



LEXINGTON CITY SCHOOL BOARD

MEETING AGENDA

**Tuesday, May 7, 2024
5:30PM
School Board Office
300 Diamond St. Lexington, VA**

**To view the meeting via Zoom,
please copy and paste the link below into your browser:**

<https://us06web.zoom.us/j/88262253852>

<i>Order of Business</i>	<i>Subject</i>	<i>Action</i>	<i>Information</i>
1. Approval of Agenda		*	
2. Communications	-Recognitions VSBA Business Honor Roll		*
3. Delegations	-Public Comment (See Guidelines at Bottom of Page)		*
4. Consent Agenda	-Approval of Minutes (April 9, 2024, April 11, 2024) -Approval of April Payroll and Expenditures -Petty Cash Reports -Enrollment Report -Approval of Renewal Tuition Applications for 2024-2025 -5 7 24 Personnel Action -Approval of Recommendations for Appointments for 2024-2025 -Approval of updates to LCS Health Manual	*	
5. Instruction	-HWES School-Wide Book Event 2024 -Mini Innovation Grant Presentations -Overview of Virginia Literacy Act and Literacy Plan		*
6. Superintendent's Report	-Approval of Narcan Policy -End-of-Year Events -Summer School 2024	*	*
7. School Board	-Review of Policy KLB-LM and KLB-IM -Rockbridge County School Board Meeting Next meeting: May 14, 2024 -Ad Hoc Committee Reports -LDMS gymnasium dedication event June 4 th , 2024 5:00PM at LDMS gymnasium -Lexington City School Board Meeting June 4 th , 2024 5:30PM at SBO July 9 th , 2024 5:30PM at SBO August 6 th , 2024 5:30PM at SBO		*
8. Board Action	-Personnel Action	*	
9. Adjournment		*	

Guidelines for Addressing the School Board

Speakers who have signed up prior to the regularly scheduled meeting will be allowed to address the Board during the designated public comment period on topics relating to the school division, as provided for in this Regulation. Citizens wishing to speak but who have failed to sign up in advance of the meeting may be permitted to address the Board during public comment, but only at the discretion of the Board Chair.

The Board asks that you follow the guidelines below when addressing the Board. In order to give all speakers equal treatment and courtesy, the Board requests speakers follow these guidelines:

- > Stand and state your name and city or county of residence.
- > Address comments to the Board as a whole;
- > Be brief (up to 2 minutes), state your position, and provide facts.
- > Public comment is not designated as a question-and-answer opportunity or a time for debate and Board members generally will not respond to questions from a speaker.
- > Complaints about specific school personnel are best addressed to an appropriate school administrator who will address such concerns as appropriate through existing board and personnel complaint procedures.
- > The public comment period is not designated for comments about specific or named students and any such comments are prohibited and shall be out of order.
- > If a speaker wishes to provide written statements or other supporting material, such materials shall be submitted to the Board's Clerk.

Speakers are allowed one appearance per meeting, although the Board may allow exceptions at its discretion. If a speaker represents a group, the speaker may request the Chair to recognize others in attendance who support the speaker's comments. The Board reserves the right to solicit information from citizens present. Such a request by a Board Member should not be construed as the citizen speaking out of order. Meetings are recorded.



Lexington City School Board Agenda Item

Order of Business: Approval of Agenda

Meeting Date: May 7, 2024

	Yes	No
Enclosures	x	

Reason for Consideration

Information	Action	
	State Law	X
	Operational Policy	X
	Other	

Background Information

**Board members who wish to have an agenda item added, removed, or changed should move to amend the agenda at this time.*

Superintendent's Recommendation

-Approval of Agenda



Lexington City School Board Agenda Item

Order of Business: Communications

Meeting Date: May 7, 2024

	Yes	No
Enclosures		x

Reason for Consideration

Information	X	Action	
		State Law	
		Operational	
		Policy	BDDH
		Other	

Background Information

1. Recognition of Citizens
 - a. 2024 VSBA Business Honor Roll recipients
 - i. Pure Eats, Sarah Dudley of Alcova Mortgage, Pronto Gelateria

Superintendent's Recommendation

-N/A



2024 VSBA Business Honor Roll

❖ ***Sarah Dudley of Alcova -***

- Donated funds to help the LDMS basketball team purchase new uniforms this year

❖ ***Pronto Gelateria - Franky and Meridith Benincasa***

- PTA-sponsored event with a percentage donation from one-day sales to the PTA

❖ ***Pure Eats - Kasey Potter***

- PTA-sponsored event with a percentage donation from one-day sales to the PTA



Lexington City School Board Agenda Item

Order of Business: Consent Agenda

Meeting Date: May 7, 2024

	Yes	No
Enclosures	x	

Reason for Consideration

Information	Action	X
	State Law	
	Operational	
	Policy	BDDG
	Other	

Background Information

1. Approval of Minutes (April 9, 2024, April 11, 2024)
2. Approval of Payroll in the amount of \$398,630.66
3. Approval of Payables in the amount of \$160,867.41
*YTD Transactions in the amount of \$6,852,744.58
4. Approval of Petty Cash Reports
5. Enrollment Report
6. Approval of Renewal Tuition Applications for 2024-2025
7. 5 7 24 Personnel Action
8. Approval of Recommendations for Appointments for 2024-2025
9. Approval of Updates to LCS Health Manual

Superintendent's Recommendation

-Approval of the Consent Agenda

Lexington City Schools
Minutes
April 9, 2024

The Lexington City School Board met on April 9, 2024, at 5:30 pm, in the School Board office. Present: Tammy Dunn, Katie Shester, Sandra Hayslette, Brendan Perry, Rebecca Walters-Superintendent, Stephanie Burch-Clerk. Absent: Michael Saunders.

The Board Chair called the meeting to order at 5:30 pm.

Upon motion of Ms. Shester, seconded by Ms. Hayslette, the Board approved the Agenda.

Communications:

Ms Walters recognized Julie Hamilton, H. Waddell Elementary School Child Study Chair and Speech/Language Therapist, with a Continuing Education Award.

Public Comment:

Public comment was given by Meghan Ferguson of Lexington City.

Upon motion of Ms. Shester, seconded by Ms. Hayslette, the Board approved the Consent Agenda:

Minutes March 5, 2024

Payroll \$424,686.98

Payables \$285,686.57

YTD \$6,291,418.96

Petty Cash Reports

Special Education Annual Plan

RASEAC membership

Authorization of Signature in Absence of Division Superintendent

VSBA Policy Updates

Personnel

Superintendent's Report:

Ms Walters gave an overview of the Title II Grant and the Title IV Grant.

The record of the roll-call vote by the School Board of the City of Lexington, Virginia on the VPSA Resolution for refunding school bonds was duly adopted at its regular public meeting held on this date April 9, 2024 was unanimously approved.

Instruction:

A presentation on English Language programming for Lexington City Schools was given by Amelia Ditzel and Rachel Braun.

Upon motion of Ms. Hayslette, seconded by Ms. Shester, the Adoption of K-5 English Language Arts textbook program was approved.

Dr. Keesee gave an update on the Lylburn Downing Middle School Program of Studies.

Operations:

Ms Walters gave a presentation on the Narcan policy proposal. She will be asking for approval at our next school board meeting.

Upon motion of Mr. Perry, seconded by Ms. Shester, the Board approved the name proposal for the LDMS gymnasium: Mike Burch gymnasium.

School Board:

Ms. Dunn gave an overview of the School Board Election process and timeline.

Ms. Hayslette gave an update on the Rockbridge County School Board meeting held in March.

No Ad Hoc updates.

There will be a Joint meeting with City Council Thursday, April 11, 2024 at 5:30 pm at the School board office.

The next Lexington School Board meetings are scheduled for Tuesday, May 7, 2024, at 5:30 pm and Tuesday, June 4, 2024, at 5:30 pm in the School Board office.

Upon motion of Ms. Hayslette, seconded by Ms. Shester, the Board entered into Executive Session Virginia Code 2.2-3711, Section A; Paragraph One: Personnel.

Upon motion of Ms. Shester, seconded by Brendan Perry, the Board adjourned at 7:00 pm.

Board Chair

Board Clerk



LEXINGTON CITY COUNCIL-SCHOOL BOARD
JOINT WORK SESSION

Thursday, April 11, 2024, 5:30 PM
Lexington City School Board Office
300 Diamond Street, Lexington, Virginia

1. **Lexington City Council Call to Order - Mayor Friedman @ 5:30**
2. **Lexington City School Board Call to Order - Chair Dunn @ 5:30**
3. **Division Overview of the Lexington City Schools - Superintendent Walters**
4. **Other Business**
5. **Adjournment @ 7:13**

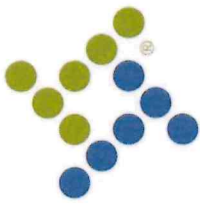
May 2, 2024

April Expenditures

\$ 160,867.41 PAYABLES

\$ 398,630.66 PAYROLL

\$ 6,852,744.58 YTD



Expense Budget Performance Report

Fiscal Year to Date 04/30/24
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund 02 - School Fund											
	EXPENSE										
	<i>Personnel Services</i>										
1000-0	Wages-Other	59,616.00	(41,612.00)	18,004.00	1,616.86	.00	20,962.01	(2,958.01)	116	116	101,750.17
1001-0	Full - Time Wages	.00	.00	.00	.00	.00	8,048.84	(8,048.84)	+++	+++	12,628.24
1002-0	Overtime	.00	.00	.00	.00	.00	339.11	(339.11)	+++	+++	202.76
1110-0	Wages - Administrative	38,000.00	.00	38,000.00	3,166.92	.00	28,198.98	9,801.02	74	74	28,995.00
1111-0	Wages - School Board	3,000.00	.00	3,000.00	.00	.00	1,500.00	1,500.00	50	50	1,500.00
1112-0	Wages - Superintendent	121,001.00	.00	121,001.00	10,084.92	.00	99,715.56	21,285.44	82	82	94,245.00
1113-0	Wages- Asst. Supt.	92,076.00	.00	92,076.00	7,673.76	.00	75,874.32	16,201.68	82	82	71,728.00
1120-0	Wages - Teachers	2,600,561.00	(50,817.00)	2,549,744.00	204,316.77	.00	1,877,977.17	671,766.83	74	74	1,848,804.69
1121-0	Wages - Chapter I	72,663.00	1,024.00	73,687.00	6,141.44	.00	54,700.96	18,986.04	74	74	51,653.52
1122-0	Wages - Librarian	112,330.00	.00	112,330.00	9,362.08	.00	83,392.02	28,937.98	74	74	78,648.09
1123-0	Wages - Gifted Teacher	24,195.00	.00	24,195.00	2,003.92	.00	17,913.58	6,281.42	74	74	12,410.28
1125-0	Wages - Esl	76,856.00	(10,795.00)	66,061.00	6,380.74	.00	46,239.46	19,821.54	70	70	40,561.56
1126-0	Wages - Principals	167,594.00	.00	167,594.00	13,967.72	.00	138,117.20	29,476.80	82	82	130,559.60
1127-0	Wages Summer School	15,000.00	(14,741.00)	259.00	.00	.00	1,300.00	(1,041.00)	502	502	.00
1131-0	Wages - School Nurse	65,384.00	.00	65,384.00	5,449.82	.00	48,545.68	16,838.32	74	74	45,850.14
1133-0	Wages-Technical Develop.	177,837.00	1.00	177,838.00	14,822.30	.00	146,558.96	31,279.04	82	82	138,516.00
1135-0	Wages- PSA Teachers	.00	.00	.00	88.37	.00	136.78	(136.78)	+++	+++	.00
1150-0	Wages - Clerical	231,167.00	.00	231,167.00	19,266.06	.00	190,368.03	40,798.97	82	82	177,919.08
1151-0	Wages - Aides	203,949.00	12,776.00	216,725.00	18,735.84	.00	161,369.01	55,355.99	74	74	98,650.10
1180-0	Wages - Laborer	159,173.00	(445.00)	158,728.00	12,634.16	.00	132,146.80	26,581.20	83	83	109,123.89
1190-0	Wages - Service	91,389.00	(14.00)	91,375.00	8,662.56	.00	77,677.17	13,697.83	85	85	69,095.99
1520-0	Wages - Substitutes	60,750.00	20,800.00	81,550.00	10,322.97	.00	89,505.79	(7,955.79)	110	110	72,105.00
1620-0	Salary Supplements	156,539.00	(10,221.00)	146,318.00	12,260.20	.00	102,382.24	43,935.76	70	70	99,619.03
1650-0	Supplement-National Board	2,500.00	2,500.00	5,000.00	.00	.00	5,000.00	.00	100	100	2,500.00
	<i>Personnel Services Totals</i>	\$4,531,580.00	(\$91,544.00)	\$4,440,036.00	\$366,957.41	\$0.00	\$3,407,969.67	\$1,032,066.33	77%	77%	\$3,287,066.14
	<i>Fringe Benefits</i>										
2001-0	FICA	344,025.00	154.00	344,179.00	27,028.11	.00	251,432.18	92,746.82	73	73	243,250.58
2002-0	Retirement	.00	.00	.00	.00	.00	981.41	(981.41)	+++	+++	1,342.14
2005-0	Medical Insurance	.00	.00	.00	.00	.00	882.99	(882.99)	+++	+++	974.75
2006-0	Life Insurance	.00	.00	.00	.00	.00	112.14	(112.14)	+++	+++	153.26
2011-0	Worker's Comp Insurance	.00	.00	.00	.00	.00	185.51	(185.51)	+++	+++	255.89
2013-0	Short-term Disability Insurance	.00	.00	.00	.00	.00	68.18	(68.18)	+++	+++	91.49
2210-0	VRS	477,946.00	(27,161.00)	450,785.00	42,646.48	.00	393,297.56	57,487.44	87	87	405,164.97
2220-0	VRS- Hybrid	184,897.00	25,796.00	210,693.00	18,679.42	.00	173,323.96	37,369.04	82	82	140,083.70
2300-0	Health Benefits	561,496.00	(5,919.00)	555,577.00	47,131.90	.00	453,008.13	102,568.87	82	82	381,008.82
2400-0	Life Insurance	53,375.00	(197.00)	53,178.00	4,944.49	.00	45,824.70	7,353.30	86	86	43,961.56
2510-0	VACORP Dis-Hybrid	1,784.00	533.00	2,317.00	267.49	.00	2,494.50	(177.50)	108	108	2,006.03
2600-0	Unemployment Insurance	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	0	.00



Expense Budget Performance Report

Fiscal Year to Date 04/30/24
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
EXPENSE											
<i>Fringe Benefits</i>											
2700-0	Worker's Compensation	15,000.00	.00	15,000.00	.00	.00	16,205.00	16,205.00	(1,205.00)	108	14,690.00
2750-0	Retiree Health Care Credit	48,198.00	(177.00)	48,021.00	4,464.77	.00	41,252.20	41,252.20	6,768.80	86	39,696.11
2800-0	Other Benefits	39,374.00	12,727.00	52,101.00	3,344.69	.00	46,240.70	46,240.70	5,860.30	89	23,517.36
2820-0	Inservice	18,000.00	.00	18,000.00	.00	.00	5,885.43	5,885.43	12,114.57	33	1,972.07
	<i>Fringe Benefits Totals</i>	\$1,745,595.00	\$5,756.00	\$1,751,351.00	\$148,507.35	\$0.00	\$1,431,194.59	\$1,431,194.59	\$320,156.41	82%	\$1,298,168.73
<i>Contractual Services</i>											
3000-0	Purchased Services	377,355.00	3,394.00	380,749.00	9,990.26	.00	317,607.50	317,607.50	63,141.50	83	313,803.37
3400-0	Field Trips	11,000.00	.00	11,000.00	330.00	.00	5,241.61	5,241.61	5,758.39	48	3,680.47
3810-0	Tuition To Other Schools	1,530,000.00	176,031.00	1,706,031.00	.00	.00	1,137,354.00	1,137,354.00	568,677.00	67	1,194,664.20
	<i>Contractual Services Totals</i>	\$1,918,355.00	\$179,425.00	\$2,097,780.00	\$10,320.26	\$0.00	\$1,460,203.11	\$1,460,203.11	\$637,576.89	70%	\$1,512,148.04
<i>Other Charges</i>											
5000-0	Other Charges	.00	.00	.00	.00	.00	.00	.00	.00	+++	121.25
5100-0	Utilities	170,000.00	55,000.00	225,000.00	17,171.50	.00	183,274.92	183,274.92	41,725.08	81	186,887.51
5200-0	Telephone/Communications	25,000.00	.00	25,000.00	2,123.48	.00	21,027.09	21,027.09	3,972.91	84	20,928.69
5300-0	Insurance	44,000.00	.00	44,000.00	11,000.00	.00	44,000.00	44,000.00	.00	100	44,000.00
5400-0	Leases & Rentals	11,700.00	.00	11,700.00	91.91	.00	9,733.01	9,733.01	1,966.99	83	8,959.27
5500-0	Travel	12,504.00	2,371.00	14,875.00	570.99	.00	10,048.82	10,048.82	4,826.18	68	10,265.79
5800-0	Miscellaneous	10,400.00	1,800.00	12,200.00	316.97	.00	8,491.30	8,491.30	3,708.70	70	8,324.56
6000-0	Materials & Supplies	122,783.00	7,980.00	130,763.00	5,854.27	.00	101,942.96	101,942.96	28,820.04	78	117,578.67
6002-0	Food Supplies	120,000.00	9,766.00	129,766.00	22,270.01	.00	125,293.56	125,293.56	4,472.44	97	135,643.34
6005-0	Mat. & Supp./Preschool Gr	2,000.00	.00	2,000.00	.00	.00	37.47	37.47	1,962.53	2	739.90
6006-0	Textbooks	500.00	.00	500.00	169.43	.00	3,315.07	3,315.07	(2,815.07)	663	3,283.00
6020-0	Mat. & Supp. - Medical	83,399.00	.00	83,399.00	62.95	.00	30,276.07	30,276.07	53,122.93	36	7,486.43
6022-0	Technology - Software	30,000.00	.00	30,000.00	3,994.04	.00	39,937.36	39,937.36	(9,937.36)	133	35,253.78
6050-0	Non-Capitalized Hardware	132,400.00	.00	132,400.00	.00	.00	16,142.97	16,142.97	116,257.03	12	65,796.44
	<i>Other Charges Totals</i>	\$767,186.00	\$76,917.00	\$844,103.00	\$63,625.55	\$0.00	\$594,726.01	\$594,726.01	\$249,376.99	70%	\$645,741.17
<i>Capital Outlay</i>											
7008-0	Building Improvements	.00	68,421.00	68,421.00	.00	.00	68,420.13	68,420.13	.87	100	.00
8100-0	Replacement Equipment	.00	44,325.00	44,325.00	.00	.00	.00	.00	44,325.00	0	18,137.24
8200-0	New Equipment	.00	(20,000.00)	(20,000.00)	.00	.00	.00	.00	(20,000.00)	0	.00
	<i>Capital Outlay Totals</i>	\$0.00	\$92,746.00	\$92,746.00	\$0.00	\$0.00	\$68,420.13	\$68,420.13	\$24,325.87	74%	\$18,137.24
<i>Leases And Rentals</i>											
8001-0	Lease/Rent Of Equipment	15,113.00	.00	15,113.00	.00	.00	15,112.54	15,112.54	.46	100	14,559.29
	<i>Leases And Rentals Totals</i>	\$15,113.00	\$0.00	\$15,113.00	\$0.00	\$0.00	\$15,112.54	\$15,112.54	\$0.46	100%	\$14,559.29
<i>Debt Service Costs</i>											
9030-0	Lease Interest Payment	574.00	.00	574.00	.00	.00	574.28	574.28	(.28)	100	1,127.53
	<i>Debt Service Costs Totals</i>	\$574.00	\$0.00	\$574.00	\$0.00	\$0.00	\$574.28	\$574.28	(\$0.28)	100%	\$1,127.53



Expense Budget Performance Report

Fiscal Year to Date 04/30/24
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund 02 - School Fund										
	EXPENSE									
	<i>Interfund Charges</i>									
9104-0	Svcs Of Finance	23,223.00	.00	23,223.00	5,805.75	.00	17,417.25	5,805.75	75	.00
9130-0	Services of Pwks-Schools	15,000.00	.00	15,000.00	3,750.00	.00	15,000.00	.00	100	.00
9151-0	Services of Technology	(157,873.00)	.00	(157,873.00)	(39,468.25)	.00	(157,873.00)	.00	100	(145,763.00)
	<i>Interfund Charges Totals</i>	(\$119,650.00)	\$0.00	(\$119,650.00)	(\$29,912.50)	\$0.00	(\$125,455.75)	\$5,805.75	105%	(\$145,763.00)
	<i>Transfers Out</i>									
9208-0	To Capital Projects	.00	.00	.00	.00	.00	.00	.00	+++	17,278.44
	<i>Transfers Out Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$17,278.44
	EXPENSE TOTALS	\$8,858,753.00	\$263,300.00	\$9,122,053.00	\$559,498.07	\$0.00	\$6,852,744.58	\$2,269,308.42	75%	\$6,648,463.58
Fund 02 - School Fund Totals		\$8,858,753.00	\$263,300.00	\$9,122,053.00	\$559,498.07	\$0.00	\$6,852,744.58	\$2,269,308.42		\$6,648,463.58
Fund 08 - Capital Projects Fund										
	EXPENSE									
	<i>Contractual Services</i>									
3002-0	Professional Services	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
3004-0	Repairs & Maintenance	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
	<i>Contractual Services Totals</i>	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%	\$0.00
	EXPENSE TOTALS	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%	\$0.00
Fund 08 - Capital Projects Fund Totals		\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00		\$0.00
	Grand Totals	\$8,868,753.00	\$263,300.00	\$9,132,053.00	\$559,498.07	\$0.00	\$6,852,744.58	\$2,279,308.42		\$6,648,463.58

HARRINGTON WADDELL ELEMENTARY SCHOOL

Reconciliation Activity Account Report

From Date: 4/1/2024
To Date: 04/30/2024

From Acct: 700
To Acct: 700

Date	Payee Source Note	Invoice	PO	Doc Ref	Recp/JV	Disb/JV	Transfer	Balance	Offset Acct
Activity Acct: 700 - Petty Cash								Beginning Balance: \$908.05	
Advisor:									
4/17/24	ROCKBRIDGE FARMERS C Plungers			2872	\$0.00	\$24.37	\$0.00	\$883.68	993
4/17/24	PITNEY BOWES			2873	\$0.00	\$91.29	\$0.00	\$792.39	993
4/17/24	MINDY LAUBSCHER Classroom consumables			2874	\$0.00	\$147.58	\$0.00	\$644.81	993
4/24/24	CITY OF LEXINGTON Reim. Laura Squire			97641	\$29.88	\$0.00	\$0.00	\$674.69	992
4/24/24	CITY OF LEXINGTON Reim. Sherry Miller			97641	\$165.84	\$0.00	\$0.00	\$840.53	992
4/24/24	CITY OF LEXINGTON Reim. Pitney Bowes			97641	\$162.66	\$0.00	\$0.00	\$1,003.19	992
4/24/24	CITY OF LEXINGTON Reim. Tina Suter			97641	\$36.52	\$0.00	\$0.00	\$1,039.71	992
4/24/24	CITY OF LEXINGTON Reim. Dave's Bounce House & More, Inc			97641	\$650.00	\$0.00	\$0.00	\$1,689.71	992
4/24/24	CITY OF LEXINGTON Reim. Rachel Braun			97642	\$47.05	\$0.00	\$0.00	\$1,736.76	992
4/26/24	ANGIE RADER Classroom consumables			2875	\$0.00	\$98.97	\$0.00	\$1,637.79	993
4/26/24	JULIE HAMILTON Classroom consumables			2876	\$0.00	\$97.00	\$0.00	\$1,540.79	993
4/26/24	LAURA SQUIRE Classroom consumables			2877	\$0.00	\$118.08	\$0.00	\$1,422.71	993
4/26/24	CAROLYN KENDALL Classroom consumables			2878	\$0.00	\$193.64	\$0.00	\$1,229.07	993
4/26/24	JENNIE BUNTEN Classroom consumables			2879	\$0.00	\$198.82	\$0.00	\$1,030.25	993
4/26/24	KIM TROISE Classroom consumables			2880	\$0.00	\$43.28	\$0.00	\$986.97	993
4/30/24	PACK AND MAIL Return of supplies			2881	\$0.00	\$28.30	\$0.00	\$958.67	993
4/30/24	HOLLY SNYDER			2882	\$0.00	\$163.43	\$0.00	\$795.24	993
Totals					\$1,091.95	\$1,204.76	\$0.00	\$795.24	

Accounts Payable \$0.00
Working Balance \$795.24
Currently Encumbered (PO) \$0.00

April Reimbursement \$1204.76
2000.00

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: *(Signature)* Date: 5/1/24
Principal: *(Signature)* Date: 5/2/24

**LYLBURN DOWNING MIDDLE SCHOOL
Reconciliation Activity Account Report**

From Date: 4/1/2024
To Date: 04/30/2024

From Acct: 280
To Acct: 280

Date	Payee Source Note	Invoice	PO	Doc Ref	Recp/JV	Disb/JV	Transfer	Balance	Offset Acct
Activity Acct: 280 - Petty Cash								Beginning Balance: \$1,553.14	
Advisor:									
4/26/24	PURCHASE POWER POSTAGE			2803	\$0.00	\$320.99	\$0.00	\$1,232.15	992
4/30/24	GREEN VALLEY BOOK FA LIBRARY BOOKS 6132:6000			2804	\$0.00	\$233.29	\$0.00	\$998.86	992
4/30/24	CITY OF LEXINGTON petty cash reimbursement			1854878	\$446.86	\$0.00	\$0.00	\$1,445.72	991
Totals					\$446.86	\$554.28	\$0.00	\$1,445.72	
								Accounts Payable	<u>\$0.00</u>
								Working Balance	<u>\$1,445.72</u>
								Currently Encumbered (PO)	<u>\$0.00</u>

+ \$554.28

\$2,000.00

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Cheryl L. Elliott Date: 5/2/2024
Principal: William M. Kava Date: / /

**Enrollment Numbers for HWES
as of May 3, 2024**

GRADE LEVEL	TOTAL ENROLLED	RESIDENTS	NON-RESIDENTS	AVG. CLASS SIZE
Kindergarten	55	43	12	18
First	52	41	11	17
Second	55	31	24	18
Third	54	40	14	18
Fourth	62	50	12	21
Fifth	52	37	15	17
TOTALS	330	242	88	Avg. = 18
TOTAL ENROLLMENT as of 5/3/24: 330				

*Two (2) additional enrolled at HWES attend an alternative private day school.

*Class size cap preferences: K-2 = 18; 3-5 = 20

*Currently waitlisting at Grades K, 1, 2, 4

**Enrollment Numbers for LDMS
as of May 3, 2024**

GRADE LEVEL	TOTAL ENROLLED	RESIDENTS	NON-RESIDENTS	AVG. CLASS SIZE
Sixth	62	44	18	
Seventh	64	47	17	
Eighth	49	35	14	
TOTALS	175	126	49	Avg. = 16
TOTAL ENROLLMENT as of 5/3/24: 175				

*Five (5) additional students enrolled at LDMS attend an alternative private day school.

*Currently waitlisting at Grades 6 & 7

**Enrollment Number for RCHS
as of March 31, 2023 for ADM purposes**

166 Lexington City students 967 students enrolled at RCHS 17.23% tuition for RCHS

**Current Grade Level Enrollment of Lexington City students at RCHS as of 3/1/24:

Grade 9: 33; Grade 10: 41; Grade 11: 42; Grade 12: 30 **TOTAL = 146**

**Renewal Non-Resident Students
2024-2025**

1st Grade

Luke Bruner
Nolan Davis
Kinsley Godfrey
Rose Hierman
Emery Holstein
Charlie Kovac
Ellis Kozak
Bryssa Makwana
Emerson Marshall
Esme Prada
Milo Sizemore
Ryder Williamson

2nd Grade

Aiden Atkins
Caroline Buenafe
Anne Edwards
Finnegan Hemmings
Anabelle Hobbs
Henry Kane
Eliana Khoshpasand
Dallas Palmer
Archer Sisson
Bray Somerville
Menawa Wager-Welch

3rd Grade

Kaya Bunn
Willow Cookson
Graham Davis
Natalie Driver
Tenley Eskam
Oliver Fox
Harper Godfrey
Nellie Green
Austin Harrison
Avery Kovac

5th Grade-cont'd

Caleb Rodocker
Wyatt Sorrells
Preston White

6th Grade

Maya Braun
Jhossel Caceres
Jon Detwiler
Jonathan Goodwin
Riley Hartman
Benton Kozak
Preston Laubscher
James Michelmore
Isaiah Peoples
Sloane Reid
Charles Straub
Raegan Taylor
Conner Williams
Silas Worley

7th Grade

Clara Crance
Hudson Evje
Ella Holstein
Rachel Lanier
Parker Laubscher
Caroline Lotts
Fintan McGrath
Aden McRae
Whitten Penny
Foster Pickett
Eli Plogger
Joseph Powers
Landon Rader

3rd Grade-cont'd

Wesley Kozak
Harbour Leech
Dominic Mangione
Clark Maxwell
Jillian Rodocker
Adelaide Simcoe
Anniston Sisson
Henry Straub
Stuart Swisher
Elijah Whipple
Sophia White
Ava Williamson
John Wills
Jeter Worley

4th Grade

Hadley Braddick
Mina Braun
Theodore Buenafe
Sophie Chase
Lochlin Hinkle
Cooper Jenkins
Inaaya Kazi
Aoife MacDermott
Benjamin Rajskey
Addyson Sheller
Katherine Williams
Elijah Wollner

5th Grade

Jhostyn Caceres
Leland Crance
Devin Dameron
Ginevieve Dobbins
Ruth Edwards
Luca Favero
Dev Gandhi
McMilan Johnson
Callahan Kane
Ayaan Kazi
Julianne Lotts

7th Grade- cont'd

Walter Sackett
Adeleigh Sisson
Macie Taylor
Isabel Tubb
Quinn Walters
Marian Whipple

8th Grade

Kennedy Astphan-Bridge
Rossel Caceres
Louise Conway
Langdon Detwiler
Sadie Edwards
Connor Eskam
Braden Foster
Ava Huger
Frankie Kovac
Miles Mayo
Joao Neuwald
Jensen Newhall
Brody Rapoza
Piero Silva
Alivia Sisson
Aleaha Strowbridge
Alexis Tomlin
Ada Werner



Recommendation of Appointments for 2024-2025

Professional Staff

Mary Altizer
Stephanie Burch
Frances Caceres
Mollie Calomeris
Teresa Camden
Brittney Campbell
Sandra Clark
Catherine Cooper
Rose Covington
Teresa Donald
Colleen Drake
Cheryl Elliott
Erin Gregg
Joanna Hamilton
Amy Hayes
Kendall Hemmings
Richard Jackson
Scott Lemmer
Quin Merchant
Sue Moore
Julie Nicely
Mary Poe
Megan Powers
Eva Ramsey
Gerri Rutan
Sheri Shaw
Nathan Straub
Susan Wheeler
Sekena Wilson
Caleb Workman

Annual Contracts

Naomi Gardner
Eric Wilson
Amelia Ditzel
Peyton Adams
Kellie Allio
Rachel Braun
Kaitlyn Harper
Autumn Jenkins
Maria Nava
Maggie Wilson
Jacob Zimmerman

Continuing Contracts

Ellie Bahhur
Janice Black
Tracy Bond
Theresa Bridge
Jennie Bunten
Michelle Dittman
Karen Doyle
Taylor Eppard
Jaike Foley-Schultz
Jacky Foster
Spencer Golladay
Jennifer Hall
Julie Hamilton
Laura Joyner
Abbott Keesee
Sarah Leonard
Mindy Laubscher
Krista Martino
Rebecca Miller
Sherry Miller
Deborah Mohr
Kim Moore
Angie Rader
Hayden Richardson
Rebecca Sanders
Holly Snyder
Laura Squire
Hannah Straub
Tina Suter
Anna Swenty
Margaret Swisher
Kimberly Troise
Amanda White
Jason White

School Health Manual Updates

3/28/2024

Based on changes in guidelines provided by the Virginia Department of Education, the Virginia Department of Health, changes in professional verbiage, and the use of this school division's Student Information System, the following changes are suggested for the manual. These changes are recommended by the school nurses and have been reviewed by the division administration.

Add the Preface which includes dates of review and approval by the School Board.

Table of Contents.

Page numbers updated

Section 1.

Revise the School Nurse Job Description to include both the Registered Nurse and the Licensed Practical Nurse and use the wording found in the Virginia School Health Guidelines.

Revised School Nurse Assistant - removed LPN.

Revised Standardized Operating Procedure for the Clinic Assistant in the Absence of the Registered Nurse to Standardized Operating Procedure.

Section 4.

Added documentation guidelines in the Assessment Guidelines.

Updated the List of Reportable Diseases from the Virginia Department of Health webpage.

Section 7.

Updated Screening Programs to include documentation changes.

Include updated Initial Student Screening form that is part of the Student's Scholastic Record

Section 13.

Updated wording for Requirements for Kindergarten Enrollment under the heading Religious Exemption to reflect current wording of § [22.1-3](#) Code of Virginia.

Updated Requirements for Secondary School to include changes in vaccination requirements.

Changed School Entrance Health Form to the updated Virginia Department of Health Form MCH213G 10/2020.

Section 15.

Edited Administering Medicines to Students to include use of Medication Permission Form for over the counter medicines.

Edited Maintaining the medication Administration Record to add documentation in Power School. Edited #6 – copying and sending the Medication Permission Form due to HIPPA regulations. Parents may ask for a copy of the Medication Permission Form to share.



Lexington City School Board Agenda Item

Order of Business: Instruction

Meeting Date: May 7, 2024

	Yes	No
Enclosures	x	

Reason for Consideration

Information	X	Action
		State Law
		Operational Policy
		Other

Background Information

1. HWES School-Wide Book Event 2024 – *Maggie Wilson, Julie Hamilton*
2. Mini Innovation Grant Presentations – *Jen Hall, Hannah Straub*
3. Overview of Virginia Literacy Act and Division Literacy Plan work

Superintendent’s Recommendation

-N/A



Lexington City School Board Agenda Item

Order of Business: Superintendent's Report

Meeting Date: May 7, 2024

	Yes	No
Enclosures	x	

Reason for Consideration

Information	X	Action	X
		State Law	
		Operational	
		Policy	
		Other	

Background Information

1. Approval of Narcan Policy
2. End-of-Year Events
3. Summer School 2024

Superintendent's Recommendation

-Approval of Narcan Policy

ADMINISTRATION OF NALOXONE (NARCAN) Policy and Procedure

Policy

In order to recognize and respond to potentially life-threatening opioid overdose as part of the Lexington City Schools opioid overdose prevention program, the Lexington City Schools will maintain a system-wide plan for addressing potentially life-threatening opioid overdose reactions. Additionally:

- This plan will be supplemented by any building-based medical emergency response plan
- The Director of Operations and Student Services will have the responsibility for the development and management of the intranasal Naloxone administration program in the school setting in accordance with division protocols.
- The School Nurse will provide oversight to monitor the program.
- Training will be provided for all school nurses.

It is the policy of the Lexington City Schools that all schools will provide and maintain on-site in each school facility, Naloxone. To treat a case of suspected opioid overdose in a school setting, any clinic staff may administer Naloxone during an emergency to any student, staff, or visitor suspected of having an opioid-related drug overdose, whether or not there is a previous history of opioid abuse.

Background

On November 21, 2016, Virginia was given a statewide Standing Order for Narcan®, generic name Naloxone HCl, through the State Health Commissioner due to an increasing number of opioid deaths in the state.¹ Presently our schools have either Naloxone generic nasal spray or Evzio® auto-injector. For the purposes of this protocol, the name Narcan® will be used for these two options of delivery of this medication.

What are Opioids?

Opioids include illegal drugs such as heroin, as well as prescription medications used to treat pain, such as morphine, codeine, methadone, oxycodone (OxyContin®, Percodan®, Percocet®, hydrocodone (Vicodin®, Lortab®, Norco®), fentanyl (Duragesic®, Fentora®, hydromorphone (Dilaudid®, Exalgo®), and buprenorphine (Subutex®, Suboxone®). Opioids work by binding to specific receptors in the brain, spinal cord, and gastrointestinal tract. In doing so, they minimize the body's perception of pain. However, stimulating the opioid receptors or "reward centers" in the brain also can trigger other systems of the body, such as those responsible for regulating mood, breathing, and blood pressure.²

How Does Overdose Occur?

A variety of effects can occur after a person takes opioids, ranging from pleasure to nausea, vomiting, severe allergic reactions (anaphylaxis), and overdose, in which breathing and heartbeat slow or even stop. An overdose occurs when the body has more drugs in its system than it can handle, resulting in potentially life-threatening dysfunction.

Since the onset and severity of an opioid overdose are difficult to predict, the overdose may rapidly progress to respiratory depression. In some instances, signs and symptoms of an opioid overdose may appear as an individual experiencing extreme sleepiness or having breathing difficulties. **Narcan should be administered promptly at the first sign of an opioid overdose.**

Signs and Symptoms of Opioid Overdose:

School nurses, administrators and trained staff may administer Naloxone to a patient (student, staff member, or visitor) in the event of respiratory depression, unresponsiveness, or respiratory arrest when an opioid overdose is suspected. The following are signs of an opioid overdose:

- Blue skin tinge-usually lips and fingertips show first
- Body is very limp; Face is very pale
- Pulse is slow, erratic, or not present
- Vomiting
- Choking sounds, gurgling, snoring/gasping noise
- Breathing is very slow, irregular, or has stopped
- Unresponsive

Procedure

1. **Activate EMS via Medical Emergency Response Plan.**

911 must be called in all potential overdose situations.

2. **Assessment:**

When a patient is suspected of an opioid overdose the nurse will conduct an initial assessment of the level of consciousness and respiratory status.

- a) For individuals with no pulse: initiate CPR per AHA guidelines.
- b) For individuals with a pulse but who are not breathing: establish an airway and perform rescue breathing using a face mask or shield.
- c) For individuals who have a pulse and are breathing: assess if there is depression of the respiratory status as evidenced by: a very low respiration rate interpretation of pulse oximetry measurement, if immediately available
- d) Assess for a decrease in the level of consciousness as evidenced by: difficult to arouse (responds to physical stimuli but does not communicate or follow commands, may move spontaneously) or unable to arouse (minimal or no response to noxious stimuli, does not communicate or follow commands).
- e) The nurse determines the need for Naloxone administration

3. **Administration: Intranasal administration of Naloxone**

- a) There are exclusion criteria for nasal trauma and epistaxis. Naloxone should not be administered if there is a known hypersensitivity to Naloxone.
- b) Assemble Naloxone vial and intranasal atomizer:
 1. Pop off two yellow caps from the delivery syringe and one red cap from the Naloxone vial
 2. Screw the Naloxone vial gently into the delivery syringe
 3. Screw the mucosal atomizer device onto the top of the syringe
 4. Spray half (1mg) of the Naloxone in one nostril and the other half (1 mg) in the other nostril for a total of 2 mg.
 5. Continue rescue breathing or CPR as needed
 6. If no response, an additional second dose may be administered after 3-5 minutes
 7. Monitor until EMS arrives
 8. Place the victim in the recovery position and stay with the victim. The recovery position is when you lay the person on his or her side, his or her body is supported by a bent knee and his or her face is turned to the side.
 9. **Intranasal Narcan® is for use in the nose only.**
 10. Do not remove or test the Narcan Nasal Spray until ready to use.
 11. Each Narcan® Nasal Spray has 1 dose and cannot be reused.
 12. You DO NOT need to prime Narcan® Nasal Spray.
 13. Narcan® may work immediately but can take up to 8 minutes to have an effect.

4. **Additional Considerations:**

- a. The victim may be angry or combative when he or she wakes up, therefore, it is important to stand back from the victim and, if possible, have a second adult present.
- b. Potential adverse effects include nausea, diarrhea, abdominal cramping, irritability, restlessness, muscle or bone pain, tearing or nose running, and craving for an opioid.
- c. Naloxone wears off in thirty (30) to ninety (90) minutes.

5. **Transport to the nearest hospital via EMS.**

Students who receive a dose of Naloxone must be sent to the emergency room for follow-up.

6. **Follow-up:**

If the administration was to a student, the school nurse will notify the student support services and student services will provide substance abuse prevention resources to the student and family, as appropriate.

7. **Documentation:**

Record encounters in student/staff school Power School health record and on an Incident report. The recording should list the dose, route of administration, and time of delivery. It should also include the patient's presentation and response to Naloxone.

8. **Training:**

A licensed trainer will provide a training review and informational update annually to ensure that nurses understand this medication, including its uses and side effects. Annual training on the administration of Narcan® Nasal Spray will be required for middle and high school: administrators, SRO/security, and school nurses. The training will be documented on the attached Naloxone Skills Training sheet.⁷ The nurse can utilize the NASN Naloxone Presentation For Training School Staff.

9. **Procurement:**

The Superintendent through School Nurses will be responsible for the procurement of Naloxone. The medication will be procured and placed at each school with a Naloxone standing order.

10. **Storage:**

Naloxone should be stored in a secure, but unlocked, location, at room temperature and away from direct sunlight. It will be clearly marked and stored in an accessible place at the discretion of the school nurse. The School Nurse will inspect the Naloxone monthly to check the expiration date of the box or vial and check the condition of the mucosal atomization devices.

11. **Disposal:**

The School Nurse will use proper disposal of used Naloxone administration delivery systems in accordance with any applicable policies from the Medication Administration School Nurse's Guide: A Training Manual for Unlicensed Public School Employees from Virginia Department of Education 2020 and the FDA Disposal of Medication Guidelines

<https://www.fda.gov/drugs/safe-disposal-medicines/disposal-unused-medicines-what-you-should-know>

12. **Medication Errors:**

All medication errors will be reported to the Superintendent or Designee immediately and a copy of the Incident Report-Medication Administration submitted within 24 hours to the Superintendent or Designee.

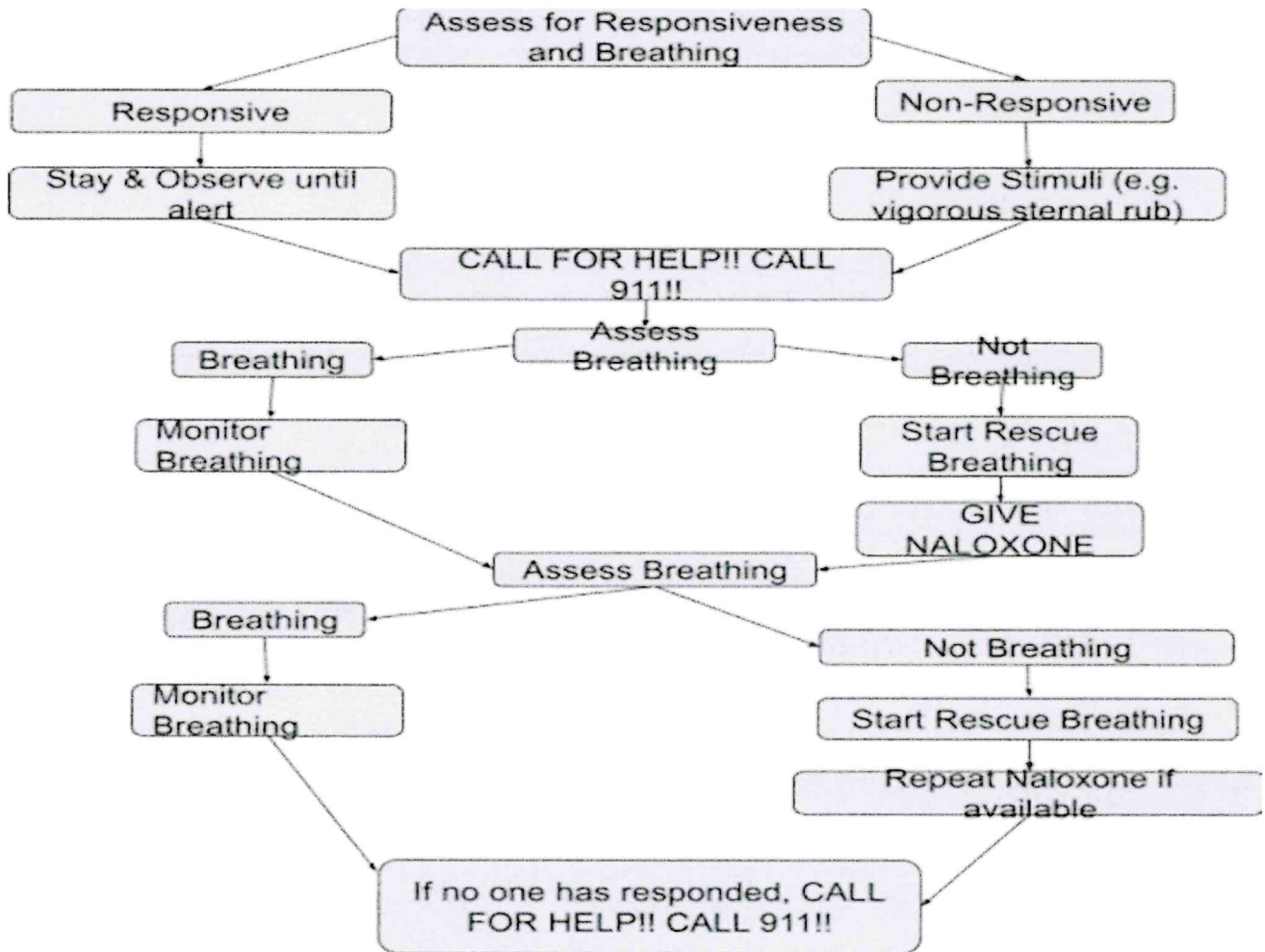
**Lexington City Schools
 Record of Training of School Personnel for the Administration of Narcan(Naloxone)**

Designee:	School:			
Nurse:	Date of Training:			
<u>Knowledge Check for Administration of Narcan</u>	Nurse	Designee	Renewal Date & Initials	Renewal Date & Initials
1. Correctly identifies the location of Narcan in the school				
2. Accurately identifies needed supplies				
3. Accurately reads and follows directions on the Narcan box				
4. Identifies who Narcan administration must be reported to				
5. Describes documentation & reporting process as indicated by district <u>policy/protocol</u>				
<u>Skills Check of Administration of Narcan</u>				
1. Assesses the victim including shake, shout and sternal rub				
2. Call/instruct someone to call 911 and activate school emergency response per protocol/policy				
<u>Obtains and correctly administers Narcan following the steps below</u>				
1. Lay the person on their back and administer <u>Narcan</u> 2. Remove medication from box, peel back the tab with a circle to open				
3. Hold the Narcan spray with your thumb on the bottom of the plunger and the third and middle fingers on either side of the nozzle				
4. Tilt the person's head back while providing support under the neck with your hand.				
5. Gently insert the tip of the nozzle until the fingers on either side of the nostril are against the bottom of the person's nose				
6. Press the plunger firmly to give the dose of Narcan nasal spray				
7. Turn the person to their side (recovery position)				
8. Monitor patients and administer rescue breathing if needed. If no response to talking, touch or pain, additional Narcan nasal spray may be administered every 2-3 minutes, if available, until the person responds or EMS arrives.				
<u>Remember time given for each medication and inform EMS when they arrive</u>				
1. Complete documentation and ensure Health Services has been notified				
2. Maintain copy in file for 5 years				

Staff Member (Designee) Signature: _____
 Date: _____

RESPONDING TO AN OPIOID OVERDOSE WITH NARCAN® FLOW CHART ⁴

The following flow-chart illustrates the steps that are taken depending on the victim's responsiveness.



REFERENCES AND RESOURCES

1. *Virginia Declaration of Public Health, March 5, 2024, signed by Karen Shelton, MD, FACOG.*
2. http://store.samhsa.gov/shin/content/SMA14-4742/Overdose_Toolkit.pdf
3. *Kentucky Department for Public Health Clinical Protocol for Intranasal Naloxone in the School Setting*
4. *Bohnert ASB, Valenstein M, Bair MJ, et al. Association between opioid prescribing patterns and opioid overdose-related deaths. JAMA. 2011; 305(13): 1315-1321.*
5. <http://www.narcannasalspray.com>
6. *Virginia Board of Pharmacy: Guidance Document 110-44, 12/12/16; Protocol for the Prescribing and Dispensing of Naloxone*
7. *National Association for School Nurses (NASN) Naloxone in the School Setting: Training for School Staff. 11/21/2016.*
8. *REVIVE Opioid Overdose and Naloxone Education (OONE) program for the Commonwealth of Virginia. <http://www.dbhds.virginia.gov/individuals-and-families/substance-abuse/revive>*

Adopted: 5/07/2024



**Lexington City Schools
End-of-Year Events
2024**

- ❖ **School Nurse Day**
 - May 8
- ❖ **Teacher and Staff Appreciation Week**
 - May 6-10
- ❖ **LDMS 8th Grade Retreat to Young Life Camp**
 - May 9-10
- ❖ **HWES PTA Bulldog Bash**
 - May 10 at 5:30PM
- ❖ **HWES Field Day for K, 1st, and 4th grades**
 - May 15
- ❖ **HWES Field Day for 2nd, 3rd, and 5th grades**
 - May 16
- ❖ **HWES Fifth Grade Farewell**
 - May 22 at 12:00 Noon
- ❖ **LDMS Eighth Grade Graduation**
 - May 22 at 5:30PM
- ❖ **Last Day of School**
 - May 23
 - LDMS Kickball Game for students and staff
 - Two-hour early release
- ❖ **Teacher Workday**
 - May 24



HWES Summer Learning Camp 2024

◆ Elementary Summer Learning Camp

- June 3-6; June 10-13
- 8:30-11:30AM; Monday-Thursday
- K/1 class - 2 teachers; 10-12 students
- 2/3 class - 2 teachers; 10-12 students
- 4/5 class - 2 teachers; 10-12 students
- Focus on Reading & Math skills
- Students are teacher-recommended with parent permission.



Lexington City School Board Agenda Item

Order of Business: School Board

Meeting Date: May 7, 2024

	Yes	No
Enclosures	x	

Reason for Consideration

Information	X	Action
		State Law
		Operational Policy
		Other

Background Information

1. Review of Policy KLB-LM and KLB-IM
2. Rockbridge County School Board meetings
 - a. Next meeting: May 14, 2024
3. Ad Hoc Committee Reports
4. LCS School Board Meeting Schedule
 - a. Tuesday, June 4, 2024 5:30PM at SBO
 - i. Gymnasium dedication at LDMS 5:00PM
 - b. Tuesday, July 9, 2024 5:30PM at SBO
 - c. Tuesday, August 6, 2024 5:30PM at SBO

Superintendent's Recommendation

-N/A



REVIEW OF POLICY KLB-LM AND KLB-IM MAY 2024

Potential changed wording to both policies:

KLB-LM and KLB-IM

Bullet 6:

The complainant may appeal the decision to the superintendent or superintendent's designee, and if the superintendent agrees with the review committee's decision, the decision is final. If the superintendent does not agree with the review committee's decision, the final decision will be made by the School Board.

PUBLIC COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS

Despite the care taken in selecting suitable learning resources, and despite the qualifications and expertise of persons involved in that selection process, it is recognized that occasional objections to materials will be made by the public. It is, therefore, the policy of the School Board to provide channels of communication and a fair procedure for members of the community to follow in expressing and resolving concerns about instructional materials. Most complaints can and should be resolved at the building level through informal inquiry and discussions with principals and/or teachers.

The School Board has determined that the following persons are eligible to submit a "Request for Reconsideration of Instructional Materials" form:

- A resident of the City of Lexington; or
- A parent/guardian of a student enrolled in the class in which the instructional materials subject to the challenge are used; or
- A Lexington City Schools employee who has professional responsibilities within the school where the instructional materials subject to the challenge are used

The procedure for filing a complaint concerning instructional materials is as follows:

1. Discussion with School Principal

The school principal will hold a conference with the complainant. At the discretion of the principal, the teacher using the instructional materials in question will be present at the conference.

When a complaint is received, the school principal will check decisions on questioned and challenged instructional materials on file in the Office of the Superintendent to determine whether the instructional materials have been questioned before. If a decision is on file and the challenge is substantially the same, the principal will share that decision with the complainant. If any significant difference is found in the new challenge, or if the instructional materials have not been challenged before, the following procedure shall apply.

2. Eligible individuals may submit a completed "Request for Reconsideration of Instructional Materials" form to the principal in writing. This form may be obtained from the principal or the central office. The principal will forward a copy of the submitted form to the superintendent.

6. The complainant may appeal the decision to the superintendent or superintendent's designee and, if the complainant disagrees with the superintendent's decision, may appeal to the School Board.
7. The challenged instructional material may remain in use during the review process.
8. The action taken at the highest level of review will remain in effect for a period of four (4) years. After this time, material that was removed may be reconsidered following selection policy guidelines, and material that was retained for use may be challenged anew.

Adopted: May 9, 1994
Revised: February 2014
June 15, 2022
December 5, 2023

Legal Refs.: Code of Virginia, 1950, as amended, § 1-240.1.
Code of Virginia, 1950, as amended, § 22.1-16.8.
Code of Virginia, 1950, as amended, § 22.1-253.13:7.
Code of Virginia, 1950, as amended, § 2.2-2827.
Code of Virginia, 1950, as amended, § 18.2-390.
8 VAC 20-720-160.

Cross Refs.: IIA Instructional Materials
IGAH Family Life Education
INB Teaching About Controversial Issues
KL Public Complaints
KQ Commercial, Promotional and Corporate Sponsorships and Partnerships

PUBLIC COMPLAINTS ABOUT LIBRARY MATERIALS

Despite the care taken in selecting suitable library materials, and despite the qualifications and expertise of persons involved in that selection process, it is recognized that occasional objections to materials will be made by the public. It is, therefore, the policy of the School Board to provide channels of communication and a fair procedure for members of the community to follow in expressing and resolving concerns about library materials. Most complaints can and should be resolved at the building level through informal inquiry and discussions with principals and/or library media specialists.

The School Board has determined that the following persons are eligible to submit a "Request for Reconsideration of Library Materials" form:

- A resident of the City of Lexington; or
- A parent/guardian of a student enrolled and attending the school in which the library materials subject to the challenge are available; or
- A Lexington City Schools employee who has professional responsibilities within the school where the library materials subject to the challenge are available

The procedure for filing a complaint concerning library materials is as follows:

1. Discussion with School Principal

The school principal will hold a conference with the complainant. At the discretion of the principal, the library media specialist may be present at the conference.

When a complaint is received, the school principal will check decisions on questioned and challenged library materials on file in the Office of the Superintendent to determine whether the library material has been questioned before. If a decision is on file and the challenge is substantially the same, the principal will share that decision with the complainant. If any significant difference is found in the new challenge, or if the library material has not been challenged before, the following procedure shall apply.

2. Eligible individuals may submit a completed "Request for Reconsideration of Library Materials" form to the principal in writing. This form may be obtained from the principal or the central office. The principal will forward a copy of the submitted form to the superintendent.
3. The library media specialist will review the submitted "Request for

7. The challenged library material will remain in circulation unless checked out of the library for the review committee to read and discuss during the review process.
8. The action taken at the highest level of review will remain in effect for a period of four (4) years. After this time, material that was removed may be reconsidered following selection policy guidelines, and material that was retained for use may be challenged anew.

Adopted: May 9, 1994
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Code of Virginia, 1950, as amended, § 2.2-2827.
Code of Virginia, 1950, as amended, § 18.2-390.
8 VAC 20-131-190.

Cross Refs.: IIA Instructional Materials
IIBD School Libraries/Media Centers
IIBD-R Selection of School and Classroom Library Materials for
Middle School-Aged Students
IGAH Family Life Education
INB Teaching About Controversial Issues
KL Public Complaints
KQ Commercial, Promotional and Corporate Sponsorships and
Partnerships



Lexington City School Board Agenda Item

Order of Business: Personnel Matters

Meeting Date: May 7, 2024

	Yes	No
Enclosures	x	

Reason for Consideration

Information	Action	
	State Law	X
	Operational	
	Policy	CBB, CBG, GCD, GCDA, GCPA, GGD
	Other	

Background Information

1. Superintendent’s Contract
 - a. Rebecca J. Walters

Superintendent’s Recommendation