



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

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
December 6, 2016 5:30 p.m.
School Administration Building
Board Room

A. PUBLIC COMMENTS

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

B. SPECIAL PRESENTATION

- 1. Anne Spencer Poetry Contest Winners
Scott S. Brabrand. Page 2
Discussion
- 2. E. C. Glass High School State Championships
Scott S. Brabrand. Page 4
Discussion

C. FINANCE REPORT

- 1. Finance Report
Anthony E. Beckles, Sr. Page 5
Discussion

D. CONSENT AGENDA

- 1. School Board Meeting Minutes: November 3, 2016 (Student Discipline Committee Meeting)
November 15, 2016 (Regular Meeting)
November 22, 2016 (Student Discipline Committee Meeting)
- 2. Personnel Report
Marie F. Gee. Page 10
Discussion/Action
- 3. Request for Reallocation of Budget
Anthony E. Beckles, Sr. Page 12
Discussion/Action

4. Capital Improvement Plan: Paul Laurence Dunbar
Middle School for Innovation
Ben W. Copeland. Page 15
Discussion/Action

E. STUDENT REPRESENTATIVE COMMENTS

F. SCHOOL BOARD COMMITTEE REPORTS

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. Proposed School Calendar: 2017-18
John C. McClain. Page 16
Discussion
2. Blue Ridge Regional Jail Authority Special Education Program
Budget: 2016-17
John C. McClain. Page 19
Discussion/Action
3. Hearing Officers
Ben W. Copeland. Page 20
Discussion/Action
4. School Operating Budget: 2017-18
Scott S. Brabrand. Page 25
Discussion

I. SUPERINTENDENT’S COMMENTS

J. BOARD COMMENTS

K. INFORMATIONAL ITEMS

Budget Work Session: Thursday, December 15, 2016, 5:30 p.m.
Board Room, School Administration Building

Next School Board Meeting: Tuesday, January 3, 2017, 5:30 p.m.
Board Room, School Administration Building

L. ADJOURNMENT

Agenda Report

Date: 12/06/16

Agenda Number: A-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Public Comments

Summary/Description:

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

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 12/06/16

Agenda Number: B-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Anne Spencer Poetry Contest Winners

Summary/Description:

This October, The Anne Spencer House and Garden Museum held its 25th Annual Poetry Contest in honor of Anne Spencer, an American poet who lived in Lynchburg for most of her life. The Anne Spencer Poetry Contest is held annually and is open to all school-aged children who submit their original poetry to The Anne Spencer Memorial Foundation. This year, students entered the contest in three age categories: Kindergarten through third grade; fourth through eighth grade; and ninth through twelfth grade.

Five finalists were selected from each age category based on their written poetry submissions. On the evening of October 27th, the 15 finalists competed in front of a live audience at Robert S. Payne Elementary School. Three winners were selected by a panel of judges based on their poetry and performances. All the finalists who performed their poetry were awarded a book about Anne Spencer and a medal.

The winners of the contest in each category were:

Kindergarten – Third Grade

Campbell Howard “Hitting”
Grade 3
Robert S. Payne Elementary School

Fourth – Eighth Grade

Serenity Patterson “Is it me”
Grade 8
Paul Laurence Dunbar Middle School for Innovation

Agenda Report

Date: 12/06/16

Agenda Number: B-1

Attachments: No

Ninth – Twelfth Grade

Tyree Carter “See Me”
Grade 12
Fort Hill Community School

Ms. Shaun Spencer-Hester from The Anne Spencer Memorial Foundation, Inc. will offer a few opening comments, and then the three students will read their poetry selections.

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: 12/06/16

Agenda Number: B-2

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: E. C. Glass High School State Championships

Summary/Description:

The E. C. Glass High School golf team and girls cross country team won state championships this year. Members of each team are listed below.

Golf Team

Ben Ailsworth
Connor Burgess
Kane Campbell
Jimmie Massie
Connor McClain
Keller Royer
Alec Terrell

Girls Cross Country Team

Jette Davidson
Libby Davidson
Logan Hartsell
Regan Kinder
Brooke Manion
Maddie Rennyson
Emma Kate Russell
Leah Seilhan

Team members will be recognized by the school board during this presentation.

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: 12/06/16

Agenda Number: C-1

Attachments:

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

Subject: Finance Report

Summary/Description:

The school administration, in accordance with the FY2016-17 school operating budget, authorized, approved, and processed the necessary payments through October 31, 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 October 31, 2016, for the operating fund.

Total Operating Fund Budget	\$ 93,056,175.00
Insurance Proceeds	\$ 1,227.20
Adjusted Budget	\$ 93,057,402.20

Through October 31, 2016	
Actual Revenue Received	\$ 22,495,520.84
Actual Expenditures	\$ 25,993,238.78
Actual Encumbered	\$ 55,750,706.59

Percent of Budget Received	24.17%
Percent of Budget Used, excluding encumbrances	27.93%

As of 10/31/16 – 4 months	33.34%
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The revenue and expenditure reports detail the transactions recorded through October 31, 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 Revenue
 For the Month Ending
 October 31, 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)	(2,705,998.86)	(8,131,194.14)	24.97%
240202 BASIC SCHOOL AID	(22,130,823.00)	(21,130,913.40)	(999,909.60)	95.48%	(21,878,492.00)	(7,292,830.64)	(14,585,661.36)	33.33%
240207 GIFTED & TALENTED	(246,845.00)	(218,590.60)	(28,254.40)	88.55%	(246,173.00)	(82,057.68)	(164,115.32)	33.33%
240208 REMEDIAL EDUCATION	(1,323,508.00)	(1,275,566.00)	(47,942.00)	96.38%	(1,492,427.00)	(497,475.68)	(994,951.32)	33.33%
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)	(947,084.00)	(1,894,168.00)	33.33%
240217 VOCATIONAL ED SOQ	(231,089.00)	(222,718.00)	(8,371.00)	96.38%	(405,161.00)	(135,053.68)	(270,107.32)	33.33%
240221 SAC SEC-INSTR	(1,439,052.00)	(1,386,925.00)	(52,127.00)	96.38%	(1,461,655.00)	(487,218.32)	(974,436.68)	33.33%
240223 VRS INSTRUCTIONAL	(2,846,592.00)	(2,743,479.00)	(103,113.00)	96.38%	(3,015,625.00)	(1,005,208.32)	(2,010,416.68)	33.33%
240241 GROUP LIFE INST	(89,284.00)	(86,050.00)	(3,234.00)	96.38%	(97,444.00)	(32,481.36)	(64,962.64)	33.33%
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)	(52,318.32)	(104,636.68)	33.33%
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)	(187,673.00)	(375,346.00)	33.33%
240405 ALGEBRA READINESS	(137,583.00)	(135,579.00)	(2,004.00)	98.54%	(141,003.00)	0.00	(141,003.00)	0.00%
COMMONWEALTH OF VA	(48,404,528.00)	(46,855,456.97)	(1,549,071.03)	96.80%	(49,648,636.00)	(13,425,399.86)	(36,223,236.14)	27.04%
330212 IMPACT AIDPL81-874	(6,000.00)	(8,942.41)	2,942.41	149.04%	(8,000.00)	(782.69)	(7,217.31)	9.78%
180303 MEDICAID REIMBURSE	(300,000.00)	(251,741.09)	(48,258.91)	83.91%	(350,000.00)	(75,858.09)	(274,141.91)	21.67%
JR ROTC	(120,000.00)	(103,965.90)	(16,034.10)	86.64%	(105,000.00)	(23,414.18)	(81,585.82)	22.30%
FEDERAL	(426,000.00)	(364,649.40)	(61,350.60)	85.60%	(463,000.00)	(100,054.96)	(362,945.04)	21.61%

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the Month Ending
 October 31, 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)	(8,500,000.00)	(32,354,039.00)	20.81%
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%
CITY	(43,980,725.00)	(43,980,725.00)	0.00	100.00%	(41,354,039.00)	(8,500,000.00)	(32,854,039.00)	20.55%
189912 MISC REV/OTH FUNDS	(100,000.00)	(70,516.45)	(29,483.55)	100.00%	(100,000.00)	(17,702.71)	(82,297.29)	17.70%
180303 REBATES & REFUNDS	(30,000.00)	(21,888.75)	(8,111.25)	72.96%	(20,000.00)	(6,632.25)	(13,367.75)	33.16%
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%	(4,227.20)	(1,227.20)	(3,000.00)	29.03%
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%
MISCELLANEOUS	(1,267,927.37)	(1,180,748.54)	(87,178.83)	93.12%	(242,727.20)	(25,912.16)	(216,815.04)	10.68%
150201 RENTS	(123,000.00)	(123,000.00)	0.00	100.00%	(123,000.00)	(123,000.00)	0.00	100.00%
161201 TUITION DAY SCHOOL	(110,000.00)	(80,993.89)	(29,006.11)	73.63%	(100,000.00)	(48,459.06)	(51,540.94)	48.46%
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)	(682.00)	(34,318.00)	1.95%
161205 BUS RENTAL	(325,000.00)	(420,044.96)	95,044.96	129.24%	(325,000.00)	(155,784.69)	(169,215.31)	47.93%
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)	(27,776.16)	(37,223.84)	42.73%
SCHOOL NUT UTILITIES	(95,000.00)	(86,218.85)	(8,781.15)	90.76%	(90,000.00)	(11,425.95)	(78,574.05)	12.70%
FACILITY RENTALS	(60,000.00)	(73,490.75)	13,490.75	122.48%	(50,000.00)	(33,415.50)	(16,584.50)	66.83%
CHARGES FOR SERVICES	(1,623,620.00)	(1,670,133.32)	46,513.32	102.86%	(1,349,000.00)	(444,153.86)	(904,846.14)	32.92%
150101 INTEREST-BNK DPST	(100.00)	0.00	(100.00)	100.00%	0.00	0.00	0.00	0.00%
USE OF MONEY								
DESIGNATION - ENCUMBRANCES	(90,304.40)	0.00	(90,304.40)	0.00%	0.00	0.00	0.00	0.00%
TOTAL OPERATING FUND	(95,793,204.77)	(94,051,713.23)	(1,651,187.14)	98.18%	(93,057,402.20)	(22,495,520.84)	(70,561,881.36)	24.17%

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>

Original budget	\$ 93,056,175.00
Insurance Proceeds	\$ 1,227.20
Adjusted Budget	<u>\$ 93,057,402.20</u>

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Month Ending
 October 31, 2016

	Fiscal Year 2016-17					
	BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES	BUDGET AVAILABLE	BUDGET % USED
INSTRUCTION						
FUNCTION 1100 CLASSROOM INSTRUCTION						
Personnel	49,799,380.35	12,234,053.59	24.57%	35,268,508.75	2,296,818.01	95.39%
Other	3,986,028.45	1,379,111.64	34.60%	152,248.24	2,454,668.57	38.42%
FUNCTION 1200 INST SUPPORT-STUDENT						
Personnel	3,397,238.39	916,346.66	26.97%	230,543.35	2,250,348.38	33.76%
Other	160,809.27	8,765.89	5.45%	40,092.25	111,951.13	30.38%
FUNCTION 1300 INST SUPPORT-STAFF						
Personnel	3,855,923.66	1,218,571.09	31.60%	2,646,078.81	(8,726.24)	100.23%
Other	1,720,005.80	218,590.17	12.71%	261,887.97	1,239,527.66	27.93%
FUNCTION 1400 INST SUPPORT-SCHOOL ADMN						
Personnel	5,489,244.18	1,697,764.20	30.93%	3,680,910.64	110,569.34	97.99%
Other	154,499.80	54,456.14	35.25%	31,830.78	68,212.88	55.85%
TOTAL INSTRUCTION	68,563,129.90	17,727,659.38	25.86%	42,312,100.79	8,523,369.73	87.57%
ADMINISTRATION						
FUNCTION 2100 ADMINISTRATION						
Personnel	2,626,315.96	939,658.77	35.78%	1,590,338.75	96,318.44	96.33%
Other	1,298,630.64	401,211.85	30.89%	600,650.15	296,768.64	77.15%
FUNCTION 2200 ATTENDANCE & HEALTH SERV						
Personnel	1,608,973.99	402,370.77	25.01%	1,137,838.12	68,765.10	95.73%
Other	78,325.00	25,027.75	31.95%	66,943.68	(13,646.43)	117.42%
	5,612,245.59	1,768,269.14	31.51%	3,395,770.70	448,205.75	92.01%
PUPIL TRANSPORTATION						
FUNCTION 3100 MANAGEMENT & DIRECTION						
Personnel	324,927.98	121,467.16	37.38%	213,959.68	(10,498.86)	103.23%
Other	24,383.50	3,894.21	15.97%	13,002.15	7,487.14	69.29%
FUNCTION 3200 VEHICLE OPERATION SERVICE						
Personnel	2,493,497.91	696,492.56	27.93%	1,460,289.76	336,715.59	86.50%
Other	570,450.00	330,863.06	58.00%	220,919.06	18,667.88	96.73%
FUNCTION 3300 MONITORING SERVICE						
Personnel	420,984.24	111,984.28	26.60%	294,627.96	14,372.00	96.59%
Other	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 3400 VEHICLE MAINT SERVICE						
Personnel	350,614.64	120,025.58	34.23%	224,312.48	6,276.58	98.21%
Other	382,977.20	112,415.75	29.35%	121,728.82	148,832.63	61.14%
FUNCTION 3500 BUS PURCHASE - REGULAR						
Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
Other	500,000.00	167,850.00	33.57%	335,700.00	(3,550.00)	100.71%
TOTAL PUPIL TRANSPORTATION	5,067,835.47	1,664,992.60	32.85%	2,884,539.91	518,302.96	89.77%
OPERATIONS & MAINTENANCE						
FUNCTION 4100 MANAGEMENT & DIRECTION						
Personnel	278,887.77	92,874.12	33.30%	185,748.00	265.65	99.90%
Other	93,000.00	28,283.92	30.41%	23,510.66	41,205.42	55.69%

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Month Ending
 October 31, 2016

FUNCTION 4200 BUILDING SERVICES							
	Personnel	4,310,647.43	1,458,802.10	33.84%	2,523,721.99	328,123.34	92.39%
	Other	4,930,922.00	1,612,458.36	32.70%	2,572,562.31	745,901.33	84.87%
FUNCTION 4300 GROUNDS SERVICES							
	Personnel	246,606.66	72,198.17	29.28%	165,558.24	8,850.25	96.41%
	Other	35,000.00	22,673.15	64.78%	547.75	11,779.10	66.35%
FUNCTION 4400 EQUIPMENT SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
	Other	214,421.00	25,821.85	12.04%	14,072.29	174,526.86	18.61%
FUNCTION 4500 VEHICLE SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
	Other	62,500.00	12,117.51	19.39%	4,014.40	46,368.09	25.81%
FUNCTION 4600 SECURITY SERVICES							
	Personnel	30,460.57	6,305.78	20.70%	12,675.22	11,479.57	62.31%
	Other	334,002.00	62,075.00	18.59%	144,985.00	126,942.00	61.99%
FUNCTION 4700 WAREHOUSING SERVICES							
	Personnel	8,752.87	5,541.84	63.31%	0.00	3,211.03	63.31%
TOTAL OPERATIONS & MAINTENANCE		10,545,200.30	3,399,151.80	32.23%	5,647,395.86	1,498,652.64	85.79%
Other Non-Instructional Operations							
FUNCTION 5000 Non-Instructional Operations - Other		15,112.80	362.46	2.40%	0.00	14,750.34	2.40%
TOTAL Non-Instructional Operations		15,112.80	362.46	2.40%	0.00	14,750.34	2.40%
FACILITIES							
FUNCTION 6200 SITE IMPROVEMENTS		0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 6600 BLDG ADD & IMP SERVICES							
	Personnel	11,841.50	5,492.84	46.39%	0.00	6,348.66	46.39%
	Other	20,000.00	0.00	0.00%	0.00	20,000.00	0.00%
TOTAL FACILITIES		31,841.50	5,492.84	17.25%	0.00	26,348.66	17.25%
DEBT SERVICE							
FUNCTION 7100 DEBT SERVICE - Other		0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL DEBT SERVICE		0.00	0.00	0.00%	0.00	0.00	0.00%
TECHNOLOGY							
FUNCTION 8100 CLASSROOM INSTRUCTION							
	Personnel	1,807,167.69	568,526.06	31.46%	1,192,655.62	45,986.01	97.46%
	Other	212,825.49	171,425.17	80.55%	17,322.37	24,077.95	88.69%
FUNCTION 8200 INSTRUCTIONAL SUPPORT							
	Personnel	462,571.45	148,223.06	32.04%	285,465.76	28,882.63	93.76%
	Other	739,473.01	539,136.27	72.91%	15,455.58	184,881.16	75.00%
TOTAL TECHNOLOGY		3,222,037.64	1,427,310.56	44.30%	1,510,899.33	283,827.75	91.19%
CONTINGENCY RESERVES							
FUNCTION 9100 CLASSROOM INSTRUCTION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9300 ADMINISTRATION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9500 PUPIL TRANSPORTATION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9600 OPERATIONS & MAINTENANCE		0.00	0	0.00%	0	0	0.00%
TOTAL CONTINGENCY RESERVES		0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL OPERATING BUDGET		93,057,402.20	25,993,238.78	27.93%	55,750,706.59	11,313,457.83	87.84%

Agenda Report

Date: 12/06/16

Agenda Number: D-2

Attachments: Yes

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

Subject: Personnel Report

Summary/Description:

The personnel recommendations for November 15 – December 6, 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 November 15 – December 6, 2016.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2016-2017:				
Chung Christopher	Liberty University	BA / 0 yrs (Lv. 0 2)	Heritage High School Math Teacher	01-02-17
Liberatore Brittany	Phoenix University of	BA / 0 yrs (Lv. 0 3)	Linkhorne Elementary First Grade Teacher	11-18-16
RESIGNATIONS:				
Ferris Amanda	Radford University	MA / 9 yrs (Lv. 9 3)	Detention Center Music Therapist	11-30-16
Johnson Cindy	NA	NA / 10 yrs (Lv. 10 3)	Finance Payroll Supervisor	03-24-17
Lacks Julie	Liberty University	MA / 1 yr (Lv. 1 3)	Perrymont Elementary Fifth Grade Teacher	12-16-16
Lopez Thaimi	Lynchburg College	BA / 0 yrs (Lv. 0 1)	Heritage High School Math Teacher	11-30-16
Shell Brandon	Queens U. of Charlotte	BA / 2 yrs (Lv. 2 4)	Sandusky Middle School Physical Education Teacher	12-30-16

Agenda Report

Date: 12/06/16

Agenda Number: D-3

Attachments: No

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

Subject: Request for Reallocation of Budget

Summary/Description:

The school administration has recognized a need to reallocate funds to various salary and operating accounts throughout the school division. Funds to:

- Personnel reallocations (see details below) \$824,967
- Operation and Administration reallocations (see details below) \$366,860
- Instruction reallocations \$142,900

Total reallocation requests \$1,334,727
=====

Given school board approval, the funds to purchase or make adjustments to existing budgets will come from available salary accounts within the existing operating budget.

Various Salaries accounts \$1,334,727
=====

The school administration requests these budget adjustments be approved for the 2016-17 school year in order to fund these adjustments or purchases.

PERSONNEL REALLOCATION DETAILS

Fund State portion of the 2% salary increase effective January 1, 2017 \$360,828

Hiring of SPED Instructional Staff

Due to the unexpected enrollment of new students to the SPED Program with IEPs the staff positions listed below were needed to comply with the student's IEP. All of the amounts listed includes salary and benefits.

Agenda Report

Date: 12/06/16

Agenda Number: D-3

Attachments: No

Funding to hire .6 FTE BCBA	\$14,600	
Hiring of .5 FTE SPED Functional Skills teachers at HHS	\$31,040	
Hiring of 1 FTE SPED Functional Skills teachers at ECG (Net costs because \$51,272 of the full cost of \$92,290 will be billed to Campbell County Public Schools)	\$41,018	
Hiring of 1 FTE ED Interpreter III at RS Payne	\$49,775	
Hiring of a SPED IA for Hutcherson, salary plus benefits	\$18,894	
Hiring of a SPED teacher for Hutcherson, salary plus benefits	\$68,000	
Hire one (1) SPED IA for Bedford Hills Elementary School	\$16,534	
Contract services to obtain the services of a Speech Therapist to cover IEP required services during employee maternity leave – BHE	<u>\$33,750</u>	
		\$273,611

Hiring of Instructional Staff

Funds to hire .5 FTE CTE teacher for nursing program	\$ 3,317	
Additional salary for LPD instructor	\$ 10,401	
Funds to pay Career & Care Instructional Assistants	\$ 10,000	
Increase in extra period teaching stipend (\$6460- \$5000) \$1460 x 6 plus three additional stipend beyond the budget of three -\$15,000	\$ 28,140	
Hire two (2) Alternative Education teachers (\$55,000)	\$118,750	
Hire one (1) IA for Sheffield Elementary (\$19,000)	<u>\$ 19,920</u>	
		<u>\$190,528</u>

Total Personnel Reallocation Requests

\$824,967

=====

OPERATIONS AND ADMINISTRATIONS DETAILS

Purchase of a bus lift for Transportation	\$150,000	
Increase legal fees budget in Administration	\$ 70,000	
Increase VRS group insurance budget to cover the increase in VRS group insurance rate	\$ 64,860	
Purchase of condenser unit for R.S. Payne	\$ 48,000	
Increase in purchase services budget to pay the security deposit (\$4,000) and annual rent (\$30,000) for the Empowerment Academy	\$ 34,000	

Total Operations and Administration Reallocation Requests

\$366,860

=====

Agenda Report

Date: 12/06/16

Agenda Number: D-3

Attachments: No

INSTRUCTION

Increase Material and Supplies budget at the schools	\$ 35,800
Increase professional development budget for equity training, PBIS and additional workshops required by VDOE	\$ 30,000
Purchase of saxophones for school bands	\$ 30,000
Cover the increase cost of AP Testing (\$10,600), expanded use of Work Keys (\$8,700) and WIDA-new online tests (\$6,500)	\$ 25,800
Purchase of postage stamps for all schools	\$ 10,800
Funds to cover the cost of PSAT tests at ECG and HHS	\$ 8,000
Increase budget for counseling services for students	\$ 2,500

Total Instruction Reallocation Requests

\$142,900
=====

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve the request for reallocation of FY 2016-17 Budget Funds.

Agenda Report

Date: 12/06/16

Agenda Number: D-4

Attachments: No

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

Subject: Capital Improvement Plan: Paul Laurence Dunbar Middle School for Innovation

Summary/Description:

The capital improvement plan includes \$130,000 in construction funding for replacement of the windows at Paul Laurence Dunbar Middle School for Innovation. The city of Lynchburg Office of Procurement and Purchasing has received bids on the project.

A total of three bids for the Dunbar window replacement project was received. The school administration recommends Appomattox Glass based on their base bid of \$179,690, which was the lowest bid and the alternate bid of \$76,210. Additional funding required for the project will be transferred by the CIP contingency account.

BIDDER	Appomattox Glass	Mid-Atlantic Glass	HomeRite
BASE BID	\$179,690	\$262,000	\$278,000
ALTERNATE	\$76,210	\$68,600	\$115,000

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

Recommendation:

The superintendent recommends that the school board authorize the school administration to enter into a contract with Appomattox Glass in the amount of \$179,690 for the window replacement project at Paul Laurence Dunbar Middle School for Innovation.

Agenda Report

Date: 12/06/16

Agenda Number: H-1

Attachments: Yes

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

Subject: Proposed School Calendar for 2017-2018

Summary/Description:

The 2016-2017 school year is the second of two years for the modified school calendar that was approved by the school board in March 2015. Over the last several weeks, there have been three listening tour meetings and a survey to gather input to help shape the development of the calendar for the 2017-2018 school year. In addition, data related to interventions was reviewed and compiled.

The proposed calendar is based on the input received, data reviewed, and research base from the review of possible calendars two years ago.

In addition to the LCS school calendar, the school administration will provide information about the 2017-18 calendar for William Marvin Bass Elementary School.

These proposed calendars are shared with the school board for information and review with action requested for the January 3, 2017, school board meeting.

Disposition: Action
 Information
 Action at Meeting on: 01/03/17

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 January 3, 2017.

2017-2018 Academic Year Calendar Draft

ver. 11/9/16

July 2017						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
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30	31					

August 2017						
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September 2017						
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October 2017						
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November 2017						
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December 2017						
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January 2018						
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February 2018						
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March 2018						
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April 2018						
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May 2018						
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June 2018						
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- Flex Day = 1
 - New Teacher Orientation = 3 Days
 - Professional Development/Planning Days = 11 Days
 - Student Attendance Days = 180 Days
 - Student and Staff Holidays = 22 Days
 - Break Days = 2 Days
 - Optional Intervention Days = 3 Days
 - End of Quarter/Half Day for Students
 - Half Day for Students/Half Day PD
- Q1=38 Days, Q2=41 Days, Q3=52 Days, Q4=49 Days

BASS - 2017-2018 Academic Year Calendar Draft

July 2017						
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August 2017						
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September 2017						
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October 2017						
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November 2017						
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December 2017						
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January 2018						
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February 2018						
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March 2018						
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April 2018						
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May 2018						
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June 2018						
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10	11	12	13	14	15	16
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24	25	26	27	28	29	30

- New Teacher Workdays = 3
- Professional Development/Planning Days = 11
- Student Days = 180
- Holidays for Students and Staff = 22
- Intersessions = 19 Days

- Planning Days that can be flexed = 2
 - Last Day of Quarter/Half Day for Students
 - Half Day for Students/Half Day PD
- Q1=44 Days, Q2=46 Days, Q3=48 Days, Q4=42 Days

Agenda Report

Date: 12/06/16

Agenda Number: H-2

Attachments: No

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

Subject: Blue Ridge Regional Jail Authority Special Education Program Budget: 2016-17

Summary/Description:

The Virginia Department of Education has approved the 2016-17 funding for the special educational instructional program provided in the Blue Ridge Regional Jail Authority in the amount of \$205,416.93. The state funding provides one regional jail education coordinator and one special education teacher who delivers educational services to students in the Blue Ridge Regional Jail – Lynchburg Site. The summary below outlines planned expenditures for 2016-17. Lynchburg City Schools serves as the fiscal agent for this state-operated program.

Budget

Personnel Salary Compensation	\$142,143.28
Fringe Benefits and Fixed Charges	\$ 50,181.44
Salary Supplement	\$ 480.00
Substitutes	\$ 1,400.00
Technical Professional Services	\$ 1,000.00
Instructional Aide	\$ 1,000.00
Professional Services -Private Contracted Services (Occupational Therapy, Physical Therapy, Socio-cultural(s), Psychological(s))	\$ 300.00
Travel Expenses (Mileage, Parking, Registration & Staff Dev.	\$ 6,035.00
Travel Expenses (Lodging, Meals)	\$ 850.00
Instructional Materials/Equipment	\$ 750.00
Communications (Cell Phone Services)	\$ 652.79
Food Supplies	\$ 124.42
Other Charges (Copier Lease)	\$ 500.00
Total	\$205,416.93

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

Recommendation:

The superintendent recommends that the school board approve the Blue Ridge Regional Jail Authority Program budget in the amount of \$205,416.93 for the 2016-17 school year.

Agenda Report

Date: 12/06/16

Agenda Number: H-3

Attachments: No

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

Subject: Hearing Officers

Summary/Description:

In accordance with the *Code of Virginia §22.1-311 Hearing before a School Board or Hearing Officer*, and *Virginia Administrative Code 8VAC20-90-70 Procedure for Dismissals*, teachers may request a hearing as part of the grievance process. This hearing may be conducted by the school board, or if the school board chooses, it may be conducted by a hearing officer who is appointed by the school board.

Hearing Officers should be appointed prior to being asked to conduct a hearing. The school administration has contacted the individuals listed below who have agreed to act as hearing officers for the school board. Copies of the Codes appear as attachments to the agenda report.

William Austin, Jr.
Linda J. Barnett
Albert L. Billingsly
Richard A. Burge
Mary Ann Hoss
Roger E. Jones

Roger L. Roberts
Mark R. Storm
Diane S. Swain
J. Marie Waller
Charles B. White

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board appoint the individuals listed above as hearing officers.

Code of Virginia

Title 22.1. Education

Chapter 15. Teachers, Officers and Employees

§ 22.1-311. Hearing before school board or hearing officer

A. Upon a timely request for a hearing pursuant to § 22.1-309, the school board or, at the option of the school board, a hearing officer appointed by the school board shall set a hearing within 15 days of the request and the teacher shall be given at least five days' written notice of the time and the place. The hearing shall be private unless the teacher requests the hearing to be public. At the hearing the teacher may appear with or without a representative and be heard, presenting testimony of witnesses and other evidence. The school board may hear a recommendation for dismissal and make a determination whether to make a recommendation to the Board of Education regarding the teacher's license at the same hearing or hold a separate hearing for each action.

B. Each school board may appoint an impartial hearing officer from outside the school division to conduct hearings pursuant to this section. A hearing officer shall not have been involved in the recommendation of dismissal as a witness or a representative. A hearing officer shall possess some knowledge and expertise in public education and education law and be capable of presiding over an administrative hearing. The hearing officer shall schedule and preside over such hearings and shall create a record or recording of such proceedings. The hearing officer shall make a written recommendation to the school board, a copy of which shall be provided to the teacher. The hearing officer shall transmit the recommendation and the record or recording of the hearing to the school board as soon as practicable and no more than 10 business days after the hearing. In the event of a hearing before a hearing officer, the school board may make its decision upon the record or recording of such hearing, pursuant to § 22.1-313, or the school board may elect to conduct a further hearing to receive additional evidence by giving written notice of the time and place to the teacher and the division superintendent within 10 business days after the board receives the record or recording of the initial hearing. Such notice shall also specify each matter to be inquired into by the school board.

C. A record or recording of any hearing conducted pursuant to this section shall be made. The parties shall share the cost of the recording equally. In proceedings concerning grievances not related to dismissal, the recording may be dispensed with entirely by mutual consent of the parties. In such proceedings, if the recording is not dispensed with, the two parties shall share the cost of the recording equally; if either party requests a transcript, that party shall bear the expense of its preparation. In cases of dismissal, the record or recording shall be preserved for a period of six months. If the school board requests that a transcript be made at any time prior to expiration of the six-month period, it shall be made and copies shall be furnished to both parties. The school board shall bear the cost of the transcription.

D. Witnesses who are employees of the school board shall be granted release time if the hearing is held during the school day. The hearing shall be held at the school in which most witnesses work, if feasible.

Code 1950, § 22-217.7; 1968, c. 691; 1976, c. 282; 1980, c. 559; 2004, c. 1007; 2013, cc. 588, 650.

Virginia Administrative Code
Title 8. Education
Agency 20. State Board of Education
Chapter 90. Procedure for Adjusting Grievances

8VAC20-90-70. Procedure for Dismissals.

A. Notice to teacher of recommendation for dismissal.

1. In the event a division superintendent determines to recommend dismissal of any teacher, written notice shall be sent to the teacher on forms prescribed by the Board of Education notifying him of the proposed dismissal and informing the teacher that within 10 business days after receiving the notice, the teacher may request a hearing before the school board or, at the option of the school board, a hearing officer appointed by the school board, as provided in § 22.1-311 of the Code of Virginia.

2. During such 10-business-day period and thereafter until a hearing is held in accordance with the provisions herein, if one is requested by the teacher, the merits of the recommendation of the division superintendent shall not be considered, discussed, or acted upon by the school board except as provided for herein.

3. At the request of the teacher, the superintendent shall provide the reasons for the recommendation in writing or, if the teacher prefers, in a personal interview. In the event a teacher requests a hearing pursuant to § 22.1-311 or 22.1-312 of the Code of Virginia, the division superintendent shall provide, within 10 days of the request, the teacher, or his representative, with the opportunity to inspect and copy his personnel file and all other documents relied upon in reaching the decision to recommend dismissal. Within 10 days of the request of the division superintendent, the teacher, or his representative, shall provide the division superintendent with the opportunity to inspect and copy the documents to be offered in rebuttal to the decision to recommend dismissal. The division superintendent and the teacher or his representative shall be under a continuing duty to disclose and produce any additional documents identified later that may be used in the respective parties' cases-in-chief. The cost of copying such documents shall be paid by the requesting party.

4. Upon a timely request for a hearing, the school board or, at the school board's option, a hearing officer appointed by the school board shall set a hearing within 15 days of the request and the teacher shall be given at least five days' written notice of the time and the place of the hearing.

B. Procedure for hearing.

1. The hearing shall be conducted by the school board or, at the school board's option, a hearing officer appointed by the school board. The teacher and the division superintendent may be represented by legal counsel or other representatives. The hearing shall be private, unless the teacher requests a public hearing. The school board or hearing officer, as the

case may be, shall establish the rules for the conduct of the hearing, and such rules shall include the opportunity for the teacher and the division superintendent to make an opening statement and to present all material or relevant evidence, including the testimony of witnesses, and the right of all parties to cross-examine the witnesses. Witnesses may be questioned by the school board or hearing officer.

2. The parties shall produce such additional evidence as the school board or hearing officer may deem necessary to an understanding and determination of the dispute. The school board or hearing officer shall determine the relevancy and materiality of the evidence offered. All evidence shall be taken in the presence of the school board or hearing officer and of the parties.

3. Exhibits offered by the teacher or the division superintendent may be received in evidence by the school board or hearing officer and, when so received, shall be marked and made a part of the record.

4. A stenographic record or tape recording of the proceedings shall be taken. The two parties shall share the cost of the recording equally. The record or recording of the proceedings shall be preserved for a period of six months. If the school board requests that a transcript of the record or recording be made at any time prior to expiration of the six-month period, it shall be made and copies shall be furnished to both parties. The school board shall bear the expense of the transcription.

5. The teacher shall bear his own expenses. The school board shall bear the expenses of the division superintendent and the hearing officer.

6. Witnesses who are employees of the school board shall be granted release time if the hearing is held during the school day. The hearing shall be held at the school in which most witnesses work, if feasible.

7. In the event of a hearing conducted by a hearing officer, the recommendation of the hearing officer shall be based exclusively upon the evidence presented at the hearing. Upon the hearing officer's own motion or upon application by the teacher or the division superintendent, the hearing officer may reopen the hearing for the purpose of hearing after-discovered evidence upon a finding of good cause by the hearing officer at any time before his recommendation is due. The hearing officer shall transmit his written recommendation and a record or recording of the hearing to the school board as soon as practicable and no more than 10 business days after the hearing.

8. In the event of a hearing by a hearing officer, the school board may make its decision upon the record or recording of such hearing or the school board may elect to conduct a further hearing to receive additional evidence. The school board must hold such further hearing as soon as practicable and must give written notice of the time and place of such further hearing to the division superintendent and the teacher within 10 business days after the board received the record or recording of the initial hearing. The notice must specify each matter to be inquired into by the school board. The school board shall determine the procedure to be followed at such further hearing.

C. School board determination.

1. In the event of a hearing before the school board, the school board shall give the teacher its written decision as soon as practicable and no more than 30 days after the hearing. The decision of the school board shall be reached after considering the evidence and information presented at the school board hearing.
2. In the event of a hearing before a hearing officer followed by a further hearing by the school board pursuant to subdivision B 8 of this section, the school board shall give the teacher its written decision as soon as practicable and no more than 30 days after such further hearing. The decision of the school board shall be reached after considering the record or recording of the initial hearing, the recommendations of the hearing officer, and the evidence and information presented at the further hearing before the school board.
3. In the event of a hearing before a hearing officer in cases in which no further hearing is conducted by the school board, the school board shall give the teacher its written decision as soon as practicable and no more than 30 days after receiving the record or recording of the hearing. The decision of the school board shall be reached after considering the record or recording of the hearing and the recommendations of the hearing officer.
4. The school board may dismiss or suspend a teacher upon a majority vote of a quorum of the school board. The school board's attorney, assistants, or representative, if he or they represented a participant in the prior proceedings; the grievant; the grievant's attorney or representative; and, notwithstanding the provisions of § 22.1-69 of the Code of Virginia, the superintendent shall be excluded from any executive session of the school board that has as its purpose reaching a decision on a grievance. However, immediately after a decision has been made and publicly announced, as in favor of or not in favor of the grievant, the school board's attorney or representative and the superintendent may join the school board in executive session to assist in the writing of the decision.

Statutory Authority

§§ 22.1-16 and 22.1-308 of the Code of Virginia.

Historical Notes

Derived from VR270-01-0008 § 3.1, eff. February 1, 1986; amended, Virginia Register Volume 21, Issue 14, eff. May 2, 2005; Volume 33, Issue 5, eff. November 30, 2016.

Agenda Report

Date: 12/06/16

Agenda Number: H-4

Attachments: No

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

Subject: School Operating Budget: 2016-17

Summary/Description:

The school administration has collected budget requests from all principals and department heads and compiled those recommendations into three tiers. During this presentation, the superintendent will share Tier 1 recommendations with the school board.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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