



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

Lynchburg City School Board

Regina T. Dolan-Sewell  
School Board District 1

Mary Ann Hoss  
School Board District 1

Michael J. Nilles  
School Board District 3

Jennifer R. Poore  
School Board District 2

Katle Snyder  
School Board District 3

Treney L. Tweedy  
School Board District 3

J. Marie Waller  
School Board District 2

Thomas H. Webb  
School Board District 2

Charles B. White  
School Board District 1

School Administration

Scott S. Brabrand  
Superintendent

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

Ben W. Copeland  
Assistant Superintendent of  
Operations and Administration

Anthony E. Beckles, Sr.  
Chief Financial Officer

Wendle L. Sullivan  
Clerk

**SCHOOL BOARD MEETING**  
**August 20, 2013 5:30 p.m.**  
**School Administration Building**  
**Board Room**

**A. PUBLIC COMMENTS**

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

**B. FINANCE REPORT**

- Finance Report  
Anthony E. Beckles, Sr. . . . . Page 2  
Discussion

**C. CONSENT AGENDA**

- School Board Meeting Minutes: July 18-19, 2013 (School Board Retreat)  
July 19, 2013 (Regular Meeting)  
August 6, 2013 (Regular Meeting)

**D. UNFINISHED BUSINESS**

- Superintendent's Evaluation Instrument  
Regina T. Dolan-Sewell. . . . . Page 7  
Discussion/Action
- Policy FFA Naming Rights  
Ben W. Copeland. . . . . Page 8  
Discussion/Action
- Policy BG-R Board-Staff Communications  
Ben W. Copeland. . . . . Page 15  
Discussion/Action
- Teacher Observation and Evaluation Schedule  
William A. Coleman, Jr. . . . . Page 18  
Discussion/Action
- Technology Hardware User and Parent/Guardian Loan Agreement  
Ben W. Copeland. . . . . Page 21  
Discussion/Action

**E. NEW BUSINESS**

- 1. Crisis Plans  
Ben W. Copeland. . . . . Page 25  
Discussion
  
- 2. School Board Policy 7-15: Student Attendance  
Ben W. Copeland. . . . . Page 26  
Discussion

**F. SUPERINTENDENT’S COMMENTS**

**G. BOARD COMMENTS**

**H. CLOSED MEETING**

- 1. Notice of Closed Meeting  
Scott S. Brabrand. . . . . Page 32  
Discussion/Action
  
- 2. Certification of Closed Meeting  
Scott S. Brabrand. . . . . Page 33  
Discussion/Action

**I. INFORMATIONAL ITEMS**

Next School Board Meeting: Tuesday, September 3, 2013, 5:30 p.m.  
Board Room, School Administration Building

**J. ADJOURNMENT**

# Agenda Report

**Date:** 08/20/13

**Agenda Number:** A-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:** 08/20/13

**Agenda Number:** B-1

**Attachments:** Yes

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

**Subject:** Finance Report

## Summary/Description:

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

The operating fund expenditure report summarizes the payments made through July 31, 2013, for the operating fund.

Total Operating Fund Budget		\$84,249,418.00
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Through July 31, 2013

Actual Revenue Received	\$ 2,319,801.12
Actual Expenditures	\$ 3,865,263.59
Actual Encumbered	

Percent of Budget Received	2.75%
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Percent of Budget Used, excluding encumbrances	4.59%
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As of 07/31/13 – 1 month	8.33%
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The revenue and expenditure reports detail the transactions recorded through July 31, 2013. All reports appear as attachments to the agenda report.

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

## Recommendation:

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

Lynchburg City Schools  
 Operating Fund - Statement of Expenditures  
 For the Month Ended July 31, 2013 (unaudited, preliminary data)

	Fiscal Year 2013-14					
	BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES	BUDGET AVAILABLE	BUDGET % USED
<b>INSTRUCTION</b>						
FUNCTION 1100 CLASSROOM INSTRUCTION						
Personnel	43,611,017.00	353,905.18	0.81%	0.00	43,257,111.82	0.81%
Other	4,113,844.00	239,869.44	5.83%	0.00	3,873,974.56	5.83%
FUNCTION 1200 INST SUPPORT-STUDENT						
Personnel	3,340,817.00	301,776.41	9.03%	0.00	3,039,040.59	9.03%
Other	169,644.00	219.70	0.13%	0.00	169,424.30	0.13%
FUNCTION 1300 INST SUPPORT-STAFF						
Personnel	4,410,927.00	192,665.67	4.37%	0.00	4,218,261.33	4.37%
Other	1,422,659.00	137,959.65	9.70%	0.00	1,284,699.35	9.70%
FUNCTION 1400 INST SUPPORT-SCHOOL ADMN						
Personnel	5,284,589.00	329,917.43	6.24%	0.00	4,954,671.57	6.24%
Other	128,350.00	(1,323.00)	-1.03%	0.00	129,673.00	-1.03%
<b>TOTAL INSTRUCTION</b>	<b>62,481,847.00</b>	<b>1,554,990.48</b>	<b>2.49%</b>	<b>0.00</b>	<b>60,926,856.52</b>	<b>2.49%</b>
<b>ADMINISTRATION</b>						
FUNCTION 2100 ADMINISTRATION						
Personnel	2,248,946.00	272,327.73	12.11%	0.00	1,976,618.27	12.11%
Other	671,247.00	52,230.63	7.78%	0.00	619,016.37	7.78%
FUNCTION 2200 ATTENDANCE & HEALTH SERV						
Personnel	2,230,563.00	6,464.84	0.29%	0.00	2,224,098.16	0.29%
Other	52,225.00	(280.00)	-0.54%	0.00	52,505.00	-0.54%
<b>TOTAL ADMINISTRATION</b>	<b>5,202,981.00</b>	<b>330,743.20</b>	<b>6.36%</b>	<b>0.00</b>	<b>4,872,237.80</b>	<b>6.36%</b>
<b>PUPIL TRANSPORTATION</b>						
FUNCTION 3100 MANAGEMENT & DIRECTION						
Personnel	332,953.00	27,064.61	8.13%	0.00	305,888.39	8.13%
Other	20,526.00	2647.10	12.90%	0.00	17,878.90	12.90%
FUNCTION 3200 VEHICLE OPERATION SERVICE						
Personnel	2,199,429.00	66,962.59	3.04%	0.00	2,132,466.41	3.04%
Other	940,430.00	52,827.39	5.62%	0.00	887,602.61	5.62%
FUNCTION 3300 MONITORING SERVICE						
Personnel	410,901.00	0.00	0.00%	0.00	410,901.00	0.00%
Other	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 3400 VEHICLE MAINT SERVICE						
Personnel	367,601.00	91,031.72	24.76%	0.00	276,569.28	24.76%
Other	381,750.00	3,623.59	0.95%	0.00	378,126.41	0.95%
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%
<b>TOTAL PUPIL TRANSPORTATION</b>	<b>4,653,590.00</b>	<b>244,157.00</b>	<b>5.25%</b>	<b>0.00</b>	<b>4,409,433.00</b>	<b>5.25%</b>
<b>OPERATIONS &amp; MAINTENANCE</b>						
FUNCTION 4100 MANAGEMENT & DIRECTION						
Personnel	185,070.00	15,913.66	8.60%	0.00	169,156.34	8.60%
Other	35,300.00	10,559.90	29.91%	0.00	24,740.10	29.91%
FUNCTION 4200 BUILDING SERVICES						

Lynchburg City Schools  
 Operating Fund - Statement of Expenditures  
 For the Month Ended July 31, 2013 (unaudited, preliminary data)

	Personnel	4,134,677.00	731,399.84	17.69%	0.00	3,403,277.16	17.69%
	Other	4,413,187.00	475,520.82	10.77%	0.00	3,937,666.18	10.77%
<b>FUNCTION 4300 GROUNDS SERVICES</b>							
	Personnel	239,812.00	30,319.41	12.64%	0.00	209,492.59	12.64%
	Other	129,000.00	657.78	0.51%	0.00	128,342.22	0.51%
<b>FUNCTION 4400 EQUIPMENT SERVICES</b>							
	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
	Other	62,500.00	480.98	0.77%	0.00	62,019.02	0.77%
<b>FUNCTION 4500 VEHICLE SERVICES</b>							
	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
	Other	17,000.00	4,353.36	25.61%	0.00	12,646.64	25.61%
<b>FUNCTION 4600 SECURITY SERVICES</b>							
	Personnel	162,899.00	0.00	0.00%	0.00	162,899.00	0.00%
	Other	100,000.00	0.00	0.00%	0.00	100,000.00	0.00%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>		<b>9,479,445.00</b>	<b>1,269,205.75</b>	<b>13.39%</b>	<b>0.00</b>	<b>8,210,239.25</b>	<b>13.39%</b>
						<b>8,016,342.81</b>	
<b>SCHOOL FOOD SERVICES</b>							
<b>FUNCTION 5100 SCHOOL FOOD SERVICES</b>							
	Personnel	0.00	0.00	0.00%	0.00	0.00	Reimbursed 100% by
	Other	0.00	87.88	0.00%	0.00	0.00	School Nutrition
<b>TOTAL SCHOOL FOOD SERVICES</b>		<b>0.00</b>	<b>87.88</b>	<b>100.00%</b>	<b>0.00</b>	<b>(87.88)</b>	
<b>FACILITIES</b>							
<b>FUNCTION 6200 SITE IMPROVEMENTS</b>							
<b>FUNCTION 6600 BLDG ADD &amp; IMP SERVICES</b>							
	Personnel	21,743.00	4,476.38	20.59%	0.00	17,266.62	20.59%
	Other	20,000.00	0.00	0.00%	0.00	20,000.00	0.00%
<b>TOTAL FACILITIES</b>		<b>41,743.00</b>	<b>4,476.38</b>	<b>10.72%</b>	<b>0.00</b>	<b>37,266.62</b>	<b>10.72%</b>
<b>DEBT SERVICE</b>							
<b>FUNCTION 7100 DEBT SERVICE -</b>							
	Other	109,199.00	36,399.64	33.33%	0.00	72,799.36	33.33%
<b>TOTAL DEBT SERVICE</b>		<b>109,199.00</b>	<b>36,399.64</b>	<b>33.33%</b>	<b>0.00</b>	<b>72,799.36</b>	<b>33.33%</b>
<b>TECHNOLOGY</b>							
<b>FUNCTION 8100 CLASSROOM INSTRUCTION</b>							
	Personnel	1,403,203.00	91,773.86	6.54%	0.00	1,311,429.14	6.54%
	Other	379,942.00	82,750.73	21.78%	0.00	297,191.27	21.78%
<b>FUNCTION 8200 INSTRUCTIONAL SUPPORT</b>							
	Personnel	256,068.00	19,399.97	7.58%	0.00	236,668.03	7.58%
	Other	241,400.00	231,278.70	95.81%	0.00	10,121.30	95.81%
<b>FUNCTION 8200 LEASE PURCHASE</b>							
		0.00					
<b>TOTAL TECHNOLOGY</b>		<b>2,280,613.00</b>	<b>425,203.26</b>	<b>18.64%</b>	<b>0.00</b>	<b>1,855,409.74</b>	<b>18.64%</b>
<b>CONTINGENCY RESERVES</b>							
<b>FUNCTION 9100 CLASSROOM INSTRUCTION</b>							
		0.00	0.00	0.00%	0.00	0.00	0.00%
<b>FUNCTION 9300 ADMINISTRATION</b>							
		0.00	0.00	0.00%	0.00	0.00	0.00%
<b>FUNCTION 9500 PUPIL TRANSPORTATION</b>							
		0.00	0.00	0.00%	0.00	0.00	0.00%
<b>FUNCTION 9600 OPERATIONS &amp; MAINTENANCE</b>							
		0.00	0.00	0.00%	0.00	0.00	0.00%
<b>TOTAL CONTINGENCY RESERVES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>TOTAL OPERATING BUDGET</b>		<b>84,249,418.00</b>	<b>3,865,263.59</b>	<b>4.59%</b>	<b>0.00</b>	<b>80,384,154.41</b>	<b>4.59%</b>

NOTE: Due to a computer software problem, we are unable to post accurate encumbrance amounts for July.

Lynchburg City Schools  
 Operating Fund - Statement of Revenue  
 For the Month Ended July 31, 2013 (unaudited)

ACCOUNT TITLE	FY 2012-2013 Unaudited				FY 2013-14			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
240308 SALES TAX RECEIPTS	(8,713,252.00)	(8,758,823.98)	45,571.98	100.52%	(9,771,846.00)	0.00	(9,771,846.00)	0.00%
240202 BASIC SCHOOL AID	(20,446,238.00)	(20,076,545.00)	(369,693.00)	98.19%	(19,245,033.00)	(1,603,752.75)	(17,641,280.25)	8.33%
240207 GIFTED & TALENTED	(236,687.00)	(233,748.00)	(2,939.00)	98.76%	(231,550.00)	(19,295.84)	(212,254.16)	8.33%
240208 REMEDIAL EDUCATION	(1,193,725.00)	(1,178,902.00)	(14,823.00)	98.76%	(1,167,820.00)	(97,318.34)	(1,070,501.66)	8.33%
240208 REMEDIAL EDUCATION	(157,258.00)	(173,577.00)	16,319.00	110.38%	(195,237.00)	0.00	(195,237.00)	0.00%
240212 SPECIAL ED SOQ	(2,253,670.00)	(2,225,686.00)	(27,984.00)	98.76%	(2,250,067.00)	(187,505.58)	(2,062,561.42)	8.33%
240217 VOCATIONAL ED SOQ	(288,140.00)	(284,563.00)	(3,577.00)	98.76%	(281,888.00)	(23,490.66)	(258,397.34)	8.33%
240221 SOC SEC-INSTR	(1,353,231.00)	(1,336,428.01)	(16,802.99)	98.76%	(1,328,898.00)	(110,741.50)	(1,218,156.50)	8.33%
240223 VRS INSTRUCTIONAL	(2,258,815.00)	(2,230,768.00)	(28,047.00)	98.76%	(2,214,831.00)	(184,569.25)	(2,030,261.75)	8.33%
240241 GROUP LIFE INST	(87,471.00)	(86,385.00)	(1,086.00)	98.76%	(85,573.00)	(7,131.08)	(78,441.92)	8.33%
240228 READING INTERVENTN	(170,389.00)	(146,887.00)	(23,502.00)	86.21%	(144,929.00)	0.00	(144,929.00)	0.00%
240205 CAT-REG FOSTER	(101,400.00)	(67,504.00)	(33,896.00)	66.57%	(71,786.00)	0.00	(71,786.00)	0.00%
240246 CAT-HOMEBOUND	(232,366.00)	(200,897.98)	(31,468.02)	86.46%	(214,961.00)	0.00	(214,961.00)	0.00%
240248 REGIONAL TUITION	(743,344.00)	(680,655.70)	(62,688.30)	91.57%	(776,368.00)	0.00	(776,368.00)	0.00%
240265 AT RISK SOQ	(1,242,007.00)	(1,226,865.00)	(15,142.00)	98.78%	(1,216,431.00)	0.00	(1,216,431.00)	0.00%
240309 ESL	(102,484.00)	(80,790.00)	(21,694.00)	78.83%	(82,660.00)	0.00	(82,660.00)	0.00%
330213 SCHOOL LUNCH	0.00	0.00	0.00	100.00%	0.00	0.00	0.00	0.00%
240281 AT RISK 4 YR OLDS	(1,215,707.00)	(1,215,707.00)	0.00	100.00%	(1,215,707.00)	0.00	(1,215,707.00)	0.00%
240218 CTE - ADULT ED	(19,175.00)	(964.00)	(18,211.00)	5.03%	(19,175.00)	0.00	(19,175.00)	0.00%
240252 CTE EQUIPMENT	0.00	(11,262.66)	11,262.66	100.00%	0.00	0.00	0.00	0.00%
240253 CTE OCC PREP	(36,711.00)	(30,763.00)	(5,948.00)	83.80%	(42,030.00)	0.00	(42,030.00)	0.00%
240273 CPI HOLD HARMLESS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
SUPPLEMENTAL SUPPORT								
ADDITIONAL STATE SUPPORT	(468,992.00)	(468,991.71)	(0.29)	0.00%	(466,336.00)	(38,861.36)	(427,474.64)	8.33%
EARLY READIG SPECIALISTS INITIATIVE		0.00	0.00	100.00%	(37,214.00)	0.00	(37,214.00)	0.00%
240275 PRIMARY CLASS SIZE	(1,594,562.00)	(1,587,611.00)	(6,951.00)	99.56%	(1,570,158.00)	0.00	(1,570,158.00)	0.00%
240214 TEXTBOOKS	(461,694.00)	(455,961.00)	(5,733.00)	98.76%	(451,674.00)	(37,639.50)	(414,034.50)	8.33%
SALARY SUPPLEMENT	0.00	0.00	0.00	0.00%	(500,162.00)	0.00	(500,162.00)	0.00%
240203 GED/ISAEP	(23,576.00)	(23,576.00)	0.00	100.00%	(23,576.00)	0.00	(23,576.00)	0.00%
240405 ALGEBRA READINESS	(126,366.00)	(126,180.00)	(186.00)	99.85%	(124,221.00)	0.00	(124,221.00)	0.00%
<b>COMMONWEALTH OF VA</b>	<b>(43,527,260.00)</b>	<b>(42,910,042.04)</b>	<b>(617,217.96)</b>	<b>98.58%</b>	<b>(43,730,131.00)</b>	<b>(2,310,305.86)</b>	<b>(41,419,825.14)</b>	<b>5.28%</b>
330201 BASIC ADULT ED.	(50,000.00)	(57,141.68)	7,141.68	114.28%	(50,000.00)	0.00	(50,000.00)	0.00%
330212 IMPACT AIDPL81-874	(6,000.00)	(6,248.87)	248.87	104.15%	(6,000.00)	0.00	(6,000.00)	0.00%
180303 MEDICAID REIMBURSE	(300,000.00)	(390,157.72)	90,157.72	130.05%	(300,000.00)	0.00	(300,000.00)	0.00%
JR ROTC	(105,000.00)	(75,116.01)	(29,883.99)	71.54%	(120,000.00)	0.00	(120,000.00)	0.00%
<b>FEDERAL</b>	<b>(461,000.00)</b>	<b>(528,664.28)</b>	<b>67,664.28</b>	<b>114.68%</b>	<b>(476,000.00)</b>	<b>0.00</b>	<b>(476,000.00)</b>	<b>0.00%</b>

Lynchburg City Schools  
 Operating Fund - Statement of Revenue  
 For the Month Ended July 31, 2013 (unaudited)

	FY 2012-2013 Unaudited				FY 2013-2014			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
510500 CITY OPER APPR	(35,642,103.00)	(35,601,147.00)	(40,956.00)	99.89%	(38,201,147.00)	0.00	(38,201,147.00)	0.00%
510500 FUND BALANCE RETURN	(149,825.00)	(149,825.00)	0.00	0.00%	0.00	0.00	0.00	0.00%
510500 USE OF RESERVES	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
510502 CITY DEBT SERV APP	(33,627.00)	0.00	(33,627.00)	0.00%	0.00	0.00	0.00	0.00%
<b>CITY</b>	<b>(35,825,555.00)</b>	<b>(35,750,972.00)</b>	<b>(74,583.00)</b>	<b>99.79%</b>	<b>(38,201,147.00)</b>	<b>0.00</b>	<b>(38,201,147.00)</b>	<b>0.00%</b>
189912 MISC REV/OTH FUNDS	0.00	(74,843.82)	74,843.82	100.00%	0.00	(952.25)	952.25	100.00%
180303 REBATES & REFUNDS	(15,000.00)	(6,969.07)	(8,030.93)	46.46%	(30,000.00)	(515.00)	(29,485.00)	1.72%
189903 DONATIONS & SP GF	(1,472.71)	(6,851.04)	5,378.33	0.00%	0.00	0.00	0.00	0.00%
189909 SALE OTHER EQUIP	0.00	(10,808.63)	10,808.63	100.00%	0.00	0.00	0.00	0.00%
189910 INSURANCE ADJUST	(3,000.00)	(133,109.34)	130,109.34	4436.98%	(3,000.00)	(2,696.86)	(303.14)	89.90%
189912 OTHER FUNDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
E RATE REIMBURSEMENT	(100,000.00)	(93,026.09)	(6,973.91)	93.03%	(120,000.00)	0.00	(120,000.00)	0.00%
TRANSFER IN/OUT	0.00	0.00	0.00	-100.00%	0.00	0.00	0.00	0.00%
<b>MISCELLANEOUS</b>	<b>(119,472.71)</b>	<b>(325,607.99)</b>	<b>206,135.28</b>	<b>272.54%</b>	<b>(153,000.00)</b>	<b>(4,164.11)</b>	<b>(148,835.89)</b>	<b>2.72%</b>
150201 RENTS	(98,000.00)	(98,000.00)	0.00	100.00%	(98,000.00)	0.00	(98,000.00)	0.00%
161201 TUITION DAY SCHOOL	(120,000.00)	(112,076.13)	(7,923.87)	93.40%	(110,000.00)	(1,275.00)	(108,725.00)	1.16%
161206 TUITION ADULT	(10,000.00)	(13,723.20)	3,723.20	137.23%	(18,000.00)	0.00	(18,000.00)	0.00%
161207 TUITION SUMMER SCH	(40,000.00)	(9,011.27)	(30,988.73)	0.00%	(40,000.00)	0.00	(40,000.00)	0.00%
161202 SPEC PUPIL FEES	(244,188.00)	(37,695.09)	(206,492.91)	15.44%	(45,000.00)	(177.54)	(44,822.46)	0.39%
161205 BUS RENTAL	(400,000.00)	(383,362.98)	(16,637.02)	95.84%	(400,000.00)	(93.61)	(399,906.39)	0.02%
190101 TUIT FM OTH CO/CY	(634,620.00)	(630,099.64)	(4,520.36)	99.29%	(634,620.00)	0.00	(634,620.00)	0.00%
161201 DUAL ENROLLMENT	(35,000.00)	(89,546.63)	54,546.63	255.85%	(85,000.00)	0.00	(85,000.00)	0.00%
PRINT SHOP	(100,000.00)	(92,066.46)	(7,933.54)	100.00%	(100,000.00)	(365.00)	(99,635.00)	0.37%
SCHOOL NUT UTILITIES	(98,500.00)	(92,557.85)	(5,942.15)	93.97%	(98,500.00)	0.00	(98,500.00)	0.00%
FACILITY RENTALS	(60,020.00)	(80,439.48)	20,419.48	134.02%	(60,020.00)	(3,420.00)	(56,600.00)	5.70%
<b>CHARGES FOR SERVICES</b>	<b>(1,840,328.00)</b>	<b>(1,638,578.73)</b>	<b>(201,749.27)</b>	<b>89.04%</b>	<b>(1,689,140.00)</b>	<b>(5,331.15)</b>	<b>(1,683,808.85)</b>	<b>0.32%</b>
150101 INTEREST-BNK DPST USE OF MONEY	0.00	(160.09)	160.09	100.00%	0.00	0.00	0.00	100.00%
LEASE PURCHASE PROCEEDS	(7,580.00)	0.00	(7,580.00)	0.00%	0.00	0.00	0.00	0.00%
DESIGNATION - ENCUMBRANCES	(221,758.24)	0.00	(221,758.24)	0.00%	0.00	0.00	0.00	0.00%
<b>TOTAL OPERATING FUND</b>	<b>(82,002,953.95)</b>	<b>(81,154,025.13)</b>	<b>(627,170.58)</b>	<b>98.96%</b>	<b>(84,249,418.00)</b>	<b>(2,319,801.12)</b>	<b>(81,929,616.88)</b>	<b>2.75%</b>

Original budget	\$81,622,318.00
Fund Balance Return	149,825.00
Restricted Donation Received	1,472.71
Lease Purchase Funds	\$ 7,580.00
Designation - Prior Year Encumb	\$ 221,758.24
Adjusted Budget	<u>\$ 82,002,953.95</u>



# Agenda Report

**Date:** 08/20/13

**Agenda Number:** D-1

**Attachments:** No

**From:** Regina T. Dolan-Sewell, Chairman

**Subject:** Superintendent's Evaluation Instrument

## **Summary/Description:**

The *Guidelines for Uniform Performance Standards and Evaluation Criteria* set forth seven standards for all Virginia superintendents. The model recommends that 40 percent of a superintendent's evaluation be based on student academic progress, as determined by multiple measures of learning and achievement, including incorporating student growth percentiles, when appropriate, into goal setting. Standards related to mission, vision, and goals, planning and assessment, instructional leadership, organizational leadership and safety, communication and community relations, and professionalism each account for ten percent of the evaluation and performance rating within the model.

The Superintendent's Evaluation Instrument Committee made preliminary revisions to the instrument and reviewed the document at the August 6, 2013, school board meeting. The Committee has met again, and will present additional information regarding revisions to the document.

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

## **Recommendation:**

The chairman recommends that the school board approve the Superintendent's Evaluation Instrument.

# Agenda Report

**Date:** 08/20/13

**Agenda Number:** D-2

**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, 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 proposes the attached policy, FFA Naming Rights, for school board consideration.

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

## **Recommendation:**

The superintendent recommends that the school board approve Policy FFA Naming Rights.

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.

~~No commercial activity allowed by this Policy shall be associated in any way with, among other things, the sale of tobacco, alcohol, illegal drugs, or weapons; contain vulgar and plainly offensive, obscene, or sexually explicit language; advocate the violation of law or School Board policy; advance any religious or political organization; promote, favor, or oppose a candidate or~~

~~a ballot measure; or be associated with any company or individual whose actions are otherwise in violation of law.~~

**{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;
- 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:** 08/20/13

**Agenda Number:** D-3

**Attachments:** No

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

**Subject:** Policy BG-R Board-Staff Communications

## **Summary/Description:**

During the school board's annual retreat, one of the topics discussed was developing a school board policy that would provide guidelines for communications between the school board and staff. As a result of those discussions, the school administration proposes the attached policy, BG-R Board-Staff Communications, for school board consideration.

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

## **Recommendation:**

The superintendent recommends that the school board approve Policy BG-R Board-Staff Communications.

## BOARD-STAFF COMMUNICATIONS

The Lynchburg City School Board wishes to maintain open channels of communication between itself and the staff. The goal is to enhance and streamline communications to ensure information flows in both directions, and to ensure any issues are promptly handled and addressed. The basic line of communication will, however, be through the Superintendent.

All effective means of facilitating channels of communication between the Board and staff will be utilized, like the Superintendent's Personnel Advisory and Superintendent's Preview, in order to promote close and cooperative action for the continuing improvement of the educational program and the mutual benefits of the school system and the community.

### Staff Communications to the Board

~~All communications or reports to the School Board from principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the Board, provided that it is processed in accordance with the Board's policy on complaints and grievances. Staff members are also reminded that Board meetings are public meetings. As such, they provide an excellent opportunity to observe firsthand the Board's deliberations on matters of staff concern.~~

Any employee, acting as an individual or as a representative of any employee group, may request a meeting with the Superintendent or his/her designee(s) to discuss policies or other matters for consideration by the School Board. The Superintendent should inform the Board of such meetings, the matters discussed, and the recommendations of the employee(s) submitted to him/her. The Superintendent may also schedule such meetings and invite employees, including representatives of employee groups, to be present to discuss matters that affect them.

Board members and employees share a common interest in education and in school operation. Employees must remember that individual Board members have no authority or duty except as members of the Board at a legally convened Board meeting or except as may be assigned to them by the School Board as a whole. Therefore employees should not interpret informal remarks of Board members as representing the official position of the Board, or a firm position of the Board member.

### Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will develop appropriate methods to keep the staff fully informed of the Board's concerns and actions.

The success of any school system requires effective communication between the School Board and the staff. Such communication is necessary for the continuing improvement of the educational program and for the proper disposition of personnel problems which may arise. To achieve this end, good Board- staff relations must be maintained in a climate of mutual trust and

# Agenda Report Attachment

Item: D-3  
File: BG-R  
(Also GBD-R)

respect.

In accordance with good personnel practice, staff participation in the development of educational and personnel policies will be encouraged and facilitated.

Issued: XX/XX/XX

# Agenda Report

**Date:** 08/20/13

**Agenda Number:** D-4

**Attachments:** Yes

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

**Subject:** Teacher Observation and Evaluation Schedule

## **Summary/Description:**

On July 2, 2013, the School Board approved revisions to School Board Policy 5-49: Licensed Personnel: Conditions of Employment. This change, which extends the probationary term of service from three years to five years, affects the evaluation schedule for teachers as delineated in the Teacher Performance Evaluation System Handbook. A revised schedule that reflects the change to a five-year non-tenured term has been developed and is presented for consideration.

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

## **Recommendation:**

The superintendent recommends that the school board approve the proposed Teacher Observation and Evaluation Schedule.

**Teacher Observation and Evaluation Schedule (Former Version)**

The plan type and number of formal observations required (if any) are noted below the teacher’s current year of teaching. A teacher who is new to LCS (or new to a specific school) is treated as a non-tenured teacher for the purposes of observations and evaluation for the first year. After successfully completing that first year, the teacher is placed on the schedule by the years of experience recognized by the school division. Please note that brief, unannounced, informal observations may occur at any time for any teacher, and no conference or written documentation is required.

<b>1st Year of Teaching</b>	<b>2<sup>nd</sup> Year of Teaching</b>	<b>3<sup>rd</sup> Year of Teaching</b>	<b>4<sup>th</sup> Year of Teaching</b>	<b>5<sup>th</sup> Year of Teaching</b>	<b>6<sup>th</sup> Year of Teaching</b>
Non-tenured (2+1)	Non-tenured (2+1)	Non-tenured (2+1)	Professional Growth Plan	Professional Growth Plan	Tenured (1+1)
<b>7<sup>th</sup> Year of Teaching</b>	<b>8<sup>th</sup> Year of Teaching</b>	<b>9<sup>th</sup> Year of Teaching</b>	<b>10<sup>th</sup> Year of Teaching</b>	<b>11<sup>th</sup> Year of Teaching</b>	<b>12<sup>th</sup> Year of Teaching</b>
Professional Growth Plan	Professional Growth Plan	Tenured (1+1)	Professional Growth Plan	Professional Growth Plan	Veteran (1)
<b>13<sup>th</sup> Year of Teaching</b>	<b>14<sup>th</sup> Year of Teaching</b>	<b>15<sup>th</sup> Year of Teaching</b>	<b>16<sup>th</sup> Year of Teaching</b>	<b>17<sup>th</sup> Year of Teaching</b>	<b>18<sup>th</sup> Year of Teaching</b>
Professional Growth Plan	Professional Growth Plan	Veteran (1)	Professional Growth Plan	Professional Growth Plan	Veteran (1)
<b>19<sup>th</sup> Year of Teaching</b>	<b>20<sup>th</sup> Year of Teaching</b>	<b>21<sup>st</sup> Year of Teaching</b>	<b>22<sup>nd</sup> Year of Teaching</b>	<b>23<sup>rd</sup> Year of Teaching</b>	<b>24<sup>th</sup> Year of Teaching</b>
Professional Growth Plan	Professional Growth Plan	Veteran (1)	Professional Growth Plan	Professional Growth Plan	Veteran (1)
<b>25<sup>th</sup> Year of Teaching</b>	<b>26<sup>th</sup> Year of Teaching</b>	<b>27<sup>th</sup> Year of Teaching</b>	<b>28<sup>th</sup> Year of Teaching</b>	<b>29<sup>th</sup> Year of Teaching</b>	<b>30<sup>th</sup> Year of Teaching</b>
Professional Growth Plan	Professional Growth Plan	Veteran (1)	Professional Growth Plan	Professional Growth Plan	Veteran (1)
<b>31<sup>st</sup> Year of Teaching</b>	<b>32<sup>rd</sup> Year of Teaching</b>	<b>33<sup>rd</sup> Year of Teaching</b>	<b>34<sup>th</sup> Year of Teaching</b>	<b>35<sup>th</sup> Year of Teaching</b>	<b>36<sup>th</sup> Year of Teaching</b>
Professional Growth Plan	Professional Growth Plan	Veteran (1)	Professional Growth Plan	Professional Growth Plan	Veteran (1)
<b>37<sup>th</sup> Year of Teaching</b>	<b>38<sup>th</sup> Year of Teaching</b>	<b>39<sup>th</sup> Year of Teaching</b>	<b>40<sup>th</sup> Year of Teaching</b>	<b>41<sup>st</sup> Year of Teaching</b>	<b>42<sup>nd</sup> Year of Teaching</b>
Professional Growth Plan	Professional Growth Plan	Veteran (1)	Professional Growth Plan	Professional Growth Plan	Veteran (1)

**Teacher Observation and Evaluation Schedule:**

**Non-tenured:** two formal observations first semester (one announced, one unannounced) and one formal observation second semester (unannounced)

**Tenured:** one formal, unannounced observation each semester

**Veteran:** one formal, unannounced observation during the evaluation year

**Professional Growth Plan:**

A written professional growth plan is submitted by the teacher and approved by the evaluator by the end of the first nine-week marking period. A progress conference is held prior to the last week of school to discuss and review the completed one-page summary document. This document is signed and maintained by both the teacher and the principal.

**Proposed Revision to Teacher Observation and Evaluation Schedule**

The plan type and number of formal observations required (if any) are noted below the teacher’s current year of teaching. A teacher who is new to LCS (or new to a specific school) is treated as a non-tenured teacher for the purposes of observations and evaluation for the first year (needing a minimum of three observations). After successfully completing that first year, the teacher is placed on the schedule by the years of experience completed the previous year and recognized by the school division. Please note that observations may occur at any time for any teacher.

<b>1st Year of Teaching</b>	<b>2nd Year of Teaching</b>	<b>3rd Year of Teaching</b>	<b>4th Year of Teaching</b>	<b>5th Year of Teaching</b>	<b>6th Year of Teaching</b>
Non-tenured 3	Non-tenured 3	Non-tenured 3	Non-tenured 3	Non-tenured 3	Professional Growth Plan
<b>7th Year of Teaching</b>	<b>8th Year of Teaching</b>	<b>9th Year of Teaching</b>	<b>10th Year of Teaching</b>	<b>11th Year of Teaching</b>	<b>12th Year of Teaching</b>
Professional Growth Plan	Tenured 1	Professional Growth Plan	Professional Growth Plan	Tenured 1	Professional Growth Plan
<b>13th Year of Teaching</b>	<b>14th Year of Teaching</b>	<b>15th Year of Teaching</b>	<b>16th Year of Teaching</b>	<b>17th Year of Teaching</b>	<b>18th Year of Teaching</b>
Professional Growth Plan	Tenured 1	Professional Growth Plan	Professional Growth Plan	Tenured 1	Professional Growth Plan
<b>19th Year of Teaching</b>	<b>20th Year of Teaching</b>	<b>21st Year of Teaching</b>	<b>22nd Year of Teaching</b>	<b>23rd Year of Teaching</b>	<b>24th Year of Teaching</b>
Professional Growth Plan	Tenured 1	Professional Growth Plan	Professional Growth Plan	Tenured 1	Professional Growth Plan
<b>25th Year of Teaching</b>	<b>26th Year of Teaching</b>	<b>27th Year of Teaching</b>	<b>28th Year of Teaching</b>	<b>29th Year of Teaching</b>	<b>30th Year of Teaching</b>
Professional Growth Plan	Tenured 1	Professional Growth Plan	Professional Growth Plan	Tenured 1	Professional Growth Plan
<b>31st Year of Teaching</b>	<b>32rd Year of Teaching</b>	<b>33rd Year of Teaching</b>	<b>34th Year of Teaching</b>	<b>35th Year of Teaching</b>	<b>36th Year of Teaching</b>
Professional Growth Plan	Tenured 1	Professional Growth Plan	Professional Growth Plan	Tenured 1	Professional Growth Plan
<b>37th Year of Teaching</b>	<b>38th Year of Teaching</b>	<b>39th Year of Teaching</b>	<b>40th Year of Teaching</b>	<b>41st Year of Teaching</b>	<b>42nd Year of Teaching</b>
Professional Growth Plan	Tenured 1	Professional Growth Plan	Professional Growth Plan	Tenured 1	Professional Growth Plan

**Teacher Observation and Evaluation Schedule:**

**Non-tenured:** A minimum of three observations, one of which will be an extended observation

**Tenured:** A minimum of one observation

**Professional Growth Plan:**

A written professional growth plan is submitted by the teacher and approved by the evaluator by the end of the first nine-weeks marking period. A progress conference is held prior to the last week of school to discuss and review the completed one-page summary document. This document is signed and maintained by both the teacher and the principal.

# Agenda Report

**Date:** 08/20/13

**Agenda Number:** D-5

**Attachments:** Yes

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

**Subject:** Technology Hardware User and Parent/Guardian Loan Agreement

## **Summary/Description:**

As Lynchburg City Schools continues to move forward in the digital age, a well-defined plan for responsibility for take-home technology equipment is needed. A copy of the Technology Hardware User and Parent/Guardian Loan Agreement, which delineates responsibility for damage, loss, or theft of LCS technology equipment, appears as an attachment to this agenda report.

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

## **Recommendation:**

The superintendent recommends that the school board approve the Technology Hardware User and Parent Guardian Loan Agreement.

## Technology Hardware User and Parent/Guardian Loan Agreement

The Lynchburg City Schools (hereinafter “LCS”) is providing technology hardware (hereinafter “the Equipment”) to be used in support of our instructional programs. The Equipment is the property of LCS and is on loan to the User subject to the conditions herein. The use of the Equipment is a privilege and can be revoked for noncompliance with this Loan Agreement. The User has no expectation of privacy in the use of the equipment. LCS reserves the right to monitor the use of the Equipment and inspect the Equipment and anything stored on it.

The following items outline the responsibilities of the User, Parent/Guardian (for minors), and LCS. Please carefully read all items below, then sign the agreement, initial all pages and return one copy to be kept on file and retain one copy for your own records.

The User is responsible for the equipment. The User or Parent/Guardian is responsible for the replacement costs of any intentional damage or loss of the Equipment. Damage includes, but is not limited to: defacing of the Equipment, broken/damaged components, and conditions beyond normal wear associated with the Equipment, etc.

Unintentional damage or theft will be replaced using the table below. If the Equipment is stolen and a police report is not filed, the User or Parent/Guardian will be responsible for the replacement cost of the Equipment

Unintentional damage/theft with police report	Replacement Cost
1 <sup>st</sup> incident	No cost
2 <sup>nd</sup> incident	50% of repair/replacement
3 <sup>rd</sup> and subsequent incidents	100% of repair/replacement

The User must report loss of the Equipment, damage to the Equipment, or malfunctioning Equipment to school personnel immediately.

The User is required to turn in the Equipment at the conclusion of the school year or upon request of a school official unless it is required for summer responsibilities. Students not returning Equipment by the required date will accrue a \$5.00 per day late fee and may prohibit the Student from participating in graduation ceremonies.

The User or Parent/Guardian will be charged the replacement cost for any Equipment not returned.

The User is responsible for all personal data contained on the Equipment. LCS is not responsible for any data loss. The User is advised to backup all materials, information, or data to an external storage location (ex. flash drive, Internet backup, external hard drive) on a regular basis.

Camera use is strictly prohibited in any location where an expectation of privacy is expected such as locker rooms, bathrooms, etc. Violations may result in disciplinary and/or legal action.

The User should not use programs/computer applications during instructional time that are not directly related to instruction and/or requested to be used by school personnel.



**User – Parent/Guardian Responsibilities**

Equipment is an important learning tool and is for educational purposes only. In order for the User to take the Equipment home each day, the following rules must be adhered to:

- When using the Equipment at any location, the User will follow the Lynchburg City School Board Policies and Administrative Regulations and abide by all local, state, and federal laws.
- The User will treat the Equipment with care by not dropping it, getting it wet, leaving it outdoors, leaving it in a car in extreme weather conditions, or using it with food or drink nearby.
- The User will not lend the Equipment to anyone.
- The User will bring the Equipment to school every day, fully charged and take it home each night as appropriate.
- The User or Parent/Guardian will not attempt to repair the Equipment.
- The Equipment should be cleaned with a soft, dry cloth only.
- The User or Parent/Guardian will return the Equipment when requested and upon withdrawal from LCS.
- The User will place the Equipment in an appropriate protective bag when not in use and when it is being moved.
- The User will place the Equipment in a secure location when not in use (locked up when possible).
- The Parent/Guardian will supervise the Student’s use of the Equipment.
- The Student and Parent/Guardian understands that if the Student comes to school without their Equipment, then the Student may not be able to participate in classroom activities, and his/her grade may be affected.

**LCS Responsibilities**

- LCS personnel are not responsible for setup or troubleshooting for any home connections to the Internet, printers, scanners, etc.
- LCS personnel may restore any Equipment back to original configuration in an effort to resolve technical issues. This may result in the loss of any data saved on the Equipment by the Student.
- LCS personnel will manage all Equipment repairs and/or Equipment replacements.
- LCS personnel will manage all current manufactures hardware warranties against defects for the term associated with the Equipment (standard manufacturer warranty).

Equipment Specifics

<b>Make &amp; Model</b>	<b>Serial number</b>	<b>Other items</b>	<b>Condition</b>
			New Good Fair
			New Good Fair
			New Good Fair

The Student's use must be in compliance with the following Lynchburg City School Board Policies and Administrative Regulations, incorporated herein by reference and made a part of this Agreement.

- o Administrative Regulation 6-48: Acceptable use of School Division Technology Resources
- o School Board Policy 7-32: Student Code of Conduct
- o Administrative Regulation 7-32: Student Code of Conduct

I agree to the terms of use outlined above.

**<Please sign below. Return one copy and keep one for your records>**

\_\_\_\_\_  
Parent/Guardian Signature (for minors)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Printed Name (for minors)

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
User Printed Name

# Agenda Report

**Date:** 08/20/13

**Agenda Number:** E-1

**Attachments:** No

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

**Subject:** Crisis Plans: 2013-14

## **Summary/Description:**

Pursuant to the Code of Virginia §22.1-279.8, each school board shall ensure that every school develops a written school crisis, emergency management, and medical emergency response plan. The school must also review the plans on an annual basis.

The school division works collaboratively with the Lynchburg Police Department to develop those plans, and a copy of the plans will be forwarded to each school board member for review. The plans will be presented to the school board for consideration at the September 3, 2013.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 09/03/13

## **Recommendation:**

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the September 3, 2013, school board meeting.

# Agenda Report

**Date:** 08/20/13

**Agenda Number:** E-2

**Attachments:** Yes

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

**Subject:** School Board Policy 7-15: School Attendance

## **Summary/Description:**

Several changes have been made to School Board Policy 7-15: School Attendance. The school administration will review those changes during this presentation.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 09/03/13

## **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 September 3, 2013.

STUDENTS

**Student Attendance P 7-15**

Lynchburg City Schools believes that school attendance is directly related to academic achievement and to the development of good habits that are important in the work world. Optimum student attendance is a cooperative effort, and Lynchburg City Schools expects parents and students to take active roles in accepting that responsibility.

Each principal shall ensure that teachers are accountable for checking and documenting attendance daily/by period; communicating and documenting contact with a student's parents, school counselor, and administrator if poor attendance is affecting the student's performance; and accurately verifying regular attendance reports. Reasonable efforts to notify a parent or guardian should be made when a student has an unexcused absence.

Compulsory school attendance is required by the Code of Virginia § 22.1-254. The Code states that every parent or guardian having control or charge of any student five to 18 years old shall be responsible for such student's regular punctual attendance at school. School attendance is the responsibility of the students and their parent(s) or guardian. At the elementary level, attendance shall be documented daily, and in the secondary schools attendance shall be documented each class period.

A. Absences

1. Excused absences will only be granted for the following reasons:
  - a. Personal illness written excuses should contain a description of the illness.
  - b. Personal required court appearance with documentation from the court
  - c. Death or serious illness in immediate family as defined by Administrative Regulation 5-38. Principal will also consider each individual case and any extenuating circumstances
  - d. Medical condition or appointment verified by a note from a medical professional or dentist
  - e. Religious holiday
  - f. Conditions beyond the control of the student, parent/guardian, or the school as approved by the school administration
2. College visits on regularly scheduled school days should be limited to two school days per school year. These approved visits are limited to high school juniors and seniors. The two school days will be counted as excused absences.
3. Unexcused absences are those that result from the following:

STUDENTS

Student Attendance (continued)

- a. Any absence that does not meet the conditions of an excused absence.
  - b. Absences will be unexcused if notes signed by the parent or guardian are not received by the school within ~~one~~ **{two}** school days of the student's return to school even if the parent or guardian has called. E-mail will be accepted for a note **{within two days of student's return}**.
  - c. Any absence that is the result of a suspension from school-does not count toward truancy.
4. An approved school-sponsored event will not be counted as an absence.
5. Students who do not complete one-half of their school day will be counted as absent. Whether such absence will be deemed excused or unexcused shall be determined by the criteria set forth in sections A. 1. and A. 2.
6. Pre-planned Absences
- a. The parent/guardian must request approval in writing for pre-planned **{excused}** absence by filing a request in advance with the principal/designee. Principals ~~may~~ **{will}** grant approval for pre-planned absences up to five days per student during the school year. ~~These absences would be excused only if they meet the definition of any excused absence in Section A.~~ Students are expected to make up missed work. Such requests will be signed and filed by the principal/designee. Planned absences of this nature are highly discouraged as they could adversely affect student performance.
  - b. If approval for more than five days is sought, a ~~petition~~ **{request}** must be filed with the superintendent or his designee. If approved, these absences would be excused. Students are expected to make up missed work. Planned absences of this nature are highly discouraged as they could adversely affect student performance.
7. Procedures for documenting a student's absence by a parent or guardian
- a. Upon a student's return to school, the student shall bring a note signed by the parent/guardian to explain the reasons for the absence and the dates of the absence. The school should receive the note on the day of the student's return to school. E-mail will be accepted for a note.

STUDENTS

Student Attendance (continued)

- b. Absences will be unexcused if notes are not received by the school within two school days of the student's return to school even if the parent has called.

8. Make-up Work

- a. It is the responsibility of the middle school or high school student to see the teacher on the day he or she returns to school to receive assignments and schedule make-up work at the teacher's convenience. Elementary school teachers will provide assignments upon the student's return to school.
- b. All work must be completed within three school days from return to school or as agreed upon with the teacher/principal.
- c. Students have the opportunity and are encouraged to complete make-up work regardless of the reason for the absence, a parent may request assignments. The assignments should be available at the end of the school day following that request depending upon teacher availability.

B. Tardiness or Early Dismissal

- 1. In all cases of tardiness to school or early dismissals, students must present that day a written note from a parent/guardian to the school stating the reason for the tardiness or early dismissal. Excused tardies/early dismissals are granted only for the following reasons:
  - a. Personal illness (written excuses should contain a description of the illness)
  - b. Personal required court appearance with documentation from the court
  - c. Death or serious illness in immediate family as defined by Administrative Regulation 5-38. Principal will also consider each individual case and any extenuating circumstances
  - d. Medical condition or appointment verified by a medical professional or dentist
  - e. Religious holiday
  - f. Conditions beyond the control of the student, parent/guardian, or the school as approved by the school administration
- 2. When tardy, the student must go to the school office to obtain a pass to class.

STUDENTS

Student Attendance (continued)

3. Students who accumulate a combination of five unexcused tardies or early dismissals per semester will receive an overnight suspension/mandatory parent conference. In addition, students could face further disciplinary action or other sanctions after each subsequent tardy or early dismissal.
4. Students who arrive late or leave early are missing instructional time. When possible, appointments need to be scheduled so that they do not conflict with school hours. Students who do not complete one-half of their school day will be counted as absent. Whether such absence will be deemed excused or unexcused shall be determined by the criteria set forth in sections A 1. and A 2.

C. Truancy – Elementary Schools, Middle Schools, and High Schools

Regular prompt attendance is required for students to make academic progress. Students must have academic credit to graduate. (Refer to School Board Policy 7-28 regarding requirements for graduation.)

Regulations governing the attendance policy are as follows:

1. If a student is absent five days (unexcused) during the semester, the parents will be sent a letter which will indicate an attendance problem, and a conference with the parent/guardian will be required. The principal/designee shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The principal/designee, the pupil, and the pupil's parent/guardian shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.
  - a. If these attempts to improve attendance are not successful, and a student has missed seven days of unexcused absences, a referral will be made to the department of student services.
  - b. The department of student services will review truancy referrals, contact parents, send a letter from the city attorney's office, and make referral to the Juvenile and Domestic Relations Court.
  - c. The Interagency Truancy Review Team will make a reasonable effort to meet with the parent and student to develop recommendations prior to the case being heard by the Juvenile Court.
  - d. Students who are absent more than 15 days in a semester will be subject to an administrative review with alternative school placement considered.



STUDENTS

Student Attendance (continued)

2. If a student is absent 10 days (excused) for the semester, the school may notify the parent/guardian and the student that they need to attend a truancy review conference. Parent/guardian may be required to provide medical documentation for any additional absences.
3. Students absent 15 consecutive days from school are dropped from the school's attendance roll. The principal or designee shall make a reasonable effort to notify the parent/guardian by telephone and in writing that the student has been dropped from the roll. 8 VAC20-110-130. The school shall notify the Department of Student Services when a student is withdrawn because of 15 consecutive days of unexcused absences.

D. Policy Distribution

All schools will distribute a copy of the attendance policy to each student within the first few days of school and/or through newsletters to parents. The policy will be discussed in classrooms with students.

E. Appeals

Appeals concerning the application of this policy will be directed to the school principal/designee. Further appeals may be initiated through the Department of Student Services.

Legal Reference:

Code of Va., § [22.1-253.13:7](#).

Code of Va. § 22.1-254.

Code of Va., § 22.1-258.

Code of Va., § [22.1-260](#).

Code of Va. § 22.1-261.

Code of Va. § [22.1-262](#)

Code of Va. § [22.1-263](#)

Approved by School Board: July 15, 1980

Revised by School Board: June 1, 1993

Revised by School Board: July 1, 1997

Revised by School Board: August 10, 1999

Revised by School Board: August 7, 2007

Revised by School Board: July 8, 2008

Revised by School Board: August 7, 2012

Revised by School Board: October 1, 2012

# Agenda Report

**Date:** 08/20/13

**Agenda Number:** H-1

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent

**Subject:** Notice of Closed Meeting

**Summary/Description:**

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

Personnel Matters

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

**Recommendation:**

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

# Agenda Report

**Date:** 08/20/13

**Agenda Number:** H-2

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent

**Subject:** Certification of Closed Meeting

**Summary/Description:**

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

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

**Recommendation:**

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