



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

Lynchburg City School Board

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School Board District 2

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School Board District 3

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School Board District 1

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School Board District 2

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School Board District 1

Michael J. Nilles
School Board District 3

Derek L. Polley
School Board District 1

Kimberly A. Sinha
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
May 16, 2017 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 PRESENTATIONS

- 1. Student Recognition: Summer Residential Governor's
School and Foreign Language Academy
Scott S. Brabrand.Page 2
Discussion
- 2. Student Recognition: National History Day Competition
Scott S. Brabrand.Page 3
Discussion
- 3. Student Recognition: Career-Technical Education
Award Winners
Scott S. Brabrand.Page 4
Discussion
- 4. Update on Schools Denied Accreditation
Scott S. Brabrand.Page 6
Discussion

C. CONSENT AGENDA

- 1. School Board Meeting Minutes: April 20, 2017 (Student Discipline
Committee Meeting)
April 26, 2017 (Student Discipline
Committee Meeting)
May 2, 2017 (Regular Meeting)
May 8, 2017 (Student Discipline
Committee Meeting)
- 2. Personnel Report
Marie F. Gee.Page 7
Discussion/Action

3. Carl Perkins Funds: 2017-18
John C. McClain.Page 11
Discussion/Action

D. STUDENT REPRESENTATIVE COMMENTS

E. SCHOOL BOARD COMMITTEE REPORTS

F. UNFINISHED BUSINESS

1. Health and Wellness
Anthony E. Beckles, Sr.Page 15
Discussion

2. Health Insurance
Anthony E. Beckles, Sr.Page 16
Discussion/Action

3. Request for Reallocation of Budget
Anthony E. Beckles, Sr.Page 17
Discussion/Action

4. Policy JECZ Non-Resident Employee Student Tuition Waiver
and JECZ-R Non-Resident Employee Student Tuition
Waiver
John C. McClain.Page 19
Discussion/Action

5. School Operating Budget: 2017-18
Scott S. Brabrand.Page 25
Discussion

G. NEW BUSINESS

H. SUPERINTENDENT’S COMMENTS

I. BOARD COMMENTS

J. CLOSED MEETING

1. Notice of Closed Meeting
Scott S. Brabrand.Page 26
Discussion/Action

2. Certification of Closed Meeting
Scott S. Brabrand.Page 27
Discussion/Action

K. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, June 6, 2017, 5:30 p.m.,
Board Room, School Administration Building

Graduations

Adult Learning Center/RODEO – Miller Center – 301 Grove Street
May 25, 2017 – 7:00 p.m.

LAUREL Regional School – Cafeteria
June 5, 2017 – 7:00 p.m.

Fort Hill Community School – Cafeteria
June 7, 2017 – 12:00 noon

Heritage High School – Field House
June 11, 2017 – 8:30 a.m.

E. C. Glass High School – Civic Auditorium
June 11, 2017 – 3:00 p.m.

L. ADJOURNMENT

Agenda Report

Date: 05/16/17

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: 05/16/17

Agenda Number: B-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Student Recognition: Summer Residential Governor's Schools and Foreign Language Academies

Summary/Description:

The Summer Residential Governor's Schools and Foreign Language Academies provide selected students with intensive educational experiences in visual and performing arts, mathematics, science and technology, and world languages. Students will live on a college/university campus for up to four weeks this summer where they are involved in classroom activities, laboratory work, field studies, research, projects, and performances. Those students selected for the Foreign Language Academies will experience full-immersion in the language from everyday activities to classroom discussions to field trips. All participating students gain valuable experiences and skills from practicing professors and professionals in their chosen field of study. These students are to be commended for their hard work. Congratulations on being accepted into these distinguished programs.

Visual and Performing Arts

Ella Legg – Heritage High School
Asia Miller – E. C. Glass High School

French Academy

Reagan McDaniel – E. C. Glass High School

German Academy

Macy Brandon – E. C. Glass High School
Grace Chun – Heritage High School
Frederick Smallshaw – Heritage High School

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: 05/16/17

Agenda Number: B-2

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Student Recognition: National History Day Competition

Summary/Description:

LCS students who competed at the state level for Virginia History Day 2017 at the Virginia Historical Society and qualified for Nationals by being awarded first or second place are:

Lauren Brown – E. C. Glass High School
Ping Pong Diplomacy: The Stand, The Friendship, The Legacy
Documentary, Senior Individual – Second Place

Colin Brooker, Rasheed Christian, Manan Shah, and Muhammad Tahir – Heritage High School
Jacob Riis: Behind the Scenes of the American Dream
Exhibit, Senior Group – Second Place

Axel Jablonski and Margaret Kicklighter – E. C. Glass High School
We Are the Stonewall Girls: Taking a Stand for Gay Rights in America
Website, Senior Group – Second Place

They 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: 05/16/17

Agenda Number: B-3

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Student Recognition: Career-Technical Education Award Winners

Summary/Description:

LCS Career-Technical Education students who have recently competed at the regional and state levels are as follows:

E. C. Glass High School

FBLA Winners (Karen Bucklew – FBLA Sponsor)

Brian Mandeville – Regional Champion in Economics, Fourth Place State FBLA

Grayson Pierpoint – Regional Champion in Securities and Investments

Carter Cundiff – Regional Champion in Business Calculations

Governor's Challenge in Economics (Jay Whitacre – Sponsor)

Team Champions, State Contest Participants at VCU

Olivia Deddens

Henry Newton

Ethan Snyder

Chelsea Williams

Heritage High School

SkillsUSA (Kim Hansen – Sponsor)

Chloe Seng – Regional Champion Technical Drafting, 2nd Place State SkillsUSA Technical Drafting

Carson Wood – Regional Champion Technical Math, 2nd Place State SkillsUSA Technical Math

Agenda Report

Date: 05/16/17

Agenda Number: B-3

Attachments: No

Also, congratulations are extended to E. C. Glass High School Culinary Arts Teacher Renee Stephens and her students. The “Royal Blue Café” has been selected as the top CTE program in the region and has been nominated as the best CTE program in the state by the Governor’s Creating Excellence Awards. The winner of this award will be named on June 8, 2017.

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: 05/16/17

Agenda Number: B-4

Attachments: No

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

Subject: Update on Schools Denied Accreditation

Summary/Description:

The school administration will provide information to the school board regarding the work in progress at Linkhorne Middle School and Thomas C. Miller Elementary School for Innovation, the two schools in the school division that were denied state accreditation this year.

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: 05/16/17

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 May 2 – 16, 2017, 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 2 – 16, 2017.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2016-2017:				
Campbell Tara	Longwood University	BA / 23 yrs (Lv. 23 3)	Linkhorne Middle School Social Studies	08-03-2017
Cole MacKenzie	Liberty University	BA / 0 yrs (Lv. 0 3)	R.S. Payne Elementary Special Education Teacher	08-03-2017
Finn-Rapiejko Patricia	Rensselaer Poly. Institute	MA / 10 yrs (Lv. 10 3)	Sandusky Middle School Family & Consumer Sciences	05-01-2017
Fowler Danielle	Tennessee University of	MA / 3 yrs (Lv. 3 3)	Linkhorne Middle School English Teacher	08-03-2017
Garbee-Coles Hailey	Virginia Tech	BA / 0 yrs (Lv. 0 3)	Sandusky Elementary School Special Education	08-03-2017
Imboden Ronald	UVA	BA / 9 yrs (Lv. 9 4)	TBD Math Teacher	08-03-2017
Lewis-Yoder Joan	Longwood University	MA / 12 yrs (Lv. 12 3)	Heritage High School Special Education Teacher	08-03-2017
May Jessica	UVA	MA / 0 yrs (Lv. 0 3)	Perrymont Elementary School Fourth Grade Teacher	08-03-2017
Norman Sarah	Liberty University	BA / 0 yrs (Lv. 0 3)	Heritage High School Special Education Teacher	08-03-2017
Pyle Amanda	Lynchburg College	BA / 2 yrs (Lv. 2 3)	Heritage High School Special Education	08-03-2017
Quel Robert N.	Liberty University	BA / 0 yrs (Lv. 0 4)	Heritage High School Math Teacher	08-03-2017
Shank Virginia	Lynchburg College	MA / 6 yrs (Lv. 6 3)	R.S. Payne Literacy Teacher	08-03-2017
Volk Andrew	Liberty University	BA / 6 yrs (Lv. 6 4)	Linkhorne Middle School Math Teacher	08-03-2017
White Tonyette	UVA	BA / 0 yrs (Lv. 0 1)	E.C. Glass High School School Counselor	07-27-2017

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2016-2017:				
Wood Lauren	Radford University	BA / (Lv. 2	2 yrs 3) Perrymont Elementary School Literacy Coach/Teacher	08-03-2017
RESIGNATIONS:				
Bagwell Virginia	UVA	MED / (Lv. 37	37 yrs 3) Payne Elementary School Movement Education Teacher	06-09-2017
Cook Courtney	Lynchburg College	BA / (Lv. 2	2 yrs 3) Sandusky Elementary School Fifth Grade Teacher	06-09-2017
Fehr Barbara	Longwood College	MA / (Lv. 5	5 yrs 3) Perrymont Elementary School Special Education Teacher	06-09-2017
Ferrell Laura	Lynchburg College	MED / (Lv. 10	10 yrs 3) T.C. Miller Second Grade Teacher	06-09-2017
El-Abd Maria	Sweet Briar College	MA / (Lv. 1	1 yr 3) Linkhorne Middle School Math Teacher	06-09-2017
Evans Tanya	Tennessee University of	MS / (Lv. 9	9 yrs 3) R.S. Payne Elementary School Hearing Impaired Teacher	06-09-2017
Godley Catherine	Randolph College	MA / (Lv. 2	2 yrs 3) Bass Elementary School First Grade Teacher	06-09-2017
Gunderson Emily	Liberty University	BA / (Lv. 0	0 yrs 3) Linkhorne Middle School English Teacher	06-09-2017
Herndon Thomas	North Carolina State University	BA / (Lv. 20	20 yrs 2) E.C. Glass High School Physics/Chemistry Teacher	06-09-2017
Lovett Jennifer	Arizona University of	BA / (Lv. 14	14 yrs 3) Linkhorne Elementary School Literacy Coach/Teacher	06-09-2017
Mikkelson Eleanor	Lynchburg College	MED / (Lv. 18	18 yrs 3) R.S. Payne Elementary School School Counselor	06-09-2017
Parker Andrea	Liberty University	BS / (Lv. 6	6 yrs 1) Heritage High School Math Teacher – PT	06-09-2017

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
RESIGNATIONS: (Continued)				
Strope Michael	Grand Canyon University	MA / (Lv. 14	14 yrs Empowerment Academy 4) Social Studies Teacher	06-09-2017
Ten Eyck Samantha	Florida University of	MA / (Lv. 0	0 yrs E.C. Glass High School 3) Social Studies Teacher	06-09-2017
Wable Sneha	Pune University of	MA / (Lv. 2	2 yrs Linkhorne Middle School 1) Special Education Teacher	06-09-2017
Weir Kevin	Liberty University	BA / (Lv. 0	0 yrs E.C. Glass High School 4) Computer Science Teacher	06-09-2017
West Allison	Liberty University	BA / (Lv. 2	2 yrs Perrymont Elementary School 1) Third Grade Teacher	06-09-2017
RETIREMENTS:				
Mann Rebecca	Weber State College	BS / (Lv. 17	17 yrs Laurel Regional School 3) Special Education Teacher	06-09-2017

Agenda Report

Date: 05/16/17

Agenda Number: C-3

Attachments: Yes

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

Subject: Carl Perkins Funds 2017-18

Summary/Description:

The Lynchburg City Schools application for Career-Technical funds for the 2017-2018 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 2017-2018 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 Funds for 2017-2018.

Proposed 2017-2018 Carl Perkins Spending

Estimated Funding Available: \$227,979.56

<p><u>Career Guidance</u></p> <ul style="list-style-type: none"> • We will provide funds to be used for “Career Assessment” reports to parents and students. • We will also provide transportation to local businesses and colleges for special workforce development programs like job shadowing and mentorships for high school seniors. • We will provide field trips for students from special populations and non-traditional areas to visit local industry to take part in career fairs and job shadowing. 	<p>\$ 6,000.00</p>
<p><u>Vocational Student Organization</u></p> <ul style="list-style-type: none"> • Assist Career-Technical student organizations with travel expenses for local, state, and national competitions. 	<p>\$ 15,000.00</p>
<p><u>Professional Development</u></p> <ul style="list-style-type: none"> • Provide Perkins Funds for teachers to participate in local, state and national training, certification courses and professional development. 	<p>\$ 15,000.00</p>
<p><u>Video Production</u></p> <ul style="list-style-type: none"> • We plan to expand our Video Production program at E.C. Glass with the purchase of nine (9) MacBook Pro computers with “Final Cut Pro X” software (\$10,000) • We also plan to purchase one (1) JVC Compact Professional Camcorder with a Magnus VT-4000 tripod system and wireless Technical Pro microphone system (\$3,000) • We will also purchase a Westcott Green Screen (\$1,000) 	<p>\$ 14,000.00</p>
<p><u>Dental Careers</u></p> <ul style="list-style-type: none"> • We plan to upgrade our lab with the purchase of one (1) INTRA Oral Digital X-ray unit with interior imaging software (\$20,000). 	<p>\$ 20,000.00</p>
<p><u>Criminal Justice</u></p> <ul style="list-style-type: none"> • We will teach students how to collect and store evidence for crime scene processing with the purchase of ten (10) Crime Scene Student Kits (\$6,000) • We will also purchase various demo equipment (demo handguns, Tasers, pepper spray, radios, handcuffs) to be used in High Risk Traffic Stop simulations (\$4,000) 	<p>\$ 10,000.00</p>

Precision Machining**\$ 10,500.00**

- We will expand our machining lab with the purchase of one (1) PCNC 1100 Personal CNC Milling machine with 3-axis control software (\$8,500)
- We also plan to purchase new welding gloves, helmets and torches (\$2,000)

Sports Medicine**\$ 7,000.00**

- We will upgrade our new Sports Medicine lab at Heritage High School with the purchase of a Sure Temp Plus Thermometer and laboratory skeleton. We also plan to purchase a LifeSpan RW 1000 Indoor Rowing machine (\$4,000)
- We will upgrade our Sports Medicine lab at E.C. Glass with the purchase of a new Heatpack Electrical Stimulus machine (\$3,000)

Technology Education**\$ 79,000.00**

- We will upgrade our Technology labs at Sandusky Middle School with a refresh of all thirteen (13) STEM modules from Alternative Energy to Robotics (\$10,500)
- We will also plan to upgrade our Health Science Careers lab with a purchase of new components, software, reference books and tools (\$5,000)
- We will also upgrade our Video Production module with the purchase of a Sony HXR shoulder-mounted camcorder with "Final Cut Pro X" software (\$2,000)
- We will upgrade our Technology Lab at DMS with the purchase of fifteen (15) HP computers with "Final Cut Pro X" software (\$16,000)
- We plan to complete the same upgrades of our thirteen (13) STEM modules and Health Science lab at Linkhorne Middle School (\$17,500)
- We also plan to purchase two (2) new drill press machines and a color printer (\$5,500)
- We also plan to purchase one (1) set of new technical drawing textbooks (\$3,000)
- We also plan to expand our STEM labs at Linkhorne and Sandusky MS's with the purchase of two (2) new digital music modules (\$3,500)
- We will modernize our Technology lab with the purchase of a laser engraver (\$16,000)

Computer Science**\$ 5,500.00**

- We plan to upgrade our Computer Science lab at E.C. Glass with the purchase of thirty-six (36) Raspberry Pi 3 Model B with Flash memory cards and power supply cords (\$5,500) These credit card sized computers will allow students to learn to program in languages like "Scratch" and "Python"

<p><u>Culinary Arts</u></p> <ul style="list-style-type: none"> • We will upgrade our E.C. Glass Culinary lab with new hand tools and knives (\$3,000). We also plan to purchase new dinnerware and glasses (\$2,000) • We plan to modernize our Culinary lab with the purchase of a dough sheeter (\$4,000) and new food processors (\$1,000) • We also plan to upgrade our lab at E.C. Glass with a new commercial garbage disposal (\$2,000) • We also plan to upgrade our Linkhorne Middle School Teen Living program with new blenders, food processors, dinnerware, microwave, and waffle maker (\$4,500) 	<p>\$ 16,500.00</p>
<p><u>Business and Information technology</u></p> <ul style="list-style-type: none"> • We will expand our Heritage High Business lab with the purchase of two (2) wall mounted TV/computer screens (\$500) • We will upgrade our Dunbar Middle School Business lab with the purchase of twenty-eight (28) new 19" LG computer monitors (\$2,000) • We will modernize our Business lab at Linkhorne Middle School with the purchase of new business simulation software and 25 sets of headphones (\$2,000) 	<p>\$ 4,500.00</p>
<p><u>Family and Consumer Sciences</u></p> <ul style="list-style-type: none"> • We will modernize our FACS lab at Sandusky Middle School with the purchase of a new KitchenAid Stand mixer and Cuisinart 11-cup Food processor (\$500) • We also plan to upgrade our lab with the purchase of two (2) new microwaves (\$250) • We also plan to purchase five (5) "Learning Seed" video programs for teaching Consumer Sciences, Everyday Economics, and Cooking Essentials (\$500) • We will upgrade our FACS lab at Sandusky Middle School with the purchase of twenty (20) HP computer stations (\$16,000) 	<p>\$ 17,250.00</p>
<p><u>Auto Service Technology</u></p> <ul style="list-style-type: none"> • We plan to upgrade our E.C. Glass Auto Service Technology lab with the purchase of a new Hunter Wheel Balance machine (\$7,729.56) 	<p>\$ 7,729.56</p>
<p>TOTAL</p>	<p>\$227,979.56</p>

Agenda Report

Date: 05/16/17

Agenda Number: F-1

Attachments: No

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

Subject: Health and Wellness

Summary/Description:

The Lynchburg City Schools Department for Benefits is actively seeking ways to reduce costs for medical claims. The establishment of a wellness program is one way to help achieve this objective. The goal of the wellness program is to reduce the cost of medical claims by encouraging employees to take time to invest in their personal health and wellbeing. Representatives from the Department for Benefits will share some of the plans to encourage employee wellness 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: 05/16/17

Agenda Number: F-2

Attachments: No

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

Subject: Health Insurance Reserve

Summary/Description:

The actual health insurance claims for FY2016-17 are projected to exceed the budgeted amount this year. Through prudent planning, the school board has transferred funds from the school operating budget fund balance to a Health Insurance Reserve. This Reserve has accumulated \$1,640,608 and is to be used should claims exceed the budgeted amount in a given fiscal year. The school administration requests that the school board approve the transfer of \$1,300,000 from the Health Insurance Reserve held by the city of Lynchburg to cover the health insurance claims budget shortfall for FY2016-17.

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

Recommendation:

The superintendent recommends that the school board approve the transfer of \$1,300,000 from the Health Insurance Reserve held by the city of Lynchburg to cover the health insurance claims budget shortfall for FY2016-17.

Agenda Report

Date: 05/16/17

Agenda Number: F-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) \$ 125,000
- Operation and Administration reallocations (see details below) \$1,246,766

Total reallocation requests

\$1,371,766
=====

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

\$1,371,766
=====

The school administration requests these budget adjustments be approved for the 2015-16 school year in order to fund these adjustments or purchases.

Additional Information on some of the above items:

PERSONNEL

The budget overages in personnel costs were the result of the following:

- Salaries of new employees were higher than the budget
- Incurred overtime was greater than the budget. In most cases, the overtime was necessary due to the shortage of bus drivers.

Transportation \$125,000

Total Personnel Reallocation Requests

\$125,000
=====

Agenda Report

Date: 05/16/17

Agenda Number: F-3

Attachments: No

OPERATIONS AND ADMINISTRATIONS

Workers' Compensation insurance premium increase	\$200,000
Refurbishment of the baseball field at E.C. Glass	\$ 60,000
Purchase of two (2) Drivers Ed cars for E.C. Glass and Heritage High Schools	\$ 42,000
Purchase of fuel for Transportation	\$ 75,000
Purchases of IT supplies and maintenance fees	\$ 60,000
Purchase of nine (9) school buses @ \$89,974 each	\$809,766

Total Operations and Administration Reallocation Requests

\$1,246,766
=====

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve the request for reallocation in the amount of \$1,371,766.

Agenda Report

Date: 05/16/17

Agenda Number: F-4

Attachments: Yes

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

Subject: Policy JECZ Non-Resident Employee Student Tuition Waiver and
Policy JECZ-R Non-Resident Employee Student Tuition Waiver

Summary/Description:

Recently, the school board approved updates to Policy JEC-R School Admission. Those changes need to be reflected in other related polices, regulations, and forms. The following policies are being presented to the school board for review.

- JECZ Non-Resident Employee Student Tuition Waiver
- JECZ-R Non-Resident Employee Student Tuition Waiver

In addition, JEC-F Non-Resident Tuition Form has been part of school board policy. The school administration requests that this form be removed from policy so that minor updates can be made without being approved by the school board.

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

Recommendation:

The superintendent recommends that the school board approve changes to Policy JECZ Non-Resident Employee Student Tuition Waiver, Policy JECZ-R Non-Resident Employee Student Tuition Waiver, and the removal of JEC-F Non-Resident Tuition Form from policy.

NON-RESIDENT EMPLOYEE STUDENT TUITION WAIVER

Nonresident children whose parents/guardians are full-time contracted staff members of the Lynchburg City Schools are eligible for admission tuition-free in the Lynchburg City Schools upon authorization by the Superintendent or Superintendent's designee. If additional services are required **or the student attends a special program with a fee**, fees ~~for such services~~ will be assessed to the employee based on the cost of the required services **or programs**.

Nonresident students will be assigned to a school with the approval of the Superintendent or Superintendent's designee. Nonresident students will be admitted only on a space-available basis and contingent upon a review of the student's scholastic and discipline records.

The parent/guardian must annually submit a Non-Resident Student Application **F**orm.

Nonresident students who have been suspended from their former school(s) or who have poor attendance or disciplinary records or reportable offenses may not be accepted. Nonresident students who **have become** disciplinary problems, ~~have~~ attendance problems (**including tardiness**), **poor academic effort**, or ~~have~~ reportable offenses after enrollment are subject to immediate removal from the school division.

Nonresident children whose parents/guardians are full-time contracted employees of LCS are eligible to apply for admission to one of the schools of innovation, the Gifted Opportunities Center, Central Virginia Governor's School for Science and Technology, Early College Program, and XLR8 (STEM) Academy. Acceptance into one of the programs listed above will be on a space-available basis and only after consideration has been made for students residing in the division. **One exception is that children of employees who work at a school for innovation may be considered as a zoned student for purposes of being able to enroll in that school.**

Adopted by School Board: April 4, 2006

Revised by School Board: April 19, 2016

Code of Va., §§ 22.1-5, 22.1-101.1, 22.1-255

NON-RESIDENT – EMPLOYEE STUDENT TUITION WAIVER

The following regulations will govern the enrollment of nonresident children who reside with a parent/guardian who is a full-time contracted staff members of Lynchburg City Schools:

1. Applicants will be considered for placement on a space available basis, based on the date the application is received. **One exception is that children of employees who work at a school for innovation may be considered as a zoned student for purposes of being able to enroll in that school.**
2. Nonresident students' enrollment will be contingent upon a review of the students' scholastic and academic records.
3. The school division may not accept nonresident students who have been suspended from their former school(s) or who have poor attendance or disciplinary records or reportable offenses.
4. Nonresident students who ~~become~~ **have** disciplinary problems, ~~have~~ attendance problems (**including tardiness**), **poor academic effort**, or commit reportable offenses after enrollment ~~will be~~ **are subject to** immediately ~~removed~~ **removal** from the school division.
5. If the parent/guardian leaves the employ of the Lynchburg City Schools and if the child(ren) remain in the Lynchburg City Schools, the school division will begin charging tuition the day after the date of termination of employment for the remainder of the school year.
6. Nonresident parents/guardians must provide transportation to school for their nonresident children.
7. ~~Once a student is placed in a school, that student may remain in that school until he/she completes the program as long as the student remains eligible.~~ Parents/guardians must **annually** submit a Non-Resident Student **Enrollment Application Form** by July 1.
8. ~~Nonresident parent/guardians must reapply their child(ren) at the end of grade five and at the end of grade eight for their child(ren) to attend the next level. Only one school placement per level (elementary, middle, high) will be made for each nonresident student.~~
9. When possible, and as space allows, consideration will be given to placing siblings at the same site.

10. Students will be placed at eligible elementary schools based on the following priority order:
 - a. Zoned students
 - b. Students whose parent works at the school site
 - c. Public School Choice students
 - d. Elementary School Reassignment (Babysitter hardship)
 - e. Students whose parent is a resident and an employee at a site other than the requested school
 - f. Nonresident employees' children
 - g. Tuition-paying students

11. Resident full-time contracted staff members who move out of the city and who wish their children to remain in the Lynchburg City Schools must submit the Non-resident Student Application Form immediately or tuition will be assessed.

Adopted by School Board: April 4, 2006

Revised by School Board: April 19, 2016



LYNCHBURG CITY SCHOOLS

LYNCHBURG CITY SCHOOLS
NON-RESIDENT STUDENT APPLICATION FORM

Please complete all pages of this form. Please list only one student per form.

GENERAL INFORMATION:

- If approved, reassignment will be **for one year only** in the preferred school on a space-available basis only. **Applications must be submitted annually for consideration.** The Superintendent or his designee will make the final decision regarding the school placement.
- Students who have been suspended from former schools, have poor attendance or disciplinary records, or criminal charges against them may not be accepted.
- Placement in a preferred school will be on a space-available basis only. The Superintendent or his designee will make the final decision regarding the school placement.
- Tuition fees for any additional services will be calculated on the cost of required services.
- Nonresidents must provide transportation for their child.

SPECIAL NOTE FOR HIGH SCHOOL STUDENTS:

- If you are interested in participating in athletics, there are many Virginia High School League rules that regulate participation. For information, please contact the athletic director at the school to which you are requesting enrollment.

NEW STUDENTS TO LYNCHBURG CITY SCHOOLS MUST PROVIDE THE FOLLOWING INFORMATION WITH THIS APPLICATION:

- Grades
- Attendance
- Disciplinary records
- Reportable offenses

STUDENT INFORMATION	Current School: _____ <input type="checkbox"/> New Request <input type="checkbox"/> Renewal Request
	Name of Student: _____ Grade: _____ School Year: ____ to ____ <i>Pre-Kindergarten students are not eligible.</i>
	Preferred School: 1 st Choice: _____ 2 nd Choice: _____ 3 rd Choice: _____
	Please indicate any of the following services the student currently needs or may need this year (these may require additional cost). <input type="checkbox"/> Special Education (IEP) <input type="checkbox"/> 504 <input type="checkbox"/> Gifted <input type="checkbox"/> English Language Learner

PARENT/GUARDIAN INFORMATION	Name of Parent/Guardian: _____
	Physical Address: _____
	County: _____ E-mail Address: _____
	Mailing Address (if different from physical address): _____
	Zip: _____
	Home Phone: () _____ Work: () _____ Other: () _____
	Is the parent an employee of Lynchburg City School: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Place of Employment: _____ Address of Employer: _____

Financial and Eligibility Agreement

1. I understand that I am financially responsible for all applicable tuition fees as well as fees for any special services for my son or daughter to attend Lynchburg City Schools. The cost will be determined and communicated to me after review of the application, using the fee schedule on the LCS website. I am responsible for making my payments when they are due (I may not receive a reminder notice). If my account is in arrears, my child may not be allowed to attend classes.
2. If my child is determined to need additional services, including eligibility evaluations, during the year, I may be charged for those services.
3. Should Lynchburg City Schools incur any expense in the collection of past due fees, I will be responsible for any legal or collection fees incurred. I certify that my son or daughter does qualify for enrollment, and I agree to abide by provisions of the tuition fee plan.
4. My child currently has satisfactory attendance, behavior and academic effort.
5. If my child has poor attendance, including tardiness, or has criminal charges brought against him/her during this school year, he/she could be removed from Lynchburg City Schools.
6. If false information is provided on this application, it is cause for denial of the request or reversal, if approval has been previously granted.

Signature: _____ Date: _____
 Parent/Guardian

Return to: Department of Student Learning & Success
Attn: Kathy White
Lynchburg City Schools
P. O. Box 2497
Lynchburg, Virginia 24505-2497

.....
LCS ADMIN USE ONLY

Application Status Approved Disapproved

Signature – Superintendent or Designee: _____ Date: _____

Base Tuition \$ _____
 Addition Services \$ _____
 Total Cost: \$ _____

PREFERRED SCHEDULE OF PAYMENT	<p>Preferred schedule of payment (to be completed by Finance):</p> <p><input type="checkbox"/> Monthly Nine (9) payments; the first payment is due the first day of school and the remaining eight payments are due the first school day of each month thereafter.</p> <p><input type="checkbox"/> Quarterly Four (4) payments; the first payment is due the first day of school and the remaining three payments are due October 1, February 1, and April 1.</p> <p><input type="checkbox"/> Semester Two (2) payments; the first payment is due the first day of school and the second payment is due the first day of the second semester.</p> <p><input type="checkbox"/> Yearly One (1) payment. Full payment is due the first day of school.</p> <p><input type="checkbox"/> None No fee due to employee status.</p>
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Agenda Report

Date: 05/16/17

Agenda Number: F-5

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: School Operating Budget: 2017-18

Summary/Description:

As a result of the Lynchburg City Council adopting its 2018 budget, the school administration will present the school operating budget for 2017-18 for school board review. The school administration will present revenue and expenditure adjustments proposed for next year's budget.

Disposition: Action
 Information
 Action at Meeting on: 06/06/17

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 June 6, 2017.

Agenda Report

Date: 05/16/17

Agenda Number: J-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) for the purpose of considering employee performance.

Agenda Report

Date: 05/16/17

Agenda Number: J-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).