



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

Lynchburg City School Board

Sharon Y. Carter  
School Board District 2

James E. Coleman, Jr.  
School Board District 3

Regina T. Dolan-Sewell  
School Board District 1

Charleta F. Mason  
School Board District 2

Susan D. Morrison  
School Board District 1

Michael J. Nilles  
School Board District 3

Derek L. Polley  
School Board District 1

Jennifer R. Poore  
School Board District 2

Katie K. Snyder  
School Board District 3

School Administration

Scott S. Brabrand  
Superintendent

John C. McClain  
Assistant Superintendent of  
Student Learning and Success

Ben W. Copeland  
Assistant Superintendent of  
Operations and Administration

Anthony E. Beckles, Sr.  
Chief Financial Officer

Wendie L. Sullivan  
Clerk

**SCHOOL BOARD MEETING**  
**September 20, 2016 5:00 p.m.**  
**School Administration Building**  
**Board Room**

**A. CLOSED MEETING**

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

**B. PUBLIC COMMENTS**

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

**C. SPECIAL PRESENTATION**

1. Paul Laurence Dunbar Middle School for  
Innovation: Civics Leadership  
Scott S. Brabrand. . . . . Page 4  
Discussion

**D. CONSENT AGENDA**

1. School Board Meeting Minutes: September 6, 2016 (Regular Meeting)
2. Personnel Report  
Marie F. Gee. . . . . Page 5  
Discussion/Action

**E. STUDENT REPRESENTATIVE COMMENTS**

**F. SCHOOL BOARD COMMITTEE REPORTS**

## **G. UNFINISHED BUSINESS**

1. School Board Retreat: 2016-17  
Scott S. Brabrand. . . . . Page 7  
Discussion
2. Special Education Advisory Committee: 2016-17  
John C. McClain. . . . . Page 8  
Discussion/Action
3. Administrative Regulation 6-58: Secondary Student Evaluation  
and Grading Procedures  
John C. McClain. . . . . Page 10  
Discussion/Action
4. Equity Task Force Membership and Bylaws  
John C. McClain. . . . . Page 16  
Discussion/Action
5. VSBA Policy Services Contract  
Scott S. Brabrand. . . . . Page 20  
Discussion/Action
6. Policy JGDZ Student/Parent Appeals  
John C. McClain. . . . . Page 24  
Discussion/Action

## **H. NEW BUSINESS**

1. Recommendation for Upgrade to Compensation: Substitute  
RN, LPN and CNA  
Scott S. Brabrand. . . . . Page 26  
Discussion/Action
2. Priority Schools Update  
John C. McClain. . . . . Page 27  
Discussion
3. Standards of Learning State Accreditation Results  
John C. McClain. . . . . Page 28  
Discussion

## **I. SUPERINTENDENT'S COMMENTS**

## **J. BOARD COMMENTS**

**K. INFORMATIONAL ITEMS**

Next School Board Meeting: Tuesday, October 4, 2016, 5:30 p.m.  
Board Room, School Administration Building

**L. ADJOURNMENT**

# Agenda Report

**Date:** 09/20/16

**Agenda Number:** A-1

**Attachments:** No

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

**Subject:** Notice of Closed Meeting

**Summary/Description:**

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

Legal Briefing

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

**Recommendation:**

The superintendent recommends that the school board approve a motion to enter into Closed Meeting in accordance with the Code of Virginia §2.2-3711 (A) (7) to receive a briefing from legal counsel.

# Agenda Report

**Date:** 09/20/16

**Agenda Number:** A-2

**Attachments:** No

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

**Subject:** Certification of Closed Meeting

**Summary/Description:**

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

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

**Recommendation:**

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

# Agenda Report

**Date:** 09/20/16

**Agenda Number:** B-1

**Attachments:** No

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

**Subject:** Public Comments

**Summary/Description:**

In accordance with Policy BDDH 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:** 09/20/16

**Agenda Number:** C-1

**Attachments:** No

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

**Subject:** Paul Laurence Dunbar Middle School for Innovation: Civics Leadership

## **Summary/Description:**

As part of the course curriculum of the eighth grade civics leadership class at Paul Laurence Dunbar Middle School for Innovation, the students have been challenged with the task of identifying a beautification project for the school. In the course of their research, the students were made aware of areas around the school they felt were in need of "immediate" attention.

The purpose of the presentation tonight is to share with the school board the list of items/areas identified as needing improvement at Paul Laurence Dunbar Middle School for Innovation.

**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:** 09/20/16

**Agenda Number:** D-2

**Attachments:** Yes

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

**Subject:** Personnel Report

## **Summary/Description:**

The personnel recommendations for September 6 – 20, 2016, 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 September 6 – 20, 2016.



<b>NAME</b>	<b>COLLEGE</b>	<b>DEGREE/ EXPERIENCE</b>	<b>SCHOOL/ ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
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**RESIGNATIONS:**

Whitaker Brittany	Liberty University	MED / (Lv. 7	7 yrs 3)	Bass Elementary School Literacy Teacher - PT	10-17-16
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# Agenda Report

**Date:** 09/20/16

**Agenda Number:** G-1

**Attachments:** No

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

**Subject:** School Board Retreat: 2016-17

## **Summary/Description:**

The Lynchburg City School Board will conduct its annual retreat on November 3, 2016. Topics for discussion identified are as follows:

- Professional Development/Staff Training: Student Dress Code and Equity Guidelines
- Public Information Outreach
- School Start Times
- SOL Test Score Trends
- Teacher Pay Scale
- School Board Finance Training
- Employee Assignments and Position Allocation

The retreat will occur at the GLTC Conference Room located at Kemper Station.

**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:** 09/20/16

**Agenda Number:** G-2

**Attachments:** Yes

**From:** Scott S. Brabrand, Superintendent  
John C. McClain, Assistant Superintendent for Student Learning and Success

**Subject:** Special Education Advisory Committee: 2016-17

## Summary/Description:

State regulations governing the education of students with disabilities require the Lynchburg City School Board to appoint a Special Education Advisory Committee annually. This committee meets a minimum of four times per year. Members serve two-year terms.

The Virginia Department of Education guidelines define the role of the Special Education Advisory Committee as follows:

- To advise the school division of unmet needs in the education of students with disabilities
- To assist the school division in the formulation and development of long range plans designed to provide needed educational services for students with disabilities
- To participate in the development of priorities and strategies for meeting the identified needs of students with disabilities
- To submit periodic reports and recommendations regarding the education of students with disabilities to the division superintendent for transmission to the school board
- To assist the school division in interpreting plans to the community for meeting the special needs of students with disabilities.

The proposed membership 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 membership of the Special Education Advisory Committee for the 2016-17 school year.

**Special Education Advisory Committee (SEAC) 2016-2017**

**School Representatives:**

School	Representative	Ending Year
Hutcherson Early Learning Center	Uma Shivkumar	2018
William Marvin Bass Elementary School	Ebony Martin	2018
Bedford Hills Elementary School	Shannon Snead	2018
Dearington Elementary School for Innovation	Catherine Adams	2017
Heritage Elementary School	Jackie Egan	2018
Linkhorne Elementary School	Kenia Lopez	2017
Paul Munro Elementary School	Keeling Pennington	2017
Perrymont Elementary School	Kenya Jefferson	2017
Robert S. Payne Elementary School	Priscilla Clements	2018
Sandusky Elementary School	Tammy Porter	2018
Sheffield Elementary School	Alicia Jefferson	2018
T.C. Miller Elementary School for Innovation	Kim Hibbard	2018
Paul Laurence Dunbar Middle School for Innovation	Karen Bucklew	2017
Linkhorne Middle School	Renee Maca	2017
Sandusky Middle School	Cassandra Pressley-Townes	2017
E.C. Glass High School	Stephanie Early	2018
Heritage High School	Aura Boyle	2017
LAUREL Regional Program	Vickie Jordan	2018

**Additional Roles:**

Past Chair	Tiffany Ellis
Community Representative	Sherry Murrell
Special Education Teacher Representative	Elaine Gaston
Co-Chair Person	Sydney Gunn (2017)
Co-Chair Person	Renee Maca (2018)

**Lynchburg City Schools Consultants:**

Wyllys D. VanDerwerker	Director of the Office for Exceptional Learners
Amanda Myers-Ramirez	Coordinator of the Office for Exceptional Learners
Janenne Daniels-Bosher	Coordinator of the Office for Exceptional Learners

**SEAC Public Meeting Dates for the 2016-2017 School Year**

**Meeting Location: Lynchburg Public Library, 2315 Memorial Ave. (unless noted)**

**Meeting Time: 6:00 - 7:30pm (unless noted)**

Tuesday, September 27, 2016 (Linkhorne Middle School Classroom #500)

Tuesday, October 25, 2016

Tuesday, March 21, 2017 (Review Draft of Special Education Annual Plan and application for Flow Through 611 and 619 funds)

Thursday, April 20, 2017- (3:30-4:30pm at the Linkhorne Middle School Library - SEAC will accept public comment on Federal Set Aside programming)

Tuesday, April 25, 2017 (SEAC to consider the 2017-2018 Special Education Annual Plan and application for Flow Through funds\*)

\*The Special Education Annual Plan will be available for public review and comment from April 20, 2017 to May 5, 2017 in the Lynchburg Public Library located on Memorial Avenue, the Lynchburg City Schools Administration Building - Office for Exceptional Learners located on Court Street, and the Lynchburg City Schools website.

*To contact the Special Education Advisory Committee, please contact Mr. Wyllys VanDerwerker at 434.515.5030*

# Agenda Report

**Date:** 09/20/16

**Agenda Number:** G-3

**Attachments:** Yes

**From:** Scott S. Brabrand, Superintendent  
John C. McClain, Assistant Superintendent for Student Learning and Success

**Subject:** Administrative Regulation 6-58: Secondary Student Evaluation and Grading Procedures

## **Summary/Description:**

As part of the annual update to the High School Program of Studies during the 2015-2016 school year, the school board approved changes including a move from a semester basis for all courses to a year-basis for most courses. This modification to the course timing necessitates that the procedure for determining grades be updated.

The proposed update to Administrative Regulation 6-58 is intended to make adjustments to grading to account for the move from semester to year courses while minimizing changes to the remaining components of the regulation.

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

## **Recommendation:**

The superintendent recommends that the school board approve changes to Administrative Regulation 6-58: Secondary Student Evaluation and Grading Procedures.

## INSTRUCTION

**Secondary Student Evaluation and Grading Procedures R 6-58**A. Determining End-of-Course Grades

1. Middle school end-of-course grades are to be computed by an average of the grades earned for each nine weeks.
2. High school course grades are computed differently depending on whether the course is a year-long course or semester course.
  - a. Year-long course – The course grade is computed by applying 20% weight to each of the four quarters and 20% for the final exam. If there is an exam exemption, the course grade is computed by applying 25% weight to each of the four quarters. Teachers are encouraged to consider a clear positive trend as another factor in determining the final grade, when applicable.
  - b. Semester course – The course grade for a semester course is computed by applying 40 percent weight to each of the two quarters and 20 percent to the exam or final project grade.

B. Exams

1. For year-long courses, there will be one exam at the end of the course that assesses content from the full year. There will be no exam at the end of the first semester in these courses (as there is no longer a special exam schedule in December). Teachers may plan quarterly or other periodic assessments during the year that assess content previously learned during the course.
2. For semester courses, there should be either an end-of-course project or an exam that could be given within a normal class schedule since there is not a special exam schedule at the end of the first semester.

~~B. Determining Semester Grades~~

~~High school course semester grades are to be computed by applying 40 percent weight to each of the two nine-week grades and 20 percent weight to the final examination grade. During the semester an advanced placement test is taken, however, an examination may not be given. In such instances, an average of the two nine-week grades shall constitute the final semester grade.~~

C. Senior Exam Exemptions

1. Exemption will apply to seniors only.
2. Exemption will be for ~~second semester~~ of the senior year only.
3. The student must have a **course** ~~semester~~ grade that ranges between 90-100 percent except as specified in Section D below.
4. The student cannot have more than five absences, excused or unexcused, in the class during the second semester. Absences that

## INSTRUCTION

**Secondary Student Evaluation and Grading Procedures R 6-58**

are the result of school-sponsored events are exceptions to this attendance requirement.

5. Only the principal can make exceptions to the attendance requirement.
6. A student in a dual enrollment course with Central Virginia Community College will not be exempt from exams since this is a college course.
7. A student in an Advanced Placement (AP) course will continue to take the AP exam and have the option of being exempt from the final exam regardless of the grade in the course (current practice).
8. A senior enrolled in any course with an end-of-course Standards of Learning Test must pass the Standards of Learning Test to be eligible for the exam exemption.

D. **Advanced Placement and Standards of Learning Exam Option**

During an Advanced Placement course with the Advanced Placement test, an examination may not be given.

Students enrolled in courses that are assessed by the Virginia Standards of Learning (SOL) tests will have the following option related to the course exam:

Students who pass the SOL test may choose to be exempt from the second semester exam and take the grade they make from the **average of the four quarters**. ~~two nine-week~~ ~~average~~.

Students who receive a Standards of Learning score rating of “pass proficient” will receive an exam score of 90, and a student who receives a Standards of Learning score rating of “pass advanced” will receive an exam score of 100. These scores, since they replace the final exam, are weighted as 20% of the **course** ~~second semester~~ grade.

Students who successfully pass a state career-technical licensure test have the option of not completing the teacher-created, ~~second semester~~ exam and may choose to use the **four quarter** ~~two nine-week~~ grades to compute their **course** ~~second semester~~ grade.

Teachers will have the option to use project-based assessments and other alternative assessment approaches in lieu of a traditional exam, with principal review and approval.

E. **Determining Grades for a Student Who Exits a Course Before the End of the Semester**

1. **Request to Withdraw**

## INSTRUCTION

**Secondary Student Evaluation and Grading Procedures R 6-58**

All requests for a student to be withdrawn from a course shall be made in writing, signed by a parent/guardian, and turned in to the guidance department by the end of the 15<sup>th</sup> school day ~~of the semester~~. Any courses from which a student is withdrawn within that time period will not be recorded on a student's report card or permanent record. Unless there are extenuating circumstances, students will not be permitted to withdraw from a course after the 15<sup>th</sup> day ~~of the semester~~.

In very rare cases, extenuating circumstances may justify a withdrawal from a course after the 15<sup>th</sup> school day ~~of the semester~~. If a student is withdrawn after the 15<sup>th</sup> school day ~~of the semester~~, the student's transcript will reflect the course and a grade of withdrawal passing (WP) or withdrawal failing (WF) for the semester. These designations (WP and WF) are not considered in Grade Point Average calculations. A parent/guardian must file a written request for such consideration with the building principal, and that request must clearly indicate the extenuating circumstances to justify a withdrawal. An example of such circumstances would be extensive absences for medical reasons. The principal will review the request, recommend approval or denial, and send the request and recommendation to the superintendent (or designee) for consideration. Only the superintendent (or designee) can approve a withdrawal from a course after the 60<sup>th</sup> school day. If it is determined that sufficient justification for a withdrawal does not exist, the student will remain in the course until the end of the semester.

**2. Request to Transfer to a Lower Level of the Same Course**

At any time during the semester, the principal may approve a request from a parent/guardian for a student transfer to a lower level of the same course. An example would be transferring from Advanced World History and Geography 1 (4.5 GPA weight) to World History and Geography 1 (4.0 weight). Such a transfer would be dependent on the ability to reschedule the student and the available space in the desired course. When such a transfer occurs, the name of the course will be changed in the student's schedule, and the previously earned grades will be counted toward the ~~semester~~ grade reported on the student's academic record under the lower-level course name.

**3. Courses That Are Dropped Due to Extensive Absences**

School Board Policy 7-15: Student Attendance speaks to the practice of dropping students from courses due to extensive absences. Section B. 8. of the policy notes "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



## INSTRUCTION

**Secondary Student Evaluation and Grading Procedures R 6-58**

dropped from the roll (8VAC10-110-13).”

In the case that a student is dropped from a course pursuant to School Board Policy 7-15 after the 15<sup>th</sup> school day ~~of the semester~~ but before the end of the 60<sup>th</sup> school day, the student will be dropped from all courses, and no record of courses in which the student was enrolled will be maintained. If the student is dropped from a course for extensive absences under School Board Policy 7-15 after the 60<sup>th</sup> school day ~~(meaning approximately two-thirds of the semester has passed)~~, a zero will be recorded for any assignments not completed during the remainder of the semester, and the resulting “F” grade will be recorded for the ~~semester~~ course grade at the time of the drop.

**F. Grades and Class Rank Related to Courses Repeated**

Students shall be allowed to repeat a course already passed only upon approval by the school principal. The repeating of performing arts courses - acting, chorus, band, and orchestra is not affected by this regulation since each of these may be taken repeatedly as a new course.

For all repeat courses, the grade earned shall be averaged with all grades (whether passing or failing) in determining the student's grade point average and class rank. All grades will also appear on the student's academic record.

No additional credit toward graduation requirements will be awarded for passing a course more than once unless allowance to do so is specifically noted in the course description in the current Lynchburg City Schools High School Program of Studies.

**G. Repeat Courses Under the Credit Recovery Format**

Students who have earned an “F” in a high school credit course may retake that course as a repeat course under the Virginia Department of Education approved “credit recovery” format. This format allows for repeat instruction to be provided in half the instructional hours as a new credit course. More specifically, semester courses awarding 0.5 Carnegie credits must provide no less than 70 clock hours of instruction. However, the same course as a repeat course under the credit recovery format meets for no less than 35 hours. Only students who have previously failed a course and have had that failure reflected on the academic record are eligible to enroll in a repeat course under the credit recovery format.

Students who register for repeat courses under the credit recovery format are taking those courses officially for credit. If a student fails such a course, that student will earn an “F” grade, and it will be reflected on the student’s academic record.

## INSTRUCTION

**Secondary Student Evaluation and Grading Procedures R 6-58**

Students who are dropped from a repeat course under the credit recovery format prior to the 23<sup>rd</sup> instructional hour will not have that course appear on their transcripts. However, if after the 23<sup>rd</sup> instructional hour a student no longer attends a course and is dropped due to extensive absences, a zero will be recorded for any assignments not completed during the remainder of the course, and the resulting grade will be recorded for the semester course grade.

Approved by Superintendent: August 2, 1983

Revised by School Board: September 21, 1993

Revised by School Board: March 30, 1999

Revised by School Board: February 21, 2006 (effective – beginning with school year 2006-07)

Revised by School Board: May 18, 2010

Revised by School Board: August 2, 2011

Revised by School Board: January 8, 2013

Revised by Superintendent: July 14, 2014 (effective – beginning with school year 2014-15)

# Agenda Report

**Date:** 09/20/16

**Agenda Number:** G-4

**Attachments:** Yes

**From:** Scott Brabrand, Superintendent  
John C. McClain, Assistant Superintendent for Student Learning and Success

**Subject:** Equity Task Force

## **Summary/Description:**

In March 2015, the Equity Task Force (formerly the Key Communicators Advisory Committee) was renamed. The board approved the objectives and list of members at that time. Since then, the work of the Equity Task Force has increased which has led us to update the by-laws and list of members.

The current membership for this advisory committee and the updated by-law 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 membership for the Equity Task Force.

## **Equity Task Force: 2016-2020**

### **School Board Members**

James Coleman  
Jennifer Poore

### **School Administration**

Scott S. Brabrand, Superintendent  
Jay C. McClain, Assistant Superintendent of Student Learning and Success  
Ethel E. Reeves, Director of Engagement, Equity, and Opportunity  
Dashia L. Womack, Coordinator of Engagement, Equity, and Opportunity  
Leverne L. Marshall, Principal, Sandusky Middle School  
LaTonya D. Brown, Director of Student Services and Alternative Education

### **Community Members**

Dr. Robert Brennan  
Amy Cohen  
Dorothy Holmes\*  
Melissa Johnson\*  
Rev. Paul Kee\*  
Leslie King  
Charlotte Lester  
Carolyn and Danny McCain\*  
Sandra Mitchell  
Jimmy Oliver  
Patricia Price\*  
Tashama Terrell  
Eugene Tweedy\*  
Larry Wetzell  
Virgil Moore\*

\*term ends June 2017

**Equity Task Force By-Laws****(DRAFT)****A. Generally**

The Equity Task Force is an organization created for the purpose of providing effective communication between the community and the superintendent. In March 2000, the Lynchburg City Schools Advisory Group for Equity Report (March, 2000) identified critical areas of concern that the school division needed to address. After an analysis of our data and in collaboration with the Office of Civil Rights (April 2014), the school division continues to strive for excellence in the areas related to discipline, recruitment of minority staff, diversity training, equity, extracurricular programs, and access to advanced courses, among other topics. The Equity Task Force continues to work to achieve success for all students.

**B. Objectives**

The Equity Task Force will assist staff with the improvement of student achievement in order to close the achievement gap; increase and support parental involvement; serve as student advocates; support equality in education; and support and offer recommendations associated with the alternative education program and student discipline practices and procedures. The Equity Task Force will continue to advance the mission of “Every Child, By Name and By Need, to Graduation” with an emphasis on looking at each issue through equity lenses.

The committee will also provide communication between the superintendent and parents by:

1. Disseminating information to and interpreting information for the community regarding policies, goals, and programs implemented by the school board;
2. Gathering information regarding interest, concerns, needs, ideas, and recommendations from community members;
3. Serving as liaison between the school board and community groups;
4. Planning, implementing, utilizing, and evaluating effective communication between the superintendent and the community; and
5. Working cooperatively with other school division advisory committees to prevent duplication of effort and resources.

**C. Membership**

The Equity Task Force Committee shall have twenty (20) members. Five (5) staff members shall be appointed by the superintendent. Two school board members (a representative and an alternate) shall be appointed by the school board to serve on the committee. Thirteen (13) lay members shall also be appointed by the school board. The superintendent shall designate a member of the central office staff to serve as the committee coordinator.

D. Term of Service

Lay members shall be appointed for a three-year term of service and may be appointed for an additional three-year term of service. Staff members may be rotated at the discretion of the superintendent. Two school board members shall be appointed annually by the school board. All members must attend 2/3 of all meetings each year and remain engaged in the efforts to provide solutions.

E. Meetings

The committee shall meet monthly at a time and place to be determined by the committee coordinator. One annual workshop shall be held for the purpose of discussing goals. Additional meetings may be called by the coordinator or upon request by the superintendent and/or the school board.

F. Reports

Reports shall be made regularly to the school board at each meeting. Interim reports may be made to the school board through the superintendent.

# Agenda Report

**Date:** 09/20/16

**Agenda Number:** G-5

**Attachments:** Yes

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

**Subject:** VSBA Policy Services Contract

## **Summary/Description:**

For the past several years, the Lynchburg City Schools has used the policy services provided by the Virginia School Boards Association (VSBA). The current contract between the school division and VSBA will expire on September 30, 2016.

The new contract, in the amount of \$3,000, will “require the school board to maintain and follow up-to-date policies and further requires that all policies shall be reviewed at least every five years and revised as needed.” The contract provides the school board with online access to the VSBA policy manual, update services to policies, and access to VSBA staff members and its attorney to help answer questions about policies.

This contract is renewable for four additional one-year terms at the original (\$3000) contract fee. A copy of the contract appears as an attachment to the agenda report.

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

## **Recommendation:**

The superintendent recommends that the school board authorize the the school board chairman and the school board clerk to enter into a contract on behalf of the school board for VSBA Policy Services in the amount of \$3,000 which is renewable for four additional one-year terms at this contract fee.



## **Policy Services Agreement**

**This Agreement made this \_\_\_\_ day of \_\_\_\_\_, 2016 by and between the School Board of Lynchburg City (hereinafter "Board") and the Virginia School Boards Association (hereinafter "VSBA").**

**WHEREAS, Va. Code § 22.1-253.13:7 (part of the Standards of Quality) requires the Board to maintain and follow up-to-date policies and further requires that all policies shall be reviewed at least every five years and revised as needed; and**

**WHEREAS, the Board is a member of the VSBA and is desirous of having the VSBA provide it with policy services to enable it to comply with the Standards of Quality; and**

**WHEREAS, the VSBA, in order to promote the economy and efficiency of its members and to assist its members in complying with the Standards of Quality, is desirous of providing policy services to the Board.**

**NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:**

- 1. During the term of this contract, VSBA will provide to the Board, through its website, access to the following**
  - A. a policy manual**
  - B. update services including, but not limited to, new and revised policies based on**
    - statutory law**
    - case law**
    - agency rules and regulations**
    - Attorney General opinions**
  - C. new and revised policies as required**
  - d. day to day availability of VSBA staff member/attorney to answer questions regarding policies**
- 2. The Board, in accordance with Va. Code § 22.1-71, agrees to contract with the VSBA for Policy Services.**



- 3. The Board will pay VSBA \$3000.00 for its services under this Agreement. The VSBA shall provide the Policy Contact designated by the superintendent with a password to the Policy Services section of the VSBA website only after full payment has been received.**
- 4. The services provided for in this Agreement shall not include any comments, suggestions, or recommendations regarding any other documents or publications including, but not limited to, administrative rules, regulations, procedures, school manuals or handbooks, exhibits or forms.**
- 5. The VSBA policies are copyright protected, and intended for the sole and exclusive use of current subscribers to the VSBA Policy Services. Current subscribers may not share the policies with or provide the policies to non-subscribers or their agents or representatives, unless required by law or with the prior approval of the VSBA.**
- 6. VSBA's liability will be limited as follows.**
  - a. Policies that are developed by the VSBA for use in the VSBA Policy Manual which have not been altered or amended by the policy subscriber are subject to VSBA liability.**
  - b. Local revisions, deletions and additions to VSBA policies are excluded from VSBA liability.**
  - c. The Board agrees, in the event that a policy prepared by VSBA is alleged to be not in compliance with relevant laws or regulations, to notify VSBA of such allegation within five (5) working days of such allegation.**
- 7. The VSBA will not review, interpret, or comment on any VSBA policy that is altered by the administrative staff, local school board attorney or school board. These alterations should be referred to the local school board attorney for review and interpretation.**
- 8. The VSBA's liability for damages to the Board for any cause whatsoever shall be limited to the fee for the services to be performed under this Agreement.**

- 9. **This Agreement is in full force and effect for a term of one (1) year, effective October 1, 2016, and terminating September 30, 2017. The Agreement is renewable for four (4) additional one-year terms at the original contract fee. At the end of the final renewal year, the contract may be renewed at the prevailing fee at the time of renewal. If the Board terminates the contract prior to the expiration of the contract term, there shall be no refund of any payments made.**
- 10. **Upon the termination of the Board's participation in Policy Services, whether prior to the term of the contract or after expiration of the contract, the Board shall return or destroy all policy manuals, updated policies and/or any CDs, and will discontinue use of and destroy any and all copies of the VSBA password. Furthermore, the Board shall subsequently act in accordance with copyright laws.**
- 11. **This Agreement constitutes the complete understanding of the parties and supersedes any and all prior understandings and agreements, oral or written, relating hereto. No alteration, modification or amendment of this Agreement shall be valid and binding unless in writing and executed by both parties.**

**SCHOOL BOARD OF LYNCHBURG CITY**

BY \_\_\_\_\_

Chair

\_\_\_\_\_

Date

Attest:

\_\_\_\_\_

Clerk

**VIRGINIA SCHOOL BOARDS ASSOCIATION**

BY *Gina G. Patterson*

Gina G. Patterson, Executive Director

8-11-16

Date

# Agenda Report

**Date:** 09/20/16

**Agenda Number:** G-6

**Attachments:** Yes

**From:** Scott S. Brabrand, Superintendent  
John C. McClain, Assistant Superintendent for Student Learning and Success

**Subject:** Policy JGDZ Student/Parent Appeals

## **Summary/Description:**

Following a review of Policy JGDZ Student/Parent Appeals, legal counsel suggests that the last sentence of this policy be changed to reflect its intent. The policy now reads that students/parents appear to be given the latitude to appeal a disciplinary action within a reasonable time rather than follow guidelines that appear in other discipline policies. Counsel suggests that the sentence be changed as follows:

This policy is subject to and does not supersede other policies that include a specific appeals process.

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

## **Recommendation:**

The superintendent recommends that the school board approve changes to Policy JGDZ Student/Parent Appeals.

STUDENT/PARENT APPEALS

A student or parent has the right to express concern (orally or in writing) about a condition, circumstance, or restriction imposed by the teacher or school administrator within a reasonable time frame. The teacher or administrator has the responsibility to respond to the concern and explain a rationale in a reasonable time frame.

If the student or parent is not satisfied with the response, the decision of the teacher or administrator may be appealed. An appeal means a written expression of concern that should be reviewed by the next higher level of authority. A written response to the appeal should be sent within ten days.

This policy is *{subject to and does not supersede}* ~~notwithstanding~~ other policies that include *{a}* specific appeal process.

Adopted: July 12, 2016

# Agenda Report

**Date:** 09/20/16

**Agenda Number:** H-1

**Attachments:** No

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

**Subject:** Recommendation for Upgrade to Compensation: Substitute RN, LPN and CNA

## **Summary/Description:**

Due to the increasing difficulty to obtain qualified school nurse substitutes, the recommendation for an increase in this group's daily rate is being requested. Currently the rate is \$70 per day for anyone who substitutes in this capacity whether they are certified as a RN, LPN, or CNA. Many days openings at schools for substitutes for these positions go unfilled.

The school administration recommends the following change in daily rate that will better reflect the certification level of the substitute:

CNA - \$70  
LPN - \$75  
RN - \$85

The school administration will provide additional information associated with vacancy rates for unfilled substitutes, rate comparison for surrounding school divisions, and comparison with other short-term options for candidates.

Consideration of this item is being requested so that the new rate can be advertised as quickly as possible.

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

## **Recommendation:**

The superintendent recommends that the school board approve the rate changes for RN, LPN, and CNA substitutes.

# Agenda Report

**Date:** 09/20/16

**Agenda Number:** H-2

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent  
John C. McClain, Assistant Superintendent for Student Learning and Success

**Subject:** Priority Schools Update

## **Summary/Description:**

Based on guidelines outlined in the flexibility waiver of the Elementary and Secondary Education Act (ESEA), Dearington Elementary School for Innovation and Perrymont Elementary School were identified as Priority Schools in 2014-2015. As part of the requirements for Priority Schools, each school has contracted with a Lead Turnaround Partner (LTP) using funding provided through federal school improvement grants.

The LTP selected to support both schools is American Institute for Research (AIR). One of the ESEA requirements is that the LTP report to the school board on the work of the LTP and the resulting progress being made relative to student achievement. During this presentation, the principals of each school will report on student achievement results based on 2015-2016 SOL assessments and AIR staff will outline services provided at each school during 2015-2016 as well as those that will be implemented during 2016-2017.

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

## **Recommendation:**

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

# Agenda Report

**Date:** 09/20/16

**Agenda Number:** H-3

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent  
John C. McClain, Assistant Superintendent for Student Learning and Success

**Subject:** Standards of Learning State Accreditation Results

## **Summary/Description:**

Each year the school division administers Standards of Learning (SOL) tests in grades three through eight as well as 12 high school end-of-course tests. On September 14, 2016, the Virginia Department of Education released official state accreditation results based on Standards of Learning tests. During this presentation, the school administration will share these results and the status of each school.

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

## **Recommendation:**

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