



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

**Lynchburg City School Board**

Mary Ann H. Barker, Chairman  
School Board District 1

Thomas H. Webb, Vice Chairman  
School Board District 2

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School Board District 2

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School Board District 2

Ingrid M. Hamlett  
School Board District 3

Treney L. Tweedy  
School Board District 3

Charles B. White  
School Board District 1

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**School Administration**

Paul McKendrick  
Superintendent

Stephen C. Smith  
Assistant Superintendent of  
Curriculum and Instruction

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

Beverly A. Padgett  
Chief Financial Officer

Wendie L. Sullivan  
Clerk

**SCHOOL BOARD MEETING**  
**April 20, 2010 5:30 p.m.**  
**School Administration Building**  
**Board Room**

**A. PUBLIC COMMENTS**

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

**B. FINANCE REPORT**

1. Finance Report  
Beverly A. Padgett. . . . .Page 2  
Discussion

**C. CONSENT AGENDA**

1. School Board Meeting Minutes: April 13, 2010 (Regular Meeting)
2. Administrative Regulation 6-8: School Day  
Stephen C. Smith . . . . .Page 8  
Discussion/Action
3. Administrative Regulation 6-18: Instruction  
Stephen C. Smith. . . . .Page 10  
Discussion/Action
4. School Board Policy 7-24: Student Course Load  
Stephen C. Smith. . . . .Page 13  
Discussion/Action

**D. STUDENT REPRESENTATIVE COMMENTS**

**E. UNFINISHED BUSINESS**

**F. NEW BUSINESS**

- 1. Tuition and Fees for Dual Enrollment Courses: 2010-11  
Stephen C. Smith. . . . . Page 16  
Discussion
  
- 2. Administrative Regulation 6-58: Secondary Student  
Evaluation and Grading Procedures  
Stephen C. Smith. . . . . Page 18  
Discussion
  
- 3. Administrative Regulation 6-59: Student Examinations  
Stephen C. Smith. . . . . Page 22  
Discussion
  
- 4. Sandusky Middle School Early Dismissal  
Paul McKendrick. . . . .Page 24  
Discussion/Action

**G. SUPERINTENDENT’S COMMENTS**

**H. BOARD COMMENTS**

**I. INFORMATIONAL ITEMS**

Next School Board Meeting: Tuesday, May 4, 2010, 5:30 p.m.  
Board Room, School Administration Building

**J. ADJOURNMENT**

# Agenda Report

**Date:** 04/20/10

**Agenda Number:** A-1

**Attachments:** No

**From:** Paul McKendrick, Superintendent

**Subject:** Public Comments

**Summary/Description:**

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

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

**Recommendation:**

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

# Agenda Report

**Date:** 04/20/10

**Agenda Number:** B-1

**Attachments:** Yes

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

**Subject:** Finance Report

## Summary/Description:

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

The attached operating fund expenditure report summarizes the payments made through March 31, 2010, for the operating fund (unaudited).

Total Operating Fund Budget	\$89,217,450.83
Expenditures through 03/31/10	(\$53,027,794.16)
Outstanding Encumbrances	(\$1,022,696.16)
Available Balance	\$35,166,960.51
Outstanding Payroll Encumbrances	(\$24,768,811.54)
Available Balance after Payroll	\$10,398,148.97
Percent of Budget Used as of 03/31/10 with payroll encumbrances	88.35%
Percent of Budget Used as of 03/31/10 without payroll encumbrances	60.58%
As of 03/31/10 – 9 months	75.00%

The operating fund revenue report details the revenue received through March 31, 2010. The expenditure summary report summarizes the payments made through March 31, 2010, for all funds. Both reports appear as attachments to the agenda report.

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

## Recommendation:

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

	FY 2008 - 2009			FY 2009 - 2010					
	BUDGET	ACTUAL TRANSACTIONS	% OF BUDGET USED	BUDGET	ACTUAL TRANSACTIONS	% OF BUDGET USED	ENCUMB	BUDGET BALANCE	% OF BUDGET USED
<b>INSTRUCTION</b>									
CLASSROOM INSTRUCTION	51,760,207.08	31,706,198.25	61.26%	52,847,862.67	28,525,305.33	53.98%	18,120,618.10	6,201,939.24	88.26%
INSTR SUPPORT - STUDENT	2,935,857.99	2,107,272.82	71.78%	3,700,834.08	2,078,168.89	56.15%	777,557.35	845,107.84	77.16%
INSTR SUPPORT- STAFF	4,792,492.48	3,425,243.91	71.47%	4,841,124.78	3,549,229.82	73.31%	1,229,779.50	62,115.46	98.72%
INSTR SUPPORT-SCHOOL ADM	5,006,130.07	3,601,103.33	71.93%	4,815,555.03	3,322,735.25	69.00%	1,192,405.15	300,414.63	93.76%
<b>TOTAL INSTRUCTION</b>	<b>64,494,687.62</b>	<b>40,839,818.31</b>	<b>63.32%</b>	<b>66,205,376.56</b>	<b>37,475,439.29</b>	<b>56.60%</b>	<b>21,320,360.10</b>	<b>7,409,577.17</b>	<b>88.81%</b>
<b>ADMINISTRATION</b>									
ADMINISTRATION	2,561,014.95	1,900,215.36	74.20%	2,508,465.52	1,840,594.47	73.38%	366,134.97	301,736.08	87.97%
ATTENDANCE & HEALTH SERV	2,102,875.80	1,336,266.65	63.54%	2,120,459.23	1,195,802.49	56.39%	743,745.94	180,910.80	91.47%
<b>TOTAL ADMINISTRATION</b>	<b>4,663,890.75</b>	<b>3,236,482.01</b>	<b>69.39%</b>	<b>4,628,924.75</b>	<b>3,036,396.96</b>	<b>65.60%</b>	<b>1,109,880.91</b>	<b>482,646.88</b>	<b>89.57%</b>
<b>PUPIL TRANSPORTATION</b>									
MANAGEMENT & DIRECTION	350,249.85	254,266.30	72.60%	295,854.22	220,944.47	74.68%	65,411.91	9,497.84	96.79%
VEHICLE OPERATION SERVICE	2,474,185.00	1,867,147.49	75.47%	2,488,818.40	1,736,803.13	69.78%	752,015.27	-	100.00%
MONITORING SERVICE	235,671.00	202,456.32	85.91%	325,078.86	191,817.15	59.01%	133,261.71	-	100.00%
VEHICLE MAINT SERVICE	508,639.60	402,551.18	79.14%	471,920.85	367,417.43	77.86%	50,627.92	53,875.50	88.58%
BUSES-LEASE PURCHASE	575,000.00	438,506.00	76.26%	-	-	-	-	-	-
<b>TOTAL PUPIL TRANSPORTATION</b>	<b>4,143,745.45</b>	<b>3,164,927.29</b>	<b>76.38%</b>	<b>3,581,672.33</b>	<b>2,516,982.18</b>	<b>70.27%</b>	<b>1,001,316.81</b>	<b>63,373.34</b>	<b>98.23%</b>
<b>OPERATION &amp; MAINTENANCE</b>									
MANAGEMENT & DIRECTION	372,446.00	274,720.07	73.76%	342,756.50	239,674.68	69.93%	67,053.60	36,028.22	89.49%
BUILDING SERVICES	9,829,535.68	6,976,726.39	70.98%	9,441,540.47	6,500,186.10	68.85%	1,533,961.24	1,407,393.13	85.09%
GROUND SERVICES	263,713.60	188,953.36	71.65%	250,103.57	178,389.90	71.33%	56,059.78	15,653.89	93.74%
EQUIPMENT SERVICES	52,000.00	17,092.67	32.87%	52,000.00	35,318.65	67.92%	215.68	16,465.67	68.34%
VEHICLE SERVICES	17,000.00	14,950.85	87.95%	27,000.00	19,435.36	71.98%	566.58	6,998.06	74.08%
SECURITY SERVICES	213,377.00	207,422.89	97.21%	208,377.00	211,359.32	101.43%	-	(2,982.32)	101.43%
<b>TOTAL OPERATION &amp; MAINT</b>	<b>10,748,072.28</b>	<b>7,679,866.23</b>	<b>71.45%</b>	<b>10,321,777.54</b>	<b>7,184,364.01</b>	<b>69.60%</b>	<b>1,657,856.88</b>	<b>1,479,556.65</b>	<b>85.67%</b>
<b>SCHOOL FOOD SERVICES</b>	<b>55,215.00</b>	<b>-</b>	<b>0.00%</b>	<b>55,215.00</b>	<b>31,715.72</b>	<b>57.44%</b>	<b>18,081.12</b>	<b>5,418.16</b>	<b>90.19%</b>
<b>COMMUNITY SERVICES</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>5,600.00</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>5,600.00</b>	<b>0.00%</b>
<b>FACILITIES</b>	<b>1,106,457.57</b>	<b>454,197.18</b>	<b>41.05%</b>	<b>1,002,490.00</b>	<b>232,356.87</b>	<b>23.18%</b>	<b>19,530.57</b>	<b>750,602.56</b>	<b>25.13%</b>
<b>CONTINGENCY RESERVES</b>	<b>500,000.00</b>	<b>-</b>	<b>-</b>	<b>103,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>103,000.00</b>	<b>-</b>
<b>DEBT SERVICE</b>	<b>906,817.00</b>	<b>828,288.41</b>	<b>91.34%</b>	<b>1,027,410.00</b>	<b>810,809.91</b>	<b>78.92%</b>	<b>187,704.10</b>	<b>28,895.99</b>	<b>97.19%</b>
<b>TECHNOLOGY</b>									
INSTR TECHNOLOGY	1,755,175.76	1,192,272.08	67.93%	1,794,083.67	1,304,645.20	72.72%	426,091.28	63,347.19	96.47%
ADMIN TECHNOLOGY	902,372.87	533,899.96	59.17%	491,900.98	435,084.02	88.45%	50,685.93	6,131.03	98.75%
<b>TOTAL TECHNOLOGY</b>	<b>2,657,548.63</b>	<b>1,726,172.04</b>	<b>64.95%</b>	<b>2,285,984.65</b>	<b>1,739,729.22</b>	<b>76.10%</b>	<b>476,777.21</b>	<b>69,478.22</b>	<b>96.96%</b>
<b>TOTAL OPERATING FUND</b>	<b>89,276,434.30</b>	<b>57,929,751.47</b>	<b>64.89%</b>	<b>89,217,450.83</b>	<b>53,027,794.16</b>	<b>59.44%</b>	<b>25,791,507.70</b>	<b>10,398,148.97</b>	<b>88.35%</b>

ACCOUNT TITLE	FY 2008-2009				FY 2009-2010			
	REVENUE BUDGET	YEAR-TO-DATE TRANSACTIONS	BUDGET BALANCE	% BUDGET RECEIVED	REVENUE BUDGET	YEAR-TO-DATE TRANSACTIONS	BUDGET BALANCE	% BUDGET RECEIVED
SALES TAX RECEIPTS	(9,253,060.00)	(5,796,067.88)	(3,456,992.12)	62.64%	(8,736,195.00)	(5,596,451.01)	(3,139,743.99)	64.06%
240202 BASIC SCHOOL AID	(25,740,683.00)	(19,311,145.74)	(6,429,537.26)	75.02%	(23,163,938.00)	(18,132,812.21)	(5,031,125.79)	78.28%
240207 GIFTED & TALENTED	(252,164.00)	(189,167.46)	(62,996.54)	75.02%	(249,571.00)	(188,442.72)	(61,128.28)	75.51%
240208 REMEDIAL EDUCATION	(992,212.00)	(744,334.50)	(247,877.50)	75.02%	(982,006.00)	(741,481.02)	(240,524.98)	75.51%
240208 REMEDIAL ED-SUMMER	(195,994.00)	(203,425.00)	7,431.00	103.79%	(215,497.00)	(211,765.00)	(3,732.00)	98.27%
240209 ENROLLMENT LOSS	(171,829.00)	-	(171,829.00)	0.00%	(174,302.00)	-	(174,302.00)	0.00%
240212 SPECIAL ED SOQ	(3,623,494.00)	(2,718,260.04)	(905,233.96)	75.02%	(3,586,222.00)	(2,707,839.00)	(878,383.00)	75.51%
240217 VOCATIONAL ED SOQ	(312,465.00)	(234,403.80)	(78,061.20)	75.02%	(314,676.00)	(237,601.50)	(77,074.50)	75.51%
240221 SOC SEC-INSTR	(1,496,541.00)	(1,122,670.26)	(373,870.74)	75.02%	(1,481,148.00)	(1,118,366.52)	(362,781.48)	75.51%
240223 VRS INSTRUCTIONAL	(1,935,088.00)	(1,451,657.52)	(483,430.48)	75.02%	(1,909,758.00)	(1,200,856.98)	(708,901.02)	62.88%
240241 GROUP LIFE INST	(65,782.00)	(49,348.02)	(16,433.98)	75.02%	(64,254.00)	(32,745.00)	(21,509.00)	60.35%
240228 READING INTERVENTION	(133,077.00)	(60,396.48)	(72,680.52)	45.38%	(118,746.00)	(63,467.52)	(55,278.48)	53.45%
240205 CAT-REG FOSTER	(163,827.00)	-	(163,827.00)	0.00%	(205,262.00)	-	(205,262.00)	0.00%
240246 CAT-HOMEBOUND	(72,121.00)	(64,854.35)	(7,266.65)	89.92%	(65,417.00)	(159,994.16)	94,577.16	244.58%
240248 REGIONAL TUITION	(979,174.00)	(162,187.13)	(816,986.87)	16.56%	(800,760.00)	(834,594.60)	33,834.60	104.23%
240265 AT RISK SOQ	(1,133,398.00)	(567,008.52)	(566,389.48)	50.03%	(1,029,835.00)	(510,396.00)	(519,439.00)	49.56%
240309 ESL	(85,194.00)	(55,102.50)	(30,091.50)	64.68%	(128,081.00)	(60,048.48)	(68,032.52)	46.88%
330213 SCHOOL LUNCH	-	-	-	-	-	(474,253.53)	2,905.20	-
240281 AT RISK 4 YR OLDS	(984,935.00)	(544,516.92)	(440,418.08)	55.28%	(1,089,034.00)	(544,516.98)	(544,517.02)	50.00%
240218 CTE - ADULT ED	(19,175.00)	-	(19,175.00)	0.00%	(19,175.00)	-	(19,175.00)	0.00%
240253 CTE OCC PREP	(27,116.00)	-	(27,116.00)	0.00%	(30,573.00)	-	(30,573.00)	0.00%
LOTTERY PROCEEDS	(1,306,102.00)	(544,126.98)	(761,975.02)	41.66%	(493,011.00)	(255,223.98)	(237,787.02)	51.77%
REG SPEC SERV	(701,368.00)	-	(701,368.00)	0.00%	(817,514.00)	-	(817,514.00)	0.00%
240275 PRIMARY CLASS SIZE	(1,346,207.00)	(700,874.52)	(645,332.48)	52.06%	(1,386,843.00)	(688,989.48)	(697,853.52)	49.68%
240214 TEXTBOOKS	(649,707.00)	(487,395.30)	(162,311.70)	75.02%	(643,024.00)	(294,719.37)	(348,304.63)	45.83%
240203 GED/ISAEP	(23,576.00)	(17,681.94)	(5,894.06)	75.00%	(23,576.00)	(11,788.02)	(11,787.98)	50.00%
240306 SCHOOL CONSTRUCT	(213,956.00)	(107,061.00)	(106,895.00)	50.04%	-	-	-	-
240405 ALGEBRA READINESS	(121,377.00)	(56,506.02)	(64,870.98)	46.55%	(110,877.00)	(54,327.00)	(56,550.00)	49.00%
<b>COMMONWEALTH OF VA</b>	<b>(51,999,622.00)</b>	<b>(35,188,191.88)</b>	<b>(16,811,430.12)</b>	<b>67.67%</b>	<b>(47,829,295.00)</b>	<b>(34,120,680.08)</b>	<b>(14,179,963.25)</b>	<b>71.34%</b>
330201 BASIC ADULT ED.	(80,000.00)	-	(80,000.00)	0.00%	(80,000.00)	(59,123.05)	(20,876.95)	73.90%
330212 IMPACT AIDPL81-874	(6,000.00)	(1,200.27)	(4,799.73)	20.00%	(6,000.00)	(13,891.62)	7,891.62	231.53%
330219 TITLE VI-B SPEC ED	(2,168,687.30)	(1,911,595.58)	(257,091.72)	88.15%	(4,705,692.38)	(184,060.36)	(4,521,632.02)	3.91%
180303 MEDICAID REIMBURSE	(180,000.00)	(507,905.91)	327,905.91	282.17%	(180,000.00)	(562,236.10)	382,236.10	312.35%
JR ROTC	-	(68,370.12)	68,370.12	-	(40,000.00)	(71,963.76)	31,963.76	179.91%
FED STIMULUS-STABILIZATION	-	-	-	-	(2,892,748.00)	(420,362.65)	(2,472,385.35)	14.53%
<b>FEDERAL</b>	<b>(2,434,687.30)</b>	<b>(2,489,071.88)</b>	<b>54,384.58</b>	<b>102.23%</b>	<b>(7,904,440.38)</b>	<b>(1,311,637.54)</b>	<b>(6,592,802.84)</b>	<b>16.59%</b>
510500 CITY OPER APPR	(32,442,103.00)	(17,935,000.00)	(14,507,103.00)	55.28%	(31,942,103.00)	(19,935,000.00)	(12,007,103.00)	62.41%
510502 CITY DEBT SERV APP	(33,627.00)	-	(33,627.00)	0.00%	(33,627.00)	-	(33,627.00)	0.00%
<b>CITY</b>	<b>(32,475,730.00)</b>	<b>(17,935,000.00)</b>	<b>(14,540,730.00)</b>	<b>55.23%</b>	<b>(31,975,730.00)</b>	<b>(19,935,000.00)</b>	<b>(12,040,730.00)</b>	<b>62.34%</b>
189912 MISC REV/OTH FUNDS	-	(372.32)	372.32	-	-	(2,960.29)	2,960.29	100.00%
180303 REBATES & REFUNDS	(115,000.00)	(9,914.38)	(105,085.62)	8.62%	(115,000.00)	(5,255.41)	(109,744.59)	4.57%
189903 DONATIONS & SP GF	-	(200.00)	200.00	-	(3,000.00)	(3,000.00)	-	100.00%
189908 SALE OF SCHOOL BUSES	-	-	-	-	-	-	-	-
189909 SALE OTHER EQUIPMENT	-	-	-	-	(2,317.24)	(2,429.91)	112.67	104.86%
189910 INSURANCE ADJUST	-	(3,973.00)	3,973.00	-	(16,797.82)	(16,936.82)	139.00	100.83%
189912 OTHER FUNDS	(10,000.00)	-	(10,000.00)	0.00%	(10,000.00)	-	(10,000.00)	0.00%
FLEX BENEFIT REVENUE	-	-	-	-	-	(9,008.51)	9,008.51	100.00%
E RATE REIMBURSEMENT	-	(68,657.42)	68,657.42	-	(85,000.00)	(119,285.82)	34,285.82	140.34%

<b>MISCELLANEOUS</b>	<b>(125,000.00)</b>	<b>(83,117.12)</b>	<b>(41,882.88)</b>	<b>66.49%</b>	<b>(232,115.06)</b>	<b>(158,876.76)</b>	<b>(73,238.30)</b>	<b>68.45%</b>
150201 RENTS	(110,000.00)	-	(110,000.00)	0.00%	(110,000.00)	(107,000.00)	(3,000.00)	97.27%
161201 TUITION DAY SCHOOL	(189,000.00)	(160,548.22)	(28,451.78)	84.95%	(189,000.00)	(138,913.26)	(50,086.74)	73.50%
161206 TUITION ADULT	(15,750.00)	-	(15,750.00)	0.00%	(15,750.00)	(45.00)	(15,705.00)	0.29%
161207 TUITION SUMMER SCH	(42,000.00)	(49,651.00)	7,651.00	118.22%	(42,000.00)	(6,290.00)	(35,710.00)	14.98%
161202 SPEC PUPIL FEES	(525.00)	(51,223.00)	50,698.00	9756.76%	(35,000.00)	(13,989.64)	(21,010.36)	39.97%
161205 BUS RENTAL	(122,500.00)	(114,993.47)	(7,506.53)	93.87%	(122,500.00)	(137,871.23)	15,371.23	112.55%
190101 TUIT FM OTH CO/CY	(634,620.00)	(365,657.49)	(268,962.51)	-	(634,620.00)	-	(634,620.00)	0.00%
161201 DUAL ENROLLMENT	(42,000.00)	-	(42,000.00)	0.00%	(42,000.00)	-	(42,000.00)	0.00%
FACILITY RENTALS	(85,000.00)	(41,667.11)	(43,332.89)	49.02%	(85,000.00)	(41,308.98)	(43,691.02)	48.60%
<b>CHARGES FOR SERVICES</b>	<b>(1,241,395.00)</b>	<b>(783,740.29)</b>	<b>(457,654.71)</b>	<b>63.13%</b>	<b>(1,275,870.00)</b>	<b>(445,418.11)</b>	<b>(830,451.89)</b>	<b>34.91%</b>
150102 INTEREST-INVEST	-	(1,931.86)	1,931.86	100.00%	-	-	-	-
150101 INTEREST-BNK DPST	-	(2,859.26)	2,859.26	100.00%	-	(1,035.65)	1,035.65	100.00%
GRANTOR TRUST INTEREST	-	-	-	-	-	-	-	-
<b>USE OF MONEY</b>	<b>-</b>	<b>(4,791.12)</b>	<b>4,791.12</b>	<b>100.00%</b>	<b>-</b>	<b>(1,035.65)</b>	<b>1,035.65</b>	<b>100.00%</b>
<b>LEASE PURCHASE PROCEEDS</b>	<b>(1,000,000.00)</b>	<b>(1,000,000.00)</b>	<b>-</b>	<b>100.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL OPERATING FUND</b>	<b>(89,276,434.30)</b>	<b>(57,483,912.29)</b>	<b>(31,792,522.01)</b>	<b>64.39%</b>	<b>89,217,450.44)</b>	<b>(55,972,648.14)</b>	<b>(33,716,150.63)</b>	<b>62.74%</b>

	ADOPTED	CARRYOVER	TOTAL	YEAR TO DATE	OUTSTANDING	UNCOMMITTED	% OF BUDGET USED
	BUDGET	BUDGET	BUDGET	ACTIVITY	ENCUMBRANCES	FUNDS	
<b>FUND 1 OPERATING</b>	<b>86,476,567.00</b>	<b>2,740,883.83</b>	<b>89,217,450.83</b>	<b>53,027,794.16</b>	<b>25,791,507.70</b>	<b>10,398,148.97</b>	<b>88.35%</b>
<b>FUND 5 FEDERAL PROJECT</b>							
005 09-10 HOUSE CONSTRUCTION	12,000.00	-	12,000.00	1,055.91	-	10,944.09	8.80%
045 PERRY POETS' FUND	-	700.00	700.00	274.72	-	425.28	39.25%
127 PARTNERS IN EDUCATION	10,195.00	11,548.55	21,743.55	16,266.65	-	5,476.90	74.81%
281 DISTINGUISHED SCHOOLS	-	8,488.00	8,488.00	1,462.30	-	7,025.70	17.23%
480 07-08 TITLE I, PART D N&D	-	3,823.85	3,823.85	3,823.85	-	-	100.00%
491 21ST CENTURY GRANT 08-09	-	23,212.70	23,212.70	23,212.70	-	-	100.00%
503 NATIONAL BOARD INCENTIVE	-	12,500.00	12,500.00	12,500.00	-	-	100.00%
510 PLAY IT SMART	-	55,323.92	55,323.92	37,128.08	20,702.16	(2,506.32)	104.53%
520 QUALITY INITIATIVE	-	5,063.00	5,063.00	2,052.47	-	3,010.53	40.54%
529 ED TECH SERIES VIII	-	26,000.00	26,000.00	25,079.00	-	921.00	96.46%
810 08-09 CARL PERKINS VOC FUNDS	-	9,680.76	9,680.76	9,680.76	-	-	100.00%
813 08-09 619-A PRESCHOOL SPED	-	31,695.95	31,695.95	31,695.95	-	-	100.00%
814 08-09 TITLE I, PART A	-	388,829.25	388,829.25	358,038.90	-	30,790.35	92.08%
815 08-09 TITLE I, PART D N&D	-	35,946.73	35,946.73	35,946.73	-	0.00	100.00%
816 08-09 TITLE II, PART A	-	238,510.93	238,510.93	208,771.86	10,800.00	18,939.07	92.06%
817 08-09 TITLE II,PART D	-	22,383.39	22,383.39	20,004.60	-	2,378.79	89.37%
818 08-09 TITLE I PART D JDH (SOP)	-	15,159.67	15,159.67	13,299.51	-	1,860.16	87.73%
819 08-09 TITLE IV, PART A S&D	-	12,517.08	12,517.08	7,593.65	2,690.80	2,232.63	82.16%
831 08-09 BLUE RIDGE CONSORT	-	1,570.16	1,570.16	103.02	-	1,467.14	6.56%
834 ED TECH SERIES VIII - MSLC	26,000.00	-	26,000.00	21,438.91	916.25	3,644.84	85.98%
837 08-09 TITLE VII - HOMELESS	-	10,507.31	10,507.31	3,337.45	449.00	6,720.86	36.04%
842 09-10 PROJECT GRADUATION	-	9,616.65	9,616.65	4,159.91	-	5,456.74	43.26%
845 08-09 21ST CENTURY GRANT #2	-	292,829.01	292,829.01	195,724.13	27,106.16	69,998.72	76.10%
847 WEYERHAEUSER GRANT-HES	-	2,759.10	2,759.10	2,498.50	-	260.60	90.55%
910 09-10 CARL PERKINS VOC FUNDS	233,979.00	20,083.31	254,062.31	61,283.18	14,314.21	178,464.92	29.76%
911 09-10 GEAR UP GRANT	46,700.00	2,744.00	49,444.00	29,398.37	6,359.74	13,685.89	72.32%
912 09-10 GENERAL ADULT ED	17,635.00	-	17,635.00	940.27	-	16,694.73	5.33%
913 09-10 619-A PRESCHOOL SPED	62,854.00	(701.00)	62,153.00	30,240.93	161.59	31,750.48	48.92%
913 09-10 619-A PRESCHOOL SPED-STIMULUS	-	78,222.00	78,222.00	-	-	78,222.00	0.00%
915 09-10 TITLE I, PART D N&D	302,470.00	(88,652.29)	213,817.71	114,062.08	66,723.78	33,031.85	84.55%
915 09-10 TITLE I, PART D N&D - STIMULUS	-	78,957.40	78,957.40	44,045.35	184.45	34,727.60	56.02%
916 09-10 TITLE II,PART A	673,750.00	13,224.81	686,974.81	336,883.40	219,319.51	130,771.90	80.96%
917 09-10 TITLE II, PART D	31,000.00	5,257.68	36,257.68	2,207.59	-	34,050.09	6.09%
917 09-10 TITLE II, PART D - STIMULUS	-	92,439.46	92,439.46	73,386.14	-	19,053.32	79.39%
918 09-10 TITLE I-D JDH-SOP	-	25,184.42	25,184.42	7,810.88	8,410.10	8,963.44	64.41%
919 09-10 TITLE IV,PART A S&D	60,000.00	(10,552.86)	49,447.14	27,353.83	-	22,093.31	55.32%
920 09-10 TITLE V,PART A	25,039.00	-	25,039.00	-	-	25,039.00	0.00%
921 09-10 TITLE III, PART A	-	19,771.53	19,771.53	10,381.67	7,962.60	1,427.26	92.78%
924 09-10 TITLE I, PART A	3,005,099.00	947,981.08	3,953,080.08	1,839,790.66	1,252,426.15	860,863.27	78.22%
924 09-10 TITLE I, PART A - STIMULUS	-	2,779,108.02	2,779,108.02	347,512.36	81,129.90	2,350,465.76	15.42%
927 ISTATION - PERRYMONT	-	6,500.00	6,500.00	6,500.00	-	-	100.00%
930 09-10 ALT ED REGIONAL	268,336.00	-	268,336.00	195,428.20	109,052.53	(36,144.73)	113.47%
932 09-10 BLUE RIDGE REG JAIL	195,719.00	(12,957.00)	182,762.00	126,695.87	40,947.54	15,118.59	91.73%
933 09-10 DETENTION HOME/CDC	519,830.00	241,644.00	761,474.00	432,884.60	195,823.44	132,765.96	82.56%
934 09-10 ED TECH INIT BOND	492,000.00	-	492,000.00	-	-	492,000.00	0.00%
934 09-10 ED TECH INIT BOND - MSLC	26,000.00	-	26,000.00	-	11,456.25	14,543.75	44.06%

937	09-10 TITLE X PART C	-	26,000.00	26,000.00	5,250.00	-	20,750.00	20.19%
938	09-10 MENTOR TEACHERS	6,456.00	3,184.34	9,640.34	2,862.36	-	6,777.98	29.69%
945	09-10 21ST CENTURY GRANT	-	180,000.00	180,000.00	56,444.99	13,557.78	109,997.23	38.89%
	<b>TOTAL FEDERAL PROJECTS</b>	<b>6,015,062.00</b>	<b>5,626,104.91</b>	<b>11,641,166.91</b>	<b>4,786,512.29</b>	<b>2,090,493.94</b>	<b>4,764,160.68</b>	<b>59.07%</b>
	<b>FUND 7 STEP WITH LINKS</b>							
	STEP WITH LINKS	44,918.00	-	44,918.00	21,520.25	11,513.55	11,884.20	73.54%
	<b>TOTAL STEP WITH LINKS</b>	<b>44,918.00</b>	<b>-</b>	<b>44,918.00</b>	<b>21,520.25</b>	<b>11,513.55</b>	<b>11,884.20</b>	<b>73.54%</b>
	<b>FUND 8 CENTRAL VA GOV SCHOOL</b>							
	GOV SCHOOL	892,367.70	6,273.00	898,640.70	581,970.77	169,919.30	146,750.63	83.67%
	<b>TOTAL CENTRAL VA GOV SCH</b>	<b>892,367.70</b>	<b>6,273.00</b>	<b>898,640.70</b>	<b>581,970.77</b>	<b>169,919.30</b>	<b>146,750.63</b>	<b>83.67%</b>
	<b>FUND 9 LAUREL REGIONAL PROGRAM</b>							
	LAUREL PROGRAM	4,575,068.00	-	4,575,068.00	1,920,968.54	1,127,760.34	1,526,339.12	66.64%
	<b>TOTAL LAUREL REGIONAL PROGRAM</b>	<b>4,575,068.00</b>	<b>-</b>	<b>4,575,068.00</b>	<b>1,920,968.54</b>	<b>1,127,760.34</b>	<b>1,526,339.12</b>	<b>66.64%</b>
	<b>TOTAL ALL FUNDS</b>	<b>98,003,982.70</b>	<b>8,373,261.74</b>	<b>106,377,244.44</b>	<b>60,338,766.01</b>	<b>29,191,194.83</b>	<b>16,847,283.60</b>	<b>84.16%</b>

# Agenda Report

**Date:** 04/20/10

**Agenda Number:** C-2

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent  
Stephen C. Smith, Assistant Superintendent of Curriculum and Instruction

**Subject:** Administrative Regulation 6-8: School Day

## **Summary/Description:**

On March 23, 2010, the school board approved the Lynchburg City Schools academic calendar for 2010-11. The approved calendar included the removal of the optional first period bus runs and the reduction in student instructional days from 180 to 172.

In order to account for the fewer number of instructional days, additional instructional time is recommended at each level. Administrative Regulation 6-8: School Day has been modified to reflect these changes.

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

## **Recommendation:**

The superintendent recommends that the school board approve Administrative Regulation 6-8: School Day.

INSTRUCTION

**School Day R 6-8**

**{For the 2009-10 school year, T{t}he length of the school day for students is as follows:**

- (a) Elementary Schools 8:55 a.m. – 3:30 p.m. m. – 3:30 p.m.  
8:45a.m. – 3:50p.m.
- (b) Middle Schools 8:20 a.m. – 2:55 p.m.. – 2:55 p.m.
- (c) High Schools 8:15a.m. – 3:20p.m.  
8:00 a.m. – 2:25 p.m. or optional first period  
7:08 a.m. – 2:25 p.m.

**{For the 2010-11 school year, the length of the school day for students is as follows:**

- (a) Elementary Schools 8:45 a.m. – 3:50 p.m.
- (b) Middle Schools 8:15 a.m. – 3:20 p.m.
- (c) High Schools 7:40 a.m. – 2:45 p.m.} – 2:25 p.m. or  
7:40a.m. – 2:45p.m.  
  
optional first period  
7:08 a.m. – 2:25 p.m.

Approved by School Board: April 7, 1981  
 Revised by School Board: August 1, 1989  
 Revised by School Board: June 6, 2006  
 Revised by School Board:

# Agenda Report

**Date:** 04/20/10

**Agenda Number:** C-3

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent  
Stephen C. Smith, Assistant Superintendent of Curriculum and Instruction

**Subject:** Administrative Regulation 6-18: Instruction

## **Summary/Description:**

Given that a listing of curriculum guides would need frequent revision to stay up to date, and given that there is no requirement to maintain such a listing in policy or regulation, the school administration recommends the deletion of Administrative Regulation 6-18: Instruction.

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

## **Recommendation:**

The superintendent recommends that the school board approve Administrative Regulation 6-18: Instruction.

## INSTRUCTION

The following Curriculum Guides have been developed and are continually reviewed and revised to meet the needs of the division's instructional program:

- Experiences in Readiness
- Guide for Reading Comprehension
- Guide for Language Mechanics Skills
- Elementary Writing Guide
- Art Guide (Elementary)
- Movement Education Guide (Elementary)
- Music Guide (Elementary)
- Elementary Social Studies Course of Study
- Elementary Science Guide
- Alternatives for Early Childhood Science Experiences
- Nutrition in the Elementary Schools
- Gifted Opportunity Course Outline for Social Studies
- Gifted Opportunity Course Outline for Science
- Gifted Opportunity Course Outline - Language Arts
- Basic Elementary Mathematics Skills - Guides for Levels 1-6
- Formula for Solving Word Problems
- Charts and Graphs Guide
- Measuring in Metrics Guide
- Math Vocabulary Lost Guide
- Calculator Skills and Applications
- Curriculum Guide for Advanced Math Students
- Middle School Computer Guide
- Middle School Course Selection Guide
- High School Course Selection Guide
- Writing Guide
- Vocational - Trade and Industrial Course Outlines
- Vocational - Trade and Industrial C.B.E. Records
- Driver's Education Handbook
- Oral Communication Guide for Speaking and Listening
- Thinking Skills K-12
- Secondary School Course Outlines
- Family Life Education K-12
- Middle School Reading Program
- Middle Schools' Extended Reading Guide
- AIDS Education Guides 6-12 (Incorporated into the Family Life Program 6-12)

Approved by Superintendent: June 30, 1981

Revised by Superintendent: August 2, 1983

INSTRUCTION

Revised by Superintendent: August 1, 1989  
Deleted by School Board: May 4, 2010

# Agenda Report

**Date:** 04/20/10

**Agenda Number:** C-4

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent  
Stephen C. Smith, Assistant Superintendent of Curriculum and Instruction

**Subject:** School Board Policy 7-24: Student Course Load

## Summary/Description:

On March 23, 2010, the school board approved the Lynchburg City Schools academic calendar for 2010-11. The approved academic calendar includes the following changes:

- 1) the replacement of the optional first-period with a seven-period high school day
- 2) the removal of the current high school exam structure
- 3) the addition of study halls and repeat courses in high school
- 4) the addition of a senior early dismissal option
- 5) the addition of elementary early dismissal days at the end of each six weeks
- 6) the removal of seven work and professional development days
- 7) the lengthening of the winter break
- 8) a spring break the week prior to Easter
- 9) an earlier last day of instruction, May 27, 2011
- 10) graduation on the afternoon on Sunday, May 29, 2011

Given the addition of a senior early dismissal option (item four) the school administration recommends revisions to School Board Policy 7-24: Student Course Load.

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

## Recommendation:

The superintendent recommends that the school board approve School Board Policy 7-24: Student Course Load.

## STUDENTS

Student Course Load P7-24

- {A.} Students in grades 9–12 {9-11} must carry the equivalent of six full {credit-bearing} courses and may {must} elect to carry an optional another approved course{, a repeat course, or a study hall} in the seventh period.**
- {B. All students in grade twelve (senior students) must carry the equivalent of four credit-bearing courses.**
- C. Unless a waiver is granted, senior students must also carry other approved courses, repeat courses, or study halls in the other three periods.**
- D. Senior students for whom a waiver is granted may be dismissed from school after the fourth, fifth, or sixth period. Transportation from school to home will not be provided for students who are dismissed early.**
- E. A waiver to the student course load requirement may be granted for a senior student if that student has earned sufficient credits such that a reduced course load in the senior year will still permit the student to meet all graduation requirements by the end of the year.**
- F. Applications for senior student course load waivers will be accepted each spring and fall for the following semester.**
- G. To be considered for a waiver, a senior student and a parent or legal guardian must complete, sign, and submit the application to the guidance office by the posted deadline. The guidance counselor will review the data and recommend that the building principal approve or deny the waiver application. If the waiver is approved, the senior student's schedule for the next semester will reflect the early dismissal.**
- H. At the beginning of the semester for which the waiver has been approved, the guidance counselor will again review the senior student's data to ensure that the student still qualifies for the waiver.**
- I. The approved waiver application will be kept on file at the school, and a list of all senior students for whom a waiver has been approved will be sent to the director of secondary education at the start of each semester.**
- J. Unless under the direct supervision of a staff member, senior students for whom a waiver is approved must exit the school building promptly after their early dismissal time and shall not return to the school property for school activities until the end of the instructional day. Failure to comply with this requirement may result in the waiver being revoked.**

STUDENTS

- K. **Beyond this policy there may be other allowances for early dismissals, such as those approved for work/study programs or off-site instruction, individual allowances for certain health conditions, and so on. Nothing in this policy is meant to supersede the policies, regulations, and practices associated with such other early dismissals.**
  
- L. **By completing an application for a waiver, the student and parent/guardian accept responsibility for any repercussions which may be related to the student’s reduced course load. Such possible repercussions specifically, but not exclusively, include those related to admissions, selections, or eligibility for any schools, programs, activities, recognitions, or the like.}**
  
- M. ~~Students may be permitted to carry fewer courses only upon approval by the superintendent or his designee. Students attending a fifth high school year may be allowed to carry a reduced load as approved by the principal. {Other students may be permitted to carry fewer courses only upon approval by the superintendent or his designee.}~~

Legal Reference: ~~(1992) Virginia Board of Education regulation updated.~~

~~Virginia Board of Education Regulations, “Governing the Accreditation of Public Schools in Virginia” at §7.12—“All students in grades 1-12 shall maintain a full day schedule of classes (5-1/2 hours), unless a waiver is granted by the local superintendent of schools. ...”(1992) {Board of Education Regulations Establishing Standards for Accrediting Public Schools in Virginia, 8 VAC 20-131-10 et seq.}~~

- Adopted by School Board: June 19, 1973
- Revised by School Board: September 7, 1976
- Revised by School Board: January 6, 1981
- Revised by School Board: November 2, 1982
- Revised by School Board: September 18, 198
- Revised by School Board:

# Agenda Report

**Date:** 04/20/10

**Agenda Number:** F-1

**Attachments:** No

**From:** Paul McKendrick, Superintendent  
Stephen C. Smith, Assistant Superintendent for Curriculum and Instruction

**Subject:** Tuition and Fees for Dual-Enrollment Courses: 2010-11

## **Summary/Description:**

On March 23, 2010, the school board approved the operating budget for 2010-11. One component of that budget was a reduction in annual expenditures of \$86,000 related to the costs of tuition and fees for dual enrollment courses.

Prior to the 2006-07 school year, all students enrolled in dual-enrollment courses paid all tuition and fees for the first semester and purchased any required textbooks. If a student earned a grade of "C" or better for the first semester, the Lynchburg City Schools would pay the tuition and fees for the second semester.

The change for the 2006-07 school year and beyond was for the school division to cover both the costs of the textbooks and the complete tuition and fees for dual-enrollment courses. This was to remove potential economic barriers to students eligible to participate in these courses. However, given the budget challenges for 2010-11, the school administration is making the following recommendations for the 2010-11 school year and beyond:

- 1) Textbooks for dual-enrollment courses will still be provided at no cost to students.
- 2) Students who are not eligible for free or reduced price lunch will pay the full tuition and fees charged by Central Virginia Community College each semester. The tuition and fees for dual-enrollment credit from Central Virginia Community College for the spring of 2010 are \$100.00 per credit hour per semester.
- 3) Students who are eligible for free or reduced priced lunches will pay \$25 per credit hour per semester.

As noted previously, this change will result in a reduction to the operating budget of \$86,000. The reduction in tuition and fees for students who are eligible for free or reduced price lunch will be covered through the partial reimbursement of tuition provided by Central Virginia Community College to school divisions participating in the dual-enrollment program.

# Agenda Report

**Date:** 04/20/10

**Agenda Number:** F-1

**Attachments:** No

The credit hours awarded for the various dual-enrollment courses in the Lynchburg City Schools High School Program of Studies for 2010-11 are listed below:

## Core Courses

Advanced College Biology	4 credits per semester
Advanced College Composition	3 credits per semester
Advanced Pre-Calculus and Applied Calculus	3 credits per semester

## Career-Technical Courses

Building Trades 2	3 credits per semester
Computer Networking and Hardware 1	3 credits per semester
Computer Networking and Hardware 2	4 credits per semester
Computer Systems Technology 1	3 credits per semester
Computer Systems Technology 2	4 credits per semester
Early Childhood Education 2	3 credits per semester
Emergency Medical Technician	4 credits per semester
Precision Machining Technology	3 credits per semester

Two courses, Nuclear Technologies (three credits total), and Teachers for Tomorrow (four credits total), award college credits at the end of the year rather than at the end of the semester. For these courses, students who are eligible for free or reduced price lunch will pay half of the tuition and fees charged, and students who are not economically disadvantaged will pay the full cost.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 05/04/10

## **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 4, 2010.

# Agenda Report

**Date:** 04/20/10

**Agenda Number:** F-2

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent  
Stephen C. Smith, Assistant Superintendent of Curriculum and Instruction

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

## Summary/Description:

On March 23, 2010, the school board approved the Lynchburg City Schools academic calendar for 2010-11. The approved academic calendar includes the following changes:

- 1) the replacement of the optional first-period with a seven-period high school day
- 2) the removal of the current high school exam structure
- 3) the addition of study halls and repeat courses in high school
- 4) the addition of a senior early dismissal option
- 5) the addition of elementary early dismissal days at the end of each six-weeks
- 6) the removal of seven work and professional development days
- 7) the lengthening of the winter break
- 8) a spring break the week prior to Easter
- 9) an earlier last day of instruction, May 27, 2011
- 10) graduation on the afternoon on Sunday, May 29, 2011

Given the removal of the current high school exam structure (item two), the school administration recommends changes to Administrative Regulation 6-58: Secondary Student Evaluation and Grading Procedures.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 05/04/10

## 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 4, 2010.

## INSTRUCTION

Secondary Student Evaluation and Grading Procedures**{A. Determining End-of-Course Grades**

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

**A{B.}Determining Semester Grades**

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

~~**B. Senior Exam Exemptions**~~

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

~~**C. Standards of Learning Exam Option**~~

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

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

~~**D{C.}Determining Grades for a Student Who Drops {Exits} a Course Before the End of the Semester**~~

~~All {requests for a student to be dropped from a course shall be made in~~

## INSTRUCTION

Secondary Student Evaluation and Grading Procedures (continued)

**writing, signed by a parent/guardian, and turned in to the guidance department by the end of the 15<sup>th</sup> school day of the semester.} schedule changes must take place within the first three weeks of school. Any courses dropped within that time period will not be recorded on a student's report card or permanent record. Only with permission of the principal will a student be allowed to drop a course beyond this time period. In such cases, an F is to be recorded as the course grade. The grade should be the student's exact or approximate numerical grade at the time of withdrawal averaged with zero for each of the factors constituting the grade for the remainder of the semester. **{Courses may not be dropped after the deadline.****

**However, a principal may approve a student to be transferred from one level of course to a lower level of the same course any time during the semester if space is available in a section of that course in the current schedule. In this case, the name of the course will be changed on the transcript, and the previously earned grades will be counted toward the semester grade reported on the transcript under the lower-level course name.**

**In the case that a student is an "attendance drop" after the deadline of the 15<sup>th</sup> school day, but before the end of the 60<sup>th</sup> school day, the student's schedule will be dropped, and no record of courses in which the student was enrolled will be maintained. If the student is an "attendance drop" from a course after the 60<sup>th</sup> school day, a zero will be recorded for any assignments not completed during the remainder of the semester, and the resulting "F" grade will be manually recorded for the semester course grade at the time of the drop.**

**In the rare case that extenuating circumstances justify a withdrawal from a course after the 60<sup>th</sup> school day, the student's transcript will reflect the course and a grade of withdrawal passing (WP) or withdrawal failing (WF) for the semester. These designations (WP and WF) are not considered in Grade Point Average calculations. The decision to withdraw a student from a course after the 60<sup>th</sup> school day will be made by the superintendent (or designee) in consultation with the building principal. If it is determined that sufficient justification for a withdrawal does not exist, the student will remain in the course until the end of the semester.}**

**E{C.}Grades and Class Rank Related to Courses Repeated**

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

## INSTRUCTION

Secondary Student Evaluation and Grading Procedures (continued)

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

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

**E. Credit Recovery (Repeat) Courses**

**Students who have earned an “F” in a high school credit course may retake that course as a repeat course. Repeat courses are designed for credit recovery, and they provide instruction in the content of the course in half as many instructional hours as a new credit course. New credit courses that provide 0.5 Carnegie units for a semester (these are the typical one-period courses) are required to meet for no less than 70 clock hours per semester. The same course in a repeat course format would meet for no less than 35 hours. Only students who have previously failed a new course and have had that failure reflected on the academic record are eligible to take a repeat course for credit. To be clear, students who have been awarded a “WF” or a “WP” in a new course have not earned any credit for the course and have not failed the course, so they are not eligible to take that course as a repeat course. If necessary or desired, that course would be retaken as a new credit.**

**Students who register for such repeat courses are taking those courses officially for credit recovery. If a student fails a repeat course, that student will earn an “F” grade, and it will be reflected on the student’s academic record. Students who are dropped from a repeat course prior to the 23<sup>rd</sup> instructional hour will not have that course appear on their transcripts. However, if after the 23<sup>rd</sup> hour a student no longer attends a course, a zero will be recorded for any assignments not completed during the remainder of the course, and the resulting grade will be manually recorded for the semester course grade at the time of the drop.}**

Approved by Superintendent: August 2, 1983

Revised by School Board: September 21, 1993

Revised by School Board: March 30, 1999

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

Revised by the School Board:

# Agenda Report

**Date:** 04/20/10

**Agenda Number:** F-3

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent  
Stephen C. Smith, Assistant Superintendent of Curriculum and Instruction

**Subject:** Administrative Regulation 6-59: Student Examinations

## Summary/Description:

On March 23, 2010, the school board approved the Lynchburg City Schools academic calendar for 2010-11. The approved academic calendar includes the following changes:

- 1) the replacement of the optional first-period with a seven-period high school day
- 2) the removal of the current high school exam structure
- 3) the addition of study halls and repeat courses in high school
- 4) the addition of a senior early dismissal option
- 5) the addition of elementary early dismissal days at the end of each six-weeks
- 6) the removal of seven work and professional development days
- 7) the lengthening of the winter break
- 8) a spring break the week prior to Easter
- 9) an earlier last day of instruction, May 27, 2011
- 10) graduation on the afternoon on Sunday, May 29, 2011

Given the removal of the current high school exam structure (item two) the school administration recommends the deletion of Administrative Regulation 6-59: Student Examinations.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 05/04/10

## 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 4, 2010.

## INSTRUCTION

Student Examinations

~~Students taking courses for high school credit, including eighth graders at the middle school, are expected to take exams during the scheduled exam period. Family plans should be arranged around exams in order to ensure the integrity of the exams and allow students to take advantage of review periods. Under extenuating circumstances, parents may request in writing to the principal that an exam be administered at another time. The principal will review each request on an individual basis. If the request is approved, students normally will be expected to make up the exam after the exam period. An exam administered after the scheduled exam period may be different from the regular exam.~~

~~Approved by Superintendent: March 5, 1996~~

~~Deleted by the School Board:~~

# Agenda Report

**Date:** 04/20/10

**Agenda Number:** F-4

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent

**Subject:** Sandusky Middle School Early Dismissal

## **Summary/Description:**

As part of its planning for the closing Sandusky Middle School, the school administration has scheduled the last instructional day at the school to be June 4, 2010. Ordinarily, the last instructional day for the school division is June 10. The primary reason for the proposed amendment to the school's calendar is to move staff and equipment to the new site.

The school administration has reviewed all of the issues, factors, and concerns related to the amended schedule, including, but not limited to, informing parents, employing staff during that period, and administering state testing. While all of these issues are important, the one most critical relates to state testing. State testing will be complete by then. Further, the school administration has confirmed with the Virginia Department of Education that the proposed amended schedule does not violate any regulations relative to required attendance, testing, or any aspect of the daily operations of the school.

Of equal importance is the need to vacate the building as early as possible so that the construction company can demolish the building. Further, the site's landscaping also has to be completed.

The school administration requests approval from the school board to amend the schedule for Sandusky Middle School so that the last instructional day for this academic year is June 4, 2010.

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

## **Recommendation:**

The superintendent recommends that the school board approve June 4, 2010, at the last instructional day for students at Sandusky Middle School.