



Lynchburg City School Board

James E. Coleman
School Board District 3

Regina T. Dolan-Sewell
School Board District 1

Mary Ann Hoss
School Board District 1

Michael J. Nilles
School Board District 3

Jennifer R. Poore
School Board District 2

Katie Snyder
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

School Administration

Scott S. Brabrand
Superintendent

John C. McClain
Assistant Superintendent of
Curriculum and Instruction

Ben W. Copeland
Assistant Superintendent of
Operations and Administration

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendie L. Sullivan
Clerk

SCHOOL BOARD MEETING
June 23, 2015 5:00 p.m.
School Administration Building
Board Room

A. CLOSED MEETING

- 1. Notice of Closed Meeting
Scott S. Brabrand. Page 1
Discussion (30 Minutes)
- 2. Certification of Closed Meeting
Scott S. Brabrand. Page 2
Discussion (30 Minutes)

B. PUBLIC COMMENTS

- 1. Public Comments
Scott S. Brabrand. Page 3
Discussion (30 Minutes)

C. SPECIAL PRESENTATIONS

- 1. Resolution of Recognition
Scott S. Brabrand. Page 4
Discussion/Action

D. FINANCE REPORT

- 1. Finance Report
Anthony E. Beckles, Sr. Page 5
Discussion

E. CONSENT AGENDA

- 1. School Board Meeting Minutes: May 19, 2015 (Regular Meeting)
June 2, 2015 (Regular Meeting)
- 2. Personnel Report
Marie F. Gee. Page 13
Discussion/Action

3. Educational Technology Series XV (Spring 2015)/e-Learning Backpack Notes
Ben W. Copeland. Page 17
Discussion/Action
4. Capital Improvement Plan: Robert S. Payne Elementary School
Ben W. Copeland. Page 21
Discussion/Action

F. UNFINISHED BUSINESS

1. Foreign Travel: Heritage High School
John C. McClain. Page 22
Discussion/Action

G. NEW BUSINESS

1. 2015-16 Applications for Federal Programs
John C. McClain. Page 29
Discussion/Action
2. Universal Free Breakfast Program
Anthony E. Beckles, Sr. Page 31
Discussion
3. Community Eligibility Provision (CEP)
Anthony E. Beckles, Sr. Page 33
Discussion
4. Proposed Revision to the Contracted Educational Interpreter
Pay Scale: 2015-16
John C. McClain. Page 34
Discussion
5. Superintendent’s Contract
Regina T. Dolan-Sewell. Page 35
Discussion/Action

H. SUPERINTENDENT’S COMMENTS

I. BOARD COMMENTS

J. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, July 7, 2015, 5:30 p.m., Board Room, School Administration Building

K. ADJOURNMENT

Agenda Report

Date: 06/23/15

Agenda Number: A-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Notice of Closed Meeting

Summary/Description:

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

Legal Counsel

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

Recommendation:

The superintendent recommends that the school board approve a motion to enter into Closed Meeting in accordance with the Code of Virginia §2.2-3711 (A) (1) to receive consultation or legal briefing regarding specific legal matters requiring the provision of legal advice by such counsel.

Agenda Report

Date: 06/23/15

Agenda Number: A-2

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Certification of Closed Meeting

Summary/Description:

The Lynchburg City School Board certifies that, in the closed meeting just concluded, nothing was discussed except the matters specifically identified in the motion to convene in a closed meeting and lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

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

Recommendation:

The superintendent recommends that the school board approve the Certification of Closed Meeting in accordance with the Code of Virginia §2.2-3712(D).

Agenda Report

Date: 06/23/15

Agenda Number: B-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: 06/23/15

Agenda Number: C-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Resolution of Recognition

Summary/Description:

During this presentation, the school board will recognize Charles B. White for his years of service as a member of the Lynchburg City School Board. Mr. White has served as a school board member for a total of six years.

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

Recommendation:

The superintendent recommends that the school board approve the resolution of recognition for Charles B. White.

Agenda Report

Date: 06/23/15

Agenda Number: D-1

Attachments: Yes

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

Subject: Finance Report

Summary/Description:

The school administration, in accordance with the 2014-15 school operating budget, authorized, approved, and processed the necessary payments through May 31, 2015. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through May 31, 2015, for the operating fund.

Total Operating Fund Budget	\$ 88,114,120.00
Fund Balance Return	\$ 130,000.00
Withdrawal from Textbook Reserves	\$ 777,000.00
CIP funds allocated to Schools	\$ 75,000.00
Insurance Proceeds Reallocated	\$ 118,833.30
Restricted Donations	\$ 7,075.00
Allocation of Prior Year End Encumbrances	
Miscellaneous Revenue	\$ 500,478.90
Sale of Assets, Restricted	\$ 238.75
Revised Budget	<u>\$ 3,500.00</u>
	\$ 89,726,245.95

Through May 31, 2015

Actual Revenue Received	\$ 68,431,918.21
Actual Expenditures	\$ 69,786,567.70
Actual Encumbered	\$ 14,797,223.01

Percent of Budget Received	76.27%
Percent of Budget Used, excluding encumbrances	77.78%

As of 05/31/15 – 11 months 91.67%

Agenda Report

Date: 06/23/15

Agenda Number: D-1

Attachments: Yes

The revenue and expenditure reports detail the transactions recorded through May 31, 2015. All reports appear as attachments to the agenda report.

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

Recommendation:

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

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Month Ending
 May 31, 2015

	Fiscal Year 2014-15					BUDGET AVAILABLE	BUDGET % USED
	BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES			
INSTRUCTION							
FUNCTION 1100 CLASSROOM INSTRUCTION							
Personnel	47,097,305.11	34,675,113.57	73.62%	10,510,818.50	1,911,373.04		
Other	3,572,509.33	2,625,801.89	73.50%	46,731.91	899,975.53		
FUNCTION 1200 INST SUPPORT-STUDENT							
Personnel	3,235,111.91	2,587,018.72	79.97%	446,222.60	201,870.59		
Other	177,652.61	67,369.23	37.92%	17,487.10	92,796.28		
FUNCTION 1300 INST SUPPORT-STAFF							
Personnel	3,681,912.41	3,183,396.02	86.46%	396,735.92	101,780.47		
Other	1,619,497.03	1,023,948.68	63.23%	55,332.95	540,215.40		
FUNCTION 1400 INST SUPPORT-SCHOOL ADMN							
Personnel	4,973,238.45	4,397,167.73	88.42%	521,083.54	54,987.18		
Other	135,484.41	87,567.59	64.63%	24,731.30	23,185.52		
TOTAL INSTRUCTION	64,492,711.26	48,647,383.43	75.43%	12,019,143.82	3,826,184.01		94.07%
ADMINISTRATION							
FUNCTION 2100 ADMINISTRATION							
Personnel	2,367,295.20	2,052,085.08	86.68%	152,429.86	162,780.26		
Other	1,296,325.56	1,065,850.47	82.22%	74,987.36	155,487.73		
FUNCTION 2200 ATTENDANCE & HEALTH SERV							
Personnel	1,383,089.31	1,059,671.38	76.62%	234,016.28	89,401.65		
Other	75,225.00	49,587.24	65.92%	0.00	25,637.76		
TOTAL ADMINISTRATION	5,121,935.07	4,227,194.17	82.53%	461,433.50	433,307.40		91.54%
PUPIL TRANSPORTATION							
FUNCTION 3100 MANAGEMENT & DIRECTION							
Personnel	328,747.91	300,946.19	91.54%	28,049.58	(247.86)		
Other	28,776.00	26,196.68	91.04%	1,488.00	1,091.32		
FUNCTION 3200 VEHICLE OPERATION SERVICE							
Personnel	2,538,944.19	2,005,805.31	79.00%	421,398.24	111,740.64		
Other	881,900.00	708,234.46	80.31%	131,542.45	42,123.09		
FUNCTION 3300 MONITORING SERVICE							
Personnel	479,232.57	370,773.09	77.37%	101,813.72	6,645.76		
Other	0.00	0.00	0.00%	0.00	0.00		
FUNCTION 3400 VEHICLE MAINT SERVICE							
Personnel	350,627.98	323,608.69	92.29%	28,001.68	(982.39)		
Other	381,862.76	340,631.92	89.20%	6,230.65	35,000.19		
FUNCTION 3500 BUS PURCHASE - REGULAR							
Other	94,820.00	83,434.00	0.00%	0.00	11,386.00		
TOTAL PUPIL TRANSPORTATION	5,084,911.41	4,159,630.34	81.80%	718,524.32	206,756.75		95.93%
OPERATIONS & MAINTENANCE							
FUNCTION 4100 MANAGEMENT & DIRECTION							
Personnel	198,014.40	181,370.81	91.59%	16,621.62	21.97		
Other	145,750.00	135,344.72	92.86%	13,159.66	(2,754.38)		

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Month Ending
 May 31, 2015

FUNCTION 4200 BUILDING SERVICES							
	Personnel	4,465,890.22	3,860,304.67	86.44%	329,074.11	276,511.44	
	Other	5,124,375.91	4,673,340.58	91.20%	556,635.97	(105,600.64)	
FUNCTION 4300 GROUNDS SERVICES							
	Personnel	237,601.40	202,528.65	85.24%	19,282.14	15,790.61	
	Other	208,000.00	34,735.19	16.70%	135,403.39	37,861.42	
FUNCTION 4400 EQUIPMENT SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	
	Other	128,244.00	90,402.04	70.49%	0.00	37,841.96	
FUNCTION 4500 VEHICLE SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	
	Other	122,500.00	32,011.23	26.13%	37,831.60	52,657.17	
FUNCTION 4600 SECURITY SERVICES							
	Personnel	41,445.67	15,952.90	38.49%	3,677.36	21,815.41	
	Other	334,002.00	215,333.78	64.47%	23,990.00	94,678.22	
FUNCTION 4700 WAREHOUSING SERVICES							
	Personnel	8,482.29	6,870.17	80.99%	0.00	1,612.12	
TOTAL OPERATIONS & MAINTENANCE		11,014,305.89	9,448,194.74	85.78%	1,135,675.85	430,435.30	96.09%
Other Non-Instructional Operations							
FUNCTION 5000 Non-Instructional Operations - Other		43,565.87	15,049.54	34.54%	15,548.10	12,968.23	
TOTAL Non-Instructional Operations		43,565.87	15,049.54	34.54%	15,548.10	12,968.23	70.23%
FACILITIES							
FUNCTION 6200 SITE IMPROVEMENTS		0.00	0.00	0.00%	0.00	0.00	
FUNCTION 6600 BLDG ADD & IMP SERVICES							
	Personnel	22,178.34	9,350.84	42.16%	0.00	12,827.50	
	Other	29,956.00	9,956.00	33.24%	5,812.50	14,187.50	
TOTAL FACILITIES		52,134.34	19,306.84	37.03%	5,812.50	27,015.00	48.18%
DEBT SERVICE							
FUNCTION 7100 DEBT SERVICE - Other		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	1,467,533.34	1,295,374.85	88.27%	165,266.89	6,891.60	
	Other	1,013,102.49	805,066.27	79.47%	129,029.39	79,006.83	
FUNCTION 8200 INSTRUCTIONAL SUPPORT							
	Personnel	367,545.37	340,732.64	92.70%	23,828.02	2,984.71	
	Other	1,043,500.91	828,634.88	79.41%	122,960.62	91,905.41	
TOTAL TECHNOLOGY		3,891,682.11	3,269,808.64	84.02%	441,084.92	180,788.55	95.35%
CONTINGENCY RESERVES							
FUNCTION 9100 CLASSROOM INSTRUCTION		0.00	0.00	0.00%	0.00	0.00	
FUNCTION 9300 ADMINISTRATION		0.00	0.00	0.00%	0.00	0.00	
FUNCTION 9500 PUPIL TRANSPORTATION		0.00	0.00	0.00%	0.00	0.00	
FUNCTION 9600 OPERATIONS & MAINTENANCE		25,000.00	0.00	0.00%	0.00	25,000.00	
TOTAL CONTINGENCY RESERVES		25,000.00	0.00	0.00%	0.00	25,000.00	0.00%
TOTAL OPERATING BUDGET		89,726,245.95	69,786,567.70	77.78%	14,797,223.01	5,142,455.24	94.27%

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the Month Ending
 May 31, 2015

ACCOUNT TITLE	FY 2013-14				FY 2014-15			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
240308 SALES TAX RECEIPTS	(9,771,846.00)	(8,622,541.20)	(1,149,304.80)	88.24%	(9,950,157.00)	(8,260,224.32)	(1,689,932.68)	83.02%
240202 BASIC SCHOOL AID	(19,245,033.00)	(19,831,810.00)	586,777.00	103.05%	(21,651,824.00)	(20,198,704.80)	(1,453,119.20)	93.29%
240207 GIFTED & TALENTED	(231,550.00)	(235,323.00)	3,773.00	101.63%	(240,997.00)	(223,760.58)	(17,236.42)	92.85%
240208 REMEDIAL EDUCATION	(1,167,820.00)	(1,186,844.00)	19,024.00	101.63%	(1,292,157.00)	(1,199,739.75)	(92,417.25)	92.85%
240208 REMEDIAL EDUCATION	(195,237.00)	(120,169.00)	(75,068.00)	61.55%	(123,629.00)	(91,989.46)	(31,639.54)	74.41%
240212 SPECIAL ED SOQ	(2,250,067.00)	(2,286,721.00)	36,654.00	101.63%	(2,794,545.00)	(2,594,675.41)	(199,869.59)	92.85%
240217 VOCATIONAL ED SOQ	(281,888.00)	(286,480.00)	4,592.00	101.63%	(225,615.00)	(209,478.75)	(16,136.25)	92.85%
240221 SOC SEC-INSTR	(1,328,898.00)	(1,350,547.00)	21,649.00	101.63%	(1,404,964.00)	(1,304,478.67)	(100,485.33)	92.85%
240223 VRS INSTRUCTIONAL	(2,214,831.00)	(2,250,911.00)	36,080.00	101.63%	(2,861,204.00)	(2,656,566.17)	(204,637.83)	92.85%
240241 GROUP LIFE INST	(85,573.00)	(86,967.00)	1,394.00	101.63%	(87,169.00)	(80,934.91)	(6,234.09)	92.85%
240228 READING INTERVENTN	(144,929.00)	(164,513.00)	19,584.00	113.51%	(168,326.00)	(155,300.83)	(13,025.17)	92.26%
240205 CAT-REG FOSTER	(71,786.00)	(117,687.56)	45,901.56	163.94%	(71,041.00)	(80,829.00)	9,788.00	113.78%
240246 CAT-HOMEBOUND	(214,961.00)	(199,896.17)	(15,064.83)	92.99%	(208,242.00)	(88,280.70)	(119,961.30)	42.39%
240248 REGIONAL TUITION	(776,368.00)	(642,299.73)	(134,068.27)	82.73%	(766,658.00)	(279,266.04)	(487,391.96)	36.43%
240265 AT RISK SOQ	(1,216,431.00)	(1,236,110.00)	19,679.00	101.62%	(1,439,822.00)	(1,216,795.83)	(223,026.17)	84.51%
240309 ESL	(82,660.00)	(106,224.00)	23,564.00	128.51%	(117,708.00)	(107,604.17)	(10,103.83)	91.42%
330213 SCHOOL LUNCH	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
240281 AT RISK 4 YR OLDS	(1,215,707.00)	(1,215,707.00)	0.00	100.00%	(1,059,219.00)	(881,640.00)	(177,579.00)	83.23%
240218 CTE - ADULT ED	(19,175.00)	(584.00)	(18,591.00)	0.00%	(19,175.00)	0.00	(19,175.00)	0.00%
240252 CTE EQUIPMENT	0.00	(6,655.13)	6,655.13	0.00%	0.00	(13,266.87)	13,266.87	100.00%
240253 CTE OCC PREP	(42,030.00)	(35,667.00)	(6,363.00)	84.86%	(42,990.00)	0.00	(42,990.00)	0.00%
240273 CPI HOLD HARMLESS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
MATH/READING INSTR SPECIALISTS	0.00	0.00	0.00	0.00%	(40,267.00)	(30,200.25)	(10,066.75)	75.00%
ADDITIONAL STATE SUPPORT	(466,336.00)	(466,336.29)	0.29	0.00%	0.00	0.00	0.00	0.00%
EARLY READING SPECIALISTS INIT	(37,214.00)	0.00	(37,214.00)	0.00%	0.00	0.00	0.00	0.00%
240275 PRIMARY CLASS SIZE	(1,570,158.00)	(1,616,146.00)	45,988.00	102.93%	(1,707,979.00)	(1,411,360.83)	(296,618.17)	82.63%
240214 TEXTBOOKS	(451,674.00)	(459,032.00)	7,358.00	101.63%	(493,378.00)	(458,090.67)	(35,287.33)	92.85%
SALARY SUPPLEMENT	(500,162.00)	(508,716.00)	8,554.00	101.71%	0.00	0.00	0.00	0.00%
240203 GED/ISAEP	(23,576.00)	(23,576.00)	0.00	100.00%	0.00	0.00	0.00	0.00%
240405 ALGEBRA READINESS	(124,221.00)	(130,376.00)	6,155.00	104.95%	(139,687.00)	(114,652.50)	(25,034.50)	82.08%
COMMONWEALTH OF VA	(43,730,131.00)	(43,187,839.08)	(542,291.92)	98.76%	(46,906,753.00)	(41,657,840.51)	(5,248,912.49)	88.81%
330201 BASIC ADULT ED.	(50,000.00)	(69,594.58)	19,594.58	139.19%	0.00	0.00	0.00	0.00%
330212 IMPACT AIDPL81-874	(6,000.00)	(7,616.99)	1,616.99	126.95%	(6,000.00)	(9,159.79)	3,159.79	152.66%
180303 MEDICAID REIMBURSE	(300,000.00)	(377,901.31)	77,901.31	125.97%	(300,000.00)	(178,788.88)	(121,211.12)	59.60%
JR ROTC	(120,000.00)	(109,144.52)	(10,855.48)	90.95%	(120,000.00)	(89,699.49)	(30,300.51)	74.75%
FEDERAL	(476,000.00)	(564,257.40)	88,257.40	118.54%	(426,000.00)	(277,648.16)	(148,351.84)	65.18%

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the Month Ending
 May 31, 2015

	FY 2013-2014				FY 2014-2015			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
510500 CITY OPER APPR	(38,201,147.00)	(38,201,147.00)	0.00	100.00%	(38,924,147.00)	(24,575,000.00)	(14,349,147.00)	63.14%
510500 FUND BALANCE RETURN	(507,487.00)	(507,487.00)	0.00	100.00%	(907,000.00)	(907,000.00)	0.00	100.00%
510500 USE OF CIP FUNDS	0.00	0.00	0.00	0.00%	(75,000.00)	0.00	(75,000.00)	0.00%
510502 CITY DEBT SERV APP	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
CITY	(38,708,634.00)	(38,708,634.00)	0.00	100.00%	(39,906,147.00)	(25,482,000.00)	(14,424,147.00)	63.85%
189912 MISC REV/OTH FUNDS	0.00	(193,564.59)	193,564.59	100.00%	(238.75)	(28,085.98)	27,847.23	100.00%
180303 REBATES & REFUNDS	(30,000.00)	(21,421.90)	(8,578.10)	71.41%	(30,000.00)	(28,992.78)	(1,007.22)	96.64%
189903 DONATIONS & SP GF	(100.00)	(100.00)	0.00	0.00%	(7,075.00)	(7,075.00)	0.00	100.00%
189909 SALE OTHER EQUIP	0.00	(9,833.86)	9,833.86	0.00%	(3,500.00)	(30,295.02)	26,795.02	865.57%
189910 INSURANCE ADJUST	(3,000.00)	(4,114.66)	1,114.66	137.16%	(121,833.30)	(135,928.54)	14,095.24	111.57%
189912 OTHER FUNDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
E RATE REIMBURSEMENT	(120,000.00)	(101,994.43)	(18,005.57)	85.00%	(120,000.00)	(80,173.67)	(39,826.33)	66.81%
TRANSFER IN/OUT	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
MISCELLANEOUS	(153,100.00)	(331,029.44)	177,929.44	216.22%	(282,647.05)	(310,550.99)	27,903.94	109.87%
150201 RENTS	(98,000.00)	(123,000.00)	25,000.00	125.51%	(118,000.00)	(123,000.00)	5,000.00	104.24%
161201 TUITION DAY SCHOOL	(110,000.00)	(112,830.67)	2,830.67	102.57%	(110,000.00)	(84,041.17)	(25,958.83)	76.40%
161206 TUITION ADULT	(18,000.00)	(6,183.25)	(11,816.75)	34.35%	(18,000.00)	(20,230.68)	2,230.68	112.39%
161207 TUITION SUMMER SCH	(40,000.00)	(38,721.50)	(1,278.50)	96.80%	(25,000.00)	(150.00)	(24,850.00)	0.60%
161202 SPEC PUPIL FEES	(45,000.00)	(40,081.17)	(4,918.83)	89.07%	(40,000.00)	(17,790.32)	(22,209.68)	44.48%
161205 BUS RENTAL	(400,000.00)	(312,682.37)	(87,317.63)	78.17%	(400,000.00)	(273,263.57)	(126,736.43)	68.32%
190101 TUIT FM OTH CO/CY	(634,620.00)	(651,421.70)	16,801.70	102.65%	(634,620.00)	0.00	(634,620.00)	0.00%
161201 DUAL ENROLLMENT	(85,000.00)	(120,367.50)	35,367.50	141.61%	(85,000.00)	0.00	(85,000.00)	0.00%
PRINT SHOP	(100,000.00)	(76,650.75)	(23,349.25)	76.65%	(100,000.00)	(59,297.45)	(40,702.55)	59.30%
SCHOOL NUT UTILITIES	(98,500.00)	(86,976.73)	(11,523.27)	88.30%	(98,500.00)	(89,735.36)	(8,764.64)	91.10%
FACILITY RENTALS	(60,020.00)	(61,317.26)	1,297.26	102.16%	(75,000.00)	(36,370.00)	(38,630.00)	48.49%
CHARGES FOR SERVICES	(1,689,140.00)	(1,630,232.90)	(58,907.10)	96.51%	(1,704,120.00)	(703,878.55)	(1,000,241.45)	41.30%
150101 INTEREST-BNK DPST	0.00	0.00	0.00	100.00%	(100.00)	0.00	(100.00)	100.00%
USE OF MONEY								
LEASE PURCHASE PROCEEDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
DESIGNATION - ENCUMBRANCES	(36,798.29)	0.00	(36,798.29)	0.00%	(500,478.90)	0.00	(500,478.90)	0.00%
TOTAL OPERATING FUND	(84,793,803.29)	(84,421,992.82)	(335,012.18)	99.56%	(89,726,245.95)	(68,431,918.21)	(20,793,848.84)	76.27%

Original budget	\$84,249,418.00
Fund Balance Return	\$ 507,487.00
Restricted Donation Received	\$ 100.00
Lease Purchase Funds	\$ -
Designation - Prior Year Encumb	\$ 36,798.29
Adjusted Budget	\$ 84,793,803.29

Original budget	\$ 88,114,120.00
Fund Balance Return/Textbooks/CIP	\$ 982,000.00
Restricted Donation Received	\$ 7,075.00
Insurance proceeds allocated	\$ 118,833.30
Restricted Sale of Assets (CTE)	\$ 3,500.00
Miscellaneous Revenue	\$ 238.75
Designation - Prior Year Encumb	\$ 500,478.90
Adjusted Budget	\$ 89,726,245.95

FY2014-2015 REVISED REVENUE BUDGET
As of May 31, 2015

ACCOUNT TITLE	ORIGINAL	REVISED	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	CHANGE BETWEEN ORG & REVISED REV BUDGET INCREASE (DECREASE)
	REVENUE BUDGET As of 7/1/2014	STATE REVENUE BUDGET As of 12/17/2014				
COMMONWEALTH OF VA REVENUE						
240308 SALES TAX RECEIPTS	(9,950,157.00)	(9,907,302.00)	(8,260,224.32)	(1,647,077.68)	83.38%	(42,855.00)
240202 BASIC SCHOOL AID	(21,651,824.00)	(22,074,941.00)	(20,198,704.80)	(1,876,236.20)	91.50%	423,117.00
240207 GIFTED & TALENTED	(240,997.00)	(244,413.00)	(223,760.58)	(20,652.42)	91.55%	3,416.00
240208 REMEDIAL EDUCATION	(1,292,157.00)	(1,310,472.00)	(1,199,739.75)	(110,732.25)	91.55%	18,315.00
240208 REMEDIAL EDUCATION	(123,629.00)	(105,619.00)	(91,989.46)	(13,629.54)	87.10%	(18,010.00)
240212 SPECIAL ED SOQ	(2,794,545.00)	(2,834,156.00)	(2,594,675.41)	(239,480.59)	91.55%	39,611.00
240217 VOCATIONAL ED SOQ	(225,615.00)	(228,813.00)	(209,478.75)	(19,334.25)	91.55%	3,198.00
240221 SOC SEC-INSTR	(1,404,964.00)	(1,424,878.00)	(1,304,478.67)	(120,399.33)	91.55%	19,914.00
240223 VRS INSTRUCTIONAL	(2,861,204.00)	(2,901,759.00)	(2,656,566.17)	(245,192.83)	91.55%	40,555.00
240241 GROUP LIFE INST	(87,169.00)	(88,405.00)	(80,934.91)	(7,470.09)	91.55%	1,236.00
240228 READING INTERVENTN	(168,326.00)	(186,361.00)	(155,300.83)	(31,060.17)	83.33%	18,035.00
240205 CAT-REG FOSTER	(71,041.00)	(134,062.00)	(80,829.00)	(53,233.00)	60.29%	63,021.00
240246 CAT-HOMEBOUND	(208,242.00)	(100,051.00)	(88,280.70)	(11,770.30)	88.24%	(108,191.00)
240248 REGIONAL TUITION	(766,658.00)	(714,954.00)	(279,266.04)	(435,687.96)	39.06%	(51,704.00)
240265 AT RISK SOQ	(1,439,822.00)	(1,460,155.00)	(1,216,795.83)	(243,359.17)	83.33%	20,333.00
240309 ESL	(117,708.00)	(129,125.00)	(107,604.17)	(21,520.83)	83.33%	11,417.00
330213 SCHOOL LUNCH	0.00	0.00	0.00	0.00	0.00%	0.00
240281 AT RISK 4 YR OLDS - VPI	(1,059,219.00)	(1,057,968.00)	(881,640.00)	(176,328.00)	83.33%	(1,251.00)
240218 CTE - ADULT ED	(19,175.00)	0.00	0.00	0.00	0.00%	(19,175.00)
240252 CTE EQUIPMENT	0.00	0.00	(13,266.87)	13,266.87	0.00%	0.00
240253 CTE EDUCATION	(42,990.00)	(48,230.00)	0.00	(48,230.00)	0.00%	5,240.00
SUPPLEMENTAL SUPPORT	0.00	0.00	0.00	0.00	0.00%	0.00
ADDITIONAL STATE SUPPORT	0.00	0.00	0.00	0.00	0.00%	0.00
EARLY READIG SPECIALISTS INITIAT	(40,267.00)	(40,267.00)	0.00	(40,267.00)	0.00%	0.00
240275 PRIMARY CLASS SIZE	(1,707,979.00)	(1,693,633.00)	(1,411,360.83)	(282,272.17)	83.33%	(14,346.00)
240214 TEXTBOOKS	(493,378.00)	(500,371.00)	(458,090.67)	(42,280.33)	91.55%	6,993.00
SALARY SUPPLEMENT	0.00	0.00	0.00	0.00	0.00%	0.00
240203 GED/ISAP	0.00	0.00	0.00	0.00	0.00%	0.00
240405 ALGEBRA READINESS	(139,687.00)	(137,583.00)	(114,652.50)	(22,930.50)	83.33%	(2,104.00)
COMMONWEALTH OF VA	(46,906,753.00)	(47,323,518.00)	(41,627,640.26)	(5,695,877.74)	87.96%	416,765.00
FEDERAL REVENUE						
330201 BASIC ADULT ED.	0.00	0.00	0.00	0.00	0.00%	0.00
330212 IMPACT AIDPL81-874	(6,000.00)	(6,000.00)	(9,159.79)	3,159.79	152.66%	0.00
180303 MEDICAID REIMBURSE	(300,000.00)	(300,000.00)	(178,788.88)	(121,211.12)	59.60%	0.00
JR ROTC	(120,000.00)	(120,000.00)	(89,699.49)	(30,300.51)	74.75%	0.00
FEDERAL	(426,000.00)	(426,000.00)	(277,648.16)	(148,351.84)	65.18%	0.00
CITY APPROPRIATIONS						
510500 CITY OPER APPR	(38,924,147.00)	(38,924,147.00)	(24,575,000.00)	(14,349,147.00)	63.14%	0.00
510500 FUND BALANCE RETURN	(907,000.00)	(907,000.00)	(907,000.00)	0.00	100.00%	0.00
510500 USE OF RESERVES	(75,000.00)	(75,000.00)	0.00	(75,000.00)	0.00%	0.00
510502 CITY DEBT SERV APP	0.00	0.00	0.00	0.00	0.00%	0.00
CITY	(39,906,147.00)	(39,906,147.00)	(25,482,000.00)	(14,424,147.00)	63.85%	0.00
MISCELLANEOUS REVENUE						
189912 MISC REV/OTH FUNDS	(238.75)	(30,000.00)	(28,085.98)	(1,914.02)	100.00%	29,761.25
180303 REBATES & REFUNDS	(30,000.00)	(30,000.00)	(28,992.78)	(1,007.22)	96.64%	0.00
189903 DONATIONS & SP GF	(7,075.00)	(7,075.00)	(7,075.00)	0.00	0.00%	0.00
189909 SALE OTHER EQUIP	(3,500.00)	(31,000.00)	(30,295.02)	(704.98)	0.00%	27,500.00
189910 INSURANCE ADJUST	(121,833.30)	(135,000.00)	(135,928.54)	928.54	100.69%	13,166.70
189912 OTHER FUNDS	0.00	0.00	0.00	0.00	0.00%	0.00
E RATE REIMBURSEMENT	(120,000.00)	(120,000.00)	(80,173.67)	(39,826.33)	66.81%	0.00
TRANSFER IN/OUT	0.00	0.00	0.00	0.00	0.00%	0.00
MISCELLANEOUS	(282,647.05)	(353,075.00)	(310,550.99)	(42,524.01)	87.96%	70,427.95

CHARGES FOR SERVICES						
150201 RENTS	(118,000.00)	(123,000.00)	(123,000.00)	0.00	100.00%	5,000.00
161201 TUITION DAY SCHOOL	(110,000.00)	(90,000.00)	(84,041.17)	(5,958.83)	93.38%	(20,000.00)
161206 TUITION ADULT	(18,000.00)	(22,000.00)	(20,230.68)	(1,769.32)	91.96%	4,000.00
161207 TUITION SUMMER SCH	(25,000.00)	(150.00)	(150.00)	0.00	100.00%	(24,850.00)
161202 SPEC PUPIL FEES	(40,000.00)	(40,000.00)	(17,790.32)	(22,209.68)	44.48%	0.00
161205 BUS RENTAL	(400,000.00)	(325,000.00)	(273,263.57)	(51,736.43)	84.08%	(75,000.00)
190101 TUIT FM OTH CO/CY	(634,620.00)	(400,000.00)	0.00	(400,000.00)	0.00%	(234,620.00)
161201 DUAL ENROLLMENT	(85,000.00)	(125,000.00)	0.00	(125,000.00)	0.00%	40,000.00
PRINT SHOP	(100,000.00)	(75,000.00)	(59,297.45)	(15,702.55)	79.06%	(25,000.00)
SCHOOL NUT UTILITIES	(98,500.00)	(98,500.00)	(89,735.36)	(8,764.64)	91.10%	0.00
FACILITY RENTALS	(75,000.00)	(60,000.00)	(36,370.00)	(23,630.00)	60.62%	(15,000.00)
CHARGES FOR SERVICES	(1,704,120.00)	(1,358,650.00)	(703,878.55)	(654,771.45)	51.81%	(345,470.00)
150101 INTEREST-BNK DPST	(100.00)	0.00	0.00	0.00	100.00%	(100.00)
USE OF MONEY						
LEASE PURCHASE PROCEEDS	0.00	0.00	0.00	0.00	0.00%	0.00
DESIGNATION - ENCUMBRANCES	0.00	0.00	0.00	0.00	0.00%	0.00
TOTAL OPERATING FUND	(89,225,767.05)	(89,367,390.00)	(68,401,717.96)	(20,965,672.04)	76.54%	141,622.95

REVENUE OVER/(UNDER)
ORIGINAL BUDGET 141,622.95

Note
 Bold accounts are affected by changes in ADM

Agenda Report

Date: 06/23/15

Agenda Number: E-2

Attachments: Yes

From: Scott S. Brabrand

Subject: Personnel Report

Summary/Description:

The personnel recommendations for June 2 – 23, 2015, 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 June 2 – 23, 2015.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2015-2016:				
Beasley, Brandi	Lynchburg College	M.A./3 yrs. (Lv. 3 3)	LAUREL Regional Program Teacher of Visually Impaired (PT)	08-06-15
Brawn, Suzanna	University of New England	M.A./8 yrs. (Lv. 8, 3)	Student Learning & Success Academic Lead Coach	07-01-15
Connor, Krista	Liberty University	B.A./ 18 yrs. (Lv. 18 3)	Linkhorne Elementary Kindergarten	08-06-15
Curry, Erin	Liberty University	B.A./0 yrs. (Lv. 0 3)	Linkhorne Elementary Kindergarten	08-06-15
Darius, Karissa	Liberty University	B.A./0 yrs. (Lv. 0 3)	Heritage High Math	08-06-15
Evans, Christie	Liberty University	B.A./0 yrs. (Lv. 0 3)	Heritage Elementary Second Grade	08-06-15
Goetz, Samantha	Mansfield University	B.A./3 yrs. (Lv. 3 3)	Linkhorne Elementary Fourth Grade	08-06-15
Hill, Heather	Randolph College	M.A./0 yrs. (Lv. 0 3)	T.C. Miller Elementary Special Education	08-06-15
Janik, Kelly	Lynchburg College	B.A./0 yrs. (Lv. 0 3)	E.C. Glass High Special Education (PT)	08-06-15
Kramer, Linsey	Liberty University	B.A./5 yrs. (Lv. 5 3)	Heritage Elementary First Grade	08-06-15
Kramer, John	Lynchburg College	B.A./5 yrs. (Lv. 5 4)	Heritage Elementary Third Grade	08-06-15
Little, Katelyn	DeSales University	B.A./0 yrs. (Lv. 0 3)	Perrymont Elementary Third Grade	08-06-15
Maurice, William	Florida State University	M.A./20 yrs. (Lv. 20 4)	Linkhorne Elementary ESL	08-06-15
McAlexander, Tina	Longwood College	B.A./9 yrs. (Lv. 9 1)	Information Technology IT-DART	07-23-15

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2015-2016: (continued)				
Quarantotto, Michelle	Liberty University	M.A./2 yrs. (Lv. 2 3)	Heritage High ESL	08-06-15
Ratner, Rachel	Liberty University	B.A./1 yr. (Lv. 1 3)	Heritage Elementary Third Grade	08-06-15
Ryan, Kathryn	Liberty University	B.A./0 yrs. (Lv. 0 3)	LAUREL Regional Special Education	08-06-15
Sites, Katie	Longwood University	M.A./0 yrs. (Lv. 0 3)	Linkhorne Elementary Second Grade	08-06-15
Spence, Hannah	Liberty University	B.A./0 yrs. (Lv. 0 3)	Linkhorne Elementary Fourth Grade	08-06-15
Stein, Kristina	Liberty University	B.A./0 yrs. (Lv. 0 3)	Heritage Elementary Fifth Grade	08-06-15
Willis, Mark	N/A	N.A./6 yrs. (Lv. 6 4)	Information Technology Network Engineer	07-13-15
Wood, Christie	Radford University	B.A./0 yrs. (Lv. 0 3)	T.C. Miller Elementary Second Grade	08-06-15
RESIGNATIONS:				
Black, Lauren	Radford University	B.A./2 yrs. (Lv. 1 3)	Heritage Elementary Third Grade	06-06-15
Cobb, Jessica	University of Montana	B.A./7 yrs. (Lv. 6 3)	Linkhorne Elementary Kindergarten	06-06-15
Easterly, Susan	Eastern Nazarene	B.S./32 yrs. (Lv. 31 3)	Linkhorne Elementary Third Grade	06-06-15
Hamlette, Amanda	University of Virginia	M.A./14 yrs. (Lv. 14 3)	Heritage High Math	06-06-15
Heying, Cynthia	Midwestern State University	M.Ed./15 yrs. (Lv. 14 3)	E.C. Glass High Special Education	06-06-15

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
RESIGNATIONS: (continued)				
Jamerson, Jason	Lynchburg College	M.Ed./25 yrs. (Lv. 24 4)	Heritage High Guidance Director	06-30-15
Madigan, Rachel	Hope International University	M.Ed./9 yrs. (Lv. 8 3)	Heritage Elementary Third Grade	06-06-15
Martin, Benjamin	Liberty University	M.S./15 yrs. (Lv. 14 4)	E.C. Glass High Physical Education	06-30-15
Molstre, Meredith	Cedarville College	B.A./2 yrs. (Lv. 2 3)	Perrymont Elementary Special Education	06-06-15
Morgan, Romero	Radford University	B.S./10 yrs. (Lv. 10 2)	Dunbar Middle Math	06-06-15
Whitlock, Melvin	Liberty University	B.A./1 yr. (Lv. 0 2)	Fort Hill Community Social Studies	06-06-15
RETIREMENTS:				
Stewart, Lisa	Louisiana State	B.S./28 yrs. (Lv. 27 3)	Sandusky Elementary Fifth Grade	06-06-15
LEAVE OF ABSENCE:				
Burdette, Shea	Augusta State University	B.A./6 yrs. (Lv. 5 3)	Linkhorne Elementary Kindergarten	06-06-15
Parker, Andrea	Liberty University	B.S./6 yrs. (Lv. 5 1)	Linkhorne Elementary Second Grade	06-06-15

Agenda Report

Date: 06/23/15

Agenda Number: E-3

Attachments: Yes

From: Scott S. Brabrand, Superintendent
Ben W. Copeland, Assistant Superintendent of Curriculum and Instruction

Subject: Educational Technology Series XV (Spring 2015)/e-Learning Backpack Notes

Summary/Description:

The Virginia Department of Education has notified Lynchburg City Schools that its share of the Educational Technology Series XV (Spring 2015) Grant Funds will be \$466,000. A 20 percent matching expenditure of \$93,200 is required. Grant funds may be expended on networking/infrastructure equipment, classroom multimedia network computers, instructional software, and local technology plan hardware. Purchases from these funds are financed by Virginia Public School Authority Bonds, which are sold in the spring of each year.

In addition Lynchburg City Schools has been notified that its share of the e-Learning Backpack Grant Funds will be \$260,000. A 20 percent matching expenditure of \$52,000 is required. e-Learning Backpack funds may be spent on a portable device. The amount is based on \$400.00 per student for the prior year's 9th grade enrolment.

Ordinarily, these funds may not be spent more than 60 days prior to the date the bonds are sold. However, a school division may spend funds prior to that date and be reimbursed for those expenditures if the school board passes a resolution stating its intention to do so. A resolution stating the school board's intention to be reimbursed for expenditures is attached for school board consideration.

The Central Virginia Governor's School for Science and Technology, the LAUREL Regional Special Education Program, and the Secondary Alternative Education Program are also eligible for \$26,000 each. There is no local match required for these grants. The resolution attached to this agenda report refers to these funds as well.

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

Recommendation:

The superintendent recommends that the school board reimbursement for expenditures under the Educational Technology Issue Series XV (Spring 2015)/e-Learning Backpack Notes..

RESOLUTION OF THE LYNCHBURG CITY SCHOOL BOARD OF LYNCHBURG CITY SCHOOLS DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE PROCEEDS OF ONE OR MORE GRANTS MADE BY THE COMMONWEALTH OF VIRGINIA FOR CERTAIN EXPENDITURES MADE AND/OR TO BE MADE IN CONNECTION WITH CERTAIN CAPITAL IMPROVEMENTS

WHEREAS, Lynchburg City Schools (“the Division”) is a political subdivision organized and existing under the laws of the Commonwealth of Virginia; and

WHEREAS, the Division has paid, beginning no earlier than February 1, 2015 and will pay, on and after the date hereof, certain expenditures (the “Expenditures”) in connection with the capital projects (the “Project”), as more fully described in Appendix A attached hereto; and

WHEREAS, the Lynchburg City School Board of the Division (the “Board”) has determined that the money previously advanced no more than 60 days prior to the date hereof and to be advanced on and after the date hereof to pay the Expenditures are available only for temporary period and it is necessary to reimburse the Division for the Expenditures from the proceeds of one or more grants to be made by the Commonwealth of Virginia (the “Grants”) from the proceeds of its tax exempt equipment notes (the “Notes”).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

Section 1. The Board hereby declares the Division’s intent to reimburse the Division with the proceeds of the Grants for the Expenditures with respect to the Project made on and after February 1, 2015, which date is no more than 60 days prior to the date hereof. The Division reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Grants.

Section 2. Each expenditure was and will be of a type properly chargeable to capital account under the general federal income tax principles (determined in each case as of the date of the Expenditure).

Section 3. The maximum cost of the Project is expected to be \$778,000.00.

Section 4. The Division will make a reimbursement allocation, which is a written allocation by the Division that evidences the Division’s use of the proceeds of the Grants to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The Division recognizes that exceptions are available for certain “preliminary expenditures,” costs of issuance, certain de minimis amounts, expenditures by “small issuers”(based on the year of issuance and not the year of expenditure) and expenditures for construction projects of at least 5 years.

Section 5. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 23rd day of June, 2015.

(School Board Chair)

Attested to:

(Superintendent)

APPENDIX A

DESCRIPTION OF PROJECT

Check the Applicable Box(es):

- (1) **Classroom Multimedia Network Computers** – requests in this category include only the cost of the new computer itself (e.g., monitor,CPU,keyboard, mouse, operating system software). Additional software or peripherals such as printers or modems should not be included in this category.

- (2) **Internet-Ready Local Area Network (LAN) Capability** – requests in this category include costs related to networking,retrofitting, upgrading of school buildings, and operating software related to Internet-ready local area network capability (e.g., wiring,servers,power upgrade, etc.).

- (3) **Assure adequate high-speed, high-bandwidth capability** – requests in this category include costs related to networking,retrofitting, upgrading of school buildings, and operating software related to access the Internet (e.g., wiring,servers,power upgrade,etc.).

- (4) **Instructional Software** – requests in this category shall not exceed **1/13th** of the amount spent on Classroom Multimedia Network Computers (see A1). Software purchased must have a useful life of a least one year and be included in the division’s approved technology plan.

Agenda Report

Date: 06/23/15

Agenda Number: E-4

Attachments: No

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

Subject: Capital Improvement Plan: Robert S. Payne Elementary School

Summary/Description:

The 2014-15 capital improvement plan includes \$60,000 in building improvement funding for replacement of the Robert S. Payne Elementary School gymnasium floor.

A total of two bids for the gym floor replacement project were received. The school administration recommends J. W. Squire, Inc. based on their bid of \$43,865, which was the lowest bid. All bids received are listed below.

BIDDER	J. W. Squire, Inc.	The Floor Show
Furnish and install new flooring material	\$35,774	\$35,859
Removal of existing VCT	\$2,760	\$2,010
Furnish and install new underlayment	\$5,331	\$6,950
TOTAL	\$43,865	\$44,819

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

Recommendation:

The superintendent recommends that the school board approve the school administration entering into a contract with J. W. Squire, Inc. in the amount of \$43,865.

Agenda Report

Date: 06/23/15

Agenda Number: F-1

Attachments: Yes

From: Scott S. Brabrand, Superintendent
John C. McClain, Assistant Superintendent of Curriculum and Instruction

Subject: Foreign Travel: Heritage High School

Summary/Description:

Mrs. Catherine Runion and Mrs. Michele Wisskerchen are planning a trip to Costa Rica for students at Heritage High School scheduled to occur in June 2016. School Board Policy 6-42: Field/Recreation/Class/Athletic Trips requires prior approval by the school board for student travel outside the continental United States.

The school board received additional information regarding the purpose of the trip, the preparations for the trip, and the places to be visited while on the trip at the last school board meeting.

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

Recommendation:

The superintendent recommends that the school board approve the foreign travel to Costa Rica for students at Heritage High School scheduled to occur in June 2016.



HERITAGE HIGH SCHOOL

3020 Wards Ferry Road
Lynchburg, VA 24502
(434) 582-1147 • Fax: (434) 582-1137
www.lcsedu.net/schools/hhs

TO: Dr. Scott Brabrand, Superintendent

FROM: Tim Beatty

DATE: April 24, 2015

SUBJECT: INTERNATIONAL FIELD TRIP

Attached please find a request from Mrs. Catherine Runion and Mrs. Michele Wisskirchen for an international field trip to Costa Rica in June 2016. Both of these teachers have prior experience with international travel and they would like to have the opportunity to lead a group of students on this once in a lifetime trip. It is also possible that they will offer this opportunity to other high school students from the surrounding area to join their group. Information on the trip is enclosed.

The teachers would like to begin planning as soon as possible so that they can lock in on pricing and start advertising the trip to our students. Please do not hesitate to contact us if you need any additional information.

We greatly appreciate your consideration of this trip.

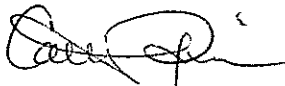
Dear Dr. Brabrand,

We would like to request approval for an international field trip to Costa Rica in June 2016. We decided on this trip based on the rich biological and cultural experiences our students will have during their travels. EF Educational Tours, a reputable international travel company, offers a nine-day trip to Costa Rica. During their stay, students will visit a variety of ecosystems while having a once in a lifetime cultural experience. Students will tour several different regions of Costa Rica, visit several national biological preserves, and spend a day with children at a local school.

Mrs. Wisskirchen organized a trip to Spain using EF Tours in the summer of 2012. She accompanied 25 students on an eleven day tour to various cities in Spain. Mrs. Runion has also done two international tours, one as a student at Heritage High School and one while earning her Biology degree in college. Both of us feel confident organizing international travel and we can both attest to the amazing educational and cultural experiences that they offer.

We are very excited to plan this trip and offer this opportunity to our students. We have included the overnight field trip request form, as well as the price quote and tour information received from EF. We appreciate your consideration and look forward to hearing from you.

Sincerely,



Cathy Runion, Biology Teacher, Heritage High School



Michele Wisskirchen, Spanish Teacher, Heritage High School

**LYNCHBURG CITY SCHOOLS
OVERNIGHT FIELD TRIP REQUEST FORM**

Rev. 10192011

Trip coordinators complete the Overnight Field Trip Request Form and submit to the school principal at least three (3) weeks before the proposed trip and before reservations or other commitments are made.

Principals/Site Administrators should submit a signed, dated hard copy of this form to the Superintendent's Central Office Designee along with a principal's/administrator's letter requesting the Superintendent's approval. Copies of each will be returned to the building principal/administrator.

Trip Coordinator Cathy Runion and Michele Wisskirchen

Date Submitted 4/13/15

School Heritage High School
of Pupils up to 40

Grade/Class 10-12 (Science and/or Spanish students)

Date of Departure June 21, 2016

Time TBD

AM PM

Date of Return June 29, 2016

Hour ITBD

AM PM

Cost per pupil \$ Approx 2,400

Persons (other than the trip coordinator) who will accompany the group (Note: Volunteer Background Check Forms for any non-LCS employees who will accompany students on the field trip must be cleared by the designated Central Office administrator prior to the trip.): Science and Spanish Teachers- Parent participants may choose to travel with the group at a rate slightly higher than the students'.

Place(s) to be visited Costa Rica- San Jose, Arenal Region, Monteverde, Central Pacific Coast, Sarchi

Purpose of the trip: Describe how the field trip fits into the curriculum, points of interest to be visited, learning activities and what is to be accomplished by the trip. The purpose of the trip is to immerse students in the culture and tropical ecology of Costa Rica. The field trip fits into the science curriculum by offering students a hands-on experience in a tropical environment. SOL's covered include: BIO.1a, BIO.4a-c, BIO.8a-e. Students will visit INBioparque (the National Biodiversity Institute of Costa Rica), Poas volcano and hot springs, Lake Arenal, La Fortuna Waterfall, Saint Elena Cloud Forest, and Manuel Antonio National Park. Students will also visit a local school for the day to spend time with the students and teachers there and become more familiar with Costa Rican culture.

Preparation: Describe what the teacher and pupils have done/will do to prepare for the trip. Upon approval, teachers will meet with students and parents to discuss the itinerary, expectations, and payment for the trip. Over the next 14 months, teachers and students will meet monthly or bimonthly to discuss details of the trip including safety, behavior expectations, financial obligations, cultural differences, basic Spanish phrases, and other pertinent details. Parents and students will be informed as often as necessary regarding trip updates and deadlines.

Once the trip has been approved, the trip coordinators will send names of participating students to EF Educational Tours. The flight itinerary and transportation to the airport in Raleigh, NC will be determined once a final head count has been taken.

Follow-up: Describe the teacher's plans for follow-up after the trip. Teachers will survey students and parents upon completion of the trip to determine its impact on the students. Future international travel may be planned based on students' experiences.

Mode of transportation (complete applicable sections):

LCS Bus (If yes, submit Field Trip Bus Transportation Request Form): Yes No

Alternate Transportation Mode: Yes No (If yes attach electronic price quote/invoice)

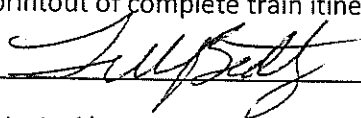
Agenda Report Attachment

Item: F-1

Company/Carrier: This information will need to be determined at a later date. Once all students, teachers, and parents have confirmed their participation, EF tours will schedule our flights to and from Costa Rica. We will also reserve a bus to transport the group to the airport in Raleigh, NC for departure to Costa Rica. Transportation in Costa Rica is arranged by EF tours.

Airline(s): (Attach printout of complete flight itinerary)

Train(s) (Attach printout of complete train itinerary)

Approved:  Date: 4/17/15
(Principal/Site Administrator)

Received by: _____ Date: _____
(Superintendent's Designee)



Costa Rica: A Touch of the Tropics

Tour information

Group Leader:	Cathy Runion
Tour ID:	1735171CF
Tour Name:	Costa Rica: A Touch of the Tropics
Tour Provider:	Educational Tours
Departure Date:	Tuesday, Jun 21, 2016
Return Date:	Wednesday, Jun 29, 2016
Number of Days:	9
Departure City:	Raleigh

THE EF PRICE GUARANTEE

*The guaranteed lowest price.
Once a student enrolls their price will never change.*

Total price

\$2,400 for Students	\$178 per month
\$2,765 for Adults	\$206 per month

Price details ¹

Program Price ²	\$2,145
All-Inclusive Coverage Plan	\$155
Costa Rican Folklore Evening	\$50
Horseback riding-Monteverde (pre-book only)	\$50
EF's Peace of Mind Program	Free

	Monthly	Total
For Students (under 20)	\$178	\$2,400
Adult Supplement		\$365
For Adults	\$206	\$2,765

Tour description

With well-protected national reserves and an unparalleled diversity of wildlife, Costa Rica is the jewel of Central America. The Arenal Region showcases an active volcano, hot springs, and a broad range of flora and fauna. In Monteverde, visit a local school, and in Manuel Antonio National Park, keep your eyes open for sloth, toucans and howler monkeys.

EF is the World Leader in International Education

For 50 years, we've been working toward one global mission: Opening the World Through Education. Together with educators worldwide, we provide experiences that teach critical thinking, problem solving, collaboration and global competence.

EF's guaranteed lowest price includes:



On-tour transportation

We take care of all the travel details so teachers, chaperones and students can enjoy the tour to the fullest. That means we take care of flights, buses, trains, cruise ships, ferries, and subways.



Accommodations

Ok, everyone might be too excited to sleep. But for those who are ready for a good night's rest, we ensure safe, comfortable hotels with private bathrooms.



Meals

Regional-style breakfasts and dinners are part of the tour experience. We leave lunches up to you so everyone has the chance to explore their own tastes. Please refer to your itinerary for specific meal details.



Full-time Tour Director

We have the best Tour Directors in the business. These trusted, friendly individuals are with the group 24/7 to handle all on-tour logistics and to provide cultural insights everywhere the group goes.



Sightseeing tours led by expert local guides

Your group will get the in-depth version of the world's greatest attractions. The group will be joined by licensed, local guides on tours of anything from the Vatican City to Versailles.



Entrances into the world's greatest attractions

Students, alongside their teachers, will step inside the world's most inspiring places. With EF, those entrance fees are included.



Worldwide support, safety and security

We have over 400 schools and offices in more than 50 countries, which means if something happens, we can react quickly and in person.



Accreditation

We're fully accredited, just like your school. Students and teachers can earn credit by taking an EF tour and completing required coursework.

Everything included in this EF tour:

Round-trip flights on major carriers

Comfortable motorcoach

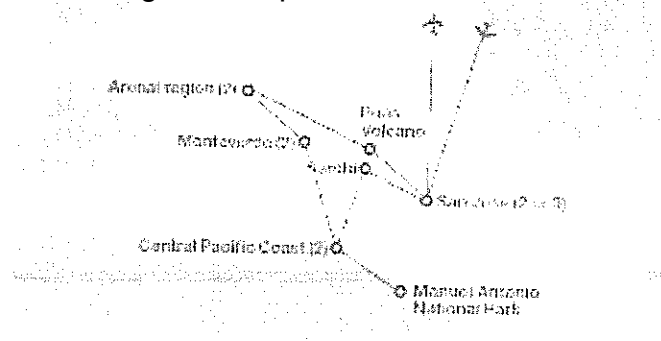
8 overnight stays in hotels with private bathrooms (9 with extension)

3 meals daily (Days 2-8 and Day 9 on extension) • Dinner on arrival day • Breakfast on departure day

Agenda Report Attachment

Full-time Tour Director

Item: F-1



Comprehensive sightseeing of natural attractions

Entrances: INBioparque • Poás Volcano • Hot springs • Lake Arenal kayaking • La Fortuna Waterfall • Santa Elena Cloud Forest • Canopy adventure • Aerial Tram • Crocodile River Tour • Manuel Antonio National Park • With extension: Whitewater rafting

Optional: Horseback riding • Folklore Evening

For more information, call EF at 800-855-5353.

Itinerary

- Day 1: Fly to Costa Rica
- Day 2: San José • Arenal region
- Day 3: Arenal region
- Day 4: Monteverde
- Day 5: Monteverde
- Day 6: Central Pacific Coast
- Day 7: Central Pacific Coast
- Day 8: Sarchi • San José
- Day 9: Depart for home

¹ Adult supplement required for travelers age 20 and older at the time of travel. Change and cancellation fees of up to the total price will apply. Applicable airline baggage fees are not included and can be found at <http://eftours.com/baggage>. All prices subject to verification by EF Tour Consultant. To view EF's Booking Conditions, visit <http://eftours.com/bc>.

² Program price valid for all who enroll from Wednesday, April 01, 2015 through Thursday, April 30, 2015.

Agenda Report

Date: 06/23/15

Agenda Number: G-1

Attachments: No

From: Scott S. Brabrand, Superintendent
John C. McClain, Assistant Superintendent of Curriculum and Instruction

Subject: 2015-16 Applications for Federal Programs

Summary/Description:

Lynchburg City Schools previously submitted a Consolidated Application for federal programs, which included the budgets for Title I Parts A and D, Title II Part A and Title III. For the 2015-2016 school year we are submitting individual applications for each of these federal programs.

School administrators developed these applications with input from principals, teachers, parents, and community members. The anticipated projections included direct guidance from the VDOE, when applicable. LCS anticipates a modest increase for Title I, Part A. LCS anticipates leveled funding for Title II, Part A and Title III and a significant decrease in Title I, Part D funds. However, all of these funding levels could be changed when final allocations are determined later in the fall.

Title I, Part A:

Anticipated allocation for 2015-2016:	\$3,147,553.79
Final allocation for 2014-2015:	<u>\$3,087,839.06</u>
	\$ 59,714.73

Title I, Part D:

Anticipated allocation for 2015-2016:	\$ 102,581.64
Final allocation for 2014-2015:	<u>\$ 122,057.44</u>
	\$ 19,475.80

Title II, Part A:

Anticipated allocation for 2015-2016:	\$ 538,840.68
Final allocation for 2014-2015:	<u>\$ 538,840.68</u>
	\$ 0

Title III, Part A (ESL)

Anticipated allocation for 2015-2016:	\$ 19,965.04
Final allocation for 2014-2015:	<u>\$ 19,965.04</u>
	\$ 0

Total net gain in funding: -	\$ 40,238.93
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Agenda Report

Date: 06/23/15

Agenda Number: G-1

Attachments: No

School board approval is necessary prior to submitting the Consolidated Application for the 2015-2016 academic year to the Virginia Department of Education.

Members of the school board have received a copy of the completed application.

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

Recommendation:

The superintendent recommends that the school board approve the Consolidated Applications for 2015-16.

Agenda Report

Date: 06/23/15

Agenda Number: G-2

Attachments: Yes

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

Subject: Universal Free Breakfast Program

Summary/Description:

The Universal Free Breakfast program was implemented in several elementary school at the beginning of the school year. A progress report was given at the end of first semester to school board members. This is the final update for this program for the 2014-15 school year.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

COMPARISON OF PROVISION 2 RESULTS, OCT / MAY SY 2014-15

October 2014 22 Days Served

SCHOOL	KEY	BASS	DESI	RSP	HES	LES
FREE	Meals/ADP%	3924 / 77%	2433 / 69%	5750 / 73%	5104 / 74%	5644 / 78%
REDUCED	Meals/ADP%	260 / 86%	28 / 17%	96 / 44%	230 / 53%	594 / 81%
FULL PRICE	Meals/ADP%	351 / 59%	350 / 59%	1328 / 37%	1070 / 38%	2072 / 72%

May 2015 20 Days Served

FREE	Meals/ADP%	3827 / 82%	2284 / 70%	5505 / 73%	4266 / 68%	4568 / 72%
REDUCED	Meals/ADP%	221 / 85%	60 / 59%	133 / 64%	291 / 75%	520 / 74%
FULL PRICE	Meals/ADP%	419 / 70%	298 / 63%	1087 / 40%	1232 / 50%	1597 / 66%

Agenda Report

Date: 06/23/15

Agenda Number: G-3

Attachments: No

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

Subject: Community Eligibility Provision (CEP)

Summary/Description:

The Community Eligibility Provision (CEP) was established by the Healthy, Hunger-Free Kids Act of 2010 and allows high poverty schools and school divisions to offer breakfast and lunch to students at no charge and without applications for free and reduced lunch. To be eligible, schools must meet a minimum of 40 percent identified students for free meals in the year prior to the implementation of the program. They must agree to serve free lunches and breakfasts to all students and not collect free and reduced price applications from households in participating schools. Schools must also agree to cover with non-federal funds costs of providing free meals to all students above the amounts provided in federal assistance.

During this presentation, the school administration will provide additional information about CEP.

Disposition: Action
 Information
 Action at Meeting on: 07/07/15

Recommendation:

The superintendent recommends that the school board receive this agenda report as an information item and consider action at the school board meeting on July 7, 2015.

Agenda Report

Date: 06/23/15

Agenda Number: G-4

Attachments: No

From: Scott S. Brabrand, Superintendent
John C. McClain, Assistant Superintendent of Curriculum and Instruction

Subject: Proposed Revision to the Contracted Educational Interpreter Pay 2015-2016

Summary/Description:

Lynchburg City Schools anticipates six, possibly seven, sign language interpreter vacancies for the 2015-16 school year. During the 2014-15 school year, postings for sign language interpreters did not result in additional applicants. An analysis of the current Lynchburg City Schools' interpreter pay scale revealed the need to propose revisions to approximate the current market and to draw applicants to Lynchburg City Schools.

The school administration will present an overview of the students' needs, options, and the proposed revisions to the 2015-16 interpreter pay scale during this presentation.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the July 7, 2015, school board meeting.

Agenda Report

Date: 06/23/15

Agenda Number: G-5

Attachments: No

From: Regina T. Dolan-Sewell, Chairman

Subject: Superintendent's Contract

Summary/Description:

As a result of the annual evaluation of the superintendent conducted by the Lynchburg City School Board, the school board will consider modifications to the existing contract between the school board and the superintendent. It is customary for the school board to authorize its chairman and vice chairman to execute specified modifications to the contract between the school board and the superintendent. The modifications to that contract which the school board will consider are

Section III: COMPENSATION

- (a) The Superintendent shall receive a salary at the rate of ONE HUNDRED SIXTY-ONE THOUSAND THREE-HUNDRED FORTY-ONE AND 70/100 DOLLARS (161,341.70) per fiscal year, and will be paid in equal monthly installments in accordance with the standard policy of the Board governing payment of professional staff members in the school division. The annual salary of the Superintendent may be adjusted or increased by amendment for any subsequent fiscal year during the term of this Agreement. Adjustments to compensation will be considered by the Board in conjunction with the Superintendent's evaluation during spring of each year. In no event, however, shall the salary adjustment reduce the annual salary below the salary of the preceding fiscal year unless otherwise agreed to by the Superintendent and the Board in writing.

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

Recommendation:

The chairman recommends that the school board authorize the chairman and vice chairman to execute the specified modification to its contract with the superintendent as proposed and approved by the school board.