



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

Lynchburg City School Board

Regina T. Dolan-Sewell
School Board District 1

Mary Ann Hoss
School Board District 1

Michael J. Nilles
School Board District 3

Jennifer R. Poore
School Board District 2

Katie Snyder
School Board District 3

Treney L. Tweedy
School Board District 3

J. Marie Waller
School Board District 2

Thomas H. Webb
School Board District 2

Charles B. White
School Board District 1

School Administration

Scott S. Brabrand
Superintendent

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

Ben W. Copeland
Assistant Superintendent of
Operations and Administration

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendie L. Sullivan
Clerk

SCHOOL BOARD MEETING
February 18, 2014 5:00 p.m.
School Administration Building
Board Room

A. CLOSED MEETING

- 1. Notice of Closed Meeting
Scott S. Brabrand. Page 1
Discussion/Action
- 2. Certification of Closed Meeting
Scott S. BrabrandPage 2
Discussion/Action

B. PUBLIC COMMENTS

- 1. Public Comments
Scott S. Brabrand. Page 3
Discussion/Action (30 Minutes)

C. SPECIAL PRESENTATION

- 1. Heritage High School and the Academy of Fine Arts
Scott S. Brabrand.Page 4
Discussion/Action

D. FINANCE REPORT

- 1. Finance Report
Anthony E. Beckles, Sr.Page 5
Discussion

E. CONSENT AGENDA

- 1. School Board Meeting Minutes: February 4, 2014
- 2. Religious Exemption
Scott S. Brabrand. Page 10
Discussion/Action
- 3. Personnel Report13
Marie F. Gee.Page
Discussion/Action

F. STUDENT REPRESENTATIVE COMMENTS

G. UNFINISHED BUSINESS

- 1. Lynchburg City School Board Policies and Administrative Regulation Policy Conversion Process
Ben W. Copeland.Page 15
Discussion/Action
- 2. Request for Reallocation of Budget
Anthony E. Beckles, Sr. Page 16
Discussion/Action

H. NEW BUSINESS

- 1. Lynchburg Beacon of Hope: Memorandum of Understanding
Scott S. Brabrand. Page 17
Discussion
- 2. Safety and Security Update
Ben W. Copeland. Page 42
Discussion
- 3. Results of the School Culture Survey
William A. Coleman, Jr. Page 43
Discussion
- 4. Middle School Program of Studies: 2014-15
William A. Coleman, Jr. Page 44
Discussion
- 5. Foreign Language Textbook Adoption
William A. Coleman, Jr. Page 45
Discussion/Action

I. SUPERINTENDENT’S COMMENTS

J. BOARD COMMENTS

K. CLOSED MEETING

- 1. Notice of Closed Meeting
Scott S. Brabrand. Page 47
Discussion/Action
- 2. Certification of Closed Meeting
Scott S. Brabrand. Page 48
Discussion/Action

L. INFORMATIONAL ITEMS

Public Budget Hearing: Tuesday, March 4, 2014, Board Room, School Administration Building

Next School Board Meeting: Tuesday, March 4, 2014, Immediately following the Public Budget Hearing, Board Room, School Administration Building

M. ADJOURNMENT

Agenda Report

Date: 02/18/14

Agenda Number: A-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Notice of Closed Meeting

Summary/Description:

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

Legal Briefing

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

Recommendation:

The superintendent recommends that the school board approve a motion to enter into Closed Meeting in accordance with the Code of Virginia §2.2-3711 (A) (7) to receive a legal briefing because the briefing in public would adversely affect the litigating posture of the school board.

Agenda Report

Date: 02/18/14

Agenda Number: A-2

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Certification of Closed Meeting

Summary/Description:

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

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

Recommendation:

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

Agenda Report

Date: 02/18/14

Agenda Number: B-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Public Comments

Summary/Description:

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

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 02/18/14

Agenda Number: C-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Heritage High School and the Academy of Fine Arts

Summary/Description:

Heritage High School and the Academy of Fine Arts have collaborated to public the book, *A Mouse in the Academy*. Mr. Ted Batt, exhibitions curator for the Academy of Fine Arts, and Jon Roark, teacher at Heritage High School, will provide additional information about the book during the presentation.

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: 02/18/14

Agenda Number: D-1

Attachments:

From: Scott S. Brabrand, Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: Finance Report

Summary/Description:

The school administration, in accordance with the 2013-14 school operating budget, authorized, approved, and processed the necessary payments through January 31, 2014. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through January 31, 2014 for the operating fund.

Total Operating Fund Budget	\$84,249,418.00
Restricted Donations Received	\$ 100.00
Fund Balance Return	<u>\$ 507,487.00</u>
Adjusted Budget	\$84,757,005.00

Through January 31, 2014

Actual Revenue Received	\$ 39,884,543.38
Actual Expenditures	\$ 42,400,538.28
Actual Encumbered	\$ 34,828,174.74

Percent of Budget Received	47.06%
Percent of Budget Used, excluding encumbrances	50.03%
As of 01/31/14 – 7 months	58.00%

The revenue and expenditure reports detail the transactions recorded through January 31, 2014. All reports appear as attachments to the agenda report.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Month Ended January 31, 2014

	Fiscal Year 2013-14					
	BUDGET	TRANSACTIONS	BUDGET %		BUDGET AVAILABLE	BUDGET % USED
			USED	ENCUMBRANCES		
INSTRUCTION						
FUNCTION 1100 CLASSROOM INSTRUCTION						
Personnel	44,280,415.95	20,316,789.54	45.88%	22,229,104.84	1,734,521.57	96.08%
Other	3,400,568.72	1,317,576.69	38.75%	135,740.57	1,947,251.46	42.74%
FUNCTION 1200 INST SUPPORT-STUDENT						
Personnel	3,347,629.69	1,642,937.88	49.08%	1,293,552.77	411,139.04	87.72%
Other	169,644.00	72,104.62	42.50%	49,072.22	48,467.16	71.43%
FUNCTION 1300 INST SUPPORT-STAFF						
Personnel	4,413,037.75	2,340,405.42	53.03%	1,387,304.43	685,327.90	84.47%
Other	1,458,067.67	208,397.44	14.29%	106,675.68	1,142,994.55	21.61%
FUNCTION 1400 INST SUPPORT-SCHOOL ADMN						
Personnel	4,847,533.96	2,897,025.49	59.76%	1,878,316.76	72,191.71	98.51%
Other	109,975.00	29,744.29	27.05%	630.99	79,599.72	27.62%
TOTAL INSTRUCTION	62,026,872.74	28,824,981.37	46.47%	27,080,398.26	6,121,493.11	90.13%
ADMINISTRATION						
FUNCTION 2100 ADMINISTRATION						
Personnel	1,989,947.28	1,352,517.52	67.97%	711,447.26	(74,017.50)	103.72%
Other	1,208,432.96	554,852.82	45.92%	291,014.48	362,565.66	70.00%
FUNCTION 2200 ATTENDANCE & HEALTH SERV						
Personnel	2,499,629.95	1,102,982.60	44.13%	1,170,024.98	226,622.37	90.93%
Other	52,225.00	33,688.17	64.51%	4,713.69	13,823.14	73.53%
TOTAL ADMINISTRATION	5,750,235.19	3,044,041.11	52.94%	2,177,200.41	528,993.67	90.80%
PUPIL TRANSPORTATION						
FUNCTION 3100 MANAGEMENT & DIRECTION						
Personnel	327,210.06	204,539.05	62.51%	121,803.61	867.40	99.73%
Other	25,026.00	16,375.49	65.43%	4,190.71	4,459.80	82.18%
FUNCTION 3200 VEHICLE OPERATION SERVICE						
Personnel	1,938,426.01	1,228,241.63	63.36%	1,041,579.98	(331,395.60)	117.10%
Other	940,430.00	495,796.40	52.72%	71,691.09	372,942.51	60.34%
FUNCTION 3300 MONITORING SERVICE						
Personnel	365,177.16	156,039.17	42.73%	156,858.49	52,279.50	85.68%
Other	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 3400 VEHICLE MAINT SERVICE						
Personnel	340,957.23	215,741.56	63.28%	124,620.89	594.78	99.83%
Other	381,750.00	163,026.12	42.70%	238.75	218,485.13	42.77%
FUNCTION 3500 BUS PURCHASE - REGULAR						
Other	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 3600 BUS - LEASE PURCHASE						
Other	0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL PUPIL TRANSPORTATION	4,318,976.46	2,479,759.42	57.42%	1,520,983.52	318,233.52	92.63%

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Month Ended January 31, 2014

OPERATIONS & MAINTENANCE							
FUNCTION 4100 MANAGEMENT & DIRECTION							
	Personnel	185,069.71	119,470.61	64.55%	83,861.39	(18,262.29)	109.87%
	Other	102,300.00	66,791.25	65.29%	32,046.86	3,461.89	96.62%
FUNCTION 4200 BUILDING SERVICES							
	Personnel	4,140,322.99	2,517,771.09	60.81%	1,495,755.18	126,796.72	96.94%
	Other	4,564,739.90	2,786,301.89	61.04%	1,222,566.73	555,871.28	87.82%
FUNCTION 4300 GROUNDS SERVICES							
	Personnel	239,812.35	143,761.13	59.95%	92,609.10	3,442.12	98.56%
	Other	129,000.00	12,790.30	9.91%	1,150.69	115,059.01	10.81%
FUNCTION 4400 EQUIPMENT SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
	Other	62,500.00	29,050.98	46.48%	31,245.33	2,203.69	96.47%
FUNCTION 4500 VEHICLE SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
	Other	17,000.00	18,919.24	111.29%	2,976.71	(4,895.95)	128.80%
FUNCTION 4600 SECURITY SERVICES							
	Personnel	158,055.20	13,418.38	8.49%	8,187.71	136,449.11	13.67%
	Other	100,000.00	52,927.19	52.93%	24,803.81	22,269.00	77.73%
TOTAL OPERATIONS & MAINTENANCE		9,698,800.15	5,761,202.06	59.40%	2,995,203.51	942,394.58	90.28%
FACILITIES							
FUNCTION 6200 SITE IMPROVEMENTS							
FUNCTION 6600 BLDG ADD & IMP SERVICES							
	Personnel	21,743.47	8,578.42	39.45%	23,112.60	(9,947.55)	145.75%
	Other	20,000.00	8,451.00	42.26%	0.00	11,549.00	42.26%
TOTAL FACILITIES		41,743.47	17,029.42	40.80%	23,112.60	1,601.45	96.16%
DEBT SERVICE							
FUNCTION 7100 DEBT SERVICE - Other							
	Other	109,198.92	109,046.83	99.86%	0.00	152.09	99.86%
TOTAL DEBT SERVICE		109,198.92	109,046.83	99.86%	0.00	152.09	99.86%
TECHNOLOGY							
FUNCTION 8100 CLASSROOM INSTRUCTION							
	Personnel	1,403,347.56	850,160.18	60.58%	561,244.02	(8,056.64)	100.57%
	Other	261,005.49	673,094.52	257.89%	14.14	(412,103.17)	257.89%
FUNCTION 8200 INSTRUCTIONAL SUPPORT							
	Personnel	255,923.31	143,494.32	56.07%	91,916.56	20,512.43	91.98%
	Other	890,901.71	497,729.05	55.87%	378,101.72	15,070.94	98.31%
FUNCTION 8200 LEASE PURCHASE							
	Other	0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL TECHNOLOGY		2,811,178.07	2,164,478.07	77.00%	1,031,276.44	(384,576.44)	113.68%
CONTINGENCY RESERVES							
FUNCTION 9100 CLASSROOM INSTRUCTION							
	Other	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9300 ADMINISTRATION							
	Other	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9500 PUPIL TRANSPORTATION							
	Other	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9600 OPERATIONS & MAINTENANCE							
	Other	0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL CONTINGENCY RESERVES		0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL OPERATING BUDGET		84,757,005.00	42,400,538.28	50.03%	34,828,174.74	7,528,291.98	91.12%

FY2014-2015 REVISED REVENUE BUDGET
AS OF JANUARY 31, 2014

ACCOUNT TITLE	ORIGINAL	REVISED	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	CHANGE BETWEEN ORG & REVISED REV BUDGET INCREASE (DECREASE)
	REVENUE BUDGET As of 7/1/2013	REVENUE BUDGET As of 1/31/2014				
COMMONWEALTH OF VA REVENUE						
240308 SALES TAX RECEIPTS	(9,771,846.00)	(9,771,846.00)	(4,719,620.70)	(5,052,225.30)	48.30%	0.00
240202 BASIC SCHOOL AID	(19,245,033.00)	(19,245,033.00)	(11,226,269.25)	(8,018,763.75)	58.33%	0.00
240207 GIFTED & TALENTED	(231,550.00)	(231,550.00)	(135,070.85)	(96,479.15)	58.33%	0.00
240208 REMEDIAL EDUCATION	(1,167,820.00)	(1,167,820.00)	(681,228.35)	(486,591.65)	58.33%	0.00
240208 REMEDIAL EDUCATION	(195,237.00)	(195,237.00)	(20,028.16)	(175,208.84)	10.26%	0.00
240212 SPECIAL ED SOQ	(2,250,067.00)	(2,250,067.00)	(1,312,539.06)	(937,527.94)	58.33%	0.00
240217 VOCATIONAL ED SOQ	(281,888.00)	(281,888.00)	(164,434.65)	(117,453.35)	58.33%	0.00
240221 SOC SEC-INSTR	(1,328,898.00)	(1,328,898.00)	(775,190.50)	(553,707.50)	58.33%	0.00
240223 VRS INSTRUCTIONAL	(2,214,831.00)	(2,214,831.00)	(1,291,984.75)	(922,846.25)	58.33%	0.00
240241 GROUP LIFE INST	(85,573.00)	(85,573.00)	(49,917.56)	(35,655.44)	58.33%	0.00
240228 READING INTERVENTN	(144,929.00)	(144,929.00)	(24,154.84)	(120,774.16)	16.67%	0.00
240205 CAT-REG FOSTER	(71,786.00)	(71,786.00)	0.00	(71,786.00)	0.00%	0.00
240246 CAT-HOMEBOUND	(214,961.00)	(214,961.00)	(74,961.06)	(139,999.94)	34.87%	0.00
240248 REGIONAL TUITION	(776,368.00)	(776,368.00)	(47,650.56)	(728,717.44)	6.14%	0.00
240265 AT RISK SOQ	(1,216,431.00)	(1,216,431.00)	(202,738.50)	(1,013,692.50)	16.67%	0.00
240309 ESL	(82,660.00)	(82,660.00)	(17,704.00)	(64,956.00)	1.46%	0.00
330213 SCHOOL LUNCH	0.00	0.00	0.00	0.00	0.00%	0.00
240281 AT RISK 4 YR OLDS	(1,215,707.00)	(1,215,707.00)	(202,617.84)	(1,013,089.16)	16.67%	0.00
240218 CTE - ADULT ED	(19,175.00)	(19,175.00)	0.00	(19,175.00)	0.00%	0.00
240252 CTE EQUIPMENT	0.00	0.00	0.00	0.00	0.00%	0.00
240253 CTE EDUCATION	(42,030.00)	(42,030.00)	0.00	(42,030.00)	0.00%	0.00
SUPPLEMENTAL SUPPORT						
ADDITIONAL STATE SUPPORT	(466,336.00)	(466,336.00)	(272,029.52)	(194,306.48)	58.33%	0.00
EARLY READIG SPECIALISTS INITIAT	(37,214.00)	(37,214.00)	0.00	(37,214.00)	0.00%	0.00
240275 PRIMARY CLASS SIZE	(1,570,158.00)	(1,570,158.00)	(269,357.66)	(1,300,800.34)	17.15%	0.00
240214 TEXTBOOKS	(451,674.00)	(451,674.00)	(263,476.50)	(188,197.50)	58.33%	0.00
SALARY SUPPLEMENT	(500,162.00)	(500,162.00)	(237,928.02)	(262,233.98)	47.57%	0.00
240203 GED/ISAEP	(23,576.00)	(23,576.00)	(3,929.34)	(19,646.66)	16.67%	0.00
240405 ALGEBRA READINESS	(124,221.00)	(124,221.00)	(20,703.50)	(103,517.50)	16.67%	0.00
COMMONWEALTH OF VA	(43,730,131.00)	(43,730,131.00)	(22,013,535.17)	(21,716,595.83)	50.34%	0.00
FEDERAL REVENUE						
330201 BASIC ADULT ED.	(50,000.00)	(50,000.00)	(25,299.24)	(24,700.76)	50.60%	0.00
330212 IMPACT AIDPL81-874	(6,000.00)	(6,000.00)	0.00	(6,000.00)	0.00%	0.00
180303 MEDICAID REIMBURSE	(300,000.00)	(300,000.00)	(30,013.66)	(269,986.34)	10.00%	0.00
JR ROTC	(120,000.00)	(120,000.00)	(53,477.52)	(66,522.48)	44.56%	0.00
FEDERAL	(476,000.00)	(476,000.00)	(108,790.42)	(367,209.58)	22.86%	0.00
CITY APPROPRIATIONS						
510500 CITY OPER APPR	(38,201,147.00)	(38,201,147.00)	(16,675,000.00)	(21,526,147.00)	43.65%	0.00
510500 FUND BALANCE RETURN	(507,487.00)	(507,487.00)	(507,487.00)	0.00	0.00%	0.00
510500 USE OF RESERVES	0.00	0.00	0.00	0.00	0.00%	0.00
510502 CITY DEBT SERV APP	0.00	0.00	0.00	0.00	0.00%	0.00
CITY	(38,708,634.00)	(38,708,634.00)	(17,182,487.00)	(21,526,147.00)	44.39%	0.00
MISCELLANEOUS REVENUE						
189912 MISC REV/OTH FUNDS	0.00	(6,000.00)	(5,621.07)	(378.93)	100.00%	6,000.00
180303 REBATES & REFUNDS	(30,000.00)	(30,000.00)	(15,401.90)	(14,598.10)	51.34%	0.00
189903 DONATIONS & SP GF	(100.00)	(100.00)	(100.00)	0.00	0.00%	0.00
189909 SALE OTHER EQUIP	0.00	(4,500.00)	(3,096.00)	(1,404.00)	0.00%	4,500.00
189910 INSURANCE ADJUST	(3,000.00)	(5,000.00)	(4,114.66)	(885.34)	82.29%	2,000.00
189912 OTHER FUNDS	0.00	0.00	0.00	0.00	0.00%	0.00
E RATE REIMBURSEMENT	(120,000.00)	(120,000.00)	(65,023.08)	(54,976.92)	54.19%	0.00
TRANSFER IN/OUT	0.00	0.00	0.00	0.00	0.00%	0.00
MISCELLANEOUS	(153,100.00)	(165,600.00)	(93,356.71)	(72,243.29)	56.37%	12,500.00

CHARGES FOR SERVICES						
150201 RENTS	(98,000.00)	(123,000.00)	(123,000.00)	0.00	100.00%	25,000.00
161201 TUITION DAY SCHOOL	(110,000.00)	(110,000.00)	(48,623.86)	(61,376.14)	44.20%	0.00
161206 TUITION ADULT	(18,000.00)	(18,000.00)	0.00	(18,000.00)	0.00%	0.00
161207 TUITION SUMMER SCH	(40,000.00)	(40,000.00)	(5,286.50)	(34,713.50)	13.22%	0.00
161202 SPEC PUPIL FEES	(45,000.00)	(45,000.00)	(7,069.70)	(37,930.30)	15.71%	0.00
161205 BUS RENTAL	(400,000.00)	(400,000.00)	(178,491.30)	(221,508.70)	44.62%	0.00
190101 TUIT FM OTH CO/CY	(634,620.00)	(634,620.00)	0.00	(634,620.00)	0.00%	0.00
161201 DUAL ENROLLMENT	(85,000.00)	(85,000.00)	0.00	(85,000.00)	0.00%	0.00
PRINT SHOP	(100,000.00)	(100,000.00)	(40,677.72)	(59,322.28)	40.68%	0.00
SCHOOL NUT UTILITIES	(98,500.00)	(98,500.00)	(44,156.74)	(54,343.26)	44.83%	0.00
FACILITY RENTALS	(60,020.00)	(60,020.00)	(39,068.26)	(20,951.74)	65.09%	0.00
CHARGES FOR SERVICES	(1,689,140.00)	(1,714,140.00)	(486,374.08)	(1,227,765.92)	28.37%	25,000.00
150101 INTEREST-BNK DPST	0.00	0.00	0.00	0.00	100.00%	0.00
USE OF MONEY						
LEASE PURCHASE PROCEEDS	0.00	0.00	0.00	0.00	0.00%	0.00
DESIGNATION - ENCUMBRANCES	0.00	0.00	0.00	0.00	0.00%	0.00
TOTAL OPERATING FUND	(84,757,005.00)	(84,794,505.00)	(39,884,543.38)	(44,909,961.62)	47.04%	37,500.00
REVENUE OVER/(UNDER)						
ORIGINAL BUDGET	<u>37,500.00</u>					

Agenda Report

Date: 02/18/14

Agenda Number: E-2

Attachments: Yes

From: Scott S. Brabrand, Superintendent

Subject: Religious Exemption

Summary/Description:

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

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

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

Recommendation:

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

Agenda Report

Date: 02/18/14

Agenda Number: E-3

Attachments: Yes

From: Scott S. Brabrand

Subject: Personnel Report

Summary/Description:

The personnel recommendations for February 4 - 18, 2014, 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 February 4 - 18, 2014.

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

RESIGNATIONS:

Brito, Naddiuska	Carlos Albizu University	B.A./ 2 yrs. (Lv. 6 1)	Dearington Elementary School Kindergarten Teacher	01-24-14
---------------------	-----------------------------	---------------------------	--	----------

Agenda Report

Date: 02/18/14

Agenda Number: G-1

Attachments: No

From: Scott S. Brabrand, Superintendent
Ben W. Copeland, Assistant Superintendent of Operations and Administration

Subject: Lynchburg City School Board Policies and Administrative Regulations
Conversion Process

Summary/Description:

In May 2013, the school administration began the process of converting the Lynchburg City School Board Policies and Administrative Regulations to the Virginia School Boards Association's policies. As a member of the VSBA Policy Services, the school division receives regular updates to policies which coincide with changes to the Code of Virginia. Further, all policies developed by the VSBA are reviewed by legal counsel.

The second section regarding community relations was presented to the school board on January 14, 2014. During the past month, the school board has had the opportunity to review this section and provide feedback to the school administration regarding additions, changes, and deletions. The school administration requests that the school board approve this section of the school board policies.

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

Recommendation:

The superintendent recommends that the school board approve Section 2 of the Lynchburg City School Board policy conversion.

Agenda Report

Date: 02/14/14

Agenda Number: G-2

Attachments: No

From: Scott S. Brabrand, Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: Request for Reallocation of Budget

Summary/Description:

The school administration has recognized a need to reallocate funds to purchase various equipment and supplies throughout the school division.

Purchases include the following:

Purchase of new student record software	\$ 55,000.00
Purchase of consulting services for one to one initiative implementation	\$ 30,000.00
Purchase of computers for testing at the high schools	<u>\$ 270,000.00</u>
	\$ 355,000.00
	=====

Given school board approval, the funds to purchase these items will come from reallocation of funds in the existing operating budget.

Various Salaries and Benefits accounts	\$ 355,000.00
	=====

The school administration requests this budget adjustment be approved for the 2013-14 school year in order to fund these one-time purchases.

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

Recommendation:

The superintendent recommends that the school board approve the request for reallocation of budget.

Agenda Report

Date: 02/18/14

Agenda Number: H-1

Attachments: Yes

From: Scott S. Brabrand, Superintendent

Subject: Lynchburg Beacon of Hope: Memorandum of Understanding

Summary/Description:

The Beacon of Hope Lynchburg Foundation has developed a Memorandum of Understanding (MOU) which reflects agreements between that nonprofit organization and the Lynchburg City Schools. The MOU, which has been reviewed by legal counsel, appears as an attachment to the agenda report. Mrs. Laura L. Hamilton, executive director of the Lynchburg Beacon of Hope, will provide additional information during this presentation.

Disposition: Action
 Information
 Action at Meeting on: 03/04/14

Recommendation:

The interim superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on March 4, 2014.

MEMORANDUM OF UNDERSTANDING

Beacon of Hope Lynchburg Foundation and the City of Lynchburg Public Schools

This Memorandum of Understanding ("MOU") reflects agreements between Beacon of Hope Lynchburg, a Virginia nonprofit corporation organized under the Commonwealth of Virginia Nonprofit Corporation Act, November 8, 2011, of 915 Court Street, Lynchburg, Virginia 24504 ("BOH") and Lynchburg City Schools, a body politic with administrative offices at 915 Court Street, Lynchburg, Virginia 24504 ("LCS").

The parties understand and acknowledge that the matters set forth in this MOU are not all-inclusive at this stage and that all terms of certain arrangements between the parties shall be negotiated in good faith and set forth in written agreements, which the parties expect will contain the principal terms and conditions set forth below (as well as other customary terms and conditions mutually acceptable in form and substance to BOH and LCS and the parties respective legal advisors).

BOH Mission and Provision of Post-Secondary Access and Assistance to LCS Scholars

Under its Articles of Incorporation, as filed with the Commonwealth of Virginia on November 8, 2011, and under its Form 1023 (Application for Recognition of Tax-Exempt Status under Section 501(c)(3) of the Internal Revenue Code) as filed with the Internal Revenue Service, Lynchburg Beacon of Hope, Inc. is organized exclusively for charitable purposes, including efforts to relieve poverty and improve the lives of Lynchburg City Schools attendees and graduates with educational and training information and opportunities within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Lynchburg Beacon of Hope intends to accomplish this objective by integrating itself with the Lynchburg City Schools (and its office is currently in the Lynchburg City Schools Administration Building). This will enable our organization to establish training and support programs in the Lynchburg City Schools for students who need support in finding educational opportunities, career training opportunities, and ultimately scholarship opportunities once Lynchburg Beacon of Hope receives sufficient funds to begin providing scholarship assistance.

In particular, the Lynchburg Beacon of Hope's major objectives will, among other things, (a) provide college opportunities for those who would not otherwise be able to attend college; (b) encourage a college bound culture in the Lynchburg community; (c) create a stream of qualified and educationally prepared talent for the greater Lynchburg workforce; and (d) compile and disseminate data on current and continuing post-secondary education of Lynchburg City Schools students. Critical to achieving these objectives will be the establishment of future centers

that will be housed in each of the Lynchburg City high schools. These Future Centers, which will be staffed, maintained, and funded by the Lynchburg Beacon of Hope, will provide resources on financial aid for college admissions for all Lynchburg City Schools students, and guidance on local and federal financial aid.

BOH's tax-exempt mission, as set forth in BOH's Articles of Incorporation as filed with the Commonwealth of Virginia on November 8, 2011, and its Form 1023 (Application for Recognition of Tax-Exempt Status under Section 501(c)(3) of the Internal Revenue Code), also contemplates BOH's provision of scholarship assistance ("Scholarship Assistance") to students who graduate from LCS high schools and meet certain other requirements including financial need (the "BOH Scholars").

Notwithstanding any other provision of this MOU or any related agreement, the parties acknowledge and agree that LCS shall not be responsible in any manner for BOH's provision of "Scholarship Assistance" as defined below to BOH Scholars, or any debts or liabilities incurred by BOH in fulfilling any portion of its mission.

LCS Provision of Study Information and Student Data to Beacon of Hope

At various times unrelated to any particular application for Scholarship Assistance, BOH will need certain information regarding students within LCS in order to:

- study, evaluate, and identify the pool of potential students within LCS who will or may be eligible to receive scholarship and pre-collegiate assistance from BOH,
- study, evaluate, and gauge the extent of scholarship assistance available to BOH Scholars for any given academic year or period, and
- study and track the academic performance of all students within LCS after BOH opens Future Centers and begins to offer student support.

Once any LCS student applies with BOH for Scholarship Assistance, in order to evaluate such application and perform its financial aid functions, BOH will need information from LCS regarding the particular LCS student, including but not limited to: student name, birth date, LCS identification number, contact information for the LCS student and parents/guardians, high school attendance, enrollment on census count date(s) and number of days enrolled, planned graduation date, SAT-ACT scores, weighted and un-weighted grade point average, enrollment by grade level, and official record of graduation.

The parties acknowledge that Study Information and Scholarship Information may contain personally identifiable information as to LCS students, within the meaning of the federal Family Educational Rights and Privacy Act (FERPA). As such, the parties will negotiate and execute a written agreement ("Information Sharing Agreement") under which LCS will provide BOH with the Student Information and Scholarship Information in a manner that allows LCS to continue at all times its full compliance with FERPA. A form of such agreement is attached as Exhibit A.

At such times as may be determined by the parties, LCS will provide additional information to BOH regarding LCS students ("General LCS Data") upon determination by LCS that such information is anonymous in nature and does not contain any "personally identifiable information" as to any particular LCS student within the meaning of FERPA. The mechanism for receiving any General LCS Data will be determined by both parties.

Building Financial Capacity: BOH Scholarship for LCS Students

The Scholarship Assistance provided by BOH to BOH Scholars will be the payment of a portion of the required costs of attendance for certain post-secondary institutions located in the Commonwealth of Virginia ("Institutions"), plus certain other benefits as may be determined by BOH. Such Scholarship Assistance will be need-based and will be provided up to an amount determined by BOH from time to time.

In return for future planning activities, FAFSA outreach, and Scholarship Assistance received by LCS students, LCS agrees to provide resources which may include the following to the extent permitted by law and to the extent the LCS superintendent in his sole discretion determines that LCS resources are available to support such efforts: marketing assistance, space and support for Future Centers and Future Center Directors. All Future Center Directors will be employees or volunteers of BOH. Beacon of Hope employees and volunteers will meet any applicable safety and security screening requirements of LCS and those additional requirements as may be determined from time to time by LCS.

The parties will negotiate and execute a written agreement ("LCS Assistance Agreement") which shall set forth the exact nature, scope, and extent of any assistance to be provided by LCS, the conditions that will apply to the same, and the manner/timing of the LCS superintendent's determination as described above. That agreement is attached as Exhibit B.

Providing a Supportive Environment: Beacon of Hope Future Centers

The parties acknowledge that the BOH Future Centers in LCS schools will require infrastructure investment by both LCS and BOH. This infrastructure investment may include space, auxiliary services, human resources, purchasing services, technology, telephony, supplies, furniture, etc., agreed upon at a mutually acceptable level. Any LCS provision of such infrastructure investment shall be addressed in the LCS Assistance Agreement as described above and shall be subject to the terms, conditions, and determinations described therein.

The parties acknowledge the importance of integrating the Future Centers and their BOH employees into the existing pre-collegiate advising functions of LCS (including Student Counseling Services and educational/career plans completed by LCS students prior to the end of their junior year.

The effectiveness of the Future Centers and the BOH Future Center Employees will be evaluated by the BOH Executive Director, with input from respective LCS school principals (and other staff the principals identify as key colleagues, including counseling and advising staff, faculty, and administrative personnel). In turn, LCS, through the building principals, will enable the Future Center Employees to perform the following

coordination duties to assure that all students have access to post-secondary options and support.

BOH FCCs will, in a manner consistent with and in furtherance of LCS' existing pre-collegiate advising functions and LCS' objectives (which include preparing students to succeed in college, and providing assistance to parents or eligible students in the student's educational development):

- Receive communications from pre-collegiate organizations/providers via school administrators, counselors and other staff at each LCS school,
- Collect data concerning the pre-collegiate organizations/providers involved with each LCS school including their purpose, contacts, student lists, schedules, activities, and effectiveness,
- Collect data concerning the types of academic support and remediation available at each LCS school and at post-secondary institutions designated by BOH,
- Hold periodic team meetings with the pre-collegiate organizations/providers and request periodic written updates from such organizations/providers to assist in planning for students,
- Request and facilitate cooperation and resources from pre-collegiate organizations/providers in order to have the greatest positive impact on students,
- Request that pre-collegiate organizations/providers will keep a schedule that allows for consistency and continuity if they are to be involved with students and families at LCS schools, and
- Determine, train, and coordinate volunteer groups providing pre-collegiate services.

Relationship Between Parties

The Parties hereby acknowledge and agree that BOH's relationship as to LCS shall be that of an independent contractor and that neither Party shall be considered to be the employee of the other Party for any purpose whatsoever and that neither Party has any authority to enter into a contract, to assume any obligation, or to give warranties or representations on behalf of the other Party.

BOH expressly agrees that, as an independent contractor as to LCS, neither BOH nor any of its employees, agents, or representatives shall be entitled to any employee treatment or benefits from LCS. As such, LCS shall not provide or accomplish any of the following for any BOH employees, agents, or representatives: payroll tax withholdings (including income and FICA tax withholdings); Medicare or Medicaid; medical or disability insurance; vacation or leave; pension or retirement plan; participation in unemployment insurance or worker's compensation insurance (collectively, "Employee Benefits").

Termination of MOU

This MOU agreement (and any separate, written agreements entered into by the parties) can be terminated with 30 days' notice by either party. Success of partnership between BOH and LCS shall be evaluated each year and mutual determination to re-engage in BOH and LCS Partnership shall be at the discretion of both Parties.

Measurable Objectives set for Beacon of Hope Future Centers and LCS Partnership are listed in Exhibit C.

LCS Compliance with Applicable Law

If BOH or LCS receive knowledge that any part of this MOU [or any part of any corresponding, separate agreement entered into by the parties) may jeopardize or adversely affect BOH's Section 501(c) (3) tax-exempt status under the Internal Revenue Code, or may violate any ordinance/statute, regulation, or other provision of law applicable to BOH as a nonprofit corporation, the parties agree to discuss such issue and negotiate in good faith an appropriate amendment to this MOU [or separate agreement) that will adequately address such issue. Notwithstanding the foregoing, if BOH attorneys reasonably determine that such an amendment would likely fail to preserve BOH's Section 501(c) (3) tax-exempt status or compliance with law, BOH at its sole discretion may: (1) immediately suspend any activities pursuant to this MOU or referenced separate agreement(s) that jeopardize BOH's Section 501(c) (3) tax-exempt status or result in noncompliance with law, without penalties or liabilities as to BOH; and (2) terminate this MOU and any related agreement(s) upon 30 days' written notice, each without penalties or liabilities as to BOH.

If BOH or LCS receive knowledge that any part of this MOU ([or any part of any corresponding, separate agreement entered into by the parties) may violate any ordinance/statute, regulation, or other provision of law applicable to LCS as a body politic, the parties agree to discuss such issue and negotiate in good faith an appropriate amendment to this MOU (or separate agreement) that will adequately address the issue and ensure LCS compliance with such ordinance/statute, regulation, or other provision of law. Notwithstanding the foregoing, if LCS attorneys reasonably determine that such an amendment will not likely ensure LCS compliance with law, LCS at its sole discretion may: (1) immediately suspend any activity pursuant to this MOU or referenced separate agreement(s) which effects such violation ; and (2) terminate this MOU and any related agreement(s) upon 30 days' written notice, each without penalties or liabilities as to LCS.

BOH will comply with all laws, regulations, municipal codes and ordinances and other workplace requirements and standards applicable to the provision of services/work performed by its employees, including, without limitation, federal and state laws governing wages and overtime, civil rights/employment discrimination, equal employment, safety and health, employees' citizenship, withholdings, pensions, reports, and record keeping.

Any agreements entered into pursuant to this MOU shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia. Any suit to enforce any provision of such agreements or arising out of or based upon the agreements shall be brought exclusively in the state or federal courts of the Commonwealth of Virginia.

Additional Terms

As may be determined by the parties, separate written agreements shall be entered into by the parties.

BOH agrees to obtain and carry insurance that contains terms satisfactory to both parties and that in the reasonable determination of LCS is adequate to protect LCS from any claim, cause of action, judgment, loss, demand, suite or legal proceeding brought against LCS (or its employees, representatives, or agents) which arises directly or indirectly from any act or omission of BOH, including but not limited to: (1) any misconduct or neglect by BOH and/or its employees, agents, or representatives with respect to those activities conducted by BOH under this MOU and related agreements; and (2) any injury to BOH employees while performing services under this MOU or any related agreements.

BOH shall, at the request of LCS, provide LCS with certificates of insurance evidencing such coverage as required above. Furthermore, BOH will not reduce or eliminate such coverage without the prior written approval of LCS.

To the maximum extent permitted by law, BOH agrees to indemnify LCS for any award, judgment, or fine against LCS based on the position that any of BOH's employees, agents, or representatives who provide any services to the school division related to this MOU was an employee of LCS. Such indemnification shall include all attorneys' fees and costs reasonably incurred by LCS in defending itself against any such liability.

In witness whereof Beacon of Hope Lynchburg and Lynchburg City Schools have executed this Memorandum of Understanding on this day

_____.

Beacon of Hope Lynchburg
Chairman of the Board
Dr. Dan Carey

Lynchburg City Schools
Superintendent
Dr. Scott S. Brabrand

Lynchburg City Schools
Chairman of the School Board
Dr. Regina T. Dolan-Sewell

Information Sharing Agreement between Lynchburg City Schools and Beacon of Hope Lynchburg

This information Sharing Agreement ("Agreement" is made as of _____ between Beacon of Hope, a Virginia nonprofit corporation organized under the Commonwealth of Virginia Nonprofit Corporation Act, with offices at 915 Court Street, Lynchburg, Virginia 245-4, and Lynchburg City Schools, a body politic with offices at 915 Court Street, Lynchburg, Virginia 24504 ("LCS"). 24504 ("LCS").

Recitals

- A. Under the Family Educational Rights and Privacy Act, enacted by Congress in 1974 ("FERPA") and corresponding federal regulations issued by the Office of the Education Secretary to interpret and implement FERPA (the "FERPA Regulations"), the District cannot maintain a policy or practice of permitting the release of the educational records (or personally identifiable information contained therein other than directory information) of students to any individual agency or organization without the written consent of their parents.
- B. Under Section 1232g(b)(1)(D) of FERPA, an exception to this prohibition applies where the District releases such records and information "in connection with a student's application for, or receipt of, financial aid."
- C. Under Section 99.31(a)(4)(i) of the FERPA Regulations, the District does not need prior consent to disclose student information if a particular disclosure "is in connection with financial aid for which the student has applied or which the student has received," if the information is necessary for such purposes as to: (1) determine eligibility for such aid; (2) determine the amount of the aid; (3) determine the conditions for the aid; or (4) enforce the terms and conditions of the aid.
- D. Section 99.31(a)(4)(i) of the FERPA Regulations defines the term "financial aid" for this purpose as "a payment of funds provided to an individual that is conditioned on the individual's attendance at an educational agency or institution."
- E. Under Section 99.31(a)(6)(i) of the FERPA Regulations, the District does not need prior consent to disclose student information if a particular disclosure is to an organization conducting studies for, or on behalf of, educational agencies or institutions to administer student aid programs ("Study Information").
- F. Under Section 99.31(a)(1) of the FERPA Regulations, the District does not need prior consent to disclose student information if a particular disclosure is to school officials with legitimate educational interests. The District has determined that BOH representatives (who may at the District's sole discretion be given access to student information) will be "school officials" with "legitimate educational interests" under this provision of the FERPA Regulations, to the extent the actions of the BOH representatives are consistent with and in compliance with: (1) the District's pre-collegiate advising functions; (2) the objectives of the District in preparing students to succeed in college

and to provide assistance to parents or eligible students with respect to the student's educational development. In this regard, BOH acknowledges that its Section 501(9)(3) tax-exempt mission and related activities are consistent with these functions and objectives of the District.

- G. Under its Articles of Incorporation, as filed with the Commonwealth of Virginia on November 8, 2011, and under its Form 1023 (Application for Recognition of Tax-Exempt Status under Section 501(c)(3) of the Internal Revenue Code) as filed with the Internal Revenue Service, Lynchburg Beacon of Hope, Inc. is organized exclusively for charitable purposes, including efforts to relieve poverty and improve the lives of Lynchburg City Schools attendees and graduates with educational and training information and opportunities within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Lynchburg Beacon of Hope intends to accomplish this objective by integrating itself with the Lynchburg City Schools (and its office is currently in the Lynchburg City Schools Administration Building). This will enable our organization to establish training and support programs in the Lynchburg City Schools for students who need support in finding educational opportunities, career training opportunities, and ultimately scholarship opportunities once Lynchburg Beacon of Hope receives sufficient funds to begin providing scholarship assistance.

In particular, the Lynchburg Beacon of Hope's major objectives will, among other things, (a) provide college opportunities for those who would not otherwise be able to attend college; (b) encourage a college bound culture in the Lynchburg community; (c) create a stream of qualified and educationally prepared talent for the greater Lynchburg workforce; and (d) compile and disseminate data on current and continuing post-secondary education of Lynchburg City Schools students. Critical to achieving these objectives will be the establishment of Future Centers that will be housed in each of the Lynchburg City high schools. These Future Centers, which will be staffed, maintained, and funded by the Lynchburg Beacon of Hope, will provide resources on financial aid for college admissions for all Lynchburg City Schools students and guidance on local and federal financial aid.

- H. In order to qualify for such scholarship assistance, students must, among other requirements: (1) attend one or more schools within the District for a certain period; (2) maintain an overall minimum grade point average during this period; (3) maintain adequate attendance rate during this period; and (4) graduate from the Lynchburg City Schools.
- I. When a LCS student applies for scholarship assistance from BOH, BOH will have to obtain information from the District to confirm that the student meets these particular requirements (collectively, the "Scholarship Information").
- J. LCS requests BOH to perform the following activities for the District: (i) study, evaluate and identify the pool of potential students within the District who will or may be eligible to receive scholarship assistance from BOH in future years; (ii) study, evaluate and gauge the extent of scholarship assistance available to students within the District for any given academic year given the nature of the LCS

student population and BOH's own budget and available funds; and (iii) study and track the academic performance of students within the District following BOH's establishment of its scholarship assistance program for the District. In order to perform these activities for the District, BOH, may need certain information from the District regarding the current grades, 'attendance and graduations rates of students within the District (collectively, the "Study Information").

- K. In order to fully comply with FERPA and the FERPA Regulations, upon the District's provision of Scholarship Information or Study Information to BOH, the District is required to take those steps needed to ensure that BOH does not sell share or otherwise allow access to any personal student information to any other party without the written consent of the student's parents.
- L. In order to fully comply with FERPA and the FERPA Regulations, upon providing any Scholarship Information to BOH as to any particular student, the District may be r required to maintain a notation of the Scholarship Information provided to BOH in the student's education record maintained by the District.
- M. In order to fully comply with FERPA and FERPA Regulations, upon providing any Study Information to BOH, the District may be required to ensure that: (1) any BOH studies are conducted in a manner as will not permit the personal identification of students (and their parents) by organizations other than BOH and its' representatives; and (2) the Study Information will be destroyed when no longer needed for the purpose for which the study is conducted.
- N. In order to fully comply with FERPA and FERPA Regulations, upon the District's provision of Scholarship Information or Study Information to BOH, the District is required to take those steps needed to ensure that BOH implements and monitors the security measures which are adequate to protect the Scholarship Information and the Study Information from inadvertent disclosure to other parties.
- O. Therefore, in contemplation of the District's provision of Scholarship Information and Study Information to BOH as needed, the parties agree to the following: (1) BOH will use any Scholarship Information received from the District (or any school within the District) only for the purposes of evaluating the qualification of particular students for Scholarship Assistance for which such students have already applied. (2) Other sharing of the Scholarship Information with BOH's own agents for purposes of a nalyzing and evaluating the student's eligibility for Scholarship Assistance from BOH, BOH will not sell, transfer, share or otherwise allow access to any of the Scholarship Information received from the District with any other person or entity without the express written permission of the student and the student's parent or guardians, as applicable. (3) Following LCS' provision of any Scholarship Information to BOH, BOH provide any information to the District as may be needed by the District to include a notation in the underlying student educational records regarding BOH's use of the corresponding Scholarship Information. (4) Other sharing of the Study Information with BOH's own agents for purposes of facilitating, accomplishing, and completing the study activities described above. BOH will not sell, transfer, share, or otherwise allow access to any of the Study Information to any other party. (5) BOH will implement those procedural, physical, and/or electronic safeguards as necessary to protect against inadvertent disclosure and/or unauthorized use of the Scholarship Information and the Study Information received from the District. (6) Upon sharing, transferring, or allowing access to any Scholarship Information

or Study Information with its own agents for the purposes described above, BOH will ensure that such agents will protect and dispose of all such information in a manner that is fully consistent with the overall terms of this Agreement. (9) Upon such conditions as may be determined by the District, the District may also provide additional information to BOH at any time regarding students within the District upon determination by LCS that such information is anonymous in nature and does not contain any "personally identifiable information" as to any particular student within the District within the meaning of Section 1232g(b)(1) of FERPA. (10) Any records or information disclosed to BOH which qualifies as "student records" or "personally identifiable information" under FERPA shall, notwithstanding any provision of this agreement, be the sole property of the District. Notwithstanding any other provision of this agreement, BOH shall under no circumstances use any such "student records" or "personally identifiable information" for any purpose not specifically contemplated by the parties under this Agreement. (11). BOH shall cause each of its employees, agents, or representatives who may gain access to Scholarship Information or Study Information (including any personally identifiable information therein), to execute a confidentiality agreement reasonably acceptable to the District before disclosing that information to that representative or permitting the representative to access that information.

Date: _____

Beacon of Hope Lynchburg
Chairman of the Board
Dr. Dan Carey

Lynchburg City Schools
Superintendent
Dr. Scott S. Brabrand

Lynchburg City Schools
Chairman of the School Board
Dr. Regina T. Dolan-Sewell

General Assistance Agreement Between Lynchburg City Schools and Beacon of Hope

BOH ASSISTANCE AGREEMENT	Description
PURPOSE AND GOALS	Per the Memorandum of Understanding between Beacon of Hope Lynchburg (BOH) and Lynchburg City Schools (LCS), the LCS Assistance Agreement “sets forth the exact nature, scope and extent of any assistance to be provided by LCS, the conditions that will apply to the same, and the manner/timing of the LCS superintendent’s determination.”
RESOURCES PROVIDED BY BOH AND LCS	<p>In return for the Future Center (and ultimately scholarship) resources received by LCS students, LCS agrees to provide resources which may include the following:</p> <ul style="list-style-type: none"> • Physical infrastructure for Future Centers in each public high school, preferably with an outside entrance/egress, and housed near or in conjunction with guidance services; • Identification and access to student, community, and volunteer groups in support of BOH’s mission and LCS’ objectives • Consideration for policy and procedure modifications that may be necessary for BOH to fulfill its mission • Active involvement in BOH marketing and fundraising initiatives
MARKETING/COMMUNICATION ASSISTANCE	In order to produce the most leverage from the BOH Future Centers and Scholarships, LCS will assist BOH with marketing of Future Centers and scholarships, Future Centers outreach programs, retention programs within local colleges, and other BOH activities related to student success. This may include communication to LCS elementary, middle, and high school students, parents, graduates, other college access programs along with outreach and communication to students and parents, assistance with mailings, use of the autodialing system, collaboration on message development, proactive support of media opportunities, etc.
EVENT SPACE AND SUPPORT	LCS agrees, whenever possible, to make space available for student and parent events or other events related to the fulfillment of BOH’s mission. This may include space at the high schools for meetings and workshops on Saturdays and evenings as well as during the school day, and A/V support during both school- and non-school hours.
STUDENT, COMMUNITY, AND VOLUNTEER GROUPS	To assist BOH in reaching a wide audience of supporters, LCS agrees to share information regarding student, community, and volunteer groups that may assist BOH in reaching its goals. This may include access to alumni groups, Education Foundation, parent volunteers, and community-based organizations already in partnership with LCS.

BOH ASSISTANCE AGREEMENT	Description
POLICY AND PROCEDURE MODIFICATIONS	BOH may be required to make changes to policies and procedures related to the BOH Scholarship and/or Future Centers in order to fulfill its mission. LCS agrees to provide consideration and support should such changes become necessary.
BOH FUNDRAISING	<p>To ensure that BOH meets its fundraising goals, LCS agrees to assist BOH in fundraising in the following capacities.</p> <p>Administration: LCS superintendent agrees to accompany BOH staff and volunteer fundraisers on key meetings with major donor prospects to assist in the solicitation process.</p> <p>Grant writing: LCS will assist BOH with grant writing by providing :</p> <ul style="list-style-type: none"> • Data needed by BOH in their own grant writing • LCS grant writing staff members to assist in the actual writing of larger multi-year partnership grants <p>BOH sponsorship opportunities: LCS will continue to allow BOH to recognize Future Center sponsors with size-appropriate corporate sponsor logos placed in and outside of the Future Center.</p> <p>Alumni outreach: LCS agrees to request that all LCS high school principals provide BOH with lists of alumni names and contact information when available for fundraising purposes.</p>
FUTURE CENTER INFRASTRUCTURE	<p>To ensure that Future Centers are engaging, useful, and maintain the highest level of service for LCS students and families, the following standards will be met by LCS:</p> <p>Space: Future Centers will be located in a classroom-sized space in the school, close in proximity to the guidance and counseling office. Through the Beacon of Hope, the space will be made inviting and comfortable, which may require carpeting or rugs and/or painting the walls, etc. All space renovations will be carried out by Beacon of Hope, but with approval of LCS administration. The space should be dedicated to college-related activities and events --- and shared only upon negotiation with BOH. Future Centers will, ideally, have outside entrance and egress.</p> <p>Furniture: Future Centers will be entirely furnished by Beacon of Hope.</p> <p>Technology/Communications: Future Centers will have 8-10 working computers provided by Beacon of Hope. They will be equipped with Microsoft Word, Microsoft Excel, PowerPoint, and Adobe Acrobat at a minimum. The computers must also have high-speed Internet connections and connectivity to necessary Internet sites, a printer, copier, fax machine, telephone with long-distance access, and an LCD projector. Advisors will be granted counselor-level access to Naviance and will have counselor-level</p>

BOH ASSISTANCE AGREEMENT	Description
	<p>access and training related to student records of college-related activities such as the Personal Education Plan (PEP) and data-tracking systems such as National Student Clearinghouse. BOH Future Center advisors and outreach staff will also have LCS email access and LCS network access on issued laptops.</p> <p>Supplies: Future Centers will be stocked with office supplies provided by Beacon of Hope. Copier and fax usage will be provided by LCS.</p> <p>Maintenance: Beacon of Hope will be responsible for maintaining its Future Center, including cleaning regularly, making necessary repairs to the room and furniture, and replacing broken furniture. LCS will provide technology support and a regular schedule of maintenance for the technology equipment and providing security and network connectivity. Beacon of Hope will be responsible for replacing non-functional, and/or obsolete technology equipment.</p> <p>Transportation: Advisors will coordinate college visits for high school students during the school year. Beacon of Hope will fund bus transportation and charter buses for these visits.</p> <p>Professional Development: Each BOH Future Center advisor will require ongoing professional development to maintain the highest level of service to students and to the school. When appropriate, the school will include the advisor in professional development opportunities. Advisors will also participate in professional development opportunities provided by BOH throughout the year. When possible, BOH will invite counselors and/or other pre-collegiate program staff to trainings in the areas of college admissions and financial aid advising.</p> <p>Volunteers: Each Future Center will have at least one volunteer (ideally five-plus volunteers) to be managed by BOH. Each school agrees to assist in the recruitment of volunteers and to cover the cost of background checks when appropriate (e.g. parent and community volunteers).</p>

Agenda Report Attachment

Lynchburg Beacon of Hope Future Center Standards for Success

STANDARDS FOR SUCCESS	Description
PURPOSE AND GOALS	<p>The Beacon of Hope Future Center is a college resource center that serves as the hub for students to achieve success during and beyond high school. The Future Center’s purpose is to enhance the post-secondary culture of Lynchburg City Schools. BOH-employed advisors manage the daily operation of the Future Center serving students, parents, and school administration while supporting the work of school counselors. The advisors, part of the BOH Outreach Program, provide direct services to students and serve as a catalyst for collaboration among other college access, pre-collegiate programs, and mentoring programs already at work in the Lynchburg City Schools and in our community. Future Centers will be established within both LCS high schools at the discretion of BOH and in coordination with LCS to best serve district needs and priorities. Ultimately, LCS elementary and middle schools will be served by a roaming BOH advisor to ensure students and parents are aware of BOH’s objectives of post-secondary educational attainment.</p>
COSTS	<p>BOH Future Center costs will be supported by the capital and general operating budget of the Beacon of Hope Lynchburg, a not-for-profit 501(c)3 organization. These costs include:</p> <ul style="list-style-type: none"> • Staff • College visits (transportation, food, etc.) • Professional development • Furniture & Supplies • Technology • Events • Volunteer recruitment/management (e.g. background check, recruitment, training, and coordination)
RESOURCES AND SERVICES	<p>The following resources will be available:</p> <ul style="list-style-type: none"> • College applications and college catalogues (In-State and Out-of-State) • Industry certification courses offered locally and application information on those programs • Internet-connected laptops and printers, • Comfortable meeting space for SAT-prep and FAFSA workshops, • FAFSA forms and financial aid information, including guidance and training on completion, • Local Scholarship applications and information, • ACT and SAT Information and training,

STANDARDS FOR SUCCESS	Description
	<ul style="list-style-type: none"> • Data-collection source (e.g. Naviance) available to LCS guidance and administration, which tracks student achievement plans, applications, financial aid, test-prep, college visits, and other valuable data. <p>The following services will be offered/coordinated:</p> <ul style="list-style-type: none"> • Assistance with completing applications for college admissions, financial aid, and scholarships • Classroom presentations and workshops • College and scholarship search assistance • Coordination and scheduling of in-school college representative visits • Coordination and scheduling of field trips for on-campus college visits • One-on-one and small group sessions • Evening/Saturday college and financial aid workshops housed at Future Centers and OTHER OUTREACH locations across the city <p>Future Centers will offer comprehensive and expert assistance with the post-secondary attainment process by offering a wide variety of resources and services.</p>
<p>SERVICES AND COLLABORATION ONLY WITH REGIONALLY-ACCREDITED AND NON-PROFIT INSTITUTIONS</p>	<p>The BOH Scholarship Policy will support LCS scholars who attend post-secondary institutions that operate as not-for-profit and are regionally accredited institutions in Virginia. Specifically, the BOH scholarship may be used at non-profit public technical programs, non-profit two-year and four-year colleges and universities that are accredited by one of the following six regional accrediting organizations recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA) : Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, Western Association of Schools and Colleges.</p> <p>BOH Scholarship dollars support students attending institutions that offer the most value – that is affordable, high-quality academic programs with support services. Additionally, BOH does not support for-profit and/or non-regionally accredited institutions recruiting or serving students in the BOH Future Center Centers as a best or recommended practice.</p>
<p>PERSONNEL</p>	<p>Each Future Center will be staffed by a Beacon of Hope Future Center director, who is a college and financial aid expert, mentors, and volunteers. Various members of the school community will also have a role in the collective effort to make each Future Center successful.</p> <p>College and Financial Aid Advisors: Counselors and advisors will partner to ensure that each student receives the benefit of college counseling and other services while avoiding duplication of services. Advisors will attend counseling meetings at their respective school and</p>

STANDARDS FOR SUCCESS	Description
	<p>will meet monthly with principals or designated school administration</p> <p>LCS Guidance Counselors: Counselors will encourage students to use the Future Centers as an additional resource and source of support. Outreach efforts to students/parents through classroom visits and evening workshops will be shared with advisors, as appropriate in each school. Counselors, principals, and other appropriate personnel will participate in the hiring of advisors and will provide feedback to BOH on their performance.</p> <p>Volunteers: With help from the BOH director and the high school’s community or parent liaison (where available), advisors will recruit, train, and manage volunteers.</p> <p>Teachers: Teachers will know what resources and services are available through the Future Centers, encourage students to make use of them, and provide student access to the centers through hall passes.</p> <p>Principal/Designated Personnel: Principals will ensure that Future Centers are properly managed and maintained, take part in the hiring of advisors, provide leadership for advisors through communication as needed, and provide feedback to Beacon of Hope on advisor performance. Through meetings and information sharing, principals will also connect advisors with faculty/staff.</p> <p>District: Facilities and technology professionals from the district will help set up and maintain the resource centers and the district will provide access to appropriate student data for evaluation and tracking purposes.</p> <p>Other College Access Programs/Service Providers: Beacon of Hope will collaborate with other college access programs in each school to ensure maximization of resources. BOH will attend regularly scheduled meetings of college access programs organized by the school administration.</p>
<p>OPERATING HOURS AND CALENDAR</p>	<p>Each Future Center will be open for operation according to a regular schedule proposed by the advisor. BOH will also approve of the schedule, as will the principal.</p> <p>It has been found that a combination of both inside and outside of school working hours are effective. School days will comprise eight working hours.</p> <p>Future Centers may be closed:</p> <ul style="list-style-type: none"> • A minimum of two days per month for BOH professional development and staff meetings • For other events as necessary <p>During operating hours, the Future Centers will be staffed by the advisor or other college access program staff. In addition to regular</p>

Agenda Report Attachment

Item: H-1

Page 33

STANDARDS FOR SUCCESS	Description
	operating hours, advisors will offer and/or participate with schools, counselors, and college access programs to offer a minimum of two evening/Saturday workshops or events per year for college planning and information regarding colleges and financial aid.
DATA AND EVALUATION	<p>Through the collection of data, advisors will measure program success in order to make continuous program improvements. Advisors will be granted counselor-level access to Virginia Wizard, Naviance, and National Student Clearinghouse Data or other necessary student data systems, in order to have access to necessary data and student information.</p> <p>Each Beacon of Hope Future Center will set its own baseline-supported measurable objectives each school year. An example of a Future Center Goal form is attached at APPENDIX B.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>To measure how effectively the Future Center serves the school population, the following will be analyzed:</p> <ul style="list-style-type: none"> • Number of students and parents served at Future Center sponsored events, as well as outreach opportunities • Feedback from school administration, counselors, and teachers • Feedback from students and parents • Feedback from coalition partners throughout the community </div> <div style="width: 48%;"> <p>To measure Future Center impact on college access for the school population, the following will be analyzed and compared to baseline figures:</p> <ul style="list-style-type: none"> • Number of students who apply and are accepted to college • Number of students who completed FAFSA • Number of students served at FAFSA workshops • Number of students who are awarded scholarships • Total value of scholarships awarded to students served • The types of colleges (technical, two-year and four-year) to which students are accepted </div> </div> <p>This data will be collected through:</p> <ul style="list-style-type: none"> • Tracking of all applications students submit for college admission, financial aid, and scholarships and follow-up with students and colleges for results, • National Student Clearinghouse data and Naviance Alum Tracker—to determine post-secondary matriculation rate changes over time, and • Data provided in a timely manner by the school and/or school district, including data that determines scholarship eligibility (i.e. high school graduation lists, LCS enrollment history, and applicant cumulative GPAs).
COMMUNICATIONS AND OUTREACH	<p>In order to ensure that Future Center communications provide clear and timely messages about events, workshops, and important college information for students and parents:</p> <ul style="list-style-type: none"> • Advisors will announce events at least two weeks in advance verbally and in writing at school and by sending information home to parents, • Written communications to parents will be made whenever possible, both via email and paper in cases where email is not an option, and

STANDARDS FOR SUCCESS	Description
	<ul style="list-style-type: none"> • Advisors and volunteers will try to reach students and parents by phone, email or texting when necessary, paper as a last resort
PROFESSIONAL DEVELOPMENT	<p>Ongoing professional development will be provided to or by advisors. Counselors and other college access programs will be included whenever possible. Topics include, but are not limited to: Admissions, Financial Aid, Scholarships.</p>

Beacon of Hope Future Center/LCS School Counseling Office Division of Duties

Beacon of Hope

- Proactive identification of target audiences for additional support
- Assist with college, technical certification, or job applications
- Transition to college & follow-up through graduation
- Plan/execute college on-campus visits
- Community research
- SAT-ACT prep
- Coordination of tutoring and mentoring services
- Coordination of outreach college- and technical-readiness programs
- Coordination of mentor and college-readiness programs
- Financial Aid
 - Research and promote scholarships
 - Assistance with federal financial aid, FAFSA, Scholarships, local aid
 - Follow through with scholarship and FAFSA completion
 - Ultimately coordination of last-dollar scholarships for LCS students
- NCAA Clearinghouse assistance
- Coordination of ASVAB testing
- Collection and reporting of data

SHARED RESPONSIBILITIES

- Advising general college choices on the process and steps for getting to college—the road to college, preparing for the admissions process (not institution specific), first-generation transition,
- Career advising
- Technical certification advising
- Work with businesses/community groups
- Plan/coordinate technical certifications in concert with CVCC career coaches
- Assist with Job Fair and College Night in alternating years between H.S.
- Coordinate and educate on scholarships
- Coordinate and educate students on the following:
 - General process and tools for college readiness, summer transition and bridge activities, GPA calculation, SAT prep, etc.
- Process scholarships
- Professional development opportunities for BoH, Counseling, teachers, and school administration on college-readiness programming
- Data collection—including end of year surveys, College Board, FAFSA completion projects, National Student Clearinghouse – coordinated by BoH and LCS Guidance Administration

High School Counseling

- Academic counseling/advising
- Personal/social counseling
- Responsive services
- College-counseling, specific to student and college
- Implementing the counseling curriculum through advisories and other activities
- Coordinate remediation & credit recovery
- Plan coordinate college representative visits and military visits
- Enroll/withdraw students
- Handle student records
- Coordinate student make up homework
- Chair child study, participate in IEPs/504s
- Testing: AP, For Language, DE
- Assist with SOL testing
- Conduct groups
- Provide data

EXHIBIT C**Timeline of Activities, 2014-2015****Programmatic Aspects**

Since their opening in October 2012, Beacon of Hope Future Centers have been working diligently to leverage resources outside traditional public school channels to increase the numbers of LCS students matriculating onto post-secondary education. Future Centers continue to leverage partnerships with our local colleges, career-training programs, and businesses to provide access for all of Lynchburg's students to a 'second piece of paper after high school' — a college degree, an associate degree, or an industry-recognized technical certification.

Future Center directors are working under the following timeline.

Late Summer 2014 :

- Ensure that Class of 2014 graduating students do not 'melt' from their post-secondary choices
- Develop framework for career pathways mentoring program that connects local active and retired business leaders with challenged young men at Glass and HHS
 - Coordinate mentoring program in our public high schools to ensure that our most vulnerable students receive the encouragement and support they need not only to go onto post-secondary education, but to success once they are there.
 - Select cohort of 30 students , primarily first-generation college students and economically-challenged families, from each high school
- Generate grade level initiative addressing both elementary and framework for middle school college prep coursework in partnership with LCS middle schools
- Work with high school administrators and guidance to address barriers to graduation and matriculation
- In conjunction with CVCC and Centra Workforce Development, develop health career education pathways which include education plans and internship opportunities with local employers
- Fall 2014
 - Educate and canvass high school populations on post-secondary processes
 - Facilitate College Application Week in Lynchburg
 - Assist in facilitation of PSAT across LCS population in 10th-11th grades
 - Fund and coordinate SAT/ACT prep classes for many more students who do not currently take entrance exams because college is both unattainable and irrelevant for them. The Beacon plans to fund the training of Beacon and LCS teachers to become Kaplan-certified SAT prep trainers, making SAT prep affordable and convenient.
 - Register and prepare first generation college students for entrance exams and applications processes
 - College Application Week at HHS and ECG, ensuring that every senior has applied to at least one of the following: Four year college, two year or community college, industry-recognized technical certification program, military service
 - Coordinate visits for students from a wide array of economic backgrounds to training centers, colleges, and universities.
 - Facilitate visits and internships with employers in the Greater Lynchburg area to supplement Career Exploration, on-the-job learning, and education pathways for LCS' students

- Work with LCS guidance to provide career and college fairs and to coordinate on-campus college visits.
- Spring 2015
 - Implement 100 percent goal FAFSA Completion Project
 - Offer outreach opportunities in which they bring the expertise of filling out federal financial aid forms (FAFSA forms) into churches and community centers across the city.
 - Partner with LCS administration and guidance to ensure that each student receives the benefit of college counseling and other services while avoiding duplication of services. Advisors will attend counseling meetings at their respective school and will meet monthly with principals or designated school administration.
 - Goal for seniors in spring semester is to ensure that every senior graduates with an implementable, reachable post-secondary commitment.
- In the next two years
 - Beacon of Hope plans to begin offering scholarship dollars to fill the gap created when federal and local financial aid does not fully cover a student's costs of college. The Upjohn Institute in Michigan is currently undertaking a study of both the need and capability of the Lynchburg community to support a scholarship program modeled as Virginia's first *Promise Program*. Like its predecessors across the country, Beacon of Hope aims to ensure college, technical training, and **post-secondary access to all of LCS' students**.

*Free Application for Federal Student Aid

Measurable Objectives: Beacon of Hope Future Centers in Lynchburg City Schools - SY 2013-14

DRAFT - 2/4/14: Working with LCS IT to acquire NSC Data to determine success of post-secondary matriculation goals

Goal 1: The principal goal for the Future Centers is to increase the number of LCS students enrolling in post-secondary education from a baseline of 57 percent system wide in 2011 and above indicators for Class of 2012, 2013 graduating seniors.

Objective 1: By October 2013 at the end of the Future Centers' first operational year, we aim to see a five percent division-wide increase in the number of students enrolled in post-secondary education.

Indicator 1:1 – Post-secondary application and enrollment data will be collected and reported by the National Student Clearinghouse, a non-profit which is a nationally trusted source for higher education enrollment and degree verifications. Real-time data is reported after the college add-drop period in early September 2013.

Indicator 1:2 –Utilizing the newly-implemented Naviance student data system, LCS and Beacon of Hope will track monthly the number of students submitting applications to colleges and technical certification programs. We will have the ability to report findings by aggregate demographic category thereby enabling the Future Centers and guidance to target underserved populations. Currently, LCS does not maintain a consistent division-wide data source that captures this information. Using Naviance, beginning in summer 2012, BOH will track and report the academic, college-technical planning for all of LCS' students, the outside community programs in which students are involved, mentorship opportunities, and other pertinent pieces of data that can help identify students who need greater attention.

Objective 2: To increase the number students considered economically-disadvantaged who enroll in post-secondary education from a division-wide 2011 baseline of 42 percent to a division-wide 50 percent by October 2013, an eight percent increase.

The Beacon of Hope and LCS will achieve an overall five percent increase in post-secondary matriculation by targeting underserved populations including (a) economically disadvantaged students (b) first generation college families who lack information and navigation, and (c) students who are not on considered to be on high-achievement tracks and therefore lacking information and encouragement to pursue post-secondary education.

BOH will achieve both Objective 1 and Objective 2 utilizing these strategies by: (1) operating outside regular school hours, weekends and through outreach opportunities, (2) offering one-on-one and group mentoring/advising services on research, application, enrollment, and financial aid, (3) developing outreach opportunities to bring the expertise on the college admissions process and financial aid into churches and community centers across the city, (4)

leveraging partnerships with our five local colleges and workforce investment programs to provide resources for a greater demographic breadth of LCS' population, (5) implementing a data and communications model to better enable mentors, volunteers, teachers, counselors, and BOH staff to gain a clearer picture of which students are falling through the cracks, (6) coordinating and funding on-campus visits for dozens of students to colleges and universities, and (7) leading professional development programs for teachers, administrators and staff that will engage the greater academic population in creating a "college-going culture" in LCS.

Objective 3: To increase the number of students completing and submitting the FAFSA (Federal Financial Aid form). Baseline data from April 2012 shows system-wide FAFSA completion rates at 40 percent. BOH aims to increase FAFSA completion rates by 10 percent to ensure that 50 percent of LCS' graduating seniors are completing the FAFSA.

FAFSA completion is a proven strategy in post-secondary access because the FAFSA is the key to unlocking the federal Pell Grant and other valuable financial aid. Currently, 60 percent of LCS seniors are foreclosing the opportunity for federal financial aid that can drastically lower the barriers to college affordability. Through the FAFSA, students can qualify for Pell Grants, work study, and federal loans. Financial aid helps close the gap between the cost of college and expected family contribution, and studies show a strong positive correlation between increased FAFSA completion and increased college matriculation.

Indicator 3.1—The Federal Department of Education provides through the Federal Office of Financial Aid reports aggregate data by high school and division illustrating the number of students and their families who complete and file the FAFSA. Data is collected and disseminated by division and school monthly.

Strategy—Currently, LCS counselors do not assist families or students in navigating the financial aid process. BOH Future Centers will provide after hours (12 pm until 8 pm and Saturday) one-on-one assistance in completing the FAFSA, garnering scholarships/other financial aid. BOH staff and volunteers will provide regular outreach opportunities in churches, Parks and Rec Community Centers to assist, encourage, and inform underserved families on a safe, neutral, and comfortable environment.

Objective 4: To increase the number of LCS' high school students who sit for the SAT/ACT tests during SY 2012-13 and who are prepared for those standardized tests.

A recent Wilder Foundation (St. Paul, MN) study of pre-college outreach programs in urban areas found that increasing the number of students (especially those from underserved and economically-disadvantaged populations) who prepare for and sit for the SAT significantly increases the likelihood that these students will be more successful when they reach college.

Indicator 4.1—The Beacon of Hope has acquired data from the College Board, the national administrator of the SAT test. Available in September 2012, this data will determine a baseline of the number of students in LCS who sit for the SAT and the demographic categories which describe these students. Demonstrated success for this objective will be an overall increase in the number of LCS students taking the SAT with a concentrated effort on students from underserved demographic categories (minorities, economically disadvantaged, and first-generation college families).

Strategy—BOH in partnership with LCS school counselors will (1) coordinate and provide fee supplements to enable more LCS students to sit for the SAT

exam, particularly students who do not qualify for fee waivers, (2) coordinate professional development opportunities for teachers, counselors and BOH staff in Kaplan-trained, SAT preparation methods, (3) test prep classes (currently offered privately and through an online add-on at EC Glass) will be provided to a wider demographic audience of students, particularly underserved audiences, and (4) SAT preparation will be offered in outreach locations for LCS students.

Objective 5: To improve the student/parent level of knowledge in LCS high schools regarding college access, financial aid attainability, and value of a post-secondary education.

Indicator 5.1—Surveys, both written and verbal, will be administered via Naviance and physically in English classrooms for graduating senior classes in mid-May. Pre- and post-surveys will not contain self-reported information but will demonstrate a solid understanding of the following indicators: (a) value and calculation of GPA, (b) steps in applying for college admission and tools required to be successful, (c) technical-certification programs local to our area, (d) college transition process (books, living needs, work study, etc.), (e) basic knowledge of financial aid, (f) purpose and structure of the SAT, (g) and other factors to be determined.

Strategy—BOH staff and volunteers will implement a series of in-school and outreach programs that address a basic knowledge of aforementioned barriers in post-secondary access.

Agenda Report

Date: 02/18/14

Agenda Number: H-2

Attachments: No

From: Scott S. Brabrand, Superintendent
Ben W. Copeland, Assistant Superintendent of Operations and Administration

Subject: Safety and Security Update

Summary/Description:

The school administration and representatives from the Lynchburg Police Department will provide an update on improvements to safety and security that are currently underway or have been completed.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 02/18/14

Agenda Number: H-3

Attachments: No

From: Scott S. Brabrand, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: Results of the School Culture Survey

Summary/Description:

Part of the Lynchburg City Schools Comprehensive Plan includes administering a school culture survey to students, staff, and the community. The survey has been conducted, and the data has been tabulated. During this presentation, Ms. Ethel R. Coles, coordinator of equity and accountability, will provide the school board with the division-level data.

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: 02/18/14

Agenda Number: H-4

Attachments: Yes

From: Scott S. Brabrand, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: Middle School Program of Studies: 2014-15

Summary/Description:

The Middle School Program of Studies provides information to the parents of rising and current middle school students about middle school programs and practices. Middle school counselors use the Program of Studies when working with students and parents in the scheduling of classes for the next school year. This document is especially helpful when students transfer in or out of the division's middle schools. The Middle School Program of Studies includes links to the Lynchburg City Schools' website regarding high school graduation requirements.

Recommended changes to the Middle School Program of Studies for 2014-15 include the following:

- Inclusion of the Secondary Mathematics Instructional Sequence Options (flowchart)
- Elimination of specific descriptions of school-based exploratory and elective course offerings which are subject to change to a more generalized description of exploratory and elective course offerings with directions for parents to contact the school's counseling department
- Modified directions and procedures for parents when considering high school credit options

Draft copies of the proposed 2014-15 Middle School Program of Studies have been distributed to members of the school board.

Disposition: Action
 Information
 Action at Meeting on: 03/04/14

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 4, 2014.

Agenda Report

Date: 02/18/14

Agenda Number: H-5

Attachments: Yes

From: Scott S. Brabrand, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: Foreign Language Textbook Adoption

Summary/Description:

The Code of Virginia states that local school boards shall be responsible for the selection and utilization of instructional materials. Additionally, local school boards shall adopt procedures for the selection of textbooks. These procedures shall include the appointment of evaluation committees to review and evaluate textbooks in each of the subject areas (8VAC20-720-170. Textbooks).

A division committee of teachers and parents will participate in the foreign language review process. By May 2014, the committee will be prepared to recommend materials to the school board for adoption.

Proposed membership for the division's foreign language textbook committee is provided as an attachment to this agenda report.

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

Recommendation:

The superintendent recommends that the school board approve membership of the division's foreign language textbook adoption committee.

**Foreign Language Textbook Adoption Committee
2013-14**

Teachers

Diana Thompson(Spanish)
Diane Brown (German)

Ayanna Allen (Spanish)
Ellen Rowlson-Hall (French)

Kathleen Perez (Spanish)

Julie Mayhew (French, Dept. Chair)
Lelia Lou Baldwin (French)
Michaela Gabathuler (German)
Megan Barrett (Latin)
Elizabeth Burton (Spanish)

Sarah Brasher (French)
Lorie Croft (Spanish)
Magdalena Markovinovic (German)
Bettie Moodie (Latin)
Michele Wisskirchen (Spanish Dept. Chair)

Parents:

Jenny Tugman
Claire Skorcz
David Vaughn

Michelle Wood

School

Paul Laurence Dunbar Middle School for Innovation

Linkhorne Middle School

Sandusky Middle School

E.C. Glass High School

Heritage High School

E.C. Glass High

Heritage High

Linkhorne Middle

Co-Chairpersons:

William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction
Janice Suddith, Lead Academic Coach

Agenda Report

Date: 02/18/14

Agenda Number: K-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Notice of Closed Meeting

Summary/Description:

Pursuant to the Code of Virginia §2.2-3711 (A) (1), the school board needs to convene a closed meeting for the purpose of discussing the following specific matters:

Personnel Matters

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

Recommendation:

The superintendent recommends that the school board approve a motion to enter into Closed Meeting in accordance with the Code of Virginia §2.2-3711 (A) (1) to discuss personnel matters.

Agenda Report

Date: 02/18/14

Agenda Number: K-2

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Certification of Closed Meeting

Summary/Description:

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

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

Recommendation:

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