



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

Lynchburg City School Board

Keith R. Anderson
School Board District 2

Mary Ann H. Barker
School Board District 1

Albert L. Billingsly
School Board District 3

Regina T. Dolan-Sewell
School Board District 1

Troy L. McHenry
School Board District 3

Jennifer R. Poore
School Board District 2

Treney L. Tweedy
School Board District 3

J. Marie Waller
School Board District 2

Charles B. White
School Board District 1

School Administration

Larry A. Massie
Interim Superintendent

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

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendie L. Sullivan
Clerk

**SCHOOL BOARD MEETING
August 16, 2011 5:30 p.m.
School Administration Building
Board Room**

A. PUBLIC COMMENTS

- 1. Public Comments
Larry A. Massie.Page 1
Discussion

B. FINANCE REPORT

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

C. CONSENT

- 1. Personnel Report
Billie Kay WingfieldPage 6
Discussion/Action

D. UNFINISHED BUSINESS

- 1. Superintendent Search
Charles B. White.Page 9
Discussion
- 2. Administrative Regulation 7-45: Interscholastic Athletic
Participation
Larry A. Massie.Page 10
Discussion/Action

E. NEW BUSINESS

- 1. Central Virginia Governor's School for Science
and Technology: 2011-12 Budget
Anthony E. Beckles, Sr.Page 17
Discussion/Action

2. Pauline F. Maloney STEP with Links Program
Budget: 2011-12
Anthony E. Beckles, Sr.Page 20
Discussion/Action
3. Adequate Yearly Progress Results
Larry A. Massie.Page 22
Discussion
4. Administrative Regulation 5-53.8: Classified Personnel
Evaluation
Billie Kay Wingfield. Page 23
Discussion
5. School Board Retreat: 2011-12
Larry A. Massie.Page 30
Discussion

F. SUPERINTENDENT’S COMMENTS

G. BOARD COMMENTS

H. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, September 6, 2011, 5:30 p.m.
Board Room, School Administration Building

I. ADJOURNMENT

Agenda Report

Date: 08/16/11

Agenda Number: A-1

Attachments: No

From: Larry A. Massie, Interim 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 interim superintendent recommends that the school board receive this agenda report as an informational item.

Agenda Report

Date: 8/16/11

Agenda Number: B-1

Attachments: Yes

From: Larry A. Massie, Interim Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: Finance Report

Summary/Description:

The school administration, in accordance with the 2011-12 school's operating budget, authorized, approved, and processed the necessary payments through July 31, 2011. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through July 31, 2011, for the operating fund.

Total Operating Fund Budget	\$75,705,953.00
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Through July 31, 2011

Actual Revenue Received	\$ 2,314,249.22
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Actual Expenditures	\$ 2,517,999.91
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Actual Encumbered	\$14,497,761.55
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Percent of Budget Received	3.06%
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Percent of Budget Used (excluding encumbrances)	3.33%
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As of 07/31/11 – 1 month	8.33%
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The revenue and expenditure reports detail the transactions recorded through July 31, 2011. All reports appear as attachments to the agenda report.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the One Month Ended July 31, 2011

	Fiscal Year 2010-11 (unaudited)			Fiscal Year 2011-12				BUDGET AVAILABLE	BUDGET % USED
	BUDGET	TRANSACTIONS	BUDGET % USED	BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES		
INSTRUCTION									
FUNCTION 1100 CLASSROOM INSTRUCTION	43,807,198.00	43,110,510.53	98.41%		425,543.90		440,097.82		
FUNCTION 1200 INST SUPPORT-STUDENT	2,754,658.44	2,679,824.08	97.28%		82,319.96		490,448.08		
FUNCTION 1300 INST SUPPORT-STAFF	5,091,974.86	4,961,151.16	97.43%		149,701.91		1,609,537.32		
FUNCTION 1400 INST SUPPORT-SCHOOL ADMN	4,404,168.11	3,398,822.72	77.17%		278,276.37		2,839,334.20		
TOTAL INSTRUCTION	56,057,999.41	54,150,308.49	96.60%	55,010,535.00	935,842.14	1.70%	5,379,417.42	48,695,275.44	11.48%
ADMINISTRATION									
FUNCTION 2100 ADMINISTRATION	2,449,937.78	2,096,489.08	85.57%		281,382.20		922,645.47		
FUNCTION 2200 ATTENDANCE & HEALTH SERV	1,803,495.42	1,736,958.35	96.31%		6,204.77		52,091.97		
TOTAL ADMINISTRATION	4,253,433.20	3,833,447.43	90.13%	4,521,880.00	287,586.97	6.36%	974,737.44	3,259,555.59	27.92%
PUPIL TRANSPORTATION									
FUNCTION 3100 MANAGEMENT & DIRECTION	278,661.38	270,242.66	96.98%		21,183.36		231,784.83		
FUNCTION 3200 VEHICLE OPERATION SERVICE	2,920,292.42	2,851,212.01	97.63%		143,061.12		22,908.25		
FUNCTION 3300 MONITORING SERVICE	318,795.50	303,775.67	95.29%		461.81		0.00		
FUNCTION 3400 VEHICLE MAINT SERVICE	367,100.50	363,030.56	98.89%		18,465.53		20,771.06		
FUNCTION 3500 BUS PURCHASE - REGULAR	169,217.06	169,227.06	100.01%		0.00		0.00		
FUNCTION 3600 BUS - LEASE PURCHASE	66,000.00	66,506.94	100.77%		0.00		0.00		
TOTAL PUPIL TRANSPORTATION	4,120,066.86	4,023,994.90	97.67%	3,877,363.00	183,171.82	4.72%	275,464.14	3,418,727.04	11.83%
OPERATIONS & MAINTENANCE									
FUNCTION 4100 MANAGEMENT & DIRECTION	307,191.98	287,213.22	93.50%		25,085.02		236,521.67		
FUNCTION 4200 BUILDING SERVICES	8,852,667.95	8,575,907.81	96.87%		846,918.98		6,024,506.75		
FUNCTION 4300 GROUNDS SERVICES	240,570.71	243,949.95	101.40%		15,999.20		168,292.32		
FUNCTION 4400 EQUIPMENT SERVICES	48,000.00	48,525.77	101.10%		3,458.22		0.00		
FUNCTION 4500 VEHICLE SERVICES	23,000.00	25,566.85	111.16%		1,180.77		0.00		
FUNCTION 4600 SECURITY SERVICES	232,224.50	260,550.95	112.20%		10,181.47		0.00		
TOTAL OPERATIONS & MAINTENANCE	9,703,655.14	9,441,714.55	97.30%	9,431,573.00	902,823.66	9.57%	6,429,320.74	2,099,428.60	77.74%
SCHOOL FOOD SERVICES									
FUNCTION 5100 SCHOOL FOOD SERVICES	0	0.00	0.00%	0	10,665.79		122,706.58	-133,372.37	
TOTAL SCHOOL FOOD SERVICES	0.00	0.00	0.00%	0.00	10,665.79	0.00%	122,706.58	-133,372.37	0.00%
FACILITIES									
FUNCTION 6200 SITE IMPROVEMENTS	0	0	0.00%	0	0		0	0.00	
FUNCTION 6600 BLDG ADD & IMP SERVICES	98,095.00	63,099.89	64.33%	95,677.00	2,290.00		0.00	93,387.00	
TOTAL FACILITIES	98,095.00	63,099.89	64.33%	95,677.00	2,290.00	2.39%	0.00	93,387.00	2.39%
DEBT SERVICE									
FUNCTION 7100 DEBT SERVICE	720,472.94	717,900.14	99.64%	536,752.00	82,509.66	15.37%	420,615.12	33,627.22	93.74%
TOTAL DEBT SERVICE									
TECHNOLOGY									
FUNCTION 8100 CLASSROOM INSTRUCTION	1,560,213.69	1,762,037.19	112.94%		64,458.57		692,118.69		
FUNCTION 8200 INSTRUCTIONAL SUPPORT	652,501.82	466,081.62	71.43%		48,651.30		203,381.42		
FUNCTION 8200 LEASE PURCHASE	109,975.76	109,975.76	100.00%		0.00		0.00		
TOTAL TECHNOLOGY	2,322,691.27	2,338,094.57	100.66%	2,232,173.00	113,109.87	5.07%	895,500.11	0.00	45.19%
CONTINGENCY RESERVES									
FUNCTION 9100 CLASSROOM INSTRUCTION	0	0	0.00%						
FUNCTION 9300 ADMINISTRATION	300,000.00	0	0.00%						
FUNCTION 9500 PUPIL TRANSPORTATION	200,000.00	0	0.00%						
FUNCTION 9600 OPERATIONS & MAINTENANCE	0	0	0.00%						
TOTAL CONTINGENCY RESERVES	500,000.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL OPERATING BUDGET	77,776,413.82	74,568,559.97	95.88%	75,705,953.00	2,517,999.91	3.33%	14,497,761.55	57,466,628.52	22.48%

Agenda Report Attachment

Item: B-1

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the One Month Ended July 31, 2011

ACCOUNT TITLE	FY 2010-2011 (unaudited)				FY 2011-12			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
240308 SALES TAX RECEIPTS	(8,321,436.00)	(8,686,156.49)	364,720.49	104.38%	(8,965,522.00)		(8,965,522.00)	0.00%
240202 BASIC SCHOOL AID	(19,996,461.00)	(18,942,052.10)	(1,054,408.90)	94.73%	(19,663,616.00)	(1,638,634.66)	(18,024,981.34)	8.33%
240207 GIFTED & TALENTED	(232,983.00)	(233,626.00)	643.00	100.28%	(233,116.00)	(19,426.34)	(213,689.66)	8.33%
240208 REMEDIAL EDUCATION	(916,399.00)	(918,931.00)	2,532.00	100.28%	(916,922.00)	(76,410.16)	(840,511.84)	8.33%
240208 REMEDIAL EDUCATION	(206,426.00)	(148,487.00)	(57,939.00)	71.93%	(148,487.00)		(148,487.00)	0.00%
240209 ENROLLMENT LOSS	0.00	0.00	0.00	0.00%	0.00		0.00	0.00%
240212 SPECIAL ED SOQ	(2,583,520.00)	(2,590,657.00)	7,137.00	100.28%	(2,584,995.00)	(215,416.26)	(2,369,578.74)	8.33%
240217 VOCATIONAL ED SOQ	(305,466.00)	(306,310.00)	844.00	100.28%	(305,641.00)	(25,470.08)	(280,170.92)	8.33%
240221 SOC SEC-INSTR	(1,340,942.00)	(1,344,650.00)	3,708.00	100.28%	(1,212,202.00)	(111,809.26)	(1,100,392.74)	9.22%
240223 VRS INSTRUCTIONAL	(792,143.00)	(794,330.00)	2,187.00	100.28%	(1,341,711.00)	(101,016.84)	(1,240,694.16)	7.53%
240241 GROUP LIFE INST	(46,598.00)	(46,725.00)	127.00	100.27%	(46,623.00)	(3,885.26)	(42,737.74)	8.33%
240228 READING INTERVENTN	(117,822.00)	(142,932.00)	25,110.00	121.31%	(141,000.00)		(141,000.00)	0.00%
240205 CAT-REG FOSTER	(150,118.00)	(140,240.00)	(9,878.00)	93.42%	(145,135.00)		(145,135.00)	0.00%
240246 CAT-HOMEBOUND	(160,802.00)	(147,984.74)	(12,817.26)	92.03%	(156,865.00)		(156,865.00)	0.00%
240248 REGIONAL TUITION	(866,273.00)	(645,645.48)	(220,627.52)	74.53%	(849,922.00)		(849,922.00)	0.00%
240265 AT RISK SOQ	(1,071,449.00)	(1,074,480.00)	3,031.00	100.28%	(1,074,910.00)		(1,074,910.00)	0.00%
240309 ESL	(114,953.00)	(89,904.00)	(25,049.00)	78.21%	(106,053.00)		(106,053.00)	0.00%
330213 SCHOOL LUNCH	0.00	0.00	0.00	100.00%	0.00		0.00	100.00%
240281 AT RISK 4 YR OLDS	(1,209,101.00)	(1,209,101.00)	0.00	100.00%	(1,231,987.00)		(1,231,987.00)	0.00%
240218 CTE - ADULT ED	(19,175.00)	(1,238.00)	(17,937.00)	6.46%	(19,175.00)		(19,175.00)	0.00%
240252 CTE EQUIPMENT	0.00	(10,212.98)	10,212.98	100.00%	0.00		0.00	100.00%
240253 CTE OCC PREP	(29,073.00)	(25,260.00)	(3,813.00)	86.88%	(33,809.00)		(33,809.00)	0.00%
LOTTERY PROCEEDS	0.00	0.00	0.00	0.00%	0.00		0.00	0.00%
REG SPEC SERV	0.00	0.00	0.00	0.00%	0.00		0.00	0.00%
240273 CPI HOLD HARMLESS	(1,744,519.00)	(1,563,186.60)	(181,332.40)	89.61%	(126,411.00)		(126,411.00)	0.00%
SUPPLEMENTAL SUPPORT	0.00	0.00	0.00	0.00%	(671,477.00)		(671,477.00)	
240275 PRIMARY CLASS SIZE	(1,174,904.00)	(1,171,919.00)	(2,985.00)	99.75%	(1,190,402.00)		(1,190,402.00)	0.00%
240214 TEXTBOOKS	(272,021.00)	(272,772.00)	751.00	100.28%	(210,115.00)	(17,509.58)	(192,605.42)	8.33%
240203 GED/ISAP	(23,576.00)	(23,576.00)	0.00	100.00%	(23,576.00)		(23,576.00)	0.00%
240405 ALGEBRA READINESS	(110,760.00)	(114,911.00)	4,151.00	103.75%	(114,911.00)		(114,911.00)	0.00%
COMMONWEALTH OF VA	(41,806,920.00)	(40,645,287.39)	(1,161,632.61)	97.22%	(41,514,583.00)	(2,209,578.44)	(39,305,004.56)	5.32%
330201 BASIC ADULT ED.	(50,000.00)	(900.00)	(49,100.00)	1.80%	(50,000.00)		(50,000.00)	0.00%
330212 IMPACT AIDPL81-874	(6,000.00)	(7,990.43)	1,990.43	133.17%	(6,000.00)		(6,000.00)	0.00%
180303 MEDICAID REIMBURSE	(300,000.00)	(842,050.41)	542,050.41	280.68%	(300,000.00)		(300,000.00)	0.00%
JR ROTC	(105,000.00)	(114,133.42)	9,133.42	108.70%	(105,000.00)		(105,000.00)	0.00%
FEDERAL	(461,000.00)	(965,074.26)	504,074.26	209.34%	(461,000.00)	0.00	(461,000.00)	0.00%

Agenda Report Attachment

Item: B-1

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the One Month Ended July 31, 2011

Agenda Report Attachment

	FY 2010-2011 (unaudited)				FY 2010-2011			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
510500 CITY OPER APPR	(33,710,034.00)	(33,710,034.00)	0.00	100.00%	(31,942,103.00)		(31,942,103.00)	0.00%
510502 CITY DEBT SERV APP	(33,627.00)	(31,021.65)	(2,605.35)	92.25%	(33,627.00)		(33,627.00)	0.00%
CITY - USE OF RESERVES	0.00	0.00	0.00	0.00%	(200,000.00)		(200,000.00)	0.00%
CITY	(33,743,661.00)	(33,741,055.65)	(2,605.35)	99.99%	(32,175,730.00)	0.00	(32,175,730.00)	0.00%
189912 MISC REV/OTH FUNDS	0.00	(278,541.93)	278,541.93	100.00%	0.00	(270.00)	270.00	100.00%
180303 REBATES & REFUNDS	(15,000.00)	(51,501.65)	36,501.65	343.34%	(15,000.00)	(942.00)	(14,058.00)	6.28%
189903 DONATIONS & SP GF	0.00	0.00	0.00	0.00%	0.00		0.00	0.00%
189909 SALE OTHER EQUIP	0.00	(1,813.45)	1,813.45	100.00%	0.00		0.00	100.00%
189910 INSURANCE ADJUST	(162,217.06)	(168,572.58)	6,355.52	103.92%	(3,000.00)		(3,000.00)	0.00%
189912 OTHER FUNDS	0.00	0.00	0.00	0.00%	0.00		0.00	0.00%
E RATE REIMBURSEMENT	(85,000.00)	(96,777.43)	11,777.43	113.86%	(85,000.00)		(85,000.00)	0.00%
TRANSFER IN/OUT	0.00	23,725.85	(23,725.85)	-100.00%	0.00		0.00	-100.00%
MISCELLANEOUS	(262,217.06)	(573,481.19)	311,264.13	218.70%	(103,000.00)	(1,212.00)	(101,788.00)	1.18%
150201 RENTS	(110,000.00)	(98,000.00)	(12,000.00)	89.09%	(98,000.00)	(98,000.00)	0.00	100.00%
161201 TUITION DAY SCHOOL	(189,000.00)	(132,647.66)	(56,352.34)	70.18%	(160,000.00)	(3,877.78)	(156,122.22)	2.42%
161206 TUITION ADULT	(15,750.00)	(19,342.00)	3,592.00	122.81%	(10,000.00)		(10,000.00)	0.00%
161207 TUITION SUMMER SCH	0.00	0.00	0.00	0.00%	(40,000.00)		(40,000.00)	0.00%
161202 SPEC PUPIL FEES	(50,000.00)	(49,763.36)	(236.64)	99.53%	(45,000.00)	(81.00)	(44,919.00)	0.18%
161205 BUS RENTAL	(132,500.00)	(405,708.09)	273,208.09	306.19%	(170,500.00)		(170,500.00)	0.00%
190101 TUIT FM OTH CO/CY	(634,620.00)	(644,571.00)	9,951.00	101.57%	(634,620.00)		(634,620.00)	0.00%
161201 DUAL ENROLLMENT	(42,000.00)	(88,848.75)	46,848.75	211.54%	(35,000.00)		(35,000.00)	0.00%
PRINT SHOP	0.00	(116,455.64)	116,455.64	100.00%	(100,000.00)		(100,000.00)	100.00%
SCHOOL NUT UTILITIES	(98,500.00)	(90,518.20)	(7,981.80)	91.90%	(98,500.00)		(98,500.00)	0.00%
FACILITY RENTALS	(54,270.00)	(65,347.50)	11,077.50	120.41%	(60,020.00)	(1,500.00)	(58,520.00)	2.50%
CHARGES FOR SERVICES	(1,326,640.00)	(1,711,202.20)	384,562.20	128.99%	(1,451,640.00)	(103,458.78)	(1,348,181.22)	7.13%
150101 INTEREST-BNK DPST	0.00	(526.75)	526.75	100.00%	0.00	0.00	0.00	100.00%
USE OF MONEY								
LEASE PURCHASE PROCEEDS	(175,975.76)	0.00	(175,975.76)	0.00%	0.00	0.00	0.00	0.00%
TOTAL OPERATING FUND	(77,776,413.82)	(77,636,627.44)	(139,786.38)	99.82%	(75,705,953.00)	(2,314,249.22)	(73,391,703.78)	3.06%

Item: B-1

Original budget	\$ 75,663,290.00
Fund balance return	\$ 1,467,931.00
Health insurance reserves	\$ 300,000.00
Lease purchase funds	\$ 175,975.76
Air show proceeds	\$ 10,000.00
Insurance proceeds - claims	\$ 159,217.06
	<u>\$ 77,776,413.82</u>

Agenda Report

Date: 08/16/11

Agenda Number: C-2

Attachments: Yes

From: Larry A. Massie, Interim Superintendent
Billie Kay Wingfield, Director of Personnel

Subject: Personnel Report

Summary/Description:

The personnel recommendations for August 2 – 16, 2011, appear as an attachment to this agenda report.

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

Recommendation:

The interim superintendent recommends that the school board approve the personnel recommendations for August 2 – 16, 2011.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2011-12:				
Badillo, Sarah	Liberty University	B.S./0 yrs. (Lv.0 3)	Sandusky Middle English	08/15/11
Edwards, Tamara	Randolph College	M.A.T/0 yrs. (Lv.0 3)	Heritage Elementary Second Grade	08/15/11
Holbrook, Cecily	Arizona State University	M.Ed./3 yrs. (Lv.3 3)	E.C. Glass High English	08/15/11
Hutchison, Christine	Lynchburg College	B.A./8 yrs. (Lv.8 3)	Curriculum & Instruction Instructional Spec.-Math	08/08/11
Jordan, Pansy	Lynchburg College	M.Ed./15 yrs. (Lv.15 3)	Paul Munro Elementary Fourth Grade	08/15/11
Leary, Jessica	Liberty University	B.S./0 yrs. (Lv.0 3)	Dunbar Middle Health and Physical Ed.	08/15/11
McGuire Darla	Virginia Tech	B.S./5 yrs. (Lv. 5 3)	Linkhorne Middle Keyboarding/Web Design (.6)	08/08/11
Payne, Samantha	Lynchburg College	B.S./0 yrs. (Lv. 0 3)	Dearington Elementary Fifth Grade	08/15/11
Putney, Laura	Liberty University	M.A.T./0 yrs. (Lv.0 3)	Perrymont Elementary Remediation Teacher	08/15/11
Rexrode, Rebecca	Western Kentucky University	M.S./10 yrs. (Lv.5 3)	R.S. Payne Elementary Speech Language Pathologist	08/15/11
Richendollar, Diane	Bowling Green University	B.S./15 yrs. (Lv.11 3)	Heritage High Family &Consumer Sci	08/08/11
Sievers, Alyson	Liberty University	B.S./0 yrs. (Lv.0 3)	Heritage Elementary Kindergarten	08/15/11
Simone, Tami	University of Maryland	M.S./7 yrs. (Lv.7 3)	Bass Elementary Kindergarten	08/15/11

Agenda Report Attachment

Item: C-1

Strickland,
Amanda

Mt. Holyoke
College

B.S./0 yrs.
(Lv.0 3)

Heritage High
Chemistry

08/15/11

Agenda Report

Date: 08/16/11

Agenda Number: D-1

Attachments: No

From: Charles B. White, Chairman

Subject: Superintendent Selection Process

Summary/Description:

The school board will continue to discuss the selection of a consulting firm to assist with the process of hiring a new superintendent. During the school board meeting on August 2, 2011, the school board discussed information associated with the bid proposals. Since that meeting, the school board has collected data relative to the firms that submitted bid proposals. This presentation will allow the school board to provide an update to the public regarding its progress in the superintendent selection process.

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: 08/16/11

Agenda Number: D-2

Attachments: Yes

From: Larry A. Massie, Interim Superintendent

Subject: Administrative Regulation 7-45: Interscholastic Athletic Participation

Summary/Description:

At its August 2, 2011 meeting, the school board discussed changes to Administrative Regulation 7-45: Interscholastic Athletic Participation as related to Recommendation 5 from the Athletics Advisory Committee: "Academic eligibility requirements for all students in grades 6-12 shall be those stated in Virginia High School League Rule 28-401." The Virginia High School League rule states that, "Students must pass at least five subjects per semester to remain eligible."

Mr. Charles E. Dellinger, supervisor of instruction and co-chair of the Athletics Advisory Committee, spoke with representatives from 17 schools/divisions and asked how other divisions determine academic eligibility for middle school students. Following is a summary of findings.

- Of the 17 schools/divisions, 11 responders indicated that their schools/divisions use Virginia High School League Rule 28-4-1 to determine the academic eligibility of middle school students.
- Other responses varied greatly and were difficult to categorize. Some have no middle school academic requirements. Some have "commissions" comprised of representatives from schools within the division. These commissions are empowered to establish academic requirements. Some have requirements set by outside organizers like recreation departments. Some have teams comprised of middle school and ninth grade students, and, therefore, follow Rule 28-4-1.
- None of the schools/divisions completely drop a student from a middle school team for poor academic performance.
 - o In many cases, if the student's academic performance does not meet minimum standards, then the student may not be allowed to participate in games/contests but can continue to practice with the team. The student is allowed to play once achievement levels reach minimum requirements.
 - o Four (4) schools/divisions require students to attend after-school study hall due to poor academic performance.

Agenda Report

Date: 08/16/11

Agenda Number: D-2

Attachments: Yes

- Three (3) schools/divisions base placement in after-school study hall on interim grades or marking period grades (six weeks or nine weeks).
- Two (2) schools/divisions base placement in study hall on performance in the core subjects of math, English, science, and social studies.

Attached is a revised version of Administrative Regulation 7-45: Interscholastic Athletic Participation. The revisions are based on the recommendation of the Athletics Advisory Committee. An item was added to section C requiring a study hall for student athletes who receive a grade of less than "C" on the three-week interim report or the six-week report card.

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

Recommendation:

The interim superintendent recommends that the school board approve revisions to Administrative Regulation 7-45: Interscholastic Athletic Participation.

STUDENTS

Interscholastic Athletic Participation R 7-45A. Generally

In order to be eligible to try out or to participate in any school-sponsored interscholastic athletic program, the student-athlete must submit to a physical examination and give the coach (or his/her designee) the completed examination, properly signed by the doctor, parent/guardian, and student. The physical examination must be conducted after May 1 for participation in athletics for the succeeding school year and must be completed before the student will be allowed to participate in any manner. This includes try-outs for all interscholastic teams including cheerleading squads.

B. High School Student-Athletes

1. Coaches shall require all athletes participating in high school athletics to read the Lynchburg City Schools High School Student-Athlete Handbook which highlights relevant sections of the Virginia High School League, Inc. Handbook (VHSLH).
2. Each high school student-athlete shall sign a certification indicating compliance with number 1 above prior to engaging in any athletic practice. This shall be kept on file by the high school athletic director.
3. Each high school student-athlete must agree to random drug testing during his/her competitive season; a parent or guardian must also signify agreement with this policy.
4. Transfer Rule (28-6-1 from VHSLH)

The student shall not have enrolled in one high school and subsequently transferred to and enrolled in another high school without a corresponding change in the residence of his/her parents, parent, or guardian.

Note: The provisions of the Transfer Rule apply to students transferring from one school to another, including transfers from a private school to a public school as well as transfers from one public school to another. For the purposes of this rule only, the phrase "high school" is defined as a school providing instruction at the ninth or tenth or eleventh or twelfth grade level(s).

Exceptions Rule (28-6-2 from VHSLH)

- (1) A student shall become eligible for interscholastic competition after he/she has been enrolled in the school for 365 consecutive calendar days.

STUDENTS

Interscholastic Athletic Participation (continued)

- (2) A student transferring from a school closed by executive or administrative order to the school serving the district in which his/her parent, parents or guardian reside.
- (3) A student transferring to the high school serving the district in which his/her parents reside upon completion of the highest grade level offered by the intermediate school, middle school, junior high school or nonpublic high school from which he/she transfers.
- (4) The first time a student transfers from a nonmember high school to a member school of the attendance area of the student's parents or guardians, he/she shall be eligible immediately provided that he/she has not participated at the school from which he/she transferred in the sport in which he/she wishes to participate during the current school year at the member school to which he/she transfers. For the purpose of this exception only, the student must have been a ward of the guardian for at least one semester prior to his/her transfer.
- (5) A student entering the eighth grade for the first time becomes immediately eligible in the high school in which he/she enrolls regardless of his or her residence status. A student entering the ninth grade for the first time becomes immediately eligible in the high school in which he/she enrolls regardless of his or her residence status.
- (6) A foreign exchange student may become immediately eligible in the high school in which he/she is placed regardless of his/her residence status by meeting the conditions of this exception; however, all other eligibility requirements shall be met. A bona fide foreign exchange student with a J-1 visa may be immediately eligible the first year in residence and is limited to eligibility only during that first year in residence, and only while the student remains enrolled in an established foreign exchange program accepted for listing by the Council on Standards for International Educational Travel (CSIET). The foreign exchange program must comply with all applicable CSIET and federal regulations and there must be no evidence of athletic recruitment resulting in the student's attendance at the school either by school personnel or other outside parties. Once the student no longer is a participant in a foreign exchange program or subsequent to his/her first year of enrollment in such program, he/she must meet all normal requirements of the Transfer Rule and would have to meet 28-6-2 (1), discounting any period while enrolled in the foreign exchange program, at the high school in which the student wishes to be eligible.
- (7) A school board or division superintendent may transfer a student, by name, within the school division without affecting that student's eligibility by specifically granting a waiver of the Transfer Rule (28-6-1). Such waivers should be considered for the welfare of the student and/or school system and not for athletic and/or activity purposes. The Master Eligibility List of all teams

STUDENTS

Interscholastic Athletic Participation (continued)

- which have students who have been so waived shall reference the specific school board minutes or written documentation granting the waiver.
- (8) When a local school board requires students within a geographical area, or those who fall within any other category as distinguished from individuals by name, to attend a high school other than the one the students have been attending, such students shall become eligible in the high school to which they are required to transfer at the time the transfer becomes effective.
 - (9) In the case of a school reorganization or consolidation which results in the discontinuance of one or more high schools in which students had been or would be eligible under this rule, these students become eligible in the school designated by the school board to receive pupils from the discontinued school at the time set for the reorganization or consolidation and only in the high school so designated.
 - (10) If the city or county school board redistricts the city or county for high school purposes, students who by this action are required to transfer to another high school are immediately eligible at the school to which they are reassigned.
 - (11) A student under the care and guidance of any department of welfare, any department of corrections or an orphanage who is required to change residence by court order, unless that order was sought to enable the student to participate in extracurricular activities, or who is legally adopted, is eligible to participate in League activities in the school district in which he/she is placed.
 - (12) In cases of court-ordered custody, a copy of the appropriate legal custody document, signed by the presiding judge of the appropriate jurisdiction, shall be submitted to the Executive Director for review and approval. Approval is contingent upon the receiving school's principal attesting that there is no evidence that the transfer was for athletic and/or activity purposes. A student, 18 years of age or older, who would be subject to a transfer of custody if he/she were less than 18 years of age may petition the Executive Director through the student's principal for eligibility, and the Executive Director has authority to grant such eligibility immediately.
 - (13) If the district committee of the district in which the student wishes to participate approves such eligibility, a student may, for the first time only, transfer from one school to another as result of a move from one parent to another parent or from a guardian to a parent, when the parents are residing in different school attendance zones, and become eligible immediately provided the student has not participated during the school year at the school from which he/she transferred in the sport in which he/she wishes to participate at the school to which he/she transfers.
 - (14) The eligibility of students transferring to a Governor's School or a magnet school shall be determined by the policies approved by the respective Governor's School or magnet school's Board of Directors. The eligibility of

STUDENTS

Interscholastic Athletic Participation (continued)

students transferring from a Governor's School or magnet school back to the home school of the student shall be approved by the home school division superintendent.

C. Middle School Student-Athletes

1. Coaches shall require each middle school student-athlete participating in middle school athletics to read the Lynchburg City Schools Middle School Student-Athlete Handbook.
2. Each middle school student-athlete and a parent/guardian shall sign a certification indicating compliance with number 1 above prior to engaging in any athletic practice. This shall be kept on file by the middle school athletic director.

{3. Students must pass at least five subjects per semester to remain eligible.

4. Student athletes receiving a grade in any subject of less than "C" on an interim or a six-week report card shall be assigned to study hall and shall remain in study hall until the next interim or six-week report card on which all grades are "C" or better.}

- ~~3. Athletic eligibility will be based on report card grades, except in the case of rising sixth grade students. Students whose grades do not meet the established criteria will not be permitted to try out for teams or participate in interscholastic athletics.~~
- ~~4. All rising sixth grade students will be eligible for the first six weeks. Students who are repeating the sixth grade will follow the eligibility requirements for rising seventh grade students.~~
- ~~5. The fall eligibility for all rising seventh and eighth grade students will be determined by the grades earned for the end-of-course grades. A student must not earn any failing grades for the end-of-course grades in order to be eligible to participate in athletics in the fall.~~
- ~~6. Summer school grades will not be considered for interscholastic athletic eligibility in the fall.~~
- ~~7. To maintain eligibility, a student must have no failing grades on the most recent report card. If a grading period ends mid-season and a student does not meet the eligibility requirements, he/she will immediately become ineligible and will no longer be permitted to participate beginning the day report cards are distributed.~~

STUDENTS

Interscholastic Athletic Participation (continued)

8. ~~Once a student is determined to be ineligible for a season, he/she remains ineligible for the entire season. Students are not permitted to regain eligibility mid-season.~~
9. ~~If a student has an incomplete grade, the determination of his/her eligibility is delayed until the grade is received. He/She has up to 10 days to complete the required work and have the grade changed. He/She may participate during the 10-day grace period.~~

Approved by Superintendent: August 4, 1981

Revised by School Board: March 15, 2005

Revised by School Board: June 17, 2008

Revised by School Board:

Agenda Report

Date: 08/16/11

Agenda Number: E-1

Attachments:

From: Larry A. Massie, Interim Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: Central Virginia Governor's School for Science and Technology: 2011-12 Budget

Summary/Description:

The Lynchburg City School Board serves as fiscal agent for the Central Virginia Governor's School for Science and Technology. The governing board of the school has approved its 2011-12 operating budget in the amount of \$939,451.20, which represents an increase of \$20,728.27 over the prior year budget of \$918,722.93. All funds expended at the school are totally reimbursable from participating school divisions and state funds as listed on the attached budget. School divisions supporting this program are Amherst County Schools, Appomattox County Schools, Bedford County Schools, Campbell County Schools and Lynchburg City Schools.

Provided below is the financial impact summary for the Lynchburg City Schools:

	2010-11	2011-12
Student Tuition	\$4,200	\$4,200
Number of Students	30	32
Total Tuition	\$126,000	\$134,400

Total tuition is budgeted to remain the same at \$4,200 per student.

Dr. Stephen C. Smith, director of the Central Virginia Governor's School for Science and Technology, will be present to answer questions.

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

Recommendation:

The interim superintendent recommends that the school board authorize the school administration to act as fiscal agent for the Central Virginia Governor's School for Science and Technology and to administer its 2011-12 budget in the amount of \$939,451.20.

REVENUE	2011-12		
STATE FUNDS (PER STUDENT)	282,166.00		
TUITION FM OTH CO/CY	495,600.00		
OTHER PMT OTHER CO/CY (CVCC)	71,250.00		
STATE TECHNOLOGY GRANT	26,000.00		
CVGS FOUNDATION FUNDS	10,000.00		
GRANTS (DR L. SEM)	4,500.00		
FUND BALANCE EXPENDITURES	49,935.20		
TOTAL REVENUE	939,451.20		
EXPENDITURE	2011-12		
TEACHERS	376,575.00		
SUBSTITUTE TEACHERS	3,000.00		
FICA	29,037.49		
INSTR VSRS	42,665.95		
VSRS-PROF HEALTH CREDIT	2,084.61		
PROFESSIONAL HOSPITAL	26,136.00		
DENTAL INSURANCE	0.00		
VISION INSURANCE	0.00		
INSTRUCTIONAL GROUP LIFE	1,054.41		
WORKMAN'S COMP (INSTRUCTIONAL)	1,205.04		
OTHER BENEFITS (TUITION REIMBURSE)	2,500.00		
PURCHASED SERVICES (CVCC)	95,000.00		
LEASES & RENTALS (SEM)	0.00		
TRAVEL (STUDENTS)	13,000.00		
REPAIR & MAINT (SEM)	13,013.43		
BOOKS & SUBSCRIPTIONS	5,000.00		
INSTRUCTIONAL SUPPLIES (TECH LABS)	12,300.00		
OTHER OPERATION SUPPLIES (SEM)	2,000.00		
CAPITAL OUTLAYS	25,000.00		
ADP EQUIP-NEW	46,000.00		
OTHER OPER SUPPLIES (LOCKERS)	0.00		
SALARIES (E.R.I.P.)	14,160.51		
FICA (E.R.I.P.)	1,083.28		
HEALTH INS (E.R.I.P.)	4,752.00		
TERMINAL PAY-VACATION	2,735.43		
TERMINAL PAY-SICK	2,700.00		
LEASES & RENTALS (XEROX COPIER)	4,000.00		
PRINCIPALS	46,000.00		
OFFICE CLERICAL	27,959.00		
DEPUTY CLERK SUPPLEMENTS	1,000.00		
FICA (PRINCIPAL + CLERICAL)	5,734.36		
INSTR VSRS (PRINCIPAL + CLERICAL)	8,379.55		
VRS-PROF HEALTH CREDIT (P+C)	443.75	Page 18	
PROFESSIONAL HOSPITAL (P+C)	7,128.00		
DENTAL INSURANCE	0.00		
VISION INSURANCE	0.00		

Agenda Report

Date: 08/16/11

Agenda Number: E-2

Attachments:

From: Larry A. Massie, Interim Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: Pauline F. Maloney STEP with Links Program: 2011-12 Budget

Summary/Description:

The Lynchburg City School Board serves as fiscal agent for the Pauline F. Maloney STEP with Links program. The organization's governing board has approved its 2011-12 operating budget in the amount of \$40,432, which represents a decrease of \$3,300 over the 2010-11 fiscal year.

The Pauline F. Maloney STEP with Links program enhances academic and cultural development of minority students who are in the sixth grade and is sponsored by the Links, Inc., a national organization of professional women. The program is funded entirely through donations. Lynchburg City Schools contributes \$10,000 annually to this program.

The 2011-12 budget appears as an attachment to this agenda report.

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

Recommendation:

The interim superintendent recommends that the school board authorize the school administration to act as fiscal agent for the Pauline F. Maloney STEP with Links Program and to administer the 2011-12 budget in the amount of \$40,432.

STEP WITH LINKS 2011-2012 PROGRAM BUDGET

Staff Salaries

Director (9 1/2 mos)	\$21,733.00
Part-Time # Temporary Help	\$1,000.00

Administrative Expenses

FICA	\$1,737.00
Medical Insurance (12 mos) (311.42)	\$3,737.00

Office Supplies	\$450.00
Postage	\$100.00
Telephone	\$800.00
Equipment	\$500.00

Insurance Gen. Comp & Group Acc.	\$375.00
Board Expenses	\$100.00
Professional Services	\$500.00
Advertising	\$400.00

Program Activities	\$6,000.00
Transportation	\$2,000.00

Director's One Time Bonus	\$500.00
Director's Mileage Allowance	\$500.00

TOTAL **\$40,432.00**

OPTION

End of Year Trip	\$2,700.00
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Agenda Report

Date: 08/16/11

Agenda Number: E-3

Attachments: No

From: Larry A. Massie, Interim Superintendent

Subject: Adequate Yearly Progress Results

Summary/Description:

Each year since 1998, the school division has administered Standards of Learning (SOL) tests in grades three through eight as well as 12 high school end-of-course tests. On August 11, 2011, the Virginia Department of Education released official Adequate Yearly Progress results based on Standards of Learning testing during 2010-11. During this presentation, the school administration will share these results and the status of each school.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 08/16/11

Agenda Number: E-4

Attachments: Yes

From: Larry A. Massie, Interim Superintendent
Billie Kay Wingfield, Director of Personnel

Subject: Administrative Regulation 5-53.8: Classified Personnel: Evaluations

Summary/Description:

School Board Policy P 5-53.8 delineates procedures related to classified personnel evaluation. According to Administrative Regulation 5-53.8, the annual evaluation of each classified employee must be completed on or before June 1. A request is being made to change the completion date to March 1. At the present time, employees are issued contracts before they are evaluated. This is problematic. In addition, a March 1 deadline would also ensure that performance deficiencies or concerns are addressed during the school year. Completing evaluations on June 1 makes it very difficult to address performance issues when the contract year for ten and eleven month employees is over. One or two months may pass before the deficiency(ies) may be appropriately addressed and or a plan of improvement may be implemented

The current evaluation instrument has five ratings per descriptor and job duty. A revision to the ratings is requested in order to reflect similar rating terminology used for professional staff, as indicated below:

Current Ratings	Suggested Ratings
Exceeds division standards of performance	Eliminate
Meets division standards of performance	Proficient – Meets division standards of performance
Partially meets division standards of performance- Needs Improvement	Needs Improvement – Partially meets division standards of performance
Demonstrates unacceptable performance – Substantial improvement imperative	Unacceptable – Substantial improvement imperative
No basis for judgment	No basis for judgment

Agenda Report

Date: 08/16/11

Agenda Number: E-4

Attachments: Yes

In addition, one revision is recommended for *Personal Characteristics*, specifically Integrity and Stability. An evaluator would have three choices in which to rate an employee: proficient, unacceptable, or no basis for judgment. The rating of needs improvement would be eliminated.

A copy of the revised administrative regulation and a copy of the revised classified employee evaluation form appear as attachments to this agenda report.

Disposition: Action
 Information
 Action at Meeting on: 09/06/11

Recommendation:

The interim superintendent recommends that the school board receive this agenda report as an informational item and consider action at the meeting on September 6, 2011.

PERSONNEL

Classified Personnel: Evaluation R 5-53.8

The Lynchburg City School Board has directed that an evaluation program for classified personnel be developed under the direction of the superintendent. It is the desire of the school board and the administrative staff to involve classified employees of the Lynchburg City Schools in a cooperatively developed procedure. Personnel to be evaluated under this procedure are all employees assigned to the classified salary schedule. They are:

1. Secretaries
2. Nurses
3. Teacher aides
4. Maintenance employees
5. Custodial employees
6. Bus drivers
7. Food service employees

A. Purpose

The evaluation process for the classified personnel of the Lynchburg City Schools is designed primarily to assist them in the improvement of job performance and to make decisions with regard to classified employees. In addition, the purpose of the evaluation process shall be to assist classified employees to overcome identified weaknesses, and to assist in the retention of employees who have demonstrated performance which is satisfactory or above.

B. Orientation

During the preschool orientation period, the immediate supervisor should inform all classified employees of the evaluation procedure, schedule, and evaluation instrument. A copy of the evaluation instrument should be provided to all classified employees. Classified employees who are employed after the preschool orientation period should have the same evaluation information at the time of employment.

C. Procedure

1. Each classified employee shall be evaluated on an annual basis by the principal and/or the immediate supervisor. All supervisors with whom the employee works should be involved in the evaluation. The annual evaluation shall be completed on or before ~~June 1~~ **{March 15}** of each school year. The evaluation schedule and procedure is to be used in the evaluation of all classified employees. Because of the transiency of bus drivers, they are to be evaluated annually by the supervisor of transportation. The supervisor is urged to utilize the services of principals and assistant principals to assist in the

PERSONNEL

Classified Personnel: Evaluation R 5-53.8

evaluation of a bus driver(s).

2. A classified employee during his/her first year of employment and each experienced classified employee who is not performing satisfactorily shall be evaluated on or before January 15. The same procedure and evaluation instrument used in the annual evaluation shall be used for the interim evaluation. Additional interim evaluations shall be at the discretion of the building administrator and/or immediate supervisor.
3. If a classified employee is evaluated as less than satisfactory on the final evaluation, a conference with a personnel administrator may be requested by the classified employee.
4. Copies of the evaluation are to be distributed as indicated on the evaluation instrument.

Performance/Skills

- a. Quality of work
- b. Job knowledge
- c. Attitude
- d. Attendance and punctuality
- e. Personal characteristics
- f. Possesses skill and judgement in the use of equipment
- g. Interpersonal relationships
- h. Job description

D. Written Comments

1. When ratings are less than satisfactory, the evaluator shall make recommendations and provide pertinent comments in the remark section of the evaluation instrument. These remarks should outline the strengths and weaknesses and suggestions for improvement in the performance of the employee who has been rated less than satisfactory.
2. The classified employee may submit written information, with regard to specific factors of the evaluation, to the principal and/or immediate supervisor. This rebuttal or additional information must be within five (5) working days after the final annual evaluation.

Approved by Superintendent: September 16, 1980

Revised by Superintendent: August 20, 1984

PERSONNEL

Classified Personnel: Evaluation R 5-53.8

Revised by School Board:



Lynchburg City Schools Classified Evaluation

Name _____
 Job Classification _____ School or Department _____

The Job Description – The evaluator is to use this form to assess the performance of the evaluatee on each job descriptor.

Descriptor	PROFICIENT Meets Division Standards of Performance	NEEDS IMPROVEMENT Partially Meets Division Standards of Performance	UNACCEPTABLE Substantial Improvement Imperative	No Basis for Judgement
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Remarks:



**Lynchburg City Schools
Employee Performance and Work Appraisal Form
Classified Personnel**

Evaluate the employee on the basis of the work now being done. Consider each indicator separately. Place an "X" in the space below the group of words which best describes the individual, but only one "X" for each line.

Name _____
Job Classification _____ School or Department _____

Descriptor	PROFICIENT Meets Division Standards of Performance	NEEDS IMPROVEMENT Partially Meets Division Standards of Performance	UNACCEPTABLE Substantial Improvement Imperative	No Basis for Judgement
Quality of Work Consider the ability to complete work which meets quality standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Knowledge Consider knowledge in all phases of his/her work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Possesses Skill and Good Judgment in the Use of Equipment/Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude Willingness to cooperate and complete responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance & Punctuality Consider frequency of absences as well as tardiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Characteristics				
• Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Cooperativeness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Commitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Relations Consider relationship with students, staff, parents, and community representatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS:

Evaluator(s):

I certify that I have reviewed this evaluation:

Signature

Printed Name and Title

Signature

Signature

Printed Name and Title

Date _____

Attachments: Evaluation Procedures; Job description
Copies: Personnel, Building Administrator or Immediate Supervisor, Employee

Agenda Report

Date: 08/16/11

Agenda Number: E-5

Attachments: No

From: Larry A. Massie, Interim Superintendent

Subject: School Board Retreat: 2011-12

Summary/Description:

Each year the Lynchburg City School Board conducts a retreat in order to establish priorities for the school year and to discuss programs and operational issues relative to those priorities. Last year, the school board's retreat occurred on October 6 and 7. This year, suggested dates are October 13 and 14 or October 20 and 21.

The school board will identify topics for discussion as necessary during this presentation.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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