



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

Lynchburg City School Board

Sharon Y. Carter
School Board District 2

James E. Coleman, Jr.
School Board District 3

Regina T. Dolan-Sewell
School Board District 1

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

Kimberly A. Sinha
School Board District 2

Katie K. Snyder
School Board District 3

School Administration

Scott S. Brabrand
Superintendent

John C. McClain
Assistant Superintendent of
Student Learning and Success

Ben W. Copeland
Assistant Superintendent of
Operations and Administration

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendie L. Sullivan
Clerk

Indya M. Page
Student Representative
Heritage High School

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

SCHOOL BOARD MEETING

March 7, 2017

**Immediately following the
Public Budget Hearing
School Administration Building
Board Room**

A. PUBLIC COMMENTS

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

B. FINANCE REPORT

- 1. Finance Report
Anthony E. Beckles, Sr. Page 2
Discussion

C. CONSENT AGENDA

- 1. School Board Meeting Minutes: February 21, 2017 (Regular Meeting)
- 2. Personnel Report
Marie F. Gee. Page 9
Discussion/Action
- 3. Religious Exemption
Scott S. Brabrand. Page 11
Discussion/Action
- 4. Policy EBCB Safety Drills
Ben W. Copeland. Page 13
Discussion/Action

D. STUDENT REPRESENTATIVE COMMENTS

E. SCHOOL BOARD COMMITTEE REPORTS

F. UNFINISHED BUSINESS

- 1. Middle School Program of Studies: 2017-18
John C. McClain. Page 15
Discussion/Action

G. NEW BUSINESS

- 1. Policy IICB-R/IICC-R Guidelines for Community Resources
Persons/School Volunteers
Scott S. Brabrand.Page 16
Discussion

- 2. Capital Improvement Plan: William Marvin Bass Elementary
School
Ben W. Copeland.Page 19
Discussion

H. SUPERINTENDENT’S COMMENTS

I. BOARD COMMENTS

J. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, March 21, 2017, 5:30 p.m., Board Room, School Administration Building

K. ADJOURNMENT

Agenda Report

Date: 03/07/17

Agenda Number: A-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Public Comments

Summary/Description:

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

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 03/07/17

Agenda Number: B-1

Attachments:

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

Subject: Finance Report

Summary/Description:

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

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

Total Operating Fund Budget		\$ 93,056,175.00
Prior Year Encumbrances		\$ 121,556.00
Insurance Proceeds		
Adjusted Budget		<u>\$ 5,941.99</u>
		\$ 93,183,672.99
Through January 31, 2017		
Actual Revenue Received	\$ 48,242,205.77	
Actual Expenditures	\$ 48,245,033.97	
Actual Encumbered	\$ 39,200,186.14	
Percent of Budget Received		51.77%
Percent of Budget Used, excluding encumbrances		51.77%
As of 01/31/17 – 7 months		58.33%

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

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

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

ACCOUNT TITLE	FY 2015-16				FY 2016-17			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
240308 SALES TAX RECEIPTS	(10,248,262.00)	(10,253,346.80)	5,084.80	100.05%	(10,837,193.00)	(5,344,772.30)	(5,492,420.70)	49.32%
240202 BASIC SCHOOL AID	(22,130,823.00)	(21,130,913.40)	(999,909.60)	95.48%	(21,878,492.00)	(12,758,102.47)	(9,120,389.53)	58.31%
240207 GIFTED & TALENTED	(246,845.00)	(218,590.60)	(28,254.40)	88.55%	(246,173.00)	(143,425.85)	(102,747.15)	58.26%
240208 REMEDIAL EDUCATION	(1,323,508.00)	(1,275,566.00)	(47,942.00)	96.38%	(1,492,427.00)	(869,520.80)	(622,906.20)	58.26%
240208 REMEDIAL EDUCATION	(105,619.00)	(130,650.00)	25,031.00	123.70%	(161,164.00)	(46,867.44)	(114,296.56)	29.08%
SUPL LOTTERY PER PUPIL ALLOCATIO	0.00	0.00	0.00	0.00%	(268,842.00)	(24,313.73)	(244,528.27)	9.04%
COMPENSATION SUPPLEMENT	(399,315.00)	(384,793.00)	(14,522.00)	0.00%	(360,828.00)	0.00	(360,828.00)	0.00%
240212 SPECIAL ED SOQ	(2,862,348.00)	(2,758,665.00)	(103,683.00)	96.38%	(2,841,252.00)	(1,655,375.91)	(1,185,876.09)	58.26%
240217 VOCATIONAL ED SOQ	(231,089.00)	(222,718.00)	(8,371.00)	96.38%	(405,161.00)	(236,055.67)	(169,105.33)	58.26%
240221 SOC SEC-INSTR	(1,439,052.00)	(1,386,925.00)	(52,127.00)	96.38%	(1,461,655.00)	(851,592.33)	(610,062.67)	58.26%
240223 VRS INSTRUCTIONAL	(2,846,592.00)	(2,743,479.00)	(103,113.00)	96.38%	(3,015,625.00)	(1,756,969.38)	(1,258,655.62)	58.26%
240241 GROUP LIFE INST	(89,284.00)	(86,050.00)	(3,234.00)	96.38%	(97,444.00)	(56,772.99)	(40,671.01)	58.26%
240228 READING INTERVENTN	(188,365.00)	(180,349.00)	(8,016.00)	95.74%	(185,114.00)	(18,908.45)	(166,205.55)	10.21%
240205 CAT-REG FOSTER	(132,031.00)	(81,045.00)	(50,986.00)	61.38%	(74,203.00)	0.00	(74,203.00)	0.00%
240246 CAT-HOMEBOUND	(102,053.00)	(104,828.10)	2,775.10	102.72%	(107,771.00)	(36,020.90)	(71,750.10)	33.42%
240248 REGIONAL TUITION	(739,236.00)	(851,346.99)	112,110.99	115.17%	(814,113.00)	(72,552.64)	(741,560.36)	8.91%
240265 AT RISK SOQ	(1,474,228.00)	(1,420,874.00)	(53,354.00)	96.38%	(1,502,539.00)	(135,504.64)	(1,367,034.36)	9.02%
240309 ESL	(148,706.00)	(138,897.00)	(9,809.00)	93.40%	(156,955.00)	(105,114.06)	(51,840.94)	66.97%
240281 AT RISK 4 YR OLDS	(1,221,024.00)	(1,092,096.00)	(128,928.00)	89.44%	(944,193.00)	(85,126.36)	(859,066.64)	9.02%
240252 CTE EQUIPMENT	0.00	(12,988.08)	12,988.08	100.00%	0.00	0.00	0.00	0.00%
240253 CTE OCC PREP	(48,230.00)	(44,907.00)	(3,323.00)	93.11%	(52,654.00)	0.00	(52,654.00)	0.00%
MATH/READING INSTR SPECIALISTS	(40,624.00)	(40,624.00)	0.00	100.00%	(42,665.00)	0.00	(42,665.00)	0.00%
EARLY READING SPECIALISTS INITIATIVE	(38,807.00)	(38,807.00)	0.00	0.00%	(41,476.00)	(2,737.91)	(38,738.09)	6.60%
240275 PRIMARY CLASS SIZE	(1,705,555.00)	(1,634,375.00)	(71,180.00)	95.83%	(1,956,675.00)	(172,684.82)	(1,783,990.18)	8.83%
240214 TEXTBOOKS	(505,349.00)	(487,044.00)	(18,305.00)	96.38%	(563,019.00)	(328,027.29)	(234,991.71)	58.26%
240405 ALGEBRA READINESS	(137,583.00)	(135,579.00)	(2,004.00)	98.54%	(141,003.00)	(13,206.82)	(127,796.18)	9.37%
PROJECT GRADUATION	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
COMMONWEALTH OF VA	(48,404,528.00)	(46,855,456.97)	(1,549,071.03)	96.80%	(49,648,636.00)	(24,713,652.76)	(24,934,983.24)	49.78%
330212 IMPACT AIDPL81-874	(6,000.00)	(8,942.41)	2,942.41	149.04%	(8,000.00)	(9,092.20)	1,092.20	113.65%
180303 MEDICAID REIMBURSE	(300,000.00)	(251,741.09)	(48,258.91)	83.91%	(350,000.00)	(202,916.28)	(147,083.72)	57.98%
JR ROTC	(120,000.00)	(103,965.90)	(16,034.10)	86.64%	(105,000.00)	(59,021.20)	(45,978.80)	56.21%
FEDERAL	(426,000.00)	(364,649.40)	(61,350.60)	85.60%	(463,000.00)	(271,029.68)	(191,970.32)	58.54%

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

	FY 2015-16 REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	FY 2016-17 REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
510500 CITY OPER APPR	(40,114,276.00)	(40,114,276.00)	0.00	100.00%	(40,854,039.00)	(22,425,000.00)	(18,429,039.00)	54.89%
510500 FUND BALANCE RETURN	(2,316,449.00)	(2,316,449.00)	0.00	100.00%	0.00	0.00	0.00	0.00%
HEALTH INSURANCE RESERVE	(600,000.00)	(600,000.00)	0.00	0.00%	0.00	0.00	0.00	0.00%
510500 USE OF CIP FUNDS	(950,000.00)	(950,000.00)	0.00	0.00%	(500,000.00)	0.00	(500,000.00)	0.00%
CITY	(43,980,725.00)	(43,980,725.00)	0.00	100.00%	(41,354,039.00)	(22,425,000.00)	(18,929,039.00)	54.23%
189912 MISC REV/OTH FUNDS	(100,000.00)	(70,516.45)	(29,483.55)	100.00%	(100,000.00)	(24,441.65)	(75,558.35)	24.44%
180303 REBATES & REFUNDS	(30,000.00)	(21,888.75)	(8,111.25)	72.96%	(20,000.00)	(11,306.33)	(8,693.67)	56.53%
189903 DONATIONS & SP GF	(675.00)	(675.00)	0.00	100.00%	0.00	(350.00)	350.00	100.00%
189909 SALE OTHER EQUIP	(3,000.00)	(15,340.39)	12,340.39	511.35%	(3,000.00)	(9,000.00)	6,000.00	300.00%
189910 INSURANCE ADJUST	(134,105.84)	(134,413.99)	308.15	100.23%	(8,941.99)	(76,651.26)	67,709.27	857.21%
E RATE REIMBURSEMENT	(1,000,146.53)	(937,913.96)	(62,232.57)	93.78%	(115,500.00)	(75,660.34)	(39,839.66)	65.51%
TRANSFER IN/OUT	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
MISCELLANEOUS	(1,267,927.37)	(1,180,748.54)	(87,178.83)	93.12%	(247,441.99)	(197,409.58)	(50,032.41)	79.78%
150201 RENTS	(123,000.00)	(123,000.00)	0.00	100.00%	(123,000.00)	(123,000.00)	0.00	100.00%
161201 TUITION DAY SCHOOL	(110,000.00)	(80,993.89)	(29,006.11)	73.63%	(100,000.00)	(65,070.67)	(34,929.33)	65.07%
161206 TUITION ADULT	(11,000.00)	(20,076.25)	9,076.25	182.51%	(11,000.00)	(11,385.00)	385.00	103.50%
161207 TUITION SUMMER SCH	(25,000.00)	(29,556.00)	4,556.00	118.22%	(25,000.00)	(39,815.50)	14,815.50	159.26%
161202 SPEC PUPIL FEES	(40,000.00)	(31,026.03)	(8,973.97)	77.57%	(35,000.00)	(1,049.95)	(33,950.05)	3.00%
161205 BUS RENTAL	(325,000.00)	(420,044.96)	95,044.96	129.24%	(325,000.00)	(263,582.22)	(61,417.78)	81.10%
190101 TUIT FM OTH CO/CY	(634,620.00)	(556,434.09)	(78,185.91)	87.68%	(400,000.00)	0.00	(400,000.00)	0.00%
161201 DUAL ENROLLMENT	(125,000.00)	(155,859.38)	30,859.38	124.69%	(125,000.00)	0.00	(125,000.00)	0.00%
PRINT SHOP	(75,000.00)	(93,433.12)	18,433.12	124.58%	(65,000.00)	(37,200.02)	(27,799.98)	57.23%
SCHOOL NUT UTILITIES	(95,000.00)	(86,218.85)	(8,781.15)	90.76%	(90,000.00)	(36,831.14)	(53,168.86)	40.92%
FACILITY RENTALS	(60,000.00)	(73,490.75)	13,490.75	122.48%	(50,000.00)	(57,179.25)	7,179.25	114.36%
CHARGES FOR SERVICES	(1,623,620.00)	(1,670,133.32)	46,513.32	102.86%	(1,349,000.00)	(635,113.75)	(713,886.25)	47.08%
150101 INTEREST-BNK DPST	(100.00)	0.00	(100.00)	100.00%	0.00	0.00	0.00	0.00%
USE OF MONEY								
DESIGNATION - ENCUMBRANCES	(90,304.40)	0.00	(90,304.40)	0.00%	(121,556.00)	0.00	(121,556.00)	0.00%
TOTAL OPERATING FUND	(95,793,204.77)	(94,051,713.23)	(1,651,187.14)	98.18%	(93,183,672.99)	(48,242,205.77)	(44,819,911.22)	51.77%

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

Original budget	\$ 93,056,175.00
Prior Year Encumbrance	\$ 121,556.00
Insurance Proceeds	\$ 5,941.99
Adjusted Budget	<u>\$ 93,183,672.99</u>

FY2016-2017 REVISED REVENUE BUDGET						
As of December 31, 2016						
	ORIGINAL	REVISED				CHANGE BETWEEN
	REVENUE	REVENUE				ORG & REVISED
	BUDGET	BUDGET	YTD	BUDGET	%	REV BUDGET
	As of 7/1/2016	As of 2/25/2017	TRANSACTIONS	BALANCE	RECEIVED	INCREASE
						(DECREASE)
ADM	8,051.20	7,988.20				(63.0)
ACCOUNT TITLE						
COMMONWEALTH OF VA REVENUE						
240308 SALES TAX RECEIPTS	(10,837,193.00)	(10,558,776.00)	(5,344,772.30)	(5,214,003.70)	50.62%	(278,417.00)
240202 BASIC SCHOOL AID	(21,878,492.00)	(21,830,629.00)	(12,758,102.47)	(9,072,526.53)	58.44%	(47,863.00)
240207 GIFTED & TALENTED	(246,173.00)	(244,247.00)	(143,425.85)	(100,821.15)	58.72%	(1,926.00)
240208 REMEDIAL EDUCATION	(1,492,427.00)	(1,480,749.00)	(869,520.80)	(611,228.20)	58.72%	(11,678.00)
240208 REMEDIAL EDUCATION	(161,164.00)	(164,036.00)	(46,867.44)	(117,168.56)	28.57%	2,872.00
SUPPL LOTTERY PER PUPIL ALLOC	(268,842.00)	(267,451.00)	(24,313.73)	(243,137.27)	9.09%	(1,391.00)
COMPENSATION SUPPLEMENT	(360,828.00)	0.00	0.00	0.00	0.00%	(360,828.00)
240212 SPECIAL ED SOQ	(2,841,252.00)	(2,819,020.00)	(1,655,375.91)	(1,163,644.09)	58.72%	(22,232.00)
240217 VOCATIONAL ED SOQ	(405,161.00)	(401,990.00)	(236,055.67)	(165,934.33)	58.72%	(3,171.00)
240221 SOC SEC-INSTR	(1,461,655.00)	(1,450,218.00)	(851,592.33)	(598,625.67)	58.72%	(11,437.00)
240223 VRS INSTRUCTIONAL	(3,015,625.00)	(2,992,028.00)	(1,756,969.38)	(1,235,058.62)	58.72%	(23,597.00)
240241 GROUP LIFE INST	(97,444.00)	(96,681.00)	(56,772.99)	(39,908.01)	58.72%	(763.00)
240228 READING INTERVENTN	(185,114.00)	(207,993.00)	(18,908.45)	(189,084.55)	9.09%	22,879.00
240205 CAT-REG FOSTER	(74,203.00)	(178,330.00)	0.00	(178,330.00)	0.00%	104,127.00
240246 CAT-HOMEBOUND	(107,771.00)	(108,063.00)	(36,020.90)	(72,042.10)	33.33%	292.00
240248 REGIONAL TUITION	(814,113.00)	(938,255.00)	(72,552.64)	(865,702.36)	7.73%	124,142.00
240265 AT RISK SOQ	(1,502,539.00)	(1,490,551.00)	(135,504.64)	(1,355,046.36)	9.09%	(11,988.00)
240309 ESL	(156,955.00)	(149,127.00)	(105,114.06)	(44,012.94)	9.09%	(7,828.00)
240281 AT RISK 4 YR OLDS - VPI	(944,193.00)	(936,390.00)	(85,126.36)	(851,263.64)	9.09%	(7,803.00)
240253 CTE EDUCATION	(52,654.00)	(57,895.00)	0.00	(57,895.00)	0.00%	5,241.00
MATH/READING INSTR SPECIALISTS	(42,665.00)	0.00	0.00	0.00	0.00%	(42,665.00)
EARLY READING SPECIALISTS INITIA	(41,476.00)	(30,117.00)	(2,737.91)	(27,379.09)	9.09%	(11,359.00)
240275 PRIMARY CLASS SIZE	(1,956,675.00)	(1,899,533.00)	(172,684.82)	(1,726,848.18)	9.09%	(57,142.00)
240214 TEXTBOOKS	(563,019.00)	(557,410.00)	(328,027.29)	(229,382.71)	58.85%	(5,609.00)
240405 ALGEBRA READINESS	(141,003.00)	(145,275.00)	(13,206.82)	(132,068.18)	9.09%	4,272.00
PROJECT GRADUATION	0.00	(36,965.00)	0.00	(36,965.00)	0.00%	36,965.00
COMMONWEALTH OF VA	(49,648,636.00)	(49,041,729.00)	(24,713,652.76)	(24,328,076.24)	50.39%	(606,907.00)
		(85,484.00)				
FEDERAL REVENUE						
330212 IMPACT AIDPL81-874	(8,000.00)	(9,000.00)	(9,092.20)	92.20	101.02%	1,000.00
180303 MEDICAID REIMBURSE	(350,000.00)	(350,000.00)	(202,916.28)	(147,083.72)	57.98%	0.00
JR ROTC	(105,000.00)	(105,000.00)	(59,021.20)	(45,978.80)	56.21%	0.00
FEDERAL	(463,000.00)	(464,000.00)	(271,029.68)	(192,970.32)	58.41%	1,000.00
CITY APPROPRIATIONS						
510500 CITY OPER APPR	(40,854,039.00)	(40,854,039.00)	(22,425,000.00)	(18,429,039.00)	54.89%	0.00
510500 FUND BALANCE RETURN	0.00	0.00	0.00	0.00	100.00%	0.00
510500 USE OF RESERVES	(500,000.00)	(500,000.00)	0.00	(500,000.00)	100.00%	0.00
CITY	(41,354,039.00)	(41,354,039.00)	(22,425,000.00)	(18,929,039.00)	54.23%	0.00
MISCELLANEOUS REVENUE						
189912 MISC REV/OTH FUNDS	(100,000.00)	(100,000.00)	(24,441.65)	(75,558.35)	100.00%	0.00
180303 REBATES & REFUNDS	(20,000.00)	(20,000.00)	(11,306.33)	(8,693.67)	56.53%	0.00
189903 DONATIONS & SP GF	0.00	0.00	(350.00)	350.00	0.00%	0.00
189909 SALE OTHER EQUIP	(3,000.00)	(9,000.00)	(9,000.00)	0.00	100.00%	6,000.00
189910 INSURANCE ADJUST	(3,000.00)	(77,000.00)	(76,651.26)	(348.74)	99.55%	74,000.00
E RATE REIMBURSEMENT	(115,500.00)	(115,500.00)	(75,660.34)	(39,839.66)	65.51%	0.00
TRANSFER IN/OUT	0.00	0.00	0.00	0.00	0.00%	0.00
MISCELLANEOUS	(241,500.00)	(321,500.00)	(197,409.58)	(124,090.42)	61.40%	80,000.00

CHARGES FOR SERVICES							
150201 RENTS	(123,000.00)	(123,000.00)	(123,000.00)	0.00	100.00%	0.00	
161201 TUITION DAY SCHOOL	(100,000.00)	(100,000.00)	(65,070.67)	(34,929.33)	65.07%	0.00	
161206 GED TESTING FEES	(11,000.00)	(11,000.00)	(11,385.00)	385.00	103.50%	0.00	
161207 TUITION SUMMER SCH	(25,000.00)	(40,000.00)	(39,815.50)	(184.50)	99.54%	15,000.00	
161202 SPEC PUPIL FEES	(35,000.00)	(35,000.00)	(1,049.95)	(33,950.05)	3.00%	0.00	
161205 BUS RENTAL	(325,000.00)	(325,000.00)	(263,582.22)	(61,417.78)	81.10%	0.00	
190101 TUIT FM OTH CO/CY	(400,000.00)	(400,000.00)	0.00	(400,000.00)	0.00%	0.00	
161201 DUAL ENROLLMENT	(125,000.00)	(125,000.00)	0.00	(125,000.00)	0.00%	0.00	
PRINT SHOP	(65,000.00)	(65,000.00)	(37,200.02)	(27,799.98)	57.23%	0.00	
SCHOOL NUT UTILITIES	(90,000.00)	(90,000.00)	(36,831.14)	(53,168.86)	40.92%	0.00	
FACILITY RENTALS	(50,000.00)	(58,000.00)	(57,179.25)	(820.75)	98.58%	8,000.00	
CHARGES FOR SERVICES	(1,349,000.00)	(1,372,000.00)	(635,113.75)	(736,886.25)	46.29%	23,000.00	
150101 INTEREST-BNK DPST	0.00	0.00	0.00	0.00	100.00%	0.00	
LEASE PURCHASE PROCEEDS	0.00	0.00	0.00	0.00	0.00%	0.00	
HEALTH INSURANCE RESERVE	0.00	0.00	0.00	0.00	0.00%	0.00	
DESIGNATION - ENCUMBRANCES	(90,304.40)	(90,304.40)	0.00	(90,304.40)	0.00%	0.00	
TOTAL OPERATING FUND	(93,146,479.40)	(92,643,572.40)	(48,242,205.77)	(44,311,062.23)	52.07%	(502,907.00)	
REVENUE OVER/(UNDER) ORIGINAL BUDGET	(502,907.00)						
Note							
Bold accounts are affected by changes in ADM							

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

	Fiscal Year 2016-17					
	BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES	BUDGET AVAILABLE	BUDGET % USED
INSTRUCTION						
FUNCTION 1100 CLASSROOM INSTRUCTION						
Personnel	49,601,261.23	24,324,885.65	49.04%	24,102,101.62	1,174,273.96	97.63%
Other	4,012,328.45	2,004,846.07	49.97%	265,913.55	1,741,568.83	56.59%
FUNCTION 1200 INST SUPPORT-STUDENT						
Personnel	3,397,238.39	1,756,463.05	51.70%	1,529,917.15	110,858.19	96.74%
Other	160,809.27	30,614.88	19.04%	41,859.47	88,334.92	45.07%
FUNCTION 1300 INST SUPPORT-STAFF						
Personnel	4,055,923.66	2,210,947.35	54.51%	1,739,747.92	105,228.39	97.41%
Other	1,720,005.80	401,497.53	23.34%	238,620.54	1,079,887.73	37.22%
FUNCTION 1400 INST SUPPORT-SCHOOL ADMN						
Personnel	5,489,244.18	3,062,276.06	55.79%	2,400,284.81	26,683.31	99.51%
Other	154,499.80	96,274.20	62.31%	23,624.02	34,601.58	77.60%
TOTAL INSTRUCTION	68,591,310.78	33,887,804.79	49.41%	30,342,069.08	4,361,436.91	93.64%
ADMINISTRATION						
FUNCTION 2100 ADMINISTRATION						
Personnel	2,626,315.96	1,611,053.06	61.34%	992,347.49	22,915.41	99.13%
Other	1,305,748.76	685,997.77	52.54%	448,351.42	171,399.57	86.87%
FUNCTION 2200 ATTENDANCE & HEALTH SERV						
Personnel	1,608,973.99	787,194.15	48.93%	769,415.38	52,364.46	96.75%
Other	90,581.00	73,448.40	81.09%	31,272.42	(14,139.82)	115.61%
	5,631,619.71	3,157,693.38	56.07%	2,241,386.71	232,539.62	95.87%
PUPIL TRANSPORTATION						
FUNCTION 3100 MANAGEMENT & DIRECTION						
Personnel	324,927.98	208,785.35	64.26%	136,261.25	(20,118.62)	106.19%
Other	24,383.50	17,348.94	71.15%	3,915.86	3,118.70	87.21%
FUNCTION 3200 VEHICLE OPERATION SERVICE						
Personnel	2,493,497.91	1,353,867.90	54.30%	1,030,545.28	109,084.73	95.63%
Other	570,450.00	431,971.04	75.72%	131,181.46	7,297.50	98.72%
FUNCTION 3300 MONITORING SERVICE						
Personnel	420,984.24	222,412.29	52.83%	189,520.08	9,051.87	97.85%
Other	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 3400 VEHICLE MAINT SERVICE						
Personnel	350,614.64	212,066.78	60.48%	143,310.82	(4,762.96)	101.36%
Other	387,691.99	211,165.00	54.47%	210,516.27	(33,989.28)	108.77%
FUNCTION 3500 BUS PURCHASE - REGULAR						
Other	500,000.00	503,550.00	100.71%	0.00	(3,550.00)	100.71%
TOTAL PUPIL TRANSPORTATION	5,072,550.26	3,161,167.30	62.32%	1,845,251.02	66,131.94	98.70%
OPERATIONS & MAINTENANCE						
FUNCTION 4100 MANAGEMENT & DIRECTION						
Personnel	278,887.77	163,026.02	58.46%	118,574.30	(2,712.55)	100.97%
Other	84,000.00	48,126.04	57.29%	6,626.82	29,247.14	65.18%

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

FUNCTION 4200 BUILDING SERVICES							
	Personnel	4,310,647.43	2,478,645.63	57.50%	1,672,906.30	159,095.50	96.31%
	Other	5,013,922.00	2,920,489.91	58.25%	1,768,775.87	324,656.22	93.52%
FUNCTION 4300 GROUNDS SERVICES							
	Personnel	246,606.66	136,265.63	55.26%	105,807.10	4,533.93	98.16%
	Other	35,000.00	28,052.86	80.15%	1,660.54	5,286.60	84.90%
FUNCTION 4400 EQUIPMENT SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
	Other	214,421.00	47,113.04	21.97%	21,228.72	146,079.24	31.87%
FUNCTION 4500 VEHICLE SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
	Other	62,500.00	16,422.48	26.28%	4,124.61	41,952.91	32.88%
FUNCTION 4600 SECURITY SERVICES							
	Personnel	30,460.57	15,313.69	50.27%	8,468.60	6,678.28	78.08%
	Other	334,002.00	144,914.24	43.39%	82,145.76	106,942.00	67.98%
FUNCTION 4700 WAREHOUSING SERVICES							
	Personnel	8,752.87	5,541.84	63.31%	0.00	3,211.03	63.31%
TOTAL OPERATIONS & MAINTENANCE		10,619,200.30	6,003,911.38	56.54%	3,790,318.62	824,970.30	92.23%
Other Non-Instructional Operations							
FUNCTION 5000 Non-Instructional Operations - Other		15,112.80	659.14	4.36%	0.00	14,453.66	4.36%
TOTAL Non-Instructional Operations		15,112.80	659.14	4.36%	0.00	14,453.66	4.36%
FACILITIES							
FUNCTION 6200 SITE IMPROVEMENTS		0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 6600 BLDG ADD & IMP SERVICES							
	Personnel	11,841.50	12,594.93	106.36%	0.00	(753.43)	106.36%
	Other	20,000.00	0.00	0.00%	0.00	20,000.00	0.00%
TOTAL FACILITIES		31,841.50	12,594.93	39.56%	0.00	19,246.57	39.56%
DEBT SERVICE							
FUNCTION 7100 DEBT SERVICE - Other		0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL DEBT SERVICE		0.00	0.00	0.00%	0.00	0.00	0.00%
TECHNOLOGY							
FUNCTION 8100 CLASSROOM INSTRUCTION							
	Personnel	1,807,167.69	1,011,447.19	55.97%	781,882.98	13,837.52	99.23%
	Other	212,825.49	176,790.31	83.07%	7,472.19	28,562.99	86.58%
FUNCTION 8200 INSTRUCTIONAL SUPPORT							
	Personnel	462,571.45	256,951.46	55.55%	183,952.27	21,667.72	95.32%
	Other	739,473.01	576,014.09	77.90%	7,853.27	155,605.65	78.96%
TOTAL TECHNOLOGY		3,222,037.64	2,021,203.05	62.73%	981,160.71	219,673.88	93.18%
CONTINGENCY RESERVES							
FUNCTION 9100 CLASSROOM INSTRUCTION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9300 ADMINISTRATION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9500 PUPIL TRANSPORTATION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9600 OPERATIONS & MAINTENANCE		0.00	0	0.00%	0	0	0.00%
TOTAL CONTINGENCY RESERVES		0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL OPERATING BUDGET		93,183,672.99	48,245,033.97	51.77%	39,200,186.14	5,738,452.88	93.84%

Agenda Report

Date: 03/07/17

Agenda Number: C-2

Attachments: Yes

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

Subject: Personnel Report

Summary/Description:

The personnel recommendations for February 21 – March 7, 2017, appear as an attachment to this agenda report.

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

Recommendation:

The superintendent recommends that the school board approve the personnel recommendations for February 21 – March 7, 2017.

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

Key Ann	Lynchburg College	BA / 0 yrs (Lv. 0 4)	Perrymont Elementary School Strings Teacher PT	03-07-2017
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RETIREMENTS:

Bryant Sharon	Lynchburg College	MED / 26 yrs (Lv. 26 3)	Linkhorne Middle School English Teacher	06-09-2017
Ellison Connie	VCU	MED / 37 yrs (Lv. 37 3)	Sandusky Middle School English Teacher	06-09-2017
Rudder Sheila	Lynchburg College	MED / 36 yrs (Lv. 36 3)	Perrymont Elementary School Literacy Coach/Teacher	06-09-2017

Agenda Report

Date: 03/07/17

Agenda Number: C-3

Attachments: Yes

From: Scott S. Brabrand, Superintendent

Subject: Religious Exemption

Summary/Description:

The school board, pursuant to the Code of Virginia 22.1-254 (B) (1) “shall excuse from attendance at school any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school.”

The Statement of Religious Beliefs is confidential and is shared with members of the school board only.

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

Recommendation:

The superintendent recommends that the school board excuse the student(s) from public school attendance by reason of bona fide religious training or belief of both the parent(s) and the student(s).

Agenda Report

Date: 03/07/17

Agenda Number: C-4

Attachments: Yes

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

Subject: Policy EBCB Safety Drills

Summary/Description:

Current updates to the Code of Virginia with regard to fire drills and lock-down drills requires updates to Lynchburg City School Board Policy. VSBA Policy EBCB Safety Drills will be presented to the school board for discussion this evening. This will replace the existing School Board Policy 6-9: Emergency Drills.

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

Recommendation:

The superintendent recommends that the school board approve Policy EBCB Safety Drills.

SAFETY DRILLS

Fire Drills

Each school holds a fire drill twice during the first 20 school days of each session. Each school holds at least two additional fire drills during the remainder of the school session. No fire drills are conducted during periods of mandatory testing required by the Board of Education.

Lock-Down Drills

Each school has a lock-down drill at least twice during the first 20 school days of each school session. Each school holds at least two additional lock-down drills during the remainder of the school session. Lock-down plans and drills are in compliance with the Statewide Fire Prevention Code, Va. Code § 27-94 et seq.

School Bus Emergency Drills

Each school having school buses holds a drill in leaving school buses under emergency circumstances at least once during the first ninety calendar days of each school session and more often if necessary.

Tornado Drills

There is at least one tornado drill every school year in every school.

Adopted:

Legal Refs.: Code of Virginia, §§ 22.1-137, 22.1-137.1, 22.1-137.2, 22.1-184.

Acts 2006, c. 164.

Cross Refs.: EB School Crisis, Emergency Management and Medical
Emergency Response Plan

Agenda Report

Date: 03/07/17

Agenda Number: F-1

Attachments: Yes

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

Subject: Middle School Program of Studies: 2017-2018

Summary/Description:

The school board annually reviews and approves the Middle School Program of Studies for the next school year. The updated version for 2017-2018 is proposed, with the new version only modified slightly from the 2016-2017. The updates for 2017-2018 are to incorporate changes in the recently approved High School Program of Studies.

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

Recommendation:

The superintendent recommends that the school board approve the Middle School Program of Studies for 2017-18.

Agenda Report

Date: 03/07/17

Agenda Number: G-1

Attachments: Yes

From: Scott S. Brabrand, Superintendent

Subject: Policy IICB-R/IICC-R Guidelines for Community Resource Persons/School Volunteers

Summary/Description:

At the request of the school board, the school administration has been reviewing Policy IICB-R/IICC-R Guidelines for Community Resource Persons/School Volunteers. School divisions across the state have been contacted concerning existing policies, processes, and practices that are in place relative to background checks for volunteers and how the results of the background check affect the individuals' ability to volunteer. The Equity Task Force has also discussed this policy and provided feedback to the school administration.

During this presentation, the school administration will present information about the data gathered during the review of this policy.

Disposition: Action
 Information
 Action at Meeting on: 03/21/17

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on March 21, 2017.

GUIDELINES FOR COMMUNITY RESOURCE PERSONS/SCHOOL VOLUNTEERS

All volunteer programs will operate under the management and supervision of the building principal. A School Volunteer Coordinator (SVC) will be appointed from school administrative staff by the principal to facilitate the volunteer programs.

All volunteers, except coaches, must complete the Application for Volunteer Service. The application is available online at <http://www.lcsedu.net/community/volunteer>. A volunteer applicant will not be allowed to volunteer until the background check is complete and they have been approved in the Raptor system. If information received from the background check of a volunteer results in a discovery that an applicant is not suitable to serve as a volunteer in Lynchburg City Schools, a letter will be sent from the Superintendent's office notifying the building principal and the potential volunteer. All volunteers serve at the discretion of the Superintendent. Anyone convicted of a felony offense will be disqualified from volunteer activity. Anyone convicted of a misdemeanor may be disqualified depending upon the nature of the offense and/or volunteer activity. {However, anyone who would be disqualified as a volunteer by virtue of their criminal record may request that the superintendent make an exception, who may grant the exception under whatever conditions he sets, if the following conditions are met: (1) the disqualifying conviction occurred more than 15 years before the date the exception is sought and the criminal background check reflects no other significant convictions; (2) no conviction was for a "barrier crime" as that term is defined in "Barrier Crimes for Child Day Care Centers," Va. Code Section 63.2-1719; and (3) in the sole discretion of the superintendent the person does not present a threat to the safety or welfare of the students in the program or activity for which the exception is sought. In the event the superintendent denies the request for an exception, the individual may appeal in writing within 15 days to the school board, and the school board will review and make a final determination within 30 days of the written appeal, or as soon thereafter as possible.}

Volunteer assistant athletic coaches, and coaches paid by third party organizations, must be screened according to the procedures for all Lynchburg City Schools employees.

Each school must conduct an orientation appropriate to the activity for its volunteers in which the Volunteer Guidelines, the Code of Student Conduct, and policy GAB and regulation GAB-R Acceptable Computer System Use are reviewed in depth. Chaperones should receive an orientation before the event or trip. School Volunteer Coordinators should emphasize that these guidelines are being provided for reasons of safety, protection, and uniformity. Among other things, volunteers should understand that it is the supervising teacher who will take necessary disciplinary action against a student, and not the volunteer.

Definitions

Traditional Volunteer: any individual or group of individuals, who, of their own free will, contribute goods or services to any Lynchburg City schools without pay or regard for their own personal gain.

Regular Service Volunteer: persons working on a regular basis at scheduled times and at regularly scheduled tasks.

Occasional Service Volunteer: individuals or groups of residents who provide a one-time or occasional task.

School Volunteer Coordinator (SVC): a staff member from a LCS school with the responsibility, among other things, of coordinating volunteer services for a school. This responsibility may not be delegated to a non-employee or a teacher.

Volunteer Guidelines

The following responsibilities and expectations will apply to all Lynchburg City School volunteers:

1. The volunteer will operate only under the direct supervision of the principal or his/her designee.
2. The volunteer must be willing to accept direction and supervision from school staff.
3. The volunteer may provide assistance to students as directed by the appropriate school supervisor but may not do the work for the students.
4. The volunteer must treat students with fairness, honesty, patience, and kindness.
5. The volunteer must set a good example by being courteous and respectful of students and staff.
6. The volunteer must be knowledgeable of classroom rules and practices and emergency procedures. He or she must be familiar with the Volunteer Guidelines and the Code of Student Conduct.
7. The volunteer will report discipline issues to the appropriate staff member immediately.
8. The volunteer will respect the privacy of students and school staff and will not divulge confidential information.
9. Volunteers may not bring any children with them when volunteering.
10. The volunteer agrees to follow the School Board's policy GAB & regulation GAB-R Acceptable Computer System Use.

Approved: August 18, 2015

Agenda Report

Date: 03/07/17

Agenda Number: G-2

Attachments: No

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

Subject: William Marvin Bass Elementary School Roof Replacement

Summary/Description:

The capital improvement plan includes \$270,000 in construction funding for replacement of the William Marvin Bass Elementary School roof. The City of Lynchburg Office of Procurement and Purchasing has received bids on the project.

A total of six bids for the Bass roof replacement project was received. The school administration recommends AAR of North Carolina, Inc. based on their bid of \$189,900 which was the lowest bid. All bids received are listed below.

BIDDER	Roofing Solutions, Inc.	Craftsman Roofing, Inc.	AAR of North Carolina, Inc.	S.G. Young Contracting LLC	John T. Morgan Roofing &	Air Tech Solutions, Inc.
BID	\$195,500	\$199,500	\$189,900	\$199,987	\$209,600	\$308,000

Disposition: Action
 Information
 Action at Meeting on: 03/21/17

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on March 21, 2017.