



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

Gary E. Harvey  
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

Kimberly Lukanich  
Chief Financial Officer

Christi Meservy  
Clerk

Chris Marotta  
E.C. Glass High School  
Student Representative

Taylor McClure  
Heritage High School  
Student Representative

Ian Garland  
Heritage High School  
Student Representative

**SCHOOL BOARD MEETING**  
**February 4, 2020 5:00 p.m.**  
**School Administration Building**  
**Board Room**

**A. AGENDA APPROVAL**

1. Approval of Agenda – February 4, 2020  
Susan D. Morrison . . . . .Page 1  
Discussion/Action

**B. SPECIAL PRESENTATION**

1. Special Presentation  
Crystal Edwards . . . . .Page 2  
Discussion
2. Special Presentation  
LaTonya Brown . . . . . Page 3  
Discussion

**C. PUBLIC COMMENTS**

1. Public Comments  
Susan D. Morrison. . . . . Page 4  
Discussion (30 Minutes)

**D. FINANCE REPORT**

1. Finance Report  
Kimberly Lukanich. . . . .Page 5  
Discussion

**E. CONSENT AGENDA**

1. School Board Meeting Minutes: January 14, 2020  
(Regular Board Meeting)  
School Board Work Session Minutes: December 17, 2019  
Student Discipline Committee Meeting Minutes: November 19,  
2019; December 5, 2019; December 10, 2019; January 8, 2020;  
January 9, 2020; and January 15, 2020.

2. Personnel Report	
Marie F. Gee . . . . .	Page 11
Discussion/Action	

**F. STUDENT REPRESENTATIVE COMMENTS**

**G. SCHOOL BOARD COMMITTEE REPORT**

1. School Board Committees:

A) Finance Committee-Chair Atul Gupta

Meeting Dates:

August 13, 2019	September 10, 2019
October 8, 2019	December 10, 2019
January 21, 2020	February 11, 2020
March 10, 2020	April 14, 2020
May 12, 2020	June 9, 2020

B) Governor's School Committee-Chair Gary E. Harvey

Meeting Dates:

August 7, 2019	September 4, 2019
October 2, 2019	December 4, 2019
February 5, 2020	March 4, 2020
April 1, 2020	May 6, 2020

C) LAUREL Regional School Committee-Chair Sharon Y. Carter

Meeting Dates:

August 28, 2019	December 4, 2019
February 5, 2020	May 6, 2020

D) XLR8 STEM Academy Committee-Robert O. Brennan

Meeting Dates:

August 13, 2019	November 12, 2019
January 28, 2020	March 24, 2020
May 19, 2020	August 11, 2020

E) Legislative Advocacy Committee-Chair Robert O. Brennan

Meeting Dates:

August 8, 2019	September 5, 2019
October 31, 2019	January 10, 2020
March 26, 2020	April 23, 2020
May 21, 2020	

2. Advisory Committees to the School Board

- A) General Career Technical Advisory Committee-Bradley Bryant  
Meeting Dates:  
October 22, 2019            January 31, 2020  
April 24, 2020
  
- B) Equity Task Force Committee-Ethel Reeves  
Meeting Dates:  
November 13, 2019        January 22, 2020  
March 25, 2020            May 14, 2020
  
- C) Health Advisory Board Committee-Anne Bond-Gentry  
Meeting Dates:  
October 16, 2019            November 13, 2019  
January 22, 2020            March 25, 2020  
May 14, 2020
  
- D) Special Education Advisory Committee-Wyllys VanDerwerker  
Meeting Dates:  
August 27, 2019            September 24, 2019  
October 22, 2019            February 18, 2020  
March 24, 2020             April 21, 2020

**H. COMPREHENSIVE STRATEGIC PLAN DISCUSSION**

- 1. Comprehensive Strategic Plan Discussion  
Crystal M. Edwards. . . . . Page 13  
Discussion

**I. UNFINISHED BUSINESS**

- 1. Lynchburg City School Board Personnel Policies  
Marie F. Gee. . . . . Page 17  
Discussion/Action
  
- 2. Lynchburg City School Board Instruction & Program Policy Review  
Crystal M. Edwards . . . . .Page 27  
Discussion
  
- 3. School Calendar: 2020-2021  
Ben W. Copeland. . . . .Page 28  
Discussion/Action
  
- 4. LCS Board Instruction and Program Policies and Regulations  
Crystal M. Edwards. . . . . Page 33  
Discussion

**J. NEW BUSINESS**

- 1. Art Collection Donation to Heritage High School  
Jon Roark . . . . .Page 34  
Discussion/Action
  
- 2. Lynchburg City School Board Policy Review  
Susan D. Morrison . . . . . Page 35  
Discussion
  
- 3. LCS Board Instruction and Program Policies & Regulations  
Tommy Coleman. . . . .Page 36  
Discussion
  
- 4. Lynchburg City School Board Operations Policies & Regulations  
Ben W. Copeland. . . . . Page 37  
Discussion
  
- 5. Capital Improvement Plan: Heritage Elementary Roof Replacement  
Ben W. Copeland. . . . . Page 64  
Discussion
  
- 6. Capital Improvement Plan: Robert S. Payne Roof Replacement  
Ben W. Copeland. . . . . Page 65  
Discussion

**K. SUPERINTENDENT’S COMMENTS**

- 1. Superintendent’s Parent Advisory Council  
October 24, 2019      December 12, 2019  
February 12, 2020      April 30, 2020
  
- 2. Superintendent’s Personnel Advisory Committee  
October 24, 2019      December 12, 2019  
February 12, 2020      April 30, 2020
  
- 3. Additional Information

**L. BOARD COMMENTS**

#### **M. INFORMATIONAL ITEMS**

The next School Board Work Session is scheduled for Tuesday, February 18, 2020 at 5:00 p.m. in the board room at the Administration Building.

The next School Board Meeting will be held on Tuesday, March 3, 2020 at 5:00 p.m. in the board room at the Administration Building.

#### **N. ADJOURNMENT**

# Agenda Report

**Date:** 02/04/2020

**Agenda Number:** A-1

**Attachments:** No

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

**Subject:** Approval of Agenda – February 4, 2020

**Summary/Description:**

Consider approval of agenda for the February 4, 2020, school board meeting.

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

**Recommendation:**

The school board chairman recommends that the school board approve the agenda for the February 4, 2020 meeting.

# Agenda Report

**Date:** 02/04/2020

**Agenda Number:** B-1

**Attachments:** No

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

**Subject:** School Board Appreciation Month and School Board Clerk Appreciation Week

## Summary/Description:

The month of February marks the annual observance of School Board Appreciation Month. The Virginia School Boards Association established this observance in 1989 to encourage public recognition of the roles and responsibilities of school board members and to highlight the importance of public education throughout the Commonwealth.

The theme of this year's celebration, "Excellence Through Equity," reflects the top priority of local school board members as they advocate for public education with local, state, and federal leaders on behalf of all students.

The Lynchburg City Schools is joining with other school divisions throughout the state to recognize the important contributions school board members make to their communities.

Members of the Lynchburg City School Board receive no financial compensation for their tireless efforts, and this school board is one of very few boards statewide that has student representatives. The nine members of the school board are appointed by Lynchburg City Council.

Even though this special event shows an appreciation of school board members, members of the community recognize that their contributions reflect a year-round commitment. They are dedicated individuals who are committed to the continuing success of the city's schools and students.

Recently, the VSBA Board of Directors designated the third week in February as VSBA School Board Clerk Appreciation Week, with a goal of building awareness of the role board clerks play in assisting school board members, superintendents, and our local schools. School board clerks provide an invaluable service to our division and community.

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

## Recommendation:

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

# Agenda Report

**Date:** 02/04/2020

**Agenda Number:** B-2

**Attachments:** No

**From:** Crystal M. Edwards, Superintendent  
Ben W. Copeland, Assistant Superintendent of Operation and Administration

**Category** SPECIAL PRESENTATION

**Subject:** Central Virginia Addiction and Recovery Resources Coalition Launch

**Summary/Description:**

During this presentation, Ms. LaTonya Brown, Director of Student Services will inform the board of a collaborative grant that Lynchburg City Schools and CVARR, the Central Virginia Addiction, and Recovery Resources Coalition launched on January 16, 2020. During the launch Anne Bond-Genty, Supervisor of Health Services and Heritage High School were recognized for their community work.

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

**Recommendation:** The superintendent recommends that the school board receives this item as information on February 3, 2020.



# Agenda Report

**Date:** 02/04/2020

**Agenda Number:** C-1

**Attachments:** No

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

**Subject:** Public Comments

## **Summary/Description:**

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

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

## **Recommendation:**

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

# Agenda Report

**Date:** 02/04/2020

**Agenda Number:** D-1

**Attachments:** Yes

**From:** Dr. Crystal M. Edwards, Superintendent  
Kimberly Lukanich, Chief Financial Officer

**Subject:** Finance Report

## Summary/Description:

The school administration, in accordance with the FY2019-20 school's operating budget, authorized, approved, and processed the necessary payments through December 31, 2019. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through December 31, 2019 for the operating fund.

Total Operating Fund Budget	\$ 98,752,961.00
Prior Year Encumbrances/Open Purchase Orders	<u>\$ 850,804.44</u>
	\$ 99,603,765.44

Through December 31, 2019	
Actual Revenue Received	\$ 38,614,175.80
Actual Expenditures	\$ 42,756,112.78
Actual Encumbered	\$ 45,476,272.93

Percent of Budget Received	38.77%
Percent of Budget Used, excluding encumbrances	42.93%

As of 12/31/19 – 6 months	50.00%
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December Health Insurance Payments (Five payments):	
Administrative Fees	\$ 140,127.72
Medical and Pharmacy Claims	\$ 906,562.99
Health Insurance Payable Balance at December 31, 2019	\$ 680,337.47

The revenue and expenditure reports detail the transactions recorded through December 31, 2019. All reports appear as attachments to the agenda report.

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

## Recommendation:

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

ACCOUNT TITLE	FY 2018-19			FY 2019-20			%
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	
240308 SALES TAX RECEIPTS	10,878,445.00	11,041,245.97	(162,800.97)	11,678,652.00	5,005,487.36	6,673,164.64	42.86%
240202 BASIC SCHOOL AID	22,895,425.00	22,484,685.00	400,740.00	21,783,406.00	10,891,703.02	10,891,702.98	50.00%
240207 GIFTED & TALENTED	249,529.00	246,690.00	2,839.00	243,898.00	182,720.31	61,177.69	74.92%
240208 REMEDIAL EDUCATION-SOQ	1,492,182.00	1,475,205.00	16,977.00	1,458,511.00	668,484.19	790,026.81	45.83%
240204 REMEDIAL EDUCATION-SUMMER SCHOOL	218,153.00	124,428.00	93,725.00	124,428.00	65,399.72	59,028.28	52.56%
SUPPL LOTTERY PER PUPIL ALLOCATION	1,677,233.00	1,796,641.00	(119,408.00)	1,792,359.00	0.00	1,792,359.00	0.00%
240212 SPECIAL ED SOQ	3,044,252.00	3,009,615.00	34,637.00	2,975,558.00	1,363,797.40	1,611,760.60	45.83%
240217 VOCATIONAL ED SOQ	628,813.00	621,658.00	7,155.00	614,623.00	307,311.48	307,311.52	50.00%
240221 SOC SEC-INSTR	1,502,164.00	1,485,072.00	17,092.00	1,473,145.00	736,572.48	736,572.52	50.00%
240223 VRS INSTRUCTIONAL	3,318,733.00	3,280,373.00	37,760.00	3,253,602.00	1,626,801.00	1,626,801.00	50.00%
240241 GROUP LIFE INST	99,812.00	98,676.00	1,136.00	102,437.00	51,218.52	51,218.48	50.00%
240228 READING INTERVENTN	219,007.00	221,113.00	(2,106.00)	219,007.00	0.00	219,007.00	0.00%
240205 CAT-REG FOSTER	202,382.00	217,595.00	(15,213.00)	217,714.00	123,981.58	93,732.42	56.95%
240246 CAT-HOMEBOUND	93,167.00	107,670.72	(14,503.72)	108,209.00	0.00	108,209.00	0.00%
240248 REGIONAL TUITION	1,233,366.00	1,025,321.55	208,044.45	977,408.00	64,205.42	913,202.58	6.57%
240265 AT RISK SOQ	1,584,718.00	1,741,793.91	(157,075.91)	1,899,911.00	949,955.52	949,955.48	50.00%
240309 ESL	154,277.00	127,575.00	26,702.00	131,814.00	65,907.00	65,907.00	50.00%
240281 AT RISK 4 YR OLDS	956,491.00	956,491.00	0.00	948,520.00	0.00	948,520.00	0.00%
240252 CTE EQUIPMENT/CTE REV	6,028.74	24,139.37	(18,110.63)	0.00	0.00	0.00	0.00%
240253 CTE OCC PREP	48,323.00	43,027.00	5,296.00	51,755.00	0.00	51,755.00	0.00%
MATH/READING INSTR SPECIALISTS	41,254.00	41,254.00	0.00	43,031.00	0.00	43,031.00	0.00%
EARLY READING SPECIALISTS INITIATIVE	82,509.00	82,509.00	0.00	43,031.00	0.00	43,031.00	0.00%
240275 PRIMARY CLASS SIZE	1,846,920.00	1,794,510.00	52,410.00	1,776,566.00	0.00	1,776,566.00	0.00%
240214 TEXTBOOKS	502,501.00	496,784.00	5,717.00	491,162.00	245,580.98	245,581.02	50.00%
SALARY SUPPLEMENT	0.00	0.00	0.00	1,465,679.00	732,839.52	732,839.48	50.00%
240405 ALGEBRA READINESS	145,199.00	143,093.00	2,106.00	140,863.00	0.00	140,863.00	0.00%
<b>COMMONWEALTH OF VA</b>	<b>53,110,883.74</b>	<b>52,687,765.52</b>	<b>423,118.22</b>	<b>54,015,289.00</b>	<b>23,081,965.50</b>	<b>30,933,323.50</b>	<b>42.73%</b>
330212 IMPACT AIDPL81-874	8,500.00	13,477.01	(4,977.01)	8,500.00	3,165.63	5,334.37	37.24%
180303 MEDICAID REIMBURSE	350,000.00	730,760.90	(380,760.90)	350,000.00	62,094.88	287,905.12	17.74%
JR ROTC	105,000.00	101,069.70	3,930.30	130,000.00	40,746.82	89,253.18	31.34%
<b>FEDERAL</b>	<b>463,500.00</b>	<b>845,307.61</b>	<b>(381,807.61)</b>	<b>488,500.00</b>	<b>106,007.33</b>	<b>382,492.67</b>	<b>21.70%</b>

	FY 2018-19			FY 2019-20			
	REVENUE	YTD	BUDGET	REVENUE	YTD	BUDGET	%
	BUDGET	TRANSACTIONS	BALANCE	BUDGET	TRANSACTIONS	BALANCE	RECEIVED
510500 CITY OPER APPR	43,115,071.00	43,115,071.00	0.00	42,028,498.00	14,550,000.00	27,478,498.00	34.62%
510500 FUND BALANCE RETURN	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%
<b>CITY</b>	<b>43,115,071.00</b>	<b>43,115,071.00</b>	<b>0.00</b>	<b>42,028,498.00</b>	<b>14,550,000.00</b>	<b>27,478,498.00</b>	<b>34.62%</b>
189912 MISC REV/OTH FUNDS	55,000.00	147,648.67	(92,648.67)	45,000.00	60,221.63	(15,221.63)	133.83%
180303 REBATES & REFUNDS	86,250.00	107,853.99	(21,603.99)	40,000.00	13,066.78	26,933.22	32.67%
189903 DONATIONS & SP GF	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
189909 SALE OTHER EQUIP	10,000.00	6,480.00	3,520.00	15,000.00	577.00	14,423.00	3.85%
189910 INSURANCE ADJUST	8,625.00	3,833.39	4,791.61	50,000.00	17,120.29	32,879.71	34.24%
E RATE REIMBURSEMENT	80,000.00	79,940.94	59.06	0.00	33,376.76	(33,376.76)	0.00%
<b>MISCELLANEOUS</b>	<b>239,875.00</b>	<b>345,756.99</b>	<b>(105,881.99)</b>	<b>150,000.00</b>	<b>124,362.46</b>	<b>25,637.54</b>	<b>82.91%</b>
150201 RENTS - LAUREL	123,000.00	123,000.00	0.00	123,000.00	123,000.00	0.00	100.00%
150201 RENTS - CVGS	43,000.00	43,000.00	0.00	43,000.00	43,000.00	0.00	100.00%
161201 TUITION DAY SCHOOL	100,000.00	120,529.09	(20,529.09)	100,000.00	102,833.00	(2,833.00)	102.83%
161206 TUITION ADULT	25,000.00	17,160.00	7,840.00	25,000.00	6,435.00	18,565.00	25.74%
161207 TUITION SUMMER SCH	30,000.00	31,840.00	(1,840.00)	40,000.00	36,797.50	3,202.50	91.99%
161202 SPEC PUPIL FEES	25,000.00	44,519.10	(19,519.10)	18,000.00	11,720.50	6,279.50	65.11%
161205 BUS RENTAL	325,000.00	449,835.87	(124,835.87)	400,000.00	181,337.19	218,662.81	45.33%
190101 TUIT FM OTH CO/CY	600,000.00	639,312.78	(39,312.78)	600,000.00	0.00	600,000.00	0.00%
161201 DUAL ENROLLMENT	150,000.00	152,806.50	(2,806.50)	172,500.00	0.00	172,500.00	0.00%
PRINT SHOP	50,000.00	54,196.16	(4,196.16)	50,000.00	18,975.97	31,024.03	37.95%
SCHOOL NUT UTILITIES	90,000.00	77,677.70	12,322.30	85,000.00	26,421.95	58,578.05	31.08%
FACILITY RENTALS	75,000.00	101,913.89	(26,913.89)	125,000.00	64,813.20	60,186.80	51.85%
INDIRECT COSTS	203,304.00	321,184.06	(117,880.06)	289,174.00	136,506.20	152,667.80	47.21%
<b>CHARGES FOR SERVICES</b>	<b>1,839,304.00</b>	<b>2,176,975.15</b>	<b>(337,671.15)</b>	<b>2,070,674.00</b>	<b>751,840.51</b>	<b>1,318,833.49</b>	<b>36.31%</b>
<b>DESIGNATION - ENCUMBRANCES</b>	<b>187,785.76</b>	<b>0.00</b>	<b>187,785.76</b>	<b>850,804.44</b>	<b>0.00</b>	<b>850,804.44</b>	<b>0.00%</b>
<b>TOTAL OPERATING FUND</b>	<b>98,956,419.50</b>	<b>99,170,876.27</b>	<b>(214,456.77)</b>	<b>99,603,765.44</b>	<b>38,614,175.80</b>	<b>60,989,589.64</b>	<b>38.77%</b>

<b>Original budget</b>	<b>\$97,672,407.00</b>
Additional State CTE Funds	\$ 6,028.74
Fund Balance Return	\$ 350,000.00
Prior Year Encumbrance	\$ 187,785.76
Insurance Proceeds Allocated	\$ 3,625.00
Textbook Reserve Withdrawal	\$ 736,573.00
<b>Adjusted Budget</b>	<b>\$98,956,419.50</b>
<b>Original budget</b>	<b>\$ 98,752,961.00</b>
Prior Year Encumbrance (Open Pos)	\$ 850,804.44
<b>Adjusted Budget</b>	<b>\$ 99,603,765.44</b>

Lynchburg City Schools  
 Operating Fund - Statement of Expenditures  
 For the Six Months ending December 31, 2019

	BUDGET	TRANSACTIONS	Fiscal Year 2019-20		ENCUMBRANCES	BUDGET AVAILABLE	BUDGET USED
			BUDGET % USED	BUDGET % USED			
<b>INSTRUCTION</b>							
FUNCTION 1100 CLASSROOM INSTRUCTION							
Personnel	\$ 50,222,328.04	\$ 21,394,019.03	42.60%	\$ 27,261,943.98	\$ 1,566,365.03	96.88%	
Other	\$ 5,370,710.41	\$ 1,362,437.12	25.37%	\$ 183,095.26	\$ 3,825,178.03	28.78%	
FUNCTION 1200 INST SUPPORT-STUDENT							
Personnel	\$ 4,185,014.12	\$ 1,846,945.73	44.13%	\$ 2,070,842.40	\$ 267,225.99	93.61%	
Other	\$ 137,864.00	\$ 21,825.67	15.83%	\$ 41,530.50	\$ 74,507.83	45.96%	
FUNCTION 1300 INST SUPPORT-STAFF							
Personnel	\$ 3,619,409.88	\$ 1,682,588.92	46.49%	\$ 1,914,446.28	\$ 22,374.68	99.38%	
Other	\$ 617,457.72	\$ 203,750.36	33.00%	\$ 124,690.14	\$ 289,017.22	53.19%	
FUNCTION 1400 INST SUPPORT-SCHOOL ADMIN							
Personnel	\$ 5,776,090.49	\$ 2,735,871.32	47.37%	\$ 2,902,139.06	\$ 138,080.11	97.61%	
Other	\$ 215,105.85	\$ 72,123.69	33.53%	\$ 73,159.14	\$ 69,823.02	67.54%	
<b>TOTAL INSTRUCTION</b>	<b>\$ 70,143,980.51</b>	<b>\$ 29,319,561.84</b>	<b>41.80%</b>	<b>\$ 34,571,846.76</b>	<b>\$ 6,252,571.91</b>	<b>91.09%</b>	
<b>ADMINISTRATION</b>							
FUNCTION 2100 ADMINISTRATION							
Personnel	\$ 2,502,003.53	\$ 1,046,841.16	41.84%	\$ 1,051,478.43	\$ 403,683.94	83.87%	
Other	\$ 1,403,744.04	\$ 546,459.33	38.93%	\$ 391,583.16	\$ 465,701.55	66.82%	
FUNCTION 2200 ATTENDANCE & HEALTH SERV							
Personnel	\$ 2,602,400.61	\$ 983,660.05	37.80%	\$ 1,332,077.46	\$ 286,663.10	88.98%	
Other	\$ 95,475.65	\$ 23,330.81	24.44%	\$ 25,229.12	\$ 46,915.72	50.86%	
<b>TOTAL ADMINISTRATION</b>	<b>\$ 6,603,623.83</b>	<b>\$ 2,600,291.35</b>	<b>39.38%</b>	<b>\$ 2,800,368.17</b>	<b>\$ 1,202,964.31</b>	<b>81.78%</b>	
<b>PUPIL TRANSPORTATION</b>							
FUNCTION 3100 MANAGEMENT & DIRECTION							
Personnel	\$ 445,550.32	\$ 207,972.61	46.68%	\$ 200,701.60	\$ 36,876.11	91.72%	
Other	\$ 128,054.66	\$ 82,297.00	64.27%	\$ 27,421.04	\$ 18,336.62	85.68%	
FUNCTION 3200 VEHICLE OPERATION SERVICE							
Personnel	\$ 3,245,890.09	\$ 1,472,873.34	45.38%	\$ 1,133,715.52	\$ 639,301.23	80.30%	
Other	\$ 998,057.02	\$ 552,991.42	55.41%	\$ 406,345.02	\$ 38,720.58	96.12%	
FUNCTION 3300 MONITORING SERVICE							
Personnel	\$ 782,115.82	\$ 307,327.16	39.29%	\$ 312,622.40	\$ 162,166.26	79.27%	
FUNCTION 3400 VEHICLE MAINT SERVICE							
Personnel	\$ 384,573.65	\$ 183,832.75	47.80%	\$ 144,327.16	\$ 56,413.74	85.33%	
Other	\$ 480,922.18	\$ 228,126.95	47.44%	\$ 167,394.70	\$ 85,400.53	82.24%	
FUNCTION 3500 BUS PURCHASE - REGULAR							
Other	\$ 1,476,563.00	\$ 635,003.00	0.00%	\$ -	\$ 841,560.00	43.01%	
<b>TOTAL PUPIL TRANSPORTATION</b>	<b>\$ 7,941,726.74</b>	<b>\$ 3,670,424.23</b>	<b>46.22%</b>	<b>\$ 2,392,527.44</b>	<b>\$ 1,878,775.07</b>	<b>76.34%</b>	
<b>OPERATIONS &amp; MAINTENANCE</b>							
FUNCTION 4100 MANAGEMENT & DIRECTION							
Personnel	\$ 325,305.49	\$ 150,111.64	46.14%	\$ 149,566.66	\$ 25,627.19	92.12%	
Other	\$ 32,000.00	\$ 14,608.02	45.65%	\$ 14,325.16	\$ 3,066.82	90.42%	
FUNCTION 4200 BUILDING SERVICES							
Personnel	\$ 4,855,681.83	\$ 2,294,196.93	47.25%	\$ 2,044,987.41	\$ 516,497.49	89.36%	

**Lynchburg City Schools  
Operating Fund - Statement of Expenditures  
For the Six Months ending December 31, 2019**

FUNCTION 4300 GROUNDS SERVICES	Other	\$ 4,943,528.20	\$ 2,479,309.53	50.15%	\$ 2,005,560.57	\$ 458,658.10	90.72%
	Personnel	\$ 278,310.62	\$ 138,873.87	49.90%	\$ 138,529.60	\$ 907.15	99.67%
	Other	\$ 25,000.00	\$ 8,515.65	34.06%	\$ -	\$ 16,484.35	34.06%
FUNCTION 4400 EQUIPMENT SERVICES	Other	\$ 88,500.00	\$ 9,276.57	10.48%	\$ -	\$ 79,223.43	10.48%
FUNCTION 4500 VEHICLE SERVICES	Other	\$ 107,500.00	\$ 23,706.67	22.05%	\$ -	\$ 83,793.33	22.05%
FUNCTION 4600 SECURITY SERVICES	Personnel	\$ 24,592.81	\$ 11,193.03	45.51%	\$ 12,061.65	\$ 1,338.13	94.56%
	Other	\$ 402,000.00	\$ 150,666.42	37.48%	\$ 77,932.15	\$ 173,401.43	56.87%
FUNCTION 4700 WAREHOUSING SERVICES	Personnel	\$ 9,150.25	\$ 6,426.75	70.24%	\$ -	\$ 2,723.50	70.24%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>		<b>\$ 11,091,569.20</b>	<b>\$ 5,286,885.08</b>	<b>47.67%</b>	<b>\$ 4,442,963.20</b>	<b>\$ 1,361,720.92</b>	<b>87.72%</b>
<b>Other Non-Instructional Operations</b>							
FUNCTION 5000 Non-Instructional Operations - Other		\$ 19,200.00	\$ 909.57	4.74%	\$ -	\$ 18,290.43	4.74%
<b>TOTAL Non-Instructional Operations</b>		<b>\$ 19,200.00</b>	<b>\$ 909.57</b>	<b>4.74%</b>	<b>\$ -</b>	<b>\$ 18,290.43</b>	<b>4.74%</b>
<b>FACILITIES</b>							
FUNCTION 6200 SITE IMPROVEMENTS	Personnel	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
	Other	\$ 17,369.08	\$ 12,721.61	73.24%	\$ -	\$ 4,647.47	73.24%
FUNCTION 6600 BLDG ADD & IMP SERVICES	Personnel	\$ 20,505.92	\$ 19,255.92	93.90%	\$ 1,250.00	\$ -	100.00%
	Other	\$ 37,875.00	\$ 31,977.53	84.43%	\$ 1,250.00	\$ 4,647.47	87.73%
<b>TOTAL FACILITIES</b>		<b>\$ 58,754.00</b>	<b>\$ 34,175.04</b>	<b>58.17%</b>	<b>\$ 2,500.00</b>	<b>\$ 4,647.47</b>	<b>87.73%</b>
<b>DEBT SERVICE</b>							
FUNCTION 7100 DEBT SERVICE -	Other	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>TOTAL DEBT SERVICE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>TECHNOLOGY</b>							
FUNCTION 8100 CLASSROOM INSTRUCTION	Personnel	\$ 1,822,409.37	\$ 872,842.07	47.89%	\$ 948,679.04	\$ 888.26	99.95%
	Other	\$ 374,084.18	\$ 70,721.80	18.91%	\$ 2,400.00	\$ 300,962.38	19.55%
FUNCTION 8200 INSTRUCTIONAL SUPPORT	Personnel	\$ 409,918.79	\$ 198,330.24	48.38%	\$ 204,696.65	\$ 6,891.90	98.32%
	Other	\$ 1,129,556.82	\$ 704,169.07	62.34%	\$ 111,541.67	\$ 313,846.08	72.22%
FUNCTION 8500 PUPIL TRANSPORTATION	Other	\$ 29,821.00	\$ -	0.00%	\$ -	\$ 29,821.00	0.00%
<b>TOTAL TECHNOLOGY</b>		<b>\$ 3,765,790.16</b>	<b>\$ 1,846,063.18</b>	<b>49.02%</b>	<b>\$ 1,267,317.36</b>	<b>\$ 652,409.62</b>	<b>82.68%</b>
<b>CONTINGENCY RESERVES</b>							
FUNCTION 9100 CLASSROOM INSTRUCTION		\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
FUNCTION 9300 ADMINISTRATION		\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
FUNCTION 9500 PUPIL TRANSPORTATION		\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
FUNCTION 9600 OPERATIONS & MAINTENANCE		\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
<b>TOTAL CONTINGENCY RESERVES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>TOTAL OPERATING BUDGET</b>		<b>\$ 99,603,765.44</b>	<b>\$ 42,756,112.78</b>	<b>42.93%</b>	<b>\$ 45,476,272.93</b>	<b>\$ 11,371,379.73</b>	<b>88.58%</b>

## HEALTH INSURANCE ACTIVITY FOR DECEMBER 2019

<b>November Ending Balance</b>	<b>\$</b>	<b>118,335.15</b>
<b><u>Additions:</u></b>		
<b>December payrolls:</b>		
Employee	\$	196,095.70
Employer	\$	583,226.57
		\$ 779,322.27
<b>December Direct Payments Received:</b>		
School Nutrition payments	\$	34,716.40
Direct journal entry receipt	\$	750,000.00
VRS payment received	\$	36,212.26
Employee payments (COBRA, on leave)	\$	8,442.10
		\$ 829,370.76
<b>Total December Additions:</b>	<b>\$</b>	<b>1,608,693.03</b>
<b><u>December Payments (5 weeks):</u></b>		
Administrative	\$	(140,127.72)
Claims	\$	(906,562.99)
		\$ (1,046,690.71)
<b>Ending Balance at December 31, 2019</b>	<b>\$</b>	<b>680,337.47</b>
Health Insurance Reserve At City	\$	2,066,925.00

# Agenda Report

**Date:** 02/04/2020

**Agenda Number:** E-2

**Attachments:** Yes

**From:** Dr. Crystal Edwards

**Subject:** Personnel Report

**Summary/Description:**

The personnel recommendations for January 14, 2020 – February 04, 2020 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 January 14, 2020 – February 04, 2020.



**Agenda Report**

**02/04/2020**

<b>NAME</b>	<b>COLLEGE</b>	<b>DEGREE/ EXPERIENCE</b>	<b>SCHOOL/ ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
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**NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2019-2020:**

NONE

**RESIGNATIONS:**

Shank Ginny	Lynchburg University of	MA / (Lv. 8	8 yrs 3)	R.S. Payne Elementary Literacy Teacher	01-24-2020
Whiting Jamie	Purdue University	BA / (Lv. 0	0 yrs 3)	Dearington Elementary School 5 <sup>th</sup> Grade Teacher	01-17-2020
Woodward Sara	Randolph College	BA / (Lv. 1	1 yr 3)	E.C. Glass High School Science Teacher	05-29-2020

**RETIREMENTS:**

NONE

**LEAVE OF ABSENCE:**

NONE

# Agenda Report

**Date:** 02/04/2020

**Agenda Number:** H-1

**Attachments:** Yes

**From:** Crystal M. Edwards, Superintendent  
Tommy Coleman, Director of Curriculum and Instruction

**Subject:** Comprehensive Strategic Plan Discussion

## **Summary/Description:**

The Lynchburg City School Board is committed to an ongoing review of the 5 -Year Comprehensive Strategic Plan. The focus of tonight's discussion will be:

### **Goal 1: Student Growth, Development and Success**

- Objective 1.2.2 – Reduce the achievement gap by increasing the percentage of targeted subgroup populations (Black, Economically Disadvantaged, Students with Disabilities), passing the reading/English SOL assessment to equal or exceed the state average.
- Objective 1.3.2 - Reduce the achievement gap by increasing the percentage of targeted subgroup populations (Black, Economically Disadvantaged, Students with Disabilities, passing the math SOL assessment to equal or exceed the state average.
- Objective 1.6.1 - Review, revise and enhance the PreK and Early Childhood programs and services.

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

## **Recommendation:**

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



# Linking the Strategic Plan to School Improvement



## **Division Strategic Plan Goal #1: Student Growth, Development and Success**

LCS affirms that all students are challenged and are actively engaged through a variety of academic pathways, resulting in successful outcome for post graduate education, career training or military service. Each Lynchburg City School will be accredited and the achievement gap closed.

### **Paul Munro Elementary School – School Improvement Plan Goals – Sep 2018**

English: Achievement Gap is Level 1

Math: Achievement Gap is Level 1

- African American/Non Hispanic students taking the reading state assessment will decrease the failure rate of 29% (2018-2019) by 10% to 26% as evidenced by the 2020 reading SOL results. (70% pass rate (18-19) to 73% pass rate (19-20).
- African American/Non Hispanic students taking the mathematics state assessment will decrease the failure rate of 17% (2018-2019) by 10% to 15% as evidenced by the 2020 mathematics SOL results. (83% pass rate (18-19) to 85% pass rate (19-20).

Strategies:

- Streamline the process for data collection and data review in PLC to ensure student needs are being met in both content and cognition
- iReady Reading fall diagnostic and aligned instructional lessons
- Orton-Gillingham training
- Develop peer observation process and implement teacher feedback meetings
- Focus in PLC meetings on differentiated math instruction (leveled stations) and instructional strategies

### **Performance (Based on data from the 2018-2019 school year)**

Student Groups	English 17-18	English 18-19	Math 17-18	Math 18-19
All Students	91	90	95	95
BLACK	84	71	94	88
EC. DIS	85	82	93	91
Engl.Learners	TS	TS	TS	TS
WHITE	94	97	96	97
SWD	TS	64	TS	82

# Paul Munro – SOL Scores & Accreditation Results FY20 – ACCREDITED

2019 Accreditation Status: **Accredited**  
Accreditation Status Last Year: **Accredited**  
Annual Waiver: **2019 through 2021**  
School Quality Indicators

## Academic Achievement

English	Level One
Mathematics	Level One
Science	Level One

## Achievement Gaps

English	Level One
Mathematics	Level One

## Student engagement & Outcomes

Chronic Absenteeism	Level One
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- Accredited: All indicators at Level One or Level Two or Waiver
- Accredited With Conditions: One or more indicators at Level Three
- Accreditation Denied: Under State Sanction

## Achievement Gaps: English and Mathematics

Reporting on the achievement and progress of student groups allows schools to identify learners in need of additional support and resources.

Student Group	Achievement Gap - English	Achievement Gap - Math
Asian	Level One	Level One
Black	Level One	Level One
Economically Disadvantaged	Level One	Level One
English Learners	Level One	Level One
Hispanic	Level One	Level One
Students with Disabilities	Too Small	Level One
White	Level One	Level One

**Performance on school quality indicators is evaluated as follows:**

- Level One – School is performing at or above the state standard for the indicator.
- Level Two – School is performing near the state standard for the indicator or improving.
- Level Three – School is performing below the state standard for the indicator.
- Too Small — Too few students for evaluation

**Improvement Strategies**

- PLC meetings to focus on differentiated instruction and instructional strategies
- IXL reading and aligned instructional lessons
- Implementation of Benchmark Readers with Leveled Literacy Intervention
- IXL math and aligned instructional lessons
- Implementation of Reflex math program
- Differentiated centers with hands on learning

**Total School Count: 357    Total Black Student Count: 117    Total White Student Count: 182**

Paul Munro Elementary School Advanced Course 2019-2020		
Advanced	Black (Building 33%)	White (Building 51%)
Math 5A	25%	60%

# Agenda Report

**Date:** 02/04/2020

**Agenda Number:** I-1

**Attachments:** Yes

**From:** Crystal M. Edwards, Superintendent  
Marie F. Gee, Director of Personnel

**Subject:** Lynchburg City School Board Personnel Policies

## Summary/Description:

The Personnel Policy Workgroup met on December 16, 2019. The group recommends for approval the following changes as noted to the policies and regulations listed below:

CBE	Severance Benefits ( <i>no change</i> )
CF	School Building Administration ( <i>no change</i> )
GBEF	Lactation Support ( <i>no change</i> )
GCBD-RZ	Sick Leave ( <i>changes as noted</i> )
GCI	Professional Staff Assignments and Transfers ( <i>changes as noted</i> )

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

## Recommendation:

The superintendent recommends that the school board approve the Lynchburg City School Board Personnel Policies.

SEVERANCE BENEFITS

Any severance benefits provided to a departing Superintendent will be publicly announced prior to the Superintendent's departure.

Adopted: September 16, 2014

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Legal Ref.: Code of Virginia, 1950, as amended, § 15.2-1510.1.

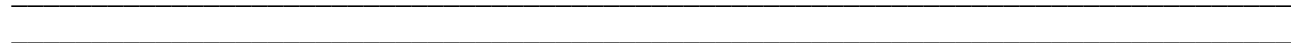
SCHOOL BUILDING ADMINISTRATION

The Lynchburg City School Board, upon recommendation of the Superintendent, employs principals and assistant principals who hold licenses as prescribed by the Board of Education.

A principal provides instructional leadership in, is responsible for the administration of, and supervises the operation and management of the school or schools and property to which he has been assigned, in accordance with the rules and regulations of the School Board and under the supervision of the Superintendent.

A principal may submit recommendations to the Superintendent for the appointment, assignment, promotion, transfer and dismissal of all personnel assigned to his supervision.

Adopted: June 17, 2014



Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-293.

Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals, Virginia Board of Education.

Cross Refs.: EB School Crisis, Emergency Management, and Medical Emergency Response Plan  
 DGC School Activity Funds  
 DGD Funds for Instructional Materials and Office Supplies  
 GCN Evaluation of Professional Staff



LACTATION SUPPORT

The Superintendent shall designate a non-restroom location in each school as an area in which any mother who is employed by the Lynchburg City School Board or enrolled as a student in the division may take breaks of reasonable length during the school day to express milk to feed her child until the child reaches the age of one. The area must be shielded from public view.

Adopted: September 16, 2014

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Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-79.6.

## SICK LEAVE

A. Definitions

Legacy Employee – full-time employee who was hired in a Virginia Retirement System (VRS) eligible position prior to January 1, 2014 who is a member of the VRS Plan 1 or Plan 2. For further information, see VRS Plan 1 or 2 Member Handbook at [www.varetire.org](http://www.varetire.org).

Hybrid Employee – full-time employee who was hired in a VRS eligible position on or after January 1, 2014 and who is a member of the VRS Hybrid Retirement Plan. For further information, see VRS Hybrid Member Handbook at [www.varetire.org](http://www.varetire.org).

Immediate Family – parent, son, daughter, foster parent/child, stepmother, stepfather, stepson, stepdaughter, husband, wife, brother, sister, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, grandparent-in-law, grandchild, or relative other than the above if such relative lives in the household of the employee.

B. Personnel Covered

Full-time employees and part-time employees earn sick leave each month. All employees will be advanced the first 3 days of their sick leave after the first worked day of their contract and will continue to accrue sick time on a monthly basis until the maximum number of days are accrued dependent on the length of the employee's contract.

1. Full-time employees: Sick leave without loss of pay is allowed in the amount of one day earned per contract month.
2. Part-time employees: Sick leave without loss of pay is allowed in the amount of one day earned per contract month. A sick leave day shall be equal in length to the employee's part-time work day. Part-time employees who work less days per week than full-time employees shall earn sick leave days according to the employee's full-time equivalency (FTE).

C. Accumulation of Sick Leave

1. Employees may use accumulated sick leave without loss of pay.
2. For Legacy and part-time employees, unused sick leave accumulates from one contract year to the next with no maximum accumulation.  
For Hybrid Employees, unused sick leave accumulates from one contract year to the next with a maximum of 90 days to be carried over as of June 30<sup>th</sup> each year.
3. Employees may use anticipated sick leave during the contract period. If the employee resigns or is terminated prior to the end of the school year, the employee shall repay the school division for any used but unearned days of sick leave. Repayment shall occur by deducting unearned sick leave days from his/her final pay. Any amounts due that cannot be deducted from final pay must be paid in full within thirty (30) days after written notification to the employee of the outstanding amount due, after which the school division may pursue civil action to collect the outstanding amount due.

4. An employee who is absent as a result of a work-related injury covered by the Virginia Worker's Compensation Act shall use accumulated sick leave as specified in policy EI Insurance Management.
5. Sick leave may be taken in no less than half day increments for exempt employees and may be taken in no less than one hour increments for non-exempt employees.
6. Employees who have accumulated sick leave and who are unable to report for work at the beginning of their contract year because of illness, as certified by their physician, may use accumulated leave not exceeding the number of days to their credit as of June 30<sup>th</sup> of the preceding contract year. Once employees physically report to work, they will receive an allocation of days for the new contract year based on their actual report-to-work day. They may be required to provide a physician's certification of their ability to perform their duties. Employees with no available leave cannot use sick leave unless or until they have physically reported to work.
7. If an employee uses all of his/her sick leave days accrued, personal or vacation days may be used for additional days missed. If the employee has no personal or vacation days, the employee will be docked the equivalent of one day's pay for each day used.
8. All questions regarding sick leave should be directed to the Director of Personnel.

D. Absences Covered

1. Sick leave shall be allowed for personal illness or quarantine. In the event an illness requires absence from duty for a continuous period of five or more school days or at any other time deemed advisable by the Superintendent or designee, a statement certifying the employee's condition of health may be required from a physician. This statement shall be filed with the Director of Personnel. For absences greater than five days, refer to policy GCBE Family Medical Leave Act (FMLA) or GCBEA Emergency Medical Leave (EML).
2. Sick leave, not to exceed five days for any one illness in the employee's Immediate Family will be allowed. Absence from duty in this section is charged to the employee's total sick leave account in the same manner as absence due to personal illness or quarantine. For absences greater than five days, refer to policy GCBE FMLA.
3. Sick leave for absence related to pregnancy and child birth is allowed for that period of time certified by a physician, that the employee is physically unable to perform her duties up to the number of sick leave days for which the employee is eligible. It shall be the responsibility of the employee to provide the required physician's statement defining the exact period of disability, and to consult with the Superintendent or designee to establish the total period of absence. Leave without pay may be granted to the employee, upon proper request to the Superintendent or designee, when absence beyond that accountable to sick is desired. For absences greater than five days, refer to policy GCBE FMLA or GCBEA EML.

E. Extended Illness Program

The purpose of the Extended Illness Program (EIP) is to provide additional sick leave for those members who have a long-term (20 or more consecutive days) illness or injury and who have exhausted their sick leave.

A Legacy or part-time employee may enroll by donating one day of his/her sick leave to the program equivalent to the contracted FTE. Enrollment may be accomplished by submitting the EIP Application to the EIP Committee. This committee will consist of Deputy Superintendent, Chief Financial Officer, and Director of Personnel or designees.

A short-term disability (STD) benefit is provided for Hybrid Employees, therefore, Hybrid Employees are not eligible to participate in EIP. For further information, see <http://www.vacorp.org/hybrid-disability/>.

1. Enrollment

- a. A Legacy or part-time employee will be eligible to enroll within the first 30 days of employment.
- b. An employee who does not enroll when first eligible may do so during open enrollment by submitting an EIP application.
- c. All eligible employees must be enrolled in the plan for six months prior to becoming eligible to utilize the benefits of the EIP.
- d. Upon enrollment the employee donates one (1) day of sick leave equivalent to the contracted FTE to the program and one day thereafter whenever an assessment is required.

2. Membership/Participation

- a. Membership in the program shall be continuous unless the employee informs the committee in writing of intent to withdraw from participation in the program.
- b. The first twenty (20) consecutive contract days (qualifying period) of illness or injury will not be covered by the program but must be covered by the employee's own accumulated leave or leave without pay.
- c. A member of the program will not be able to utilize sick leave benefits until he/she depletes his/her own sick and personal/vacation/non-accumulative leave.
- d. A member utilizing days from the program will not have to replace these days except as a regular contributory member in accordance with the provisions for assessment.
- e. Absences due to procedures or treatments not medically necessary or absences that are a bridge to retirement are not eligible for the EIP.
- f. Days drawn from the program for any one period of eligibility must be consecutive and will run concurrently with FMLA. If the member suffers a recurrence or relapse within 30 days due to the original illness or injury, the member is not required to meet another 20-day qualifying period. Otherwise, members must return to work and must meet the 20-day qualifying period before becoming eligible to utilize the EIP again.
- g. EIP days are for employee's use only and do not apply to absence due to family illness.
- h. Members are eligible to withdraw up to twenty (20) days maximum per school year of EIP leave equivalent to the contracted FTE. The employee can use the balance of the approved EIP leave from the previous school year if there is a need under the original request for leave to continue into the next year. The leave must be consecutive without a break. If a member does not use all of the days granted from the EIP, the unused days will be returned to the EIP. A new application for EIP leave must be submitted for review by the committee for a succeeding school year.

- i. In the event the same illness has been continually incapacitating through the non-contracted period for employees who work less than twelve (12) months, the employee can use the balance of the approved EIP leave from the previous school year. Once this leave is exhausted, the employee must submit a new application and meet the 20 day qualifying period.
  - j. Members of the EIP will be assessed an additional day of sick leave equivalent to the contracted FTE at such times as the program is depleted to 200 days. Notification from the EIP committee of such assessment shall be sent to each member at the time it is determined to be necessary, and the assessment shall be made unless the participant chooses to cease membership in the program. A member who has no sick leave to contribute at the time of assessment will have this day deducted from the first sick leave day subsequently accumulated.
  - k. Upon termination of employment or withdrawal of membership, a participant will not be permitted to withdraw any contributed days.
3. To Request Leave From the Program
- a. A completed EIP Leave Withdrawal Form shall be submitted to the EIP Committee. The committee shall approve/disapprove the request within 5 business days.
  - b. The leave withdrawal form may be submitted in anticipation of exhaustion of all paid leave, but no member will actually receive donated leave until all paid leave is exhausted.
  - c. The leave withdrawal form must include medical certification from an attending physician that identifies the medical problem and the estimated time period of incapacity, including any restrictions. No request will be considered unless medical information is included. Completed FMLA paperwork may be submitted along with the withdrawal form in place of the medical certification.
4. Approval Authority
- Decisions to grant leave under this policy will be made by the EIP Committee. The decision of the committee is final and is not subject to appeal.

#### F. Catastrophic Medical Leave

A full-time employee may be granted up to twenty (20) additional days of paid Catastrophic Medical Leave (CML) in the event the employee has a continuous and prolonged absence of five (5) or more days. This leave period will run concurrently with FMLA or EML. The absence must be for personal illness beyond the employee's accumulated leave including personal/vacation/non-accumulative leave. An employee is not required to be a member of the Extended Illness Program (EIP); however, if the employee is a member all leave must be exhausted before requesting CML.

A request in writing must be submitted to the CML Committee. This committee will consist of the Deputy Superintendent, Chief Financial Officer, and the Director of Personnel or designees. The committee will forward the request to the Superintendent for final approval. A full-time employee will be limited to one occurrence of CML during a 12-month period. Continued absence beyond CML shall be without pay.

#### *{G. Employees on Leave*

**Hybrid Employees on Short Term Disability**

*Hybrid employees can receive up to 125 work days of short term disability if approved by the disability provider. If the employee is approved by the provider for long term disability status, the employee's contract with Lynchburg City Schools will be terminated. The termination date will be the day that long term disability benefits become payable.*

**Legacy Employees**

*The Family Medical Leave Act protects an employee's position for up to 12 weeks (60 days). Employees who are out on leave past the 60 days may request an additional 30 days of Extended Medical Leave, if a doctor's note states that additional time is needed. Once the additional 30 days of Extended Medical Leave is exhausted, if the employee is not able to return to work fulltime and has exhausted all sick and other available leave, the employee's contract with Lynchburg City Schools' may be terminated. Workers Compensation leave for more than 5 days runs concurrent with FMLA and the same rules would apply.}*

**G(H). Transfer of Leave**

Accumulated sick leave may be transferred up to a maximum of ninety (90) days for Legacy Employees and forty (40) days for Hybrid Employees. Such leave can be transferred within Virginia from one school division to another if the school division to which the employee transfers agrees to accept the responsibility for the accumulated sick leave. The Lynchburg City School Board will accept such transfer of leave from other participating Virginia divisions for certified employees.

**H(I). Termination**

When an employee's services are terminated for any cause and the person is employed by any other participating school board in Virginia, upon request, a certificate of all sick leave which has accumulated to the credit of said employee shall be furnished to the said employing school board. An employee who has left the public school system of Virginia or is unable to work in the public schools of Virginia for a period of three consecutive years because of illness or physical disability or family responsibility will forfeit all accumulated sick leave. This three year period will begin on the date of the last paycheck received from Lynchburg City Schools.

Persons who leave public school employment to enter the Armed Services do not forfeit accumulated sick leave earned unless they fail to return to such employment immediately upon discharge from an original tour of duty in the Armed Services. Sick leave credit is not allowed for the period while in the Armed Services.

Adopted: March 6, 2018

Revised: August 7, 2018

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Principals and other supervisory personnel may submit recommendations to the Superintendent for the appointment, assignment, promotion, transfer and dismissal of all personnel assigned to their supervision.

Upon recommendation of the Superintendent, the Lynchburg City School Board shall place all employees within the various schools and facilities located in the school division. The Superintendent has the authority to assign such employees to their respective positions within the school or facility wherein they have been placed by the School Board.

The Superintendent may also reassign any such employee for that school year to any school or facility within such division, provided no change or reassignment during a school year shall affect the salary of such employee for that school year. However, no one will be employed in or reassigned to a situation where a family member, as defined in Policy GCCB Employment of Family Members, is directly responsible for that employee's supervision.

~~Any employee seeking a transfer of assignment to another work location for the next school year must make a request in writing to the Superintendent or the Superintendent's designee, with copies to the current supervisor, not later than April 1. This type of request, if granted, will be considered a voluntary transfer.~~ ***{Employees seeking a transfer of assignment to another work location for the next school year should make their supervisor aware of their desire to transfer. Employees should apply for open positions that they are interested in being considered for. Supervisors will follow the same process of selecting candidates for interviews, and when complete, sending a recommendation for hire to the Director of Personnel.}*** A change of assignment within an immediate work station is the responsibility of the immediate supervisor.

Adopted: June 17, 2014

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-293, 22.1-295, 22.1-297.

Cross Ref: GCCB Employment of Family Members

# Agenda Report

**Date:** 02/04/2020

**Agenda Number:** I-2

**Attachments:** No

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

**Subject:** Lynchburg City School Board Instruction & Program Policy Review

## Summary/Description:

At the January 14, 2020, school board meeting, the school board requested additional details regarding the *proposed* process for reviewing applicants who wish to volunteer for Lynchburg City Schools. The information presented tonight is in conjunction with the board's guidance provided at the December 17, 2019 work session to modify the volunteer policy/regulation based on the recommendations presented by the Equity Task Force during the August 19, 2019 work session.

### **Option 2: Modify** the existing language in regulation IICB-R/IICC-R

~~"Anyone convicted of a felony offense will be disqualified from volunteer activity. Anyone convicted of~~ **or** a misdemeanor may be disqualified depending upon the nature of the offense and/or volunteer activity." **Details and protocols would need to be outlined and approved prior to policy adoption and implementation.**

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

## Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and provide additional input/guidance at the school board meeting on February 4, 2020.



# Agenda Report

**Date:** 02/04/2020

**Agenda Number:** I-3

**Attachments:** Yes

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

**Subject:** School Calendar: 2020-21

## **Summary/Description:**

The proposed school calendar for the 2020-21 school year contains many of the features that were included in the school calendar for 2019-20. During this presentation, members of the calendar committee listed below will review the proposed calendar with the school board.

Rose Flaugher  
Ron Proffitt  
Matt Mason  
Sharon Anderson  
Renee Anderson  
Angel Garcia-Ablanque  
Chuck Yarbrough  
Ben Copeland

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

## **Recommendation:**

The superintendent recommends that the school board approve the School Calendar: 2020-2021.







DRAFT

## 2021-22 Bass Academic Year Calendar Draft V1.0

July 2021							August 2021							September 2021							October 2021						
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa
			1	2	3		1	2	3	4	5	6	7				1	2	3	4							
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30

# Agenda Report

**Date:** 02/04/2020

**Agenda Number:** I-4

**Attachments:** No

**From:** Crystal M. Edwards, Superintendent  
Tommy Coleman, Director of Curriculum and Instruction

**Subject:** Lynchburg City School Board Instruction and Program Policies and Regulations

## Summary/Description:

On November 18, 2019, the Instruction and Program Policy Workgroup reviewed the policies and regulations listed below. All policies being presented have been reviewed by legal counsel. The group recommends adopting the following policies as written.

*(Language added to encompass additional protected classes)*

AC	Nondiscrimination
GB	Equal Employment Opportunity/Nondiscrimination
JBZ	Equal Educational Opportunities/Nondiscrimination
GBAZ	Prohibition Against Harassment and Retaliation
JFHAZ	Prohibition Against Harassment and Retaliation

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

The superintendent recommends that the school board discuss the Lynchburg City School Board Policies and Regulations.

# Agenda Report

Date: 02/04/2020

Agenda Number: J-1

Attachments: No

**From:** Crystal M. Edwards, Superintendent  
Jon Roark, Heritage High School

**Subject:** Art Collection Donation to Heritage High School

## Summary/Description:

Lynchburg resident, Larry Bassett, owns a collection of art that he calls "Art to the People," and it currently hangs in Riverviews and various health and human services locations around Lynchburg. Mr. Bassett has offered the collection to Heritage High School to form the core of a new art collection much like the collection at E.C. Glass High School. Mr. Bassett's collection is over 200 pieces and includes modern, abstract and representational pieces. Some pieces are by relatively unknown local artists, some are by well-known locals, as well as some nationally and internationally known artists. There are a half dozen or so paintings by an artist and author living in Spain named Greg Boyd that are based on the cave paintings in Lascaux and other locations in Europe. Mr. Bassett estimates the value of his collection at approximately \$125,000.

Mr. Jon Roark, Dr. Ruth Glaze, Heritage High School art teachers, along with Mr. Beatty's support, plan to form a faculty/alumni/student/parent organization to manage the collection. This group would also apply for a 503c status to apply for grants that will help with the maintenance of the collection so there are no additional costs to the school.

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

## Recommendation:

The superintendent recommends that the school board approve the art collection donation from Mr. Larry Bassett for Heritage High School.

# Agenda Report

**Date:** 02/04/2020

**Agenda Number:** J-2

**Attachments:** No

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

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

**Summary/Description:**

Discussion regarding policy review by board/workgroups.

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

The school board chair recommends that the school board discuss policy review by board/workgroups.



# Agenda Report

**Date:** 02/04/2020

**Agenda Number:** J-3

**Attachments:** Yes

**From:** Crystal M. Edwards, Superintendent  
Tommy Coleman, Director of Instruction

**Subject:** Lynchburg City School Board Instruction and Program Policies and Regulations

## **Summary/Description:**

On January 17, 2020, the Instruction and Program Policy Workgroup reviewed the policies and regulations for conversion to the Virginia School Board Association (VSBA) formatted policies. As a result of this review, some revisions have been made to the VSBA policies and regulations that conform to current state and federal laws and regulations. Legal counsel has reviewed these policies and regulations. School board members have been given a hard copy of the policies and regulations. School administration will provide an overview of those changes and respond to questions during this presentation.

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

**Disposition:**  Action  
 Information  
 Action at Meeting on: 03/03/2020

## **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 March 3, 2020.

# Agenda Report

**Date:** 02/04/2020

**Agenda Number:** J-4

**Attachments:** Yes

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

**Subject:** Lynchburg City School Board Operations Policies and Regulations

## Summary/Description:

On January 13, 2020, the Operations Policy Workgroup met to discuss policies and regulations as part of the ongoing policy review process. Included are updates from the Virginia School Board Association (VSBA). All policies being presented have been reviewed by legal counsel. The group recommends approving the following policies as written.

EDC-R	Community Use of School Facilities: Use of Equipment
KA	Goals for School-Community Relations
KB-R	News Media
KBC	Media Relations
KGZ	Community Use of School Facilities: Use of School Grounds
KHZ-R	Gifts, Donations and Bequests
KLB	Public Complaints About Learning Resources
KMA	Relations With Parent Organizations

The workgroup recommends accepting the changes proposed by the VSBA and/or Lynchburg City Schools:

EDC	Authorized Use of School-Owned Materials
FFA	Naming School Facilities
KB	Public Information Program
KF	Distribution of Information/Materials
KFB	Administration of Surveys and Questionnaires
KGA	Sales and Solicitations in Schools
KGB	Public Conduct on School Property
KH	Public Gifts to the Schools
KJ	Advertising in the Schools
KL	Public Complaints
KNA	Violent Sex Offenders on School Property
KZ	Contests for Students

**Disposition:**  Action  
 Information  
 Action at Meeting on: **March 3, 2020**

**Recommendation:** The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the meeting on March 3, 2020.

COMMUNITY USE OF SCHOOL FACILITIES: USE OF EQUIPMENT

Equipment owned or under the care, custody, or control of the Lynchburg City School Board shall not be loaned or rented to any individual or outside organization without the consent of the Superintendent, or his designee.

The school administration may approve the loan or rental of school equipment only when such actions will not impair the efficiency of the school; interfere with the instructional program; the user does not have reasonable access to other similar equipment; or in cases of emergency. All equipment to be loaned or rented shall be covered by an agreement whereby the user guarantees to return such equipment in the same condition as when it was loaned or rented, and under such other regulations as, in the judgment of the Superintendent, are necessary to protect the board's interest.

Adopted: February 18, 2014

GOALS FOR SCHOOL-COMMUNITY RELATIONS

The School Board recognizes that good school-community relations are essential to securing public input and public support for educational programs. The School Board sets goals and standards for school-community relations and regularly evaluates its relationship with the public. The School Board also regularly evaluates its programs for maintaining open channels of communication and good relations with parents, community organizations, other governmental organizations, non-profit organizations, businesses and industries and the community at large.

Through its school-community relations program, the Board encourages the community to

- take an active interest in the schools and participate in school activities,
- place a high priority on education and make funds available for an educational system that supports learning for all children, and
- establish partnerships with the schools to enhance learning opportunities.

Adopted: February 18, 2014

Revised: May 6, 2014

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:7.C.4.

Cross Refs :	AF	Comprehensive Plan
	KBC	Media Relations
	KB	Public Information Program
	KF	Distribution of Information/Materials
	KG	Community Use of School Facilities
	KMA	Relations with Parent Organizations
	KNAJ	Relations with Law Enforcement Authorities
	KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships
	IGBC	Parental Involvement

NEWS MEDIA

A. General

1. All requests for information relating to the school division from the news media should be referred to the public information officer.
2. All news released from individual schools, departments and persons in the division, with the exception of sports, will be made available to the media through the public information officer on Fact Sheet News Release Forms.

B. Documents

Copies of Lynchburg City School records and documents available to the public are to be furnished the media personnel at cost.

C. Interviews

Media representatives may interview students during the school day at the discretion of the Superintendent or his designee. Such interviews shall not disrupt the educational program and should be coordinated through the public information officer.

Approved by Superintendent: August 23, 1982

Revised: February 18, 2014

MEDIA RELATIONS

Media releases by the schools are encouraged as a means of informing the public of programs, activities, and accomplishments. Staff members are encouraged to participate in activities that inform the public about school programs and activities.

News and information concerning personnel and students shall be released to the press only with the approval of the principal and in accordance with state and federal laws regarding confidentiality.

Adopted: February 18, 2014

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-287, 22.1-287.1.

Cross Ref.: JO Student Records  
KB Public Information Program

COMMUNITY USE OF SCHOOL FACILITIES: USE OF SCHOOL GROUNDS

The operation of powered vehicles not licensed by the Virginia Division of Motor Vehicles, or otherwise licensed in compliance with Virginia laws, shall be prohibited on school grounds.

The operation of licensed motor vehicles on school grounds shall be restricted to the paved roads and parking lots.

Dogs, or other domestic animals, and the unauthorized riding of horses, shall not be permitted on school property.

The principal, or designee, is authorized to direct any person violating this policy to vacate the property.

Adopted: June 19, 1973

Revised: August 16, 1977

Revised: October 17, 1978

Revised: February 18, 2014

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Legal Refs.: Code of Virginia, 1950, as amended, § 18.2-128.

## GIFTS, DONATIONS AND BEQUESTS

The School Board encourages gifts from individuals, community groups and organizations to benefit the Division's educational mission. The School Board reserves the right to accept or decline any proposed gifts. The purpose of this Regulation is to establish the criteria and procedure for evaluating any gifts that may be offered to the School Division.

The Superintendent is authorized to accept or decline on behalf of the School Board, any gifts offered to the Division with a value less than \$5,000. The Superintendent will report to the School Board any gifts offered to the Division with a value of \$5,000 or more, along with any recommendations and/or a proposed gift agreement, as deemed appropriate.

Gifts will not be accepted if they would undermine the goal of equal educational opportunities to all students, or if the terms of acceptance unreasonably interfere with the School Board's control of its operation of the Division.

Gifts, donations and bequests to the School Division should:

- Be reasonably free of restrictions on their use;
- Not contain overt advertising or reflect commercial interests;
- Support equity in access to educational resources;
- Include installation costs, if significant;
- Not require excessive maintenance, personnel or other costs; and
- Be consistent with the Division's vision, mission and goals.

All gifts to a specific school must be approved by the building principal. If the total value of gift(s) from a donor during the school year will exceed \$1,000, gifts over that amount must be approved by the Superintendent/designee prior to acceptance.

If a gift would include the naming of a fixture (such as a bench, tree or painting) or an intangible thing (such as a program or endowment), the Naming Considerations contained in Paragraph III of Policy FFA Naming School Facilities, shall be considered before accepting the gift or recommending acceptance by the School Board, as applicable.

Before accepting any gifts that would involve the management of funds, the Superintendent or his designee will verify that appropriate procedures have been implemented for the proper handling of the funds.

Approved: December 16, 2014



PUBLIC COMPLAINTS ABOUT LEARNING RESOURCES

The procedure for filing a complaint concerning learning resources is as follows:

1. The complaint should be filed in writing with the principal on the “Request for Reconsideration of Learning Resources” form KLB-E. This form may be obtained from the principal or the central office.
2. A review committee consisting of the principal, the library media specialist, the classroom teacher (if involved), a parent and/or student and the complainant will convene.

The responsibilities of the committee are to:

- a. read, view or listen to the challenged material;
  - b. read several reviews, if available;
  - c. check standard selection aids;
  - d. talk with persons who may be knowledgeable about the material in question and similar material;
  - e. discuss the material;
  - f. make a recommendation regarding retaining or withdrawing the material;
  - g. file the recommendation of the committee with the principal and the Superintendent or Superintendent’s designee;
  - h. notify the complainant of the Superintendent’s decision and the disposition of the challenged material.
3. The complainant may appeal the decision to the Superintendent or Superintendent’s designee and, then, to the School Board.

Adopted: February 18, 2014

Revised: May 6, 2014

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-253.13:7.C.2.

8 VAC 20-720-160.

Cross Refs.: IIA Instructional Materials  
 IGAH Family Life Education  
 INB Teaching About Controversial Issues  
 KL Public Complaints  
 KQ Commercial, Promotional and Corporate Sponsorships and Partnerships

RELATIONS WITH PARENT ORGANIZATIONS

The Lynchburg City School Board encourages the establishment of parent-teacher organizations that seek to advance programs that improve educational opportunities for all students consistent with state and federal law. The School Board requests that parent-teacher organizations maintain a close relationship with the Board, administration, and staff, and that they consider School Board and school policies when planning activities.

Adopted: February 18, 2014

Revised: May 6, 2014

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-253.13:7.C.4.

Cross Refs.: IGBC Parental Involvement  
KF Distribution of Information/Materials

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

To ensure the security and efficient use of school property, the Superintendent shall develop regulations governing the use of all school owned property. The regulation shall address the use of school division facilities, supplies, materials and equipment by employees and outside organizations.

Employees are prohibited from utilizing school property for personal use or gain.

Adopted: February 18, 2014

Revised: May 6, 2014

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Legal Ref.: Code of Virginia, §§ 22.1-70, 22.1-131, 22.1-132.

Cross Refs.: DN Disposal of Surplus Items  
~~GBEC/JFCH Tobacco Free School for Staff and Students~~  
*{GBECZ/JFCHZ/KGCZ Tobacco Products and Nicotine Vapor Products}*  
IIBEA/GAB Acceptable Computer System Use  
KF Distribution of Information/Materials  
KG Community Use of School Facilities  
KGA Sales and Solicitations in Schools  
KGC ~~Tobacco Use on School Premises~~ *{Use of Tobacco and Electronic Cigarettes on School Premises}*

## NAMING SCHOOL FACILITIES

The School Board retains the sole discretion and authority for the naming or renaming of all division properties including, but not limited to, school buildings and portions of buildings (such as gymnasiums, auditoriums, playing fields and entry ways) and fixtures (such as benches and trees). This policy describes the procedure and considerations for naming such properties and fixtures.

The School Board will not accept compensation from individuals and businesses in exchange for the naming rights of school facilities. It will, however, accept financial contributions for the naming of fixtures or intangible things (such as scholarships, programs and endowments), in accordance with KH Public Gifts to the Schools and Regulation KHZ-R Gifts, Donations and Bequests.

### II. Nomination Process

Names may originate at the School Board level or be solicited by the School Board from the community and staff for the naming of division properties and fixtures. Interested individuals or groups may submit a written nomination to the Superintendent. The nomination should identify the facility or fixture to be named and provide other relevant information, including any connection between the proposed name and the school where the proposed naming would occur. The Superintendent/designee should consult with the principal of the school where the proposed naming would occur. The Superintendent and the School Board Chair will jointly decide whether to take the nomination directly to the School Board, refer the nomination to a Naming Committee for consideration, or take no action.

### II. Naming Committee

If the School Board Chair and Superintendent determine that a nomination should be referred to a naming committee, the Superintendent/designee will create an ad hoc committee of seven members to advise the Superintendent. The Committee will consist of:

- ~~Assistant Superintendent of Operations & Administration~~ *{Deputy Superintendent}*
- An administrator from the school where the proposed naming would occur
- Two other division employees
- Two community members
- One School Board member

The Naming Committee will review the naming proposal and advise the Superintendent of its recommendation on the proposed naming. The Committee may also recommend alternative names or locations, or recommend against naming.

If the Naming Committee recommends a naming proposal, it will be presented to the School Board for consideration.

### III. Naming Considerations

- A. If the name of an individual is being considered, that individual should be a person who has made an exceptional contribution to the school or the Division, and the

area named should be related to the area in which the individual has contributed or otherwise appropriate. Individuals who have made outstanding state or national service contributions may also be considered. If the name of a living individual is under consideration, that individual should not be a current employee of the Division, and the Committee must have the individual's consent before recommending the individual's name to the School Board.

- B. Geographic and historical naming's are appropriate.
- C. The Committee should not recommend names that are contrary to community standards, or that advance religious, political or business organizations.
- D. Names should be consistent with the Division's basic educational mission, values and goals. The Committee should consider the impact the name will have on the students, the role the name will play in contributing to the Division's overall sense of identity, and the long term effects.
- E. The Committee may make other related recommendations, such as a proposed time duration for the naming.

#### IV. School Board Consideration

The School Board will consider the recommendation in the form of a resolution at a regular Board business meeting that provides for public comment. The original nomination and any Committee recommendations will be submitted. At the discretion of the School Board Chair and Superintendent, representatives of the nominating party and/or the Naming Committee may be permitted to make a presentation.

The School Board shall base its decision on whether the proposal serves the best interest of the Division and is consistent with the Division's policies, vision, mission and goals. The School Board reserves the right to remove the name at any time.

Approved: December 16, 2014

PUBLIC INFORMATION PROGRAM

The Lynchburg City School Board recognizes the importance of providing information regarding the school division to the community. The Board will utilize all appropriate means and media in order to

- explain the programs, achievements, and needs of the school division;
- keep students, parents/guardians, and staff members fully informed about Board policies and procedures as well as their own rights and responsibilities;
- communicate factual information regarding the school division: and
- involve students, parents/guardians, and the community in discussions regarding education programs, student activities, and Board policy.

Adopted: February 18, 2014

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

Cross Refs.: KA Goals for School Community Relations  
 KBA Requests for Information *{Public Records}*  
 KBC Media Relations

## DISTRIBUTION OF INFORMATION/MATERIALS

The Lynchburg City School Board seeks to minimize intrusions on the time of students and employees by communications from sources other than the school division. ~~The division Superintendent, or his/her designee, must approve, in advance, any materials sought to be distributed or made available by non-school organizations, including parent teacher organizations and booster clubs.~~ ***{Approval must be obtained from the Superintendent, or Superintendent's designee, before any materials may be distributed or made available at the request of non-school organizations.}*** Approval will be granted only for materials from governmental organizations and nonprofit community organizations regarding activities related to the educational mission of the Lynchburg City School Division.

Approval will not be given for materials which

- are likely to cause substantial disruption of, or a material interference with, school activities;
- endorse or encourage the use of alcohol, tobacco, ***{tobacco products, nicotine vapor products,}*** or any illegal substance or action;
- endorse or encourage any violation of the Standards of Student Conduct (see Regulation JFC-R); or
- are obscene, pornographic, or defamatory.

Materials from nonprofit community organizations approved for distribution must clearly indicate their source and must include the following statement: "These materials and the activity described herein, are not sponsored or endorsed by the Lynchburg City School Board."

***{The Superintendent, by regulation, will establish the time, place, and manner of distribution of approved materials.}*** No distribution will be permitted during class time.

Political Communications

Students shall not be required to convey or deliver any material that advocates (1) the election or defeat of any candidate; (2) the passage or defeat of any referendum question; or (3) the passage or defeat of any matter pending before a local school board, local governing body, the General Assembly or Congress.

This Policy shall not be construed to prohibit the discussion or use of political or issue-oriented materials as part of classroom discussions or projects.

Adopted: February 18, 2014

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Legal Refs.: U. S. Constitution amend. I.

Child Evangelism Fellowship of Maryland, Inc. v. Montgomery County Public Schools, 457 F.3d 376 (4th Cir. 2006)

Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-79.3, ~~{22.1-79.5,}~~  
22.1-131, ~~{22.1-279.6}~~ and 22.1-293~~(B-D)~~.

Cross Refs.:    JFC-R       Standards of Student Conduct  
                  ~~KFB~~ **{JOB}**    Administration of Surveys and Questionnaires  
                  KG         Community Use of School Facilities  
                  KQ         Commercial, Promotional, and Corporate Sponsorships and  
                                 Partnerships



## ADMINISTRATION OF SURVEYS AND QUESTIONNAIRES

## I. Instructional Materials and Surveys

## A. Inspection of Instructional Materials

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be ~~used as part of the educational curriculum for a student or which will be~~ used in connection with any survey, analysis, or evaluation as part of any federally funded program ~~shall be~~*{are}* available for inspection by the parents or guardians of the student in accordance with Policy KBA Requests for Information*{Public Records}*.

## B. Participation in Surveys and Evaluations

No student ~~shall be~~*{is}* required, as part of any federally funded program, to submit to a survey, analysis, or evaluation that reveals information concerning

- (1) political affiliations or beliefs of the student or the student's parent,
- (2) mental or psychological problems of the student or the student's family,
- (3) sex behavior or attitudes,
- (4) illegal, anti-social, self-incriminating, or demeaning behavior,
- (5) critical appraisals of other individuals with whom respondents have close family relationships,
- (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers,
- (7) religious practices, affiliations, or beliefs of the student or student's parent, or
- (8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

## C. Surveys Requesting Sexual Information

In any case in which a questionnaire or survey requesting that students provide sexual information, mental health information, medical information, information on student health risk behaviors pursuant to Va. Code § 32.1-73.8, other information on controlled substance use, or any other information that the School Board deems to be sensitive in nature is to be administered, the School Board ~~shall notify~~*{notifies}* the parent concerning the administration of such questionnaire or survey in writing at least 30 days prior to its administration. The notice ~~will inform~~*{informs}* the parent of the nature and types of questions included in the questionnaire or survey, the purposes and age-appropriateness of the questionnaire or survey, how information collected by the questionnaire or survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results will be disclosed. In any case in which a questionnaire or survey is required by state law

or is requested by a state agency, the relevant state agency shall provide the School Board with all information required to be included in the notice to parents. The parent has the right to review the questionnaire or survey in a manner mutually agreed upon by the school and the parent and exempt the parent's child from participating in the questionnaire or survey. Unless required by federal or state law or regulation, school personnel administering any such questionnaire or survey ~~shall~~{do} not disclose personally identifiable information.

No questionnaire or survey requesting that students provide sexual information shall be administered to any student in kindergarten through grade six.

#### D. Additional Protections

~~A parent or emancipated student may, upon request, inspect any instructional material used as part of the educational curriculum of the student and any survey created by a third party before the survey is administered or distributed to a student. Any inspection shall be in accordance with Policy KBA Requests for Information.~~

In addition, in the event of the administration or distribution of a survey containing one or more of the subjects listed in subsection I.B. above, the privacy of students to whom the survey is administered ~~will be~~{is} protected. Participating students complete the survey on-line at their school's computer labs. Survey administration standards and procedures were established, and administration standards were designed to protect the confidentiality of participants and the quality of the data collected.

#### II. Physical Examinations and Screenings

If the Lynchburg City School Division administers any physical examinations or screenings other than

- those required by Virginia law, and
- surveys administered to a student in accordance with the Individuals with Disabilities Education Act,

policies regarding those examinations or screenings will be developed and adopted in consultation with parents.

#### III. Commercial Use of Information

Questionnaires and surveys ~~shall not be~~{are not} administered to public school students during the regular school day or at school-sponsored events without written, informed parental consent when participation in such questionnaire or survey may subsequently result in the sale for commercial purposes of personal information regarding the individual student.

This subsection does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or

providing educational products or services for, or to, students or educational institutions, such as the following:

- college or other postsecondary education recruitment, or military recruitment;
- book clubs, magazines, and programs providing access to low-cost literary products;
- curriculum and instructional materials used by elementary schools and secondary schools;
- tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- the sale by students of products or services to raise funds for school-related or education-related activities; and
- student recognition programs.

#### IV. Notification

##### Notification of Policies

The Board ~~shall provide~~*{provides}* notice of this policy directly to parents of students annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy. The Board ~~will also offer~~*{also offers}* an opportunity for the parent (or emancipated student) to opt the student out of participation in

- activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose);
- the administration of any survey containing one or more items listed in subsection I.B. above; or
- any nonemergency, invasive physical examination or screening that is
  - required as a condition of attendance;
  - administered by the school and scheduled by the school in advance; and
  - not necessary to protect the immediate health and safety of the student, or of other students.

##### Notification of Specific Events

The Board ~~will directly notify~~*{directly notifies}* the parent of a student, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled, or expected to be scheduled:

- activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose);

- the administration of any survey containing one or more items listed in subsection I.B. above; or
- any nonemergency, invasive physical examination or screening that is
  - required as a condition of attendance;
  - administered by the school and scheduled by the school in advance; and
  - not necessary to protect the immediate health and safety of the student, or of other students.

V. Definitions

Instructional material: the term "instructional material" means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Invasive physical examination: the term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Parent: the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

Personal information: the term "personal information" means individually identifiable information including

- a student or parent's first and last name;
- a home or other physical address (including street name and the name of the city or town);
- a telephone number; or
- a Social Security identification number.

Survey: the term "survey" includes an evaluation.

Adopted: April 19, 2016

Legal Refs.: 20 U.S.C. § 1232h.  
 Code of Virginia, 1950, as amended, § 22.1-79.3.

<p>Cross Refs.: <b>{INB}</b>          JHDA          KBA          KF</p>	<p><b>Teaching About Controversial Issues}</b>          Human Research          Requests for Information <b>{Public Records}</b>          Distribution of Information/Materials</p>
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SALES AND SOLICITATIONS IN SCHOOLS

No one may sell or offer for sale, within the school, on school grounds, or at school-sponsored activities, any product or service except when the sale will benefit the educational program of the schools.

Solicitations for contributions to charitable organizations, dues for employee organizations, contributions for the benefit of professional organizations, or for school organizations may only be made outside school hours. Individual discussions between school division employees during school hours are not prohibited.

Adopted: February 18, 2014

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

Cross Refs.:	DJG	Vendor Relations
	<i>{GAH</i>	<i>School Employee Conflict of Interests}</i>
	GCQAB	Tutoring for Pay
	<i>{JHCH</i>	<i>School Meals and Snacks}</i>
	JL	Fund Raising and Solicitation
	KG	Community Use of School Facilities
	KJ	Advertising in the Schools
	KK	Visitors to the Schools

PUBLIC CONDUCT ON SCHOOL PROPERTY

All visitors must register at the school office on arrival.

No one may possess or consume any alcoholic beverage in or on the grounds of any public school during school hours or school or student activities. In addition, no one may consume, and no organization shall serve, any alcoholic beverage in or on the grounds of any public school after school hours or school or student activities, except for religious congregations using wine for sacramental purposes only.

In accordance with Policy KGC ~~Use of Tobacco and Electronic Cigarettes on School Premises~~ ***{Tobacco Products and Nicotine Vapor Products}***, ~~smoking and the use of electronic cigarettes~~ ***{use of tobacco products and nicotine vapor products}*** is not permitted in ~~schools~~ ***{schools, at school-sponsored events,}*** or ***{in}*** school vehicles.

Any person found to be engaged in or advocating illegal activity while on school property, including school buses, shall be reported by the principal to the local law enforcement authorities.

Any person who willfully and maliciously damages, destroys or defaces any school district building, or damages or removes any school property from a school building, will be required to compensate the school division and may be prosecuted.

Any person who willfully interrupts or disturbs the operation of any school or, being intoxicated, disturbs the same, whether willfully or not, may be ejected and/or prosecuted.

Adopted: September 16, 2014

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Legal Refs.: 20 U.S.C. §§ 6083, 7183.

Code of Virginia, 1950, as amended, §§ 4.1-309, 18.2- 415, 18.2-128, 18.2-138, 22.1-78, 22.1-79.5.

Cross Refs: ECAB Vandalism  
~~GBEC/JFCH~~ ~~Tobacco Free School for Staff and Students~~  
~~GBECA~~ ~~Electronic Cigarettes~~  
~~KGC~~ ~~Use of Tobacco and Electronic Cigarettes on School Premises~~  
***{GBECZ/JFCHZ/KGCZ Tobacco Products and Nicotine Vapor Products}***  
KK School Visitors  
KN Sex Offender Registry  
KNA Violent Sex Offenders on School Property

PUBLIC GIFTS TO THE SCHOOLS

The School Board shall ~~act~~ *{acts}* on offers of gifts to schools or to the school division. The School Board may impose reasonable conditions on donations.

When any real or personal property is given to and accepted by the Board, it shall ~~be-vested~~ *{vests}* in the Board unless inconsistent with the terms of the gift, devise or bequest, and shall ~~be~~ *{is}* managed by the Board, according to the wishes of the donor or testator. The Board shall, in addition to the regular settlement it is required to make of all school funds, ~~settle~~ *{settles}* annually before the commissioner of accounts so far as the management of the property bequeathed or devised is concerned.

In the case of any change in the boundaries of the division, the Board shall make provision for continuing the fulfillment of the purposes of the donor as far as practicable and settlement shall be made as provided for above.

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

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-126.

Cross Ref: FFA Naming School Facilities  
KJ Advertising in the Schools  
KQ Commercial, Promotional, and Corporate Sponsorships and Partnerships  
KHZ-R Gifts, Donations, and Bequests

## ADVERTISING IN THE SCHOOLS

## A. GENERALLY

The Lynchburg City School Board desires to maintain a state of neutrality as far as advertising in the school system. However, it is important that students be protected from exploitation by means of advertising and advertising schemes in the schools. Because of the importance of maintaining neutrality, no advertisement inside nor outside of school property nor in any school publications shall promote or display any of the following products or activities: drugs, alcohol, tobacco, sexual activities, violence, gang or gang related activities, racial or ethnic discrimination, weapons, tattoo parlors, body piercing, or any products or activities that are prohibited in the school.

Even though the School Board recognizes, appreciates and encourages the support given by civic and community clubs, businesses, and individuals through their gifts, advertisements in school annuals, papers, and athletic programs, the Lynchburg City School Board and individual schools do not endorse nor imply endorsement of any commercial product or endeavor. All requests for endorsement should be directed to the Superintendent or Superintendent's designee.

Except as provided in this policy, neither the facilities, nor the staff, nor the students of any school may be used in any manner for advertising or otherwise promoting the interests of any commercial or other non-school organization.

## B. ADVERTISING IN SCHOOL PUBLICATIONS

School organizations must secure approval from the principal before soliciting advertisement for school publications. If there is need for policy clarification, the principal shall consult with the Superintendent. Commercial establishments whose primary source of revenue is the sale of intoxicants or tobacco products may not advertise in school publications.

## C. ANNOUNCEMENTS, NOTICES, AND SIGNS

Principals may permit the posting of announcements, notices, and signs in designated areas of the schools if the advertised activity will contribute to the students' education or if the proceeds of the activity will benefit the programs of instruction or extra-curricular activities.

No advertisement shall contain any message that, in the discretion of the principal, would be likely to disrupt the safe and orderly operation of the school, or materially and substantially disrupt the education process, or be vulgar, lewd or plainly offensive. Additionally, no preference shall be given to one advertiser over another. Nothing in this policy shall be deemed to prohibit a principal from permitting a plaque or sign to be displayed in recognition of sponsorship of an activity or event or of the donation of an item or the funding for an item approved by the principal in conjunction with an educational or extra-curricular program. The Superintendent may at his or her discretion authorize announcements for community-wide social service agencies or other community activities of particular educational merit. These activities and programs must have educational or recreational merit.



D. BILLBOARDS/SIGN ADVERTISING

The principal of a school may permit advertising in or on school facilities but such advertising will only be permitted in public assembly areas such as gymnasium and/or outdoor athletic fields, but not in areas used exclusively for instructional activities including classrooms, cafeterias, school corridors, auditoriums, or school buses. Any advertising signs/billboards will not be allowed to display any of the products/activities outlined in Section A above and if used for fundraising activities must be renewed annually. Proceeds from advertising shall be accounted for in accordance with applicable law and policy. Any fundraising project approved prior to the approval of the policy is grandfathered.

E. POLITICAL ADVERTISING

School facilities or equipment may not be used as a means of producing or disseminating to the community any materials that advertises or promotes a political party, a political cause, or the candidacy of an individual for public office. Students and employees of the board shall not be permitted to distribute campaign literature within the school or on school grounds. When school buildings or grounds are used as polling places, the prohibition noted above on posting signs and disseminating materials shall be waived on the day of the election.

Adopted: February 18, 2014  
 Revised: May 6, 2014

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

Cross Ref.: DJG Vendor Relations  
 JP Student Publications  
 KF Distribution of Information/Materials  
 KGA Sales and Solicitations in Schools  
 KQ Commercial, Promotional, and Corporate Sponsorships and Partnership

PUBLIC COMPLAINTS

Complaints involving a particular school are handled within the school through the established channel of responsibility. If the complaint cannot be resolved at the level of the principal, it is referred to the Superintendent or Superintendent’s designee. If the central office staff and complainant cannot reach a satisfactory solution, the matter may, at the School Board's discretion, be heard at a regular board meeting.

Any parent, custodian, or legal guardian of a pupil attending the Lynchburg City public schools who is aggrieved by an action of the School Board may, within thirty days after such action, petition the local circuit court to review the action of the School Board. The court will sustain the action of the School Board unless the School Board exceeded its authority, acted arbitrarily or capriciously or abused its discretion.

Adopted: February 18, 2014

Revised: May 6, 2014

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-87, 22.1-253.13:7.

Cross Refs.: GB Equal Employment Opportunity/Nondiscrimination  
GBA{Z}/JFHA{Z} Prohibition Against Harassment and Retaliation  
GBLA Third Party Complaints Against Employees  
JB{Z} Equal Educational Opportunities/Nondiscrimination

VIOLENT SEX OFFENDERS ON SCHOOL PROPERTY

No adult who has been convicted of a sexually violent offense, as defined in Va. Code § 9.1-902, may enter or be present, during school hours or during school-related or school-sponsored activities, at any school, on any school bus, or on any property, public or private, when such property is solely being used by an elementary or secondary school for a school-related or school-sponsored activity unless

- he{/she} is a lawfully registered and qualified voter, and is coming upon such property solely for purposes of casting his{/her} vote;
- he{/she} is a student enrolled at the school; or
- he{/she} has obtained a court order pursuant to Va. Code § 18.2-370.5.C allowing him{/her} to enter and be present upon such property, has obtained the permission of the school board or its designee for entry within all or part of the scope of the lifted ban, and is in compliance with the school boards' terms and conditions and those of the court order.

Persons who have been convicted of other sexual offenses may be permitted to be present at school in certain circumstances in accordance with Policy KN Sex Offender Registry Notification.

Adopted: February 18, 2014

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Legal Ref: Code of Virginia, 1950, as amended, §§ 9.1-902, 18.2-370.5.

Commonwealth v. Doe, 278 Va. 223 (2009).

Cross Ref: KK School Visitors  
KN Sex Offender Registry Notification

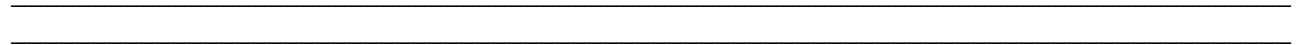
CONTESTS FOR STUDENTS

Contests or other activities involving participation by students or the granting of awards or prizes to students, which are sponsored by agencies outside of the schools, shall not be announced, promoted, or permitted within the schools unless approved by the Superintendent or designee. The Superintendent or designee shall approve only such contests or other activities as will be of educational value to the participating students and can be accomplished without undue disruption to regular school activities. The Superintendent or designee shall not approve any activity being promoted for purely commercial purposes.

~~Generally, in the secondary schools only those contests recommended by the National Association of Secondary School Principals will be considered for approval.~~

Adopted: June 19, 1973

Revised: February 18, 2014



# Agenda Report

Date: 02/04/2020

Agenda Number: J-5

Attachments: No

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

**Subject:** Capital Improvement Plan: Heritage Elementary School Roof Replacement

## Summary/Description:

The capital improvement plan includes \$600,000 in construction funding for replacement of the Heritage Elementary School roof. The City of Lynchburg Office of Procurement and Purchasing has received four bids on the project.

The school administration recommends AAR Roofing and Sheet Metal Co. of NC based on their bid of \$559,900 which was the lowest bid. All bids received are listed below.

BIDDER	AAR Roofing and Sheet Metal Co. of NC	Melvin T. Morgan Roofing & Sheet Metal Co., Inc.	Craftsman Roofing, Inc.	Mountain Roofing, Inc.
BASE BID	\$559,900	\$585,936	\$635,919	\$802,176

**Disposition:**  Action  
 Information  
 Action at Meeting on: March 3, 2020

## 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 March 3, 2020.

# Agenda Report

Date: 02/04/2020

Agenda Number: J-6

Attachments: No

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

**Subject:** Capital Improvement Plan: Robert S. Payne Elementary School Roof Replacement

## Summary/Description:

The capital improvement plan includes \$375,000 in construction funding for replacement of the Robert S. Payne Elementary School roof. The City of Lynchburg Office of Procurement and Purchasing received five bids on the project.

The school administration recommends Craftsman Roofing, Inc. based on their bid of \$462,484 which was the lowest bid. Sufficient funding is available in the CIP contingency account to cover the funding shortage. All bids received are listed below.

BIDDER	Melvin T. Morgan Roofing & Sheet Metal Co., Inc.	John T. Morgan Roofing & Sheet Metal Co., Inc.	Craftsman Roofing, Inc.	Mountain Roofing, Inc.	AAR Roofing and Sheet Metal Co. of NC
BASE BID	\$464,781	\$580,290	\$462,484	\$554,388	\$515,47

**Disposition:**  Action  
 Information  
 Action at Meeting on: March 3, 2020

## 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 March 3, 2020.