



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

Lynchburg City School Board

Keith R. Anderson
School Board District 2

Mary Ann H. Barker
School Board District 1

Albert L. Billingsly
School Board District 3

Regina T. Dolan-Sewell
School Board District 1

Troy L. McHenry
School Board District 3

Jennifer R. Poore
School Board District 2

Treney L. Tweedy
School Board District 3

J. Marie Waller
School Board District 2

Charles B. White
School Board District 1

School Administration

Larry A. Massie
Interim Superintendent

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

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendie L. Sullivan
Clerk

SCHOOL BOARD MEETING

March 6, 2012 5:30 p.m.

**School Administration Building
Board Room**

A. PUBLIC COMMENTS

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B. CONSENT

- 1. Personnel Report
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- 2. Religious Exemption
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C. STUDENT REPRESENTATIVE COMMENTS

D. UNFINISHED BUSINESS

- 1. Efficiency Review
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E. NEW BUSINESS

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F. SUPERINTENDENT’S COMMENTS

G. BOARD COMMENTS

H. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, March 20, 2012, 5:30 p.m., Board Room, School Administration Building

I. ADJOURNMENT

Agenda Report

Date: 03/06/12

Agenda Number: B-1

Attachments: Yes

From: Larry A. Massie, Interim Superintendent

Subject: Personnel Report

Summary/Description:

The personnel recommendations for February 21 – March 6, 2012, appear as an attachment to this agenda report.

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

Recommendation:

The interim superintendent recommends that the school board approve the personnel recommendations for February 21 – March 6, 2012.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
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NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2011-12:

Frankfort, Kerry	Hunter College City of New York	B.A./0yrs. (Lv.0 3)	Perrymont Elementary Special Education	02/27/12
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Agenda Report

Date: 03/06/11

Agenda Number: B-2

Attachments: Yes

From: Larry A. Massie, Interim 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 interim 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: 03/06/11

Agenda Number: B-3

Attachments: Yes

From: Larry A. Massie, Interim Superintendent

Subject: Capital Improvement Plan: 2013-17

Summary/Description:

During the school board meeting on February 21, 2012, the superintendent presented the capital improvement plan for 2013-17 to the school board. The superintendent requests that the school board consider approval of the capital improvement plan.

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

Recommendation:

The interim superintendent recommends that the school board approve the Capital Improvement Plan FY 2013-17.

**Lynchburg City Schools
Capital Improvement Plan Summary
FY2013 - 2017**

	FY2013	FY2014	FY2015	FY2016	FY2017	TOTAL	
RENOVATION /REPLACEMENT PROJECTS {CITY FUNDED}							
Heritage High School		2,000,000	3,000,000	20,000,000	40,000,000	65,000,000	
Total Renovation/Replacement Projects	\$0	\$2,000,000	\$3,000,000	\$20,000,000	\$40,000,000	\$65,000,000	
CAPITAL MAINTENANCE PROJECTS {SCHOOL FUNDED}							
Mechanical/Electrical:							
Admin Bldg.-HVAC Upgrade					900,000	900,000	
HES - Main Electric Service			210,000			210,000	
DESI - Lighting Upgrade				560,000		560,000	
Governor's School - Chiller Upgrade		150,000				150,000	
Paving	125,000	135,000	140,000	150,000	100,000	650,000	
Roof Replacements/Repairs							
Sheffield - ABC	575,000					575,000	
EC Glass							
Annex, 5, 6, 12, 13		320,000				320,000	
Section A			500,000			500,000	
Section B				500,000		500,000	
Admin Bldg					150,000	150,000	
Sandusky Elem. Sch		350,000				350,000	
LAUREL - Round Section		36,000				36,000	
IT Infrastructure Upgrades	75,000	75,000	75,000	75,000	75,000	375,000	
Contracted Painting	100,000	50,000	100,000	100,000	100,000	450,000	
Contingency	100,000	100,000	100,000	100,000	100,000	500,000	
Total Capital Maintenance Projects	\$975,000	\$1,216,000	\$1,125,000	\$1,485,000	\$1,425,000	\$6,226,000	
TOTAL ANNUAL CAPITAL IMPROVEMENT PLAN		\$975,000	\$3,216,000	\$4,125,000	\$21,485,000	\$41,425,000	\$71,226,000



Agenda Report

Date: 03/06/11

Agenda Number: D-1

Attachments: Yes

From: Larry A. Massie, Interim Superintendent

Subject: Efficiency Review

Summary/Description:

Over the past several months, the superintendent has conducted an efficiency review of the Lynchburg City Schools. The superintendent will present his findings during this presentation.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 03/06/12

Agenda Number: D-2

Attachments: Yes

From: Larry A. Massie, Interim Superintendent

Subject: School Board Policy 7-33.3: Student Uniforms

Summary/Description:

The superintendent has reviewed School Board Policy 7-33.3: Student Uniforms. As a result of that review, that policy has been revised. The policy has also been reviewed by legal counsel. A copy of the revisions to the policy appears as an attachment to this agenda report.

Disposition: Action
 Information
 Action at Meeting on: 03/20/12

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 20, 2012.

STUDENTS

Student Uniforms P 7-33.3

A. Purpose

A positive learning environment is the first requirement of a good school. Young people who are safe and secure, who focus on academic achievement, and who learn basic American values are better students and better citizens.

Based on the experiences of school systems across the nation, the Lynchburg City School Board has concluded that school uniforms contribute to a positive learning environment by promoting safety, discipline, and school unity.

~~The Lynchburg City School Board therefore authorizes uniforms for students attending alternative programs and regular schools that have adopted school uniform programs.~~

Experience has **{also}** shown that uniforms can create a safer environment because they help identify non-school persons who may be on the campus for disruptive purposes. Uniforms create a more disciplined environment by reducing negative competition and arguments over dress styles. Finally, school uniforms promote school unity by eliminating factors that can create economic and social divisions among individuals, such as clothing style, brands, and group colors, thus allowing students to become more focused on such shared goals as meeting academic standards, developing self confidence, and appreciating diversity.

~~With this policy the school division is not attempting to regulate speech or clothing; however, the school division believes that for a subject of this type, reasonable restrictions should be in place.~~

{The Lynchburg City School board therefore authorizes uniforms for students attending alternative programs and regular schools that have adopted school uniform programs.}

B. Responsibility

1. The superintendent and/or the school administration shall develop regulations for implementing this policy. The regulations will need **{be subject to}** school board approval.
2. Principals' requests for implementing school uniform programs at their schools will require school board approval.
3. Prior to presenting requests to implement uniform programs at ~~their~~ **{a}** schools **{the}**, principals shall take the following points into consideration.

PERSONNEL

Student Uniforms P 7-33.3

- a. The decision-making process should enable a **{all interested}** majority of parents to provide input on the need/ **{or}** desire for the program **{, and the elements of the program}**.
 - b. **{The} P {p}**principals shall schedule and conduct information sessions for the school community. The sessions should give the community ample opportunities to ask questions and to give comments about implementing a school uniform policy. The schools shall effectively communicate the scheduling of the informational sessions to the community.
 - c. In making their implementation decisions, **{the}** principals shall use **{consider}** data from survey(s) **{and other relevant sources}**.
 - d. The survey(s) shall attempt to assess the views of every eligible family at the schools. Each family may submit one survey **{per school where they have a child attending}**.
4. Prior to implementing their school uniform programs, **{the}** principals shall develop strategies that provide assistance for families who cannot purchase school uniforms **{but wish to participate}**.
 5. Principals, in collaboration with school leadership councils, PTO/PTA organizations, and parents, are responsible for prescribing the schools' uniform standards **{subject to final approval by the school board}**.
- {6. No school shall require that a student wear a uniform to school as a condition of attending the school except an alternative school or program, or a school outside a child's attendance zone which the child is attending by choice. Uniform policies in general should be positive and voluntary, and the wearing of uniforms should be encouraged, not required. However, all students, whether or not wearing a uniform, shall abide by the school's dress code.}**
- 6}{7. Principals and their staffs shall enforce the school uniform policy{, if applicable,} and {the} dress codes at their schools.**
 - 7}{8. Parents are responsible for ensuring that their children comply with the school uniform policy{, if applicable,} and the dress codes at their schools.**
6. Students are responsible for following the school uniform policy and the dress codes at their schools.

Legal Reference:

PERSONNEL

Student Uniforms P 7-33.3

Code of Va., § 22.1-79.2 Uniforms in public schools; Board of Education guidelines
“A. The Board of Education shall develop model guidelines for local school boards to utilize when establishing requirements for pupils to wear uniforms. In developing these guidelines, the Board shall consider (i) ways to promote parental and community involvement, (ii) relevant state and federal constitutional concerns, such as freedom of religion and freedom of speech, and (iii) the ability of pupils to purchase such clothing.
B. Upon approval by the Board of the model guidelines, local school boards may establish requirements, consistent with the Board's guidelines, for the students enrolled in any of their schools to wear uniforms while in attendance at such school during the regular school day. No state funds may be used for the purchase of school uniforms.”
(1995, cc. 508, 521, 526.)

Guidelines, "The Wearing of Uniforms in Public Schools," Adopted May 23, 1996,
Virginia State Board of Education.

Adopted by School Board: February 1, 2000

Revised by School Board: May 4, 2004

Revised by School Board: June 1, 2004

Revised by School Board:

Agenda Report

Date: 03/06/12

Agenda Number: D-3

Attachments: Yes

From: Larry A. Massie, Interim Superintendent

Subject: Administrative Regulation 7-33.3: Student Uniforms

Summary/Description:

The superintendent has reviewed Administrative Regulation 7-33.3: Student Uniforms. As a result of that review, that regulation has been revised. The regulation has also been reviewed by legal counsel. A copy of the revisions to the regulation appears as an attachment to this agenda report.

Disposition: Action
 Information
 Action at Meeting on: 03/20/12

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 20, 2012.

STUDENTS

Student Uniforms - R 7-33.3

Students enrolled in the Fort Hill Community School, Linkhorne Middle School, William Marvin Bass Elementary School, Heritage Elementary School, ~~Perryment Elementary School~~, Sandusky Elementary School, and Sheffield Elementary School shall participate in school uniform programs.

A. **Rationale {Purpose}**

The Lynchburg City School Board believes that school uniforms will affect positive change in schools, particularly by **{promoting safety, discipline, and school unity.}**:

1. ~~reducing peer pressure~~
2. ~~increasing safety and security~~
3. ~~eliminating the wearing of inappropriate clothing items~~
4. ~~improving personal responsibility and accountability~~
5. ~~preparing for the workplace, and~~
6. ~~reinforcing positive behavior.~~

B. **Procedures**

1. The school division will provide school uniforms for students who attend **{the Fort Hill Community School.}** ~~Amelia Pride's eighth grade program and the Middle School Learning Center.~~ The Lynchburg City Schools will provide each student three sets of uniforms consisting of the following clothing items.
 - a. long sleeve or short sleeve blue polo shirts
 - b. khaki slacks or khaki skirts
2. It will be parents' responsibilities to provide school uniforms for students at all other school sites.
3. The principal of a school wanting to implement a school uniform program shall collaborate with his/her school leadership, PTA/PTO, and parents to decide, develop and publish school uniform requirements relative to styles and colors of clothing.
 - a. In developing these requirements, principals shall take into consideration the availability, affordability, and practicality of the selection.
 - b. The school uniform shall not prohibit students from wearing coats, jackets, sweaters, or other appropriate outer garments when necessary due to weather conditions or for other legitimate reasons, as long as the apparel conforms to the dress code.

PERSONNEL

Student Uniforms R 7-33.3

4. Principals shall allow exceptions to the school uniform code when:
 - a. A student wears a uniform of a nationally recognized youth organization, such as the Boy Scouts or Girl Scouts, on regular meeting days.
 - b. A student wears special clothing or costumes necessary for a school play or a performance.
 - c. A student adds a button, armband, etc. to exercise free speech guaranteed by the United States Constitution, unless the button, armband, etc., is related to gangs, gang membership, or gang activity or would violate the school division's dress code policy as long as the item does not violate the integrity of the uniform program or disrupt the school environment.
 - d. The wearing of the school uniform violates a student's sincerely held religious beliefs. With verification of those sincerely held religious beliefs, the student may use the opt-out exemption. The wearing of religious head coverings, such as yarmulkas, does not violate the school uniform policy.

C. Financial Considerations

Principals shall develop procedures and criteria to offer assistance to students who experience difficulties complying with the school uniform program. Principals shall develop programs that donate clothing, financial assistance, or both to alleviate financial difficulties for needy families.

D. Annual Opt-Out, Exemptions and Procedures

1. **{Except in programs for schools where the school board has approved requiring uniforms at all times,} A{a}ny student, who, together with his/her parent/guardian, ~~by reason of bona fide religious belief~~ is conscientiously opposed to wearing the school uniform may request an exemption. To ~~apply for~~ **{receive}** the exemption, the student and his/her parent/guardian ~~must~~ **{shall}**:**

 - a. Submit a written request to the principal **{, and}** ~~at the beginning of the academic year or within thirty (30) days following the first day of school or the student's first day of school.~~
 - b. **M{m}eet** with the principal or his/her designee to discuss, ~~at the minimum,~~ the school uniform program, the reason(s) for the waiver request, the nature of the parents'/guardians' objections(s), and the ~~accuracy of the information in the request~~ **{support of the parent for the overall dress code}**.

PERSONNEL

Student Uniforms R 7-33.3

2. If the principal or his designee approves the parent's/guardian's request, he/she shall grant the waiver and note the exemption on the parent's/guardian's application. The principal shall then place a copy of the approved request in the child's cumulative file or in a file designated for this purpose. ~~If the principal grants the exemption, the student shall be subject to transfer to another school. The superintendent or his designee, using factors such as proximity, enrollment, available space, curriculum, academic program, and/or availability of special education services/programs, shall determine that placement.~~
3. ~~If the principal grants an exemption, that~~ **{The}** exemption shall remain in effect for that school year only.

E. New Students

Students entering Linkhorne Middle School, William Marvin Bass Elementary School, Heritage Elementary School, ~~Perrymont Elementary School~~, Sandusky Elementary School, Sheffield Elementary School, and the Homebound Learning Center **{Fort Hill Community School}** during the school year shall have a grace period of thirty (30) days before ~~being required to comply with~~ the school's uniform program **{will apply to the student}**.

F. Violation of the Policy/Regulation

~~Willful violation of the school uniform policy will subject the student to disciplinary action by the school's administrators. These progressive disciplinary actions may include phone calls to parents for the first violation to various in-school actions to suspension from school for continued willful violations.~~

Adopted by School Board: February 1, 2000
Revised by School Board: September 5, 2000
Revised by School Board: May 4, 2004
Revised by School Board: June 1, 2004
Revised by School Board: June 21, 2005
Revised by School Board: May 2, 2006
Revised by School Board: July 8, 2008
Revised by School Board: July 7, 2009
Revised by School Board:

Agenda Report

Date: 03/06/12

Agenda Number: D-4

Attachments: Yes

From: Larry A. Massie, Interim Superintendent

Subject: School Board Policy 7-37: Dress and Appearance

Summary/Description:

The superintendent has reviewed School Board Policy 7-37: Dress and Appearance. As a result of that review, that policy has been revised. The policy has also been reviewed by legal counsel. A copy of the revisions to the policy appears as an attachment to this agenda report.

Disposition: Action
 Information
 Action at Meeting on: 03/20/12

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 20, 2012.

STUDENTS

Dress and Appearance P 7-37

Any rules concerning student dress, appearance, etc. must relate to a specific educational purpose, such as health, safety, or full participation in various activities. ~~In the absence of such specific educational purpose, the imposition of a uniform manner of dress and the restriction of choice violate the individual rights of students and parents.~~

Each instructor is to teach and promote good taste in grooming and dress.

Adopted by School Board: June 19, 1973

Revised by School Board:

Agenda Report

Date: 03/06/12

Agenda Number: D-5

Attachments: Yes

From: Larry A. Massie, Interim Superintendent

Subject: Administrative Regulation 7-37: Dress and Appearance

Summary/Description:

The superintendent has reviewed Administrative Regulation 7-37: Dress and Appearance. As a result of that review, that regulation has been revised. The regulation has also been reviewed by legal counsel. A copy of the revisions to the regulation appears as an attachment to this agenda report.

Disposition: Action
 Information
 Action at Meeting on: 03/20/12

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 20, 2012.

STUDENTS

Dress and Appearance R 7-37

Principals shall see that individuals in school or at events are clothed so as not to violate health or safety concerns and not to be disruptive or distracting to the educational process.

A. Expectations of Appropriate Dress

1. Caps and hats shall not be worn within school buildings.
2. Messages on clothing, jewelry and personal belongings shall not relate to tobacco products, drugs, alcohol, **{or}** sex, **{or display}** vulgarity, or obscen~~e~~**ity** **{language or images}**.
3. Messages on clothing, jewelry, and personal belongings shall not reflect adversely upon other persons because of their race, sex, color, creed, national origin, or ancestry.
4. Clothing and accessories shall not have symbols ~~and/or~~ be **{or other characteristics}** representative or suggestive of gang **{affiliation by the wearer.}** ~~colors and/or designs.~~
5. Sunglasses shall not be worn inside the building **{except as medically prescribed.}**
6. Undergarments shall not be worn as outside apparel and shall not be visible.
7. Chains, spikes, and dog collars shall not be worn.
8. Bandanas shall not be worn.
9. Shirt, sweatshirt, and sweater lengths shall not exceed beyond the area marked by the tip of the student's index finger along his/her leg when standing. The length of sweaters worn as either dresses or skirts must be at least at the top of the knee when the student stands.
10. Students shall wear **{reasonably protective}** shoes on the premises at all times. Bedroom shoes **{or flip-flops}** of any kind, however, are not allowed.
11. Students shall not wear pajama tops or bottoms **{as outside or visible apparel}**.
12. Clothing shall cover the mid-section and the back of a student at all times, including when the student is standing and/or sitting.

STUDENTS

Dress and Appearance R 7-37

- 13. The length of shorts shall be at least at the area marked by the tip of the student's index finger or mid-thigh, whichever is longer - along his/her leg when standing.
- 14. Skirt and dress lengths shall be at least at the top of the knee when the student stands. Leggings may only be worn underneath shorts, skirts, or dresses that meet the shorts, skirt, and dress requirements.
- 15. Splits in skirts, dresses, or shorts shall be below the fingertips.
- 16. Necklines shall be modest, not revealing, and shall not allow cleavage to show. A 3" x 5" index card will be used as a measurement device for student compliance with the neckline requirements. The neckline when measured is from the collarbone to the bottom of the index card (three inches).
- 17. Shirts shall have a sleeve extension past the shoulder seam.

{18. Requests for accommodations or exceptions to these requirements for religious or health reasons will be considered on a case-by-case basis, and should be submitted to the principal in writing in advance to avoid any unnecessary disciplinary action.}

B. Violation of the Regulation

Willful violation of the student dress and appearance regulation will subject the student to disciplinary action by the school's administrators. These progressive disciplinary actions may include phone calls to parents for the first violation{,} to various in-school actions{,} to suspension from school for continued willful violations.

Approved by Superintendent: August 4, 1981
 Revised by Superintendent: December 1, 1982
 Revised by School Board: July 10, 2006
 Revised by School Board: December 16, 2008
 Revised by School Board:

Agenda Report

Date: 03/06/12

Agenda Number: D-6

Attachments: Yes

From: Larry A. Massie, Interim Superintendent

Subject: School Board Policy 5-18: Reduction in Force

Summary/Description:

The superintendent has reviewed School Board Policy 5-18: Reduction in Force. As a result of that review, that policy has been revised. The policy has also been reviewed by legal counsel. A copy of the revisions to the policy appears as an attachment to this agenda report.

Disposition: Action
 Information
 Action at Meeting on: 03/20/12

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 20, 2012.

PERSONNEL

Reduction in Force {Licensed Staff Procedure} P 5-18

{If a reduction of staff is necessary, such reductions shall occur under the guidelines outlined below:

A. Definitions

- 1. Endorsement: A teaching endorsement shown on a valid, current teaching license issued by the Virginia Board of Education.**
- 2. Licensed Administrator: A principal, assistant principal or supervisor (as defined by 8 VAC 20-440-10) who is: (1) required by the Virginia Board of Education to hold a license; and (2) paid on the administrative/classified pay scale.**
- 3. One-Year Hire: A licensed administrator or teacher, as defined in this section, who: (1) was offered that position on or after August 1 of the current school year; or (2) was hired as a licensed administrator or teacher for the current school year to replace an employee on an extended leave or reassignment, as evidenced by supporting documentation. One-year hires may be full-time or part-time.**
- 4. Seniority – Qualifying Service:**
 - a. Continuous Service: Total years of service in the most recent term of continuous service as a teacher or licensed administrator in the school division.**
 - b. Non-Continuous Service: Total years of service, other than Continuous Service, as a teacher and/or licensed administrator in the school division.**
 - c. Virginia Service: Total years of service, other than Continuous and Non-Continuous Service, as a teacher and/or licensed administrator in any accredited public or private school in the Commonwealth of Virginia.**
 - d. U. S. Service: Total years of service, other than Continuous, Non-Continuous, and Virginia Service, as a teacher and/or licenses administrator in any accredited public or private school in the United States of America or any U. S. Affiliated school outside the United States.**

Seniority is described fully in Section C.1.a

PERSONNEL

Reduction in Force P 5-18

- e. **Teacher:** An employee who is: (1) regularly employed and paid as a teacher, school social worker, guidance counselor, school psychologist, or librarian; and (2) holds a valid teaching license from the Virginia Board of Education.

B. Procedure for Reduction

1. Superintendent's Reduction Strategy

- a. The superintendent shall create a division-wide reduction-in-force strategy ("Reduction Strategy") which seeks to maximize the division's ability to meet the school board's vision, mission, and goals within budgetary restraints.
- b. The Reduction Strategy will be based on reductions in positions, programs, endorsements, services, courses, and/or other appropriate areas.
- c. The Reduction Strategy will provide guidance to each school regarding the nature and scope of the needed reductions.
- d. If applicable, guidance for licensed administrator reductions will be included in the Reduction Strategy for development by the superintendent's designee.

2. Principal's Reduction Plans

- a. Principals shall develop reduction-in-force implementation plans ("Reduction Plans") for their schools in accordance with the Reduction Strategy and the requirements of Section C of this policy.
- b. Each plan must contain:
 - 1.) In rank order, the names and positions of the employees proposed to be reduced and an explanation of how those employees were identified in accordance with the criteria for reduction established in Section C of this policy; and
 - 2.) A reduction criteria form for each employee that has been considered for reduction, even if not proposed for reduction; and
 - 3.) A reduction criteria form for each probationary teacher in the school, whether or not the teacher is proposed for reduction.

PERSONNEL

Reduction in Force P 5-18

- c. The superintendent/designee shall review each Reduction Plan for compliance with the Reduction Strategy and this policy. The superintendent/designee may require principals to modify Reduction Plans in order to conform to the Reduction Strategy or this policy.

3. Superintendent's Division Reduction Plan

- a. The superintendent shall develop a written division reduction-in-force plan ("Division Reduction Plan") that takes into consideration the need for equitable treatment of employees across the division, as well as the needs of each school.
- b. The Division Reduction Plan must explain the proposed reductions for each school and any licensed administrator reductions.
- c. The Division Reduction Plan may propose to exempt from the reduction up to one percent of the current teacher personnel whose active assignments and/or special skills are essential to the effective operation of the division, subject to the following additional conditions:
 - 1.) The superintendent may propose to exempt more than one percent (1%) of the current teacher personnel upon a showing of extraordinary need.
 - 2.) No teacher may be exempted from reduction for more than two (2) consecutive years.
 - 3.) The school board retains the exclusive right to approve, modify, or disapprove any proposed exemptions, including any proposal to exceed the one percent (1%) cap.
- d. The superintendent shall submit the Division Reduction Plan to the school board for its review. The school board retains the right at all times to approve, modify, or disapprove the Division Reduction Plan. Upon approval by the school board, the superintendent shall implement the Division Reduction Plan in accordance with this policy.
- e. In accordance with Virginia Code §§22.1-304 and 22.1-305, the superintendent/designee shall notify all employees who will be reduced as soon as possible, but no later than two weeks following

PERSONNEL

Reduction in Force P 5-18

the approval of the school board’s budget by the Lynchburg City Council or June 1, whichever is earlier.

4. **Conferences with Employees Recommended for Reduction**
 - a. Principals shall meet with any employee to discuss their recommendation to reduce that employee. Such conferences must be held as soon as practicable after the recommendation is developed.
 - b. The superintendent/designee shall meet with any employee, upon request, to discuss a principal’s recommendation to reduce that employee, provided that a conference between the employee and principal has been held. Superintendent/Designee conferences must be conducted as soon as practicable.
 - c. Nothing in this section shall be construed to create any right or obligation other than the obligation to hold conferences as explained above.

C. Criteria for Teacher and Licensed Administrator Reduction

In developing Reduction Plans for superintendent review, principals shall determine which teachers will be reduced based on the criteria for Tiers One and Two as described below. The superintendent’s designee shall determine which licensed administrators will be reduced based on the same criteria. Guidelines for applying these criteria are provided in Section C.3 below.

1. Tier One Criteria

- a. **Seniority:** For full-time service, seniority shall be measured as a numerical sum (“Seniority Score”) calculated by first multiplying the number of full-time years of service an employee has for each kind of qualifying service by the number stated in the “multiplier” column below, then adding each product.

<i>Kind of Qualifying Service</i>	<i>Multiplier</i>
Continuous Service	4
Non-Continuous Service	3
Virginia Service	2
U. S. Service	1

PERSONNEL

Reduction in Force P 5-18

- 1.) Seniority Calculation for Full-time Employment: Years of service are calculated as follows:**
 - a.) Each complete school year of service shall be counted as one (1) year. Approved leaves of absence shall not cause a break in continuous service and shall not be counted for purposes of determining years of service.**
 - b.) If the effective date of the employee's contract falls before December 31 in a given year, one (1) full year of service shall be credited to the employee for purposes of measuring years of service. If the effective date of the employee's contract is after December 31, one half (1/2) of a year shall be credited to the employee.**
 - c.) All employees will be deemed to have one (1) year of continuous service for the current school year during which the Reduction Plans are developed. Example: for RIF Plans developed in March 2012, all employees would receive one (1) year of Continuous Service for the 2011-12 school year.**
 - d.) One-year hires, as defined by Section A.3., shall not be eligible to earn seniority points for any current or prior years of service, unless they were employed full-time in division teaching or administrative positions in the year before the current school year, with no break in service, in which case they shall earn seniority points for all prior years of full-time service in accordance with Section C.1.a.**
- 2.) Seniority Calculation for Part-time Employment: Current full-time employees shall have any previous years of part-time employment with the school division credited for seniority in the following manner: each year of part-time employment in the school division, whether continuous or non-continuous shall be given one (1) seniority point. Current part-time employees shall not receive seniority points for the current school year, but shall earn seniority points for prior years of full-time service in the school division if: (a) the last year of such full-time service was within three (3) school years of the current school year; and (b) there has been no break in service.**
- 3.) Seniority Calculation Examples:**

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Example A: A teacher with 3 years of Continuous Service, 10 years of Non-continuous Service, and 1 year of Virginia Service would have a Seniority Score of 44 (12+30+2).

Example B: A one-year hire teacher who did not hold a teaching position in the school division during the previous year would have a Seniority Score of 0 regardless of the employee's current prior years of service as a teacher.

Example C: A current full-time teacher with 3 years of prior part-time Continuous or Non-continuous Service would have a Seniority Score of 7 (4+3).

Example D: A current part-time teacher who served initially for 3 years as a full-time teacher, then served in a part-time position for the last 2 years, with no break in service, would have a seniority Score of 9 (3 years of Non-continuous Service).

- b. Endorsements: Endorsements, as defined in Section A.1. will be evaluated in light of their necessity and value to the school. Relevant factors include, but are not limited to:**
 - 1.) Experience teaching in the endorsement area;**
 - 2.) Endorsement in areas that are difficult to staff; and**
 - 3.) Multiple endorsements that are necessary and valuable to the school.**

- c. Plan of Assistance: A current, active plan of assistance shall be given significant weight in favor of reduction. However, the following factors shall be considered in each case and may, based on the facts, be sufficient to overcome a recommendation for reduction:**
 - 1.) The employee's work history before being placed on the current plan including placement on any prior plans;**
 - 2.) The nature and severity of the performance concerns identified in the plan; and**
 - 3.) The degree to which the employee has succeeded in meeting the**

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goals of the plan.

2. Tier Two Criteria

a. Special Skills and Training: “Special skills and training” are educationally valuable, objectively measurable accomplishments beyond the normal skills and training required for employee performance. In most cases, these should already be documented in the employee’s personnel file. All special skills and training will be evaluated in light of their necessity and value to the school. Representative examples include, but are not limited to:

- 1.) Secondary language proficiency relevant to a school’s student population and/or the school division’s curriculum;**
- 2.) Technological training or skills;**
- 3.) Mediation training;**
- 4.) Mandt training; and**
- 5.) Other experience/training working with specific student groups (e.g., at-risk students, advanced placement, etc.).**

b. Educational Certifications and Honors: “Educational certifications and honors” are those certifications, honors, and awards issued by national or state educational organizations for specific achievements. These will be evaluated in light of their necessity and value to the school. Representative examples include, but are not limited to:

- 1.) National Board Certification;**
- 2.) Recognition as State/National Teacher of the Year;**
- 3.) National Teacher Training Institute Certification;**
- 4.) Virginia NETS*T Certification;**
- 5.) National Association of Science Teachers Fellowship; and**
- 6.) Satisfaction of state requirement to teach dual-enrollment courses.**

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- c. **Contributions to Curricular and Extracurricular Programs:** “Contributions to curricular and extracurricular programs” are educationally valuable, objectively measurable services given by an employee beyond those minimally required for the job, even though they may be performed during contract hours, such as serving in student organizations and athletics and engaging in leadership activities in the school or school parent/community organizations. These will be evaluated in light of their necessity and value to the school.
 - d. **Enrollment History in Elective Courses:** Enrollment history for the past three school years will be evaluated if a reduction is being considered in elective courses or in positions which are primarily responsible for elective instruction.
3. **Guidelines for Applying Reduction Criteria**
- a. **Forms:** Principals shall use standardized forms developed by the superintendent/designee for use in applying the reduction criteria. A form for each employee that has been considered for reduction, even if not proposed for reduction, shall be attached to the Reduction Plan.
 - b. **Order of Reductions:** Principals shall reduce one-year hires and part-time employees prior to reducing any full-time teacher, when there is a full-time teacher within the school who could fill the one-year hire’s or part-time teacher’s assignments.
 - c. **Tier One Weight:** Tier One criteria shall generally be given greater weight than Tier Two criteria. In order to propose the reduction of an employee with strong Tier One criteria over an employee with weaker Tier One criteria, principals must articulate convincing, fact-based reasons for the decision in their Reduction Plans.
 - d. **Ties:** Should the tier-based assessment of two or more employees yield identical or substantially identical results, principals shall reduce the employee with the lower Seniority Score.

D. Recall

- 1. Through these recall procedures, the school division seeks to give reduced full-time employees priority over reduced one-year hires,

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- reduced part-time employees and external employment candidates when filling vacant positions and to accommodate the unique needs of the schools and the individualized needs of reduced employees. Teachers and licensed administrators who have been reduced pursuant to this policy shall be placed on a school-specific recall list for teachers for a period of one (1) school year following the employee's separation (end of contract period).
2. **Reduced Employees will complete a Preference Form, to be provided by the Department of Personnel, identifying all schools where they wish to work, subjects/grades they seek to teach and for which they are endorsed and/or qualified, and whether they are seeking full or part-time employment. This information will be shared with all principals in the form of school-specific recall lists prior to hiring for the following school year. Failure to complete the Preference Form by the assigned deadline, declining an offer for an interview, or declining an offer of employment will result in being removed from the recall list. Employees removed from the recall list may apply as external candidates if they desire further employment.**
 3. **As vacancies occur within a school, principals will use the information from the Preference Forms to identify reduced employees to be screened. Full-time (excluding one-year hires) employees reduced by a school who hold the appropriate endorsement, must be the first teachers recalled to that school when a vacancy occurs. Approval not to recall such a teacher must be gained from the superintendent/designee prior to screening other teachers. Only reduced full-time (excluding one-year hires) employees who expressed an interest in the individual school, and assignment area and hold the appropriate endorsement will be guaranteed a screening. Selection of reduced employees from the recall list shall be based on the Tier One and Tier Two reduction criteria described in Section C in light of the school board's vision, mission, and goals.**
 4. **Principals will not be obligated to screen reduced part-time employees and one-year hire employees; however, a principal may choose to screen those who appear to meet the needs of the school. All reduced part-time and one-year hires will be considered as external applicants and will receive consideration by principals as decisions are being made for screenings and interviews.**
 5. **When a school has a vacancy for which there is a qualified reduced full-time employee (excluding one-year hires) on its recall list, no external**

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candidate may be offered the position without the prior approval of the superintendent/designee.

- 6. Employees who are recalled to new positions shall be credited with all years of school division service as a teacher and licensed administrator.**

A. Generally

~~A decrease in pupil enrollment, inadequate allocation of financial resources, expiration of special grants and/or other unforeseen conditions may require a modification of the curriculum or instructional program which results in a reduction of staff. In such event the school board, upon recommendation of the superintendent, shall determine the program adjustments to be made and the reduction in force required. The application of the Reduction in Force policy shall be for the division as a whole rather than by individual facilities.~~

B. Definition of Terms

1. Classification of Personnel

a. Licensed Personnel:

~~Licensed personnel shall include those employees of the board who, by reason of their position, must have teaching or other licensure from the State Board of Education. Such employees are assigned to the teacher personnel salary scale.~~

b. Classified Personnel:

~~Classified personnel shall include those persons who have been assigned to the classified salary scale which has been designed and approved by the board.~~

c. Administrative Personnel:

~~Administrative personnel shall be those persons who have been assigned to the administrative salary schedule which has been approved by the board.~~

2. Seniority

~~Seniority shall be that period of time commencing with the most recent term of continuous service with the Lynchburg City Schools including authorized leave(s), but excluding employment under temporary or interim contract. Seniority for part-time service shall be determined by adding percentages of contract per year until a full year can be credited; the total of these percentages~~

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~~will reflect length of Lynchburg City Schools employment. Should a tie exist within the same classification of personnel, the tie shall be broken in the sequential order as follows:~~

- ~~a. Official beginning date of the most recent term of continuous employment as shown on the employee's contract~~
- ~~b. Total time of service with Lynchburg City Schools in the event of a break in service~~
- ~~c. Date the employee was appointed by the Lynchburg City School Board, if applicable,~~
- ~~d. Date of completion of assignment sheet by a personnel official~~
- ~~e. Time of signature on original contract at start of most recent term of continuous employment.~~

~~For employees who entered employment with Lynchburg City Schools as a direct result of the 1976 annexation (serving at or assigned to Brookville and Mountain View Elementary Schools only at the conclusion of the 1975-76 school year), length of service will include the period of continuous service in the county concerned immediately preceding transfer to this division.~~

~~3. Endorsement Area~~

~~The teaching endorsement shown on the current teaching license as issued by the State Department of Education.~~

~~4. Seniority Lists~~

- ~~a. The seniority lists for licensed employees will be shown in ascending order of seniority and shall be comprised of five categories of lists based on endorsement areas as follows:~~
 - ~~1) Subject Areas--English, Mathematics, History/Social Studies, etc.~~
 - ~~2) Early/Primary Education Pre K-3~~
 - ~~3) Elementary Education Pre K-6~~
 - ~~4) Middle Education 6-8~~
 - ~~5) Special Areas--special education, reading, federal and specially funded programs, adult education, gifted or other special areas.~~

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- b. The seniority lists for classified employees will be shown in ascending order of seniority by designated area of assignment such as nurse, secretary, teacher assistant classification custodian, etc.
- c. ~~Experience Credit~~
 - 1) ~~When more than one endorsement is shown on the Virginia Teacher's License, or if the teacher is in an assignment for which a license is not required, i.e., ROTC, the licensed employee shall be entered on all seniority lists in areas for which he/she is endorsed.~~
 - 2) ~~A licensed employee holding the comprehensive elementary endorsement of grades K-8 or grades 1-8 will be listed first in the category that is appropriate to the active assignment of the employee, Pre K-3, Pre K-6, or middle education (6-8). Placement on other lists will occur according to provisions found in (B.) (4.) (c.) (1) above.~~

5. Active Assignment

a. ~~Licensed Employees:~~

~~The endorsement area in which the individual is actively employed at such time as it may become necessary to implement reduction in force procedures.~~

b. ~~Administrative and Classified Employees:~~

~~The designated area of assignment of the employee at such time as it may become necessary to implement reduction in force procedures.~~

C. Destaffing Procedures

1. Licensed Personnel (See Code of Virginia § 22.1-303.)

~~Destaffing of licensed personnel will be based on seniority as defined in Section B of this policy except as noted in Section C. 5 of this policy. The employee(s) with the least seniority will not be destaffed if another employee with more seniority in the same area of assignment is on a plan of assistance. An employee who has licensure deficiencies, or does not possess the endorsement in the area of his or her active assignment, may be destaffed. Employee(s) on a plan of assistance will be placed on the reduction in force list.~~

2. Administrative and Supervisory Personnel:

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~~Should administrative or supervisory positions be eliminated as a part of reduction in force, an administrator or supervisor may be reassigned to a teaching position in accordance with the provisions set forth in the Code of Virginia, Section 22.1-294. All administrators and supervisors in the Lynchburg City Schools, except the superintendent, are defined in Section B.1.c. of this policy. The employee(s) with the least seniority will not be destaffed if another employee with more seniority in the same area of assignment is on a plan of assistance. Employee(s) on a plan of assistance will be placed on the reduction in force list. If reassignment to a teaching position is recommended by the superintendent and approved by the school board, the person(s) to be reassigned will be placed on the seniority list for licensed employees that is appropriate to his/her last active teaching assignment, and may be placed on additional lists per B 4.c.(1) of this policy. If reassignment is not possible, the board reserves the right to terminate the employee in accordance with the Code of Virginia and the policies and regulations of the board.~~

3. Classified Personnel:

~~The destaffing of classified personnel will be on the basis of seniority in the general area of contracted assignment and the need to maintain specific services within the school division. The employee(s) with the least seniority will not be destaffed if another employee with more seniority in the same area of assignment is on a plan of assistance. Employee(s) on a plan of assistance will be placed on the reduction in force list.~~

4. Transfers:

~~Transfers will be made within the division insofar as possible to accommodate the retention of employees having seniority in areas affected by the reduction in force. The selection of personnel to be transferred from one school or facility to another will be governed by the need to maintain the maximum effectiveness of the facilities involved as determined by the superintendent. Should a person refuse an assignment by transfer, he/she may be terminated and will not be listed for recall.~~

5. Exceptions:

~~The provisions of Section C of this policy, 5-18, shall not apply in those cases where the employment of licensed personnel whose special skills or active assignment is essential to the effective operation of the school program. The determination of essential personnel shall be solely at the discretion of the board upon recommendation of the superintendent.~~

7. Notification:

~~All employees scheduled for destaffing under this policy shall be notified in writing at the earliest possible date but in no case later than April 15 unless inadequate funding or decrease in enrollment after that date requires further adjustments~~

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(provisions for this circumstance are set forth in the Code of Virginia, Section 22.1-304.)

D. Recall Procedures

1. The provisions for recall shall apply to all personnel except licensed employees under probationary contract and those who are on a Plan of Assistance. Employees will remain on the recall list for twelve (12) months. At the conclusion of this time, individuals who have not been recalled must participate in the recruitment process to be considered for employment.
2. Licensed employees under probationary contract shall have no recall rights but will be given consideration for reemployment at the discretion of the school board upon recommendation of the superintendent. The performance of the individual and length of service shall be among the factors considered in making this recommendation.
3. Licensed employees under continuing contracts destaffed pursuant to this policy shall be ranked in order of length of service and by endorsement area. When openings occur, the eligible person with the greatest seniority will be offered the position. If the opening is in a teacher's active assignment, he/she must accept the assignment or lose all recall rights. If the opening is in a teacher's endorsement area, but not in his/her active assignment, he/she has the option of not accepting the assignment. If the offer is not accepted, the teacher's name will be struck from the recall list in that endorsement area.
4. When an eligible licensed employee is to be recalled, he/she will be notified by certified mail at his/her last known address. If the offer of reemployment is not accepted in writing within ten (10) workdays of receipt of notice, rights of recall will be forfeited. If notice of recall is undeliverable, rights of recall will be forfeited. It shall be the responsibility of the employee to maintain an accurate address with the Department for Personnel.
5. The licensed employee will not be eligible for recall if:
 - a. The employee, subsequent to destaffing, makes contractual commitments with another school or school division from which release cannot be obtained within 10 days of recall offer.
 - b. The licensed employee fails to maintain a valid teacher's license.
 - c. The licensed employee, subsequent to destaffing, becomes unable to qualify for a position either in his/her area of endorsement or area of assignment.
6. Seniority lists of all employees destaffed under this policy shall be prepared by endorsement and classification area and maintained in the Department for Personnel. Seniority lists will be confidential in nature. It will not be necessary for personnel to establish their place on the seniority lists until such time as notified by the Department for Personnel.

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~~Such notification shall have taken place prior to an employee receiving a letter of reduction in force. Affected personnel desiring to know their rank position on the lists may contact the director for personnel. Endorsements obtained subsequent to the preparation of seniority lists will not be recognized until all eligible licensed employees on said lists are recalled or forfeit the right of recall.~~

E. Board Minutes

~~To avoid negative implications with regard to the professional record of an employee destaffed under this policy, the minutes of the board will clearly show that such termination of employment was due to a reduction in force.~~

Legal Reference:

~~Code of Va. § 22.1-294. Probationary terms of service for principals, assistant principals and supervisors; evaluation; reassigning principal, assistant principal or supervisor to teaching position. "A. A person employed as a principal, assistant principal or supervisor, including a person who has previously achieved continuing contract status as a teacher, shall serve three years in such position in the same school division before acquiring continuing contract status as principal, assistant principal or supervisor. B. Each local school board shall adopt for use by the division superintendent clearly defined criteria for a performance evaluation process for principals, assistant principals, and supervisors that includes, among other things, an assessment of such administrators' skills and knowledge; student academic progress and school gains in student learning; and effectiveness in addressing school safety and enforcing student discipline. The division superintendent shall implement such performance evaluation process in making employment recommendations to the school board pursuant to § 22.1-293. C. Continuing contract status acquired by a principal, assistant principal or supervisor shall not be construed (i) as prohibiting a school board from reassigning such principal, assistant principal or supervisor to a teaching position if notice of reassignment is given by the school board by April 15 of any year or (ii) as entitling any such principal, assistant principal or supervisor to the salary paid him as principal, assistant principal or supervisor in the case of any such reassignment to a teaching position. D. No such salary reduction and reassignment, however, shall be made without first providing such principal, assistant principal or supervisor with written notice of the reason for such reduction and reassignment and an opportunity to present his or her position at an informal meeting with the division superintendent, the division superintendent's designee or the school board. The principal, assistant principal or supervisor shall elect whether such meeting shall be with the division superintendent, the division superintendent's designee or the school board. The school board, division superintendent or the division superintendent's designee shall determine what processes are to be followed at the meeting. The decision to reassign and reduce salary shall be at the sole discretion of the school board.~~

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~~The intent of this section is to provide an opportunity for a principal, assistant principal or supervisor to discuss the reasons for such salary reduction and reassignment with the division superintendent, his designee or the school board, and the provisions of this section are meant to be procedural only. Nothing contained herein shall be taken to require cause, as defined in § 22.1-307, for the salary reduction and reassignment of a principal, assistant principal or supervisor.~~

~~E. As used in this section, "supervisor" means a person who holds a supervisory position as specified in the regulations of the Board of Education and who is required to hold a license as prescribed by the Board of Education."~~

~~Code of Va. § 22.1-303. Probationary terms of service for teachers. "A. A probationary term of service for three years in the same school division shall be required before a teacher is issued a continuing contract. School boards shall provide each probationary teacher except probationary teachers who have prior successful teaching experience, as determined by the local school board in a school division, a mentor teacher, as described by Board guidelines developed pursuant to § 22.1-305.1, during the first year of the probationary period, to assist such probationary teacher in achieving excellence in instruction. During the probationary period, such probationary teacher shall be evaluated annually based upon the evaluation procedures developed by the employing school board for use by the division superintendent and principals in evaluating instructional personnel as required by § 22.1-295-B. The division superintendent shall consider such evaluations, among other things, in making any recommendations to the school board regarding the nonrenewal of such probationary teacher's contract as provided in § 22.1-305.~~

~~If the teacher's performance evaluation during the probationary period is not satisfactory, the school board shall not reemploy the teacher; however, nothing contained in this subsection shall be construed to require cause, as defined in § 22.1-307, for the nonrenewal of the contract of a teacher who has not achieved continuing contract status.~~

~~B. Once a continuing contract status has been attained in a school division in the Commonwealth, another probationary period need not be served in any other school division unless such probationary period, not to exceed one year, is made a part of the contract of employment. Further, when a teacher has attained continuing contract status in a school division in the Commonwealth, and separates from and returns to teaching service in a school division in Virginia by the beginning of the third year, such teacher shall be required to serve a probationary period not to exceed one year, if made a part of the contract for employment.~~

~~C. For the purpose of calculating the three years of service required to attain continuing contract status, at least 160 contractual teaching days during the school year shall be deemed the equivalent of one year in the first year of service by a teacher.~~

~~D. Teachers holding three-year local eligibility licenses pursuant to § 22.1-299.3 shall not be eligible for continuing contract status while teaching under the authority of such license. Upon attainment of a collegiate professional or postgraduate professional license issued by the Department of Education, such teachers shall serve the three-year probationary period prior to being eligible for continuing contract status pursuant to this section."~~

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~~Code of Va., § 22.1-304. Reemployment of teacher who has not achieved continuing contract status; effect of continuing contract; resignation of teacher; reduction in number of teachers. "A. If a teacher who has not achieved continuing contract status receives notice of reemployment, he must accept or reject in writing within fifteen days of receipt of such notice. Except as provided in § 22.1-305 and except in the case of a reduction in force as provided in subsection F, written notice of nonrenewal of the contract must be given by the school board on or before April 15 of each year. If no such notice is given a teacher by April 15, the teacher shall be entitled to a contract for the ensuing year in accordance with local salary stipulations including increments.~~

~~B. Teachers employed after completing the probationary period shall be entitled to continuing contracts during good behavior and competent service and prior to the age at which they are eligible or required to retire except as hereinafter provided. Written notice of noncontinuation of the contract by either party must be given by April 15 of each year; otherwise the contract continues in effect for the ensuing year in conformity with local salary stipulations including increments.~~

~~C. A teacher may resign after April 15 of any school year with the approval of the local school board or, upon authorization by the school board, with the approval of the division superintendent. The teacher shall request release from contract at least two weeks in advance of intended date of resignation. Such request shall be in writing and shall set forth the cause of resignation.~~

~~If the division superintendent has been authorized to approve resignations, a teacher may, within one week, withdraw a request to resign. Upon the expiration of the one-week period, the division superintendent shall notify the school board of his decision to accept or reject the resignation. The school board, within two weeks, may reverse the decision of the division superintendent.~~

~~In the event that the board or the division superintendent declines to grant the request for release on the grounds of insufficient or unjustifiable cause, and the teacher breaches such contract, disciplinary action, which may include revocation of the teacher's license, may be taken pursuant to regulations prescribed by the Board of Education.~~

~~D. As soon after April 15 as the school budget shall have been approved by the appropriating body, the school board shall furnish each teacher a statement confirming continuation of employment, setting forth assignment and salary.~~

~~Nothing in the continuing contract shall be construed to authorize the school board to contract for any financial obligation beyond the period for which funds have been made available with which to meet such obligation.~~

~~E. A school board may reduce the number of teachers, whether or not such teachers have reached continuing contract status, because of decrease in enrollment or abolition of particular subjects.~~

~~F. By May 15 of each year, the school board of a county having the county executive form of government that is adjacent to a county having the urban county executive form of government shall notify all teachers who may be subject to a reduction in force due to a decrease in the school board's budget as approved by the appropriating body.~~

~~Code of Va., § 22.1-305{ XE "zz:Code of Va 22.1-305" }. Nonrenewal of contract of probationary teacher "A. Before a division superintendent recommends to the school board~~

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~~nonrenewal of the contract of a teacher who has not achieved continuing contract status, the division superintendent shall consider, among other things, the performance evaluations for such teacher required by § 22.1-303 and shall notify the teacher of the proposed recommendation. Upon written request of the teacher within five working days after receipt of such notice, the division superintendent or his designee shall orally provide the specific reasons, if any, for such recommendation, along with supporting documentation, including such performance evaluations, to the teacher and, if requested by the teacher, to his or her representative. Within ten days after receiving such reasons, the teacher may request, by notification in writing to the division superintendent, a conference before the division superintendent. Upon such request, the division superintendent shall set a date for the conference, which shall be within thirty days of the request, and shall give the teacher at least fifteen days' notice of the time and place of the conference.~~

~~B. The conference shall be before the division superintendent or his designee. No such designee shall have recommended to the division superintendent the nonrenewal of the teacher's contract. The teacher and the person or persons who recommended the nonrenewal of the teacher's contract to the division superintendent, or a representative of either or both, shall be allowed to participate in the conference, but no such representative shall be an attorney.~~

~~C. If the conference is before a designee of the division superintendent, the designee shall communicate his recommendations to the division superintendent and to the teacher.~~

~~D. The division superintendent shall notify the teacher, in writing, of his intention with respect to the recommendation within ten days after the conference.~~

~~E. In any case in which a teacher requests a conference as provided in this section, written notice of nonrenewal of the contract by the school board must be given within thirty days after the division superintendent notifies the teacher of his intention with respect to the recommendation and the provisions of § 22.1-304 requiring such notice on or before April 15 shall not be applicable.~~

~~F. The conference shall be confidential and no written or oral communication of such conference shall be made to anyone other than the school board, in executive session, and employees of the school division having an interest therein; however, both the teacher and the division superintendent, upon request, may provide the reasons for the nonrenewal to a potential employer of the teacher.~~

~~G. The provisions of this section shall be inapplicable when a decrease in enrollment or the abolition of a particular subject or reduction in the number of classes offered in a particular subject causes a reduction in the number of teachers; however, a statement to that effect shall be placed in the personnel file of each teacher whose contract is nonrenewed for any such reason.~~

~~H. The intent of this section is to provide an opportunity for a probationary teacher to discuss the reasons for nonrenewal with the division superintendent or his designee, and the provisions of this section are meant to be procedural only. Nothing contained herein shall be taken to require cause, as defined in § 22.1-307, for the nonrenewal of the contract of a teacher who has not achieved continuing contract status nor shall the failure of the school board or the division superintendent to comply with any time requirement herein constitute a basis for continued employment of the teacher."~~

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~~Code of Va., § 22.1-306. Definitions. As used in this article: "Grievance" means a complaint or dispute by a teacher relating to his or her employment including, but not necessarily limited to: (i) disciplinary action including dismissal or placing on probation; (ii) the application or interpretation of: (a) personnel policies, (b) procedures, (c) rules and regulations, (d) ordinances and (e) statutes; (iii) acts of reprisal against a teacher for filing or processing a grievance, participating as a witness in any step, meeting or hearing relating to a grievance, or serving as a member of a fact-finding panel; and (iv) complaints of discrimination on the basis of race, color, creed, political affiliation, handicap, age, national origin or sex. Each school board shall have the exclusive right to manage the affairs and operations of the school division. Accordingly, the term "grievance" shall not include a complaint or dispute by a teacher relating to (i) establishment and revision of wages or salaries, position classifications or general benefits, (ii) suspension of a teacher or nonrenewal of the contract of a teacher who has not achieved continuing contract status, (iii) the establishment or contents of ordinances, statutes or personnel policies, procedures, rules and regulations, (iv) failure to promote, (v) discharge, layoff or suspension from duties because of decrease in enrollment, decrease in enrollment or abolition of a particular subject or insufficient funding, (vi) hiring, transfer, assignment and retention of teachers within the school division, (vii) suspension from duties in emergencies, or (viii) the methods, means and personnel by which the school division's operations are to be carried on. While these management rights are reserved to the school board, failure to apply, where applicable, the rules, regulations, policies, or procedures as written or established by the school board is grievable. "Dismissal" means the dismissal of any teacher during the term of such teacher's contract and the nonrenewal of the contract of a teacher on continuing contract."~~

Adopted by School Board: January 16, 1979

Revised by School Board: January 6, 1981

Revised by School Board: March 20, 2001

Revised by School Board: March 23, 2010

Revised by School Board:

Agenda Report

Date: 03/06/12

Agenda Number: E-1

Attachments: Yes

From: Larry A. Massie, Interim Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: K-5 Social Studies Textbook Adoption

Summary/Description:

The textbook evaluation committee for social studies has completed the review process and recommends the adoption of the *Houghton Mifflin Harcourt K-5 Series*.

The attachment to this agenda report lists the recommended program, the copyright date, and the total cost of student and teacher materials based on the current configuration of classrooms, teachers, and students.

Disposition: Action
 Information
 Action at Meeting on: 03/20/12

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 20, 2012.

**Elementary K-5 Social Studies Textbook Recommendation
2012-2013 School Year**

Grade	Textbook	Copyright	Cost
Kindergarten	<i>Houghton-Mifflin Big Book</i>	2010	\$8,720.00
Grade 1	<i>My Country Yesterday and Today</i>	2011	\$33,597.50
Grade 2	<i>People and Places: Then and Now</i>	2011	\$31,768.00
Grade 3	<i>Exploring Your World Past and Present</i>	2011	\$35,805.00
Grade 4	<i>Virginia Studies</i>	2011	\$39,865.00
Grade 5	<i>Virginia Studies</i>	2011	\$9,439.20
	Subtotal of		\$159,194.70
	Purchase		
	Shipping and		\$11,151.68
	Handling		
	Total		\$170,346.38

Agenda Report

Date: 03/06/12

Agenda Number: E-2

Attachments:

From: Larry A. Massie, Interim Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: School Calendar 2012-13

Summary/Description:

A draft of the Lynchburg City Schools' calendar for 2012-13 appears as an attachment to this agenda report. The school administration will discuss details of this draft calendar during this presentation.

Disposition: Action
 Information
 Action at Meeting on: 03/20/12

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 20, 2012.

2012-2013 Academic Year Calendar

July 2012							
S	M	T	W	Th	F	Sa	
	1	2	3	4	5	6	7
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

August 2012						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2012						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2012						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2012							
S	M	T	W	Th	F	Sa	
					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

December 2012						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2013						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2013						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2013						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2013						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2013						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2013						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

 New Teacher Orientation
 Last day of Nine Weeks.
 Holiday-Students do not attend.
 Teacher Work Day/Professional Development Students do not attend.
 Regular School Day

1st Semester	2nd Semester
44	48
<u>46</u>	<u>42</u>
90	90

Half days for all students:
December 20, 2012
May 30, 2013