



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

**Lynchburg City School Board**

Keith R. Anderson  
School Board District 2

Mary Ann H. Barker  
School Board District 1

Albert L. Billingsly  
School Board District 3

Regina T. Dolan-Sewell  
School Board District 1

Troy L. McHenry  
School Board District 3

Treney L. Tweedy  
School Board District 3

J. Marie Waller  
School Board District 2

Thomas H. Webb  
School Board District 2

Charles B. White  
School Board District 1

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**School Administration**

Paul McKendrick  
Superintendent

William A. Coleman, Jr.  
Assistant Superintendent of  
Curriculum and Instruction

Edward R. Witt, Jr.  
Assistant Superintendent of  
Operations and Administration

Wendie L. Sullivan  
Clerk

**SCHOOL BOARD MEETING  
February 15, 2011 5:30 p.m.  
School Administration Building  
Board Room**

**A. PUBLIC COMMENTS**

- 1. Public Comments  
Paul McKendrick. . . . .Page 1  
Discussion/Action (30 Minutes)

**B. FINANCE REPORT**

- 1. Finance Report  
Kimberly D. Lukanich. . . . .Page 2  
Discussion

**C. CONSENT AGENDA**

- 1. School Board Meeting Minutes: December 7, 2010 (Regular Meeting)  
December 21, 2010 (Regular Meeting)

**D. STUDENT REPRESENTATIVE COMMENTS**

**E. UNFINISHED BUSINESS**

- 1. Capital Improvement Plan: Heritage High School  
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Discussion/Action
- 2. School Calendar: 2011-12  
William A. Coleman, Jr. . . . .Page 11  
Discussion
- 3. School Operating Budget Update  
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Discussion

- 4. Administrative Regulation 2-42: Community Use of School Facilities: Rules and Conditions  
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Discussion/Action

**F. NEW BUSINESS**

- 1. Specialized School Consulting Services  
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Discussion/Action

**G. SUPERINTENDENT’S COMMENTS**

**H. BOARD COMMENTS**

**I. INFORMATIONAL ITEMS**

Next School Board Meeting: Tuesday, March 1, 2011, 5:30 p.m.  
Board Room, School Administration Building

**J. ADJOURNMENT**

# Agenda Report

**Date:** 02/15/11

**Agenda Number:** A-1

**Attachments:** No

**From:** Paul McKendrick, Superintendent

**Subject:** Public Comments

**Summary/Description:**

In accordance with School Board Policy 1-41: Public Participation, the school board welcomes requests and comments as established in the guidelines within that policy. Individuals who wish to speak before the school board shall have an opportunity to do so at this time.

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

**Recommendation:**

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

# Agenda Report

**Date:** 1/31/11

**Agenda Number:** B-1

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent  
Kimberly Lukanich, Accounting Supervisor

**Subject:** Finance Report

## Summary/Description:

The school administration, in accordance with the 2010-11 school's operating budget, authorized, approved, and processed the necessary payments through January 31, 2011. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through January 31, 2011, for the operating fund.

Total Operating Fund Budget	\$75,663,290.00
Expenditures through 1/31/11	(\$34,563,349.83)
Outstanding Encumbrances	(\$8,664,099.68)
Available Balance	\$32,435,840.49
Outstanding Payroll Encumbrances	(\$24,536,750.49)
Available Balance after Payroll	\$7,899,090.00
Percent of Budget Used as of 01/31/11 with payroll encumbrances	89.56%
Percent of Budget Used as of 01/31/11 without payroll encumbrances	57.13%
Percent of Budget Used as of 1/31/10	58.82%

As of 1/31/11 – 7 months 58.33%

The revenue and expenditure reports detail the transactions recorded through January 31, 2011. All reports appear as attachments to the agenda report.

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

## Recommendation:

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

Expenditures  
Report Dated January 31, 2011

	Fiscal Year 2009-2010			Fiscal Year 2010-11					
	BUDGET	TRANSACTIONS	BUDGET % USED	BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES	BUDGET AVAILABLE	BUDGET % USED
<b>INSTRUCTION</b>									
FUNCTION 1100 CLASSROOM INSTRUCTION	47,015,381.34	43,215,459.58	91.92%	42,922,198.00	17,712,482.22	41.27%	21,974,942.35	3,234,773.43	92.46%
FUNCTION 1200 INST SUPPORT-STUDENT	2,882,180.28	2,867,189.44	99.48%	2,754,658.44	1,311,331.40	47.60%	1,016,929.09	426,397.95	84.52%
FUNCTION 1300 INST SUPPORT-STAFF	4,733,292.66	5,221,947.71	110.32%	5,091,974.86	2,342,154.64	46.00%	1,376,779.74	1,373,040.48	73.04%
FUNCTION 1400 INST SUPPORT-SCHOOL ADMN	3,235,724.44	3,029,748.56	93.63%	4,404,168.11	2,414,703.33	54.83%	1,795,763.97	193,700.81	95.60%
<b>TOTAL INSTRUCTION</b>	<b>57,866,578.72</b>	<b>54,334,345.29</b>	<b>93.90%</b>	<b>55,172,999.41</b>	<b>23,780,671.59</b>	<b>43.10%</b>	<b>26,164,415.15</b>	<b>5,227,912.67</b>	<b>90.52%</b>
<b>ADMINISTRATION</b>									
FUNCTION 2100 ADMINISTRATION	2,385,568.92	2,218,881.43	93.01%	2,441,437.78	1,251,935.30	51.28%	630,972.20	558,530.28	77.12%
FUNCTION 2200 ATTENDANCE & HEALTH SERV	2,087,418.59	1,857,366.27	88.98%	1,803,495.42	798,053.26	44.25%	971,066.00	34,376.16	98.09%
<b>TOTAL ADMINISTRATION</b>	<b>4,472,987.51</b>	<b>4,076,247.70</b>	<b>91.13%</b>	<b>4,244,933.20</b>	<b>2,049,988.56</b>	<b>48.29%</b>	<b>1,602,038.20</b>	<b>592,906.44</b>	<b>86.03%</b>
<b>PUPIL TRANSPORTATION</b>									
FUNCTION 3100 MANAGEMENT & DIRECTION	295,854.22	281,707.26	95.22%	278,661.38	158,577.08	56.91%	104,524.76	15,559.54	94.42%
FUNCTION 3200 VEHICLE OPERATION SERVICE	2,488,818.40	2,558,877.75	102.81%	2,708,861.42	1,367,335.66	50.48%	1,030,678.02	310,847.74	88.52%
FUNCTION 3300 MONITORING SERVICE	325,078.86	322,177.67	99.11%	318,795.50	128,989.35	40.46%	161,947.79	27,858.36	91.26%
FUNCTION 3400 VEHICLE MAINT SERVICE	468,890.50	345,839.78	73.76%	367,100.50	187,319.49	51.03%	8,606.05	171,174.96	53.37%
<b>TOTAL PUPIL TRANSPORTATION</b>	<b>3,578,641.98</b>	<b>3,508,602.46</b>	<b>98.04%</b>	<b>3,673,418.80</b>	<b>1,842,221.58</b>	<b>50.15%</b>	<b>1,305,756.62</b>	<b>525,440.60</b>	<b>85.70%</b>
<b>OPERATIONS &amp; MAINTENANCE</b>									
FUNCTION 4100 MANAGEMENT & DIRECTION	342,756.50	313,711.24	91.53%	307,191.98	163,965.90	53.38%	105,706.10	37,519.98	87.79%
FUNCTION 4200 BUILDING SERVICES	9,384,379.73	9,117,784.02	97.16%	8,852,667.95	4,759,723.35	53.77%	2,880,396.52	1,212,548.08	86.30%
FUNCTION 4300 GROUNDS SERVICES	250,103.57	235,532.00	94.17%	240,570.71	147,310.35	61.23%	91,930.79	1,329.57	99.45%
FUNCTION 4400 EQUIPMENT SERVICES	52,000.00	39,799.25	76.54%	48,000.00	12,968.28	27.02%	0.00	35,031.72	27.02%
FUNCTION 4500 VEHICLE SERVICES	27,000.00	23,889.79	88.48%	23,000.00	18,078.62	78.60%	6.87	4,914.51	78.63%
FUNCTION 4600 SECURITY SERVICES	208,377.00	291,029.63	139.66%	232,224.50	148,631.45	64.00%	9,757.80	73,835.25	68.21%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>10,264,616.80</b>	<b>10,021,745.93</b>	<b>97.63%</b>	<b>9,703,655.14</b>	<b>5,250,677.95</b>	<b>54.11%</b>	<b>3,087,798.08</b>	<b>1,365,179.11</b>	<b>85.93%</b>

<b>SCHOOL FOOD SERVICES</b>									
FUNCTION 5100 SCHOOL FOOD SERVICES*	55,215.00	0	0.00%	0	-2,591.90	0.00%	55,433.59	-52,841.69	-9999.99%
<b>TOTAL SCHOOL FOOD SERVICES</b>	<b>55,215.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>-2,591.90</b>	<b>0.00%</b>	<b>55,433.59</b>	<b>-52,841.69</b>	<b>-9999.99%</b>
<b>FACILITIES</b>									
FUNCTION 6200 SITE IMPROVEMENTS	0	0	0.00%	0	0	0.00%	4.91	-4.91	0.00%
FUNCTION 6600 BLDG ADD & IMP SERVICES	520,170.00	441,285.94	84.83%	98,095.00	42,599.82	43.43%	6,870.00	48,625.18	50.43%
<b>TOTAL FACILITIES</b>	<b>520,170.00</b>	<b>441,285.94</b>	<b>84.83%</b>	<b>98,095.00</b>	<b>42,599.82</b>	<b>43.43%</b>	<b>6,874.91</b>	<b>48,620.27</b>	<b>707.21%</b>
<b>DEBT SERVICE</b>									
FUNCTION 7100 DEBT SERVICE	1,027,410.00	1,025,636.45	99.83%	720,472.94	421,196.19	58.46%	265,649.75	33,627.00	95.33%
<b>TOTAL DEBT SERVICE</b>									
<b>TECHNOLOGY</b>									
FUNCTION 8100 CLASSROOM INSTRUCTION	1,609,920.90	1,812,373.63	112.58%	1,560,213.69	852,074.30	54.61%	631,509.81	76,629.58	95.09%
FUNCTION 8200 INSTRUCTIONAL SUPPORT	716,368.76	507,477.39	70.84%	489,501.82	326,511.74	66.70%	81,374.06	81,616.02	83.33%
<b>TOTAL TECHNOLOGY</b>	<b>2,326,289.66</b>	<b>2,319,851.02</b>	<b>99.72%</b>	<b>2,049,715.51</b>	<b>1,178,586.04</b>	<b>57.50%</b>	<b>712,883.87</b>	<b>158,245.60</b>	<b>92.28%</b>
<b>CONTINGENCY RESERVES</b>									
FUNCTION 9100 CLASSROOM INSTRUCTION	500	0	0.00%	0	0	0.00%	0	0.00	0.00%
FUNCTION 9300 ADMINISTRATION	11,500.00	0	0.00%	0	0	0.00%	0	0.00	0.00%
FUNCTION 9500 PUPIL TRANSPORTATION	13,000.00	0	0.00%	0	0	0.00%	0	0.00	0.00%
FUNCTION 9600 OPERATIONS & MAINTENANCE	78,000.00	0	0.00%	0	0	0.00%	0	0.00	0.00%
<b>TOTAL CONTINGENCY RESERVES</b>	<b>103,000.00</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>0.00</b>	<b>0.00%</b>
<b>TOTAL OPERATING BUDGET</b>	<b>80,214,909.67</b>	<b>75,727,714.79</b>	<b>94.41%</b>	<b>75,663,290.00</b>	<b>34,563,349.83</b>	<b>45.68%</b>	<b>33,200,850.17</b>	<b>7,899,090.00</b>	<b>89.56%</b>

\* To be reimbursed by School Nutrition

Revenue

Report Date - January 31, 2011

ACCOUNT TITLE	FY 2009-2010				FY 2010-2011			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
240308 SALES TAX RECEIPTS	(8,736,195.00)	(8,268,428.81)	(467,766.19)	94.65%	(8,321,436.00)	(4,335,558.18)	(3,985,877.82)	52.10%
240202 BASIC SCHOOL AID	(21,519,537.21)	(21,331,799.84)	(187,737.37)	99.13%	(19,996,461.00)	(11,491,666.56)	(8,504,794.44)	57.47%
240207 GIFTED & TALENTED	(249,571.00)	(251,576.00)	2,005.00	100.80%	(232,983.00)	(136,066.96)	(96,916.04)	58.40%
240208 REMEDIAL EDUCATION	(982,006.00)	(989,896.00)	7,890.00	100.80%	(916,399.00)	(535,196.24)	(381,202.76)	58.40%
240208 REMEDIAL EDUCATION	(215,497.00)	(211,765.00)	(3,732.00)	98.27%	(206,426.00)	(24,747.84)	(181,678.16)	11.99%
240209 ENROLLMENT LOSS	(174,302.00)	(68,539.00)	(105,763.00)	39.32%	0.00	0.00	0.00	0.00%
240212 SPECIAL ED SOQ	(3,586,222.00)	(3,615,034.00)	28,812.00	100.80%	(2,583,520.00)	(1,508,829.86)	(1,074,690.14)	58.40%
240217 VOCATIONAL ED SOQ	(314,676.00)	(317,204.00)	2,528.00	100.80%	(305,466.00)	(178,398.66)	(127,067.34)	58.40%
240221 SOC SEC-INSTR	(1,481,148.00)	(1,493,047.00)	11,899.00	100.80%	(1,340,942.00)	(783,139.94)	(557,802.06)	58.40%
240223 VRS INSTRUCTIONAL	(1,909,758.00)	(1,443,826.00)	(465,932.00)	75.60%	(792,143.00)	(462,626.96)	(329,516.04)	58.40%
240241 GROUP LIFE INST	(54,254.00)	(38,283.00)	(15,971.00)	70.56%	(46,598.00)	(27,213.56)	(19,384.44)	58.40%
240228 READING INTERVENTN	(118,746.00)	(126,935.00)	8,189.00	106.90%	(117,822.00)	(23,822.00)	(94,000.00)	20.22%
240205 CAT-REG FOSTER	(205,262.00)	(126,535.00)	(78,727.00)	61.65%	(150,118.00)	0.00	(150,118.00)	0.00%
240246 CAT-HOMEBOUND	(65,417.00)	(159,994.16)	94,577.16	244.58%	(160,802.00)	(147,984.74)	(12,817.26)	92.03%
240248 REGIONAL TUITION	(800,760.00)	(782,882.65)	(17,877.35)	97.77%	(866,273.00)	(53,905.34)	(812,367.66)	6.22%
240265 AT RISK SOQ	(1,029,835.00)	(1,018,840.00)	(10,995.00)	98.93%	(1,071,449.00)	(179,309.66)	(892,139.34)	16.74%
240309 ESL	(128,081.00)	(120,097.00)	(7,984.00)	93.77%	(114,953.00)	(14,984.00)	(99,969.00)	13.03%
330213 SCHOOL LUNCH	0.00	0.00	0.00	-	0.00	0.00	0.00	0.00%
240281 AT RISK 4 YR OLDS	(1,089,034.00)	(1,089,034.00)	0.00	100.00%	(1,209,101.00)	(201,516.84)	(1,007,584.16)	16.67%
240218 CTE - ADULT ED	(19,175.00)	(1,609.00)	(17,566.00)	8.39%	(19,175.00)	0.00	(19,175.00)	0.00%
240252 CTE EQUIPMENT	0.00	(10,123.30)	10,123.30	100.00%	0.00	0.00	0.00	0.00%
240253 CTE OCC PREP	(30,573.00)	(22,077.00)	(8,496.00)	72.21%	(29,073.00)	0.00	(29,073.00)	0.00%
LOTTERY PROCEEDS	(493,011.00)	(631,400.00)	138,389.00	128.07%	0.00	0.00	0.00	0.00%
REG SPEC SERV	(817,514.00)	(316,361.54)	(501,152.46)	38.70%	0.00	0.00	0.00	0.00%
240273 CPI HOLD HARMLESS	0.00	0.00	0.00	-	(1,744,519.00)	(885,403.65)	(859,115.35)	50.75%
240275 PRIMARY CLASS SIZE	(1,386,843.00)	(1,377,979.00)	(8,864.00)	99.36%	(1,174,904.00)	(195,319.84)	(979,584.16)	16.62%
240214 TEXTBOOKS	(643,024.00)	(294,719.37)	(348,304.63)	45.83%	(272,021.00)	(158,865.54)	(113,155.46)	58.40%
240203 GED/ISAEP	(23,576.00)	(23,576.00)	0.00	100.00%	(23,576.00)	(3,929.34)	(19,646.66)	16.67%
240405 ALGEBRA READINESS	(110,877.00)	(108,654.00)	(2,223.00)	98.00%	(110,760.00)	(19,151.84)	(91,608.16)	17.29%

<b>COMMONWEALTH OF VA</b> <b>* excludes 0910 SFSF</b>	<b>(46,184,894.21)</b>	<b>(44,240,215.67)</b>	<b>(1,944,678.54)</b>	<b>95.79%</b>	<b>(41,806,920.00)</b>	<b>(21,367,637.55)</b>	<b>(20,439,282.45)</b>	<b>51.11%</b>
330201 BASIC ADULT ED.	(80,000.00)	(96,051.19)	16,051.19	120.06%	(50,000.00)	0.00	(50,000.00)	0.00%
330212 IMPACT AIDPL81-874	(6,000.00)	(13,891.62)	7,891.62	231.53%	(6,000.00)	(972.64)	(5,027.36)	16.21%
180303 MEDICAID REIMBURSE	(180,000.00)	(629,579.18)	449,579.18	349.77%	(300,000.00)	(327,292.25)	27,292.25	109.10%
JR ROTC	(40,000.00)	(116,420.64)	76,420.64	291.05%	(105,000.00)	(53,344.63)	(51,655.37)	50.80%
<b>FEDERAL</b> <b>* excludes 0910 Title VI-B and Sped Stimulus</b>	<b>(306,000.00)</b>	<b>(855,942.63)</b>	<b>549,942.63</b>	<b>279.72%</b>	<b>(461,000.00)</b>	<b>(381,609.52)</b>	<b>(79,390.48)</b>	<b>82.78%</b>
510500 CITY OPER APPR	(31,942,103.00)	(29,443,654.00)	(2,498,449.00)	92.18%	(31,942,103.00)	(17,675,000.00)	(14,267,103.00)	55.33%
510502 CITY DEBT SERV APP	(33,627.00)	(31,890.02)	(1,736.98)	94.83%	(33,627.00)	0.00	(33,627.00)	0.00%
<b>CITY</b>	<b>(31,975,730.00)</b>	<b>(29,475,544.02)</b>	<b>(2,500,185.98)</b>	<b>92.18%</b>	<b>(31,975,730.00)</b>	<b>(17,675,000.00)</b>	<b>(14,300,730.00)</b>	<b>55.28%</b>

	FY 2009-2010				FY 2010-2011			
	REVENUE	YTD	BUDGET	%	REVENUE	YTD	BUDGET	%
	BUDGET	TRANSACTIONS	BALANCE	RECEIVED	BUDGET	TRANSACTIONS	BALANCE	RECEIVED
189912 MISC REV/OTH FUNDS	0.00	(3,005.29)	3,005.29	100.00%	0.00	(1,328.70)	1,328.70	100.00%
180303 REBATES & REFUNDS	(115,000.00)	(7,240.41)	(107,759.59)	6.30%	(15,000.00)	(10,409.65)	(4,590.35)	69.40%
189903 DONATIONS & SP GF	(3,000.00)	(3,000.00)	0.00	100.00%	0.00	0.00	0.00	0.00%
189909 SALE OTHER EQUIP	(2,317.24)	(3,606.91)	1,289.67	155.66%	0.00	(485.29)	485.29	0.00%
189910 INSURANCE ADJUST	(16,797.82)	(19,431.83)	2,634.01	115.68%	(3,000.00)	(20,439.09)	17,439.09	681.30%
189912 OTHER FUNDS	(10,000.00)	0.00	(10,000.00)	0.00%	0.00	0.00	0.00	0.00%
E RATE REIMBURSEMENT	(85,000.00)	(172,619.95)	87,619.95	203.08%	(85,000.00)	(49,288.27)	(35,711.73)	57.99%
SCHOOL NUT UTILITIES	0.00	0.00	0.00	0.00%	(98,500.00)	(32,560.54)	(65,939.46)	33.06%
TRANSFER IN/OUT	0.00	433,045.83	(433,045.83)	9999.99%	0.00	0.00	0.00	0.00%
<b>MISCELLANEOUS</b>	<b>(232,115.06)</b>	<b>224,141.44</b>	<b>(456,256.50)</b>	<b>-96.56%</b>	<b>(201,500.00)</b>	<b>(114,511.54)</b>	<b>(86,988.46)</b>	<b>56.83%</b>
150201 RENTS	(110,000.00)	(110,000.00)	0.00	100.00%	(110,000.00)	(98,000.00)	(12,000.00)	89.09%
161201 TUITION DAY SCHOOL	(189,000.00)	(170,086.13)	(18,913.87)	89.99%	(189,000.00)	(93,447.56)	(95,552.44)	49.44%
161206 TUITION ADULT	(15,750.00)	(8,962.00)	(6,788.00)	56.90%	(15,750.00)	(6,460.00)	(9,290.00)	41.02%
161207 TUITION SUMMER SCH	(42,000.00)	(41,290.00)	(710.00)	98.31%	0.00	0.00	0.00	0.00%
161202 SPEC PUPIL FEES	(35,000.00)	(35,959.64)	959.64	102.74%	(50,000.00)	(9,975.50)	(40,024.50)	19.95%
161205 BUS RENTAL	(122,500.00)	(122,500.00)	0.00	100.00%	(122,500.00)	(86,397.00)	(36,103.00)	70.53%
190101 TUIT FM OTH CO/CY	(634,620.00)	(623,945.00)	(10,675.00)	98.32%	(634,620.00)	0.00	(634,620.00)	0.00%
161201 DUAL ENROLLMENT	(42,000.00)	(34,314.55)	(7,685.45)	81.70%	(42,000.00)	0.00	(42,000.00)	0.00%
FACILITY RENTALS	(85,000.00)	(81,138.26)	(3,861.74)	95.46%	(54,270.00)	(38,405.38)	(15,864.62)	70.77%

<b>CHARGES FOR SERVICES</b>	<b>(1,275,870.00)</b>	<b>(1,228,195.58)</b>	<b>(47,674.42)</b>	<b>96.26%</b>	<b>(1,218,140.00)</b>	<b>(332,685.44)</b>	<b>(885,454.56)</b>	<b>27.31%</b>
150101 INTEREST-BNK DPST	0.00	(1,313.59)	1,313.59	100.00%	0.00	(391.53)	391.53	100.00%
<b>USE OF MONEY</b>								
<b>LEASE PURCHASE PROCEEDS</b>	<b>(240,300.01)</b>	<b>0.00</b>	<b>(240,300.01)</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>TOTAL OPERATING FUND</b>	<b>(80,214,909.28)</b>	<b>(75,577,070.05)</b>	<b>(4,637,839.23)</b>	<b>94.22%</b>	<b>(75,663,290.00)</b>	<b>(39,871,835.58)</b>	<b>(35,791,454.42)</b>	<b>52.70%</b>

		ADOPTED	YTD	OUTSTANDING	UNCOMMITTED	%	Encumber
		BUDGET	EXPENSES	ENCUMBRANCES	FUNDS	USED	no later than
<b>FUND 5 FEDERAL PROJECTS</b>	<b>Project Number</b>						
House	5	\$ 34,635.69	\$ 7,547.85	\$ -	\$ 27,087.84	21.79%	-
Perry Poets	45	\$ 257.71	\$ -	\$ -	\$ 257.71	0.00%	-
10-11 Carl Perkins Voc Ed	110	\$ 219,478.27	\$ 60,613.44	\$ 3,047.95	\$ 155,816.88	29.01%	9/30/2012
10-11 619 Preschool	113	\$ 62,147.00	\$ 30,460.60	\$ -	\$ 31,686.40	49.01%	9/30/2012
10-11 Title I Part D	115	\$ 192,142.53	\$ 64,704.95	\$ 95,596.75	\$ 31,840.83	83.43%	9/30/2012
10-11 Title II Part A	116	\$ 683,624.56	\$ 197,901.17	\$ -	\$ 485,723.39	28.95%	9/30/2012
10-12 Title II Part D	117	\$ 23,473.29	\$ -	\$ -	\$ 23,473.29	0.00%	9/30/2012
10-11 Title I Part D SOP	118	\$ 22,584.42	\$ -	\$ -	\$ 22,584.42	0.00%	9/30/2012
10-11 Title III Part A	121	\$ 22,432.16	\$ 6,966.87	\$ 12,722.43	\$ 2,742.86	87.77%	9/30/2012
10-11 Title I Part A	124	\$ 3,888,701.25	\$ 774,086.04	\$ 1,457,305.19	\$ 1,657,310.02	57.38%	9/30/2012
Partners in Education	127	\$ 9,539.39	\$ 4,471.96	\$ 337.41	\$ 4,730.02	50.42%	-
10-11 Title VI-B 611 Flow Thru	129	\$ 2,155,042.00	\$ 862,520.94	\$ 1,089,411.07	\$ 203,109.99	90.58%	9/30/2012
10-11 Alternative Education	130	\$ 240,553.00	\$ 84,142.84	\$ 98,952.47	\$ 57,457.69	76.11%	annual
Ed Tech Series XI	134	\$ 492,000.00	\$ -	\$ -	\$ 492,000.00	0.00%	-
10-11 Homeless Grant	137	\$ 26,000.00	\$ -	\$ -	\$ 26,000.00	0.00%	9/30/2012
10-11 Mentor Teacher	138	\$ 8,618.00	\$ 1,507.10	\$ -	\$ 7,110.90	17.49%	annual
10-11 21st Century	145	\$ 418,791.00	\$ 68,835.62	\$ 68,190.02	\$ 281,765.36	32.72%	9/30/2012
10-11 ARRA Jobs Fund	190	\$ 1,976,551.06	\$ -	\$ -	\$ 1,976,551.06	0.00%	9/30/2012
Distinguished Schools	281	\$ 4,110.62	\$ 1,374.45	\$ -	\$ 2,736.17	33.44%	expired
Industry Certification	294	\$ 2,237.00	\$ 1,265.00	\$ -	\$ 972.00	56.55%	-
National Board Incentive	503	\$ 12,500.00	\$ 12,500.00	\$ -	\$ -	100.00%	annual
Play It Smart Program	510	\$ 9,350.00	\$ 2,015.95	\$ -	\$ 7,334.05	21.56%	annual
Carl Perkins	541	\$ 395.65	\$ 395.65	\$ -	\$ -	100.00%	expired
08-09 Title I Part A	814	\$ 16,822.66	\$ 16,822.66	\$ -	\$ -	100.00%	expired
08-09 Title I, Part D - N&D	815	\$ 2.55	\$ 2.55	\$ -	\$ -	100.00%	expired
08-09 Title II, Part A	816	\$ 14,723.12	\$ 14,723.12	\$ -	\$ -	100.00%	expired

08-09 Title II, Part D	817	\$ 2,378.79	\$ 2,378.79	\$ -	\$ -	100.00%	expired	
08-09 Title I-D, JDH-SOP	818	\$ 606.27	\$ 606.27	\$ -	\$ -	100.00%	expired	
08-09 Title IV, Part A S&D	819	\$ 1,965.24	\$ 1,965.24	\$ -	\$ -	100.00%	expired	
08-09 Title III Part A	821	\$ 64.59	\$ 64.59	\$ -	\$ -	100.00%	expired	
08-09 21st Century Grant	845	\$ 41,299.18	\$ 41,299.18	\$ 19,950.00	\$ (19,950.00)	148.31%	expired	(excess to 945)
Weyerhaeuser Grant - HES	847	\$ 260.60	\$ -	\$ -	\$ 260.60	0.00%	-	
09-10 Carl Perkins Voc Ed	910	\$ 70,406.88	\$ 70,406.88	\$ -	\$ -	100.00%	expired	
Gear Up Grant	911	\$ 45,950.00	\$ 19,459.25	\$ 9,051.72	\$ 17,439.03	62.05%	7/1/2011	
09-10 619 Preschool	913	\$ 87,218.17	\$ 19,876.89	\$ -	\$ 67,341.28	22.79%	9/30/2011	
09-10 Title I Part D	915	\$ 61,689.47	\$ 32,675.02	\$ 53.03	\$ 28,961.42	53.05%	9/30/2011	
09-10 Title II, Part A	916	\$ 156,273.54	\$ 144,326.45	\$ 298,208.38	\$ (286,261.29)	283.18%	9/30/2011	(excess to 116)
09-10 Title II, Part D	917	\$ 52,461.22	\$ 22,940.44	\$ -	\$ 29,520.78	43.73%	9/30/2011	
09-10 Title I-D JDH-SOP	918	\$ 9,083.00	\$ 8,888.84	\$ 11,774.14	\$ (11,579.98)	227.49%	9/30/2011	(excess to 118)
09-10 Title IV Part A	919	\$ 13,445.30	\$ 3,562.70	\$ 3,660.10	\$ 6,222.50	53.72%	9/30/2011	
09-10 Title III, Part A	921	\$ 2,055.98	\$ 2,055.98	\$ -	\$ -	100.00%	9/30/2011	
09-10 Title I, Part A	924	\$ 3,138,053.82	\$ 1,721,024.47	\$ 678,273.20	\$ 738,756.15	76.46%	9/30/2011	
09-10 IDEA 611 Sped	929	\$ 944,063.19	\$ 220,224.89	\$ 188,763.90	\$ 535,074.40	43.32%	9/30/2011	
Blue Ridge Jail	932	\$ 183,562.00	\$ 93,404.38	\$ 64,888.30	\$ 25,269.32	86.23%	7/31/2011	
JDH/CDC	933	\$ 819,315.00	\$ 334,817.75	\$ 315,589.25	\$ 168,908.00	79.38%	7/31/2011	
Ed Tech Series X	934	\$ 443,244.00	\$ -	\$ -	\$ 443,244.00	0.00%	-	
09-10 Title X, Part C	937	\$ 15,506.42	\$ 16,583.49	\$ -	\$ (1,077.07)	106.95%	expired	(excess to 137)
Project Graduation - Summer 2010	942	\$ 9,616.65	\$ 3,362.36	\$ -	\$ 6,254.29	34.96%	7/1/2011	
09-10 21st Century Grant	945	\$ 427,129.04	\$ 213,822.00	\$ 45,046.87	\$ 168,260.17	60.61%	9/30/2011	
State Stabilization Funds	990	\$ 1,215,112.45	\$ 49,405.98	\$ 41,971.38	\$ 1,123,735.09	7.52%	9/30/2011	

<b>\$ 18,277,473.73</b>	<b>\$ 5,236,010.60</b>	<b>\$ 4,502,793.56</b>	<b>\$ 8,538,669.57</b>	<b>53.28%</b>
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<b>FUND 7 STEP WITH LINKS</b>	<b>804</b>	<b>\$ 43,732.00</b>	<b>\$ 15,778.38</b>	<b>\$ 16,614.06</b>	<b>\$ 11,339.56</b>	<b>74.07%</b>
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<b>FUND 8 CENTRAL VA GOV SCHOOL</b>	<b>715</b>	<b>\$ 918,722.93</b>	<b>\$ 475,892.24</b>	<b>\$ 255,299.52</b>	<b>\$ 187,531.17</b>	<b>79.59%</b>
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<b>FUND 9 LAUREL REGIONAL PROGRAM</b>	<b>914</b>	<b>\$ 5,359,062.00</b>	<b>\$ 1,273,290.80</b>	<b>\$ 1,353,144.79</b>	<b>\$ 2,732,626.41</b>	<b>49.01%</b>
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# Agenda Report

**Date:** 02/15/11

**Agenda Number:** E-1

**Attachments:** No

**From:** Paul McKendrick, Superintendent  
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration

**Subject:** Capital Improvement Plan: Heritage High School

## Summary/Description:

The 2010-2011 Capital Improvement Plan includes \$500,000 for repair of the gym floor and bleacher replacement at Heritage High School. The City of Lynchburg's Office of Purchasing and Procurement has received bids for the removal and disposal of the existing gym floor.

Bids were received as follows:

ACM - \$247,811  
Atlantic Environmental - \$85,340  
Clean Harbor Environmental Services - \$67,952 (rejected due to disqualification)  
E. Luke Greene - \$197,683  
IMS Environmental Services - \$180,489.47  
W.E.L. - \$262,000

The school administration recommends that the school board enter into a contract with Atlantic Environmental in the amount of \$85,340 for removal and disposal of the existing Heritage High School gym floor.

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

## Recommendation:

The superintendent recommends that the school board enter into a contract with Atlantic Environmental in the amount of \$85,340 for the removal and disposal of the existing Heritage High School gym floor.

# Agenda Report

Date: **02/15/11**

Agenda Number: **E-2**

Attachments: **No**

From: Paul McKendrick, Superintendent  
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: School Calendar: 2011-12

## Summary/Description:

The school administration has developed a daily schedule and two calendars for the 2011-12 school year. Following the School board meeting on February 1, 2011, both calendars have been available for a review and for comments through the Lynchburg City Schools' website. During tonight's school board meeting, the school administration will share data derived from public input.

The key concepts of the calendars include:

- Students attend 180 days, not 172.
- The length of the teacher contracted day is the same for all levels and the same as this year.
- There are sufficient built-in snow days to cover at least 10 days of inclement weather.
- The elementary daily schedule is shortened from seven hours and five minutes to six hours and 40 minutes.
- The middle school and high school daily schedule is six hours and 50 minutes in order to schedule seven periods and to meet the 140 clock-hour requirement.
- The high school day has built-in time for two enrichment periods at Heritage High School of 44 minutes per week or a 26-minute RAM period per day at E.C. Glass High School.
  - However, for every inclement weather day, each school must surrender an enrichment period/RAM period in order to meet the 140 clock-hour requirement.
- Middle schools will be able to develop a schedule similar to either E. C. Glass High School or Heritage High School relative to built-in remediation time.
- Bus schedules should be essentially the same as they are this year.

**Number of student days:** 180

**Length of elementary student day:** 6 hours and 40 minutes

**Hours of elementary day:** 8:50 a.m. – 3:30 p.m.

# Agenda Report

Date: **02/15/11**

Agenda Number: **E-2**

Attachments: **No**

**Length and hours of elementary teacher day:** 7 hours and 30 minutes  
8:15 a.m. – 3:45 p.m.

**Length of middle school and high school student day:** 6 hours and 50 minutes

**Hours of high school day:** 7:40 a.m. – 2:30 p.m.

**Length and hours of high school teacher day:** 7 hours and 30 minutes  
7:30 a.m. – 3:00 p.m.

**Hours of middle school day:** 8:05 a.m. – 2:55 p.m.

**Length and hours of middle school teacher day:** 7 hours and 30 minutes  
7:45 a.m. – 3:15 p.m.

Below is a table with the same daily schedule information:

Level	School Day	Teacher Day
High School	7:40 – 2:30	7:30 – 3:00
Middle School	8:05 – 2:55	7:45 – 3:15
Elementary	8:50 – 3:30	8:15 – 3:45

Two versions of school calendars for 2011-12 are as follows:

## **Calendar 1: Key Components**

- Students begin school August 15, one week earlier than this year
- First semester ends December 21
- 5 teacher work days in August
- 3 teacher work days in January prior to students returning from extended winter break
- 1 teacher work day in February
- 1 teacher work day in June
- Total teacher work days = 10

# Agenda Report

Date: **02/15/11**

Agenda Number: **E-2**

Attachments: **No**

- August 1 New 10-month teachers report
- August 8 Returning 10-month teachers report
- August 15 First student day
- September 5 Labor Day holiday
- September 23 End of first 6 weeks (29 days)
- September 26 First day of second 6 weeks
- November 1 Election Day (students and teachers do not report)
- November 4 End of second 6 weeks (29 days)
- November 7 First day of third 6 weeks
- November 24-25 Thanksgiving holiday
- December 21 End of third 6 weeks and beginning of winter break (31 days)
  - Total days first semester = 89 days (29 + 29 + 31)
- January 11-13 Teacher work days
- January 16 Martin Luther King, Jr. holiday
- January 17 1<sup>st</sup> student day of fourth 6 weeks
- February 24 End of fourth 6 weeks (29 days)
- February 27 Staff development day/Teacher work day (Students do not attend)
- February 28 First day of fifth 6 weeks
- April 6 End of fifth 6 weeks (29 days)
- April 9-13 Spring break
- April 16 First day of sixth 6 weeks
- May 1 Election day (Students and teachers do not report)
- May 28 Memorial Day holiday
- June 1 Last day of school (33 days)
  - Total days second semester = 91 days (29 + 29 + 33)
- June 2 Teacher work day/high school graduation

## **Calendar 2: Key Components**

- Students begin school August 22
- First semester ends January 13
- 5 teacher work days in August
- 1 teacher work day at the end of each 6 weeks except the fifth 6 weeks (5 days total)
- Total teacher work days = 10

# Agenda Report

Date: **02/15/11**

Agenda Number: **E-2**

Attachments: **No**

- 3 days for Thanksgiving holiday
- More traditional winter break
- Students attend spring election day
  
- August 8                   New teachers report
- August 15                 Returning 10-month teachers report
- August 22                 First student day
- September 5             Labor Day holiday
- September 30            End of first 6 weeks (29 days)
- October 3                 Teacher work day (Students do not report)
- October 4                 First day of second 6 weeks
- November 1              Election Day (Students and teachers do not report)
- November 11             End of second 6 weeks (28 days)
- November 14             Teacher work day (Students do not report)
- November 15             First day of third 6 weeks
- November 23-25         Thanksgiving holiday
- December 20             Last day of school prior to winter break
- January 3                 First day of school following winter break. Teachers and students report.
  
- January 13                End of third 6 weeks (32 days)
  - Total days first semester = 89 days (29 + 28 + 32)
- January 16                Martin Luther King holiday
- January 17                Teacher work day (Students do not report)
- January 18                First student day of fourth 6 weeks
- February 24              End of fourth 6 weeks (28 days)
- February 27              Teacher work day (Students do not report)
- February 28              First day of fifth 6 weeks
- April 6                    End of fifth 6 weeks (29 days)
- April 9-13                Spring break
- April 16                  First day of sixth 6 weeks
- May 28                    Memorial Day holiday
- June 1                     Last day of school (34 days)

# Agenda Report

Date: **02/15/11**

Agenda Number: **E-2**

Attachments: **No**

- June 2
  - Total days second semester = 91 days (28 + 29 + 34)  
Teacher work day/high school graduation

Disposition:  Action  
 Information  
 Action at Meeting on: 03/01/11

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on March 1, 2011.

# Agenda Report

**Date:** 02/15/11

**Agenda Number:** E-3

**Attachments:** No

**From:** Paul McKendrick, Superintendent

**Subject:** School Operating Budget: 2011-12

## **Summary/Description:**

On December 17, 2010, the school division received State Superintendent's Memo 315-10: Amendments to the 2010-2012 Biennial Budget as Proposed by Governor McDonnell (HB 1500/SB 800). That memorandum included information regarding the Direct Aid to Public Education budget and recommendations for technical updates to the Standards of Quality (SOQ), incentive, categorical, and Lottery funded accounts. Amendments that also affect the 2010-2012 budget for public education include:

- Updating the Direct Aid accounts for enrollment changes, program participation, and other technical changes in fiscal years 2011 and 2012;
- Updating Sales Tax revenue estimates dedicated to public education in fiscal years 2011 and 2012;
- Increasing the funded professional VRS rate in fiscal year 2012;
- Updating the cost of the Composite Index Hold Harmless payment in fiscal year 2011 and eliminating the payment in fiscal year 2012; and
- Providing competitive grants to school divisions in fiscal year 2012 to pilot models for awarding performance pay for instructional personnel in hard-to-staff schools.

During the presentation of this agenda item, the school administration will provide additional information to the school board regarding the school operating budget for 2011-12.

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

## **Recommendation:**

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

# Agenda Report

**Date:** 02/15/11

**Agenda Number:** E-4

**Attachments:** Yes

**From:** Paul McKendrick, Superintendent  
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration

**Subject:** Administrative Regulation 2-42: Community Use of School Facilities: Rules and Conditions

## Summary/Description:

The school administration reviewed the Lynchburg City School Board's administrative regulation regarding the use of school facilities by the community and other organizations and presented revisions, including a new fee schedule to the school board on October 5, 2010, December 7, 2010, and December 21, 2010. The city attorney reviewed and revised the regulation prior to the December 7, 2010, school board meeting.

During this presentation, the school administration will present information to assist the school board's discussions regarding revisions to and/or elimination of rental rates for organizations. Mr. Edward R. Witt, Jr., assistant superintendent of operations and administration, and Mr. Steven L. Gatzke, director of facilities and transportation, will be available to respond to questions.

Furthermore, some school board members expressed the desire to discuss the use of a grace period, the length to be determined, for nonprofit organizations. The attached, revised regulation does not reflect this point, for the school board never fully discussed their views and, therefore, did not provide specific directive to the school administration.

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

## Recommendation:

The superintendent recommends that the school board approve Administrative Regulation 2-42: Community Use of School Facilities: Rules and Conditions.

COMMUNITY RELATIONS

**Community Use of School Facilities: Rules and Conditions R 2-42**

**A. Supervision**

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

~~— As part of the rental fee, one responsible full-time employee of the school division shall be designated to open and close the building and remain on duty while the building or premises is occupied by the lessee or user.~~

**B. Liability**

~~— Neither the school board nor any school personnel shall be liable for injury to person or persons present, nor for damage to property of persons in attendance resulting from this rental. Lessee obligates itself:~~

~~— 1. To make good any loss sustained by the lessor as a result of or in connection with the rental.~~

~~— 2. To maintain order and decorum in the building or premises.~~

~~— 3. To prevent smoking within the building except in designated areas.~~

~~— 4. To prohibit the consumption of alcoholic beverages on the premises.~~

~~— 5. To use only regular driveways in transporting persons, equipment, and supplies to and from the building.~~

**{A. General**

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

**Permission to use facilities shall be allowed at the discretion of the school division and will be given with the understanding that the user assumes full**

COMMUNITY RELATIONS

**Community Use of School Facilities: Rules and Conditions R 2-42**

**financial responsibility and liability for actions of attendees, care of equipment, and protection of school property.**

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

**B. Use of Facilities**

**1. Who May Use the Facilities**

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

**2. Classification of Users**

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

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

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

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

COMMUNITY RELATIONS

**Community Use of School Facilities: Rules and Conditions R 2-42**

- a. **Category 1: Lynchburg City Schools Use (Rental Rate - No Charge)**  
LCS-sponsored educational or interscholastic activities limited to student and school related functions.
  
- b. **Category 2: Educational Support Groups/Government Agency Programs/Community Programs (Rental Rate – No charge plus expenses related to the event.)**
  - 1.) **Educational Support Groups:** Could include but are not limited to partner groups providing educational or support services for the schools (including fund raising activities).
  
  - 2.) **Government Agencies/Community Programs** providing student or citizen enrichment and support. Government Agency Programs could include but are not limited to: the Department of Parks and Recreation and their partner programs, government meetings, and government polling sites.
  
- c. **Category 3: Non-Profit Groups (Rental Rate – 50 percent discount plus expenses related to the event.)**
  - 1.) **Non-Profit Groups:** Defined as governmental agencies, church groups, or organized groups that provide civic, educational, religious or cultural activities. Groups may need to show proof of non-profit status.  
  
(Examples could include but are not limited to: civic organizations, community theatre, scout troops, little league (not partnered with Department of Parks and Recreation), and churches.
  
- d. **Category 4: Private Citizen Use/For Profit Groups/Commercial Users (Full Rental Rate – No discount plus expenses related to the event.)**

**Private Citizen Use/For-Profit Groups/Commercial Users:** Defined as groups, other than those identified in Categories 1, 2, and 3, interested in using school facilities for a particular use such as recreational, educational, and cultural activities. All groups must comply with all rules and regulations contained in this regulation.

**C. Process to Obtain a Facility Use Reservation**

- 1. **All organizations requesting facility use must submit a facility use application form. All applications for facility use must be processed through the Lynchburg City Schools Facility Scheduling Office.**

## COMMUNITY RELATIONS

**Community Use of School Facilities: Rules and Conditions R 2-42**

2. The application can be printed, completed, and submitted to the Facility Scheduling Office along with a \$10.00 processing fee during business hours, mailed through US Postal Service, or the application can be submitted online.
3. All requests must be submitted to the Facility Scheduling Office no later than 30 days prior to the event. Requests may be submitted up to one year in advance.
4. The Facility Scheduling Office cannot “hold” space for any organization.
5. Facilities are rented and reserved on a first come, first served basis. When requests for the same facility at the same time are made, Category 1 has the highest priority and Category 4 the least.
6. The application must be submitted by a designated person who will be responsible for the event. This person must be at least 21 years of age.
7. Once the application is received and approved, the Facility Scheduling Office will calculate estimated fees and send the approved application to the applicant. Once the applicant signs and returns the form, the form becomes the contract between the Lynchburg City Schools and the applicant. The contract will contain the details of the event, a summary of fees, and a copy of this administrative regulation will be provided. This contract, along with the required deposit of 50 percent of estimated fees, must be signed and returned to the Facility Scheduling Office within 10 business days of receipt for the reservation to be approved and confirmed.
8. Representatives who have been granted permission to use facilities shall may not reassign, transfer, sublet or charge a fee to others for the use of school property.
9. A certificate of insurance must be provided at least two weeks prior to event. (See Liability and Insurance section below.)

**D. Cancellations**

1. User must give 15-days notice prior to cancellation of the event. Notification of cancellation less than 15 days before the scheduled time of use will result in forfeiture of the deposit. All cancellations must be received in writing in the Facilities Scheduling Office.

## COMMUNITY RELATIONS

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2. School events may take precedence over any previously requested reserved space. The Facilities Scheduling Office will do everything possible to accommodate your group when this occurs with as much notice as possible.
3. The Lynchburg City Schools reserves the right to cancel events due to inclement weather, emergency, school use, or any other circumstances which would make the space unusable. Every effort will be made to reschedule the event at a mutually agreeable location, date, and time. If this is not possible, a full refund will be given.

**E. Liability and Insurance**

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

**F. Payment**

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

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**Community Use of School Facilities: Rules and Conditions R 2-42****G. On-Site Rules**

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

1. User groups are expected to leave all rooms and furniture in the condition and arrangement in which they were found. Any additional custodial services which are necessary to setup, breakdown, and return the facility to the condition in which it was originally found shall be performed by school division staff and charged to the user. All Lynchburg City Schools staff time for the event will be billed to the user.
2. Messages on whiteboards or chalkboards in the classroom areas are NOT to be disturbed. If the user needs the use of whiteboards or chalkboards, it must be specifically requested.
3. The user shall not allow any alcoholic beverages to be served or consumed in school buildings or on school property.
4. The user shall not allow the use of tobacco products in school buildings, on school property, including school division-owned vehicles.
5. The user is not entitled to use areas or equipment not specifically requested and approved per the Facility Use Application Form. Use of technology equipment must be specifically requested.
6. All activities must be under competent adult supervision. Children attending this event must be supervised by an adult at all times.
7. User groups must take reasonable steps to insure orderly behavior of attendees at the event. The Lynchburg City Schools will determine and schedule safety and security services. In addition, LCS may require that additional school employees be present during the period of use. The user will be billed for these services.
8. Users will be responsible for paying for all damage incurred during their use of the facility or equipment, including property of pupils and employees. The rental space will be inspected by a school division staff

## COMMUNITY RELATIONS

**Community Use of School Facilities: Rules and Conditions R 2-42**

member and the user before and after the event. In the event that property loss or damage is incurred during use or occupancy of school division facilities, the amount of damage shall be determined by the Lynchburg City Schools, and a bill for damages will be presented to the group using the facilities. Payment for damage must be made within 30 days of receipt of the bill. The Lynchburg City Schools will not be responsible for any loss of valuables or personal property.

9. Approved users are restricted to the dates and hours approved and to the building area and facilities specified.
10. No pets of any kind are permitted on school property. Service animals are permitted.
11. Approved users must comply with all applicable city and state fire and safety regulations at all times. The user shall ensure that the corridors, exits, and stairways are kept free of obstructions and that members of the audience or spectators do not stand or sit in a manner that blocks exits, aisle ways, or stairways. The user shall observe facility capacities as determined by the Fire Marshal.
12. Only decoration materials acceptable to the local Fire Marshal shall be used. The user shall remove all decorations immediately after the event.
13. Only LCS personnel may move or direct movement of equipment, furniture, etc. If stage curtains, projection equipment, lighting, and PA systems are to be used, arrangements will be made with Facility Scheduling to provide technically qualified personnel to perform and/or supervise the tasks at wage rate specified in the Tiered Fee Schedule.
14. No food/drink items of any type are to be served in LCS facilities without the prior knowledge and consent of Facility Scheduling. Should a kitchen area be desired for use, it is understood that an approved member of the school cafeteria staff will be required to supervise the kitchen. The user will be billed for these services.
15. Applicant must have their approved Facility Use Contract in their possession at the event.
16. The user is responsible for the payment of all city, state, and federal taxes, assessments, or levies now or hereafter levied because of this use. If charging an admission fee, the Lynchburg City Collections Office (434-455-3840) must be contacted two weeks prior to the scheduled event.

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**Community Use of School Facilities: Rules and Conditions R 2-42**

- 17. A copy of the OSHA Standards applicable to the use of any Lynchburg City Schools facility will be provided to the user.
- 18. Tickets available for sale may not exceed the capacity of the rented space.

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

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

**J. Fees**

**Lynchburg City Schools Facility Rental Rates and Fees**

Site	Rental Rate (Hourly)	Minimum	Notes
ECG Civic Auditorium			3 hr. min. for auditoriums
Event Day	\$250	\$750	
Pre-event day(s)	\$125	\$375	
HHS Auditorium	\$100	\$300	
PLDMSI Auditorium	\$100	\$300	
WMBES Auditorium	\$75	\$225	
TCMESI Auditorium	\$75	\$225	
RSPES Auditorium	\$75	\$225	
HHS Gym	\$150	\$300	2 hr. min. for gyms
ECG Gym	\$125	\$250	

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Site	Rental Rate (Hourly)	Minimum	Notes
ECG Aux Gym	\$125	\$250	
Gym Locker Rooms (No Gym Rental)	\$25	\$50	
PLDMSI Gym	\$100	\$200	
LMS Gym	\$100	\$200	
LMS Aux Gym (No Outside Rental)	\$100	\$200	
SMS Gym	\$100	\$200	
SMS Aux Gym	\$100	\$200	
WMBES Gym	\$50	\$100	
TCMESI Gym	\$50	\$100	
RSPES Gym	\$50	\$100	
HS Artificial Turf Fields	\$100		All other spaces are hourly
HS Grass Fields	\$50		
ECG/HHS Baseball	\$50		
ECG/HHS Softball	\$50		
Outdoor Track	\$25		
Middle School Field	\$50		
MS Tennis Courts	\$50		
Elem. Field	\$25		
Classrooms	\$25		
Computer Labs	\$75		
HHS Lecture Hall	\$25		
ECG Lecture Hall	\$25		
ECG Automotive	\$35		
Kitchen	\$50		
Cafeteria - MS and HS	\$100		
Elem. Multipurpose Rms.	\$50		
Outside area/parking (No other space rented)	\$75/day		

**Additional Fees:**

Police/Fire	\$30.00 per hour each
More than 1 Lynchburg City Schools Staff	\$15.00 per hour each
Athletic Field Lights	\$25.00 per hour

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<b>Athletic Field – Scoreboard/PA System</b>	<b>\$20.00 per hour</b>
<b>High School Stage Pit Cover Removal</b>	<b>\$100.00 per event</b>
<b>Follow Spotlight</b>	<b>\$35.00 per event</b>
<b>Grand Piano</b>	<b>\$100.00 per day</b>
<b>Tuning</b>	<b>\$75.00</b>
<b>Auditorium/Sound and Lighting Systems</b>	<b>\$20.00 per hour</b>

Adopted by School Board: June 19, 1973  
 Revised by School Board: August 16, 1977  
 Revised by School Board: October 17, 1978  
 Revised by School Board:

# Agenda Report

**Date:** 02/15/11

**Agenda Number:** F-1

**Attachments:** No

**From:** Paul McKendrick, Superintendent  
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration

**Subject:** Specialized School Consulting Services

## Summary/Description:

In November 2010, the school administration, through the City of Lynchburg's Office of Purchasing and Procurement, issued a Request for Proposals (RFP) for specialized school consulting services. These services include Geographic Information Systems (GIS) data capture and interpretation, enrollment projections, capacity studies, educational specifications, facilities planning and optimization studies, transportation consulting services, community engagement services and other services necessary for planning for the school division.

The school division received 11 respondents to the RFP. An evaluation committee consisting of Mrs. Kimberly D. Lukanich, Dr. Roger L. Roberts, and Mr. Edward R. Witt, Jr., ranked the proposals. The three top-ranked proposers were invited to interview with the committee on January 24, 2011. Those firms were Education Logistics, Inc. (EduLog) of Missoula, Montana; Eperitus, LLC of Richmond, Virginia; and Dejong-Ricter, LLC of Dublin, Ohio.

The school administration requests authorization to enter into contract negotiations with Eperitus, LLC of Richmond, Virginia, for specialized school consulting services.

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

## Recommendation:

The superintendent recommends that the school board authorize the school administration to enter into contract negotiations with Eperitus, LLC.