



Lynchburg City School Board

Sharon Y. Carter  
School Board District 2

James E. Coleman  
School Board District 3

Regina T. Dolan-Sewell  
School Board District 1

Mary Ann Hoss  
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 Snyder  
School Board District 3

J. Marie Waller  
School Board District 2

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**  
**May 17, 2016 5:30 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 (30 Minutes)

**C. STUDENT RECOGNITION**

- 1. Student Recognition  
Scott S. Brabrand. . . . . Page 4  
Discussion
- 2. Student Recognition  
Scott S. Brabrand. . . . . Page 5  
Discussion

**D. FINANCE REPORT**

- 1. Finance Report  
Anthony E. Beckles, Sr. . . . . Page 7  
Discussion

**E. CONSENT AGENDA**

- 1. School Board Meeting Minutes: May 4, 2016 (Work Session)  
May 9, 2016 (Work Session)

2. Personnel Report  
Marie F. Gee. . . . . Page 14  
Discussion/Action

**F. STUDENT REPRESENTATIVE COMMENTS**

**G. SCHOOL BOARD COMMITTEE REPORTS**

**H. UNFINISHED BUSINESS**

1. Carl Perkins Funds: 2016-17  
John C. McClain. . . . . Page 17  
Discussion/Action

2. No Child Left Behind Act Waiver Public School Choice  
Ben W. Copeland. . . . . Page 20  
Discussion/Action

3. School Operating Budget: 2016-17  
Scott S. Brabrand. . . . . Page 21  
Discussion

**I. NEW BUSINESS**

1. Administrative Regulation 7-33.3: Student Uniforms  
Scott S. Brabrand. . . . . Page 34  
Discussion

2. School Nutrition: High School Lunch Price Increase  
Anthony E. Beckles, Sr. . . . . Page 39  
Discussion

3. Annual Personnel Report  
Marie F. Gee. . . . . Page 42  
Discussion/Action

4. Gifted Plan: Update  
John C. McClain. . . . . Page 64  
Discussion

5. Equity and Inclusiveness  
Scott S. Brabrand. . . . . Page 66  
Discussion

6. Capital Improvement Plan: Paul Munro Elementary School  
Ben W. Copeland. . . . . Page 74  
Discussion/Action

7. Capital Improvement Plan: E. C. Glass High School  
Ben W. Copeland. . . . . Page 75  
Discussion

8. Lynchburg City School Board Goals  
Mary Ann Hoss. . . . .Page 76  
Discussion/Action

**J. SUPERINTENDENT’S COMMENTS**

**K. BOARD COMMENTS**

**L. CLOSED MEETING**

1. Notice of Closed Meeting  
Scott S. Brabrand. . . . .Page 78  
Discussion/Action

2. Certification of Closed Meeting  
Scott S. Brabrand. . . . .Page 79  
Discussion/Action

**M. INFORMATIONAL ITEMS**

Next School Board Meeting: Tuesday, June 7, 2016, 5:30 p.m., Board Room,  
School Administration Building

Graduations: LAUREL Regional School – Cafeteria  
June 6, 2016 – 7:00 p.m.

Fort Hill Community School – Cafeteria  
June 9, 2016 0 12:00 Noon

Heritage High School – Ralph Spencer Field House  
June 12, 2016 – 8:30 a.m.

E. C. Glass High School – Civic Auditorium  
June 12, 2016 – 3:00 p.m.

**N. ADJOURNMENT**

# Agenda Report

**Date:** 05/17/16

**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) (1), the school board needs to convene a closed meeting for the purpose of discussing the following specific matters:

Employee Appointment

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

**Recommendation:**

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

# Agenda Report

**Date:** 05/17/16

**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:** 05/17/16

**Agenda Number:** B-1

**Attachments:** No

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

**Subject:** Public Comments

**Summary/Description:**

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

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

**Recommendation:**

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

# Agenda Report

**Date:** 05/17/16

**Agenda Number:** C-1

**Attachments:** No

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

**Subject:** Student Recognition

## **Summary/Description:**

Four teams from Perrymont Elementary School won awards and one team from Heritage Elementary School earned an Honorable Mention at the Mini-Economy Market Day in March. These students spent the year learning about currency and the economy, and this was their chance to use their own creativity and interests to show off what they learned. These teams were part of the 21st Century Community Learning Center program at these schools. We will recognize the two first-place teams (both from Perrymont) during this presentation.

## **Nature's Nest - 1st Place Outstanding Entrepreneurship - Mrs. Brockwell**

Beyonka Brooks  
Tanya Gray  
Katlyn Johns  
Natasha Jones

Austin Martin  
Christian Reed  
Nakaysia Spaulding  
Javion Stockwell

Emma Toms  
Kaitlyn Woody  
O'saiyah Younger

## **Rainbow Candles - 1st Place Outstanding Marketing - Mrs. Clingenpeel**

Marqus Bradley  
Zymire Brown  
Kayla Cyrus  
Amber Jones  
Shania Reeves

Jami Ross  
Jesse Toms  
Tremond Witcher  
Michael Wright

**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:** 05/17/16

**Agenda Number:** C-2

**Attachments:** No

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

**Subject:** Student Recognition

## **Summary/Description:**

The 2016 Virginia History Day Competition occurred on April 23, 2016. Lynchburg City Schools students placed in several categories during this competition.

### **Junior Group Exhibit – Third Place**

*Marco Polo*

Megan Knight and Katie Ownby  
Linkhorne Middle School

### **Senior Individual Performance – Third Place**

*Martha Graham: Exploration, Encounter, and Exchange in Dance*

Katherine Morse  
E. C. Glass High School

### **Senior Group Website – Second Place\***

*The Horses and Mongols: A Relationship of an Empire*

Reilly Krason and Gracie Corsini  
E. C. Glass High School

### **Senior Individual Documentary – Third Place**

*Hiroshima's Pikadon*

Lauren Brown  
E. C. Glass High School

### **Junior Group Documentary – Third Place**

*Apollo: Soyuz Mission*

Amy Jablonski, Vicky Moore, and Owen Seldon  
Paul Laurence Dunbar Middle School for Innovation



# Agenda Report

**Date:** 05/17/16

**Agenda Number:** C-2

**Attachments:** No

## **Special Awards – USS Monitor Center Foundation & The Mariner’s Museum Park Award (Junior Group Exhibit)**

*Richard E. Byrd*

William Brabrand and Bennett Brabrand

Paul Laurence Dunbar Middle School for Innovation

\*First and second prize winners will represent Virginia at this year’s National History Day Competition in College Park, Maryland, June 12-16, 2016.

**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:** 05/17/16

**Agenda Number:** D-1

**Attachments:**

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

**Subject:** Finance Report

## Summary/Description:

The school administration, in accordance with the FY2015-16 school operating budget, authorized, approved, and processed the necessary payments through April 30, 2016. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through April 30, 2016, for the operating fund.

Total Operating Fund Budget	\$ 90,820,024.00
Prior Year End Encumbrances	\$ 90,304.40
Insurance Proceeds	\$ 131,105.84
School Bus Funding	\$ 977,000.00
Fund Balance Return	\$ 2,316,449.00
Additional E-rate funding	\$ 884,646.53
Restricted Donations	\$ <u>675.00</u>
Adjusted Budget	\$ 95,220,204.77

### Through April 30, 2016

Actual Revenue Received	\$ 67,823,881.00
Actual Expenditures	\$ 70,720,301.61
Actual Encumbered	\$ 20,564,690.57

Percent of Budget Received	71.23%
Percent of Budget Used, excluding encumbrances	74.27%

As of 4/30/16 – 10 months 83.34%

The revenue and expenditure reports detail the transactions recorded through April 30, 2016. 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 Ending  
 April 30, 2016

	Fiscal Year 2015-16				BUDGET AVAILABLE	BUDGET % USED
	BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES		
<b>INSTRUCTION</b>						
FUNCTION 1100 CLASSROOM INSTRUCTION						
Personnel	48,706,621.59	36,815,598.15	75.59%	11,657,523.54	233,499.90	
Other	4,246,709.53	2,763,550.07	65.08%	353,083.08	1,130,076.38	
FUNCTION 1200 INST SUPPORT-STUDENT						
Personnel	3,251,273.74	2,424,364.95	74.57%	669,970.02	156,938.77	
Other	169,664.66	67,981.69	40.07%	24,563.03	77,119.94	
FUNCTION 1300 INST SUPPORT-STAFF						
Personnel	3,757,920.98	3,070,557.31	81.71%	700,054.70	(12,691.03)	
Other	1,786,208.79	1,092,921.61	61.19%	146,941.95	546,345.23	
FUNCTION 1400 INST SUPPORT-SCHOOL ADMN						
Personnel	5,333,447.43	4,245,326.34	79.60%	986,578.84	101,542.25	
Other	153,685.35	90,051.40	58.59%	24,369.89	39,264.06	
<b>TOTAL INSTRUCTION</b>	<b>67,405,532.07</b>	<b>50,570,351.52</b>	<b>75.02%</b>	<b>14,563,085.05</b>	<b>2,272,095.50</b>	<b>96.63%</b>
<b>ADMINISTRATION</b>						
FUNCTION 2100 ADMINISTRATION						
Personnel	2,476,242.85	2,008,536.24	81.11%	327,762.23	139,944.38	
Other	1,661,560.97	1,017,527.47	61.24%	162,973.80	481,059.70	
FUNCTION 2200 ATTENDANCE & HEALTH SERV						
Personnel	1,507,957.85	1,127,442.24	74.77%	364,876.00	15,639.61	
Other	124,920.34	56,785.86	45.46%	35,027.19	33,107.29	
<b>TOTAL ADMINISTRATION</b>	<b>5,770,682.01</b>	<b>4,210,291.81</b>	<b>72.96%</b>	<b>890,639.22</b>	<b>669,750.98</b>	<b>88.39%</b>
<b>PUPIL TRANSPORTATION</b>						
FUNCTION 3100 MANAGEMENT & DIRECTION						
Personnel	339,286.50	274,367.49	80.87%	53,200.56	11,718.45	
Other	45,351.00	21,785.93	48.04%	21,586.75	1,978.32	
FUNCTION 3200 VEHICLE OPERATION SERVICE						
Personnel	2,479,454.66	1,999,209.63	80.63%	465,105.62	15,139.41	
Other	943,571.00	494,450.05	52.40%	94,288.14	354,832.81	
FUNCTION 3300 MONITORING SERVICE						
Personnel	420,630.43	319,452.82	75.95%	98,154.78	3,022.83	
Other	0.00	0.00	0.00%	0.00	0.00	
FUNCTION 3400 VEHICLE MAINT SERVICE						
Personnel	351,419.67	313,859.74	89.31%	57,053.72	(19,493.79)	
Other	387,877.62	336,236.20	86.69%	79,234.72	(27,593.30)	
FUNCTION 3500 BUS PURCHASE - REGULAR						
Other	1,077,000.00	939,729.00	0.00%	97,819.00	39,452.00	
<b>TOTAL PUPIL TRANSPORTATION</b>	<b>6,044,590.88</b>	<b>4,699,090.86</b>	<b>77.74%</b>	<b>966,443.29</b>	<b>379,056.73</b>	<b>93.73%</b>
<b>OPERATIONS &amp; MAINTENANCE</b>						
FUNCTION 4100 MANAGEMENT & DIRECTION						
Personnel	274,470.20	233,898.71	85.22%	46,166.16	(5,594.67)	
Other	84,000.00	84,923.74	101.10%	13,819.10	(14,742.84)	

Lynchburg City Schools  
 Operating Fund - Statement of Expenditures  
 For the Month Ending  
 April 30, 2016

<b>FUNCTION 4200 BUILDING SERVICES</b>							
	Personnel	4,326,902.39	3,623,753.78	83.75%	649,275.92	53,872.69	
	Other	5,944,243.54	4,117,659.52	69.27%	1,202,866.07	623,717.95	
<b>FUNCTION 4300 GROUNDS SERVICES</b>							
	Personnel	242,869.76	203,984.95	83.99%	40,894.24	(2,009.43)	
	Other	35,000.00	27,024.50	77.21%	575.00	7,400.50	
<b>FUNCTION 4400 EQUIPMENT SERVICES</b>							
	Personnel	0.00	0.00	0.00%	0.00	0.00	
	Other	105,859.00	90,374.29	85.37%	3,395.98	12,088.73	
<b>FUNCTION 4500 VEHICLE SERVICES</b>							
	Personnel	0.00	0.00	0.00%	0.00	0.00	
	Other	107,500.00	31,202.16	29.03%	58,692.12	17,605.72	
<b>FUNCTION 4600 SECURITY SERVICES</b>							
	Personnel	30,257.65	12,689.59	41.94%	4,473.10	13,094.96	
	Other	334,002.00	152,830.32	45.76%	52,112.18	129,059.50	
<b>FUNCTION 4700 WAREHOUSING SERVICES</b>							
	Personnel	8,651.93	7,890.72	91.20%	0.00	761.21	
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>		<b>11,493,756.47</b>	<b>8,586,232.28</b>	<b>74.70%</b>	<b>2,072,269.87</b>	<b>835,254.32</b>	<b>92.73%</b>
<b>Other Non-Instructional Operations</b>							
FUNCTION 5000 Non-Instructional Operations - Other		28,614.73	7,775.92	27.17%	9,975.00	10,863.81	
<b>TOTAL Non-Instructional Operations</b>		<b>28,614.73</b>	<b>7,775.92</b>	<b>27.17%</b>	<b>9,975.00</b>	<b>10,863.81</b>	<b>62.03%</b>
<b>FACILITIES</b>							
FUNCTION 6200 SITE IMPROVEMENTS		0.00	0.00	0.00%	0.00	0.00	
<b>FUNCTION 6600 BLDG ADD &amp; IMP SERVICES</b>							
	Personnel	22,178.34	12,272.84	55.34%	0.00	9,905.50	
	Other	20,000.00	0.00	0.00%	0.00	20,000.00	
<b>TOTAL FACILITIES</b>		<b>42,178.34</b>	<b>12,272.84</b>	<b>29.10%</b>	<b>0.00</b>	<b>29,905.50</b>	<b>29.10%</b>
<b>DEBT SERVICE</b>							
FUNCTION 7100 DEBT SERVICE - Other		0.00	0.00	0.00%	0.00	0.00	
<b>TOTAL DEBT SERVICE</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>TECHNOLOGY</b>							
<b>FUNCTION 8100 CLASSROOM INSTRUCTION</b>							
	Personnel	1,691,540.20	1,381,866.26	81.69%	314,418.38	(4,744.44)	
	Other	1,647,152.02	261,853.40	15.90%	1,651,002.69	(265,704.07)	
<b>FUNCTION 8200 INSTRUCTIONAL SUPPORT</b>							
	Personnel	424,584.79	352,749.54	83.08%	70,699.40	1,135.85	
	Other	671,573.26	637,817.18	94.97%	26,157.67	7,598.41	
<b>TOTAL TECHNOLOGY</b>		<b>4,434,850.27</b>	<b>2,634,286.38</b>	<b>59.40%</b>	<b>2,062,278.14</b>	<b>(261,714.25)</b>	<b>105.90%</b>
<b>CONTINGENCY RESERVES</b>							
FUNCTION 9100 CLASSROOM INSTRUCTION		0.00	0.00	0.00%	0.00	0.00	
FUNCTION 9300 ADMINISTRATION		0.00	0.00	0.00%	0.00	0.00	
FUNCTION 9500 PUPIL TRANSPORTATION		0.00	0.00	0.00%	0.00	0.00	
FUNCTION 9600 OPERATIONS & MAINTENANCE		0.00	0.00	0.00%	0.00	0.00	
<b>TOTAL CONTINGENCY RESERVES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>TOTAL OPERATING BUDGET</b>		<b>95,220,204.77</b>	<b>70,720,301.61</b>	<b>74.27%</b>	<b>20,564,690.57</b>	<b>3,935,212.59</b>	<b>95.87%</b>

Lynchburg City Schools  
 Operating Fund - Statement of Revenue  
 For the Month Ending  
 April 30, 2016

ACCOUNT TITLE	FY 2014-15				FY 2015-16			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
240308 SALES TAX RECEIPTS	(9,950,157.00)	(9,958,345.20)	8,188.20	100.08%	(10,248,262.00)	(7,680,593.22)	(2,567,668.78)	74.95%
240202 BASIC SCHOOL AID	(21,651,824.00)	(22,184,149.37)	532,325.37	102.46%	(22,130,823.00)	(18,076,284.34)	(4,054,538.66)	81.68%
240207 GIFTED & TALENTED	(240,997.00)	(245,765.00)	4,768.00	101.98%	(246,845.00)	(183,216.95)	(63,628.05)	74.22%
240208 REMEDIAL EDUCATION	(1,292,157.00)	(1,317,718.00)	25,561.00	101.98%	(1,323,508.00)	(1,085,901.26)	(237,606.74)	82.05%
240208 REMEDIAL EDUCATION COMPENSATION SUPPLEMENT	(123,629.00) 0.00	(107,296.63) 0.00	(16,332.37) 0.00	86.79% 0.00%	(105,619.00) (399,315.00)	(95,810.00) (319,452.00)	(9,809.00) (79,863.00)	90.71% 80.00%
240212 SPECIAL ED SOQ	(2,794,545.00)	(2,849,828.00)	55,283.00	101.98%	(2,862,348.00)	(2,348,477.00)	(513,871.00)	82.05%
240217 VOCATIONAL ED SOQ	(225,615.00)	(230,078.00)	4,463.00	101.98%	(231,089.00)	(189,601.72)	(41,487.28)	82.05%
240221 SOC SEC-INSTR	(1,404,964.00)	(1,432,757.00)	27,793.00	101.98%	(1,439,052.00)	(1,180,702.00)	(258,350.00)	82.05%
240223 VRS INSTRUCTIONAL	(2,861,204.00)	(2,917,805.00)	56,601.00	101.98%	(2,846,592.00)	(2,335,550.00)	(511,042.00)	82.05%
240241 GROUP LIFE INST	(87,169.00)	(88,894.00)	1,725.00	101.98%	(89,284.00)	(73,255.37)	(16,028.63)	82.05%
240228 READING INTERVENTN	(168,326.00)	(186,361.00)	18,035.00	110.71%	(188,365.00)	(114,767.55)	(73,597.45)	60.93%
240205 CAT-REG FOSTER	(71,041.00)	(134,715.00)	63,674.00	189.63%	(132,031.00)	0.00	(132,031.00)	0.00%
240246 CAT-HOMEBOUND	(208,242.00)	(100,051.45)	(108,190.55)	48.05%	(102,053.00)	(80,162.68)	(21,890.32)	78.55%
240248 REGIONAL TUITION	(766,658.00)	(747,424.58)	(19,233.42)	97.49%	(739,236.00)	(221,028.22)	(518,207.78)	29.90%
240265 AT RISK SOQ	(1,439,822.00)	(1,468,098.00)	28,276.00	101.96%	(1,474,228.00)	(919,147.74)	(555,080.26)	62.35%
240309 ESL	(117,708.00)	(129,125.00)	11,417.00	109.70%	(148,706.00)	(88,389.00)	(60,317.00)	59.44%
240281 AT RISK 4 YR OLDS	(1,059,219.00)	(1,057,968.00)	(1,251.00)	99.88%	(1,221,024.00)	(694,970.21)	(526,053.79)	56.92%
240218 CTE - ADULT ED	(19,175.00)	0.00	(19,175.00)	0.00%	0.00	0.00	0.00	0.00%
240252 CTE EQUIPMENT	0.00	(13,266.87)	13,266.87	100.00%	0.00	(12,988.08)	12,988.08	0.00%
240253 CTE OCC PREP	(42,990.00)	(39,387.00)	(3,603.00)	91.62%	(48,230.00)	0.00	(48,230.00)	0.00%
MATH/READING INSTR SPECIALISTS	(40,267.00)	(40,267.00)	0.00	100.00%	(40,624.00)	(17,410.29)	(23,213.71)	42.86%
EARLY READING SPECIALISTS INIT	0.00	0.00	0.00	0.00%	(38,807.00)	(16,631.58)	(22,175.42)	0.00%
240275 PRIMARY CLASS SIZE	(1,707,979.00)	(1,693,633.00)	(14,346.00)	99.16%	(1,705,555.00)	(1,040,056.82)	(665,498.18)	60.98%
240214 TEXTBOOKS	(493,378.00)	(503,138.00)	9,760.00	101.98%	(505,349.00)	(414,624.98)	(90,724.02)	82.05%
240405 ALGEBRA READINESS	(139,687.00)	(137,583.00)	(2,104.00)	98.49%	(137,583.00)	(86,277.55)	(51,305.45)	62.71%
<b>COMMONWEALTH OF VA</b>	<b>(46,906,753.00)</b>	<b>(47,583,654.10)</b>	<b>676,901.10</b>	<b>101.44%</b>	<b>(48,404,528.00)</b>	<b>(37,275,298.56)</b>	<b>(11,129,229.44)</b>	<b>77.01%</b>
330212 IMPACT AIDPL81-874	(6,000.00)	(9,173.38)	3,173.38	152.89%	(6,000.00)	(8,942.41)	2,942.41	149.04%
180303 MEDICAID REIMBURSE	(300,000.00)	(408,055.25)	108,055.25	136.02%	(300,000.00)	(149,058.29)	(150,941.71)	49.69%
JR ROTC	(120,000.00)	(103,231.92)	(16,768.08)	86.03%	(120,000.00)	(80,279.35)	(39,720.65)	66.90%
<b>FEDERAL</b>	<b>(426,000.00)</b>	<b>(520,460.55)</b>	<b>94,460.55</b>	<b>122.17%</b>	<b>(426,000.00)</b>	<b>(238,280.05)</b>	<b>(187,719.95)</b>	<b>55.93%</b>

Lynchburg City Schools  
 Operating Fund - Statement of Revenue  
 For the Month Ending  
 April 30, 2016

	FY 2014-2015				FY 2015-16			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
510500 CITY OPER APPR	(38,924,147.00)	(36,369,627.00)	(2,554,520.00)	93.44%	(40,114,276.00)	(25,950,000.00)	(14,164,276.00)	64.69%
510500 FUND BALANCE RETURN	(907,000.00)	(907,000.00)	0.00	100.00%	(2,316,449.00)	(2,316,449.00)	0.00	100.00%
510500 USE OF CIP FUNDS	(75,000.00)	(75,000.00)	0.00	0.00%	(977,000.00)	(977,000.00)	0.00	100.00%
<b>CITY</b>	<b>(39,906,147.00)</b>	<b>(37,351,627.00)</b>	<b>(2,554,520.00)</b>	<b>93.60%</b>	<b>(43,407,725.00)</b>	<b>(29,243,449.00)</b>	<b>(14,164,276.00)</b>	<b>67.37%</b>
189912 MISC REV/OTH FUNDS	(238.75)	(84,056.20)	83,817.45	100.00%	(100,000.00)	(41,151.47)	(58,848.53)	41.15%
180303 REBATES & REFUNDS	(30,000.00)	(17,828.31)	(12,171.69)	59.43%	(30,000.00)	(7,275.00)	(22,725.00)	24.25%
189903 DONATIONS & SP GF	(7,075.00)	(7,075.00)	0.00	100.00%	(675.00)	(675.00)	0.00	100.00%
189909 SALE OTHER EQUIP	(3,500.00)	(30,295.02)	26,795.02	865.57%	(3,000.00)	(15,340.39)	12,340.39	511.35%
189910 INSURANCE ADJUST	(127,289.54)	(283,673.59)	156,384.05	222.86%	(134,105.84)	(134,413.99)	308.15	100.23%
E RATE REIMBURSEMENT	(120,000.00)	(149,288.83)	29,288.83	124.41%	(1,000,146.53)	(69,737.04)	(930,409.49)	6.97%
TRANSFER IN/OUT	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>MISCELLANEOUS</b>	<b>(288,103.29)</b>	<b>(572,216.95)</b>	<b>284,113.66</b>	<b>198.62%</b>	<b>(1,267,927.37)</b>	<b>(268,592.89)</b>	<b>(999,334.48)</b>	<b>21.18%</b>
150201 RENTS	(118,000.00)	(123,000.00)	5,000.00	104.24%	(123,000.00)	(123,000.00)	0.00	100.00%
161201 TUITION DAY SCHOOL	(110,000.00)	(100,557.17)	(9,442.83)	91.42%	(110,000.00)	(76,793.43)	(33,206.57)	69.81%
161206 TUITION ADULT	(18,000.00)	(41,332.40)	23,332.40	229.62%	(11,000.00)	(16,281.25)	5,281.25	148.01%
161207 TUITION SUMMER SCH	(25,000.00)	(150.00)	(24,850.00)	0.60%	(25,000.00)	(29,556.00)	4,556.00	118.22%
161202 SPEC PUPIL FEES	(40,000.00)	(31,816.32)	(8,183.68)	79.54%	(40,000.00)	(10,140.18)	(29,859.82)	25.35%
161205 BUS RENTAL	(400,000.00)	(322,611.46)	(77,388.54)	80.65%	(325,000.00)	(323,840.38)	(1,159.62)	99.64%
190101 TUIT FM OTH CO/CY	(634,620.00)	(375,315.21)	(259,304.79)	59.14%	(634,620.00)	0.00	(634,620.00)	0.00%
161201 DUAL ENROLLMENT	(85,000.00)	(128,214.00)	43,214.00	150.84%	(125,000.00)	(570.00)	(124,430.00)	0.46%
PRINT SHOP	(100,000.00)	(65,283.29)	(34,716.71)	65.28%	(75,000.00)	(83,282.11)	8,282.11	111.04%
SCHOOL NUT UTILITIES	(98,500.00)	(89,229.52)	(9,270.48)	90.59%	(95,000.00)	(71,446.65)	(23,553.35)	75.21%
FACILITY RENTALS	(75,000.00)	(46,487.50)	(28,512.50)	61.98%	(60,000.00)	(63,350.50)	3,350.50	105.58%
<b>CHARGES FOR SERVICES</b>	<b>(1,704,120.00)</b>	<b>(1,323,996.87)</b>	<b>(380,123.13)</b>	<b>77.69%</b>	<b>(1,623,620.00)</b>	<b>(798,260.50)</b>	<b>(825,359.50)</b>	<b>49.17%</b>
150101 INTEREST-BNK DPST USE OF MONEY	<b>(100.00)</b>	<b>0.00</b>	<b>(100.00)</b>	<b>100.00%</b>	<b>(100.00)</b>	<b>0.00</b>	<b>(100.00)</b>	<b>100.00%</b>
LEASE PURCHASE PROCEEDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
DESIGNATION - ENCUMBRANCES	(500,478.90)	0.00	(500,478.90)	0.00%	(90,304.40)	0.00	(90,304.40)	0.00%
<b>TOTAL OPERATING FUND</b>	<b>(89,731,702.19)</b>	<b>(87,351,955.47)</b>	<b>(1,879,267.82)</b>	<b>97.35%</b>	<b>(95,220,204.77)</b>	<b>(67,823,881.00)</b>	<b>(27,306,019.37)</b>	<b>71.23%</b>

Original budget	\$ 88,114,120.00
Fund Balance Return/Textbooks/CIP	\$ 982,000.00
Restricted Donation Received	\$ 7,075.00
Insurance proceeds allocated	\$ 124,289.54
Restricted Sale of Assets (CTE)	\$ 3,500.00
Miscellaneous Revenue	\$ 238.75
Designation - Prior Year Encumb	\$ 500,478.90
Adjusted Budget	\$ 89,731,702.19

Original budget	\$ 90,820,024.00
Prior Year Encumbrance	\$ 90,304.40
Restricted Donation Received	\$ 675.00
School Bus Proceeds from CIP	\$ 977,000.00
Fund Balance Return	\$ 2,316,449.00
Erate	\$ 884,646.53
Insurance Proceeds	\$ 131,105.84
Adjusted Budget	\$ 95,220,204.77

**FY2015-2016 REVISED REVENUE BUDGET**  
As of April 30, 2016

ACCOUNT TITLE	ORIGINAL	REVISED		CHANGE BETWEEN		
	REVENUE BUDGET As of 7/1/2015	STATE REVENUE BUDGET As of 7/1/2015	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	ORG & REVISED REV BUDGET INCREASE (DECREASE)
<b>COMMONWEALTH OF VA REVENUE</b>						
240308 SALES TAX RECEIPTS	(10,248,262.00)	(10,206,410.00)	(7,680,593.22)	(2,525,816.78)	75.25%	(41,852.00)
<b>240202 BASIC SCHOOL AID</b>	<b>(22,130,823.00)</b>	<b>(21,120,563.00)</b>	<b>(18,076,284.34)</b>	<b>(3,044,278.66)</b>	<b>85.59%</b>	<b>(1,010,260.00)</b>
<b>240207 GIFTED &amp; TALENTED</b>	<b>(246,845.00)</b>	<b>(237,899.00)</b>	<b>(183,216.95)</b>	<b>(54,682.05)</b>	<b>77.01%</b>	<b>(8,946.00)</b>
<b>240208 REMEDIAL EDUCATION</b>	<b>(1,323,508.00)</b>	<b>(1,275,545.00)</b>	<b>(1,085,901.26)</b>	<b>(189,643.74)</b>	<b>85.13%</b>	<b>(47,963.00)</b>
240208 REMEDIAL EDUCATION	(105,619.00)	(130,650.00)	(95,810.00)	(34,840.00)	73.33%	25,031.00
<b>COMPENSATION SUPPLEMENT</b>	<b>(399,315.00)</b>	<b>(384,787.00)</b>	<b>(319,452.00)</b>	<b>(65,335.00)</b>	<b>83.02%</b>	<b>(14,528.00)</b>
<b>240212 SPECIAL ED SOQ</b>	<b>(2,862,348.00)</b>	<b>(2,758,620.00)</b>	<b>(2,348,477.00)</b>	<b>(410,143.00)</b>	<b>85.13%</b>	<b>(103,728.00)</b>
<b>240217 VOCATIONAL ED SOQ</b>	<b>(231,089.00)</b>	<b>(222,714.00)</b>	<b>(189,601.72)</b>	<b>(33,112.28)</b>	<b>85.13%</b>	<b>(8,375.00)</b>
<b>240221 SOC SEC-INSTR</b>	<b>(1,439,052.00)</b>	<b>(1,386,903.00)</b>	<b>(1,180,702.00)</b>	<b>(206,201.00)</b>	<b>85.13%</b>	<b>(52,149.00)</b>
<b>240223 VRS INSTRUCTIONAL</b>	<b>(2,846,592.00)</b>	<b>(2,743,435.00)</b>	<b>(2,335,550.00)</b>	<b>(407,885.00)</b>	<b>85.13%</b>	<b>(103,157.00)</b>
<b>240241 GROUP LIFE INST</b>	<b>(89,284.00)</b>	<b>(86,049.00)</b>	<b>(73,255.37)</b>	<b>(12,793.63)</b>	<b>85.13%</b>	<b>(3,235.00)</b>
<b>240228 READING INTERVENTN</b>	<b>(188,365.00)</b>	<b>(180,349.00)</b>	<b>(114,767.55)</b>	<b>(65,581.45)</b>	<b>63.64%</b>	<b>(8,016.00)</b>
240205 CAT-REG FOSTER	(132,031.00)	(139,382.00)	0.00	(139,382.00)	0.00%	7,351.00
240246 CAT-HOMEBOUND	(102,053.00)	(102,053.00)	(80,162.68)	(21,890.32)	78.55%	0.00
240248 REGIONAL TUITION	(739,236.00)	(775,604.00)	(221,028.22)	(554,575.78)	28.50%	36,368.00
<b>240265 AT RISK SOQ</b>	<b>(1,474,228.00)</b>	<b>(1,420,874.00)</b>	<b>(919,147.74)</b>	<b>(501,726.26)</b>	<b>64.69%</b>	<b>(53,354.00)</b>
240309 ESL	(148,706.00)	(138,897.00)	(88,389.00)	(50,508.00)	64.69%	(9,809.00)
240281 AT RISK 4 YR OLDS - VPI	(1,221,024.00)	(1,092,096.00)	(694,970.21)	(397,125.79)	63.64%	(128,928.00)
240218 CTE - ADULT ED	0.00	0.00	0.00	0.00	0.00%	0.00
240252 CTE EQUIPMENT	0.00	0.00	(12,988.08)	12,988.08	0.00%	0.00
240253 CTE EDUCATION	(48,230.00)	(48,230.00)	0.00	(48,230.00)	0.00%	0.00
MATH/READING INSTR SPECIALISTS	(40,624.00)	(40,624.00)	(17,410.29)	(23,213.71)	42.86%	0.00
EARLY READING SPECIALISTS INITI <sup>A</sup>	(38,807.00)	(38,807.00)	(16,631.58)	(22,175.42)	42.86%	0.00
<b>240275 PRIMARY CLASS SIZE</b>	<b>(1,705,555.00)</b>	<b>(1,634,375.00)</b>	<b>(1,040,056.82)</b>	<b>(594,318.18)</b>	<b>63.64%</b>	<b>(71,180.00)</b>
<b>240214 TEXTBOOKS</b>	<b>(505,349.00)</b>	<b>(487,036.00)</b>	<b>(414,624.98)</b>	<b>(72,411.02)</b>	<b>85.13%</b>	<b>(18,313.00)</b>
240405 ALGEBRA READINESS	(137,583.00)	(135,579.00)	(86,277.55)	(49,301.45)	63.64%	(2,004.00)
<b>COMMONWEALTH OF VA</b>	<b>(48,404,528.00)</b>	<b>(46,787,481.00)</b>	<b>(37,275,298.56)</b>	<b>(9,512,182.44)</b>	<b>79.67%</b>	<b>(1,617,047.00)</b>
<b>FEDERAL REVENUE</b>						
330212 IMPACT AIDPL81-874	(6,000.00)	(8,800.00)	(8,942.41)	142.41	101.62%	2,800.00
180303 MEDICAID REIMBURSE	(300,000.00)	(300,000.00)	(149,058.29)	(150,941.71)	49.69%	0.00
JR ROTC	(120,000.00)	(120,000.00)	(80,279.35)	(39,720.65)	66.90%	0.00
<b>FEDERAL</b>	<b>(426,000.00)</b>	<b>(428,800.00)</b>	<b>(238,280.05)</b>	<b>(190,519.95)</b>	<b>55.57%</b>	<b>2,800.00</b>
<b>CITY APPROPRIATIONS</b>						
510500 CITY OPER APPR	(40,114,276.00)	(40,114,276.00)	(25,950,000.00)	(14,164,276.00)	64.69%	0.00
510500 FUND BALANCE RETURN	(2,316,449.00)	(2,316,449.00)	(2,316,449.00)	0.00	100.00%	0.00
510500 USE OF RESERVES	(977,000.00)	(977,000.00)	(977,000.00)	0.00	100.00%	0.00
<b>CITY</b>	<b>(43,407,725.00)</b>	<b>(43,407,725.00)</b>	<b>(29,243,449.00)</b>	<b>(14,164,276.00)</b>	<b>67.37%</b>	<b>0.00</b>
<b>MISCELLANEOUS REVENUE</b>						
189912 MISC REV/OTH FUNDS	(100,000.00)	(100,000.00)	(41,151.47)	(58,848.53)	100.00%	0.00
180303 REBATES & REFUNDS	(30,000.00)	(30,000.00)	(7,275.00)	(22,725.00)	24.25%	0.00
189903 DONATIONS & SP GF	(675.00)	(675.00)	(675.00)	0.00	0.00%	0.00
189909 SALE OTHER EQUIP	(3,000.00)	(16,000.00)	(15,340.39)	(659.61)	0.00%	13,000.00
189910 INSURANCE ADJUST	(134,105.84)	(136,000.00)	(134,413.99)	(1,586.01)	98.83%	1,894.16
E RATE REIMBURSEMENT	(1,000,146.53)	(1,000,146.53)	(69,737.04)	(930,409.49)	6.97%	0.00
TRANSFER IN/OUT	0.00	0.00	0.00	0.00	0.00%	0.00
<b>MISCELLANEOUS</b>	<b>(1,267,927.37)</b>	<b>(1,282,821.53)</b>	<b>(268,592.89)</b>	<b>(1,014,228.64)</b>	<b>20.94%</b>	<b>14,894.16</b>

<b>CHARGES FOR SERVICES</b>						
150201 RENTS	(123,000.00)	(123,000.00)	(123,000.00)	0.00	100.00%	0.00
161201 TUITION DAY SCHOOL	(110,000.00)	(110,000.00)	(76,793.43)	(33,206.57)	69.81%	0.00
161206 TUITION ADULT	(11,000.00)	(13,000.00)	(16,281.25)	3,281.25	125.24%	2,000.00
161207 TUITION SUMMER SCH	(25,000.00)	(25,000.00)	(29,556.00)	4,556.00	118.22%	0.00
161202 SPEC PUPIL FEES	(40,000.00)	(40,000.00)	(10,140.18)	(29,859.82)	25.35%	0.00
161205 BUS RENTAL	(325,000.00)	(325,000.00)	(323,840.38)	(1,159.62)	99.64%	0.00
190101 TUIT FM OTH CO/CY	(634,620.00)	(634,620.00)	0.00	(634,620.00)	0.00%	0.00
161201 DUAL ENROLLMENT	(125,000.00)	(125,000.00)	(570.00)	(124,430.00)	0.46%	0.00
PRINT SHOP	(75,000.00)	(79,000.00)	(83,282.11)	4,282.11	105.42%	4,000.00
SCHOOL NUT UTILITIES	(95,000.00)	(95,000.00)	(71,446.65)	(23,553.35)	75.21%	0.00
FACILITY RENTALS	(60,000.00)	(60,000.00)	(63,350.50)	3,350.50	105.58%	0.00
<b>CHARGES FOR SERVICES</b>	<b>(1,623,620.00)</b>	<b>(1,629,620.00)</b>	<b>(798,260.50)</b>	<b>(831,359.50)</b>	<b>48.98%</b>	<b>6,000.00</b>
150101 INTEREST-BNK DPST	<b>(100.00)</b>	(100.00)	<b>0.00</b>	<b>(100.00)</b>	<b>100.00%</b>	0.00
<b>USE OF MONEY</b>						
LEASE PURCHASE PROCEEDS	0.00	0.00	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	0.00
DESIGNATION - ENCUMBRANCES	(90,304.40)	(90,304.40)	<b>0.00</b>	<b>(90,304.40)</b>	<b>0.00%</b>	0.00
<b>TOTAL OPERATING FUND</b>	<b>(95,220,204.77)</b>	<b>(93,626,851.93)</b>	<b>(67,823,881.00)</b>	<b>(25,712,666.53)</b>	<b>72.44%</b>	<b>(1,593,352.84)</b>

REVENUE OVER/(UNDER)  
ORIGINAL BUDGET **(1,593,352.84)**

**Note**  
Bold accounts are affected by changes in ADM



# Agenda Report

**Date:** 05/17/16

**Agenda Number:** E-2

**Attachments:** Yes

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

**Subject:** Personnel Report

## **Summary/Description:**

The personnel recommendations for May 3 – 17, 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 May 3 – 17, 2016.

<b>NAME</b>	<b>COLLEGE</b>	<b>DEGREE/ EXPERIENCE</b>	<b>SCHOOL/ ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
<b>NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2015-2016:</b>				
Barner Richard	Phoenix University of	MA / 18 yrs (Lv. 18 4)	Heritage High School Math	8-04-16
El-Abd Maria	Sweet Briar College	MA / 1 yr (Lv. 1 3)	Linkhorne Middle School Math	8-04-16
Kerr Samuel	Liberty University	BA / 0 yrs (Lv. 0 4)	Sheffield Elementary 2 <sup>nd</sup> Grade	8-04-16
Knowles McKenna	Liberty University	BA / 0 yrs (Lv. 0 3)	Heritage High School Special Education	8-04-16
Rader Stephanie	Clarion University	MA 4 yrs (Lv. 4 3)	Sheffield Elementary Elementary Teacher	8-04-16
Reynolds Janet	Lynchburg College	MED 19 yrs (Lv. 19 3)	E.C. Glass High School School Counselor	7-28-16
<b>RESIGNATIONS:</b>				
Bell Brianna	Virginia University of	MA 15 yrs (Lv. 14 3)	Linkhorne Elementary Second Grade Teacher	6-10-16
Carmichael Clifton	Liberty University	BA 5 yrs (Lv. 4 4)	Sandusky Middle School Instrumental Music Teacher	6-10-16
Deloatch Lloyd	Anderson University	BA 2 yrs (Lv. 1 2)	Heritage High School Vocational – Business Ed.	6-10-16
Johnston Gretchen	Dowling College	MA 13 yrs (Lv. 12 3)	Sheffield Elementary School Title I Reading Specialist	6-10-16
Mathwin Bridgett	George Mason	MA 18 yrs (Lv. 18 3)	E.C. Glass High School Guidance Counselor	6-17-16
Oyenard Geronimo	UNC School of the Arts	MA 9 yrs (Lv. 8 4)	Sheffield Elementary School Strings Teacher	6-10-16
Rodhe Elizabeth	California State University	BA 3 yrs (Lv. 2 3)	E.C. Glass High School Special Education	6-10-16

Agenda Report Attachment

Item: E-2

Swearingen Jennifer	Radford College	BA 3 yrs (Lv. 2 3)	Heritage Elementary School Kindergarten Teacher	6-10-16
Wyatt Maria	Liberty University	BS 3 yrs (Lv. 2 3)	Payne Elementary Art Teacher - PT	6-10-16

# Agenda Report

**Date:** 05/17/16

**Agenda Number:** H-1

**Attachments:** Yes

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

**Subject:** Carl Perkins Funds: 2016-17

## **Summary/Description:**

The Lynchburg City Schools' application for Career-Technical Funds for the 2016-2017 fiscal year has been prepared with an approved Carl Perkins Grant allocation of \$227,979.56. The budget, outlining proposed expenditures based on allocated funds, was developed following consultation with the General Career-Technical Education Advisory Committee, which is composed of a business/industry representative from each of the 15 career-technical programs.

The federal funding will allow for the purchase of equipment and instructional materials, along with professional development and student organizational activities in the Trade and Industrial, Technology Education, Marketing, Health Occupations, Family and Consumer Sciences, Career Connection, and Business and information Technology Programs.

The approval of the grant proposal by the school board is necessary prior to submitting the local application to the Virginia Department of Education. A summary of proposed expenditures for 2016-2017 appears an attachment to this agenda report.

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

## **Recommendation:**

The superintendent recommends that the school board approve the Carl Perkins expenditures for the 2016-17 school year.

## **Proposed 2016-2017 Carl Perkins Spending**

**Estimated Funding Available: \$227,979.00**

<b><u>Career Guidance</u></b>	<b>\$ 6,000.00</b>
<ul style="list-style-type: none"> <li>• We will provide funds to be used for “Career Assessment” reports to parents and students.</li> <li>• We will also provide transportation to local businesses and colleges for review of special workforce development programs for high school seniors.</li> <li>• We also plan to purchase “non-traditional” career program curriculum materials.</li> <li>• We plan to purchase two televisions for CTE promotions in high school guidance departments.</li> </ul>	
<b><u>Vocational Student Organization</u></b>	<b>\$ 15,000.00</b>
<ul style="list-style-type: none"> <li>• Assist Career-Technical student organizations with travel expenses for local, state and national competitions.</li> </ul>	
<b><u>Professional Development</u></b>	<b>\$ 15,000.00</b>
<ul style="list-style-type: none"> <li>• Provide Perkins Funds for teachers to participate in local, state and national training, certification courses and professional development.</li> </ul>	
<b><u>Business and Information Technology</u></b>	<b>\$ 48,000.00</b>
<ul style="list-style-type: none"> <li>• We plan to upgrade the new Heritage High School Business/IT labs with 25 new HP Computers (\$18,000).</li> <li>• We also plan to purchase 30 laptops and a mobile storage cart for 3 Economics and Finance classes to share at Heritage High School (\$30,000).</li> </ul>	
<b><u>Computer Systems Technology</u></b>	<b>\$ 18,000.00</b>
<ul style="list-style-type: none"> <li>• We plan to upgrade the new Heritage High School Computer Systems Technology lab with the purchase of 25 new HP computer stations (\$18,000).</li> </ul>	
<b><u>Marketing Education</u></b>	<b>\$ 8,000.00</b>
<ul style="list-style-type: none"> <li>• We plan to upgrade our new Heritage High School Marketing lab with the purchase of 8 laptop computers, 1 color printer and scanner (\$8,000).</li> </ul>	
<b><u>Communication Systems</u></b>	<b>\$ 9,000.00</b>
<ul style="list-style-type: none"> <li>• We plan to upgrade the new Heritage High School Communications Systems lab with a new HP T795 Graphic Format printer (\$5,000).</li> <li>• We also plan to purchase a new paper cutter for this lab (\$2,000).</li> <li>• We also plan to purchase digital “My Book” software and 2 external hard drives (\$2,000)</li> </ul>	

<b><u>Technology Education</u></b>	<b>\$ 29,000.00</b>
<ul style="list-style-type: none"> <li>• We will upgrade our new Heritage High School Technology Foundations lab with 22 new HP computers (\$19,000).</li> <li>• We also plan to start our new “Project LEAD the Way” course in the Technology Systems lab. We plan to purchase a 3D printer and 3 laptops (\$10,000)</li> </ul>	
<b><u>Sports Medicine</u></b>	<b>\$ 5,000.00</b>
<ul style="list-style-type: none"> <li>• We will upgrade our new Sports Medicine lab at Heritage High School with the purchase of a new Electrical Impulse scanner machine (\$5,000)</li> </ul>	
<b><u>Family and Consumer Sciences</u></b>	<b>\$ 20,500.00</b>
<ul style="list-style-type: none"> <li>• We will upgrade our Culinary labs at each school with the purchase of 10 laptops (\$8,500).</li> <li>• We also plan to purchase new culinary books for our new school (\$3,500).</li> <li>• We also plan to purchase a classroom set of Hospitality (2) text books (\$3,500).</li> <li>• We also need to buy basic knife sets, blenders, food processors, kitchen ware and table settings for our new lab at Heritage High School (\$5,000).</li> </ul>	
<b><u>Technical Drawing-Engineering</u></b>	<b>\$ 13,000.00</b>
<ul style="list-style-type: none"> <li>• We plan to modernize our Engineering lab at E.C. Glass with the purchase of 10 HP laptops for student use at competitions. These laptops will run all engineering software at higher speeds (\$13,000).</li> </ul>	
<b><u>Cosmetology</u></b>	<b>\$ 2,000.00</b>
<ul style="list-style-type: none"> <li>• We plan to upgrade our new lab with the purchase of 25 sets of electric professional clippers (\$2,000).</li> </ul>	
<b><u>Nurse Aide</u></b>	<b>\$ 6,500.00</b>
<ul style="list-style-type: none"> <li>• We plan to upgrade our new lab at Heritage High School with the purchase of 5 laptops for use with student exams and competitions (\$4,500).</li> <li>• We also plan to purchase student diagnostic kits for ears, eyes, nose and throat (\$2,000)</li> </ul>	
<b><u>Video Production</u></b>	<b>\$ 13,000.00</b>
<ul style="list-style-type: none"> <li>• We will expand our Video Production program to E.C. Glass High School.</li> <li>• We will purchase 5 27” IMac computers (\$9,000).</li> <li>• We also plan to purchase JVC camcorders and accessories and digital “My Book” software (\$4,000).</li> </ul>	
<b><u>Auto Service Technology</u></b>	<b>\$ 19,979.00</b>
<ul style="list-style-type: none"> <li>• We plan to upgrade our Auto Service Technology lab at E.C. Glass with the purchase of new tire changer and wheel balance machines (\$15,976)</li> <li>• We also plan to purchase two GM “ATECH” Electronics Training modules (\$4,000)</li> </ul>	
<b>TOTAL</b>	<b>\$227,979.00</b>

# Agenda Report

**Date:** 05/17/16

**Agenda Number:** H-2

**Attachments:** No

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

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

## **Summary/Description:**

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

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

For the 2016-17 school year, approximately seven students are expected to participate in public school choice, four of whom will require transportation. The anticipated cost will be \$6,414 to transport these students to their school of choice. The school administration recommends that students who participate in public school choice for the 2016-17 school year be provided transportation at no charge as funding can be provided through the regular school operating budget.

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

## **Recommendation:**

The superintendent recommends that the school board approve transporting students who participate in public school choice at no cost for the 2016-17 school year.

# Agenda Report

**Date:** 05/17/16

**Agenda Number:** H-3

**Attachments:** Yes

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

**Subject:** School Operating Budget: 2016-17

## **Summary/Description:**

At the school board meeting on May 3, 2016, the school administration provided recommended revisions to the Tier 1 budget request for 2016-17. The revisions are necessary as the Lynchburg City Council has indicated that it intends to fund schools at a lesser amount than requested by the Lynchburg City School Board.

The school administration has recommended that the employees identified to receive a market adjustment in compensation would now receive a four percent increase. All other school division employees would receive a two percent increase. Other recommendations include reducing staff for the Empowerment Academy, eliminating the request for the proposed assistant director for personnel position, eliminating the request for the proposed instructional coach for special education position, eliminating the request for the elementary and secondary reading and math coach positions, and reducing the teaching position for the Precision Machining class to part time.

During this presentation, the school administration will present the school board with a revised school operating budget for 2016-17 for its review.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 06/07/16

## **Recommendation:**

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on June 7, 2016.



**REVENUE SUMMARY**

Lynchburg City Schools - FY 2016-17 Budget

The FY 2016-2017 operating budget revenue totals \$93,056,175. The approved increase in the FY 2016-2017 operating budget revenue is \$2,236,151 over the FY2015-2016 budget or 2.46%.

- Revenue from the Commonwealth of Virginia is \$49,648,636, an increase of \$1,244,108 over the FY2015-2016 approved budget or 2.57% increase. The State revenue by category is as follow:

○ State Sales Tax	\$10,837,193
○ Standards of Quality Funds	\$31,849,996
○ Incentive Programs	\$444,969
○ Categorical Accounts	\$107,771
○ Lottery Funded Programs	\$6,408,707

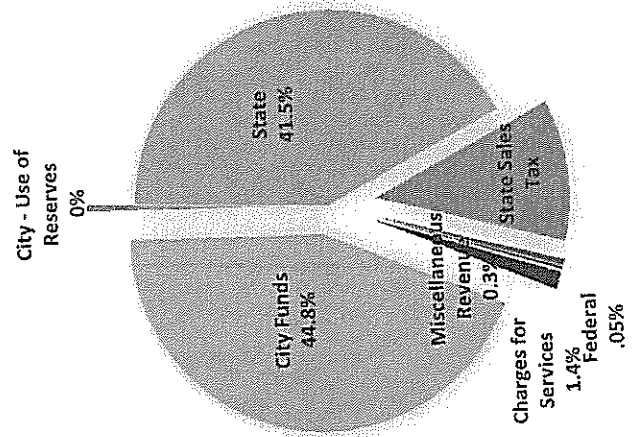
- Revenue from the *City of Lynchburg (City)* for FY2017 is \$40,854,039, which is \$739,763 more than the FY2015-2016 – 1.84% increase. The City also funded the purchase of school buses in the amount of \$500,000. In previous years, funding for the purchase of school buses were recorded in the Capital Budget. From this year on, the funding for the purchase of school buses will be recorded in the operating budget.
- Revenue from the *Federal Government* for FY2017 is \$463,000, which is \$37,000 more than the FY2015-2016 budget.
- Revenue from *Other Sources* for FY2017 is \$1,590,500, which is \$284,720 less than more than the FY2015-2016 budget.

**OPERATING FUND REVENUE SUMMARY**

Lynchburg City Schools FY 2016 -2017 Budget

5/6/2016 14:23

	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Change	Change
	Actual	Actual	Actual	Approved	Adopted	Amount	Percent
	Revenue	Revenue	Revenue	Budget	Budget		
Average Daily Membership	8100.55	8155.12	8113.30	8310.15	8051.20	(258.95)	-3.12%
<b>REVENUE CATEGORY</b>							
State	\$ 34,151,218	\$ 34,570,621	\$ 37,625,309	\$ 38,156,266	\$ 38,811,443	\$ 655,177	1.72%
State Sales Tax	8,758,824	9,427,305	9,958,345	10,248,262	10,837,193	588,931	5.75%
<b>Total State</b>	<b>42,910,042</b>	<b>43,997,926</b>	<b>47,583,654</b>	<b>48,404,528</b>	<b>49,648,636</b>	<b>1,244,108</b>	<b>2.57%</b>
<b>Federal</b>	<b>763,734</b>	<b>576,797</b>	<b>520,460</b>	<b>426,000</b>	<b>463,000</b>	<b>37,000</b>	<b>8.69%</b>
Miscellaneous Revenue	401,941	353,212	572,217	251,500	241,500	(10,000)	-3.98%
Charges for Services	1,656,881	1,639,062	1,323,997	1,623,620	1,349,000	(274,620)	-16.91%
Use of Money	106	-	-	100	-	(100)	-100.00%
<b>Total Other</b>	<b>2,058,928</b>	<b>1,992,274</b>	<b>1,896,214</b>	<b>1,875,220</b>	<b>1,590,500</b>	<b>(284,720)</b>	<b>-15.18%</b>
<b>Total Non-City</b>	<b>45,732,705</b>	<b>46,566,997</b>	<b>50,000,328</b>	<b>50,705,748</b>	<b>51,702,136</b>	<b>996,388</b>	<b>1.97%</b>
City Funds	35,243,485	35,639,011	37,351,627	40,114,276	40,854,039	739,763	1.84%
City - School Buses	-	-	-	-	500,000	500,000	100.00%
City - School Debt Service (CVGS)	29,284	-	-	-	-	-	0.00%
<b>TOTAL OPERATING BUDGET</b>	<b>\$ 81,005,474</b>	<b>\$ 82,206,008</b>	<b>\$ 87,351,955</b>	<b>\$ 90,820,024</b>	<b>\$ 93,056,175</b>	<b>\$ 2,236,151</b>	<b>2.46%</b>



The chart illustrates the percentage of FY 2016-2017 operating budget revenue to be received from each funding source:

**OPERATING FUND REVENUE: STATE**  
Lynchburg City Schools FY2016-17 Budget

5/6/2016 14:23

CATEGORY	2012-2013 Actual Revenue	2013-2014 Actual Revenue	2014-2015 Actual Revenue	2015-2016 Approved Budget	2016-2017 Adopted Budget	Dollar Change	Percent Change	Percent of Total
<b>State Sales Tax</b>	\$ 8,758,824	\$ 9,427,305	\$ 9,958,345	\$ 10,248,262	\$ 10,837,193	\$ 588,931	5.75%	21.83%
<b>SOQ Programs:</b>								
Basic Aid	\$ 20,076,545	\$ 19,831,810	\$ 22,184,149	\$ 22,130,823	\$ 21,878,492	\$ (252,331)	-1.14%	44.07%
Textbooks	\$ -	\$ -	\$ -	\$ 165,649	\$ 93,648	\$ (72,001)	-43.47%	0.19%
Vocational Education	\$ 284,563	\$ 286,480	\$ 230,078	\$ 231,089	\$ 405,161	\$ 174,072	75.33%	0.82%
Gifted Education	\$ 233,748	\$ 235,323	\$ 245,765	\$ 246,845	\$ 246,173	\$ (672)	-0.27%	0.50%
Special Education	\$ 2,225,686	\$ 2,286,721	\$ 2,849,828	\$ 2,862,348	\$ 2,841,252	\$ (21,086)	-0.74%	5.72%
Prevention, Intervention, & Remediation	\$ 1,352,479	\$ 1,307,013	\$ 1,317,718	\$ 1,323,508	\$ 1,492,427	\$ 168,919	12.76%	3.01%
Fringe Benefits	\$ 3,653,581	\$ 3,688,425	\$ 4,439,456	\$ 4,374,928	\$ 4,574,724	\$ 199,796	4.57%	9.21%
English as a Second Language	\$ -	\$ -	\$ -	\$ -	\$ 156,955	\$ 156,955	100.00%	0.32%
Remedial Summer School	\$ -	\$ -	\$ 107,297	\$ 105,619	\$ 181,164	\$ 55,545	52.59%	0.32%
<b>Lottery Funded</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Lottery</b>	\$ 27,826,602	\$ 27,635,772	\$ 31,374,291	\$ 31,440,809	\$ 31,849,996	\$ 409,187	1.30%	64.15%
<b>Incentive Programs:</b>								
Supplemental Support - Operating	\$ -	\$ 508,716	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
Additional Assistance w/Retirement,	\$ 468,992	\$ 466,336	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
Compensation Supplement	\$ -	\$ -	\$ -	\$ 399,315	\$ 360,828	\$ (38,487)	-9.64%	0.73%
Early Reading Specialists Initiative	\$ -	\$ -	\$ -	\$ 38,807	\$ 41,476	\$ 2,669	6.88%	0.08%
Math/Reading Instructional Specialists	\$ -	\$ -	\$ 40,267	\$ 40,624	\$ 42,665	\$ 2,041	5.02%	0.09%
<b>Lottery Funded Programs:</b>	\$ 468,992	\$ 975,052	\$ 40,267	\$ 478,746	\$ 444,989	\$ (33,777)	-7.05%	0.90%
<b>Categorical Programs:</b>								
Adult Education	\$ 964	\$ 584	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
Special Ed - Homebound	\$ 200,898	\$ 199,896	\$ 100,051	\$ 102,053	\$ 107,771	\$ 5,718	5.60%	0.22%
Career & Tech Education-Equipment	\$ 11,263	\$ 11,979	\$ 13,267	\$ -	\$ -	\$ -	0.00%	0.00%
<b>Total Categorical Programs</b>	\$ 213,125	\$ 212,459	\$ 113,318	\$ 102,053	\$ 107,771	\$ 5,718	5.60%	0.22%
<b>Lottery Funded Programs:</b>								
At-Risk	\$ 1,226,865	\$ 1,215,707	\$ 1,488,088	\$ 1,474,228	\$ 1,502,539	\$ 28,311	1.92%	3.03%
Early Reading Intervention	\$ 146,887	\$ 164,513	\$ 186,361	\$ 188,365	\$ 185,114	\$ (3,251)	-1.73%	0.37%
Foster Care	\$ 67,504	\$ 70,037	\$ 134,715	\$ 132,031	\$ 74,203	\$ (57,828)	-43.80%	0.15%
K-3 Primary Class Size	\$ 1,587,611	\$ 1,616,146	\$ 1,693,633	\$ 1,705,555	\$ 1,956,675	\$ 251,120	14.72%	3.94%
Remedial Summer School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
SOL Algebra Readiness	\$ 126,180	\$ 130,376	\$ 137,583	\$ 137,583	\$ 141,003	\$ 3,420	2.49%	0.28%
VA Preschool Initiative at Risk 4 YR OLDS	\$ 1,215,707	\$ 1,236,110	\$ 1,057,968	\$ 1,221,024	\$ 944,193	\$ (276,831)	-22.67%	1.90%
ISAEF (GED funding)	\$ 23,576	\$ 23,576	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
Special Ed - Regional Tuition	\$ 680,656	\$ 689,950	\$ 747,425	\$ 739,236	\$ 814,113	\$ 74,877	10.13%	1.64%
Career & Tech Education	\$ 30,763	\$ 35,667	\$ 39,387	\$ 48,230	\$ 52,654	\$ 4,424	9.17%	0.11%
<b>Supplemental Lottery Per Pupil Allocation</b>	\$ -	\$ -	\$ -	\$ -	\$ 268,842	\$ 268,842	100.00%	0.54%
Textbooks	\$ 455,961	\$ 459,032	\$ 503,138	\$ 339,700	\$ -	\$ (339,700)	-100.00%	0.95%
English as a Second Language	\$ 80,790	\$ 106,224	\$ 129,125	\$ 148,706	\$ 469,371	\$ 320,665	215.64%	12.91%
<b>Total Lottery Funded Programs</b>	\$ 5,642,500	\$ 5,747,338	\$ 6,097,433	\$ 6,134,658	\$ 6,408,707	\$ 274,049	4.47%	12.91%
<b>Total State Revenue</b>	\$ 34,151,218	\$ 34,570,621	\$ 37,625,309	\$ 38,156,256	\$ 38,811,443	\$ 655,177	1.72%	78.17%
<b>TOTAL STATE REVENUE &amp; STATE SALES TAX</b>	\$ 42,910,042	\$ 43,997,926	\$ 47,583,654	\$ 48,404,528	\$ 49,648,636	\$ 1,244,108	2.57%	100.00%
	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ 0		

**OPERATING FUND REVENUE: FEDERAL**

Lynchburg City Schools FY 2016-17 Budget

CATEGORY	2012-2013 Actual Revenue	2013-2014 Actual Revenue	2014-2015 Actual Revenue	2015-2016 Approved Budget	2016-2017 Adopted Budget	Dollar Increase (Decrease)	Percent Change	Percent of Total
Basic Adult Education	57,142 \$	69,595 \$	- \$	- \$	- \$	-	0.00%	0.00%
Impact Aid	6,249 \$	7,617 \$	9,173 \$	6,000 \$	8,000 \$	2,000	0.00%	1.73%
Medicaid Reimbursement	613,477 \$	390,440 \$	408,055 \$	300,000 \$	350,000 \$	50,000	0.00%	75.59%
Junior ROTC	86,867 \$	109,145 \$	103,232 \$	120,000 \$	105,000 \$	(15,000)	-12.50%	22.68%
<b>TOTAL FEDERAL</b>	<b>763,734 \$</b>	<b>576,797 \$</b>	<b>520,460 \$</b>	<b>426,000 \$</b>	<b>463,000 \$</b>	<b>37,000</b>	<b>7.99%</b>	<b>92.01%</b>

**OPERATING FUND REVENUE: OTHER**

Lynchburg City Schools FY 2016-17 Budget

The category includes receipts for tuition, rents, transportation charges, and equipment sales.

CATEGORY	2012-2013 Actual Revenue	2013-2014 Actual Revenue	2014-2015 Actual Revenue	2015-2016 Approved Budget	2016-2017 Adopted Budget	Dollar Increase (Decrease)	Percent Change	Percent of Total
<b>Miscellaneous:</b>								
Other Funds	145,008 \$	210,850 \$	91,131 \$	100,000 \$	100,000 \$	-	100.00%	6.29%
Rebates & Refunds	6,969 \$	7,798 \$	17,828 \$	30,000 \$	20,000 \$	(10,000)	-50.00%	1.26%
Sale Other Equipment	3,640 \$	9,834 \$	30,295 \$	3,000 \$	3,000 \$	-	0.00%	0.19%
Insurance Adjustments	133,109 \$	4,115 \$	283,674 \$	3,000 \$	3,000 \$	-	0.00%	0.19%
E-Rate Reimbursements	113,215 \$	120,615 \$	149,289 \$	115,500 \$	115,500 \$	-	0.00%	7.26%
Transfer In/Out of Funds	- \$	- \$	- \$	- \$	- \$	-	0.00%	0.00%
	<b>401,941 \$</b>	<b>353,212 \$</b>	<b>572,217 \$</b>	<b>251,500 \$</b>	<b>241,500 \$</b>	<b>(10,000)</b>	<b>-1.75%</b>	<b>15.18%</b>
<b>Charges for Services:</b>								
Rents	98,000 \$	123,000 \$	123,000 \$	123,000 \$	123,000 \$	-	0.00%	7.73%
Tuition - Day School	118,052 \$	114,549 \$	100,557 \$	110,000 \$	100,000 \$	(10,000)	-9.09%	6.29%
Tuition - Adult	13,723 \$	6,183 \$	41,332 \$	11,000 \$	11,000 \$	-	0.00%	0.69%
Tuition - Summer School	9,011 \$	42,091 \$	150 \$	25,000 \$	25,000 \$	-	0.00%	1.57%
Tuition - NonCenter Based	630,100 \$	651,422 \$	375,315 \$	634,620 \$	400,000 \$	(234,620)	-36.97%	25.15%
Special Pupil Fees	37,695 \$	39,001 \$	31,816 \$	40,000 \$	35,000 \$	(5,000)	-12.50%	2.20%
Bus Rentals	396,709 \$	133,401 \$	322,612 \$	325,000 \$	325,000 \$	-	0.00%	20.43%
Dual Enrollment	89,547 \$	120,367 \$	128,214 \$	125,000 \$	125,000 \$	-	0.00%	7.86%
Facility Rentals	75,614 \$	61,317 \$	46,488 \$	60,000 \$	50,000 \$	(10,000)	-16.67%	3.14%
School Nutrition Utilities	96,364 \$	91,080 \$	89,230 \$	95,000 \$	90,000 \$	(5,000)	-5.26%	5.66%
Print Production	92,066 \$	76,651 \$	65,283 \$	75,000 \$	65,000 \$	(10,000)	-13.33%	4.09%
	<b>1,656,881 \$</b>	<b>1,639,062 \$</b>	<b>1,323,997 \$</b>	<b>1,623,620 \$</b>	<b>1,349,000 \$</b>	<b>(274,620)</b>	<b>-16.91%</b>	<b>84.82%</b>
Use of Money	106 \$	- \$	- \$	100 \$	- \$	100	0.00%	0.00%
<b>TOTAL OTHER REVENUE</b>	<b>2,058,928 \$</b>	<b>1,992,274 \$</b>	<b>1,896,214 \$</b>	<b>1,875,220 \$</b>	<b>1,590,500 \$</b>	<b>(284,520)</b>	<b>-15.17%</b>	<b>100.00%</b>

**OPERATING FUND REVENUE: CITY FUNDS AND SCHOOL DEBT SERVICE**

Lynchburg City Schools FY 2016-17 Budget

<u>CATEGORY</u>	2012-2013 Actual Revenue	2013-2014 Actual Revenue	2014-2015 Actual Budget	2015-2016 Approved Budget	2016-2017 Adopted Budget	Dollar Increase (Decrease)	Percent Change	Percent of Total
City Funds	35,243,485	\$ 38,201,147	\$ 37,351,627	\$ 40,114,276	\$ 40,854,039	\$ 739,763	1.84%	98.79%
City - School buses funding	0	- \$	- \$	- \$	500,000 \$	500,000 \$	100.00%	1.21%
City - School Debt Service (CVGS)	29,284	-	-	-	-	-	0.00%	0.00%
<b>TOTAL CITY FUNDS</b>	<b>\$ 35,272,769</b>	<b>\$ 38,201,147</b>	<b>\$ 37,351,627</b>	<b>\$ 40,114,276</b>	<b>\$ 41,354,039</b>	<b>\$ 1,239,763</b>	<b>3.09%</b>	<b>100.00%</b>

Lynchburg City Schools			
FY2016-17 Budget Requests			
		5/11/2016 14:45	
Initiatives	FTEs	Amount	%
<b>Instruction</b>			
Compensation - 2.0% salary increase effective 12/1/2016		\$ 291,005	
Compensation - 4.0% salary increase effective 12/1/2016		75,274	
Hire .5 Speech Pathologist for LCS expected caseload challenges	0.5	31,926	
Hire .5 Speech Pathologist for Hutcherson	0.5	31,926	
Hire .5 Occupational Therapist for Hutcherson	0.5	31,926	
Hire an additional .5 day per week Speech pathologist added during 1516 after budget was finalized ( Bass Elementary)	0.5	6,579	
Establish a JV and Varsity Field Hockey sport at Glass		30,000	
Empowerment Academy Staff Hire four (4) Teachers (Math, Science, Social Studies, English, 1 guidance coordinator, 1 Administrator and 1 administrative secretary	4	408,000	
Hire one (1) Culinary Teacher	1	60,000	
Hire .5 Precision Machining teacher	0.5	30,000	
Criminal Justice additional cost per multi-year agreement with LPD		10,000	
Hire 3 Teachers (History, Social Studies and Science)	3	183,000	
Hire .5 Art Teacher	0.5	27,300	
Transportation of Department of Social Services placed students in foster homes in other localities ( Transportation to and from private day school placements.)		30,240	
Additional funds to cover interpreting during extracurricular activities as required under the Individuals With Disabilities Educational Act and Section 504 of the Rehabilitation Act		5,000	
<b>Subtotal Instruction</b>	<b>11</b>	<b>\$ 1,252,176</b>	<b>76.89%</b>
<b>Administration</b>			
Compensation - 2.0% salary increase effective 12/1/2016		\$ 17,951	
Infinite Campus annual maintenance		101,000	
<b>Subtotal Administration</b>	<b>0</b>	<b>\$ 118,951</b>	<b>7.30%</b>
<b>Pupil Transportation</b>			
Compensation - 2.0% salary increase effective 12/1/2016		\$ 18,393	
Compensation - 4% salary increase for all Bus Drivers and Bus Assistants		40,049	
<b>Subtotal Pupil Transportation</b>	<b>0</b>	<b>\$ 58,442</b>	<b>3.59%</b>
<b>Operation &amp; Maintenance</b>			
Compensation - 2.0% salary increase effective 12/1/2016		\$ 23,619	
Compensation - 4% salary increase for Custodians and some Maintenance staff		46,531	
<b>Subtotal Operations &amp; Maintenance</b>	<b>0</b>	<b>\$ 70,150</b>	<b>4.31%</b>

<b>Facilities</b>			
Compensation - 2.0% salary increase effective 12/1/2016		\$ 343	
<b>Subtotal Facilities</b>	<b>0</b>	<b>\$ 343</b>	<b>0.02%</b>
<b>Technology</b>			
Compensation - 2.0% salary increase effective 12/1/2016		\$ 8,543	
Hire two (2) Technology Technician	2	120,000	
<b>Subtotal Technology</b>	<b>2</b>	<b>\$ 128,543</b>	<b>7.89%</b>
<b>Total Requests</b>	<b>16.5</b>	<b>\$ 1,628,605</b>	<b>100.00%</b>

**EXPENDITURE SUMMARY**

Lynchburg City Schools - FY2016-17 Budget

The FY2016-2017 operating budget expenditure totals \$93,056,175, an increase of \$2,236,151 or 2.46% increase from FY2015-2016 operating budget. The major cost increases can be attributed to the following changes in the budget:

- Salary increase of 2% for employees effective December 1, 2016. Instructional assistants, bus drivers, bus aids, custodians and some maintenance employees received a 4% salary increase also effective December 1, 2016. The State funded a 2% salary increase effective December 1, 2016 for all SOQ funded positions
- Changes in functional areas are as follows:

❖ **Instruction**

**Personnel Services**

The increase in Personnel Services cost of \$657,144 over the FY2016 budget was due the 2% salary increase and the hiring of the following staff: one and a half (1.5) Speech Pathologists, .5 Occupational Therapist, one (1) Culinary Teacher, .5 Precision Teacher, three (3) SPED teachers for History, Social Studies and Science, and .5 Art Teacher.

**Purchase Services**

The increase in Purchase Services from the previous year of \$135,616 was mainly due to provisions made to contracted services for SPED interpreter services \$38,600 and an increase in the budget for early college tuition of \$46,434.

**Other Charges**

The increase in Other Charges from FY2016 budget of \$100,088 was mainly due to reallocating \$85,000 from the professional development budget in Personnel, to the professional development budget in Student Learning and Success Department.

❖ **Administration**

**Personnel Services**

The increase in Personnel Services cost of \$305,027 over the FY2016 budget was due to the 2% salary increase and the proposed hiring of the staff for the Empowerment Academy.



**EXPENDITURE SUMMARY**

Lynchburg City Schools - FY2016-17 Budget

**Other Charges**

The decrease in Other Charges from FY2016 budget of \$64,467 was mainly due to the reallocating of \$85,000 from the Professional Development budget in Personnel Department to the Professional Development budget in Student Learning and Success Department.

❖ **Pupil Transportation**

**Purchase Services**

The increase in Purchase Services from FY2016 budget is mainly due to a reallocation of \$50,000 from the Materials and Supplies budget.

**Material and Supplies**

The decrease in Material and Supplies from FY2016 budget of \$473,893 was mainly due to the reduction in the fuel budget.

**Capital outlay**

The Capital Outlay of \$500,000 is for the purchase of school buses. In previous years, the budget for the purchase of school buses were recorded in the Capital Budget, from this year forward the purchases will be recorded in the Operating Budget.

❖ **Operation & Maintenance**

**Capital outlay**

The increase in Capital Outlay of \$134,421 is 50% of the State funded Supplemental Lottery Per Pupil Allocation of \$268,842, restricted to be used for non-recurring capital projects.

❖ **Technology**

**Personnel Services**

The increase in Personnel Services cost of \$238,439 over the FY2016 budget was mainly due to the hiring of several Technology Technicians.

**Purchase Services**

The increase in Purchase Services from the previous year of \$81,809 was mainly due to the maintenance fees for the Infinite Campus Student Recordkeeping software.

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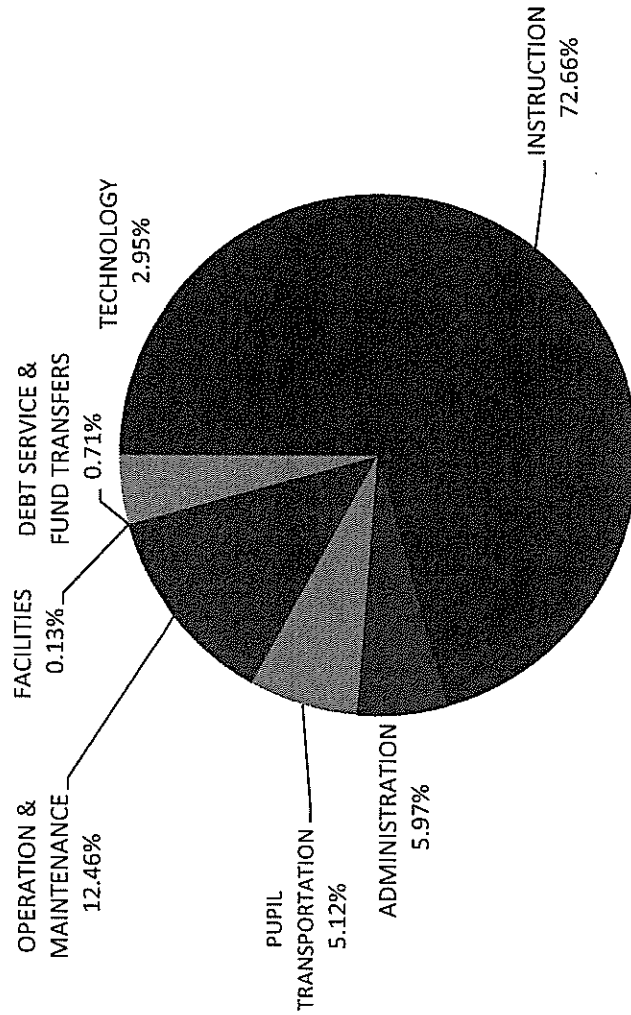
	2012-2013 Actual Expenditures	2013-2014 Actual Expenditures	2014-2015 Actual Expenditures	2015-2016 Approved Budget	2016-2017 Adopted Budget	CHANGE	
						Dollar	Percent
<b>INSTRUCTION</b>							
Personnel Services	40,561,162	42,129,582	43,107,103	46,258,398	46,915,542	657,144	1.42%
Employee Benefits	11,393,067	10,556,902	13,910,682	15,199,056	15,675,827	476,771	3.14%
Purchased Services	1,551,146	1,708,689	1,709,901	1,965,451	2,101,067	135,616	6.90%
Internal Services	189,034	174,024	92,676	225,000	238,000	13,000	5.78%
Other Charges	590,129	96,523	171,130	215,784	315,872	100,088	46.38%
Materials and Supplies	1,516,947	1,599,512	1,705,571	1,852,788	1,770,875	(81,913)	-4.42%
Tuition Payments / Joint Operations	1,259,438	1,422,635	1,173,607	1,571,500	1,601,500	30,000	1.91%
Capital Outlay	82,688	2,731	38,407	5,000	5,000	-	0.00%
<b>TOTAL INSTRUCTION</b>	<b>57,143,612</b>	<b>57,690,599</b>	<b>61,909,077</b>	<b>67,292,977</b>	<b>68,623,683</b>	<b>1,330,706</b>	<b>1.98%</b>
<b>ADMINISTRATION</b>							
Personnel Services	2,502,433	2,910,862	2,324,807	2,440,710	2,745,737	305,027	12.50%
Employee Benefits	1,128,564	1,492,804	1,183,375	1,433,637	1,489,553	55,916	3.90%
Purchased Services	364,301	392,188	421,003	402,055	423,035	20,980	5.22%
Internal Services	20,160	19,978	14,195	20,500	22,500	2,000	9.76%
Other Charges	100,614	697,945	809,524	859,299	794,832	(64,467)	-7.50%
Materials and Supplies	77,774	67,502	112,128	112,292	107,548	(4,744)	-4.22%
Capital Outlay	13,835	-	8,162	-	-	-	0.00%
<b>TOTAL ADMINISTRATION</b>	<b>4,207,682</b>	<b>5,581,279</b>	<b>4,873,193</b>	<b>5,268,493</b>	<b>5,583,204</b>	<b>314,711</b>	<b>5.97%</b>
<b>PUPIL TRANSPORTATION</b>							
Personnel Services	2,564,149	2,650,287	2,821,261	2,744,617	2,770,221	25,604	0.93%
Employee Benefits	745,336	780,167	772,927	846,174	819,804	(26,370)	-3.12%
Purchased Services	26,984	39,978	57,513	19,826	100,066	80,240	404.72%
Internal Services	2,368	3,262	1,149	2,700	2,700	-	0.00%
Other Charges	134,756	166,974	184,912	228,960	228,960	-	0.00%
Materials and Supplies	1,187,693	1,049,476	991,082	1,118,750	644,858	(473,893)	-42.36%
Capital Outlay	640,783	-	1,115,316	-	500,000	500,000	0.00%
<b>TOTAL PUPIL TRANSPORTATION</b>	<b>5,302,069</b>	<b>4,690,145</b>	<b>5,944,161</b>	<b>4,961,027</b>	<b>5,066,609</b>	<b>105,582</b>	<b>2.13%</b>
<b>OPERATION &amp; MAINTENANCE</b>							
Personnel Services	3,292,582	3,395,961	3,580,031	3,680,445	3,750,047	69,602	1.89%
Employee Benefits	1,030,289	1,056,713	1,081,837	1,202,707	1,125,309	(77,398)	-6.44%
Purchased Services	895,590	882,057	1,235,480	1,027,898	1,027,898	-	0.00%
Internal Services	-	-	-	-	-	-	0.00%
Other Charges	3,364,511	3,263,079	3,382,728	3,518,379	3,490,679	(27,700)	-0.79%
Materials and Supplies	980,493	899,758	1,216,938	865,000	865,447	447	0.05%
Capital Outlay	250,132	198,758	588,577	120,000	254,421	134,421	112.02%
<b>TOTAL OPERATION &amp; MAINTENANCE</b>	<b>9,813,597</b>	<b>9,696,327</b>	<b>11,085,588</b>	<b>10,414,429</b>	<b>10,513,800</b>	<b>99,371</b>	<b>0.95%</b>

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	2012-2013 Actual Expenditures	2013-2014 Actual Expenditures	2014-2015 Actual Expenditures	2015-2016 Approved Budget	2016-2017 Adopted Budget	CHANGE Dollar	CHANGE Percent
<b>FACILITIES</b>							
Personnel Services	47,876	11,082	9,447	20,602	11,000	(9,602)	-46.61%
Employee Benefits	13,348	832	716	1,576	842	(735)	-46.61%
Purchase Services	-	6,221	-	-	-	-	0.00%
Other Charges	26,760	2,230	-	-	-	-	0.00%
Capital Outlay	2,182	-	15,769	20,000	20,000	-	0.00%
<b>TOTAL FACILITIES</b>	<b>90,166</b>	<b>20,365</b>	<b>25,931</b>	<b>42,178</b>	<b>31,842</b>	<b>(10,337)</b>	<b>-24.51%</b>
Debt Service & Fund Transfers	302,476	109,047	-	-	-	-	0.00%
<b>TOTAL DEBT SERVICE &amp; FUND TRANSFERS</b>	<b>302,476</b>	<b>109,047</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Food Services &amp; Other Non-Instructional Operations</b>							
Personnel Services	-	-	-	-	-	-	0.00%
Employee Benefits	1,539	-	-	-	-	-	0.00%
Purchased Services	-	10,138	9,847	5,000	5,000	-	0.00%
Internal Services	-	-	360	-	-	-	0.00%
Other Charges	-	5,949	2,587	5,000	5,000	-	0.00%
Materials and Supplies	-	-	11,875	18,615	5,000	(13,615)	-73.14%
Capital Outlay	-	-	-	-	-	-	0.00%
<b>TOTAL Non-Instructional Operations</b>	<b>1,539</b>	<b>16,087</b>	<b>24,670</b>	<b>28,615</b>	<b>15,000</b>	<b>(13,615)</b>	<b>-47.58%</b>
<b>TECHNOLOGY</b>							
Personnel Services	1,190,945	1,312,503	1,393,511	1,485,812	1,724,251	238,439	16.05%
Employee Benefits	353,126	389,752	439,087	456,324	545,488	89,164	19.54%
Purchased Services	216,383	548,415	396,248	275,000	356,809	81,809	29.75%
Internal Services	2,419	1,885	2,268	2,250	2,250	-	0.00%
Other Charges	45,500	42,626	23,662	24,100	24,100	-	0.00%
Materials and Supplies	241,563	949,278	1,270,274	314,595	314,915	320	0.10%
Capital Outlay	392,506	661,148	215,395	254,225	254,225	-	0.00%
<b>TOTAL TECHNOLOGY</b>	<b>2,442,444</b>	<b>3,905,607</b>	<b>3,740,444</b>	<b>2,812,306</b>	<b>3,222,038</b>	<b>409,732</b>	<b>14.57%</b>
<b>TOTAL OPERATING FUND</b>	<b>79,302,045</b>	<b>81,709,456</b>	<b>87,603,065</b>	<b>90,820,024</b>	<b>93,056,175</b>	<b>2,236,151</b>	<b>2%</b>
<b>OPERATING FUND</b>							
Personnel Services	50,159,147	52,410,276	53,236,159	56,630,584	57,916,797	1,286,213	2.27%
Employee Benefits	14,665,271	14,277,172	17,388,623	19,139,473	19,656,822	517,349	2.70%
Purchased Services	3,054,406	3,587,686	3,829,993	3,695,230	4,013,875	318,645	8.62%
Internal Services	213,981	199,150	110,647	250,450	265,450	15,000	5.99%
Other Charges	4,262,271	4,275,327	4,574,542	4,851,522	4,859,443	7,922	0.16%

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	2012-2013 Actual	2013-2014 Actual	2014-2015 Actual	2015-2016 Approved	2016-2017 Adopted	CHANGE Dollar	CHANGE Percent
Materials and Supplies	4,004,469	4,565,526	5,307,868	4,282,039	3,708,642	(573,398)	-13.39%
Debt Services / Tuition Payments							
Joint Operations	1,561,913	1,531,682	1,173,607	1,571,500	1,601,500	30,000	1.91%
Capital Outlay	1,382,126	862,637	1,981,626	399,225	1,033,646	634,421	158.91%
<b>TOTAL OPERATING FUND</b>	<b>79,303,585</b>	<b>81,709,456</b>	<b>87,603,065</b>	<b>90,820,024</b>	<b>93,056,175</b>	<b>2,236,151</b>	<b>2.46%</b>



# Agenda Report

**Date:** 05/17/16

**Agenda Number:** I-1

**Attachments:** Yes

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

**Subject:** Administrative Regulation 7-33.3: Student Uniforms

## **Summary/Description:**

At the request of the Principals' Parent Advisory Council at Sheffield Elementary School, the school's administration developed a survey to determine whether or not families and school staff continue to be in favor of requiring students to wear school uniforms. The survey was distributed electronically to faculty and staff. Parents received a hard copy of the survey.

The results of the parent survey are as follows:

Number of Surveys Returned:	241
Number Not in Favor of Student Uniforms:	157 (65%)
Number in Favor of Student Uniforms:	84 (35%)

The results of the faculty/staff survey are as follows:

Number of Surveys Completed:	50
Number Not in Favor of Student Uniforms:	38 (76%)
Number in Favor of Student Uniforms:	12 (24%)

In addition to the parent survey, two Uniform Question/Answer Forums were offered to allow parents to come and share concerns or ask questions regarding the survey subject. The results of the survey indicate that parents and faculty/staff are no longer in favor of having student uniforms, and therefore, the school's administration is requesting the removal of this requirement. As a result of that request, Administrative Regulation 7-33.3: Student Uniforms needs to be revised to reflect that change.

**Disposition:**  **Action**  
 **Information**  
 **Action at Meeting on:** 06/07/16

## **Recommendation:**

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on June 7, 2016.

## STUDENTS

**Student Uniforms - R 7-33.3**

Students enrolled in the Fort Hill Community School, Linkhorne Middle School, William Marvin Bass Elementary School, and ~~Sheffield Elementary School~~ shall participate in school uniform programs.

A. Purpose

The Lynchburg City School Board believes that school uniforms will affect positive change in schools, particularly by promoting safety, discipline, and school unity.

B. Procedures

1. The school division will provide school uniforms for students who attend the Fort Hill Community School. The Lynchburg City Schools will provide each student three sets of uniforms consisting of the following clothing items.
  - a. long sleeve or short sleeve blue polo shirts
  - b. khaki slacks
2. It will be parents' responsibilities to provide school uniforms for students at all other school sites.
3. The principal of a school wanting to implement a school uniform program shall collaborate with his/her school leadership, PTA/PTO, and parents to decide, develop and publish school uniform requirements relative to styles and colors of clothing.
  - a. In developing these requirements, principals shall take into consideration the availability, affordability, and practicality of the selection.
  - b. The school uniform shall not prohibit students from wearing coats, jackets, sweaters, or other appropriate outer garments when necessary due to weather conditions or for other legitimate reasons, as long as the apparel conforms to the dress code.
4. Principals shall allow exceptions to the school uniform code when:
  - a. A student wears a uniform of a nationally recognized youth organization, such as the Boy Scouts or Girl Scouts, on regular meeting days.
  - b. A student wears special clothing or costumes necessary for a school play or a performance.
  - c. A student adds a button, armband, etc. to exercise free speech

guaranteed by the United States Constitution, unless the button, armband, etc., is

Lynchburg City School Board Policies and Administrative Regulations

## PERSONNEL

**Student Uniforms R 7-33.3**

related to gangs, gang membership, or gang activity or would violate the school division's dress code policy as long as the item does not violate the integrity of the uniform program or disrupt the school environment.

- d. The wearing of the school uniform violates a student's sincerely held religious beliefs. With verification of those sincerely held religious beliefs, the student may use the opt-out exemption. The wearing of religious head coverings, such as yarmulkas, does not violate the school uniform policy.

**C. Financial Considerations**

Principals shall develop procedures and criteria to offer assistance to students who experience difficulties complying with the school uniform program. Principals shall develop programs that donate clothing, financial assistance, or both to alleviate financial difficulties for needy families.

**D. Annual Opt-Out, Exemptions and Procedures**

1. Except in programs for schools where the school board has approved requiring uniforms at all times, any student, who, together with his/her parent/guardian, is conscientiously opposed to wearing the school uniform may request an exemption. To receive the exemption, the student and his/her parent/guardian shall:
  - a. Submit a written request to the principal at the beginning of the academic year or within thirty (30) days following the first day of school or the student's first day of school.
  - b. Meet with the principal or his/her designee to discuss the school uniform program, the reason(s) for the waiver request, the nature of the parents'/guardians' objections(s), and the support of the parent for the overall dress code.
2. The principal or his designee shall then grant the waiver and note the exemption on the parent's/guardian's application. The principal shall then place a copy of the approved request in a file designated for this purpose.
3. The exemption shall remain in effect for that school year only.

**E. New Students**

Students entering Linkhorne Middle School, William Marvin Bass Elementary School, ~~Sheffield Elementary School~~, and the Fort Hill Community School during the school year shall have a grace period of thirty (30) days before the school's uniform program will apply to the student.



## PERSONNEL

**Student Uniforms R 7-33.3**F. Exiting from School Uniform Policy

Schools exiting from a school-wide uniform policy shall provide substantial community and faculty engagement before making a final decision.

Adopted by School Board: February 1, 2000

Revised by School Board: September 5, 2000

Revised by School Board: May 4, 2004

Revised by School Board: June 1, 2004

Revised by School Board: June 21, 2005

Revised by School Board: May 2, 2006

Revised by School Board: July 8, 2008

Revised by School Board: July 7, 2009

Revised by School Board: March 20, 2012

Revised by School Board: August 7, 2012

Revised by School Board:

# Agenda Report

**Date:** 05/17/16

**Agenda Number:** I-2

**Attachments:** Yes

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

**Subject:** School Nutrition: High School Lunch Price Increase

## **Summary/Description:**

The 2010 Healthy, Hunger-Free Kids Act required a change in the school lunch and breakfast meal patterns. The new meal pattern was implemented July 1, 2012, and identifies three (3) groups – K-5, 6-8, and 9-12. The new meal pattern requires a graduated increase in the minimum serving amounts and calorie ranges by group. The cost to produce the prescribed meals for the three (3) distinct grade groups also increases by group. The table outlining the graduated differences in the serving requirements for K-5, 6-8 and 9-12 appears as an attachment to this agenda report.

The superintendent recommends a \$0.10 increase to the high school paid lunch price to offset the costs associated with producing the larger serving amounts required for the 9-12 grade group. Paid meal prices at the elementary and middle schools would remain unchanged for SY2017.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 06/07/16

## **Recommendation:**

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on June 7, 2016.

### USDA REQUIRED MINIMUM WEEKLY SERVINGS BY GRADE GROUP

	<b>ELEMENTARY (K-5) \$2.25</b>	<b>MIDDLE (6-8) \$2.45</b>	<b>HIGH SCHOOL (9-12) \$2.45</b>
<b>Milk</b>	5 Cups	5 Cups	5 Cups
<b>Meat or Meat Alternate</b>	8 oz Equivalent	9 oz Equivalent	10 oz Equivalent
<b>Vegetables</b>	3 ¾ Cups	3 ¾ Cups	5 Cups
<b>Fruit</b>	2 ½ Cups	2 ½ Cups	5 Cups
<b>Grain</b>	8 oz Equivalent	8 oz Equivalent	10 oz Equivalent
<b>Calories</b>	550 – 650	600 – 700	750 – 850

Beginning July 1, 2012, USDA required SFA’s to implement a new meal pattern for school lunch. The new meal pattern requires minimum serving amounts and calorie ranges for three (3) grade groups: K-5, 6-8, 9-12. The required servings and calories increase by grade group. The associated costs to produce the required meals increase by grade group, the most significant increase associated with producing the high school lunch.

REGION V	PAID LUNCH PRICES		
DIVISION NAME	ELEMENTARY	MIDDLE	HIGH SCHOOL
<b>Albemarle County</b>	\$2.40	\$2.65	\$2.65
<b>Amherst County</b>	\$2.05	\$2.25	\$2.25
<b>Augusta County</b>	\$2.35	\$2.60	\$2.60
<b>Bath County</b>	\$1.65	NA	\$1.90
<b>Bedford County</b>	\$2.20	\$2.45	\$2.45
<b>Buena Vista City</b>	\$2.25	NA	\$2.25
<b>Campbell County</b>	\$2.00	\$2.15	\$2.15
<b>Charlottesville City</b>	\$2.25	\$2.25	\$2.50
<b>Fluvanna County</b>	\$2.65	NA	\$2.65
<b>Greene County</b>	\$2.40	\$2.70	\$2.70
<b>Harrisonburg City</b>	\$1.70	NA	\$2.05
<b>Highland County</b>	\$1.25	NA	NA
<b>Lexington City</b>	\$2.20	\$2.40	NA
<b>Louisa County</b>	\$2.50	\$2.60	\$2.60
<b>Lynchburg City</b>	<b>\$2.25</b>	<b>\$2.45</b>	<b>\$2.45</b>
<b>Nelson County</b>	\$2.25	\$2.40	\$2.60
<b>Rockbridge County</b>	\$1.95	\$2.20	\$2.20
<b>Rockingham County</b>	\$2.10	\$2.10	\$2.10
<b>Staunton City</b>	\$2.50	\$2.85	\$2.85
<b>Waynesboro City</b>	\$2.45	\$2.70	\$2.70

# Agenda Report

**Date:** 05/17/16

**Agenda Number:** I-3

**DRAFT**

**Attachments:** Yes

**From:** Scott Brabrand, Superintendent

**Subject:** Annual Personnel Report

## **Summary/Description:**

1. Recommendation for continuing contracts for personnel completing fifth year or completing one year after attaining continuing contract status in another Virginia system.
2. Recommendation for renewal of annual contracts for fourth year personnel.
3. Recommendation for renewal of annual contracts for third year personnel.
4. Recommendation for renewal of annual contracts for second year personnel.
5. Recommendation for renewal of annual contracts for first year personnel.
6. Recommendation for renewal of annual contracts for personnel completing less than 160 days.
7. Recommendation for continuing contracts to remain in force for part-time personnel.
8. Recommendation for renewal of annual contracts for part-time personnel and/or full-time personnel with a part-time administrative assignment.
9. Recommendation for Title/Grant funded personnel.
  - A. Recommendation for continuing contracts, Title/Grant funded personnel completing fifth year or completing one year after attaining continuing contract status in another Virginia system.
  - B. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing fourth year.
  - C. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing third year.

# Agenda Report

**Date: 05/17/16**

**Agenda Number: I-3**

**Attachments: Yes**

- D. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing second year.
  - E. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing first year.
  - F. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing less than 160 days.
  - G. Recommendation for continuing contracts to remain in force for part-time and/or partially funded Title/Grant personnel.
  - H. Recommendation for renewal of annual contracts for part-time and/or partially funded Title/Grant personnel.
  - I. Recommendation for continuing contracts to remain in force for Title/Grant funded personnel.
- 10. Recommendation for non-renewal of contracts.
  - 11. Recommendation for continuing contracts to remain in force for 2015-16.
    - A. Personnel earning continuing contract status under School Board Policy 5-7.
    - B. Other administrative and instructional personnel.
  - 12. Recommendation for renewal of contracts for non-mandatory licensed administrative personnel.
  - 13. Reduction in force in accordance with School Board Policy 5-18.

# Agenda Report

**Date:** 05/17/16

**Agenda Number:** I-3

**Attachments:** Yes

14. Recommendation for renewal of annual contracts, locations, and/or assignment to be determined.

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

**Recommendation:**

The superintendent recommends that the school board approve the Annual Personnel Report.

All of the following elections are contingent upon and may be adjusted to comply with the provisions of the approved school operating budget for the 2016-17 school year.

- 1 Recommendation for renewal of continuing contracts for fifth year personnel/third year administrator or one year for all personnel after attaining continuing contract status in another Virginia system.

**ELEMENTARY**

Beyrau, Kaitlin	Teacher
Burrows, Kenneth	Teacher
Connor, Krista	Teacher
Dunaway, Michael	Teacher
Einreinhof, Robin	Teacher
Gatzke, Emily	Teacher
Hester, Melissa	Teacher
Kramer, John	Teacher
Kramer, Linsey	Teacher
Mabry, Anne	Teacher
Mantiply, Lindsey	Teacher
Parrish, Tammy	Teacher
Sievers, Alyson	Teacher
Simone, Tami	Teacher
Wilson, Victoria	Teacher

**SECONDARY**

Bowling, Warren	Teacher
Brawn, Suzanna	Instructional Coach
Brown, Diane	Teacher
Burford, Bryan	Teacher
Evans, Tanya	Teacher
Hackmann, Allen	Teacher
Heath, Robert	Teacher
Kidd, Lakisha	Director of School Counseling
McDonald, David	Teacher
Melton, Rebekah	Director of School Counseling
Morgan, Duane	Teacher
Revis, Allison	Teacher
Rhodes, Christen	Teacher
Richendollar, Diane	Teacher
Shaskan, Paul	Teacher
Sink, Jeremy	Teacher
Sitton, Sarah	Speech Pathologist
Smith, Brian	Teacher
Stephens, Tiffany	School Social Worker
Sterne, Stacy	Teacher
Wolk, Amy	Teacher
Woody, Jeffrey	Teacher

**ADMINISTRATIVE**

Beatty, Timothy	Principal
Bennett-Bradley, Kimberly	Assistant Principal
Copeland, Benjamin	Assistant Superintendent
Crabbe, Kacey	Principal
James, Faye	Principal
Knight, Calvin	Associate Principal
Leigh, Annitra	Assistant Principal
Lipscomb, Traci	Assistant Principal
Richardson, Tracy	Principal
Rule, Daniel	Principal



Smith, Polly	Principal
Viar, Cathy	Supervisor of Alt Ed
Ware, Kenya	Assistant Principal
Wommack, Derrick	Principal

**2 Recommendation for renewal of annual contracts for fourth year personnel.**

**ELEMENTARY**

Benyo, Adam	Teacher
Betz, Cheryl	Teacher
Brown, Bailey	Teacher
Cole, Beverly	Teacher
Dechant, Joel	School Counselor
Frankfort, Kerry	Teacher
Harp, Christine	Teacher
Mattocks, April	Teacher
Shipp, Lisa	Teacher
Tussi, Catherine	Speech Pathologist

**SECONDARY**

Baldwin, Leila Lou	Teacher
Beall, Dana	Teacher
Bellman, Henry	Teacher
Bradley, Bradford	Teacher
Burns, Judy	Teacher
Earich, John	Teacher
Frankfort, Patrick	Teacher
Gray, Audrey	Librarian
Hill, Dara	Teacher
Layne, Savannah	Teacher
Masencup, Elizabeth	Athletic Director
Payne, Demetra	Teacher
Poindexter, Amy	Teacher
Pratt, Leslie	Teacher
Willis, Mark W.	Teacher

**ADMINISTRATIVE**

Daniels-Bosher, Janenne	Coord for SPED Instruction
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**3 Recommendation for renewal of annual contracts for third year personnel.**

**ELEMENTARY**

Baker, Karin	Teacher
Barger, Julie	Teacher
Barrett, Jennifer	Teacher
Becker, Megan	Teacher
Coleman, Sarah	Teacher
Conway, Kevin	Teacher
Cooley, Tina	Teacher
Filiberto, Kirsten	Teacher
Gothers, Michelle	Teacher
Guerin, Jeffrey	Teacher
Herndon, Danielle	Teacher
Hotaling, Tara	Teacher
Johnson, Ashley	Teacher
La Fon, Angela	Teacher
Lucas, Joan	Teacher
Marny, Elizabeth	Teacher

Maxwell, Lauren	Teacher
McNaughton, Robert	Teacher
Mehari, Kathleen	Teacher
Morgan, Michelle	Teacher
Owen, Melissa	Teacher
Phelps, Blair	Teacher
Rachael, Alyssa	Teacher
Rich, Rachel	Teacher
Richardson, Shannon	Librarian
Schools, Melissa	Teacher
Sites, Brittany	Teacher
Smith, Lisa Ann	Teacher
Staton, Kalea	School Counselor
Stone, Amy	Teacher
Watson, Adrienne	Speech Pathologist

**SECONDARY**

Barrett, Megan	Teacher
Blundell, Brandon	Teacher
Brasher, Sarah	Teacher
Clark-Slaughter, Brittany	Teacher
Cyphert, Katherine	Teacher
Figgatt, Shante	Teacher
Filiberto, Kevin	Teacher
Fowler, Catherine	Teacher
Friedman, Michael	Teacher
Galeone, Maria	Teacher
Harris, Melissa	Teacher
Hunt, Jessica	Career School Counselor
Lavender, Blythe	Teacher
Lesniak, Lauren	Teacher
Lewis, Jamie	School Counselor
Payne, Samantha	Teacher
Ranuska, Edward	Teacher
Reese, Robert	Teacher
Riley, Patrick	Teacher
Sandvig, Travis	Teacher
Stanley, Niven	Teacher
Strubhar, Heather	Teacher
Wommack, Jaimie	Teacher
Yates, Karen	Teacher

**ADMINISTRATIVE  
NONE**

**4 Recommendation for renewal of annual contracts for second year personnel.**

**ELEMENTARY**

Adler, Lexi	Teacher
Ashton, Allison	Teacher
Ballentine, Katherine	Teacher
Baucke, Elizabeth	Teacher
Black, Brittany	Teacher
Bourque, Joanna	Teacher
Bowyer, Caitlin	Teacher
Cash, Hope	Teacher
Clark, Venita	Teacher
Cook, Courtney	Teacher

Corsones, Rebecca	Teacher
Dray, Brittany	Teacher
Fairchild, Anna	Teacher
Godley, Catherine	Teacher
Hackney, Vivian	Teacher
Holmes, Adrian	Teacher
Lemmons, Cindy	Speech Pathologist
Long, Jennifer	Teacher
Maurice, William	Teacher
Meade, Taylor	Teacher
Phillips, Shane	Teacher
Reese, Angela	Teacher
Rickert, Megan	Teacher
Robinson, Rachel	Teacher
Sheldrake, Cynthia	Teacher
Shore, Miranda	Teacher
Stratton, Wendy	Teacher
Tyree, Sarah	Teacher
Valadez, Yasmine	Teacher
West, Allison	Teacher
West, Shana	Teacher
West-Hazlewood, Katharine	Teacher
Wheeler, Frances	Teacher

**SECONDARY**

Arslain, Paul	Teacher
Ayers, Ariele	Teacher
Bachelle, Erik	Teacher
Baker, Katherine	School Counselor
Bice, Victoria	School Counselor
Bonheim, Elizabeth	Teacher
Bragg, Catherine	Teacher
Brown, Brandon	Teacher
Bullock, Ashley	Teacher
Davis, Emily	Teacher
Dewitt, Elisabeth	Teacher
Dupere, Adam	Teacher
Ferrell, Jenny	Teacher
Gonzalez, Tracy	Teacher
Graves, Megan	Teacher
Gray, Sarah	Teacher
Guske, Christine	Teacher
Hallberg, Christopher	Athletic Trainer
Henderson, Kendra	Teacher
Herndon, Thomas	Teacher
Highsmith, Geoge	Teacher
Irvin, Elizabeth	Teacher
Jensen, Jeffery	Teacher
Johnson, Jermaine	Teacher
Keenan, Megan	Teacher
Kramer, Andrew	Teacher
Lithgow, Jennifer	Teacher
Marshall, Lee	Teacher
McGuire, Darla	Teacher
Moore, Audrey	Teacher
Morgan, Sharlona	Teacher
Newman, Lakisha	Teacher
O'Hara, Patrick	Teacher
Regner, John	Teacher
Reid, Philmika	School Counselor
Snow, Ronald	Teacher
Sullivan, Caitlin	Teacher

Tiller, Matthew	Teacher
Tipps, Barney	Teacher
Toney, Debra	Teacher
Wambold, Shelby	Teacher
Woods, Shannon	School Social Worker

**ADMINISTRATIVE**

Anderson, Renee	Assistant Principal
Hendricks, Monica	Principal
Jaeger, Maria	Supervisor of Math and Science
Mabery, James	Assitant Principal
McClain, John	Asst. Superintendent for SL&S
Sears, Dixie	Supervisor of English/S. Studies/Media/Foreign Language

**5 Recommendation for renewal of annual contracts for first year personnel.**

**ELEMENTARY**

Andrews, Brooke	Teacher
Butterfield, Lee Ann	Teacher
Cooksey, Jaime	Teacher
Coulter, Desiree	Teacher
Curry, Erin	Teacher
Evans, Christie	Teacher
Fanning, Jacqueline	Teacher
Ferguson, Angela	Teacher
Ferguson, Richard	Teacher
Goetz, Samantha	Teacher
Grant, Meghan	Teacher
Harris, Latoya	Teacher
Hill, Heather	Teacher
Hiller, Bridget	Teacher
Hoath, Shelley	Teacher
Ingram, Crystal	Teacher
Kelso, Trumaine	Teacher
Kinne, Brendan	Teacher
Little, Katelyn	Teacher
Marroquin, Victoria	Teacher
Meadows, Chanelle	Teacher
Melvin, Matthew	Teacher
Merck, Gordon	Teacher
Nowell, Ashley	Teacher
Ortiz, Lauren	Speech Pathologist
Osborne, Laura	Teacher
Quackenbos, Elise	Teacher
Ratner, Rachel	Teacher
Reed, Madeline	Teacher
Rexrode, Heather	Teacher
Simmons, Leslie	Teacher
Sites, Katie	Teacher
Smith, Melissa	Teacher
Spence, Hannah	Teacher
St. John, Paige	Teacher
Stein, Kristina	Teacher
Terry, Annie	Teacher
Turner, Aaron	BCBA
Waltmire, Jacquelyn	Teacher
Warren, Darrin	Teacher
Willis, Brittany	Teacher
Wood, Christie	Teacher

**SECONDARY**

Charte, Stephanie	Teacher
Daughtrey, Hugh	Teacher
Dicarlo, Gina	Teacher
Dodgion, Kelly	Teacher
Eisele, Melanie	Teacher
Eshleman, Kayla	Teacher
Faircloth, Elizabeth	Teacher
Grossman, Eric	Teacher
Harris, Lonice	School Social Worker
Hassell, Barbara	Teacher
Heath, Miranda	Teacher
Heidorn, Margarete	Teacher
Holdren, Wesley	Teacher
Humphreys, Meredith	Teacher
Justice, Teresa	Teacher
Lovelace, Jamar	Teacher
Malok, Mary	Teacher
Mayfield, Wyndie	Teacher
McGarrity, Samuel	Teacher
Mewborn, Beverly	Teacher
Moore, Gina	Teacher
Perdue, Christina	Teacher
Preston, Jason	Director of School Counseling
Preston, Pamela	Teacher
Quarantotto, Michelle	Teacher
Roberts, Hope	Teacher
Robertson, Megan	Teacher
Scott, Emily	Teacher
Shell, Brandon	Teacher
Short, Elizabeth	Teacher
Shortes, Annette	Teacher
Summers, Michael	Teacher

**ADMINISTRATIVE**

Anderson, Renee	Assistant Principal
Baldwin, Kellie	Assistant Principal
Barger, Jessica	Assistant Principal
Brown, Latonya	Director for Support/Behavior/Alted
Campbell, Sarah	Coord for Extended Learning Time
Claudio, Nancy	Principal
Dearden, Karen	Principal
Elliott, Latisha	Assistant Principal
Gray, Lea	Assistant Principal
Guzlowski, Lillian	Assistant Principal
Hancock, Twanna	Coord for Student Learning & Success
Hester, Sarada	Coord for Engage/Equity/Opportunity
Lee, Lisa	Principal
Quel, Robert	Supervisor Instructional Technology
Ramirez, Amanda	Coord for SPED Instruction
White, Andrew	Assistant Principal

**6 Recommendation for renewal of annual contracts for personnel completing less than 160 days .**

**ELEMENTARY**

Honeycutt, Chad	Teacher
Kohlman, Brandi	Teacher
Riggles, Pamela	Teacher
Williams, Emma	Teacher

**SECONDARY**

Krop, Casie	Teacher
Tabor, Kayla	Teacher
Graham, Timotheus	Teacher
Mangano, Anthony	Teacher
Parmiter, Thomas	Teacher
Stauffer, Kimberley	Teacher
Wickham, Douglas	Data Analysis Resource Teacher

**ADMINISTRATIVE  
NONE**

**7 Recommendation for continuing contracts to remain in force for part-time personnel.**

**ELEMENTARY**

Berry, Anne (.34)	Instructional Specialist PT
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**SECONDARY  
NONE**

**ADMINISTRATIVE  
NONE**

**SUPERVISOR**

Coleman, William	Supervisor of Creative Performing Art/Athletics/Family Life
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**8 Recommendation for renewal of annual contracts for part-time personnel and/or full-time personnel with a part-time administrative assignment.**

**ELEMENTARY**

Arrington, Stephanie	Teacher
Milhorn, Doris	Speech Pathologist
Matzdorff, Jeffrey	Teacher

**SECONDARY**

Camden, Rodney	Teacher
Kavanaugh, Marie	Teacher
Norman, Vanessa	Teacher
Janik, Kelly	Teacher

**ADMINISTRATIVE  
NONE**

**9 Recommendation for Title/Grant Funded personnel**

**A. Recommendation for continuing contracts, Title/Grant funded personnel completing fifth year or completing one year after attaining continuing contract status in another Virginia system**

**ELEMENTARY**

Raitter, Samantha	Literacy Coach/Teacher
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**SECONDARY**

NONE

ADMINISTRATIVE  
NONE

- B. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing fourth year.

ELEMENTARY  
NONE

SECONDARY  
NONE

ADMINISTRATIVE  
NONE

- C. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing third year.

<b>ELEMENTARY</b>	
Squier, Laura	Pre-Kindergaten Teacher
Surawski, Kaitlin	Literacy Coach/Teacher

SECONDARY  
NONE

ADMINISTRATIVE  
NONE

- D. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing second year.

<b>ELEMENTARY</b>	
McClain, Amber	Pre-Kindergarten Teacher

SECONDARY  
NONE

ADMINISTRATIVE  
NONE

- E. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing first year.

<b>ELEMENTARY</b>	
Fields, Brittany	Pre-Kindergarten Teacher
Mitchell, Sandra	Literacy Coach/Teacher
Raymond, Laurel	Math Teacher
Sumner, Rebecca	Literacy Teacher
VanKuren, Kay	Literacy Coach/Teacher

SECONDARY  
NONE

ADMINISTRATIVE  
NONE

**F. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing less than 160 days.**

**ELEMENTARY  
NONE**

**SECONDARY  
NONE**

**ADMINISTRATIVE  
NONE**

**G. Recommendation for continuing contracts to remain in force for part-time and/or partially funded Title/Grant personnel.**

**ELEMENTARY**

Berry, Anne (.66)	Instructional Specialist PT
Ellis, Tiffany	Literacy Teacher PT

**SECONDARY  
NONE**

**ADMINISTRATIVE  
NONE**

**H. Recommendation for renewal of annual contracts for part-time and/or partially funded Title/Grant personnel.**

**ELEMENTARY**

Avery, Teresa	Literacy Coach/Teacher PT
Davis, Jeanette	Reading Specialist PT

**SECONDARY  
NONE**

**ADMINISTRATIVE  
NONE**

**I. Recommendation for continuing contracts to remain in force for Title/Grant funded personnel.**

**PREKINDERGARTEN**

Donigan, Sheron	Teacher
Eubank, Kirstin	Teacher
Forrest-Marshall, Lloliza	Teacher
Levinson, Pamela	Teacher
Madison, Doreatha	Teacher
Oertle, Ruth Ann	Teacher
Owen, Dana	Teacher
Porterfield, Kristin	Teacher
Romine, Dawn	Teacher
Rowland, Tabitha	Teacher
Ruehle, Jane	Teacher
Seipp, Lori	Teacher
Tucker, Scarlett	Teacher
Wilson, Deborah	Teacher

**ELEMENTARY**



Abbott Katherine	Literacy Coach/Teacher
Britton, Sheree	Literacy Teacher
Carson, Janet	Literacy Teacher
Cross, Anne	Literacy Coach/Teacher
Ellis, Karyn	Literacy Coach/Teacher
Knight, Santina	Literacy Teacher
Kohuth, Karen	Literacy Coach/Teacher
Lovett, Jennifer	Literacy Coach/Teacher
Mayberry, Courtney	Literacy Coach/Teacher
Nolan, Susan	Literacy Coach/Teacher
Rudder, Sheila	Literacy Coach/Teacher
Schaack, Sandra	Literacy Teacher
Scott, Rebecca	Literacy Teacher
Treadway, Staci	Literacy Coach/Teacher
Whitaker, Brittany	Literacy Coach/Teacher

**SECONDARY  
NONE**

**ADMINISTRATIVE  
NONE**

**10 Recommendation for nonrenewal of contracts.** \*Recommendation pending license

**ELEMENTARY**

*	Bagwell, Virginia	Movement Education
*	Burnett, Laura	Teacher
*	Carwile, Leah	Teacher
*	Davis, Joshua	Teacher
*	Freeman, Marisa	Teacher
*	Gornick, Michelle	Teacher
*	Haupt, Trevor	Teacher
*	Mason, Cameron	Teacher
*	Miller, Keisha	Teacher
*	Misjuns, Melinda	Teacher
*	Myers, Amy	Teacher
*	Robinson, Gwendolyn	Teacher
*	Thigpen, Olivia	Teacher
*	Turner, Joni	Teacher
*	Tyler, Stacy	Teacher

**SECONDARY**

*	Anderson, Evette	Teacher
*	Berman, Deena	Teacher
*	Bright, Terry	Teacher
*	Driskill, Megan	Teacher
*	Dudley-Hailey, Julia	Reading Specialist
*	Grandstaff, Stephanie	Teacher
*	Harris, Greer	Teacher
*	Heath, Kimberly	Teacher
*	Hollifield, Sarah	Teacher
*	Jones, Brittany	School Social Worker
*	Joyner, Nancy	Teacher
*	Napierkowski, Andrew	Teacher
*	Thornton, Rebecca	Teacher
*	Tyree, Jennifer	Teacher

**ADMINISTRATIVE**

\* Kerns, Robert Assistant Principal

**11 Recommendation for continuing contracts to remain in force for 2016-17**

**A. Personnel earning continuing contract status under School Board Policy 5-7.**

**NONE**

**B. Other administrative and instructional personnel.**

**ASSISTANT SUPERINTENDENTS**

**NONE**

**DIRECTORS**

Bruce, April	Director of Data, Assessment and Accountability
Reeves, Ethel	Director of Engagement, Equity and Opportunity
Rudder, Michael	Director of School Improvement and Grants
VanDerwerker, Wyllys D	Director of Exceptional Learners
Gee, Marie	Director of Personnel

**ASSISTANT DIRECTORS**

**NONE**

**SUPERVISORS**

Dellinger, Ed Supervisor of Career & Technical Education

**COORDINATORS**

**NONE**

**SCHOOL PSYCHOLOGISTS**

Deckard, Mary E.  
Dragan, Eric D.  
Shelor, Belva J.  
Wallin, Matthew H.

**SCHOOL SOCIAL WORKER**

**NONE**

**BCBA**

Myers, Brian

**SPECIAL EDUCATION AND RESOURCE TEACHERS**

Crawford, Lisa	Art
Erb, Heather	Art
Lipscomb, Shawn	Art

Dewitt, Glen	Movement Education
Kirby, Ruth	Movement Education
Shelton, Glen D.	Movement Education

Sudec, Joan	Movement Education
Gaston, Alison S.	Music-Vocal
Johnson, Lalla	Music-Vocal
Mearkle, Troy	Music-Vocal
Oboth, Kea H.	Music-Vocal
Salerno, Angela	Music-Vocal
Claytor, William T.	Music-Strings
Paris, Ginger	Music-Strings
Andrews, Raymond W. III	Speech Pathologist
Driskill, Vivian J.	Speech Pathologist
Ickes, Claire R	Speech Pathologist
Roark, Lori L.	Speech Pathologist
Rucker, Tracy	Speech Pathologist
Ward, Kelly	Speech Pathologist
Wassum, Susan	Speech Pathologist
Wilson, Courtney	Speech Pathologist
Wymer, Ruth E.	Speech Pathologist
Alexander, Pamela	Special Education Teacher
Bennett, Donna	Special Education Teacher
Bennett, Michael	Special Education Teacher
Boldern, Javera	Special Education Teacher
Brebner, Josephine	Special Education Teacher
Campbell, Michelle	Occupational Therapist
Carson, Sallie	Special Education Teacher
Chambers, Mazzie	Special Education Teacher
Clay, Tanya	Special Education Teacher
Clifford-Wilson, Rachel	Special Education Teacher
Coalson, Melissa	Special Education Teacher
Crist, Mildred	Special Education Teacher
Dalton, Janet	Special Education Teacher
Davis, Sandra	Special Education Teacher
Dawson, Dorothy	Special Education Teacher
Decker, Dawn	Special Education Teacher
Dillard, Kathy	Special Education Teacher
Enzinna, Carol	Special Education Teacher
Finke, Mary	Special Education Teacher
Gardner, Christopher	Special Education Teacher
Gaston, Elaine	Special Education Teacher
Godsey, Susan	Special Education Teacher
Guarino-Murphy, Dana	Special Education Lead Teacher
Harwood, Lauri	Special Education Teacher
Holmes, Kirsten	Special Education Teacher
Houchins, Jo	Special Education Teacher
Hudson, Mary	Special Education Teacher
Hurt, George	Special Education Teacher
Jablonski, Brian	Special Education Teacher
Jackson, Micah	Special Education Teacher
Jacobs, Kelley	Special Education Teacher
Johnson, Dana	Special Education Teacher
Jones, Lucille	Special Education Teacher
Kerr, Jessica	Special Education Teacher
Kessler, Karen	Special Education Teacher
King, Malia	Special Education Teacher
Latham, Kathy	Special Education Teacher
Long, Michael	Special Education Teacher
MacDougall, Brian	Special Education Teacher
Mack, Paula	Special Education Teacher
Marston, Christina	Special Education Teacher
Martin, Gerin	Special Education Teacher

Martin, Melissa	Special Education Teacher
Mason, Karen	Special Education Teacher
Mattox Gary	Special Education Teacher
Megginson, Janice	Special Education Teacher
Miller, Patricia	Special Education Teacher
Mueller, Bert	Special Education Teacher
Patsell, Kimberly	Special Education Teacher
Phillips, Eileen	Special Education Teacher
Reffner, Jennifer	Special Education Teacher
Rinckel, Elizabeth	Special Education Teacher
Sheldrake, Andrew	Special Education Teacher
Shelton, Jane	Special Education Teacher
Smitherman, Mallory	Special Education Teacher
Stephens, Rhonda	Special Education Teacher
Trent, Judy	Elementary Alt Ed Lead Teacher
Walters, Lila	Special Education Teacher
Weis Marta	Special Education Teacher
Wiley, Janice	Special Education Teacher
Worsham, Judy	Special Education Teacher
Yeager, Shannon	Special Education Teacher

**REGULAR EDUCATION STAFF**

**ELEMENTARY**

**William Marvin Bass Elementary**

Babcock, John	Librarian
Lowes, Lisa	School Counselor
Brown, Thomas	Teacher
Nash, Evelyn	Teacher
Ramsey, Christen	Teacher
Reynolds, Patricia	Teacher
Tkacik, Tracie	Teacher
Wayne, Veronica	Teacher

**Bedford Hills Elementary School**

Rinker, Donna	Assistant Principal
Kipp, Deborah	School Counselor
Wolk, Susan	Librarian
Bates, Janet	Teacher
Collins, Keena	Teacher
Culbreth, Allison	Teacher
Day, Sarah	Teacher
Deddens, Chantelle	Teacher
Dews, Chelsey	Teacher
Dixon, Michelle	Teacher
Eutsler, Joy H	Teacher
McKinney, Soraya	Teacher
Mitchell, Jennifer	Teacher
Pickering, Lucinda	Teacher
Reichert, Gilda	Literacy Coach/Teacher
Reynolds, Catherine A.	Teacher
Taylor, Elizabeth Z.	Teacher
Tosi, Deborah	Teacher
West, Emilie	Teacher

**Dearington Elementary School for Innovation**

Miller, Annette	School Counselor
Mathews, Jacquelyn C	Librarian
Addesa, Jamie	Teacher
Johnson, Tawanda	Teacher
Mariner, Jennifer B.	Teacher

Phelps, Donna Teacher

**Heritage Elementary School**

Anderson, Sharon J.S. Principal  
 Heaphy, Karen School Counselor  
 Donckers-Roseveare, Kathryn Librarian  
 Harvey, Vernessa Teacher  
 Irvin, Stacy M. Teacher  
 Lees, Susan E. Teacher  
 Ozmar, Wendy Teacher  
 Speck, Julie Teacher  
 Wilson, Sherrie Teacher

**Linkhorne Elementary School**

Krufka, Mary Jo Librarian  
 Buschmann, Laura Teacher  
 Espinosa, Rachel Teacher  
 Finney, Carrie Teacher  
 Finney, Theodore Teacher  
 Genung, Kristy L. Teacher  
 Read, Dawn Teacher  
 Reid, Barbara Teacher  
 Thomas, Judy Teacher

**Thomas C. Miller Elementary School for Innovation**

Huskin, Amy Principal  
 Hudson, Courtney School Counselor  
 Bivens, Kelly Teacher  
 Bright, Ashley Teacher  
 Crawford, Christina Teacher  
 Ferrell, Laura H. Teacher  
 Hudson, Katherine R. Teacher  
 Johnson, Tamara Teacher  
 Patterson, Melissa E. Teacher  
 Smith, Kristin M. Teacher  
 Wade, Mary R. Teacher  
 Webb, Cathy Teacher

**Paul Munro Elementary School**

Baer, Donna Principal  
 McCarthy, Ruth Anne Librarian  
 Adams, Patricia Teacher  
 Campbell, Jacqueline Teacher  
 Cook, Elizabeth Teacher  
 English, Kimberley Teacher  
 Haskins, Patricia R. Teacher  
 Little, Tony Teacher  
 Lowery, Letitia Teacher  
 Oliver, Heidi M. Teacher  
 Ryan, Paula Teacher  
 Wall, Katherine K. Teacher  
 Winterfeldt, Robin B. Teacher

**Robert S. Payne Elementary School**

Blakely, John Principal  
 Chenault, Katherine B. School Counselor  
 Kluender, Nora C. Librarian  
 Beuerle, Kimberley S. Teacher  
 Eure, Natalie Teacher  
 Heddings, Tammy Teacher  
 Hoffman, Sarah Teacher  
 Hoffman, Van Teacher

Johnson, Heather	Teacher
Proffitt, Tracy J.	Teacher
Pugh, Caitlin	Teacher
Revely, Angela	Teacher
Roberts, Kira	Teacher
Sellers, Patricia P.	Teacher
Smith, Lori A.	Teacher
Stevenson, Michelle	Teacher
Wood, Robin P.	Teacher

**Perrymont Elementary School**

Nelson, Karen S.	Principal
Miller, Vivian C.	Assistant Principal
Barnwell, Hugh S	School Counselor
Clark, Martha	Teacher
Clingenpeel, Annemarie	Teacher
East, Kathryn P.	Teacher
Fox, Melissa	Teacher
Midkiff, Ashby	Teacher
Miller, Page	Teacher
Morris, Emily	Teacher
Pugh, Wendy	Teacher
Wyndham, Linda C	Teacher

**Sandusky Elementary School**

Lokar, Amanda	School Counselor
Makepeace, Lynn	Librarian
Allen, Katherine	Teacher
Bowen, Cindi	Teacher
Callahan, Jeryl H.	Teacher
Doremus, Kerri	Teacher
Fanning, Anne M.	Teacher
Hagan, Georgia	Teacher
Lamb, Verna	Teacher
McCarron, Carolyn	Teacher
Robertson, Laurie	Teacher
Rowland, Sarah B.	Teacher
Smulik, Addie N	Teacher
Straw, Catherine L	Teacher
Tucker, Catherine	Teacher

**Sheffield Elementary School**

Farley, Theresa	School Counselor
Mason, Kathryn	Librarian
Chafin, Rebecca S.	Teacher
Daniels, Elizabeth C.	Teacher
Dolenti, Suzanne K	Teacher
Falls, Melissa	Teacher
Ferguson, Melissa	Teacher
Gettinger, Barbara J	Teacher
Haden, Sheila	Teacher
Jackson, Sheletta	Teacher
Knight, Catherine	Teacher
Mickles, Delphine	Teacher
Mull, Roberta	Teacher
Perkins, Tamera C	Teacher
Shackleford, Dawn	Teacher
Tiller, Kirsten	Teacher
Wheeler, Melinda Q.	Teacher

**SECONDARY**

**Paul Laurence Dunbar Middle School**

Grant, Valerie M.	Assistant Principal
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Calloway, Germaine	School Counselor
Dodge, Carrie	Librarian
Carter, Jr., Albert L	Teacher
Dolan, James	Teacher
Dorman, Christine	Teacher
Foster, Thomas S.	Teacher
Howell, Jennie	Teacher
Jennings, Amy E.	Teacher
Johnson, Contessa S.	Teacher
King, Jr., Charles	Teacher
Loos, Karl W.	Teacher
Lowdermilk, William V.	Teacher
Miller, Jerry A.	Teacher
Moore, Ian	Teacher
Petrie, Mildred	Teacher
Pinn, Jacqueline C.	Teacher
Planiczka, Rebecca	Teacher
Potts, Michael J.	Teacher
Scruggs, Jeffrey G.	Teacher
Shaw, Rachel E.	Teacher
Tarkenton, Kenna R.	Teacher
Thompson, Diana	Teacher
Waller, Peggy G	Teacher
Williams, Robert	Teacher

**Linkhorne Middle School**

Tankersley, Verleria M.	Assistant Principal
Fitzgerald, Debra E.	Director of School Counseling
Casler, Laura	School Counselor
Allen, Ayanna	Teacher
Alvis, William H.	Teacher
Beck, Laura V.	Teacher
Bosta, Sheri L.	Teacher
Boyers, Daniel	Teacher
Brown, Douglas	Teacher
Bryant, Sharon	Teacher
Carwile, Marsha	Teacher
Dalton, Catherine C.	Teacher
Donaldson, Linda L.	Teacher
Franklin, Christina G	Teacher
Giles, Terry L	Teacher
Hubble, Stephanie	Teacher
Loos, Maria	Teacher
Mullen, Beth E.	Teacher
Murphy, Brenda G.	Teacher
Oliver, Tina	Teacher
Selzler, Catherine	Teacher
Sharp, James A.	Teacher
Sweeney, Garnette G.	Teacher
Tucker, Charles	Teacher
Waddell, Theresa M.	Teacher
Webb, Patricia K.	Teacher
Wheeler, Kimberly D.	Teacher

**Sandusky Middle School**

Marshall, Lerverne	Principal
Mikkelson, Eleanor	School Counselor
Hall, Rose E.	Librarian
Arbaugh, Lynne	Teacher
Bremer, Michael	Teacher
Camden, Karen	Teacher
Coan, Dennis R.	Teacher
Ellison, Connie C.	Teacher
Farris, Luttrell M.	Teacher

Gardner, Meredith	Teacher
Hensley, Theresa W.	Teacher
Hostutler, Patricia A.	Teacher
Mason, Tamara P.	Teacher
Maxwell, Kimberly	Teacher
Mays, Shamra	Teacher
Morgan, Gretchen	Teacher
Patillo, Vanessa C.W.	Teacher
Perez, Kathleen M.	Teacher
Phelps, Gaynell A.H.	Teacher
Przybycien, Robert W.	Teacher
Purvis, April C.	Teacher
Purvis, Leah N.	Teacher
Watson, Lewis	Teacher
Williams, Susan P.	Teacher

**E.C. Glass High School**

Flaughter, Rose E.	Associate Principal
Reynolds, Janet	Director of School Counseling
Calloway, Felicia A.	School Counselor
Cook, Robert A.	School Counselor
Mabery, Sarah	Librarian
Wise, Laura W	Librarian
Anthony, Michael R.	Teacher
Armstrong, Jennifer L.	Teacher
Barra, Karyn J.	Teacher
Brown, Kevin D.	Teacher
Clark, Andrew G.	Teacher
Dougherty, Donald G	Teacher
Gibson-McDonald, Kimberly Q.	Teacher
Hansen, Kimberley F.	Teacher
Harding, Charles D.	Teacher
Harding, Linda L.	Teacher
Harris, Edgar T.	Teacher
Hodges, Lisa M.	Teacher
Howard, Marcell T.	Teacher
Liggon, Cotrena D.	Teacher
Markovinovic, Magdalena	Teacher
Marshall, Mary	Teacher
Matthews, Timothy J.	Teacher
Mayhew, Julie L.	Teacher
McClurg, Thomas	Teacher
McCormick, Heather M.	Teacher
O'Hara, Terri	Teacher
Pawlas, Russell W.	Teacher
Phillips, Catherine A.	Teacher
Rawls-Fanning, Krista	Teacher
Reid, Aaron	Teacher
Rivers, Malinda M.	Teacher
Scruggs, Margaret S.	Teacher
Sloman, Donna	Teacher
Stephens, Janet R.	Teacher
Volk-Stalcup, Nancy L.	Teacher
Whitacre Allen J.	Teacher
Wood, William Casey	Teacher
Worsham, Patricia S.	Teacher

**Heritage High School**

Beckles, Bernette	School Counselor
Meadows, Jr., Tommy L.	Librarian
Smith, Tina	Librarian
Berger, Machel A.	Teacher
Bryant, Kelly	Teacher
Camm Jr., Leslie M	Teacher



Campbell, Stephanie M	Teacher
Coleman, Elizabeth L.	Teacher
Concannon, Thomas J.	Teacher
Croft, Laurie	Teacher
Day, Matthew J.	Teacher
Drumheller Jr. Alexander M	Teacher
Dudley, Jerry M	Teacher
Edwards, Kelly	Teacher
Elliott, Barbara S.	Teacher
Gafford, Kimberly	Teacher
George, Laurie D.	Teacher
Glass, Catherine	Teacher
Glover, Richard L.	Teacher
Hailey, Laurence Lanaux	Teacher
Hand Jr., Michael	Teacher
Hart, Larry D.	Teacher
Hartless, Kimberly D.	Teacher
Hofmann, Gregory J.	Teacher
Kelso, Andrew	Teacher
Knowles, Joseph D.	Teacher
Mabry, Cynthia C.	Teacher
Moodie, Bette-Jeanne J.	Teacher
Pultz, Jeffrey S.	Teacher
Roark, Jon S.	Teacher
Roberts, Bonita	Teacher
Rosser, Lauren	Teacher
Smith, Margaret	Teacher
Stalcup, Scott R.	Teacher
Stephens, Daniel	Teacher
Tomlin, Jeffrey D.	Teacher
Wisskirchen, Michele G.	Teacher
Wood, Robin	Teacher
Wright, Sharon C.	Teacher
Yates, Wendy J.	Teacher

**Alternative Sites**

Bell, Karen W.	Data Analysis Resource Teacher
Bolling, Heather	Gifted Resource Teacher
Boyd, Joshua	Instructional Coach
Brown, Howard	Teacher
Burke, Page	Instructional Coach
Chamberlin, Anne	Instructional Coach
Davis, Jacqueline	Instructional Coach
Edwards, Juliann S.	Teacher
Gowen, Anne	Instructional Coach
Graham, Vicki	Coord of Alternative Education
Hagan, Georgette	Teacher
Hasinger, Aimee E.	Data Analysis Resource Teacher
Hunt, Nancy R.	Data Analysis Resource Teacher
Ireson, Sandra	Data Analysis Resource Teacher
Jones, Rhonda S.	Teacher
Kappler, Allison	Data Analysis Resource Teacher
Latham, Kevin	Teacher
Lewis, Carrie	Gifted Reseource Teacher
McAlexander, Tina	Data Analysis Resource Teacher
Miller, Rhonda	Instructional Coach
Moore, Brandi A.	Teacher
Paris, Marika	Teacher
Scudder, Mary Jane	Data Analysis Resource Teacher
Triplett, Brian K.	Teacher
Yarbrough, Charles	Data Analysis Resource Teacher

**12 Recommendation for renewal of contracts for non-mandatory licensed administrative personnel.**

Abercrombie, Scott	Assistant Director - Maintenance Services
Babb, Cynthia	Coord of Communications
Beckles, Anthony	Chief Financial Officer
Bond-Gentry, Anne	Coord of Student Support
Childress, David	Director of Information Technology
Collins, John	Supervisor of Support Technology
Compton, Christy	Coord of Grants Program
Ferguson, Jason	Director of Transportation
Floyd, Donald	Assistant Director of Facilities
Gatzke, Steven	Director of Maintenance/Facilities
Lukanich, Kimberly	Assistant Director of Finance
McKinney, Jan	Supervisor of Data Processing
Morris, Elisabeth	Director of School Nutrition
Thompson, Richard	Project Manager
Willis, Mark S.	Network Engineer

**13 Reduction in force in accordance with School Board Policy 5-18.**

**NONE**

**14 Recommendation for renewal of annual contracts, location and/or assignment to be determined.**

**NONE**

# Agenda Report

**Date:** 05/17/16

**Agenda Number:** I-4

**Attachments:** No

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

**Subject:** Lynchburg City Schools Gifted Plan: Update

## **Summary/Description:**

Local school boards are required by 8 VAC 20-40-60A to approve a comprehensive Local Plan for the Education of the Gifted that includes the components identified in the regulations.

Ms. Kathleen M. Sawyer, coordinator for gifted services, will present an overview of proposed changes to the Lynchburg City Schools Gifted Plan.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 06/07/16

## **Recommendation:**

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on June 7, 2016.

# Key Updates to Gifted Plan 2016

## 1. Terminology

- **“Gifted Students” to**
- **“Students with Attributes of Giftedness”**  
This better describes the range of giftedness that individual students have, allowing for services that meet the needs of particular children. It expands the number of students considered for service, because students are identified for what attributes they have versus an “all or none” approach. This results in different levels of service for students with attributes of giftedness.

## 2. Increasing Services

- **Move to a needs based model**  
Services match the needs of students with attributes of giftedness
- **Includes General Intellectual Aptitude, Specific Academic Aptitude-English & Math, and Visual and Performing Arts**
- **Dedicated staff member at each elementary school**  
-Consult services available for teachers for helping students with attributes of giftedness  
-Collaboration with teachers on planning strategies that bring challenges to the curriculum, increase rigor, and offer students a variety of ways to express what they know
- **Plan for differentiation with cluster grouping at all grade levels with an emphasis on middle school**

## 3. Holistic Selection Process

- **Move to a more holistic case study selection process**  
-Information includes group ability and achievement tests, SOL tests scores, progress reports, Gifted Characteristics Checklist with Commentary, interview and observation of student, samples of student work, parent questionnaire  
-Selection for services is needs based

## 4. Pre-Referral Supports for Underrepresented Populations

- **Add Scholars with Promise program to all elementary schools**  
Initially focus on grades K-2, offering opportunities for activities that involve problem solving and critical and creative thinking skills  
Identify students with gifted attributes and offer supports to stimulate strategies to excel  
**Continue to add supports for students identified in middle and high schools**

## 5. Training for Teachers

- **Differentiation**
- **Menu of trainings on giftedness with a focus on middle school students**  
Teachers who have advanced classes or cluster groupings will have additional training on gifted characteristics and learning styles to better meet the needs of the students with attributes of giftedness
- **Problem-based Learning, Project-based Learning, Inquiry Learning, Independent Study, Compacting**

# Agenda Report

**Date:** 05/17/16

**Agenda Number:** I-5

**Attachments:** Yes

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

**Subject:** Lynchburg City Schools Equity and Inclusiveness Guidelines

## **Summary/Description:**

In response to the input received in the recent Listening Tours, the superintendent has drafted the Equity and Inclusiveness Guidelines for Lynchburg City Schools. The draft guidelines will be shared and explained, along with plans for next steps during this presentation.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 06/07/16

## **Recommendation:**

The superintendent recommends that the school board receive this agenda report as an informational item and receive action at the meeting on June 7, 2016.

## **EQUITY AND INCLUSIVENESS GUIDELINES**

### **Vision**

The vision of the Lynchburg City Schools is A Vision of Excellence for All. It is a vision that each child that enters our schools is enriched through rigorous academic lessons and becomes an integral member of our school and city community.

We value the unique perspective and heritage that each of our students bring and embrace the diversity that makes each of us, and all of us, stronger. We strive to be a school community that honors and respects each person's differences and the ties that unite us all. Success of each of our students is imperative – and we pay careful attention to the achievement of our students by race, ethnicity, gender, language, different abilities, and other factors. Our mission of Every Child, by Name and by Need, to Graduation is not fulfilled until we ensure that every child has a pathway to continued future success.

### **Beliefs**

1. A critical purpose of public education is to educate each student about the multifaceted people and cultures that comprise our community, nation, and world.
2. By better understanding and embracing the diversity in our smaller and larger communities, we become stronger – individually and collectively.
3. By being inclusive of others we not only find what makes each person unique; we also discover what common threads unite us and strengthen us as a community. We develop greater empathy for others, because we see ourselves in one another, while also respecting our differences.
4. Bias is inevitable in nearly everything we do as educators. Our race, religious beliefs, wealth, gender, language, different abilities, and other factors create the lens through which we see the world – each factor creating not only a unique perspective but one that can be imbued with privilege, often invisible to the one who has it but starkly obvious to the one who does not.
5. We can become more inclusive of others and create stronger individuals and communities when we are able to be open-minded, temporarily removing our own lenses and looking at the world from the perspective of others. This enables us to see that there are multiple important histories and values so that we operate from an inclusive, informed perspective, without blind spots.
6. Equity and equality are both key values. We need equality in the outcomes we expect each student to be able to achieve, and we need equity in the ways we support them to get to those outcomes. We live in a society where historical privilege and current privilege around issues such as race, gender, and religion impact how each student perceives their opportunities for being included - in our schools and in our communities. Our mission embodies the equality of outcome and the equity of pathway and support - Every Child, by Name and by Need, to Graduation.
7. We get better every day when each of us aspires to live and model the four core values of Lynchburg City Schools - respect, integrity, learning, and teamwork.

### **Purpose and Use of these Guidelines**

These guidelines are provided to establish a clear intent for the way we approach differences among our students and families and the role of the school in approaching and educating about the characteristics that comprise our individuals and community.

The beliefs are meant to guide our decisions and actions, as each area and situation will not be able to be prescribed in these guidelines. Educators should then use the beliefs as the lens for considering any situation, whether directly addressed in these guidelines or not.

In addition to these guidelines, specific policies are developed, usually in alignment with the suggested policies of the Virginia School Boards Association.

These guidelines are the responsibility of the Superintendent and School Board, with input and advisement from the Equity Task Force.

Upon approval of these guidelines, training is essential to inform and broaden perspectives and understanding, as well as impact strategies and actions. That training includes:

- Central office administrators
- School Board
- School-based administrators
- Teachers and all other school-based and department employees
- New employees, as part of their orientation to becoming an LCS employee
- Students
- Parents and community

### **Individual Characteristics for Equity and Inclusiveness**

The individual characteristics addressed by these guidelines include, but are not limited to the following:

- Race\*
- Ethnicity
- Gender
- Religion\*
- Socioeconomics
- Differences in abilities
- Language
- Sexual orientation
- Age
- Physical characteristics

\*These areas are the focus of the first phase of these guidelines.

**Areas of Operational Focus for the Guidelines**

The following areas are identified as the focus of these guidelines in operations of the schools and division. Specific examples are provided under each area.

**LCS POLICY REVIEW****Proposed Action Steps**

- Review and update LCS policies in the following areas:
  - Instruction
  - Observances and assemblies
  - Controversial issues
  - Employee code of conduct
- Ensure policies are in alignment with this document and best practice resources provided by the Virginia Center for Inclusive Communities

**CURRICULUM****Guidelines**

1. Learning about history should involve determining the perspective of the authors of history and identifying what other perspectives may be present in relaying those events or periods of time.
2. Recognition of religious observances should be as free from bias as possible. As much time and emphasis should usually be given to the study of one religious observance as to another. Whenever possible, students and families should be invited to share about their cultures in a manner first reviewed with the teacher and administrator.

**Proposed Action Steps**

1. Identify specific dates and related lessons for significant contributors in history, including local leaders. The leaders identified have a particular emphasis on those of race, ethnicity, and/or gender who are usually disproportionately represented in accounts of history.
2. Identify specific dates and related lessons for various religious observances.
3. A new 5<sup>th</sup> grade “Equity and Inclusiveness” curriculum, with an emphasis on Lynchburg history and community problem-solving, may be developed at this grade level as the SOL requirements allow for this option. We will also look at embedding this curriculum in our 8th grade Civics and 12th grade U.S. Government classes.
4. Classroom libraries, libraries, and curriculum resource links will be reviewed and updated for inclusive viewpoints around issues of race, ethnicity, religion and gender, with also ensuring that inclusion is done within age-appropriate guidelines.
5. A common approach to history will be instituted that involve determining the perspective of the authors of history and determining what other perspectives may be present in relaying those events or periods of time.
6. Discover Lynchburg field trips will continue to be reviewed and updated for inclusiveness.



7. Black History in LCS will be a focus at each school throughout the year through the strategies noted above, with additional focus occurring each week from the day after Martin Luther King Day through the end of February.
8. Additional months and periods of time will be identified for honoring the contributions of various identities in our nation and community.
9. Teaching about religion is appropriate when also done in accordance with the concepts above. This also includes the use of literature, music, and other forms of art.

## **DISCIPLINE AND CLIMATE**

### Guidelines

1. The climate in classrooms, schools, and other LCS buildings should be welcoming and inviting of all people.
2. Discipline should be applied equitably and strategies identified when data shows that there is disproportionality in referrals and/or consequences.

### Proposed Action Steps

1. Discipline data will be reviewed regularly to ensure there is fair and equitable application of rules and expectations that are understanding of cultural differences. Specific strategies will be developed and monitored in areas that are not meeting expectations.
2. Surveys will be utilized each semester to gain feedback from students, parents, and staff regarding the extent to which there is a climate of inclusiveness and support for success.
3. Responsive Classroom training will be expanded.
4. PBIS will continue to be deepened at each school as a means for building community and handling situations with fairness.

## **CELEBRATIONS, OBSERVANCES, AND TRADITIONS**

### Guidelines

1. Programs and performances should always have an educational purpose and inclusion of issues of religion should be done for that purpose, with an eye towards inclusiveness and equity.
2. A program or performance that likely reflects the will of a majority of the community but knowingly alienates other members of the community should be reviewed to ensure that it is educational in nature and to see if there are ways to have it be more inclusive.
3. Students should be invited to share about their own celebrations, observances, and traditions in an equitable and age-appropriate manner as a way to expand learning.

### Proposed Action Steps

1. Established school-based Equity Leadership Teams will be consulted in the planning of all programs and performances
2. Assistant Superintendent for Student Learning and Success and Director of Engagement, Equity, and Opportunity will be consulted as appropriate

## **CALENDAR AND HOLIDAYS**

### Guidelines

1. The school calendar should avoid conflicts with religious observances whenever possible and feasible.
2. The calendar should clearly indicate religious observances as well as the birthdays of people and anniversaries of events that are integral to our shared history.
3. Holidays in the school calendar should avoid appearances of promoting a particular religion whenever possible.

### Proposed Action Steps

The Equity Task force will be charged with reviewing the annual proposed calendar and consulting with diverse constituencies to provide feedback to the Superintendent before the calendar is approved each year.

## **CLOTHING AND SYMBOLS**

### Guidelines

1. Religious symbols may be used as a teaching aid if they are displayed only as an example of the observance and are temporary in nature, and are displayed with equity across various types of religions and cultures. These symbols include both those more purely religious (e.g. nativity scene, Star of David) and those that are associated with a religion or religious holiday (e.g. Christmas tree, Dreidel, Easter eggs).
2. Because dress is a form of individual expression, any prohibition or regulation of religious clothing or apparel must be done in the least restrictive manner possible to accomplish the division's or school's objectives of maintaining a safe and orderly school climate. School administrators should make appropriate exemptions to dress code and reasonably accommodate students who wear hairstyles, clothing, head wear, jewelry, cosmetics, or other apparel as a personal expression of sincerely held religious beliefs.
3. Religious attire that should be appropriately accommodated in school includes, but is not limited to:
  - o Hairstyles;
  - o Yarmulkes;
  - o Hijabs;
  - o Head scarves or turbans;
  - o Crucifixes, stars of David, CTR rings, and other jewelry;
  - o T-shirts or badges with religious messages or insignia;
  - o Items of ceremonial dress.

### Proposed Action Steps

1. Create an ad-hoc committee (2 Equity Task Force members, 2 teachers, 2 administrators, 2 central office, 2 parents/community members) to draft a guidelines/checklist document related to religious expressions and symbols in schools

## **PARTNERSHIPS**

### Guidelines

1. Partnerships with organizations that are based on faith or other factors can be valuable and important for supporting families and students, so long as:
  - o The partnership is based on the educational needs of the students and not to promote the particular organization or its beliefs.
  - o Each potential partnering organization signs a statement, and acts in a manner consistent with that statement, that aligns with the values of LCS in all of its work with our students, staff, and families.

### Proposed Action Steps

1. Create a sample document with guidelines to be shared with all approved outside groups.
2. Create a document for principals that outlines the action steps necessary for any community involvement:
  - o When offer is made, initially refer to the school's Equity Leadership Team (see below) for feedback
  - o If Equity Leadership Team approves, submit to Assistant Superintendent for Student Learning and Success and Director of Engagement, Equity, and Opportunity for approval
  - o Once written permission is granted, principal should provide the standard communication (based on the created template) to the outside group

## **OPT-OUTS**

### Guidelines

1. Because school activities are meant to be inclusive and educational, opt-outs should not be a means that schools employ for favoring one people's characteristics over another. The use of opt-outs should be limited to Family Life Education and field trips. Any other requests for an opt-out related to content should be reviewed by both the school administrator and the central office, ensuring they are not signalling a need for changes to our curriculum or procedure and that we are operating within the beliefs of these guidelines. As a public school, only in rare circumstances should a family be opting out of an educational activity.

## **ACCOUNTABILITY AND IMPLEMENTATION**

### Proposed Action Steps

In order to ensure accountability and implementation of these guidelines, the following should occur:

1. Establishment of a tip line by email and phone that students, parents, and community members can use to provide feedback and notify the school division of concerns.
2. Implementation of surveys of students, families, and staff twice per year.
3. Fall and spring listening sessions held each semester by each school principal – these may be done in conjunction with other events.
4. Establishment of a “principal’s cabinet” or similar structure at each school to ensure the principal has a way to regularly hear from students.
5. Establishment of a procedure for hearing and addressing complaints.
6. Implementation of professional development and coaching to ensure awareness and effective implementation of these guidelines and action steps:
  - Small number of district representatives to Newseum Institute Religious Freedom Center (Assistant Superintendent for Student Learning and Success and Director of Engagement, Equity, and Opportunity, etc.)
  - In summer 2016, provide a 1-2 day professional development session for all central office and building administrators
  - Each school should select 4-5 representatives (including at least 1 administrator) to become “Equity Leadership Team” (\*link to Equity Networks in development)
    - Provide ongoing professional development for these groups throughout 2016-2017 with an action planning component (including a 3-4 day retreat over a weekend, plus after school follow-up sessions every other month during the school year; participants would get recertification points, but not a stipend)
    - Create “entry-points” for these teams to provide ongoing input in building decisions and operations (regarding outside speakers, traditions, special programs, trips, etc.)
2. Update the membership of the Equity Task Force as needed to fill open slots and replace non-attendees
  - Conduct a planning retreat for Equity Task Force members and LCS administrators to clarify priorities, roles, and work

# Agenda Report

**Date:** 05/17/16

**Agenda Number:** I-6

**Attachments:** No

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

**Subject:** Capital Improvement Plan: Paul Munro Elementary School

**Summary/Description:**

During the May 3, 2016, school board meeting, a reallocation of funds was approved in the amount of \$275,000 to cover the cost of replacing the chiller unit at Paul Munro Elementary School. The chiller is currently operating at 50 percent capacity and, due to the age of the unit, continued repairs would be more costly than a complete replacement.

The City of Lynchburg Office of Procurement and Purchasing has received a total of \_\_\_\_ bids for the chiller replacement project. The school administration recommends \_\_\_\_\_ based on their bid of \$\_\_\_\_\_, which was the lowest bid. All bids received are listed below.

<b>VENDOR/CONTRACTOR</b>				
<b>TOTAL BASE BID</b>				

**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 \_\_\_\_\_ in the amount of \_\_\_\_\_ for the replacement of the chiller at Paul Munro Elementary School.

# Agenda Report

**Date:** 05/17/16

**Agenda Number:** I-7

**Attachments:** No

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

**Subject:** Capital Improvement Plan: E. C. Glass High School Tennis Courts

**Summary/Description:**

Lynchburg City Schools received a total of two bids for the resurfacing of the remaining four tennis courts at E. C. Glass High School. The capital improvement plan contained funding in 2014 to complete the resurfacing for 8 of the 12 courts. Through a combination of private donations, Parks and Recreation grant funding, and LCS CIP funding we can now complete the last 4 courts. Boxley Asphalt, LLC was the low bidder. Bids received are listed below.

The school administration recommends Boxley Asphalt, LLC based on their bid of \$131,057.

<b>Contractor</b>	<b>Boxley Asphalt, LLC</b>	<b>Adams Construction Company</b>
Base Bid	\$131,057	\$183,118

**Disposition:**  Action  
 Information  
 Action at Meeting on: 06/07/16

**Recommendation:**

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on June 7, 2016.

# Agenda Report

**Date:** 05/17/16

**Agenda Number:** I-8

**Attachments:** Yes

**From:** Mary Ann Hoss, Chairman

**Subject:** Lynchburg City School Board Goals

## **Summary/Description:**

Members of the Lynchburg City School Board met with the Virginia School Boards Association for a professional development activity May 6, 2016, to establish goals that will help them with the orientation of new school board members, that will provide them with opportunities to participate in school-based activities on a regular basis, expand opportunities for student recognitions at school board meetings, and that will provide them with a plan to communicate information to the community relative to its focus and its mission.

A copy of the goals 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 Lynchburg City School Board Goals.

### **Lynchburg City School Board Goals**

1. Establish norms to orient new board members. Provide a summary packet to new board members: board norms, code of conduct, budget, and comprehensive plan. Make the board norms, code of conduct, and budget public. Meet and greet of new board members and veterans on the board.
2. Have a monthly school activity calendar for the division. Have board members at each meeting state which activities they will plan to attend. Board members to try to attend one a month (if possible).
3. Expand diversity of programs and students to be recognized at school board meetings.
4. Establish a list of stakeholders, both formal and in-formal, to refer to when needed. Discuss which stakeholder groups are relevant to each agenda item.
5. Board communication plan:
  - Actively tell story:
    - what the board does
    - the board's focus
    - how the board is improving student achievement
    - BoardDocs



# Agenda Report

**Date:** 05/17/16

**Agenda Number:** L-1

**Attachments:** No

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

**Subject:** Notice of Closed Meeting

**Summary/Description:**

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

Employee Performance

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

**Recommendation:**

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

# Agenda Report

**Date:** 05/17/16

**Agenda Number:** L-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).