



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

Lynchburg City School Board

Robert O. Brennan
School Board District 1

Sharon Y. Carter
School Board District 2

James E. Coleman, Jr.
School Board District 3

Charleta F. Mason
School Board District 2

Susan D. Morrison
School Board District 1

Michael J. Nilles
School Board District 3

Derek L. Polley
School Board District 1

Katie K. Snyder
School Board District 3

Kimberly A. Sinha
School Board District 2

School Administration

Larry A. Massie
Acting Superintendent

John C. McClain
Assistant Superintendent of
Student Learning and Success

Ben W. Copeland
Assistant Superintendent of
Operations and Administration

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendie L. Sullivan
Clerk

SCHOOL BOARD MEETING
September 5, 2017 5:30 p.m.
School Administration Building
Board Room

A. PUBLIC COMMENTS

- 1. Public Comments
 - Michael J. Nilles.Page 1
 - Discussion (30 Minutes)

B. SPECIAL PRESENTATION

- 1. Men 2 School
 - Larry A. Massie.Page 2
 - Discussion
- 2. Presentation on Student Achievement
 - Larry A. Massie.Page 3
 - Discussion

C. FINANCE REPORT

- 1. Finance Report
 - Anthony E. Beckles, Sr.Page 4
 - Discussion

D. CONSENT AGENDA

- 1. School Board Meeting Minutes: August 15, 2017 (Regular Meeting)
August 22, 2017 (Student Discipline
Committee Meeting)
- 2. Personnel Report
 - Marie F. Gee.Page 11
 - Discussion/Action
- 3. Administrative Regulation 7-63: Fees/Deposits/Materials/
Reimbursements
 - John C. McClain.Page 13
 - Discussion/Action

4. Policy LBD Home Instruction
John C. McClain.Page 15
Discussion/Action

E. STUDENT REPRESENTATIVE COMMENTS

F. SCHOOL BOARD COMMITTEE REPORTS

G. UNFINISHED BUSINESS

1. Hearing Officers
Ben W. Copeland.Page 19
Discussion/Action

H. NEW BUSINESS

1. Crisis Plans: 2017-18
Ben W. Copeland.Page 24
Discussion/Action

2. School Board Retreat: 2017-18
Larry A. Massie.Page 25
Discussion

3. VSBA Policy Services Contract
Larry A. Massie.Page 26
Discussion

4. Lynchburg Juvenile Detention Center Education
Program Budget: 2017-18
John C. McClain.Page 30
Discussion

I. SUPERINTENDENT’S COMMENTS

J. BOARD COMMENTS

K. INFORMATIONAL ITEMS

School Board Work Session: Tuesday, September 5, 2017, Immediately following the School Board Meeting, Board Room, School Administration Building

Next School Board Meeting: Tuesday, September 19, 2017, 5:30 p.m. Board Room, School Administration Building

School Board Training: Friday, September 22, 2017, Virginia School Boards Association, 200 Hansen Road, Charlottesville, Virginia

L. ADJOURNMENT

Agenda Report

Date: 09/05/17

Agenda Number: A-1

Attachments: No

From: Michael J. Nilles, School Board Chairman

Subject: Public Comments

Summary/Description:

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

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 09/05/17

Agenda Number: B-1

Attachments: No

From: Larry A. Massie, Acting Superintendent

Subject: Men 2 School

Summary/Description:

Since August 2016, co-organizers James E. Coleman, Sterling A. Wilder, and Jonathan Willis have sought men in the Lynchburg community to volunteer their time to greet students on the first day of school and on the first day of school after winter break. This initiative known as Men 2 School, provides positive male role models who offer words of encouragement and support to students as they enter school after an extended time away.

During this presentation, Dr. Coleman, Mr. Wilder, and Reverend Willis will be recognized for their efforts in organizing this community program.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 09/05/17

Agenda Number: B-2

Attachments: No

From: Larry A. Massie, Acting Superintendent

Subject: Presentation on Student Achievement

Summary/Description:

Perrymont Elementary School and Thomas C. Miller Elementary School for Innovation have experienced significant growth in student achievement. During this presentation, principals from each school will share objectives and strategies they used to help their students achieve this success.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 09/05/17

Agenda Number: C-1

Attachments: Yes

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

Subject: Finance Report

Summary/Description:

The school administration, in accordance with the FY2017-18 school operating budget, authorized, approved, and processed the necessary payments through July 31, 2017. 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, 2017 for the operating fund.

Total Operating Fund Budget	\$ 95,324,667.00
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Through July 31, 2017

Actual Revenue Received	\$ 2,811,079.39
Actual Expenditures	\$ 2,963,050.84
Actual Encumbered	\$ 23,163,276.74

Percent of Budget Received	2.95%
Percent of Budget Used, excluding encumbrances	3.11%

As of 7/31/17 – 1 month	8.34%
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The revenue and expenditure reports detail the transactions recorded through July 31, 2017. All reports appear as attachments to the agenda report.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the Month Ending
 July 31, 2017

ACCOUNT TITLE	FY 2016-17				FY 2017-18			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
240308 SALES TAX RECEIPTS	(10,837,193.00)	(10,590,644.26)	(246,548.74)	97.72%	(10,614,314.00)	0.00	(10,614,314.00)	0.00%
240202 BASIC SCHOOL AID	(21,878,492.00)	(21,971,533.00)	93,041.00	100.43%	(21,769,498.00)	(1,814,124.84)	(19,955,373.16)	8.33%
240207 GIFTED & TALENTED	(246,173.00)	(245,546.00)	(627.00)	99.75%	(243,593.00)	(20,299.42)	(223,293.58)	8.33%
240208 REMEDIAL EDUCATION	(1,492,427.00)	(1,488,621.00)	(3,806.00)	99.74%	(1,476,782.00)	(123,065.16)	(1,353,716.84)	8.33%
240208 REMEDIAL EDUCATION	(161,164.00)	(164,036.00)	2,872.00	101.78%	(164,036.00)	0.00	(164,036.00)	0.00%
SUPPL LOTTERY PER PUPIL ALLOCATIO	(268,842.00)	(268,873.00)	31.00	100.01%	(1,391,118.00)	0.00	(1,391,118.00)	0.00%
COMPENSATION SUPPLEMENT	(360,828.00)	0.00	(360,828.00)	0.00%	(231,552.00)	(19,296.08)	(212,255.92)	8.33%
240212 SPECIAL ED SOQ	(2,841,252.00)	(2,834,007.00)	(7,245.00)	99.75%	(2,811,468.00)	(234,289.00)	(2,577,179.00)	8.33%
240217 VOCATIONAL ED SOQ	(405,161.00)	(404,127.00)	(1,034.00)	99.74%	(400,913.00)	(33,409.42)	(367,503.58)	8.33%
240221 SOC SEC-INSTR	(1,461,655.00)	(1,457,928.00)	(3,727.00)	99.75%	(1,446,333.00)	(120,527.75)	(1,325,805.25)	8.33%
240223 VRS INSTRUCTIONAL	(3,015,625.00)	(3,007,936.00)	(7,689.00)	99.75%	(3,324,028.00)	(277,002.34)	(3,047,025.66)	8.33%
240241 GROUP LIFE INST	(97,444.00)	(97,195.00)	(249.00)	99.74%	(96,422.00)	(8,035.16)	(88,386.84)	8.33%
240228 READING INTERVENTN	(185,114.00)	(207,993.00)	22,879.00	112.36%	(205,913.00)	0.00	(205,913.00)	0.00%
240205 CAT-REG FOSTER	(74,203.00)	(178,329.90)	104,126.90	240.33%	(190,250.00)	0.00	(190,250.00)	0.00%
240246 CAT-HOMEBOUND	(107,771.00)	(108,062.68)	291.68	100.27%	(110,224.00)	0.00	(110,224.00)	0.00%
240248 REGIONAL TUITION	(1,004,113.00)	(1,004,586.03)	473.03	100.05%	(1,011,481.00)	0.00	(1,011,481.00)	0.00%
240265 AT RISK SOQ	(1,502,539.00)	(1,498,543.00)	(3,996.00)	99.73%	(1,489,206.00)	(96,387.75)	(1,392,818.25)	6.47%
240309 ESL	(156,955.00)	(149,127.00)	(7,828.00)	95.01%	(154,875.00)	(12,906.25)	(141,968.75)	8.33%
240281 AT RISK 4 YR OLDS	(944,193.00)	(936,390.00)	(7,803.00)	99.17%	(932,488.00)	0.00	(932,488.00)	0.00%
240252 CTE EQUIPMENT	0.00	(23,334.15)	23,334.15	0.00%	0.00	0.00	0.00	0.00%
240253 CTE OCC PREP	(52,654.00)	(35,205.00)	(17,449.00)	66.86%	(57,895.00)	0.00	(57,895.00)	0.00%
MATH/READING INSTR SPECIALISTS	(42,665.00)	0.00	(42,665.00)	0.00%	(20,502.00)	0.00	(20,502.00)	0.00%
EARLY READING SPECIALISTS INITIATIVE	(41,476.00)	(30,117.00)	(11,359.00)	72.61%	0.00	0.00	0.00	0.00%
240275 PRIMARY CLASS SIZE	(1,956,675.00)	(1,899,533.00)	(57,142.00)	97.08%	(1,915,875.00)	0.00	(1,915,875.00)	0.00%
240214 TEXTBOOKS	(563,019.00)	(561,584.00)	(1,435.00)	99.75%	(557,117.00)	(46,426.42)	(510,690.58)	8.33%
240405 ALGEBRA READINESS	(141,003.00)	(145,275.00)	4,272.00	103.03%	(143,036.00)	0.00	(143,036.00)	0.00%
PROJECT GRADUATION	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
COMMONWEALTH OF VA	(49,838,636.00)	(49,308,526.02)	(530,109.98)	98.94%	(50,758,919.00)	(2,805,769.59)	(47,953,149.41)	5.53%
330212 IMPACT AIDPL81-874	(8,000.00)	(12,070.02)	4,070.02	150.88%	(8,500.00)	0.00	(8,500.00)	0.00%
180303 MEDICAID REIMBURSE	(680,000.00)	(708,470.91)	28,470.91	104.19%	(350,000.00)	(1,380.40)	(348,619.60)	0.39%
JR ROTC	(105,000.00)	(126,079.57)	21,079.57	120.08%	(105,000.00)	0.00	(105,000.00)	0.00%
FEDERAL	(793,000.00)	(846,620.50)	53,620.50	106.76%	(463,500.00)	(1,380.40)	(462,119.60)	0.30%

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the Month Ending
 July 31, 2017

	FY 2016-17 REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	FY 2017-18 REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
510500 CITY OPER APPR	(40,854,039.00)	(40,854,039.00)	0.00	100.00%	(42,028,498.00)	0.00	(42,028,498.00)	0.00%
510500 FUND BALANCE RETURN	(567,779.00)	(567,779.00)	0.00	0.00%	0.00	0.00	0.00	0.00%
HEALTH INSURANCE RESERVE	(1,300,000.00)	(1,300,000.00)	0.00	0.00%	0.00	0.00	0.00	0.00%
510500 USE OF CIP FUNDS	(500,000.00)	(500,000.00)	0.00	100.00%	0.00	0.00	0.00	#DIV/0!
CITY	(43,221,818.00)	(43,221,818.00)	0.00	100.00%	(42,028,498.00)	0.00	(42,028,498.00)	0.00%
189912 MISC REV/OTH FUNDS	(101,566.00)	(70,252.44)	(31,313.56)	69.17%	(75,000.00)	(356.40)	(74,643.60)	0.48%
180303 REBATES & REFUNDS	(20,000.00)	(16,768.83)	(3,231.17)	83.84%	(86,250.00)	(50.00)	(86,200.00)	0.06%
189903 DONATIONS & SP GF	(1,000.00)	(1,400.00)	400.00	100.00%	0.00	0.00	0.00	0.00%
189909 SALE OTHER EQUIP	(3,000.00)	(9,237.00)	6,237.00	307.90%	(3,000.00)	0.00	(3,000.00)	0.00%
189910 INSURANCE ADJUST	(52,441.99)	(87,858.72)	35,416.73	167.54%	(100,000.00)	0.00	(100,000.00)	0.00%
E RATE REIMBURSEMENT	(115,500.00)	(77,035.24)	(38,464.76)	66.70%	(115,500.00)	0.00	(115,500.00)	0.00%
TRANSFER IN/OUT	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
MISCELLANEOUS	(293,507.99)	(262,552.23)	(30,955.76)	89.45%	(379,750.00)	(406.40)	(379,343.60)	0.11%
150201 RENTS	(123,000.00)	(155,250.06)	32,250.06	126.22%	(123,000.00)	0.00	(123,000.00)	0.00%
161201 TUITION DAY SCHOOL	(100,000.00)	(85,936.73)	(14,063.27)	85.94%	(80,000.00)	(3,400.00)	(76,600.00)	4.25%
161206 TUITION ADULT	(11,000.00)	(15,472.50)	4,472.50	140.66%	(20,000.00)	0.00	(20,000.00)	0.00%
161207 TUITION SUMMER SCH	(25,000.00)	(39,815.50)	14,815.50	159.26%	(25,000.00)	0.00	(25,000.00)	0.00%
161202 SPEC PUPIL FEES	(35,000.00)	(25,770.22)	(9,229.78)	73.63%	(31,000.00)	(123.00)	(30,877.00)	0.40%
161205 BUS RENTAL	(325,000.00)	(494,424.69)	169,424.69	152.13%	(325,000.00)	0.00	(325,000.00)	0.00%
190101 TUIT FM OTH CO/CY	(400,000.00)	(777,654.02)	377,654.02	194.41%	(500,000.00)	0.00	(500,000.00)	0.00%
161201 DUAL ENROLLMENT	(125,000.00)	(143,800.32)	18,800.32	115.04%	(185,000.00)	0.00	(185,000.00)	0.00%
PRINT SHOP	(65,000.00)	(64,519.21)	(480.79)	99.26%	(65,000.00)	0.00	(65,000.00)	0.00%
SCHOOL NUT UTILITIES	(90,000.00)	(85,578.33)	(4,421.67)	95.09%	(90,000.00)	0.00	(90,000.00)	0.00%
FACILITY RENTALS	(50,000.00)	(83,792.37)	33,792.37	167.58%	(50,000.00)	0.00	(50,000.00)	0.00%
INDIRET COSTS	0.00	0.00	0.00	0.00%	(200,000.00)	0.00	(200,000.00)	0.00%
CHARGES FOR SERVICES	(1,349,000.00)	(1,972,013.95)	623,013.95	146.18%	(1,694,000.00)	(3,523.00)	(1,690,477.00)	0.21%
DESIGNATION - ENCUMBRANCES	(121,556.00)	0.00	(121,556.00)	0.00%	0.00	0.00	0.00	0.00%
TOTAL OPERATING FUND	(95,617,517.99)	(95,611,530.70)	(5,987.29)	99.99%	(95,324,667.00)	(2,811,079.39)	(92,513,587.61)	2.95%

Original budget	\$93,056,175.00
Prior Year Encumbrance	\$ 121,556.00
Restricted Donation Received	\$ 1,000.00
Insurance Proceeds	\$ 49,441.99
Health Insurance Reserve	\$ 1,300,000.00
Regional Tuition	\$ 190,000.00
Medicaid	\$ 330,000.00
Registration fees for VSBA	\$ 1,566.00
Fund Balance Return	\$ 567,779.00

Original budget \$ 95,324,667.00

FY2016-2017 REVISED REVENUE BUDGET						
As of June 30, 2017						
	ORIGINAL	REVISED				CHANGE BETWEEN
	REVENUE	REVENUE				ORG & REVISED
	BUDGET	BUDGET	YTD	BUDGET	%	REV BUDGET
	As of 7/1/2016	As of 5/31/17	TRANSACTIONS	BALANCE	RECEIVED	INCREASE
						(DECREASE)
ADM	8,051.20	8,030.67				(20.5)
ACCOUNT TITLE						
COMMONWEALTH OF VA REVENUE						
240308 SALES TAX RECEIPTS	(10,614,314.00)	(10,558,776.00)	0.00	(10,558,776.00)	0.00%	(55,538.00)
240202 BASIC SCHOOL AID	(21,769,498.00)	(21,982,452.00)	(1,814,124.84)	(20,168,327.16)	8.25%	212,954.00
240207 GIFTED & TALENTED	(243,593.00)	(245,546.00)	(20,299.42)	(225,246.58)	8.27%	1,953.00
240208 REMEDIAL EDUCATION	(1,476,782.00)	(1,488,621.00)	(123,065.16)	(1,365,555.84)	8.27%	11,839.00
240208 REMEDIAL EDUCATION	(164,036.00)	(164,036.00)	0.00	(164,036.00)	0.00%	0.00
SUPPL LOTTERY PER PUPIL ALLOC	(1,391,118.00)	(268,873.00)	0.00	(268,873.00)	0.00%	(1,122,245.00)
COMPENSATION SUPPLEMENT	(231,552.00)	0.00	(19,296.08)	19,296.08	0.00%	(231,552.00)
240212 SPECIAL ED SOQ	(2,811,468.00)	(2,834,007.00)	(234,289.00)	(2,599,718.00)	8.27%	22,539.00
240217 VOCATIONAL ED SOQ	(400,913.00)	(404,127.00)	(33,409.42)	(370,717.58)	8.27%	3,214.00
240221 SOC SEC-INSTR	(1,446,333.00)	(1,457,928.00)	(120,527.75)	(1,337,400.25)	8.27%	11,595.00
240223 VRS INSTRUCTIONAL	(3,324,028.00)	(3,007,936.00)	(277,002.34)	(2,730,933.66)	9.21%	(316,092.00)
240241 GROUP LIFE INST	(96,422.00)	(97,195.00)	(8,035.16)	(89,159.84)	8.27%	773.00
240228 READING INTERVENTN	(205,913.00)	(207,993.00)	0.00	(207,993.00)	0.00%	2,080.00
240205 CAT-REG FOSTER	(190,250.00)	(178,330.00)	0.00	(178,330.00)	0.00%	(11,920.00)
240246 CAT-HOMEBOUND	(110,224.00)	(108,063.00)	0.00	(108,063.00)	0.00%	(2,161.00)
240248 REGIONAL TUITION	(1,011,481.00)	(938,255.00)	0.00	(938,255.00)	0.00%	(73,226.00)
240265 AT RISK SOQ	(1,489,206.00)	(1,498,543.00)	(96,387.75)	(1,402,155.25)	6.43%	9,337.00
240309 ESL	(154,875.00)	(149,127.00)	(12,906.25)	(136,220.75)	6.43%	(5,748.00)
240281 AT RISK 4 YR OLDS - VPI	(932,488.00)	(936,390.00)	0.00	(936,390.00)	0.00%	3,902.00
240253 CTE EDUCATION	(57,895.00)	(57,895.00)	0.00	(57,895.00)	0.00%	0.00
MATH/READING INSTR SPECIALISTS	(20,502.00)	0.00	0.00	0.00	0.00%	(20,502.00)
EARLY READING SPECIALISTS INITIA	0.00	(30,117.00)	0.00	(30,117.00)	0.00%	30,117.00
240275 PRIMARY CLASS SIZE	(1,915,875.00)	(1,899,533.00)	0.00	(1,899,533.00)	0.00%	(16,342.00)
240214 TEXTBOOKS	(557,117.00)	(561,583.00)	(46,426.42)	(515,156.58)	8.27%	4,466.00
240405 ALGEBRA READINESS	(143,036.00)	(145,275.00)	0.00	(145,275.00)	0.00%	2,239.00
PROJECT GRADUATION	0.00	0.00	0.00	0.00	0.00%	0.00
COMMONWEALTH OF VA	(50,758,919.00)	(49,220,601.00)	(2,805,769.59)	(46,414,831.41)	5.70%	(1,538,318.00)
FEDERAL REVENUE						
330212 IMPACT AIDPL81-874	(8,500.00)	(12,000.00)	0.00	(12,000.00)	0.00%	3,500.00
180303 MEDICAID REIMBURSE	(350,000.00)	(700,000.00)	(1,380.40)	(698,619.60)	0.20%	350,000.00
JR ROTC	(105,000.00)	(127,000.00)	0.00	(127,000.00)	0.00%	22,000.00
FEDERAL	(463,500.00)	(839,000.00)	(1,380.40)	(837,619.60)	0.16%	375,500.00
CITY APPROPRIATIONS						
510500 CITY OPER APPR	(42,028,498.00)	(42,028,498.00)	0.00	(42,028,498.00)	0.00%	0.00
510500 FUND BALANCE RETURN	0.00	0.00	0.00	0.00	100.00%	0.00
510500 USE OF RESERVES	0.00	0.00	0.00	0.00	100.00%	0.00
CITY	(42,028,498.00)	(42,028,498.00)	0.00	(42,028,498.00)	0.00%	0.00
MISCELLANEOUS REVENUE						
189912 MISC REV/OTH FUNDS	(75,000.00)	(66,000.00)	(356.40)	(65,643.60)	100.00%	(9,000.00)
180303 REBATES & REFUNDS	(86,250.00)	(17,000.00)	(50.00)	(16,950.00)	0.29%	(69,250.00)
189903 DONATIONS & SP GF	0.00	(1,400.00)	0.00	(1,400.00)	0.00%	1,400.00
189909 SALE OTHER EQUIP	(3,000.00)	(9,000.00)	0.00	(9,000.00)	0.00%	6,000.00
189910 INSURANCE ADJUST	(3,000.00)	(85,000.00)	0.00	(85,000.00)	0.00%	82,000.00
E RATE REIMBURSEMENT	(115,500.00)	(77,000.00)	0.00	(77,000.00)	0.00%	(38,500.00)
TRANSFER IN/OUT	0.00	0.00	0.00	0.00	0.00%	0.00
MISCELLANEOUS	(282,750.00)	(255,400.00)	(406.40)	(254,993.60)	0.16%	(27,350.00)

CHARGES FOR SERVICES						
150201 RENTS	(123,000.00)	(123,000.00)	0.00	(123,000.00)	0.00%	0.00
161201 TUITION DAY SCHOOL	(80,000.00)	(86,000.00)	(3,400.00)	(82,600.00)	3.95%	6,000.00
161206 GED TESTING FEES	(20,000.00)	(15,000.00)	0.00	(15,000.00)	0.00%	(5,000.00)
161207 TUITION SUMMER SCH	(25,000.00)	(40,000.00)	0.00	(40,000.00)	0.00%	15,000.00
161202 SPEC PUPIL FEES	(31,000.00)	(26,000.00)	(123.00)	(25,877.00)	0.47%	(5,000.00)
161205 BUS RENTAL	(325,000.00)	(487,000.00)	0.00	(487,000.00)	0.00%	162,000.00
190101 TUIT FM OTH CO/CY	(500,000.00)	(778,000.00)	0.00	(778,000.00)	0.00%	278,000.00
161201 DUAL ENROLLMENT	(185,000.00)	(285,000.00)	0.00	(285,000.00)	0.00%	100,000.00
PRINT SHOP	(65,000.00)	(65,000.00)	0.00	(65,000.00)	0.00%	0.00
SCHOOL NUT UTILITIES	(90,000.00)	(86,000.00)	0.00	(86,000.00)	0.00%	(4,000.00)
FACILITY RENTALS	(50,000.00)	(98,000.00)	0.00	(98,000.00)	0.00%	48,000.00
CHARGES FOR SERVICES	(1,494,000.00)	(2,089,000.00)	(3,523.00)	(2,085,477.00)	0.17%	595,000.00
150101 INTEREST-BNK DPST	#REF!	0.00	#REF!	#REF!	100.00%	#REF!
LEASE PURCHASE PROCEEDS	0.00	0.00	0.00	0.00	0.00%	0.00
HEALTH INSURANCE RESERVE	0.00	0.00	0.00	0.00	0.00%	0.00
DESIGNATION - ENCUMBRANCES	(90,304.40)	(90,304.40)	0.00	(90,304.40)	0.00%	0.00
TOTAL OPERATING FUND	#REF!	(94,522,803.40)	#REF!	#REF!	#REF!	#REF!
REVENUE OVER/(UNDER) ORIGINAL BUDGET	#REF!					
Note						
Bold accounts are affected by changes in ADM						

Lynchburg City Schools
 Operating Fund - Statement of Expenditures Preliminary
 For the Month Ending
 July 31, 2017

		Fiscal Year 2016-17					
		BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES	BUDGET AVAILABLE	BUDGET % USED
INSTRUCTION							
FUNCTION 1100	CLASSROOM INSTRUCTION						
	Personnel	50,689,907.26	253,607.41	0.50%	1,988,517.52	48,447,782.33	4.42%
	Other	4,083,271.75	219,489.93	5.38%	234,589.87	3,629,191.95	11.12%
FUNCTION 1200	INST SUPPORT-STUDENT						
	Personnel	3,645,652.25	88,648.18	2.43%	971,688.52	2,585,315.55	29.08%
	Other	156,741.50	(107.23)	-0.07%	1,107.23	155,741.50	0.64%
FUNCTION 1300	INST SUPPORT-STAFF						
	Personnel	4,180,403.89	190,943.99	4.57%	1,876,777.10	2,112,682.80	49.46%
	Other	1,605,792.75	48,236.02	3.00%	91,821.83	1,465,734.90	8.72%
FUNCTION 1400	INST SUPPORT-SCHOOL ADMN						
	Personnel	5,611,928.51	344,075.70	6.13%	3,606,365.67	1,661,487.14	70.39%
	Other	158,781.09	171.30	0.11%	7,097.71	151,512.08	4.58%
TOTAL INSTRUCTION		70,132,479.00	1,145,065.30	1.63%	8,777,965.45	60,209,448.25	14.15%
ADMINISTRATION							
FUNCTION 2100	ADMINISTRATION						
	Personnel	3,210,922.38	181,760.54	5.66%	2,357,315.12	671,846.72	79.08%
	Other	1,306,787.81	49,703.78	3.80%	690,076.15	567,007.88	56.61%
FUNCTION 2200	ATTENDANCE & HEALTH SERV						
	Personnel	1,724,801.30	18,220.83	1.06%	168,166.02	1,538,414.45	10.81%
	Other	71,131.50	33.19	0.05%	13,663.96	57,434.35	19.26%
TOTAL ADMINISTRATION		6,313,642.99	249,718.34	3.96%	3,229,221.25	2,834,703.40	55.10%
PUPIL TRANSPORTATION							
FUNCTION 3100	MANAGEMENT & DIRECTION						
	Personnel	340,170.25	30,356.44	8.92%	308,298.98	1,514.83	99.55%
	Other	21,582.50	223.08	1.03%	2,509.05	18,850.37	12.66%
FUNCTION 3200	VEHICLE OPERATION SERVICE						
	Personnel	2,744,494.11	27,758.32	1.01%	0.00	2,716,735.79	1.01%
	Other	724,466.60	241,063.22	33.27%	77,983.07	405,420.31	44.04%
FUNCTION 3300	MONITORING SERVICE						
	Personnel	441,725.48	1,776.05	0.40%	0.00	439,949.43	0.40%
FUNCTION 3400	VEHICLE MAINT SERVICE						
	Personnel	361,357.74	29,989.87	8.30%	315,218.86	16,149.01	95.53%
	Other	381,750.00	23,010.15	6.03%	316,888.35	41,851.50	89.04%
FUNCTION 3500	BUS PURCHASE - REGULAR						
	Other	0.00	0.00	0.00%	1,007,978.00	(1,007,978.00) Prior Year PO for buses	
TOTAL PUPIL TRANSPORTATION		5,015,546.68	354,177.13	7.06%	2,028,876.31	2,632,493.24	47.51%
OPERATIONS & MAINTENANCE							
FUNCTION 4100	MANAGEMENT & DIRECTION						
	Personnel	289,783.93	24,034.17	8.29%	264,375.76	1,374.00	99.53%
	Other	84,000.00	1,230.02	1.46%	83,769.98	(1,000.00)	101.19%

Lynchburg City Schools
 Operating Fund - Statement of Expenditures Preliminary
 For the Month Ending
 July 31, 2017

FUNCTION 4200 BUILDING SERVICES							
	Personnel	4,429,145.47	366,758.11	8.28%	3,572,957.08	489,430.28	88.95%
	Other	4,886,855.00	359,877.34	7.36%	3,082,729.39	1,444,248.27	70.45%
FUNCTION 4300 GROUNDS SERVICES							
	Personnel	259,233.78	21,578.71	8.32%	236,320.92	1,334.15	99.49%
	Other	35,000.00	0.00	0.00%	10,230.00	24,770.00	29.23%
FUNCTION 4400 EQUIPMENT SERVICES							
	Other	70,000.00	0.00	0.00%	13,000.00	57,000.00	18.57%
FUNCTION 4500 VEHICLE SERVICES							
	Other	42,500.00	0.00	0.00%	3,000.00	39,500.00	7.06%
FUNCTION 4600 SECURITY SERVICES							
	Personnel	28,838.30	131.87	0.46%	0.00	28,706.43	0.46%
	Other	347,000.00	0.00	0.00%	17,322.50	329,677.50	4.99%
FUNCTION 4700 WAREHOUSING SERVICES							
	Personnel	9,163.34	1,113.10	12.15%	0.00	8,050.24	12.15%
TOTAL OPERATIONS & MAINTENANCE		10,481,519.82	774,723.32	7.39%	7,283,705.63	2,423,090.87	76.88%
Other Non-Instructional Operations							
FUNCTION 5000 Non-Instructional Operations - Other		17,000.00	0.00	0.00%	4,495.00	12,505.00	26.44%
TOTAL Non-Instructional Operations		17,000.00	0.00	0.00%	4,495.00	12,505.00	26.44%
FACILITIES							
FUNCTION 6600 BLDG ADD & IMP SERVICES							
	Personnel	70,581.38	473.77	0.67%	0.00	70,107.61	0.67%
TOTAL FACILITIES		70,581.38	473.77	0.67%	0.00	70,107.61	0.67%
DEBT SERVICE							
FUNCTION 7100 DEBT SERVICE - Other		0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL DEBT SERVICE		0.00	0.00	0.00%	0.00	0.00	0.00%
TECHNOLOGY							
FUNCTION 8100 CLASSROOM INSTRUCTION							
	Personnel	1,845,730.81	113,121.12	6.13%	1,126,022.26	606,587.43	67.14%
	Other	278,689.73	9,978.66	3.58%	59,783.10	208,927.97	25.03%
FUNCTION 8200 INSTRUCTIONAL SUPPORT							
	Personnel	467,852.08	37,391.69	7.99%	397,871.10	32,589.29	93.03%
	Other	698,798.51	278,401.51	39.84%	255,336.64	165,060.36	76.38%
FUNCTION 8500 PUPIL TRANSPORTATION							
	Other	2,826.00	0.00	0.00%	0.00	2,826.00	0.00%
TOTAL TECHNOLOGY		3,293,897.13	438,892.98	13.32%	1,839,013.10	1,015,991.05	69.16%
CONTINGENCY RESERVES							
FUNCTION 9100 CLASSROOM INSTRUCTION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9300 ADMINISTRATION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9500 PUPIL TRANSPORTATION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9600 OPERATIONS & MAINTENANCE		0.00	0	0.00%	0	0	0.00%
TOTAL CONTINGENCY RESERVES		0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL OPERATING BUDGET		95,324,667.00	2,963,050.84	3.11%	23,163,276.74	69,198,339.42	27.41%

Agenda Report

Date: 09/05/17

Agenda Number: D-2

Attachments: Yes

From: Larry A. Massie, Acting Superintendent
Marie F. Gee, Director of Personnel

Subject: Personnel Report

Summary/Description:

The personnel recommendations for August 15 – September 5, 2017, appear as an attachment to this agenda report.

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

Recommendation:

The acting superintendent recommends that the school board approve the personnel recommendations for August 15 – September 5, 2017.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
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NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2017-2018:

Camp Jill	South Florida University	MA / (Lv. 21	21 yrs 3)	Laurel Regional School Speech Pathologist	08-04-2017
Cross Anne	ODU	MA / (Lv. 34	34 yrs 3)	Sheffield Elementary School Literacy Teacher – PT	09-01-2017
Freeman Janet	UVA	MA / (Lv. 18	18 yrs 3)	Office of Exceptional Learners Speech Pathologist	09-13-2017
LaGrone Kaycie	Northwestern St. University	MA / (Lv. 3	3 yrs 3)	Fort Hill Community School Homebound	09-05-2017

RESIGNATIONS:

Aldridge Jessica	Liberty University	MA / (Lv. 0	0 yrs 3)	Heritage High School ESL Teacher	08-17-2017
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Agenda Report

Date: 09/05/17

Agenda Number: D-3

Attachments: Yes

From: Larry A. Massie, Acting Superintendent
John C. McClain, Assistant Superintendent for Student Learning and Success

Subject: Administrative Regulation 7-63: Fees/Deposits/Materials/Reimbursements

Summary/Description:

On July 11, 2017, the school board approved Policy JN Student Fees, Fines, and Charges and Regulation JNZ-R Student Fees, Fines, and Charges. These replaced School Board Policy 7-63: Fees/Materials/Deposits/Reimbursements and School Board Policy 4-20: Tuition Fees. Following the school board's action, it was discovered that Administrative Regulation 7-63: Fees/Deposits/Materials/Reimbursements would be replaced by Policy JN and Regulation JNZ-R.

The school administration is requesting that Administrative Regulation 7-63: Fees/Deposits/Materials/Reimbursements be replaced with Policy JN Student Fees, Fines, and charges and Regulation JNZ-R Student Fees, Fines, and Charges.

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

Recommendation:

The acting superintendent recommends that the school board approve the removal of Administrative Regulation 7-63: Fees/Deposits/Materials/Reimbursements.

STUDENTS

Fee Schedule

Student fees are approved periodically by the school board. A fee schedule will be distributed annually as a special memorandum.

Approved by School Board:

Agenda Report

Date: 09/05/17

Agenda Number: D-4

Attachments: Yes

From: Larry A. Massie, Acting Superintendent
John C. McClain, Assistant Superintendent for Student Learning and Success

Subject: Policy LBD Home Instruction

Summary/Description:

Policy LBD Home Instruction has been developed from the recommended policy update from VSBA. This policy addresses home instruction and adds language to in accordance with a recent change in the Code of Virginia regarding notification to parents of the availability of certain exams. Policy LBD replaces School Board Policy 7-11.2: Home Instruction.

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

Recommendation:

The acting superintendent recommends that the school board adopt Policy LBD Home Instruction and remove School Board Policy 7-11.2: Home Instruction.

HOME INSTRUCTION

The Lynchburg City School Board recognizes that when the requirements of Va. Code § 22.1-254.1 are complied with instruction of children by their parents is an acceptable alternative form of education under the policy of the Commonwealth of Virginia. Any parent of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday may elect to provide home instruction in lieu of school attendance if the parent

- holds a high school diploma;
- is a teacher of qualifications prescribed by the Board of Education;
- provides a program of study or curriculum which may be delivered through a correspondence course or distance learning program or in any other manner;
- or
- provides evidence that the parent is able to provide an adequate education for the child.

DEFINITION

For purposes of this policy, "parent" means any parent, guardian, legal custodian or other person having control or charge of a child.

NOTIFICATION BY PARENTS

Any parent who elects to provide home instruction in lieu of school attendance shall annually notify the superintendent no later than August 15 of the parent's intention to so instruct the child and provide a description of the curriculum, limited to a list of subjects to be studied during the coming year and evidence of having met one of the criteria for providing home instruction. Any parent who moves into a school division or begins home instruction after the school year has begun shall notify the superintendent of the parent's intention to provide home instruction as soon as practicable and shall comply with the requirements of this policy within thirty days of such notice. The superintendent shall notify the Superintendent of Public Instruction of the number of students in the school division receiving home instruction.

EVIDENCE OF PROGRESS

A parent who elects to provide home instruction to a child who is over the age of six as of September 30 of the school year shall provide the superintendent by August 1 following the school year in which the child has received home instruction with either (i) evidence that the child has attained a composite score in or above the fourth stanine any nationally normed standardized achievement test or an equivalent score on the ACT, SAT or PSAT test or (ii) an evaluation or assessment which the superintendent determines to indicate that the child is achieving an adequate level of educational growth and progress, including but not limited to: (a) an evaluation letter from a person licensed to teach in any state, or a person with a master's degree or higher in an academic discipline, having knowledge of the child's academic progress, stating that the

child is achieving an adequate level of educational growth and progress; or (b) a report card or transcript from a community college or college, college distance learning program or home-education correspondence school.

In the event that evidence of progress as required in this subsection is not provided by the parent, the home instruction program for that child may be placed on probation for one year. Parents shall file with the superintendent evidence of their ability to provide an adequate education for their child and a remediation plan for the probationary year which indicates their program is designed to address any educational deficiency. Upon acceptance of such evidence and plan by the superintendent, the home instruction may continue for one probationary year. If the remediation plan and evidence are not accepted or the required evidence of progress is not provided by August 1 following the probationary year, home instruction shall cease and the parent shall make other arrangements for the education of the child which comply with Va. Code § 22.1-254.

IMMUNIZATIONS

Any parent, guardian or other person having control or charge of a child being home instructed, exempted or excused from school attendance shall comply with the immunization requirements provided in Va. Code § 32.1-46 in the same manner and to the same extent as if the child has been enrolled in and is attending school.

Upon request by the superintendent, the parent shall submit to the superintendent documentary proof of immunization in compliance with Va. Code § 32.1-46.

No proof of immunization shall be required of any child upon submission of (i) an affidavit to the superintendent stating that the administration of immunizing agents conflicts with the parent's or guardian's religious tenets or practices or (ii) a written certification from a licensed physician, physician assistant, nurse practitioner, or local health department that one or more of the required immunizations may be detrimental to the child's health, indicating the specific nature of the medical condition or circumstance that contraindicates immunization.

NOTIFICATION TO PARENTS

~~Students receiving home instruction and their parents will be notified of the availability of Advanced Placement (AP) and Preliminary SAT (PSAT) examinations and the availability of financial assistance to low income and needy students to take these examinations. Such notice will be given when the parent notifies the division that the student will receive home instruction.~~ {Advanced Placement (AP), Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) and PreACT examinations are available to students receiving home instruction pursuant to the Code of Virginia § 22.1-254.1. The superintendent **or designee** will establish a schedule identifying the dates by which students receiving home instruction must register to

participate in such examinations. The superintendent **or designee** will notify students receiving home instruction and their parents of the registration deadlines and the availability of financial assistance to low-income and needy students to take such examinations.}

DISCLOSURE OF INFORMATION

Neither the superintendent nor the School Board shall disclose to the Department of Education or any other person or entity outside of the local school division information that is provided by a parent or student to satisfy the requirements of this policy or subdivision B 1 of Va. Code § 22.1-254. Nothing in this policy prohibits the superintendent from notifying the Superintendent of Public Instruction of the number of students in the school division receiving home instruction.

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-1, 22.1-254, 22.1-254.1, 22.1-271.4, 32.1-46, 54.1-2952.2.

Pollard v. Goochland County School Board, No. 3:00CV563 (E.D. Va. Sept. 27, 2001).

Cross Ref.: JO

Student Records

Agenda Report

Date: 09/05/17

Agenda Number: G-1

Attachments: Yes

From: Larry A. Massie, Acting Superintendent
Ben W. Copeland, Assistant Superintendent for Operations and Administration

Subject: Hearing Officers

Summary/Description:

In accordance with the *Code of Virginia §22.1-311 Hearing before a School Board or Hearing Officer*, and *Virginia Administrative Code 8VAC20-90-70 Procedure for Dismissals*, teachers may request a hearing as part of the grievance process. This hearing may be conducted by the school board, or if the school board chooses, it may be conducted by a hearing officer who is appointed by the school board.

Hearing Officers should be appointed prior to being asked to conduct a hearing. The school administration has contacted the individuals listed below who have agreed to act as hearing officers for the school board. Copies of the Codes appear as attachments to the agenda report.

William Austin, Jr.
Linda J. Barnett
Albert L. Billingsly
Richard A. Burge
Mary Ann Hoss
Roger E. Jones

Roger L. Roberts
Mark R. Storm
Diane S. Swain
J. Marie Waller
Charles B. White

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

Recommendation:

The acting superintendent recommends that the school board approve the individuals listed as hearing officers for the school board.

Code of Virginia

Title 22.1. Education

Chapter 15. Teachers, Officers and Employees

§ 22.1-311. Hearing before school board or hearing officer

A. Upon a timely request for a hearing pursuant to § 22.1-309, the school board or, at the option of the school board, a hearing officer appointed by the school board shall set a hearing within 15 days of the request and the teacher shall be given at least five days' written notice of the time and the place. The hearing shall be private unless the teacher requests the hearing to be public. At the hearing the teacher may appear with or without a representative and be heard, presenting testimony of witnesses and other evidence. The school board may hear a recommendation for dismissal and make a determination whether to make a recommendation to the Board of Education regarding the teacher's license at the same hearing or hold a separate hearing for each action.

B. Each school board may appoint an impartial hearing officer from outside the school division to conduct hearings pursuant to this section. A hearing officer shall not have been involved in the recommendation of dismissal as a witness or a representative. A hearing officer shall possess some knowledge and expertise in public education and education law and be capable of presiding over an administrative hearing. The hearing officer shall schedule and preside over such hearings and shall create a record or recording of such proceedings. The hearing officer shall make a written recommendation to the school board, a copy of which shall be provided to the teacher. The hearing officer shall transmit the recommendation and the record or recording of the hearing to the school board as soon as practicable and no more than 10 business days after the hearing. In the event of a hearing before a hearing officer, the school board may make its decision upon the record or recording of such hearing, pursuant to § 22.1-313, or the school board may elect to conduct a further hearing to receive additional evidence by giving written notice of the time and place to the teacher and the division superintendent within 10 business days after the board receives the record or recording of the initial hearing. Such notice shall also specify each matter to be inquired into by the school board.

C. A record or recording of any hearing conducted pursuant to this section shall be made. The parties shall share the cost of the recording equally. In proceedings concerning grievances not related to dismissal, the recording may be dispensed with entirely by mutual consent of the parties. In such proceedings, if the recording is not dispensed with, the two parties shall share the cost of the recording equally; if either party requests a transcript, that party shall bear the expense of its preparation. In cases of dismissal, the record or recording shall be preserved for a period of six months. If the school board requests that a transcript be made at any time prior to expiration of the six-month period, it shall be made and copies shall be furnished to both parties. The school board shall bear the cost of the transcription.

D. Witnesses who are employees of the school board shall be granted release time if the hearing is held during the school day. The hearing shall be held at the school in which most witnesses work, if feasible.

Code 1950, § 22-217.7; 1968, c. 691; 1976, c. 282; 1980, c. 559; 2004, c. 1007; 2013, cc. 588, 650.

Agenda Report Attachment

Virginia Administrative Code

Title 8. Education

Agency 20. State Board of Education

Chapter 90. Procedure for Adjusting Grievances

8VAC20-90-70. Procedure for Dismissals.

A. Notice to teacher of recommendation for dismissal.

1. In the event a division superintendent determines to recommend dismissal of any teacher, written notice shall be sent to the teacher on forms prescribed by the Board of Education notifying him of the proposed dismissal and informing the teacher that within 10 business days after receiving the notice, the teacher may request a hearing before the school board or, at the option of the school board, a hearing officer appointed by the school board, as provided in § 22.1-311 of the Code of Virginia.

2. During such 10-business-day period and thereafter until a hearing is held in accordance with the provisions herein, if one is requested by the teacher, the merits of the recommendation of the division superintendent shall not be considered, discussed, or acted upon by the school board except as provided for herein.

3. At the request of the teacher, the superintendent shall provide the reasons for the recommendation in writing or, if the teacher prefers, in a personal interview. In the event a teacher requests a hearing pursuant to § 22.1-311 or 22.1-312 of the Code of Virginia, the division superintendent shall provide, within 10 days of the request, the teacher, or his representative, with the opportunity to inspect and copy his personnel file and all other documents relied upon in reaching the decision to recommend dismissal. Within 10 days of the request of the division superintendent, the teacher, or his representative, shall provide the division superintendent with the opportunity to inspect and copy the documents to be offered in rebuttal to the decision to recommend dismissal. The division superintendent and the teacher or his representative shall be under a continuing duty to disclose and produce any additional documents identified later that may be used in the respective parties' cases-in-chief. The cost of copying such documents shall be paid by the requesting party.

4. Upon a timely request for a hearing, the school board or, at the school board's option, a hearing officer appointed by the school board shall set a hearing within 15 days of the request and the teacher shall be given at least five days' written notice of the time and the place of the hearing.

B. Procedure for hearing.

1. The hearing shall be conducted by the school board or, at the school board's option, a hearing officer appointed by the school board. The teacher and the division superintendent may be represented by legal counsel or other representatives. The hearing shall be private, unless the teacher requests a public hearing. The school board or hearing officer, as the

Agenda Report Attachment

case may be, shall establish the rules for the conduct of the hearing, and such rules shall include the opportunity for the teacher and the division superintendent to make an opening statement and to present all material or relevant evidence, including the testimony of witnesses, and the right of all parties to cross-examine the witnesses. Witnesses may be questioned by the school board or hearing officer.

2. The parties shall produce such additional evidence as the school board or hearing officer may deem necessary to an understanding and determination of the dispute. The school board or hearing officer shall determine the relevancy and materiality of the evidence offered. All evidence shall be taken in the presence of the school board or hearing officer and of the parties.

3. Exhibits offered by the teacher or the division superintendent may be received in evidence by the school board or hearing officer and, when so received, shall be marked and made a part of the record.

4. A stenographic record or tape recording of the proceedings shall be taken. The two parties shall share the cost of the recording equally. The record or recording of the proceedings shall be preserved for a period of six months. If the school board requests that a transcript of the record or recording be made at any time prior to expiration of the six-month period, it shall be made and copies shall be furnished to both parties. The school board shall bear the expense of the transcription.

5. The teacher shall bear his own expenses. The school board shall bear the expenses of the division superintendent and the hearing officer.

6. Witnesses who are employees of the school board shall be granted release time if the hearing is held during the school day. The hearing shall be held at the school in which most witnesses work, if feasible.

7. In the event of a hearing conducted by a hearing officer, the recommendation of the hearing officer shall be based exclusively upon the evidence presented at the hearing. Upon the hearing officer's own motion or upon application by the teacher or the division superintendent, the hearing officer may reopen the hearing for the purpose of hearing after-discovered evidence upon a finding of good cause by the hearing officer at any time before his recommendation is due. The hearing officer shall transmit his written recommendation and a record or recording of the hearing to the school board as soon as practicable and no more than 10 business days after the hearing.

8. In the event of a hearing by a hearing officer, the school board may make its decision upon the record or recording of such hearing or the school board may elect to conduct a further hearing to receive additional evidence. The school board must hold such further hearing as soon as practicable and must give written notice of the time and place of such further hearing to the division superintendent and the teacher within 10 business days after the board received the record or recording of the initial hearing. The notice must specify each matter to be inquired into by the school board. The school board shall determine the procedure to be followed at such further hearing.

Agenda Report Attachment

C. School board determination.

1. In the event of a hearing before the school board, the school board shall give the teacher its written decision as soon as practicable and no more than 30 days after the hearing. The decision of the school board shall be reached after considering the evidence and information presented at the school board hearing.
2. In the event of a hearing before a hearing officer followed by a further hearing by the school board pursuant to subdivision B 8 of this section, the school board shall give the teacher its written decision as soon as practicable and no more than 30 days after such further hearing. The decision of the school board shall be reached after considering the record or recording of the initial hearing, the recommendations of the hearing officer, and the evidence and information presented at the further hearing before the school board.
3. In the event of a hearing before a hearing officer in cases in which no further hearing is conducted by the school board, the school board shall give the teacher its written decision as soon as practicable and no more than 30 days after receiving the record or recording of the hearing. The decision of the school board shall be reached after considering the record or recording of the hearing and the recommendations of the hearing officer.
4. The school board may dismiss or suspend a teacher upon a majority vote of a quorum of the school board. The school board's attorney, assistants, or representative, if he or they represented a participant in the prior proceedings; the grievant; the grievant's attorney or representative; and, notwithstanding the provisions of § 22.1-69 of the Code of Virginia, the superintendent shall be excluded from any executive session of the school board that has as its purpose reaching a decision on a grievance. However, immediately after a decision has been made and publicly announced, as in favor of or not in favor of the grievant, the school board's attorney or representative and the superintendent may join the school board in executive session to assist in the writing of the decision.

Statutory Authority

§§ 22.1-16 and 22.1-308 of the Code of Virginia.

Historical Notes

Derived from VR270-01-0008 § 3.1, eff. February 1, 1986; amended, Virginia Register Volume 21, Issue 14, eff. May 2, 2005; Volume 33, Issue 5, eff. November 30, 2016.

Agenda Report

Date: 09/05/17

Agenda Number: H-1

Attachments: No

From: Larry A. Massie, Acting Superintendent
Ben W. Copeland, Assistant Superintendent of Operations and Administration

Subject: Crisis Plans: 2017-18

Summary/Description:

Pursuant to the Code of Virginia §22.1-279.8, each school board shall ensure that every school develops a written school crisis, emergency management, and medical emergency response plan. The school must also review the plans on an annual basis.

During this presentation, the school administration will provide the school board with information about the process for updating the crisis plans for each school. The plans were submitted to the Virginia Department of Education by August 31, 2017. The school board has received a copy of those plans, and the school administration requests that they be approved during this presentation.

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

Recommendation:

The superintendent recommends that the school board approve the crisis plans for 2017-18.

Agenda Report

Date: 09/05/17

Agenda Number: H-2

Attachments: No

From: Larry A. Massie, Acting Superintendent

Subject: School Board Retreat: 2017-18

Summary/Description:

Each year, Lynchburg City School Board conducts an annual retreat. During this presentation, the school board will discuss the date(s) for the retreat and begin to identify possible topics for discussion.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 09/05/17

Agenda Number: H-3

Attachments: Yes

From: Larry A. Massie, Acting Superintendent

Subject: VSBA Policy Services Contract

Summary/Description:

For the past several years, the Lynchburg City Schools has used the policy services provided by the Virginia School Boards Association (VSBA). The current contract between the school division and VSBA will expire on September 30, 2017.

The new contract, in the amount of \$3,000, will “require the school board to maintain and follow up-to-date policies and further requires that all policies shall be reviewed at least every five years and revised as needed.” The contract provides the school board with online access to the VSBA policy manual, update services to policies, and access to VSBA staff members and its attorney to help answer questions about policies.

This contract is renewable for four additional one-year terms at the original (\$3000) contract fee. A copy of the contract appears as an attachment to the agenda report.

Disposition: Action
 Information
 Action at Meeting on: 09/19/17

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 September 19, 2017.



Policy Services Agreement

This Agreement made this ____ day of _____, 2017 by and between the School Board of Lynchburg City (hereinafter "Board") and the Virginia School Boards Association (hereinafter "VSBA").

WHEREAS, Va. Code § 22.1-253.13:7 (part of the Standards of Quality) requires the Board to maintain and follow up-to-date policies and further requires that all policies shall be reviewed at least every five years and revised as needed; and

WHEREAS, the Board is a member of the VSBA and is desirous of having the VSBA provide it with policy services to enable it to comply with the Standards of Quality; and

WHEREAS, the VSBA, in order to promote the economy and efficiency of its members and to assist its members in complying with the Standards of Quality, is desirous of providing policy services to the Board.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

- 1. During the term of this contract, VSBA will provide to the Board, through its website, access to the following**
 - A. a manual containing sample policies**
 - B. update services including, but not limited to, new and revised sample policies based on**
 - statutory law**
 - case law**
 - agency rules and regulations**
 - Attorney General opinions**
 - C. availability of VSBA staff member/attorney to answer questions regarding policies**
- 2. The Board, in accordance with Va. Code § 22.1-71, agrees to contract with the VSBA for policy services.**
- 3. The Board will pay VSBA \$3,000.00 for its services under this Agreement. The VSBA shall provide the Policy Contact designated by the superintendent with a password to the Policy Services section of the VSBA website only after full payment has been received.**

4. **The services provided for in this Agreement shall not include any comments, suggestions, or recommendations regarding any other documents or publications including, but not limited to, administrative rules, regulations, procedures, school manuals or handbooks, exhibits or forms.**
5. **The VSBA sample policies are copyright protected, and intended for the sole and exclusive use of current subscribers to the VSBA policy services. Current subscribers may not share the sample policies with or provide the policies to non-subscribers or their agents or representatives, unless required by law or with the prior approval of the VSBA.**
6. **VSBA's liability is limited as follows:**
 - a. **Sample policies that are developed by the VSBA which have not been altered or amended by the policy subscriber are subject to VSBA liability.**
 - b. **Local revisions, deletions and additions to VSBA sample policies are excluded from VSBA liability.**
 - c. **The Board agrees, in the event that a sample policy prepared by VSBA is alleged to be not in compliance with relevant laws or regulations, to notify VSBA of such allegation within five (5) working days of such allegation.**
7. **The VSBA will not review, interpret, or comment on any VSBA sample policy that is altered by the administrative staff, local school board attorney or school board. Such alterations should be referred to the local school board attorney for review and interpretation.**
8. **The VSBA's liability for damages to the Board for any cause whatsoever shall be limited to the fee for the services to be performed under this Agreement.**
9. **This Agreement is in full force and effect for a term of one (1) year, effective October 1, 2017, and terminating September 30, 2018. The Board's eligibility for policy services is conditioned on the Board remaining a member of VSBA. The Agreement is renewable for three (3) additional one-year terms at the original contract fee. At the end of the final renewal year, the contract may be renewed at the prevailing fee at the time of renewal. If the Board terminates the contract prior to the expiration of the contract term, there shall be no refund of any payments made.**
10. **Upon the termination of the Board's participation in policy services, whether prior to the term of the contract or after expiration of the contract, the Board shall return or destroy all policy manuals, updated policies and/or any CDs, and will discontinue use of and destroy any and all copies of the VSBA password. Furthermore, the Board shall subsequently act in accordance with copyright laws.**

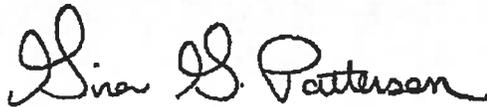
- 11. **This Agreement constitutes the complete understanding of the parties and supersedes any and all prior understandings and agreements, oral or written, relating hereto. No alteration, modification or amendment of this Agreement shall be valid and binding unless in writing and executed by both parties.**

LYNCHBURG CITY SCHOOL BOARD

BY _____ Date: _____, 2017
Chair

Attest: _____
Clerk

VIRGINIA SCHOOL BOARDS ASSOCIATION



BY _____ Date: August 14, 2017
Gina G. Patterson, Executive Director

Agenda Report

Date: 09/06/17

Agenda Number: H-4

Attachments: Yes

From: Larry A. Massie, Acting Superintendent
John C. McClain, Assistant Superintendent for Student Learning and Success

Subject: Lynchburg Juvenile Detention Center Education Program Budget: 2017-18

Summary/Description:

The 2017-18 funding for the Lynchburg Regional Juvenile Detention Center Education Program in the amount of \$813,879.00 has been approved by the Virginia Department of Education. Lynchburg City Schools serves as the fiscal agent for this state-operated program. Lynchburg City Schools employs eight teachers, a principal, and a full-time administrative secretary at the Lynchburg Regional Juvenile Detention Center where educational services are provided to approximately 48 students. The summary on the attachment outlines expenditures for the 2017-18 school year.

Disposition: Action
 Information
 Action at Meeting on: 09/19/17

Recommendation:

The acting superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on September 19, 2017

Budget:

Personnel Salary Compensation	\$535,265
5% of Salaries Expanded-Indirect	\$26,763
Fringe Benefits and Fixed Charges	\$190,451
Substitutes	\$2,500
<u>Sub-total Personal Salary Compensation</u>	<u>\$755,029</u>
Travel Expenses	\$10,950
Instructional Supplies and Equipment	\$10,000
Technology	\$21,000
Related Services LCS Contracted	\$4,000
Textbooks	\$1,000
Other/Misc.	\$11,400
<u>Sub-total Non-Personnel Expenses:</u>	<u>\$58,850</u>
Total	\$813,879