



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

Lynchburg City School Board

Robert O. Brennan
School Board District 1

Sharon Y. Carter
School Board District 2

James E. Coleman, Jr.
School Board District 3

Belle H. Evans
School Board District 1

Atul Gupta
School Board District 3

Charleta F. Mason
School Board District 2

Susan D. Morrison
School Board District 1

Michael J. Nilles
School Board District 3

Kimberly A. Sinha
School Board District 2

School Administration

Crystal M. Edwards
Superintendent

Ben W. Copeland
Deputy Superintendent

Anthony E. Beckles, Sr.
Chief Financial Officer

R. Denise Spinner
Clerk

Sedora A. Booker-Felder
Student Representative
Heritage High School

Maggie Kicklighter
Student Representative
E. C. Glass High School

SCHOOL BOARD MEETING
November 7, 2018 5:00 p.m.
School Administration Building
Board Room

A. CLOSED MEETING

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

B. PUBLIC COMMENTS

- 1. Public Comments
Susan D. Morrison.Page 3
Discussion/Action (30 Minutes)

C. FINANCE REPORT

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

D. CONSENT AGENDA

- 1. School Board Meeting Minutes: October 2, 2018 (Regular Meeting)
October 9, 2018 (Student Discipline Committee Meeting)
October 16, 2018 (Work Session)
October 23, 2018 (Student Discipline Committee Meeting)
- 2. Personnel Report
Marie F. Gee Page 9
Discussion/Action

3. Religious Exemption
Susan D. Morrison. Page 11
Discussion/Action
4. Proposed Health Insurance Rate Increase for
Retirees and Cobra Participants
Anthony E. Beckles, Sr Page 12
Discussion/Action

E. STUDENT REPRESENTATIVE COMMENTS

F. SCHOOL BOARD COMMITTEE REPORT

1. School Board Committees:

A) Finance Committee

Meeting Dates:

August 30, 2018	September 20, 2018
October 25, 2018	November 8, 2018
December 13, 2018	March 14, 2019

B) Governor’s School Committee

Meeting Dates:

August 1, 2018	September 5, 2018
November 7, 2018	December 5, 2019
February 6, 2019	March 6, 2019
April 3, 2019	May 1, 2019

C) LAUREL Regional School Committee

Meeting Dates:

August 29, 2018	December 5, 2018
February 6, 2019	May 1, 2019

D) XLR8 STEM Academy Committee

Meeting Dates:

August 14, 2018	November 13, 2018
January 22, 2019	March 19, 2019
May 28, 2019	August 13, 2019

2. Advisory Committees to the School Board

A) General Career Technical Advisory Committee

Meeting Dates:

October 23, 2018	December 11, 2018
April 23, 2019	June 11, 2019

B) Equity Task Force Committee

Meeting Dates:

November 28, 2018	January 16, 2019
March 20, 2019	May 22, 2019

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

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

G. UNFINISHED BUSINESS

- 1. Health Insurance Premiums and Claims for
 Non-LCS Entities
 Anthony E. Beckles, Sr. Page 14
 Discussion/Action

H. NEW BUSINESS

- 1. Fund Balance Recommendations: 2017-18
 Anthony E. Beckles, Sr. Page 16
 Discussion
- 2. Blue Ridge Regional Jail Authority Special Education
 Program Budget: 2018-19
 Wyllys VanDerwerker Page 18
 Discussion/Action
- 3. Lynchburg City School Board Policy Updates
 Ben W. Copeland. Page 19
 Discussion

I. SUPERINTENDENT’S COMMENTS

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

J. BOARD COMMENTS

K. INFORMATIONAL ITEMS

A division wide Open House will be held on Tuesday, November 13, 2018 from 9:00 a.m. - 10:30 a.m.

The Annual VSBA Convention will be held in Williamsburg, Virginia November 14-16, 2018.

A School Board Work Session will be held on Tuesday, November 20, 2018 at 5:00 p.m. in the board room at the Administration Building

The next School Board Meeting will be held on Tuesday, December 4, 2018 at 5:30 p.m. in the board room at the Administration Building

L. ADJOURNMENT

Agenda Report

Date: 11/07/18

Agenda Number: A-1

Attachments: No

From: Susan D. Morrison, School Board Chair

Subject: Notice of Closed Meeting

Summary/Description:

Pursuant to the Code of Virginia §2.2-3711 (A) (2), (7), and (8), the school board needs to convene a closed meeting for the purpose of discussing the following specific matters:

Legal Matters and Student Matters

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

Recommendation:

The school board chairman recommends that the school board approve a motion to enter into Closed Meeting in accordance with the Code of Virginia §2.2-3711 (A) (2), (7) and (8), to discuss legal matters and student matters.

Agenda Report

Date: 11/07/18

Agenda Number: A-2

Attachments: No

From: Susan D. Morrison, School Board Chair

Subject: Certification of Closed Meeting

Summary/Description:

The Lynchburg City School Board certifies that, in the closed meeting just concluded, nothing was discussed except the matters specifically identified in the motion to convene in a closed meeting and lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 11/07/18

Agenda Number: A-1

Attachments: No

From: Susan D. Morrison, 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: 11/07/18

Agenda Number: C-1

Attachments: Yes

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

Subject: Finance Report

Summary/Description:

The school administration, in accordance with the FY2018-19 school's operating budget, authorized, approved, and processed the necessary payments through September 30, 2018. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through September 30, 2018 for the operating fund.

Total Operating Fund Budget	\$ 97,672,407.00
-----------------------------	------------------

Through September 30, 2018

Actual Revenue Received	\$ 13,378,121.13
Actual Expenditures	\$ 18,655,057.59
Actual Encumbered	\$ 61,794,176.17

Percent of Budget Received	13.70%
Percent of Budget Used, excluding encumbrances	19.10%

As of 9/30/18 – 3 months	25.00%
--------------------------	--------

The revenue and expenditure reports detail the transactions recorded through September 30, 2018. All reports appear as attachments to the agenda report.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Lynchburg City Schools
Operating Fund - Statement of Expenditures
For the Three Months Ending September 30, 2018

	BUDGET	TRANSACTIONS	Fiscal Year 2018-19		ENCUMBRANCES	BUDGET AVAILABLE	BUDGET % USED
			BUDGET % USED	ENCUMBRANCES			
INSTRUCTION							
FUNCTION 1100 CLASSROOM INSTRUCTION							
Personnel	51,073,776.55	8,807,225.30	17.24%	38,680,446.56	3,586,104.69	92.98%	
Other	4,960,115.58	525,565.08	10.60%	177,223.18	4,257,327.32	14.17%	
FUNCTION 1200 INST SUPPORT-STUDENT							
Personnel	3,669,534.27	697,639.63	19.01%	2,572,392.18	399,502.46	89.11%	
Other	218,863.95	10,432.69	4.77%	45,986.38	162,444.88	25.78%	
FUNCTION 1300 INST SUPPORT-STAFF							
Personnel	3,859,868.03	806,171.20	20.89%	2,213,942.66	839,754.17	78.24%	
Other	716,715.35	126,077.56	17.59%	72,118.59	518,519.20	27.65%	
FUNCTION 1400 INST SUPPORT-SCHOOL ADMIN							
Personnel	5,806,529.68	1,325,255.87	22.82%	2,728,111.29	1,753,162.52	69.81%	
Other	167,432.57	14,922.61	8.91%	75,222.04	77,287.92	53.84%	
TOTAL INSTRUCTION	70,472,835.98	12,313,289.94	17.47%	46,565,442.88	11,594,103.16	83.55%	
ADMINISTRATION							
FUNCTION 2100 ADMINISTRATION							
Personnel	3,197,181.53	691,094.57	21.62%	1,631,404.78	874,682.18	72.64%	
Other	1,368,915.96	233,193.31	17.03%	624,335.73	511,386.92	62.64%	
FUNCTION 2200 ATTENDANCE & HEALTH SERV							
Personnel	2,300,131.63	339,632.42	14.77%	1,371,336.67	589,162.54	74.39%	
Other	102,575.65	16,007.14	15.61%	15,748.50	70,820.01	30.96%	
TOTAL ADMINISTRATION	6,968,804.77	1,279,927.44	18.37%	3,642,825.68	2,046,051.65	70.64%	
PUPIL TRANSPORTATION							
FUNCTION 3100 MANAGEMENT & DIRECTION							
Personnel	400,936.01	102,431.37	25.55%	264,106.43	34,398.21	91.42%	
Other	21,637.66	3,418.49	15.80%	9,725.80	8,493.37	60.75%	
FUNCTION 3200 VEHICLE OPERATION SERVICE							
Personnel	2,963,634.59	565,696.47	19.09%	1,844,838.98	553,099.14	81.34%	
Other	955,346.60	329,706.49	34.51%	375,759.89	249,880.22	73.84%	
FUNCTION 3300 MONITORING SERVICE							
Personnel	706,988.88	107,612.38	15.22%	314,929.50	284,447.00	59.77%	
FUNCTION 3400 VEHICLE MAINT SERVICE							
Personnel	369,098.96	82,246.73	22.28%	215,122.48	71,729.75	80.57%	
Other	381,750.00	98,293.88	25.75%	213,909.83	69,546.29	81.78%	
FUNCTION 3500 BUS PURCHASE - REGULAR							
Other	300,000.00	0.00	0.00%	278,352.00	21,648.00	92.78%	
TOTAL PUPIL TRANSPORTATION	6,099,392.70	1,289,405.81	21.14%	3,516,744.91	1,293,241.98	78.80%	
OPERATIONS & MAINTENANCE							
FUNCTION 4100 MANAGEMENT & DIRECTION							
Personnel	292,904.20	74,449.92	25.42%	218,480.06	(25.78)	100.01%	
Other	29,500.00	2,705.64	9.17%	17,805.96	8,988.40	69.53%	
FUNCTION 4200 BUILDING SERVICES							
Personnel	4,706,781.28	1,150,138.79	24.44%	3,033,233.16	523,409.33	88.88%	

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the Three Months ending September 30, 2018

ACCOUNT TITLE	FY 2017-18			FY 2018-19			% RECEIVED
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	
240308 SALES TAX RECEIPTS	(10,614,314.00)	(10,692,439.52)	78,125.52	(10,878,445.00)	(1,270,042.80)	(9,608,402.20)	11.67%
240202 BASIC SCHOOL AID	(21,769,498.00)	(21,765,334.61)	(4,163.39)	(22,885,425.00)	(5,721,356.25)	(17,164,068.75)	25.00%
240207 GIFTED & TALENTED	(243,593.00)	(243,964.00)	371.00	(249,529.00)	(62,382.24)	(187,146.76)	25.00%
240208 REMEDIAL EDUCATION-SOQ	(1,476,782.00)	(1,479,032.00)	2,250.00	(1,492,182.00)	(310,871.25)	(1,181,310.75)	20.83%
240204 REMEDIAL EDUCATION-SUMMER SCHOOL	(164,036.00)	(186,695.00)	22,659.00	(218,153.00)	(62,174.25)	(155,978.75)	28.50%
SUPLL LOTTERY PER PUPIL ALLOCATION	(1,391,118.00)	(1,394,509.00)	3,391.00	(1,677,233.00)	0.00	(1,677,233.00)	0.00%
COMPENSATION SUPPLEMENT	(231,552.00)	(231,854.00)	302.00	0.00	0.00	0.00	0.00%
240212 SPECIAL ED SOQ	(2,811,468.00)	(2,815,752.00)	4,284.00	(3,044,252.00)	(761,062.98)	(2,283,189.02)	25.00%
240217 VOCATIONAL ED SOQ	(400,913.00)	(401,524.00)	611.00	(628,813.00)	(157,203.24)	(471,609.76)	25.00%
240221 SOC SEC-INSTR	(1,446,333.00)	(1,448,537.00)	2,204.00	(1,502,164.00)	(375,541.02)	(1,126,622.98)	25.00%
240223 VRS INSTRUCTIONAL	(3,324,028.00)	(3,329,093.00)	5,065.00	(3,318,733.00)	(829,683.24)	(2,489,049.76)	25.00%
240241 GROUP LIFE INST	(96,422.00)	(96,569.00)	147.00	(99,812.00)	(24,952.98)	(74,859.02)	25.00%
240228 READING INTERVENTN	(205,913.00)	(218,393.00)	12,480.00	(219,007.00)	0.00	(219,007.00)	0.00%
240205 CAT-REG FOSTER	(190,250.00)	(188,242.00)	(2,008.00)	(202,382.00)	0.00	(202,382.00)	0.00%
240246 CAT-HOMEBOUND	(110,224.00)	(93,733.71)	(16,490.29)	(93,167.00)	0.00	(93,167.00)	0.00%
240248 REGIONAL TUITION	(1,011,481.00)	(1,002,226.65)	(9,254.35)	(1,233,366.00)	0.00	(1,233,366.00)	0.00%
240265 AT RISK SOQ	(1,489,206.00)	(1,520,272.52)	31,066.52	(1,584,718.00)	(396,179.52)	(1,188,538.48)	25.00%
240309 ESL	(154,875.00)	(148,421.87)	(6,453.13)	(154,277.00)	(38,569.26)	(115,707.74)	25.00%
240281 AT RISK 4 YR OLDS	(932,488.00)	(932,488.00)	0.00	(956,491.00)	0.00	(956,491.00)	0.00%
240252 CTE EQUIPMENT	(9,748.88)	(22,270.85)	12,521.97	0.00	0.00	0.00	0.00%
240253 CTE OCC PREP	(57,895.00)	(57,397.33)	(497.67)	(48,323.00)	0.00	(48,323.00)	0.00%
MATHREADING INSTR SPECIALISTS	(20,502.00)	(20,502.00)	0.00	(41,254.00)	0.00	(41,254.00)	0.00%
EARLY READING SPECIALISTS INITIATIVE	0.00	0.00	0.00	(82,509.00)	0.00	(82,509.00)	0.00%
240275 PRIMARY CLASS SIZE	(1,915,875.00)	(1,864,678.00)	(51,197.00)	(1,846,920.00)	0.00	(1,846,920.00)	0.00%
240214 TEXTBOOKS	(557,117.00)	(557,966.00)	849.00	(502,501.00)	(125,625.24)	(376,875.76)	25.00%
240405 ALGEBRA READINESS	(143,036.00)	(143,035.75)	(0.25)	(145,199.00)	0.00	(145,199.00)	0.00%
COMMONWEALTH OF VA	(50,768,667.88)	(50,854,930.81)	86,262.93	(53,104,855.00)	(10,135,644.27)	(42,969,210.73)	19.09%
330212 IMPACT AIDPL81-874	(8,500.00)	(9,406.36)	906.36	(8,500.00)	(26,107.33)	17,607.33	307.15%
180303 MEDICAID REIMBURSE	(350,000.00)	(618,643.34)	268,643.34	(350,000.00)	(2,106.65)	(347,893.35)	0.60%
JR ROTC	(105,000.00)	(132,235.20)	27,235.20	(105,000.00)	(3,240.30)	(101,759.70)	3.09%
FEDERAL	(463,500.00)	(760,284.90)	296,784.90	(463,500.00)	(31,454.28)	(432,045.72)	6.79%

Agenda Report Attachment

Item: C-1

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the Three Months ending September 30, 2018

	FY 2017-18			FY 2017-18			FY 2017-18		
	REVENUE	YTD	BUDGET	%	REVENUE	YTD	BUDGET	%	
	BUDGET	TRANSACTIONS	BALANCE	RECEIVED	BUDGET	TRANSACTIONS	BALANCE	RECEIVED	
510500 CITY OPER APPR	(42,028,498.00)	(42,028,498.00)	0.00	100.00%	(42,028,498.00)	(3,000,000.00)	(39,028,498.00)	7.14%	
510500 FUND BALANCE RETURN	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
HEALTH INSURANCE RESERVE	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
510500 USE OF CIP FUNDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
CITY	(42,028,498.00)	(42,028,498.00)	0.00	100.00%	(42,028,498.00)	(3,000,000.00)	(39,028,498.00)	7.14%	
189912 MISC REV/OTH FUNDS	(75,000.00)	(34,511.37)	(40,488.63)	46.02%	(55,000.00)	(32,172.18)	(22,827.82)	58.49%	
180303 REBATES & REFUNDS	(86,250.00)	(34,183.73)	(52,066.27)	39.63%	(86,250.00)	(9,797.15)	(76,452.85)	11.36%	
189903 DONATIONS & SP GF	(5,512.50)	(6,312.50)	800.00	0.00%	0.00	0.00	0.00	0.00%	
189909 SALE OTHER EQUIP	(16,500.00)	(28,500.00)	12,000.00	172.73%	(10,000.00)	(5,100.00)	(4,900.00)	51.00%	
189910 INSURANCE ADJUST	(133,833.00)	(66,047.14)	(67,785.86)	49.35%	(5,000.00)	0.00	(5,000.00)	0.00%	
E RATE REIMBURSEMENT	(203,500.00)	(154,964.51)	(48,535.49)	76.15%	(80,000.00)	(1,248.24)	(78,751.76)	1.56%	
MISCELLANEOUS	(520,595.50)	(324,519.25)	(196,076.25)	62.34%	(236,250.00)	(48,317.57)	(187,932.43)	20.45%	
150201 RENTS - LAUREL	(123,000.00)	(123,000.00)	0.00	100.00%	(123,000.00)	0.00	(123,000.00)	0.00%	
150201 RENTS - CVGS	0.00	(43,000.00)	43,000.00	100.00%	(43,000.00)	0.00	(43,000.00)	0.00%	
161201 TUITION DAY SCHOOL	(80,000.00)	(106,126.60)	26,126.60	132.66%	(100,000.00)	(50,089.29)	(49,910.71)	50.09%	
161206 TUITION ADULT	(20,000.00)	(27,885.00)	7,885.00	139.43%	(25,000.00)	0.00	(25,000.00)	0.00%	
161207 TUITION SUMMER SCH	(25,000.00)	(43,442.53)	18,442.53	173.77%	(30,000.00)	0.00	(30,000.00)	0.00%	
161202 SPEC PUPIL FEES	(31,000.00)	(16,758.86)	(14,241.14)	54.06%	(25,000.00)	(19,162.00)	(5,838.00)	76.65%	
161205 BUS RENTAL	(325,000.00)	(430,608.70)	105,608.70	132.49%	(325,000.00)	(49,766.32)	(275,233.68)	15.31%	
190101 TUIT FM OTH CO/CY	(500,000.00)	(575,177.76)	75,177.76	115.04%	(600,000.00)	0.00	(600,000.00)	0.00%	
161201 DUAL ENROLLMENT	(185,000.00)	(146,043.00)	(38,957.00)	78.94%	(150,000.00)	0.00	(150,000.00)	0.00%	
PRINT SHOP	(65,000.00)	(55,337.83)	(9,662.17)	85.14%	(50,000.00)	(1,153.95)	(48,846.05)	2.31%	
SCHOOL NUT UTILITIES	(90,000.00)	(80,411.32)	(9,588.68)	89.35%	(90,000.00)	(3,625.20)	(86,374.80)	4.03%	
FACILITY RENTALS	(50,000.00)	(128,490.38)	78,490.38	256.98%	(75,000.00)	(32,962.25)	(42,037.75)	43.95%	
INDIRET COSTS	(200,000.00)	(171,787.64)	(28,212.36)	85.89%	(203,304.00)	(5,946.00)	(197,358.00)	2.92%	
CHARGES FOR SERVICES	(1,694,000.00)	(1,948,069.62)	254,069.62	115.00%	(1,839,304.00)	(162,705.01)	(1,676,598.99)	8.85%	
DESIGNATION - ENCUMBRANCES	(1,275,388.88)	0.00	(1,275,388.88)	0.00%	0.00	0.00	0.00	0.00%	
TOTAL OPERATING FUND	(96,750,650.26)	(95,916,302.58)	(834,347.68)	99.14%	(97,672,407.00)	(13,378,121.13)	(84,294,285.87)	13.70%	

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

Agenda Report Attachment

Item: C-1

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Three Months Ending September 30, 2018

FUNCTION 4300 GROUNDS SERVICES	Other	4,747,200.70	1,242,021.40	26.16%	3,114,606.76	390,572.54	91.77%
	Personnel	277,241.03	64,648.95	23.32%	174,405.25	38,186.83	86.23%
	Other	35,000.00	5,423.04	15.49%	1,500.00	28,076.96	19.78%
FUNCTION 4400 EQUIPMENT SERVICES	Other	70,000.00	0.00	0.00%	0.00	70,000.00	0.00%
FUNCTION 4500 VEHICLE SERVICES	Other	42,500.00	11,192.90	26.34%	0.00	31,307.10	26.34%
FUNCTION 4600 SECURITY SERVICES	Personnel	31,764.37	4,294.45	13.52%	13,343.68	14,126.24	55.53%
	Other	393,000.00	29,319.00	7.46%	143,239.05	220,441.95	43.91%
FUNCTION 4700 WAREHOUSING SERVICES	Personnel	9,163.34	5,942.27	64.85%	0.00	3,221.07	64.85%
TOTAL OPERATIONS & MAINTENANCE		10,635,054.92	2,590,136.36	24.35%	6,716,613.92	1,328,304.64	87.51%
Other Non-Instructional Operations							
FUNCTION 5000 Non-Instructional Operations - Other		21,000.00	513.60	2.45%	0.00	20,486.40	2.45%
TOTAL Non-Instructional Operations		21,000.00	513.60	2.45%	0.00	20,486.40	2.45%
FACILITIES							
FUNCTION 6200 SITE IMPROVEMENTS	Personnel	115,472.41	19,658.69	17.02%	86,370.95	9,442.77	91.82%
	Other	73,335.55	3,505.16	4.78%	0.00	69,830.39	4.78%
FUNCTION 6600 BLDG ADD & IMP SERVICES	Personnel	20,000.00	0.00	0.00%	0.00	20,000.00	0.00%
	Other	208,807.96	23,163.85	11.09%	86,370.95	99,273.16	52.46%
TOTAL FACILITIES							
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	1,730,014.75	406,262.95	23.48%	844,804.38	478,947.42	72.32%
	Other	309,275.62	75,733.94	24.49%	7,984.34	225,557.34	27.07%
FUNCTION 8200 INSTRUCTIONAL SUPPORT	Personnel	465,017.02	117,063.38	25.17%	318,787.92	29,165.72	93.73%
	Other	759,377.28	559,560.32	73.69%	94,601.19	105,215.77	86.14%
FUNCTION 8500 PUPIL TRANSPORTATION	Other	2,826.00	0.00	0.00%	0.00	2,826.00	0.00%
TOTAL TECHNOLOGY		3,266,510.67	1,158,620.59	35.47%	1,266,177.83	841,712.25	74.23%
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		97,672,407.00	18,655,057.59	19.10%	61,794,176.17	17,223,173.24	82.37%

Agenda Report

Date: 11/07/2018

Agenda Number: D-1

Attachments: Yes

From: Dr. Crystal M. Edwards, Superintendent

Subject: Personnel Report

Summary/Description:

The personnel recommendations for October 02, 2018 – November 07, 2018 appear as an attachment to this agenda report.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve the personnel recommendations for October 02, 2018 – November 07, 2018.

Agenda Report

Item: D-1
11/07/18

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
-------------	----------------	-------------------------------	-------------------------------	---------------------------

NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2018-2019:

Beard Kellie	Liberty University	BA / 0 yrs (Lv. 0 3)	Hutcherson ELC Early Childhood Sped Teacher	11-05-2018
Johnson Anne	JMU	BA / 5 yrs (Lv. 5 3)	Heritage High School World Language Teacher	TBD
Lee Terry	Lynchburg University	BA / 0 yrs (Lv. 0 2)	Hutcherson ELC Early Childhood Sped Teacher	10-22-2018
Locklin Kellan	VCU	BA / 0 yrs (Lv. 0 3)	Hutcherson ELC Early Childhood Sped Teacher	10-19-2018

RESIGNATIONS:

Kennen Jillian	Northern Arizona University	MA / 12 yrs (Lv. 12 3)	Hutcherson ELC Early Childhood Sped Teacher	10-23-2018
Kerr Sarah	Carson-Newman College	BA / 13 yrs (Lv. 13 3)	Heritage High School World Language Teacher	10-15-2018
Stram Sarah	Liberty University	BA / 2 yrs (Lv. 2 3)	Sandusky Elementary Teacher 4 th Grade Teacher	11-08-2018

RETIREMENTS:

Waller Peggy	Capital University	BA / 19 yrs (Lv. 19 3)	Dunbar Middle School Science Teacher	10-12-2018
-----------------	-----------------------	---------------------------	---	------------

LEAVE OF ABSENCE:

NONE

Agenda Report

Date: 11/07/08

Agenda Number: D-3

Attachments: Yes

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

Subject: Religious Exemption

Summary/Description:

The school board, pursuant to the Code of Virginia 22.1-254 (B) (1) “shall excuse from attendance at school any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school.”

The Statement of Religious Beliefs is confidential and is shared with members of the school board only.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board excuse the student(s) from public school attendance by reason of bona fide religious training or belief of both the parent(s) and the student(s).

Agenda Report

Date: 11/07/18

Agenda Number: D-4

Attachments: Yes

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

Subject: Proposed Health Insurance Rate Increase for Retirees and Cobra Participants

Summary/Description:

We have reviewed our current health insurance rates by tier. Medical cost are expected to increase next year by a minimum of 7.4%. Since LCS increased the health insurance rates last year by 10%, we are not recommending a rate increase this year for plan participants; however, we need to consider what level of annual rate increase is appropriate in order to keep pace with the annual increases in medical cost starting in 2020. Failure to have an annual rate increase will eventually lead to high rate increases in the future that will have a negative impact on plan participants.

During the health insurance rate review, it was noted that retirees and cobra participants were not paying the full premium. They were paying a portion of the premium which was accompanied by the School Board contribution. Since retirees and cobra participants are not current employees, we recommend they pay the full premium for their insurance. The attached schedule presents the proposed rate increase by tier for retiree and cobra plan participants.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve increasing the health insurance rates for retiree and cobra plan participants effective January 1, 2019.

Lynchburg City Schools
 Proposed Health Insurance Rate Increase for Retiree and Cobra Participants
 For Plan Year January 1, 2019 thru December 31, 2019

	Enrollment	Current Monthly Rates	Proposed Rate Increase		New Proposed Monthly Rate	Annually
			Percentage Amount	Dollar Amount		
Retired Single	58	\$475.44	11.90%	\$56.60	\$532.04	\$6,384.48
Retired + Child	2	\$657.80	7.75%	\$50.96	\$708.76	\$8,505.12
Retired + Spouse	13	\$822.80	7.75%	\$63.76	\$886.56	\$10,638.72
Retired + Children	0	\$789.11	7.61%	\$60.09	\$849.20	\$10,190.40
Retired + Family	3	\$993.65	6.26%	\$62.21	\$1,055.86	\$12,670.32
Cobra + Single	6	\$475.44	11.90%	\$56.60	\$532.04	\$6,384.48
Cobra + Child	0	\$657.80	7.75%	\$50.96	\$708.76	\$8,505.12
Cobra + Spouse	1	\$822.80	7.75%	\$63.76	\$886.56	\$10,638.72
Cobra + Children	0	\$789.21	7.60%	\$59.99	\$849.20	\$10,190.40
Cobra + Family	1	\$993.65	6.26%	\$62.21	\$1,055.86	\$12,670.32

Agenda Report

Date: 11/07/18

Agenda Number: G-1

Attachments: Yes

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

Subject: Health Insurance Premiums and Claims for Non-LCS Entities

Summary/Description:

During a detailed review of Lynchburg City School's (LCS) self-funded medical insurance plan, it was revealed that LCS covers the full cost of employees of non LCS entities enrolled in our self-funded medical insurance plan. Non-LCS entities are STEM Academy, Steps with Links, Central Virginia Governor's School and LAUREL Regional Program. The review identified the following:

A. LCS pays the following fees for all non-LCS employees

1. Plan administration fees of \$35.05 per employee per month
2. Stop loss insurance premium of \$18.66 per employee per month
3. Patient-Centered Outcomes Research Institute fees (PCORI) of \$2 per covered life per year
4. Transitional Reinsurance Program Assessment Fee (TRPA) of \$63 per individual enrolled per year

B. LCS paid the net loss on claims for all non-LCS employees when the insurance premiums they paid was less than the claims incurred.

The net loss claims paid each year is being funded by the School Board and enrollees in the medical plan. This has been occurring for some time and now that we have separated all employees enrolled in LCS self-funded medical insurance by entity, the hard numbers are now available. Attached is a report showing the premiums, claims and other fees paid by LCS for each non-LCS entity for 2017 and the first seven months for 2018.

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

Recommendation:

The superintendent recommends that the school board grant approval for the administration to work with the non-LCS entities to develop a process and procedure to settle the net surplus/loss of their employees participating in our self-funded insurance plan.

Lynchburg City Schools

Medical & Pharmacy Data for Non LCS Entities

2017 Plan Year (January 2017-December 2017) 12 months

	Stem Academy (Fund 6)	Steps with Links (Fund 7)	Central VA Governor's (Fund 8)	Laurel (Fund 9)	Total
Number of Subscribers	1	1	5	42	0
Number of Dependents	3	4	12	47	0
Total Covered	4	5	17	89	0
Employee & Employer Contributions	\$ 10,839.84	\$ 5,895.38	\$ 46,871.52	\$ 226,031.52	\$ -
Paid Medical & Pharmacy Claims	\$ 14,985.00	\$ 28,724.00	\$ 41,423.00	\$ 326,053.00	\$ -
Difference of Contributions & Claims	\$ (4,145.16)	\$ (22,828.62)	\$ 5,448.52	\$ (100,021.48)	\$ -
Plan Administration fee	\$ (420.60)	\$ (420.60)	\$ (2,103.00)	\$ (17,665.20)	\$ -
Stop Loss Insurance premium	\$ (223.92)	\$ (223.92)	\$ (1,119.60)	\$ (9,404.64)	\$ -
PCORI fee	\$ (2.00)	\$ (2.00)	\$ (10.00)	\$ (84.00)	\$ -
TRPA fee	\$ (252.00)	\$ (315.00)	\$ (1,071.00)	\$ (5,607.00)	\$ -
Net Gain/(Loss) on Entity's Contributions and Health Care Costs	\$ (5,043.68)	\$ (23,790.14)	\$ 1,144.92	\$ (132,782.32)	\$ -

2018 Plan Year (January 2018-July 2018) 7 months

	Stem Academy (Fund 6)	Steps with Links (Fund 7)	Central VA Governor's (Fund 8)	Laurel (Fund 9)	Blue Ridge Jail	Detention Center	Total
Number of Subscribers	1	1	6	49	2	9	68
Number of Dependents	3	4	14	57	5	11	94
Total Covered	4	5	20	106	7	20	162
Employee & Employer Contributions	\$ 7,391.02	\$ 5,944.40	\$ 39,486.72	\$ 241,300.24	\$ 3,175.80	\$ 12,659.76	\$ 309,957.94
Paid Medical & Pharmacy Claims	\$ 14,051.00	\$ 557.00	\$ 18,199.00	\$ 348,923.00	\$ 696.00	\$ 808.00	\$ 383,234.00
Difference of Contributions & Claims	\$ (6,659.98)	\$ 5,387.40	\$ 21,287.72	\$ (107,622.76)	\$ 2,479.80	\$ 11,851.76	\$ (73,276.06)
Plan Administration fee	\$ (420.60)	\$ (420.60)	\$ (2,523.60)	\$ (20,609.40)	\$ (841.20)	\$ (3,785.40)	\$ (28,600.80)
Stop Loss Insurance premium	\$ (223.92)	\$ (223.92)	\$ (1,343.52)	\$ (10,972.08)	\$ (447.84)	\$ (2,015.28)	\$ (15,226.56)
PCORI fee	\$ (2.00)	\$ (2.00)	\$ (12.00)	\$ (98.00)	\$ (4.00)	\$ (18.00)	\$ (136.00)
TRPA fee	\$ (252.00)	\$ (315.00)	\$ (1,260.00)	\$ (6,678.00)	\$ (441.00)	\$ (1,260.00)	\$ (4,284.00)
Net Gain/(Loss) on Entity's Contributions and Health Care Costs	\$ (7,558.50)	\$ 4,425.88	\$ 16,148.60	\$ (145,980.24)	\$ 745.76	\$ 4,773.08	\$ (121,523.42)

*There was a 10% increase in Employee and Employer Contributions effective 1/1/2018.

Agenda Report

Date: 11/07/18

Agenda Number: H-1

Attachments: Yes

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

Subject: Fund Balance Recommendations: 2017-18

Summary/Description:

The fund balance for the 2017-18 school year is \$3,320,799. The school administration has discussed possible uses for those funds and recommends the following:

Return of funds to Health Insurance Reserve	\$1,800,000
Replacement of R.S. Payne's Roof (FY2020 Project)	\$ 400,000
Increase of Maintenance Reserve	\$ 385,030
Textbooks Reserve	\$ 265,769
Repair of Dunbar Middle School Air Condition	\$ 200,000
Remediation of mold at Dunbar Middle School	\$ 150,000
Replenishment of Maintenance Reserve	\$ 120,000

\$3,320,799

=====

Additional information regarding the recommended uses for the 2017-18 fund balance is presented in the attachment.

Disposition: Action
 Information
 Action at Meeting on: December 4, 2018

Recommendation:

The superintendent recommends that the school board receive this agenda report as an Informational item and consider action at the meeting on December 4, 2018.

Additional Information on the above items:

Return of funds to Health Insurance Reserve (\$1,800,000) – In FY2017, we requested to draw \$1,300,000 from the Health Reserve due to the increase in medical claims over the amount budgeted. The claims for that year exceeded the budget by \$2,093,424. We are returning these funds replenish the Health Reserve for future use.

Replacement of R.S. Payne’s Roof (FY2020 Project) (\$400,000) – The R.S. Payne roof was schedule to be replaced in FY2020. Since the entire C.I.P. budget has been shifted out at least one year, it was decided to replace the roof next year using funds from Fund Balance.

Increase of Maintenance Reserve (\$385,030) – The FY2020 C.I.P. budget had a number of maintenance project scheduled to be performed. Since the entire C.I.P. Budget has been shifted out by at least one year, it was decided to increase the maintenance reserve in the event some of the maintenance items originally scheduled to be done in FY2020 experienced a failure, we would have funds to carry out the repair.

Textbooks Reserve (\$265,769) – Textbook funds can only be used for the purchase of textbooks and any funds not spent during the school year must be carried over to use in the future.

Replenishment of Maintenance Reserve (\$120,000) – The air conditioning unit at Paul Munro Elementary School cafeteria failed during the year resulting in the need to use \$100,000 from the Maintenance Reserve to assist with covering the cost of replacing the air conditioning unit.

Some of the District’s IT network equipment had to be relocated at a cost of \$20,000. The cost of this relocation was taken from the Maintenance Reserve. These funds are to replace the money used from the Maintenance Reserve.

Repair of Dunbar Middle School Air Condition Unit (\$200,000) - The air conditioning unit that serviced the auditorium at the school malfunctioned during the summer. The cost to repair the air conditioning unit will put a significant strain on the Maintenance Operating Budget.

Remediation of mold at Dunbar Middle School (\$150,000) – The failure of the air conditioning unit humidity control function, resulted in the growth of mildew over almost the entire auditorium. The requested funds is the cost of the mold remediation in the auditorium.

Agenda Report

Date: 11/07/18

Agenda Number: H-2

Attachments: No

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

Subject: Blue Ridge Regional Jail Authority Special Education Program Budget: 2018-19

Summary/Description:

The Virginia Department of Education has approved the 2018-19 funding for the special educational instructional program provided in the Blue Ridge Regional Jail Authority in the amount of \$213,348.43. The state funding provides one regional jail education coordinator and one special education teacher who delivers educational services to students in the Blue Ridge Regional Jail – Lynchburg Site. The summary below outlines planned expenditures for 2018-19. Lynchburg City Schools serves as the fiscal agent for this state-operated program.

Budget

Personnel Salary Compensation	\$151,456.03
Fringe Benefits and Fixed Charges	\$ 51,792.40
Salary Supplement	\$ 480.00
Substitutes	\$ 300.00
Technical Professional Services	\$ 300.00
Instructional Aide	\$ 300.00
Professional Services -Private Contracted Services (Occupational Therapy, Physical Therapy, Socio-cultural(s), Psychological(s))	\$ 320.00
Travel Expenses (Mileage, Parking, Registration & Staff Dev.	\$ 6,036.00
Travel Expenses (Lodging, Meals)	\$ 504.00
Instructional Materials/Equipment	\$ 627.00
Communications (Cell Phone Services)	\$ 500.00
Food Supplies	\$ 233.00
Other Charges (Copier Lease)	\$ 500.00
Total	\$213,348.43

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve the Blue Ridge Regional Jail Authority Program budget in the amount of \$213,348.43 for the 2018-19 school year.

Agenda Report

Date: 11/07/18

Agenda Number: H-3

Attachments: Yes

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

Subject: Lynchburg City School Board Policy Updates

Summary/Description:

The Virginia School Boards Association (VSBA) recently updated policy KKA Service Animals in Public Schools. This policy has been reviewed by legal counsel and reflects the latest change in state and federal law.

Additionally, several Lynchburg City School policies were reviewed and, with board member input, were found to be outdated. The administration recommends that policy P 7-8 Census, P 5-62 Census Agents, and P 4-65.1 School Delivery Service be deleted.

Disposition: Action
 Information
 Action at Meeting on: 12/04/18

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 December 4, 2018.

SERVICE ANIMALS IN PUBLIC SCHOOLS

A. SERVICE ANIMALS

An individual with a disability is permitted to be accompanied by his/her service animal on school property when required by law, subject to the conditions of this policy.

A “service animal” means a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. (See, however, Section D regarding miniature horses.) The work or tasks performed by a service animal must be directly related to the individual’s disability.

School officials can ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do unless the answers to these inquiries are readily apparent. School officials may not ask about the nature or extent of a person’s disability and may not require documentary proof of certification or licensing as a service animal.

B. REQUIREMENTS THAT MUST BE SATISFIED BEFORE A SERVICE ANIMAL WILL BE ALLOWED ON SCHOOL PROPERTY

Request: A person who wants to be accompanied by his/her ~~service animal~~ ***{the person’s}*** service animal must make a prior written request of the school’s principal ~~if the service animal will come into a school.~~ A person who wants to be accompanied by his/her service animal must make a prior written request of the Superintendent for all other locations. ***{request. If a person wants to be accompanied by a service animal at a school, the request should be made to the school principal. If a person wants to be accompanied by a service animal at any other location, the request should be made to the Superintendent. A request must indicate the scope of permission sought, including the time period and the location(s) at which the service animal will be present. Requests may be granted for a period of time up to one school year.}*** ~~These requests~~ ***{Requests}*** must be renewed each school year.

Vaccination: The service animal must be immunized against diseases common to that type of animal.

Health: The service animal must be in good health. The owner or handler of the animal must submit to the school principal ***{for Superintendent, as appropriate based on the location for which the animal’s presence is requested,}*** each school year documentation from a licensed veterinarian ~~of the following: a current veterinary health certificate; and~~ ***{showing}*** proof of the service animal’s current vaccinations and immunizations.

Control: A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, or vest identifying the dog as a trained service dog, a leash (blaze orange in color) for hearing dogs, a harness for guide dogs, or other tether unless either the handler is unable because of a disability to use a harness, backpack, vest, leash, or other tether, or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal’s safe, effective performance of work or tasks, in which case the service animal must be otherwise

under the handler's control.

C. SERVICE DOGS IN TRAINING

Experienced trainers of service animals may be accompanied on school property by a dog that is in training to become a service animal. The dog must be at least six months of age. Trainers must wear a jacket identifying the organization to which they belong. Persons conducting continuing training of a service animal may be accompanied by a service animal while on school property for the purpose of school business. Persons who are part of a three-unit service dog team may be accompanied by a service dog while on school property provided that person is conducting continuing training of a service dog. A three-unit service dog team consists of a trained service dog, a disabled person, and a person who is an adult and who has been trained to handle the service dog. The dogs may accompany these persons while on school property for school purposes.

Use of Harnesses, Vests, etc. A dog that is in training to become a guide dog or a currently trained guide dog that is undergoing continuing training must be in a harness.

A dog that is in training to become a hearing dog or a currently trained hearing dog that is undergoing continuing training must be on a blaze orange leash.

A dog that is in training to become a service dog or a currently trained service dog that is undergoing continuing training must be in a harness, backpack, or a vest identifying the dog as a trained service dog.

The training cannot disrupt or interfere with a school's educational process. It is expected that training would not normally take place in the classroom during instructional time.

All requirements of this policy which apply to service animals, such as ~~health certificates~~, annual written requests, and supervision, care and damages, also apply to dogs in training.

D. MINIATURE HORSES

The school division will make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. In determining whether reasonable modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, the school division must consider the following factors:

1. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
2. Whether the handler has sufficient control of the miniature horse;
3. Whether the miniature horse is housebroken; and
4. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.

E. EXTRA CHARGES

The owner or handler of a service animal cannot be required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

F. SUPERVISION AND CARE OF SERVICE ANIMALS

The owner or handler of a service animal is responsible for the supervision and care of the animal, including any feeding, exercising, and clean up.

G. DAMAGES TO SCHOOL PROPERTY AND INJURIES

The owner or handler of a service animal is solely responsible for any damage to school property or injury to personnel, students, or others caused by the animal.

H. REMOVAL OF SERVICE ANIMALS FROM SCHOOL PROPERTY

A school administrator can require an individual with a disability to remove a service animal from school property under the following circumstances:

1. The animal is out of control and the animal’s handler does not take effective action to control it;
2. The animal is not housebroken;
3. The presence of the animal poses a direct threat to the health or safety of others; or
4. The presence of an animal would require a fundamental alteration to the service, program, or activity of the school division.

If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

I. DENIAL OF ACCESS AND GRIEVANCE

If a school official denies a request for access of a service animal or a dog in training, the disabled individual or parent or guardian can file a written grievance with the school division’s Section 504 Coordinator.

Adopted: February 18, 2014
Revised: December 16, 2014

Legal Refs.: 28 C.F.R. Part 35

Code of Virginia, 1950, as amended, § 51.5-44.

Cross Refs.:	DJG	Vendor Relations
	GB	Equal Employment Opportunity/Nondiscrimination
	JB	Equal Educational Opportunities/Nondiscrimination
	JBA	Section 504 Nondiscrimination Policy and Grievance Procedures

- JFHA/GBA Sexual Harassment/Harassment Based on Race, National Origin,
Disability and Religion
- KK School Visitors
- KGB Public Conduct on School Property
- KN Sex Offender Registry Notification
- KNA Violent Sex Offenders on School Property

PERSONNEL

~~Census Agents P 5-62~~

A. ~~Appointment~~

~~Agents for the triennial census of school population shall be appointed by the board upon the recommendation of the division superintendent.~~

B. ~~Compensation and Expenses~~

~~The board shall establish compensation rates and allowances for travel during the preparation of the budget for the fiscal year in which the census shall be taken.~~

C. ~~Duties~~

~~Census agents shall gather such statistics and prepare such lists as determined by the superintendent of public instruction.~~

~~Legal Reference:~~

~~Code of Va., §22.1-281. Triennial census of school population. (1992)~~

~~Code of Va., § 22.1-282. Appointment and compensation of persons taking census.--~~
~~"The census shall be taken by agents appointed by each school board on the recommendation of the division superintendent. Each such agent shall receive as compensation for his services, to be paid out of the school board's funds, an amount to be fixed by the school board appointing him. In the discretion of the school board a reasonable travel allowance may be allowed such agents." (1980)~~

~~Code of Va., § 22.1-283. Agents to gather other statistics.--~~
~~"The agents taking the census shall also, at the time of taking the census, gather statistics relating to the interests of education according to forms furnished by the Superintendent of Public Instruction." (1980)~~

~~Adopted by School Board: January 6, 1981~~

~~BUSINESS AND NONINSTRUCTIONAL OPERATIONS~~

School Delivery Service P 4-65.1

~~A delivery service may be maintained within the school division for the sole purpose of distributing official school communications and materials.~~

~~Delivery of material from a non-school affiliated source must be approved by the superintendent prior to delivery.~~

~~Adopted by School Board: June 5, 1973~~

STUDENTS**Census P-7-8**

~~A triennial census of school population shall be taken at a time designated by the Superintendent of Public Instruction. The division superintendent shall develop plans for conducting the census subject to approval by the board. Agents shall be appointed and compensated as provided in school board policy #5-62.~~

Legal Reference

~~Code of Va., § 22.1-281. Triennial census of school population.--"Every three years, at a time to be designated by the Superintendent of Public Instruction, a census of all persons residing within each school division who, on or before December 31 immediately following the census, will have reached their fifth birthday but not their twentieth birthday shall be taken on forms furnished by the Superintendent of Public Instruction. Such persons who are domiciled in orphanages or eleemosynary institutions or who are dependents living on any federal military or naval reservation or other federal property shall be included in the census for the school division within which the institution or federal military or naval reservation or other federal property is located. Such persons who are confined in state hospitals, state training schools or state training centers for the mentally retarded, each defined in § 37.1-1, or mental institutions, state or federal correctional institutions, the Virginia School at Hampton or the Virginia School for the Deaf and Blind shall be included in the census for the school division within which the parents or guardians of such person or persons legally reside. If the legal residence of the parent or guardians of such person is not ascertainable, such parents or guardians shall be deemed to be legal residents of the school division from which such person was admitted or committed." (1992)~~

~~Code of Va., § 22.1-282. Appointment and compensation of persons taking census. The census shall be taken by agents appointed by each school board on the recommendation of the division superintendent. Each such agent shall receive as compensation for his services, to be paid out of the school board's funds, an amount to be fixed by the school board appointing him. In the discretion of the school board, a reasonable travel allowance may be allowed such agents. (1997)~~

~~Code of Va., § 22.1-283. Agents to gather other statistics. The agents taking the census shall also, at the time of taking the census, gather statistics relating to the interests of education according to forms furnished by the Superintendent of Public Instruction. (1997)~~

~~Code of Va., § 22.1-284. Census results.--"The complete results of the census required by §§ 22.1-282 and 22.1-283 shall be submitted to the school board as soon as practicable. The division superintendent shall transmit such results, together with any other information required or deemed necessary, to the Superintendent of Public Instruction." (1992)~~

STUDENTS

Census (continued)

~~Code of Va., § 22.1-285. Board may require special census. "The Board of Education is authorized to require a special statewide census at any time it deems such census necessary for the equitable distribution of state school funds." (1980)~~

~~Code of Va., § 22.1-286. Duty of board to see that census is taken. "It shall be the duty of each school board to see that the census required by the provisions of this article is taken at the proper time and in the proper manner." (1980)~~

~~Adopted by School Board: January 6, 1981~~