



Lynchburg City School Board

SCHOOL BOARD MEETING
October 15, 2013 5:30 p.m.
School Administration Building
Board Room

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

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

School Administration

Scott S. Brabrand
Superintendent

William A. Coleman, Jr.
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

A. CLOSED MEETING

- 1. Notice of Closed Meeting
Scott S. Brabrand. Page 1
Discussion/Action
- 2. Certification of Closed Meeting
Scott S. Brabrand. Page 2
Discussion/Action

B. PUBLIC COMMENTS

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

C. FINANCE REPORT

- 1. Finance Report
Anthony E. Beckles, Sr. Page 4
Discussion

D. CONSENT AGENDA

- 1. School Board Meeting Minutes: September 17, 2013 (Regular Meeting)
October 1, 2013 (Closed Meeting)
October 1, 2013 (Joint Meeting)
- 2. Personnel Report
Marie F. Gee. Page 9
Discussion/Action

E. STUDENT REPRESENTATIVE COMMENTS

F. UNFINISHED BUSINESS

- 1. Capital Improvement Plan: 2015-19
Ben W. Copeland. Page 11
Discussion/Action

- 2. School Board Policy 7-51: Wellness
Ben W. Copeland.Page 14
Discussion
- 3. Capital Improvement Plan: Heritage High School
Ben W. Copeland.Page 28
Discussion/Action

G. NEW BUSINESS

- 1. Standards of Learning Accreditation Results
William A. Coleman, Jr.Page 29
Discussion
- 2. Lynchburg City Schools Comprehensive Plan: Operations
and Personnel Update
Ben W. Copeland.Page 30
Discussion
- 3. Special Education Annual Plan/Part B Section 611 Flow-through
Funds and Section 619 Preschool Funds: 2013-14
William A. Coleman, Jr.Page 31
Discussion/Action
- 4. School Board Policy 6-1: Mission Statement
Ben W. Copeland.Page 38
Discussion/Action

H. SUPERINTENDENT’S COMMENTS

I. BOARD COMMENTS

J. INFORMATIONAL ITEMS

Community Budget Hearings: October 23, 2013 – Heritage High School
7:00 p.m.

October 29, 2013 – Information Technology
Center – 4:30 p.m. (Employees)

Next School Board Meeting: Tuesday, November 5, 2013, 5:30 p.m., Board
Room, School Administration Building

K. ADJOURNMENT

Agenda Report

Date: 10/15/13

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:

Personnel Matters

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 discuss personnel matters.

Agenda Report

Date: 10/15/13

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: 10/15/13

Agenda Number: B-1

Attachments: No

From: Scott S. Brabrand, 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: 10/15/13

Agenda Number: C-1

Attachments:

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

Subject: Finance Report

Summary/Description:

The school administration, in accordance with the 2013-14 school operating budget, authorized, approved, and processed the necessary payments through September 30, 2013. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through September 30, 2013, for the operating fund.

Total Operating Fund Budget		\$84,249,418.00
Through September 30, 2013		
Actual Revenue Received	\$ 8,717,008.66	
Actual Expenditures	\$ 16,074,239.13	
Actual Encumbered	\$ 57,829,141.75	
Percent of Budget Received		10.35%
Percent of Budget Used, excluding encumbrances		19.08%
As of 09/30/13 – 3 months		25.00%

The revenue and expenditure reports detail the transactions recorded through September 30, 2013. 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 Ended September 30, 2013

	Fiscal Year 2013-14					
	BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES	BUDGET AVAILABLE	BUDGET % USED
INSTRUCTION						
FUNCTION 1100 CLASSROOM INSTRUCTION						
Personnel	43,611,017.00	6,015,005.06	13.79%	36,037,547.11	1,558,464.83	96.43%
Other	4,113,844.00	557,661.95	13.56%	544,213.26	3,011,968.79	26.78%
FUNCTION 1200 INST SUPPORT-STUDENT						
Personnel	3,340,817.00	631,556.31	18.90%	2,108,793.05	600,467.64	82.03%
Other	169,644.00	18,723.00	11.04%	59,134.90	91,786.10	45.89%
FUNCTION 1300 INST SUPPORT-STAFF						
Personnel	4,410,927.00	1,020,087.48	23.13%	2,411,627.23	979,212.29	77.80%
Other	1,422,659.00	82,934.21	5.83%	132,477.97	1,207,246.82	15.14%
FUNCTION 1400 INST SUPPORT-SCHOOL ADMIN						
Personnel	5,284,589.00	1,381,838.60	26.15%	3,641,678.05	261,072.35	95.06%
Other	128,350.00	5,380.07	4.19%	7,320.10	115,649.83	9.89%
TOTAL INSTRUCTION	62,481,847.00	9,713,186.68	15.55%	44,942,791.67	7,825,868.65	87.47%
ADMINISTRATION						
FUNCTION 2100 ADMINISTRATION						
Personnel	2,248,946.00	708,373.66	31.50%	1,318,891.88	221,680.46	90.14%
Other	671,247.00	241,297.77	35.95%	460,127.89	(30,178.66)	104.50%
FUNCTION 2200 ATTENDANCE & HEALTH SERV						
Personnel	2,230,563.00	358,196.76	16.06%	1,957,555.98	(85,189.74)	103.82%
Other	52,225.00	8,213.20	15.73%	4,572.00	39,439.80	24.48%
TOTAL ADMINISTRATION	5,202,981.00	1,316,081.39	25.29%	3,741,147.75	145,751.86	97.20%
PUPIL TRANSPORTATION						
FUNCTION 3100 MANAGEMENT & DIRECTION						
Personnel	332,953.00	95,514.85	28.69%	230,079.19	7,358.96	97.79%
Other	20,526.00	7187.14	35.01%	2790.47	10,548.39	48.61%
FUNCTION 3200 VEHICLE OPERATION SERVICE						
Personnel	2,199,429.00	402,397.98	18.30%	1,655,135.46	141,895.56	93.55%
Other	940,430.00	256,000.56	27.22%	50,776.61	633,652.83	32.62%
FUNCTION 3300 MONITORING SERVICE						
Personnel	410,901.00	38,862.89	9.46%	237,509.90	134,528.21	67.26%
Other	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 3400 VEHICLE MAINT SERVICE						
Personnel	367,601.00	98,474.62	26.79%	235,420.25	33,706.13	90.83%
Other	381,750.00	84,728.25	22.19%	540.00	296,481.75	22.34%
FUNCTION 3500 BUS PURCHASE - REGULAR						
Other	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 3600 BUS - LEASE PURCHASE						
Other	0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL PUPIL TRANSPORTATION	4,653,590.00	983,166.29	21.13%	2,412,251.88	1,258,171.83	72.96%
OPERATIONS & MAINTENANCE						

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Month Ended September 30, 2013

FUNCTION 4100 MANAGEMENT & DIRECTION							
	Personnel	185,070.00	55,716.04	30.11%	135,339.04	(5,985.08)	103.23%
	Other	35,300.00	24,003.88	68.00%	19,586.87	(8,290.75)	123.49%
FUNCTION 4200 BUILDING SERVICES							
	Personnel	4,134,677.00	1,204,056.97	29.12%	2,738,649.72	191,970.31	95.36%
	Other	4,413,187.00	1,194,128.04	27.06%	2,313,836.53	905,222.43	79.49%
FUNCTION 4300 GROUNDS SERVICES							
	Personnel	239,812.00	64,746.87	27.00%	171,490.10	3,575.03	98.51%
	Other	129,000.00	3,399.75	2.64%	0.00	125,600.25	2.64%
FUNCTION 4400 EQUIPMENT SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
	Other	62,500.00	7,884.75	12.62%	1,387.93	53,227.32	14.84%
FUNCTION 4500 VEHICLE SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
	Other	17,000.00	10,170.40	59.83%	923.43	5,906.17	65.26%
FUNCTION 4600 SECURITY SERVICES							
	Personnel	162,899.00	3,778.14	2.32%	15,466.26	143,654.60	11.81%
	Other	100,000.00	12,209.21	12.21%	3,000.50	84,790.29	15.21%
TOTAL OPERATIONS & MAINTENANCE		9,479,445.00	2,580,094.05	27.22%	5,399,680.38	1,499,670.57	84.18%
FACILITIES							
FUNCTION 6200 SITE IMPROVEMENTS							
FUNCTION 6600 BLDG ADD & IMP SERVICES							
	Personnel	21,743.00	17,307.26	79.60%	35,718.87	(31,283.13)	243.88%
	Other	20,000.00	2,230.00	11.15%	6,221.00	11,549.00	42.26%
TOTAL FACILITIES		41,743.00	19,537.26	46.80%	41,939.87	(19,734.13)	147.28%
DEBT SERVICE							
FUNCTION 7100 DEBT SERVICE - Other							
	Other	109,199.00	54,599.46	50.00%	54,599.46	0.08	100.00%
TOTAL DEBT SERVICE		109,199.00	54,599.46	50.00%	54,599.46	0.08	100.00%
TECHNOLOGY							
FUNCTION 8100 CLASSROOM INSTRUCTION							
	Personnel	1,403,203.00	390,411.94	27.82%	990,695.56	22,095.50	98.43%
	Other	379,942.00	614,021.91	161.61%	14,018.81	(248,098.72)	165.30%
FUNCTION 8200 INSTRUCTIONAL SUPPORT							
	Personnel	256,068.00	66,335.33	25.91%	147,800.04	41,932.63	83.62%
	Other	241,400.00	336,804.82	139.52%	84,216.33	(179,621.15)	174.41%
FUNCTION 8200 LEASE PURCHASE							
		0.00					
TOTAL TECHNOLOGY		2,280,613.00	1,407,574.00	61.72%	1,236,730.74	(363,691.74)	115.95%
CONTINGENCY RESERVES							
FUNCTION 9100 CLASSROOM INSTRUCTION							
		0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9300 ADMINISTRATION							
		0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9500 PUPIL TRANSPORTATION							
		0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9600 OPERATIONS & MAINTENANCE							
		0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL CONTINGENCY RESERVES		0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL OPERATING BUDGET		84,249,418.00	16,074,239.13	19.08%	57,829,141.75	10,346,037.12	87.72%

Lynchburg City Schools
Operating Fund - Statement of Revenue
For the Month Ended September 30, 2013

ACCOUNT TITLE	FY 2012-2013 Unaudited				FY 2013-14			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
240308 SALES TAX RECEIPTS	(8,713,252.00)	(8,758,823.98)	45,571.98	100.52%	(9,771,846.00)	(1,575,884.10)	(8,195,961.90)	16.13%
240202 BASIC SCHOOL AID	(20,446,238.00)	(20,076,545.00)	(369,693.00)	98.19%	(19,245,033.00)	(4,811,258.25)	(14,433,774.75)	25.00%
240207 GIFTED & TALENTED	(236,687.00)	(233,748.00)	(2,939.00)	98.76%	(231,550.00)	(57,887.52)	(173,662.48)	25.00%
240208 REMEDIAL EDUCATION	(1,193,725.00)	(1,178,902.00)	(14,823.00)	98.76%	(1,167,820.00)	(291,955.02)	(875,864.98)	25.00%
240208 REMEDIAL EDUCATION	(157,258.00)	(173,577.00)	16,319.00	110.38%	(195,237.00)	0.00	(195,237.00)	0.00%
240212 SPECIAL ED SOQ	(2,253,670.00)	(2,225,686.00)	(27,984.00)	98.76%	(2,250,067.00)	(562,516.74)	(1,687,550.26)	25.00%
240217 VOCATIONAL ED SOQ	(288,140.00)	(284,563.00)	(3,577.00)	98.76%	(281,888.00)	(70,471.98)	(211,416.02)	25.00%
240221 SOC SEC-INSTR	(1,353,231.00)	(1,336,428.01)	(16,802.99)	98.76%	(1,328,898.00)	(332,224.50)	(996,673.50)	25.00%
240223 VRS INSTRUCTIONAL	(2,258,815.00)	(2,230,768.00)	(28,047.00)	98.76%	(2,214,831.00)	(553,707.75)	(1,661,123.25)	25.00%
240241 GROUP LIFE INST	(87,471.00)	(86,385.00)	(1,086.00)	98.76%	(85,573.00)	(21,393.24)	(64,179.76)	25.00%
240228 READING INTERVENTN	(170,389.00)	(146,887.00)	(23,502.00)	86.21%	(144,929.00)	0.00	(144,929.00)	0.00%
240205 CAT-REG FOSTER	(101,400.00)	(67,504.00)	(33,896.00)	66.57%	(71,786.00)	0.00	(71,786.00)	0.00%
240246 CAT-HOMEBOUND	(232,366.00)	(200,897.98)	(31,468.02)	86.46%	(214,961.00)	0.00	(214,961.00)	0.00%
240248 REGIONAL TUITION	(743,344.00)	(680,655.70)	(62,688.30)	91.57%	(776,368.00)	0.00	(776,368.00)	0.00%
240265 AT RISK SOQ	(1,242,007.00)	(1,226,865.00)	(15,142.00)	98.78%	(1,216,431.00)	0.00	(1,216,431.00)	0.00%
240309 ESL	(102,484.00)	(80,790.00)	(21,694.00)	78.83%	(82,660.00)	0.00	(82,660.00)	0.00%
330213 SCHOOL LUNCH	0.00	0.00	0.00	100.00%	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%	(1,215,707.00)	0.00	(1,215,707.00)	0.00%
240218 CTE - ADULT ED	(19,175.00)	(964.00)	(18,211.00)	5.03%	(19,175.00)	0.00	(19,175.00)	0.00%
240252 CTE EQUIPMENT	0.00	(11,262.66)	11,262.66	100.00%	0.00	0.00	0.00	0.00%
240253 CTE OCC PREP	(36,711.00)	(30,763.00)	(5,948.00)	83.80%	(42,030.00)	0.00	(42,030.00)	0.00%
240273 CPI HOLD HARMLESS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
SUPPLEMENTAL SUPPORT								
ADDITIONAL STATE SUPPORT	(468,992.00)	(468,991.71)	(0.29)	0.00%	(466,336.00)	(116,584.08)	(349,751.92)	25.00%
EARLY READIG SPECIALISTS INITIATIVE		0.00	0.00	100.00%	(37,214.00)	0.00	(37,214.00)	0.00%
240275 PRIMARY CLASS SIZE	(1,594,562.00)	(1,587,611.00)	(6,951.00)	99.56%	(1,570,158.00)	0.00	(1,570,158.00)	0.00%
240214 TEXTBOOKS	(461,694.00)	(455,961.00)	(5,733.00)	98.76%	(451,674.00)	(112,918.50)	(338,755.50)	25.00%
SALARY SUPPLEMENT	0.00	0.00	0.00	0.00%	(500,162.00)	(26,324.32)	(473,837.68)	5.26%
240203 GED/ISAEP	(23,576.00)	(23,576.00)	0.00	100.00%	(23,576.00)	0.00	(23,576.00)	0.00%
240405 ALGEBRA READINESS	(126,366.00)	(126,180.00)	(186.00)	99.85%	(124,221.00)	0.00	(124,221.00)	0.00%
COMMONWEALTH OF VA	(43,527,260.00)	(42,910,042.04)	(617,217.96)	98.58%	(43,730,131.00)	(8,533,126.00)	(35,197,005.00)	19.51%
330201 BASIC ADULT ED.	(50,000.00)	(57,141.68)	7,141.68	114.28%	(50,000.00)	0.00	(50,000.00)	0.00%
330212 IMPACT AIDPL81-874	(6,000.00)	(6,248.87)	248.87	104.15%	(6,000.00)	0.00	(6,000.00)	0.00%
180303 MEDICAID REIMBURSE	(300,000.00)	(390,157.72)	90,157.72	130.05%	(300,000.00)	(0.89)	(299,999.11)	0.00%
JR ROTC	(105,000.00)	(75,116.01)	(29,883.99)	71.54%	(120,000.00)	(9,635.11)	(110,364.89)	8.03%
FEDERAL	(461,000.00)	(528,664.28)	67,664.28	114.68%	(476,000.00)	(9,636.00)	(466,364.00)	2.02%

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the Month Ended September 30, 2013

	FY 2012-2013 Unaudited				FY 2013-2014			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
510500 CITY OPER APPR	(35,642,103.00)	(35,601,147.00)	(40,956.00)	99.89%	(38,201,147.00)	0.00	(38,201,147.00)	0.00%
510500 FUND BALANCE RETURN	(149,825.00)	(149,825.00)	0.00	0.00%	0.00	0.00	0.00	0.00%
510500 USE OF RESERVES	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
510502 CITY DEBT SERV APP	(33,627.00)	0.00	(33,627.00)	0.00%	0.00	0.00	0.00	0.00%
CITY	(35,825,555.00)	(35,750,972.00)	(74,583.00)	99.79%	(38,201,147.00)	0.00	(38,201,147.00)	0.00%
189912 MISC REV/OTH FUNDS	0.00	(74,843.82)	74,843.82	100.00%	0.00	(2,596.11)	2,596.11	100.00%
180303 REBATES & REFUNDS	(15,000.00)	(6,969.07)	(8,030.93)	46.46%	(30,000.00)	(7,060.50)	(22,939.50)	23.54%
189903 DONATIONS & SP GF	(1,472.71)	(6,851.04)	5,378.33	0.00%	0.00	0.00	0.00	0.00%
189909 SALE OTHER EQUIP	0.00	(10,808.63)	10,808.63	100.00%	0.00	(2,679.00)	2,679.00	0.00%
189910 INSURANCE ADJUST	(3,000.00)	(133,109.34)	130,109.34	4436.98%	(3,000.00)	(2,696.86)	(303.14)	89.90%
189912 OTHER FUNDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
E RATE REIMBURSEMENT	(100,000.00)	(93,026.09)	(6,973.91)	93.03%	(120,000.00)	(42,860.90)	(77,139.10)	35.72%
TRANSFER IN/OUT	0.00	0.00	0.00	-100.00%	0.00	0.00	0.00	0.00%
MISCELLANEOUS	(119,472.71)	(325,607.99)	206,135.28	272.54%	(153,000.00)	(57,893.37)	(95,106.63)	37.84%
150201 RENTS	(98,000.00)	(98,000.00)	0.00	100.00%	(98,000.00)	0.00	(98,000.00)	0.00%
161201 TUITION DAY SCHOOL	(120,000.00)	(112,076.13)	(7,923.87)	93.40%	(110,000.00)	(22,082.48)	(87,917.52)	20.07%
161206 TUITION ADULT	(10,000.00)	(13,723.20)	3,723.20	137.23%	(18,000.00)	0.00	(18,000.00)	0.00%
161207 TUITION SUMMER SCH	(40,000.00)	(9,011.27)	(30,988.73)	0.00%	(40,000.00)	(5,286.50)	(34,713.50)	13.22%
161202 SPEC PUPIL FEES	(244,188.00)	(37,695.09)	(206,492.91)	15.44%	(45,000.00)	(578.54)	(44,421.46)	1.29%
161205 BUS RENTAL	(400,000.00)	(383,362.98)	(16,637.02)	95.84%	(400,000.00)	(65,161.94)	(334,838.06)	16.29%
190101 TUIT FM OTH CO/CY	(634,620.00)	(630,099.64)	(4,520.36)	99.29%	(634,620.00)	0.00	(634,620.00)	0.00%
161201 DUAL ENROLLMENT	(35,000.00)	(89,546.63)	54,546.63	255.85%	(85,000.00)	0.00	(85,000.00)	0.00%
PRINT SHOP	(100,000.00)	(92,066.46)	(7,933.54)	100.00%	(100,000.00)	(365.00)	(99,635.00)	0.37%
SCHOOL NUT UTILITIES	(98,500.00)	(92,557.85)	(5,942.15)	93.97%	(98,500.00)	(9,726.21)	(88,773.79)	9.87%
FACILITY RENTALS	(60,020.00)	(80,439.48)	20,419.48	134.02%	(60,020.00)	(13,152.62)	(46,867.38)	21.91%
CHARGES FOR SERVICES	(1,840,328.00)	(1,638,578.73)	(201,749.27)	89.04%	(1,689,140.00)	(116,353.29)	(1,572,786.71)	6.89%
150101 INTEREST-BNK DPST USE OF MONEY	0.00	(160.09)	160.09	100.00%	0.00	0.00	0.00	100.00%
LEASE PURCHASE PROCEEDS	(7,580.00)	0.00	(7,580.00)	0.00%	0.00	0.00	0.00	0.00%
DESIGNATION - ENCUMBRANCES	(221,758.24)	0.00	(221,758.24)	0.00%	0.00	0.00	0.00	0.00%
TOTAL OPERATING FUND	(82,002,953.95)	(81,154,025.13)	(627,170.58)	98.96%	(84,249,418.00)	(8,717,008.66)	(75,532,409.34)	10.35%

Original budget	\$81,622,318.00
Fund Balance Return	149,825.00
Restricted Donation Received	1,472.71
Lease Purchase Funds	\$ 7,580.00
Designation - Prior Year Encumb	\$ 221,758.24
Adjusted Budget	<u>\$ 82,002,953.95</u>

Agenda Report

Date: 10/15/13

Agenda Number: D-2

Attachments: Yes

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

Subject: Personnel Report

Summary/Description:

The personnel recommendations for September 17 – October 15, 2013, 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 September 17 – October 15, 2013.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
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NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2013-14:

Rosser, Donna	James Madison University	M.Ed./32 yrs. (Lv.32 3)	E.C. Glass High School Math Coach	09-30-13
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RESIGNATIONS:

Walker, Robert	Longwood University	B.S./14 yrs. (Lv.14 4)	Heritage High School Biology Teacher	10-09-13
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Agenda Report

Date: 10/15/13

Agenda Number: F-1

Attachments: Yes

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

Subject: Capital Improvement Plan: 2015 - 19

Summary/Description:

The attached spreadsheet contains a draft capital improvement plan for FY 2015 to 2019. This draft will be refined and become the submission to the city for capital improvement projects for FY 2015 - 2019. The city administration has requested the school division's CIP to be forwarded them. This item was presented to the school board at its September 17, 2013, meeting. The school administration requests that the school board approve the 2015-19 Capital Improvement Plan during this meeting.

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

Recommendation:

The superintendent recommends that the school board approve the 2015-19 Capital Improvement Plan.

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total Cost
Renovations/Replacement Projects						
Heritage High School Replacement	83,250,000					83,250,000
Sandusky Elementary School Renovation	8,000,000					8,000,000
Linkhorne Elementary School Renovation	500,000	9,300,000				9,800,000
Paul Munro Elementary School Renovation		400,000	7,600,000			8,000,000
three (3) Elementary School Gym Addition				1,500,000		1,500,000
two (2) Elementary School Gym Addition					1,000,000	1,000,000
Total Replacement/Renovation Projects	91,750,000	9,700,000	7,600,000	1,500,000	1,000,000	111,550,000
Capital Maintenance Projects:						
Mechanical/Electrical:						
Admn Bldg - HVAC Upgrade			900,000			900,000
HES main elec service	210,000					210,000
DESI Lighting/Ceiling Upgrade		560,000				560,000
DMS Mozee HVAC Replacement				180,000		180,000
RS Payne HVAC Upgrade					700,000	700,000
Bus Lot Electrical Upgrade	125,000					125,000
LMS Fire Sprinkler Flow Switch Add.	30,000					30,000
ECG Fire Sprinkler Flow Switch Add.	35,000					35,000
BHES Chiller Replacement						0
DESI Chiller Replacement						0
Perrymont Chiller Replacement						0
TCM Chiller Replacement				200,000		200,000
Secondary School Athletics -						
DMS Tennis Courts	470,000					470,000
ECG Track		20,000	190,000			210,000
ECG Turf	40,000	610,000				650,000
Roof Replacement/Repair:						
Admin Building	150,000					150,000
ECG Section A	500,000					500,000
ECG Section B		500,000				500,000
Heritage ES			720,000			720,000
Bass ES				300,000		300,000
Paul Munro ES					500,000	500,000

Linkhorne MS									1,180,000	1,180,000
Linkhorne Elementary B.C,D,E,K							300,000			300,000
Dunbar MS retaining walls and parking	300,000									300,000
Admin Bldg Elevator Replacement	250,000									250,000
ECC Auditorium Stage Smoke Vent Repl.	100,000									100,000
ECC Aud. Stage Apron Repl.	75,000									75,000
School Bus Replacement (note 1)	1,040,000	950,000	988,000	670,000	696,800	4,344,800				
Paving & Fencing	145,600	151,424	157,481	163,780	170,331	788,617				
Playgrounds	114,400	118,976	123,735	128,684	0	485,795				
Total Capital Maintenance Projects	3,585,000	2,910,400	3,079,216	1,942,465	3,247,131	14,764,212				
TOTAL ANNUAL CIP	95,335,000	12,610,400	10,679,216	3,442,465	4,247,131	126,314,212				
Bus replacements Note 1	<i>Planned purchase of 11 regular ed buses and one activity bus for 2015</i>									
	<i>Planned purchase of 10 regular ed buses and one special ed bus for 2016 and 2017</i>									
	<i>Planned purchase of 8 regular ed buses for 2018 and 2022</i>									

Agenda Report

Date: 10/15/13

Agenda Number: F-2

Attachments: Yes

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

Subject: School Board Policy 7-51: Wellness

Summary/Description:

During the school board's annual retreat in July, the school administration presented revisions to School Board Policy 7-51: Wellness that were suggested by the School Health Advisory Board (SHAB). Some of those changes were made due to legislation that was enacted through the Healthy Hunger Free Kids Act. Other suggested changes were made by the SHAB that were not associated with federal regulations or guidelines.

Following the review of the policy, the school board directed the school administration to develop a policy that incorporated the necessary legislation. The policy that is being presented to the school board this evening is a result of that work, and it has been reviewed by legal counsel.

Disposition: Action
 Information
 Action at Meeting on: 11/05/13

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 November 5, 2013.

STUDENTS

Wellness P 7-51A. Introductory Statement **{Policy Goal}**

Lynchburg City Schools is committed to providing school environments that promote **{, educate,}** and protect each student's health, wellbeing, and ability to learn by supporting healthy eating, physical activity, and emotional growth.

B. Definition

Student wellness is a balance of physical and emotional well-being that empowers students to make healthy life-long choices to achieve an optimal quality of life.

C. School Nutrition Program

~~All foods and beverages offered as part of the National School Lunch and School Breakfast Program will meet or exceed nutrient standards that are age appropriate for children based on the nutrition recommendations of the U.S. Dietary Guidelines for Americans. All food and beverages sold other than meal items will meet designated criteria established for healthy a-la-carte and snack items.~~ **{The Lynchburg City Schools Nutrition Program oversees all foods and beverages prepared and served through the National School Lunch and School Breakfast Program.}**

1. Nutritional Quality of Foods and Beverages Sold **{Prepared}** and Served by School Nutrition

School Meals **{School Meals: All meals prepared and}** served through the National School Lunch and Breakfast Programs will:

- meet or exceed nutrition requirements established by local, state, and federal statutes and regulations;
- be appealing and attractive to children; **{and}**
- be served in clean and pleasant settings.
- ~~offer a variety of fruits and vegetables;¹~~
- ~~serve only low-fat (1%) and fat-free milk;²~~

¹~~No fried vegetables or entrees served at elementary level. No fried entrees served at middle or high school levels. Initial year, fried vegetables (potatoes) limited to one day per week at middle school level and two days per week at high school level. To the extent possible, schools will offer two fruit options each day and will offer five different fruits and five different vegetables over the course of a week.~~

²~~As recommended by the *Dietary Guidelines for Americans 2005*.~~

STUDENTS

Wellness (continued)

- ~~provide (and increase) whole grain.³ offerings as available.~~

~~The school nutrition program should engage students and parents, through taste tests of new entrees and surveys, in selecting foods sold through the school meal programs in order to identify new, healthful, and appealing food choices. In addition, the school nutrition program should share information about the nutritional content of meals with parents and students. Such information will be made available on menus, the school website, or other point of purchase materials.~~

Breakfast: To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, the school nutrition program:

- will operate the School Breakfast Program in all Lynchburg City Schools;
- will to the extent possible, utilize methods to serve school breakfasts **{in a manner}** that encourages participation;
- will notify parents and students of the availability of the School Breakfast Program; **{and}**
- will encourage parents to provide a healthy breakfast for their children through **{monthly menus,}** newsletter articles, take-home materials, or other means.

{The school nutrition program will encourage students to identify and select new, healthy foods offered through the school meals programs through periodic taste testing, signage in the cafeteria, monthly printed menus and positive student/employee interaction during meal service. In addition, the school nutrition program will provide nutritional content information to parents, nurses, and health assistants. Such information will also be made available upon request through the School Nutrition Office. }

2. Meal Times and Scheduling

The school division:

- will provide students with an adequate and reasonable amount of time to purchase and eat their lunch; bus schedules will not prohibit students from accessing School Breakfast; **{and}**
- ~~should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;~~

³. A whole grain is one labeled as a "whole" grain product or with a whole grain listed as the primary grain ingredient in the ingredient statement. Examples include "whole" wheat flour cracked wheat, brown rice, and oatmeal.

STUDENTS

Wellness (continued)

- ~~will provide students access to hand washing or hand sanitizing before they eat meals or snacks;~~
- ~~should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).~~

{• will provide access to water during mealtime.}

3. Qualifications of School Food Service Staff

Qualified nutrition professionals will administer the school meal programs. As part of the school division’s responsibility to operate a food service program, we will provide continuing professional development for all nutrition professionals in schools. Staff development programs will include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.³⁽¹⁾

4. Sharing of Foods and Beverages

Students will be discouraged from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children’s diets.

~~5. Elementary Schools~~

~~The school nutrition program will approve and provide all a la carte food and beverage sales to students in elementary schools. Given young children’s limited nutrition skills, food sold in elementary schools will meet the Governor’s Nutrition Standards as stated:~~

~~Snacks: Fewer than 300 calories per item~~

~~No more than 35 percent of calories from fat (except nuts and seeds)~~

~~No more than 10 percent of calories from saturated fat (including trans fat) per serving~~

~~No more than 35 percent by weight sugar per serving~~

~~Beverages: 100 percent fruit juices, bottled water, and low fat or non-fat milk~~

³⁽¹⁾ School nutrition staff development programs are available through the USDA, **{VDOE}**, School Nutrition Association, and National Food Service Management Institute.

STUDENTS

Wellness (continued)~~6. Middle and High Schools~~

~~In middle and high schools, all foods and beverages sold individually by the school nutrition program outside the reimbursable school meals programs, including those sold through a la carte lines and vending machines during the school day, or through programs for students after the school day, will meet the following nutrition standards:~~

~~A food item sold individually:~~

- ~~• will have no more than 35 percent of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10 percent of its calories from saturated and trans fat combined;~~
- ~~• will have no more than 35 percent of its weight from added sugars;⁴~~
- ~~• will contain no more than 300 calories per item.~~

~~The portion size of a la carte entrees and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of school meals. Fruits and non-fried vegetables are exempt from portion-size limits.~~

~~7. Beverages sold for the School Nutrition Program:~~

~~Allowed: water without added caloric sweeteners; 100 percent fruit and vegetable juices, fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners (if available); sport drinks, unflavored or flavored low-fat or fat-free fluid milk and nutritionally-equivalent nondairy beverages (to be defined by USDA)~~

~~Not allowed: soft drinks, and carbonated beverages of any kind; iced teas; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine).~~

{5. A La Carte Food and Beverage Sales

All foods and beverages sold individually during the school day by the school nutrition program outside the reimbursable school meals programs, including those sold through a la carte lines and vending machines during

⁴~~If a food manufacturer fails to provide the *added* sugars content of a food item, use the percentage of weight from *total* sugars (in place of the percentage of weight from *added* sugars), and exempt fruits, vegetables, and dairy foods from this total sugars limit.~~

STUDENTS

Wellness (continued)

the school day, or through programs for students after the school day, will meet the USDA Nutrition Standards for All Foods Sold in Schools.}

D. Nutrition Education and Promotion

~~Lynchburg City Schools classroom teaching for health education will follow the Health Education Standards of Learning for Virginia Public Schools⁵.~~

Lynchburg City Schools aim **{strives}** to teach, encourage, and support healthy eating by students; schools should provide nutrition education and engage in nutrition promotion that:

- ~~• is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;~~
- {• provides nutritional information about foods served in the School Nutrition Program to students, parents and staff;**
- enhances the SOL health curriculum with cross-curriculum integration of nutrition education materials such as My Plate²;**
- provides helpful hints related to diet and healthy activities to students, parents and staff;**
- displays information in the school building and cafeteria that relates to nutrition;**
- coordinates with community professionals to assist with nutrition education and promotion;**
- provides ongoing staff development related to wellness education; and}**
- ~~• Nutrition education is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects.~~

Nutrition education shall **{can}** include enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens. Nutrition education shall promote fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices. Nutrition education shall emphasize caloric balance between food intake and energy expenditure (physical activity/exercise).

⁵From the Virginia Standards of Learning
(<http://www.pen.k12.va.us/VDOE/Superintendent/Sols/home.shtml>)
{²From USDA www.choosemyplate.gov}

STUDENTS

Wellness (continued)

~~Classroom nutrition education shall link with school meal programs, other school foods, and nutrition-related community services;~~

~~Nutrition education shall teach media literacy with an emphasis on food marketing; include training for teachers and other staff.~~

E. Foods and Beverages Sold/Served and Marketed on School Campus Outside of the School Nutrition Program

1. Vending

Vending in the Lynchburg City Schools will provide a variety of **{healthy}** food and drink choices. There should be no vending machines available to elementary school students and after school only vending available to middle school students. No vending machines outside the control of the School Nutrition Program will be operated during the operating hours of the school lunch and breakfast programs. The beverage vending contracts for high schools and middle schools should create vending machines **{which offer}** with at least 50% of the selection in each machine being **{100 percent}** juice **{and}** water, sports drinks, milk and up to 50% of the selection being low calorie soda **{and zero calorie sports drinks}** and full calorie soda. Food vending contracts for high schools and middle schools will include a selection of items that meet the standards of the school Nutrition Program.

2. Snacks

Snacks served **{by the Lynchburg City Schools}** during the school day or in after-school care or enrichment programs will **{meet school nutrition standards (this will also include any snacks provided as a part of classroom curriculum), and}** make a positive contribution to children's diets and health. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The school division will disseminate a list of healthful snack items to teachers, **{PTO's}** after-school program personnel and parents **{that meet School Nutrition Program standards with a focus on fruits, vegetables, lean protein, whole grains and water.}**

3. Rewards**{/Incentives}**

Teachers should not use foods or beverages, especially those that do not meet the nutrition standards of the school nutrition program as rewards **{or incentives}** for academic performance or good behavior³, and will not withhold food or beverages including food served through **{the School Nutrition**

STUDENTS

Wellness (continued)

~~Program~~ school meals as a **{consequence}** punishment. ~~Other~~ **{It is also recommended that}** alternatives for prizes **{incentives}** and rewards should be

³Unless this practice is allowed by a student's individual education plan (IEP).
explored **{used.}**

4. Celebrations

Schools should limit celebrations that involve food during the school day to no more than one party **{event}** per class per month. Each party **{event}** should include food or beverage that meets nutrition standards for foods and beverages served by the School Nutrition Program. **{(To ensure the safety of our students, food brought into schools must be in original packaging, and it is highly recommended that fresh fruits and vegetables be used for events.) Parents have a responsibility to alert the school of food allergies, and teachers need to be made aware of potential food allergy issues.}** The division will disseminate a list of healthy party ideas **{food choices}** to parents and teachers.

5. School-sponsored **{PTO and Booster Club-sponsored}** Events, **{Sports Events and Carnivals}**

~~School sponsored events such as, but not limited to, athletic events, dances, or performances after school programs, field trips, or school other events. Healthy food choices should be offered, such as low-fat snacks, fresh fruits and vegetables, nuts, trail mix, granola bars, low-fat milk, water, low-sugar 100% juices. Students should be discouraged from bringing candy, sodas, and other non-nutritive snacks and beverages to events. Foods and beverages offered or sold at school-sponsored events outside the school day should meet the nutrition standards for foods and beverages sold in the School Nutrition Program. The schools should have resources available for PTOs, booster clubs, teachers, parents and students regarding healthy food and beverage choices.~~ **{Groups sponsoring events are encouraged to offer healthy food and beverage options.}** **{PTOs, booster clubs, teachers,}** parents and students regarding healthy food **{and beverage}** choices **{options}**.

6. **{School-sponsored/Student Solicited}** Fundraising Activities

~~To support children's health and school nutrition education efforts, school fundraising activities should use foods that meet the standards for the School Nutrition Program. Schools will encourage fundraising activities that promote physical activity and healthy fund-raising options including non-food related options.~~ **{nutritional lifestyles}, including {promoting} non-food related options {as a first choice for fundraising}. The sale of non-nutritive and unhealthy food choices, such as**

STUDENTS

Wellness (continued)

~~candy, doughnuts, sodas, cookies, etc. should be discontinued by the beginning of the 2007-08 school year. The school division will make available a list of ideas for acceptable fundraising activities.~~ **{The school-sponsored sale of food items that do not meet the nutritional standards set forth in the Standards for School Nutrition Program, is not permitted on school property or during regular school hours. There will be no restrictions implemented on items sold for fundraising purposes that happen off school property or outside of regular schools hours.}**

~~7. Food Marketing in Schools~~

~~School-based marketing will be consistent with nutrition education and health promotion. As such, schools should limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold in the School Nutrition Program.⁶ School-based marketing of brands promoting predominantly low-nutrition foods and beverages⁷ is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.~~

F. Physical Activity Opportunities and Physical Education

Lynchburg City Schools will meet or exceed the current Department of Education Standards of Quality for physical education for all elementary, middle and high school students.

1. Daily Recess **{Activity Time}**

All elementary school students will have at least 20 **{25}** minutes a day of supervised recess **{activity time,}** 10 minutes may be structured play, preferably outdoors, during which schools should encourage moderate to vigorous physical activity, through the provision of space and equipment. **{Removal or restriction from activity time as a consequence of student behaviors should be used sparingly and as a last resort. Removal or restriction may also be used if the student poses a safety issue to other students.}**

2. Activity Levels **{Integrating Physical Activity into Classroom Settings}**

⁶Advertising of low-nutrition foods and beverages is permitted in supplementary classroom and library materials, such as newspapers, magazines, the Internet, and similar media, when such materials are used in a class lesson or activity, or as a research tool.

⁷Schools should not permit general brand marketing for food brands under which more than half of the foods or beverages do not meet the nutrition standards for foods sold individually or the meals are not consistent with school meal nutrition standards.

STUDENTS

Wellness (continued)

All schools should discourage extended periods (i.e., ~~periods of two or more hours~~) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students **{of all grade levels}** periodic breaks during which they are encouraged to stand and be moderately active.

~~3. Integrating Physical Activity into the Classroom Setting~~

For students to receive the nationally-recommended amount of daily physical activity (i.e., at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- opportunities for physical activity will be incorporated into other subject lessons, and classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

{3. Movement Education

In addition to activity time, elementary students will have 40 minutes per week of movement education, 75 percent of which time should be moderate to vigorous activity. Qualified movement education professionals will follow a curriculum of health education per the Virginia Standards of Quality which will prepare students for SOL's. Classes will provide age-appropriate skill development for all students, including those with special needs. Removal or restriction from movement education class as a consequence of student behaviors should be used sparingly and as a last resort. Removal or restriction may also be used if the student poses a safety issue to other students.}

4. Communications with Parents

The division/school will support parents' efforts to provide a healthy diet and daily physical activity for their children. The division/school will ~~offer healthy eating seminars for parents~~, send home nutrition information, post nutrition tips on school websites, and provide nutrient analyses of school menus. Schools should encourage parents to utilize the school breakfast and lunch programs to provide their children with convenient, economical, and nutritious meals. When packing

STUDENTS

Wellness (continued)

food from home, parents should also be encouraged to provide healthy lunches and snacks and to refrain from including beverages and foods that do not meet the nutrition standards of the School Nutrition Program.

The division/school will provide parents a list of foods that meet the division's snack standards and ideas for healthy celebrations/parties **{events}**, rewards, **{and incentives}** and fundraising activities. ~~In addition, the division/school will provide opportunities for parents to share their healthy food practices with others in the school community.~~

The division/school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day, and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.

G. Additional School-based Activities Designed to Promote Wellness

1. The School Nutrition Program will be accessible to all students.
2. Schools will insure an adequate time for students to enjoy eating healthy foods with friends in school.
3. Lunch will be scheduled as near to the middle of the school day as possible.
4. The school division will provide a clean, safe enjoyable meal environment for students.
5. The school division will provide drinking fountains in all schools, so that students can get water at meals and throughout the day.
- 6. The school division will take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).**
- 7. The school division will not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.}**
8. The school division will provide convenient access to hand washing or hand sanitizing facilities before and after meals.

STUDENTS

Wellness (continued)

9. The school division will provide students and parents information and outreach materials about community support programs as appropriate. **{on wellness, and nutrition as requested.}**
10. The school division will work with a variety of media to spread the word to the community about a healthy school nutrition environment **{and encourage community participation in activities promoting an environment of health and wellness in the schools and utilize media outlets to promote current activities.}**
11. School **{Campus-based}** personnel will serve as nutrition educators and role models for healthy lifestyles **{should be responsible for knowing and helping to promote components of the Wellness Policy.}**
12. The school division will provide opportunities for on-going professional training and development for foodservice staff and teachers in the areas of nutrition and physical education.
- {13. Each School Improvement Team will complete an annual “checklist” regarding how well the school has encouraged physical activity, positive nutritional choices, and the school’s overall compliance with the Wellness Policy.}**

H. Use of School Facilities Outside of School Hours

Following **{Subject to}** Lynchburg City School Board’s policies of utilization of school property and facilities **{concerning Community Use of School Facilities}**, outdoor school spaces and facilities should be available to students, staff, and community members before, during, and after the school day, on weekends, and during school vacations. ~~These spaces and facilities also should be available to community agencies and organizations offering physical activity and nutrition programs. School policies concerning safety will apply at all times.~~

I. Safe Routes to School

When appropriate the school division will work together with local public works, public safety, and/or police to explore options for students to walk or bike to school.

J. Mental and Emotional Wellness

Mental and emotional health problems in students can disrupt their ability to function at home, in school, or in the community. Less serious problems can disrupt

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Wellness (continued)

relationships, cause problems with physical health, and affect school performance. More serious problems can lead to running away and death through suicide or bad life decisions.

Mental health determines how we think of ourselves and interpret what goes on in the environment around us. It affects the decisions we make in life, our relationships with others, and virtually every other aspect of our lives.

Emotional health is the ability to live life to its fullest, realize ones potential, and support others in doing so. It begins with a true understanding of how one feels about oneself, working to change circumstances or conditions that can be changed, coping or accepting those that can't be changed.

1. The school division will create/maintain a preventive response team to support students in crisis without causing them to feel stigmatized.
2. The staff in each building will complete **{annual}** training related to suicide prevention.
3. The school division will **{make available}** provide community resource information to parents and students about mental health issues **{services}**. ~~Schools are encouraged to create one centralized bulletin board/display per semester that thematically highlights and promotes emotional wellbeing.~~

{K. Staff Wellness

Lynchburg City Schools highly values the health and wellbeing of every staff member, and will plan and implement activities that support personal efforts by staff to maintain a healthy lifestyle.}

~~K.~~ **{L.} Measurement and Evaluation**

Lynchburg City Schools will maintain an active School Health Advisory Board ~~as per Code of Va. § 22.1-275.1.~~ The School Health Advisory Board will collaborate with the School Nutrition Program and community agencies to establish wellness guidelines for the school division. **{Each School Improvement Team will complete an annual “checklist” regarding how well the school has encouraged physical activity, positive nutritional choices, and the school’s overall compliance with the Wellness Policy.}** The division wellness policy **{data}** and annual wellness reports **{individual school scorecards}** from each school will be reviewed by the School Health Advisory Board **{superintendent and shared with groups as requested}**.

STUDENTS

Wellness (continued)

Lynchburg City Schools will collect a weight and height Body Mass Index (BMI) on all students in Kindergarten, and grades 4 and 8. **{Parents may be permitted to opt out by contacting their school administrator.}**

~~Lynchburg City Schools will encourage students to complete and pass the President's Physical Fitness Test.~~

Legal Reference: **{42 U.S.C. § 1785b**

7 C.F.R. Pt. 210 and 220

Code of Virginia 1950, as amended § 22.1-253.13:1.D.14, § 22.1-78}

~~The Child Nutrition and WIC Reauthorization Act of 2004~~

Approved by School Board: June 20, 2006

Revised by School Board:

Agenda Report

Date: 10/15/13

Agenda Number: F-3

Attachments: No

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

Subject: Capital Improvement Plan: Heritage High School

Summary/Description:

The contract with Moseley Architects was signed on June 7, 2012. The fee was negotiated at 5.75 percent of the estimated \$60 million for construction of the new school, which is \$3,450,000. Article 11.1 of the contract reads: "The updated estimated of the Cost of Work at the midpoint of Design Development Phase shall be the basis of the adjustment (increase or decrease) of compensation for Basic Services of Architect."

Moseley has submitted an amendment to the contract for additional fees based on the construction cost estimate determined by the Third Party Cost Estimator, Downey & Scott, LLC. Downey & Scott's construction cost estimate was \$70,256,192. Downey & Scott's construction cost estimate was lower than Moseley's by approximately \$2.5 Million.

Percent	Construction Costs Estimate	Fee
0.0575	\$60,000,000	\$3,450,000
0.0575	\$70,256,192	\$4,039,731
Amended Amount		\$589,731

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

Recommendation:

The superintendent recommends that the school board approve amendments to the contract with Moseley Architects in the amount of \$589,731.

Agenda Report

Date: 10/15/13

Agenda Number: G-1

Attachments: No

From: Scott S. Brabrand, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: Standards of Learning Accreditation Results

Summary/Description:

Each year since 1998, the school division has administered Standards of Learning (SOL) tests in grades three through eight as well as 12 high school end-of-course tests. On September 20, 2013, the Virginia Department of Education released official accreditation results based on Standards of Learning tests. During this presentation, the school administration will share these results, the status of each school, and initiatives to improve student academic progress.

Included in this presentation will be an explanation of the tiered interventions in place for reading, mathematics, and behavior. Additionally, a presentation of the i-Ready diagnostic instrument will be shared with school board members.

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: 10/15/13

Agenda Number: G-2

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Lynchburg City Schools Comprehensive Plan: Operations and Personnel Update

Summary/Description:

During this presentation, Mr. Ben W. Copeland, assistant superintendent of operations and administration, and Mrs. Marie F. Gee, director of personnel, will present updates to their portions of the comprehensive plan. Further, Mrs. Gee will provide the school board with updated teacher demographic profiles for the school division.

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: 10/15/13

Agenda Number: G-3

Attachments: Yes

From: Scott S. Brabrand, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: Special Education Annual Plan/Part B Section 611 Flow-Through Funds and Section 619 Preschool Funds 2013–2014

Summary/Description:

On August 23, 2013, Lynchburg City Schools received the Part B, Section 611, IDEA Funds and Part B Sections 619 Preschool Funds for special education.

The revised Part B 611 award of \$2,031,915.00 is \$51,101 less than the previous year's award.

Most of these funds (\$1,908,363.88) provide salaries. A portion of the 611 Flow-Through Funds (\$123,551.12) will be used to provide special education and speech therapy services to parent-placed students with disabilities attending local private schools.

The revised Section 619 Preschool Grant totals \$58,483.00. Most of this funding (\$54,926.93) will be used to support the Hutcherson Early Learning Program in order to provide special education and related services to preschool children (ages 2-6) who have been determined eligible for special education services. Funds provide inclusion support through special education placements in local private preschools. The remaining \$3,556.07 of the 619 funds will be used to provide speech therapy to parent-placed students with disabilities attending local private schools.

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

Recommendation:

The superintendent recommends that the school board approve the revised Special Education Annual Plan/Part B Flow-through Application and Section 619 Preschool Grant Application for 2013-2014.

**VIRGINIA DEPARTMENT OF EDUCATION
SPECIAL EDUCATION FEDERAL PROGRAM
PROPOSED GRANT BUDGET**

Part B, Section 611, Flow-Through Funds (July 1, 2013 – September 30, 2015)

(A) EXPENDITURE ACCOUNTS	(B) OBJEC T CODE	(C) PROPOSED BUDGET AMOUNT	(D) FOR DOE USE ONLY
Personal Services	1000	\$1,538,872.32	
Employee Benefits	2000	\$493,042.68	
Purchased Services	3000		
Internal Services	4000		
Other Charges	5000		
Materials/Supplies	6000		
Joint Operations	7000		
Capital Outlay (list below)	8000		
TOTAL PROPOSED BUDGET		\$2,031,915.00	

Proposed Equipment: (List items costing \$5,000 or more):

Proposed Out-of-State/Country Travel (destination, purpose, estimated cost, # of people):

**Virginia Department of Education
2013-2014 Special Education Proportionate Set Aside (Spec Ed-PSA)
Lynchburg City Public Schools
October 2, 2013**

TO: Dr. Linda M. Shifflette
Lynchburg City Public Schools
Phone: 434-515-5000
Fax: 434-846-1500

FROM: Tracie Coleman
Phone: 804-225-2704
Fax: 804-371 8796

The proportionate share calculation is the amount each LEA must expend, during the grant period, on the provision of special education and related services for the parentally-placed private school children with disabilities enrolled in private elementary schools and secondary schools located in the LEA. The computation below is Lynchburg City Public Schools Proportionate Set Aside Calculation for FY 2013 - 2014.

Question Index	Question	Amount
1	Number of eligible children with disabilities in the LEA:	1,143
2	Number of parentally-placed eligible children with disabilities in private elementary schools and secondary schools located in the LEA:	74
3	Number of parentally-placed eligible children with disabilities previously receiving service, but left the school system:	0
4	Total number of eligible children in the LEA:	1,217
5	Total Part B allocation to the LEA:	\$2,090,398.00
6	Average allocation per eligible child:	\$1,717.6647
7	Amount to be expended for parentally-placed children with disabilities:	\$127,107.19

In compliance with Appendix B to Part 300 - Proportionate Share Calculation, the amount Lynchburg City Public Schools must expend, during the grant period, under sections 611(f) and 619(g) of the Act for children with disabilities is indicated on line 7 of the worksheet above. Additionally, please submit a revised budget amendment in OMEGA for the amount indicated.

If you have any questions about the above information, please contact Tracie Coleman at tracie.coleman@doe.virginia.gov or at 804-225-2704. Please fax this verification report to 804-371-8796.

Superintendent's Signature

Date

**PROPOSED USE OF PART B, SECTION 611, FLOW-THROUGH FUNDS
GRANT PERIOD: JULY 1, 2013 – SEPTEMBER 30, 2015**

List and briefly describe all personnel (i.e. teachers, instructional assistants, administrators, clerical, support personnel, and other) to be supported in whole or in part with grant funds (with proposed budget amounts and FTEs).

Lynchburg City Schools has been granted **\$2,031,915.00** in Federal Flow Through Part B funds for the 2013-2014 school year.

Briefly describe all additional activities, goods and services (with proposed budget amounts) to be supported with grant funds.

\$2,031,915.00	in Federal Funds have been allocated to LCS
\$1,908,363.88	of the total will be used to implement the non-federal set aside portion of the Lynchburg City Schools Special Education Annual Plan.
\$ 123,551.12	of the total will be used to implement the federal set-aside portion of the Lynchburg City Schools Special Education Annual Plan.

Non-Federal Set Aside Summary

Total: \$1,908,363.88

\$1,908,363.88 will be used for special education teachers' and speech therapists' salaries \$1,445,272.32 and fringe benefits \$463,091.56.

Federal Set Aside Summary

Total: **\$123,551.12** will be used for the implementation of the required federal set aside program for Lynchburg City Schools. Special Education and Speech Therapy services provided throughout the year to students with disabilities attending local private schools or homeschooled.

**Lynchburg City Schools
2013-2014 Special Education Annual Plan/Part B Flow Through Application**

Proposed Project Budget Part B, Section 611, Flow-Through / Flow-Through (Non Federal Set-Aside)

By Expenditure Accounts	Total Amount	Staff Development	Total
1. Personal Services (1000)	\$1,445,272.37		\$1,445,272.37
2. Employee Benefits (2000)	\$463,091.56		\$ 463,091.56
3. Purchased Services (3000)			
4. Internal Services (4000)			
5. Other Charges (5000)			
6. Materials and Supplies (6000)			
7. Capital Outlay (8000)			
Subtotal			\$1,908,363.88

Flow Through (Federal Set-Aside)

By Expenditure Accounts	Federal Set-Aside
1. Personal Services (1000)	\$93,600.00
2. Employee Benefits (2000)	\$29,951.12
3. Purchased Services (3000)	
4. Internal Services (4000)	
5. Other Charges (5000)	
6. Materials and Supplies (6000)	
7. Capital Outlay (8000)	
Subtotal	\$123,551.12

Total 2012-14 Part B Flow Through

Flow-Through (Non Federal Set-Aside)	\$1,908,363.88
Flow-Through (Federal Set-Aside)	<u>\$ 123,551.12</u>
Total	\$2,031,915.00

**VIRGINIA DEPARTMENT OF EDUCATION
SPECIAL EDUCATION FEDERAL PROGRAM
PROPOSED GRANT BUDGET**

Part B, Section 619, Preschool Funds (July 1, 2012– September 30, 2014) –H173A120112

(A) EXPENDITURE ACCOUNTS	(B) OBJECT CODE	(C) PROPOSED BUDGET AMOUNT	(D) FOR DOE USE ONLY
Personal Services	1000	\$2,750.00	
Employee Benefits	2000	\$ 806.07	
Purchased Services	3000	\$54,926.93	
Internal Services	4000		
Other Charges	5000		
Materials/Supplies	6000		
Joint Operations	7000		
Capital Outlay (list below)	8000		
TOTAL PROPOSED BUDGET		\$ 58,483.00	

**Lynchburg City Schools 2013-15
Special Education Annual Plan Section 619 Grant**

Proposed Project Budget Section 619 Preschool Grant (Non Federal Set-Aside)

By Expenditure Accounts	Total Amount
1. Personnel Services (1000)	
2. Employee Benefits (2000)	
3. Purchased Services (3000)	\$54,926.93
4. Internal Services (4000)	
5. Other Charges (5000)	
6. Materials and Supplies (6000)	
7. Capital Outlay (8000)	
Subtotal	\$54,926.93

Preschool Grant (Federal Set-Aside)

By Expenditure Accounts	Federal Set-Aside
1. Personnel Services (1000)	\$2,750.00
2. Employee Benefits (2000)	\$ 806.07
3. Purchased Services (3000)	
4. Internal Services (4000)	
5. Other Charges (5000)	
6. Materials and Supplies (6000)	
7. Capital Outlay (8000)	
Subtotal	\$3,556.07

The Section 619 Preschool Grant Expenditure Plan is based on Projected funding.

Preschool Grant (Non Federal Set-Aside)	\$ 54,926.93
Preschool Grant (Federal Set-Aside)	<u>\$ 3,556.07</u>
Total	\$58,483.00

Agenda Report

Date: 10/15/13

Agenda Number: G-4

Attachments: Yes

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

Subject: School Board Policy 6-1: Mission Statement

Summary/Description:

While reviewing the Lynchburg City School Board Policy and Administrative Regulation manuals for conversion to the Virginia School Board Policy Services, it was noted that the school board policy regarding the school division's mission statement had not been changed. While the school board has approved the new mission statement with its adoption of the Lynchburg City Schools Comprehensive Plan, it is necessary for the school board to approve the policy as well. A copy of the revised policy appears as an attachment to this agenda report.

Disposition: Action
 Information
 Action at Meeting on: 11/05/13

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 November 5, 2013.

INSTRUCTION

Mission Statement P 6-1

~~The Lynchburg City Schools, with its Tradition of Excellence, recognizes the uniqueness and worth of all students and will teach each student the concepts, knowledge, and skills necessary to be a thinking, productive, and responsible citizen.~~ **{Every Child, By Name and By Need, to Graduation.}**

Adopted by School Board: August 9, 1988

Revised by School Board: March 19, 1991

Revised by School Board: June 2, 1998

Revised by School Board: