



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**

**February 17, 2015 5:00 p.m.  
School Administration Building  
Board Room**

**A. CLOSED MEETING**

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

**B. PUBLIC COMMENTS**

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

**C. SPECIAL PRESENTATIONS**

- 1. Student Recognition  
Scott S. Brabrand. . . . . Page 4  
Discussion

**D. FINANCE REPORT**

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

**E. CONSENT AGENDA**

- 1. School Board Meeting Minutes: February 3, 2015 (Regular Meeting)
- 2. Personnel Report  
Marie F. Gee. . . . . Page 10  
Discussion/Action

**F. STUDENT REPRESENTATIVE COMMENTS**

## **G. UNFINISHED BUSINESS**

1. Budget Reallocation  
Anthony E. Beckles, Sr. . . . .Page 12  
Discussion/Action
2. Capital Improvement Plan: School Bus Parking Lot Electrical  
Upgrades  
Ben W. Copeland. . . . . Page 15  
Discussion/Action

## **H. NEW BUSINESS**

1. Foreign Travel: Heritage High School German Students  
John C. McClain. . . . .Page 16  
Discussion/Action
2. Voluntary Resolution Agreement: Consultant's Report on  
African American Students' Access to Rigor in Advanced  
Courses  
John C. McClain. . . . .Page 19  
Discussion
3. Capital Improvement Plan: E. C. Glass High School  
Ben W. Copeland. . . . .Page 20  
Discussion
4. Capital Improvement Plan: E. C. Glass High School  
Ben W. Copeland. . . . .Page 21  
Discussion
5. Capital Improvement Plan: Paul Laurence Dunbar Middle  
School for Innovation  
Ben W. Copeland. . . . .Page 22  
Discussion
6. Summer School Programs: 2015  
John C. McClain. . . . .Page 23  
Discussion

## **I. SUPERINTENDENT'S COMMENTS**

## **J. BOARD COMMENTS**

## **K. INFORMATIONAL ITEMS**

Public Budget Hearing: Tuesday, March 3, 2015, 5:30 p.m., Board  
Room, School Administration Building

Next School Board Meeting: Tuesday, March 3, 2015, Immediately following the Public Budget Hearing, Board Room, School Administration Building

**L. ADJOURNMENT**

# Agenda Report

**Date:** 02/17/15

**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:

Personnel Matters

Employee Performance

**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 and employee performance.

# Agenda Report

**Date:** 02/17/15

**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:** 02/17/15

**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:** 02/17/15

**Agenda Number:** C-1

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent

**Subject:** Student Recognition

**Summary/Description:**

Casey Farmer is a senior at E. C. Glass High School who was nominated for recognition by her school counselor and principal for her academic excellence as well as exceptional character and school involvement. She has been accepted to University of Pennsylvania.

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

**Recommendation:**

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

# Agenda Report

**Date:** 02/17/15

**Agenda Number:** D-1

**Attachments:**

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

**Subject:**

## Summary/Description:

The school administration, in accordance with the 2014-15 school's operating budget, authorized, approved, and processed the necessary payments through January 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 January 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
Insurance Proceeds Reallocated	\$ 1,532.32
Restricted Donations	\$ 5,000.00
Allocation of Prior Year End Encumbrances	\$ 500,478.90
Sale of Assets, Restricted	\$ <u>3,500.00</u>
Revised Budget	\$ 89,531,631.22

Through January 31, 2015

Actual Revenue Received	\$ 41,625,629.95
Actual Expenditures	\$ 40,720,764.76
Actual Encumbered	\$ 38,828,950.98

Percent of Budget Received	46.49%
Percent of Budget Used, excluding encumbrances	45.48%

As of 01/31/15 – 7 months 58.34%

The revenue and expenditure reports detail the transactions recorded through January 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 Revenue  
 For the Month Ending  
 January 31, 2015

ACCOUNT TITLE	FY 2013-14 (unaudited)				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)	(4,994,868.22)	(4,955,288.78)	50.20%
240202 BASIC SCHOOL AID	(19,245,033.00)	(19,831,810.00)	586,777.00	103.05%	(21,651,824.00)	(12,700,470.54)	(8,951,353.46)	58.66%
240207 GIFTED & TALENTED	(231,550.00)	(235,323.00)	3,773.00	101.63%	(240,997.00)	(141,150.90)	(99,846.10)	58.57%
240208 REMEDIAL EDUCATION	(1,167,820.00)	(1,186,844.00)	19,024.00	101.63%	(1,292,157.00)	(756,810.75)	(535,346.25)	58.57%
240208 REMEDIAL EDUCATION	(195,237.00)	(120,169.00)	(75,068.00)	61.55%	(123,629.00)	(30,760.79)	(92,868.21)	24.88%
240212 SPECIAL ED SOQ	(2,250,067.00)	(2,286,721.00)	36,654.00	101.63%	(2,794,545.00)	(1,636,753.08)	(1,157,791.92)	58.57%
240217 VOCATIONAL ED SOQ	(281,888.00)	(286,480.00)	4,592.00	101.63%	(225,615.00)	(132,141.75)	(93,473.25)	58.57%
240221 SOC SEC-INSTR	(1,328,898.00)	(1,350,547.00)	21,649.00	101.63%	(1,404,964.00)	(822,881.35)	(582,082.65)	58.57%
240223 VRS INSTRUCTIONAL	(2,214,831.00)	(2,250,911.00)	36,080.00	101.63%	(2,861,204.00)	(1,675,794.82)	(1,185,409.18)	58.57%
240241 GROUP LIFE INST	(85,573.00)	(86,967.00)	1,394.00	101.63%	(87,169.00)	(51,054.56)	(36,114.44)	58.57%
240228 READING INTERVENTN	(144,929.00)	(164,513.00)	19,584.00	113.51%	(168,326.00)	(31,060.16)	(137,265.84)	18.45%
240205 CAT-REG FOSTER	(71,786.00)	(117,687.56)	45,901.56	163.94%	(71,041.00)	0.00	(71,041.00)	0.00%
240246 CAT-HOMEBOUND	(214,961.00)	(199,896.17)	(15,064.83)	92.99%	(208,242.00)	(41,197.66)	(167,044.34)	19.78%
240248 REGIONAL TUITION	(776,368.00)	(642,299.73)	(134,068.27)	82.73%	(766,658.00)	(31,029.56)	(735,628.44)	4.05%
240265 AT RISK SOQ	(1,216,431.00)	(1,236,110.00)	19,679.00	101.62%	(1,439,822.00)	(243,359.16)	(1,196,462.84)	16.90%
240309 ESL	(82,660.00)	(106,224.00)	23,564.00	128.51%	(117,708.00)	(21,520.84)	(96,187.16)	18.28%
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)	(176,328.00)	(882,891.00)	16.65%
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	0.00	0.00	0.00%
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)	0.00	(40,267.00)	0.00%
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)	(282,272.16)	(1,425,706.84)	16.53%
240214 TEXTBOOKS	(451,674.00)	(459,032.00)	7,358.00	101.63%	(493,378.00)	(288,969.35)	(204,408.65)	58.57%
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)	(22,930.50)	(116,756.50)	16.42%
<b>COMMONWEALTH OF VA</b>	<b>(43,730,131.00)</b>	<b>(43,187,839.08)</b>	<b>(542,291.92)</b>	<b>98.76%</b>	<b>(46,906,753.00)</b>	<b>(24,081,354.15)</b>	<b>(22,825,398.85)</b>	<b>51.34%</b>
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)	(117.33)	(5,882.67)	1.96%
180303 MEDICAID REIMBURSE	(300,000.00)	(377,901.31)	77,901.31	125.97%	(300,000.00)	(75,988.15)	(224,011.85)	25.33%
JR ROTC	(120,000.00)	(109,144.52)	(10,855.48)	90.95%	(120,000.00)	(67,605.58)	(52,394.42)	56.34%
<b>FEDERAL</b>	<b>(476,000.00)</b>	<b>(564,257.40)</b>	<b>88,257.40</b>	<b>118.54%</b>	<b>(426,000.00)</b>	<b>(143,711.06)</b>	<b>(282,288.94)</b>	<b>33.73%</b>

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

	FY 2013-2014 (unaudited)				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)	(15,870,000.00)	(23,054,147.00)	40.77%
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 RESERVES	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
510502 CITY DEBT SERV APP	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
<b>CITY</b>	<b>(38,708,634.00)</b>	<b>(38,708,634.00)</b>	<b>0.00</b>	<b>100.00%</b>	<b>(39,831,147.00)</b>	<b>(16,777,000.00)</b>	<b>(23,054,147.00)</b>	<b>42.12%</b>
189912 MISC REV/OTH FUNDS	0.00	(193,564.59)	193,564.59	100.00%	0.00	(27,194.04)	27,194.04	100.00%
180303 REBATES & REFUNDS	(30,000.00)	(21,421.90)	(8,578.10)	71.41%	(30,000.00)	(14,184.12)	(15,815.88)	47.28%
189903 DONATIONS & SP GF	(100.00)	(100.00)	0.00	0.00%	(5,000.00)	(5,000.00)	0.00	0.00%
189909 SALE OTHER EQUIP	0.00	(9,833.86)	9,833.86	0.00%	(3,500.00)	(15,067.70)	11,567.70	0.00%
189910 INSURANCE ADJUST	(3,000.00)	(4,114.66)	1,114.66	137.16%	(4,532.32)	(14,140.28)	9,607.96	311.99%
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%
<b>MISCELLANEOUS</b>	<b>(153,100.00)</b>	<b>(331,029.44)</b>	<b>177,929.44</b>	<b>216.22%</b>	<b>(163,032.32)</b>	<b>(155,759.81)</b>	<b>(7,272.51)</b>	<b>95.54%</b>
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)	(53,836.02)	(56,163.98)	48.94%
161206 TUITION ADULT	(18,000.00)	(6,183.25)	(11,816.75)	34.35%	(18,000.00)	0.00	(18,000.00)	0.00%
161207 TUITION SUMMER SCH	(40,000.00)	(38,721.50)	(1,278.50)	96.80%	(25,000.00)	0.00	(25,000.00)	0.00%
161202 SPEC PUPIL FEES	(45,000.00)	(40,081.17)	(4,918.83)	89.07%	(40,000.00)	(7,461.34)	(32,538.66)	18.65%
161205 BUS RENTAL	(400,000.00)	(312,682.37)	(87,317.63)	78.17%	(400,000.00)	(176,180.71)	(223,819.29)	44.05%
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)	(28,354.56)	(71,645.44)	28.35%
SCHOOL NUT UTILITIES	(98,500.00)	(86,976.73)	(11,523.27)	88.30%	(98,500.00)	(43,171.92)	(55,328.08)	43.83%
FACILITY RENTALS	(60,020.00)	(61,317.26)	1,297.26	102.16%	(75,000.00)	(35,800.38)	(39,199.62)	47.73%
<b>CHARGES FOR SERVICES</b>	<b>(1,689,140.00)</b>	<b>(1,630,232.90)</b>	<b>(58,907.10)</b>	<b>96.51%</b>	<b>(1,704,120.00)</b>	<b>(467,804.93)</b>	<b>(1,236,315.07)</b>	<b>27.45%</b>
150101 INTEREST-BNK DPST	0.00	0.00	0.00	100.00%	(100.00)	0.00	(100.00)	100.00%
<b>USE OF MONEY</b>								
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%
<b>TOTAL OPERATING FUND</b>	<b>(84,793,803.29)</b>	<b>(84,421,992.82)</b>	<b>(335,012.18)</b>	<b>99.56%</b>	<b>(89,531,631.22)</b>	<b>(41,625,629.95)</b>	<b>(47,405,522.37)</b>	<b>46.49%</b>

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	\$ 907,000.00
Restricted Donation Received	\$ 5,000.00
Insurance proceeds allocated	\$ 1,532.32
Restricted Sale of Assets (CTE)	\$ 3,500.00
Designation - Prior Year Encumb	\$ 500,478.90
Adjusted Budget	\$ 89,531,631.22

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

	Fiscal Year 2014-15					BUDGET % USED
	BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES	BUDGET AVAILABLE	
<b>INSTRUCTION</b>						
FUNCTION 1100 CLASSROOM INSTRUCTION						
Personnel	46,788,069.25	18,810,307.00	40.20%	24,933,903.35	3,043,858.90	
Other	3,450,412.16	1,503,762.85	43.58%	86,130.57	1,860,518.74	
FUNCTION 1200 INST SUPPORT-STUDENT						
Personnel	3,281,195.91	1,600,337.41	48.77%	1,500,026.73	180,831.77	
Other	177,229.00	37,545.42	21.18%	25,082.21	114,601.37	
FUNCTION 1300 INST SUPPORT-STAFF						
Personnel	3,489,847.41	1,966,257.92	56.34%	1,681,208.64	(157,619.15)	
Other	1,497,940.21	297,176.92	19.84%	49,504.19	1,151,259.10	
FUNCTION 1400 INST SUPPORT-SCHOOL ADMN						
Personnel	5,036,969.16	2,744,290.98	54.48%	2,164,456.07	128,222.11	
Other	122,329.65	30,301.79	24.77%	11,783.32	80,244.54	
<b>TOTAL INSTRUCTION</b>	<b>63,843,992.75</b>	<b>26,989,980.29</b>	<b>42.27%</b>	<b>30,452,095.08</b>	<b>6,401,917.38</b>	<b>89.97%</b>
<b>ADMINISTRATION</b>						
FUNCTION 2100 ADMINISTRATION						
Personnel	2,367,295.20	1,067,063.23	45.08%	774,469.55	525,762.42	
Other	1,205,820.56	655,022.82	54.32%	255,244.55	295,553.19	
FUNCTION 2200 ATTENDANCE & HEALTH SERV						
Personnel	2,652,742.17	1,087,495.33	41.00%	1,342,026.85	223,219.99	
Other	52,225.00	17,148.52	32.84%	423.50	34,652.98	
<b>TOTAL ADMINISTRATION</b>	<b>6,278,082.93</b>	<b>2,826,729.90</b>	<b>45.03%</b>	<b>2,372,164.45</b>	<b>1,079,188.58</b>	<b>82.81%</b>
<b>PUPIL TRANSPORTATION</b>						
FUNCTION 3100 MANAGEMENT & DIRECTION						
Personnel	327,926.10	185,923.19	56.70%	138,994.50	3,008.41	
Other	23,276.00	18,200.86	78.20%	0.00	5,075.14	
FUNCTION 3200 VEHICLE OPERATION SERVICE						
Personnel	2,619,766.00	1,182,670.85	45.14%	1,211,590.99	225,504.16	
Other	931,900.00	509,214.83	54.64%	12,580.74	410,104.43	
FUNCTION 3300 MONITORING SERVICE						
Personnel	398,732.57	156,199.42	39.17%	192,980.00	49,553.15	
Other	0.00	0.00	0.00%	0.00	0.00	
FUNCTION 3400 VEHICLE MAINT SERVICE						
Personnel	350,627.98	202,405.91	57.73%	158,986.68	(10,764.61)	
Other	383,282.32	184,553.89	48.15%	2,492.99	196,235.44	
FUNCTION 3500 BUS PURCHASE - REGULAR						
Other	15,000.00	0.00	0.00%	83,434.00	(68,434.00)	
<b>TOTAL PUPIL TRANSPORTATION</b>	<b>5,050,510.97</b>	<b>2,439,168.95</b>	<b>48.30%</b>	<b>1,801,059.90</b>	<b>810,282.12</b>	<b>83.96%</b>
<b>OPERATIONS &amp; MAINTENANCE</b>						
FUNCTION 4100 MANAGEMENT & DIRECTION						
Personnel	194,667.69	114,884.25	59.02%	83,108.20	(3,324.76)	
Other	120,000.00	82,731.70	68.94%	42,775.00	(5,506.70)	

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

<b>FUNCTION 4200 BUILDING SERVICES</b>							
	Personnel	4,553,884.22	2,442,233.73	53.63%	1,669,776.43	441,874.06	
	Other	4,667,425.37	2,975,020.84	63.74%	1,235,966.78	456,437.75	
<b>FUNCTION 4300 GROUNDS SERVICES</b>							
	Personnel	245,101.40	125,428.77	51.17%	101,326.85	18,345.78	
	Other	85,000.00	24,448.31	28.76%	3,490.00	57,061.69	
<b>FUNCTION 4400 EQUIPMENT SERVICES</b>							
	Personnel	0.00	0.00	0.00%	0.00	0.00	
	Other	80,000.00	71,032.03	88.79%	0.00	8,967.97	
<b>FUNCTION 4500 VEHICLE SERVICES</b>							
	Personnel	0.00	0.00	0.00%	0.00	0.00	
	Other	62,500.00	22,807.54	36.49%	114.00	39,578.46	
<b>FUNCTION 4600 SECURITY SERVICES</b>							
	Personnel	165,445.67	9,752.97	5.89%	7,217.42	148,475.28	
	Other	334,002.00	138,589.14	41.49%	45,811.71	149,601.15	
<b>FUNCTION 4700 WAREHOUSING SERVICES</b>							
	Personnel	8,482.29	6,764.68	79.75%	0.00	1,717.61	
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>		<b>10,516,508.64</b>	<b>6,013,693.96</b>	<b>57.18%</b>	<b>3,189,586.39</b>	<b>1,313,228.29</b>	<b>87.51%</b>
<b>Other Non-Instructional Operations</b>							
FUNCTION 5000 Non-Instructional Operations - Other		25,439.48	9,789.03	38.48%	1,949.95	13,700.50	
<b>TOTAL Non-Instructional Operations</b>		<b>25,439.48</b>	<b>9,789.03</b>	<b>38.48%</b>	<b>1,949.95</b>	<b>13,700.50</b>	<b>46.14%</b>
<b>FACILITIES</b>							
FUNCTION 6200 SITE IMPROVEMENTS		0.00	0.00	0.00%	0.00	0.00	
FUNCTION 6600 BLDG ADD & IMP SERVICES							
	Personnel	22,178.34	8,595.31	38.76%	0.00	13,583.03	
	Other	29,956.00	9,956.00	33.24%	5,812.50	14,187.50	
<b>TOTAL FACILITIES</b>		<b>52,134.34</b>	<b>18,551.31</b>	<b>35.58%</b>	<b>5,812.50</b>	<b>27,770.53</b>	<b>46.73%</b>
<b>DEBT SERVICE</b>							
FUNCTION 7100 DEBT SERVICE - Other		0.00	0.00	0.00%	0.00	0.00	
<b>TOTAL DEBT SERVICE</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>TECHNOLOGY</b>							
FUNCTION 8100 CLASSROOM INSTRUCTION							
	Personnel	1,504,306.92	851,314.30	56.59%	657,195.80	(4,203.18)	
	Other	999,005.49	735,298.63	73.60%	6,090.70	257,616.16	
FUNCTION 8200 INSTRUCTIONAL SUPPORT							
	Personnel	394,238.79	151,600.98	38.45%	109,543.20	133,094.61	
	Other	842,410.91	684,637.41	81.27%	233,453.01	(75,679.51)	
<b>TOTAL TECHNOLOGY</b>		<b>3,739,962.11</b>	<b>2,422,851.32</b>	<b>64.78%</b>	<b>1,006,282.71</b>	<b>310,828.08</b>	<b>91.69%</b>
<b>CONTINGENCY RESERVES</b>							
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	
<b>TOTAL CONTINGENCY RESERVES</b>		<b>25,000.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>25,000.00</b>	<b>0.00%</b>
<b>TOTAL OPERATING BUDGET</b>		<b>89,531,631.22</b>	<b>40,720,764.76</b>	<b>45.48%</b>	<b>38,828,950.98</b>	<b>9,981,915.48</b>	<b>88.85%</b>

# Agenda Report

**Date:** 02/17/15

**Agenda Number:** E-2

**Attachments:** Yes

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

**Subject:** Personnel Report

## **Summary/Description:**

The personnel recommendations for February 3 – 17, 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 February 3 – 17, 2015.

<b>NAME</b>	<b>COLLEGE</b>	<b>DEGREE/ EXPERIENCE</b>	<b>SCHOOL/ ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
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**NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2014-15:**

Gunter, Sharon	Lynchburg College	M.Ed./22 yrs. (Lv. 22 3)	Lynchburg Detention Center Special Education Teacher	03-02-15
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# Agenda Report

**Date:** 02/17/15

**Agenda Number:** G-1

**Attachments:** No

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

**Subject:** Request for Reallocation of Budget

## **Summary/Description:**

The school administration has recognized a need to reallocate funds to purchase various equipment and supplies throughout the school division.

Purchase of inventory management software	\$48,800*
Repair of roof at Heritage Elementary School and Heritage High School	\$40,000
Purchase and installation of projectors in classrooms at E.C. Glass	\$32,000
Purchase of library materials (Elem - \$65K, MS - \$20K & HS - \$20K)	\$105,000*
Professional development for administrative staff	\$16,000
Cell phone upgrades	\$13,910
Purchase of replacement truck for IT	\$55,000
Purchase of Technology equipment (projectors and i-Pads) for Preschool	\$60,000*
Purchase of laser engraving machine	\$30,000
Funding for Project Graduation due to reduction in grant funding	\$13,500
Amount to increase local funding of textbooks	\$36,610
Purchase of 3D printer	\$10,000
Purchase of Rachel's Challenge programs for the high schools	\$10,000
Purchase of key board for Sandusky Middle School	\$1,000
Software development for AESOP/Kronos interface	\$13,720
Purchase of two (2) cars for Drivers Education program at Heritage High	\$40,000
Cost to Translate ELL documents into various languages	\$5,000

# Agenda Report

**Date: 02/17/15**

**Agenda Number: G-1**

**Attachments: No**

Purchase of SPED testing material	\$18,000
Purchase of SPED Assistive technology	\$47,000*
Purchase of software for Partner in Education	\$4,500
	<hr/>
	\$600,040
	<hr/>

Given school board approval, the funds to purchase the items will come from available funds in the existing operating budget.

Various Salaries, Benefits and Non-Personnel accounts \$600,040

The school administration requests this budget adjustment be approved for the 2014-15 school year in order to fund these one-time purchases.

**\*Additional Information on some of the above items:**

**Inventory management software (\$48,800)** – LCS current have a component of an inventory management system for library books. In order to effectively manage and keep track of our electronic equipment and library books, it was deemed necessary to purchase additional inventory software to assist with this task.

**Library Materials – (\$105,000)** - Our schools libraries are in need of upgrading their selection of non-fiction books and novel sets. The \$105,000 will be used to increase the collection of books in our libraries as a one-time boost to align with the increased need for non-fiction texts as well as additional novel sets, particularly in secondary schools. Various e-reader technologies could also be incorporated to enhance the use of technology and literacy. The distribution, as based on identified need, would be per-pupil at each level with the following distributions by level - \$65,000 elementary, \$20,000 middle, and \$20,000 high.

**SPED Assistive Technology (\$47,000)** - There is a significant need in our division-wide autism programs for augmentive communication assistive technology. The request is to provide assistive technology devices and software for speech and language pathologists at PK-12. The purchase would include an iPad and apps (very expensive for the augmentive communication, but much cheaper than the devices were before iPads) per student, 8 students per class and 6 classes at K-12.



# Agenda Report

**Date:** 02/17/15

**Agenda Number:** G-1

**Attachments:** No

**Technology for preschool (\$60,000).** To provide a projector and small group set of i-Pads for each preschool classroom.

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

**Recommendation:**

The superintendent recommends that the school board approve the request for reallocation of budget.

# Agenda Report

**Date:** 02/17/15

**Agenda Number:** G-2

**Attachments:** No

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

**Subject:** Capital Improvement Plan: School Bus Parking Lot Electrical Upgrades

## Summary/Description:

The 2014-15 capital improvement plan includes \$120,000 in construction funding for upgrades to the power at the transportation bus lot on John Capron Road for the use of bus engine block heaters. The City of Lynchburg Office of Procurement and Purchasing has received bids on the project.

A total of five bids for the bus lot electrical upgrades project were received. The school administration recommends Unlimited Electrical Contracting, Inc. based on their bid of \$87,676, which was the lowest bid. All bids received are listed below.

BIDDER	Unlimited Electrical Contracting, Inc.	Moore's Electrical & Mechanical Construction, Inc.	Pyramid Electrical Contractors	Dynamic Construction Services, Inc.	Spence Construction & Remodeling
<b>BASE BID</b>	\$87,676.	\$209,600	\$172,000	\$101,670	\$132,663

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

## Recommendation:

The superintendent recommends that the school board authorize the school administration to enter into a contract with Unlimited Electrical Contracting, Inc. in the amount of \$87,676 for the bus lot electrical upgrades project at the transportation and facilities warehouse on John Capron Road.

# Agenda Report

**Date:** 02/17/15

**Agenda Number:** H-1

**Attachments:** Yes

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

**Subject:** Foreign Travel: Heritage High School German Students

## Summary/Description:

Ms. Magdalena Markovinovic, German teacher at Heritage High School, has established a partnership with Ms. Birgit Scholich-Blöbner, English teacher at Vicco von Bülow Gymnasium in Stahnsdorf, Germany. Through this partnership students from Stahnsdorf visited Lynchburg in April 2014. In return, Ms. Scholich-Blöbner invited Ms. Markovinovic's students to participate in an educational field trip in Stahnsdorf in June 2014.

Ms. Markovinovic has been planning a summer exchange trip to Germany similar to what she did last year. Ms. Markovinovic's presentation will include information concerning travel arrangements, dates, and costs.

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.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 03/03/15

## Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on March 3, 2015.

Good afternoon!

I am Magdalena Markovinovic the German teacher at Heritage High School. I am here today to ask your approval of Heritage High School's German exchange trip this summer. This will be our second time visiting our partner school in Germany. In this folder are several important documents, including our flight information, program, insurance information, etc.

This German exchange program began last school year. Heritage High School was chosen over other high schools in Virginia as a partner school for Vicco von Bülow Gymnasium in Stahnsdorf, Germany. Our partner school in Germany is a high school for grades 5-12 about 40 minutes south of Berlin and 10 minutes from Potsdam. Ms. Birgit Scholich-Blößner, my German colleague, worked very diligently with me on this exchange program. When we both felt exhausted from our many other daily hurdles, we said to ourselves: *Wir schaffen es!* (meaning that we can overcome anything). We labored hard to provide this wonderful opportunity for our students and can tell it benefitted them by looking at their lit up faces on the photographs from the program.

It is my honor to say that we had an excellent experience in Germany last summer and continued the program by hosting the second group from Germany in October 2014. At the moment we are eagerly preparing for our next visit to Germany this summer as well as advertising the exchange program for next school year.

I am thrilled to provide this opportunity for my students, where they learn beyond the textbook and immerse themselves into everyday life in Germany. Students continue to learn the language from personal experiences, work on projects, and develop intercultural understanding. They attend classes with their hosts, go on educational field trips, and work on their language skills every day.

Anyone who was interested was able to save the funds. I promoted this opportunity for exchange in all of my classes from German 1 to AP German V. My wish from last year's presentation was to expand this exchange program, which we did this school year by having 2 E.C. Glass students host in October 2014 and two will be travelling to Germany with us in summer.

The program is advertised early so that students and parents can make plans for future travel and save money for the exchange. We encourage the students to earn the needed funds through part-time employment and holding approved fundraisers.

After the advertised program and feedback from parents, I held meetings with interested families. Some students showed great interest, but had to withdraw due to other plans while some wished to wait for their children to become more mature and ready for international travel.

The cost of the trip totals between \$1700 and \$1900 and includes the cost of plane ticket (\$1400) with additional spending money between \$300 and \$500. This amount is very reasonable considering some other travel agencies and companies offer similar trips starting at \$3000. The hosts in Germany provide accommodation and meals. The transportation to and from school as well as the airport is provided by the hosts except for field trips, for which I am holding online and several local fundraisers.

This exchange program has been approved by GAPP (German American Partnership Program, sponsored by US State Department and German government) and with their guidance we submitted all the paperwork and did the program organization in a timely manner. They also provided us with a discount on an insurance packet for our travelers, a better deal for purchasing group tickets, as well as very useful forms and handouts. Everyone has a role in this exchange program. According to GAPP, teachers are coordinators, our students are ambassadors, parents are support, and the school's role is to welcome our guests.

This summer (6/18-7/3) we plan to travel as a group of 6 HHS students and 2 E. C. Glass students accompanied by myself and DMS German teacher, Ms. Diane Brown. The flight is round trip with Scandinavian Airlines, leaving Washington, D.C. for Berlin on June 18, 2015, and returning on July 3, 2015.

This is meant to be a continuing exchange. Students in grades 10 and 11 will describe their experiences in future German classes. This exchange is not limited to German students, but is open to others at LCS interested in learning about a different culture. Although the number of students involved in this program increased, we hope to have even more teachers and students involved, especially more students from E.C. Glass. This is also an excellent opportunity for publicity for HHS, LCS, Lynchburg City, and Virginia. We are proud to represent our schools, our city, and our state.

# Agenda Report

**Date:** 02/17/15

**Agenda Number:** H-2

**Attachments:** No

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

**Subject:** Voluntary Resolution Agreement: Consultant's Report on African American Students' Access to Rigor in Advanced Courses

## Summary/Description:

In April 2014, the Lynchburg City School Board approved the Voluntary Resolution Agreement with the Office for Civil Rights (OCR). In May 2014, Lynchburg City Schools retained the Mid-Atlantic Equity Center (MAEC) as its consultant to assist the school division in examining African American students' access to rigor in advanced courses at the elementary, middle, and high school levels.

In accordance with the OCR Agreement, the school division conducted school climate surveys, held parent forums, and reviewed past enrollment data, compiling its findings from these efforts, and proposed actions to increase enrollment in a report that it filed with the OCR on December 12, 2014. MAEC reviewed the enrollment data and the school division's report and visited Lynchburg for several days to conduct interviews with students, parents, teachers, counselors, and principals. MAEC then compiled a report with recommended actions for the school division to consider as part of the school division's on-going efforts to provide all students with equal access and an equal opportunity to participate in advanced courses. The school division filed MAEC's report with the OCR on January 30, 2015.

Tonight's presentation will provide an overview of MAEC's report and discuss the next steps being undertaken by the school division in its efforts to insure equity and consistency in educational opportunities.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 03/03/15

## Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on March 3, 2015.

# Agenda Report

**Date:** 02/17/15

**Agenda Number:** H-3

**Attachments:** No

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

**Subject:** Capital Improvement Plan: E. C. Glass High School

## Summary/Description:

The capital improvement plan includes \$500,000 in construction funding for replacement of the E. C. Glass High School roof. The City of Lynchburg Office of Procurement and Purchasing has received bids on the project.

A total of six bids for the E. C. Glass roof replacement project was received. The school administration recommends AAR of North Carolina, Inc. based on their base bid of \$389,875 and the alternate of \$102,830 for a total bid of \$492,705, which was the lowest bid. All bids received are listed below.

<b>BIDDER</b>	Roofing Solutions, Inc.	Seven Hills Construction, LLC	AAR of North Carolina, Inc.	Roof Systems of VA, Inc	Eskola, LLC	Custom Roofing, Inc.
<b>BASE BID</b>	\$453,900	\$562,612	\$389,875	\$745,000	\$631,500	\$730,100
<b>ALTERNATE BID</b>	\$123,400	\$145,000	\$102,830	\$180,000	\$187,500	\$187,750

**Disposition:**  Action  
 Information  
 Action at Meeting on: 03/03/15

## Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on March 3, 2015.

# Agenda Report

**Date:** 02/17/15

**Agenda Number:** H-4

**Attachments:** No

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

**Subject:** Capital Improvement Plan: E. C. Glass High School

## Summary/Description:

The capital improvement plan includes \$650,000 in construction funding for replacement of the E. C. Glass High School turf. The City of Lynchburg Office of Procurement and Purchasing has received bids on the project.

A total of \_\_\_\_\_ bids for the E. C. Glass turf replacement project was received. The school administration recommends \_\_\_\_\_ based on their bid of \$\_\_\_\_\_, which was the lowest bid. All bids received are listed below.

<b>BIDDER</b>					
<b>BASE BID</b>					

**Disposition:**  Action  
 Information  
 Action at Meeting on: 03/03/15

## Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on March 3, 2015.



# Agenda Report

**Date:** 02/17/15

**Agenda Number:** H-5

**Attachments:** No

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

**Subject:** Capital Improvement Plan: Paul Laurence Dunbar Middle School for Innovation

## Summary/Description:

The capital improvement plan includes \$470,000 in construction funding for relocating and resurfacing the tennis courts at Paul Laurence Dunbar Middle School for Innovation. The City of Lynchburg Office of Procurement and Purchasing has received bids on the project.

A total of four bids for the Dunbar tennis courts project was received. The school administration recommends Adams Construction Company based on their base bid of \$249,520 and the alternate of \$2,100 for a total bid of \$251,620, which was the lowest bid. All bids received are listed below.

<b>BIDDER</b>	Adams Construction Company	LandTech	Coleman-Adams Construction, Inc.	Boxley Asphalt, LLC
<b>BASE BID</b>	\$249,520	\$341,200	\$274,900	\$324,500
<b>ALTERNATE BID</b>	\$2,100	Included in base bid	\$2,500	\$4,000

**Disposition:**  Action  
 Information  
 Action at Meeting on: 03/03/15

## Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on March 3, 2015.

# Agenda Report

**Date:** 02/17/15

**Agenda Number:** H-6

**Attachments:** Yes

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

**Subject:** Summer School Programs: 2015

## **Summary/Description:**

The school division offers summer programs to provide enrichment, acceleration, and academic support opportunities for elementary, middle, and high school students. The attachment to this agenda report provides the name, description, student groups, dates, times, transportation needs, and funding sources for each of the proposed summer programs.

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

## **Recommendation:**

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

Summer School Proposed Dates  
February 9, 2015

Programs – Summer School and 21 <sup>st</sup> Century	Dates and Times (Students)	Locations
HIGH SCHOOL		
SOL Academy	July 6-31 @ 8:00-11:30 (20 days, 70 hours)	TBD – all HS programs in one site
Credit Recovery	July 6-31 @ 8:00-11:30 (20 days, 70 hours)	TBD – all HS programs in one site
PETAL	July 6-9; 13-16; 20-23 @ 8:00-11:30 (12 days, 42 hours)	TBD – with MS programs
MIDDLE SCHOOL		
Bridge	July 6-9; 13-16; 20-23 @ 8:00-11:30 (12 days, 42 hours)	TBD – all MS programs in one site
PETAL	July 6-9; 13-16; 20-23 @ 8:00-11:30 (12 days, 42 hours)	TBD – all MS programs in one site
21 <sup>st</sup> Century	July 6-9; 13-16; 20-23 @ 11:30-3:00 and July 10, 17, 24 @ 8:00-3:00 (63 hours)	TBD – all MS programs in one site
ELEMENTARY SCHOOL		
Bridge	July 6-9; 13-16; 20-23 @ 8:30-12:00 (12 days, 42 hours)	TBD – ES programs at two central sites (A and B)
PETAL	July 6-9; 13-16; 20-23 @ 8:30-12:00 (12 days, 42 hours)	TBD – at site C
21 <sup>st</sup> Century	a) June, as determined by school (scheduled for at least 60 hours)  b) Optional – school could hold program at 12:00-3:30 (M-TH) and July 10, 17, 24 at 8:30-3:30 at central site A <i>in addition to or instead of</i> the June program (63 hours)	At individual 21 <sup>st</sup> Century school sites (none of these sites would be used as site A or B)  TBD – at site A
Enrichment	Four-day sessions held the week of July 6-9, 13-16, or 20-23	TBD – at site B

NOTE: In addition, the online Economics and Personal Finance course will be held during the summer.