



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

Lynchburg City School Board

Sharon Y. Carter
School Board District 2

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School Board District 3

Regina T. Dolan-Sewell
School Board District 1

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School Board District 2

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School Board District 1

Michael J. Nilles
School Board District 3

Derek L. Polley
School Board District 1

School Board District 2

Katie K. Snyder
School Board District 3

School Administration

Scott S. Brabrand
Superintendent

John C. McClain
Assistant Superintendent of
Student Learning and Success

Ben W. Copeland
Assistant Superintendent of
Operations and Administration

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendie L. Sullivan
Clerk

Indya M. Page
Student Representative
Heritage High School

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

SCHOOL BOARD MEETING
January 3, 2017 5:30 p.m.
School Administration Building
Board Room

A. PUBLIC COMMENTS

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

B. SPECIAL PRESENTATION

- 1. School Nutrition Program
Anthony E. Beckles, Sr. Page 2
Discussion

C. FINANCE REPORT

- 1. Finance Report
Anthony E. Beckles, Sr. Page 6
Discussion

D. CONSENT AGENDA

- 1. Personnel Report
Marie F. Gee. Page 11
Discussion/Action

E. STUDENT REPRESENTATIVE COMMENTS

F. SCHOOL BOARD COMMITTEE REPORTS

G. UNFINISHED BUSINESS

- 1. Proposed School Calendar: 2017-18
John C. McClain. Page 13
Discussion/Action
- 2. School Operating Budget: 2017-18
Scott S. Brabrand. Page 16
Discussion

H. NEW BUSINESS

- 1. Transportation Challenges Related to Shifting Start Times
Ben W. Copeland. Page 17
Discussion

- 2. Policy IICB-R and IICC-R Guidelines for Community Resources Persons-School Volunteers
Ben W. Copeland.Page 18
Discussion

- 3. LCS Benchmark Assessments: Update
John C. McClain.Page 19
Discussion

I. SUPERINTENDENT’S COMMENTS

J. BOARD COMMENTS

K. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, January 17, 2017, 5:30 p.m.
Board Room, School Administration Building

L. ADJOURNMENT

Agenda Report

Date: 01/03/17

Agenda Number: A-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Public Comments

Summary/Description:

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

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 01/03/17

Agenda Number: B-1

Attachments: Yes

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

Subject: School Nutrition Program

Summary/Description:

The Department of School Nutrition has implemented a variety of initiatives during the past year. Ms. Beth P. Morris, director for school nutrition, will provide an overview of those initiatives during this presentation.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

SCHOOL NUTRITION PROGRAM UPDATE

January 3, 2017

USDA PROGRAMS

- National School Lunch Program – administered by VDOE
 - 881,171 Lunches served in SY2015-2016 (5% increase over SY14-15)
 - 353,724 Lunches served through November 2016 compared to 328,221 Lunches served through November 2015
- School Breakfast Program – administered by VDOE
 - 600,320 Breakfasts served in SY2015-2016 (17% increase over SY14-15)
 - 233,339 Breakfasts served through November 2016 compared to 226,992 Breakfasts served through Nov 2015
- Nine (9) Elementary Schools and HELC operating under the Community Eligibility Provision
 - All students receive free school breakfast and school lunch
 - 95% of all meals served are reimbursed at the federal free reimbursement rate
 - 5% of all meals served are reimbursed at the federal full price reimbursement rate
- Afterschool Snack Program – administered by VDOE
 - 6 Elementary Schools served and 2 Middle Schools served
- Summer Food Service Program – administered by VDH
 - Summer of 2016 – 9 feeding sites served 19 summer programs
 - 19,855 Lunches and 15,650 Breakfasts
- Child & Adult Care Feeding Program – administered by VDH
 - Meals served during October and February Intersessions reimbursed through CACFP
 - October 2015 – 1,431 Lunches, 1,280 Breakfasts
 - February 2016 – 2,090 Lunches, 1,782 Breakfasts
 - October 2016 – 1,703 Lunches, 1,677 Breakfasts

INITIATIVES

- ❖ Alternative Breakfast Models
 - Currently 8 Elementary Schools and HELC offering Breakfast after the Bell
 - Perrymont and Heritage – Breakfast in the Classroom
 - Linkhorne, Payne, Bass, Sandusky, Hutcherson – Grab and Go Breakfast
 - Dearington and T C Miller added Grab and Go during fall of 2016
 - August 2016 – Applied for and received additional \$0.05 for every breakfast served at seven (7) elementary schools operating Alternative Breakfast Service.
- ❖ Entrée Chef Salads offered every day at Elementary Schools, one of four (4) entrée choices available every day at lunch.

- ❖ Fresh fruit and/or vegetables offered every day at lunch at all schools.
- ❖ Grab and Go Lunch Stations at all middle and high schools serving self-contained, complete meals
 - Cold Deli Sandwiches
 - Hummus Plates
 - Different Entrée Salad each day of the week
- ❖ Seasonal Cycle Menus to reflect customer preferences and product availability throughout school year.
- ❖ District Membership in School Nutrition Association to promote professional development. State and national dues paid by School Nutrition Program to encourage membership and participation in SNA – 17 current members.

PROJECTS

- ✓ Second Chance Breakfast at EC Glass – Purchased 3 mobile kiosks to offer breakfast in main hall way between 1st and 2nd periods. Applied for and received \$3,300 grant from Share Our Strength to offset equipment costs. Breakfast service scheduled to start early 2017.
- ✓ Working with EC Glass administration to move from two (2) to three (3) lunch periods to address overcrowding and long lines.
- ✓ Working with school nurse, Centra professionals and principal at Laurel Regional School to develop menus to better meet the needs of students with dysphagia (difficulty swallowing). New menus to be implemented January 2017.
- ✓ Partnership with No Kid Hungry Virginia and Roanoke City School Nutrition Program to collaborate on best practices for summer feeding in 2017.
- ✓ Remodeling EC Glass service area – drawings complete, equipment bid in February 2017, and renovation scheduled for June 2017.

HIGHLIGHTS

- August
 - Heritage Elementary School – Statewide kick off for first annual Virginia Breakfast Challenge attended by Dorothy McAuliffe
 - Opening of New Heritage High School Cafeteria
Three lunch periods – 8% increase in lunch participation
- September
 - No Kid Hungry Virginia Summit – VA Tech
- October
 - National School Lunch Week – Show Your Spirit

- November
 - USDA Team Up for Success – Mid Atlantic Regional Workshop
Participated as a team mentor and presented best practices on SNP Financial Management.
 - Traditional Thanksgiving Meals at all Elementary Schools
Parent Guests at Heritage, Sheffield, Dearington, RS Payne, Paul Munro

CHALLENGES

- Staffing – hourly wage and pay scale for LCS School Nutrition employees presents challenge to attracting and retaining qualified employees.
 - \$16,400 – Average Annual Salary for Managers
 - \$10,000 – Average Annual Salary for Workers
- Facilities – Elementary Schools operating without fully functioning kitchens.
 - TC Miller Elementary
 - Sandusky Elementary
 - Bedford Hills Elementary
 - Paul Munro Elementary

Agenda Report

Date: 01/03/17

Agenda Number: C-1

Attachments:

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

Subject: Finance Report

Summary/Description:

The school administration, in accordance with the FY2016-17 school operating budget, authorized, approved, and processed the necessary payments through November 30, 2016. The school administration certifies that the amounts approved are within budgetary limits and revenue.

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

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

Through November 30, 2016		
Actual Revenue Received	\$	32,318,685.84
Actual Expenditures	\$	33,943,107.23
Actual Encumbered	\$	50,870,587.19

Percent of Budget Received	34.73%
Percent of Budget Used, excluding encumbrances	36.48%

As of 11/30/16 – 5 months	41.67%
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The revenue and expenditure reports detail the transactions recorded through November 30, 2016. All reports appear as attachments to the agenda report.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

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

	Fiscal Year 2016-17				BUDGET AVAILABLE	BUDGET % USED
	BUDGET	TRANSACTIONS	BUDGET % USED ENCUMBRANCES			
INSTRUCTION						
FUNCTION 1100 CLASSROOM INSTRUCTION						
Personnel	49,801,261.23	16,219,011.35	32.57%	31,245,703.63	2,336,546.25	95.31%
Other	3,986,028.45	1,741,813.22	43.70%	166,235.15	2,077,980.08	47.87%
FUNCTION 1200 INST SUPPORT-STUDENT						
Personnel	3,397,238.39	1,194,347.28	35.16%	2,051,936.89	150,954.22	95.56%
Other	160,809.27	14,805.21	9.21%	56,920.66	89,083.40	44.60%
FUNCTION 1300 INST SUPPORT-STAFF						
Personnel	3,855,923.66	1,537,721.46	39.88%	2,311,702.71	6,499.49	99.83%
Other	1,720,005.80	332,694.88	19.34%	234,081.67	1,153,229.25	32.95%
FUNCTION 1400 INST SUPPORT-SCHOOL ADMN						
Personnel	5,489,244.18	2,149,369.94	39.16%	3,226,249.48	113,624.76	97.93%
Other	154,499.80	76,153.11	49.29%	25,813.55	52,533.14	66.00%
TOTAL INSTRUCTION	68,565,010.78	23,265,916.45	33.93%	39,318,643.74	5,980,450.59	91.28%
ADMINISTRATION						
FUNCTION 2100 ADMINISTRATION						
Personnel	2,626,315.96	1,234,171.77	46.99%	1,321,261.39	70,882.80	97.30%
Other	1,296,748.76	503,191.35	38.80%	542,241.74	251,315.67	80.62%
FUNCTION 2200 ATTENDANCE & HEALTH SERV						
Personnel	1,608,973.99	530,568.21	32.98%	1,000,542.36	77,863.42	95.16%
Other	78,325.00	48,349.72	61.73%	53,766.49	(23,791.21)	130.37%
	5,610,363.71	2,316,281.05	41.29%	2,917,811.98	376,270.68	93.29%
PUPIL TRANSPORTATION						
FUNCTION 3100 MANAGEMENT & DIRECTION						
Personnel	324,927.98	150,267.64	46.25%	182,052.50	(7,392.16)	102.28%
Other	24,383.50	12,322.15	50.53%	5,652.76	6,408.60	73.72%
FUNCTION 3200 VEHICLE OPERATION SERVICE						
Personnel	2,493,497.91	923,555.70	37.04%	1,326,710.18	243,232.03	90.25%
Other	570,450.00	365,546.70	64.08%	196,597.47	8,305.83	98.54%
FUNCTION 3300 MONITORING SERVICE						
Personnel	420,984.24	149,626.37	35.54%	261,508.16	9,849.71	97.66%
Other	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 3400 VEHICLE MAINT SERVICE						
Personnel	350,614.64	150,233.85	42.85%	193,957.82	6,422.97	98.17%
Other	382,977.20	160,559.77	41.92%	114,370.39	108,047.04	71.79%
FUNCTION 3500 BUS PURCHASE - REGULAR						
Other	500,000.00	503,550.00	100.71%	0.00	(3,550.00)	100.71%
TOTAL PUPIL TRANSPORTATION	5,067,835.47	2,415,662.18	47.67%	2,280,849.28	371,324.02	92.67%
OPERATIONS & MAINTENANCE						
FUNCTION 4100 MANAGEMENT & DIRECTION						
Personnel	278,887.77	116,092.64	41.63%	162,529.50	265.63	99.90%
Other	93,000.00	39,562.95	42.54%	14,282.55	39,154.50	57.90%

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

FUNCTION 4200 BUILDING SERVICES							
	Personnel	4,310,647.43	1,799,591.14	41.75%	2,222,932.55	288,123.74	93.32%
	Other	4,930,922.00	2,075,960.51	42.10%	2,290,969.59	563,991.90	88.56%
FUNCTION 4300 GROUNDS SERVICES							
	Personnel	246,606.66	92,902.34	37.67%	144,018.70	9,685.62	96.07%
	Other	35,000.00	23,741.45	67.83%	4,248.22	7,010.33	79.97%
FUNCTION 4400 EQUIPMENT SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
	Other	214,421.00	32,558.53	15.18%	9,852.47	172,010.00	19.78%
FUNCTION 4500 VEHICLE SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
	Other	62,500.00	15,471.81	24.75%	5,012.59	42,015.60	32.78%
FUNCTION 4600 SECURITY SERVICES							
	Personnel	30,460.57	8,700.62	28.56%	11,221.96	10,537.99	65.40%
	Other	334,002.00	94,869.74	28.40%	112,190.26	126,942.00	61.99%
FUNCTION 4700 WAREHOUSING SERVICES							
	Personnel	8,752.87	5,541.84	63.31%	0.00	3,211.03	63.31%
TOTAL OPERATIONS & MAINTENANCE		10,545,200.30	4,304,993.57	40.82%	4,977,258.39	1,262,948.34	88.02%
Other Non-Instructional Operations							
FUNCTION 5000 Non-Instructional Operations - Other		15,112.80	483.99	3.20%	0.00	14,628.81	3.20%
TOTAL Non-Instructional Operations		15,112.80	483.99	3.20%	0.00	14,628.81	3.20%
FACILITIES							
FUNCTION 6200 SITE IMPROVEMENTS		0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 6600 BLDG ADD & IMP SERVICES							
	Personnel	11,841.50	9,783.81	82.62%	0.00	2,057.69	82.62%
	Other	20,000.00	0.00	0.00%	0.00	20,000.00	0.00%
TOTAL FACILITIES		31,841.50	9,783.81	30.73%	0.00	22,057.69	30.73%
DEBT SERVICE							
FUNCTION 7100 DEBT SERVICE - Other		0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL DEBT SERVICE		0.00	0.00	0.00%	0.00	0.00	0.00%
TECHNOLOGY							
FUNCTION 8100 CLASSROOM INSTRUCTION							
	Personnel	1,807,167.69	714,394.08	39.53%	1,087,469.14	5,304.47	99.71%
	Other	212,825.49	187,782.02	88.23%	5,216.14	19,827.33	90.68%
FUNCTION 8200 INSTRUCTIONAL SUPPORT							
	Personnel	462,571.45	183,927.87	39.76%	262,896.36	15,747.22	96.60%
	Other	739,473.01	543,882.21	73.55%	20,442.16	175,148.64	76.31%
TOTAL TECHNOLOGY		3,222,037.64	1,629,986.18	50.59%	1,376,023.80	216,027.66	93.30%
CONTINGENCY RESERVES							
FUNCTION 9100 CLASSROOM INSTRUCTION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9300 ADMINISTRATION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9500 PUPIL TRANSPORTATION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9600 OPERATIONS & MAINTENANCE		0.00	0	0.00%	0	0	0.00%
TOTAL CONTINGENCY RESERVES		0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL OPERATING BUDGET		93,057,402.20	33,943,107.23	36.48%	50,870,587.19	8,243,707.78	91.14%

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

ACCOUNT TITLE	FY 2015-16	YTD	BUDGET	%	FY 2016-17	YTD	BUDGET	%
	REVENUE				REVENUE			
	BUDGET	TRANSACTIONS	BALANCE	RECEIVED	BUDGET	TRANSACTIONS	BALANCE	RECEIVED
240308 SALES TAX RECEIPTS	(10,248,262.00)	(10,253,346.80)	5,084.80	100.05%	(10,837,193.00)	(3,568,950.26)	(7,268,242.74)	32.93%
240202 BASIC SCHOOL AID	(22,130,823.00)	(21,130,913.40)	(999,909.60)	95.48%	(21,878,492.00)	(9,116,038.31)	(12,762,453.69)	41.67%
240207 GIFTED & TALENTED	(246,845.00)	(218,590.60)	(28,254.40)	88.55%	(246,173.00)	(102,572.10)	(143,600.90)	41.67%
240208 REMEDIAL EDUCATION	(1,323,508.00)	(1,275,566.00)	(47,942.00)	96.38%	(1,492,427.00)	(621,844.60)	(870,582.40)	41.67%
240208 REMEDIAL EDUCATION	(105,619.00)	(130,650.00)	25,031.00	123.70%	(161,164.00)	0.00	(161,164.00)	0.00%
SUPL STATE PAYMENT	0.00	0.00	0.00	0.00%	(268,842.00)	0.00	(268,842.00)	0.00%
COMPENSATION SUPPLEMENT	(399,315.00)	(384,793.00)	(14,522.00)	0.00%	(360,828.00)	0.00	(360,828.00)	0.00%
240212 SPECIAL ED SOQ	(2,862,348.00)	(2,758,665.00)	(103,683.00)	96.38%	(2,841,252.00)	(1,183,855.00)	(1,657,397.00)	41.67%
240217 VOCATIONAL ED SOQ	(231,089.00)	(222,718.00)	(8,371.00)	96.38%	(405,161.00)	(168,817.10)	(236,343.90)	41.67%
240221 CAT SEC-INSTR	(1,439,052.00)	(1,386,925.00)	(52,127.00)	96.38%	(1,461,655.00)	(609,022.90)	(852,632.10)	41.67%
240223 VRS INSTRUCTIONAL	(2,846,592.00)	(2,743,479.00)	(103,113.00)	96.38%	(3,015,625.00)	(1,256,510.40)	(1,759,114.60)	41.67%
240241 GROUP LIFE INST	(89,284.00)	(86,050.00)	(3,234.00)	96.38%	(97,444.00)	(40,601.69)	(56,842.31)	41.67%
240228 READING INTERVENTN	(188,365.00)	(180,349.00)	(8,016.00)	95.74%	(185,114.00)	0.00	(185,114.00)	0.00%
240205 CAT-REG FOSTER	(132,031.00)	(81,045.00)	(50,986.00)	61.38%	(74,203.00)	0.00	(74,203.00)	0.00%
240246 CAT-HOMEBOUND	(102,053.00)	(104,828.10)	2,775.10	102.72%	(107,771.00)	(7,204.18)	(100,566.82)	6.68%
240248 REGIONAL TUITION	(739,236.00)	(851,346.99)	112,110.99	115.17%	(814,113.00)	0.00	(814,113.00)	0.00%
240265 AT RISK SOQ	(1,474,228.00)	(1,420,874.00)	(53,354.00)	96.38%	(1,502,539.00)	0.00	(1,502,539.00)	0.00%
240309 ESL	(148,706.00)	(138,897.00)	(9,809.00)	93.40%	(156,955.00)	(65,397.90)	(91,557.10)	41.67%
240281 AT RISK 4 YR OLDS	(1,221,024.00)	(1,092,096.00)	(128,928.00)	89.44%	(944,193.00)	0.00	(944,193.00)	0.00%
240218 CTE - ADULT ED	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
240252 CTE EQUIPMENT	0.00	(12,988.08)	12,988.08	100.00%	0.00	0.00	0.00	0.00%
240253 CTE OCC PREP	(48,230.00)	(44,907.00)	(3,323.00)	93.11%	(52,654.00)	0.00	(52,654.00)	0.00%
MATH/READING INSTR SPECIALISTS	(40,624.00)	(40,624.00)	0.00	100.00%	(42,665.00)	0.00	(42,665.00)	0.00%
EARLY READING SPECIALISTS INIT	(38,807.00)	(38,807.00)	0.00	0.00%	(41,476.00)	0.00	(41,476.00)	0.00%
240275 PRIMARY CLASS SIZE	(1,705,555.00)	(1,634,375.00)	(71,180.00)	95.83%	(1,956,675.00)	0.00	(1,956,675.00)	0.00%
240214 TEXTBOOKS	(505,349.00)	(487,044.00)	(18,305.00)	96.38%	(563,019.00)	(234,591.25)	(328,427.75)	41.67%
240405 ALGEBRA READINESS	(137,583.00)	(135,579.00)	(2,004.00)	98.54%	(141,003.00)	0.00	(141,003.00)	0.00%
COMMONWEALTH OF VA	(48,404,528.00)	(46,855,456.97)	(1,549,071.03)	96.80%	(49,648,636.00)	(16,975,405.69)	(32,673,230.31)	34.19%
330212 IMPACT AIDPL81-874	(6,000.00)	(8,942.41)	2,942.41	149.04%	(8,000.00)	(782.69)	(7,217.31)	9.78%
180303 MEDICAID REIMBURSE	(300,000.00)	(251,741.09)	(48,258.91)	83.91%	(350,000.00)	(140,927.52)	(209,072.48)	40.27%
JR ROTC	(120,000.00)	(103,965.90)	(16,034.10)	86.64%	(105,000.00)	(35,289.02)	(69,710.98)	33.61%
FEDERAL	(426,000.00)	(364,649.40)	(61,350.60)	85.60%	(463,000.00)	(176,999.23)	(286,000.77)	38.23%

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

	FY 2015-16 REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	FY 2016-17 REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
510500 CITY OPER APPR	(40,114,276.00)	(40,114,276.00)	0.00	100.00%	(40,854,039.00)	(14,575,000.00)	(26,279,039.00)	35.68%
510500 FUND BALANCE RETURN	(2,316,449.00)	(2,316,449.00)	0.00	100.00%	0.00	0.00	0.00	0.00%
HEALTH INSURANCE RESERVE	(600,000.00)	(600,000.00)	0.00	0.00%	0.00	0.00	0.00	0.00%
510500 USE OF CIP FUNDS	(950,000.00)	(950,000.00)	0.00	0.00%	(500,000.00)	0.00	(500,000.00)	0.00%
CITY	(43,980,725.00)	(43,980,725.00)	0.00	100.00%	(41,354,039.00)	(14,575,000.00)	(26,779,039.00)	35.24%
189912 MISC REV/OTH FUNDS	(100,000.00)	(70,516.45)	(29,483.55)	100.00%	(100,000.00)	(19,452.71)	(80,547.29)	19.45%
180303 REBATES & REFUNDS	(30,000.00)	(21,888.75)	(8,111.25)	72.96%	(20,000.00)	(7,888.75)	(12,111.25)	39.44%
189903 DONATIONS & SP GF	(675.00)	(675.00)	0.00	100.00%	0.00	(350.00)	350.00	100.00%
189909 SALE OTHER EQUIP	(3,000.00)	(15,340.39)	12,340.39	511.35%	(3,000.00)	0.00	(3,000.00)	0.00%
189910 INSURANCE ADJUST	(134,105.84)	(134,413.99)	308.15	100.23%	(4,227.20)	(1,227.20)	(3,000.00)	29.03%
E RATE REIMBURSEMENT	(1,000,146.53)	(937,913.96)	(62,232.57)	93.78%	(115,500.00)	(75,660.34)	(39,839.66)	65.51%
TRANSFER IN/OUT	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
MISCELLANEOUS	(1,267,927.37)	(1,180,748.54)	(87,178.83)	93.12%	(242,727.20)	(104,579.00)	(138,148.20)	43.08%
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)	(52,978.01)	(47,021.99)	52.98%
161206 TUITION ADULT	(11,000.00)	(20,076.25)	9,076.25	182.51%	(11,000.00)	(7,590.00)	(3,410.00)	69.00%
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)	(823.00)	(34,177.00)	2.35%
161205 BUS RENTAL	(325,000.00)	(420,044.96)	95,044.96	129.24%	(325,000.00)	(186,069.74)	(138,930.26)	57.25%
190101 TUIT FM OTH CO/CY	(634,620.00)	(556,434.09)	(78,185.91)	87.68%	(400,000.00)	0.00	(400,000.00)	0.00%
161201 DUAL ENROLLMENT	(125,000.00)	(155,859.38)	30,859.38	124.69%	(125,000.00)	0.00	(125,000.00)	0.00%
PRINT SHOP	(75,000.00)	(93,433.12)	18,433.12	124.58%	(65,000.00)	(31,459.22)	(33,540.78)	48.40%
SCHOOL NUT UTILITIES	(95,000.00)	(86,218.85)	(8,781.15)	90.76%	(90,000.00)	(11,425.95)	(78,574.05)	12.70%
FACILITY RENTALS	(60,000.00)	(73,490.75)	13,490.75	122.48%	(50,000.00)	(33,540.50)	(16,459.50)	67.08%
CHARGES FOR SERVICES	(1,623,620.00)	(1,670,133.32)	46,513.32	102.86%	(1,349,000.00)	(486,701.92)	(862,298.08)	36.08%
150101 INTEREST-BNK DPST USE OF MONEY	(100.00)	0.00	(100.00)	100.00%	0.00	0.00	0.00	0.00%
DESIGNATION - ENCUMBRANCES	(90,304.40)	0.00	(90,304.40)	0.00%	0.00	0.00	0.00	0.00%
TOTAL OPERATING FUND	(95,793,204.77)	(94,051,713.23)	(1,651,187.14)	98.18%	(93,057,402.20)	(32,318,685.84)	(60,738,716.36)	34.73%

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

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

Agenda Report

Date: 01/03/17

Agenda Number: D-1

Attachments: Yes

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

Subject: Personnel Report

Summary/Description:

The personnel recommendations for December 6, 2016 – January 3, 2017, appear as an attachment to this agenda report.

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

Recommendation:

The superintendent recommends that the school board approve the personnel recommendations for December 6, 2016 – January 3, 2017.

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

Cruz Carrie	Lynchburg College	BA / (Lv. 0	0 yrs 3)	R.S. Payne Elementary 2 nd Grade Teacher	01-09-17
Simmons Elizabeth	Liberty University	BA / (Lv. 0	0 yrs 3)	Sandusky Elementary 2 nd Grade Teacher	01-09-17

RESIGNATIONS:

Malok Mary	Mary Washington College	MA / (Lv. 2	2 yrs 3)	Sandusky Middle School Science Teacher	12-30-16
Quarantotto Marcelo	Liberty University	BA (Lv. 2	2 yrs 2)	Heritage High School English Teacher PT	TBD

RETIREMENTS:

Abbott Katherine	Lynchburg College	MA / (Lv. 26	26 yrs 3)	Perrymont Elementary School Literacy Coach	02-28-17
Bennett Donna	American University	MED / (Lv. 30	30 yrs 3)	Fort Hill Community School Special Education Teacher	02-28-17

Agenda Report

Date: 12/06/16

Agenda Number: H-1

Attachments: Yes

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

Subject: Proposed School Calendar for 2017-2018

Summary/Description:

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

The proposed calendar is based on the input received, data reviewed, and research base from the review of possible calendars two years ago. The school administration reviewed the data with the school board during its meeting on December 6, 2016, and also reviewed the calendar for William Marvin Bass Elementary School for next year.

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

Recommendation:

The superintendent recommends that the school board approve the proposed calendars for 2017-18 for LCS and for William Marvin Bass Elementary School.

2017-2018 Academic Year Calendar Draft

version 11/9/16

July 2017						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
S	M	T	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- Flex Day = 1
- New Teacher Orientation = 3 Days
- Professional Development/Planning Days = 11 Days
- Student Attendance Days = 180 Days
- Student and Staff Holidays = 22 Days

- End of Quarter/Half Day for Students
 - Half Day for Students/Half Day PD
 - Intersession Days = 3 Days
 - Break Days = 2 Days
- Q1=38 Days, Q2=41 Days, Q3=52 Days, Q4=49 Days

Agenda Report Attachment

Item: G-1

BASS - 2017-2018 Academic Year Calendar Draft

July 2017						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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

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

Agenda Report

Date: 01/03/17

Agenda Number: G-2

Attachments: No

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

Subject: School Operating Budget: 2016-17

Summary/Description:

The school administration has collected budget requests from all principals and department heads and compiled those recommendations into three tiers. At the school board meeting on December 6, 2016, the school administration presented the superintendent's Tier 1 recommendations, which amounts to \$3,551,500. More than \$2 million of those requests are mandatory and include support and services necessary for students with special needs.

On December 15, 2016, the school board conducted a work session to additional information about the superintendent's recommendations. During this presentation, the school board will continues its discussion regarding the school operating budget for 2017-18.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 01/03/17

Agenda Number: H-1

Attachments: No

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

Subject: Transportation Challenges Related to Shifting Start Times

Summary/Description:

During the school board retreat in October, the school administration presented information about later start times for secondary students. Following the retreat, additional analysis was completed to determine the impact a later start time would have on the current transportation system.

The administration will present an update on the analysis and other options explored regarding this topic.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 01/03/17

Agenda Number:

Attachments: No

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

Subject: Policy IICB-R and IIC-R Guidelines for Community Resource Persons – School Volunteers

Summary/Description:

At the request of the School Board the administration has been in contact with school divisions across the state concerning existing policies, processes, and practices that are in place relative to background checks for volunteers and how the results of the background check affect the individuals' ability to volunteer. The school administration will present the results of the data gathered during this presentation.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 01/03/17

Agenda Number: H-3

Attachments: No

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

Subject: LCS Benchmark Assessment Update

Summary/Description:

Two years ago, Lynchburg City Schools launched a new assessment program called the “LCS Benchmark Assessments.” These assessments are administered each fall and late winter and are intended to assist teachers in gauging students’ progress in learning the Standards of Learning and being prepared for the SOL tests.

This presentation will provide an update of the LCS Benchmark program and data from the most recent assessments.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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