



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

Lynchburg City School Board

Robert O. Brennan  
School Board District 1

Sharon Y. Carter  
School Board District 2

James E. Coleman, Jr.  
School Board District 3

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

Katie K. Snyder  
School Board District 3

Kimberly A. Sinha  
School Board District 2

School Administration

Larry A. Massie  
Acting Superintendent

John C. McClain  
Assistant Superintendent of  
Student Learning and Success

Ben W. Copeland  
Assistant Superintendent of  
Operations and Administration

Anthony E. Beckles, Sr.  
Chief Financial Officer

Wendie L. Sullivan  
Clerk

**SCHOOL BOARD MEETING**  
**July 11, 2017 5:00 p.m.**  
**School Administration Building**  
**Board Room**

**A. CLOSED MEETING**

- 1. Notice of Closed Meeting  
Larry A. Massie. . . . . Page 1  
Discussion/Action
- 2. Certification of Closed Meeting  
Larry A. Massie. . . . . Page 2  
Discussion/Action

**B. SCHOOL BOARD REORGANIZATION**

- 1. Election of Chairman of the School Board: 2017-18  
Larry A. Massie. . . . . Page 3  
Discussion/Action
- 2. Election of the Vice Chairman of the School Board: 2017-18  
School Board Chairman. . . . . Page 4  
Discussion/Action
- 3. Appointment of the Clerk and Deputy Clerk: 2017-18  
School Board Chairman. . . . . Page 5  
Discussion/Action
- 4. Appointment of the Agent and Deputy Agent: 2017-18  
School Board Chairman. . . . . Page 6  
Discussion/Action
- 5. Appointment of the Designee of the Division Superintendent: 2017-18  
School Board Chairman. . . . . Page 9  
Discussion/Action
- 6. Meeting Time, Dates, and Location for School Board Meetings  
School Board Chairman. . . . . Page 10  
Discussion/Action

- 7. Election of School Board Representative: LAUREL  
School Board  
School Board Chairman. . . . . Page 11  
Discussion/Action
- 8. Election of School Board Representative: Central Virginia  
Governor’s School for Science and Technology  
School Board Chairman. . . . . Page 12  
Discussion/Action
- 9. Election of School Board Representative: Governor’s Regional  
XLR8 STEM Academy  
School Board Chairman . . . . .Page 13  
Discussion/Action
- 10. Lynchburg City School Board Governance Norms  
and Protocols  
School Board Chairman . . . . .Page 14  
Discussion

**C. PUBLIC COMMENTS**

- 1. Public Comments  
School Board Chairman . . . . . Page 19  
Discussion/Action (30 Minutes)

**D. SPECIAL PRESENTATIONS**

- 1. Lynchburg City Schools Education Foundation, Inc.: Update  
Larry A. Massie . . . . . Page 20  
Discussion

**E. FINANCE REPORT**

- 1. Finance Report  
Anthony E. Beckles, Sr. . . . .Page 21  
Discussion

**F. CONSENT AGENDA**

- 1. School Board Meeting Minutes: June 14, 2017 (Closed Meeting)  
June 20, 2017 (Regular Meeting)  
June 22, 2017 (Student Discipline  
Committee Meeting)
- 2. Personnel Report  
Marie F. Gee. . . . .Page 28  
Discussion/Action

3. Policy KG-R Community Use of School Facilities: Rules and Conditions  
Ben W. Copeland. . . . .Page 33  
Discussion/Action

**G. SCHOOL BOARD COMMITTEE REPORTS**

**H. UNFINISHED BUSINESS**

1. Lynchburg City Schools Plan for Gifted Education  
John C. McClain. . . . . Page 42  
Discussion/Action
2. Policy JN Student Fees, Fines, and Charges and Regulation JNZ-R Student Fees, Fines, and Charges  
John C. McClain. . . . . Page 43  
Discussion/Action
3. Grading and Report Cards  
John C. McClain. . . . . Page 52  
Discussion/Action

**I. NEW BUSINESS**

1. Lynchburg Beacon of Hope: Agreement  
John C. McClain. . . . . Page 54  
Discussion
2. Capital Improvement Plan: E. C. Glass High School  
Ben W. Copeland. . . . . Page 62  
Discussion/Action
3. Freedom of Information Act Officer  
Larry A. Massie. . . . . Page 63  
Discussion/Action
4. Central Virginia Governor's School for Science and Technology: 2016-17 Budget  
Anthony E. Beckles, Sr. . . . . Page 64  
Discussion
5. XLR8 Governor's STEM Academy: 2016-17 Budget  
Anthony E. Beckles, Sr. . . . . Page 70  
Discussion
6. LAUREL Regional School: 2016-17 Budget  
Anthony E. Beckles, Sr. . . . . Page 79  
Discussion

7. Pauline F. Maloney STEP with Links  
Program: 2016-17 Budget  
Anthony E. Beckles, Sr. . . . . Page 92  
Discussion

**J. SUPERINTENDENT’S COMMENTS**

**K. BOARD COMMENTS**

**L. INFORMATIONAL ITEMS**

School Board Work Session: Tuesday, July 11, 2017,  
Immediately following the Reorganization Meeting, Board  
Room, School Administration Building

Next School Board Meeting: Tuesday, August 1, 2017, 5:30 p.m.  
Board Room, School Administration Building

**M. ADJOURNMENT**

# Agenda Report

**Date:** 07/11/17

**Agenda Number:** A-1

**Attachments:** No

**From:** Larry A. Massie, Acting Superintendent

**Subject:** Notice of Closed Meeting

**Summary/Description:**

Pursuant to the Code of Virginia §2.2-3711 (A) (1) (6), the school board needs to convene a closed meeting for the purpose of discussing the following specific matters:

Consideration of the Investment  
of Public Funds

Personnel Matter

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

**Recommendation:**

The acting 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) (6) discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected and to discuss a personnel matter.

# Agenda Report

**Date:** 07/11/17

**Agenda Number:** A-2

**Attachments:** No

**From:** Larry A. Massie, Acting 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 acting superintendent recommends that the school board approve the Certification of Closed Meeting in accordance with the Code of Virginia §2.2-3712(D).

# Agenda Report

**Date:** 07/11/17

**Agenda Number:** B-1

**Attachments:** No

**From:** Larry A. Massie, Acting Superintendent

**Subject:** Election of the Chairman of the School Board: 2017-18

**Summary/Description:**

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2017-18 school year. The process of reorganization begins with the election of the chairman of the school board for 2017-18.

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

**Recommendation:**

The acting superintendent recommends that the school board elect a chairman of the school board for the 2017-18 school year in accordance with Section 22.1-76 of the Code of Virginia.

# Agenda Report

**Date:** 07/11/17

**Agenda Number:** B-2

**Attachments:** No

**From:** School Board Chairman

**Subject:** Election of the Vice Chairman of the School Board: 2017-18

**Summary/Description:**

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2017-18 school year. The process of reorganization requires the election of the vice chairman of the school board for 2017-18.

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

**Recommendation:**

The school board chairman recommends that the school board elect a vice chairman of the school board for the 2017-18 school year in accordance with Section 22.1-76 of the Code of Virginia.



# Agenda Report

**Date:** 07/11/17

**Agenda Number:** B-3

**Attachments:** No

**From:** School Board Chairman

**Subject:** Appointment of the Clerk and Deputy Clerk: 2017-18

## **Summary/Description:**

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2017-18 school year. The process of reorganization requires that the school board appoint a clerk and may appoint a deputy clerk for terms of one year.

The superintendent recommends the following appointments:

### Clerk of the School Board

Wendie L. Sullivan

### Deputy Clerk of the School Board

Barbara W. Saunders

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

## **Recommendation:**

The school board chairman recommends that the school board appoint Ms. Wendie L. Sullivan as the clerk of the school board and the Barbara W. Saunders as deputy clerk of the school board for 2017-18.

# Agenda Report

**Date:** 07/11/17

**Agenda Number:** B-4

**Attachments:** Yes

**From:** School Board Chairman

**Subject:** Appointment of the Agent and Deputy Agent: 2017-18

## **Summary/Description:**

In accordance with Section 22.1-122 (B) of the Code of Virginia, it is necessary that the school board reorganize for the 2017-18 school year. The process of reorganization requires that the school board appoint an agent and may appoint a deputy agent for terms of one year.

The superintendent recommends the following appointments:

### Agent for the School Board

Anthony E. Beckles, Sr.

### Deputy Agent for the School Board

Kimberly D. Lukanich

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

## **Recommendation:**

The school board chairman recommends that the school board appoint Anthony E. Beckles, Sr. as the agent and Kimberly D. Lukanich as deputy agent for the school board for 2017-18.

§ 22.1-122. Approval and payment of claims; warrants; prohibited acts.

A. Except as provided in § 22.1-122.1, a school board shall examine all claims against it and, when approved, shall order or authorize the payment thereof. A record of such approval and order or authorization shall be made in the minutes of the school board. Payment of each claim shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody and disbursement of the funds of the school board. The warrant shall be signed by the chairman or vice-chairman of the school board, countersigned by the clerk or deputy clerk thereof, made payable to the person or persons, firm or corporation entitled to receive such payment and recorded in the form and manner prescribed by the Board of Education. There shall be stated on the face of the warrant the purpose or service for which such payment is drawn and the date of the order entered or authority granted by the school board.

B. A school board may, in its discretion by resolution, appoint an agent, and a deputy agent to act for the agent in his absence or inability to perform this duty, to examine and approve such claims and, when approved by him or his deputy, to order or authorize the payment thereof. A record of such approval and order or authorization shall be made and kept with the records of the school board. Payment of each such claim so examined and approved by such agent or his deputy shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody, and disbursement of the funds made available to the school board. The warrant shall be signed by such agent or his deputy and countersigned by the clerk or deputy clerk of the school board, payable to the person or persons, firm or corporation entitled to receive such payments; provided, however, that when the agent appointed by the school board is the division superintendent and the division superintendent and clerk is one and the same person, all such warrants shall be countersigned by the chairman or vice-chairman of the school board and when the deputy agent and deputy clerk is one and the same person, the warrant shall be countersigned by either the clerk or the agent of the school board. There shall be stated on the face of the warrant the purpose or service for which such payment is made and also that such warrant is drawn pursuant to authority delegated to such agent or his deputy by the school board on the . . . . day of . . . . . The school board shall require such agent and his deputy to furnish a corporate surety bond conditioned upon the faithful performance and discharge of the duties herein assigned to each such official. The school board shall fix the amount of such bond or bonds and the premium therefore shall be paid out of the funds made available to the school board.

C. The school board of any school division composed of a county may provide, by resolution, for the drawing of special warrants in payment of compensation, when such compensation has been earned and is due, for (i) all employees and school bus operators under written contract, (ii) upon receipt of certified time sheets or other evidence of service performed, the payment of all other employees whose rates of pay have been established by the school board or its properly delegated agent, and (iii) for payment on contracts for school construction projects according to the terms of such contracts. All such special warrants so authorized shall be signed by the clerk or deputy clerk of the school board and countersigned by the division superintendent or the chairman or vice-chairman of the school board. When the division superintendent and clerk is one and the same person, such special warrants shall be countersigned by such chairman or vice-chairman. Such payrolls and contracts so paid shall be reviewed and approved by the school board at its next regular meeting.

D. Any warrant provided for in this section may be converted into a negotiable check when the name of the bank upon which the funds stated in the warrant are drawn or by which the check is to be paid is designated upon its face and is signed by the treasurer or other officer charged by law with the responsibility for the receipt, custody and disbursement of the funds of the school board.

E. The acts prohibited by § 15.2-1244 with respect to the ordering of the issuance of warrants by a board of supervisors and the signing and countersigning of such warrants by the clerk, deputy clerk, chairman, and vice-chairman of such board shall apply to the ordering of the issuance of warrants by a school board and to the signing and countersigning thereof by the chairman, vice-chairman, clerk, deputy clerk, agent and deputy agent of the school board. Any clerk, deputy clerk, agent, deputy agent or member of any school board who violates any provision of this section shall be guilty of both a Class 3 misdemeanor and malfeasance in office.

(Code 1950, §§ 22-73, 22-75, 22-76, 22-77, 22-78, 22-97; 1954, c. 291; 1959, Ex. Sess., c. 79, § 1; 1968, c. 501; 1971, Ex. Sess., c. 161; 1972, c. 426; 1975, cc. 308, 328; 1978, c. 430; 1980, c. 559; 1989, c. 179.)

---

Go to [General Assembly Home](#)

# Agenda Report

**Date:** 07/11/17

**Agenda Number:** B-5

**Attachments:** No

**From:** School Board Chairman

**Subject:** Appointment of the Designee of the Division Superintendent: 2017-18

**Summary/Description:**

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2017-18 school year. The process of reorganization requires that the school board approve a designee of the division superintendent to attend meetings of the school board in the absence or inability to attend by the superintendent.

The superintendent recommends Anthony E. Beckles, Sr., chief financial officer, as his designee.

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

**Recommendation:**

The school board chairman recommends that the school board appoint Anthony E. Beckles, Sr., as designee of the division superintendent for the 2017-18 school year.

# Agenda Report

**Date:** 07/11/17

**Agenda Number:** B-6

**Attachments:** No

**From:** School Board Chairman

**Subject:** Dates, Meeting Time, and Location for the School Board Meetings: 2017-18

## **Summary/Description:**

Annually, the school board establishes the meeting dates, time, and location for the regular school board meetings. During the 2016-17 school year, the school board conducted its meetings on the first and third Tuesday of each month, beginning at 5:30 p.m. in the Board Room at the School Administration Building. With school board approval, meetings for 2017-18 will follow the 2016-17 schedule with the exception of April 3, 2018.

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

## **Recommendation:**

The school board chairman recommends that the school board establish the dates, time, and location for the school board meetings for the 2017-18 school year.

# Agenda Report

**Date:** 07/11/17

**Agenda Number:** B-7

**Attachments:** No

**From:** School Board Chairman

**Subject:** Election of School Board Representative: LAUREL School Board

**Summary/Description:**

Each school year the school board elects a school board member to represent the Lynchburg City Schools on the LAUREL School Board. In addition, the school board elects an alternate member to represent the school division as necessary.

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

**Recommendation:**

The school board chairman recommends that the school board elect two members, one of whom will serve as an alternate representative, to represent the Lynchburg City Schools on the LAUREL School Board.

# Agenda Report

**Date:** 07/11/17

**Agenda Number:** B-8

**Attachments:** No

**From:** School Board Chairman

**Subject:** Election of School Board Representative: Central Virginia Governor's School for Science and Technology Governing Board

## **Summary/Description:**

The school board elects a school board member to represent the Lynchburg City Schools on the Central Virginia Governor's School for Science and Technology Governing Board each year. In addition, the school board elects an alternate to represent the school division as necessary.

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

## **Recommendation:**

The school board chairman recommends that the school board elect two members, one of whom will serve as an alternate representative, to represent the Lynchburg City Schools on the Central Virginia Governor's School for Science and Technology Governing Board.



# Agenda Report

**Date:** 07/11/17

**Agenda Number:** B-9

**Attachments:** No

**From:** School Board Chairman

**Subject:** Election of School Board Representative: Governor's Regional XLR8 STEM Academy

## **Summary/Description:**

The school board elects a school board member to represent the Lynchburg City Schools on the Governor's Regional XLR8 STEM Academy Governing Board each year. In addition, the school board elects an alternate to represent the school division as necessary.

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

## **Recommendation:**

The school board chairman recommends that the school board elect two members, one of whom will serve as an alternate representative, to represent the Lynchburg City Schools on the Governor's Regional XLR8 STEM Academy Governing Board.

# Agenda Report

**Date:** 07/11/17

**Agenda Number:** B-10

**Attachments:** Yes

**From:** School Board Chairman

**Subject:** School Board Governance Norms and Protocols

## **Summary/Description:**

The Lynchburg City School Board, through a professional development activity conducted by the Virginia School Boards Association, developed Governance Norms and Protocols, which were approved on May 3, 2016. This document, which appears as an attachment to this agenda report, provides clear guidelines and procedures for all aspects of board communication, school board meeting agenda development, interactions with the school community, professional development, and the evaluation of the superintendent and itself.

The school board will review the Governance Norms and Protocols during this presentation.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 08/01/17

## **Recommendation:**

The school board chairman recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on August 1, 2017.

## **Lynchburg City School Board**

### **Governance Norms & Protocols**

We agree to employ the following norms in all our interactions:

- **We will hear each opinion, but ultimately act as one.** We will speak candidly and courteously to each other and listen to dissenting or different viewpoints with an open mind. We will help each other to depersonalize disagreements. Once we reach a decision or compromise as a board, we will each support the will of the board in word and deed.
- **The chairman (or designee) will speak as the official voice of the board.** A single board member will not represent the board without the consent of the board, and board members making personal statements (in any format, including speeches, articles, social media posts, etc.) should clearly state that these statements are their opinion and not the position of the board.
- **We will be mindful of the different roles and responsibilities throughout the school system and maintain a focus on policy and governance.**
- **We will be aware of the different roles that we play as individuals (board member, citizen, parent, etc.).**
- **We will be focused on our work as a board and not interfere with the day-to-day operations of the school system, which is the responsibility of the superintendent.**
- **We will maintain open communication with each other, the administration, and the community-at-large.** Information shared with one board member will be shared with all members. If considerable work or time is required to generate data, the full board must endorse the request.

We agree to follow the following protocols:

<p><b>Developing the board agenda</b></p>	<p>Superintendent develops the draft agenda and provides to the chairman for review prior to distribution.</p> <p>Timing Considerations</p> <p>Step 1: The “working draft” (minus supporting documents) provided to the chairman one week prior to agenda distribution for initial feedback.</p> <p>Step 2: The draft agenda (with supporting documents) provided to the chairman one day prior to agenda distribution for final review.</p> <p>Step 3: The final agenda will be distributed to the board on the Thursday prior to the meeting.</p>
<p><b>Placing items on the board meeting agenda</b></p>	<p>Requests should be submitted to the chairman, who will then poll the board to see if there is board majority interest in adding the item to the agenda.</p> <p>Policy BDDC</p>
<p><b>Obtaining information or clarification about board meeting agenda items before the meeting</b></p>	<p>Requests for information/clarification should be directed to the superintendent. Responses will be sent to all board members.</p>
<p><b>Responding to staff or community complaints at board meetings</b></p>	<p>The board does not respond to public comment at the meetings. The chairman will send a written response/ acknowledgement.</p> <p>**Add verbal statement at the beginning of public comment clarifying that comments will not receive a verbal response at the meeting.</p>
<p><b>Responding to staff or community complaints outside of board meetings</b></p>	<p>Limit discussion, advise person of chain of communication and notify superintendent.</p>
<p><b>Communications between and among board members</b></p>	<p>1-on-1 communication. E-mail (no “reply all”). Phone calls.</p>

<b>Communications between board members and the superintendent</b>	<p>As appropriate, superintendent will Cc other board members when responding to requests for information by an individual board member.</p> <p>Friday Memo</p> <p>Individual calls, e-mails, meetings, as needed.</p> <p>Quarterly 1-on-1.</p>
<b>Communications between board members and staff (including requests for information)</b>	<p>Communication should be directed to the superintendent, who will then direct staff, as appropriate.</p> <p>Information request responses will be sent to all board members.</p>
<b>Assignment of committee members</b>	<p>Volunteer, by interest. If needed, chairman will assign. Seniority given to board service.</p>
<b>Committee reporting expectations</b>	<p>The chairman of the committee will report at each board meeting.</p>
<b>Responding to media inquiries</b>	<p>The chairman, or board designee, is the official media spokesperson for the board.</p>
<b>Use of social media</b>	<p>Board members are encouraged to share official LCS content.</p> <p>**Board members should not create/alter content regarding the division or speak/post on behalf of the board.</p> <p>**Discussion re: being Facebook friends with fellow board members.</p>
<b>How, when and whom to notify about visiting school sites</b>	<p>Requests for official school visits should be coordinated with the principal and superintendent Cc'd.</p>
<b>How, when and whom to notify about volunteering in schools or at school events</b>	<p>Board members will notify the superintendent.</p>
<b>How, when and whom to notify about attending</b>	<p>Encouraged. No notification required.</p>

<b>school events (concerts, sporting events, etc.)</b>	
<b>Expectations for participation in professional development</b>	In accordance with the Code of Virginia §22.1-253.13:5 (A) and (D)
<b>Expectations for participation in meetings and conferences</b>	In accordance with the Code of Virginia 22.1-253.13:5 (A) and (D)
<b>When and how the board evaluates the superintendent</b>	In accordance with the Superintendent’s Evaluation Document adopted by the Lynchburg City School board on August 20, 2013.
<b>When and how the board conducts a self-evaluation</b>	TBD
<b>When and how the board monitors and updates the comprehensive plan</b>	Official review annually at school board retreat. Ongoing use for alignment with budget, status on progress, etc.

Violation of these norms and protocols will result in the following actions:

**VIOLATION 1**

Through consensus, the chairman speaks with school board member.

**VIOLATION 2**

Through consensus, the chairman sends a letter to the school board member.

**VIOLATION 3**

Through consensus, the chairman reports violations to Lynchburg City Council as information for its deliberation in the re-appointment process.

**VIOLATION 4**

# Agenda Report

**Date:** 07/11/17

**Agenda Number:** C-1

**Attachments:** No

**From:** School Board Chairman

**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 school board chairman recommends that the school board receive this agenda report as an informational item.

# Agenda Report

**Date:** 07/11/17

**Agenda Number:** D-1

**Attachments:** No

**From:** Larry A. Massie, Acting Superintendent

**Subject:** Lynchburg City Schools Education Foundation, Inc.: Update

**Summary/Description:**

During this presentation Mrs. Jodi K. Gillette, director of the Lynchburg City Schools Education Foundation, Inc., will provide an update to the school board about the Foundation's progress during the past school year.

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

**Recommendation:**

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



# Agenda Report

**Date:** 07/11/17

**Agenda Number:** E-1

**Attachments:**

**From:** Larry A. Massie, Acting Superintendent  
Anthony E. Beckles, Sr., Chief Financial Officer

**Subject:**

**Summary/Description:**

The school administration, in accordance with the FY2016-17 school operating budget, authorized, approved, and processed the necessary payments through May 31, 2017. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through May 31, 2017 for the operating fund.

Total Operating Fund Budget	\$ 93,056,175.00
Prior Year Encumbrances	\$ 121,556.00
Restricted Donations	\$ 1,000.00
Fund Balance Return	\$ 567,779.00
Insurance Proceeds	\$ 5,941.99
Registrations fees for VSBA	\$ 1,566.00
Adjusted Budget	\$ 93,754,017.99

Through May 31, 2017

Actual Revenue Received	\$ 77,868,454.98
Actual Expenditures	\$ 78,747,504.69
Actual Encumbered	\$ 13,213,207.33

Percent of Budget Received	83.06%
Percent of Budget Used, excluding encumbrances	83.99%

As of 5/31/17 – 11 months	91.67%
---------------------------	--------

The revenue and expenditure reports detail the transactions recorded through May 31, 2017. All reports appear as attachments to the agenda report.

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

**Recommendation:**

The acting 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  
 May 31, 2017

ACCOUNT TITLE	FY 2015-16				FY 2016-17			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
240308 SALES TAX RECEIPTS	(10,248,262.00)	(10,253,346.80)	5,084.80	100.05%	(10,837,193.00)	(8,826,365.34)	(2,010,827.66)	81.45%
240202 BASIC SCHOOL AID	(22,130,823.00)	(21,130,913.40)	(999,909.60)	95.48%	(21,878,492.00)	(20,016,123.69)	(1,862,368.31)	91.49%
240207 GIFTED & TALENTED	(246,845.00)	(218,590.60)	(28,254.40)	88.55%	(246,173.00)	(224,082.77)	(22,090.23)	91.03%
240208 REMEDIAL EDUCATION	(1,323,508.00)	(1,275,566.00)	(47,942.00)	96.38%	(1,492,427.00)	(1,358,503.36)	(133,923.64)	91.03%
240208 REMEDIAL EDUCATION	(105,619.00)	(130,650.00)	25,031.00	123.70%	(161,164.00)	(140,602.29)	(20,561.71)	87.24%
SUPL LOTTERY PER PUPIL ALLOCATIO	0.00	0.00	0.00	0.00%	(268,842.00)	(218,823.55)	(50,018.45)	81.39%
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)	(4,117,168.36)	1,254,820.36	143.84%	(2,841,252.00)	(2,586,291.19)	(254,960.81)	91.03%
240217 VOCATIONAL ED SOQ	(231,089.00)	(222,718.00)	(8,371.00)	96.38%	(405,161.00)	(368,803.13)	(36,357.87)	91.03%
240221 SOC SEC-INSTR	(1,439,052.00)	(1,386,925.00)	(52,127.00)	96.38%	(1,461,655.00)	(1,330,492.87)	(131,162.13)	91.03%
240223 VRS INSTRUCTIONAL	(2,846,592.00)	(2,743,479.00)	(103,113.00)	96.38%	(3,015,625.00)	(2,745,016.27)	(270,608.73)	91.03%
240241 GROUP LIFE INST	(89,284.00)	(86,050.00)	(3,234.00)	96.38%	(97,444.00)	(88,699.39)	(8,744.61)	91.03%
240228 READING INTERVENTN	(188,365.00)	(180,349.00)	(8,016.00)	95.74%	(185,114.00)	(140,572.91)	(44,541.09)	75.94%
240205 CAT-REG FOSTER	(132,031.00)	(81,045.00)	(50,986.00)	61.38%	(74,203.00)	(121,663.20)	47,460.20	163.96%
240246 CAT-HOMEBOUND	(102,053.00)	(104,828.10)	2,775.10	102.72%	(107,771.00)	(93,654.33)	(14,116.67)	86.90%
240248 REGIONAL TUITION	(739,236.00)	(851,346.99)	112,110.99	115.17%	(814,113.00)	(362,763.19)	(451,349.81)	44.56%
240265 AT RISK SOQ	(1,474,228.00)	(1,420,874.00)	(53,354.00)	96.38%	(1,502,539.00)	(1,219,541.73)	(282,997.27)	81.17%
240309 ESL	(148,706.00)	(138,897.00)	(9,809.00)	93.40%	(156,955.00)	(140,324.41)	(16,630.59)	89.40%
240281 AT RISK 4 YR OLDS	(1,221,024.00)	(1,092,096.00)	(128,928.00)	89.44%	(944,193.00)	(766,137.27)	(178,055.73)	81.14%
240252 CTE EQUIPMENT	0.00	(12,988.08)	12,988.08	100.00%	0.00	(23,334.15)	23,334.15	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 INITIATIVE	(38,807.00)	(38,807.00)	0.00	0.00%	(41,476.00)	(35,335.92)	(6,140.08)	85.20%
240275 PRIMARY CLASS SIZE	(1,705,555.00)	(1,634,375.00)	(71,180.00)	95.83%	(1,956,675.00)	(1,554,163.37)	(402,511.63)	79.43%
240214 TEXTBOOKS	(505,349.00)	(487,044.00)	(18,305.00)	96.38%	(563,019.00)	(531,405.11)	(31,613.89)	94.38%
240405 ALGEBRA READINESS	(137,583.00)	(135,579.00)	(2,004.00)	98.54%	(141,003.00)	(118,861.37)	(22,141.63)	84.30%
PROJECT GRADUATION	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>COMMONWEALTH OF VA</b>	<b>(48,404,528.00)</b>	<b>(48,213,960.33)</b>	<b>(190,567.67)</b>	<b>99.61%</b>	<b>(49,648,636.00)</b>	<b>(43,011,560.81)</b>	<b>(6,637,075.19)</b>	<b>86.63%</b>
330212 IMPACT AIDPL81-874	(6,000.00)	(8,942.41)	2,942.41	149.04%	(8,000.00)	(11,807.99)	3,807.99	147.60%
180303 MEDICAID REIMBURSE	(300,000.00)	(251,741.09)	(48,258.91)	83.91%	(350,000.00)	(310,032.95)	(39,967.05)	88.58%
JR ROTC	(120,000.00)	(103,965.90)	(16,034.10)	86.64%	(105,000.00)	(107,619.36)	2,619.36	102.49%
<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>(429,460.30)</b>	<b>(33,539.70)</b>	<b>92.76%</b>

Lynchburg City Schools  
 Operating Fund - Statement of Revenue  
 For the Month Ending  
 May 31, 2017

Agenda Report Attachment

	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)	(32,175,000.00)	(8,679,039.00)	78.76%
510500 FUND BALANCE RETURN	(2,316,449.00)	(2,316,449.00)	0.00	100.00%	(567,779.00)	(567,779.00)	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)	(500,000.00)	0.00	100.00%
<b>CITY</b>	<b>(43,980,725.00)</b>	<b>(43,980,725.00)</b>	<b>0.00</b>	<b>100.00%</b>	<b>(41,921,818.00)</b>	<b>(33,242,779.00)</b>	<b>(8,679,039.00)</b>	<b>79.30%</b>
189912 MISC REV/OTH FUNDS	(100,000.00)	(70,516.45)	(29,483.55)	100.00%	(101,566.00)	(42,855.21)	(58,710.79)	42.19%
180303 REBATES & REFUNDS	(30,000.00)	(21,888.75)	(8,111.25)	72.96%	(20,000.00)	(16,142.33)	(3,857.67)	80.71%
189903 DONATIONS & SP GF	(675.00)	(675.00)	0.00	100.00%	(1,000.00)	(1,400.00)	400.00	100.00%
189909 SALE OTHER EQUIP	(3,000.00)	(15,340.39)	12,340.39	511.35%	(3,000.00)	(9,237.00)	6,237.00	307.90%
189910 INSURANCE ADJUST	(134,105.84)	(134,413.99)	308.15	100.23%	(8,941.99)	(83,955.69)	75,013.70	938.89%
E RATE REIMBURSEMENT	(1,000,146.53)	(937,913.96)	(62,232.57)	93.78%	(115,500.00)	(77,035.24)	(38,464.76)	66.70%
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>(250,007.99)</b>	<b>(230,625.47)</b>	<b>(19,382.52)</b>	<b>92.25%</b>
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)	(85,936.73)	(14,063.27)	85.94%
161206 TUITION ADULT	(11,000.00)	(20,076.25)	9,076.25	182.51%	(11,000.00)	(13,575.00)	2,575.00	123.41%
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)	(21,520.77)	(13,479.23)	61.49%
161205 BUS RENTAL	(325,000.00)	(420,044.96)	95,044.96	129.24%	(325,000.00)	(397,603.35)	72,603.35	122.34%
190101 TUIT FM OTH CO/CY	(634,620.00)	(556,434.09)	(78,185.91)	87.68%	(400,000.00)	(60,038.75)	(339,961.25)	15.01%
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)	(53,692.85)	(11,307.15)	82.60%
SCHOOL NUT UTILITIES	(95,000.00)	(86,218.85)	(8,781.15)	90.76%	(90,000.00)	(74,639.70)	(15,360.30)	82.93%
FACILITY RENTALS	(60,000.00)	(73,490.75)	13,490.75	122.48%	(50,000.00)	(84,206.75)	34,206.75	168.41%
<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>(954,029.40)</b>	<b>(394,970.60)</b>	<b>70.72%</b>
150101 INTEREST-BNK DPST	(100.00)	0.00	(100.00)	100.00%	0.00	0.00	0.00	0.00%
<b>USE OF MONEY</b>								
<b>DESIGNATION - ENCUMBRANCES</b>	<b>(90,304.40)</b>	<b>0.00</b>	<b>(90,304.40)</b>	<b>0.00%</b>	<b>(121,556.00)</b>	<b>0.00</b>	<b>(121,556.00)</b>	<b>0.00%</b>
<b>TOTAL OPERATING FUND</b>	<b>(95,793,204.77)</b>	<b>(95,410,216.59)</b>	<b>(292,683.78)</b>	<b>99.60%</b>	<b>(93,754,017.99)</b>	<b>(77,868,454.98)</b>	<b>(15,764,007.01)</b>	<b>83.06%</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>

Original budget	\$ 93,056,175.00
Prior Year Encumbrance	\$ 121,556.00
Restricted Donation Received	\$ 1,000.00
Insurance Proceeds	\$ 5,941.99
Registration fees for VSBA	\$ 1,566.00
Fund Balance Return	\$ 567,779.00
Adjusted Budget	<u>\$ 93,754,017.99</u>

FY2016-2017 REVISED REVENUE BUDGET						
As of May 31, 2017						
	ORIGINAL	REVISED				CHANGE BETWEEN
	REVENUE	REVENUE				ORG & REVISED
	BUDGET	BUDGET	YTD	BUDGET	%	REV BUDGET
	As of 7/1/2016	As of 5/31/17	TRANSACTIONS	BALANCE	RECEIVED	INCREASE
						(DECREASE)
<b>ADM</b>	<b>8,051.20</b>	<b>8,030.67</b>				<b>(20.5)</b>
<b>ACCOUNT TITLE</b>						
<b>COMMONWEALTH OF VA REVENUE</b>						
240308 SALES TAX RECEIPTS	(10,837,193.00)	(10,558,776.00)	(8,826,365.34)	(1,732,410.66)	83.59%	(278,417.00)
<b>240202 BASIC SCHOOL AID</b>	<b>(21,878,492.00)</b>	<b>(21,982,452.00)</b>	<b>(20,016,123.69)</b>	<b>(1,966,328.31)</b>	<b>91.06%</b>	<b>103,960.00</b>
<b>240207 GIFTED &amp; TALENTED</b>	<b>(246,173.00)</b>	<b>(245,546.00)</b>	<b>(224,082.77)</b>	<b>(21,463.23)</b>	<b>91.26%</b>	<b>(627.00)</b>
<b>240208 REMEDIAL EDUCATION</b>	<b>(1,492,427.00)</b>	<b>(1,488,621.00)</b>	<b>(1,358,503.36)</b>	<b>(130,117.64)</b>	<b>91.26%</b>	<b>(3,806.00)</b>
240208 REMEDIAL EDUCATION	(161,164.00)	(164,036.00)	(140,602.29)	(23,433.71)	85.71%	2,872.00
SUPPL LOTTERY PER PUPIL ALLOC	(268,842.00)	(268,873.00)	(218,823.55)	(50,049.45)	81.39%	31.00
<b>COMPENSATION SUPPLEMENT</b>	<b>(360,828.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>(360,828.00)</b>
<b>240212 SPECIAL ED SOQ</b>	<b>(2,841,252.00)</b>	<b>(2,834,007.00)</b>	<b>(2,586,291.19)</b>	<b>(247,715.81)</b>	<b>91.26%</b>	<b>(7,245.00)</b>
<b>240217 VOCATIONAL ED SOQ</b>	<b>(405,161.00)</b>	<b>(404,127.00)</b>	<b>(368,803.13)</b>	<b>(35,323.87)</b>	<b>91.26%</b>	<b>(1,034.00)</b>
<b>240221 SOC SEC-INSTR</b>	<b>(1,461,655.00)</b>	<b>(1,457,928.00)</b>	<b>(1,330,492.87)</b>	<b>(127,435.13)</b>	<b>91.26%</b>	<b>(3,727.00)</b>
<b>240223 VRS INSTRUCTIONAL</b>	<b>(3,015,625.00)</b>	<b>(3,007,936.00)</b>	<b>(2,745,016.27)</b>	<b>(262,919.73)</b>	<b>91.26%</b>	<b>(7,689.00)</b>
<b>240241 GROUP LIFE INST</b>	<b>(97,444.00)</b>	<b>(97,195.00)</b>	<b>(88,699.39)</b>	<b>(8,495.61)</b>	<b>91.26%</b>	<b>(249.00)</b>
<b>240228 READING INTERVENTN</b>	<b>(185,114.00)</b>	<b>(207,993.00)</b>	<b>(140,572.91)</b>	<b>(67,420.09)</b>	<b>67.59%</b>	<b>22,879.00</b>
240205 CAT-REG FOSTER	(74,203.00)	(178,330.00)	(121,663.20)	(56,666.80)	68.22%	104,127.00
240246 CAT-HOMEBOUND	(107,771.00)	(108,063.00)	(93,654.33)	(14,408.67)	86.67%	292.00
240248 REGIONAL TUITION	(814,113.00)	(938,255.00)	(362,763.19)	(575,491.81)	38.66%	124,142.00
<b>240265 AT RISK SOQ</b>	<b>(1,502,539.00)</b>	<b>(1,498,543.00)</b>	<b>(1,219,541.73)</b>	<b>(279,001.27)</b>	<b>81.38%</b>	<b>(3,996.00)</b>
240309 ESL	(156,955.00)	(149,127.00)	(140,324.41)	(8,802.59)	81.38%	(7,828.00)
240281 AT RISK 4 YR OLDS - VPI	(944,193.00)	(936,390.00)	(766,137.27)	(170,252.73)	81.82%	(7,803.00)
240253 CTE EDUCATION	(52,654.00)	(57,895.00)	0.00	(57,895.00)	0.00%	5,241.00
MATH/READING INSTR SPECIALISTS	(42,665.00)	0.00	0.00	0.00	0.00%	(42,665.00)
EARLY READING SPECIALISTS INITIA	(41,476.00)	(30,117.00)	(35,335.92)	5,218.92	117.33%	(11,359.00)
<b>240275 PRIMARY CLASS SIZE</b>	<b>(1,956,675.00)</b>	<b>(1,899,533.00)</b>	<b>(1,554,163.37)</b>	<b>(345,369.63)</b>	<b>81.82%</b>	<b>(57,142.00)</b>
<b>240214 TEXTBOOKS</b>	<b>(563,019.00)</b>	<b>(561,583.00)</b>	<b>(531,405.11)</b>	<b>(30,177.89)</b>	<b>94.63%</b>	<b>(1,436.00)</b>
240405 ALGEBRA READINESS	(141,003.00)	(145,275.00)	(118,861.37)	(26,413.63)	81.82%	4,272.00
PROJECT GRADUATION	0.00	0.00	0.00	0.00	0.00%	0.00
<b>COMMONWEALTH OF VA</b>	<b>(49,648,636.00)</b>	<b>(49,220,601.00)</b>	<b>(42,988,226.66)</b>	<b>(6,232,374.34)</b>	<b>87.34%</b>	<b>(428,035.00)</b>
		<b>(428,035.00)</b>				
<b>FEDERAL REVENUE</b>						
330212 IMPACT AIDPL81-874	(8,000.00)	(12,000.00)	(11,807.99)	(192.01)	98.40%	4,000.00
180303 MEDICAID REIMBURSE	(350,000.00)	(670,000.00)	(310,032.95)	(359,967.05)	46.27%	320,000.00
JR ROTC	(105,000.00)	(120,000.00)	(107,619.36)	(12,380.64)	89.68%	15,000.00
<b>FEDERAL</b>	<b>(463,000.00)</b>	<b>(802,000.00)</b>	<b>(429,460.30)</b>	<b>(372,539.70)</b>	<b>53.55%</b>	<b>339,000.00</b>
<b>CITY APPROPRIATIONS</b>						
510500 CITY OPER APPR	(40,854,039.00)	(40,854,039.00)	(32,175,000.00)	(8,679,039.00)	78.76%	0.00
510500 FUND BALANCE RETURN	(567,779.00)	(567,779.00)	(567,779.00)	0.00	100.00%	0.00
510500 USE OF RESERVES	(500,000.00)	(500,000.00)	(500,000.00)	0.00	100.00%	0.00
<b>CITY</b>	<b>(41,921,818.00)</b>	<b>(41,921,818.00)</b>	<b>(33,242,779.00)</b>	<b>(8,679,039.00)</b>	<b>79.30%</b>	<b>0.00</b>
<b>MISCELLANEOUS REVENUE</b>						
189912 MISC REV/OTH FUNDS	(101,566.00)	(101,566.00)	(42,855.21)	(58,710.79)	100.00%	0.00
180303 REBATES & REFUNDS	(20,000.00)	(20,000.00)	(16,142.33)	(3,857.67)	80.71%	0.00
189903 DONATIONS & SP GF	(1,000.00)	(1,000.00)	(1,400.00)	400.00	0.00%	0.00
189909 SALE OTHER EQUIP	(3,000.00)	(9,000.00)	(9,237.00)	237.00	102.63%	6,000.00
189910 INSURANCE ADJUST	(3,000.00)	(84,000.00)	(83,955.69)	(44.31)	99.95%	81,000.00
E RATE REIMBURSEMENT	(115,500.00)	(115,500.00)	(77,035.24)	(38,464.76)	66.70%	0.00
TRANSFER IN/OUT	0.00	0.00	0.00	0.00	0.00%	0.00
<b>MISCELLANEOUS</b>	<b>(244,066.00)</b>	<b>(331,066.00)</b>	<b>(230,625.47)</b>	<b>(100,440.53)</b>	<b>69.66%</b>	<b>87,000.00</b>

<b>CHARGES FOR SERVICES</b>							
150201 RENTS	(123,000.00)	(123,000.00)	(123,000.00)	0.00	100.00%	0.00	
161201 TUITION DAY SCHOOL	(100,000.00)	(100,000.00)	(85,936.73)	(14,063.27)	85.94%	0.00	
161206 GED TESTING FEES	(11,000.00)	(13,000.00)	(13,575.00)	575.00	104.42%	2,000.00	
161207 TUITION SUMMER SCH	(25,000.00)	(40,000.00)	(39,815.50)	(184.50)	99.54%	15,000.00	
161202 SPEC PUPIL FEES	(35,000.00)	(35,000.00)	(21,520.77)	(13,479.23)	61.49%	0.00	
161205 BUS RENTAL	(325,000.00)	(420,000.00)	(397,603.35)	(22,396.65)	94.67%	95,000.00	
190101 TUIT FM OTH CO/CY	(400,000.00)	(400,000.00)	(60,038.75)	(339,961.25)	15.01%	0.00	
161201 DUAL ENROLLMENT	(125,000.00)	(285,000.00)	0.00	(285,000.00)	0.00%	160,000.00	
PRINT SHOP	(65,000.00)	(65,000.00)	(53,692.85)	(11,307.15)	82.60%	0.00	
SCHOOL NUT UTILITIES	(90,000.00)	(90,000.00)	(74,639.70)	(15,360.30)	82.93%	0.00	
FACILITY RENTALS	(50,000.00)	(98,000.00)	(84,206.75)	(13,793.25)	85.93%	48,000.00	
<b>CHARGES FOR SERVICES</b>	<b>(1,349,000.00)</b>	<b>(1,669,000.00)</b>	<b>(954,029.40)</b>	<b>(714,970.60)</b>	<b>57.16%</b>	<b>320,000.00</b>	
150101 INTEREST-BNK DPST	0.00	0.00	0.00	0.00	100.00%	0.00	
LEASE PURCHASE PROCEEDS	0.00	0.00	0.00	0.00	0.00%	0.00	
HEALTH INSURANCE RESERVE	0.00	0.00	0.00	0.00	0.00%	0.00	
DESIGNATION - ENCUMBRANCES	(90,304.40)	(90,304.40)	0.00	(90,304.40)	0.00%	0.00	
<b>TOTAL OPERATING FUND</b>	<b>(93,716,824.40)</b>	<b>(94,034,789.40)</b>	<b>(77,845,120.83)</b>	<b>(16,099,364.17)</b>	<b>82.78%</b>	<b>317,965.00</b>	
<b>REVENUE OVER/(UNDER) ORIGINAL BUDGET</b>	<b>317,965.00</b>						
<b>Note</b>							
Bold accounts are affected by changes in ADM							

Lynchburg City Schools  
 Operating Fund - Statement of Expenditures  
 For the Month Ending  
 May 31, 2017

	Fiscal Year 2016-17				BUDGET AVAILABLE	BUDGET % USED
	BUDGET	TRANSACTIONS	BUDGET %			
			USED	ENCUMBRANCES		
<b>INSTRUCTION</b>						
FUNCTION 1100 CLASSROOM INSTRUCTION						
Personnel	48,399,559.43	40,702,716.95	84.10%	7,785,724.35	(88,881.87)	100.18%
Other	4,214,350.01	3,294,046.36	78.16%	205,471.59	714,832.06	83.04%
FUNCTION 1200 INST SUPPORT-STUDENT						
Personnel	3,373,488.39	2,933,173.24	86.95%	471,573.44	(31,258.29)	100.93%
Other	177,109.27	66,173.60	37.36%	14,242.32	96,693.35	45.40%
FUNCTION 1300 INST SUPPORT-STAFF						
Personnel	4,051,299.92	3,586,039.09	88.52%	459,208.11	6,052.72	99.85%
Other	1,800,036.03	1,015,197.96	56.40%	209,709.66	575,128.41	68.05%
FUNCTION 1400 INST SUPPORT-SCHOOL ADMN						
Personnel	5,497,696.18	4,926,652.43	89.61%	570,627.37	416.38	99.99%
Other	225,658.55	152,302.08	67.49%	24,029.39	49,327.08	78.14%
<b>TOTAL INSTRUCTION</b>	<b>67,739,197.78</b>	<b>56,676,301.71</b>	<b>83.67%</b>	<b>9,740,586.23</b>	<b>1,322,309.84</b>	<b>98.05%</b>
<b>ADMINISTRATION</b>						
FUNCTION 2100 ADMINISTRATION						
Personnel	2,771,115.96	2,475,501.94	89.33%	174,420.67	121,193.35	95.63%
Other	1,276,414.76	1,061,816.88	83.19%	200,000.54	14,597.34	98.86%
FUNCTION 2200 ATTENDANCE & HEALTH SERV						
Personnel	1,539,473.99	1,306,213.52	84.85%	240,742.29	(7,481.82)	100.49%
Other	98,081.00	89,742.05	91.50%	14,869.36	(6,530.41)	106.66%
<b>TOTAL ADMINISTRATION</b>	<b>5,685,085.71</b>	<b>4,933,274.39</b>	<b>86.78%</b>	<b>630,032.86</b>	<b>121,778.46</b>	<b>97.86%</b>
<b>PUPIL TRANSPORTATION</b>						
FUNCTION 3100 MANAGEMENT & DIRECTION						
Personnel	344,927.98	305,797.83	88.66%	20,287.88	18,842.27	94.54%
Other	24,383.50	22,037.10	90.38%	447.06	1,899.34	92.21%
FUNCTION 3200 VEHICLE OPERATION SERVICE						
Personnel	2,497,997.91	2,294,787.77	91.87%	303,031.70	(99,821.56)	104.00%
Other	645,450.00	612,787.13	94.94%	33,019.00	(356.13)	100.06%
FUNCTION 3300 MONITORING SERVICE						
Personnel	455,984.24	383,018.77	84.00%	62,534.92	10,430.55	97.71%
Other	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 3400 VEHICLE MAINT SERVICE						
Personnel	365,614.64	336,536.10	92.05%	28,677.87	400.67	99.89%
Other	537,691.99	431,097.54	80.18%	84,720.31	21,874.14	95.93%
FUNCTION 3500 BUS PURCHASE - REGULAR						
Other	948,000.00	503,550.00	53.12%	444,370.00	80.00	99.99%
<b>TOTAL PUPIL TRANSPORTATION</b>	<b>5,820,050.26</b>	<b>4,889,612.24</b>	<b>84.01%</b>	<b>977,088.74</b>	<b>(46,650.72)</b>	<b>100.80%</b>
<b>OPERATIONS &amp; MAINTENANCE</b>						
FUNCTION 4100 MANAGEMENT & DIRECTION						
Personnel	282,537.71	257,690.10	91.21%	23,649.70	1,197.91	99.58%
Other	84,000.00	80,303.09	95.60%	1,444.81	2,252.10	97.32%

Lynchburg City Schools  
 Operating Fund - Statement of Expenditures  
 For the Month Ending  
 May 31, 2017

<b>FUNCTION 4200 BUILDING SERVICES</b>							
	Personnel	4,232,797.49	3,867,855.66	91.38%	331,852.28	33,089.55	99.22%
	Other	5,259,831.00	4,474,547.85	85.07%	723,039.82	62,243.33	98.82%
<b>FUNCTION 4300 GROUNDS SERVICES</b>							
	Personnel	246,606.66	222,262.32	90.13%	21,161.08	3,183.26	98.71%
	Other	70,000.00	37,644.36	53.78%	374.25	31,981.39	54.31%
<b>FUNCTION 4400 EQUIPMENT SERVICES</b>							
	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
	Other	214,421.00	86,270.87	40.23%	15,525.44	112,624.69	47.47%
<b>FUNCTION 4500 VEHICLE SERVICES</b>							
	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
	Other	62,500.00	16,499.62	26.40%	4,124.61	41,875.77	33.00%
<b>FUNCTION 4600 SECURITY SERVICES</b>							
	Personnel	33,960.57	21,223.46	62.49%	2,549.82	10,187.29	70.00%
	Other	258,653.00	209,795.21	81.11%	36,669.79	12,188.00	95.29%
<b>FUNCTION 4700 WAREHOUSING SERVICES</b>							
	Personnel	8,752.87	5,541.84	63.31%	0.00	3,211.03	63.31%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>		<b>10,754,060.30</b>	<b>9,279,634.38</b>	<b>86.29%</b>	<b>1,160,391.60</b>	<b>314,034.32</b>	<b>97.08%</b>
<b>Other Non-Instructional Operations</b>							
FUNCTION 5000 Non-Instructional Operations - Other		15,112.80	1,434.49	9.49%	8,800.00	4,878.31	67.72%
<b>TOTAL Non-Instructional Operations</b>		<b>15,112.80</b>	<b>1,434.49</b>	<b>9.49%</b>	<b>8,800.00</b>	<b>4,878.31</b>	<b>67.72%</b>
<b>FACILITIES</b>							
FUNCTION 6200 SITE IMPROVEMENTS		0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 6600 BLDG ADD & IMP SERVICES							
	Personnel	18,341.50	18,362.08	100.11%	0.00	(20.58)	100.11%
	Other	0.00	0.00	0.00%	0.00	0.00	0.00%
<b>TOTAL FACILITIES</b>		<b>18,341.50</b>	<b>18,362.08</b>	<b>100.11%</b>	<b>0.00</b>	<b>(20.58)</b>	<b>100.11%</b>
<b>DEBT SERVICE</b>							
FUNCTION 7100 DEBT SERVICE - Other		0.00	0.00	0.00%	0.00	0.00	0.00%
<b>TOTAL DEBT SERVICE</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>TECHNOLOGY</b>							
FUNCTION 8100 CLASSROOM INSTRUCTION							
	Personnel	1,804,799.69	1,628,179.89	90.21%	189,822.12	(13,202.32)	100.73%
	Other	225,825.49	234,926.34	104.03%	0.00	(9,100.85)	104.03%
FUNCTION 8200 INSTRUCTIONAL SUPPORT							
	Personnel	455,071.45	408,827.49	89.84%	37,973.70	8,270.26	98.18%
	Other	1,236,473.01	676,951.68	54.75%	468,512.08	91,009.25	92.64%
<b>TOTAL TECHNOLOGY</b>		<b>3,722,169.64</b>	<b>2,948,885.40</b>	<b>79.22%</b>	<b>696,307.90</b>	<b>76,976.34</b>	<b>97.93%</b>
<b>CONTINGENCY RESERVES</b>							
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%
<b>TOTAL CONTINGENCY RESERVES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>TOTAL OPERATING BUDGET</b>		<b>93,754,017.99</b>	<b>78,747,504.69</b>	<b>83.99%</b>	<b>13,213,207.33</b>	<b>1,793,305.97</b>	<b>98.09%</b>

# Agenda Report

**Date:** 07/11/17

**Agenda Number:** F-2

**Attachments:** Yes

**From:** Larry A. Massie, Acting Superintendent  
Marie F. Gee, Director of Personnel

**Subject:** Personnel Report

## **Summary/Description:**

The personnel recommendations for June 20 – July 11, 2017, appear as an attachment to this agenda report.

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

## **Recommendation:**

The acting superintendent recommends that the school board approve the personnel recommendations for June 20 – July 11, 2017.



<b>NAME</b>	<b>COLLEGE</b>	<b>DEGREE/ EXPERIENCE</b>	<b>SCHOOL/ ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
<b>NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2017-2018:</b>				
Adams Savannah	Liberty University	BA / (Lv. 0	0 yrs R.S. Payne Elementary School 3) 2 <sup>nd</sup> Grade	08-03-2017
Babcock Janel	Liberty University	EDS / (Lv. 0	0 yrs Bedford Hills Elementary 3) Special Education Teacher	08-03-2017
Byers Eric	Liberty University	MA / (Lv. 4	4 yrs Sandusky Middle School 4) Social Studies Teacher	08-03-2017
Cardwell Amy	Longwood University	BA / (Lv. 0	0 yrs Sandusky Middle School 3) English Teacher	08-03-2017
Christman Kelly	Mansfield University	BA / (Lv. 0	0 yrs Linkhorne Elementary School 3) 2 <sup>nd</sup> Grade Teacher	08-03-2017
Clampitt Adam	Liberty University	BA / (Lv. 0	0 yrs E.C. Glass High School 4) Computer Science	08-03-2017
Covington Jared	Mary Washington University of	BA / (Lv. 0	0 yrs Dunbar Middle School 4) Science Teacher	07-27-2017
Crosswhite Amanda	Liberty University	BA / (Lv. 0	0 yrs Bedford Hills Elementary School 3) Special Education	08-03-2017
Darby Kiana	Liberty University	BA / (Lv. 0	0 yrs Bedford Hills Elementary School 1) 2 <sup>nd</sup> Grade	08-03-2017
Drake Rachel	Liberty University	BA / (Lv. 0	0 yrs Bedford Hills Elementary School 3) 3 <sup>rd</sup> Grade	08-03-2017
Edwards Sharon	Bob Jones University	BA / (Lv. 0	0 yrs Laurel Regional Program 3) Special Education Teacher	08-03-2017
Farver Kathryn	Penn State	BA / (Lv. 0	0 yrs Bass Elementary School 3) 2 <sup>nd</sup> Grade	07-13-2017
Ferguson Adam	Roanoke College	BA / (Lv. 0	0 yrs Perrymont Elementary School 4) Art Teacher	08-03-2017
Gabathuler Andrea	Longwood University	BA / (Lv. 0	0 yrs R.S. Payne Elementary 3) 1 <sup>st</sup> Grade	08-03-2017

<b>NAME</b>	<b>COLLEGE</b>	<b>DEGREE/ EXPERIENCE</b>	<b>SCHOOL/ ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
<b>NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2017-2018: (continued)</b>				
Garcia Christine	George Mason University	BA / (Lv. 9	9 yrs Laurel Regional Program 1) Visually Impaired Teacher	08-03-2017
Hammons Brittany	Randolph College	MA / (Lv. 0	0 yrs Linkhorne Elementary School 3) 3 <sup>rd</sup> Grade Teacher	08-03-2017
Hartman Sarah	West Virginia Wesleyan College	MA / (Lv. 0	0 yrs Dearington Elementary 3) Special Education Teacher	08-03-2017
Hatton Jennifer	Lynchburg College	MA / (Lv. 2	2 yrs E.C. Glass High School 3) Science Teacher	08-03-2017
Howard JoAnne	Radford University	MA / (Lv. 0	20 yrs Sandusky Middle School 3) English Teacher	08-03-2017
Lambert Christina	Radford University	BA / (Lv. 0	0 yrs Perrymont Elementary School 3) Special Education	08-03-2017
Leonard Julie	Liberty University	BA / (Lv. 0	0 yrs R.S. Payne Elementary School 3) 2 <sup>nd</sup> Grade	08-03-2017
Mangano Anthony	Randolph College	MA / (Lv. 2	2 yrs Sandusky Middle School 4) Health & PE	08-03-2017
McDonald Taylor	Liberty University	BA / (Lv. 2	2 yrs Bedford Hills Elementary School 3) 3 <sup>rd</sup> Grade	08-03-2017
Offutt Tiffany	Liberty University	MA / (Lv. 0	0 yrs Heritage Elementary School 1) Elementary TBD	08-03-2017
Pick Vivian	Lynchburg College	BA / (Lv. 2	2 yrs Empowerment Academy 3) English Teacher	08-03-2017
Reinhardt Maegan	Vanderbilt University of	MA / (Lv. 5	5 yrs Linkhorne Elementary School 3) Speech Pathologist	08-03-2017
Reynolds Melissa	Liberty University	MA / (Lv. 0	0 yrs Linkhorne Elementary School 3) 1 <sup>st</sup> Grade Teacher	08-03-2017
Rogers Melissa	Penn State	BA / (Lv. 0	0 yrs E.C. Glass High School 3) Special Education PT	08-03-2017

<b>NAME</b>	<b>COLLEGE</b>	<b>DEGREE/ EXPERIENCE</b>	<b>SCHOOL/ ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
<b>NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2017-2018: (continued)</b>				
Rigg Katelyn	Liberty University	BA / (Lv. 3	3 yrs Linkhorne Elementary School 3) Literacy Teacher	08-03-2017
Scott Emily	Liberty University	BA / (Lv. 3	3 yrs E.C. Glass High School 3) Special Education	08-03-2017
Shrader Eve	Randolph College	MA / (Lv. 4	4 yrs Bass Elementary School 3) Teacher – STREAM	07-13-2017
Tarkenton Kenna	Delaware University of	MA / (Lv. 22	22 yrs Dunbar Middle School 3) Earth Science	08-03-2017
Thompson Kip	New England University of	MA / (Lv. 15	15 yrs E.C. Glass High School 4) Special Education	08-03-2017
Via Cynthia	Liberty University	MA / (Lv. 2	2 yrs Heritage Elementary School 3) 2 <sup>nd</sup> Grade	08-03-2017
Wade Dana	Lynchburg College	MA / (Lv. 5	5 yrs Dunbar Middle School 3) Math Teacher	08-03-2017
Walker Hannah	Mary Baldwin College	BA / (Lv. 0	0 yrs Perrymont Elementary School 3) Kindergarten	08-03-2017
Wilkins Jacquelyn	Sweet Briar College	BA / (Lv. 9	9 yrs E.C. Glass High School 3) Latin Teacher	08-03-2017
Wimer Skyler	Lynchburg College	BA / (Lv. 0	0 yrs Linkhorne Elementary School 4) 2 <sup>nd</sup> Grade	08-03-2017
Witt Rebecca	Old Dominion University	MA / (Lv. 0	0 yrs Bass Elementary School 3) 4 <sup>th</sup> Grade	07-13-2017

**RESIGNATIONS:**

Bondurant Carolyn	Lynchburg College	MED / (Lv. 35	35 yrs T.C. Miller School for Innovation 3) Literacy Coach/Teacher	06-09-2017
Finke Mary	Tennessee University of	BS / (Lv. 12	12 yrs Sheffield Elementary School 3) Special Education Teacher	06-09-2017

<b>NAME</b>	<b>COLLEGE</b>	<b>DEGREE/ EXPERIENCE</b>	<b>SCHOOL/ ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
<b>RESIGNATIONS: (continued)</b>				
Janik Kelly	Lynchburg College	BA / (Lv. 1	1 yr E.C. Glass High School 3) Special Education Teacher	06-09-2017
Long Jennifer	SUNY	BA / (Lv. 15	15 yrs Payne Elementary School 3) 2 <sup>nd</sup> Grade Teacher	06-09-2017
Patterson Lynn	SUNY	BS / (Lv. 25	25 yrs Sandusky Elementary School 3) Librarian	06-16-2017
Simmons Elizabeth	Liberty University	BA / (Lv. 0	0 yrs Sandusky Elementary School 3) 2 <sup>nd</sup> Grade Teacher	06-09-2017
Webster Cynthia	George Mason	BA / (Lv. 15	15 yrs Sandusky Middle School 3) Science Teacher	06-09-2017
Willis Mark W.	Lynchburg College	MA / (Lv. 5	5 yrs E.C. Glass High School 4) Special Education Teacher	06-09-2017
<b>RETIREMENTS:</b>				
Przybycien Robert	William & Mary	BA / (Lv. 34	34 yrs Sandusky Middle School 4) Social Studies	06-09-2017
Swanwick Mary	UVA	MED / (Lv. 37	37 yrs Laurel Regional School 3) Visual Impaired Teacher	06-09-2017

# Agenda Report

**Date:** 07/11/17

**Agenda Number:** F-3

**Attachments:** Yes

**From:** Larry A. Massie, Acting Superintendent  
Ben W. Copeland, Assistant Superintendent for Operations and Administration

**Subject:** Regulation KG-R Community Use of School Facilities: Rules and Conditions

## **Summary/Description:**

With the opening of the new Heritage High School campus and the exceptional facilities the school offers, the school administration felt it was prudent to revisit the Lynchburg City School Board Regulation KG-R Community Use of School Facilities: Rules and Conditions.

Revisions to the policy appear as an attachment to this agenda report.

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

## **Recommendation:**

The acting superintendent recommends that the school board approve Policy KG-R Community Use of School Facilities: Rules and Conditions.

## COMMUNITY USE OF SCHOOL FACILITIES: RULES AND CONDITIONS

### A. General

The Lynchburg City Schools welcomes the use of the school facilities by the community for purposes directly related to the educational, civic, cultural, recreational and social life of the community. The school division recognizes that the primary purpose of school facilities is to implement the school division's instructional, extracurricular, and school-sponsored programs and that other usage shall not interfere with these programs.

Permission to use facilities shall be allowed at the discretion of the school division and will be given with the understanding that the user assumes full financial responsibility and liability for actions of attendees, care of equipment, and protection of school property.

Programs and activities of users must be lawful and must conform to all of the policies of the school board. Permission will not be denied due to content or views expressed by the organization.

### B. Use of Facilities

#### 1. Who May Use the Facilities

Established organizations within the city (parent/teacher organizations, booster groups, governmental and quasi-governmental public service bodies, religious, business/industrial organizations) serving the residents of the city may apply to use school facilities provided the use is for an educational, civic, cultural, recreational, social or other legitimate purpose of the organization. In addition, outside organizations may apply to use school facilities, provided they meet all the requirements for such use.

#### 2. Classification of Users

To ensure the care and preservation of school facilities and equipment and to ensure fairness and consistency in the implementation of school board policy governing use of facilities, the following categories have been established. These categories are to determine priority for facility use and a schedule fee has been provided for approved users when space and facilities are available.

Approval of all applications will be based upon the following criteria: benefits to the school division and the community; educational contribution; potential wear and tear on school facilities; appropriateness of the activity; and relationship of the activity to the stated mission of the school division.

The use of school facilities for K-12 school instructional and extracurricular programs, meeting of students, teachers, parent/teacher organizations or other organizations directly affiliated with the schools will have precedence over all other requests.

Of the four categories, Category 1 will be given the highest priority and Category 4 the lowest priority. However, every effort will be made to accommodate all requests. Generally, those who are in Category 1 will only be charged for after-hours use of school division personnel.

- a. Category 1: Lynchburg City Schools Use (Billed charges: No rent, charge for staff overtime)  
LCS-sponsored educational or interscholastic activities limited to student and school related functions.
- b. Category 2: Educational Support Groups/Government Agency Programs/Community Programs (Billed charges: No rent, *no* charge for staff)
  - 1.) Educational Support Groups: Could include but are not limited to partner groups providing educational or support services for the schools (including fund raising activities).
  - 2.) Government Agencies/Community Programs providing student or citizen enrichment and support. Government Agency Programs could include but are not limited to: the Department of Parks and Recreation and their partner programs, government meetings, and government polling sites.
- c. Category 3: Non-Profit Groups (Billed charges: 50% of rental rate, plus expenses related to the event)

Non-Profit Groups: Defined as governmental agencies, church groups, or organized groups that provide civic, educational, religious or cultural activities. Groups may need to show proof of non-profit status.

(Examples could include but are not limited to: civic organizations, community theatre, scout troops, little league (not partnered with Department of Parks and Recreation), and churches.

- d. Category 4: Private Citizen Use/For Profit Groups/Commercial Users (Billed charges: Rent, expenses related to event)

Private Citizen Use/For-Profit Groups/Commercial Users: Defined as groups, other than those identified in Categories 1, 2, and 3, interested in using school facilities for a particular use such as recreational, educational, and cultural activities.

***{\* The Heritage High School indoor track is billed at a flat fee and there will be no discounts or reduced rates}***

C. Process to Obtain a Facility Use Reservation

- 1. All organizations requesting facility use must submit a facility use application form. All

applications for facility use must be processed through the Lynchburg City Schools Facility Scheduling Office.

2. All facility use requests must be submitted on district forms which are accessible via the LCS website. Completed forms are routed electronically through the approval process with final approval by the Assistant Superintendent for Operations and Administration or his/her designee. Requests will be made at least thirty (30) days prior to, and up to one year in advance, of the scheduled facility use. Category 1 users must obtain permission from the building principal.
3. The Facility Scheduling Office cannot “hold” space for any organization.
4. Facilities are rented and reserved on a first come, first served basis. When requests for the same facility at the same time are made, Category 1 has the highest priority and Category 4 the least.
5. The application must be submitted by a designated person who will be responsible for the event. This person must be at least 21 years of age.
6. Once the application is received and approved, the Facility Scheduling Office will calculate estimated fees and send the approved application to the applicant. Once the applicant signs and returns the form, the form becomes the Contract between the Lynchburg City Schools and the applicant. The Contract will contain the details of the event, a summary of fees, and a copy of this administrative regulation will be provided. This Contract, along with the required deposit of 50 percent of estimated fees, must be signed and returned to the Facility Scheduling Office within 10 business days of receipt for the reservation to be approved and confirmed.
7. Representatives who have been granted permission to use facilities shall not reassign, transfer, sublet or charge a fee to others for the use of school property.
8. A certificate of insurance must be provided at least two weeks prior to event. (See Liability and Insurance section below.)

#### D. Cancellations

1. User must give 15 days’ notice prior to cancellation of the event. Notification of cancellation less than 15 days before the scheduled time of use will result in forfeiture of the deposit. All cancellations must be received in writing in the Facilities Scheduling Office.
2. School events may take precedence over any previously requested reserved space. The Facilities Scheduling Office will do everything possible to accommodate your group when this occurs with as much notice as possible.
3. The Lynchburg City Schools reserves the right to cancel events due to inclement weather,



emergency, school use, or any other circumstances which would make the space unusable. Every effort will be made to reschedule the event at a mutually agreeable location, date, and time. If this is not possible, a full refund will be given.

E. Liability and Insurance

1. A Proof of Liability/Personal Injury/Bodily Injury and Property Damage Insurance Certificate is required for non-school groups for each event in the amount of at least \$1,000,000 for Bodily Injury and \$1,000,000 for Property Damage, with the Lynchburg City Schools named as "an additional insured" on the policy. User is responsible for obtaining the insurance.
2. A copy of the insurance certificate is due in the Facilities Scheduling Office at least two weeks prior to the event.
3. User's failure to present proof of insurance voids all agreements and permission to use facilities.
4. All users must agree to hold harmless the Lynchburg City Schools and its agents and employees from and against all claims, damages, losses, and expenses including attorney's fees arising out of or resulting from applicants' use of school division facilities. A Hold Harmless statement will accompany the signed application form/contract.

F. Payment

1. The individual(s) who signed the application are responsible for payment of all charges associated with the related facility use.
2. Payment in full is due 10 business days prior to the event in the Facilities Scheduling Office. All rental fees will be computed based on information contained in the application. Any additional time, facilities, or services will result in extra charges to the applicant. Additional charges are billed after the event and are due within 30 days.
3. Late payments are subject to a 1.0 percent per month fee on unpaid balances.

G. On-Site Rules

In order to protect the interests of the school board when school buildings and facilities are rented or are being used by non-rental fee paying organizations or groups, the Superintendent or his designee may, when it is deemed necessary, require that the user employ a designated school board employee, familiar with the particular school building and its facilities, to supervise the area during the rental or use and be responsible for school-owned equipment.

1. User groups are expected to leave all rooms and furniture in the condition and arrangement in which they were found. Any additional custodial services which are

necessary to setup, breakdown, and return the facility to the condition in which it was originally found shall be performed by school division staff and charged to the user. All Lynchburg City Schools staff time for the event will be billed to the user.

2. Messages on whiteboards or chalkboards in the classroom areas are NOT to be disturbed. If the user needs the use of whiteboards or chalkboards, it must be specifically requested.
3. The user shall not allow any alcoholic beverages to be present or consumed in school buildings or on school property.
4. The user shall not allow the use of tobacco products in school buildings, on school property, including school division-owned vehicles.
5. The user is not entitled to use areas or equipment not specifically requested and approved per the Facility Use Application Form. Use of technology equipment must be specifically requested and approved.
6. All activities must be under competent adult supervision. Children attending this event must be supervised by an adult at all times.
7. User groups must take reasonable steps to insure orderly behavior of attendees at the event. The Lynchburg City Schools will determine and schedule safety and security services. In addition, LCS may require that additional school employees be present during the period of use. The user will be billed for these services.
8. Users will be responsible for paying for all damage incurred during their use of the facility or equipment, including property of pupils and employees. The rental space will be inspected by a school division staff member and the user before and after the event. In the event that property loss or damage is incurred during use or occupancy of school division facilities, the amount of damage shall be determined by the Lynchburg City Schools, and a bill for damages will be presented to the group using the facilities. Payment for damage must be made within 30 days of receipt of the bill. The Lynchburg City Schools will not be responsible for any loss of valuables or personal property.
9. Approved users are restricted to the dates and hours approved and to the building area and facilities specified.
10. No pets of any kind are permitted on school property. Service animals are permitted.
11. Approved users must comply with all applicable city and state fire and safety regulations at all times. The user shall ensure that the corridors, exits, and stairways are kept free of obstructions and that members of the audience or spectators do not stand or sit in a manner that blocks exits, aisle ways, or stairways. The user shall observe facility capacities as determined by the Fire Marshal.

12. Only decoration materials acceptable to the local Fire Marshal shall be used. The user shall remove all decorations immediately after the event.
13. Only LCS personnel may move or direct movement of equipment, furniture, etc. If stage curtains, projection equipment, lighting, and PA systems are to be used, arrangements will be made with Facility Scheduling Office to provide technically qualified personnel to perform and/or supervise the tasks at wage rate specified in the Tiered Fee Schedule.
14. No food/drink items of any type are to be served in LCS facilities without the prior knowledge and consent of Facility Scheduling Office. Should a kitchen area be desired for use, it is understood that an approved member of the school cafeteria staff will be required to supervise the kitchen. The user will be billed for these services.
15. Applicant must have their approved Facility Use Contract in their possession at the event.
16. The user is responsible for the payment of all city, state, and federal taxes, assessments, or levies now or hereafter levied because of this use. If charging an admission fee, the user should contact the Lynchburg Commissioner of Revenue (434-455-3884) two weeks prior to the scheduled event.
17. A copy of the OSHA Standards applicable to the use of any Lynchburg City Schools facility will be provided to the user.
18. The user shall not offer for sale more tickets than the capacity of the rented space.
19. Fireworks, open flames and other sources of fire are strictly prohibited.

#### H. Additional On-Site Rules for Athletic Field Use

1. Vehicles, bicycles, scooters, skates, skateboards, etc., are prohibited on fields or tracks.
2. Due to the surfacing of the tracks, individuals using the tracks must limit footwear to flat smooth-soled walking/tennis shoes. Absolutely no cleats are allowed on the tracks. Two inches, or less, cleats are acceptable on all fields. One quarter inch, or less, track spikes are allowed on tracks and field event areas only. Rubber crosswalks are required on the tracks.
3. Food, gum, peanuts, popcorn, and sunflower seeds are prohibited on synthetic turf fields and tracks.
4. No additional field markings or painting on fields is allowed.
5. Chairs, tables and/or tents shall not be placed on tracks or synthetic turf fields.

J. Fees

Lynchburg City Schools Facility Rental Rates and Fees

Site	Rental Rate (Hourly)	Minimum	Notes
ECG Civic Auditorium			3 hr. min. for auditoriums
Event Day	\$250	\$750	
Pre-event day(s)	\$125	\$375	
HHS Auditorium	\$100	\$300	
<i>{Event Day</i>	<i>\$200</i>	<i>\$600</i>	
<i>Pre-event day(s)</i>	<i>\$100</i>	<i>\$300</i>	
PLDMSI Auditorium	\$100	\$300	
WMBES Auditorium	\$75	\$225	
TCMESI Auditorium	\$75	\$225	
RSPES Auditorium	\$75	\$225	
HHS Gym	\$150	\$300	2 hr. min. for gyms
ECG Gym	<del>\$125</del> <i>{ \$150 }</i>	<del>\$250</del> <i>{ \$300 }</i>	
ECG Aux Gym	\$125	\$250	
Gym Locker Rooms (No Gym Rental)	\$25	\$50	
PLDMSI Gym	\$100	\$200	
LMS Gym	\$100	\$200	
LMS Aux Gym (No Outside Rental)	\$100	\$200	
SMS Gym	\$100	\$200	
SMS Aux Gym	\$100	\$200	
WMBES Gym	\$50	\$100	
TCMESI Gym	\$50	\$100	
RSPES Gym	\$50	\$100	
HS Artificial Turf Fields	\$100		All other spaces are hourly
HS Grass Fields	\$50		
ECG/HHS Baseball	\$50		
<i>{HHS Baseball</i>	<i>\$75</i>		
ECG/HHS Softball	\$50		
Outdoor Track	<del>\$25</del> <i>{ \$50 }</i>		
<i>{HHS Indoor Track</i>	<i>{ \$2500 for a 5 hour track meet -- \$250/hour for each additional hour after the first 5 hours }</i>		
Middle School Field	\$50		
<del>Tennis Courts</del>	<del>\$50</del>		
Elem. Field	\$25		
Classrooms	\$25		
<del>Computer Labs</del>	<del>\$75</del>		
HHS Lecture Hall <i>{Forum}</i>	<del>\$25</del> <i>{ \$35 }</i>		
ECG Lecture Hall	<del>\$25</del> <i>{ \$35 }</i>		
ECG Automotive	<del>\$35</del> <i>{ \$50 }</i>		
Kitchen	\$50		
Cafeteria - MS and HS	\$100		
Elem. Multipurpose Rms.	\$50		
Outside area/parking (No other space rented)	\$75/day		

Additional Fees:

Police/Fire	<del>\$35.00</del> <b>(\$40)</b> per hour each
<del>More than 1</del> Lynchburg City Schools Staff	<del>\$15.00</del> <b>(\$20)</b> per hour each
Athletic Field Lights	\$25.00 per hour
Athletic Field – Scoreboard/PA System	<del>\$20.00</del> <b>(\$25)</b> per hour
<b><i>{Additional Athletic Field Prep/Marking}</i></b>	<b><i>\$25 per hour}</i></b>
High School Stage Pit Cover Removal	\$100.00 per event
Follow Spotlight	\$35.00 per event
Grand Piano	\$100.00 per day
Tuning	\$75.00
<del>Auditorium/Sound and Lighting Systems</del>	<del>\$20.00 per hour</del>

Adopted: June 19, 1973

Revised: August 16, 1977

Revised: October 17, 1978

Revised: February 15, 2011

Revised: February 18, 2014

# Agenda Report

**Date:** 07/11/17

**Agenda Number:** H-1

**Attachments:** No

**From:** Larry A. Massie, Acting Superintendent  
John C. McClain, Assistant Superintendent of Student Learning and Success

**Subject:** Lynchburg City Schools Plan for Gifted Education

## Summary/Description:

All school divisions in Virginia are required to identify gifted students in Kindergarten through twelfth grade and provide instructional services to meet their needs. The Virginia Board of Education adopted the *Regulations Governing Educational Services for Gifted Students*, which outline the requirements that school divisions need to include in their local plan for gifted education. Each school board approves a comprehensive plan for the education of gifted students that includes the components identified by the regulations.

School divisions must report annually to the Virginia Department of Education information related to gifted education services. The information is combined to produce a statewide annual report which includes student demographics, program service options, and gifted education teacher or program administrator data.

The school administration will present an overview of key updates to the Lynchburg City Schools Plan for Gifted Education during this presentation.

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

## Recommendation:

The acting superintendent recommends that the school board approve the Lynchburg City Schools Plan for Gifted Education.

# Agenda Report

**Date:** 07/11/17

**Agenda Number:** H-2

**Attachments:** Yes

**From:** Larry A. Massie, Acting Superintendent  
John C. McClain, Assistant Superintendent for Student Learning and Success

**Subject:** Policy JN Student Fees, Fines, and Charges and Regulation JNZ-R Student Fees, Fines, and Charges

## Summary/Description:

Proposed updates to the policy and regulation are needed for the way in which student fees, fines, and other charges are administered. The purpose of these updates is to align with state code and to further the goal of stewardship of division funds while supporting development of personal responsibility and equity of access to school and extracurricular activities. These updates will be presented within the following policy and regulation:

Policy JN Student Fees, Fines, and Charges  
Regulation JNZ-R Student Fees, Fines, and Charges

The proposed policy and regulation will replace current School Board Policy 7-63: Fees/Materials/Deposits/Reimbursements and School Board Policy 4-20: Tuition Fees.

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

## Recommendation:

The acting superintendent recommends that the school board approve Policy JN Student Fees, Fines, and Charges and Regulation JNZ-R Student Fees, Fines, and Charges.

## STUDENT FEES, FINES AND CHARGES

The School Board charges student fees and takes action to recover funds for the loss of or damage to School Board property in accordance with the state and federal law. No fee may be charged unless it has been approved by the School Board.

The School Board provides, free of charge, such textbooks as are required for courses of instruction for each child attending public schools. Consumable materials such as workbooks, writing books, and drawing books may be purchased by the School Board and either provided to students at no cost or sold to students at a retail price not to exceed seven percent added to the publisher's price. If sold, the School Board shall ensure that workbooks, writing books, and drawing books are furnished to students who are unable to afford them at a reduced price or free of charge. Fees will not be charged to students for instructional materials, textbooks, or other materials used by a School Board employee that are not directly used by a public school student.

The following **types of fees may be** are charged.

### ~~Fees may be charged for~~

- 1) optional services such as parking or locker rental;
- 2) student-selected extracurricular activities;
- 3) class dues;
- 4) field trips or educationally-related programs that are not required instructional activities;
- 5) fees for musical instruments, as long as the instruction in the use of musical instruments is not part of the required curriculum;
- 6) distance learning classes for enrichment which are not necessary to meet the requirements for a diploma;
- 7) summer school, unless the classes are required for remediation as prescribed by the Standards of Quality;
- 8) overdue or lost or damaged library books;
- 9) lost or damaged textbooks;
- 10) consumable materials such as workbooks, writing books, drawing books and fine arts materials and supplies; however, workbooks, writing books, drawing books and fine arts materials and supplies must be furnished to students who are unable to afford them at a reduced price or free of charge; fees may not be charged to students for instructional materials, textbooks, or other materials that are not directly used by a public school student;
- 11) the behind-the-wheel portion of the driver's education program;
- 12) a fee not to exceed a student's pro rata share of the cost of providing transportation for voluntary extracurricular activities; and
- 13) the preparation and distribution of official paper copies of student transcripts; a reasonable number of copies of official paper copies must be provided for free before a charge is levied



for additional official copies; official electronic copies of student transcripts must be provided for free.

Fees may not be charged

- 1) as a condition of school enrollment, except for students who are not of school age or who do not reside within the jurisdiction;
- 2) for instructional programs and activities, or materials required for instruction, except as specified in by 8 VAC 20-720-80.H;
- 3) for textbooks or textbook deposits; however, a reasonable fee or charge for lost or damaged textbooks may be charged;
- 4) for pupil transportation to and from school; or
- 5) for summer school programs or other forms of remediation required by the Standards of Quality.

Fees are reduced or waived for economically disadvantaged students and students whose families are undergoing economic hardships and are financially unable to pay them, including but not limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid; foster families caring for children in foster care; and families that are homeless.

Each time a fee is charged, notice will be given that a fee waiver may be requested. The notice will include directions as to how to apply for a waiver.

This policy will be provided to parents annually and posted on the division's website.

The consequences for nonpayment of fees include exclusion from the activity related to the fee **and other consequences as noted in JNZ-R**.

No student's report card, diploma or class schedule will be withheld because of nonpayment of fees or charges. No student will be suspended or expelled for nonpayment of fees or charges.

The School Board upon recommendation of the sSuperintendent may take action against a pupil or the pupil's parent for any actual loss, breakage, or destruction of or failure to return property owned by or under the control of the School Board, caused or committed by such pupil in pursuit of his studies. Such action may include seeking reimbursement from a pupil or pupil's parent for any such loss, breakage, or destruction of or failure to return school property.

Adopted:

---

---

Legal Refs.: Code of Virginia, 1950, as amended, §§ 8.01-43, 22.1-6, 22.1-243, 22.1-280.4.

8 VAC 20-720-80.

Cross Refs.: ECAB            Vandalism  
              IIA                Instructional Materials

## STUDENT FEES, FINES AND CHARGES

### I. Purpose

The purpose of this regulation is to detail the ways in which fees and fines are assessed, waivers are provided, payment is made and collected, and the consequences of non-payment. The intent of this regulation is to provide for stewardship of division funds while supporting development of personal responsibility and equity of access to school and extracurricular activities.

### II. Fees

When practical, a common fee will be applied across all schools of the same level (e.g. high school). These fees will be posted annually on the division website by August 1. When fees are different by school or only apply to one school, the fee schedule will be provided by that school to the students and parents.

### III. Waiver Process and Payment Plans

An application is available for a parent or guardian to request a waiver of all or part of a fee. The waivers are available for conditions that include:

- a. Economic hardship – Criteria include documentation of qualifications for assistance through TANF, SNAP, SSI, Medicaid, or free/reduced lunch status.
- b. Foster families
- c. Families that are homeless
- d. Temporary extreme hardship, such as a recent house fire or a job loss that substantially changes the family's economic status

The fee waiver is available on the division website and notice of the availability of the fee waiver will be provided each time a fee is assessed.

The reduced fee that is available through a fee waiver application will be assessed at 20% of the full fee, unless otherwise specifically noted.

In addition to the fee waiver, families may request a payment plan through the bookkeeper at the school.

### IV. Payment

#### A. Optional Activities

Payment of fees are due prior to participation in optional activities, unless otherwise noted. Optional Activities and related fees include:

- a. Parking Privileges
- b. Extra-curricular activities
- c. Field trips that are not part of the required instructional activities
- d. Musical instrument fees for instruments not part of the required curriculum
- e. Distance learning classes not required for a diploma
- f. Summer school classes not required for remediation
- g. Materials fees for courses not required for graduation

## B. Required Activities

Payment of fees for required activities, such as materials related to a required course and class dues, shall be due within two weeks of the start of the activity. If the parent or guardian applies for a fee waiver, unless the waiver is declined, the fee is either waived or, if a reduced fee is determined, the fee is due two weeks from notification of the review of the fee waiver request.

## C. Fines or Other Charges

When a fine or other charge is assessed, such as for a lost or damaged book, a parking fine, or loss or destruction of property, the payment will be due within two weeks of notification of the charge. Notification of the charge shall be provided by letter and phone call to the parent.

## V. Consequences of Non-Payment

Payment for Optional Activities noted in Section IV must be made (or approval of a fee waiver occurs) before the student may participate in that activity.

Additionally, a student may not begin participation in any Optional Activities if there are any obligations for any other fees or fines previously incurred. If a fine or charge is incurred after an Optional Activity has begun, the student must pay for the charge within two weeks (as noted in Section IV) in order to remain in any Optional Activity.

If there are any outstanding fees or charges for required activities a student is also not permitted to participate in incentive or non-required Optional Activities at the school, such as designated parties or events, until the charge is cleared. These activities include prom, the graduation ceremony, field day, viewing after-school events or performances, or other activities that the school may identify.

If a parent or guardian has not made payment by the conclusion of the school year and the total charges exceed \$100, the parent will be notified by the school that the legal process for collections may be started.

## VI. Consequences of Lost Library Book

The number of books a student may check out shall be determined by the librarian based on factors that include whether any books are currently lost or unreturned. The practices for checkout established by the librarian should be reviewed with the principal. This will help minimize the possibility of multiple lost books.

No overdue fines will be imposed. The librarian should work with the student and parent to determine the point at which an overdue book is considered lost, providing sufficient opportunity for the book to be located.

Once a book is determined by the librarian to be lost, the parent should be provided two weeks notice of the charge for the book, as noted in Section IV. While the full cost of the book is owed if not returned, the family may work with the librarian to see if there are options for a replacement book.

At the point that there is a lost book that has not been re-paid, the student may only check out one book at a time until the lost book is repaid. If two books are lost, checkout privileges will be lost until the books are re-paid or returned. In addition, the other consequences of non-payment in Section V shall be applied.

If a book that was considered lost and was paid for is then found within a reasonable period of time (usually the same school year or just after the summer), the money should be refunded if the book is returned in good condition.

#### VII. Consequences of a Lost or Damaged Textbook, Chromebook, Calculator, or other Learning Device

When a student has an LCS issued learning device that is required for a course, such as a textbook, Chromebook, or calculator, the student and family are responsible for the cost to have the learning device repaired or replaced. The school shall notify the parent or guardian immediately when it is known that a device has been determined to be lost or damaged. In some cases an optional accidental protection plan is available.

If there is loss or damage that prevents the use of the device during the school year, the school will provide a replacement for the student so that learning at school is not interrupted. However, this replacement will be restricted to minimize opportunities for further charges. Such a restriction typically includes the equipment only being available at school or in that classroom and not taken home, until the charge for the equipment has been paid.

If loss or damage is discovered at the end of the school year, then the parent should be notified as outlined in Section IV.

All other consequences of non-payment in Section V shall be applied.

### VIII. Collection Efforts and Appeals

The principal or designee (typically the bookkeeper) is responsible for notifying the parent when there is a fine or charge. For any fee assessed for an activity, these should be communicated annually on the website and also notice shall be given by the organizer of an activity that has a fee prior to participation.

The collection of fees shall be organized by the bookkeeper, in coordination with other lead staff in the school, under the supervision of the principal.

Funds that are collected shall be deposited to accounts, according to financial procedures, that relate to the activity being funded.

When a parent or guardian submits a waiver request to the school, the waiver shall be reviewed by the principal or designee and the result communicated to the parent or guardian within one week of submitting the application, or at least prior to the start of the activity if the request is made well before the activity. The content of the waiver request is confidential and should only be communicated to the leader of the activity.

If a parent or guardian disagrees with a charge or the outcome of the review of a waiver request, the parent or guardian may appeal in writing to the principal. The appeal shall be heard and a decision rendered within two weeks of notice of the appeal. The decision on the appeal shall be considered final.

As noted, a parent may request and be granted the ability to make a series of partial payments for an amount owed. The parent shall notify the principal or designee and any agreement for this shall be communicated in writing that the parent or guardian must sign before the agreement is considered in place. If any one of the agreed upon partial payments is missed, the consequence shall be considered according to Section V.

### IX. Collection Efforts of Prior Obligations when Policy and Regulation are Initially Approved

For the first school year in which this regulation is approved, the parent shall be provided until the end of the school year to clear all prior charges. The school will provide an itemized list of charges from the prior year(s) by mail to each family. The principal or designee will arrange times to meet with the parent or guardian to review questions and options for any prior charges. Consequences of prior debt will not be put into place until the beginning of the semester identified by the School Board.

FEE SCHEDULE – 2017-2018 School Year

The following fees and fines shall be used at each school in LCS for the 2017-2018 school year. The school will provide information on any other fees and fines.

CATEGORY	ITEM	AMOUNT	FEE WAIVER OR NOTE
High School	Senior Dues	\$75	
	Parking decal*	\$50 full year \$25 half year	
	Parking fines	\$20	
	Chromebook protection plan (optional)	\$25/year	
	Advanced Placement Exam	\$40	\$15
	Summer School Online Course	\$150	
	Withdrawal fee for Early College or Virtual Virginia	\$75	
	Cosmetology	\$150 - Juniors \$250 - Seniors	
	Behind the Wheel	\$150	\$100 reduced lunch \$50 free lunch
	Dental Program	\$250 board exam \$375 x-ray cert.	
Tuition	Non-Resident – Base Tuition	\$3400	
	Non-Resident – SFI	\$300	\$0 if an employee at the school
	Non-Resident – Services		
	Special Education & 504		
	Level I or 504	\$1595	
	Level II	\$3050	
	Level III	\$6700	
	Level IV	Determined based on individual service needs	
	English Language Learners		
	Level I	\$1360	
	Level II	\$2720	
	Level III	Determined based on individual service needs	
	Gifted		
	Level I	No Charge	
	Level II	\$1510	
	Level III – Not available as noted in JEC-R regarding space availability		

# Agenda Report

**Date:** 06/20/17

**Agenda Number:** H-3

**Attachments:** No

**From:** Larry A. Massie, Acting Superintendent  
John C. McClain, Assistant Superintendent for Student Learning and Success

**Subject:** Grading and Report Cards

## **Summary/Description:**

During the school board meeting on June 20, 2017, the school administration review proposals for updates for grading practices at the elementary and secondary levels. Following the review, the school board directed the school administration to amend policy relative to grading at the elementary school level. Administrative Regulation 6-58.3: Grading Scales has been amended to reflect the change requested by the school board. A copy of the administrative regulation appears as an attachment to this agenda report.

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

## **Recommendation:**

The acting superintendent recommends that the school board approve revisions to Administrative Regulation 6-58.3: Grading Scale.



## INSTRUCTION

### **Grading Scale R 6-58.3**

The classroom teacher shall be responsible for the grading and evaluation of his/her student's achievement in class.

The following grading scale will be used in grade levels 3-12 for all students:

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = 59 and below

The following state scoring rubric will be used to evaluate student progress on the Standards of Learning (SOL) in grade Kindergarten through 2:

- E = Exceeds the Standard (student demonstrates knowledge and skill 94 90 percent or more of the time)
- M = Meets the Standards (student demonstrates knowledge and skill 80 percent or more of the time)
- P = Partially Meets the Standard (student demonstrates knowledge and skill 70 percent or more of the time)
- U = Unsuccessful in Meeting Standard (student demonstrates knowledge and skills less than 70 percent)

The following grading scale will be used for all other areas in grades K-5 (handwriting, art, music, movement education, technology and character/conduct):

- S = Successful
- I = Improving
- NY = Not Yet Successful

Approved by School Board: June 19, 2012

# Agenda Report

**Date:** 07/11/17

**Agenda Number:** I-1

**Attachments:** Yes

**From:** Larry A. Massie, Acting Superintendent  
John C. McClain, Assistant Superintendent for Student Learning and Success

**Subject:** Lynchburg Beacon of Hope: Agreement

## **Summary/Description:**

Lynchburg City Schools and the Lynchburg Beacon of Hope have a strong partnership to support students as they aspire to dreams of colleges and careers. A copy of the Agreement with the Lynchburg Beacon of Hope appears as an attachment to this agenda report. The school administration provide a brief overview of the Agreement during this presentation.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 08/01/17

## **Recommendation:**

The acting superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on August 1, 2017.

## **A G R E E M E N T**

**THIS AGREEMENT** (the “Agreement”) is entered into on this 1st day of July, 2017, by and between the Lynchburg City Schools (the Division), and the Beacon of Hope Lynchburg, a Virginia nonprofit corporation (the BOH).

**WHEREAS**, the BOH is a program to help the Division’s students find post-secondary educational, career training, and scholarship opportunities;

**WHEREAS**, the BOH’s program supplements the Division’s ongoing efforts to assist its students in securing these opportunities;

**WHEREAS**, the Division is subject to and must comply with the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and Code of Virginia § 22.1-287, as amended; and

**WHEREAS**, the Division has determined that the BOH meets the criteria to be a “School Official” as identified in the Division’s annual notification of FERPA rights.

**NOW, THEREFORE**, the parties agree as follows:

### **I. Responsibilities of the BOH.**

**A. Training and Support Programs.** The BOH will provide training and support programs from two Future Centers, one located at E.C. Glass High School and one located at Heritage High School, for high school students who need support in finding educational, career training, and scholarship opportunities. In addition, the BOH will provide college and career training and support to elementary and middle school students.

**B. The BOH Staff.** The BOH will provide one staff member for each Future Center (BOH Staff). The BOH will consult with the Division prior to making any personnel changes in BOH Staff assignments.

**C. Background Checks.** Before BOH Staff may offer services to the Division’s students under this Agreement, the BOH must first provide the Division with the results of background checks on the BOH Staff conducted at the BOH’s expense that include the following:

1. A State and National Criminal History check through the Central Criminal Records Exchange (CCRE) and the Federal Bureau of Investigation;

2. A Child Protective Services Search in Virginia. If a member of the BOH Staff resided in another state within the last five years, the BOH must take reasonable steps to determine whether that member of the BOH Staff was the subject of a founded complaint of child abuse and neglect in the relevant state(s); and
3. A Nationwide Sex Offender Registry Search.

**D. Compliance with Laws and Policy.** BOH Staff shall comply with all applicable federal, state and local laws and regulations and the Division's policies and regulations, including, but not limited to, those regarding the confidentiality of student records under the Family Educational Rights and Privacy Act (FERPA) and Virginia Code Section 22.1-287. In addition, BOH Staff shall not discriminate against any of the Division's students or staff members on the basis of sex, race, color, national origin, gender, ethnicity, religion, disability, ancestry, or marital or parental status.

**E. Access to Student Record Information.** For the purposes of this Agreement, BOH Staff are considered "School Officials" of the Division under FERPA, and may have access to the following student education records, as long as that information is necessary for BOH Staff to carry out their duties under this Agreement:

1. Student transcripts, GPAs and course schedules, through view-level access to the Division's student information system, Infinite Campus, in order to assist and advise individual students with finding and planning for post-secondary educational, career training and scholarship opportunities;
2. College Board data (AP and SAT/PSAT), through the Naviance system, in order to help individual students plan and prepare for these tests, and for college and career planning; and
3. National Student Clearinghouse data, through an add-on component of the Naviance system, in order to view and track post-secondary matriculation data to evaluate the impact of the BOH's programming and services.

In order to obtain from the Division student information not listed above, that may be necessary to assist an individual student with college applications, scholarships or other post-secondary opportunities, BOH Staff must provide the Division with a consent form, signed by the student's parent (or by the student, if the student is 18 or older), authorizing the Division's release of that information. BOH Staff then may use such data and information only for such purpose(s) set forth in the consent form.

**F. Redisclosure of Student Record Information.** BOH Staff may not redisclose any student education records or any student information from those records, except as follows:

1. BOH Staff may share individual student data with the student who is the subject of the records, and with the student's parents, if the student is under 18, or if the student is 18 and qualified as a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.
2. BOH Staff may share student information with the Division's administrators at the BOH Staff member's school assignment.
3. BOH Staff may track changes in post-secondary matriculation rates; changes in first-generation, minority, and economically-challenged students pursuing post-secondary education; changes in scholarship and financial aid applications and awards, and indicators of changes in college-going culture rates in the Division. If this data has been de-identified in a manner that conceals any information that might lead to the identification, either directly or indirectly, of an individual student, then the BOH and BOH Staff may redisclose this data for purposes related to this Agreement, including the evaluation of the BOH's programming and services as well as to seek support of and/or publicize those programs or services.

Except as set forth above, BOH Staff may not redisclose student information without a written consent form authorizing that disclosure, signed by the student's parent or by the student if the student is 18 or older, and such disclosure must comply with the terms of the consent form.

**G. Return of Student Record Information.** BOH Staff shall not maintain any individual student records. After receiving and using any student information for the purposes set forth in this Agreement, BOH Staff must return those records to the student, parent, or Division, as appropriate under the circumstances.

**H. Collaboration on Grant Applications.** If the BOH wishes to apply for any grants or other outside funding where the Division would be the primary or partner applicant, the BOH must first obtain the consent from the Division Superintendent or designee before the BOH may submit the application or request to the outside agency.

**I. Subcontracts.** BOH may not subcontract, in whole or in part, any of its rights or duties under this Agreement, without the prior written consent of the Division, which consent will not be unreasonably withheld, and those sub-contractor(s) shall be bound by the terms of this Agreement.

**J. Data Protection and Security Breach.** BOH Staff must take all reasonable steps to protect the confidentiality of any student education records and personally identifiable information they obtain from those records, or to which they have access, and must notify the Division immediately of any unauthorized disclosure of those records or information and take all reasonable steps to immediately stop the breach and prevent any further breaches.

**K. Transportation of Students.** The BOH Staff may not transport students without the written permission of the students' parents.

**L. Removal of BOH Staff.** In the event of a serious or persistent concern with an individual BOH Staff member, the Division may require the BOH to remove that BOH Staff member from his/her assignment and duties under this Agreement. The Division shall provide the BOH with advance notice, if possible and/or practicable.

**M. Communication with Students, Parents, and Teachers.** BOH Staff may communicate with students and teachers using email and meetings in a manner similar to that of the Division's employees at the applicable school, but must make clear to the student their role with the BOH. Before a BOH Staff member may pull a student from class for a meeting, the BOH Staff member must first meet with the appropriate school administrators at the assigned school, to determine the circumstances under which a student may be pulled from a class. BOH Staff may communicate directly with parents using email, phone, or meetings, but must make clear to parents their role with the BOH. BOH staff must ensure that their acts to support students are in collaboration with school staff and maintain roles of the counselors in areas such as course scheduling. A review of the respective roles will be a part of the meetings noted in section III.

Any mass communication (e.g. flyers, email alerts, etc.) to students and families shall be routed through the school administration in a manner similar to the process followed by the Division's employees at the applicable school. At all times, BOH staff shall maintain open and proactive communication with the Division's administrators and counselors, so that the BOH's programming and services are complementary to and supportive of those efforts of the Division's employees, to serve students and families.

**N. The BOH Staff's After-Hours Access to Division Property.** Each BOH Staff member shall have after-hours access to his/her assigned Future Center within limits established by the school administrator. The BOH staff member's access to the building during after-hours should be limited to their assigned space and for purposes directly related to their work, except when additional access is requested and granted through the school administrator. The BOH Staff must ensure the building is secured upon leaving and maintain a record of times that they are in the building after hours.

**II. Responsibilities of the Division.**

**A. Office Space for Future Centers.** The Division will provide BOH Staff with office space at each high schools from which they will operate the two Future Centers.

**B. Access to Information.** The Division will provide access to student information as noted in Article I. Section E. (Access to Student Record Information), for the purposes set forth herein.

**III. Evaluation and Communication.** The Division will identify one Lynchburg City Schools employee at each high school to be the main point of contact for the BOH Staff member assigned to that high school. At least twice per year, the Division point of contact, school point of contact, and the BOH Staff member for each high school will meet to together to review their respective operations at their applicable high school, under this Agreement. More frequent communications and meetings to evaluate the status of this Agreement may occur, either at the school level or division level.

**IV. Independent Contractor.** BOH Staff members are independent contractors of the Division, and not Division employees. The parties hereto do not intend to create an employer-employee relationship between the Division and BOH Staff under this Agreement, and this Agreement should not be construed to create an employment relationship between the BOH Staff and the Division, for any purpose.

**V. Right to Audit.** During the term of this Agreement and without prior notice, the Division may audit or otherwise monitor the BOH Staff members' activities with respect to student education records and personally identifiable information obtained from those records, to verify compliance with the terms of this Agreement. These activities include, but are not limited to, accessing, protecting, disclosing, and returning student education records or personally identifiable information obtained from those records.

**VI. Term and Termination.** This Agreement will commence as of July 1, 2017, regardless of the date of execution, and will expire at the time the BOH no longer provides its services, or the Agreement is terminated. Either party may terminate the Agreement by giving the other party written notice of termination, with a brief description of the reason(s) for the termination. Termination shall then become effective thirty (30) days after the notice is received. The BOH's failure to comply with the provisions of Article VII. Insurance would be grounds for the immediate termination of the Agreement, at the Division's option, without prior notice.

**VII. Insurance.** The BOH shall be responsible for its operations under this Agreement, and for all personnel, materials, equipment and property of all description used in connection therewith. The BOH shall be responsible for any direct or indirect damage or injury to the property used or employed by the BOH, its officers, agents or employees, in connection with its operations hereunder, and for any damage or injury to any person or property, wherever located, resulting from any action, omission, commission or operation under this Agreement.

The BOH shall, at its sole expense, obtain and maintain during the term of this Agreement the insurance policies listed and required herein, naming the Lynchburg City Schools as additional insured as set forth below, and must give the Division 10 days advance written notice of cancellation or modification of coverage and a binder or certificate verifying new coverage in accordance with the requirements herein prior to any change or cancellation date.

The following insurance is required:

- A. **Commercial general liability insurance** written on an occurrence basis, with an abuse and molestation endorsement, which shall insure against all claims, loss, cost, damage, expense or liability from loss of life or damage or injury to person or property arising out of the operations of the BOH, its officers, agents or employees, under this Agreement. Coverage shall include contractual liability and shall include the indemnification obligation set forth in this Agreement. The minimum limits of liability for this coverage shall be \$1 million combined single limit for any one occurrence.
- B. **Workers' compensation insurance** covering BOH's statutory obligations under the laws of the Commonwealth of Virginia and employer's liability insurance shall be maintained for all of the BOH officers, agents or employees engaged in work under this Agreement. With respect to Workers' compensation coverage, the BOH's insurance company shall waive rights of subrogation against the Division, its officers, employees, agents, volunteers and representatives.
- C. **Automobile liability insurance** shall be at least \$1 million combined single limit applicable to owned, if any, hired, or non-owned vehicles used in the performance of any work under this Agreement.
- D. **Professional liability insurance** with a minimum of liability of \$1 million.

The Lynchburg City Schools, its officers, employees and volunteers shall be named as an "additional insured" in the Automobile and General Liability policies, and it shall be stated on the Insurance Certificate that this coverage "is primary and non-contributory to any program of insurance or self-insurance that the Lynchburg City Schools may possess." The BOH shall send an actual copy of the policy and endorsement from the insurance carrier that provides this coverage OR a copy of the policy endorsement that provides blanket additional insured coverage to: LCS Department of Finance, c/o Mr. Anthony Beckles, 915 Court Street, Lynchburg, VA 24505, Phone: 434-522-3700; Fax 434-522-3774.

The BOH shall notify the Division, in writing, at least ten (10) days in advance of any change, cancellation or non-renewal of the required insurance coverage, and shall furnish the Division with a binder or certificate verifying new coverage in accordance with the requirements herein prior to any change or cancellation date. The failure of the BOH to deliver a new and valid binder or certificate verifying coverage shall result in suspension of all of the BOH's operations under this Agreement until the new certificate is furnished, and is grounds for immediate termination of the Agreement, at the Division's option, without prior notice.



Nothing contained herein shall be construed to be a waiver of the Division’s sovereign immunity under law.

**VIII. Indemnification.** The BOH shall indemnify, defend and hold harmless the Division, its officers, agents and employees from and against any and all losses, liabilities, claims, damages, and expenses including court costs and reasonable attorneys’ fees and costs arising from any breach of its obligations under this Agreement, as well as all claims arising from any errors, omissions, negligent acts or intentional acts of the BOH, its officers, agents, employees and volunteers.

**IX. Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes any prior agreement or understanding between the parties with respect to the subject matter.

**X. Amendment.** This Agreement may not be modified or amended except by a written agreement executed by both parties.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the later date of the signatures below.

**Lynchburg City Schools**

**Beacon of Hope**

---

By: Larry A. Massie  
Title: Acting Superintendent

---

By:  
Title:

# Agenda Report

**Date:** 07/11/17

**Agenda Number:** I-2

**Attachments:** No

**From:** Larry A. Massie, Acting Superintendent  
Ben W. Copeland, Assistant Superintendent of Operations and Administration

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

**Summary/Description:**

Lynchburg City Schools received a total of two bids for the E. C. Glass High School running track refurbishment project. The capital improvement plan budget contains \$90,860 specified for this work. Bids received are listed below.

The school administration recommends American Tennis Courts, Inc. based on their low bid of \$153,226.

To complete this project, the school administration will require additional funding. The school administration recommends that the balance of funding in the amount of \$62,366 be transferred from the capital improvement plan reserve. Due to summer time constraints, the school administration is requesting that the school board consider action during this meeting to ensure completion of the track prior to the beginning of the school year.

American Tennis Courts, Inc.	Beynon Sports
\$153,226	\$366,543.83

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

**Recommendation:**

The acting superintendent recommends that the school board authorize the school administration to enter into a contract with American Tennis Courts, Inc. in the amount of \$153,226 for the refurbishment of the running track at E. C. Glass High School and to transfer funds in the amount of \$62,366 from the capital improvement plan reserve to fund this project.

# Agenda Report

**Date:** 07/11/17

**Agenda Number:** I-3

**Attachments:** No

**From:** Larry A. Massie, Acting Superintendent

**Subject:** Freedom of Information Act Officer

## **Summary/Description:**

In accordance with the Code of Virginia §2.2-3704, all local public bodies that are subject to the provisions of the Freedom of Information Act shall designate one or more officers whose responsibility is to serve as a point of contact for individuals and organizations requesting public records and to coordinate the public body's compliance with the provisions of this chapter.

The name and contact information of the FOIA officer shall be made available and posted so that individuals and organizations are able to direct requests for public records to that officer. The FOIA officer shall possess specific knowledge of the provisions of this chapter and be trained at least annually by legal counsel for the public body or the Virginia Freedom of Information Advisory Council.

The acting superintendent recommends that the school board designate Mrs. Wendie L. Sullivan as the Freedom of Information Act officer.

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

## **Recommendation:**

The acting superintendents recommends that the school board designate Mrs. Wendie L. Sullivan as the Freedom of Information Act officer for the school division.

# Agenda Report

**Date:** 07/11/16

**Agenda Number:** I-4

**Attachments:** Yes

**From:** Larry A. Massie, Acting Superintendent  
Anthony E. Beckles, Sr., Chief Financial Officer

**Subject:** Central Virginia Governor's School for Science and Technology: 2016-17 Budget

## Summary/Description:

The Lynchburg City School Board serves as fiscal agent for the Central Virginia Governor's School for Science and Technology. The governing board of the school has approved its 2016-17 operating budget in the amount of \$1,085,950, which represents an increase of \$34,873 over the prior year budget of \$1,051,077. All funds expended at the school are totally reimbursable from participating school divisions and state funds as listed on the attached budget. School divisions supporting this program are Amherst County Schools, Appomattox County Schools, Bedford County Schools, Campbell County Schools and Lynchburg City Schools.

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

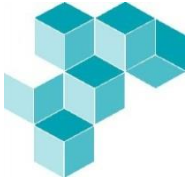
	2015-16	2015-16
Student Tuition	\$4,700	\$4,700
Number of Students	32	32
Total Tuition	\$150,400	\$150,400

Lynchburg City Schools has a total of 43 slots available for students to attend the Central Virginia Governor's School. In addition to the 32 students listed above, we have a 1 additional non-resident student attending that pay their own tuition. We also receive 10 students attending at no charge as a result of the Heritage High School rental agreement that was entered into on September 24, 2014.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 08/01/17

## Recommendation:

The acting superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on August 1, 2017.



## **Central Virginia Governor's School Governing Board Meeting Minutes Wednesday, May 4, 2016, 1:00 pm**

This meeting of the Governing Board of the Central Virginia Governor's School for Science and Technology (CVGS) was held in the Conference Room of the Governor's School.

Governing Board members in attendance included Alan Wood (Amherst County Public Schools), John Hicks (Bedford County Schools), Roger Akers (Campbell County Schools), and Jenny Poore (Lynchburg City Schools).

Others in attendance were Brendon Albôn (Amherst County Public Schools), Douglas Schuch (Bedford County Schools), Sarah Danaher (Bedford County Schools), James Rinella (Campbell County Schools), Kathleen Sawyer (Lynchburg City Schools), Steve Smith (CVGS), and Kim McMillan (CVGS).

### **1. Call to order**

Dr. Hicks called the meeting to order at 1:02 pm.

### **2. Approval of meeting agenda**

Mr. Akers made a motion to approve the agenda; Mr. Wood seconded the motion, and it was approved by the Board.

### **3. Recommendation for approval of the minutes of the April 6, 2016, meeting**

Mr. Wood made a motion to approve the minutes; Mr. Akers seconded the motion, and it was approved by the Board.

### **4. Review of monthly financial report**

The monthly financial report was not available at this time. Dr. Smith mentioned that some of the items to be paid for using the fund balance money have already been purchased, and anticipates that all revenues and expenditures are in alignment with projections at this time.

### **5. Approval of the 2016-17 CVGS Budget**

The draft 2016-17 CVGS Budget was presented at the April meeting. No changes had been made. Mr. Akers made a motion to approve the budget; Mr. Woods seconded the motion, and it was approved by the Board.

### **6. Policy revision**

Policy 7.1.E Student Selection Process, Quota and Distribution was recommended for revision. This revision was simply to bring the policy into alignment with the board's previous decisions to increase the number of slots for Appomattox and Amherst.

Dr. Smith requested approval to phase in the billing for the slot increases for Amherst County Public Schools. Amherst County Public Schools would like to increase their allocation by one student for the 2016-17 school year, then add another student for the 2017-18 school

year, bringing their total to 16 students. The policy revision is currently written for a total of 16 Amherst students so that the policy will not have to be revised again next year.

Mr. Akers made a motion to phase in the billing for Amherst County Public Schools; Mr. Wood seconded the motion, and it was approved by the Board.

Mr. Wood made a motion to approve the revision of Policy 7.1.E; Ms. Poore seconded the motion, and it was approved by the Board.

## **7. CVGS Calendar revision**

A revised calendar was presented to the Board based on some changes to the Lynchburg City Schools calendar.

Mr. Wood made a motion to approve the revised calendar; Mr. Akers seconded the motion, and it was approved by the Board. The revised and approved calendar for CVGS for 2016-17 is attached at the end of these minutes.

## **8. Items of Information**

### **A. Recent Events**

- i. The Virginia State Science Fair was on April 8-9, 2016, at the Virginia Military Institute. Nine CVGS students qualified to attend this fair with Ms. Coghill. Three students received awards at this fair.
- ii. The Governor's School was open on Saturday, April 16, 2016, for those students who wanted extra help or additional lab time.
- iii. The CVGS Foundation Board met on Wednesday, April 20, 2016, at noon.
- iv. Final exams were given on April 21 and 25. CVGS schedules exams early in order to avoid conflict with AP testing.
- v. Juniors presented their research at the research symposium at CVGS on April 27, 2016. Each student gave a ten minute presentation of his or her research.

### **B. Upcoming Events**

- i. Tom Baker from EC Glass will attend the Intel ISEF International Fair in Phoenix, Arizona, May 8-13, 2016.
- ii. CVGS will host the Middle School Science Challenge for 5-8 graders on May 10, 2016. This event helps to promote scientific thinking at the elementary and middle schools throughout the region.
- iii. The Industrial Advisory Board will meet on May 11, 2016.
- iv. The CVGS Recognition Reception is planned for Sunday, May 15, at 7 pm. Governing Board members are encouraged to attend.
- v. Virginia Junior Academy of Science symposium trip will be May 17 – 19. Forty-five juniors will accompany Mrs. Coghill, Dr. Douglass, and Dr. Smith to the University of Mary Washington to present their research. All costs associated with this trip are covered by the Governor's School Foundation. This two night trip costs about \$12,000 and is on the campus of the University of Mary Washington.
- vi. The last day for student internships is May 20, 2016.

- vii. On May 25 and 26, the seniors will present their Senior Science Scenario projects at Lynchburg College in Schewel Hall from 7:30 am to 10:10 am. All Board members are invited to attend.
- viii. CVGS will host an end of the year picnic on the last day of school for students on May 27, 2016.
- ix. CVGS will host a breakfast to thank the internship and research mentors on June 5, 2016, at the Golden Corral.
- x. The Foundation Finance Committee will meet on June 8, 2016, at noon.
- xi. New Student Orientation will be June 13, 14, and 15. There will be 64 new juniors and 4 new seniors are CVGS for 2016-17. The orientation day will be held at Lynchburg College, and the costs for the event will be an in kind donation to the CVGS Foundation.
- xii. Moving into the new building is expected to start in mid-June.

### **9. Items from the Board**

Mr. Wood thanked Dr. Smith and the Board for another great year. Dr. Smith thanked the Board for being so supportive and Dr. Schuch and Dr. Hicks for their leadership of the Board. Campbell County is next in line for the superintendent-in-charge and chairperson.

As there were no further items from the Board, Mr. Wood made a motion to adjourn at 1:45 pm; Mr. Akers seconded the motion, and it was approved by the Board.

**The next Governing Board meeting is scheduled for  
Wednesday, August 3, 2016 at 1:00 pm.**

	<b>REVENUE</b>	<b>2015-16</b>	<b>2016-17</b>	<b>DIFF</b>
8.0000.000.0380.400.715	GOVERNOR'S SCHOOL (STATE 131)	339,227	360,000	20,773
8.0000.000.0386.400.715	OTHER STATE FUNDS (TECH GRANT)	26,000	26,000	0
8.0000.000.0719.400.715	TUIT FM OTH CO/CY (4700*paying students 121)	554,600	568,700	14,100
8.0000.000.0720.400.715	OTH PMT OTH CO/CY (CVCC 75% REIMB)	131,250	131,250	0
	<b>TOTAL REVENUE</b>	<b>1,051,077</b>	<b>1,085,950</b>	<b>34,873</b>
	<b>EXPENSE</b>	<b>2015-16</b>	<b>2016-17</b>	<b>DIFF</b>
8.1100.304.1120.400.715	SALARIES TEACHERS	387,168	397,630	10,462
8.1100.304.1520.400.715	SALARIES SUBSTITUTE/OFFICE HELP	3,000	5,000	2,000
8.1100.304.1620.400.715	SALARIES TEACHER SUPPLEMENTS	26,390	26,390	0
8.1100.304.2100.400.715	FICA	31,867	32,820	953
8.1100.304.2211.400.715	VRS PROF (INSTR)	59,966	62,161	2,195
8.1100.304.2221.400.715	VRS HYBRID (PROFESSIONAL)	1,500	0	(1,500)
8.1100.304.2300.400.715	HMP (HOSPITAL/MEDICAL PLAN) (INSTR)	27,989	32,500	4,511
8.1100.304.2330.400.715	DENTAL INSURANCE (INSTR)	2,184	2,184	0
8.1100.304.2340.400.715	VISION INSURANCE (INSTR)	156	176	20
8.1100.304.2411.400.715	GROUP LIFE PROF (INSTR)	4,921	5,046	125
8.1100.304.2511.400.715	VLDP-HYBRID (PROFESSIONAL)	100	0	(100)
8.1100.304.2700.400.715	WORKMAN'S COMP (INSTR)	1,386	1,427	41
8.1100.304.2750.400.715	RETIREE HEALTH CARE CREDIT (VRS-PROF)	4,384	4,707	323
8.1100.304.2820.400.715	TUITION REIMBURSEMENT	6,000	6,000	0
8.1100.304.3000.400.715	PURCHASED SERVICES (CVCC & SEM)	190,000	195,000	5,000
8.1100.304.5000.400.715	OTHER CHARGES	0	0	0
8.1100.304.5200.400.715	COMMUNICATIONS (phone, Internet, etc)	500	500	0
8.1100.304.5500.400.715	TRAVEL (CONF + MILEAGE)	0	1,000	1,000
8.1100.304.5800.400.715	MISCELLANEOUS (MEALS, LODGING, & DUES)	0	1,000	1,000
8.1100.304.6000.400.715	MATERIALS AND SUPPLIES (CONSUMABLE)	10,000	10,000	0
8.1100.304.6008.400.715	VEH & POWER EQUIP- FUEL	500	500	0
8.1100.304.6009.400.715	VEH & POWER EQUIP- SUPPLY	500	500	0
8.1100.304.6020.400.715	TEXTBOOKS AND WORKBOOKS	3,000	3,000	0
8.1100.304.6030.400.715	INSTRUCTIONAL MATERIALS (NON-CONSUMABLE)	7,500	7,500	0
8.1100.304.8200.400.715	CAPITAL OUTLAY ADDITION	3,000	3,000	0
8.1310.304.2834.400.715	TERMINAL PAY-VACATION	2,500	2,500	0
8.1310.304.2835.400.715	TERMINAL PAY-SICK	2,500	2,500	0
8.1320.304.5400.400.715	LEASES & RENTALS (XEROX COPIER)	3,000	3,000	0
8.1410.304.1126.400.715	SALARIES PRINCIPALS	49,426	53,133	3,707
8.1410.304.1150.400.715	SALARIES OFFICE	31,976	32,615	640
8.1410.304.1620.400.715	SALARIES SUPPLEMENTAL	5,000	5,000	0
8.1410.304.2100.400.715	FICA (ADMIN)	6,227	6,560	333
8.1410.304.2211.400.715	VRS PROFESSIONAL (ADMIN)	11,803	12,571	767



EXPENSE		2015-16	2015-16	DIFF
8.1410.304.2300.400.715	HMP (HOSPITAL/MEDICAL PLAN) (ADMIN)	6,459	7,500	1,041
8.1410.304.2330.400.715	DENTAL INSURANCE (ADMIN)	504	504	0
8.1410.304.2340.400.715	VISION INSURANCE (ADMIN)	39	39	0
8.1410.304.2411.400.715	GROUP LIFE (ADMIN)	969	1,020	52
8.1410.304.2750.400.715	RETIREE HEALTH CARE CREDIT (ADMIN)	863	952	89
8.1410.304.3000.400.715	PURCHASED SERVICES	3,000	3,000	0
8.1410.304.5000.400.715	OTHER CHARGES	1,000	1,000	0
8.1410.304.5200.400.715	COMMUNICATIONS (POSTAGE)	500	500	0
8.1410.304.5300.400.715	INSURANCE (BONDING)	500	500	0
8.1410.304.5500.400.715	TRAVEL (CONF FEES + MILEAGE)	5,000	5,000	0
8.1410.304.5800.400.715	MISCELLANEOUS (MEALS, LODGING, DUES)	2,000	2,000	0
8.1410.304.6000.400.715	MATERIALS AND SUPPLIES (CONSUMABLE)	5,000	5,000	0
8.2140.304.3000.400.715	PURCHASED SERVICES (RECRUIT/IN-SERVICE)	2,000	2,000	0
8.4200.304.1180.400.715	SALARIES CUSTODIAL	24,938	25,437	499
8.4200.304.1280.400.715	OT-CUSTODIAL	1,000	1,000	0
8.4200.304.2100.400.715	FICA (CUSTODIAL)	1,984	2,022	38
8.4200.304.2212.400.715	VRS NON PROFESSIONAL (CUSTODIAL)	2,209	1,809	(401)
8.4200.304.2300.400.715	HMP (HOSPITAL/MEDICAL PLAN) (CUSTODIAL)	4,306	5,000	694
8.4200.304.2330.400.715	DENTAL INSURANCE (CUSTODIAL)	168	168	0
8.4200.304.2412.400.715	GROUP LIFE NON-PROF (CUSTODIAL)	297	336	39
8.4200.304.2700.400.715	WORKER'S COMPENSATION (CUSTODIAL)	529	539	11
8.4200.304.5200.400.715	COMMUNICATIONS (LICENSES)	15,000	10,000	(5,000)
8.4200.304.5300.400.715	INSURANCE (ERRORS & OMISSIONS)	6,000	6,000	0
8.4200.304.8000.400.715	CAPITAL OUTLAY (FFE FOR NEW FACILITY)	0	0	0
8.8100.304.8200.400.715	CAPITAL OUTLAY (TECH FOR INSTRUCTION)	39,370	45,705	6,335
	LCS ANNUAL PAYMENT (Begins Spring '17)	43,000	43,000	0
	<b>TOTALS</b>	<b>1,051,077</b>	<b>1,085,950</b>	<b>34,873</b>

# Agenda Report

**Date:** 07/11/17

**Agenda Number:** I-5

**Attachments:** Yes

**From:** Larry A. Massie, Acting Superintendent  
Anthony E. Beckles, Sr., Chief Financial Officer

**Subject:** XLR8 Governor's STEM Academy: 2016-17 Budget

## **Summary/Description:**

The Lynchburg City School Board serves as the fiscal agent for the XLR8 STEM Academy. The governing board of the school has approved its 2016-17 operating budget in the amount of \$287,208, which represents an increase of \$9,958 from the 2015-16 approved budget.

Funds expended at the XLR8 STEM Academy are totally reimbursable from participating school divisions and through grants or donations. School divisions which are members of the regional program are Amherst County Public Schools, Appomattox County Public Schools, Bedford County Public Schools, Campbell County Public Schools, and Lynchburg City Schools.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 08/01/17

## **Recommendation:**

The acting superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on August 1, 2017.

**XLR8 STEM Academy Board**  
Meeting Minutes

May 31, 2016



*Present:* Susan Cash, Patricia Massie, Dr. Regina Dolan-Sewell, Dr. John Hicks  
Dr. Fred Connor, Maria Jaeger, Elizabeth Narehood, Kim Lukanich,  
James Rinella, Dr. Doug Schuch

*Absent:* Mark Epperson, Annette Bennett, Dr. Wendy Hageman-Smith,  
Mary Mays

---

**1. Call to Order**

Meeting was called to order at 1:01PM

**2. Review of Meeting Minutes from 03/08/2016**

Minutes from the meeting held on March 8, 2016 were presented and reviewed. Patricia Massie made a motion to accept the minutes as written, Dr. Regina Dolan-Sewell seconded the motion and the motion passed.

**3. Director's Report (copy attached)**

Susan Cash presented the Director's report to the board and several items were discussed.

**Enrollment for 2016-2017**

Senior Class:

- Students Returning: 22
- **New seniors:**
  - Bedford: 2 new seniors from Liberty
  - Lynchburg: 1 new senior from ECG

**Senior class total: current 25 (5.25.2015)**

Junior Class:

- Amherst : 3/3 filled
- Appomattox: 1/1 filled
- Bedford: 8/8 filled

- Campbell: 6/6
- Lynchburg: 7/7 filled
- **Junior Class Total: 25**

### **STEM Academy Demographics 2016-2017**

I am pleased with the STEM Academy enrollment demographics for the 2016-2017 school year. The STEM Academy continues to attract students from varied backgrounds which represent an accurate cross section of students from region.

- Increased female enrollment to 40% (up from 32% in 2015-2016).
- Increased minority enrollment to 28% (up from 24% in 2015-2016).
- Our first year for enrolling in cybersecurity was positive with 8% of the students choosing that speciality area. That percentage may increase, as students do not begin to take classes in that area until 2017-2018

### **Graduation 2016**

Twenty-three (23) STEM Academy senior students finished classes at the STEM Academy and were eligible to graduate from Central VA Community College with a Career Studies certificate in Engineering Fundamentals and/or a Career Studies Certificate in Mechatronics or a Career Studies Certificate in Biotechnology.

Graduation ceremonies for CVCC were held on May 12<sup>th</sup>, 2016 and at that time **18 Career Studies Certificates in Engineering Fundamentals, 4 Career Studies Certificates in Biotechnology and 14 Career Studies Certificates in Mechatronics** were conferred to the members of the STEM Academy class of 2016.

### **Senior Internship Lunch**

The twenty-three (23) senior students from XLR8- Lynchburg Regional Governor's STEM Academy presented on their internship experience with regional industry mentors followed by a luncheon on Friday, April 29<sup>th</sup>, 2016 from 8am – noon. The event was held at Central VA Community College in the multipurpose room in Merritt Hall. Invited attendees included STEM Academy students, parents,

corporate internship hosts, STEM Academy Partnership Team members, STEM Academy Board Members, and members of the CVCC administrative team.

Corporate Internship Sponsors for the internship experience included: AECOM, AMG, Inc., AMTI, AREVA, Centra Health, Delta Star, EDM, Harris Corp., Master Engineers and Designer's, Inc., Moore's Electric, VDOT and Swissomation. Each student gave a 5-7 minute presentation summarizing their internship experience with their corporate sponsor. Lunch was served after the completion of the presentations. Following the lunch, Joel Burch from BWXT gave the keynote address and Graduation cords were presented to all STEM Academy students; which were worn for both their CVCC and base school

### **Senior Awards Dinner**

The XLR8-Lynchburg Regional Governor's STEM Academy celebrated the graduation of the twenty-three (23) members of their second class on Monday, May 16<sup>th</sup>, 2016 at 6:00 pm. The event was held at Central VA Community College in the multipurpose room in Merritt Hall. Invited attendees included STEM Academy students, parents, STEM Academy Partnership Team members, STEM Academy Board Members, members of the XLR8 faculty and invited guests.

The twenty-three students were recognized for earning career studies certificates in engineering fundamentals and/or mechatronics or Biotechnology from Central VA Community College, received recognition for completing the curriculum and received senior superlative awards.

In addition, the XLR8 STEM Academy staff awarded four additional awards to members of the class of 2016 for Academic Excellence, Most Improved, Leadership and STEM Academy Student of the Year.

Academic Excellence: Travis Taylor, Altavista High School

Most Improved: Jermane Carson, Jr., Brookville High School

Leadership: Taylor Blake, Staunton River High School

STEM Academy Student of the Year 2016: Dustin Cox, Altavista High School

Our speakers for the evening were Ruth Maragni from Centra Health, Cheryl Giggetts from AECOM and our keynote speaker Dr. Muriel Mickles, Vice-President of Central VA Community College.

The STEM Academy had a very positive impact in the lives of the students who are attending the STEM Academy. The STEM Academy had 23 seniors graduate this year in May from CVCC with Career Studies Certificates in Engineering Fundamentals ,Mechatronics or Biotechnology and 100% of those students will be entering the workforce, military, continuing their education either at CVCC (completing an Associate's degree in Engineering Technology with AREVA, Machining, the Grown in VA program with UVA/ODU/VT) or at a 4 year college or university in STEM related fields, including , Liberty University, Montana Tech, Old Dominion University, Virginia Tech, Virginia Military Institute, George Mason University.

The vision of the STEM Academy is that all students graduate with multiple options for success in college and post-commencement exercises.

### **Matriculation Class of 2016**

The STEM Academy graduates on 2016 are all choosing to pursue their education and training in a STEM-H field. We have 100% of our graduating class of 2016 continuing their education either at a 2 or 4 year college or University or in the National Guard.

Below is a list of where our students are going in 2016-2017:

- Central VA Community College: 10
- George Mason University: 1
- Liberty University: 1
- Montana Tech: 1
- Old Dominion University: 5
- Virginia Military Institute: 3
- Virginia Tech: 1
- National Guard: 1

**New staff members:**

- Chemistry- TBD

**Returning Staff Members:**

- Ms. Beth Shelton-Math
- Marcella (Brown) Gale-Introduction to Engineering Design
- Rex Fisher- Principles of Engineering
- David Abbott- Physics
- Dr. Carl Pettiford- Digital Electronics
- Dr. John Varga-Computer Integrated Manufacturing
- Dr. Donna McLaughlin- Human Anatomy & Physiology
- Carrie Beaumont- Intro to Medical Terminology
- Dr. Cindy Wallin-Applied Calculus 1, Calculus 1 & 2

**Internships**

I will be meeting with representatives from these companies to finalize paperwork and number of internship students over the summer months. I will meet with parents and students in August 2016 to provide an overview of the program requirements and complete any paperwork required at that time both for STEM Academy and CVCC. Students will meet with company representatives in the fall semester to sign the internship agreement and complete any additional training or paperwork required to begin their internship in January of 2017. Students will have the opportunity to earn 1 DE credit for their internship experience.

**Mechatronics students:** 15 (AMG, AECOM, AMTI, AREVA, Delta Star, Harris, Master Engineers & Designers, Moore's Swissomation, VDOT) –My plan is to add an internship location in Appomattox

**Biotechnology students:** 10 (1 at Carillion, 9 Centra or TBD) – meetings with OrthoVirginia, RACVA

Tentative Meeting Schedule for 2016-2017

- Meetings will be held at Central VA Community College at 1:00 pm in the President's Conference Room on the following dates:
  - August 2<sup>nd</sup>, 2016
  - November 8<sup>th</sup>, 2016
  - January 10<sup>th</sup>, 2017
  - March 21<sup>st</sup>, 2017
  - May 30<sup>th</sup>, 2017
  - July 18<sup>th</sup>, 2017

#### **4. Financial Report**

Susan Cash presented the financial report for the school board members to review. The current budget sheet shows an available balance of \$12,409.44. After review there was no discussion and the members accepted the financial report as written.

#### **5. Fundraising Report**

Susan Cash presented the fundraising report for the school board member to review. After review there was no discussion and the members accepted the financial report as written.

#### **6. New Business:**

##### **Partnership Agreement with Future Focus Foundation and XLR8 STEM Academy**

A new partnership agreement with the Future Focus Foundation and the XLR8 Stem Academy was presented and discussed. Phil Hamlett, president of the Future Focus Foundation, has approached the STEM Academy about contracting the STEM Academy Administrative Assistant to provide the bookkeeping services for the Future Focus Foundation.

The Future Focus Foundation voted to provide \$1200 per year to the Assistant to provide bookkeeping services for the Foundation. The Foundation will provide a laptop, printer and QuickBooks software. She will be working an additional 1.5 hours weekly or 6 hours per month for the FFF. This was an action item to be voted on. Dr. Regina Dolan-Sewell made a motion to accept this and Patricia Massie seconded the motion and the motion passed.



**Budget Proposal for 2016-2017**

Susan Cash reviewed the proposed budget for the coming 2016-2017 year with the School Board members. The budget was presented as balanced. There was some discussion about the fund balance as to how these funds should be allocated if the balance gets too high or if there was a cap on the amount you could have in the fund balance. During the discussion it was stated that Regional Schools would be allowed to retain these fund balances to use as needed, based upon the opinion of the VA Attorney General. This had been a question asked by a previous STEM Academy board member and Dr. Doug Schuch was able to share the recent opinion with the board members. The budget was reviewed and Patricia Massie made a motion to accept the budget as presented and Dr. Regina Dolan-Sewell seconded the motion and the motion passed.

**Strategic Plan 2016-2017**

The XLR8 STEM Academy Strategic plan for 2016-2017 (attached) was presented. There was no discussion about the plan. Dr. Regina Dolan-Sewell made a motion to accept the plan as written and Patricia Massie seconded her motion and the motion was passed to accept the Strategic Plan for 2016-2017.

**7. Old Business**

There was no old business discussed.

Patricia Massie made a motion to adjourn, Dr. Regina Dolan-Sewell seconded, and the meeting was adjourned at 1:40pm.

The next meeting of the XLR8 STEM Academy will be:

Tuesday August 2<sup>nd</sup> at 1:00 PM

Room 1114 President's Conference Room

Respectfully submitted,

Becky Cox, Clerk

		<b>2016-2017</b>
<b>Revenue Accounts</b>		(50 Students)
Number	Title/Purpose	<b>Budgeted Amount</b>
6.0000.000.0700.526.010	Misc Revenue/Sponsorships	\$ 8,000.00
6.0000.000.0705.526.010	Special Pupil Fees	\$ 1,250.00
6.0000.000.0712.526.010	Donations - Unrestricted	\$ 6,758.00
6.0000.000.0712.526.010	Donations- Restricted	\$ 1,200.00
6.0000.000.0712.526.010B	Donations - Restricted - Tobacco Commission	\$ -
6.0000.000.0719.526.010	Tuition From County/City	\$ 270,000.00
	<b>Total Revenue</b>	<b>\$ 287,208.00</b>
<b>Expense Accounts</b>		<b>Budgeted Amount</b>
Number	Title/Purpose	
6.1100.307.3000.526.010	Purchased Services - Dual Enrollment Costs	\$ 158,900.00
6.1100.307.3000.526.010B	Purchased Services - PLTW Fee	\$ 1,750.00
6.1100.307.3000.526.010C	Travel - Student Bussing Costs	\$ 125.00
6.1100.307.5200.526.010	Communications	\$ 150.00
6.1100.307.5300.526.010	Insurance	\$ 6,420.00
6.1100.307.5800.526.010	Miscellaneous - Student Costs	\$ 250.00
6.1100.307.6000.526.010	Materials and Supplies for Students	\$ 1,200.22
6.1100.307.6020.526.010	Textbooks and Workbooks for Students	\$ 210.00
6.1100.307.6030.526.010	Instructional Materials for Students	\$ 500.00
6.1100.307.6040.526.010	Tech Software - Website Subscription	\$ 350.00
6.1310.307.5000.526.010	Travel/Training- Teachers	\$ -
6.1310.307.5800.526.010	Miscellaneous - Teacher Travel Costs	\$ -
6.1410.307.1130.526.010	Director Salaries - Other Prof	\$ 69,577.00
6.1410.307.1150.526.010	Clerical Salaries	\$ 15,211.00
6.1410.307.2100.526.010	FICA	\$ 6,486.28
6.1410.307.2211.526.010	VRS Professional	\$ 10,201.00
6.1410.307.2300.526.010	HMP (Hospital/Medical) Plan	\$ 5,333.00
6.1410.307.2330.526.010	Dental Insurance	\$ 336.00
6.1410.307.2340.526.010	Vision Insurance	\$ 27.00
6.1410.307.2411.526.010	Group Life - Professional	\$ 822.00
6.1410.307.2700.526.010	Worker's Compensation	\$ 237.50
6.1410.307.2750.526.010	Retiree Health Care Credit	\$ 772.00
6.1410.307.5500.526.010	Travel- Admin/Teachers	\$ 350.00
6.5000.307.3000.526.010	Purchased Services for Events	\$ 5,000.00
6.5000.307.6000.526.010	Materials and Supplies for Events	\$ 3,000.00
	<b>Total Expenditures</b>	<b>\$ 287,208.00</b>

\$ (0.00)

Fund Balance 2013-2014	\$ 1,084.91
Fund Balance 2014-2015	\$ 8,614.76
Fund Balance 2015-2016	\$ 12,409.44
<b>TOTAL Fund Balance</b>	<b>\$ 22,109.11</b>

# Agenda Report

**Date:** 07/11/17

**Agenda Number:** I-6

**Attachments:** Yes

**From:** Larry A. Massie, Acting Superintendent  
Anthony E. Beckles, Sr., Chief Financial Officer

**Subject:** LAUREL Regional School: 2016-17 Budget

## **Summary/Description:**

The Lynchburg City School Board serves as the fiscal agent for the LAUREL Regional School. The governing board of the school has approved its 2016-17 operating budget in the amount of \$5,683,682, which represents an increase of \$291,740 from the 2015-16 approved budget.

Funds expended at the LAUREL Regional School are totally reimbursable from participating school divisions and the Commonwealth of Virginia. School divisions which are members of the regional program are Amherst County Public Schools, Appomattox County Public Schools, Bedford County Public Schools, Campbell County Public Schools, and Lynchburg City Schools. The LAUREL Regional School provides services for students with severe disabilities. The following services are also provided by staff employed through LAUREL Regional School to identified students with disabilities at their schools: occupational therapy, physical therapy, vision services, and autism services.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 08/01/17

## **Recommendation:**

The acting superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on August 1, 2017.

**LAUREL Regional Program  
Meeting  
June 16, 2016**

**Board Members Present:** Ms. Priscilla Liggon, Ms. Cynthia Hall, Mr. Greg Smith, Ms. Julie Bennington, Ms. Marie Waller

**Administrators Present:** Dr. Scott S. Brabrand, Mr. James R. Gallagher, Ms. Sara Staton, Mr. Wyllys VanDerwerker

**Others Present:** Mr. Anthony Beckles, Dr. Donna Lewis, Ms. Susan Landis

**I. Call To Order:**

On June 16, 2016 at 10:00 a.m. the LAUREL Regional Program Board met for their board meeting. A quorum was present.

**II. Motion to approve or amend the Agenda**

MOTION to approve or amend the agenda for the June 16, 2016 Board Meeting was made by Ms. Julie Bennington and SECONDED by Ms. Cynthia Hall.

Yes Votes: Ms. Priscilla Liggon, Mr. Greg Smith, Ms. Marie Waller

No Votes: None

Abstentions: None

**III. ACTION ITEMS:**

**A. Approval of Minutes from the May 4, 2016 Board Meeting**

MOTION to approve the LAUREL Program Minutes from the May 4, 2016 meeting was made by Ms. Julie Bennington and SECONDED by Ms. Cynthia Hall.

Yes Votes: Ms. Priscilla Liggon, Mr. Greg Smith, Ms. Marie Waller

No Votes: None

Abstentions: None

**B. Consideration of Approving Payment of Accounts by Fiscal Agent**

Dr. Lewis stated that she had her monthly Finance meeting with Kim Lukanich, Assistant Director of Finance for LCS on Tuesday, June 14, 2016 and there are no red flags. All the accounts are in good shape.

MOTION to approve the Payment of Accounts as presented was made by Ms. Julie Bennington and SECONDED by Ms. Priscilla Liggon.

Yes Votes: Ms. Cynthia Hall, Mr. Greg Smith, Ms. Marie Waller

No Votes: None

Abstentions: None

### **C. Approval of the 2016-2017 Budget**

Mr. Greg Smith asked Dr. Lewis why the overall budget had increased this year. Dr. Lewis explained that the total for the Center Based budget had decreased and that the increase in the budget was due to the Non-Centered budget increasing.

MOTION to approve the 2016-2017 Budget was made by Ms. Julie Bennington and SECONDED by Ms. Cynthia Hall.

Yes Votes: Ms. Priscilla Liggon, Mr. Greg Smith, Ms. Marie Waller

No Votes: None

Abstentions: None

### **D. Approval of the Lease Agreement**

Mr. Beckles, LCS Chief Financial Officer, explained that everything inside of the LAUREL building is included in the monthly lease amount.

All members of the LAUREL Board signed the lease agreement.

MOTION to approve the Lease Agreement Calendar was made by Mr. Greg Smith and SECONDED by Ms. Julie Bennington.

Yes Votes: Ms. Priscilla Liggon, Ms. Cynthia Hall, Ms. Marie Waller

No Votes: None

Abstentions: None

### **E. Approval of Using Year End Money to Install a Ramp**

The Board accepted the bid received from Coleman Adams to install the ramp and for the cost not to exceed \$35,000.00 to complete the ramp project.

MOTION to approve the Coleman Adams bid was made by Ms. Julie Bennington and it was seconded by Mr. Greg Smith.

Yes Votes: Ms. Priscilla Liggon, Ms. Cynthia Hall, Ms. Marie Waller

No Votes: None

Abstentions: None

Dr. Lewis asked the Boards approval to reallocate funds from Autism Services to SPH Services Materials and Supplies to cover costs associated with the Ramp Project and costs for other items needed for LAUREL.

MOTION to approve reallocating money from Autism Services (9.1100.112.1120.200.914) to SPH Services Materials and Supplies (9.1100.112.6000.200.914) was made by Ms. Priscilla Liggon and SECONDED by Ms. Cynthia Hall.

Yes Votes: Ms. Julie Bennington, Mr. Greg Smith, Ms. Marie Waller

No Votes: None

Abstentions: None

#### **IV. INFORMATION ITEMS**

##### **A. Board Members**

Mr. Greg Smith shared how much he enjoyed coming to LAUERL's Graduation ceremony and listening to the speakers.

Ms. Priscilla Liggon thanked Dr. Brabrand for all that he accomplished the past two years.

##### **B. Regional Council Representative**

**Mr. Wyllys VanDerwerker**

Mr. VanDerwerker stated that the Regional Council had not met since the previous board meeting so there was nothing to report.

##### **C. Superintendent –in-Charge Comments**

Dr. Brabrand said it has been a great 2 years serving as Superintendent in Charge. He thanked Dr. Lewis for all of her hard work and is excited about the future. Dr. Brabrand was excited to share that there is no staff turnover to report for the coming school year.

## **D. LAUREL Updates**

### **1. 2014-2015 Audit Report**

Dr. Lewis said that the Controls Provided by Program Staff are being taken care of with the monthly finance meetings that she and Susan attend each month with LCS finance.

Dr. Lewis then asked the Board to look at the Financial Report:

Page 25 Internal Control over Financial Reporting: "Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified."

Page 26 Compliance and Other Matters: "The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*."

A representative from Brown Edwards came and spoke. He said LAUREL Regional Program had a clean Audit Report. He said there is usually something found during audits but Laurel's was clean.

He did explain it is now required to show Center Based Employee Pensions as a Liability on Financial Reports.

## **V. NEXT MEETING**

Wednesday, August 3, 2016 at 10:00 A.M

## **VI. ADJOURNMENT**

MOTION to adjourn the meeting was made by Ms. Julie Bennington and  
SECONDED by Ms. Priscilla Ligon.

Yes Votes: Ms. Cynthia Hall, Mr. Greg Smith, Ms. Marie Waller

No Votes: None

Abstentions: None

**TIME: 1:20 PM**

---

Ms. J. Marie Waller, Chairperson  
2015-2016 School Year

---

Dr. Donna Lewis, Director



**LAUREL REGIONAL PROGRAM  
BUDGET 2016-2017SY**

**REVENUE**

<b>Account Number</b>	<b>Description</b>	<b>Budget 2015-16</b>	<b>Proposed Budget 2016-17</b>
9.0000.000.0719.200.914	Tuition from other County/City- Center Based	\$3,529,246.00	\$3,487,750.00
9.0000.000.0393.200.914	Ed Technology	\$26,000.00	\$26,000.00
9.0000.000.0719.299.914	Tuition from other County/City • Non Center Based	\$1,836,696.00	\$2,169,932.00
<b>TOTAL REVENUE</b>		<b>\$5,391,942.00</b>	<b>\$5,683,682.00</b>

**EXPENDITURES**

<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
9.8100.112.8000.200.914	VPSA Technology	\$26,000.00	\$26,000.00
<b>Total VPSA Technology</b>		<b>\$26,000.00</b>	<b>\$26,000.00</b>

**SPH Services**

<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
9.1100.112.1120.200.914	Teachers	\$554,865.00	\$520,868.00
9.1100.112.1151.200.914	Therapeutic Educational Assistants	\$353,838.00	\$375,235.00
9.1100.112.1154.200.914	Speech Therapist	\$73,923.00	\$74,810.00
9.1100.112.1156.200.914	Occupational Therapist	\$67,476.00	\$49,873.00
9.1100.112.1157.200.914	Physical Therapist	\$30,628.00	\$30,996.00
9.1100.112.1158.200.914	Vision Teachers	\$40,750.00	\$7,887.00
9.1100.112.1520.200.914	Substitute Teachers	\$35,000.00	\$35,000.00
9.1100.112.1620.200.914	Teacher Supplements	\$37,873.00	\$33,045.00
9.1100.112.2100.200.914	FICA	\$88,022.00	\$83,593.00
9.1100.112.2211.200.914	VRS	\$161,347.00	\$157,800.00
9.1100.112.2750.200.914	HCC	\$12,164.00	\$11,948.00

9.1100.112.2300.200.914	Medical Insurance	\$203,073.00	\$184,932.00
9.1100.112.2330.200.914	Dental Insurance	\$12,802.00	\$12,553.00
9.1100.112.2340.200.914	Vision Insurance	\$914.00	\$1,009.00
9.1100.112.2411.200.914	Group Life Insurance	\$13,656.00	\$12,035.00
9.1100.112.2700.200.914	Workers' Compensation Insurance	\$3,222.00	\$3,060.00
9.1100.112.3000.200.914	Purchased Services (CLM, Tech Support, BCBA)	\$20,000.00	\$90,000.00
9.1100.112.5500.200.914	Travel/Professional Development (includes adaptive classwork cou	\$4,700.00	\$20,000.00
9.1100.112.5800.200.914	Miscellaneous (meals,lodging, membership dues)	\$1,500.00	\$1,500.00
9.1100.112.6000.200.914	Materials and Supplies (includes copy paper, ink for staff)	\$48,000.00	\$40,000.00
9.1100.112.6002.200.914	Food Supplies	\$5,265.00	\$5,500.00
9.1100.112.6040.200.914	Technology Software	\$5,000.00	\$5,000.00
	<b>Total Budget SPH Services</b>	<b>\$1,774,018.00</b>	<b>\$1,756,644.00</b>

**Office of the Director**

<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	
9.1310.112.2834.200.914	Terminal Pay- Vacation	\$5,000.00	\$5,000.00
9.1310.112.2835.200.914	Terminal Pay- Sick Leave	\$4,000.00	\$4,000.00
9.1410.112.5400.200.914	Rental-Copier	\$15,000.00	\$15,000.00
9.1410.112.1126.200.914	Director	\$77,410.00	\$78,339.00
9.1410.112.1150.200.914	Clerical	\$53,166.00	\$48,491.00
9.1410.112.1620.200.914	Supplements	\$1,200.00	\$1,200.00
9.1410.112.2100.200.914	FICA	\$10,081.00	\$9,795.00
9.1410.112.2211.200.914	VRS	\$18,359.00	\$18,594.00
9.1410.112.2750.200.914	HCC	\$1,384.00	\$1,408.00
9.1410.112.2300.200.914	Medical Insurance	\$15,990.00	\$14,850.00
9.1410.112.2330.200.914	Dental Insurance	\$1,008.00	\$1,008.00
9.1410.112.2340.200.914	Vision Insurance	\$72.00	\$81.00
9.1410.112.2411.200.914	Group Life Insurance	\$1,554.00	\$1,418.00
9.1410.112.2700.200.914	Workers' Compensation Insurance	\$369.00	\$359.00
9.1410.112.2820.200.914	Tuition Reimbursement	\$3,000.00	\$3,000.00
9.1410.112.3000.200.914	Purchased Services (legal, audit, misc)	\$65,000.00	\$65,000.00
9.1410.112.5200.200.914	Communications (postage)	\$1,400.00	\$1,400.00
9.1410.112.5400.200.914	Rental-Building	\$123,000.00	\$123,000.00

9.1410.112.5300.200.914	Insurance	\$12,000.00	\$12,000.00
9.1410.112.5500.200.914	Travel/Professional Development-mileage, registration costs, traini	\$1,500.00	\$2,500.00
9.1410.112.5800.200.914	Miscellaneous (meals, lodging, and membership dues)	\$750.00	\$1,500.00
9.1410.112.6000.200.914	Materials and Supplies	\$11,000.00	\$10,000.00
9.1410.112.6002.200.914	Food Supplies	\$0.00	\$1,000.00
	<b>Total Budget-Office of the Director</b>	<b>\$422,243.00</b>	<b>\$418,943.00</b>

**Nursing Services**

<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
9.2224.112.1131.200.914	Licensed Nurse	\$74,734.00	\$75,632.00
9.2224.112.1620.200.914	Supplements	\$1,200.00	\$1,200.00
9.2224.112.2100.200.914	FICA	\$5,809.00	\$5,878.00
9.2224.112.2211.200.914	VRS	\$10,508.00	\$11,088.00
9.2224.112.2750.200.914	HCC	\$792.00	\$840.00
9.2224.112.2300.200.914	Medical Insurance	\$10,660.00	\$9,900.00
9.2224.112.2330.200.914	Dental Insurance	\$672.00	\$672.00
9.2224.112.2340.200.914	Vision Insurance	\$48.00	\$54.00
9.2224.112.2411.200.914	Group Life Insurance	\$889.00	\$846.00
9.2224.112.2700.200.914	Workers' Compensation Insurance	\$213.00	\$216.00
9.2224.112.6000.200.914	Materials and Supplies (gloves and other supplies)	\$2,000.00	\$2,000.00
	<b>Total Budget - Nursing Services</b>	<b>\$107,525.00</b>	<b>\$108,326.00</b>

---

**Total Budget SPH Center-Based** **\$2,303,786.00** **\$2,283,913.00**

---

**Vision Services- Classroom Instruction**

<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
9.1100.112.1120.216.914	Vision Teachers	\$253,344.00	\$243,338.00
9.1100.112.1620.216.914	Teacher Supplements	\$15,344.00	\$16,318.00
9.1100.112.2100.216.914	FICA	\$20,555.00	\$19,864.00
9.1100.112.2211.216.914	VRS	\$37,637.00	\$37,968.00
9.1100.112.2750.216.914	HCC	\$2,837.00	\$2,875.00

9.1100.112.2300.216.914	Medical Insurance	\$26,650.00	\$23,760.00
9.1100.112.2330.216.914	Dental Insurance	\$1,680.00	\$1,613.00
9.1100.112.2340.216.914	Vision Insurance	\$120.00	\$130.00
9.1100.112.2411.216.914	Group Life Insurance	\$3,185.00	\$3,056.00
9.1100.112.2700.216.914	Workers' Compensation Insurance	\$752.00	\$727.00
9.1100.112.3000.216.914	Purchased Service- (AIS)	\$20,000.00	\$20,000.00
9.1100.112.5200.216.914	Communications (postage)	\$300.00	\$300.00
9.1100.112.5500.216.914	Travel/Professional Development	\$11,000.00	\$11,000.00
9.1100.112.5800.216.914	Miscellaneous- meals, lodging, and membership dues	\$500.00	\$500.00
9.1100.112.6000.216.914	Materials and Supplies	\$16,000.00	\$18,000.00
9.1100.112.8000.216.914	Capital Outlay (over \$5000 each)	\$6,000.00	\$0.00
	<b>Total Vision Services Classroom Instruction</b>	<b>\$415,904.00</b>	<b>\$399,449.00</b>

**Vision Services- Office of the Director**

<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
9.1410.112.1150.216.914	Vision Clerical	\$20,581.00	\$18,490.00
9.1410.112.2100.216.914	FICA	\$1,574.00	\$1,415.00
9.1410.112.2211.216.914	VRS	\$2,894.00	\$2,711.00
9.1410.112.2750.216.914	HCC	\$218.00	\$205.00
9.1410.112.2300.216.914	Medical Insurance	\$5,330.00	\$4,950.00
9.1410.112.2330.216.914	Dental Insurance	\$336.00	\$336.00
9.1410.112.2340.216.914	Vision Insurance	\$24.00	\$27.00
9.1410.112.2411.216.914	Group Life Insurance	\$245.00	\$218.00
9.1410.112.2700.216.914	Workers' Compensation Insurance	\$58.00	\$52.00
	<b>Total Vision Services Clerical Support</b>	<b>\$31,260.00</b>	<b>\$28,404.00</b>

	<b>Total Vision Services</b>	<b>\$447,164.00</b>	<b>\$427,853.00</b>
--	------------------------------	---------------------	---------------------

**Autism Services**

<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
9.1100.112.1120.220.914	Instructional (a contracted position for 2016-17)	\$73,152.00	\$0.00
9.1100.112.1620.220.914	Supplements	\$3,260.00	\$0.00
9.1100.112.2100.220.914	FICA	\$5,846.00	\$0.00

9.1100.112.2211.220.914	VRS	\$10,744.00	\$0.00
9.1100.112.2750.220.914	HCC	\$810.00	\$0.00
9.1100.112.2300.220.914	Medical Insurance	\$5,330.00	\$0.00
9.1100.112.2330.220.914	Dental Insurance	\$336.00	\$0.00
9.1100.112.2340.220.914	Vision Insurance	\$24.00	\$0.00
9.1100.112.2411.220.914	Group Life Insurance	\$909.00	\$0.00
9.1100.112.2700.220.914	Workers' Compensation Insurance	\$214.00	\$0.00
9.1100.112.3000.220.914	Purchased Services (contracted services for a BCBA)	not in the budget last year	\$85,000.00
9.1100.112.5500.220.914	Travel/Professional Development	\$3,750.00	\$0.00
9.1100.112.6000.220.914	Materials and Supplies	\$2,650.00	\$1,000.00
<b>Total Budget Autism Services</b>		<b>\$107,025.00</b>	<b>\$86,000.00</b>

**Occupational Therapy- Classroom Instruction**

Account Number	Description	Budget	Budget
9.1100.112.1120.225.914	Instructional	\$389,367.00	\$397,344.00
9.1100.112.1620.225.914	Supplement	\$0.00	\$937.00
9.1100.112.2100.225.914	FICA	\$29,787.00	\$30,469.00
9.1100.112.2211.225.914	VRS	\$54,745.00	\$58,251.00
9.1100.112.2750.225.914	VRS Prof Health Credit	\$4,127.00	\$4,411.00
9.1100.112.2300.225.914	Medical Insurance	\$31,447.00	\$31,185.00
9.1100.112.2330.225.914	Dental Insurance	\$1,982.00	\$2,117.00
9.1100.112.2340.225.914	Vision Insurance	\$142.00	\$171.00
9.1100.112.2411.225.914	Group Life Insurance	\$4,633.00	\$4,689.00
9.1100.112.2700.225.914	Workers' Compensation Insurance	\$1,090.00	\$1,116.00
9.1100.112.5500.225.914	Travel/Professional Development	\$8,000.00	\$9,000.00
9.1100.112.5800.225.914	Miscellaneous-meals, lodging, dues	\$600.00	\$700.00
9.1100.112.6000.225.914	Materials and Supplies	\$10,000.00	\$11,000.00
<b>Total Occupational Therapy Classroom Instruction</b>		<b>\$535,920.00</b>	<b>\$551,390.00</b>

**Occupational Therapy-Office of the Director**

9.1410.112.1150.225.914	Clerical Support	\$20,582.00	\$23,445.00
9.1410.112.2100.225.914	FICA	\$1,574.00	\$1,794.00
9.1410.112.2211.225.914	VRS	\$2,894.00	\$3,437.00

9.1410.112.2750.225.914	VRS Prof Health Credit	\$218.00	\$261.00
9.1410.112.2300.225.914	Medical Insurance	\$5,330.00	\$4,950.00
9.1410.112.2330.225.914	Dental Insurance	\$336.00	\$336.00
9.1410.112.2340.225.914	Vision Insurance	\$24.00	\$27.00
9.1410.112.2411.225.914	Group Life Insurance	\$245.00	\$277.00
9.1410.112.2700.225.914	Workers' Compensation Insurance	\$58.00	\$66.00
<b>Total Occupational Therapy Clerical Support</b>		<b>\$31,261.00</b>	<b>\$34,593.00</b>

---

<b>Total Budget Occupational Therapy</b>	<b>\$567,181.00</b>	<b>\$585,983.00</b>
--	---------------------	---------------------

---

**Physical Therapy Services**

<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
9.1100.112.1120.226.914	Physical Therapists	\$73,366.00	\$74,247.00
9.1100.112.2100.226.914	FICA	\$5,613.00	\$5,680.00
9.1100.112.2211.226.914	VRS	\$10,315.00	\$10,399.00
9.1100.112.2750.226.914	HCC	\$778.00	\$788.00
9.1100.112.2300.226.914	Medical Insurance	\$5,330.00	\$4,277.00
9.1100.112.2330.226.914	Dental Insurance	\$336.00	\$291.00
9.1100.112.2340.226.914	Vision Insurance	\$24.00	\$24.00
9.1100.112.2411.226.914	Group Life Insurance	\$873.00	\$837.00
9.1100.112.2700.226.914	Workers' Compensation Insurance	\$205.00	\$208.00
9.1100.112.5500.226.914	Travel/Professional Development- mileage, registration costs, train	\$4,450.00	\$4,450.00
9.1100.112.6000.226.914	Materials and Supplies	\$2,800.00	\$2,800.00
<b>Total Budget - Physical Therapy</b>		<b>\$104,090.00</b>	<b>\$104,001.00</b>

**Non Center-Based**

<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
9.1100.112.1120.299.914	Teachers	\$608,087.00	\$745,705.00
9.1100.112.1151.299.914	Teacher Assistants	\$374,429.00	\$459,920.00
9.1100.112.2800.299.914	Other Benefits	\$44,320.00	\$25,248.00
9.1100.112.1520.299.914	Substitutes	\$2,000.00	\$2,000.00
9.1100.112.1154.299.914	Speech Therapists	\$79,854.00	\$118,277.00

9.1100.112.1157.299.914	Physical Therapists	\$1,426.00	\$428.00
9.1100.112.1156.299.914	Occupational Therapists	\$57,449.00	\$47,444.00
9.1100.112.1153.299.914	Other Staff (Autism)	\$50,957.00	\$58,906.00
9.1100.112.1159.299.914	Other Staff (Interpreter)	\$37,163.00	\$30,000.00
9.1100.112.1158.299.914	Other Staff (Vision)	\$5,268.00	\$0.00
9.1100.112.2100.299.914	FICA	\$65,548.00	\$131,673.00
9.1100.112.2211.299.914	VRS	\$155,757.00	\$249,369.00
9.1100.112.2411.299.914	Group Life Insurance	\$12,930.00	\$20,520.00
9.1100.112.2750.299.914	RHCC	\$51,839.00	\$11,962.00
9.1100.112.2300.299.914	Medical Insurance	\$184,856.00	\$246,961.00
9.1100.112.2330.299.914	Dental Insurance	\$3,417.00	\$14,565.00
9.1100.112.2340.299.914	Vision Insurance	\$312.00	\$378.00
9.1100.112.2700.299.914	Workers Comp Insurance	\$2,397.00	\$1,823.00
9.1100.112.1620.299.914	Supplements	\$9,413.00	\$4,406.00
9.1100.112.2511.299.914	VLDP	\$274.00	\$347.00
9.1100.112.3000.299.914	Contract Services	\$89,000.00	\$0.00
<b>TOTAL BUDGET- Non Center-Based</b>		<b>\$1,836,696.00</b>	<b>\$2,169,932.00</b>
<b>TOTAL BUDGET EXPENDITURE</b>		<b>\$5,391,942.00</b>	<b>\$5,683,682.00</b>

6/10/2016

# Agenda Report

**Date:** 07/11/17

**Agenda Number:** I-7

**Attachments:** Yes

**From:** Larry A. Massie, Acting Superintendent  
Anthony E. Beckles, Sr., Chief Financial Officer

**Subject:** Pauline F. Maloney STEP with Links Program: 2016-17 Budget

## **Summary/Description:**

The Lynchburg City School Board serves as fiscal agent for the Pauline F. Maloney STEP with Links program. The organization's governing board has approved its 2016-17 operating budget in the amount of \$41,400, which represents an increase of \$50 over the 2015-16 fiscal year.

The Pauline F. Maloney STEP with Links program enhances academic and cultural development of minority students who are in the sixth grade and is sponsored by the Links, Inc., a national organization of professional women. The program is funded entirely through donations. Lynchburg City Schools contributes \$10,000 annually to this program.

The 2016-17 budget appears as an attachment to this agenda report.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 08/01/17

## **Recommendation:**

The acting superintendent recommends that the school board receive this agenda report as an informational item and consider action at the meeting on August 1, 2017.



**Step with Links  
Board Meeting Minutes & Action Items**

**Date: Monday: October 17 2016**

**Place:** Sun Trust Building Conference Room

**Called to Order:** 4:00 pm by Elaine Duke

**Opening Remarks:** Hank Hubbard

**Next Meeting January 9 ,2017**

**Directors Present:** (highlighted in yellow)

Candler, Beth	Packard, Mark
Dawson, George	Poore, Jenny
	Post, Sarah
Duke, Elaine	Reeves, Ethel
Fauber, Stuart	Schewel, Helene
Ferguson, Yvonne (Honorary)	Scruggs, Todd
Godwin-Kelly, Allison	Sorrells III, Jack
Harris, Marie (Honorary)	Stewart, Bonnie (Honorary)
Hoss, Mary Anne	Swain, Diane
Hubbard III, Hank	Swain, Dorothy
Johnson, Harriett	Tweedy, Treney
Larsen, Eric	Wilt, David
Langhorne, Arelia	Wood, R. Sackett
Neuland Ronda	Woodruff, Evelyn



**Guests Present:**

Charleta Mason (SWL Program Director)

**Motions/Resolutions Passed by Board**

Meeting minutes from the June 2016 SWL BOD meeting was approved as e-mailed (with a few corrections).
The Board approved a motion to provide up to \$250 for a printer and associated supplies
The Board also approved a motion to request Ethel Reeves’ assistance in finding an office space within the schools or if she cannot accomplish this, to direct the Board to the correct person.
The Step with Links 2016- 2017 budget with \$500 addition to the food supplies and Donations categories was approved by vote of the Board (all in favor).

**Action Items from Meeting:**

Action Items	Individual Responsible
George Dawson volunteered to personally contact board members that have not been attending meeting to reinforce need to attend meetings	George Dawson
Hank Hubbard will talk to Bob Murphy at Skeets to see if they can make a contribution to the snack issue.	Hank Hubbard
Elaine Duke will write a thank you not to the Retail Merchants Foundation and copy Debbie Montgomery	Elaine Duke

Opening remarks were provided by Hank Hubbard and he encouraged the board to attend the XOX exhibit at Amazement Square.

Sarah Post asked for feedback on best ways to communicate meeting information and to get commitments on meeting attendance. George Dawson volunteered to personally contact board members that have not been attending meeting to reinforce need to attend meetings. Sarah Post also reviewed the minutes of the last board (June 2016) meeting and the minutes were approved with a few minor corrections.

**Directors Report**- Charleta Mason presented a report of the SWL activities for this school year. Key sections of the report are summarized below:

- ❖ Since our last meeting Charleta has been very busy implementing strategies identified in a report prepared for the STEP Board of Directors in April 2015 which outlined ways to increase the number of enrolled students in the STEP with Links Program.
  - 136 students were invited to participate in the program.
  - Charleta hand delivered 62 of these invitations to the students.
  - The feedback was very positive and families were happy to see the personal touch. Students were excited to see someone affiliated with their school come to their home for a positive reason and lastly for those unfamiliar with the

program it was an opportunity to briefly familiarize them and hopefully pique their interest.

- o As a follow-up, Mrs. Woodruff, Program Assistant Charmagne Scott and Ms Mason made calls to every family invited. Additionally, reminder texts were sent the day before and the day of orientation.

- o Although these strategies are labor intensive, Ms Mason believes that these efforts had a significant impact on the increased number of families that attended this year's SWL orientation held on September 14, 2016 at the Lynchburg Public Library.

- ❖ Orientation this year was a success and we welcomed over 30 families. This was a marked improvement over last year's orientation which only had 6 families attended. Several members of the Links were in attendance to welcome our families and answer questions and help ensure that families were engaged and the atmosphere was warm and friendly.
- ❖ The snack provider (White Rock Center and agent of USDA) lost their certification and they are no longer able to supply the program with free snacks. This is a tremendous impact on our budget. I have been able to arrange for snack through the LCS nutrition department. And while we are extremely appreciative for this, this option is not comparable to what we were receiving before and in my opinion it will still be necessary to supplement the snacks provided by LCS.
- ❖ Ms. Scott, our Program Assistant, resigned to accept a full-time job with LCS. The Position has been posted and we hope to interview candidates next week.
- ❖ The program began on September 27<sup>th</sup> and in anticipation of the important upcoming election our students have learned how to register to vote; have been exposed to important election related vocabulary and lastly are learning the meaning and importance of the Electoral College. Our election module will culminate with our very own SWL mock election.
- ❖ Current Numbers:

Dunbar Middle School 22 **(5- 7<sup>th</sup> graders)**  
 Linkhorne Middle School = 10 **(4- 6<sup>th</sup> graders)**  
 Sandusky Middle School = 24 **(5- 7<sup>th</sup> graders)**  
**Total = 56**

Recruitment is ongoing so if you know eligible students, please nominate them.

- Discussion during the Directors report included:
  - o Ms Mason did not know why the Linkhorne numbers are historically lower than the other schools
  - o Hank Hubbard will talk to Bob Murphy at Skeets to see if they can contribute to the snack issue.
  - o Ms. Mason reported that we would need a \$1000 budget to help with providing adequate snacks

- Ms. Mason also reported that she lost her office at Sandusky and must use a shared classroom which is not conducive to getting her work completed. She also asked for a printer.
  - The Board approved a motion to provide up to \$250 for a printer and associated supplies
  - The Board also approved a motion to request Ethel Reeves' assistance in finding an office space within the schools or if she cannot accomplish this, to direct the Board to the correct person.
- Dorothy Swain and George Dawson complemented Ms Mason on the success of the Orientation and personally contacting the 60 students. The rest of the Board also extended their appreciation.

### **Finance/Budget Committee– Hank Hubbard**

- Hank Hubbard, presented the Step with Links Budget 2016- 2017 , Step with Links Program Donations since June 2016 and the current Community Trust Statements for Fiscal Year (attached).
- Discussion and approval of the 2016 and 2017 Budget
  - Based on previous board discussion the snack budget was increased to \$1000 and \$500 was added to the donations category
  - The budget was approved by vote of the Board (all in favor).
- Hank reported that The Retail Merchants Foundation – donation to SWL of \$20,000 will be placed in The Greater Lynchburg Community Trust. Elaine Duke will write a thank you not to the Retail Merchants Foundation and copy Debbie Montgomery

### **Executive Committee Meeting**

- The SWL executive committee consisting of Elaine Duke, George Dawson, Hank Hubbard and Sarah Post meet on October 13, 2016.
- With the resignation of Julie Doyle the Nominations committee needs a new Chairman and George Dawson has volunteered. The first assignment is to find nominees for the portions of Secretary and Vice Chairman. Due to personal conflicts, Sarah Post is unable to attend sufficient number of meetings to continue as Secretary. George Dawson feels that the Vice Chairman position should be filled with individuals that will provide for succession opportunities.
- If any Board is interested in either of these roles (Secretary or Vice Chairman) please contact George Dawson.
- Executive Session- Ms. Mason was excused and a short executive session was held to review and discuss any potential issue or concern with Ms. Mason new role as a member of the Lynchburg City School Board. The SWL board discussed both the potential benefits and concerns but did not believe any action was needed now, other than asking Ms. Mason to discuss any employment or potential conflicts with the SWL Board before rather than after the fact.

### **Acknowledgements**

- Elaine Duke announced that The Links chapter will be making a \$3070 donation to the SWL from their members.

Meeting was adjourned at 5:00

The next meetings are

- January 9, 2017
- March 13, 2017
- June 12, 2017

**Reports Distributed at Meeting:**

- Meeting Agenda
- Board of Directors Report- October 17,2016
- Step with Links Budget 2016 - 2017
- Step with Links Program Donations as of 10/16/2016
- Current Community Trust Statements for Fiscal Year ending 6/30/17

Respectfully submitted,

Sarah Post,  
SWL Board of Directors, Secretary

STEP WITH LINS BUDGET  
2016-2017

<u>Expense Accounts</u>	<u>2015-2016</u>	<u>2016-2017</u>
	<b>ESTIMATE</b>	<b>BUDGET</b>
1130 -SALARIES-OTHER PROF	22,000	22,000
1151-SALRIES-INSTR AIDES	3,480	3,500
1660- BONUSES	650	650
2100- FICA	1,900	1,900
2300 – HOSP.MED.PLAN	4,600	4,700
2330 -DENTAL PLAN	250	250
3000- PURCHASED SERVICES	475	500
5200- COMMUNICATIONS	850	900
5300 – INSURANCE	425	500
5500 – TRAVEL	2,000	2,500
6000 – MAT. & SUPP.	2,500	2,500
6002 – FOOD SUPPLIES	300	<del>500</del> 1,000 <i>MR</i>
6030 – INST. MATERIALS	-	500
<b>TOTAL EXPENSES</b>	<b>39,430</b>	<b>40,900</b>
REVENUES		
LCS	10,000	10,000
GLCT DISTRIBUTION	8,862	9,000
GENWORTH FOUND.	5,000	-
RETAIL MERCHANTS	1,000.	-
OTHER GRANTS/FOUND.	-	10,000
DONATIONS	6,598	11,900 + 500 <i>MR</i>
<b>TOTAL REVENUES</b>	<b>31,460</b>	<b>40,900</b>
<b>NET</b>	<b>(7,970)</b>	<b>-</b>

LYNCHBURG CITY SCHOOLS  
STEP WITH LINKS

DATE - 10/17/16  
TIME - 14:01:04  
PROG - GNL.570  
REPT - STEP WITH LINKS

October 31, 2016

ACCOUNT NUMBER / TITLE	BEGINNING BUDGET	YTD EXPENDITURES	CURRENT ENCUMBRANCES	UNENCUMBERED BALANCE
FUND 7 STEP WITH LINKS	.00	.00	.00	.00
REVENUE ACCOUNTS	.00	.00	.00	.00
REVENUE ACCOUNTS	.00	.00	.00	.00
EXPENSE ACCOUNTS	.00	4,583.35	17,416.73	22,000.08-
7.1310.202.1130.525.804 SALARIES-OTHER PROF	.00	185.37	.00	185.37-
7.1310.202.1151.525.804 SALARIES-INSTR AIDES	.00	349.68	1,274.90	1,624.58-
7.1310.202.2100.525.804 FICA	.00	953.20	3,622.16	4,575.36-
7.1310.202.2300.525.804 HMP(HOSPITAL/MEDICAL) PLAN	.00	70.00	266.00	336.00-
7.1310.202.2330.525.804 DENTAL INSURANCE	.00	5.20	19.76	24.96-
7.1310.202.2340.525.804 VISION INSURANCE	.00	106.23	300.43	406.66-
7.1310.202.5200.525.804 COMMUNICATIONS	.00	175.00	.00	175.00-
7.1310.202.5300.525.804 INSURANCE	.00	226.78	.00	226.78-
7.1310.202.6000.525.804 MATERIALS & SUPPLIES	.00	356.25	.00	356.25-
7.2110.202.3000.525.804 PURCHASED SERVICES	.00	60.00	.00	60.00-
7.2110.202.5400.525.804 LEASES & RENTALS	.00	25.00	.00	25.00-
7.2110.202.5800.525.804 MISCELLANEOUS	.00			
EXPENSE ACCOUNTS	.00	7,096.06	22,899.98	29,996.04-
7.XXXX.XXX.XXXX.XXX.XXX STEP WITH LINKS	.00	7,096.06	22,899.98	29,996.04-
REPORT TOTAL	.00	7,096.06	22,899.98	29,996.04-



The Greater Lynchburg Community Trust  
 Annual Fund Statement By Quarter  
 Fiscal Year ending 6/30/17

Jim Candler Fund for the Pauline F. Maloney Step with Links Program

	9/30/16	12/31/16	3/31/17	6/30/17
<b>Beginning Fund Value</b>	\$ 67,347.29	\$ 69,516.28	\$ 69,339.03	\$ 69,339.03
<b>Revenue</b>				
<b>Contributions</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Investments</b>	\$ 327.35	\$ 0.00	\$ 0.00	\$ 0.00
<b>Expenses</b>				
<b>Bank Fees</b>	\$ 118.46	\$ 0.00	\$ 0.00	\$ 0.00
<b>Operating Fees</b>	\$ 177.25	\$ 177.25	\$ 0.00	\$ 0.00
<b>Grants</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Realized Gain (Loss)</b>	\$ ( 19.82)	\$ 0.00	\$ 0.00	\$ 0.00
<b>Unrealized Gain (Loss)</b>	2,157.17	0.00	\$ 0.00	\$ 0.00
<b>Ending Fund Value</b>	\$ 69,516.28	\$ 69,339.03	\$ 69,339.03	\$ 69,339.03



The Greater Lynchburg Community Trust  
 Annual Fund Statement By Quarter  
 Fiscal Year ending 6/30/17

Step with Links Fund

	9/30/16	12/31/16	3/31/17	6/30/17
<b>Beginning Fund Value</b>	\$ 108,082.92	\$ 134,237.87	\$ 133,959.13	\$ 133,959.13
<b>Revenue</b>				
<b>Contributions</b>	\$ 21,250.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Investments</b>	\$ 514.31	\$ 0.00	\$ 0.00	\$ 0.00
<b>Expenses</b>				
<b>Bank Fees</b>	\$ 170.39	\$ 0.00	\$ 0.00	\$ 0.00
<b>Operating Fees</b>	\$ 278.74	\$ 278.74	\$ 0.00	\$ 0.00
<b>Grants</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Realized Gain (Loss)</b>	\$ ( 305.97)	\$ 0.00	\$ 0.00	\$ 0.00
<b>Unrealized Gain (Loss)</b>	5,145.74	0.00	\$ 0.00	\$ 0.00
<b>Ending Fund Value</b>	\$ 134,237.87	\$ 133,959.13	\$ 133,959.13	\$ 133,959.13

STEP WITH LINKS PROGRAM DONATIONS

2016-2017

Contributions as of 10/16/2016

Date of Contribution	Contributor	Amount
7/18/2016	Dodson Pest Control	\$ 425.00
<b>GRAND TOTAL</b>		<b>\$ 425.00</b>
<b>Date of Gift</b> 7/15/2016	<b>Contributor</b> Retail Merchants Foundation - Gift made directly to the Greater Lynchburg Community Trust	<b>\$ 21,250.00</b>