



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

**Lynchburg City School Board**

Mary Ann H. Barker, Chairman  
School Board District 1

Thomas H. Webb, Vice Chairman  
School Board District 2

Keith R. Anderson  
School Board District 2

Albert L. Billingsly  
School Board District 3

Regina T. Dolan-Sewell  
School Board District 1

Darin L. Gerdes  
School Board District 2

Ingrid M. Hamlett  
School Board District 3

Treney L. Tweedy  
School Board District 3

Charles B. White  
School Board District 1

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**School Administration**

Paul McKendrick  
Superintendent

Stephen C. Smith  
Assistant Superintendent of  
Curriculum and Instruction

Edward R. Witt, Jr.  
Assistant Superintendent of  
Operations and Administration

Beverly A. Padgett  
Chief Financial Officer

Wendie L. Sullivan  
Clerk

**SCHOOL BOARD MEETING**  
**June 1, 2010 5:30 p.m.**  
**School Administration Building**  
**Board Room**

**A. PUBLIC COMMENTS**

1. Public Comments  
Paul McKendrick. . . . .Page 1  
Discussion (30 minutes)

**B. CONSENT AGENDA**

1. School Board Meeting Minutes: May 18, 2010 (Regular Meeting)
2. Personnel Report  
Billie Kay Wingfield. . . . .Page 2  
Discussion/Action
3. Salary Scales: 2010-11  
Billie Kay Wingfield. . . . .Page 4  
Discussion/Action
4. School Board Policy 5-17.1: Early Retirement Incentive Plan  
Edward R. Witt, Jr. . . . .Page 16  
Discussion/Action
5. School Board Policy 5-33: Insurance  
Edward R. Witt, Jr. . . . .Page 20  
Discussion/Action
6. School Board Policy 5-36: Fringe Benefits  
Edward R. Witt, Jr. . . . .Page 23  
Discussion/Action
7. School Board Policy 5-56: Holidays  
Edward R. Witt, Jr. . . . .Page 26  
Discussion/Action

- 8. Administrative Regulation 6-40.1: Classroom Assignments for Twins  
Edward R. Witt, Jr. . . . .Page 29  
Discussion/Action
- 9. School Board Policy 7-41.1: Drug Testing: Student Athletes  
Edward R. Witt, Jr. . . . .Page 31  
Discussion/Action
- 10. Administrative Regulation 7-41.1: Drug Testing: Student Athletes  
Edward R. Witt, Jr. . . . .Page 33  
Discussion/Action

**C. STUDENT REPRESENTATIVE COMMENTS**

**D. UNFINISHED BUSINESS**

**E. NEW BUSINESS**

- 1. Capital Improvement Plan: Sandusky Middle School  
Paul McKendrick. . . . .Page 38  
Discussion
- 2. Carl Perkins Funds: 2010-11  
Paul McKendrick. . . . .Page 39  
Discussion
- 3. Local Consolidated Application: 2010-11  
Paul McKendrick. . . . .Page 42  
Discussion
- 4. Administrative Regulation 5-10.1: Criminal History Record Information  
Edward R. Witt, Jr. . . . .Page 44  
Discussion
- 5. School Board Policy 5-34.1: Travel Allowance  
Edward R. Witt, Jr. . . . .Page 46  
Discussion
- 6. Administrative Regulation 5-38: Sick Leave  
Edward R. Witt, Jr. . . . .Page 48  
Discussion
- 7. Administrative Regulation 7-33.3: Student Uniforms  
Paul McKendrick. . . . .Page 53  
Discussion

8. School Board Policy 7-55.2: Division-wide Crisis Plan  
Edward R. Witt, Jr. . . . .Page 57  
Discussion

**F. SUPERINTENDENT’S COMMENTS**

**G. BOARD COMMENTS**

**H. CLOSED MEETING**

1. Notice of Closed Meeting  
Paul McKendrick. . . . .Page 68  
Discussion/Action

2. Certification of Closed Meeting  
Paul McKendrick. . . . .Page 69  
Discussion/Action

**I. INFORMATIONAL ITEMS**

Next School Board Meeting: Tuesday, June 15, 2010, 5:30 p.m.  
Board Room, School Administration Building

Graduation Exercises:

Amelia Pride Center – June 7, 2010 – 7:00 p.m.  
Carl Anderson Performance Auditorium  
Paul Laurence Dunbar Middle School for Innovation

Heritage High School – June 11, 2010 – 10:00 a.m.  
Ralph Spencer Gymnasium

E. C. Glass High School – June 11, 2010 – 10:30 a.m.  
Civic Auditorium

**J. ADJOURNMENT**

# Agenda Report

**Date:** 06/01/10

**Agenda Number:** A-1

**Attachments:** No

**From:** Paul McKendrick, 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:** 06/01/10

**Agenda Number:** B-2

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent  
Billie Kay Wingfield, Director of Personnel

**Subject:** Personnel Report

## **Summary/Description:**

The personnel recommendations for May 18 – June 1, 2010, 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 May 18 – June 1, 2010.

<b>NAME</b>	<b>COLLEGE</b>	<b>DEGREE/ EXPERIENCE</b>	<b>SCHOOL/ ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
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**NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2009-10:**

Sengenberger, Peter J.	Mansfield Univ. of PA.	M.A./ (Lv. 4	5 yrs 4)	Linkhorne Middle School Librarian	8/2/10
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**RECALL:**

Malloy, Kathleen M.	University of Central Florida	M.Ed./ (Lv. 6	7 yrs 3)	Paul Monro Elementary Guidance Counselor	8/11/10
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**RESIGNATIONS:**

Bowyer, Mary A.	Liberty University	M.Ed./ (Lv. 1	6 yrs 3)	Perrymont Elementary Second Grade Teacher	6/12/10
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Childress, Patti S.	Lynchburg College	M.Ed./23 (Lv. 22	23 yrs 3)	Linkhorne Elementary Special Education Teacher	5/17/10
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Cowan, Jennifer M.	Liberty University	B.S./ (Lv. 3	4 yrs 3)	Perrymont Elementary Kindergarten Teacher	6/12/10
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Hume, Jane T.	Western Kentucky University	M.S./ (Lv. 11	36 yrs 3)	Dearington Elementary Fourth Grade Teacher	5/14/10
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LeRose, Lucy A.	Penn State University	M.Ed./ (Lv. 4	5 yrs 3)	Dearington Elementary Foreign Language Teacher	6/12/10
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Rose, Lindsey D.	Liberty University	B.S./ (Lv. 2	3 yrs 3)	Perrymont Elementary Title I Math Teacher	6/12/10
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Zea, Mariela S.	University of Arizona	B.A./ (Lv. 3	6 yrs 1)	Dunbar Middle School Foreign Language Teacher	6/12/10
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**SUMMER PROGRAM 2010**

Linda Williams	Principal	Elementary Remedial Summer School
Faye James	Administrative Assistant	Elementary Remedial Summer School
Derrick Womack	Principal	Petal Summer Academy

# Agenda Report

**Date:** 06/01/10

**Agenda Number:** B-3

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent

**Subject:** Salary Scales: 2010-11

## **Summary/Description:**

Attached are proposed administrative, teacher, and classified salary scales for 2010-11. The starting salary range for the administrative, teacher, and classified scales have all been decreased due to lack of salary increases for the upcoming school year. If the division did not lower the beginning salary for each of the three salary scales, current employees on the initial step of each scale would be making the equivalent salary as new employees who did not have experience. This action corresponds to last year's practice.

The school administration revised the administrative and teacher salary scales based on Virginia Retirement System creditable compensation reporting. A new salary schedule, 11-month Athletic, was created for the athletic trainer and athletic director on the teacher salary scale. The supplement that these two positions received has now been included in their base pay. A new grade, GA, was created on the administrative scale for the high school associate principal. This grade includes the high school associate principal's supplement in the annual salary. Prior to this action, the high school associate principal and assistant principal were both on grade G. The associate principal has additional work responsibilities that the assistant high school principal position does not have. Therefore, the supplement for which associate principals were paid has been appropriately included in the associate principals' salary.

The classified pay schedule reflects a reclassification of the benefits specialist position from grade Q to T. The school administration recommends this change because of the extensive job duties and responsibilities of the position. The employees did not receive additional compensation with any of the aforementioned reclassifications.

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

## **Recommendation:**

The superintendent recommends that the school board approve the salary scales for the 2010-2011 school year.

# Administrative Salary Scale SY 2010-2011

Grade	Contract		Step														
	Days	Position	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A	260	Supervisor - Operations	\$36,910	\$38,755	\$40,693	\$42,728	\$44,864	\$47,107	\$49,462	\$51,936	\$54,532	\$57,259	\$60,122	\$63,128	\$63,128	\$63,128	\$67,863
B	196	OT, PT, Speech Therapist	\$42,049	\$44,151	\$46,359	\$48,677	\$51,111	\$53,666	\$56,350	\$59,167	\$62,125	\$65,232	\$68,493	\$71,918	\$71,918	\$71,918	\$77,312
D	210	Psychologist	\$46,254	\$48,567	\$50,995	\$53,545	\$56,222	\$59,033	\$61,985	\$65,084	\$68,338	\$71,755	\$75,343	\$79,110	\$79,110	\$79,110	\$85,043
F	260	Student Services Coordinator	\$43,450	\$45,623	\$47,904	\$50,300	\$52,814	\$55,455	\$58,228	\$61,139	\$64,196	\$67,406	\$70,776	\$74,315	\$74,315	\$74,315	\$79,889
F	260	School Nutrition Coordinator	\$43,450	\$45,623	\$47,904	\$50,300	\$52,814	\$55,455	\$58,228	\$61,139	\$64,196	\$67,406	\$70,776	\$74,315	\$74,315	\$74,315	\$79,889
F	260	Administrative Assistant - Elementary	\$43,450	\$45,623	\$47,904	\$50,300	\$52,814	\$55,455	\$58,228	\$61,139	\$64,196	\$67,406	\$70,776	\$74,315	\$74,315	\$74,315	\$79,889
F	260	Assistant Principal - Middle School	\$43,450	\$45,623	\$47,904	\$50,300	\$52,814	\$55,455	\$58,228	\$61,139	\$64,196	\$67,406	\$70,776	\$74,315	\$74,315	\$74,315	\$79,889
F	260	Public Information Officer	\$43,450	\$45,623	\$47,904	\$50,300	\$52,814	\$55,455	\$58,228	\$61,139	\$64,196	\$67,406	\$70,776	\$74,315	\$74,315	\$74,315	\$79,889
F	227	Administrative Assistant - Elementary	\$37,935	\$39,832	\$41,824	\$43,915	\$46,111	\$48,417	\$50,838	\$53,379	\$56,048	\$58,851	\$61,793	\$64,883	\$64,883	\$64,883	\$69,749
G	260	Assistant Principal - High School	\$48,123	\$50,529	\$53,055	\$55,708	\$58,493	\$61,418	\$64,489	\$67,714	\$71,099	\$74,654	\$78,387	\$82,306	\$82,306	\$82,306	\$88,479
GA	260	Associate Principal - High School	\$49,323	\$51,729	\$54,255	\$56,908	\$59,693	\$62,618	\$65,689	\$68,914	\$72,299	\$75,854	\$79,587	\$83,506	\$83,506	\$83,506	\$89,679
G	260	Supervisor - Instructional	\$48,123	\$50,529	\$53,055	\$55,708	\$58,493	\$61,418	\$64,489	\$67,714	\$71,099	\$74,654	\$78,387	\$82,306	\$82,306	\$82,306	\$88,479
G	260	Assistant Director	\$48,123	\$50,529	\$53,055	\$55,708	\$58,493	\$61,418	\$64,489	\$67,714	\$71,099	\$74,654	\$78,387	\$82,306	\$82,306	\$82,306	\$88,479
H	260	Administrative Director, SPED	\$60,692	\$62,513	\$64,388	\$66,319	\$68,309	\$70,358	\$72,469	\$74,643	\$76,882	\$79,189	\$81,564	\$84,011	\$84,011	\$84,011	\$90,312
H	260	Director	\$60,692	\$62,513	\$64,388	\$66,319	\$68,309	\$70,358	\$72,469	\$74,643	\$76,882	\$79,189	\$81,564	\$84,011	\$84,011	\$84,011	\$90,312
H	260	Comptroller	\$60,692	\$62,513	\$64,388	\$66,319	\$68,309	\$70,358	\$72,469	\$74,643	\$76,882	\$79,189	\$81,564	\$84,011	\$84,011	\$84,011	\$90,312
H	260	Principal - Elementary School	\$60,692	\$62,513	\$64,388	\$66,319	\$68,309	\$70,358	\$72,469	\$74,643	\$76,882	\$79,189	\$81,564	\$84,011	\$84,011	\$84,011	\$90,312
H	238	Principal - Detention Center	\$55,556	\$57,223	\$58,940	\$60,708	\$62,529	\$64,405	\$66,337	\$68,327	\$70,377	\$72,488	\$74,663	\$76,903	\$76,903	\$76,903	\$82,671
H	260	Principal - Middle School	\$60,692	\$62,513	\$64,388	\$66,319	\$68,309	\$70,358	\$72,469	\$74,643	\$76,882	\$79,189	\$81,564	\$84,011	\$84,011	\$84,011	\$90,312
I	260	Principal - High School	\$85,939	\$88,517	\$91,173	\$93,908	\$96,725	\$99,627	\$102,616	\$105,694	\$108,865	\$112,131	\$115,495	\$118,960	\$118,960	\$118,960	\$127,882
I	260	Chief Financial Officer	\$85,939	\$88,517	\$91,173	\$93,908	\$96,725	\$99,627	\$102,616	\$105,694	\$108,865	\$112,131	\$115,495	\$118,960	\$118,960	\$118,960	\$127,882
I	260	Assistant Superintendent	\$85,939	\$88,517	\$91,173	\$93,908	\$96,725	\$99,627	\$102,616	\$105,694	\$108,865	\$112,131	\$115,495	\$118,960	\$118,960	\$118,960	\$127,882
I	260	Deputy Superintendent	\$85,939	\$88,517	\$91,173	\$93,908	\$96,725	\$99,627	\$102,616	\$105,694	\$108,865	\$112,131	\$115,495	\$118,960	\$118,960	\$118,960	\$127,882



### Teacher Salary Scale SY 2010-2011

Step	10-Month	10.5-Month	11-Month	11-Month Athletic	12-Month
0	\$ 32,811.00	\$ 34,452.00	\$ 36,093.00	\$ 39,094.00	\$ 39,374.00
1	\$ 33,385.00	\$ 35,055.00	\$ 36,724.00	\$ 39,725.00	\$ 40,062.00
2	\$ 33,969.00	\$ 35,668.00	\$ 37,366.00	\$ 40,367.00	\$ 40,763.00
3	\$ 34,552.00	\$ 36,280.00	\$ 38,008.00	\$ 41,009.00	\$ 41,463.00
4	\$ 35,156.00	\$ 36,914.00	\$ 38,672.00	\$ 41,673.00	\$ 42,188.00
5	\$ 35,771.00	\$ 37,560.00	\$ 39,349.00	\$ 42,350.00	\$ 42,926.00
6	\$ 36,397.00	\$ 38,217.00	\$ 40,037.00	\$ 43,038.00	\$ 43,677.00
7	\$ 37,034.00	\$ 38,886.00	\$ 40,738.00	\$ 43,997.00	\$ 44,441.00
8	\$ 37,683.00	\$ 39,568.00	\$ 41,452.00	\$ 44,711.00	\$ 45,220.00
9	\$ 38,342.00	\$ 40,260.00	\$ 42,177.00	\$ 45,436.00	\$ 46,011.00
10	\$ 39,013.00	\$ 40,964.00	\$ 42,915.00	\$ 46,174.00	\$ 46,816.00
11	\$ 39,696.00	\$ 41,681.00	\$ 43,666.00	\$ 46,925.00	\$ 47,636.00
12	\$ 40,390.00	\$ 42,410.00	\$ 44,429.00	\$ 47,949.00	\$ 48,468.00
13	\$ 41,097.00	\$ 43,152.00	\$ 45,207.00	\$ 48,727.00	\$ 49,317.00
14	\$ 41,816.00	\$ 43,907.00	\$ 45,998.00	\$ 49,518.00	\$ 50,180.00
15	\$ 42,548.00	\$ 44,676.00	\$ 46,803.00	\$ 50,323.00	\$ 51,058.00
16	\$ 43,293.00	\$ 45,458.00	\$ 47,623.00	\$ 51,143.00	\$ 51,952.00
17	\$ 44,050.00	\$ 46,253.00	\$ 48,455.00	\$ 52,495.00	\$ 52,860.00
18	\$ 44,821.00	\$ 47,063.00	\$ 49,304.00	\$ 53,344.00	\$ 53,786.00
19	\$ 45,606.00	\$ 47,887.00	\$ 50,167.00	\$ 54,207.00	\$ 54,728.00
20	\$ 46,404.00	\$ 48,725.00	\$ 51,045.00	\$ 55,085.00	\$ 55,685.00
21	\$ 47,216.00	\$ 49,577.00	\$ 51,938.00	\$ 55,978.00	\$ 56,660.00
22	\$ 48,042.00	\$ 50,445.00	\$ 52,847.00	\$ 57,407.00	\$ 57,651.00
23	\$ 48,883.00	\$ 51,328.00	\$ 53,772.00	\$ 58,332.00	\$ 58,660.00
24	\$ 49,738.00	\$ 52,225.00	\$ 54,712.00	\$ 59,272.00	\$ 59,686.00
25	\$ 55,609.00	\$ 58,390.00	\$ 61,170.00	\$ 65,730.00	\$ 66,731.00
26	\$ 56,582.00	\$ 59,412.00	\$ 62,241.00	\$ 66,801.00	\$ 67,899.00
27	\$ 57,572.00	\$ 60,451.00	\$ 63,330.00	\$ 68,390.00	\$ 69,087.00
28	\$ 58,683.00	\$ 61,618.00	\$ 64,552.00	\$ 69,612.00	\$ 70,420.00
29	\$ 59,710.00	\$ 62,696.00	\$ 65,681.00	\$ 70,741.00	\$ 71,652.00
30	\$ 60,755.00	\$ 63,793.00	\$ 66,831.00	\$ 71,891.00	\$ 72,906.00
31	\$ 61,818.00	\$ 64,909.00	\$ 68,000.00	\$ 73,060.00	\$ 74,182.00

# Classified Pay Tables

## Bus Assistant, School Nutrition Worker

Grade A	Step										
		1	2	3	4	5	6	7	8	9	10
	Hourly	\$ 7.43	\$ 7.65	\$ 7.88	\$ 8.12	\$ 8.36	\$ 8.62	\$ 8.86	\$ 9.13	\$ 9.41	\$ 9.69
185 days - 8 hours	\$ 10,997	\$ 11,322	\$ 11,662	\$ 12,012	\$ 12,372	\$ 12,743	\$ 13,125	\$ 13,519	\$ 13,925	\$ 14,343	
	Step										
		11	12	13	14	15	16	17	18	19	20
Hourly	\$ 9.99	\$ 10.28	\$ 10.59	\$ 10.90	\$ 11.23	\$ 11.57	\$ 11.91	\$ 11.91	\$ 11.91	\$ 12.52	
185 days - 8 hours	\$ 14,772	\$ 15,216	\$ 15,672	\$ 16,142	\$ 16,627	\$ 17,126	\$ 17,640	\$ 17,640	\$ 17,640	\$ 18,521	

## Custodian, Delivery Person, School Nutrition Cashier, Groundsman, Parking Lot Attendant, Student Support Asst.

Grade B	Step										
		1	2	3	4	5	6	7	8	9	10
	Hourly	\$ 7.79	\$ 8.03	\$ 8.28	\$ 8.52	\$ 8.77	\$ 9.05	\$ 9.31	\$ 9.59	\$ 9.87	\$ 10.18
185 days - 7 hours	\$ 10,089	\$ 10,399	\$ 10,723	\$ 11,033	\$ 11,357	\$ 11,720	\$ 12,056	\$ 12,419	\$ 12,782	\$ 13,183	
196 days - 7.5 hours	\$ 11,452	\$ 11,808	\$ 12,162	\$ 12,527	\$ 12,902	\$ 13,290	\$ 13,688	\$ 14,099	\$ 14,522	\$ 14,957	
260 days - 8 hours	\$ 16,204	\$ 16,702	\$ 17,222	\$ 17,722	\$ 18,242	\$ 18,824	\$ 19,365	\$ 19,947	\$ 20,530	\$ 21,174	
	Step										
		11	12	13	14	15	16	17	18	19	20
Hourly	\$ 10.49	\$ 10.80	\$ 11.12	\$ 11.45	\$ 11.80	\$ 12.15	\$ 12.52	\$ 12.52	\$ 12.52	\$ 13.15	
185 days - 7 hours	\$ 13,585	\$ 13,986	\$ 14,400	\$ 14,828	\$ 15,281	\$ 15,734	\$ 16,213	\$ 16,213	\$ 16,213	\$ 17,029	
196 days - 7.5 hours	\$ 15,406	\$ 15,868	\$ 16,345	\$ 16,835	\$ 17,340	\$ 17,860	\$ 18,396	\$ 18,396	\$ 18,396	\$ 19,316	
260 days - 8 hours	\$ 21,819	\$ 22,464	\$ 23,130	\$ 23,816	\$ 24,544	\$ 25,272	\$ 26,042	\$ 26,042	\$ 26,042	\$ 27,352	

**School Nutrition Lead Person, Library Assistant, Nursing Assistant, Instructional Assistant I, Health Assistant**

	Step										
	1	2	3	4	5	6	7	8	9	10	
<b>Grade C</b>	Hourly	\$ 8.18	\$ 8.43	\$ 8.69	\$ 8.96	\$ 9.21	\$ 9.50	\$ 9.78	\$ 10.08	\$10.37	\$ 10.69
	185 days - 7 hours	\$ 10,594	\$ 10,923	\$ 11,251	\$ 11,588	\$ 11,936	\$12,294	\$12,663	\$ 13,043	\$13,434	\$ 13,837
	187 days - 7 hours	\$ 10,708	\$ 11,041	\$ 11,372	\$ 11,713	\$ 12,064	\$12,427	\$12,799	\$ 13,183	\$13,578	\$ 13,986
	216 days - 7 hours	\$ 12,369	\$ 12,757	\$ 13,140	\$ 13,534	\$ 13,940	\$14,358	\$14,789	\$ 15,233	\$15,690	\$ 16,160
	227 days - 7.5 hours	\$ 13,927	\$ 14,359	\$ 14,790	\$ 15,234	\$ 15,691	\$16,161	\$16,647	\$ 17,146	\$17,661	\$ 18,190
		11	12	13	14	15	16	17	18	19	20
	Hourly	\$ 11.00	\$ 11.33	\$ 11.67	\$ 12.03	\$ 12.38	\$ 12.75	\$13.15	\$ 13.15	\$ 13.15	\$ 13.79
	185 days - 7 hours	\$ 14,252	\$ 14,680	\$ 15,120	\$ 15,574	\$ 16,041	\$16,523	\$17,018	\$ 17,018	\$17,018	\$ 17,869
	187 days - 7 hours	\$ 14,406	\$ 14,838	\$ 15,283	\$ 15,741	\$ 16,213	\$16,699	\$17,200	\$ 17,200	\$17,200	\$ 18,061
	216 days - 7 hours	\$ 16,645	\$ 17,145	\$ 17,659	\$ 18,189	\$ 18,734	\$19,296	\$19,875	\$ 19,875	\$19,875	\$ 20,869
	227 days - 7.5 hours	\$ 18,736	\$ 19,298	\$ 19,877	\$ 20,473	\$ 21,088	\$21,720	\$22,371	\$ 22,371	\$22,371	\$ 23,490

**Bus Driver, School Nutrition Lead Person/Cashier, Guid Testing Clerk, Head Cust I, Sch Secretary I, Secretary I, and Therapeutic Educ Asst I  
Custodian/Auto Serviceman, School Secretary II**

	Step										
	1	2	3	4	5	6	7	8	9	10	
<b>Grade D</b>	Hourly	\$ 8.59	\$ 8.86	\$ 9.12	\$ 9.39	\$ 9.68	\$ 9.97	\$ 10.26	\$ 10.58	\$ 10.89	\$ 11.22
	185 days - 7 hours	\$ 11,125	\$ 11,469	\$11,813	\$ 12,168	\$12,533	\$ 12,909	\$ 13,296	\$ 13,695	\$ 14,105	\$ 14,529
	185 days - 8 hours	\$ 12,714	\$ 13,107	\$13,500	\$ 13,905	\$14,322	\$ 14,751	\$ 15,194	\$ 15,650	\$ 16,119	\$ 16,603
	216 days - 7.5 hours	\$ 13,916	\$ 14,347	\$ 14,777	\$ 15,220	\$15,677	\$ 16,147	\$ 16,631	\$ 17,130	\$ 17,644	\$ 18,173
	227 days - 7.5 hours	\$ 14,625	\$ 15,077	\$ 15,529	\$ 15,994	\$16,474	\$ 16,969	\$ 17,478	\$ 18,002	\$ 18,542	\$ 19,099
	238 days - 7.5 hours	\$ 15,334	\$ 15,808	\$ 16,282	\$ 16,771	\$17,274	\$ 17,792	\$ 18,326	\$ 18,875	\$ 19,441	\$ 20,025
	260 days - 7.5 hours	\$ 16,751	\$ 17,269	\$ 17,787	\$ 18,320	\$18,870	\$ 19,436	\$ 20,019	\$ 20,620	\$ 21,238	\$ 21,876
	260 days - 8 hours	\$ 17,868	\$ 18,429	\$ 18,970	\$ 19,531	\$20,134	\$ 20,738	\$ 21,341	\$ 22,006	\$ 22,651	\$ 23,338
		11	12	13	14	15	16	17	18	19	20
	Hourly	\$ 11.56	\$ 11.90	\$ 12.26	\$ 12.63	\$ 13.01	\$ 13.39	\$ 13.79	\$ 13.79	\$ 13.79	\$ 14.48
	185 days - 7 hours	\$ 14,965	\$ 15,413	\$ 15,877	\$ 16,353	\$16,843	\$ 17,349	\$ 17,869	\$ 17,869	\$ 17,869	\$ 18,763
	185 days - 8 hours	\$ 17,102	\$ 17,614	\$ 18,143	\$ 18,687	\$19,248	\$ 19,825	\$ 20,419	\$ 20,419	\$ 20,419	\$ 21,441
	216 days - 7.5 hours	\$ 18,719	\$ 19,281	\$ 19,858	\$ 20,454	\$21,068	\$ 21,700	\$ 22,352	\$ 22,352	\$ 22,352	\$ 23,468
	227 days - 7.5 hours	\$ 19,671	\$ 20,262	\$ 20,869	\$ 21,495	\$22,140	\$ 22,804	\$ 23,489	\$ 23,489	\$ 23,489	\$ 24,663
	238 days - 7.5 hours	\$ 20,625	\$ 21,244	\$ 21,882	\$ 22,539	\$23,214	\$ 23,911	\$ 24,628	\$ 24,628	\$ 24,628	\$ 25,859
	260 days - 7.5 hours	\$ 22,531	\$ 23,208	\$ 23,904	\$ 24,621	\$25,359	\$ 26,120	\$ 26,904	\$ 26,904	\$ 26,904	\$ 28,250
	260 days - 8 hours	\$ 24,045	\$ 24,752	\$ 25,501	\$ 26,270	\$27,061	\$ 27,851	\$ 28,683	\$ 28,683	\$ 28,683	\$ 30,118

**Acct Clerk II, Food Service Acct Clerk II, Print Prod Specialist, Student Record Clerk, Tech Clerk, Instructional Asst II, School Nutrition Sec II**

	Step										
	1	2	3	4	5	6	7	8	9	10	
<b>Grade E</b>	Hourly	\$ 9.02	\$ 9.30	\$ 9.58	\$ 9.86	\$ 10.16	\$ 10.47	\$ 10.78	\$ 11.11	\$ 11.44	\$ 11.78
	185 days - 7 hours	\$ 11,681	\$ 12,043	\$ 12,404	\$ 12,776	\$ 13,160	\$ 13,554	\$ 13,961	\$ 14,380	\$ 14,811	\$ 15,256
	216 days - 7 hours	\$ 13,639	\$ 14,059	\$ 14,481	\$ 14,916	\$ 15,363	\$ 15,824	\$ 16,299	\$ 16,788	\$ 17,291	\$ 17,810
	260 days - 7.5 hours	\$ 17,589	\$ 18,133	\$ 18,677	\$ 19,236	\$ 19,813	\$ 20,408	\$ 21,020	\$ 21,651	\$ 22,300	\$ 22,969
		11	12	13	14	15	16	17	18	19	20
	Hourly	\$ 12.14	\$ 12.50	\$ 12.87	\$ 13.26	\$ 13.66	\$ 14.07	\$ 14.48	\$ 14.48	\$ 14.48	\$ 15.21
	185 days - 7 hours	\$ 15,713	\$ 16,184	\$ 16,670	\$ 17,170	\$ 17,685	\$ 18,215	\$ 18,763	\$ 18,763	\$ 18,763	\$ 19,701
	216 days - 7 hours	\$ 18,344	\$ 18,895	\$ 19,462	\$ 20,046	\$ 20,647	\$ 21,266	\$ 21,904	\$ 21,904	\$ 21,904	\$ 22,999
	260 days - 7.5 hours	\$ 23,658	\$ 24,368	\$ 25,099	\$ 25,852	\$ 26,627	\$ 27,426	\$ 28,250	\$ 28,250	\$ 28,250	\$ 29,662

**Facilities Rental Coordinator, School Nutrition Manager I, Head Custodian II, Sch Secretary II, Secretary II, Therapeutic Educ Assistant II  
School Registrar, Student Record Clerk**

	Step										
	1	2	3	4	5	6	7	8	9	10	
<b>Grade F</b>	Hourly	\$ 9.47	\$ 9.76	\$ 10.06	\$ 10.36	\$ 10.67	\$ 10.99	\$ 11.31	\$ 11.66	\$ 12.01	\$ 12.36
	185 days - 7 hours	\$ 12,264	\$ 12,645	\$ 13,024	\$ 13,415	\$ 13,817	\$ 14,232	\$ 14,659	\$ 15,099	\$ 15,552	\$ 16,019
	216 days - 7.5 hours	\$ 15,342	\$ 15,817	\$ 16,291	\$ 16,779	\$ 17,282	\$ 17,801	\$ 18,335	\$ 18,886	\$ 19,452	\$ 20,035
	227 days - 7.5 hours	\$ 16,123	\$ 16,622	\$ 17,121	\$ 17,634	\$ 18,163	\$ 18,708	\$ 19,269	\$ 19,848	\$ 20,443	\$ 21,056
	238 days - 7.5 hours	\$ 16,904	\$ 17,429	\$ 17,952	\$ 18,491	\$ 19,045	\$ 19,616	\$ 20,205	\$ 20,811	\$ 21,435	\$ 22,078
	260 days - 7.5 hours	\$ 18,467	\$ 19,038	\$ 19,609	\$ 20,198	\$ 20,804	\$ 21,428	\$ 22,071	\$ 22,733	\$ 23,415	\$ 24,118
	260 days - 8 hours	\$ 19,698	\$ 20,301	\$ 20,925	\$ 21,549	\$ 22,194	\$ 22,859	\$ 23,525	\$ 24,253	\$ 24,981	\$ 25,709
		11	12	13	14	15	16	17	18	19	20
	Hourly	\$ 12.74	\$ 13.12	\$ 13.52	\$ 13.92	\$ 14.34	\$ 14.77	\$ 15.21	\$ 15.21	\$ 15.21	\$ 15.97
	185 days - 7 hours	\$ 16,499	\$ 16,993	\$ 17,504	\$ 18,028	\$ 18,569	\$ 19,126	\$ 19,701	\$ 19,701	\$ 19,701	\$ 20,685
	216 days - 7.5 hours	\$ 20,637	\$ 21,256	\$ 21,893	\$ 22,550	\$ 23,227	\$ 23,923	\$ 24,641	\$ 24,641	\$ 24,641	\$ 25,873
	227 days - 7.5 hours	\$ 21,688	\$ 22,339	\$ 23,008	\$ 23,698	\$ 24,410	\$ 25,142	\$ 25,896	\$ 25,896	\$ 25,896	\$ 27,192
	238 days - 7.5 hours	\$ 22,740	\$ 23,423	\$ 24,125	\$ 24,849	\$ 25,595	\$ 26,363	\$ 27,154	\$ 27,154	\$ 27,154	\$ 28,511
	260 days - 7.5 hours	\$ 24,841	\$ 25,586	\$ 26,354	\$ 27,144	\$ 27,959	\$ 28,798	\$ 29,662	\$ 29,662	\$ 29,662	\$ 31,145
	260 days - 8 hours	\$ 26,499	\$ 27,290	\$ 28,122	\$ 28,954	\$ 29,827	\$ 30,722	\$ 31,637	\$ 31,637	\$ 31,637	\$ 33,218

**Lead Groundsman/Landscaper, Maintenance Craftsman I, Tutor**

	Step										
	1	2	3	4	5	6	7	8	9	10	
<b>Grade G</b>	Hourly	\$ 9.94	\$ 10.25	\$ 10.56	\$ 10.87	\$ 11.20	\$ 11.54	\$ 11.88	\$ 12.24	\$ 12.61	\$ 12.98
	185 days - 7 hours	\$ 12,873	\$ 13,278	\$ 13,676	\$ 14,085	\$ 14,509	\$ 14,944	\$ 15,392	\$ 15,854	\$ 16,329	\$ 16,819
	260 days - 8 hours	\$ 20,676	\$ 21,320	\$ 21,965	\$ 22,610	\$ 23,296	\$ 24,003	\$ 24,710	\$ 25,459	\$ 26,229	\$ 26,998
		11	12	13	14	15	16	17	18	19	20
	Hourly	\$ 13.37	\$ 13.77	\$ 14.20	\$ 14.62	\$ 15.06	\$ 15.50	\$ 15.97	\$ 15.97	\$ 15.97	\$ 16.77
	185 days - 7 hours	\$ 17,323	\$ 17,843	\$ 18,379	\$ 18,930	\$ 19,498	\$ 20,083	\$ 20,685	\$ 20,685	\$ 20,685	\$ 21,720
	260 days - 8 hours	\$ 27,810	\$ 28,642	\$ 29,536	\$ 30,410	\$ 31,325	\$ 32,240	\$ 33,218	\$ 33,218	\$ 33,218	\$ 34,882

**Bus Driver/Trainer, Food Service Mgr II, Head Custodian III, Office Mgr I, Sch Secretary III, Secretary III, Textbook Clerk/Desktop Publisher**

	Step										
	1	2	3	4	5	6	7	8	9	10	
<b>Grade H</b>	Hourly	\$ 10.44	\$ 10.76	\$ 11.09	\$ 11.42	\$ 11.77	\$ 12.12	\$ 12.48	\$ 12.85	\$ 13.24	\$ 13.64
	185 days - 8 hours	\$ 15,452	\$ 15,931	\$ 16,409	\$ 16,901	\$ 17,408	\$ 17,931	\$ 18,469	\$ 19,022	\$ 19,594	\$ 20,181
	238 days - 7.5 hours	\$ 18,636	\$ 19,215	\$ 19,791	\$ 20,385	\$ 20,996	\$ 21,627	\$ 22,275	\$ 22,943	\$ 23,632	\$ 24,340
	260 days - 7.5 hours	\$ 20,358	\$ 20,990	\$ 21,620	\$ 22,269	\$ 22,937	\$ 23,625	\$ 24,333	\$ 25,063	\$ 25,815	\$ 26,590
	260 days - 8 hours	\$ 21,716	\$ 22,381	\$ 23,067	\$ 23,754	\$ 24,482	\$ 25,210	\$ 25,958	\$ 26,728	\$ 27,539	\$ 28,371
		11	12	13	14	15	16	17	18	19	20
	Hourly	\$ 14.05	\$ 14.46	\$ 14.90	\$ 15.35	\$ 15.81	\$ 16.29	\$ 16.77	\$ 16.77	\$ 16.77	\$ 17.61
	185 days - 8 hours	\$ 20,786	\$ 21,410	\$ 22,052	\$ 22,714	\$ 23,396	\$ 24,098	\$ 24,820	\$ 24,820	\$ 24,820	\$ 26,061
	238 days - 7.5 hours	\$ 25,070	\$ 25,823	\$ 26,598	\$ 27,395	\$ 28,217	\$ 29,064	\$ 29,936	\$ 29,936	\$ 29,936	\$ 31,433
	260 days - 7.5 hours	\$ 27,387	\$ 28,209	\$ 29,055	\$ 29,926	\$ 30,825	\$ 31,749	\$ 32,702	\$ 32,702	\$ 32,702	\$ 34,337
	260 days - 8 hours	\$ 29,224	\$ 30,077	\$ 30,992	\$ 31,928	\$ 32,885	\$ 33,883	\$ 34,882	\$ 34,882	\$ 34,882	\$ 36,629

**Account Clerk III, Automotive Mechanic I, Grounds Foreman, Maintenance Craftsman II, Office Manager II, Payroll Clerk**

	Step										
	1	2	3	4	5	6	7	8	9	10	
<b>Grade I</b>	Hourly	\$ 10.96	\$ 11.30	\$ 11.64	\$ 11.99	\$ 12.35	\$ 12.72	\$ 13.10	\$ 13.50	\$ 13.90	\$ 14.32
	260 days - 7.5 hours	\$ 21,372	\$ 22,039	\$ 22,700	\$ 23,382	\$ 24,083	\$ 24,806	\$ 25,550	\$ 26,316	\$ 27,105	\$ 27,919
	260 days - 8 hours	\$ 22,797	\$ 23,504	\$ 24,211	\$ 24,939	\$ 25,688	\$ 26,458	\$ 27,248	\$ 28,080	\$ 28,912	\$ 29,786
		11	12	13	14	15	16	17	18	19	20
	Hourly	\$ 14.75	\$ 15.19	\$ 15.65	\$ 16.12	\$ 16.60	\$ 17.10	\$ 17.61	\$ 17.61	\$ 17.61	\$ 18.49
	260 days - 7.5 hours	\$ 28,757	\$ 29,620	\$ 30,508	\$ 31,423	\$ 32,366	\$ 33,337	\$ 34,337	\$ 34,337	\$ 34,337	\$ 36,053
	260 days - 8 hours	\$ 30,680	\$ 31,595	\$ 32,552	\$ 33,530	\$ 34,528	\$ 35,568	\$ 36,629	\$ 36,629	\$ 36,629	\$ 38,459

**Educational Interpreter I**

Grade J	Step										
		1	2	3	4	5	6	7	8	9	10
	Hourly	\$ 11.51	\$ 11.87	\$ 12.22	\$ 12.59	\$ 12.96	\$ 13.35	\$ 13.76	\$ 14.17	\$ 14.60	\$ 15.03
185 days - 7.5 hours	\$ 15,971	\$ 16,466	\$ 16,960	\$ 17,468	\$ 17,993	\$ 18,533	\$ 19,088	\$ 19,661	\$ 20,251	\$ 20,859	
	Step										
		11	12	13	14	15	16	17	18	19	20
Hourly	\$ 15.48	\$ 15.95	\$ 16.43	\$ 16.92	\$ 17.43	\$ 17.95	\$ 18.49	\$ 18.49	\$ 18.49	\$ 19.41	
185 days - 7.5 hours	\$ 21,484	\$ 22,129	\$ 22,793	\$ 23,477	\$ 24,181	\$ 24,907	\$ 25,654	\$ 25,654	\$ 25,654	\$ 26,936	

**Diesel Mechanic, Secretary IV**

Grade K	Step										
		1	2	3	4	5	6	7	8	9	10
	Hourly	\$ 12.09	\$ 12.46	\$ 12.84	\$ 13.22	\$ 13.62	\$ 14.03	\$ 14.44	\$ 14.87	\$ 15.33	\$ 15.79
260 days - 7.5 hours	\$ 23,576	\$ 24,299	\$ 25,028	\$ 25,780	\$ 26,553	\$ 27,349	\$ 28,170	\$ 29,015	\$ 29,885	\$ 30,783	
260 days - 8 hours	\$ 25,148	\$ 25,917	\$ 26,707	\$ 27,498	\$ 28,330	\$ 29,182	\$ 30,035	\$ 30,930	\$ 31,886	\$ 32,843	
	Step										
		11	12	13	14	15	16	17	18	19	20
Hourly	\$ 16.26	\$ 16.75	\$ 17.25	\$ 17.77	\$ 18.30	\$ 18.85	\$ 19.41	\$ 19.41	\$ 19.41	\$ 20.38	
260 days - 7.5 hours	\$ 31,706	\$ 32,657	\$ 33,636	\$ 34,646	\$ 35,685	\$ 36,755	\$ 37,858	\$ 37,858	\$ 37,858	\$ 39,751	
260 days - 8 hours	\$ 33,821	\$ 34,840	\$ 35,880	\$ 36,962	\$ 38,064	\$ 39,208	\$ 40,373	\$ 40,373	\$ 40,373	\$ 42,390	

**Dispatcher, Educ Interpreter II, Food Srv Field Manager, Purchasing Clerk**

Grade L	Step										
		1	2	3	4	5	6	7	8	9	10
	Hourly	\$ 12.69	\$ 13.08	\$ 13.47	\$ 13.88	\$ 14.30	\$ 14.73	\$ 15.17	\$ 15.63	\$ 16.10	\$ 16.58
185 days - 7.5 hours	\$ 17,608	\$ 18,154	\$ 18,699	\$ 19,260	\$ 19,837	\$ 20,432	\$ 21,046	\$ 21,677	\$ 22,327	\$ 22,997	
260 days - 7.5 hours	\$ 24,746	\$ 25,515	\$ 26,280	\$ 27,069	\$ 27,881	\$ 28,717	\$ 29,579	\$ 30,466	\$ 31,379	\$ 32,322	
	Step										
		11	12	13	14	15	16	17	18	19	20
Hourly	\$ 17.07	\$ 17.58	\$ 18.12	\$ 18.66	\$ 19.22	\$ 19.80	\$ 20.38	\$ 20.38	\$ 20.38	\$ 21.40	
185 days - 7.5 hours	\$ 23,687	\$ 24,397	\$ 25,129	\$ 25,884	\$ 26,660	\$ 27,460	\$ 28,283	\$ 28,283	\$ 28,283	\$ 29,697	
260 days - 7.5 hours	\$ 33,290	\$ 34,289	\$ 35,318	\$ 36,378	\$ 37,470	\$ 38,593	\$ 39,751	\$ 39,751	\$ 39,751	\$ 41,738	

**Truancy Officer**

Grade O	Step										
		1	2	3	4	5	6	7	8	9	10
	Hourly	\$ 14.70	\$ 15.15	\$ 15.61	\$ 16.07	\$ 16.54	\$ 17.05	\$ 17.55	\$ 18.08	\$ 18.63	\$ 19.19
227 days - 7.5 hours	\$ 25,027	\$ 25,787	\$ 26,561	\$ 27,358	\$ 28,179	\$ 29,024	\$ 29,895	\$ 30,792	\$ 31,716	\$ 32,667	
	Step										
		11	12	13	14	15	16	17	18	19	20
Hourly	\$ 19.76	\$ 20.36	\$ 20.97	\$ 21.60	\$ 22.25	\$ 22.91	\$ 23.59	\$ 23.59	\$ 23.59	\$ 24.78	
227 days - 7.5 hours	\$ 33,647	\$ 34,656	\$ 35,696	\$ 36,767	\$ 37,870	\$ 39,006	\$ 40,176	\$ 40,176	\$ 40,176	\$ 42,185	

**Academic Coach, Athletic Academic Coach, Accountant, Automotive Mechanic II, Exec Asst to Superintendent, F.S. Operations Mgr, School Nutrition Oper. Mgr., Research Assistant/Webmaster**

Grade P	Step										
		1	2	3	4	5	6	7	8	9	10
	Hourly	\$ 15.42	\$ 15.90	\$ 16.38	\$ 16.87	\$ 17.38	\$ 17.90	\$ 18.44	\$ 18.99	\$ 19.56	\$ 20.16
238 days - 7.5 hours	\$ 27,525	\$ 28,390	\$ 29,242	\$ 30,119	\$ 31,023	\$ 31,953	\$ 32,912	\$ 33,899	\$ 34,916	\$ 35,964	
260 days - 7.5 hours	\$ 30,069	\$ 31,012	\$ 31,942	\$ 32,901	\$ 33,888	\$ 34,904	\$ 35,952	\$ 37,031	\$ 38,141	\$ 39,285	
260 days - 8 hours	\$ 32,074	\$ 33,072	\$ 34,070	\$ 35,090	\$ 36,150	\$ 37,232	\$ 38,355	\$ 39,499	\$ 40,685	\$ 41,933	
	Step										
		11	12	13	14	15	16	17	18	19	20
Hourly	\$ 20.75	\$ 21.37	\$ 22.01	\$ 22.67	\$ 23.36	\$ 24.06	\$ 24.78	\$ 24.78	\$ 24.78	\$ 26.01	
238 days - 7.5 hours	\$ 37,043	\$ 38,154	\$ 39,299	\$ 40,477	\$ 41,692	\$ 42,943	\$ 44,231	\$ 44,231	\$ 44,231	\$ 46,442	
260 days - 7.5 hours	\$ 40,464	\$ 41,677	\$ 42,928	\$ 44,216	\$ 45,542	\$ 46,908	\$ 48,316	\$ 48,316	\$ 48,316	\$ 50,731	
260 days - 8 hours	\$ 43,160	\$ 44,450	\$ 45,781	\$ 47,154	\$ 48,589	\$ 50,045	\$ 51,542	\$ 51,542	\$ 51,542	\$ 54,101	

**Technology Technician, TV Media Specialist, Licensure Specialist, Contract Specialist**

Grade Q	Step										
		1	2	3	4	5	6	7	8	9	10
	Hourly	\$ 16.20	\$ 16.70	\$ 17.20	\$ 17.72	\$ 18.25	\$ 18.80	\$ 19.36	\$ 19.94	\$ 20.54	\$ 21.14
260 days - 7.5 hours	\$ 31,590	\$ 32,563	\$ 33,540	\$ 34,547	\$ 35,583	\$ 36,650	\$ 37,750	\$ 38,883	\$ 40,049	\$ 41,251	
	Step										
		11	12	13	14	15	16	17	18	19	20
Hourly	\$ 21.79	\$ 22.44	\$ 23.11	\$ 23.81	\$ 24.52	\$ 25.26	\$ 26.01	\$ 26.01	\$ 26.01	\$ 27.32	
260 days - 7.5 hours	\$ 42,488	\$ 43,763	\$ 45,076	\$ 46,428	\$ 47,820	\$ 49,255	\$ 50,732	\$ 50,732	\$ 50,732	\$ 53,270	



**Accountant/Kronos Admin, Educational Interpreter III, Supv. Maintenance Svs, School/Community Caseworker**

	Step										
	1	2	3	4	5	6	7	8	9	10	
<b>Grade R</b>	Hourly	\$ 17.00	\$ 17.53	\$ 18.06	\$ 18.60	\$ 19.17	\$ 19.73	\$ 20.33	\$ 20.94	\$ 21.57	\$ 22.21
	185 days - 7.5 hours	\$ 23,588	\$ 24,328	\$ 25,058	\$ 25,810	\$ 26,584	\$ 27,382	\$ 28,203	\$ 29,049	\$ 29,920	\$ 30,818
	260 days - 7.5 hours	\$ 33,150	\$ 34,190	\$ 35,216	\$ 36,273	\$ 37,360	\$ 38,481	\$ 39,636	\$ 40,825	\$ 42,050	\$ 43,311
		11	12	13	14	15	16	17	18	19	20
	Hourly	\$ 22.88	\$ 23.56	\$ 24.27	\$ 25.00	\$ 25.76	\$ 26.52	\$ 27.32	\$ 27.32	\$ 27.32	\$ 28.68
	185 days - 7.5 hours	\$ 31,743	\$ 32,695	\$ 33,676	\$ 34,686	\$ 35,727	\$ 36,798	\$ 37,903	\$ 37,903	\$ 37,903	\$ 39,798
	260 days - 7.5 hours	\$ 44,611	\$ 45,949	\$ 47,327	\$ 48,748	\$ 50,210	\$ 51,716	\$ 53,268	\$ 53,268	\$ 53,268	\$ 55,931

**Homebound Instructor, Remediation Lab Specialist, School Nurse, Student Services Specialist, Truancy Officer/Parent Facilitator**

	Step										
	1	2	3	4	5	6	7	8	9	10	
<b>Grade S</b>	Hourly	\$ 17.86	\$ 18.41	\$ 18.96	\$ 19.53	\$ 20.11	\$ 20.72	\$ 21.35	\$ 21.98	\$ 22.64	\$ 23.33
	185 days - 7 hours	\$ 23,129	\$ 23,843	\$ 24,558	\$ 25,294	\$ 26,054	\$ 26,834	\$ 27,640	\$ 28,469	\$ 29,323	\$ 30,203
	196 days - 7.5 hours	\$ 26,255	\$ 27,064	\$ 27,876	\$ 28,712	\$ 29,573	\$ 30,460	\$ 31,374	\$ 32,315	\$ 33,285	\$ 34,283
	200 days - 7.5 hours	\$ 26,790	\$ 27,616	\$ 28,444	\$ 29,297	\$ 30,176	\$ 31,081	\$ 32,014	\$ 32,974	\$ 33,964	\$ 34,983
	238 days - 7.5 hours	\$ 31,881	\$ 32,858	\$ 33,844	\$ 34,859	\$ 35,904	\$ 36,978	\$ 38,087	\$ 39,230	\$ 40,407	\$ 41,620
		11	12	13	14	15	16	17	18	19	20
	Hourly	\$ 24.02	\$ 24.75	\$ 25.49	\$ 26.24	\$ 27.03	\$ 27.86	\$ 28.68	\$ 28.68	\$ 28.68	\$ 30.12
	185 days - 7 hours	\$ 31,109	\$ 32,042	\$ 33,004	\$ 33,993	\$ 35,013	\$ 36,064	\$ 37,146	\$ 37,146	\$ 37,146	\$ 39,004
	196 days - 7.5 hours	\$ 35,312	\$ 36,372	\$ 37,462	\$ 38,586	\$ 39,744	\$ 40,937	\$ 42,165	\$ 42,165	\$ 42,165	\$ 44,272
	200 days - 7.5 hours	\$ 36,032	\$ 37,112	\$ 38,226	\$ 39,373	\$ 40,554	\$ 41,771	\$ 43,024	\$ 43,024	\$ 43,024	\$ 45,175
	238 days - 7.5 hours	\$ 42,868	\$ 44,154	\$ 45,479	\$ 46,843	\$ 48,248	\$ 49,695	\$ 51,187	\$ 51,187	\$ 51,187	\$ 53,746

**Asst Network Admin, COTA, Lead Educ Interpreter, Network Admin, Physical Therapy Asst, Sch Nurse Coord, System Analyst/Programmer  
Benefits Specialist, Accounting Supervisor, Payroll Supervisor**

	Step										
	1	2	3	4	5	6	7	8	9	10	
<b>Grade T</b>	Hourly	\$ 18.75	\$ 19.33	\$ 19.91	\$ 20.51	\$ 21.12	\$ 21.76	\$ 22.41	\$ 23.08	\$ 23.78	\$ 24.49
	185 days - 7.5 hours	\$ 26,016	\$ 26,822	\$ 27,627	\$ 28,455	\$ 29,309	\$ 30,188	\$ 31,094	\$ 32,027	\$ 32,988	\$ 33,977
	196 days - 7.5 hours	\$ 27,563	\$ 28,417	\$ 29,270	\$ 30,148	\$ 31,053	\$ 31,983	\$ 32,944	\$ 33,931	\$ 34,949	\$ 35,998
	260 days - 7.5 hours	\$ 36,563	\$ 37,696	\$ 38,827	\$ 39,992	\$ 41,192	\$ 42,427	\$ 43,700	\$ 45,011	\$ 46,362	\$ 47,752
		11	12	13	14	15	16	17	18	19	20
	Hourly	\$ 25.22	\$ 25.98	\$ 26.75	\$ 27.56	\$ 28.39	\$ 29.23	\$ 30.12	\$ 30.12	\$ 30.12	\$ 31.62
	185 days - 7.5 hours	\$ 34,997	\$ 36,047	\$ 37,128	\$ 38,242	\$ 39,389	\$ 40,571	\$ 41,788	\$ 41,788	\$ 41,788	\$ 43,877
	196 days - 7.5 hours	\$ 37,078	\$ 38,190	\$ 39,337	\$ 40,516	\$ 41,732	\$ 42,983	\$ 44,273	\$ 44,273	\$ 44,273	\$ 46,487
	260 days - 7.5 hours	\$ 49,185	\$ 50,661	\$ 52,180	\$ 53,746	\$ 55,358	\$ 57,019	\$ 58,730	\$ 58,730	\$ 58,730	\$ 61,666

# Agenda Report

**Date:** 06/01/10

**Agenda Number:** B-4

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent  
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration

**Subject:** School Board Policy 5-17.1: Early Retirement Incentive Plan

## **Summary/Description:**

As part of its 2010-11 budget, the Lynchburg City School Board modified the employee benefits structure. The modifications included the requirement that participants in the Early Retirement Incentive Plan pay a portion of their group medical benefit. The school administration recommends changes to School Board Policy 5-17.1: Early Retirement Incentive Plan to reflect that requirement.

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

## **Recommendation:**

The superintendent recommends that the school board approve revisions to School Board Policy 5-17.1: Early Retirement Incentive Plan.

## PERSONNEL

**Early Retirement Incentive Plan P 5-17.1****A. Requirements for Participation in the Plan**

1. Any full-time employee of the school board who is a member of the Virginia Retirement System (VRS) is eligible to retire under the Early Retirement Incentive Plan beginning at age 50, provided he/she has completed 25 years in public education and 10 continuous years of service in the Lynchburg City Schools immediately preceding retirement. In addition, the employee cannot be eligible for disability retirement benefits under VRS.

The retired employee must complete the application process to begin receiving benefits from the Virginia Retirement System in order to participate with said retirement plan effective the first day after the last workday of the existing contract.

2. Each employee electing early retirement under this plan shall be paid an annual supplement for services rendered, based on 20 percent of the salary he/she received during the last year of employment as reported to VRS. A person electing early retirement may continue in the plan until the earlier of (1) participation in the plan for five years, (2) termination of the agreement by the employee, (3) termination of the agreement by the superintendent because the employee failed to complete assigned duties in a manner that meets the standards of the Lynchburg City Schools, or (4) death of the retired employee.

To be eligible, the individual must complete an application for the Early Retirement Incentive Plan and turn it into the Department of Personnel before May 1 of the current school year. Eligibility is not retroactive to individuals who retired prior to the adoption date of this policy.

3. Each 10-month employee retiring under the plan will be eligible to perform services for a period not to exceed 20 days per school year for five consecutive years. Each 10.5-month employee retiring under the plan will be eligible to perform services for a period not to exceed 21 days per school year for five consecutive years. Each 11-month employee retiring under the plan will be eligible to perform services for a period not to exceed 22 days per school year for five consecutive years. Each 12-month employee retiring under the plan will be eligible to perform services for a period not to exceed 24 days per school year for five consecutive years. Assignments must be approved by the superintendent or designee and be in the best interest of the school division. Prior to participating in this plan, an eligible employee must have a bona fide break in service of at least 30 calendar days during a time when he/she would normally have been working. A retiree will be paid only for days worked. If a retiree desires to substitute teach or perform other

## PERSONNEL

Early Retirement Incentive Plan (continued)

duties after he has completed the number of eligible early retirement days, he/she will be paid at the existing substitute teacher or related rate at that time.

B. Additional Procedures for Implementing the Plan

1. A supervisor, generally the supervisor of the retiree at the end of retirement, designated by the director of personnel, will report the days worked by the retiree. Assignments for retirees will be based on previous job code where possible. On the first business day of each month, the supervisor will report these days through miscellaneous payroll to the Department of Finance. The supervisor's report will reflect the days that the retiree worked during the previous month.
2. As outlined in section A. 2., Lynchburg City Schools agrees to pay the employee for services rendered on a pro rata daily basis for days worked. The school division will deduct taxes. Lynchburg City Schools will pay the matching share of social security. It is imperative that a person considering early retirement consult with the Social Security Administration.
3. If the employee is otherwise eligible, Lynchburg City Schools will pay **{a portion of}** ~~for~~ the cost of the employee-only low option hospitalization insurance for the participant in the Early Retirement Incentive Plan up to five years or until age 65. This does not include vision or dental insurance which may be added for an additional fee to the retiree. Also, if the employee would prefer the high option employee-only hospitalization insurance, he/she may choose the high option employee-only insurance and pay the difference between the low-option and high-option premiums. The employee may not increase insurance coverage beyond what he/she had at the beginning of his/her last full year of employment. He/she will not be eligible for other fringe benefits. At age 65, the retiree will move his/her health coverage to Medicare. If the employee currently has spouse and/or family health insurance coverage on the school division's plan, that coverage may continue as long as the employee remains eligible for the Early Retirement Incentive Plan. Lynchburg City Schools will not pay the spouse/family portion of the premium. The spouse, at age 65, will move to Medicare for health coverage. If an employee exits the Early Retirement Incentive Plan, Lynchburg City Schools will no longer pay for health insurance.
4. As needed, the superintendent may develop rules, regulations, and procedures for proper implementation of the plan. This includes requirements for participation in this plan to maintain appropriate skills and expertise in the

PERSONNEL

Early Retirement Incentive Plan (continued)

work force.

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The superintendent is authorized to declare an individual ineligible for continuation in the Early Retirement Incentive Plan if the employee does not meet the participation requirements. Examples of these requirements, include but are not limited to, failure to report, failure to properly complete job requirements, or refusal to accept assignments.

5. Continuation of the plan is subject to annual funding. A retiree who is approved to enter the Early Retirement Incentive Plan will be allowed to complete the plan as outlined in section A. 2. An individual must work at least five days each year to retain eligibility for continuation in the plan.
6. In unusual circumstances, the superintendent may make recommendations to the school board for exceptions to the conditions of this policy.

Adopted by School Board: April 7, 2009

Revised by School Board:

# Agenda Report

**Date:** 06/01/10

**Agenda Number:** B-5

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent  
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration

**Subject:** School Board Policy 5-33: Insurance

## **Summary/Description:**

During the development of its 2010-11 general operating budget, the school board modified the employee benefits structure. The modifications include the requirement that employees pay a portion of group hospitalization premiums and that the group dental and vision insurance plan be an option that employees would fund. The school administration recommends changes to School Board Policy 5-33: Insurance to reflect this requirement.

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

## **Recommendation:**

The superintendent recommends that the school board approved revisions to School Board Policy 5-33: Insurance.

PERSONNEL

**Insurance/Retirement Plan P 5-33**

A. Insurance

1. State Worker's Compensation

Injuries to employees from accidents in the line of duty are compensable under the state worker's compensation act.

The superintendent shall develop regulations for the required reports to project the employee's rights as well as those of the school board.

2. Accident Insurance

The student accident and dental insurance plan which covers school-associated accidents is available to employees at the individual's expense.

3. Hospitalization and Major Medical Insurance

The school board provides hospitalization and major medical insurance for all full-time employees. **{A portion of the}** Ppremiums are paid by the school board. Family members may be added at the employee's expense. Part-time employees working a minimum of one-half the contract hours of full-time employees in the same job classification are eligible to participate in this insurance but are responsible for a portion of the cost as determined by the school board.

4. Group Dental **{and Vision}** Insurance

The school board provides a group dental **{and vision}** insurance for all full-time employees. ~~Premiums are paid by the school board.~~ **{Employees are responsible for the premiums.}** Family members may be added at the employee's expense. Part-time employees working a minimum of one-half the contract hours of full-time employees in the same job classification are eligible to participate in this insurance but are responsible for ~~a portion of~~ the cost as determined by the school board.

5. Group Life Insurance

The school board provides a group life insurance program through the Virginia Retirement System for all full-time employees. Premiums are paid by the school board.



PERSONNEL

Insurance/Retirement Plan P5-33

6. Liability Insurance

The school board carries a blanket general and legal liability policy for all employees. Premiums are paid by the school board.

B. Retirement Plan

Membership in the Virginia Retirement System is mandatory for all full-time employees.

Legal Reference:

Code of Va §2.1-20.1:02. Health insurance program for employees of local governments, local officers, teachers, etc., definitions.--"A. The Department of Personnel and Training shall establish a plan or plans subject to the approval of the Governor, for providing health insurance coverage for employees of local governments, local officers, teachers, and retirees, and the dependents of such employees, officers, teachers and retirees. The plan or plans shall be rated separately from the plan established pursuant to § 2.1-20.1 to provide health and related insurance coverage for state employees. Participation in such insurance plan, or plans shall be (i) voluntary, (ii) approved by the participant's respective governing body, or by the local school board in the case of teachers, and (iii) subject to regulations promulgated by the Department . . . ." (1989)

Code of Va., § 22.1-85. Fund for payment of hospital, medical, etc., services provided officers, employees and dependents.--"Any school board may establish a fund for the payment of hospital, medical, surgical and related services provided any of its officers, employees and their dependents out of funds appropriated to the school board or by payroll deductions, or other mode consistent with state and federal income tax law and regulations. In addition, any school board may establish a fund for the payment of expenses incurred by its officers and employees for dependent care assistance through payroll deduction or other mode consistent with state and federal income tax law and regulations." (1993)

- Adopted by School Board: June 19, 1973
- Revised by School Board: November 20, 1973
- Revised by School Board: September 17, 1974
- Revised by School Board: September 17, 1976
- Revised by School Board: August 6, 1977
- Revised by School Board: August 2, 1983
- Revised by School Board: January 18, 2000
- Revised by School Board:

# Agenda Report

**Date:** 06/01/10

**Agenda Number:** B-6

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent  
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration

**Subject:** School Board Policy 5-36: Fringe Benefits

## **Summary/Description:**

In meeting the budgetary challenges for the 2010-11 school year, the school board modified the employee benefits structure. The modifications include the requirement that employees pay a portion of group hospitalization premiums making the group dental and vision insurance plan an option of employee expense. The school administration recommends changes to School Board Policy 5-36: Fringe Benefits to reflect this requirement.

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

## **Recommendation:**

The superintendent recommends that the school board approve School Board Policy 5-36: Fringe Benefits.

PERSONNEL

**Fringe Benefits P 5-36**

A. Fringe Benefits – Full-time Employees

- Virginia Supplemental Retirement System (see P 5-33)
- Virginia Supplemental Retirement System--Life Insurance (see P 5-33)
- Sick Leave (see P & R 5-38)
- Personal Leave—Full-time employees not eligible for vacation leave (see P & R 5-40)
- Group Hospitalization **{ - school board pays a portion of the cost}** (see P 5-33)
- Tuition Refund (see P & R 5-35)
- Professional and Legal Liability Insurance (see P 5-33)
- Worker's Compensation (see P 5-33)
- Social Security (see R 5-32)
- Paid Vacation and Holidays—Administrative and Certain Classified Personnel (see P 5-43 & P 5-56)
- Military Leave (see P 5-42)
- Special Leave (see P 5-41)
- Group Dental **{and Vision}** Insurance **{- employees are responsible for the cost}** (see P 5-33)

B. Fringe Benefits for Part-time and Temporary Employees

- Sick Leave (see P & R 5-38)
- Professional and Legal Liability Insurance (see P 5-33)
- Worker's Compensation (see P 5-33)
- Paid Holidays--Administrative and Certain Classified Personnel (see P 5-56)
- Social Security (see R 5-32)
- Military Leave (see P 5-42)
- Special Leave (see P 5-41)
- Group Hospitalization - school board pays a portion of the cost (see P 5-33)
- Group Dental **{and Vision}** - school board pays a portion of **{employees are responsible for}** the cost (see P 5-33)

C. Fringe Benefits for Retirees

Any employee covered by group dental**{, and/or vision,}** and/or hospitalization insurance who retires from Lynchburg City Schools under provisions of the Virginia Retirement System and who has a minimum of ten (10) years of service with the Lynchburg City Schools prior to retirement, may participate at group rates and at his/her own expense in the following programs:

- Group Dental **{and Vision}** Insurance
- Group Hospitalization (Health) Insurance

PERSONNEL

Fringe Benefits (Continued)

Eligibility for coverage ends at the age of eligibility for Medicare.

The level of support provided by the school division is determined annually by the Lynchburg City School Board

Adopted by School Board: June 20, 1973

Revised by School Board: September 17, 1974

Revised by School Board: September 6, 1974

Revised by School Board: September 1, 1981

Revised by School Board: August 2, 1983

Revised by School Board: January 18, 2000

Revised by School Board: September 19, 2000

# Agenda Report

**Date:** 06/01/10

**Agenda Number:** B-7

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent  
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration

**Subject:** School Board Policy 5-56: Holidays

## **Summary/Description:**

Modifications had been made to the Code of Virginia §2.2-330 which precipitate the need to revise School Board Policy 5-56: Holidays. Those revisions appear on the attachment to this agenda report. The changes include the designation of Lee-Jackson Day from the third Monday in January to the Friday prior to the third Monday in January. Also, the third Monday in January has been designated as Martin Luther King, Jr., Day. Further, Memorial Day will now include those veterans who lost their lives in defending this country during Operation Desert Shield-Desert Storm which took place from 1990-91.

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

## **Recommendation:**

The superintendent recommends that the school board approve School Board Policy 5-56: Holidays.

PERSONNEL

**Holidays P 5-56**

Each year the board shall determine the holidays to be taken by the employees of the board.

Legal Reference: ~~(1992) Amendment added Desert Shield-Desert Storm (1990-1991) Code of Va., {1950, §2.2-3300} – § 2.1-21.~~ Legal holidays.--"It is the policy of the Commonwealth to fix and set aside certain days in the calendar year as legal holidays for the people of Virginia to honor and commemorate such holidays so established. In each year, the following days are designated as legal holidays:

January 1--New Year's Day.

**{The Friday preceding the third Monday in January – Lee-Jackson Day to honor Robert Edward Lee (1807 – 1870) and Thomas Jonathan (Stonewall) Jackson (1824-163), defenders of causes.}**

The third Monday in January--~~Lee-Jackson-King Day to honor Robert Edward Lee (1806-1870), Thomas Jonathan (Stonewall) Jackson (1824-1863), and Martin Luther King, Jr., (1929-1968), defenders of causes.~~ **{ - Martin Luther King, Jr., Day to honor Martin Luther King, Jr.,(1929-1968), defender of causes.}**

The third Monday in February--George Washington Day to honor George Washington (1732-1799), the first President of the United States of America.

The last Monday in May - Memorial Day to honor all persons who made the supreme sacrifice in giving their lives in defense of Virginia and the United States of America in the following wars and engagements and otherwise:

Indian Uprising (1622), French and Indian Wars (1754-1763), Revolutionary War (1775-1783), War of 1812 (1812-1815), Mexican War (1846-1848), War Between the States (1861-1865), Spanish American War (1898), World War I (1917-1918), World War II (1941-1945), Korean War (1950-1953), and the Vietnam War (1965-1973)**{, and Operation Desert Shield-Desert Storm (1990-1991)}**. On this day all flags, national, state and local, shall be flown at half staff or mast to honor and acknowledge respect for those who made the supreme sacrifice.

July 4 - Independence Day to honor the signing of the Declaration of Independence.

The first Monday in September - Labor Day to honor all people who work for a livelihood in Virginia.

The second Monday in October - Columbus Day and Yorktown Victory Day to honor Christopher Columbus (1451-1506), a discoverer of the Americas and the final

PERSONNEL

**Holidays P 5-56**

victory at Yorktown on October 19, 1781, in the Revolutionary War.

November 11 - Veterans Day to honor all persons who served in the Armed Forces of Virginia and the United States of America in the following wars and engagements and otherwise: Indian Uprising (1622), French and Indian Wars (1754-1763), Revolutionary War (1775-1783), War of 1812 (1812-1815), Mexican War (1846-1848), War Between the States (1861-1865), Spanish American War (1898), World War I (1917-1918), World War II (1941-1945), Korean War (1950-1953), Vietnam War (1965-1973), and Operation Desert Shield-Desert Storm (1990-1991).

The fourth Thursday in November and the Friday next following - Thanksgiving Day to honor and give thanks in each person's own manner for the blessings bestowed upon the people of Virginia and honoring the first Thanksgiving in 1619.

December 25 - Christmas Day.

Whenever any such days falls on Saturday, the Friday next preceding such day, or whenever any of such days falls on Sunday, the Monday next following such day, and any day so appointed by the Governor of ~~this~~ **{the}** Commonwealth or the President of the United States, shall be a legal holiday as to the transaction of all business."~~(1992)~~

**{{(Code 1950, §2-19; 1954, c. 328; 1958, c. 167; 1966, c. 677, §2.1-21; 1970, c. 682; 1972, c. 114; 1973, c. 421; 1978, c. 7; 1982, c. 325; 1984, c. 671; 1989, c. 90; 1992, c. 622; 1993, cc. 177, 872; 2000, cc. 392, 454; 2001, c. 844)}}**

Adopted by School Board: June 19, 1973

Revised by School Board:

# Agenda Report

**Date:** 06/01/10

**Agenda Number:** B-8

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent  
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration

**Subject:** Administrative Regulation 6-41.1: Classroom Assignment for Twins

## **Summary/Description:**

The Virginia General Assembly passed legislation that amended the Code of Virginia to allow parents of twins or higher order multiples to request that the children be placed together or separated if they are in the same elementary school. Administrative Regulation 6-41.1: Classroom Assignments for Twins, which was developed by the Virginia School Boards Association policy services, reflects the Code as amended and appears as an attachment to this agenda report.

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

## **Recommendation:**

The superintendent recommends that the school board approve Administrative Regulation 6-40.1: Classroom Assignments for Twins.



INSTRUCTION

**Classroom Assignments for Twins R 6-40.1**

**{A parent of twins or higher order multiples in the same grade level may request that the children be placed in the same classroom or in separate classrooms if they are at the same elementary school. A parent must request the classroom placement no later than three (3) days after the first day of each school year or three (3) days after the first day of attendance of the children during a school year. Schools may recommend classroom placement to the parent.**

**Schools must provide the placement requested by the children's parent, unless the superintendent or designee makes a classroom placement determination following the school principals' request, at the end of the initial grading period, and in consultation with the children's classroom teacher, based upon a determination that the requested classroom placement is disruptive to the school or is harmful to the children's educational progress.}**

Adopted by School Board:

# Agenda Report

**Date:** 06/01/10

**Agenda Number:** B-9

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent  
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration

**Subject:** School Board Policy 7-41.1: Drug Testing: Student Athletes

## **Summary/Description:**

In meeting the budgetary challenges for the 2010-11 school year, the school board eliminated the drug testing of student athletes. Therefore the school administration recommends the deletion of School Board Policy 7-41.1: Drug Testing: Student Athletes.

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

## **Recommendation:**

The superintendent recommends that the school board delete School Board Policy 7-41.1: Drug Testing: Student Athletes.

## STUDENTS

**Drug Testing: Student Athletes P 7-41.1**

~~The Lynchburg City School Board believes that the use of alcohol or other drugs by students who participate in interscholastic athletics presents a hazard to the health, safety, and welfare of the student athlete. Therefore, the use of such substances by student athletes will not be permitted. The School Board encourages students to participate in school-sponsored interscholastic athletics but believes the opportunity to participate is not an absolute right but a privilege offered to eligible students on an equal opportunity basis. In order to be eligible to participate in any school-sponsored interscholastic athletic program, the student must agree to submit to a physical examination, including drug analysis. Team members must agree to random drug testing throughout the season; a parent or guardian must also signify agreement with this policy.~~

~~The purpose of this policy is to better assure the student's health and physical fitness to participate in athletics and not to provide a means which may be used to punish a student athlete through suspension from school or other disciplinary actions affecting instruction. Substantiation of the use of illegal substances will temporarily or permanently render an athlete ineligible for interscholastic athletics. The status of ineligibility will be determined by the number of substantiated violations of the drug testing policy. Accordingly, the results of any drug test administered under this policy shall be used only for determination of eligibility for participation in interscholastic athletics.~~

~~The results of any test administered under the terms of this policy shall be kept confidential and disclosed only to the student athlete, his/her parents or guardians, and school officials designated by the superintendent. The results of the testing shall be used only as provided for in the accompanying regulation.~~

Adopted by School Board: July 17, 1990  
Revised by School Board: August 4, 1992  
Revised by School Board: June 3, 1997  
Deleted by School Board:

# Agenda Report

**Date:** 06/01/10

**Agenda Number:** B-10

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent  
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration

**Subject:** Administrative Regulation 7-41.1: Drug Testing: Student Athletes

## **Summary/Description:**

In meeting the budgetary challenges for the 2010-11 school year, the school board eliminated the drug testing of student athletes. Therefore the school administration recommends the deletion of Administrative Regulation: 7-41.1: Drug Testing: Student Athletes.

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

## **Recommendation:**

The superintendent recommends that the school board delete Administrative Regulation 7-41.1: Drug Testing: Student Athletes.

STUDENTS

**Drug Testing: Student Athletes R 7-41.1**

A. Generally

- ~~— Student athletes shall not at any time during the season use, possess, sell, distribute, or be under the influence of any illegal drug, anabolic steroid or alcohol while a member of any school-sponsored interscholastic athletic team.~~
- ~~— Coaches and other school personnel shall be responsible for communicating the above and for taking reasonable steps to ensure compliance.~~
- ~~— 1. Alcohol: Alcohol will be included as a part of all drug tests. Additionally coaches should observe all athletes carefully to ensure that they are not using alcohol. Students suspected of using alcohol should be counseled about the matter; the use of a breathalyzer is encouraged and may be used periodically with the entire team or with individuals suspected of using the drug.~~
- ~~— 2. Alcohol, Marijuana, Cocaine, and Other Illegal Drugs: Drug tests will be used as outlined below.~~
- ~~— 3. Steroids: (Refer to policy and regulation 7-53.1 for procedures for dealing with steroid use among the general school population.) Coaches have a particular responsibility for educating their athletes about the dangers of steroid use. If there is reasonable suspicion to believe that a student athlete is using steroids, that student will be required to undergo a test to confirm or deny the suspicion.~~

B. Meeting for Parents and Athletes

- ~~— A meeting with student athletes will be scheduled before practice begins during each athletic season. The drug testing plan will be discussed and copies of the policy, procedures, and consent form will be provided for each athlete. Parents will be encouraged to attend this meeting.~~

C. Consent Form

- ~~— To try out for or participate on any school-sponsored athletic team, the student athlete must sign a consent form by which the student agrees to participate in the drug testing program. The consent form must also be signed by the student's parent or guardian in advance of the try-out for a specific sport. The consent form will be valid for the current school year and must be renewed annually.~~

D. Non-Compliance

~~If the student athlete, his/her parents or guardians refuse to sign the consent form, the student will not be permitted to be a member of a team. Also, if during the~~

## STUDENTS

**Drug Testing: Student Athletes R 741.1**

~~season the student athlete refuses to be tested or attempts to tamper with or assists others in tampering with the sample, the athlete will be dropped from the team in the absence of extenuating circumstances.~~

**E. Testing Procedure**

~~A licensed medical facility selected by the superintendent and approved by the school board shall conduct all testing. An accurate chain of custody will be provided for each specimen. All samples indicating a positive result on the initial test will be immediately subjected to a second confirmation test. Drugs specifically tested for will include Alcohol, Marijuana, Cocaine, Phencyclidine (PCP), Amphetamines and Opiates. Positive cut-off levels will be those established by the National Institute for Drug Abuse (NIDA), including the cut-off of 50 mg/ml for Marijuana. Any sample registering below 92 degrees will be rejected. If the lab technician suspects tampering has occurred, the sample will be rejected and another sample must be provided. Students will be asked to empty their pockets before entering the bathroom. Other personal belongings of students (i.e. purses, book bags, jackets) must remain in the student holding area.~~

**F. Random Tests**

~~Random tests will be conducted at each high school during each athletic season. The number of tests will be determined by the funding allocated annually by the school board to student athlete drug testing. Central office personnel and the high school athletic directors will devise a schedule that will insure that as many tests are administered as possible based on available funding. Furthermore, each season's test schedule will include student athletes from every team. The number of each team's student athletes who are tested will be determined by calculating the percentage of student athletes who are members of a specific team to the total number of student athletes for that season.~~

~~A committee established at the central office level will, using random selection methods, generate a list of students for each testing date. The names of these students will be communicated to the athletic director, and the students will be tested. If a student is in school and fails to report for testing at the appointed time, he/she will be dropped from the team in the absence of extenuating circumstances. Students are not to be notified in advance of any drug test. Students will be escorted to the school's testing site by a school employee and will remain under employee supervision until a sample is provided. A student unable to provide a sample by the end of the student school day will be ineligible to participate until a negative sample is provided at the next random test at his school.~~

**G. Positive Test Result**

STUDENTS

**Drug Testing: Student Athletes R 741.1**

~~— Positive test results will be cumulative over a student's high school career within the Lynchburg City School system. In the event of a positive test result, the testing agency will notify the school division administrator in charge of the program. The following steps will then occur:~~

- ~~— 1. The school division administrator will notify the respective athletic director.~~
- ~~— 2. The athletic director will notify the parent/guardian, student, principal, and coach. The athletic director will advise the parents of the opportunity to respond to a positive test. The athletic director will schedule a meeting with the substance abuse educator the parent/guardian, student, and student's physician, if requested, to develop a plan of assistance for the student.~~
- ~~— 3. Progressive Actions Following Positive Test Results:~~
  - ~~— a. First Positive Test Result~~

~~The athlete will be removed from physical participation in practice and competition until the following three criteria are met:~~

- ~~(1) A minimum of fourteen (14) calendar days has elapsed.~~
- ~~(2) Satisfactory completion of the plan of assistance is verified by the substance abuse educator.~~
- ~~(3) The student is retested by the testing agency with a negative result.~~

~~The athlete may continue to attend team practices but will not dress out or participate. Any athlete who tests positive, receives substance abuse education, and is reinstated will be retested once a month for as long as he participates in interscholastic sports for the remainder of the school year.~~

- ~~b. Second Positive Test Result~~

~~The athlete will be removed from physical participation in practice and competition for 365 days from the date of the positive test result registered by the testing laboratory. The student will become eligible for athletic participation following the 365 day period. Drug testing will resume on a monthly basis once the student resumes participation in athletics and is a member of an athletic team.~~

STUDENTS

**Drug Testing: Student Athletes R 741.1**

~~\_\_\_\_\_ c. Third Positive Test Result~~

~~The athlete will be ineligible for participation in interscholastic athletics for the remainder of his high school career.~~

~~\_\_\_\_\_ H. Appeal~~

~~\_\_\_\_\_ An appeal may be instituted at any stage by the parent, and/or student if over the age of eighteen, to the superintendent.~~

~~\_\_\_\_\_ Upon request, a retest of the original sample will be conducted by the testing agency, at the parent's expense. Specimens are kept by the testing laboratory for a period of one year. The student may not practice or compete until the appeals process has been completed.~~

~~\_\_\_\_\_ I. Confidentiality~~

~~Confidentiality of test results must be maintained at all levels including the testing agency, the school administrative officer, principal, the athletic director, the substance abuse educator, and the coach. Results will not be placed on student records, no penalties or restrictions will be placed on a student's participation in any other student activities, and no actions will be taken by the school against the student except as outlined in H. above.~~

~~Each principal will be responsible for conducting an annual meeting with his faculty and staff to insure confidentiality and fairness to all students. The policy and procedures should be carefully explained to all staff members.~~

~~\_\_\_\_\_ J. School Discipline Policy~~

~~\_\_\_\_\_ Nothing contained in this policy shall limit or prohibit the application of School Board Policy 7-41 which provides for disciplinary action for students using, in possession of, or distributing illegal drugs or alcohol on school property or at school events. The provisions of policy and regulation 7-41.1 should not be confused with policy and regulation 7-41.~~

Approved by School Board: July 17, 1990  
Revised by School Board: August 4, 1992  
Revised by School Board: June 18, 1996  
Revised by School Board: June 17, 1997  
Revised by School Board: May 19, 2009  
Deleted by School Board:



# Agenda Report

**Date:** 06/01/10

**Agenda Number:** E-1

**Attachments:** No

**From:** Paul McKendrick, Superintendent

**Subject:** Capital Improvement Plan: Sandusky Middle School

## **Summary/Description:**

In a matter of months, the school division will take ownership of the newly constructed Sandusky Middle School (SMS). However, the project will not be complete until the contractors have demolished the current building and built a new set of parking lots. The final phase of the newly constructed Sandusky Middle School has required detailed planning on several fronts, from assigning classrooms to moving materials and furniture to storing and/or selling surplus equipment. Dominion Seven, the architectural firm in charge of the project, has been overseeing the closing of the old Sandusky Middle School and completing the new school. Mr. Blair Smith and Ms. Linda Jones, representatives of the firm, will provide information to the school board about this process during this presentation. They will also be available to answer any questions related to the project.

**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:** 06/01/10

**Agenda Number:** E-2

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent

**Subject:** Carl Perkins Funds: 2010-11

## **Summary/Description:**

The Lynchburg City Schools' administration has prepared its application for career-technical funds for the 2010-11 fiscal year with an approved Carl Perkins Grant allocation of \$219,478.27. The budget, outlining proposed expenditures, was developed following consultation with the General Career-Technical Education Advisory Committee, which is comprised of a business/industry representative from each of the school division's 16 career-technical programs.

This federal funding provides for the purchase of equipment and instructional materials. The funds also pay for professional development and student organizational activities in trade and industrial, technology education, marketing, health occupations, family and consumer sciences, career connections, and business and information technology programs.

School board approval is necessary prior to submitting the local application to the Virginia Department of Education. A summary of proposed expenditures for 2010-11 appears as an attachment to this agenda report.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 06/15/10

## **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 June 15, 2010.

**Proposed 2010-2011 Carl Perkins' Spending****Estimate Funding Available: \$219,478.27****Career Guidance \$5,000.00**

We will provide funds to be used for "VA Wizard Career Assessment" reports to parents and students. We will also buy non-traditional promotional videos and workforce readiness curriculum by Opp. Inc for middle school teachers. We will also provide transportation to local businesses and colleges for special workforce development programs for high school seniors.

**Vocational Student Organizations \$16,000.00**

We will assist career-technical student organizations with travel expenses for local, state, and national competitions.

**Professional Development \$18,000.00**

We will use part of our Perkins funds for teachers to participate in local, state, and national training workshops and certification courses. We will purchase "Career Safe" vouchers for all career-technical staff.

**Precision Machine Technology \$1,200.00**

We plan to purchase a laptop computer to assist with the operation of our Proto-Trak lathes and milling machines.

**Cosmetology \$1,000.00**

We will upgrade our Cosmetology lab with the purchase of 4 reclining shampoo chairs.

**Technology Foundations \$25,000.00**

We plan to upgrade our lab at Heritage High with the purchase of 5 new learning modules in areas from Forensic Science to Structural Engineering (\$23,000.00). We also plan to purchase a Sony camcorder and digital camera (\$2,000.00).

**Building Trades \$3,000.00**

Due to wear and tear on existing equipment, we will purchase several power tools with battery packs. We also plan to purchase various OSHA and residential code books.

**Business Education \$45,000.00**

We plan to purchase 21 Mac Book computers for our Advertising Design lab. We will also buy various design software packages and a Brother Color Laser Multifunction center (\$30,000). We also plan to buy a site license for Adobe Creative Suite 5 for our Computer Applications and Advertising Design programs (\$10,000.00). We also plan to purchase various virtual business simulators and Microsoft Office training CDs (\$5,000.00).

**Technology Education**

**\$67,000.00**

We plan to upgrade our technology labs at Linkhorne Middle and Sandusky Middle with the purchase of 20 upgraded modules and their classroom management systems. The new modules will be areas from Alternative Energy and Computer Graphics to Computer Animation and Robotics (\$63,000.00). We will also purchase new VEX Robotics kits, LEGO Mindstorms NXT kits and Robotic Education Resource trainer (\$4,000.00).

**Computer Systems Technology**

**\$21,000.00**

We will purchase a classroom set of textbooks for our new computer networking class (\$3,000.00). We will purchase a WASP "Quickstore Point Sale" computer and barcode scanner. We plan to also purchase several laptops, updated networking gear, switches, and various peripheral devices. We also plan to purchase 3 mobile computer carts (\$18,000.00).

**ROTC**

**\$11,000.00**

We plan to purchase an Orion air rifle computer scoring system for each ROTC program. We also plan to purchase a Cannon DR401 scanner for each program. We also plan to purchase air rifle gun cases and Kruger bulk competition targets.

**Medical Assisting**

**\$6,278.27**

We will begin the second year of our Medical Assisting program this fall. We plan to purchase a new classroom set of medical assisting textbooks (\$2,500.27). Additionally, we plan to purchase lab equipment like surgical instrument kits, exam tables, pulse ox meters and patient walking devices (\$3,778.00).

**Total: \$219,478.27**

# Agenda Report

**Date:** 06/01/10

**Agenda Number:** E-3

**Attachments:** No

**From:** Paul McKendrick, Superintendent

**Subject:** Local Consolidated Application 2010-11

## **Summary/Description:**

The No Child Left Behind Act (NCLB) of 2001 was signed into law as P.L.107-110 on January 8, 2002. The Act establishes minimum standards for teachers and paraprofessionals in all public schools. Moreover, it sets a mandatory deadline for all public school students, particularly specifically identified subgroups, to be proficient in reading and mathematics achievement. Funding designed to ensure educational faculty and staff are “highly qualified” and to close the achievement gap between high- and low-performing children flows from the federal government to states’ educational agencies to eligible local school divisions in several program areas.

Both federal and state educational agencies encourage local school divisions to submit consolidated applications for funding for these programs. The consolidated application allows greater cross-program planning and coordination to improve teaching and learning. It also allows school divisions to complete one comprehensive needs assessment and to establish division goals and objectives supported by all programs. In addition, funds may be allocated between programs within a consolidated application more easily than if the grants were separate.

The Lynchburg City Schools’ Consolidated Application for 2010-2011 includes the budgets (projected at this time at level funding) for Title I Parts A and D, Title II Parts A and D, and Title III. Title I Part A allocates funds for teachers, teacher assistants, and materials for supplemental services in reading and math, extended day programs, and parental involvement. Further, required set-aside funds in Title I Part A are used for professional development and are projected for supplemental educational services and public school choice. Title I Part D provides funding for part of the truancy program and some alternative education programs. Title II Part A supports professional development, including partial funding for the instructional specialists’ positions. Title II Part D provides funding that supports professional development in the area of technology training. Title III funds support the Limited English Proficiency program.

The consolidated application is based on needs assessments for both the school division and individual schools, and it contains detailed measurable objectives and benchmarks, specific individual program services and activities, a staff and budget breakdown, and other information specific to individual programs.

# Agenda Report

**Date:** 06/01/10

**Agenda Number:** E-3

**Attachments:** No

School board approval is necessary prior to submitting the Consolidated Application for the 2010-2011 academic year to the Virginia Department of Education

Members of the school board have received a copy of the completed application.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 06/15/10

## **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 June 15, 2010.

# Agenda Report

**Date:** 06/01/10

**Agenda Number:** E-4

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent  
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration

**Subject:** Administrative Regulation 5-10.1: Criminal History Record Information

## Summary/Description:

During the development of its 2010-11 general operating budget, the school board modified employment procedures so that individuals who are offered or who accept employment must pay for their own criminal background checks. These criminal background checks typically costs \$37.00. The school administration recommends that the employee be allowed to pay these costs over several pay periods either through direct payment or through payroll deduction. Further, the school administration recommends changes to Administrative Regulation 5-10.1: Criminal History Record Information to reflect this requirement.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 06/15/10

## 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 June 15, 2010.

## PERSONNEL

**Criminal History Record Information R 5-10.1**

1. Individuals who are offered or who accept employment, including full-time, part-time, interim and/or substitute positions, will be advised that a condition of employment requires them to sign a consent form for the purpose of collecting fingerprints of the individual for use in obtaining criminal history record Department of Social Services registry of founded complaints of child abuse and neglect information through the Records Management Division of the Virginia State Police and the Federal Bureau of Investigation and the Department of Social Services.
2. Costs associated with conducting criminal background checks will be paid by the ~~school division~~ **{individual}**.
3. If an individual refuses to sign a consent form, the employment process will terminate for that individual.
4. If a response indicates a conviction, any employment offer may be voided.
5. If employment is denied because of information obtained through this criminal history record check, the individual shall be provided with a copy of the information received from the Central Criminal Records Exchange.
6. All employees reported pursuant to Code of Va. 19.2-83.1 shall be required to submit to fingerprinting for purposes outlined in 22.1-296.2 B.
7. If the response to the investigation indicates "No Conviction Data," it will be filed in the employee's personnel file.
8. Records of criminal conviction information and Department of Social Services registry information will not be filed in the individual's personnel file but will be maintained in a separate confidential file. The information provided to the school board shall not be disseminated to any third person not directly involved in the hiring process.

Adopted by School Board: February 18, 1997

Revised by School Board: June 3, 1997

Revised by School Board: September 2, 1997

Revised by School Board: September 20, 2005

Revised by School Board: October 4, 2005

Revised by School Board:



# Agenda Report

**Date:** 06/01/10

**Agenda Number:** E-5

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent  
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration

**Subject:** School Board Policy 5-34.1: Travel Allowance

## Summary/Description:

Employees who use their own vehicles in the performance of their duties are given a travel allowance in accordance with School Board Policy 5-34.1: Travel Allowance. In the past, employees were notified of the amount of their travel when they received their employment contract for the school year. The school administration recommends that employees no longer have the travel allowance appear on their contract but rather receive a separate travel allowance notification. The school administration makes this recommendation based on its discussion with the Virginia Retirement System (VRS) regarding creditable compensation. Creditable compensation, according to VRS, is the “annual salary, not including overtime pay, payments of a temporary nature, or payments for extra duties, such as pay for teachers who provide coaching or act as advisor for special activities.” If a supplement is not a permanent job duty tied to an employee’s position, then it is not creditable compensation.

The Code of Virginia, and not Lynchburg City Schools, governs the guidelines for creditable compensation. These guidelines, then, are not negotiable.

School Board Policy 5-34.1: Travel Allowance has been changed to reflect the recommendation.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 06/15/10

## 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 June 15, 2010.

PERSONNEL

**Travel Allowance P 5-34.1**

Employees, declared eligible by the division superintendent, who use their personal vehicles in the performance of their duties shall be paid a travel allowance. For most administrative and supervisory personnel, this allowance shall be a predetermined, budgeted amount and shall be shown on the employee's contract **{travel allowance notification}**. For other personnel declared eligible, the predetermined allowance may be a fixed budgeted amount or a fixed rate per mile as determined by the school board. A determination is made annually regarding personnel eligible for a travel allowance.

Personnel eligible for the fixed rate per mile payment shall be paid on the basis of a valid accounting of miles traveled on approved school board forms.

Adopted by School Board: September 17, 1974

Revised by School Board:

# Agenda Report

**Date:** 06/01/10

**Agenda Number:** E-6

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent  
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration

**Subject:** Administrative Regulation 5-38: Sick Leave

## **Summary/Description:**

Administrative Regulation 5-38: Sick Leave allows for sick leave to be advanced at the beginning of the contract period. A review of data indicate that many employees use all the sick leave advanced to them and then terminate their employment prior to the end of the school year, thus not earning the full amount of time used.

The school administration recommends that sick leave days be accrued monthly rather than advanced annually at the beginning of the contract period.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 06/15/10

## **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 June 15, 2010.

PERSONNEL

Sick Leave

A. Personnel Covered

Full-time employees and part-time employees earn sick leave each month.

1. Full-time employees. Sick leave without loss of pay is allowed in the amount of one day earned per contract month. Anticipated sick leave is cumulative and credited to the **{new}** employee at the beginning of the contract period. **{All other employees will earn leave by pay period.}**
2. Part-time employees. Sick leave without loss of pay is allowed at the rate of one day for each month worked. Sick leave days earned will be for regular contract day hours. Sick leave is cumulative and credited as earned.

B. Generally

1. The amount of sick leave earned per month is equivalent to one of the employee's work days.
2. Employees may use accumulated sick leave without loss of pay.
3. Unused sick leave shall accrue to the credit of the employee with unlimited accumulation permitted.
4. Full-time employees are allowed sick leave on an anticipated basis at the prescribed rate. An appropriate salary adjustment shall be made should employment terminate during the contract period and the amount of leave taken be in excess of the amount the employee is eligible to receive.
5. Extended sick leave up to 20 days additional may be granted, upon written request by the employee, to a full-time Lynchburg City School employee in the event the employee has continuous and prolonged absence for personal illness beyond the period of time of his/her accumulated sick leave. Continuous and prolonged absence shall be interpreted to mean five or more consecutive days of absence from assigned responsibilities. A standard deduction (see Compensation Manual) in pay whether or not a substitute is employed shall be made from his/her salary each day up to 20 days. A full-time employee may be granted no more than one period of extended sick leave during a fiscal year. Continued absence beyond the period of time equal to the sum of regular sick leave plus the 20 days described above shall be without pay.
6. An employee who may be absent as a result of a work-related injury covered by the Virginia Worker's Compensation Act may use accumulated sick leave

## PERSONNEL

Sick Leave (continued)

as specified in regulation 5-33 of this manual.

7. Sick leave may be taken in no less than increments of one-half day for exempt personnel and may be taken in no less than increments of one hour for non-exempt personnel.
8. All questions regarding sick leave should be referred to the director for ~~for~~ **{of}** personnel.
9. If an employee uses all of his/her sick leave days accrued, personal or vacation days will be applied for additional days missed. If the employee has no personal or vacation days, the employee will lose the equivalent of one day's pay for each day used.

C. Absences Covered

1. Sick leave shall be allowed for personal illness or quarantine. In the event an illness requires absence from duty for a continuous period of five or more school days or at any other time deemed advisable by the superintendent, a statement certifying the employee's condition of health may be required from a physician. This statement shall be filed with the director for personnel.
2. Sick leave, not to exceed five days for any one illness or death in the employee's family will be allowed. Family is defined as parent, son, daughter, foster parent, stepmother, stepfather, husband, wife, brother, sister, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, grandchild or relative other than the above if such relative lives in the household of the employee. Absence from duty in this section is charged to the employee's total sick leave account in the same manner as absence due to personal illness or quarantine.
3. Sick leave for absence incident to pregnancy and child birth is allowed for that period of time, as certified by a physician, that the employee is physically unable to perform her duties up to the number of sick leave days for which the employee is eligible. It shall be the responsibility of the employee concerned to provide the required physician's statement defining the exact period of disability, and to consult with the superintendent or his designee to establish the total period of absence. A leave of absence without pay may be granted to the employee, upon proper request to the board, when absence beyond that accountable to sick leave is desired. If a leave of absence is approved by the board as stated in this section, all provisions of the leave of absence policy shall be in effect.

## PERSONNEL

Sick Leave (continued)

4. An employee may not claim any portion of earned sick leave unless he or she has actually reported for duty for the employment period in accordance with the terms of the current contract or was employed under contract during the preceding school year. However, if an employee is unable because of personal illness to begin work at the time specified in the contract, such employee may be allowed to use accumulated leave not to exceed the amount credited to his or her account as of June 30 of the preceding year.

D. Transfer of Leave

Accumulated sick leave may be transferred up to a maximum of 90 days within the state from one school division to another if the school division to which the employee transfers agrees to accept the responsibility for the accumulated sick leave. The Lynchburg City School Board will accept such transfer of leave from other participating divisions.

E. Termination

When an employee's services are terminated for any cause and the person is employed by any other participating school board in Virginia, upon request, a certificate of all sick leave which has accumulated to the credit of said employee shall be furnished to the said employing school board. An employee will be presumed to have left public school employment if he or she accepts employment other than in the public school system of Virginia or is unable to work in the public schools of Virginia for a period of three consecutive years because of illness or physical disability or family responsibility. Persons who leave public school employment to enter the Armed Services do not forfeit accumulated sick leave earned unless they fail to return to such employment immediately upon discharge from an original tour of duty in the Armed Services. Sick leave credit is not allowed for the period while in the Armed Services.

F. Credit During Leave of Absence

Employees granted a leave of absence for a period not to exceed one year, if offered a position, and return to duty at the time agreed upon will maintain the amount of sick leave earned prior to taking leave.

Legal Reference:

Family and medical Leave Act of 1993

Approved by School Board: January 6, 1981

PERSONNEL

Sick Leave (continued)

Revised by School Board: November 2, 1982  
Revised by School Board: September 21, 1999  
Revised by School Board: December 6, 2005  
Revised by School Board:

# Agenda Report

**Date:** 06/01/10

**Agenda Number:** E-7

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent

**Subject:** Administrative Regulation 7-33.3: Student Uniforms

## Summary/Description:

At the request of the Perrymont Elementary School Parent Advisory Council, and based on feedback that was received from families who opted for public school choice for the 2009-10 school year, the school administration at Perrymont Elementary School developed a survey to determine whether or not families continue to be in favor of requiring students to wear school uniforms. The survey was distributed to students in grades prekindergarten through fourth grade during the week of April 12, 2010. Surveys were not given to fifth grade students as they will attend middle school next year. Students in prekindergarten who do not live in the Perrymont Elementary School attendance zone were not surveyed as well.

A total of 287 surveys were distributed to parents. The results of the survey are as follows:

Number of Surveys Returned:	238 (93 percent)
Number Not in Favor of Student Uniforms:	183 (68 percent)
Number in Favor of Student Uniforms:	85 (32 percent)

The results of the survey indicate that parents are no longer in favor of having student uniforms, and therefore the school's administration is requesting the removal of this requirement. As a result of that request, Administrative Regulation 7-33.3: Student Uniforms needs to be revised to reflect that change.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 06/15/10

## 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 June 15, 2010.



## STUDENTS

**Student Uniforms R 7-33.3**

Students enrolled in the Amelia Pride Center eighth grade program, the Middle School Learning Center, the Homebound Learning Center, Linkhorne Middle School, William Marvin Bass Elementary School, Heritage Elementary School, ~~Perrymont Elementary School~~, Sandusky Elementary School, and Sheffield Elementary School shall participate in school uniform programs.

**A. Rationale**

The Lynchburg City School Board believes that school uniforms will affect positive change in schools, particularly by:

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 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. Any 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 the exemption, the student and his/her parent/guardian must:
  - a. Submit a written request to the principal 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. Meet 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.

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 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 during the school year shall have a grace period of thirty (30) days before being required to comply with the school's uniform program.

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:

# Agenda Report

**Date:** 06/01/10

**Agenda Number:** E-8

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent  
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration

**Subject:** School Board Policy 7-55.2: Division-wide Crisis Plan

## Summary/Description:

Amendments to the *Code of Virginia* §22.1-279.8 states that crisis plans “shall include a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in §19.2011.01, as well as current contact information for both.”

Current School Board Policy 7-55.2: Division-wide Crisis Plan was adopted by the school board in 1992. Although crisis plans are up-to-date and the requirements cited in §22.1-279.8 are being implemented by school and police officials, the current policy requires complete revision. The proposed revisions to the policy, which appears as an attachment to this agenda report, is sourced directly from the Virginia School Boards Association policy services.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 06/15/10

## 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 June 15, 2010.

STUDENTS

**Division-wide Crisis Plan P 7-55.2**

~~A. Definition~~

~~A crisis is a sudden change that affects the life of students, staff members, and the community. It requires the immediate attention of trained school personnel to prevent harm or damage to students and to provide emotional support.~~

~~B. Division-wide Crisis Team~~

~~The superintendent shall establish a division-wide crisis team. A roster of team members shall be posted in each school administrative office, the school bus garage and the central office.~~

~~C. Procedural Guidelines~~

- ~~— 1. The crisis should be reported to the superintendent or his/her designee who will notify the Division-Wide Crisis Team.~~
- ~~— 2. The nature of the difficulty is evaluated by the Division-Wide Crisis Management Manual (January, 1992).~~
- ~~— 3. The division-Wide Crisis Team will work with all those involved to decide and implement an appropriate course of action.~~

~~D. Purpose~~

~~The purpose of the Division-wide Crisis Team is to organize and disseminate information prior to a crisis, as well as during a crisis.~~

**{A. Generally**

**Each school will develop a written school crisis, emergency management, and medical emergency response plan as defined below. The school board will annually review each school’s plan. The school board has the authority to withhold or limit the review of any security plans and specific vulnerability assessment components as provided in the Virginia Freedom of Information Act, *Code of Virginia* §2.2-3705.2 The Virginia Department of Education and the Virginia Center for School Safety will provide technical assistance to the school division in the development of the plans. In developing these plans, schools may consult the model school crisis, emergency management, and medical emergency response plan developed by the Virginia Board of Education and the Virginia Center for School Safety.**

**B. Procedural Guidelines**

## STUDENTS

**Division-wide Crisis Plan P 7-55.2**

- 1. Each school will annually conduct school safety audits as defined below. The results of such school safety audits will be made public within 90 days of completion. The school board may withhold or limit the release of any security plans and specific vulnerability assessment components as provided in the Virginia Freedom of Information Act, *Code of Virginia* §2.2-3705.2. Each school will maintain a copy of the school's safety audit, which may exclude such security plans and vulnerability assessment components, within the office of the school principal and will make a copy of such report available for review upon written request.**
  
- 2. Each school will maintain records of regular safety, health, and fire inspections that have been conducted and certified by local health and fire departments. The frequency of such inspections will be determined by the local school board in consultation with the local health and fire departments. In addition, the school administration will:**
  - a.) equip all exit doors with panic hardware as required by the Uniform Statewide Building Code (13 VAC 5-61-10 et seq.) and**
  
  - b.) conduct fire drills at least once a week during the first month of school and at least once each month for the remainder of the school term. No fire drills will be conducted during periods of mandatory testing required by the Virginia Board of Education. Evacuation routes for students shall be posted in each room. At least one simulated lockdown and crisis emergency evacuation activity should be conducted early in the school year.**
  
- 3. Each school will have contingency plans for emergencies that include staff certified in cardiopulmonary resuscitation (CPR), the Heimlich maneuver, and emergency first aid. In addition, the school administration will ensure that the school has:**
  - a.) written procedures to follow in emergencies such as fire, injury, illness, and violent or threatening behavior. The plan will be outlined in the student handbook and discussed with staff and students during the first week of each school year.**
  
  - b.) space for the proper care of students who become ill;**
  
  - c.) a written procedure for responding to violent, disruptive or illegal activities by students on school property or during a school sponsored activity; and**

## STUDENTS

**Division-wide Crisis Plan P 7-55.2**

- d.) written procedures to follow for the safe evacuation of persons with special physical, medical, or language needs who may need assistance to exit a facility.

**C. Definitions**

1. "School crisis, emergency management, and medical emergency response plan" means the essential procedures, operations, and assignments required to prevent, manage, and respond to a critical event or emergency, including natural disasters involving fire, flood, tornadoes, or other severe weather; loss or disruption of power, water, communications or shelter; bus or other accidents; medical emergencies, including cardiac arrest and other life threatening medical emergencies; student or staff member deaths; explosions; bomb threats; gun, knife or other weapons threats; spills or exposures to hazardous substances; the presence of unauthorized persons or trespassers; the loss, disappearance or kidnapping of a student; hostage situations; violence on school property or at school activities; incidents involving acts of terrorism; and other incidents posing a serious threat of harm to students, personnel, or facilities. The plan shall include a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in the *Code of Virginia* §19.2-11.01, as well as current contact information for both.
2. "School safety audit" means a written assessment of the safety conditions in each public school to (1) identify and, if necessary, develop solutions for physical safety concerns, including building security issues and (2) identify and evaluate any patterns of student safety concerns occurring on school property or at school-sponsored events. Solutions and responses will include recommendations for structural adjustments, changes in school safety procedures, and revisions to the school board's standards for student conduct.

**Legal Reference**

Code 1950, as amended, § 2.2-3705.2. Exclusions to application of chapter; records relating to public safety.

## STUDENTS

**Division-wide Crisis Plan P 7-55.2**

The following records are excluded from the provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law:

1. Confidential records, including victim identity, provided to or obtained by staff in a rape crisis center or a program for battered spouses.

2. Those portions of engineering and construction drawings and plans submitted for the sole purpose of complying with the Building Code in obtaining a building permit that would identify specific trade secrets or other information, the disclosure of which would be harmful to the competitive position of the owner or lessee. However, such information shall be exempt only until the building is completed. Information relating to the safety or environmental soundness of any building shall not be exempt from disclosure.

Those portions of engineering and construction drawings and plans that reveal critical structural components, security equipment and systems, ventilation systems, fire protection equipment, mandatory building emergency equipment or systems, elevators, electrical systems, telecommunications equipment and systems, and other utility equipment and systems submitted for the purpose of complying with the Uniform Statewide Building Code (§ [36-97](#) et seq.) or the Statewide Fire Prevention Code (§ [27-94](#) et seq.), the disclosure of which would jeopardize the safety or security of any public or private commercial office, multifamily residential or retail building or its occupants in the event of terrorism or other threat to public safety, to the extent that the owner or lessee of such property, equipment or system in writing (i) invokes the protections of this paragraph; (ii) identifies the drawings, plans, or other materials to be protected; and (iii) states the reasons why protection is necessary.

Nothing in this subdivision shall prevent the disclosure of information relating to any building in connection with an inquiry into the performance of that building after it has been subjected to fire, explosion, natural disaster or other catastrophic event.

3. Documentation or other information that describes the design, function, operation or access control features of any security system, whether manual or automated, which is used to control access to or use of any automated data processing or telecommunications system.

4. Plans and information to prevent or respond to terrorist activity, the disclosure of which would jeopardize the safety of any person, including (i) critical infrastructure sector or structural components; (ii) vulnerability assessments, operational, procedural, transportation, and tactical planning or training manuals, and staff meeting minutes or other records; and (iii) engineering or architectural



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records, or records containing information derived from such records, to the extent such records reveal the location or operation of security equipment and systems, elevators, ventilation, fire protection, emergency, electrical, telecommunications or utility equipment and systems of any public building, structure or information storage facility, or telecommunications or utility equipment or systems. The same categories of records of any governmental or nongovernmental person or entity submitted to a public body for the purpose of antiterrorism response planning may be withheld from disclosure if such person or entity in writing (a) invokes the protections of this subdivision, (b) identifies with specificity the records or portions thereof for which protection is sought, and (c) states with reasonable particularity why the protection of such records from public disclosure is necessary to meet the objective of antiterrorism planning or protection. Such statement shall be a public record and shall be disclosed upon request. Nothing in this subdivision shall be construed to prohibit the disclosure of records relating to the structural or environmental soundness of any building, nor shall it prevent the disclosure of information relating to any building in connection with an inquiry into the performance of that building after it has been subjected to fire, explosion, natural disaster or other catastrophic event.

5. Information that would disclose the security aspects of a system safety program plan adopted pursuant to 49 C.F.R. Part 659 by the Commonwealth's designated Rail Fixed Guideway Systems Safety Oversight agency; and information in the possession of such agency, the release of which would jeopardize the success of an ongoing investigation of a rail accident or other incident threatening railway safety.

6. Engineering and architectural drawings, operational, procedural, tactical planning or training manuals, or staff meeting minutes or other records, the disclosure of which would reveal surveillance techniques, personnel deployments, alarm or security systems or technologies, or operational and transportation plans or protocols, to the extent such disclosure would jeopardize the security of any governmental facility, building or structure or the safety of persons using such facility, building or structure.

7. Security plans and specific assessment components of school safety audits, as provided in § [22.1-279.8](#).

Nothing in this subdivision shall be construed to prohibit the disclosure of records relating to the effectiveness of security plans after (i) any school building or property has been subjected to fire, explosion, natural disaster or other catastrophic event, or (ii) any person on school property has suffered or been threatened with any personal injury.

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**9. Records of the Commitment Review Committee concerning the mental health assessment of an individual subject to commitment as a sexually violent predator under Chapter 9 (§ [37.2-900](#) et seq.) of Title 37.2; except that in no case shall records identifying the victims of a sexually violent predator be disclosed.**

**10. Subscriber data, which for the purposes of this subdivision, means the name, address, telephone number, and any other information identifying a subscriber of a telecommunications carrier, provided directly or indirectly by a telecommunications carrier to a public body that operates a 911 or E-911 emergency dispatch system or an emergency notification or reverse 911 system, if the data is in a form not made available by the telecommunications carrier to the public generally. Nothing in this subdivision shall prevent the release of subscriber data generated in connection with specific calls to a 911 emergency system, where the requester is seeking to obtain public records about the use of the system in response to a specific crime, emergency or other event as to which a citizen has initiated a 911 call.**

**11. Subscriber data, which for the purposes of this subdivision, means the name, address, telephone number, and any other information identifying a subscriber of a telecommunications carrier, collected by a local governing body in accordance with the Enhanced Public Safety Telephone Services Act (§ [56-484.12](#) et seq.), and other identifying information of a personal, medical, or financial nature provided to a local governing body in connection with a 911 or E-911 emergency dispatch system or an emergency notification or reverse 911 system, if such records are not otherwise publicly available. Nothing in this subdivision shall prevent the release of subscriber data generated in connection with specific calls to a 911 emergency system, where the requester is seeking to obtain public records about the use of the system in response to a specific crime, emergency or other event as to which a citizen has initiated a 911 call.**

**12. Records of the Virginia Military Advisory Council, the Virginia National Defense Industrial Authority, or a local or regional military affairs organization appointed by a local governing body, to the extent such records (i) contain information relating to strategies under consideration or development by the Council, the Authority, or such organizations to prevent the closure or realignment of federal military installations located in Virginia, to limit the adverse economic effect of such realignment or closure, or to seek additional tenant activity growth from the Department of Defense or (ii) disclose trade secrets, as defined in the Uniform Trade Secrets Act (§ [59.1-336](#) et seq.), provided to the Council, the Authority, or such organizations in connection with their work. In order to invoke the trade secret protection provided by clause (ii), the submitting entity shall, in writing and at the time of submission (a) invoke this exclusion, (b)**

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identify with specificity the information for which such protection is sought, and (c) state the reason why such protection is necessary. Nothing in this subdivision shall be construed to authorize the withholding of all or part of any record, other than a trade secret that has been specifically identified as required by this subdivision, after the Department of Defense has issued a final, unappealable decision, or in the event of litigation, a court of competent jurisdiction has entered a final, unappealable order concerning the closure, realignment, or expansion of the military installation or tenant activities for which records are sought.

13. Documentation or other information as determined by the State Comptroller that describes the design, function, operation, or implementation of internal controls over the Commonwealth's financial processes and systems, and the assessment of risks and vulnerabilities of those controls, including the annual assessment of internal controls mandated by the State Comptroller, the disclosure of which would jeopardize the security of the Commonwealth's financial assets. However, records relating to the investigation of and findings concerning the soundness of any fiscal process shall be disclosed in a form that does not compromise internal controls. Nothing in this subdivision shall be construed to prohibit the Auditor of Public Accounts or the Joint Legislative Audit and Review Commission from reporting internal control deficiencies discovered during the course of an audit.

§ 22.1-279.8. School safety audits and school crisis, emergency management, and medical emergency response plans required.

A. For the purposes of this section, unless the context requires otherwise:

"School crisis, emergency management, and medical emergency response plan" means the essential procedures, operations, and assignments required to prevent, manage, and respond to a critical event or emergency, including natural disasters involving fire, flood, tornadoes, or other severe weather; loss or disruption of power, water, communications or shelter; bus or other accidents; medical emergencies, including cardiac arrest and other life-threatening medical emergencies; student or staff member deaths; explosions; bomb threats; gun, knife or other weapons threats; spills or exposures to hazardous substances; the presence of unauthorized persons or trespassers; the loss, disappearance or kidnapping of a student; hostage situations; violence on school property or at school activities; incidents involving acts of terrorism; and other incidents posing a serious threat of harm to students, personnel, or facilities. The plan shall include a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency

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response plan when there are victims as defined in § [19.2-11.01](#), as well as current contact information for both.

"School safety audit" means a written assessment of the safety conditions in each public school to (i) identify and, if necessary, develop solutions for physical safety concerns, including building security issues and (ii) identify and evaluate any patterns of student safety concerns occurring on school property or at school-sponsored events. Solutions and responses shall include recommendations for structural adjustments, changes in school safety procedures, and revisions to the school board's standards for student conduct.

B. The Virginia Center for School Safety shall develop a list of items to be reviewed and evaluated in the school safety audits required by this section. Such items shall include those incidents reported to school authorities pursuant to § [22.1-279.3:1](#).

The Virginia Center for School Safety shall prescribe a standardized report format for school safety audits, additional reporting criteria, and procedures for report submission, which may include instructions for electronic submission.

Each local school board shall require all schools under its supervisory control to annually conduct school safety audits as defined in this section and consistent with such list.

The results of such school safety audits shall be made public within 90 days of completion. The local school board shall retain authority to withhold or limit the release of any security plans and specific vulnerability assessment components as provided in subdivision 7 of § [2.2-3705.2](#). Each school shall maintain a copy of the school safety audit, which may exclude such security plans and vulnerability assessment components, within the office of the school principal and shall make a copy of such report available for review upon written request.

Each school shall submit a copy of its school safety audit to the relevant school division superintendent. The division superintendent shall collate and submit all such school safety audits, in the prescribed format and manner of submission, to the Virginia Center for School Safety.

C. The school board may establish a school safety audit committee to consist of representatives of parents, teachers, local law-enforcement agencies, judicial and public safety personnel, and the community at large. The school safety audit committee shall evaluate, in accordance with the directions of the local school board, the safety of each school and submit a plan for improving school safety at a public meeting of the local school board.

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D. Each school board shall ensure that every school that it supervises shall develop a written school crisis, emergency management, and medical emergency response plan, consistent with the definition provided in this section. The Department of Education and the Virginia Center for School Safety shall provide technical assistance to the school divisions of the Commonwealth in the development of the school crisis, emergency management, and medical emergency response plans that describe the components of a medical emergency response plan developed in coordination with local emergency medical services providers, the training of school personnel and students to respond to a life-threatening emergency, and the equipment required for this emergency response. The local school board shall annually review the written school crisis, emergency management, and medical emergency response plans. The local school board shall have the authority to withhold or limit the review of any security plans and specific vulnerability assessment components as provided in subdivision 7 of § [2.2-3705.2](#). The local school division superintendent shall certify this review in writing to the Virginia Center on School Safety no later than August 31 of each year.

Upon consultation with local school boards, division superintendents, the Virginia Center for School Safety, and the Coordinator of Emergency Management, the Board of Education shall develop, and may revise as it deems necessary, a model school crisis, emergency management, and medical emergency response plan for the purpose of assisting the public schools in Virginia in developing viable, effective crisis, emergency management, and medical emergency response plans. Such model shall set forth recommended effective procedures and means by which parents can contact the relevant school or school division regarding the location and safety of their school children and by which school officials may contact parents, with parental approval, during a critical event or emergency.

(1997, c. [593](#); 1999, cc. [475](#), [516](#), § 22.1-278.1; 2001, cc. [436](#), [440](#), [688](#), [820](#), [841](#); 2002, cc. [166](#), [221](#), [229](#), [235](#); 2003, c. [801](#); 2004, c. [690](#); 2005, c. [904](#); 2006, c. [43](#); 2007, c. [44](#); 2009, cc. [222](#), [269](#).)

(1999, cc. [485](#), [518](#), [703](#), [726](#), [793](#), [849](#), [852](#), [867](#), [868](#), [881](#), § 2.1-342.01; 2000, cc. [66](#), [237](#), [382](#), [400](#), [430](#), [583](#), [589](#), [592](#), [594](#), [618](#), [632](#), [657](#), [720](#), [932](#), [933](#), [947](#), [1006](#), [1064](#); 2001, cc. [288](#), [518](#), [844](#), § [2.2-3705](#); 2002, cc. [87](#), [155](#), [242](#), [393](#), [478](#), [481](#), [499](#), [522](#), [571](#), [572](#), [633](#), [655](#), [715](#), [798](#), [830](#); 2003, cc. [274](#), [307](#), [327](#), [332](#), [358](#), [704](#), [801](#), [884](#), [891](#), [893](#), [897](#), [968](#); 2004, cc. [398](#), [482](#), [690](#), [770](#); 2005, c. [410](#); 2008, c. [721](#); 2009, c. [418](#).)

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Adopted by School Board: March 17, 1992

Revised by School Board:

# Agenda Report

**Date:** 06/10/10

**Agenda Number:** H-1

**Attachments:** No

**From:** Paul McKendrick, 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:

Employee Performance

Employee Compensation

**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) for the purpose of considering employee performance and a specific employee compensation.

# Agenda Report

**Date:** 06/01/10

**Agenda Number:** H-2

**Attachments:** No

**From:** Paul McKendrick, 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).