



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

Manan A. Shah  
Student Representative  
Heritage High School

Eva Marie Barauskas  
Student Representative  
E. C. Glass High School

**SCHOOL BOARD MEETING**  
**January 16, 2018 Immediately Following**  
**the Public Budget Hearing**  
**School Administration Building**  
**Board Room**

**A. PUBLIC COMMENTS**

1. Public Comments  
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Discussion/Action (30 Minutes)

**B. SPECIAL PRESENTATIONS**

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2. Heritage High School Pioneer Theater  
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3. Efforts to Improve Student Achievement: Heritage Elementary  
School and Linkhorne Elementary School  
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**C. FINANCE REPORT**

1. Finance Report  
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**D. CONSENT AGENDA**

1. School Board Meeting Minutes: December 5, 2017 (Regular Meeting)  
December 12, 2017 (Student Discipline  
Committee Meeting)
2. Personnel Report  
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3. Capital Improvement Plan: Linkhorne Middle School  
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5. Blue Ridge Regional Authority Special Education  
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**E. STUDENT REPRESENTATIVE COMMENTS**

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3. School Operating Budget: 2018-19  
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4. Student Enrollment Trends Ben W. Copeland. . . . .	Page 28 Discussion
5. School Calendar: 2018-19 Larry A. Massie. . . . .	Page 34 Discussion
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10. Grant Allocation for Title IV – Part A John C. McClain. . . . .	Page 43 Discussion/Action
11. Central Virginia Governor’s School for Science and Technology: 2017-18 Budget Anthony E. Beckles, Sr. . . . .	Page 45 Discussion
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13. LAUREL Regional Program: 2017-18 Budget Anthony E. Beckles, Sr. . . . .	Page 65 Discussion
14. Pauline F. Maloney STEP with Links: 2017-18 Budget Anthony E. Beckles, Sr. . . . .	Page 77 Discussion

**I. SUPERINTENDENT'S COMMENTS**

**J. BOARD COMMENTS**

**K. INFORMATIONAL ITEMS**

Next School Board Meeting: Tuesday, February 6, 2018, 5:30 p.m., Board Room, School Administration Building

**L. ADJOURNMENT**

# Agenda Report

**Date:** 01/16/18

**Agenda Number:** A-1

**Attachments:** No

**From:** Michael J. Nilles, 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:** 01/16/18

**Agenda Number:** B-1

**Attachments:** No

**From:** Michael J. Nilles, School Board Chairman

**Subject:** Superintendent Appointment

## **Summary/Description:**

The superintendent search process incorporated input from over 700 community stakeholders, LCS employees, parents, and students. Over 70 applications were received for the position, and interviews were conducted with multiple highly qualified candidates from within the Commonwealth and across the country. During the candidate screening and interview process, several down-select processes were performed. Dr. Crystal M. Edwards was the preferred candidate each time. Her qualifications, collaborative leadership style, and accomplishments convinced the school board that she was most suited to lead the Lynchburg City Schools to full accreditation and success for all our students.

The school board takes this opportunity to introduce Dr. Edwards during this presentation.

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

## **Recommendation:**

The school board chairman recommends that the school board appoint Dr. Crystal M. Edwards as superintendent of the Lynchburg City Schools for a term commencing May 1, 2018, and ending June 30, 2021, and authorize the school board chairman and the clerk to enter into a contract with Dr. Edwards setting forth, among other things, salary and benefits and in the form attached to the minutes of this meeting.

# Agenda Report

**Date:** 01/16/18

**Agenda Number:** B-2

**Attachments:** No

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

**Subject:** Heritage High School Pioneer Theater

**Summary/Description:**

During this presentation, the Heritage High School Pioneer Theater Acting II students will be recognized for their hard work which lead them to place first in Virginia out of 60 other schools at the Virginia Theater Conference in Norfolk, Virginia. The group went on to compete in the VHSL State Theater Competition where they took 1<sup>st</sup> Runner Up. Further, the group will compete at the Southeastern Theatre Conference in Alabama in March.

Way to go Pioneers!

**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:** 01/16/18

**Agenda Number:** B-3

**Attachments:** No

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

**Subject:** Efforts to Improve Student Achievement: Heritage Elementary School and Linkhorne Elementary School

## **Summary/Description:**

Heritage Elementary School and Linkhorne Elementary School continue their efforts to improve student achievement through instructional activities that will garner success for students in the classroom. The two schools will share key aspects of their improvement efforts in reading during this presentation.

**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:** 01/16/18

**Agenda Number:** C-1

**Attachments:**

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

**Subject:** Finance Report

## Summary/Description:

The school administration, in accordance with the FY2017-18 school operating budget, authorized, approved, and processed the necessary payments through November 30, 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 November 30, 2017 for the operating fund.

Total Operating Fund Budget	\$ 95,324,667.00
Adjustment – Insurance Proceeds	\$ 33,833.00
Adjustment – Prior Year Encumbrances	\$ 1,275,388.88
Total Operating Fund Budget - revised	\$ 96,633,888.88

Through November 30, 2017

Actual Revenue Received	\$ 35,488,479.11
Actual Expenditures	\$ 33,987,171.95
Actual Encumbered	\$ 52,992,735.72

Percent of Budget Received	36.72%
Percent of Budget Used, excluding encumbrances	35.17%

As of 11/30/17 – 5 months 41.67%

The revenue and expenditure reports detail the transactions recorded through November 30, 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  
 November 30, 2017

ACCOUNT TITLE	FY 2016-17				FY 2017-18			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
240308 SALES TAX RECEIPTS	(10,837,193.00)	(10,590,644.26)	(246,548.74)	97.72%	(10,614,314.00)	(4,038,204.06)	(6,576,109.94)	38.04%
240202 BASIC SCHOOL AID	(21,878,492.00)	(21,971,533.00)	93,041.00	100.43%	(21,769,498.00)	(9,977,686.61)	(11,791,811.39)	45.83%
240207 GIFTED & TALENTED	(246,173.00)	(245,546.00)	(627.00)	99.75%	(243,593.00)	(101,497.10)	(142,095.90)	41.67%
240208 REMEDIAL EDUCATION	(1,492,427.00)	(1,488,621.00)	(3,806.00)	99.74%	(1,476,782.00)	(502,410.36)	(974,371.64)	34.02%
240208 REMEDIAL EDUCATION	(161,164.00)	(164,036.00)	2,872.00	101.78%	(164,036.00)	(184,597.74)	20,561.74	112.53%
SUPPL LOTTERY PER PUPIL ALLOCATIO	(268,842.00)	(268,873.00)	31.00	100.01%	(1,391,118.00)	(9,648.04)	(1,381,469.96)	0.69%
COMPENSATION SUPPLEMENT	(360,828.00)	0.00	(360,828.00)	0.00%	(231,552.00)	(96,480.40)	(135,071.60)	41.67%
240212 SPECIAL ED SOQ	(2,841,252.00)	(2,834,007.00)	(7,245.00)	99.75%	(2,811,468.00)	(1,288,589.50)	(1,522,878.50)	45.83%
240217 VOCATIONAL ED SOQ	(405,161.00)	(404,127.00)	(1,034.00)	99.74%	(400,913.00)	(183,751.81)	(217,161.19)	45.83%
240221 SOC SEC-INSTR	(1,461,655.00)	(1,457,928.00)	(3,727.00)	99.75%	(1,446,333.00)	(662,902.63)	(783,430.37)	45.83%
240223 VRS INSTRUCTIONAL	(3,015,625.00)	(3,007,936.00)	(7,689.00)	99.75%	(3,324,028.00)	(1,523,512.85)	(1,800,515.15)	45.83%
240241 GROUP LIFE INST	(97,444.00)	(97,195.00)	(249.00)	99.74%	(96,422.00)	(44,193.39)	(52,228.61)	45.83%
240228 READING INTERVENTN	(185,114.00)	(207,993.00)	22,879.00	112.36%	(205,913.00)	0.00	(205,913.00)	0.00%
240205 CAT-REG FOSTER	(74,203.00)	(178,329.90)	104,126.90	240.33%	(190,250.00)	0.00	(190,250.00)	0.00%
240246 CAT-HOMEBOUND	(107,771.00)	(108,062.68)	291.68	100.27%	(110,224.00)	(17,575.08)	(92,648.92)	15.94%
240248 REGIONAL TUITION	(1,004,113.00)	(1,004,586.03)	473.03	100.05%	(1,011,481.00)	0.00	(1,011,481.00)	0.00%
240265 AT RISK SOQ	(1,502,539.00)	(1,498,543.00)	(3,996.00)	99.73%	(1,489,206.00)	(530,132.63)	(959,073.37)	35.60%
240309 ESL	(156,955.00)	(149,127.00)	(7,828.00)	95.01%	(154,875.00)	(70,984.37)	(83,890.63)	45.83%
240281 AT RISK 4 YR OLDS	(944,193.00)	(936,390.00)	(7,803.00)	99.17%	(932,488.00)	0.00	(932,488.00)	0.00%
240252 CTE EQUIPMENT	0.00	(23,334.15)	23,334.15	0.00%	0.00	0.00	0.00	0.00%
240253 CTE OCC PREP	(52,654.00)	(35,205.00)	(17,449.00)	66.86%	(57,895.00)	0.00	(57,895.00)	0.00%
MATH/READING INSTR SPECIALISTS	(42,665.00)	0.00	(42,665.00)	0.00%	(20,502.00)	0.00	(20,502.00)	0.00%
EARLY READING SPECIALISTS INITIATIVE	(41,476.00)	(30,117.00)	(11,359.00)	72.61%	0.00	0.00	0.00	0.00%
240275 PRIMARY CLASS SIZE	(1,956,675.00)	(1,899,533.00)	(57,142.00)	97.08%	(1,915,875.00)	0.00	(1,915,875.00)	0.00%
240214 TEXTBOOKS	(563,019.00)	(561,584.00)	(1,435.00)	99.75%	(557,117.00)	(255,345.31)	(301,771.69)	45.83%
240405 ALGEBRA READINESS	(141,003.00)	(145,275.00)	4,272.00	103.03%	(143,036.00)	0.00	(143,036.00)	0.00%
PROJECT GRADUATION	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>COMMONWEALTH OF VA</b>	<b>(49,838,636.00)</b>	<b>(49,308,526.02)</b>	<b>(530,109.98)</b>	<b>98.94%</b>	<b>(50,758,919.00)</b>	<b>(19,487,511.88)</b>	<b>(31,271,407.12)</b>	<b>38.39%</b>
330212 IMPACT AIDPL81-874	(8,000.00)	(12,070.02)	4,070.02	150.88%	(8,500.00)	(922.39)	(7,577.61)	10.85%
180303 MEDICAID REIMBURSE	(680,000.00)	(708,470.91)	28,470.91	104.19%	(350,000.00)	(79,567.35)	(270,432.65)	22.73%
JR ROTC	(105,000.00)	(126,079.57)	21,079.57	120.08%	(105,000.00)	(28,256.26)	(76,743.74)	26.91%
<b>FEDERAL</b>	<b>(793,000.00)</b>	<b>(846,620.50)</b>	<b>53,620.50</b>	<b>106.76%</b>	<b>(463,500.00)</b>	<b>(108,746.00)</b>	<b>(354,754.00)</b>	<b>23.46%</b>

Lynchburg City Schools  
 Operating Fund - Statement of Revenue  
 For the Month Ending  
 November 30, 2017

	FY 2016-17 REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	FY 2017-18 REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
510500 CITY OPER APPR	(40,854,039.00)	(40,854,039.00)	0.00	100.00%	(42,028,498.00)	(15,200,000.00)	(26,828,498.00)	36.17%
510500 FUND BALANCE RETURN	(567,779.00)	(567,779.00)	0.00	0.00%	0.00	0.00	0.00	0.00%
HEALTH INSURANCE RESERVE	(1,300,000.00)	(1,300,000.00)	0.00	0.00%	0.00	0.00	0.00	0.00%
510500 USE OF CIP FUNDS	(500,000.00)	(500,000.00)	0.00	100.00%	0.00	0.00	0.00	#DIV/0!
<b>CITY</b>	<b>(43,221,818.00)</b>	<b>(43,221,818.00)</b>	<b>0.00</b>	<b>100.00%</b>	<b>(42,028,498.00)</b>	<b>(15,200,000.00)</b>	<b>(26,828,498.00)</b>	<b>36.17%</b>
189912 MISC REV/OTH FUNDS	(101,566.00)	(70,252.44)	(31,313.56)	69.17%	(75,000.00)	(17,029.88)	(57,970.12)	22.71%
180303 REBATES & REFUNDS	(20,000.00)	(16,768.83)	(3,231.17)	83.84%	(86,250.00)	(12,879.00)	(73,371.00)	14.93%
189903 DONATIONS & SP GF	(1,000.00)	(1,400.00)	400.00	100.00%	0.00	0.00	0.00	0.00%
189909 SALE OTHER EQUIP	(3,000.00)	(9,237.00)	6,237.00	307.90%	(3,000.00)	(7,500.00)	4,500.00	250.00%
189910 INSURANCE ADJUST	(52,441.99)	(87,858.72)	35,416.73	167.54%	(133,833.00)	(66,047.14)	(67,785.86)	49.35%
E RATE REIMBURSEMENT	(115,500.00)	(77,035.24)	(38,464.76)	66.70%	(115,500.00)	(105,305.11)	(10,194.89)	91.17%
TRANSFER IN/OUT	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>MISCELLANEOUS</b>	<b>(293,507.99)</b>	<b>(262,552.23)</b>	<b>(30,955.76)</b>	<b>89.45%</b>	<b>(413,583.00)</b>	<b>(208,761.13)</b>	<b>(204,821.87)</b>	<b>50.48%</b>
150201 RENTS	(123,000.00)	(155,250.06)	32,250.06	126.22%	(123,000.00)	(123,000.00)	0.00	100.00%
161201 TUITION DAY SCHOOL	(100,000.00)	(85,936.73)	(14,063.27)	85.94%	(80,000.00)	(65,080.74)	(14,919.26)	81.35%
161206 TUITION ADULT	(11,000.00)	(15,472.50)	4,472.50	140.66%	(20,000.00)	(12,870.00)	(7,130.00)	64.35%
161207 TUITION SUMMER SCH	(25,000.00)	(39,815.50)	14,815.50	159.26%	(25,000.00)	(41,342.53)	16,342.53	165.37%
161202 SPEC PUPIL FEES	(35,000.00)	(25,770.22)	(9,229.78)	73.63%	(31,000.00)	(871.00)	(30,129.00)	2.81%
161205 BUS RENTAL	(325,000.00)	(494,424.69)	169,424.69	152.13%	(325,000.00)	(119,588.96)	(205,411.04)	36.80%
190101 TUIT FM OTH CO/CY	(400,000.00)	(777,654.02)	377,654.02	194.41%	(500,000.00)	0.00	(500,000.00)	0.00%
161201 DUAL ENROLLMENT	(125,000.00)	(143,800.32)	18,800.32	115.04%	(185,000.00)	0.00	(185,000.00)	0.00%
PRINT SHOP	(65,000.00)	(64,519.21)	(480.79)	99.26%	(65,000.00)	(24,129.79)	(40,870.21)	37.12%
SCHOOL NUT UTILITIES	(90,000.00)	(85,578.33)	(4,421.67)	95.09%	(90,000.00)	(19,067.30)	(70,932.70)	21.19%
FACILITY RENTALS	(50,000.00)	(83,792.37)	33,792.37	167.58%	(50,000.00)	(34,176.25)	(15,823.75)	68.35%
INDIRET COSTS	0.00	0.00	0.00	0.00%	(200,000.00)	(43,333.53)	(156,666.47)	21.67%
<b>CHARGES FOR SERVICES</b>	<b>(1,349,000.00)</b>	<b>(1,972,013.95)</b>	<b>623,013.95</b>	<b>146.18%</b>	<b>(1,694,000.00)</b>	<b>(483,460.10)</b>	<b>(1,210,539.90)</b>	<b>28.54%</b>
<b>DESIGNATION - ENCUMBRANCES</b>	<b>(121,556.00)</b>	<b>0.00</b>	<b>(121,556.00)</b>	<b>0.00%</b>	<b>(1,275,388.88)</b>	<b>0.00</b>	<b>(1,275,388.88)</b>	<b>0.00%</b>
<b>TOTAL OPERATING FUND</b>	<b>(95,617,517.99)</b>	<b>(95,611,530.70)</b>	<b>(5,987.29)</b>	<b>99.99%</b>	<b>(96,633,888.88)</b>	<b>(35,488,479.11)</b>	<b>(61,145,409.77)</b>	<b>36.72%</b>

<b>Original budget</b>	<b>\$93,056,175.00</b>
Prior Year Encumbrance	\$ 121,556.00
Restricted Donation Received	\$ 1,000.00
Insurance Proceeds	\$ 49,441.99
Health Insurance Reserve	\$ 1,300,000.00
Regional Tuition	\$ 190,000.00
Medicaid	\$ 330,000.00
Registration fees for VSBA	\$ 1,566.00
Fund Balance Return	\$ 567,779.00

<b>Original budget</b>	<b>\$ 95,324,667.00</b>
Prior Year Encumbrance	\$ 1,275,388.88
Insurance Proceeds	\$ 33,833.00
<b>Adjusted Budget</b>	<b>\$ 96,633,888.88</b>

Lynchburg City Schools  
 Operating Fund - Statement of Expenditures  
 For the Month Ending  
 November 30, 2017

		Fiscal Year 2017-18					
		BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES	BUDGET AVAILABLE	BUDGET % USED
<b>INSTRUCTION</b>							
FUNCTION 1100	CLASSROOM INSTRUCTION						
	Personnel	50,526,731.98	16,608,662.90	32.87%	31,903,959.58	2,014,109.50	96.01%
	Other	3,989,134.52	919,888.12	23.06%	268,860.06	2,800,386.34	29.80%
FUNCTION 1200	INST SUPPORT-STUDENT						
	Personnel	3,646,190.50	1,239,634.17	34.00%	2,182,844.57	223,711.76	93.86%
	Other	157,458.73	17,185.56	10.91%	31,487.34	108,785.83	30.91%
FUNCTION 1300	INST SUPPORT-STAFF						
	Personnel	4,172,330.16	1,459,984.78	34.99%	2,443,798.66	268,546.72	93.56%
	Other	1,620,024.50	210,905.55	13.02%	46,471.01	1,362,647.94	15.89%
FUNCTION 1400	INST SUPPORT-SCHOOL ADMN						
	Personnel	5,611,928.51	2,196,207.33	39.13%	3,381,921.99	33,799.19	99.40%
	Other	209,501.85	41,759.39	19.93%	60,450.35	107,292.11	48.79%
<b>TOTAL INSTRUCTION</b>		<b>69,933,300.75</b>	<b>22,694,227.80</b>	<b>32.45%</b>	<b>40,319,793.56</b>	<b>6,919,279.39</b>	<b>90.11%</b>
<b>ADMINISTRATION</b>							
FUNCTION 2100	ADMINISTRATION						
	Personnel	3,268,996.13	1,233,148.65	37.72%	1,731,376.28	304,471.20	90.69%
	Other	1,329,362.81	494,266.75	37.18%	438,241.22	396,854.84	70.15%
FUNCTION 2200	ATTENDANCE & HEALTH SERV						
	Personnel	1,724,801.30	636,118.59	36.88%	1,089,721.42	(1,038.71)	100.06%
	Other	71,131.50	25,498.91	35.85%	18,301.47	27,331.12	61.58%
<b>TOTAL ADMINISTRATION</b>		<b>6,394,291.74</b>	<b>2,389,032.90</b>	<b>37.36%</b>	<b>3,277,640.39</b>	<b>727,618.45</b>	<b>88.62%</b>
<b>PUPIL TRANSPORTATION</b>							
FUNCTION 3100	MANAGEMENT & DIRECTION						
	Personnel	340,170.25	155,493.10	45.71%	198,966.50	(14,289.35)	104.20%
	Other	21,582.50	14,170.69	65.66%	2,732.52	4,679.29	78.32%
FUNCTION 3200	VEHICLE OPERATION SERVICE						
	Personnel	2,744,494.11	983,097.98	35.82%	1,401,696.71	359,699.42	86.89%
	Other	676,466.60	421,841.31	62.36%	208,607.18	46,018.11	93.20%
FUNCTION 3300	MONITORING SERVICE						
	Personnel	441,725.48	175,482.79	39.73%	266,402.56	(159.87)	100.04%
FUNCTION 3400	VEHICLE MAINT SERVICE						
	Personnel	361,357.74	149,976.00	41.50%	200,589.90	10,791.84	97.01%
	Other	424,150.00	171,872.10	40.52%	178,861.87	73,416.03	82.69%
FUNCTION 3500	BUS PURCHASE - REGULAR						
	Other	1,069,811.00	1,007,978.00	0.00%	0.00	61,833.00	94.22%
<b>TOTAL PUPIL TRANSPORTATION</b>		<b>6,079,757.68</b>	<b>3,079,911.97</b>	<b>50.66%</b>	<b>2,457,857.24</b>	<b>541,988.47</b>	<b>91.09%</b>
<b>OPERATIONS &amp; MAINTENANCE</b>							
FUNCTION 4100	MANAGEMENT & DIRECTION						
	Personnel	287,033.93	120,170.77	41.87%	168,238.84	(1,375.68)	100.48%
	Other	84,000.00	32,112.61	38.23%	46,718.89	5,168.50	93.85%

Lynchburg City Schools  
 Operating Fund - Statement of Expenditures  
 For the Month Ending  
 November 30, 2017

<b>FUNCTION 4200 BUILDING SERVICES</b>							
	Personnel	4,429,393.73	1,857,175.64	41.93%	2,448,222.37	123,995.72	97.20%
	Other	4,973,087.00	1,847,274.60	37.15%	2,223,463.23	902,349.17	81.86%
<b>FUNCTION 4300 GROUNDS SERVICES</b>							
	Personnel	261,735.52	97,201.18	37.14%	145,499.62	19,034.72	92.73%
	Other	35,000.00	21,851.47	62.43%	6,388.75	6,759.78	80.69%
<b>FUNCTION 4400 EQUIPMENT SERVICES</b>							
	Other	70,000.00	25,247.31	36.07%	24,409.39	20,343.30	70.94%
<b>FUNCTION 4500 VEHICLE SERVICES</b>							
	Other	42,500.00	4,606.59	10.84%	408.41	37,485.00	11.80%
<b>FUNCTION 4600 SECURITY SERVICES</b>							
	Personnel	141,013.58	8,512.66	6.04%	85,156.96	47,343.96	66.43%
	Other	357,000.00	135,372.61	37.92%	179,023.45	42,603.94	88.07%
<b>FUNCTION 4700 WAREHOUSING SERVICES</b>							
	Personnel	9,163.34	3,961.49	43.23%	0.00	5,201.85	43.23%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>		<b>10,689,927.10</b>	<b>4,153,486.93</b>	<b>38.85%</b>	<b>5,327,529.91</b>	<b>1,208,910.26</b>	<b>88.69%</b>
<b>Other Non-Instructional Operations</b>							
FUNCTION 5000 Non-Instructional Operations - Other		20,800.00	6,086.92	29.26%	0.00	14,713.08	29.26%
<b>TOTAL Non-Instructional Operations</b>		<b>20,800.00</b>	<b>6,086.92</b>	<b>29.26%</b>	<b>0.00</b>	<b>14,713.08</b>	<b>29.26%</b>
<b>FACILITIES</b>							
FUNCTION 6600 BLDG ADD & IMP SERVICES							
	Personnel	70,581.38	7,781.71	11.03%	0.00	62,799.67	11.03%
<b>TOTAL FACILITIES</b>		<b>70,581.38</b>	<b>7,781.71</b>	<b>11.03%</b>	<b>0.00</b>	<b>62,799.67</b>	<b>11.03%</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	1,850,814.93	692,760.79	37.43%	1,021,371.08	136,683.06	92.61%
	Other	278,689.73	252,608.75	90.64%	32,436.24	(6,355.26)	102.28%
FUNCTION 8200 INSTRUCTIONAL SUPPORT							
	Personnel	467,852.08	183,781.41	39.28%	251,921.60	32,149.07	93.13%
	Other	845,047.49	527,492.77	62.42%	304,185.70	13,369.02	98.42%
FUNCTION 8500 PUPIL TRANSPORTATION							
	Other	2,826.00	0.00	0.00%	0.00	2,826.00	0.00%
<b>TOTAL TECHNOLOGY</b>		<b>3,445,230.23</b>	<b>1,656,643.72</b>	<b>48.09%</b>	<b>1,609,914.62</b>	<b>178,671.89</b>	<b>94.81%</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>96,633,888.88</b>	<b>33,987,171.95</b>	<b>35.17%</b>	<b>52,992,735.72</b>	<b>9,653,981.21</b>	<b>90.01%</b>

# Agenda Report

**Date:** 01/16/18

**Agenda Number:** D-2

**Attachments:** Yes

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

**Subject:** Personnel Report

## **Summary/Description:**

The personnel recommendations for December 5, 2017 – January 16, 2018, 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 December 5, 2017 – January 16, 2018.

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

Babbitt Hannah	Liberty University	BA / (Lv. 0	0 yrs 3)	Bedford Hills Elementary Special Education Teacher	01-02-18
Briggs Nina	Longwood University	BA / (Lv. 0	0 yrs 1)	Heritage Elementary School Pre-Kindergarten Teacher	12-08-17
Halsey Lynn	Hollins University	MA / (Lv. 11	11 yrs 4)	Detention Center Art Teacher	01-08-18
Halteman Amber	Liberty University	MA / (Lv. 0	0 yrs 3)	Sandusky Middle School Special Education Teacher	01-08-18
Lively David	Liberty University	MA / (Lv. 0	0 yrs 4)	Sandusky Middle School Social Studies Teacher	01-02-18
Woods Teresa	Lynchburg College	BA / (Lv. 16	16 yrs 3)	Sandusky Elementary School First Grade Teacher	01-02-18

**RESIGNATIONS:**

Harris Samuel	Liberty University	BA / (Lv. 2	2 yrs 4)	Linkhorne Middle School English Teacher	12-15-17
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# Agenda Report

**Date:** 01/16/18

**Agenda Number:** D-3

**Attachments:** No

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

**Subject:** Capital Improvement Plan: Linkhorne Middle School

**Summary/Description:**

The capital improvement plan includes \$1,050,000 in construction funding for replacement of the Linkhorne Middle School roof. The City of Lynchburg Office of Procurement and Purchasing has received a total of four bids on the project.

All base bids were significantly above the budgeted amount. The base bid was based on insulation with 1/4" slope as well as mechanical and electrical work to raise several roof mounted air conditioners to allow adequate flow of condensate off the roof. Higher cost was anticipated due to the additional work and materials required to satisfy the base bid scope of work. A deductive alternative bid was requested based on keeping the insulation at 1/8" slope and piping the air conditioner condensate directly to a roof drain.

The prices listed in the bid table are for the deductive alternative scope of work, and the school administration recommends Roofing Solutions based on their bid of \$1,082,600, which was the lowest deductive alternative total bid. All bids received are listed below.

<b>BIDDER</b>	Craftsman Roofing	Simpson Unlimited, Inc.	Roofing Solutions, Inc.	AAR of North Carolina
<b>BASE BID</b>	Bid Withdrawn	\$1,485,419	\$1,455,000	\$1,354,970
<b>DEDUCTIVE ALTERNATE</b>		\$269,376	\$372,400	\$98,000
<b>TOTAL BID</b>		\$1,216,043	\$1,082,600	\$1,256,970

**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 Roofing Solutions in the amount of \$1,082,600 for the replacement of the Linkhorne Middle School roof.

# Agenda Report

**Date:** 01/16/18

**Agenda Number:** D-4

**Attachments:** No

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

**Subject:** Capital Improvement Plan: School Administration Building

## Summary/Description:

The 2017-18 capital improvement plan includes \$900,000 for upgrades to the School Administration Building's HVAC system. This includes the architectural and engineering services needed throughout the entire project. The engineering services necessary for the project include a preliminary design phase, a final design phase, bidding phase, and a construction phase to include observations and recommendations to the contractor.

The request for proposals was released via the City of Lynchburg Purchasing Office on August 14, 2017, and 12 proposals were received on September 19, 2017. After the initial evaluation and scoring, two firms were selected for interviews on October 23, 2017.

The school administration recommends Moseley Architects for the architectural and engineering services of the project based on their bid of \$61,970.

**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 Moseley Architects in the amount of \$61,970 for the architectural and engineering services for the School Administration Building HVAC system.

# Agenda Report

**Date:** 01/16/18

**Agenda Number:** D-5

**Attachments:** Yes

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

**Subject:** Blue Ridge Regional Jail Authority Special Education Program Budget: 2017-18

## **Summary/Description:**

The 2017-18 funding for the Blue Ridge Regional Jail Authority Special Education Program in the amount of \$213,575.34 has been approved by the Virginia Department of Education. Lynchburg City Schools serves as the fiscal agent for this state-operated program. Lynchburg City Schools employs one regional jail education coordinator and one special education teacher who delivers educational services to the students at the Blue Ridge Regional Jail- Lynchburg Adult Detention Center. The summary on the attachment outlines expenditures for the 2017- 18 school year.

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

## **Recommendation:**

The acting superintendent recommends that the school board approve the Blue Ridge Regional Authority Special Education Program Budget for 2017-18.

Budget:

Personnel Salary Compensation	\$150,923.38
Fringe Benefits and Fixed Charges	\$ 50,268.26
Salary Supplement	\$ 480.00
Substitutes	\$ 1,000.00
Technical Professional Services	\$ 1,000.00
Instructional Aide	\$ 800.00
Professional Services – Private Contracted Services (Occupational Therapy, Physical Therapy, Socio-cultural(s), Psychological(s))	\$ 320.00
Travel Expenses (Mileage, Parking, Registration & Staff Dev.	\$ 6,035.00
Travel Expenses (Lodging, Meals)	\$ 707.50
Instructional Materials and Equipment	\$ 707.50
Communications (Cell Phone Services)	\$ 600.00
Food Supplies	\$ 233.70
Other Charges (Copier Lease)	\$ 500.00
<b>Total</b>	<b>\$ 213,575.34</b>

# Agenda Report

**Date:** 01/16/18

**Agenda Number:** G-1

**Attachments:** No

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

**Subject:** High School Program of Studies: 2018-2019

## **Summary/Description:**

The school board annually reviews and approves the High School Program of Studies for the next school year. The updated version for 2018-2019 is as follows:

- 1) Incorporate changes in the Virginia Standards of Accreditation for incoming ninth grade students which includes the change in verified credit requirements, testing requirements, and diploma seals;
- 2) Add Environmental Science course;
- 3) Update and clarify PE/Health course options and requirements;
- 4) Update timelines regarding dropping or changing courses;
- 5) Modify GPA "bump" for AP exam score; and
- 6) Clarify language and course descriptions in various areas, including +/- grades, dual enrollment process, grade levels for some courses, and location of some CTE courses.

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

## **Recommendation:**

The acting superintendent recommends that the school board approve the High School Program of Studies for 2018-19.

# Agenda Report

**Date:** 01/16/18

**Agenda Number:** G-2

**Attachments:** Yes

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

**Subject:** Administrative Regulation 6-58: Secondary Student Evaluation and Grading Procedures

## **Summary/Description:**

Several updates are proposed to Administrative Regulation 6-58: Secondary Student Evaluation and Grading Procedures to better account for dual enrollment courses and to adjust the timing for dropping and changing courses in high school. Revisions to this administrative regulation will be reviewed during this presentation.

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

## **Recommendation:**

The acting superintendent recommends that the school board approve changes to Administrative Regulation 6-48: Secondary Student Evaluation and Grading Procedures.

## INSTRUCTION

**Secondary Student Evaluation and Grading Procedures R 6-58****A. Determining End-of-Course Grades**

1. Middle school end-of-course grades are to be computed by an average of the grades earned for each nine weeks. **However, if the course is for high school credit, the grades are determined in the manner of high school courses.**
2. High school course grades are computed differently depending on whether the course is a year-long course or semester course.
  - a. Year-long course – The course grade is computed by applying 20% weight to each of the four quarters and 20% for the final exam. If there is an exam exemption, the course grade is computed by applying 25% weight to each of the four quarters. Teachers are encouraged to consider a clear positive trend as another factor in determining the final grade, when applicable.
  - b. Semester course – The course grade for a semester course is computed by applying 40 percent weight to each of the two quarters and 20 percent to the exam or final project grade.
  - c. **For courses that are for college credit (including dual enrollment courses and courses taken at CVCC or another college), the grades are determined according to the procedures of that course.**

**B. Exams**

1. For year-long courses, there will be one exam at the end of the course that assesses content from the full year. There will be no exam at the end of the first semester in these courses (as there is no longer a special exam schedule in December). Teachers may plan quarterly or other periodic assessments during the year that assess content previously learned during the course.
2. For semester courses, there should be either an end-of-course project or an exam that could be given within a normal class schedule since there is not a special exam schedule at the end of the first semester.
3. **For courses that are for college credit (including dual enrollment courses and courses taken at CVCC or another college), the exams are taken according to the procedures of that course.**

**C. Senior Exam Exemptions**

1. Exemption will apply to seniors only.
2. Exemption will be for the senior year only.
3. The student must have a course grade that ranges between 90-100 percent except as specified in Section D below.
4. The student cannot have more than five absences, excused or unexcused, in the class during the second semester. Absences that are the result of school-sponsored events are exceptions to this attendance requirement.
5. Only the principal can make exceptions to the attendance requirement.

## INSTRUCTION

Secondary Student Evaluation and Grading Procedures R 6-58 (continued)

6. A student in a dual enrollment course with Central Virginia Community College will not be exempt from exams since this is a college course.
7. A student in an Advanced Placement (AP) course will continue to take the AP exam and have the option of being exempt from the final exam regardless of the grade in the course (current practice).
8. A senior enrolled in any course with an end-of-course Standards of Learning Test must pass the Standards of Learning Test to be eligible for the exam exemption.

D. Advanced Placement and Standards of Learning Exam Option

During an Advanced Placement course with the Advanced Placement test, an examination may not be given.

Students enrolled in courses that are assessed by the Virginia Standards of Learning (SOL) tests will have the following option related to the course exam:

Students who pass the SOL test may choose to be exempt from the course exam and take the grade they make from the average of the four quarters.

Students who receive a Standards of Learning score rating of “pass proficient” will receive an exam score of 90, and a student who receives a Standards of Learning score rating of “pass advanced” will receive an exam score of 100. These scores, since they replace the final exam, are weighted as 20% of the course grade.

Students who successfully pass a state career-technical licensure test have the option of not completing the teacher-created exam and may choose to use the four quarter grades to compute their course grade.

Teachers will have the option to use project-based assessments and other alternative assessment approaches in lieu of a traditional exam, with principal review and approval.

E. Determining Grades for a Student Who Exits a Course Before the End of the Semester  
Course1. Request to Withdraw

All requests for a student to be withdrawn from a course shall be made in writing, signed by a parent/guardian, and turned in to the guidance department by the end of the ~~15<sup>th</sup> school day~~ **10<sup>th</sup> day of the course**. Any courses from which a student is withdrawn within that time period will not be recorded on a student's report card or permanent record. ~~Unless there are extenuating circumstances, students will not be permitted to withdraw from a course after the 15<sup>th</sup> day.~~

## INSTRUCTION

Secondary Student Evaluation and Grading Procedures R 6-58 (continued)

In very rare cases, extenuating circumstances may justify a withdrawal from a course after the ~~15<sup>th</sup> school day~~ **10<sup>th</sup> day of the course**. If a student is withdrawn after the ~~15<sup>th</sup> school day~~ **10<sup>th</sup> day**, the student's transcript will reflect the course and a grade of withdrawal passing (WP) or withdrawal failing (WF) for the ~~semester~~ **course**. These designations (WP and WF) are not considered in Grade Point Average calculations. A parent/guardian must file a written request for such consideration with the building principal, and that request must clearly indicate the extenuating circumstances to justify a withdrawal. An example of such circumstances would be extensive absences for medical reasons. The principal will review the request, ~~recommend approval or denial, and send the request and recommendation to the superintendent (or designee) for consideration,~~ **determine whether to approve, and notify the parent and student in writing of the decision**. If the request occurs after the 60<sup>th</sup> school day, ~~Only the superintendent (or designee) can approve a withdrawal from a course after the 60<sup>th</sup> school day.~~ If it is determined that sufficient justification for a withdrawal does not exist, the student will remain in the course ~~until the end of the semester~~.

**If the course is a dual-enrollment course, a Virtual Virginia course, or another course that has rules set by an institution outside of LCS, then the rules of that course will prevail over the deadlines in this regulation.**

**2. Request to Transfer to a ~~Lower~~ Different Level of the Same Course**

~~At any time during the semester, the principal may approve a request from a parent/guardian for a student transfer to a lower level of the same course.~~ **A parent/guardian may request for a student to change to a different level of the same course no later than five days after the first quarter report cards are distributed.** An example would be transferring from Advanced World History and Geography 1 (4.5 GPA weight) to World History and Geography 1 (4.0 weight). Such a transfer would be dependent on the ability to reschedule the student and the available space in the desired course. When such a transfer occurs, the name of the course will be changed in the student's schedule, and the previously earned grades will be counted toward the grade reported on the student's academic record under the **different** ~~lower~~-level course name.

**3. Courses That Are Dropped Due to Extensive Absences**

School Board Policy 7-15: Student Attendance speaks to the practice of dropping students from courses due to extensive absences. Section C. 3. of the policy notes "Students absent 15 consecutive days from school are dropped from the school's attendance roll. The principal or designee shall make a reasonable effort to notify the parent/guardian by telephone and in writing that the student has been dropped from the roll (8VAC10-110-13)."

## INSTRUCTION

Secondary Student Evaluation and Grading Procedures R 6-58 (continued)

In the case that a student is dropped from a course pursuant to School Board Policy 7-15 after the 15<sup>th</sup> school day but before the end of the 60<sup>th</sup> school day, the student will be dropped from all courses, and no record of courses in which the student was enrolled will be maintained. If the student is dropped from a course for extensive absences under School Board Policy 7-15 after the 60<sup>th</sup> school day, a zero will be recorded for any assignments not completed during the remainder of the semester, and the resulting "F" grade will be recorded for the course grade at the time of the drop.

F. Grades and Class Rank Related to Courses Repeated

Students shall be allowed to repeat a course already passed only upon approval by the school principal. The repeating of performing arts courses - acting, chorus, band, and orchestra is not affected by this regulation since each of these may be taken repeatedly as a new course.

For all repeat courses, the grade earned shall be averaged with all grades (whether passing or failing) in determining the student's grade point average and class rank. All grades will also appear on the student's academic record.

No additional credit toward graduation requirements will be awarded for passing a course more than once unless allowance to do so is specifically noted in the course description in the current Lynchburg City Schools High School Program of Studies.

G. Repeat Courses Under the Credit Recovery Format

Students who have earned an "F" in a high school credit course may retake that course as a repeat course under the Virginia Department of Education approved "credit recovery" format. This format allows for repeat instruction to be provided in half the instructional hours as a new credit course. More specifically, semester courses awarding 0.5 Carnegie credits must provide no less than 70 clock hours of instruction. However, the same course as a repeat course under the credit recovery format meets for no less than 35 hours. Only students who have previously failed a course and have had that failure reflected on the academic record are eligible to enroll in a repeat course under the credit recovery format.

Students who register for repeat courses under the credit recovery format are taking those courses officially for credit. If a student fails such a course, that student will earn an "F" grade, and it will be reflected on the student's academic record.

Students who are dropped from a repeat course under the credit recovery format prior to the 23<sup>rd</sup> instructional hour will not have that course appear on their transcripts.

INSTRUCTION

Secondary Student Evaluation and Grading Procedures R 6-58 (continued)

However, if after the 23<sup>rd</sup> instructional hour a student no longer attends a course and is dropped due to extensive absences, a zero will be recorded for any assignments not completed during the remainder of the course, and the resulting grade will be recorded for the semester course grade.

Approved by Superintendent: August 2, 1983

Revised by School Board: September 21, 1993

Revised by School Board: March 30, 1999

Revised by School Board: February 21, 2006 (effective – beginning with school year 2006-07)

Revised by School Board: May 18, 2010

Revised by School Board: August 2, 2011

Revised by School Board: January 8, 2013

Revised by Superintendent: July 14, 2014 (effective – beginning with school year 2014-15)

Revised by School Board: September 20, 2016

# Agenda Report

**Date:** 01/16/18

**Agenda Number:** G-3

**Attachments:** Yes

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

**Subject:** Equity Task Force Advisory Committee

## **Summary/Description:**

In September 2016, the membership of the Equity Task Force Advisory Committee was approved by the school board. The membership for that committee has been updated and 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 the membership for the Equity Task Force Advisory Committee.

## **Equity Task Force: 2017-2021**

### **School Administration**

Larry A. Massie, Acting Superintendent

Jay C. McClain, Assistant Superintendent of Student Learning and Success

LaTonya D. Brown, Director of Student Services and Alternative Education

Ethel E. Reeves, Director of Engagement, Equity, and Opportunity

Daniel J. Rule, Principal, Dearington Elementary School for Innovation

Dashia L. Womack, Coordinator of Engagement, Equity, and Opportunity

### **Community Members**

Amy Cohen

Dorothy Holmes

Melissa Johnson

Rev. Paul Kee

Leslie King

Charlotte Lester

Carolyn and Danny McCain

Sandra Mitchell

Virgil Moore

Jimmy Oliver

Patricia Price

Tashama Terrell

Eugene Tweedy

Larry Wetzell

# Agenda Report

**Date:** 01/16/18

**Agenda Number:** H-1

**Attachments:** No

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

**Subject:** Fund Balance Recommendations: 2016-17

## Summary/Description:

During the previous school year, the school administration, with school board approval, requested a withdrawal of \$1,300,000 from the Health Insurance Reserve due to the anticipated increase in medical claims over the amount budgeted. The actual claims for the year exceeded the budget by \$2,093,424.

The fund balance for the FY2016-17 school year is \$426,317. The school administration recommends the entire fund balance be returned to the city in order to replenish the Health Insurance Reserve for future use.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 01/16/18

## Recommendation:

The superintendent recommends that the school board receive this agenda report as an Informational item and consider action tonight.

# Agenda Report

**Date:** 01/16/18

**Agenda Number:** H-2

**Attachments:** No

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

**Subject:** Employee Salary Scales

## **Summary/Description:**

True step movement on the Lynchburg City Schools salary scales has not taken place since salaries were frozen during the 2008-09 school year. In order to maintain some sense of experience levels, steps on the scale would move up and the salary moved with the step. This has created scales that currently have eight repeating steps at the beginning. Therefore, someone coming in on Step 1 would make the same salary as someone on Step 8.

The salary scales that have been developed will eliminate the repeating steps at the beginning and give employees a percentage increase between steps. Fixing and using the current system is the first step in working toward higher salaries for all employees. Cost of living increases can always be put incorporated into the step as the budget allows. Entering into a new hiring year without nine repeating steps will greatly assist in hiring and retaining highly qualified employees in all of the positions.

**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:** 01/16/18

**Agenda Number:** H-3

**Attachments:** No

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

**Subject:** School Operating Budget: 2018-19

## **Summary/Description:**

The school administration has collected budget requests from all principals and departments heads and complied those requests. The requests have been recorded and prioritized on the first draft of the Superintendent's Tier 1 Budget Requests. The budget requests, which will be reviewed with the school board during this presentation, will allow the school board members to provide comments about the budget requests and their priority listing.

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

## **Recommendation:**

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

# Agenda Report

**Date:** 01/16/18

**Agenda Number:** H-4

**Attachments:** Yes

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

**Subject:** Student Enrollment Trends

## **Summary/Description:**

During this presentation, the school administration will provide the school board with an update on student enrollment trends for the school division. The data being presented comes from the Weldon Cooper Center's demographics research group located at the University of Virginia. Their five-year enrollment projection for LCS dated November 28, 2017, appears as an attachment to this agenda report.

Overall, the projections show a small decline in enrollment as the large cohort in upper elementary and middle school are replaced by smaller cohorts. Aside from Appomattox, Lynchburg has had the least enrollment decline in the region over the past five years. One of the main reasons for this is that births have not declined as much in Lynchburg as in most of the region. Based on the enrollment projections for other divisions, Lynchburg's projected decline in enrollment over the next five years will likely be smaller than any other school division in the region, aside from Appomattox.

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

## **Recommendation:**

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

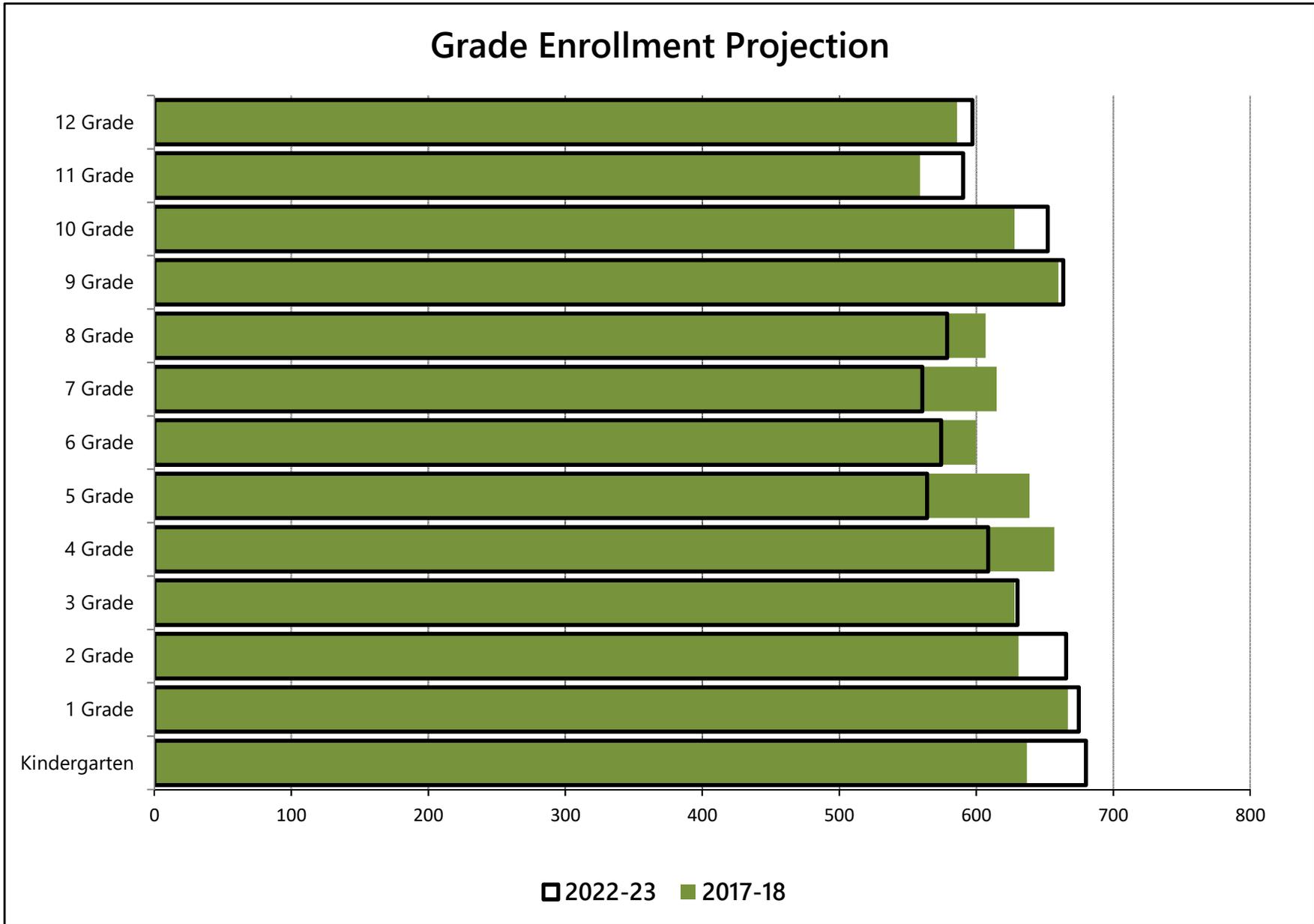
# Five-Year School Enrollment Projections

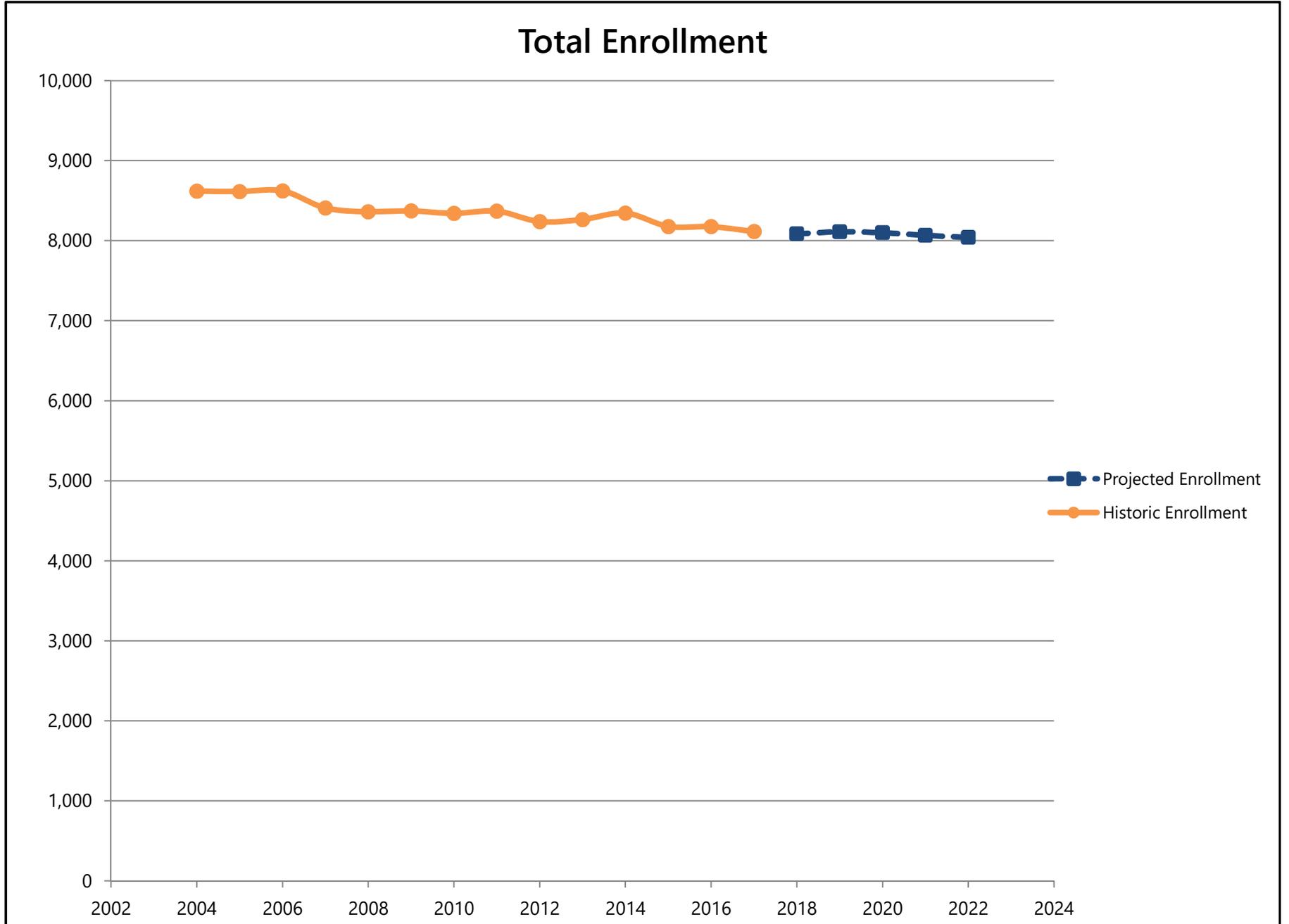
UNIVERSITY *of* VIRGINIA  
THE DEMOGRAPHICS RESEARCH GROUP



### Grade Enrollment Projection

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	5 Year Change
Kindergarten	637	669	687	684	676	680	43
1 Grade	667	630	671	684	683	675	8
2 Grade	631	647	615	653	667	666	35
3 Grade	628	600	609	581	616	630	2
4 Grade	657	616	595	601	575	609	(48)
5 Grade	639	644	605	583	590	564	(75)
6 Grade	600	626	625	590	567	574	(26)
7 Grade	615	594	618	618	582	561	(54)
8 Grade	607	615	588	615	613	579	(28)
9 Grade	660	656	666	636	665	664	4
10 Grade	628	648	644	653	624	652	24
11 Grade	559	598	611	610	617	590	31
12 Grade	586	541	579	591	590	597	11
<b>Total K-12</b>	<b>8,114</b>	<b>8,086</b>	<b>8,112</b>	<b>8,100</b>	<b>8,068</b>	<b>8,041</b>	<b>(73)</b>







## METHODOLOGY FOR 5-YEAR SCHOOL ENROLLMENT PROJECTIONS

This document describes the grade-progression ratio method used by Cooper Center demographers in developing standard five-year school enrollment projections.

### INPUT DATA

School enrollment projections require the use of birth data and fall membership counts. Birth data are obtained from the Virginia Center for Health Statistics, reported by county. To ensure that the birth data have been assigned to the correct localities, Cooper Center demographers geocode the residence address of each birth mother and then assign each birth to the locality of residence.

The second element of input data—historical and current fall membership counts—are obtained from the school division or from the Virginia Department of Education.

### GRADE-PROGRESSION RATIO METHOD

The grade-progression ratio captures the school enrollment patterns of a cohort of children as they move forward in time and progress from grade to grade. Grade progression ratios provide detail of how many students advance into the next grade from the lower grade one year before and are determined by dividing the number of students in a particular grade by the number of students from the previous grade in the previous school year. For example, the 2nd grade/1st grade-progression ratio is found by dividing the current number of 2nd grade students by last year's number of 1st grade students. (In the case of kindergarten, the ratio is the actual enrollment in kindergarten divided by births five years prior). A ratio larger than 1 means there are additional students coming in to the school who were not enrolled in the previous grade. A ratio smaller than 1 means students may be transferring to private school or home school, dropping out, or families with school children are moving away from the community, among other reasons.

Because grade-specific progression ratios can fluctuate considerably from one year to another, it is important to generate and evaluate multiple sets of grade-progression ratios to minimize the “noise”. The Cooper Center does this by creating three- and five-year average ratios based on data from those most recent years, along with the single-year ratio of the latest year. All three grade-progression ratios are applied to the current school enrollment data to obtain forecasts for the following year, which then become the basis for projecting enrollment the year after. The projections based on single- and multiple-year grade progression ratios are compared, and the middle series is selected as most probable.

### A NOTE ABOUT PROJECTIONS

School enrollment projections are based, in part, on past student enrollment trends. Since student enrollment can change, enrollment projections should be updated annually to account for any changes in enrollment trends.

Please contact Hamilton Lombard at (434) 982-5698, or [hl2qs@virginia.edu](mailto:hl2qs@virginia.edu), if you have any questions.

# Agenda Report

**Date:** 01/16/18

**Agenda Number:** H-5

**Attachments:** Yes

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

**Subject:** School Calendar: 2018-18

**Summary/Description:**

The proposed school calendar for 2018-19 contains many of the features that were included in the school calendar for 2017-18. During this presentation, the school administration will review the proposed calendar with the school board.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 02/06/18

**Recommendation:**

The acting superintendent recommends that the school board receive this agenda report as an informational item and consider action at the meeting on February 6, 2018.

## 2018-2019 Academic Year Calendar Draft

July 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				

August 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	

September 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						

October 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			

November 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	

December 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					

January 2019						
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 2019						
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 2019						
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 2019						
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 2019						
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 2019						
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 Orientation = 3 Days
- Professional Development/Planning Days = 10 Days
- Student Attendance Days = 180 Days
- End of Semester/Half Day for Students
- Student and Staff Holidays = 24 Days
- Fall break for students and staff = 2 days

Q1=39 Days, Q2=44 Days, Q3=43 Days, Q4=54 Days  
 1st Semester = 83 days      Second Semester = 97 days

# Agenda Report

**Date:** 01/16/18

**Agenda Number:** H-6

**Attachments:** Yes

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

**Subject:** Policy BCFZ Advisory Committees to the School Board

**Summary/Description:**

The membership for the Equity Task Force Advisory Committee has been restructured so that it no longer includes school board participation. School Board Policy BCFZ has been revised so that it now reflects this change. A copy of the policy appears as an attachment to this agenda report.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 02/06/18

**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 February 6, 2018.

## ADVISORY COMMITTEES TO THE SCHOOL BOARD

The School Board may appoint advisory councils or committees of citizens of the school division for consultation with reference to specific matters pertaining to local schools. In addition, pursuant to Board of Education regulations, the School Board establishes advisory committees for the following programs: special education and career and technical education. These committees shall serve without compensation for one-year terms.

A School Health Advisory Board (SHAB) will be established. The School Health Advisory Board shall have fourteen (14) members. Six (6) staff members and a student shall be appointed by the Superintendent. Seven (7) lay members shall be appointed by the school board. The SHAB will assist with the development of health policy in the school division and the evaluation of the status of school health, health education, the school environment, and health services. The SHAB will hold meetings at least semi-annually and will annually report on the status and needs of student health in the division to any relevant school, the School Board, the Virginia Department of Health, and the Virginia Department of Education.

The School Board may request that the SHAB recommend to the School Board procedures relating to children with acute or chronic illnesses or conditions, including, but not limited to, appropriate emergency procedures for any life-threatening conditions and designation of school personnel to implement the appropriate emergency procedures.

A General Career-Technical Advisory Committee will be established to report and make recommendations to the school board regarding career-technical programs and policy. Each of the 14 program areas in Career-Technical Education has an advisory committee which sends a representative to serve on the General Career-Technical Advisory Committee. This committee meets 4 to 6 times per year.

An Equity Task Force Committee will be established to address issues in five categories: discipline, staffing and recruitment, cultural diversity, extra-curricular programs, and advanced courses, and to provide communication between the Superintendent and parents. The group will be comprised of working and retired professionals, concerned community citizens, ~~school board members~~, and school division staff. Lay members shall serve a three-year term and may be appointed for an additional three-year term of service.

A Special Education Advisory Committee will be established annually according to state regulations. The committee will meet a minimum of four times per year and members will serve two-year terms.

Adopted: February 18, 2014

Revised: April 28, 2015

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Code of Virginia, 1950, as amended, §§ 22.1-18.1, 22.1-86, 22.1-275.1  
8 VAC 20-40-60.  
8 VAC 20-81-230.D.

8 VAC 20-120-50.

8 VAC 20-131-270.

Cross Ref.:	EB	School Crisis, Emergency Management, and Medical Emergency Response Plan
	EBB	Threat Assessment Teams
	IC/ID	School Year/School Day
	IGBB	Programs for Gifted Students
	KC	Community Involvement in Decision Making

# Agenda Report

**Date:** 01/16/18

**Agenda Number:** H-7

**Attachments:** Yes

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

**Subject:** Capital Improvement Plan: 2019 - 2023

## **Summary/Description:**

The Lynchburg City Schools FY2019-2023 Capital Improvement Plan is a component of the overall budget compiled by the city of Lynchburg and presented to Lynchburg City Council. The schools' CIP needs are consolidated with other projects from across all city departments. The proposed plan is aligned with previous year's work efforts with a focus in three key areas:

1. New buildings and major renovations;
2. Major maintenance (HVAC, electrical, athletics facilities, and restroom renovations); and
3. Roof replacements.

The cost and final recommendations for the 2019 CIP totals \$4,925,000 and the attached sheet details the breakdown of costs by project type and location for all years up to FY2023.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 02/06/18

## **Recommendation:**

The acting superintendent recommends that the school board receive the proposed Capital Improvement Plan for FY 2019 - 2023 and consider action at the meeting on February 6, 2018.

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
<b>Renovations/Replacement Projects</b>						
Sandusky Elementary School Replacement	1,500,000	20,000,000				21,500,000
Linkhorne Elementary School Renovation		500,000	9,300,000			9,800,000
Paul Munro Elementary School Renovation			400,000	7,600,000		8,000,000
three (3) Elementary School Gym Addition	1,500,000					1,500,000
two (2) Elementary School Gym Addition		1,000,000				1,000,000
New Transportation Building				200,000	2,600,000	2,800,000
<b>Total Replacment/Renovation Projects</b>	<b>3,000,000</b>	<b>21,500,000</b>	<b>9,700,000</b>	<b>7,800,000</b>	<b>2,600,000</b>	<b>44,600,000</b>
<b>Capital Maintenance Projects:</b>						
<b>Mechanical/Electrical:</b>						
BHES Chiller Replacement		300,000				300,000
DESI Chiller Replacement			250,000			250,000
Bass ES HVAC Replacement		600,000				600,000
Dunbar MS Chiller Replacement		350,000				350,000
Sandusky ES HVAC (If no new building)				550,000		550,000
Sandusky ES Electrical (if no new building)			350,000			350,000
Perrymont ES HVAC					450,000	450,000
Linkhorne MS - Cooling Tower Replacement	75,000					75,000
Linkhorne Middle - chiller rebuild (2)			150,000			150,000
Paul Munro ES HVAC (if no reno)					450,000	450,000
Paul Munro ES Electrical (if no reno)				350,000		350,000
Linkhorne ES Electrical (if no reno)					350,000	350,000
Linkhorne ES - air handlers (if no reno)					550,000	550,000
<b>Plumbing/Restroom Renovation</b>						
Dearington ES	45,000					45,000
Paul Munro ES (if no reno)			90,000			90,000
Sandusky ES (If no new building)		100,000				100,000
Linkhorne ES (If no reno)			100,000			100,000
Perrymont ES		45,000				45,000
<b>Secondary School Athletics -</b>						
ECG Turf					650,000	650,000
SMS Track	90,000		0			90,000
HHS Baseball Turf				550,000		550,000
<b>Elementary School Gym Floor Replacemnt</b>						
Bass ES Gym Floor	60,000					60,000
<b>Roof Replacement/Repair:</b>						
Heritage ES		720,000				720,000
Paul Munro ES			500,000			500,000
Linkhorne Elementary B.C,D,E K			575,000			575,000
Dearington ES - Section A&C	300,000					300,000
Dunbar MS - West (low roof)			130,000			130,000
Sheffield ES - 2001 Addition			95,000			95,000
RS Payne ES		400,000				400,000
ECG - Main gym and locker rooms	325,000					325,000
Sandusky ES (If no new building)			600,000			600,000
Laurel - Section A&B					110,000	110,000
Paving & Fencing	171,000	178,000	185,000	192,000	200,000	926,000
Playgrounds	129,000			150,000	150,000	429,000
<b>Total Capital Maintenance Projects</b>	<b>1,195,000</b>	<b>2,693,000</b>	<b>3,025,000</b>	<b>1,792,000</b>	<b>2,910,000</b>	<b>11,615,000</b>
<b>TOTAL ANNUAL CIP</b>	<b><u>4,195,000</u></b>	<b><u>24,193,000</u></b>	<b><u>12,725,000</u></b>	<b><u>9,592,000</u></b>	<b><u>5,510,000</u></b>	<b><u>56,215,000</u></b>
School Bus Replacement	713,000	741,000	771,000	802,000	834,000	3,861,000

# Agenda Report

**Date:** 01/16/18

**Agenda Number:** H-8

**Attachments:** Yes

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

**Subject:** Lynchburg City School Board Personnel Policies and Regulations

## **Summary/Description:**

Converting the Lynchburg City School Board policies and administrative regulations to the Virginia School Board Association policies is an ongoing process. The policies in the first part of Section 5 - Personnel was approved by school board members on August 1, 2017. The remaining Personnel policies are being presented this evening to school board members as Section 5 – Personnel Part 2 which will complete the conversion process for policies related to personnel.

In addition, legal counsel has reviewed these policies and regulations relative to personnel. The school administration will provide an overview of the policies and respond to questions during this presentation.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 02/06/18

## **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 February 6, 2018.

# Agenda Report

**Date:** 01/16/18

**Agenda Number:** H-9

**Attachments:** No

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

**Subject:** 2017-18 Final Allocations for Federal Programs

## Summary/Description:

In June 2017, the Lynchburg City School Board approved applications for four federally funded programs for 2017-2018. These applications include Title I - Part A, Title I - Part D, Title II - Part A and Title III – Part A. Applications were approved based on projected allocations. On October 20, 2017, the Virginia Department of Education notified the school division of revised allocations for 2017-18. These revised allocations are reflected below:

### Title I - Part A

Anticipated allocation for 2017-2018:	\$3,917,148.83
Final allocation for 2017-2018:	<u>\$4,034,065.55</u>
	\$ 116,916.72

### Title I - Part D

Anticipated allocation for 2017-2018:	\$ 80,979.46
Final allocation for 2017-2018	<u>\$ 63,443.78</u>
	\$ (17,535.68)

### Title II - Part A

Anticipated allocation for 2017-2018	\$ 566,186.58
Final allocation for 2017-2018:	<u>\$ 517,411.70</u>
	\$ (48,774.88)

### Title III - Part A (ESL)

Anticipated allocation for 2017-2018:	\$ 23,841.00
Final allocation for 2017-2018:	<u>\$ 24,235.92</u>
	\$ 394.92

**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:** 01/16/18

**Agenda Number:** H-10

**Attachments:** No

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

**Subject:** Grant Allocation for Title IV - Part A

## **Summary/Description:**

On August 25, 2017, the Virginia Department of Education notified Lynchburg City Schools that it would receive a grant award under a new federal program, Title IV - Part A, in the amount of \$104,070.99. Funds from this grant entitled, *Student Support and Academic Enrichment (SSAE)*, are awarded to provide all students with access to a well-rounded education, improve school conditions for student learning, and improve the use of technology in order to improve the academic achievement and digital literacy of all students. According to grant guidelines and instructions, the use of the funds for these purposes are restrictive making utilization difficult with the way the money would need to be allocated. In lieu of using the award for these purposes, it is also allowable to transfer funds to either Title I - Part A or Title II - Part A at the discretion of the local educational agency.

On October 20, 2017, the school division received notification from the Virginia Department of Education that the 2017-18 allocation under Title II - Part A is being reduced by \$48,774.88. With funds from Title II - Part A being used to support salaries and benefits of staff members as outlined in the approved Title II - Part A application, there is a need for additional funding to support salaries and benefits of staff members that are currently under contract. Coupled with the need to also fund the increased benefits costs due to a rise in health care premiums, the transfer of Title IV - Part A funds to Title II - Part A will allow the school division to meet its current obligations to employees funded by Title II - Part A.

# Agenda Report

**Date:** 01/16/18

**Agenda Number:** H-10

**Attachments:** No

Title II - Part A	
Anticipated allocation for 2017-18	\$ 566,186.58
Final allocation for 2016-17:	<u>\$ 517,411.70</u>
	\$ (48,774.88)
Transfer from Title IV, Part A	<u>\$ 104,070.99</u>
	\$ 621,482.69

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

**Recommendation:**

The acting superintendent recommends that the school board approve the transfer of \$104,070.99 from Title IV - Part A to Title II - Part A.

# Agenda Report

**Date:** 01/16/18

**Agenda Number:** H-11

**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: 2017-18 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 2017-18 operating budget in the amount of \$1,137,250, which represents an increase of \$51,300 over the prior year budget of \$1,085,950. 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:

	2016-17	2017-18
Student Tuition	\$4,700	\$4,700
Number of Students	32	32
Total Tuition	\$150,400	\$150,400

Lynchburg City Schools has a total of 42 slots available for students to attend the Central Virginia Governor's School. In addition to the 32 students listed above, we have two additional non-resident students attending that pay their own tuition and two additional students attending at no charge (paid by another locality). 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:**

### Recommendation:

The acting superintendent recommends that the school board authorize the school administration to act as fiscal agent for the Central Virginia Governor's School for Science and Technology and to administer its 2017-18 budget in the amount of \$1,137,250.

	<b>REVENUE</b>	<b>2016-17</b>	<b>2017-18</b>	<b>DIFF</b>
8.0000.000.0380.400.715	GOVERNOR'S SCHOOL (STATE @135)	360,000	385,000	25,000
8.0000.000.0386.400.715	OTHER STATE FUNDS (TECH GRANT)	26,000	26,000	0
8.0000.000.0719.400.715	TUITION FM OTH CO/CY (4700 x 125)	568,700	587,500	18,800
8.0000.000.0720.400.715	OTH PMT OTH (CVCC 75% REIMB)	131,250	138,750	7,500
	<b>TOTAL REVENUE</b>	<b>1,085,950</b>	<b>1,137,250</b>	<b>51,300</b>
	<b>EXPENDITURE</b>	<b>2016-17</b>	<b>2017-18</b>	<b>DIFF</b>
8.1100.304.1120.400.715	SALARIES TEACHERS	397,630	403,230	5,601
8.1100.304.1520.400.715	SALARIES SUBSTITUTE/OFFICE HELP	5,000	6,000	1,000
8.1100.304.1620.400.715	SALARIES TEACHER SUPPLEMENTS	26,390	28,174	1,784
8.1100.304.2100.400.715	FICA	32,820	33,461	641
8.1100.304.2211.400.715	VRS PROF (INSTR)	62,161	70,405	8,244
8.1100.304.2221.400.715	VRS HYBRID (PROFESSIONAL)	0	0	0
8.1100.304.2300.400.715	HMP (HOSPITAL/MEDICAL) (INSTR)	32,500	33,800	1,300
8.1100.304.2330.400.715	DENTAL INSURANCE (INSTR)	2,184	2,184	0
8.1100.304.2340.400.715	VISION INSURANCE (INSTR)	176	176	0
8.1100.304.2411.400.715	GROUP LIFE PROF (INSTR)	5,046	5,651	606
8.1100.304.2511.400.715	VLDP-HYBRID (PROFESSIONAL)	0	0	0
8.1100.304.2700.400.715	WORKMAN'S COMP (INSTR)	1,427	1,486	59
8.1100.304.2750.400.715	RETIREE HEALTH CREDIT (VRS-PROF)	4,707	5,306	600
8.1100.304.2820.400.715	TUITION REIMBURSEMENT	6,000	10,000	4,000
8.1100.304.3000.400.715	PURCHASED SERVICES (CVCC & SEM)	195,000	205,000	10,000
8.1100.304.5000.400.715	OTHER CHARGES	0	0	0
8.1100.304.5200.400.715	COMMUNICATIONS (INTERNET)	500	500	0
8.1100.304.5500.400.715	TRAVEL (CONF + MILEAGE)	1,000	1,000	0
8.1100.304.5800.400.715	MISC (MEALS, LODGING, & DUES)	1,000	1,000	0
8.1100.304.6000.400.715	MATERIALS & SUPPLIES (CONSUME)	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	INSTR MATERIALS (NON-CONSUME)	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	53,133	54,195	1,063
8.1410.304.1150.400.715	SALARIES OFFICE	32,615	45,107	12,491
8.1410.304.1620.400.715	SALARIES SUPPLEMENTAL	5,000	2,500	(2,500)
8.1410.304.2100.400.715	FICA (ADMIN)	6,560	7,597	1,037
8.1410.304.2211.400.715	VRS PROFESSIONAL (ADMIN)	12,571	16,206	3,635

	<b>EXPENDITURE</b>	<b>2016-17</b>	<b>2017-18</b>	<b>DIFF</b>
8.1410.304.2300.400.715	HMP (HOSPITAL/MEDICAL) (ADMIN)	7,500	7,800	300
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)	1,020	1,301	280
8.1410.304.2750.400.715	RETIREE HEALTH CREDIT (ADMIN)	952	1,221	270
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	MISC (MEALS, LODGING, DUES)	2,000	2,000	0
8.1410.304.6000.400.715	MATERIALS & SUPPLIES (CONSUME)	5,000	5,000	0
8.2140.304.3000.400.715	PURCHASED SERVICES (IN-SERVICE)	2,000	2,000	0
8.4200.304.1180.400.715	SALARIES CUSTODIAL	25,437	26,454	1,017
8.4200.304.1280.400.715	OT-CUSTODIAL	1,000	1,000	0
8.4200.304.2100.400.715	FICA (CUSTODIAL)	2,022	2,100	78
8.4200.304.2212.400.715	VRS NON PROF (CUSTODIAL)	1,809	1,881	72
8.4200.304.2300.400.715	HMP (HOSP/MEDICAL) (CUSTODIAL)	5,000	5,200	200
8.4200.304.2330.400.715	DENTAL INSURANCE (CUSTODIAL)	168	200	32
8.4200.304.2340.400.715	VISION INSURANCE (CUSTODIAL)	0	24	24
8.4200.304.2412.400.715	GROUP LIFE NON-PROF (CUSTODIAL)	336	349	13
8.4200.304.2700.400.715	WORKER'S COMP (CUSTODIAL)	539	561	22
8.4200.304.5200.400.715	COMMUNICATIONS (LICENSES)	10,000	10,000	0
8.4200.304.5300.400.715	INSURANCE (ERRORS & OMISSIONS)	6,000	6,000	0
8.4200.304.5400.400.715	LCS ANNUAL PAYMENT	43,000	43,000	0
8.4200.304.8000.400.715	CAPITAL OUTLAY (FFE NEW FACILITY)	0	0	0
8.8100.304.8200.400.715	CAPITAL OUTLAY (INSTRUCT TECH)	45,705	45,137	(568)
	<b>TOTAL EXPENDITURE</b>	<b>1,085,950</b>	<b>1,137,250</b>	<b>51,300</b>



**Central Virginia Governor's School  
Governing Board Meeting Draft Minutes  
Wednesday, May 3, 2017, 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 Jennifer Cumby (Amherst County Public Schools), John Hicks (Bedford County Public Schools), Roger Akers (Campbell County Public Schools), and Charleta Mason (Lynchburg City Schools).

Others in attendance were Brendon Albôn (Amherst County Public Schools), Annette Bennett (Appomattox County Public Schools), Sara Danaher (Bedford County Public Schools), Bobby Johnson (Campbell County Public Schools), Heather Bolling (Lynchburg City Schools), Steve Smith (CVGS), and Scott Douglass (CVGS).

**1. Call to order**

Mr. Akers called the meeting to order at 1:02 pm.

**2. Approval of meeting agenda**

Dr. Hicks made a motion to approve the agenda; Ms. Mason seconded the motion, and it was approved by the Board.

**3. Recommendation for approval of the minutes of the April 5, 2017, meeting**

Dr. Hicks made a motion to approve the minutes; Ms. Mason seconded the motion, and it was approved by the Board.

**4. Review of monthly financial report (Attachment A.i)**

Dr. Smith indicated that all revenue and expenditures were in alignment with projections at this time.

Concerning the revenue lines, Dr. Smith said he is anticipating about \$20,000 more than budgeted in the state revenue line (GOVERNOR'S SCHOOL) because the original estimate was conservative. He also noted that the OTHER STATE FUNDS account was \$52,000, rather than \$26,000 because it is grant money for technology purchases and it includes two years' worth of funds (FY16 and FY17). These funds will be reimbursed for the upcoming purchase of laptops for incoming students. The tuition line (TUIT FM OTH CO/CY) is budgeted at \$4,700 per student (not including the 10 LCS tuition-free slots) and the balance reflects an additional \$4,700 because CVGS currently has one LCS non-resident tuition payer. The revenue line OTH PMT OTH CO/CY is for the 75% dual enrollment tuition reimbursement from CVCC. The final revenue line BUDGET DESIG-ENCUMBERANCES reflects "revenue" of \$137,276 from the Fund Balance for previously approved and currently encumbered expenses.

Dr. Smith noted that he had originally projected having about \$100,000 in the Fund Balance after all of the moving and related expenses were paid. However, given the decreased

expenditures that resulted from putting purchases out to bids and re-using items from the old facility, it appears that the Fund Balance amount at the close of FY17 may be closer to \$150,000.

Dr. Smith also noted that adding additional student spots at CVGS has allowed him to meet increasing salary and benefits costs while still holding tuition constant. He pledged to hold tuition level again for FY18 with an enrollment of 134 students in allocated slots and two Lynchburg City Schools' non-resident tuition payers. Accepting non-resident tuition payers in non-allocated slots was previously approved by the Governing Board given that student space is available. The capacity of the new Central Virginia Governor's School facility is 150 students. However, as the total number of students at CVGS passes 140, an eighth faculty member will be needed to assist with research and math courses.

Concerning expenditures Dr. Smith noted that, due to an increased number of students, dual enrollment tuition costs were higher, resulting in an over-expenditure of about \$6,700 in the PURCHASED SERVICES line. Seventy-five percent of this additional expense will be reimbursed by CVCC into the appropriate revenue line. Dr. Smith pointed out two INSTRUCTIONAL MATERIALS lines which were over-expended, but explained that these were costs associated with moving into the new facility. Dr. Smith again noted that all revenue and expenditures were in alignment with his projections.

#### **5. 2017-18 CVGS budget (Attachment A.ii)**

Dr. Smith distributed a handout with the recommended FY18 budget and noted that the FY17 budget, the recommended FY18 budget, and the differences for each budget line were all included in the single handout. Dr. Smith highlighted the increase in state revenue and tuition, reflecting the increase in the number of students to be served and a more precise number for state funding. He also noted an anticipated increase in dual enrollment expenses and the 75% reimbursement revenue line. Based on information from the Lynchburg City School finance department, Dr. Smith budgeted for a 2% salary increase expected to take place in January of 2018. The line for tuition reimbursement was increased by \$4,000 to reflect that two CVGS faculty members, Michelle Douglass and Melisa Shifflett, have been accepted into doctoral programs. This tuition reimbursement line allows CVGS to encourage its staff to continue to pursue their education, and set an example for the CVGS students of life-long learning.

Dr. Hicks asked if the CVGS instructors were eligible for any other outside tuition assistance, for example, through Lynchburg City Schools. Dr. Smith explained that although Lynchburg City Schools had a tuition reimbursement program, it no longer exists. The tuition reimbursement option at Central Virginia Governor's School is currently the only avenue the CVGS staff have for assistance with their higher education expenses. The maximum reimbursement for a fiscal year is \$2,500 per staff member, and Dr. Smith will bring discuss the policy for tuition reimbursement next fall.

Dr. Smith noted increases in the salary and benefits lines for the office and then noted all other budget lines increases were very minor. He asked for questions regarding the recommended budget, and there were none.

Dr. Hicks made a motion to approve the recommended 2017-18 budget; Ms. Mason seconded the motion, and it was approved by the Board.

**6. Plan for potential increase in slots for Bedford County for 2017-18**

Dr. Smith noted that the proposed budget for the Bedford County Public Schools was not fully funded, and so cuts had to be made in order to balance and pass the budget for FY18. Unfortunately, the proposed increase in slots at CVGS was one of the items cut. Dr. Hicks confirmed that this was correct.

Mr. Akers asked if Lynchburg City Schools would be taking any of the additional available spots. Dr. Smith said that Lynchburg City Schools had originally made increasing their slots at CVGS a “Tier 1” budget priority, but the additional spots ultimately were stricken from the final LCS FY18 budget. Dr. Smith said that he recognized that all five participating school divisions have fiscal challenges, and he appreciated the work the Governing Board members were doing to advocate for serving more students at CVGS. Dr. Smith noted that the Central Virginia Governor’s School is still on solid fiscal ground with 134 allocated spots plus two additional LCS non-resident, tuition payers. Dr. Smith noted that he will continue to advocate for serving more students, up to the total capacity of 150, each year.

**7. Governing Board Membership for 2017-18**

Dr. Smith asked Board members to please let him know if they will be able to continue to serve on the CVGS Governing Board. He added that he truly appreciates the Board members’ willingness to serve, and that he does realize that they are very busy. He reminded Board members that there are no terms limits on service on the CVGS Governing Board, and he asked members to please let him know by August 2 if they will be willing and able to serve on the CVGS Governing Board for the 2017-2018 school year.

**8. Items of information**

A. Recent events

- i. Dr. Smith and Mr. Howard attended a conference to learn more about the software used in the Leadership, Teamwork, and Communications Senior Seminar technology lab. The conference was April 7-9, 2017, in Cleveland, Ohio. Dr. Smith and Mr. Howard were able to learn more about the software and technologies associated with Artemis to make the experience more meaningful for students. The software author even served as the Captain of the bridge for a mission.
- ii. The Industrial Advisory Board (IAB) met on April 19 at noon. The IAB continues to work to strengthen existing partnerships and build new partnerships and internship placements each year.
- iii. Registration Night for new CVGS families was held on April 19, 2017.
- iv. Final exams were April 20 and 24. Dr. Smith reminded the Board that for 2017-18, CVGS second semester exams will be held a week earlier to allow for grades to be completed earlier to accommodate the requests from several high schools which are ending their school years earlier.

- v. CVGS was open on Saturday, April 22, 2017, for those students who wanted extra help. This Saturday session was very well attended as many students utilized the additional opportunity to prepare for exams. Dr. Smith reminded the Board that for 2017-18 there will be “reading days” before each second semester exam, and there will be six Saturday sessions in the first semester to help students transition successfully to CVGS.
  - vi. The CVGS Foundation Board met on Wednesday, April 26, 2017, at noon. The Foundation Board discussed fund raising among other topics. The Foundation endowment has now surpassed the \$750,000 milestone. Dr. Smith reminded the Board that the purpose of the Foundation is to help meet the “Margin of Excellence” expenses at CVGS. For instance, the Virginia Junior Academy of Science (VJAS) trip, which costs about \$12,000 this year, is sponsored by the Foundation. The Foundation also provides funding for technologies like the drones and 3D printers and for five scholarships each year.
  - vii. Juniors presented their research at the research symposium at CVGS on April 26, 2017. Each student gave a ten minute presentation of his or her research. This event helps prepare students for the Virginia Junior Academy of Sciences annual symposium, this year on May 16-18, 2017. Of the 56 CVGS students selected, 54 students are able to attend. The cost of the trip is \$155 per student, plus the cost of the papers submitted, and it includes two nights on campus and food, all at no cost to the students and parents.
  - viii. Dr. Smith and several students from Appomattox gave a presentation to the Appomattox County School Board about the CVGS program on April 27. Dr. Smith was invited by Dr. Grasty to speak to their Board, and Dr. Smith took the opportunity to ask the three Appomattox/CVGS seniors to talk about Central Virginia Governor’s School and their experience. Adam Vaughan and Zane Hall made the presentation; Nick Servis had a prior commitment.
  - ix. A dozen Lynchburg City Schools/CVGS students were honored at the LCS School Board meeting on May 2, 2017. Dr. Smith and Ms. Coghill attended the meeting to support our students as they were recognized for outstanding achievements at the Regional and State Science Fairs.
- B. Upcoming events
- i. The CVGS annual Recognition Reception is scheduled for May 7, 2017, from 2:00 pm to 4:00 pm in the Heritage Auditorium. Governing Board members and division advocates will be recognized by name and are encouraged to attend. Dr. Smith expressed his enthusiasm for the opportunity to host this event in the new venue.
  - ii. Several CVGS faculty will help participate in the Middle School Science Challenge, May 9, 2017, at Randolph College. The science challenge is for 6-8 graders and helps to promote scientific thinking at middle schools throughout the region.
  - iii. The VJAS Symposium trip will be May 16-18. Ms. Coghill and Dr. Douglass will take 54 CVGS juniors to Virginia Commonwealth University to present their research. All costs associated with this trip are covered by the Governor’s School Foundation.

- iv. The last day for student internships will be May 19, 2017. Internships are going very well, and Dr. Douglass, Ms. Coghill, and Mrs. McMillan are to be commended for their efforts to ensure all students had positive experiences.
- v. On May 24 and 25, the seniors will present their Senior Science Scenario (S-cubed) projects at Lynchburg College in Schewel Hall from 7:30 am to 10:10 am. All Board members are invited to attend.
- vi. CVGS will host an end of the year picnic on the last day of school for students on May 26 at Peaks View Park.
- vii. CVGS will host a breakfast to thank the internship and research mentors on June 9, 2017, at Golden Corral. Dr. Douglass organizes this event which allows mentors to meet each other and the CVGS internship team and to share their experiences and recommendations regarding the internship program.
- viii. New Student Orientation will be June 12, 13, 14, and August 7, 2017. There will be 70 new juniors and 2 new seniors at the Governor's School for the 2017-18 school year. Dr. Smith said it is very exciting to be welcoming a record number of juniors. The second day of the New Student Orientation will be held at Claytor Nature Center.
- ix. Dr. Douglass and Mrs. Douglass will attend the International Science and Technology in Education (ISTE) convention in San Antonio, TX on June 25 – 28, 2017. Dr. Smith said that at CVGS the faculty is required to stay informed about new technologies so that CVGS can continue to be innovative. Opportunities like the ISTE convention allow CVGS faculty to investigate emerging technologies that might be incorporated in our science courses or in new tech labs. For example, CVGS is currently exploring new technologies for Robotics and Cyber Security as a new Senior Technology Laboratories.

## 9. Items from the Board

Mr. Akers asked if Emma Sisk will be able to present at the International Science and Engineering Fair in Los Angeles; at the Regional ISEF Fair, Emma was selected as an alternate. Dr. Smith said that both winners selected for ISEF are planning to attend, so it appears that Emma will not be able to go on the trip, although she did win first place in her category at the State ISEF Fair.

Mr. Akers commented that he has been impressed by CVGS students' presentation abilities and the level of their research. Dr. Smith thanked him and commented that the research teachers ensure students develop their research and presentation skills through our program.

Ms. Bennett asked if we knew the group-specific schedule for S-cubed presentations at Lynchburg College. Dr. Smith said he and the S-cubed team are still working with the various schedules for high schools in the region to determine the best presentation schedule. Dr. Smith will ensure the schedule is made available as soon as it is complete.

Ms. Cumby mentioned that the Amherst County Public School Board will be moving from an appointed to an elected board. This results in some uncertainty regarding which individual will be representing Amherst on the CVGS Governing Board. Dr. Smith said he understood and requested to stay informed as additional information becomes available.

As there were no further items from the Board, Dr. Hicks made a motion to adjourn; Ms. Cumby, seconded the motion, and the Board approved. The meeting adjourned at 1:33 pm.

**Next Governing Board meeting is scheduled for  
Wednesday, August 2, 2017 at 1:00 pm.**

	<b>REVENUE</b>	<b>2016-17</b>	<b>2017-18</b>	<b>DIFF</b>
8.0000.000.0380.400.715	GOVERNOR'S SCHOOL (STATE @135)	360,000	385,000	25,000
8.0000.000.0386.400.715	OTHER STATE FUNDS (TECH GRANT)	26,000	26,000	0
8.0000.000.0719.400.715	TUITION FM OTH CO/CY (4700 x 125)	568,700	587,500	18,800
8.0000.000.0720.400.715	OTH PMT OTH (CVCC 75% REIMB)	131,250	138,750	7,500
	<b>TOTAL REVENUE</b>	<b>1,085,950</b>	<b>1,137,250</b>	<b>51,300</b>

	<b>EXPENDITURE</b>	<b>2016-17</b>	<b>2017-18</b>	<b>DIFF</b>
8.1100.304.1120.400.715	SALARIES TEACHERS	397,630	403,230	5,601
8.1100.304.1520.400.715	SALARIES SUBSTITUTE/OFFICE HELP	5,000	6,000	1,000
8.1100.304.1620.400.715	SALARIES TEACHER SUPPLEMENTS	26,390	28,174	1,784
8.1100.304.2100.400.715	FICA	32,820	33,461	641
8.1100.304.2211.400.715	VRS PROF (INSTR)	62,161	70,405	8,244
8.1100.304.2221.400.715	VRS HYBRID (PROFESSIONAL)	0	0	0
8.1100.304.2300.400.715	HMP (HOSPITAL/MEDICAL) (INSTR)	32,500	33,800	1,300
8.1100.304.2330.400.715	DENTAL INSURANCE (INSTR)	2,184	2,184	0
8.1100.304.2340.400.715	VISION INSURANCE (INSTR)	176	176	0
8.1100.304.2411.400.715	GROUP LIFE PROF (INSTR)	5,046	5,651	606
8.1100.304.2511.400.715	VLDP-HYBRID (PROFESSIONAL)	0	0	0
8.1100.304.2700.400.715	WORKMAN'S COMP (INSTR)	1,427	1,486	59
8.1100.304.2750.400.715	RETIREE HEALTH CREDIT (VRS-PROF)	4,707	5,306	600
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8.1100.304.3000.400.715	PURCHASED SERVICES (CVCC & SEM)	195,000	205,000	10,000
8.1100.304.5000.400.715	OTHER CHARGES	0	0	0
8.1100.304.5200.400.715	COMMUNICATIONS (INTERNET)	500	500	0
8.1100.304.5500.400.715	TRAVEL (CONF + MILEAGE)	1,000	1,000	0
8.1100.304.5800.400.715	MISC (MEALS, LODGING, & DUES)	1,000	1,000	0
8.1100.304.6000.400.715	MATERIALS & SUPPLIES (CONSUME)	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	INSTR MATERIALS (NON-CONSUME)	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
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EXPENDITURE		2016-17	2017-18	DIFF
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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	MISC (MEALS, LODGING, DUES)	2,000	2,000	0
8.1410.304.6000.400.715	MATERIALS & SUPPLIES (CONSUME)	5,000	5,000	0
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8.4200.304.2340.400.715	VISION INSURANCE (CUSTODIAL)	0	24	24
8.4200.304.2412.400.715	GROUP LIFE NON-PROF (CUSTODIAL)	336	349	13
8.4200.304.2700.400.715	WORKER'S COMP (CUSTODIAL)	539	561	22
8.4200.304.5200.400.715	COMMUNICATIONS (LICENSES)	10,000	10,000	0
8.4200.304.5300.400.715	INSURANCE (ERRORS & OMISSIONS)	6,000	6,000	0
8.4200.304.5400.400.715	LCS ANNUAL PAYMENT	43,000	43,000	0
8.4200.304.8000.400.715	CAPITAL OUTLAY (FFE NEW FACILITY)	0	0	0
8.8100.304.8200.400.715	CAPITAL OUTLAY (INSTRUCT TECH)	45,705	45,137	(568)
<b>TOTAL EXPENDITURE</b>		<b>1,085,950</b>	<b>1,137,250</b>	<b>51,300</b>

# Agenda Report

**Date:** 01/16/18

**Agenda Number:** H-12

**Attachments:** Yes

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

**Subject:** Governor's Regional XLR8 STEM Academy: 2017-18 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 2017-18 operating budget in the amount of \$298,800, which represents an increase of \$11,592 from the 2016-17 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:**

## **Recommendation:**

The acting superintendent recommends that the school board authorize the school administration to act as fiscal agent for the Governor's Regional XLR8 STEM Academy and to administer their 2017-18 budget in the amount of \$298,800.

		<b>2017-2018</b>
<b>Revenue Accounts</b>		(50 Students)
Number	Title/Purpose	<b>Budgeted Amount</b>
6.0000.000.0700.526.010	Misc Revenue/Sponsorships	\$ 10,000.00
6.0000.000.0705.526.010	Special Pupil Fees	\$ 2,000.00
6.0000.000.0712.526.010	Donations - Unrestricted	\$ 15,000.00
6.0000.000.0712.526.010	Donations- Restricted	\$ 1,800.00
6.0000.000.0719.526.010	Tuition From County/City	\$ 270,000.00
	<b>Total Revenue</b>	<b>\$ 298,800.00</b>
<b>Expense Accounts</b>		<b>Budgeted Amount</b>
Number	Title/Purpose	
6.1100.307.3000.526.010	Purchased Services - Dual Enrollment Costs	\$ 166,777.00
6.1100.307.3000.526.010B	Purchased Services - PLTW Fee	\$ 1,750.00
6.1100.307.3000.526.010C	Travel - Student Bussing Costs	\$ 350.00
6.1100.307.5200.526.010	Communications	\$ 125.00
6.1100.307.5300.526.010	Insurance	\$ 6,600.00
6.1100.307.5800.526.010	Miscellaneous - Student Costs	\$ 726.00
6.1100.307.6000.526.010	Materials and Supplies for Students	\$ 200.00
6.1100.307.6020.526.010	Textbooks and Workbooks for Students	\$ 30.00
6.1100.307.6030.526.010	Instructional Materials for Students	\$ 300.00
6.1100.307.6040.526.010	Tech Software - Website Subscription	\$ 100.00
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	\$ 70,154.00
6.1410.307.1150.526.010	Clerical Salaries	\$ 15,337.00
6.1410.307.2100.526.010	FICA	\$ 6,540.00
6.1410.307.2211.526.010	VRS Professional	\$ 11,450.00
6.1410.307.2300.526.010	HMP (Hospital/Medical) Plan	\$ 5,533.00
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	\$ 920.00
6.1410.307.2700.526.010	Worker's Compensation	\$ 257.00
6.1410.307.2750.526.010	Retiree Health Care Credit	\$ 863.00
6.1410.307.5500.526.010	Travel- Admin/Teachers	\$ 125.00
6.1410.307.6002.526.010	Food	\$ 300.00
6.5000.307.3000.526.010	Purchased Services for Events	\$ 6,000.00
6.5000.307.6000.526.010	Materials and Supplies for Events	\$ 4,000.00
	<b>Total Expenditures</b>	<b>\$ 298,800.00</b>

\$ -

Fund Balance 2013-2014	\$	1,084.91
Fund Balance 2014-2015	\$	8,614.76
Fund Balance 2015-2016	\$	12,409.44
Fund Balance 2016-2017		TBD
Funds Transferred		-1,205.00
<b>TOTAL Fund Balance</b>	<b>\$</b>	<b>22,109.11</b>

**XLR8 STEM Academy Board**  
Meeting Minutes

May 30, 2017



*Present:* Susan Cash, Dr. John Hicks, Maria Jaeger, Dr. Doug Schuch, Randy Summers, Mark Epperson, Kim Lukanich, Dr. Wendy Hageman-Smith, Annette Bennett, Dr. James Rinella, Dr. Regina Dolan-Sewell, Sarah Danaher

*Absent:* Mary Mays

1. **Call to Order**

Dr. John Hicks called the meeting to order at 1:00 pm, Randy Summers made a motion and Mark Epperson seconded the motion.

2. **Review of Meeting Minutes from 03/29/2017**

Minutes from the meeting held on March 29, 2017 were presented and reviewed. Randy Summers made a motion to accept the minutes as written, Mark Epperson 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 2017-2018**

Senior Class:

All of the 25 slots for the senior class are filled. There were two students from Bedford County who chose to return to their base school for their senior year, however, those open slots were filled with one student from Liberty High School and one student from Staunton River High School.

Junior Class:

Currently only one opening remains unfilled for the junior class for 2017-2018, from Lynchburg City Schools. Susan is hopeful the spot will be filled by a wait listed student who is retaking the math placement test May 30<sup>th</sup>,

2017 in order to fill that last spot. If the spot remains unfilled as of June 1<sup>st</sup>, it will be offered to a student from the combined waitlist from a different school division as per the STEM Academy policy.

### **STEM Academy Demographics 2017-2018**

Susan provided a report on the projected enrollment demographics for the 2017-2018 school year. The STEM Academy continues to attract students from varied backgrounds which represent an accurate cross section of students from region. This information is tracked and required information for the Annual STEM Academy Report to the VDOE due June 30<sup>th</sup>, 2017.

- Maintained female enrollment to 40% (up from 32% in 2015-2016).
- Decreased minority enrollment to 24% (up from 28% in 2016-2017).
- Increased Cybersecurity enrollment to 18% (up from 8% in 2016-2017)

### **Graduation 2017**

Twenty-five (25) 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 11<sup>th</sup>, 2017 and at that time **21 Career Studies Certificates in Engineering Fundamentals, 7 Career Studies Certificates in Biotechnology and 21 Career Studies Certificates in Mechatronics** were conferred to the members of the STEM Academy class of 2017.

### **Senior Internship Lunch**

The twenty-five (25) senior students from XLR8- Lynchburg Regional Governor's STEM Academy will present on their internship experience with regional industry mentors followed by a luncheon on Wednesday, April 26<sup>th</sup>, 2017 from 8am – 1:00 pm. The event will be held at Central VA Community College in the multipurpose room in Merritt Hall. Invited attendees will include STEM Academy students, parents, corporate internship hosts and mentors, STEM Academy Partnership Team members, STEM Academy Board Members, Representatives from all five school divisions, STEM Academy instructors, Local and state legislators, and members of the CVCC Administrative Team.

Student Internship Sponsors for the internship experience include: AECOM, AIC, AIT, AMG, Inc., AMTI, AREVA, Centra Health, Centra PACE, Delta Star, Harris Corp., Hurt & Proffitt, Innerspec, Liberty Aeronautics, Master

Engineers and Designer's, Inc., Moore's Electric, Sharptop Co., Swissomation and Timberlake Pharmacy. Each student will give a 5-7 minute presentation summarizing their internship experience with their corporate sponsor. Lunch will follow the completion of the presentations.

Mr. Rick Loving, Senior VP, Human Resources, BWXT and Ms. Cheryl Giggetts, VP, AECOM will be our corporate speakers following the luncheon. Students will receive their XLR8 STEM Academy graduation honor cords which they will be able to wear during their graduation from CVCC and their high school graduation.

### **Senior Awards Dinner**

The XLR8-Lynchburg Regional Governor's STEM Academy celebrated the graduation of the twenty-five (25) members of their third (3rd) class of students on Tuesday, May 16th, 2017 at 6:00 pm. The event was held at Central VA Community College in the multipurpose room in Merritt Hall. We had 130 attendees including STEM Academy students and parents, STEM Academy Partnership Team members, STEM Academy Board Members, members of the XLR8 faculty, representatives from each of the five school divisions, members of the CVCC Administration team, STEM Alumni and other invited guests.

The twenty-five students were recognized for earning career studies certificates in engineering fundamentals, biotechnology or mechatronics from Central VA Community College and will receive recognition for completing the curriculum at the XLR8 STEM Academy. The STEM Academy Faculty and staff presented each student with an individual senior superlative award. Our speakers for the evening were Dr. Dean Gianakos, M.D from CENTRA, and our Keynote Speaker was The Honorable Senator Steve Newman.

In addition, the XLR8 STEM Academy staff awarded four additional awards to members of the class of 2017 for Academic Excellence, Most Improved, Leadership and STEM Academy Student of the Year. I invited former recipients of the awards to attend the dinner and hand out the awards to the class of 2017 winners.

Academic Excellence: Wajiha Ashraf, Heritage High School and Astrid Kerschbamer, Amherst County High School

Most Improved: Mitch McMahon, E. C. Glass High School

Leadership: Colton Baldrige, Rustburg High School

STEM Academy Student of the Year 2017: Joseph Henderson, E. C. Glass High School

**Matriculation Class of 2017**

The STEM Academy graduates on 2017 are all choosing to pursue their education and training in a STEM-H field. We have 100% of our graduating class of 2017 continuing their education either at a 2 or 4 year college or University.

Below is a list of where our students are going in 2017-2018:

- Central VA Community College: 5
- James Madison University: 1
- Liberty University: 1
- Lynchburg College: 5
- Old Dominion University: 1
- Randolph College: 2
- University of North Dakota: 1
- University of Carolina-Charlotte: 1
- Virginia Military Institute: 1
- Virginia Tech: 4

**Staff Members for 2017-2018**

Currently, we have the following staff member changes for the 2017-2018 school year:

- SAF 130: Dr. Jim Calvert
- DRT 161(Blueprint Reading): TBD
- BIO 141/142 – Dr. Joseph Penrod (both semesters, instead of only one)
- HLT 143: Jane Pearson (This is a change in course from HLT 141 previously)

We also have the following returning staff members for the 2017-2018 school year:

- Ms. Beth Shelton-Math
- Marcella (Brown) Gale-Introduction to Engineering Design
- Rex Fisher- Principles of Engineering
- Dr. Stephen Boylan: Chemistry
- Dr. Rebecca Honeycutt- Physics
- Dr. Carl Pettiford- Digital Electronics

**Internships**

Susan will be meeting with representatives from these companies to finalize paperwork and number of internship students over the summer months. Susan Cash will meet with parents and students in August 2017

during orientation 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 their 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 2018. Students will have the opportunity to earn 1 DE credit for their internship experience.

**Mechatronics students:** 16 ( AECOM, AIC, AIT, AMG, AMTI, AREVA, Delta Star, Harris, Hurt & Proffitt, Liberty Aeronautics, Master Engineers & Designers, Moore's , Swissomation, ) –My plan is to add an internship location in Appomattox

**Biotechnology students:** 7 Centra, Centra PACE

**Cybersecurity students:** 1 at Sharptop Co. 1 TBD

#### **Tentative Meeting Schedule for 2017-2018**

- Meetings will be held at Central VA Community College at 1:00 pm in the President's Conference Room on the following dates:
  - August, 1<sup>st</sup>, 2017
  - November 14<sup>th</sup>, 2017
  - January 16<sup>th</sup>, 2018
  - March 20<sup>th</sup>, 2018
  - May 29<sup>th</sup>, 2018
  - July 17<sup>th</sup>, 2018

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

Susan Cash presented the financial report for the school board members to review. The current budget sheet shows an available fund balance of \$4,679.65. 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. Regarding Capital Fundraising (Tobacco Commission Grant with CVCC) Susan explained that the STEM Academy had received an extension until September 26, 2017 for the Tobacco Commission Grant. Susan explained that she is working with Marci Gale, who is heading up the Mechatronics Program at CVCC, on ways to utilize this grant up to the \$56,810 with the matching funds that are available for equipment needs.

Susan also presented the board with her operation budget fundraising report including for the recent senior events held for the class of 2017. The academy raised \$12,000 to be used toward senior gifts and event items.

She also shared that she had applied for another \$10,000 Verizon Grant to help support our Cybersecurity program for the 2017-2018 school year.

## 6. New Business

### Student Fee Change for 2017-2018

Susan presented the board members with a request to increase the current student fee of \$25 to \$40 for the 2017-2018 school year to cover junior costs for ( ) and senior costs for ( ). There was no discussion on this item and Dr. Regina Dolan-Sewell made a motion and Dr. Wendy Hageman-Smith seconded the motion and the motion passed.

### Meeting Schedule Request

Dr. Wendy Hageman-Smith suggested trying to find a different time for several of the board meetings that conflicted with her schedule during the school year. She expressed that the summer meetings, May, August or July were fine and that she would be able to make those. She has had problems in being able to attend the November, January and March meetings during her tenure as the Board member for Appomattox County Schools. There was some discussion but was tabled until the meeting on August

1<sup>st</sup> at which time there would be a decision made. The members were asked to contact Susan with ideas before the next meeting.

## 7. **Old Business**

### Budget for 2017-2018

Susan Cash presented the STEM Academy 2017-2018 budget to the board members for approval. There was no discussion on the matter from board members and Dr. Regina Dolan-Sewell made a motion to accept the budget for 2017-2018 as presented, Randy Summers seconded the motion and the motion passed.

### Strategic Plan for 2017-2018

Susan Cash presented the Strategic Plan for the 2017-2018 school year to the board members for approval. There was some discussion on the definition of a “transferable Credit” vs. “non-transferable credit” as discussed in Goal Four of the Strategic Plan. Dr. Regina Dolan-Sewell made a motion to accept the plan with edits discussed concerning “transferable credits” and “non-transferable credits”, Randy Summers seconded the motion and the motion passed.

Randy Summers made a motion to adjourn the meeting, Dr. Wendy Hageman-Smith seconded the motion and the meeting was adjourned at 1:42pm.

### The next meeting of the XLR8 STEM Academy will be:

Tuesday August 1<sup>st</sup> at 1:00 PM

Room 1114 President’s Conference Room, CVCC Campus

Respectfully submitted,

Becky Cox, Clerk

# Agenda Report

**Date:** 01/16/18

**Agenda Number:** H-13

**Attachments:** Yes

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

**Subject:** LAUREL Regional School: 2017-18 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 2017-18 operating budget in the amount of \$5,528,524.16, which represents a decrease of \$155,157.84 from the 2016-17 approved budget. This decrease is due to Bedford County failing to submit their non-center projected expenditures by the budget deadline. Once Bedford County's numbers are included – the revised, all inclusive budget represents an increase of \$59,805.50.

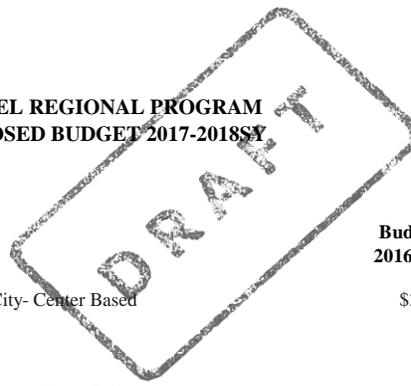
Funds expended at the LAUREL Regional School are totally reimbursable from participating school divisions and the Commonwealth of Virginia. School divisions which are members of the regional program are Amherst County Public Schools, Appomattox County Public Schools, Bedford County Public Schools, Campbell 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:**

## Recommendation:

The acting superintendent recommends that the school board authorize the school administration to act as fiscal agent for the LAUREL Regional School and to administer their 2017-18 budget in the amount of \$5,528,524.16.

LAUREL REGIONAL PROGRAM  
PROPOSED BUDGET 2017-2018SY



**REVENUE**

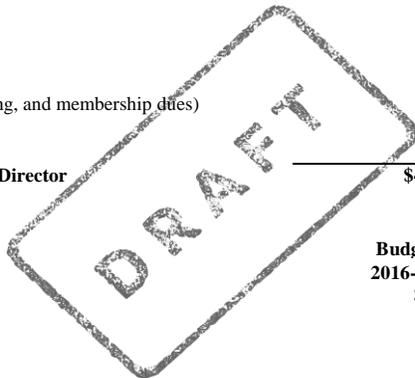
Account Number	Description	Budget 2016-17	Proposed Budget 2017-18		
9.0000.000.0719.200.914	Tuition from other County/City- Center Based	\$3,487,750.00	\$3,544,096.47	\$	56,346.47
9.0000.000.0393.200.914	Ed Technology	\$26,000.00	\$26,000.00	\$	-
9.0000.000.0719.275.914	Tuition from other County/City - Direct Bill	\$0.00	\$198,688.24	\$	198,688.24
9.0000.000.0719.299.914	Tuition from other County/City • Non Center Based	\$2,169,932.00	\$1,759,739.45	\$	(410,192.55)
<b>TOTAL REVENUE</b>		<b>\$5,683,682.00</b>	<b>\$5,528,524.16</b>		<b>\$155,157.84</b>

**EXPENDITURES**

Account Number	Description	Budget 2016-17	Proposed Budget 2017-18		
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>		<b>\$0.00</b>

		SPH Services			
Account Number	Description	Budget 2016-17	Proposed Budget 2017-18		
9.1100.112.1120.200.914	Teachers	\$520,868.00	\$524,053.83	\$	3,185.83
9.1100.112.1152.200.914	Therapeutic Educational Assistants	\$375,235.00	\$372,271.00	\$	(2,964.00)
9.1100.112.1154.200.914	Speech Therapist	\$74,810.00	\$75,401.31	\$	591.31
9.1100.112.1156.200.914	Occupational Therapist	\$49,873.00	\$50,266.95	\$	393.95
9.1100.112.1157.200.914	Physical Therapist	\$30,996.00	\$32,912.06	\$	1,916.06
9.1100.112.1158.200.914	Vision Teachers	\$7,887.00	\$2,909.55	\$	(4,977.45)
9.1100.112.1520.200.914	Substitute Teachers	\$35,000.00	\$10,000.00	\$	(25,000.00)
9.1100.112.1620.200.914	Teacher Supplements	\$33,045.00	\$36,020.65	\$	2,975.65
9.1100.112.2100.200.914	FICA	\$83,593.00	\$84,259.80	\$	666.80
9.1100.112.2211.200.914	VRS	\$157,800.00	\$175,006.90	\$	17,206.90
9.1100.112.2750.200.914	HCC	\$11,948.00	\$13,189.86	\$	1,241.86
9.1100.112.2300.200.914	Medical Insurance	\$184,932.00	\$160,819.50	\$	(24,112.50)
9.1100.112.2330.200.914	Dental Insurance	\$12,553.00	\$12,421.92	\$	(131.08)
9.1100.112.2340.200.914	Vision Insurance	\$1,009.00	\$998.19	\$	(10.81)
9.1100.112.2411.200.914	Group Life Insurance	\$12,035.00	\$14,047.74	\$	2,012.74
9.1100.112.2700.200.914	Workers' Compensation Insurance	\$3,060.00	\$3,274.31	\$	214.31
9.1100.112.2820.200.914	Tuition Reimbursement	\$0.00	\$12,000.00	\$	12,000.00
9.1100.112.3000.200.914	Purchased Services (CLM, Tech Support, BCBA)	\$90,000.00	\$99,000.00	\$	9,000.00
9.1100.112.5500.200.914	Travel/Professional Development (includes adaptive classwork co	\$20,000.00	\$5,000.00	\$	(15,000.00)
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)	\$40,000.00	\$40,000.00	\$	-
9.1100.112.6002.200.914	Food Supplies	\$5,500.00	\$5,000.00	\$	(500.00)
9.1100.112.6040.200.914	Technology Software	\$5,000.00	\$2,000.00	\$	(3,000.00)
<b>Total Budget SPH Services</b>		<b>\$1,756,644.00</b>	<b>\$1,732,353.56</b>	\$	<b>(24,290.44)</b>

		Office of the Director			
Account Number	Description	Budget 2016-17	Proposed Budget 2017-18		
9.1410.112.1126.200.914	Director	\$78,339.00	\$78,957.99	\$	618.99
9.1410.112.1150.200.914	Clerical	\$48,491.00	\$58,143.27	\$	9,652.27
9.1410.112.1250.200.914	Clerical-Overtime	\$0.00	\$3,000.00	\$	3,000.00
9.1410.112.1620.200.914	Supplements	\$1,200.00	\$1,200.00	\$	-
9.1410.112.2100.200.914	FICA	\$9,795.00	\$10,755.00	\$	960.00
9.1410.112.2211.200.914	VRS	\$18,594.00	\$22,374.93	\$	3,780.93
9.1410.112.2750.200.914	HCC	\$1,408.00	\$1,686.35	\$	278.35
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	\$2,700.00	\$	(1,300.00)
9.1410.112.2300.200.914	Medical Insurance	\$14,850.00	\$13,050.00	\$	(1,800.00)
9.1410.112.2330.200.914	Dental Insurance	\$1,008.00	\$1,008.00	\$	-
9.1410.112.2340.200.914	Vision Insurance	\$81.00	\$81.00	\$	-
9.1410.112.2411.200.914	Group Life Insurance	\$1,418.00	\$1,796.03	\$	378.03
9.1410.112.2700.200.914	Workers' Compensation Insurance	\$359.00	\$414.90	\$	55.90
9.1410.112.2820.200.914	Tuition Reimbursement	\$3,000.00	\$1,500.00	\$	(1,500.00)
9.1410.112.3000.200.914	Purchased Services (legal, audit, misc)	\$65,000.00	\$25,000.00	\$	(40,000.00)
9.1410.112.5200.200.914	Communications (postage)	\$1,400.00	\$700.00	\$	(700.00)
9.1410.112.5300.200.914	Insurance	\$12,000.00	\$11,000.00	\$	(1,000.00)
9.1410.112.5400.200.914	Rental-Building	\$123,000.00	\$123,000.00	\$	-
9.1410.112.5400.200.914	Rental-Copier	\$15,000.00	\$10,000.00	\$	(5,000.00)
9.1410.112.5500.200.914	Travel/Professional Development-mileage, registration costs, train	\$2,500.00	\$2,000.00	\$	(500.00)



9.1410.112.5800.200.914	Miscellaneous (meals, lodging, and membership dues)	\$1,500.00	\$	1,000.00	\$	(500.00)
9.1410.112.6000.200.914	Materials and Supplies	\$10,000.00		\$5,000.00	\$	(5,000.00)
9.1410.112.6002.200.914	Food Supplies	\$1,000.00		\$1,000.00	\$	-
<b>Total Budget-Office of the Director</b>		<b>\$418,943.00</b>		<b>\$380,367.46</b>	<b>\$</b>	<b>(38,575.54)</b>

Account Number	Nursing Services Description	Budget		Proposed Budget		
		2016-17		2017-18		
9.2224.112.1131.200.914	Licensed Nurse	\$75,632.00	\$	83,298.38	\$	7,666.38
9.2224.112.1620.200.914	Supplements	\$1,200.00	\$	1,200.00	\$	-
9.2224.112.1520.200.914	Substitute Nursing	\$0.00	\$	2,500.00	\$	2,500.00
9.2224.112.2100.200.914	FICA	\$5,878.00	\$	6,655.38	\$	777.38
9.2224.112.2211.200.914	VRS	\$11,088.00	\$	13,594.30	\$	2,506.30
9.2224.112.2750.200.914	HCC	\$840.00	\$	1,024.57	\$	184.57
9.2224.112.2300.200.914	Medical Insurance	\$9,900.00	\$	8,700.00	\$	(1,200.00)
9.2224.112.2330.200.914	Dental Insurance	\$672.00	\$	672.00	\$	-
9.2224.112.2340.200.914	Vision Insurance	\$54.00	\$	54.00	\$	-
9.2224.112.2411.200.914	Group Life Insurance	\$846.00	\$	1,091.21	\$	245.21
9.2224.112.2700.200.914	Workers' Compensation Insurance	\$216.00	\$	414.90	\$	198.90
9.2224.112.3000.200.914	Purchased Services (contracted nursing substitutes)	\$0.00	\$	1,750.00	\$	1,750.00
9.2224.112.6000.200.914	Materials and Supplies (gloves and other supplies)	\$2,000.00	\$	1,000.00	\$	(1,000.00)
<b>Total Budget - Nursing Services</b>		<b>\$108,326.00</b>		<b>\$121,954.73</b>	<b>\$</b>	<b>13,628.73</b>

<b>Total Budget SPH Center-Based</b>	<b>\$2,283,913.00</b>	<b>\$2,234,675.76</b>	<b>(\$49,237.24)</b>
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Account Number	Vision Services- Classroom Instruction Description	Budget		Proposed Budget		
		2016-17		2017-18		
9.1100.112.1120.216.914	Vision Teachers	\$243,338.00		\$323,264.58	\$	79,926.58
9.1100.112.1620.216.914	Teacher Supplements	\$16,318.00		\$20,002.16	\$	3,684.16
9.1100.112.2100.216.914	FICA	\$19,864.00		\$26,259.91	\$	6,395.91
9.1100.112.2211.216.914	VRS	\$37,968.00		\$55,911.99	\$	17,943.99
9.1100.112.2750.216.914	HCC	\$2,875.00		\$4,213.96	\$	1,338.96
9.1100.112.2300.216.914	Medical Insurance	\$23,760.00		\$20,755.00	\$	(3,005.00)
9.1100.112.2330.216.914	Dental Insurance	\$1,613.00		\$2,046.00	\$	433.00
9.1100.112.2340.216.914	Vision Insurance	\$130.00		\$162.00	\$	32.00
9.1100.112.2411.216.914	Group Life Insurance	\$3,056.00		\$4,488.03	\$	1,432.03
9.1100.112.2700.216.914	Workers' Compensation Insurance	\$727.00		\$1,029.80	\$	302.80
9.1100.112.3000.216.914	Purchased Service- (AIS)	\$20,000.00		\$500.00	\$	(19,500.00)
9.1100.112.5200.216.914	Communications (postage)	\$300.00		\$300.00	\$	-
9.1100.112.5500.216.914	Travel/Professional Development	\$11,000.00		\$13,000.00	\$	2,000.00
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	\$18,000.00		\$18,000.00	\$	-
9.1100.112.8000.216.914	Capital Outlay (over \$5000 each)	\$0.00		\$0.00	\$	-
<b>Total Vision Services Classroom Instruction</b>		<b>\$399,449.00</b>		<b>\$490,433.43</b>	<b>\$</b>	<b>90,984.43</b>

Account Number	Vision Services- Office of the Director Description	Budget		Proposed Budget		
		2016-17		2017-18		
9.1410.112.1150.216.914	Vision Clerical	\$18,490.00		\$18,636.48	\$	146.48
9.1410.112.2100.216.914	FICA	\$1,415.00		\$1,425.69	\$	10.69
9.1410.112.2211.216.914	VRS	\$2,711.00		\$3,041.47	\$	330.47
9.1410.112.2750.216.914	HCC	\$205.00		\$229.23	\$	24.23
9.1410.112.2300.216.914	Medical Insurance	\$4,950.00		\$3,500.00	\$	(1,450.00)
9.1410.112.2330.216.914	Dental Insurance	\$336.00		\$336.00	\$	-
9.1410.112.2340.216.914	Vision Insurance	\$27.00		\$27.00	\$	-
9.1410.112.2411.216.914	Group Life Insurance	\$218.00		\$244.14	\$	26.14
9.1410.112.2700.216.914	Workers' Compensation Insurance	\$52.00		\$55.91	\$	3.91
<b>Total Vision Services Clerical Support</b>		<b>\$28,404.00</b>		<b>\$27,495.92</b>	<b>\$</b>	<b>(908.08)</b>

<b>Total Vision Services</b>	<b>\$427,853.00</b>	<b>\$517,929.35</b>	<b>\$90,076.35</b>
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Account Number	Autism Services Description	Budget		Proposed Budget		
		2016-17		2017-18		
9.1100.112.1120.220.914	Instructional	\$0.00	\$	-	\$	-
9.1100.112.1620.220.914	Supplements	\$0.00	\$	-	\$	-
9.1100.112.2100.220.914	FICA	\$0.00	\$	-	\$	-
9.1100.112.2211.220.914	VRS	\$0.00	\$	-	\$	-
9.1100.112.2750.220.914	HCC	\$0.00	\$	-	\$	-
9.1100.112.2300.220.914	Medical Insurance	\$0.00	\$	-	\$	-
9.1100.112.2330.220.914	Dental Insurance	\$0.00	\$	-	\$	-
9.1100.112.2340.220.914	Vision Insurance	\$0.00	\$	-	\$	-
9.1100.112.2411.220.914	Group Life Insurance	\$0.00	\$	-	\$	-
9.1100.112.2700.220.914	Workers' Compensation Insurance	\$0.00	\$	-	\$	-

9.1100.112.3000.220.914	Purchased Services (contracted services for a BCBA)	\$85,000.00	\$	80,000.00	\$	(5,000.00)
9.1100.112.5500.220.914	Travel/Professional Development	\$0.00	\$	-	\$	-
9.1100.112.6000.220.914	Materials and Supplies	\$1,000.00	\$	-	\$	(1,000.00)
<b>Total Budget Autism Services</b>		<b>\$86,000.00</b>		<b>\$80,000.00</b>		<b>(\$6,000.00)</b>

<b>Occupational Therapy- Classroom Instruction</b>		<b>Budget</b>		<b>Proposed Budget</b>		
<b>Account Number</b>	<b>Description</b>	<b>2016-17</b>		<b>2017-18</b>		
9.1100.112.1120.225.914	Instructional	\$397,344.00		\$401,825.63	\$	4,481.63
9.1100.112.1620.225.914	Supplement	\$937.00		\$936.25	\$	(0.75)
9.1100.112.2100.225.914	FICA	\$30,469.00		\$30,811.28	\$	342.28
9.1100.112.2211.225.914	VRS	\$58,251.00		\$65,577.94	\$	7,326.94
9.1100.112.2750.225.914	VRS Prof Health Credit	\$4,411.00		\$4,942.46	\$	531.46
9.1100.112.2300.225.914	Medical Insurance	\$31,185.00		\$30,240.00	\$	(945.00)
9.1100.112.2330.225.914	Dental Insurance	\$2,117.00		\$2,116.80	\$	(0.20)
9.1100.112.2340.225.914	Vision Insurance	\$171.00		\$170.10	\$	(0.90)
9.1100.112.2411.225.914	Group Life Insurance	\$4,689.00		\$5,263.92	\$	574.92
9.1100.112.2700.225.914	Workers' Compensation Insurance	\$1,116.00		\$1,208.29	\$	92.29
9.1100.112.5500.225.914	Travel/Professional Development	\$9,000.00		\$9,000.00	\$	-
9.1100.112.5800.225.914	Miscellaneous-meals, lodging, dues	\$700.00		\$700.00	\$	-
9.1100.112.6000.225.914	Materials and Supplies	\$11,000.00		\$9,000.00	\$	(2,000.00)
<b>Total Occupational Therapy Classroom Instruction</b>		<b>\$551,390.00</b>		<b>\$561,792.66</b>	<b>\$</b>	<b>10,402.66</b>

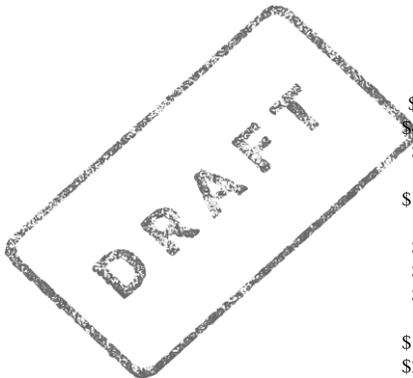
<b>Occupational Therapy-Office of the Director</b>		<b>Budget</b>		<b>Proposed Budget</b>		
<b>Account Number</b>	<b>Description</b>	<b>2016-17</b>		<b>2017-18</b>		
9.1410.112.1150.225.914	Clerical Support	\$23,445.00		\$23,629.94	\$	184.94
9.1410.112.2100.225.914	FICA	\$1,794.00		\$1,807.69	\$	13.69
9.1410.112.2211.225.914	VRS	\$3,437.00		\$3,856.41	\$	419.41
9.1410.112.2750.225.914	VRS Prof Health Credit	\$261.00		\$290.65	\$	29.65
9.1410.112.2300.225.914	Medical Insurance	\$4,950.00		\$4,800.00	\$	(150.00)
9.1410.112.2330.225.914	Dental Insurance	\$336.00		\$336.00	\$	-
9.1410.112.2340.225.914	Vision Insurance	\$27.00		\$27.00	\$	-
9.1410.112.2411.225.914	Group Life Insurance	\$277.00		\$309.55	\$	32.55
9.1410.112.2700.225.914	Workers' Compensation Insurance	\$66.00		\$70.89	\$	4.89
<b>Total Occupational Therapy Clerical Support</b>		<b>\$34,593.00</b>		<b>\$35,128.13</b>	<b>\$</b>	<b>535.13</b>

<b>Total Budget Occupational Therapy</b>		<b>\$585,983.00</b>		<b>\$596,920.79</b>		<b>\$10,937.79</b>
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<b>Physical Therapy Services</b>		<b>Budget</b>		<b>Proposed Budget</b>		
<b>Account Number</b>	<b>Description</b>	<b>2016-17</b>		<b>2017-18</b>		
9.1100.112.1120.226.914	Physical Therapists	\$74,247.00		\$81,517.71	\$	9.00
9.1100.112.2100.226.914	FICA	\$5,680.00		\$6,236.10	\$	556.10
9.1100.112.2211.226.914	VRS	\$10,399.00		\$11,667.43	\$	1,268.43
9.1100.112.2750.226.914	HCC	\$788.00		\$879.35	\$	91.35
9.1100.112.2300.226.914	Medical Insurance	\$4,277.00		\$4,400.00	\$	123.00
9.1100.112.2330.226.914	Dental Insurance	\$291.00		\$268.80	\$	(22.20)
9.1100.112.2340.226.914	Vision Insurance	\$24.00		\$10.80	\$	(13.20)
9.1100.112.2411.226.914	Group Life Insurance	\$837.00		\$936.54	\$	99.54
9.1100.112.2700.226.914	Workers' Compensation Insurance	\$208.00		\$244.55	\$	36.55
9.1100.112.5500.226.914	Travel/Professional Development- mileage, registration costs, trair	\$4,450.00		\$4,750.00	\$	300.00
9.1100.112.6000.226.914	Materials and Supplies	\$2,800.00		\$2,500.00	\$	(300.00)
<b>Total Budget - Physical Therapy</b>		<b>\$104,001.00</b>		<b>\$113,411.28</b>		<b>\$9,410.28</b>

<b>Direct Bill - SPH</b>		<b>Budget</b>		<b>Proposed Budget</b>		
<b>Account Number</b>	<b>Description</b>	<b>2016-17</b>		<b>2017-18</b>		
9.1100.112.1152.275.914	Therapeutic Assistants	\$	-	\$	29,127.01	
9.1100.112.1155.275.914	Behavioral/Personal Care Assistant	\$	-	\$	64,003.91	
9.1100.112.1159.275.914	Interpreter/Intervener	\$	-	\$	21,947.34	
9.1100.112.1620.275.914	Supplement	\$	-	\$	2,000.00	
9.1100.112.2100.275.914	FICA	\$	-	\$	8,879.99	
9.1100.112.2211.275.914	VRS	\$	-	\$	18,780.77	
9.1100.112.2750.275.914	HCC	\$	-	\$	1,415.46	
9.1100.112.2300.275.914	Medical Insurance	\$	-	\$	28,500.00	
9.1100.112.2330.275.914	Dental Insurance	\$	-	\$	2,016.00	
9.1100.112.2340.275.914	Vision Insurance	\$	-	\$	162.00	
9.1100.112.2411.275.914	Group Life Insurance	\$	-	\$	1,507.53	
9.1100.112.2710.275.914	Workers' Compensation Insurance	\$	-	\$	1,507.53	
9.1100.112.3000.275.914	Contracted Services	\$	-	\$	20,000.00	
<b>Total Budget - Direct Bill</b>		<b>\$</b>	<b>-</b>	<b>\$</b>	<b>199,847.53</b>	<b>\$199,847.53</b>

<b>Account Number</b>	<b>Non Center-Based Description</b>	<b>Budget 2016-17</b>	<b>Proposed Budget 2017-18</b>
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9.1100.112.1120.299.914	Teachers	\$745,705.00	\$647,515.62	\$ (98,189.38)
9.1100.112.1151.299.914	Teacher Assistants	\$459,920.00	\$411,253.77	\$ (48,666.23)
9.1100.112.2800.299.914	Other Benefits	\$25,248.00	\$0.00	\$ (25,248.00)
9.1100.112.1520.299.914	Substitutes	\$2,000.00	\$0.00	\$ (2,000.00)
9.1100.112.1154.299.914	Speech Therapists	\$118,277.00	\$58,086.58	\$ (60,190.42)
9.1100.112.1157.299.914	Physical Therapists	\$428.00	\$20,427.89	\$ 19,999.89
9.1100.112.1156.299.914	Occupational Therapists	\$47,444.00	\$27,299.43	\$ (20,144.57)
9.1100.112.1153.299.914	Other Staff (Autism)	\$58,906.00	\$49,532.39	\$ (9,373.61)
9.1100.112.1159.299.914	Other Staff (Interpreter)	\$30,000.00	\$0.00	\$ (30,000.00)
9.1100.112.1158.299.914	Other Staff (Vision)	\$0.00	\$20,000.00	\$ 20,000.00
9.1100.112.2100.299.914	FICA	\$131,673.00	\$86,239.95	\$ (45,433.05)
9.1100.112.2211.299.914	VRS	\$249,369.00	\$183,978.56	\$ (65,390.44)
9.1100.112.2411.299.914	Group Life Insurance	\$20,520.00	\$13,694.65	\$ (6,825.35)
9.1100.112.2750.299.914	RHCC	\$11,962.00	\$13,866.02	\$ 1,904.02
9.1100.112.2300.299.914	Medical Insurance	\$246,961.00	\$218,975.80	\$ (27,985.20)
9.1100.112.2330.299.914	Dental Insurance	\$14,565.00	\$7,946.16	\$ (6,618.84)
9.1100.112.2340.299.914	Vision Insurance	\$378.00	\$450.00	\$ 72.00
9.1100.112.2700.299.914	Workers Comp Insurance	\$1,823.00	\$472.63	\$ (1,350.37)
9.1100.112.1620.299.914	Supplements	\$4,406.00	\$0.00	\$ (4,406.00)
9.1100.112.2511.299.914	VLDP	\$347.00	\$0.00	\$ (347.00)
9.1100.112.3000.299.914	Contract Services	\$0.00	\$0.00	\$ -
<b>TOTAL BUDGET- Non Center-Based (excludes Bedford)</b>		<b>\$2,169,932.00</b>	<b>\$1,759,739.45</b>	<b>-\$410,192.55</b>
<b>TOTAL BUDGET EXPENDITURE</b>		<b>\$5,683,682.00</b>	<b>\$5,528,524.16</b>	<b>\$155,157.84</b>

**LAUREL Regional Program Meeting**

May 3, 2017

**Board Members Present:** Ms. Priscilla Liggon, Ms. Cynthia Hall, Ms. Julie Bennington, Mr. Scott Miller and Ms. Sharon Carter

**Administrators Present:** Dr. Steven Nichols, Mr. James R. Gallagher, Ms. Beth Haught, Ms. Sara Staton, Dr. Nick Pontius and Mr. Wyllys D. VanDerwerker

**Others Present:** Mr. Anthony Beckles, Ms. Kimberly Lukanich, Dr. Donna D. Lewis and Ms. Susan Landis

**Call To Order:**

On May 3, 2017 at 10:02 a.m. the LAUREL Regional Program Board met for their board meeting. A quorum was present.

Board and Administrators said the Pledge led by a LAUREL student.

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

MOTION to approve or amend the agenda for the May 3, 2017 Board Meeting was made by Mr. Scott Miller and SECONDED by Ms. Julie Bennington.

Yes Votes: Ms. Priscilla Liggon, Ms. Cynthia Hall, Ms. Sharon Carter

No Votes: None

Abstentions: None

**II. ACTION ITEMS:**

**A. Approval of Minutes from the February 1, 2017 Board Meeting**

MOTION to approve the LAUREL Program Minutes from the February 1, 2017 meeting was made by Ms. Julie Bennington and SECONDED by Mr. Scott Miller.

Yes Votes: Ms. Priscilla Liggon, Ms. Cynthia Hall, Ms. Sharon Carter

No Votes: None

Abstentions: None

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

Ms. Liggon asked Mr. Beckles if there is anything the Board should be made aware of. Mr. Beckles said no that LAUREL is in good shape.

MOTION to approve the Payment of Accounts as presented was made by Mr. Scott Miller and SECONDED by Ms. Sharon Carter.

Yes Votes: Ms. Priscilla Liggon, Ms. Cynthia Hall, Ms. Julie Bennington

No Votes: None

Abstentions: None

### **C. Consideration of Reallocation of Funds**

Dr. Lewis asked the Board to consider the following reallocation of funds:

Purchased Services: 9.1410.112.3000.200.914 \$52,000.00

Terminal Pay- Vacation: 9.1410.112.2834.200.914 \$5,000.00

These funds would be used to fund the playground and the cost for RBT Training of 5 LAUREL staff members.

The proposal from All Recreation of Virginia, Inc. for the playground was in the amount of \$50,400.00

Dr. Lewis said the RBT Training has been paid for the last 2 years by a grant through Commonwealth Autism. Dr. Lewis applied for the grant this year but the grant was denied. The approximate cost for the 5 LAUREL staff to have the RBT Training is \$6,000.00.

MOTION to approve the Consideration of Reallocation of Funds was made by Ms. Julie Bennington and SECONDED by Ms. Sharon Carter.

Yes Votes: Ms. Priscilla Liggon, Ms. Cynthia Hall, Mr. Scott Miller

No Votes: None

Abstentions: None

### **D. Consideration of Using 2016-2017 Year End Funds**

Dr. Lewis asked that to use 2016-2017 year end funds for the playground and the RBT Training of 5 LAUREL staff members.

MOTION to approve the Using 2016-2017 Year End Funds was made by Ms. Julie Bennington and SECONDED by Ms. Sharon Carter.

Yes Votes: Ms. Priscilla Ligon, Ms. Cynthia Hall, Mr. Scott Miller  
No Votes: None  
Abstentions: None

#### **E. Approval of the 2017-2018 Budget**

The FY2015-2016 Fund Balance in the amount of \$489,771.83 will be redistributed to the Divisions after July 1, 2017. The Board members were asked when they would like the funds to be issued to their divisions. All divisions want the funds after July 1, 2017. LCS Finance Department will issue checks to the Divisions after July 1, 2017.

Dr. Lewis shared the non-centered based budget is not complete because LAUREL is awaiting submission from a division. Once information is received the non-centered based budget will be updated and will be reflected on the 2017-2018 Budget.

MOTION to approve the 2017-2018 Budget was made by Ms. Sharon Carter and SECONDED by Ms. Cynthia Hall.

Yes Votes: Ms. Priscilla Ligon, Ms. Julie Bennington, Mr. Scott Miller  
No Votes: None  
Abstentions: None

#### **F. Approval of the 2017-2018 Calendar**

**A copy of the 2017-2018 calendar was included in the Board packet.**

MOTION to approve the 2017-2018 Calendar was made by Ms. Scott Miller and SECONDED by Ms. Cynthia Hall.

Yes Votes: Ms. Priscilla Ligon, Ms. Julie Bennington, Ms. Sharon Carter  
No Votes: None  
Abstentions: None

#### **G. Consideration of Public Comment at LAUREL Regional Program Board Meetings**

Ms. Ligon shared with the Board that she had a LAUREL parent meet with her stating that she would like to be more involved.

Mr. Jim Gallagher drafted the Public Participation LAUREL Regional School Board Meetings information sheet. Mr. Gallagher said he used the same template that Amherst County uses.

The Board decided to make the following clarifications to the information sheet:

This will not be a question and answer time for the Board members because they will not be making comments.

Opportunity for public comment will be provided after approval of the agenda and will be limited to two minutes per speaker with a maximum of fifteen minutes total time and limited to agenda items.

MOTION to approve the Public Comment at LAUREL Regional Program Board Meetings was made by Ms. Julie Bennington and SECONDED by Ms. Sharon Carter.

Yes Votes: Ms. Priscilla Liggon, Ms. Cynthia Hall, Mr. Scott Miller

No Votes: None

Abstentions: None

#### **H. Consideration of Personnel Report**

Each Board Member was given a Personnel Report that reflects changes as of January 30, 2017.

Dr. Lewis was pleased to say at this time LAUREL is fully staffed.

MOTION to approve the Personnel Report was made by Ms. Sharon Carter and SECONDED by Ms. Cynthia Hall.

Yes Votes: Ms. Priscilla Liggon, Ms. Julie Bennington, Mr. Scott Miller

No Votes: None

Abstentions: None

### **III. INFORMATION ITEMS**

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

**AMHERST:** Ms. Liggon shared the following:

- Amherst has approved their 2017-2018 school budget.
- It is SOL time for students.
- Superintendent is doing well.

**APPOMATTOX:** Ms. Cynthia Hall shared the following:

- Appomattox schools have been fully accredited the last 2 years. This year they are having problems with the writing SOL, so they will see how this year goes.
- Broad band only within the city limits, so county has no internet services.
- They have been fortunate that their football team, band, etc. have been coming in first at their competitions.
- Their schools are fully staffed.
- Their funds have been approved.

**BEDFORD:** Ms. Julie Bennington shared the following:

- School Board passed their 2017-2018 Budget last night.
- Bedford County is restoring steps for staff.
- Raises of 2% are being given to all staff. Raises of 6% up to 12% are being given to everyone who needs to be making minimum pay for their job.

**CAMPBELL:** Ms. Scott Miller shared the following:

- Campbell County is still working on their 2017-2018 budget.
- Teachers and Administration are all doing well.

**LCS:** Ms. Sharon Carter shared the following:

- Dr. Scott Brabrand was named Regional Superintendent of the Year for Region 5
- LCS is still waiting on the amount of funding they will receive for the 2017-2018 budget from City Council.

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

**Mr. Jim Gallagher**

Mr. James Gallagher said they had two LAC meetings. The minutes from the March 16, 2017 LAC Meeting were included in the Board packet. There was another LAC meeting held on April 6, 2017 to review and discuss the 2017-2018 Draft Budget.

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

**Dr. Steven Nichols**

Dr. Nichols stated that this year has been an eventful year. He sees the importance of snow days and feels they contribute to the emotional health of both staff and students. This year there were not as many snow days and staff and student seem more eager to have the school year over. Otherwise all things are going well.

#### **D. LAUREL Updates**

### **1. Enrollment Report**

Dr. Lewis shared with the Board, LAUREL has 56 center based students and 83 non-center based students for a total enrollment of 139 students.

### **2. 2015-2016 Audit Report**

Mr. Beckles shared the Audit Report is good and that there are no findings. The only difference is now the long term liability has to be reported on Audits and it just make the numbers look different.

### **3. Updates on Items Purchased with Reallocated Funds**

A report showing the items that have been purchased with the Ed Technology Grant and the funds that were purchased with the Board approved reallocated funds was included in the Board packet.

LAUREL is awaiting the advice from the LCS IT Department whether to purchase Smart Boards or Smart TV's. Once a decision has been made the items will be purchased. The 25 laptops were purchased on Tuesday, May 2, 2017.

### **4. Updates on Program**

Mr. Gatzke, Director of Facilities for LCS came and met with the LAUREL staff on Wednesday, April 26, 2017 regarding the results of the Radon Testing that was done at LAUREL. Mr. Gatzke read the results to the staff and said WSET was having a report on the Thursday, April 27, 2017 news at 6:00 pm. After the report was aired staff were upset that the results for LAUREL were not included on the report. LAUREL's numbers were the highest out of all the LCS school buildings that were tested. The LAUREL building will be tested again between October and February of the next school year. The Board would like for the name to be changed to reflect it is LAUREL and not Kizer Elementary.

A LAUREL Program Updates/Reminders report was included in the Board packets.

### **5. Dates for LAUREL Board Meetings**

The list of the LAUREL Board Meeting Dates for the 2017-2018 Academic School Year was included in the Board packets.

**IV. NEXT MEETING**

Wednesday, August 2, 2017 at 10:00 A.M

**V. ADJOURNMENT**

MOTION to adjourn the meeting was made by Ms. Julie Bennington and  
SECONDED by Ms. Cynthia Hall.

Yes Votes: Ms. Priscilla Liggon, Mr. Scott Miller, Ms. Sharon Carter

No Votes: None

Abstentions: None

**TIME: 11:28 AM**

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Ms. Priscilla Liggon, Chairperson  
2016-2017 School Year

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Dr. Donna Lewis, Director

# Agenda Report

**Date:** 01/16/18

**Agenda Number:** H-14

**Attachments:** Yes

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

**Subject:** Pauline F. Maloney STEP with Links Program: 2017-18 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 2017-18 operating budget in the amount of \$42,010, which represents an increase of \$610 over the 2016-17 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 2017-18 budget appears as an attachment to this agenda report.

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

**Recommendation:**

The acting superintendent recommends that the school board authorize the school administration to act as fiscal agent for the Pauline F. Maloney STEP with Links Program and to administer the 2017-18 budget in the amount of \$42,010.

**STEP WITH LINKS BUDGET – (DRAFT)**

**7.1.17 - 6.30.18**

<u>Expense Accounts</u>	<u>2016-2017</u>	<u>2016-2017</u>	<u>2017-2018</u>
<u>EXPENSES</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
1130 -SALARIES-OTHER PROF	22,613	22,000	22,240
1151-SALARIES - AIDES	3,335	3,500	3,500
1660- BONUSES	0	650	650
2100- FICA	1,757	1,900	1,800
2300 – HOSP.MED.PLAN	4,735	4,700	5,000
2330 -DENTAL PLAN	336	250	300
2340 – VISION INS.	25	-	20
3000- PURCHASED SERVICES	1,356	500	1,400
5200- COMMUNICATIONS	547	900	500
5300 – INSURANCE	175	500	200
5400-LEASES &RENTALS	60		
5500 – TRAVEL	9	2,500	2,500
5800 -MISC.	25		
6000 – MAT. & SUPP.	2,828	2,500	2,800
6002 – FOOD SUPPLIES	1,040	1,000	1,100
6030 – INST. MATERIALS	-	500	-
<b>TOTAL EXPENSES</b>	<b>38,841</b>	<b>41,400</b>	<b>42,010</b>
<u>REVENUES</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
LCS	10,000	10,000	10,000
GLCT DISTRIBUTION	9,120	9,000	9,000
GENWORTH FOUND.	-	-	-
RETAIL MERCHANTS	21,250*	-	-
OTHER GRANTS/FOUND.	-	10,500	10,000

DONATIONS	14,893	11,900	13,010
<b>TOTAL REVENUES</b>	<b>34,013</b>	<b>41,400</b>	<b>42,010</b>
<b>NET</b>	<b>(\$4,828)</b>	-	-

\*RETAIL MERCHANTS GRANT WAS PLACED INTO THE SWL ENDOWMENT IN GLCT

## Step with Links 10/16/17 Board Meeting Minutes

- **Call to order: Elaine Duke**
  - Welcomed our new director Melissa Rogers to her first SWL board meeting.
- **Moment of reflection:** Ms. Harriet Johnson read an inspirational poem.
- **Reading of the minutes:** Ronda Adams
  - Approved
- **Director's report: Melissa Rogers**
  - Evelyn Woodruff introduced Melissa and welcomed her back. Noted her enthusiasm to be back as the director of SWL and how excited she is to have her.
  - Melissa's full report can be found below. Each month she will send an electronic update to keep us informed in between board meetings.
  - Discussion during the meeting focused on current enrollment and continuing efforts to increase student enrollment, for example having the principles help us promoting the program, and does an electronic process hinder us compared to an in person process to have teachers complete the SWL nomination forms.
  - We also discussed our brand identity and how we compete with programs like 21<sup>st</sup> Century, and how are program is different.
  - Board members are encouraged to attend any of the three classes during the week. As a reminder the class schedule is as follows:
    - Sandusky (room 123) meets Tuesdays
    - Dunbar (room C-107) meets Wednesdays
    - Linkhorne (room 406) meets Thursdays



Directors Report  
-September 26, 2017



October 2017.pdf

- **Treasurer's report: Hank Hubbard**
  - Treasurer's Report was accepted by the board. The board affirmed that the board approved the 2017-18 budget via email prior to the meeting in order to meet the August LCS deadline.
  - Hank opened with great news for SWL - \$7,646 in new grants has been received.
  - Fundraising continues to be important - with approved expenditures remaining, we run the risk of negative cash balance if donations do not increase.
  - Currently in need of \$25,000 to be raised during our next fundraising period of 7/1-6/30/18.
  - Donor letters will be sent after Thanksgiving.
- **Executive Committee update:**
  - Ethel Reeves to resign as SWL board member to avoid any conflicts as the LCS liaison and to increase role clarity.
  - Meeting to be held 10/31 with executive officers and key members to discuss further so we can continue to have the best board representation and engagement as possible.

- Treney to head up nominations committee to increase board membership. Consider how we renew our board member commitments.
- **President's update: Elaine Duke**
  - You're invited! Board members are welcome to attend the Lynchburg NAACP sponsored event hosting Margot Lee Shetterly, author of Hidden Figures. The event is December 3 at 4-6pm at Phase 2. Tickets are \$50 adult, \$30 youth 18-under.
- **Next Meeting: January 22, 2018 at 4pm, SunTrust building**

**Attendee list:**

Hank Hubbard  
Emily Joseph  
Harriett Johnson  
Dot Swain  
Treney Tweedy  
George Dawson  
Melissa Rogers  
Evelyn Woodruff  
Ronda Adams  
Elaine Duke