



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

Lynchburg City School Board

Sharon Y. Carter  
School Board District 2

James E. Coleman, Jr.  
School Board District 3

Regina T. Dolan-Sewell  
School Board District 1

Charleta F. Mason  
School Board District 2

Susan D. Morrison  
School Board District 1

Michael J. Nilles  
School Board District 3

Derek L. Polley  
School Board District 1

Jennifer R. Poore  
School Board District 2

Katie K. Snyder  
School Board District 3

School Administration

Scott S. Brabrand  
Superintendent

John C. McClain  
Assistant Superintendent of  
Student Learning and Success

Ben W. Copeland  
Assistant Superintendent of  
Operations and Administration

Anthony E. Beckles, Sr.  
Chief Financial Officer

Wendie L. Sullivan  
Clerk

Indya M. Page  
Student Representative  
Heritage High School

Sidney M. Marshall  
Student Representative  
E. C. Glass High School

**SCHOOL BOARD MEETING**

**November 3, 2016 8:00 a.m.**

**Kemper Street Station**

**Second Floor Conference Room**

**A. OPENING COMMENTS**

**B. FINANCE REPORT**

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

**C. CONSENT AGENDA**

- 1. School Board Meeting Minutes: October 4, 2016 (Regular Meeting)  
October 6, 2016 (Student Discipline  
Committee Meeting)  
October 25, 2016 (Student Discipline  
Committee Meeting)
- 2. Personnel Report  
Marie F. Gee. . . . .Page 6  
Discussion/Action
- 3. Fund Balance Recommendations  
Anthony E. Beckles, Sr. . . . .Page 8  
Discussion/Action
- 4. Lynchburg Regional Juvenile Detention Center Education  
Program Budget: 2016-17  
John C. McClain. . . . . Page 10  
Discussion/Action
- 5. Capital Improvement Plan: ARC Flash Professional  
Services  
Ben W. Copeland. . . . . Page 12  
Discussion/Action
- 6. Religious Exemption  
Scott S. Brabrand. . . . . Page 13  
Discussion/Action

**D. SCHOOL BOARD COMMITTEE REPORTS**

**E. UNFINISHED BUSINESS**

1. Equity and Inclusiveness: Frequently Asked Questions (FAQ)  
John C. McClain. . . . . Page 15  
Discussion

**F. NEW BUSINESS**

**G. INFORMATIONAL ITEMS**

Next School Board Meeting: Tuesday, November 15, 2016, 5:30 p.m.  
Board Room, School Administration Building

**H. ADJOURNMENT**

# Agenda Report

**Date:** 11/03/16

**Agenda Number:** B-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 FY2016-17 school operating budget, authorized, approved, and processed the necessary payments through September 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 September 30, 2016, for the operating fund.

Total Operating Fund Budget		\$ 93,056,175.00
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Through September 30, 2016

Actual Revenue Received	\$	15,710,898.01
Actual Expenditures	\$	18,595,832.81
Actual Encumbered	\$	63,936,877.60

Percent of Budget Received	16.88 %
Percent of Budget Used, excluding encumbrances	19.98%

As of 9/30/16 – 3 months	25.00%
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The revenue and expenditure reports detail the transactions recorded through September 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  
 September 30, 2016

	Fiscal Year 2016-17				BUDGET AVAILABLE	BUDGET % USED
	BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES		
<b>INSTRUCTION</b>						
FUNCTION 1100 CLASSROOM INSTRUCTION						
Personnel	49,996,178	8,195,639.23	16.39%	39,010,698.92	2,789,839.85	94.42%
Other	4,000,147	1,245,375.71	31.13%	170,740.30	2,584,030.99	35.40%
FUNCTION 1200 INST SUPPORT-STUDENT						
Personnel	3,285,576	603,848.34	18.38%	2,457,852.49	223,875.17	93.19%
Other	168,909	5,177.98	3.07%	41,925.79	121,805.23	27.89%
FUNCTION 1300 INST SUPPORT-STAFF						
Personnel	3,855,923	868,641.00	22.53%	2,929,338.05	57,943.95	98.50%
Other	1,673,206	171,622.22	10.26%	283,777.40	1,217,806.38	27.22%
FUNCTION 1400 INST SUPPORT-SCHOOL ADMN						
Personnel	5,489,244	1,245,706.59	22.69%	4,130,649.02	112,888.39	97.94%
Other	154,500	36,350.35	23.53%	19,741.56	98,408.09	36.31%
<b>TOTAL INSTRUCTION</b>	<b>68,623,683</b>	<b>12,372,361.42</b>	<b>18.03%</b>	<b>49,044,723.53</b>	<b>7,206,598.05</b>	<b>89.50%</b>
<b>ADMINISTRATION</b>						
FUNCTION 2100 ADMINISTRATION						
Personnel	2,626,316	636,841.05	24.25%	1,741,260.76	248,214.19	90.55%
Other	1,293,189	314,472.74	24.32%	624,798.82	353,917.44	72.63%
FUNCTION 2200 ATTENDANCE & HEALTH SERV						
Personnel	1,608,974	273,152.77	16.98%	1,261,371.54	74,449.69	95.37%
Other	54,725	11,542.92	21.09%	74,077.02	(30,894.94)	156.45%
	<b>5,583,204</b>	<b>1,236,009.48</b>	<b>22.14%</b>	<b>3,701,508.14</b>	<b>645,686.38</b>	<b>88.44%</b>
<b>PUPIL TRANSPORTATION</b>						
FUNCTION 3100 MANAGEMENT & DIRECTION						
Personnel	324,928	90,977.50	28.00%	240,704.28	(6,753.78)	102.08%
Other	24,384	3,049.58	12.51%	13,002.15	8,332.27	65.83%
FUNCTION 3200 VEHICLE OPERATION SERVICE						
Personnel	2,493,498	450,775.54	18.08%	1,606,055.32	436,667.14	82.49%
Other	570,450	306,811.08	53.78%	393,441.04	(129,802.12)	122.75%
FUNCTION 3300 MONITORING SERVICE						
Personnel	420,984	72,911.14	17.32%	326,725.20	21,347.66	94.93%
Other	0	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 3400 VEHICLE MAINT SERVICE						
Personnel	350,615	89,413.33	25.50%	252,351.90	8,849.77	97.48%
Other	381,750	88,831.56	23.27%	128,687.78	164,230.66	56.98%
FUNCTION 3500 BUS PURCHASE - REGULAR						
Other	0	167,850.00	33.57%	335,700.00	(3,550.00)	100.71%
	<b>5,066,609</b>	<b>1,270,619.73</b>	<b>25.08%</b>	<b>3,296,667.67</b>	<b>499,321.60</b>	<b>90.14%</b>
<b>OPERATIONS &amp; MAINTENANCE</b>						
FUNCTION 4100 MANAGEMENT & DIRECTION						
Personnel	278,888	69,655.60	24.98%	208,966.50	265.90	99.90%
Other	93,000	16,140.10	17.35%	35,555.48	41,304.42	55.59%

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

<b>FUNCTION 4200 BUILDING SERVICES</b>							
	Personnel	4,279,246	1,114,736.79	26.05%	2,850,808.81	313,700.40	92.67%
	Other	4,930,922	1,239,335.30	25.13%	2,751,401.38	940,185.32	80.93%
<b>FUNCTION 4300 GROUNDS SERVICES</b>							
	Personnel	246,607	52,156.58	21.15%	179,166.78	15,283.64	93.80%
	Other	35,000	7,573.28	21.64%	10,122.75	17,303.97	50.56%
<b>FUNCTION 4400 EQUIPMENT SERVICES</b>							
	Personnel	0	0.00	0.00%	0.00	0.00	0.00%
	Other	214,421	9,483.18	4.42%	27,956.98	176,980.84	17.46%
<b>FUNCTION 4500 VEHICLE SERVICES</b>							
	Personnel	0	0.00	0.00%	0.00	0.00	0.00%
	Other	62,500	6,690.78	10.71%	5,859.38	49,949.84	20.08%
<b>FUNCTION 4600 SECURITY SERVICES</b>							
	Personnel	30,461	3,873.24	12.72%	14,128.16	12,459.60	59.10%
	Other	334,002	54,147.50	16.21%	32,912.50	246,942.00	26.07%
<b>FUNCTION 4700 WAREHOUSING SERVICES</b>							
	Personnel	8,753	5,541.84	63.31%	0.00	3,211.16	63.31%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>		<b>10,513,800</b>	<b>2,579,334.19</b>	<b>24.53%</b>	<b>6,116,878.72</b>	<b>1,817,587.09</b>	<b>82.71%</b>
<b>Other Non-Instructional Operations</b>							
FUNCTION 5000 Non-Instructional Operations - Other		15,000	302.57	2.02%	0.00	14,697.43	2.02%
<b>TOTAL Non-Instructional Operations</b>		<b>15,000</b>	<b>302.57</b>	<b>2.02%</b>	<b>0.00</b>	<b>14,697.43</b>	<b>2.02%</b>
<b>FACILITIES</b>							
FUNCTION 6200 SITE IMPROVEMENTS		0	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 6600 BLDG ADD & IMP SERVICES							
	Personnel	11,842	3,878.71	32.75%	0.00	7,963.29	32.75%
	Other	20,000	0.00	0.00%	0.00	20,000.00	0.00%
<b>TOTAL FACILITIES</b>		<b>31,842</b>	<b>3,878.71</b>	<b>12.18%</b>	<b>0.00</b>	<b>27,963.29</b>	<b>12.18%</b>
<b>DEBT SERVICE</b>							
FUNCTION 7100 DEBT SERVICE - Other		0	0.00	0.00%	0.00	0.00	0.00%
<b>TOTAL DEBT SERVICE</b>		<b>0</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>TECHNOLOGY</b>							
FUNCTION 8100 CLASSROOM INSTRUCTION							
	Personnel	1,807,168	420,657.19	23.28%	1,335,793.64	50,717.17	97.19%
	Other	212,826	135,246.30	63.55%	36,532.72	41,046.98	80.71%
FUNCTION 8200 INSTRUCTIONAL SUPPORT							
	Personnel	462,571	112,160.13	24.25%	320,701.50	29,709.37	93.58%
	Other	739,473	462,263.09	62.51%	84,071.68	193,138.23	73.88%
<b>TOTAL TECHNOLOGY</b>		<b>3,222,038</b>	<b>1,130,326.71</b>	<b>35.08%</b>	<b>1,777,099.54</b>	<b>314,611.75</b>	<b>90.24%</b>
<b>CONTINGENCY RESERVES</b>							
FUNCTION 9100 CLASSROOM INSTRUCTION		0	0	0.00%	0	0	0.00%
FUNCTION 9300 ADMINISTRATION		0	0	0.00%	0	0	0.00%
FUNCTION 9500 PUPIL TRANSPORTATION		0	0	0.00%	0	0	0.00%
FUNCTION 9600 OPERATIONS & MAINTENANCE		0	0	0.00%	0	0	0.00%
<b>TOTAL CONTINGENCY RESERVES</b>		<b>0</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>93,056,175</b>	<b>18,592,832.81</b>	<b>19.98%</b>	<b>63,936,877.60</b>	<b>10,526,465.59</b>	<b>88.69%</b>

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

ACCOUNT TITLE	FY 2015-16	YTD	BUDGET	%	FY 2016-17	YTD	BUDGET	%
	REVENUE				BUDGET			
	BUDGET	TRANSACTIONS	BALANCE	RECEIVED	BUDGET	TRANSACTIONS	BALANCE	RECEIVED
240308 SALES TAX RECEIPTS	(10,248,262.00)	(10,253,346.80)	5,084.80	100.05%	(10,837,193.00)	(1,854,026.84)	(8,983,166.16)	17.11%
240202 BASIC SCHOOL AID	(22,130,823.00)	(21,130,913.40)	(999,909.60)	95.48%	(21,878,492.00)	(5,469,622.98)	(16,408,869.02)	25.00%
240207 GIFTED & TALENTED	(246,845.00)	(218,590.60)	(28,254.40)	88.55%	(246,173.00)	(61,543.26)	(184,629.74)	25.00%
240208 REMEDIAL EDUCATION	(1,323,508.00)	(1,275,566.00)	(47,942.00)	96.38%	(1,492,427.00)	(373,106.76)	(1,119,320.24)	25.00%
240208 REMEDIAL EDUCATION	(105,619.00)	(130,650.00)	25,031.00	123.70%	(161,164.00)	0.00	(161,164.00)	0.00%
SUPL STATE PAYMENT	0.00	0.00	0.00	0.00%	(268,842.00)	0.00	(268,842.00)	0.00%
COMPENSATION SUPPLEMENT	(399,315.00)	(384,793.00)	(14,522.00)	0.00%	(360,828.00)	0.00	(360,828.00)	0.00%
240212 SPECIAL ED SOQ	(2,862,348.00)	(2,758,665.00)	(103,683.00)	96.38%	(2,841,252.00)	(710,313.00)	(2,130,939.00)	25.00%
240217 VOCATIONAL ED SOQ	(231,089.00)	(222,718.00)	(8,371.00)	96.38%	(405,161.00)	(101,290.26)	(303,870.74)	25.00%
240221 SOC SEC-INSTR	(1,439,052.00)	(1,386,925.00)	(52,127.00)	96.38%	(1,461,655.00)	(365,413.74)	(1,096,241.26)	25.00%
240223 VRS INSTRUCTIONAL	(2,846,592.00)	(2,743,479.00)	(103,113.00)	96.38%	(3,015,625.00)	(753,906.24)	(2,261,718.76)	25.00%
240241 GROUP LIFE INST	(89,284.00)	(86,050.00)	(3,234.00)	96.38%	(97,444.00)	(24,361.02)	(73,082.98)	25.00%
240228 READING INTERVENTN	(188,365.00)	(180,349.00)	(8,016.00)	95.74%	(185,114.00)	0.00	(185,114.00)	0.00%
240205 CAT-REG FOSTER	(132,031.00)	(81,045.00)	(50,986.00)	61.38%	(74,203.00)	0.00	(74,203.00)	0.00%
240246 CAT-HOMEBOUND	(102,053.00)	(104,828.10)	2,775.10	102.72%	(107,771.00)	0.00	(107,771.00)	0.00%
240248 REGIONAL TUITION	(739,236.00)	(851,346.99)	112,110.99	115.17%	(814,113.00)	0.00	(814,113.00)	0.00%
240265 AT RISK SOQ	(1,474,228.00)	(1,420,874.00)	(53,354.00)	96.38%	(1,502,539.00)	0.00	(1,502,539.00)	0.00%
240309 ESL	(148,706.00)	(138,897.00)	(9,809.00)	93.40%	(156,955.00)	(39,238.74)	(117,716.26)	25.00%
240281 AT RISK 4 YR OLDS	(1,221,024.00)	(1,092,096.00)	(128,928.00)	89.44%	(944,193.00)	0.00	(944,193.00)	0.00%
240218 CTE - ADULT ED	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
240252 CTE EQUIPMENT	0.00	(12,988.08)	12,988.08	100.00%	0.00	0.00	0.00	0.00%
240253 CTE OCC PREP	(48,230.00)	(44,907.00)	(3,323.00)	93.11%	(52,654.00)	0.00	(52,654.00)	0.00%
MATH/READING INSTR SPECIALISTS	(40,624.00)	(40,624.00)	0.00	100.00%	(42,665.00)	0.00	(42,665.00)	0.00%
EARLY READING SPECIALISTS INIT	(38,807.00)	(38,807.00)	0.00	0.00%	(41,476.00)	0.00	(41,476.00)	0.00%
240275 PRIMARY CLASS SIZE	(1,705,555.00)	(1,634,375.00)	(71,180.00)	95.83%	(1,956,675.00)	0.00	(1,956,675.00)	0.00%
240214 TEXTBOOKS	(505,349.00)	(487,044.00)	(18,305.00)	96.38%	(563,019.00)	(140,754.74)	(422,264.26)	25.00%
240405 ALGEBRA READINESS	(137,583.00)	(135,579.00)	(2,004.00)	98.54%	(141,003.00)	0.00	(141,003.00)	0.00%
<b>COMMONWEALTH OF VA</b>	<b>(48,404,528.00)</b>	<b>(46,855,456.97)</b>	<b>(1,549,071.03)</b>	<b>96.80%</b>	<b>(49,648,636.00)</b>	<b>(9,893,577.58)</b>	<b>(39,755,058.42)</b>	<b>19.93%</b>
330212 IMPACT AIDPL81-874	(6,000.00)	(8,942.41)	2,942.41	149.04%	(8,000.00)	0.00	(8,000.00)	0.00%
180303 MEDICAID REIMBURSE	(300,000.00)	(251,741.09)	(48,258.91)	83.91%	(350,000.00)	(42,100.02)	(307,899.98)	12.03%
JR ROTC	(120,000.00)	(103,965.90)	(16,034.10)	86.64%	(105,000.00)	(11,540.59)	(93,459.41)	10.99%
<b>FEDERAL</b>	<b>(426,000.00)</b>	<b>(364,649.40)</b>	<b>(61,350.60)</b>	<b>85.60%</b>	<b>(463,000.00)</b>	<b>(53,640.61)</b>	<b>(409,359.39)</b>	<b>11.59%</b>

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

	FY 2015-16 REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	FY 2016-17 REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
510500 CITY OPER APPR	(40,114,276.00)	(40,114,276.00)	0.00	100.00%	(40,854,039.00)	(5,500,000.00)	(35,354,039.00)	13.46%
510500 FUND BALANCE RETURN	(2,316,449.00)	(2,316,449.00)	0.00	100.00%	0.00	0.00	0.00	0.00%
HEALTH INSURANCE RESERVE	(600,000.00)	(600,000.00)	0.00	0.00%	0.00	0.00	0.00	0.00%
510500 USE OF CIP FUNDS	(950,000.00)	(950,000.00)	0.00	0.00%	(500,000.00)	0.00	(500,000.00)	0.00%
<b>CITY</b>	<b>(43,980,725.00)</b>	<b>(43,980,725.00)</b>	<b>0.00</b>	<b>100.00%</b>	<b>(41,354,039.00)</b>	<b>(5,500,000.00)</b>	<b>(35,854,039.00)</b>	<b>13.30%</b>
189912 MISC REV/OTH FUNDS	(100,000.00)	(70,516.45)	(29,483.55)	100.00%	(100,000.00)	(894.85)	(99,105.15)	0.89%
180303 REBATES & REFUNDS	(30,000.00)	(21,888.75)	(8,111.25)	72.96%	(20,000.00)	(4,949.75)	(15,050.25)	24.75%
189903 DONATIONS & SP GF	(675.00)	(675.00)	0.00	100.00%	0.00	(350.00)	350.00	100.00%
189909 SALE OTHER EQUIP	(3,000.00)	(15,340.39)	12,340.39	511.35%	(3,000.00)	0.00	(3,000.00)	0.00%
189910 INSURANCE ADJUST	(134,105.84)	(134,413.99)	308.15	100.23%	(3,000.00)	0.00	(3,000.00)	0.00%
E RATE REIMBURSEMENT	(1,000,146.53)	(937,913.96)	(62,232.57)	93.78%	(115,500.00)	0.00	(115,500.00)	0.00%
TRANSFER IN/OUT	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>MISCELLANEOUS</b>	<b>(1,267,927.37)</b>	<b>(1,180,748.54)</b>	<b>(87,178.83)</b>	<b>93.12%</b>	<b>(241,500.00)</b>	<b>(6,194.60)</b>	<b>(235,305.40)</b>	<b>2.57%</b>
150201 RENTS	(123,000.00)	(123,000.00)	0.00	100.00%	(123,000.00)	0.00	(123,000.00)	0.00%
161201 TUITION DAY SCHOOL	(110,000.00)	(80,993.89)	(29,006.11)	73.63%	(100,000.00)	(41,701.89)	(58,298.11)	41.70%
161206 TUITION ADULT	(11,000.00)	(20,076.25)	9,076.25	182.51%	(11,000.00)	(3,795.00)	(7,205.00)	34.50%
161207 TUITION SUMMER SCH	(25,000.00)	(29,556.00)	4,556.00	118.22%	(25,000.00)	(39,815.50)	14,815.50	159.26%
161202 SPEC PUPIL FEES	(40,000.00)	(31,026.03)	(8,973.97)	77.57%	(35,000.00)	(415.00)	(34,585.00)	1.19%
161205 BUS RENTAL	(325,000.00)	(420,044.96)	95,044.96	129.24%	(325,000.00)	(123,372.13)	(201,627.87)	37.96%
190101 TUIT FM OTH CO/CY	(634,620.00)	(556,434.09)	(78,185.91)	87.68%	(400,000.00)	0.00	(400,000.00)	0.00%
161201 DUAL ENROLLMENT	(125,000.00)	(155,859.38)	30,859.38	124.69%	(125,000.00)	0.00	(125,000.00)	0.00%
PRINT SHOP	(75,000.00)	(93,433.12)	18,433.12	124.58%	(65,000.00)	(21,965.50)	(43,034.50)	33.79%
SCHOOL NUT UTILITIES	(95,000.00)	(86,218.85)	(8,781.15)	90.76%	(90,000.00)	(3,697.20)	(86,302.80)	4.11%
FACILITY RENTALS	(60,000.00)	(73,490.75)	13,490.75	122.48%	(50,000.00)	(22,723.00)	(27,277.00)	45.45%
<b>CHARGES FOR SERVICES</b>	<b>(1,623,620.00)</b>	<b>(1,670,133.32)</b>	<b>46,513.32</b>	<b>102.86%</b>	<b>(1,349,000.00)</b>	<b>(257,485.22)</b>	<b>(1,091,514.78)</b>	<b>19.09%</b>
150101 INTEREST-BNK DPST USE OF MONEY	(100.00)	0.00	(100.00)	100.00%	0.00	0.00	0.00	0.00%
<b>DESIGNATION - ENCUMBRANCES</b>	<b>(90,304.40)</b>	<b>0.00</b>	<b>(90,304.40)</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>TOTAL OPERATING FUND</b>	<b>(95,793,204.77)</b>	<b>(94,051,713.23)</b>	<b>(1,651,187.14)</b>	<b>98.18%</b>	<b>(93,056,175.00)</b>	<b>(15,710,898.01)</b>	<b>(77,345,276.99)</b>	<b>16.88%</b>

Original budget	\$90,820,024.00
Prior Year Encumbrance	\$ 90,304.40
Restricted Donation Received	\$ 675.00
School Bus Proceeds from CIP	\$ 950,000.00
Fund Balance Return	\$ 2,316,449.00
Erate	\$ 884,646.53
Health Insurance Reserve	\$ 600,000.00
Insurance Proceeds	\$ 131,105.84
Adjusted Budget	<u>\$95,793,204.77</u>

# Agenda Report

**Date:** 11/03/16

**Agenda Number:** C-2

**Attachments:** Yes

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

**Subject:** Personnel Report

## **Summary/Description:**

The personnel recommendations for October 4 – November 3, 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 October 4 – November 3, 2016.



<b>NAME</b>	<b>COLLEGE</b>	<b>DEGREE/ EXPERIENCE</b>	<b>SCHOOL/ ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
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**NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2016-2017:**

Nowak Jessica	Randolph College	BA / 0 yrs (Lv. 0 3)	Linkhorne Elementary Special Education	10-12-16
Smith Genelle	Lynchburg College	BA / 0 yrs (Lv. 0 1)	Sandusky Elementary Second Grade Teacher	10-18-16
Winfree Hannah	Randolph College	BA / 0 yrs (Lv. 0 3)	E.C. Glass High School Special Education PT	10-24-16

**RESIGNATIONS:**

Mehari Kathleen	Lynchburg College	BS / 6 yrs (Lv. 6 3)	Payne Elementary School Second Grade Teacher	10-21-16
Sievers Alyson	Liberty University	BS / 5 yrs (Lv. 5 3)	Sandusky Elementary Second Grade Teacher	10-19-16
Stone Kathleen	Michigan University of	MA / 18 yrs (Lv. 18 3)	Sheffield Elementary Special Education Teacher	10-05-16

# Agenda Report

**Date:** 11/03/16

**Agenda Number:** C-3

**Attachments:** No

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

**Subject:** Fund Balance Recommendations: 2015-16

## Summary/Description:

The fund balance for the 2015-16 school year is \$1,358,955. The school administration has discussed possible uses for those funds and recommends the following:

Return of Funds to Health Insurance Reserve	\$ 500,000
Purchase of Finance/HR Software	\$ 400,000
Replenishment of Maintenance Reserve	\$ 200,000
Renovation of Empowerment Academy	\$ 100,000
Textbooks Reserve	\$ 91,176
Purchase of All Terrain Fork Lift	\$ 35,000
Purchase of Custodial Equipment	\$ 32,779

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**\$1,358,955**

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Additional information regarding the recommended uses for the 2015-16 fund balance is presented below.

### **Return of funds to Health Insurance Reserve (\$500,000)**

Due to an anticipated increase in medical claims over the budgeted amount, the school administration requested to use \$600,000 from the Health Insurance Reserve. The claims for 2015-16 exceeded the budget by only \$100,000 which resulted in \$500,000 in unused funds. The school administration recommends that these unused funds be returned to the Health Insurance Reserve for future use.

### **Purchase of Finance/HR Software (\$400,000)**

Funds were approved to be used this past year to purchase new Finance/HR Software. Because of the reduction in state revenue due to the decrease in ADM, the purchase was delayed.

# Agenda Report

**Date:** 11/03/16

**Agenda Number:** C-3

**Attachments:** No

## **Replenishment of Maintenance Reserve (\$200,000)**

The air conditioning system at Paul Munro Elementary school failed during the year resulting in the need to use funds from the Maintenance Reserve to assist with covering the cost of replacing the air conditioning unit. These funds will replace the money used from the reserve.

## **Renovation of Empowerment Academy (\$100,000)**

Due to the reduction in our state revenue, the renovation cost for the Empowerment Academy was taken from the operating maintenance budget in order to have the facility ready for the start of school. These funds will replace the funds used from the operating maintenance budget.

## **Textbooks Reserve (\$91,176)**

Textbook funds can only be used to the purchase of textbooks and any funds not spent during the school year must be carried over.

## **Purchase of All Terrain Fork Lift (\$35,000)**

These funds will be used to purchase an all-terrain fork lift for the Department of Maintenance's use in the warehouse.

## **Purchase of Custodial Equipment (\$32,779)**

These funds will be used to purchase five (5) ride on floor scrubbers.

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

## **Recommendation:**

The superintendent recommends that the school board approve the fund balance recommendations.

# Agenda Report

**Date:** 11/03/16

**Agenda Number:** C-4

**Attachments:** Yes

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

**Subject:** Lynchburg Juvenile Detention Center Education Program Budget: 2016-17

## **Summary/Description:**

The 2016-17 funding for the Lynchburg Regional Juvenile Detention Center Education Program in the amount of \$817,077.96 has been approved by the Virginia Department of Education. Lynchburg City Schools serves as the fiscal agent for this state-operated program. Lynchburg City Schools employs eight teachers, a principal, and a full-time administrative secretary at the Lynchburg Regional Juvenile Detention Center where educational services are provided to approximately 25 students. The Lynchburg Regional Juvenile Detention Center budget appears as an attachment to the agenda report.

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

## **Recommendation:**

The superintendent recommends that the school board approve receive the Lynchburg Regional Juvenile Detention Center Program Budget in the amount of \$817,077.96 for the 2016-17 school year.

**Budget:**

Personnel Salary Compensation	\$546,137.80
5% of Salaries Expanded-Indirect	\$27,306.89
Fringe Benefits and Fixed Charges	\$191,383.27
Substitutes	\$2,550.00
<b>Sub-total Personal Salary Compensation</b>	<b>\$767,377.96</b>

Travel Expenses	\$11,400.00
Instructional Supplies and Equipment	\$11,000.00
Textbooks	\$2,500.00
Storage & Office Chairs	\$1,750.00
Related Services	\$4,900.00
Technology Replenish	\$10,000.00
Fax/ Copier	\$2,400.00
Tuition Reimbursement	\$2,000.00
Internal Duplicating	\$250.00
MT Materials	\$500.00
Student Recognition/incentives	\$750.00
Postage	\$250.00
Tech Services	\$2,000.00
<b>Sub-total Non-Personnel Expenses:</b>	<b>\$49,700.00</b>

**Total**

**\$817,077.96**

# Agenda Report

**Date:** 11/03/16

**Agenda Number:** C-5

**Attachments:** No

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

**Subject:** Capital Improvement Plan: ARC Flash Professional Services

## Summary/Description:

The school division established a capital improvement project (YS057) last year in the amount of \$100,000 for ARC Flash professional services. RFP 2016-069 was released by the City Purchasing Department on April 8, 2016, and 15 proposals were received in May. The proposals were evaluated, and the top three were invited to participate in a presentation and interview with the evaluation team. Following the presentation Lewellyn Technology was selected as the top firm. The school administration entered into a negotiation with Lewellyn to develop a detailed scope of work and determine cost. The total price for the work effort is \$189,718.98. To adequately fund the effort the school administration will transfer \$90,000 from the remaining balance of the Heritage Elementary School main electrical service replacement project (YS535) completed during summer 2016. The remaining balance from the Heritage Elementary School project is \$119,740.

## ARC Flash Project Goals:

- Identify all ARC Flash hazards
- Generate mitigation recommendations
- Classify the appropriate personal protective equipment
- Create a safer workplace

**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 Lewellyn Technology in the amount of \$189,718.98 and to transfer \$90,000 from the remaining Heritage Elementary School main electrical service replacement project to help fund this effort.

# Agenda Report

**Date:** 11/03/16

**Agenda Number:** C-6

**Attachments:** Yes

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

**Subject:** Religious Exemption

**Summary/Description:**

The school board, pursuant to the Code of Virginia 22.1-254 (B) (1) “shall excuse from attendance at school any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school.”

The Statement of Religious Beliefs is confidential and is shared with members of the school board only.

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

**Recommendation:**

The superintendent recommends that the school board excuse the student(s) from public school attendance by reason of bona fide religious training or belief of both the parent(s) and the student(s).

# Agenda Report

**Date:** 11/03/16

**Agenda Number:** E-1

**Attachments:** Yes

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

**Subject:** Equity and Inclusiveness Guidelines: Frequently Asked Questions (FAQ)

## **Summary/Description:**

As a follow-up to the Equity and Inclusiveness Guidelines that were presented to the school board in the spring, a Frequently Asked Questions (FAQ) document has been created to help with implementation of the guidelines. Some of the questions this document helps to answer are relative to honoring the contributions of various identities in our nation and community; dates for religious observances and how to avoid conflicts with these observances within the schools' calendars; and what parents should do if they believe their child is being treated unfairly due to their race, gender, or other characteristics.

The FAQ document, which will continue to evolve as questions are raised, is being presented to the school board for comments, questions, and feedback.

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

## **Recommendation:**

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



**DRAFT**

Last Updated - 10/24/16

**Equity and Inclusiveness: Frequently Asked Questions**

- 1. The guidelines call for the identification of specific months and periods of time for honoring the contributions of various identities in our nation and community. How should these be identified and how will each school be expected to approach these?**

We will recognize certain identities that are most common in our nation and community, with a focus on those who may have been historically underrepresented in our institutions and history. This includes months and dates that honor or celebrate women, African Americans, Hispanic Americans, Asian Americans, Native Americans, and people with disabilities.

Each school is expected, at a minimum, to announce the particular observance, such as Hispanic American Month, and recognize some key people during that month. Resources will be provided through venues such as the Superintendent's Preview so that school administrators and teachers can easily utilize these with students. Schools are encouraged to expand further on these announcements as they are ready. Additional resources will be provided in the future.

- 2. The guidelines also call for identification of dates for religious observances. How will the particular religions be selected and what will lessons focus on?**

We will focus on honoring the most common religions in America. Data suggests that these religions are Christianity, Judaism, and Islam. The most significant religious observances, using easily available references, will be identified for each religion and included in the calendar. The dates of these key religious observances will be shared with students so they can better be aware of these religions, and the people who believe in them, within our community, nation, and world.

In the 2016-2017 school year, the focus with religions in the calendar will be awareness. We want our students to have an awareness of each observance and have a basic understanding of what it means to those of that faith. In future years, we will look at other opportunities for expanding understanding of faiths, balancing this intent to inform students about those in their community with the curriculum of the state standards.

Additionally, schools will receive information about when there needs to be further caution with scheduling tests or major school events that may conflict with a particular observance.

**3. The guidelines call for the calendar to avoid conflicts with religious observances as much as possible? What will this look like?**

During times of significant religious observances, schools should avoid the scheduling of tests and major events. Conflict with most Christian religious observances are already avoided because of the traditional construction of the calendar (e.g. there is no school on Christmas Day). For other major religious observances, such as Yom Kippur or Eid-al-Fitr, the school should avoid scheduling a significant event. More specific information is provided in the calendar.

**4. What role can families and students play in sharing about their own religion and observances?**

Students are encouraged and welcome to share their beliefs, as they would like, during activities such as writing or art. In doing so, the focus should be on a student's expression of belief and not on convincing other students of a belief or passing judgment on others.

At times, there may be occasions when it would be valuable for a parent to share about a particular faith and observance with the school. This may simply be a conversation by a parent with a teacher or administrator to explain how faith impacts the choices or routines of school (e.g. a faith not permitting a particular food to be eaten by the student). For any communication from the parent to other students, this should be reviewed first by the teacher (and at times also the administrator), to ensure appropriateness for the school environment, as what is shared needs to follow what a school is allowed to share (see #4).

**5. Can religion be part of instruction? What is allowed or not?**

Instruction about religion is appropriate in the following situations:

- Teaching of religion as outlined in the state Standards of Learning, which includes some history curriculum.
- In the arts, teaching about art and some of the religious influences is appropriate, as some of the most significant works of art are greatly influenced by and about religion.

- Enabling students to share about their own works, in which they have included religion, is appropriate so long as it is an expression of faith and does not judge others nor proselytize.
- Making students aware of the more common religious faiths and observances and the general background of the religion and observance is appropriate when it is for instructional purposes and done with similar weight from one religion to another.

In any situation in which there is instruction about religion, the following guidelines should be followed:

- The instruction should be to inform and never to proselytize
- Instructing about one religion should be done such that it does not elevate one religion above another, nor that having a religion is elevated over a choice of being agnostic or atheist.
- Instruction should acknowledge that there are many faiths and we are only talking about some of them when we name the most common three.

**6. Can a parent opt out of a celebration or observance based on religious or other grounds?**

The number of situations in which a parent feels the need to opt out a child should be very minimal when these Equity and Inclusiveness Guidelines are followed. Most opt-outs are for occasions such as field trips. If there is such an opt-out situation, it is important that the parent contact the principal right away so that the situation can first be reviewed with the district as being appropriate or not. If it is deemed as appropriate, the school will provide the parent with information regarding plans for the opt-out.

**7. Will schools be allowed to have a Christmas or holiday tree? What about other holiday decorations or activities?**

A Christmas tree is viewed by some, especially those not Christian, as a symbol of a religious observance. It is viewed by others, mostly among those who are Christian, as a cultural item. As noted in #2 and #5, making students aware of a prominent religion and religious occurrence is seen as being in accordance with the separation of church and state, so long as it does not put one religion over another.

Thus, displaying of a Christmas tree or other Christmas holiday decorations could occur if each of the following occur:

- The display is for instructional purposes about what the Christmas observance is about and is not for celebratory purposes.
- The display is of short-duration for the time of the instruction.
- The display for Christmas is equal/similar to that of displays made for other religious occurrences for those noted in the shared Equity and Inclusiveness Calendar. Please note that highlighting an observance of another religion because it is in close proximity of a Christmas is not the same as highlighting the observance of what are the most prominent observances in those religions.

Displays relative to seasons in their non-religious aspects (e.g. snowflakes, fall leaves, spring flowers, etc.) are more about the teaching of seasons and therefore the guidelines relative to religious displays do not apply.

In school division buildings that are not schools, the key distinction is with when a display is public or personal. For instance, decorations or symbols on someone's desk are usually considered personal and the right of expression prevails. When the display is open to the public (such as in a lobby), then it is more public and the separation of church and state is more prominent as the concern.

For holiday sing-a-longs, schools are encouraged to find alternatives. A sing-a-long could be considered when there is balance among songs from different religious and cultural traditions and that songs that are more of a cultural tradition than religious tradition are featured.

#### **8. Will schools be allowed to have Easter egg activities?**

Easter is a religious observance and Easter egg activities are connected with the religious traditions. While Easter egg hunts may at times occur separate from a clear religious event, the egg hunts typically only occur around the time of Easter and are thus considered tied to a religious observance. Thus, it should be treated as a religious observance and if schools are having Easter egg hunts, they should be done from an educational perspective and traditions of the other prominent religions should also be a part of the education across the year.

#### **9. Are schools allowed to partner with churches or other faith organizations?**

Yes - faith organizations are a community organization and there is tremendous value in partnerships for promoting the success of children. While doing so, what is essential is that the faith organization is operating in a manner that focuses on the

goals of the school division and does not proselytize or otherwise promote religion or values that are in conflict with that of the public schools and LCS.

**10. Do efforts to lessen disproportionality with discipline mean students of one race might be treated differently in order to even out the proportionality of discipline?**

Data in LCS and in many locations of our state and nation suggest that students who commit similar infractions receive discipline that is different from one race to another. It is a commitment of LCS to address infractions with a consistent approach and with discipline that should be similar from one race to another, with an emphasis on proactive instruction in behavior choices and discipline that is intended to teach, not punish, while also being just.

**11. What should parents do if they feel their child is being treated unfairly and it is due to race, gender, or another characteristic?**

If a parent or student feels there is unfair treatment, then the best first step is to share this directly with the teacher and/or administrator. If there is harassment based on race, gender, or another federally-protected characteristic, and the parent/student wishes to elevate the situation further, then they should contact Jay McClain or Ethel Reeves at 434-515-5040.

**12. Is it okay for a student to wear a shirt or jewelry with a religious symbol? How about one for “Black Lives Matter” or “All Lives Matter?”**

A student has the right to freely express oneself so long as it is consistent with the LCS policy. The following language from regulation JFC-R provides guidance on what is allowable:

*Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited.*

**13. Is it okay for a staff member to wear a shirt or jewelry with a religious symbol? How about one for “Black Lives Matter” or “All Lives Matter”?**

There are more restrictions around what a staff member wears as compared to a student, because the staff member is a representative of the school division and state. Due to the separation of church and state, the staff member should therefore seek to minimize the overt display of religious attire or influence.

The courts have often seen jewelry (so long as not too prominent) to be a personal item whereas clothing is less protected as a right of personal expression as compared to the separation of church and state.

With other clothing, most of the rules that apply to student dress then also applies with staff. Staff should be sure to avoid clothing that advocates values that conflict with that of the school division.