



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

Lynchburg City School Board

James E. Coleman, Jr.
School Board District 3

Regina T. Dolan-Sewell
School Board District 1

Mary Ann Hoss
School Board District 1

Michael T. Nilles
School Board District 3

Jennifer R. Poore
School Board District 2

Katie K. Snyder
School Board District 3

J. Marie Waller
School Board District 2

Thomas H. Webb
School Board District 2

Charles B. White
School Board District 1

School Administration

Scott S. Brabrand
Superintendent

John C. McClain
Assistant Superintendent of
Curriculum and Instruction

Ben W. Copeland
Assistant Superintendent of
Operations and Administration

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendie L. Sullivan
Clerk

SCHOOL BOARD MEETING
July 15, 2014 5:30 p.m.
School Administration Building
Board Room

A. SCHOOL BOARD REORGANIZATION

1. Election of Chairman of the School Board: 2014-15
Scott S. Brabrand. Page 1
Discussion/Action
2. Election of the Vice Chairman of the School Board: 2014-15
Scott S. Brabrand. Page 2
Discussion/Action
3. Appointment of the Clerk and Deputy Clerk: 2014-15
Scott S. Brabrand. Page 3
Discussion/Action
4. Appointment of the Agent and Deputy Agent: 2014-15
Scott S. Brabrand. Page 4
Discussion/Action
5. Appointment of the Designee of the Division Superintendent: 2014-15
Scott S. Brabrand. Page 7
Discussion/Action
6. Meeting Time, Dates, and Location for School Board Meetings
Scott S. Brabrand. Page 8
Discussion/Action
7. Election of School Board Representative: LAUREL School Board
Scott S. Brabrand. Page 9
Discussion/Action
8. Election of School Board Representative: Central Virginia Governor's School for Science and Technology
Scott S. Brabrand. Page 10
Discussion/Action

9. Election of School Board Representative: Governor's Regional
XLR8 STEM Academy
Scott S. Brabrand. Page 11
Discussion/Action

B. PUBLIC COMMENTS

1. Public Comments
Scott S. Brabrand. Page 12
Discussion/Action (30 Minutes)

C. SPECIAL PRESENTATIONS

1. Barbara Hutcherson Parks Pre-School Book Initiative
Scott S. Brabrand. Page 13
Discussion

2. Lynchburg City Schools Education Foundation, Inc.: Update
Scott S. Brabrand. Page 14
Discussion

D. FINANCE REPORT

Finance Report
Anthony E. Beckles, Sr. Page 15
Discussion

E. CONSENT AGENDA

1. School Board Meeting Minutes: June 17, 2014 (Regular Meeting)
June 23, 2014 (Special Meeting)

2. Personnel Report
Marie F. Gee. Page 20
Discussion/Action

F. UNFINISHED BUSINESS

1. Policy FFA Naming Rights
Ben W. Copeland. Page 24
Discussion

G. NEW BUSINESS

1. Universal Free Breakfast Program
Anthony E. Beckles, Sr. Page 31
Discussion

2. School Nutrition Program: Meal Prices Anthony E. Beckles.	Page 33 Discussion
3. No Child Left Behind Act Waiver: Public School Choice Ben W. Copeland.	Page 35 Discussion/Action
4. Policy JJAC Student-Athlete Concussions During Extra-Curricular Activities Ben W. Copeland.	Page 36 Discussion
5. Policy IIBEA GAB Acceptable Computer System Use Ben W. Copeland.	Page 41 Discussion

H. SUPERINTENDENT’S COMMENTS

I. BOARD COMMENTS

J. INFORMATIONAL ITEMS

School Board Retreat: July 17-18, 2014, Lynchburg College,
Schewel Lecture Hall, Room 231

Next School Board Meeting: Tuesday, August 5, 2014, 5:30 p.m.
Board Room, School Administration Building

K. ADJOURNMENT

Agenda Report

Date: 07/15/14

Agenda Number: A-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Election of the Chairman of the School Board: 2014-15

Summary/Description:

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2014-15 school year. The process of reorganization begins with the election of the chairman of the school board for 2014-15.

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

Recommendation:

The superintendent recommends that the school board elect a chairman of the school board for the 2014-15 school year in accordance with Section 22.1-76 of the Code of Virginia.

Agenda Report

Date: 07/15/14

Agenda Number: A-2

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Election of the Vice Chairman of the School Board: 2014-15

Summary/Description:

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2014-15 school year. The process of reorganization requires the election of the vice chairman of the school board for 2014-15.

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

Recommendation:

The superintendent recommends that the school board elect a vice chairman of the school board for the 2014-15 school year in accordance with Section 22.1-76 of the Code of Virginia.

Agenda Report

Date: 07/15/14

Agenda Number: A-3

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Appointment of the Clerk and Deputy Clerk: 2014-15

Summary/Description:

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2014-15 school year. The process of reorganization requires that the school board appoint a clerk and may appoint a deputy clerk for terms of one year.

The superintendent recommends the following appointments:

Clerk of the School Board

Wendie L. Sullivan

Deputy Clerk of the School Board

Barbara W. Saunders

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

Recommendation:

The superintendent recommends that the school board appoint Ms. Wendie L. Sullivan as the clerk of the school board and the Barbara W. Saunders as deputy clerk of the school board for 2014-15.

Agenda Report

Date: 07/15/14

Agenda Number: A-4

Attachments: Yes

From: Scott S. Brabrand, Superintendent

Subject: Appointment of the Agent and Deputy Agent: 2014-15

Summary/Description:

In accordance with Section 22.1-122 (B) of the Code of Virginia, it is necessary that the school board reorganize for the 2014-15 school year. The process of reorganization requires that the school board appoint an agent and may appoint a deputy agent for terms of one year.

The superintendent recommends the following appointments:

Agent for the School Board

Anthony E. Beckles, Sr.

Deputy Agent for the School Board

Kimberly D. Lukanich

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

Recommendation:

The superintendent recommends that the school board appoint Anthony E. Beckles, Sr. as the agent and Kimberly D. Lukanich as deputy agent for the school board for 2014-15.

§ 22.1-122. Approval and payment of claims; warrants; prohibited acts.

A. Except as provided in § 22.1-122.1, a school board shall examine all claims against it and, when approved, shall order or authorize the payment thereof. A record of such approval and order or authorization shall be made in the minutes of the school board. Payment of each claim shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody and disbursement of the funds of the school board. The warrant shall be signed by the chairman or vice-chairman of the school board, countersigned by the clerk or deputy clerk thereof, made payable to the person or persons, firm or corporation entitled to receive such payment and recorded in the form and manner prescribed by the Board of Education. There shall be stated on the face of the warrant the purpose or service for which such payment is drawn and the date of the order entered or authority granted by the school board.

B. A school board may, in its discretion by resolution, appoint an agent, and a deputy agent to act for the agent in his absence or inability to perform this duty, to examine and approve such claims and, when approved by him or his deputy, to order or authorize the payment thereof. A record of such approval and order or authorization shall be made and kept with the records of the school board. Payment of each such claim so examined and approved by such agent or his deputy shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody, and disbursement of the funds made available to the school board. The warrant shall be signed by such agent or his deputy and countersigned by the clerk or deputy clerk of the school board, payable to the person or persons, firm or corporation entitled to receive such payments; provided, however, that when the agent appointed by the school board is the division superintendent and the division superintendent and clerk is one and the same person, all such warrants shall be countersigned by the chairman or vice-chairman of the school board and when the deputy agent and deputy clerk is one and the same person, the warrant shall be countersigned by either the clerk or the agent of the school board. There shall be stated on the face of the warrant the purpose or service for which such payment is made and also that such warrant is drawn pursuant to authority delegated to such agent or his deputy by the school board on the day of The school board shall require such agent and his deputy to furnish a corporate surety bond conditioned upon the faithful performance and discharge of the duties herein assigned to each such official. The school board shall fix the amount of such bond or bonds and the premium therefore shall be paid out of the funds made available to the school board.

C. The school board of any school division composed of a county may provide, by resolution, for the drawing of special warrants in payment of compensation, when such compensation has been earned and is due, for (i) all employees and school bus operators under written contract, (ii) upon receipt of certified time sheets or other evidence of service performed, the payment of all other employees whose rates of pay have been established by the school board or its properly delegated agent, and (iii) for payment on contracts for school construction projects according to the terms of such contracts. All such special warrants so authorized shall be signed by the clerk or deputy clerk of the school board and countersigned by the division superintendent or the chairman or vice-chairman of the school board. When the division superintendent and clerk is one and the same person, such special warrants shall be countersigned by such chairman or vice-chairman. Such payrolls and contracts so paid shall be reviewed and approved by the school board at its next regular meeting.

D. Any warrant provided for in this section may be converted into a negotiable check when the name of the bank upon which the funds stated in the warrant are drawn or by which the check is to be paid is designated upon its face and is signed by the treasurer or other officer charged by law with the responsibility for the receipt, custody and disbursement of the funds of the school board.

E. The acts prohibited by § 15.2-1244 with respect to the ordering of the issuance of warrants by a board of supervisors and the signing and countersigning of such warrants by the clerk, deputy clerk, chairman, and vice-chairman of such board shall apply to the ordering of the issuance of warrants by a school board and to the signing and countersigning thereof by the chairman, vice-chairman, clerk, deputy clerk, agent and deputy agent of the school board. Any clerk, deputy clerk, agent, deputy agent or member of any school board who violates any provision of this section shall be guilty of both a Class 3 misdemeanor and malfeasance in office.

(Code 1950, §§ 22-73, 22-75, 22-76, 22-77, 22-78, 22-97; 1954, c. 291; 1959, Ex. Sess., c. 79, § 1; 1968, c. 501; 1971, Ex. Sess., c. 161; 1972, c. 426; 1975, cc. 308, 328; 1978, c. 430; 1980, c. 559; 1989, c. 179.)

Go to [General Assembly Home](#)

Agenda Report

Date: 07/15/14

Agenda Number: A-5

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Appointment of the Designee of the Division Superintendent: 2014-15

Summary/Description:

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2014-15 school year. The process of reorganization requires that the school board approve a designee of the division superintendent to attend meetings of the school board in the absence or inability to attend by the superintendent.

The superintendent recommends Ben W. Copeland, assistant superintendent of operations and administration, as the designee.

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

Recommendation:

The superintendent recommends that the school board appoint Ben W. Copeland as designee of the division superintendent for the 2014-15 school year.

Agenda Report

Date: 07/15/14

Agenda Number: A-6

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Dates, Meeting Time, and Location for the School Board Meetings: 2014-15

Summary/Description:

Annually, the school board establishes the meeting dates, time, and location for the regular school board meetings. During the 2013-14 school year, the school board conducted its meetings on the first and third Tuesday of each month, beginning at 5:30 p.m. in the Board Room at the School Administration Building. With school board approval, meetings for 2014-15 will follow the 2013-14 schedule.

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

Recommendation:

The superintendent recommends that the school board establish the dates, time, and location for the school board meetings for the 2014-15 school year.

Agenda Report

Date: 07/15/14

Agenda Number: A-7

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Election of School Board Representative: LAUREL School Board

Summary/Description:

Each school year the school board elects a school board member to represent the Lynchburg City Schools on the LAUREL School Board. In addition, the school board elects an alternate member to represent the school division as necessary.

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

Recommendation:

The superintendent recommends that the school board elect two members, one of whom will serve as an alternate representative, to represent the Lynchburg City Schools on the LAUREL School Board.

Agenda Report

Date: 07/15/14

Agenda Number: A-8

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Election of School Board Representative: Central Virginia Governor's School for Science and Technology Governing Board

Summary/Description:

The school board elects a school board member to represent the Lynchburg City Schools on the Central Virginia Governor's School for Science and Technology Governing Board each year. In addition, the school board elects an alternate to represent the school division as necessary.

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

Recommendation:

The superintendent recommends that the school board elect two members, one of whom will serve as an alternate representative, to represent the Lynchburg City Schools on the Central Virginia Governor's School for Science and Technology Governing Board.

Agenda Report

Date: 07/15/14

Agenda Number: A-9

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Election of School Board Representative: Governor's Regional XLR8 STEM Academy

Summary/Description:

The school board elects a school board member to represent the Lynchburg City Schools on the Governor's Regional XLR8 STEM Academy Governing Board each year. In addition, the school board elects an alternate to represent the school division as necessary.

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

Recommendation:

The superintendent recommends that the school board elect two members, one of whom will serve as an alternate representative, to represent the Lynchburg City Schools on the Governor's Regional XLR8 STEM Academy Governing Board.

Agenda Report

Date: 07/15/14

Agenda Number: B-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Public Comments

Summary/Description:

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

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 07/15/14

Agenda Number: C-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Barbara Hutcherson Parks Pre-School Book Initiative

Summary/Description:

Barbara Hutcherson Parks served the Lynchburg City Schools for more than 50 years in a variety of roles educating students in the Lynchburg City Schools. As the coordinator of the Parent Resource Center, she was an advocate of early childhood learning ensuring that materials were readily available to pre-school students and their parents.

To commemorate Mrs. Parks' service to the education of students in Lynchburg, her family is proposing the Barbara Hutcherson Parks Pre-School Book Initiative. Dr. Patricia H. Dillard, Mrs. Parks' sister, will provide additional information about the initiative during this presentation.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 07/15/14

Agenda Number: C-2

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Lynchburg City Schools Education Foundation, Inc.

Summary/Description:

During this presentation Mrs. Jodi K. Gillette, director of the Lynchburg City Schools Education Foundation, Inc., will provide an update to the school board about the Foundation's progress during the past school year.

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: 07/15/14

Agenda Number: D-1

Attachments:

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

Subject: Finance Report

Summary/Description:

The school administration, in accordance with the 2013-14 school's operating budget, authorized, approved, and processed the necessary payments through June 30, 2014 (unaudited). The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through June 30, 2014 for the operating fund.

Total Operating Fund Budget	\$84,249,418.00
Restricted Donations Received	\$ 100.00
Prior Year Encumbrances	\$ 36,798.29
Fund Balance Return	<u>\$ 507,487.00</u>
Adjusted Budget	\$84,793,803.29

Through June 30, 2014

Actual Revenue Received	\$ 84,421,992.82
Actual Expenditures	\$ 83,170,369.51
Actual Encumbered	\$ 1,351,617.93

Percent of Budget Received	99.56%
Percent of Budget Used, excluding encumbrances	98.07%

As of 06/30/14 – 12 months	100.00%
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The revenue and expenditure reports detail the transactions recorded through June 30, 2014. All reports appear as attachments to the agenda report.

Agenda Report

Date: 07/15/14

Agenda Number: D-1

Attachments:

Please note these are preliminary numbers only and do not reflect final year end amounts. At this time, total revenue is not reflected. The expenditure total is not finalized at this time as there are pending adjustments to be entered, such as the June purchasing card expenses, the adjustment to the health insurance expense (projected to be a decrease), adjusting for prepaid expenses, and the recording of transactions between the City and Schools and year end accruals.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Month Ending June 30, 2014 (unaudited)

		Fiscal Year 2013-14				BUDGET AVAILABLE	BUDGET % USED
		BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES		
INSTRUCTION							
FUNCTION 1100	CLASSROOM INSTRUCTION						
	Personnel	42,915,684.34	42,855,811.82	99.86%	0.00	59,872.52	99.86%
	Other	3,474,753.40	3,571,488.02	102.78%	113,674.26	(210,409)	106.06%
FUNCTION 1200	INST SUPPORT-STUDENT						
	Personnel	3,127,723.16	3,002,899.25	96.01%	0.00	124,823.91	96.01%
	Other	169,754.00	121,871.01	71.79%	3,585.00	44,297.99	73.90%
FUNCTION 1300	INST SUPPORT-STAFF						
	Personnel	4,169,523.19	4,134,676.64	99.16%	0.00	34,846.55	99.16%
	Other	1,483,731.04	1,195,991.49	80.61%	2,682.54	285,057.01	80.79%
FUNCTION 1400	INST SUPPORT-SCHOOL ADMN						
	Personnel	4,863,663.81	4,865,971.00	100.05%	0.00	(2,307)	100.05%
	Other	127,875.00	125,662.96	98.27%	653.80	1,558.24	98.78%
TOTAL INSTRUCTION		60,332,707.94	59,874,372.19	99.24%	120,595.60	337,740.15	99.44%
ADMINISTRATION							
FUNCTION 2100	ADMINISTRATION						
	Personnel	2,249,172.28	2,110,172.66	93.82%	0.00	138,999.62	93.82%
	Other	1,122,830.74	990,078.68	88.18%	8,181.00	124,571.06	88.91%
FUNCTION 2200	ATTENDANCE & HEALTH SERV						
	Personnel	2,331,994.52	2,203,365.47	94.48%	0.00	128,629.05	94.48%
	Other	52,225.00	45,518.31	87.16%	28.00	6,678.69	87.21%
TOTAL ADMINISTRATION		5,756,222.54	5,349,135.12	92.93%	8,209.00	398,878.42	93.07%
PUPIL TRANSPORTATION							
FUNCTION 3100	MANAGEMENT & DIRECTION						
	Personnel	327,210.06	329,229.53	100.62%	0.00	(2,019.47)	100.62%
	Other	29,191.63	24,197.22	82.89%	555.00	4,439.41	84.79%
FUNCTION 3200	VEHICLE OPERATION SERVICE						
	Personnel	2,388,426.01	2,418,315.46	101.25%	0.00	(29,889.45)	101.25%
	Other	934,514.37	902,393.24	96.56%	0.00	32,121.13	96.56%
FUNCTION 3300	MONITORING SERVICE						
	Personnel	355,177.16	334,184.69	94.09%	0.00	20,992.47	94.09%
	Other	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 3400	VEHICLE MAINT SERVICE						
	Personnel	350,957.23	348,525.16	99.31%	0.00	2,432.07	99.31%
	Other	381,750.00	298,356.31	78.15%	4,408.00	78,985.69	79.31%
FUNCTION 3500	BUS PURCHASE - REGULAR						
	Other	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 3600	BUS - LEASE PURCHASE						
	Other	0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL PUPIL TRANSPORTATION		4,767,226.46	4,655,201.61	97.65%	4,963.00	107,061.85	97.75%
OPERATIONS & MAINTENANCE							
FUNCTION 4100	MANAGEMENT & DIRECTION						
	Personnel	191,569.71	191,235.71	99.83%	0.00	334.00	99.83%
	Other	124,300.00	113,336.44	91.18%	0.00	10,963.56	91.18%

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Month Ending June 30, 2014 (unaudited)

FUNCTION 4200 BUILDING SERVICES							
	Personnel	4,032,604.02	4,010,822.47	99.46%	0.00	21,781.55	99.46%
	Other	4,798,594.45	4,698,740.69	97.92%	215,227.70	(115,373.94)	102.40%
FUNCTION 4300 GROUNDS SERVICES							
	Personnel	240,812.35	228,720.83	94.98%	0.00	12,091.52	94.98%
	Other	129,000.00	19,464.43	15.09%	0.00	109,535.57	15.09%
FUNCTION 4400 EQUIPMENT SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
	Other	70,000.00	68,996.54	98.57%	0.00	1,003.46	98.57%
FUNCTION 4500 VEHICLE SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
	Other	32,000.00	27,927.14	87.27%	0.00	4,072.86	87.27%
FUNCTION 4600 SECURITY SERVICES							
	Personnel	27,945.53	21,961.45	78.59%	0.00	5,984.08	78.59%
	Other	118,100.00	97,528.46	82.58%	0.00	20,571.54	82.58%
TOTAL OPERATIONS & MAINTENANCE		9,764,926.06	9,478,734.16	97.07%	215,227.70	70,964.20	99.27%
Other Non-Instructional Operations							
FUNCTION 5000 Non-Instructional Operations - Other		12,000.00	12,651.36	0.00%	0.00	(651.36)	105.43%
TOTAL Non-Instructional Operations		12,000.00	12,651.36	105.43%	0.00	(651.36)	105.43%
FACILITIES							
FUNCTION 6200 SITE IMPROVEMENTS		0	0	0.00%	0	0.00	0.00%
FUNCTION 6600 BLDG ADD & IMP SERVICES							
	Personnel	12,743.47	11,913.91	93.49%	0.00	829.56	93.49%
	Other	20,000.00	8,451.00	42.26%	9,956.00	1,593.00	92.04%
TOTAL FACILITIES		32,743.47	20,364.91	62.20%	9,956.00	2,422.56	92.60%
DEBT SERVICE							
FUNCTION 7100 DEBT SERVICE - Other		109,198.92	109,046.83	99.86%	0.00	152.09	99.86%
TOTAL DEBT SERVICE		109,198.92	109,046.83	99.86%	0.00	152.09	99.86%
TECHNOLOGY							
FUNCTION 8100 CLASSROOM INSTRUCTION							
	Personnel	1,397,247.56	1,409,556.04	100.88%	0.00	(12,308.48)	100.88%
	Other	1,026,315.49	1,110,038.82	108.16%	707,960.21	(791,683.54)	177.14%
FUNCTION 8200 INSTRUCTIONAL SUPPORT							
	Personnel	249,923.31	234,800.78	93.95%	0.00	15,122.53	93.95%
	Other	1,338,541.54	894,610.75	66.83%	284,706.42	159,224.37	88.10%
FUNCTION 8200 LEASE PURCHASE		0.00					
FUNCTION 8300 ADMINISTRATION		6,750.00	6,750.00	100.00%	0.00	0.00	100.00%
TOTAL TECHNOLOGY		4,018,777.90	3,655,756.39	90.97%	992,666.63	(629,645.12)	115.67%
CONTINGENCY RESERVES							
FUNCTION 9100 CLASSROOM INSTRUCTION		0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9300 ADMINISTRATION		0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9500 PUPIL TRANSPORTATION		0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9600 OPERATIONS & MAINTENANCE		0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL CONTINGENCY RESERVES		0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL OPERATING BUDGET		84,793,803.29	83,155,262.57	98.07%	1,351,617.93	287,574.15	99.66%

FY2014-2015 REVISED REVENUE BUDGET
AS of June 30, 2014

ACCOUNT TITLE	ORIGINAL	REVISED	YTD TRANSACTIONS	BUDGET BALANCE	%	CHANGE BETWEEN ORG & REVISED REV BUDGET INCREASE (DECREASE)
	REVENUE BUDGET As of 7/1/2013	REVENUE BUDGET As of 6/30/2014				
COMMONWEALTH OF VA REVENUE						
240308 SALES TAX RECEIPTS	(9,771,846.00)	(9,422,541.00)	(8,622,541.20)	(799,999.80)	91.51%	(349,305.00)
240202 BASIC SCHOOL AID	(19,245,033.00)	(19,831,810.00)	(19,831,810.00)	0.00	100.00%	586,777.00
240207 GIFTED & TALENTED	(231,550.00)	(235,323.00)	(235,323.00)	0.00	100.00%	3,773.00
240208 REMEDIAL EDUCATION	(1,167,820.00)	(1,186,844.00)	(1,186,844.00)	0.00	100.00%	19,024.00
240208 REMEDIAL EDUCATION	(195,237.00)	(120,169.00)	(120,169.00)	0.00	100.00%	(75,068.00)
240212 SPECIAL ED SOQ	(2,250,067.00)	(2,286,721.00)	(2,286,721.00)	0.00	100.00%	36,654.00
240217 VOCATIONAL ED SOQ	(281,888.00)	(286,480.00)	(286,480.00)	0.00	100.00%	4,592.00
240221 SOC SEC-INSTR	(1,328,898.00)	(1,350,547.00)	(1,350,547.00)	0.00	100.00%	21,649.00
240223 VRS INSTRUCTIONAL	(2,214,831.00)	(2,250,911.00)	(2,250,911.00)	0.00	100.00%	36,080.00
240241 GROUP LIFE INST	(85,573.00)	(86,967.00)	(86,967.00)	0.00	100.00%	1,394.00
240228 READING INTERVENTN	(144,929.00)	(164,513.00)	(164,513.00)	0.00	100.00%	19,584.00
240205 CAT-REG FOSTER	(71,786.00)	(117,687.56)	(117,687.56)	0.00	100.00%	45,901.56
240246 CAT-HOMEBOUND	(214,961.00)	(199,896.17)	(199,896.17)	0.00	100.00%	(15,064.83)
240248 REGIONAL TUITION	(776,368.00)	(642,299.73)	(642,299.73)	0.00	100.00%	(134,068.27)
240265 AT RISK SOQ	(1,216,431.00)	(1,236,110.00)	(1,236,110.00)	0.00	100.00%	19,679.00
240309 ESL	(82,660.00)	(106,224.00)	(106,224.00)	0.00	100.00%	23,564.00
330213 SCHOOL LUNCH	0.00	0.00	0.00	0.00	0.00%	0.00
240281 AT RISK 4 YR OLDS	(1,215,707.00)	(1,215,707.00)	(1,215,707.00)	0.00	100.00%	0.00
240218 CTE - ADULT ED	(19,175.00)	(584.00)	(584.00)	0.00	0.00%	(18,591.00)
240252 CTE EQUIPMENT	0.00	(6,655.13)	(6,655.13)	0.00	0.00%	6,655.13
240253 CTE EDUCATION	(42,030.00)	(35,667.00)	(35,667.00)	0.00	100.00%	(6,363.00)
SUPPLEMENTAL SUPPORT						
ADDITIONAL STATE SUPPORT	(466,336.00)	(466,336.29)	(466,336.29)	0.00	100.00%	0.29
EARLY READIG SPECIALISTS INITIAT	(37,214.00)	0.00	0.00	0.00	0.00%	(37,214.00)
240275 PRIMARY CLASS SIZE	(1,570,158.00)	(1,616,146.00)	(1,616,146.00)	0.00	100.00%	45,988.00
240214 TEXTBOOKS	(451,674.00)	(459,032.00)	(459,032.00)	0.00	100.00%	7,358.00
SALARY SUPPLEMENT	(500,162.00)	(508,716.00)	(508,716.00)	0.00	100.00%	8,554.00
240203 GED/ISAP	(23,576.00)	(23,576.00)	(23,576.00)	0.00	100.00%	0.00
240405 ALGEBRA READINESS	(124,221.00)	(130,376.00)	(130,376.00)	0.00	100.00%	6,155.00
COMMONWEALTH OF VA	(43,730,131.00)	(43,987,838.88)	(43,187,839.08)	(799,999.80)	98.18%	257,707.88
FEDERAL REVENUE						
330201 BASIC ADULT ED.	(50,000.00)	(69,594.58)	(69,594.58)	0.00	100.00%	19,594.58
330212 IMPACT AIDPL81-874	(6,000.00)	(7,616.99)	(7,616.99)	0.00	100.00%	1,616.99
180303 MEDICAID REIMBURSE	(300,000.00)	(377,901.31)	(377,901.31)	0.00	100.00%	77,901.31
JR ROTC	(120,000.00)	(109,144.52)	(109,144.52)	0.00	100.00%	(10,855.48)
FEDERAL	(476,000.00)	(564,257.40)	(564,257.40)	0.00	100.00%	88,257.40
CITY APPROPRIATIONS						
510500 CITY OPER APPR	(38,201,147.00)	(38,201,147.00)	(38,201,147.00)	0.00	100.00%	0.00
510500 FUND BALANCE RETURN	(507,487.00)	(507,487.00)	(507,487.00)	0.00	100.00%	0.00
510500 USE OF RESERVES	0.00	0.00	0.00	0.00	0.00%	0.00
510502 CITY DEBT SERV APP	0.00	0.00	0.00	0.00	0.00%	0.00
CITY	(38,708,634.00)	(38,708,634.00)	(38,708,634.00)	0.00	100.00%	0.00
MISCELLANEOUS REVENUE						
189912 MISC REV/OTH FUNDS	0.00	(193,564.59)	(193,564.59)	0.00	100.00%	193,564.59
180303 REBATES & REFUNDS	(30,000.00)	(21,421.90)	(21,421.90)	0.00	100.00%	(8,578.10)
189903 DONATIONS & SP GF	(100.00)	(100.00)	(100.00)	0.00	0.00%	0.00
189909 SALE OTHER EQUIP	0.00	(9,833.86)	(9,833.86)	0.00	0.00%	9,833.86
189910 INSURANCE ADJUST	(3,000.00)	(4,114.66)	(4,114.66)	0.00	100.00%	1,114.66
189912 OTHER FUNDS	0.00	0.00	0.00	0.00	0.00%	0.00
E RATE REIMBURSEMENT	(120,000.00)	(101,994.43)	(101,994.43)	0.00	100.00%	(18,005.57)
TRANSFER IN/OUT	0.00	0.00	0.00	0.00	0.00%	0.00
MISCELLANEOUS	(153,100.00)	(331,029.44)	(331,029.44)	0.00	100.00%	177,929.44
CHARGES FOR SERVICES						
150201 RENTS	(98,000.00)	(123,000.00)	(123,000.00)	0.00	100.00%	25,000.00
161201 TUITION DAY SCHOOL	(110,000.00)	(112,830.67)	(112,830.67)	0.00	100.00%	2,830.67
161206 TUITION ADULT	(18,000.00)	(6,183.25)	(6,183.25)	0.00	100.00%	(11,816.75)
161207 TUITION SUMMER SCH	(40,000.00)	(38,721.50)	(38,721.50)	0.00	100.00%	(1,278.50)
161202 SPEC PUPIL FEES	(45,000.00)	(40,081.17)	(40,081.17)	0.00	100.00%	(4,918.83)
161205 BUS RENTAL	(400,000.00)	(312,682.37)	(312,682.37)	0.00	100.00%	(87,317.63)
190101 TUIT FM OTH CO/CY	(634,620.00)	(651,421.70)	(651,421.70)	0.00	100.00%	16,801.70
161201 DUAL ENROLLMENT	(85,000.00)	(120,367.50)	(120,367.50)	0.00	100.00%	35,367.50
PRINT SHOP	(100,000.00)	(76,650.75)	(76,650.75)	0.00	100.00%	(23,349.25)
SCHOOL NUT UTILITIES	(98,500.00)	(86,976.73)	(86,976.73)	0.00	100.00%	(11,523.27)
FACILITY RENTALS	(60,020.00)	(61,317.26)	(61,317.26)	0.00	100.00%	1,297.26
CHARGES FOR SERVICES	(1,689,140.00)	(1,630,232.90)	(1,630,232.90)	0.00	100.00%	(58,907.10)
150101 INTEREST-BNK DPST	0.00	0.00	0.00	0.00	100.00%	0.00
USE OF MONEY						
LEASE PURCHASE PROCEEDS	0.00	0.00	0.00	0.00	0.00%	0.00
DESIGNATION - ENCUMBRANCES	0.00	0.00	0.00	0.00	0.00%	0.00
TOTAL OPERATING FUND	(84,757,005.00)	(85,221,992.62)	(84,421,992.82)	(799,999.80)	99.06%	464,987.62
REVENUE OVER/(UNDER)						
ORIGINAL BUDGET	464,987.62					
	0.00					

Agenda Report

Date: 07/15/14

Agenda Number: E-2

Attachments: Yes

From: Scott S. Brabrand, Superintendent
Marie F. Gee, Director of Personnel

Subject: Personnel Report

Summary/Description:

The personnel recommendations for June 17 – July 15, 2014, appear as an attachment to this agenda report.

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

Recommendation:

The superintendent recommends that the school board approve the personnel recommendations for June 17 – July 15, 2014.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2013-14:				
Ashton Allison	UNC Wilmington	B.A./11 yrs. (Lv. 1 3)	Linkhorne Elementary Second Grade	08-04-14
Bachelle, Eric	Longwood University	B.A./0 yrs. (Lv.0 4)	Homebound Homebound Instructor	08-14-14
Ballentine, Katherine	Flagler College	B.A./4 yrs. (Lv. 4 3)	Heritage Elementary Fourth Grade	08-04-14
Black, Brittany	Mary Baldwin College	M.A./0 yrs. (Lv. 0 3)	W. M. Bass Elementary Second Grade	07-07-14
Bowyer, Caitlin	Longwood University	B.A./0 yrs. (Lv. 0 3)	W. M. Bass Elementary Fifth Grade	07-07-14
Clark, Venita	Randolph College	M.A./0 yrs. (Lv. 0 1)	W. M. Bass Elementary Kindergarten	07-07-14
Clarke, Amy	Liberty University	B.A./0 yrs. (Lv. 0 3)	T. C. Miller Elementary First Grade	08-14-14
Cook, Mallorie	Abilene Christian University	B.A./1 yr. (Lv. 1 3)	Perrymont Elementary First Grade	08-14-14
Dray, Brittany	Mary Washington College	B.A./0 yrs. (Lv. 0 3)	Perrymont Elementary Fourth Grade	08-14-14
Dupere, Adam	Liberty University	M.A./0 yrs. (Lv. 0 4)	E. C. Glass High English	08-14-14
Erb, Heather	Lynchburg College	M.Ed./6 yrs. (Lv. 6 3)	W. M. Bass Elementary Art	08-14-14
Godley, Catherine	Randolph College	M.A./0 yrs. (Lv. 0 3)	W. M. Bass Elementary First Grade	08-14-14
Guske, Christine	Averett University	M.Ed./13 yrs. (Lv. 13 3)	E. C. Glass High Math	08-14-14
Henderson, Kendra		/6 yrs. (Lv. 6 1)	Heritage High Vocational Trade	08-07-14

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
Humphrey, Ellen	Lynchburg College	M.Ed./25 yrs. (Lv. 25 3)	Homebound Homebound Instructor	08-14-14
Johnson, Olivia	High Point University	B.A./0 yrs. (Lv. 0 1)	Special Education Detention Home	07-31-14
Klein, Johanna	Liberty University	B.A./0 yrs. (Lv. 0 3)	Heritage High Special Education	08-14-14
Marshall, Lee	University of North Texas	B.A./4 yrs. (Lv. 4 4)	E. C. Glass High English	08-14-14
Maxwell, Kimberly	Lynchburg College	M.Ed./24 yrs. (Lv. 24 3)	Sandusky Middle English	08-14-14
Wheeler, Francis	Liberty University	M.A./0 yrs. (Lv. 0 3)	R. S. Payne Elementary Fifth Grade	08-14-14
Newman, Lakisha	College of Staten Island	M.S./6 yrs. (Lv. 6 1)	Homebound Homebound Instructor	08-14-14
Pacot, Lisa	Lynchburg College	M.Ed./5 yrs. (Lv. 5 3)	Laurel Regional Special Education	08-14-14
Payne, Samantha	Lynchburg College	B.S./3 yrs. (LV. 3 3)	Linkhorne Middle Social Studies	08-14-14
Reed, Lucian	Virginia Tech	B.A./11 yrs. (Lv. 11 4)	Sandusky Middle Science	08-14-14
Smith, Tina	Longwood University	M.S./10 yrs. (Lv. 10 3)	Heritage High School Librarian	08-14-14
Strubhar, Heather	Liberty University	M.A./3 yrs. (Lv. 3 3)	Linkhorne Middle Special Education	08-14-14
Tiller, Matthew	Randolph Macon College	B.A./0 yrs. (Lv. 0 4)	Heritage High Special Education	08-14-14
Whitlock, Melvin	Liberty University	B.A./0 yrs. (Lv. 0 2)	Fort Hill Community Social Studies	08-14-14

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
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NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2013-14:

Yarborough, Charles	Virginia Commonwealth	B.A./13 yrs. (Lv. 13 4)	Information Technology IT-DART	07-31-14
Yeatts, Brittany	Longwood University	B.A./0 yrs. (Lv. 0 3)	Perrymont Elementary Fifth Grade	08-14-14

RESIGNATIONS:

Belotte, Stephanie	Liberty University	B.S./4 yrs. (Lv. 3 3)	Curriculum and Instruction Academic Lead Teacher	06-30-14
Cardwell, David		/14 yrs. (Lv. 13 4)	E. C. Glass High Vocational Trade	06-07-14
Crie, Greylyn	Longwood University	B.A./1 yr. (Lv. 0 3)	Perrymont Elementary Third Grade	06-07-14
Page, Amy	Lynchburg College	M.Ed./5 yrs. (Lv. 4 3)	Sandusky Middle Special Education	06-07-14
Womack, Monica	Lynchburg College	B.A./17 yrs. (Lv. 16 1)	W. M. Bass Elementary Kindergarten	06-06-14

RETIREMENTS:

Buck, Calvin	St. Paul's College	B.S./22 yrs. (Lv. 21 2)	Sandusky Middle Social Studies	06-07-14
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LEAVE OF ABSENCE:

Carol, Jordan	Liberty University	B.A./6 yrs. (Lv. 5 3)	Sheffield Elementary Second Grade	06-07-14
Kavanaugh, Marie	Longwood College	B.S./8 yrs. (Lv. 7 3)	Dunbar Middle Science	06-07-14

Agenda Report

Date: 07/14/15

Agenda Number: F-1

Attachments: No

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

Subject: Policy FFA Naming Rights

Summary/Description:

During the school board's annual retreat in July 2013, one of the topics discussed was developing a school board policy that would provide procedures for the naming of school division properties, portions of properties, gymnasiums, and fields. As a result of those discussions, the school administration proposed a policy for consideration at the August 20, 2013, school board meeting. No action was taken on that policy.

On June 3, 2014, the school board was presented with a request to name the center, second floor hallway at E. C. Glass High School for Rodney C. Camden in honor of his retirement from Lynchburg City Schools. The school board, through consensus, decided that a policy for naming rights should be in place prior to considering this request. As a result, the school administration is presenting the attached policy, FFA Naming Rights, for school board discussion.

Disposition: Action
 Information
 Action at Meeting on: 08/05/14

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on August 5, 2014.

NAMING RIGHTS

I. Naming Schools

The School Board retains the sole discretion and authority for the naming or renaming of schools. In fulfilling this responsibility, the School Board shall carefully consider community recommendations in the naming process. The names of persons actively serving the division shall not be considered.

The School Board shall solicit recommendations from the community for the naming of new schools. In reviewing recommendations, the following factors will be considered:

1. Geographic considerations;
2. Historical considerations; and
3. Name(s) of individuals who have made outstanding local, state, or national service contributions.

The final selection of a name for the new school shall be the responsibility of the School Board.

II. Naming Facilities Other Than Entire Schools

A. General Provisions

The School Board retains the sole discretion and authority to name all other division properties, facilities and portions of facilities, such as gymnasiums, playing fields, media centers and science labs. This Policy provides for the procedure for the naming of such properties, as well as the procedure for the naming of intangible things such as scholarships and endowments.

Appropriate names include, but are not limited to, names of individuals who have made exceptional contributions to the school or school division, and business or individual donors who have made substantial financial contributions in accordance with this Policy.

In evaluating whether to grant naming rights, the School Board's primary objectives are to ensure that its education mission is not compromised and there is a clear educational advantage for its students. Due regard will be taken of the need to maintain an appropriate balance between any commercial considerations and the role which names of buildings and spaces play in contributing to the division's sense of identity. The granting of naming rights must always be consistent with the division's values, goals and mission. The long-term effects of the naming rights must also be considered.

Naming rights will not be granted to entities or products associated in any way with, among other things, the sale of tobacco, alcohol, illegal drugs, or weapons. The School Board will not approve, among other things, names that contain vulgar and plainly offensive, obscene, or sexually explicit language, advocate the violation of law or School Board policy, or are contrary to community standards as determined by the School Board; advance any religious or political

organization or candidates; promote, favor, or oppose a candidate for elected office or a ballot measure; or are associated with any company or individual whose actions are otherwise in violation of law.

The School Board has the exclusive right to decline any recommendation, request or donation which does not contribute toward the division's values, goals and missions. The factors to be considered before granting any naming rights include, but are not limited to:

- The extent to which a naming opportunity limits or restrains the division's discretion or its ability to pursue other opportunities;
- The duration of the arrangement or agreement and the division's ability/discretion to terminate the arrangement/agreement;
- The extent to which the naming opportunity imposes any obligation on the division, either presently or in the future, financial or otherwise, and whether the opportunity is subject to conditions acceptable to the division;
- The extent to which the naming opportunity constitutes a conflict of interest or creates the appearance of or potential for a conflict of interest;
- The extent to which the naming opportunity affects the appearance of division property or disrupts the operation of the division; and
- The extent to which the naming opportunity has the potential to create disruption within the community.

In all cases, the School Board retains control and ownership over the areas of named facilities and any named programs, funds or services. Naming rights will not convey any input or control over division programs, activities, services, policies or employees.

This Policy does not apply to naming portions of facilities or fixtures within facilities, such as dedicated benches, lobby areas and trees, if their individual values do not exceed \$1,000. In such instances, principals should solicit appropriate input from their school communities and select names that are consistent with the division's visions, missions and goals.

B. Procedure for Nominating, Considering and Approving All Proposals

The procedures in this section will be used for all naming rights proposals, whether they are honorary or funded.

1. Nomination Procedure

Names may originate at the School Board level or may be recommended to the School Board by civic organizations such as booster clubs, P.T.A's, P.T.O's, school

staff, alumni or residents. Interested groups or individuals must submit a written nomination to the Superintendent. The nomination should identify the facility (or intangible thing) to be named and provide other relevant information, including any connection between the individual and the school. Upon receipt of the nomination, the Superintendent will consult with the School Board Chair to determine whether the School Board should consider the nomination directly or after committee consideration. In addition, the Superintendent/designee will consult with the principal(s) of the school(s) where the proposed naming would occur.

Division employees with knowledge about the potential for a funded naming right proposal are encouraged to notify the Superintendent's office. Any preliminary discussions occurring prior to an official nomination should be held with the Superintendent/designee and the principal of the school and be treated confidentially.

2. Committee Consideration

If the School Board Chair and Superintendent determine that a committee should be convened, the Superintendent/designee will create an ad hoc committee of six members. The committee membership will include the following:

- Assistant Superintendent of Operations & Administration
- An administrator from the school
- Two other division employees
- Two community members

The Superintendent/designee will charge the committee to review the naming proposal and recommend whether it should be accepted and, if so, the duration of the naming. The committee may also recommend alternative names or locations, or recommend against naming.

3. School Board Consideration

After receiving recommendations from the committee, if one has been convened, the Superintendent shall determine whether to recommend approval of the naming rights nomination to the School Board. The School Board will consider the Superintendent's recommendation in the form of a resolution at a regular Board business meeting that provides for public comment. The original nomination and any committee recommendations will be submitted. At the discretion of the School Board Chair and Superintendent, representatives of the nominating party and/or the committee may be permitted to make a presentation.

The School Board shall base its decision on whether the proposal serves the best interest of the division and is consistent with the division's policies, vision, mission and goals. For all funded naming right proposals involving capital improvement

contributions, the Board shall also consider the criteria provided in Section D(1) of this Policy.

4. Gift Agreement

The Superintendent/designee shall ensure that a draft gift agreement has been developed in accordance with this Policy (see Section D(3)), prior to submitting any funded naming rights proposal to the School Board.

C. Honorary Naming

Exceptional contributions to a school or to the division may be recognized by naming an appropriate school facility in honor of an individual not actively serving the Lynchburg City Schools. The area named should be substantively related to the area in which the individual has contributed or be otherwise appropriate. If the name of a living individual is under consideration, it shall be with the consent of this individual. The School Board retains the authority to rename a facility, to transfer names to different facilities, and to discontinue naming.

D. Funded Naming

The School Board accepts private contributions from individuals and businesses in order to support its goals and objectives. This Policy applies when private donors seek naming right recognition for their contributions.

The School Board authorizes two kinds of funded naming rights: (1) the naming of new additions or renovated facilities, called “capital improvement contributions”; and (2) the naming of existing facilities or intangible things, such as scholarships and programs, called “non-capital contributions.” A facility will be named for a limited duration, as prescribed by the applicable gift agreement.

The School Board has the final authority to accept or refuse any contribution, capital improvement project, or other proposal from private donors. The Board also retains the authority to rename a facility, to transfer names to different facilities, and to discontinue naming, subject to any specific provisions contained in an applicable gift agreement.

1. Capital Improvement Contributions – For New Additions & Renovations

The School Board may grant individuals and businesses naming rights for new additions or renovations to existing facilities in recognition of substantial monetary donations.

The following shall be considered by the Superintendent/designee and the School Board when considering all capital improvements naming right proposals:

- a. Whether the improvement benefits the school and/or the division, and contributes toward the division's values, goals and missions;
 - b. A calculation of anticipated consequences of the improvement, including the future financial liability in annual operating costs;
 - c. The consideration of whether the naming rights could cause state or local bonds used to finance the new facilities or renovations to become private activity bonds, thereby making the interest on the bonds taxable;
 - d. Whether the improvement would foster or exacerbate inequality among schools, including exploration of whether other schools would want a similar feature; the desirability and comparison of "extras" among schools; and maintaining the attractiveness and appeal of all division schools; and
 - e. Whether the contribution will fund the improvement fully and if so, whether permanent naming rights are to be offered in exchange for funding.
2. Non-Capital Contributions - For Existing Facilities & Intangible Things

The School Board may also grant individuals and businesses naming rights for substantial monetary donations made for purposes other than designated capital improvements. These purposes must be consistent with the Board's goals and objectives. Examples include, but are not limited to: general operations funding, scholarships, endowments, faculty positions, programs, services and equipment.

3. Gift Agreement Required for All Funded Naming Right Proposals

For all funded naming right contributions, the Superintendent will ensure that a gift agreement is signed by the donor and the Superintendent on behalf of the division. The agreement shall be based on the donor's proposal and include, at a minimum, the following elements:

- a. The facility or intangible thing to be named;
- b. The proposed name;
- c. The amount of funding provided and the schedule for payment, if donations will be made in more than one installment;
- d. The duration of the naming rights;
- e. The conditions, if any, under which the naming may be discontinued, such as the closure of a facility or critical changes to the use of a facility;

File: FFA

- f. A statement that the School Board retains full control and maintenance of the facility, all programs which occur within the facility and, if applicable, the named intangible thing;
- g. A statement that all facility improvements (including in-kind contributions) financed with private contributions, become the property of Lynchburg City Schools;
- h. A statement that any privileges to be granted the donor concerning the facility or any division program are limited to those specifically listed in the agreement; and
- i. A statement that the School Board reserves the right to terminate or amend a gift agreement under exigent circumstances, including donor wrong-doing or criminal conviction, changes to corporate existence in the regular course of business, or other circumstances caused by the donor which in the judgment of the School Board will harm the reputation or mission of Lynchburg City Schools.

Agenda Report

Date: 07/15/14

Agenda Number: G-1

Attachments: No

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

Subject: Universal Free Breakfast Program

Summary/Description:

It is well established that students who eat breakfast demonstrate increased attentiveness and attendance. Students who eat breakfast at school, closer to class and test-taking time, perform better on standardized tests than those who skip breakfast or eat breakfast at home. It has also been reported that when schools offer breakfast free to all students, there is a decrease in discipline and behavior problems, visits to school nurses, and tardiness. For all of these reasons, the school division's School Nutrition Program is committed to expanding and increasing breakfast participation for the 2014-15 school year.

For those schools that have a 70 percent free and reduced meal eligibility, the school administration proposes the implementation of a Universal Free Breakfast for the 2014-15 school year and will use Provision 2 regulation for claiming reimbursement for this plan. Provision 2 offers free breakfast to all students regardless of their eligibility. Claiming procedures for Provision 2 ensures that federal and state reimbursements continue to be paid in a manner that reflects the actual eligibility levels of participating students.

School Nutrition will also implement a variety of serving methods for breakfast: Grab & Go at various locations in the secondary schools and Breakfast in the Classroom for elementary schools. Because so few full price students currently participate in school breakfast, it is often viewed as only for students who receive free lunch, which creates a stigma. For this reason, many students who are eligible for a free lunch do not participate in the school breakfast program. We believe that Universal Free Breakfast in eligible schools, the use of Grab & Go Breakfast in various locations in secondary schools, and Breakfast in the Classroom in elementary schools will help eliminate or reduce this stigma. This means more students will be eating breakfast.

This plan will require commitment and engagement from all stakeholders – Administration, principals, teachers, and custodians. There will be challenges to address and overcome such as trash removal, pest prevention/control, and staff support - the first few days will likely be challenging. When all division personnel engage in this plan and put their full support behind it, breakfast participation will reach its fullest potential. The multiple benefits for our students certainly make this worth our efforts.

Agenda Report

Date: 07/15/14

Agenda Number: G-1

Attachments: No

Note: Another special counting and claiming provision – Community Eligibility Provision - is available for all schools for the 2014-15 school year. This regulation is a key element of the Healthy, Hunger-Free Kids Act of 2010 and provides schools in low-income areas with an alternative approach for operating school meal programs. In lieu of collecting individual applications for free and reduced price meals, the CEP allows schools meeting the eligibility requirements to use information from other programs, including SNAP (Supplemental Nutrition Assistance Program) and TANF (Temporary Assistance Program for Needy Families) to determine the level of Federal funding for the school meal programs. Eligible schools are required to pay the difference between the level of financial resources allowed by law and the total cost of operating the programs. The CEP reduces the administrative burden for schools and allows them to offer free meals to all children.

We are now in the process of determining if the Community Eligibility Provision would be a viable option for Lynchburg City Schools. If it is determined that Lynchburg City Schools does meet the criteria for CEP, we will support the implementation of this section of the Healthy, Hunger Free Kids Act. We will provide the School Board with information relative to this piece of legislation as we work through the process.

Disposition: Action
 Information
 Action at Meeting on: 08/05/14

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on August 5, 2014.

Agenda Report

Date: 07/15/14

Agenda Number: G-2

Attachments: No

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

Subject: School Nutrition Program: Meal Prices

Summary/Description:

In order to meet the requirements of the Healthy Hunger Free Kids Act (HHFKA) of 2010, school food authorities must continue to increase lunch prices to meet the difference between the current free reimbursement rate of \$3.16 and the paid reimbursement rate of \$0.42. Based on results from the completion of the "Paid Lunch Equity Tool," a price increase is not mandatory for Lynchburg City Schools for the 2014-15 school year. This tool provides a weighted average price for paid meals served during the 2013-14 school year and calculates whether or not a price increase is necessary for the upcoming school year. This calculation allows schools to stay within required pricing as they continue to gradually raise prices over a period of years. The Paid Lunch Equity Tool appears as an attachment to this agenda report.

Relative to the ongoing implementation of the new meal pattern requirements for the 2013-14 school year under HHFKA, the school division is seeking an increase for student lunches in the amount of \$0.25 for the 2014-15 school year. This increase will help cover the additional costs incurred to meet the new menu regulations and ensures that the school division continues to move forward with full pricing compliance. With this increase, LCS meal prices remain close to ranges charged by neighboring counties:

School Division	Proposed Meal Price for Elementary Student Lunch	Proposed Meal Price for Secondary Student Lunch
Campbell County	1.90	2.05
Bedford County	2.10	2.35
Appomattox County	1.65	1.90
Amherst County	2.00	2.20
Lynchburg City	2.25	2.45

Agenda Report

Date: 07/15/14

Agenda Number: G-2

Attachments: No

For the 2014-15 school year, the school administration requests an increase to student meals as indicated below.

Elementary		Middle and High		Reduced Price	
Breakfast	Lunch	Breakfast	Lunch	Breakfast	Lunch
1.15	2.25	1.25	2.45	No Cost	.40

Disposition: Action
 Information
 Action at Meeting on: 08/05/14

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on August 5, 2014.

Agenda Report

Date: 07/15/14

Agenda Number: G-3

Attachments: No

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

Subject: No Child Left Behind Act Waiver: Public School Choice

Summary/Description:

On May 15, 2012, the school administration presented information to the school board about the Virginia Department of Education's submission of a request to the United States Department of Education for waivers from certain requirements outlined in what was formerly known as the No Child Left Behind Act. The waiver request was approved which meant that schools in the Commonwealth of Virginia are no longer required to offer public school choice.

The school administration recommended that students currently participating in public school choice be allowed to complete their elementary program in the school of choice with the school division providing transportation at no charge. Upon completion of the elementary program, the student must attend the middle school for which the child's resident is zoned. The school board approved the recommendation and asked that the school administration provide an update each year.

For the 2014-15 school year, approximately 53 students are expected to participate in public school choice. The anticipated cost will be approximately \$55,571 to transport these students to their school of choice. The school administration recommends that students who participate in public school choice for the 2014-15 school year be provided transportation at no charge as funding can be provided through the regular school operating budget.

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

Recommendation:

The superintendent recommends that the school board approve transporting students who participate in public school choice at no cost for the 2014-15 school year.

Agenda Report

Date: 07/15/14

Agenda Number: G-4

Attachments: Yes

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

Subject: Policy JJAC Student-Athlete Concussions During Extra Curricular Activities

Summary/Description:

The process of converting the Lynchburg City Schools' (LCS) policies to the Virginia School Board Association (VSBA) format is ongoing process which has involved the conversion of entire sections of the LCS policy manual at a time. Periodically, updates to a VSBA policy are received that need to be immediately adopted as a LCS policy. Rather than delay until the entire section is converted, individual policies will be brought to the Board for conversion.

VSBA Policy JJAC – Student-Athlete Concussions During Extracurricular Activities will be presented to the school board for discussion this evening.

Disposition: Action
 Information
 Action at Meeting on: 08/05/14

Recommendation:

The superintendent recommends that the school board accept this agenda report as an informational item and consider action at the school board meeting on August 5, 2014.

STUDENT-ATHLETE CONCUSSIONS DURING EXTRACURRICULAR ACTIVITIES

The Lynchburg City Schools desires the safe return to activity for all student-athletes participating in extracurricular physical activities following an injury, but particularly after a concussion. The goal of this policy is to ensure (i) that coaches, school staff, volunteers, student-athletes, and their parents or guardian are aware of the short-term and long term effects of concussions; (ii) that concussed student-athletes are identified, removed from play immediately, and referred appropriately; and (iii) that concussed student-athletes are returned to play only after receiving appropriate medical care, given adequate time to heal, and are symptom free.

Definitions

Concussion: a brain injury that is characterized by an onset of impairment of cognitive and/or physical functioning, and is caused by a blow to the head, face or neck, or a blow to the body that causes a sudden jarring of the head (i.e., a helmet to the head, being knocked to the ground). A concussion can occur with or without a loss of consciousness, and proper management is essential to the immediate safety and long-term future of the injured individual.

Licensed Health Care Provider: a physician, physician assistant, osteopath or athletic trainer licensed by the Virginia Board of Medicine; a neuropsychologist licensed by the Board of Psychology; or a nurse practitioner licensed by the Virginia State Board of Nursing.

Return to Play: to participate in a non-medically supervised practice, game, or athletic competition.

I. Lynchburg City Schools Concussion Management Team

- a. The Lynchburg City Schools Concussion Management Team (“CMT”) shall be appointed by the Superintendent and shall consist of a school administrator, an athletic administrator, a licensed health care provider, a coach, a parent or guardian of a student-athlete, a student athlete, and any such other person the Superintendent determines will assist the CMT in its actions.
- b. The CMT shall develop concussion training materials for school personnel, volunteers, student-athletes and parents of student-athletes. The CMT shall also develop concussion reporting, management and review protocols for the school division. The CMT shall maintain a record of all incidents where a student-athlete has been removed from a game, competition, or practice because he or she has been suspected of sustaining a concussion.
- c. The CMT shall meet at least once per semester and shall evaluate the division’s training materials, concussion reporting, management and review protocols

annually.

II. Required Concussion Training for School Personnel and Volunteers:

- a. Every coach, assistant coach, school staff, adult volunteer, or other person serving in a coaching or advisory role over student-athletes during games, competitions, or practices shall receive training in the signs and symptoms of sports-related concussions, strategies to reduce the risk of concussions, how to seek proper medical treatment for concussions, and the process by which a concussed student-athlete may safely return to practice or competition. Each school and the CMT shall maintain a written record of the names and dates of completion for all persons completing the school's concussion training.
- b. Each school shall ensure that no person is allowed to coach or advise a student-athlete in any practice, game, or competition who has not completed the school's concussion training within the previous twelve months.

III. Distribution of Training Materials for Student-Athletes and Parent/Guardian:

- a. Prior to participating in any extracurricular physical activity, each student-athlete and the student-athlete's parent or guardian shall review concussion training materials developed by the CMT and sign a statement acknowledging receipt of such information. The concussion training materials shall describe the short-and long-term health effects of concussions.
- b. The signed statements acknowledging the receipt of concussion training materials shall be valid for one calendar year and will satisfy the concussion training requirements for all of a student-athlete's extracurricular physical activities for a calendar year.

IV. Removal from Extracurricular Physical Activities

- a. A student-athlete suspected by a student-athlete's coach, athletic trainer, or team physician of sustaining a concussion or brain injury in a practice, game, or competition shall be removed from the activity immediately, evaluated and, if necessary, referred for further treatment. A student-athlete who has been removed from play, evaluated, and suspected to have sustained a concussion shall not return to play that same day.
- b. In determining whether a student-athlete removed from play is suspected of having sustained a concussion, an appropriate licensed health care provider or other properly trained individual, shall evaluate the student-athlete at the time of removal utilizing a standardized concussion sideline assessment instrument (e.g., Sideline Concussion Assessment Tool (SCAT-II), the Standardized Assessment of Concussion (SAC), or the Balance Error Scoring System

(BESS)).

- c. The determination of whether a student-athlete removed from play is suspected of having sustained a concussion shall be the sole determination of the licensed health care provider or other properly trained individual conducting the concussion sideline assessment. Such determination is final and may not be overruled by another licensed health care provider or other properly trained individual, coach, assistant coach, school staff, or other person serving in a coaching or advisory role, the student-athlete or the parent or guardian of the student-athlete.
- d. The coach of a student-athlete may elect not to return the student-athlete to play, even if after the concussion sideline assessment it is determined that the student-athlete is no longer suspected of having sustained a concussion.

V. Return To Play Protocol

- a. No student-athlete shall be allowed to return to extracurricular physical activities, which includes the student-athlete's practices, games or competitions, until the student presents a written medical release from the student-athlete's licensed health care provider. The written medical release shall certify that (i) the provider is aware of the current medical guidance on concussion evaluation and management; (ii) the student-athlete no longer exhibits signs, symptoms, or behaviors consistent with a concussion at rest or with exertion; and (iii) that the student-athlete has successfully completed a progressive return to sports participation program. The length of progressive return to sports participation program shall be determined by the student-athlete's licensed health care provider but shall last a minimum of five calendar days.
- b. The coach of a student-athlete may elect not to allow a student-athlete to return to extracurricular physical activities, even after the production of written medical release from the student-athlete's licensed health care provider, if the coach observes signs and symptoms of sports-related concussions. If the student-athlete's coach makes such a decision, the coach shall communicate the observations and concerns to the student-athlete's parent or guardian within one day of the decision not to allow such student-athlete to return to extracurricular physical activities.

VI. Return to Learn Protocol

- a. School personnel shall be alert to cognitive and academic issues that may be experienced by a student-athlete who has suffered a concussion or other head injury, including (i) difficulty with concentration, organization, and long-term and short-term memory; (ii) sensitivity to bright lights and sounds; and (iii) short-term problems with speech and language, reasoning, planning, and problem solving.

- b. School personnel shall accommodate the gradual return to full participation in academic activities by a student-athlete who has suffered a concussion or other head injury as appropriate, based on the recommendation of the student-athlete's licensed health care provider as to the appropriate amount of time that such student-athlete needs to be away from the classroom.

VII. Helmet Replacement and Reconditioning

- a. All helmets used in school physical activities must conform to the National Operations Committee on Standards for Athletic Equipment (NOCSAE) and certified as conforming by the manufacturer at the time of purchase.
- b. Reconditioned helmets that have been purchased must be recertified as conforming to the NOCSAE by the reconditioner.

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-271.5.

Acts 2014, c. 349.

Virginia Board of Education Guidelines for Policies on Concussions in Student-Athletes (Adopted Jan. 13, 2011).

Agenda Report

Date: 07/15/14

Agenda Number: G-5

Attachments: Yes

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

Subject: Policy IIBEA/GAB Acceptable Computer System Use

Summary/Description:

The process of converting the Lynchburg City Schools' (LCS) policies to the Virginia School Board Association (VSBA) format is ongoing process which has involved the conversion of entire sections of the LCS policy manual at a time. Periodically, updates to a VSBA policy are received that need to be immediately adopted as a LCS policy. Rather than delay until the entire section is converted, individual policies will be brought to the school board for consideration.

VSBA Policy IIBEA/GAB Acceptable Computer System Use, Regulation IIBEA-R/GAB-R Acceptable Computer System Use, and Exhibit IIBEA-E Sample Letter to Parents and Acceptable Computer System Use Agreement will be presented to the school board for discussion this evening. This will replace existing School Board Policy 6-48: Acceptable Use Policy (AUP).

Disposition: Action
 Information
 Action at Meeting on: 08/05/14

Recommendation:

The superintendent recommends that the school board accept this agenda report as an informational item and consider action at the school board meeting on August 5, 2014.

ACCEPTABLE COMPUTER SYSTEM USE

The School Board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart telephones, the internet and other internal or external networks.

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material generated using the computer system, including electronic mail, instant or text messages, tweets, or other files deleted from a user's account, may be monitored, read, and/or archived by school officials.

The Division Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics and protocol for the computer system.

The procedures shall include:

- (1) a prohibition against use by Division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the internet;
- (2) provisions, including the selection and operation of a technology protection measure for the division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to:
 - (a) child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - (b) obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
 - (c) material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
- (3) provisions establishing that the technology protection measure is enforced during any use of the Division's computers;
- (4) provisions establishing that all usage of the computer system may be monitored;
- (5) provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, blogs, in chat rooms, and cyberbullying awareness and response;

- (6) provisions designed to prevent unauthorized online access by minors, including “hacking” and other unlawful online activities.;
- (7) provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
- (8) a component of internet safety for students that is integrated in the Division’s instructional program.

Use of the School Division’s computer system shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

The Division’s computer system is not a public forum.

Each teacher, administrator, student and parent/guardian of each student shall sign the Acceptable Computer System Use Agreement, GAB-E1/IIBEA-E2, before using the Division’s computer system. The failure of any student, teacher or administrator to follow the terms of the Agreement, this policy or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

The School Board will review, amend if necessary, and approve this policy every two years.

Adopted:

Legal Refs: 18 U.S.C. §§ 1460, 2256.
47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2, and 22.1-78.

Cross Refs.:	GCPD	Professional Staff Discipline
	JFC	Student Conduct
	JFC-R	Standards of Student Conduct

ACCEPTABLE COMPUTER SYSTEM USE

All use of the Lynchburg City School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart phones, the internet and any other internal or external network.

Computer System Use-Terms and Conditions:

1. **Acceptable Use.** Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.
2. **Privilege.** The use of the Division's computer system is a privilege, not a right.
3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
 - using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
 - sending, receiving, viewing or downloading illegal material via the computer system.
 - unauthorized downloading of software.
 - using the computer system for private financial or commercial purposes.
 - wastefully using resources, such as file space.
 - gaining unauthorized access to resources or entities.
 - posting material created by another without his or her consent.
 - submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
 - using the computer system while access privileges are suspended or revoked.
 - vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
 - intimidating, harassing, bullying, or coercing others.
 - threatening illegal or immoral acts.
4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:
 - be polite.
 - users shall not forge, intercept or interfere with electronic mail messages.
 - use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.

- users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
 - users shall respect the computer system’s resource limits.
 - users shall not post chain letters or download large files.
 - users shall not use the computer system to disrupt others.
 - users shall not modify or delete data owned by others.
5. **Liability.** The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of these procedures.
 6. **Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
 7. **Vandalism.** Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
 8. **Charges.** The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, data, or long-distance charges.
 9. **Electronic Mail.** The School Division’s electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students’ electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message’s authenticity and the nature of the file.
 10. **Enforcement.** Software will be installed on the division’s computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. **Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.**

Adopted:

Legal Refs: 18 U.S.C. §§ 1460, 2256.
47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2 and 22.1-78.

Guidelines and Resources for Internet Safety in Schools, Virginia Department of Education (Second Edition October 2007)

Cross Refs:	GCPD	Professional Staff Discipline
	JFC	Student Conduct
	JFC-R	Standards of Student Conduct

SAMPLE LETTER TO PARENTS:
ACCEPTABLE COMPUTER SYSTEM USE

Dear Parent/Guardian:

The Lynchburg City School Board offers your student the use of electronic communications through the Lynchburg City School Division's computer system. Your student will be able to communicate with other schools, colleges, organizations and individuals around the world through the internet and other electronic information systems/networks.

Part of the School Division's responsibility in preparing students for the 21st century is to provide them access to the tools they will be using as adults. The internet will be one of these tools. Through the Division's computer system your student will have access to databases, libraries and computer services from all over the world. We accept the responsibility of teaching your student about his/her role as a "network" citizen and the code of ethics involved with this new community.

With this educational opportunity also comes responsibility on the part of your student. It is important that you and your student read the enclosed division policy, administrative regulation and agreement form and discuss these requirements. The Division takes precautions to prevent access to inappropriate material. However, it is impossible to control access to all material and a user may access inappropriate material.

In order for your student to take advantage of this educational opportunity, your authorization is needed. Attached to this letter are the Acceptable Computer System Use Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R and the Acceptable Computer System Use Agreement GAB-E/IIBEA-E2 which both you and your student must sign before your child may use the computer system. Please review these materials carefully with your student before signing the required agreement.

Sincerely,

ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT

Each employee must sign this Agreement as a condition for using the School Division’s computer system. Each student and his or her parent/guardian must sign this Agreement before being permitted to use the School Division’s computer system. Read this Agreement carefully before signing.

Prior to signing this Agreement, read Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact your supervisor or your student’s principal.

I understand and agree to abide by the School Division’s Acceptable Computer System Use Policy and Regulation. I understand that the School Division may access, monitor, and archive my use of the computer system, including my use of the internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student/Employee Signature _____ Date _____

I have read this Agreement and Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R. I understand that access to the computer system is intended for educational purposes and the Lynchburg City School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material and I will not hold the School Division responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy, and regulation with my student.

I grant permission for my student to use the computer system in accordance with Lynchburg City School Division’s policies and regulations and for the School Division to issue an account for my student.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name _____
(Please Print)