programs, and who will be participating in Part B preschool programs, will experience a smooth and effective transition between the programs.

All children, ages two to 21, inclusive, who have disabilities and need special education and related services, and who are parentally-placed in a private school or home school, that is located within the geographic boundaries of the LEA, are identified, located, evaluated and provided services, in accordance with the results of a timely and meaningful consultation process.

Homeless children with disabilities will be served in accordance with the requirements of the McKinney-Vento Homeless Assistance Act.

Special education and related service personnel, including paraprofessionals, are appropriately and adequately prepared and trained, and measurable steps will be taken to recruit, hire, train, and retain highly qualified personnel to provide special education and related services to children with disabilities.

Valid and reliable data is submitted to the VDOE, as requested, including data regarding the performance goals and indicators established by the VDOE to determine the progress of children with disabilities, and the performance of the LEA toward targets outlined in Virginia’s State Performance Plan.

Policies and procedures will be in effect that are designed to prevent the inappropriate overidentification, underidentification, or disproportionate representation by race and ethnicity of children as children with disabilities, including children with disabilities with a particular impairment.

**School Division:** LYNCHBURG CITY PUBLIC SCHOOLS **Division Number:** 115

**ANNUAL PLAN/FLOW-THROUGH APPLICATION POLICY STATEMENTS**  
**and on next page)**

Children with disabilities are not required to obtain prescription medication as a condition of attending school, receiving an evaluation, or receiving special education and related services.

Children with disabilities are given the right to participate in the state assessment system.

There will be ongoing parent consultation.

Funding will be used to develop and implement coordinated early intervening educational services, as required.

Children with disabilities who attend charter schools are provided services in the same manner as other children with disabilities who attend public schools.

Instructional materials will be provided to children with a visual impairment or other print disabilities in a timely manner.

Efforts will be made to cooperate with the United States Department of Education (USED) to ensure the linkage of records pertaining to migratory children with disabilities.

All documents relating to the LEA’s eligibility under IDEA will be made available to the public.

School Division: LYNCHBURG CITY PUBLIC SCHOOLS Division Number: 115

**SUBMISSION STATEMENT (continued on next page)**

**Under the provisions of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), and its federal implementing regulations, at 34 C.F.R. Part 300 et seq., a local educational agency, that desires to receive funds under the Act, must provide the following assurances:**

1. The local educational agency shall be responsible for (1) the control of funds provided under Part B of the Act; (2) title to property acquired with those funds; and (3) the local educational agency will administer such funds and property.
2. The local educational agency shall maintain records that show that where Part B funds are used to supplement existing services or to provide additional services to meet special needs, those services shall be at least comparable to services provided to other children with disabilities in the local educational agency with state and local funds.

3. The local educational agency application and all pertinent documents related to such application, including all evaluations and reports relative to the application, shall be made available for public inspection.
4. The local educational agency shall maintain records showing that Part B funds are used to supplement and, to the extent practicable, increase the level of state and local funds expended for the education of children with disabilities. Part B funds shall, in no case, be used to supplant local and state funds.
5. The funds provided under Part B of the Act shall be used to employ only those professional personnel who meet appropriate State standards. In addition, all other professional personnel employed, such as therapists, etc., shall be properly licensed.
6. The Virginia Department of Education assumes rights to all materials and/or products developed in this project, including equipment purchased with Part B funds.
7. No person shall, on the grounds of race, color, national origin, sex, disabling condition or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received financial assistance under the provisions of the Act.
8. The local educational agency shall provide students enrolled in private schools an opportunity to participate in programs funded through Part B of IDEA.
9. The local educational agency will ensure that projects involving construction, are consistent with overall State plans for the construction of school facilities. In developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with standards prescribed under Section 504 of the Rehabilitation Act of 1973 and subsequent amendments in order to ensure that facilities constructed with the use of Federal funds are accessible to, and usable by, individuals with disabilities.
10. The local educational agency has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in Part B programs significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects.
11. The local educational agency will ensure that none of the funds expended under Part B programs will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization.
12. Except when used to provide Comprehensive Coordinated Early Intervening Services or Coordinated Early Intervening Services, the local educational agency will ensure that funds expended under Part B of IDEA will only be used for the costs which are directly attributable to the education of children with disabilities, and which exceed the average annual per student expenditure during the preceding year as computed in accordance with 34 C.F.R. § 300.202, Appendix A of the IDEA federal implementing regulations, and as documented using the Web-based application.

**SUBMISSION STATEMENT (continued from previous page)**

- 13. The local educational agency will ensure that funds expended under Part B of IDEA will not be used to reduce the level of expenditures made from local funds below the amount expended for the education of children with disabilities from state or local funds during the preceding fiscal year, in accordance with 34 C.F.R. §§ 300.203 to 300.205 of the IDEA federal implementing regulations, and as documented using the web-based application.
- 14. The school division will ensure that, in accordance with 34 C.F.R. § 300.133, and Appendix B of the IDEA federal implementing regulations, during the grant award period, a proportionate share of the school division’s Section 611 subgrant will be set aside to be expended for children with disabilities, ages 3 through 21, who are parentally-placed in a private school within the school division, and a proportionate share of its Section 619 subgrant will be set aside to be expended for children with disabilities, ages 3 through 5, who are parentally-placed in a private school within the school division. This school division further assures that if it has not expended for equitable services all of its set-aside funds by the end of the fiscal year for which it was appropriated, the school division will obligate any remaining funds for one additional year to provide special education and related services to children with disabilities who are parentally placed in a private school within the school division. Actual proportionate set-aside amounts will be submitted using the web-based application.
- 15. The local educational agency shall maintain records demonstrating compliance with the provisions of IDEA and its federal implementing regulations, including each of the assurances outlined above, and afford the Virginia Department of Education access to those records that it may find necessary to ensure the correctness and verification of the information required under this Act.
- 16. The local educational agency certifies this application as a material representation of its compliance with the following provisions of Education Department General Administrative Regulations (EDGAR), as applicable: 34 CFR Part 82 § 82.110—New Restrictions on Lobbying; 34 CFR Part 85 § 85.105 and § 85.110—Governmentwide Debarment and Suspension (Nonprocurement); and 34 CFR Part 84 §§ 84.200 through 84.230, and 84.300 – “Governmentwide Requirements for Drug-Free Workplace” (Grants).

115

Division Number:

LYNCHBURG CITY PUBLIC SCHOOLS

**IDENTIFICATION OF BARRIERS AND DESCRIPTIONS OF STEPS TO OVERCOME THEM IN ACCORDANCE WITH PROVISIONS IN SECTION 427 OF THE GENERAL EDUCATION PROVISIONS ACT**

Applicants for federal assistance are required under Section 427 of the General Education Provisions Act (GEPA), enacted as a part of the Improving America's Schools Act of 1994 (P.L. 103-382) to include in its application a description of the steps in addressing equity concerns and full participation of students, teachers and other program beneficiaries with special needs in designing their federally-assisted projects or activities. The legislation highlights six characteristics that describe broad categories of persons or groups that may more frequently encounter barriers to participation. The characteristics are: Gender, Race, National Origin, Color, Disability, and Age.

Choose One:

Division has no barriers

Division has barriers (Please provide explanation in the space provided)

115  
005

School Division: LYNCHBURG CITY PUBLIC SCHOOLS Division Number: Region

**2019-2020 SPECIAL EDUCATION IN LOCAL AND REGIONAL JAILS**

Each local school division with a regional or local jail in its jurisdiction shall establish an interagency agreement with the sheriff or jail administrator responsible for the operation of the jail. The interagency agreement shall address staffing and security issues associated with the provision of special education and related services in the jail. It is suggested that you review your agreement annually.

**Interagency Agreement**

Name of Local or Regional Jail:  
Blue Ridge Regional Jail Authority

Yes

1. Is there a local or regional jail located within the geographic boundaries of your school division?

**Please complete question 2**

No

2. Has the interagency agreement between your school division and the jail been revised since the submission of your most recent annual plan?

**Your existing Interagency Agreement will remain in effect until revisions are made, you do not need to submit it**

[Instructions for Using drop box](#)

115

School Division: LYNCHBURG CITY PUBLIC SCHOOLS Division Number:

**REPORT ON IMPLEMENTATION  
OF THE 2017-2018 ANNUAL PLAN**

Submit a report indicating the extent to which the annual plan for the 2017-2018 school year has been implemented (*Code of Virginia*, Section 22.1-215). (Maximum capacity of each text box is 975 characters.)

The Special Education Annual Plan was implemented as planned. Staff development activities were provided to support the school division's work on the Special Education State Performance Plan Indicators. Special Education and speech therapy services were provided to students with federal set aside service plans attending local private schools or homeschooled. Special Education services were provided by special education teachers as per student specific Individualized Education Plans.

**Maintenance of Effort**

The Virginia Department of Education (VDOE) is required by federal regulation to ensure all school divisions in Virginia comply with §300.203 of the Individuals with Disabilities Education Act (IDEA), which mandates that school divisions meet a maintenance of effort (MOE) obligation. This regulation requires school divisions to spend at least the same amount from at least one of the following sources: (i) local funds; (ii) state plus local funds; (iii) local per capita; or (iv) state plus local per capita for a current school year on the delivery of special education and related services, as were spent for the most recent fiscal year (i.e.g, 2017 - 2018) for which the information is available, subject to the Subsequent Years rule.

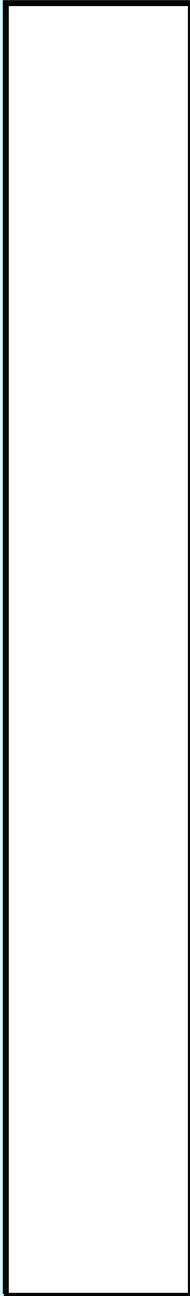
34 CFR §300.203(a) requires that in order for an LEA to be eligible for an IDEA Part B subgrant for the upcoming fiscal year, the LEA must budget, in each subsequent year, at least the same amount that it actually spent for the education of children with disabilities in the most recent fiscal year for which information is available, subject to the Subsequent Years rule. When establishing eligibility, an LEA is **not** required to use the same method it used to meet compliance standard in the most recent fiscal year for which the information is available. An LEA can change methods to establish eligibility from one year to the next, as long as the division uses the same method for calculating the amount it spent in the comparison year for which it is establishing eligibility.

Provide the total local and the total state plus local expenditure budget and per capita amount for the school division's total special education program for the years designated below. The projected/estimated expenditure budget amounts provided must come from the district's 2019-2020 preliminary budget, and must be reviewed and confirmed by the division's fiscal's office.

<b>Local</b>		<b>Local plus State</b>	
School Year 2019-2020 (estimated/projected)	School Year 2019-2020 (estimated/projected)	Dollar \$	Dollar \$
Per Capita	Per Capita	Per Capita	Per Capita

If an LEA determines that the budget above did not meet the eligibility standard in any of the four methods for which the information is available, an LEA is allowed to consider Exceptions under §300.204 and Adjustments to MOE under §300.205 to the extent the information is available. These exceptions and adjustments must also be taken in the intervening year (i.e., SY2018-2019) and that the LEA reasonably expect to take these exceptions and adjustments in the year it is budgeting (i.e., SY2019-2020). Please describe which allowable exceptions will be used and provide the corresponding dollar amount. For additional guidance, refer to:

[http://www.doe.virginia.gov/special\\_ed/grants\\_funding/index.shtml](http://www.doe.virginia.gov/special_ed/grants_funding/index.shtml)



**NOTE: The Dec. 1, 2018 Child Count totals should be used to compute the per capita amounts. The Child Count should be adjusted to exclude students funded through CSA. Also, the budgeted amount must be based on the divisions's preliminary budget and must be within the same level or effort of higher to meet the MOE eligibility requirements by using either dollar or per capita amounts. Division's budgeting the same exact amount it spent in the comparable year (i.e., the year it met its MOE requirement) may be requested to provide additional documentation.**

115  
005

Region

Division Number:

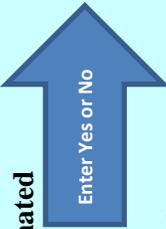
LYNCHBURG CITY PUBLIC SCHOOLS

School Division:

2019-2020 SPECIAL EDUCATION CEIS AND PROPORTIONATE SET ASIDE

Each local school division shall ensure Comprehensive Coordinated Early Intervening Services and Coordinated Early Intervening Services and Proportionate Set-aside requirements have been addressed.

No



Is your school division required to set aside 15% for Comprehensive Coordinated Early Intervening Services or voluntarily setting aside upto 15% of Part B funds for Coordinated Early Intervening Services?

*If yes, provide a brief narrative of how funds will be used. An information packet requesting additional information will be sent at a later time.*

[Empty white box for narrative response]

Yes



Is your school division required to set aside funds for parentally-placed students in private schools or students identified during child find?

*If no, explain why the division is not required and if yes, explain how funds will be used. The actual budget will be determined when the division submits its data in the Proportionate Set-Aside (speced-PSA) application.*

[Empty white box for narrative response]

EXPENDITURE ACCOUNTS	OBJECT CODE	Section 611		Section 619	
		(D) CEIS	(E) Proportionate Set-Aside	(D) CEIS	(E) Proportionate Set-Aside
Personal Services	1000		139,315.95		139,315.95
Employee Benefits	2000		53,099.38		53,099.38
Purchased Services	3000				
Internal Services	4000				
Other Services	5000				
Materials / Supplies	6000				
Capital Outlay	8000				
<b>TOTAL PROPOSED BUDGET</b>		<b>0.00</b>	<b>192,415.33</b>	<b>0.00</b>	<b>192,415.33</b>

115

School Division: LYNCHBURG CITY PUBLIC SCHOOLS Division Number:

For additional instructions for completing this section of the Annual Plan/Part B Flow-Through Application, please review Section F of the "LEA Instructions" tab.

**VIRGINIA DEPARTMENT OF EDUCATION  
PART B, SECTION 611 (Flow-Through Funds)  
GRANT PERIOD: JULY 1, 2019 – SEPTEMBER 30, 2021  
*Joint Applications Only!***

For joint applications, please select the Fiscal Agent below, and provide the requested contact information.  
**If this is not a joint application move directly to the next section below.**

Fiscal Agent:  LEA Code:

Joint Application Project Director:

Mailing Address of Project Director:

Phone:

E-mail:

If this is a joint application and allocations are to be combined into a single award issued to the fiscal agent designated above, list participating LEAs and the amounts to be combined into a single award. Note: All participating agencies must still complete the remainder of this tab.

Participating Agency Name	Code Number	Amount Released
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Total Amount to be issued to Fiscal Agent:</b>							\$0.00

**PROPOSED USE OF PART B, SECTION 611 FUNDS  
GRANT PERIOD: JULY 1, 2019 – SEPTEMBER 30, 2021**

In narrative format, please provide a description and budget outline of all personnel (i.e., teachers, instructional assistants, administrators, clerical, support personnel, and others) to be supported in whole or in part with IDEA, Part B, Section 611 grant funds (with proposed amounts and FTEs).

Lynchburg City Schools plan to use 611 funds as follows: Salary for 30 FTE) special education teachers, and (7 FTE) special education instructional assistants who will provide special education services to LCS enrolled student with disabilities. Federal Set Aside services will be provided by (1) full time Speech Pathologist and 1.5 FTE Special Education Teacher. Note to Virginia Department of Education: Lynchburg City Schools has budgeted funding under proportionate set aside funds for the purpose of providing speech therapy and/or special education services to parents placed students with disabilities attending local private schools or are homeschooled. LCS is not required to set aside 15% of our 611 flow through funding for Coordinated Early Intervening Services. LCS is not voluntarily setting aside funds for Coordinated Early Intervening Services.

In narrative format, please provide a detailed description and budget outline of all additional activities, goods and services to be supported with IDEA, Part B, Section 611 grant funds.

\$2,035,431.81 in IDEA, Part B, Section 611 funds will be used for special education salaries/fringe benefits and \$ 62,218.86 will be used in purchased services. \$ 192,415.33 in federal set aside funds will be used for speech therapy and special education services provided to parentally placed students enrolled in local private schools or homeschooled.

School Division: LYNCHBURG CITY PUBLIC SCHOOLS Division Number: 115

Virginia Department of Education  
**SPECIAL EDUCATION FEDERAL PROGRAM  
 PROPOSED GRANT BUDGET**

**Part B, Section 611, Flow-Through Funds (July 1, 2019-September 30, 2021)**

Complete column C, by allocating PROPOSED grant funds to object code categories 1000 through 8000. A description of the object code categories is available on the VDOE's Web site. See the instruction tab for the Web address. In determining appropriate assignment of items to object codes, applicants are strongly encouraged to consult with the individual(s) within the LEA who have responsibility for completing the Annual School Report – Financial Section.

List all equipment items costing five thousand dollars (\$5,000) or more and also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc., to be purchased with grant funds, and provide information on proposed out-of-state/country travel to be supported with grant funds.

(A) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) Budget	(D) CEIS	(E) Proportionate Set-aside	(F) Total Budget
Personal Services	1000	2,500.00	0.00	139,315.95	141,815.95
Employee Benefits	2000	191.00	0.00	53,099.38	53,290.38
Purchased Services	3000	50,000.00	0.00	0.00	50,000.00

Internal Services	4000		0.00	0.00	0.00	0.00
Other Services	5000	2,500.00	0.00	0.00	2,500.00	
Materials / Supplies	6000	7,859.00	0.00	0.00	7,859.00	
Capital Outlay	8000		0.00	0.00	0.00	
<b>TOTAL PROPOSED BUDGET</b>		<b>63,050.00</b>	<b>0.00</b>	<b>192,415.33</b>	<b>255,465.33</b>	

**Proposed Equipment: List items costing \$5,000 or more. Also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc.**

**Proposed Out-of State/Country Travel (destination, purpose, estimated cost, number of people):**

For additional instructions for completing this section of the Annual Plan/Part B Flow-Through Application, please review Section F of the "LEA Instructions" tab.

**VIRGINIA DEPARTMENT OF EDUCATION  
PROPOSAL SUMMARY  
PART B, SECTION 619 (EARLY CHILDHOOD SPECIAL EDUCATION GRANT)  
GRANT PERIOD: JULY 1, 2019 – SEPTEMBER 30, 2021**

ECSE Contact Person: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

***Joint Applications Only!***

For joint applications, please select the Fiscal Agent below, and provide the requested contact information.  
**If this is not a joint application move directly to the next section below.**

Fiscal Agent: \_\_\_\_\_ LEA Code: \_\_\_\_\_  
 Joint Application Project \_\_\_\_\_  
 Director: \_\_\_\_\_  
 Mailing Address of Project \_\_\_\_\_  
 Director: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

If this is a joint application and allocations are to be combined into a single award issued to the fiscal agent designated above, list participating LEAs and the amounts to be combined into a single award. Note: All participating agencies must still complete the remainder of this tab.

Participating Agency Name	Code Number	Amount Released

<b>Total Amount to be issued to Fiscal Agent:</b>									\$0.00

School Division: LYNCHBURG CITY PUBLIC SCHOOLS Division Number: 115

**PART B, SECTION 619 (EARLY CHILDHOOD SPECIAL EDUCATION GRANT)  
GRANT PERIOD: JULY 1, 2019 – SEPTEMBER 30, 2021**

In narrative format, please provide a description and budget outline of all personnel (i.e., teachers, instructional assistants, administrators, clerical, support personnel, and others) to be supported in whole or in part with IDEA, Part B, Section 619 grant funds (with proposed budget amounts and FTEs).

	<p><u>In narrative format, please provide a detailed description and budget outline of all additional activities, goods and services to be supported with IDEA, Part B, Section 619 grant funds.</u></p>

School Division: LYNCHBURG CITY PUBLIC SCHOOLS Division Number: 115

**Virginia Department of Education  
PART B, SECTION 619 (EARLY CHILDHOOD SPECIAL EDUCATION GRANT) APPLICATION  
PROPOSED GRANT BUDGET**

**Part B, Section 619, Preschool Funds (July 1, 2019-September 30, 2021)**

Complete column C, by allocating PROPOSED grant funds to object code categories 1000 through 8000. A description of the object code categories is available on the VDOE's Web site. See the instruction tab for the Web address. In determining appropriate assignment of items to object codes, applicants are strongly encouraged to consult with the individual(s) within the LEA who have responsibility for completing the Annual School Report – Financial Section.

List all equipment items costing five thousand dollars (\$5,000) or more, and also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc., to be purchased with grant funds, and provide information on proposed out-of-state/country travel to be supported with grant funds.

(A) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) Budget	(D) CEIS	(E) Proportionate Set-aside	(F) Total Budget
Personal Services	1000	2,500.00	0.00	139,315.95	141,815.95
Employee Benefits	2000	191.00	0.00	53,099.38	53,290.38
Purchased Services	3000	50,000.00	0.00	0.00	50,000.00
Internal Services	4000		0.00	0.00	0.00
Other Services	5000	2,500.00	0.00	0.00	2,500.00
Materials / Supplies	6000	7,859.00	0.00	0.00	7,859.00
Capital Outlay	8000		0.00	0.00	0.00
<b>TOTAL PROPOSED BUDGET</b>		<b>63,050.00</b>	<b>0.00</b>	<b>192,415.33</b>	<b>255,465.33</b>

Proposed Equipment: List items costing \$5,000 or more. Also list inventory items costing less than \$5,000 that will be tracked, including I-pads, computers, cameras, etc.

Proposed Out-of State/Country Travel (destination, purpose, estimated cost, number of people):

# Agenda Report

**Date:** 04/02/2019

**Agenda Number:** K-5

**Attachments:** No

**From:** Crystal M. Edwards, Superintendent  
Wyllys VanDerwerker, Director of Special Education

**Subject:** Virginia Preschool Initiative Curriculum Adoption (VPI/PK)

## Summary/Description:

In response to the 2018 General Assembly, the VDOE created “A Plan to Ensure High Quality Instruction in All Virginia Preschool Initiative Classrooms.” The VPI program serves nearly 18,000 at-risk children across 1,300 classrooms, and the plan ensures VPI provides a high quality preschool experience that helps prepare each 4-year-old served for kindergarten. Lynchburg City Schools currently serves 240 VPI students. The plan aggregates lessons learned from the JLARC study, Virginia Preschool Initiative Plus implementation, and University of Virginia – Center for Advanced Study of Teaching and Learning (CASTL). As requested by the General Assembly, the plan covers the areas of Curriculum, Teacher-Child Interactions, and Professional Development.

Although local school divisions aren’t required to use a VDOE vetted, evidence-based curriculum until 2020-21, LCS is proceeding with adoption and implementation for 2019-2020.

As a result, the LCS VPI Curriculum Review Team was formed in February 2019. The review team consists of the following: VPI teacher, VPI principal, Supervisor of Special Education, Supervisor of Curriculum and Instruction and Supervisor of Student Services. The VPI Curriculum Review Team established criteria for curriculum selection. The team ensured the criteria aligned with the following: VDOE Plan to Ensure High Quality Instruction, the VA Foundation Blocks of Learning, and LCS VPI Continuous Improvement Plan. Other criteria for consideration were student growth, development and success. A curriculum evaluation rubric was then used for curriculum selection.

The VPI Curriculum Review Team met February 22, 2019 to review all 6 VDOE vetted curricula. The curricula evaluation rubric was used for scoring. On March 14, 2019 the VPI Curriculum Review Team met with sales representatives from both curriculum companies. Each company gave an hour and half presentation sharing tools, resources, professional development needs and answered questions as deemed necessary from the review team.

VPI Curriculum Review Team members completed the evaluation rubric for both presentations. On March 15, all VPI classrooms received a sample of the top 2 curriculum to review. In addition, all VPI PK teachers received an anonymous online survey to complete.

The online survey allowed each PK teacher the platform to choose her curriculum of choice while also providing reasons for her selection. In addition, the survey provided a “snapshot” of quantitative data to validate the qualitative data provided in the scoring rubric. Results from the VPI Curriculum Review Team evaluation rubric and VPI PK teacher online survey generated the LCS VPI curriculum recommendation. With a majority vote, the recommendation I bring to you tonight is to adopt and purchase Frogstreet PK Curriculum.

Lynchburg City Schools will apply for \$60,549.83 to purchase a VDOE Vetted Curriculum. The cost includes the following: \$52,799.83 for curriculum and \$7,750.00 for professional development.

**Disposition:**  **Action**  
 **Information**  
 **Action at Meeting on:** May 7, 2019

**Recommendation:**

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

# Agenda Report

Date: 04/02/19

Agenda Number: K-6

Attachments: Yes

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

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

## Summary/Description:

The Governance Policy Workgroup met on March 11, 2019. The group recommends keeping the following policies as written.

BBA-Z - Board Powers/Duties	BDDF - Voting Method
BBBB - Student Rep	BF - Policy Manual
BBBC - Board Oath	BF-R - Policy Formation
BBD - Board Member Removal	BFC - Policy Adoption
BBE - Unexpired Term	BFE and CHD - Policy in Absence
BCG - School Attorney	BHB - Board Inservice
BDDE - Rules of Order	CH - Policy Implementation

The workgroup recommends accepting the changes proposed by VSBA.

BCEA - Discipline Committee	<i>Includes provisions for appealing a decision that is not unanimous</i>
BDC - Closed Meetings	<i>Clarifies when a closed meeting can be held</i>
BDDA - Notification of Meetings	<i>Includes posting notification on the website</i>
BDDG – Minutes	<i>Changes “request for information” to “request for public records”</i>
BHD - Board Reimbursement	<i>Updates code referenced</i>
BHE - Liability Insurance	<i>Changes “shall provide” to “provides”</i>

**Disposition:**  Action  
 Information  
 Action at Meeting on: May 7, 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 May 7, 2019.

### SCHOOL BOARD POWERS AND DUTIES

The Lynchburg City School Board controls all aspects of the school division's operations within the limits of the law. No section of the school board's bylaws and school board policies may be construed to limit the statutory powers of the board to exercise its own prudent judgment. The school board shall be the final authority.

The School Board:

- adopts policy to provide for the day-to-day supervision of schools;
- sees that the school laws are properly explained, enforced and observed;
- secures, by visitation or otherwise, as full information as possible about the conduct of the public schools in the school division and takes care that they are conducted according to law and with the utmost efficiency;
- cares for, manages and controls the property of the school division and provides for the erecting, furnishing, equipping, and noninstructional operating of necessary school buildings and appurtenances and the maintenance thereof by purchase, lease, or other contracts;
- provides for the consolidation of schools or redistricting of school boundaries or adopts pupil assignment plans whenever such procedure will contribute to the efficiency of the school division;
- insofar as not inconsistent with state statutes and regulations of the State Board of Education, operates and maintains the public schools in the school division and determines the length of the school term, the studies to be pursued, the methods of teaching and the government to be employed in the schools;
- performs such other duties as shall be prescribed by the State Board of Education or are imposed by law;
- obtains public comment through a public hearing not less than ten days after reasonable notice to the public in a newspaper of general circulation in the school division prior to providing (i) for the consolidation of schools; (ii) the transfer from the public school system of the administration of all instructional services for any public school classroom or all noninstructional services in the school division pursuant to a contract with any private entity or organization; or (iii) in school divisions having 15,000 pupils or more in average daily membership, for redistricting of school boundaries or adopting any pupil assignment plan affecting the assignment of fifteen percent or more of the pupils in average daily membership in the affected school. Such public hearing may be held at the same time and place as the meeting of the School Board at which the proposed action is taken if the public hearing is held before the action is taken.
- surveys, at least annually, the school division to identify critical shortages of teachers and administrative personnel by subject matter, and reports such critical shortages to the Superintendent of Public Instruction and to the Virginia Retirement System or requests the division superintendent to conduct such survey and submit such report to the School Board, the Superintendent of Public Instruction, and the Virginia Retirement System; and

- ensures that the public schools within the school division are registered with the Department of State Police to receive electronic notice of the registration or reregistration of any sex offender within the school division pursuant to Va. Code § [9.1-914](#).

Adopted: June 4, 2013

Revised: May 6, 2014

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79.

Cross Refs.: AF                   Comprehensive Plan  
              KN                   Sex Offender Registry Notification

STUDENT REPRESENTATIVE TO THE SCHOOL BOARD

The opinions and concerns of the students in Lynchburg City School division are important to the Lynchburg City School Board. Therefore, the School Board selects a student representative.

The principal of each high school nominates one student from the school to serve as the student representative to the School Board, subject to final approval by the School Board. The student representative serves a one year term.

The student representative serves in an advisory capacity and does not vote. The student representative does not attend closed meetings. The school division provides the meeting agenda and other public materials to the student representative in advance of each open meeting. The student representative does not have access to confidential information, including student or personnel records. The student representative is expected to attend all regular, open meetings and complete assignments for research and data collection when requested by the School Board.

Adopted by School Board: June 4, 2013

Revised: August 18, 2015

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-86.1.

BOARD MEMBER OATH OF OFFICE

All new school board members qualify by taking the oath prescribed for officers of the Commonwealth before entering upon the duties of office. Failure to take the oath of office within the time allowed by law renders the office vacant.

Adopted by School Board: June 4, 2013

Revised: August 18, 2015

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 15.2-1522, 15.2-1524, 22.1-31, 49-1, 49-3.

BOARD MEMBER REMOVAL FROM OFFICE

Any School Board member may be removed from office in accordance with the provisions of sections 24.2-230 through 24.2-238 of the Code of Virginia.

Adopted: September 16, 2014

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 24.2-230 through 24.2-238.

UNEXPIRED TERM FULFILLMENT

Vacancies occurring in the membership of the School Board are filled as provided by law.

Adopted by School Board: June 4, 2013  
Revised by School Board: April 28, 2015

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-50, 22.1-53.

Code of Ordinances of the City of Lynchburg, Virginia. § 32-16. Board of School Trustees--Appointment and Term

SCHOOL ATTORNEY

The School Board may retain an attorney for legal counsel and services. The attorney, upon request by the School Board, may attend meetings of the Board and its committees.

Adopted by School Board: June 4, 2013

Revised: August 18, 2015

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-82.

RULES OF ORDER

The Lynchburg City School Board establishes rules of order and may adopt bylaws, policies and regulations.

In the absence of any specific bylaw of the Lynchburg City School Board, Robert's Rules of Order (Revised) shall be considered the authority on parliamentary law.

Adopted by School Board: June 4, 2013

Revised: August 18, 2015

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

**VOTING METHOD**

Each School Board member's vote on every decision is recorded in the minutes of the meeting. The minutes of the meeting also reflect the method and result of all votes. No votes are taken by secret or written ballot.

In any case in which there is a tie vote of the School Board when all members are not present, the question shall be passed by until the next meeting when it shall again be voted upon even though all members are not present. In any case in which there is a tie vote on any question after complying with this procedure or in any case in which there is a tie vote when all the members of the School Board are present, the clerk shall record the vote and immediately notify the tie breaker, if any, to vote as provided in the Code of Virginia § 22.1-75. If no tie breaker has been appointed or elected as authorized by state law, any tie vote shall defeat the motion, resolution or issue voted upon.

Adopted: June 4, 2013

Revised: May 6, 2014

Revised: December 16, 2014

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3710, 22.1-57.3, 22.1-75.

Cross Refs.: BDD        Electronic Participation in Meetings from Remote Locations  
              BDDG        Minutes

**BOARD POLICY MANUAL**

The School Board shall be guided by written policies that are readily accessible to the Board, division employees, students, parents, and citizens. All division policies will be reviewed at least every five years and revised as needed.

A current copy of all division policies and regulations approved by the School Board are posted on the division’s website and are available to employees and the public. Printed copies of the policies and regulations are available as needed to citizens who do not have online access. The Superintendent shall ensure that an annual announcement is made at the beginning of the school year and, for parents of students who enroll later in the academic year, at the time of enrollment, advising the public regarding the availability of the policies and regulations.

Adopted: June 4, 2013

Revised: May 19, 2015

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-253.13:7.

Cross Ref.: BFC Policy Adoption  
CH Policy Implementation

POLICY FORMULATION

The Board, representing the people of the division, is the legislative body which determines all questions of general policy to be employed in the conduct of the public schools.

Proposals regarding school division policies and operations may originate from any of several sources such as, a parent, taxpayer, professional employee, member of the Board, Superintendent, civic group, etc.

Action on such proposals, whatever their source, is taken finally by the Board in accordance with its bylaws after due consideration and recommendations by the administration and the standing and special committees of the board if appropriate.

Adopted by School Board: June 5, 1973

Revised: June 4, 2013

POLICY ADOPTION

Policy

Lynchburg City School Board is a member of Virginia School Boards Association (VSBA) Policy Services. As a member, the Board receives new and revised policies from VSBA based on legal research and analysis. It is the policy of Lynchburg City School Board that upon receipt by the division’s Policy Contact person of new and revised policies developed by the VSBA legal and policy staff, such policies shall be the policy of the Lynchburg City school division.

Rationale

Upon receipt of new and revised VSBA-developed policies, the division Policy Contact person shall immediately incorporate the new and revised policies into the division’s policy manual (both electronic and hard copy versions) and ensure that all copies of the policy manual are current.

This policy does not replace the local review of new and revised policies. New and revised policies received from VSBA still will be provided to an editorial committee of staff and community members for review for the purpose of recommending editorial suggestions to the Board and Superintendent.

The purpose of this policy is to eliminate lag time between receipt of a new or revised policy and its implementation.

Adopted: June 4, 2013

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:7.

Cross Refs.:     BF                 Board Policy Manual  
                  BFE/CHD       Administration in Policy Absence  
                  CH                Policy Implementation

ADMINISTRATION IN POLICY ABSENCE

In cases where action must be taken by the school division and the School Board has provided no guidelines for administrative action, the Superintendent has the power to act, but the Superintendent's decisions are subject to review by the School Board at its next regular meeting. It is the duty of the Superintendent to inform the School Board promptly of such action and of the need for policy.

Adopted by School Board: June 4, 2013

Revised: August 18, 2015

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

**SCHOOL BOARD MEMBER IN-SERVICE ACTIVITIES**

The School Board places a high priority on the importance of a planned and continuing program of in-service education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The School Board shall plan specific in-service activities designed to assist School Board members in their efforts to improve their skills as members of a policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the educational activities of the local schools; and, to deepen their insights into the nature of leadership in a modern democratic society.

School board members will participate annually in high-quality professional development activities at the state, local, or national levels on governance, including, but not limited to, personnel policies and practices; the evaluation of personnel; curriculum and instruction; use of data in planning and decision making; and current issues in education.

Funds shall be budgeted annually to support this program. Individual School Board members shall be reimbursed for out-of-pocket costs incurred through participation in approved activities. The School Board shall retain the authority to approve or disapprove the participation of members in planned activities. The public shall be kept informed about the School Board's continuing in-service educational activities.

The School Board regards the following as the kinds of activities and services appropriate for implementing this policy:

1. Participation in School Board conferences, workshops and conventions conducted by the Virginia and the National School Boards Association.
2. Division-sponsored training sessions for School Board members.
3. Subscriptions to publications addressed to the concerns of School Board members.

Adopted: June 4, 2013

Revised: May 19, 2015

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:5.

POLICY IMPLEMENTATION

Development of Regulations

The Superintendent is authorized to promulgate such regulations as may be necessary to carry out the policies adopted by the School Board. If Board action is required by law or the Board has specifically asked that certain types of regulations be approved by the Board, these regulations shall be forwarded to the Board for action. The Superintendent shall provide copies of all regulations to School Board members and shall see that the regulations are placed in the School Board Policy Manual.

Dissemination of Policies and Regulations

Administrators and supervisors will be responsible for informing staff members of all newly adopted or revised policies and regulations.

Adopted by School Board: June 4, 2013

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

Cross Ref.: BF Board Policy Manual

ADMINISTRATION IN POLICY ABSENCE

In cases where action must be taken by the school division and the School Board has provided no guidelines for administrative action, the Superintendent has the power to act, but the Superintendent's decisions are subject to review by the School Board at its next regular meeting. It is the duty of the Superintendent to inform the School Board promptly of such action and of the need for policy.

Adopted: June 17, 2014

Revised: August 18, 2015

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

SCHOOL BOARD DISCIPLINARY COMMITTEE

A Disciplinary Committee composed of at least three School Board members presides over all cases of student suspensions of more than 10 days and expulsions within the Lynchburg City School Division. The decision of the committee, if unanimous, is the final decision of the School Board. ~~In non-unanimous decisions, the student has the right to appeal to the full School Board. The School Board shall render a final decision in such cases on the appeal within thirty days of the Committee decision.~~ ***If the committee's decision is not unanimous, the pupil or pupil's parent may appeal the decision to the School Board. Such appeal shall be decided by the School Board within 30 days.***

The School Board Disciplinary Committee follows the procedures set forth in Policy JGD/JGE Student Suspension/Expulsion.

Membership on the School Board Disciplinary Committee is composed of School Board members who serve on a rotational basis with the Board chair or vice-chair presiding.

Adopted: July 12, 2016

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Legal Ref.: Code of Virginia, §§ 22.1-277.05, 22.1-277.06.

Cross Refs.: BCE School Board Committees  
JEC School Admission  
JGD/JGE Student Suspension/Expulsion

**CLOSED MEETINGS**

- A. Closed meetings may be held by the School Board or any committee thereof only in accordance with Virginia law, for purposes including the following:
1. Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of the School Board. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter which involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the School Board.
  2. Discussion or consideration of admission or disciplinary matters or any other matters that would involve the disclosure of information contained in a scholastic record concerning any student in the Lynchburg City School system. However, any such student, legal counsel and, if the student is a minor, the student's parents or legal guardians shall be permitted to be present during the taking of testimony or presentation of evidence at a closed meeting, if such student, parents or guardians so request in writing and such request is submitted to the presiding officer of the School Board.
  3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the School Board.
  4. The protection of the privacy of individuals in personal matters not related to public business.
  5. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.
  6. Discussion or consideration of the investment of public funds where competition or bargaining is involved, where if made public initially, the financial interest of the School Board would be adversely affected.
  7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the School Board; ~~and consultation with legal counsel employed or retained by the School Board regarding specific legal matters requiring the provision of legal advice by such counsel.~~ For purposes of this subsection, "probable litigation" means litigation which has been specifically threatened or on which the School Board or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. The closure of a meeting is not permitted merely because an attorney representing the School Board is in attendance or is consulted on a matter.

*{8. Consultation with legal counsel employed or retained by the School Board regarding specific legal matters requiring the provision of legal advice by such counsel. The closure of a meeting is not permitted merely because an attorney representing the School Board is in attendance or is consulted on a matter.}*

8. *{9.}* Discussion or consideration of honorary degrees or special awards.

9. *{10.}* Discussion or consideration of tests or examinations or other information ~~excluded from public disclosure pursuant to~~ *{used, administered or prepared by a public body and subject to the exclusion in subdivision 4 of}* Va. Code § 2.2-3705.1.

~~10.~~ *{11.}* Discussion of strategy with respect to the negotiation of a hazardous waste siting agreement or to consider the terms, conditions, and provisions of a hazardous waste siting agreement if the School Board in open meeting finds that an open meeting will have an adverse effect upon the negotiating position of the School Board or the establishment of the terms, conditions and provisions of the siting agreement, or both. All discussions with the applicant or its representatives may be conducted in a closed meeting.

~~11.~~ *{12.}* Discussion or consideration of medical and mental health records ~~excluded from disclosure under~~ *{subject to the exclusion in subdivision 1 of}* Va. Code § 2.2-3705.5.

~~12.~~ *{13.}* Discussion of plans to protect public safety as it relates to terrorist activity or specific cyber security threats or vulnerabilities and briefings by staff members, legal counsel, or law-enforcement or emergency service officials concerning actions taken to respond to such matters or a related threat to public safety; discussion of information ~~excluded from mandatory disclosure pursuant to~~ *{subject to the exclusion in}* subdivision 3 or 4 of Va. Code § 2.2-3705.2 where discussion in an open meeting would jeopardize the safety of any person or the security of any facility, building, structure, information technology system or software program; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure.

~~13.~~ *{14.}* Discussion or consideration of information ~~excluded from mandatory disclosure pursuant to~~ *{subject to the exclusion in}* subdivision 11 of Va. Code § 2.2-3705.6 (the Public Private Education Facilities and Infrastructure Act) by the School Board or any independent review panel appointed to review information and advise the School Board concerning such information.

14. *{15.}* Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the School Board.

B. No resolution, ordinance, rule, contract, regulation or motion adopted, passed or agreed to in a

closed meeting shall become effective unless the School Board, following the meeting, reconvenes in open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation or motion which shall have its substance reasonably identified in the open meeting.

- C. The School Board or any committee thereof may permit nonmembers to attend a closed meeting of the Board or committee if such persons are deemed necessary or if their presence will reasonably aid the Board or committee in its consideration of a topic which is a subject of the meeting.
  
- D. School Board members may attend closed meetings held by any committee or subcommittee of the Board, or a closed meeting of any entity, however designated, created to perform the delegated functions of or to advise the Board. School Board members shall in all cases be permitted to observe the closed meeting of the committee, subcommittee or entity. In addition to the requirements of Va. Code § 2.2-3707, the minutes of the committee or other entity shall include the identity of the School Board members who attended the closed meeting.

Adopted by School Board: June 4, 2013

Revised: August 18, 2015

Revised: July 12, 2016

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3711, 2.2-3712.

Cross Ref.:   BCE           School Board Committees  
              BCEA       Disciplinary Committee  
              BCF        Advisory Committees to the School Board  
              BDDA       Notification of School Board Meetings

NOTIFICATION OF SCHOOL BOARD MEETINGS

Regular Meetings

The School Board and any committees thereof shall give notice of the date, time, and location of their regular meetings by *{posting such notice on its website,}* placing a notice in a prominent public location at which notices are regularly posted and in the office of the clerk of the School Board at least three working days prior to the meeting. In addition, the School Board and any committees thereof shall publish notice of their meetings by electronic means whenever feasible. At least one copy of *{the proposed agenda and}* all agenda packets and other nonexempt materials furnished to members of the School Board and any committees thereof shall be made available for public inspection at the same time the documents are furnished to members of the School Board or committee.

Special Meetings

Notice, reasonable under the circumstance, of ~~special or emergency meetings~~ *{special, emergency or continued meetings}* shall be given contemporaneously with the notice provided to members of the School Board or committee.

Notification of Closed Meetings Held Solely for the Purpose of Interviewing Candidates for the Position of Superintendent

The notice provisions described above do not apply to closed meetings of the Board held solely for the purpose of interviewing candidates for the position of superintendent. Prior to any such closed meeting the School Board shall announce in an open meeting that such closed meeting shall be held at a disclosed or undisclosed location within fifteen days thereafter.

Direct Notification

Notice of all School Board meetings and committee meetings shall be furnished directly to any person who requests such information. Requests to be notified of all meetings should be made at least once a year in writing and include the requester’s name, address, zip code, daytime telephone number, electronic mail address, if available, and organization, if any. Unless the person making the request objects, the school division may provide electronic notice of all meetings in response to such requests.

Adopted: February 18, 2014

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3707, 2.2-3712.

Cross Refs.: BCE School Board Committees  
BCEA Disciplinary Committee

BCF	Advisory Committees to the School Board
BDA	Regular School Board Meetings
BDB	Special School Board Meetings

MINUTES

Minutes are recorded at all open meetings, approved by the School Board in regular session, signed by the clerk and Chair of the Board, and kept and stored in accordance with the provisions of the Code of Virginia.

Draft minutes and all other records of open meetings, including audio or audio/visual records, are public records open pursuant to the Virginia Freedom of Information Act as described in Policy KBA Requests for Information *{Public Records}* and Regulation KBA-R Requests for Information *{Public Records}*.

Minutes may be taken during closed meetings of the School Board, but are not required. Such minutes shall not be subject to mandatory public disclosure.

Minutes are not required to be taken at deliberations of study commissions or study committees, or any other committees or subcommittees appointed by the School Board except where the membership of any such commission, committee or subcommittee includes a majority of the School Board.

Minutes shall *{are in writing}* include, but are not limited to

- the date, time, and location of the meeting;
- the members of the School Board recorded as present and absent; and
- a summary of the discussion on matters proposed, deliberated or decided; and
- a record of any votes taken.

Adopted: February 18, 2014

Revised: February 5, 2019

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2-3707, 2.2-3712, 22.1-74.

Cross Refs.:	BDC	Closed Meetings
	BDD	Electronic Participation in Meetings from Remote Locations
	KBA	Requests for Information <i>{Public Records}</i>
	KBA-R	Requests for Information <i>{Public Records}</i>

SCHOOL BOARD MEMBER COMPENSATION AND BENEFITS

Actual expenses incident to performance of official duties by a School Board member may be reimbursed on presentation of an expense voucher with receipts attached. Compensation is paid for mileage incurred for attendance at ~~a meeting~~ *{meetings}* of the School Board and in conducting other official business of the School Board.

School board members shall receive no compensation.

Adopted by School Board: June 4, 2013

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 15.2-1414.1 et seq., 22.1-32, 22.1-55, *{22.1-78,}* 22.1-85.

Cross Ref.: BHE School Board Member Liability Insurance

SCHOOL BOARD MEMBER LIABILITY INSURANCE

The Lynchburg City School Board ~~shall provide~~ *provides* liability insurance, or self-insurance, for its members while performing functions or services for the school division to cover the costs and expenses incident to liability, including those for settlement, suit or satisfaction of judgment, arising from their conduct in discharging their duties or in performing functions or services for the school division.

Adopted: September 16, 2014

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-84.

Cross Refs.: BHD Board Member Compensation and Benefits  
EI Insurance Management