



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

Katie 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

Wendie L. Sullivan
Clerk

SCHOOL BOARD MEETING
February 4, 2014 5:30 p.m.
School Administration Building
Board Room

A. PUBLIC COMMENTS

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

B. SPECIAL PRESENTATION

- 1. School Board Appreciation Month
Scott S. Brabrand. Page 2
Discussion
- 2. Virginia Tech Senior (Capstone) Design Project
Ben W. Copeland. Page 3
Discussion

C. FINANCE REPORT

- 1. Finance Report
Anthony E. Beckles, Sr. Page 4
Discussion

D. CONSENT AGENDA

- 1. School Board Meeting Minutes: January 14, 2014
- 2. Personnel Report
Marie F. Gee. Page 9
Discussion/Action

E. STUDENT REPRESENTATIVE COMMENTS

F. UNFINISHED BUSINESS

- 1. School Operating Budget: 2014-15
Anthony E. Beckles, Sr. Page 11
Discussion/Action

- 2. Capital Improvement Plan: 2015-23 Update
Ben W. Copeland. Page 12
Discussion

G. NEW BUSINESS

- 1. Results of the School Culture Survey
William A. Coleman, Jr. Page 15
Discussion

- 2. Central Virginia Governor’s School for Science and
Technology: 2013-14 Budget
Anthony E. Beckles, Sr.Page 16
Discussion/Action

- 3. Capital Improvement Plan: Paul Munro Elementary School
Ben W. Copeland. Page 19
Discussion/Action

- 4. Request for Reallocation of Budget
Anthony E. Beckles, Sr. Page 20
Discussion

H. SUPERINTENDENT’S COMMENTS

I. BOARD COMMENTS

J. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, February 18, 2014, 5:30 p.m., Board Room, School Administration Building

K. ADJOURNMENT

Agenda Report

Date: 02/04/14

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: 02/04/14

Agenda Number: B-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: School Board Appreciation Month

Summary/Description:

The month of February marks the annual observance of School Board Appreciation Month. The Virginia School Boards Association established this observance in 1989 to encourage public recognition of the roles and responsibilities of school board members and to highlight the importance of public education throughout the Commonwealth.

This year's theme, "Local Schools, Local Decisions," reflects the importance of ensuring that the future of public education remains in the hands of the community it serves. Local school boards keep the public in charge of public schools, since the members of the board represent their community's beliefs and values.

The Lynchburg City Schools is joining with other school divisions throughout the state to recognize the important contributions school board members make to their communities.

Members of the Lynchburg City School Board receive no financial compensation for their tireless efforts, and this school board is one of very few boards statewide that has student representatives. The nine members of the school board are appointed by Lynchburg City Council.

Even though this special event shows an appreciation of school board members, members of the community recognize that their contributions reflect a year-round commitment. They are dedicated individuals who are committed to the continuing success of the city's schools and students.

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: 02/04/14

Agenda Number: B-2

Attachments: No

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

Subject: Virginia Tech Senior (Capstone) Design Project

Summary/Description:

LCS has partnered with the Senior (Capstone) Design Project within the Virginia Tech, Industrial & Systems Engineering Department.

Last summer LCS submitted a project description and anticipated statement of work. Two student teams selected LCS as their project in order to apply their acquired technical skills and knowledge to develop a proposal and design a solution for a real-world problem which enables LCS to address practical operational and systems engineering challenges which are outside the scope or capacity of those normally handled by school division personnel.

The Senior Design program is the capstone, integrative experience that provides the basic skills to senior students needed to effectively plan, manage and control, and successfully execute technical projects.

Across two academic semesters, student teams study project management in order to apply their acquired technical skills and knowledge to develop a proposal and design a solution for a real-world problem from a manufacturing or service industry.

Senior Design is not just a project; it is about the process of managing project and designing alternative solutions based on data collection. Students have a course, attended twice per week in addition to the project they manage.

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: 02/04/14

Agenda Number: C-1

Attachments:

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

Subject: Finance Report

Summary/Description:

The school administration, in accordance with the 2013-14 school operating budget, authorized, approved, and processed the necessary payments through December 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 December 31, 2013, for the operating fund.

Total Operating Fund Budget	\$84,249,418.00
Restricted Donations Received	<u>\$ 100.00</u>
Adjusted Budget	\$84,249,518.00

Through December 31, 2013

Actual Revenue Received	\$ 32,955,025.62
Actual Expenditures	\$ 36,068,242.48
Actual Encumbered	\$ 40,227,552.05

Percent of Budget Received	39.12%
Percent of Budget Used, excluding encumbrances	42.81%

As of 12/31/13 – 6 months	50.00%
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The revenue and expenditure reports detail the transactions recorded through December 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 December 31, 2013

	Fiscal Year 2013-14					
	BUDGET	TRANSACTIONS	BUDGET %		BUDGET AVAILABLE	BUDGET % USED
			USED	ENCUMBRANCES		
INSTRUCTION						
FUNCTION 1100 CLASSROOM INSTRUCTION						
Personnel	44,280,415.95	16,733,737.40	37.79%	25,672,409.04	1,874,269.51	95.77%
Other	3,404,068.72	1,182,548.32	34.74%	164,029.55	2,057,490.85	39.56%
FUNCTION 1200 INST SUPPORT-STUDENT						
Personnel	3,347,629.69	1,398,571.88	41.78%	1,523,413.82	425,643.99	87.29%
Other	169,644.00	54,396.70	32.07%	47,031.86	68,215.44	59.79%
FUNCTION 1300 INST SUPPORT-STAFF						
Personnel	4,413,037.75	2,052,393.33	46.51%	1,645,606.25	715,038.17	83.80%
Other	1,454,567.67	167,221.82	11.50%	87,454.75	1,199,891.10	17.51%
FUNCTION 1400 INST SUPPORT-SCHOOL ADMN						
Personnel	4,847,533.96	2,493,487.55	51.44%	2,269,953.34	84,093.07	98.27%
Other	109,975.00	19,244.12	17.50%	8,124.06	82,606.82	24.89%
TOTAL INSTRUCTION	62,026,872.74	24,101,601.12	38.86%	31,418,022.67	6,507,248.95	89.51%
ADMINISTRATION						
FUNCTION 2100 ADMINISTRATION						
Personnel	1,989,947.28	1,236,323.58	62.13%	809,444.97	(55,821.27)	102.81%
Other	1,208,432.96	470,916.80	38.97%	331,831.55	405,684.61	66.43%
FUNCTION 2200 ATTENDANCE & HEALTH SERV						
Personnel	2,499,629.95	916,984.31	36.68%	1,356,779.52	225,866.12	90.96%
Other	52,225.00	30,405.60	58.22%	3,305.00	18,514.40	64.55%
TOTAL ADMINISTRATION	5,750,235.19	2,654,630.29	46.17%	2,501,361.04	594,243.86	89.67%
PUPIL TRANSPORTATION						
FUNCTION 3100 MANAGEMENT & DIRECTION						
Personnel	327,210.06	177,175.13	54.15%	148,867.35	1,167.58	99.64%
Other	25,026.00	15,384.30	61.47%	1,970.29	7,671.41	69.35%
FUNCTION 3200 VEHICLE OPERATION SERVICE						
Personnel	1,938,426.01	1,033,271.38	53.30%	1,200,712.03	(295,557.40)	115.25%
Other	940,430.00	472,102.27	50.20%	22,958.00	445,369.73	52.64%
FUNCTION 3300 MONITORING SERVICE						
Personnel	365,177.16	127,851.12	35.01%	181,166.79	56,159.25	84.62%
Other	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 3400 VEHICLE MAINT SERVICE						
Personnel	340,957.23	185,224.47	54.32%	152,317.61	3,415.15	99.00%
Other	381,750.00	130,228.64	34.11%	0.00	251,521.36	34.11%
FUNCTION 3500 BUS PURCHASE - REGULAR						
Other	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 3600 BUS - LEASE PURCHASE						
Other	0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL PUPIL TRANSPORTATION	4,318,976.46	2,141,237.31	49.58%	1,707,992.07	469,747.08	89.12%

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Month Ended December 31, 2013

OPERATIONS & MAINTENANCE							
FUNCTION 4100 MANAGEMENT & DIRECTION							
	Personnel	185,069.71	103,522.80	55.94%	87,724.61	(6,177.70)	103.34%
	Other	52,300.00	63,311.36	121.05%	15,281.41	(26,292.77)	150.27%
FUNCTION 4200 BUILDING SERVICES							
	Personnel	4,140,322.99	2,198,128.69	53.09%	1,815,867.93	126,326.37	96.95%
	Other	4,407,252.90	2,457,219.07	55.75%	1,398,035.84	551,997.99	87.48%
FUNCTION 4300 GROUNDS SERVICES							
	Personnel	239,812.35	123,416.60	51.46%	112,329.33	4,066.42	98.30%
	Other	129,000.00	6,521.11	5.06%	4,255.00	118,223.89	8.35%
FUNCTION 4400 EQUIPMENT SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
	Other	62,500.00	17,756.91	28.41%	8,169.89	36,573.20	41.48%
FUNCTION 4500 VEHICLE SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
	Other	17,000.00	15,304.88	90.03%	0.00	1,695.12	90.03%
FUNCTION 4600 SECURITY SERVICES							
	Personnel	158,055.20	11,598.86	7.34%	10,007.23	136,449.11	13.67%
	Other	100,000.00	47,869.69	47.87%	8,102.50	44,027.81	55.97%
TOTAL OPERATIONS & MAINTENANCE		9,491,313.15	5,044,649.97	53.15%	3,459,773.74	986,889.44	89.60%
FACILITIES							
FUNCTION 6200 SITE IMPROVEMENTS							
FUNCTION 6600 BLDG ADD & IMP SERVICES							
	Personnel	21,743.47	7,883.03	36.25%	0.00	13,860.44	36.25%
	Other	20,000.00	8,451.00	42.26%	0.00	11,549.00	42.26%
TOTAL FACILITIES		41,743.47	16,334.03	39.13%	0.00	25,409.44	39.13%
DEBT SERVICE							
FUNCTION 7100 DEBT SERVICE - Other							
	Other	109,198.92	109,046.83	99.86%	0.00	152.09	99.86%
TOTAL DEBT SERVICE		109,198.92	109,046.83	99.86%	0.00	152.09	99.86%
TECHNOLOGY							
FUNCTION 8100 CLASSROOM INSTRUCTION							
	Personnel	1,403,347.56	732,237.72	52.18%	679,003.30	(7,893.46)	100.56%
	Other	261,005.49	654,976.54	250.94%	32,710.80	(426,681.85)	263.48%
FUNCTION 8200 INSTRUCTIONAL SUPPORT							
	Personnel	255,923.31	123,160.99	48.12%	112,198.07	20,564.25	91.96%
	Other	590,901.71	490,367.68	82.99%	316,490.36	(215,956.33)	136.55%
FUNCTION 8200 LEASE PURCHASE							
	Other	0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL TECHNOLOGY		2,511,178.07	2,000,742.93	79.67%	1,140,402.53	(629,967.39)	125.09%
CONTINGENCY RESERVES							
FUNCTION 9100 CLASSROOM INSTRUCTION							
	Other	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9300 ADMINISTRATION							
	Other	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9500 PUPIL TRANSPORTATION							
	Other	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9600 OPERATIONS & MAINTENANCE							
	Other	0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL CONTINGENCY RESERVES		0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL OPERATING BUDGET		84,249,518.00	36,068,242.48	42.81%	40,227,552.05	7,953,723.47	90.56%

ACCOUNT TITLE	FY 2012-2013				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)	(3,932,950.72)	(5,838,895.28)	40.25%
240202 BASIC SCHOOL AID	(20,446,238.00)	(20,076,545.00)	(369,693.00)	98.19%	(19,245,033.00)	(9,622,516.50)	(9,622,516.50)	50.00%
240207 GIFTED & TALENTED	(236,687.00)	(233,748.00)	(2,939.00)	98.76%	(231,550.00)	(115,775.02)	(115,774.98)	50.00%
240208 REMEDIAL EDUCATION	(1,193,725.00)	(1,178,902.00)	(14,823.00)	98.76%	(1,167,820.00)	(583,910.02)	(583,909.98)	50.00%
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)	(1,125,033.48)	(1,125,033.52)	50.00%
240217 VOCATIONAL ED SOQ	(288,140.00)	(284,563.00)	(3,577.00)	98.76%	(281,888.00)	(140,943.98)	(140,944.02)	50.00%
240221 SOC SEC-INSTR	(1,353,231.00)	(1,336,428.01)	(16,802.99)	98.76%	(1,328,898.00)	(664,449.00)	(664,449.00)	50.00%
240223 VRS INSTRUCTIONAL	(2,258,815.00)	(2,230,768.00)	(28,047.00)	98.76%	(2,214,831.00)	(1,107,415.50)	(1,107,415.50)	50.00%
240241 GROUP LIFE INST	(87,471.00)	(86,385.00)	(1,086.00)	98.76%	(85,573.00)	(42,786.48)	(42,786.52)	50.00%
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)	(49,974.04)	(164,986.96)	23.25%
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)	(233,168.16)	(233,167.84)	50.00%
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)	(225,837.00)	(225,837.00)	50.00%
SALARY SUPPLEMENT	0.00	0.00	0.00	0.00%	(500,162.00)	(184,270.22)	(315,891.78)	36.84%
240203 GED/ISAP	(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%
COMMONWEALTH OF VA	(43,527,260.00)	(42,910,042.04)	(617,217.96)	98.58%	(43,730,131.00)	(18,029,030.12)	(25,701,100.88)	41.23%
330201 BASIC ADULT ED.	(50,000.00)	(57,141.68)	7,141.68	114.28%	(50,000.00)	(17,429.14)	(32,570.86)	34.86%
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)	(13,604.30)	(286,395.70)	4.53%
JR ROTC	(105,000.00)	(75,116.01)	(29,883.99)	71.54%	(120,000.00)	(31,602.87)	(88,397.13)	26.34%
FEDERAL	(461,000.00)	(528,664.28)	67,664.28	114.68%	(476,000.00)	(62,636.31)	(413,363.69)	13.16%

	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)	(14,450,000.00)	(23,751,147.00)	37.83%
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%
CITY	(35,825,555.00)	(35,750,972.00)	(74,583.00)	99.79%	(38,201,147.00)	(14,450,000.00)	(23,751,147.00)	37.83%
189912 MISC REV/OTH FUNDS	0.00	(74,843.82)	74,843.82	100.00%	0.00	(5,093.85)	5,093.85	100.00%
180303 REBATES & REFUNDS	(15,000.00)	(6,969.07)	(8,030.93)	46.46%	(30,000.00)	(14,216.40)	(15,783.60)	47.39%
189903 DONATIONS & SP GF	(1,472.71)	(6,851.04)	5,378.33	0.00%	(100.00)	(100.00)	0.00	0.00%
189909 SALE OTHER EQUIP	0.00	(10,808.63)	10,808.63	100.00%	0.00	(3,096.00)	3,096.00	0.00%
189910 INSURANCE ADJUST	(3,000.00)	(133,109.34)	130,109.34	4436.98%	(3,000.00)	(4,114.66)	1,114.66	137.16%
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)	(65,023.08)	(54,976.92)	54.19%
TRANSFER IN/OUT	0.00	0.00	0.00	-100.00%	0.00	0.00	0.00	0.00%
MISCELLANEOUS	(119,472.71)	(325,607.99)	206,135.28	272.54%	(153,100.00)	(91,643.99)	(61,456.01)	59.86%
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)	(36,296.63)	(73,703.37)	33.00%
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)	(5,286.50)	(34,713.50)	13.22%
161202 SPEC PUPIL FEES	(244,188.00)	(37,695.09)	(206,492.91)	15.44%	(45,000.00)	(5,138.32)	(39,861.68)	11.42%
161205 BUS RENTAL	(400,000.00)	(383,362.98)	(16,637.02)	95.84%	(400,000.00)	(163,572.16)	(236,427.84)	40.89%
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)	(40,276.72)	(59,723.28)	40.28%
SCHOOL NUT UTILITIES	(98,500.00)	(92,557.85)	(5,942.15)	93.97%	(98,500.00)	(34,679.11)	(63,820.89)	35.21%
FACILITY RENTALS	(60,020.00)	(80,439.48)	20,419.48	134.02%	(60,020.00)	(36,465.76)	(23,554.24)	60.76%
CHARGES FOR SERVICES	(1,840,328.00)	(1,638,578.73)	(201,749.27)	89.04%	(1,689,140.00)	(321,715.20)	(1,367,424.80)	19.05%
150101 INTEREST-BNK DPST	0.00	(160.09)	160.09	100.00%	0.00	0.00	0.00	100.00%
USE OF MONEY								
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%
TOTAL OPERATING FUND	(82,002,953.95)	(81,154,025.13)	(627,170.58)	98.96%	(84,249,518.00)	(32,955,025.62)	(51,294,492.38)	39.12%

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>

Original budget	\$ 84,249,418.00
Fund Balance Return	
Restricted Donation Received	\$ 100.00
Lease Purchase Funds	
Designation - Prior Year Encumb	
Adjusted Budget	<u>\$ 84,249,518.00</u>

Agenda Report

Date: 02/04/14

Agenda Number: D-2

Attachments: Yes

From: Scott S. Brabrand

Subject: Personnel Report

Summary/Description:

The personnel recommendations for January 14 – February 4, 2014, appear as an attachment to this agenda report.

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

Recommendation:

The superintendent recommends that the school board approve the personnel recommendations for January 14 – February 4, 2014.

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

O'Hara, Patrick	Liberty University	B.S./ 0 yrs. (Lv. 0 2)	Heritage High School Science Teacher	01-15-14
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RESIGNATIONS:

Dean, Savannah	University of Virginia	B.S./ 1 yrs. (Lv. 1 1)	Laurel Regional School Special Education Teacher	01-24-14
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RETIREMENTS:

Inge, David	Lynchburg College	B.A./ 31 yrs. (Lv. 31 2)	E.C. Glass High School Special Education Teacher	02-28-14
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Agenda Report

Date: 02/04/14

Agenda Number: F-1

Attachments: No

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

Subject: School Operating Budget: 2014-15

Summary/Description:

As part of the budget development process for FY2014-15, the school administration has conducted several community budget meetings in order to share information and receive comments about next year's budget. As a result of those meetings, the school administration prepared a tiered budget proposal to present to the school board on December 3, 2013.

During the school board meeting on January 14, 2014, the school administration presented a recommendation to the school board that included all of the items on Tier I, compensation adjustments for certain employee groups, and a two percent increase in compensation for all other employees. This recommendation included a request for additional funding in the amount of \$723,000 from the Lynchburg City Council, which would be one percent of the two percent increase in compensation.

The school board requested that the school administration provide information concerning cost savings efficiencies and information associated with the last stipend increase for coaches and other employees who receive stipends for extra duties. Further, the school board would send information to the school administration regarding items to be placed in Tier I, which will result in items being removed from Tier 1 and placed in Tier 2 or Tier 3. These items will be discussed during this presentation.

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

Recommendation:

The superintendent recommends that the school board determine which items are to be placed in Tier 1 and submit a request of an additional \$723,000 in local funding from the Lynchburg City Council for the 2014-15 School Operating Budget.

Agenda Report

Date: 02/0414

Agenda Number: F-2

Attachments: Yes

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

Subject: Capital Improvement Plan: 2015-23 Update

Summary/Description:

During this presentation, the school administration will provide the school board with an update regarding the Capital Improvement Plan for 2015-23.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total Cost
Renovations/Replacement Projects										
Heritage High School Replacement	83,250,000									83,250,000
Sandusky Elementary School Renovation			400,000	8,000,000						8,400,000
Linkhorne Elementary School Renovation				500,000	9,300,000					9,800,000
Paul Munro Elementary School Renovation					400,000	7,600,000				8,000,000
three (3) Elementary School Gym Addition				1,500,000						1,500,000
two (2) Elementary School Gym Addition					1,000,000					1,000,000
Total Replacment/Renovation Projects	83,250,000	0	400,000	10,000,000	10,700,000	7,600,000	0	0	0	111,950,000
Capital Maintenance Projects:										
Mechanical/Electrical:										
Admn Bldg - HVAC Upgrade			900,000							900,000
HES main elec service		210,000								210,000
DESI Lighting/Ceiling Upgrade		560,000								560,000
DMS Mozee HVAC Replacement				180,000						180,000
RS Payne HVAC Upgrade					700,000					700,000
Bus Lot Electrical Upgrade	125,000									125,000
LMS Fire Sprinkler Flow Switch Add.	30,000									30,000
ECG Fire Sprinkler Flow Switch Add.	35,000									35,000
BHES Chiller Replacement						300,000				300,000
DESI Chiller Replacement							200,000			200,000
Perrymont Chiller Replacement								300,000		300,000
TCM Chiller Replacement				200,000						200,000
Secondary School Athletics -										
DMS Tennis Courts	470,000									470,000
ECG Track		10,000	80,000							90,000
ECG Turf	40,000	610,000								650,000
Elementary School Gym Floor Replacemnt										
RS Payne ES Gym Floor		60,000								
Bass ES Gym Floor					60,000					
Roof Replacement/Repair:										
Admin Building	150,000									150,000
ECG Section A	500,000									500,000
ECG Section B		500,000								500,000
Heritage ES			720,000							720,000
Bass ES				300,000						300,000
Paul Munro ES					500,000					500,000
Linkhorne MS					1,180,000					1,180,000
Linkhorne Elementary B.C,D,E K				300,000						300,000
Dunbar MS retaining walls and parking		300,000								300,000
Admin Bldg Elevator Replacement	250,000									250,000

ECG Auditorium Stage Smoke Vent Repl.	100,000									100,000
ECG Aud. Stage Apron Repl.	75,000									75,000
School Bus Replacement (<i>note 1</i>)	1,040,000	950,000	988,000	670,000	696,800	724,672	753,659	783,805		6,606,936
Paving & Fencing	145,600	151,424	157,481	163,780	170,331	177,145	184,230	191,600		1,341,591
Playgrounds	114,400	118,976	123,735	128,684	0	0	0	0		485,795
Total Capital Maintenance Projects	3,075,000	3,470,400	2,969,216	1,942,465	3,307,131	1,201,817	1,137,889	1,275,405		18,379,323
TOTAL ANNUAL CIP	86,325,000	3,470,400	3,369,216	11,942,465	14,007,131	8,801,817	1,137,889	1,275,405		130,329,323
Bus replacements Note 1	<i>Planned purchase of 11 regular ed buses and one activity bus for 2015</i>									
	<i>Planned purchase of 10 regular ed buses and one special ed bus for 2016 and 2017</i>									
	<i>Planned purchase of 8 regular ed buses for 2018 and 2022</i>									

Agenda Report

Date: 02/04/14

Agenda Number: G-1

Attachments: No

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

Subject: Results of the School Culture Survey

Summary/Description:

Part of the Lynchburg City Schools Comprehensive Plan includes administering a school culture survey to students, staff, and the community. The survey has been conducted, and the data has been tabulated. During this presentation, Ms. Ethel R. Coles, coordinator of equity and accountability, will provide the school board with the division-level data.

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: 02/04/14

Agenda Number: G-2

Attachments: Yes

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

Subject: Central Virginia Governor's School for Science and Technology: 2013-14 Budget

Summary/Description:

The Lynchburg City School Board serves as fiscal agent for the Central Virginia Governor's School for Science and Technology. The governing board of the school has approved its 2013-14 operating budget in the amount of \$933,222, which represents an increase of \$5,139 over the prior year budget of \$928,083. All funds expended at the school are totally reimbursable from participating school divisions and state funds as listed on the attached budget. School divisions supporting this program are Amherst County Schools, Appomattox County Schools, Bedford County Schools, Campbell County Schools and Lynchburg City Schools.

Provided below is the financial impact summary for the Lynchburg City Schools:

	2012-13	2013-14
Student Tuition	\$4,200	\$4,200
Number of Students	32	32
Total Tuition	\$134,400	\$134,400

Total tuition is budgeted to remain the same at \$4,200 per student.

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

Recommendation:

The superintendent recommends that the school board authorize the school administration to act as fiscal agent for the Central Virginia Governor's School for Science and Technology and to administer its 2013-14 budget in the amount of \$933,222.

	REVENUE	2013-14
8.0000.000.0380.400.7	GOVERNOR'S SCHOOL (STATE 118 STUD	282,166
8.0000.000.0386.400.7	OTHER STATE FUNDS (TECH GRANT)	26,000
8.0000.000.0700.400.7	MISC REV/OTH FUNDS (FUND BAL OFFSE	21,956
8.0000.000.0718.400.7	OTHER FUNDS (CVGS FOUNDATION)	10,000
8.0000.000.0719.400.7	TUIT FM OTH CO/CY (4200 * 118)	495,600
8.0000.000.0720.400.7	OTH PMT OTH CO/CY (CVCC 75% REIMB)	97,500
	TOTAL REVENUE	933,222
	EXPENSE	2013-14
8.1100.304.1120.400.7	SALARIES TEACHERS	361,566
8.1100.304.1520.400.7	SALARIES SUBSTITUTE TEACHERS	3,000
8.1100.304.1620.400.7	SALARIES TEACHER SUPPLEMENTS	24,914
8.1100.304.2100.400.7	FICA	28,535
8.1100.304.2211.400.7	VRS PROF (INSTR)	45,028
8.1100.304.2300.400.7	HMP (HOSPITAL/MEDICAL PLAN)	26,918
8.1100.304.2330.400.7	DENTAL INSURANCE	396
8.1100.304.2340.400.7	VISION INSURANCE	24
8.1100.304.2411.400.7	GROUP LIFE PROF (INSTR)	4,595
8.1100.304.2700.400.7	WORKMAN'S COMP (INSTR)	1,000
8.1100.304.2750.400.7	RETIREE HEALTH CARE CREDIT (VRS-PR	4,287
8.1100.304.2820.400.7	TUITION REIMBURSEMENT	6,000
8.1100.304.3000.400.7	PURCHASED SERVICES (CVCC+SEM+ST	145,000
8.1100.304.5000.400.7	OTHER CHARGES	500
8.1100.304.5200.400.7	COMMUNICATIONS (phone, Internet, etc)	500
8.1100.304.5500.400.7	TRAVEL (CONF + MILEAGE)	8,000
8.1100.304.5800.400.7	MISCELLANEOUS (MEALS, LODGING, DU	3,000
8.1100.304.6000.400.7	MATERIALS AND SUPPLIES (CONSUMAB	10,000
8.1100.304.6008.400.7	VEH & POWER EQUIP- FUEL	500
8.1100.304.6009.400.7	VEH & POWER EQUIP- SUPPLY	500
8.1100.304.6020.400.7	TEXTBOOKS AND WORKBOOKS	3,000
8.1100.304.6030.400.7	INSTRUCTIONAL MATERIALS (NON-CONS	7,500
8.1100.304.8200.400.7	CAPITAL OUTLAY ADDITION	3,000
8.1310.304.1020.400.7	SALARIES-E.R.I.P.	14,161
8.1310.304.2100.400.7	FICA-E.R.I.P.	1,083
8.1310.304.2300.400.7	HMP (HOSPITAL/MEDICAL PLAN) E.R.I.P.	5,000
8.1310.304.2834.400.7	TERMINAL PAY-VACATION	2,500
8.1310.304.2835.400.7	TERMINAL PAY-SICK	2,500
8.1320.304.5400.400.7	LEASES & RENTALS (XEROX COPIER)	3,000
8.1410.304.1126.400.7	SALARIES PRINCIPALS	47,507
8.1410.304.1150.400.7	SALARIES OFFICE CLERICAL	30,726
8.1410.304.2100.400.7	FICA (ADMIN)	5,674
8.1410.304.2211.400.7	VRS PROFESSIONAL (ADMIN)	9,122
8.1410.304.2300.400.7	HMP (HOSPITAL/MEDICAL PLAN) (ADMIN)	7,557
8.1410.304.2330.400.7	DENTAL INSURANCE (ADMIN)	0

8.1410.304.2340.400.7	VISION INSURANCE (ADMIN)	24
8.1410.304.2411.400.7	GROUP LIFE (ADMIN)	931
8.1410.304.2750.400.7	RETIREE HEALTH CARE CREDIT (ADMIN)	868
8.1410.304.3000.400.7	PURCHASED SERVICES	3,000
8.1410.304.5000.400.7	OTHER CHARGES	1,000
8.1410.304.5200.400.7	COMMUNICATIONS (POSTAGE)	500
8.1410.304.5300.400.7	INSURANCE (ERRORS & OMISSIONS)	500
8.1410.304.5500.400.7	TRAVEL (CONF FEES + MILEAGE)	5,000
8.1410.304.5800.400.7	MISCELLANEOUS (MEALS, LODGING, DU	2,000
8.1410.304.6000.400.7	MATERIALS AND SUPPLIES (CONSUMAB	5,000
8.2140.304.3000.400.7	PURCHASED SERVICES (RECRUIT/IN-SE	2,000
8.4200.304.1180.400.7	SALARIES CUSTODIAL	23,967
8.4200.304.1280.400.7	OT-CUSTODIAL	1,000
8.4200.304.2100.400.7	FICA (CUSTODIAL)	1,601
8.4200.304.2212.400.7	VRS NON PROFESSIONAL (CUSTODIAL)	2,404
8.4200.304.2300.400.7	HMP (HOSPITAL/MEDICAL PLAN) (CUSTO	5,049
8.4200.304.2412.400.7	GROUP LIFE NON-PROF (CUSTODIAL)	285
8.4200.304.2700.400.7	WORKER'S COMPENSATION (CUSTODIA	500
8.4200.304.5200.400.7	COMMUNICATIONS (LICENSES)	15,000
8.4200.304.5300.400.7	INSURANCE	6,000
8.8100.304.8200.400.7	CAPITAL OUTLAY (TECH FOR INSTRUCTI	40,000
	TOTALS	933,222
		Total Percentage
Salaries	492,680	52.8
Benefits	155,799	16.7
S&B	648,478	69.5
Dual Enrollment	130000	13.9
Insurance/Leases/Licen	25,000	2.7
SEM Maintenance Agre	13,236	1.4
State Technology Funds	26,000	2.8
ERIP	20,244	2.2
Required Expenditure:	214,480	23.0
textbooks, technology, equipment/furniture		7.5
instructional and office supplies,		
student/staff travel, vehicle,		
printing, postage, misc		

Agenda Report

Date: 02/04/14

Agenda Number:

Attachments: No

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

Subject: Capital Improvement Plan: Paul Munro Elementary School Window Replacement – Phase 2

Summary/Description:

Lynchburg City Schools received a total of four bids for the second phase of the window replacement project at Paul Munro Elementary School. M. R. Dishman & Sons was the low bidder at \$196,915 and is not recommended as they did not meet the requirements in the Project Manual. Other bids were received as listed below.

Contractor	Base Bid
1. Appomattox Glass	\$212,007
2. South End Construction	\$317,770
3. M. R. Dishman & Sons	\$196,915
4. PNC Corporation	\$273,013

The school administration recommends Appomattox Glass based on their bid of \$212,007, which was the next lowest bid.

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

Recommendation:

The superintendent recommends that the school board authorize the school administration to enter into a contract with Appomattox Glass in the amount of \$212,007 for phase two of window replacement at Paul Munro Elementary School.

Agenda Report

Date: 02/04/14

Agenda Number: F-4

Attachments: No

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

Subject: Request for Reallocation of Budget

Summary/Description:

The school administration has recognized a need to reallocate funds to purchase various equipment and supplies throughout the school division.

Purchases include the following:

Purchase of new student record software	\$ 55,000.00
Purchase of computers for testing at the high schools	<u>\$ 300,000.00</u>
	\$ 355,000.00
	=====

Given school board approval, the funds to purchase these items will come from reallocation of funds in the existing operating budget.

Various Salaries and Benefits accounts	\$ 355,000.00
	=====

The school administration requests this budget adjustment be approved for the 2013-14 school year in order to fund these one-time purchases.

Disposition: Action
 Information
 Action at Meeting on: 02/18/14

Recommendation:

The superintendent recommends that the school board receive the agenda report as an informational item and consider action at the school board meeting on February 18, 2014.