



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

Lynchburg City School Board

Keith R. Anderson
School Board District 2

Mary Ann H. Barker
School Board District 1

Albert L. Billingsly
School Board District 3

Regina T. Dolan-Sewell
School Board District 1

Troy L. McHenry
School Board District 3

Jennifer R. Poore
School Board District 2

Treney L. Tweedy
School Board District 3

J. Marie Waller
School Board District 2

Charles B. White
School Board District 1

**SCHOOL BOARD MEETING
May 15, 2012 5:30 p.m.
School Administration Building
Board Room**

A. PUBLIC COMMENTS

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

B. SPECIAL PRESENTATION

- 1. Academy of Fine Arts
William A. Coleman, Jr. Page 2
Discussion
- 2. Department of Maintenance: Reorganization
Scott S. Brabrand. Page 3
Discussion

C. FINANCE REPORT

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

D. CONSENT AGENDA

- 1. Personnel Report
Scott S. Brabrand. Page 11
Discussion/Action
- 2. School Board Policy 2-16: Community Involvement/Volunteers
William A. Coleman, Jr. Page 13
Discussion/Action
- 3. Administrative Regulation 2-16: PTA/PTO Meeting Schedule
William A. Coleman, Jr. Page 17
Discussion/Action

School Administration

Scott S. Brabrand
Superintendent

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

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendie L. Sullivan
Clerk

- 4. Request for Reallocation of Budget
Anthony E. Beckles.Page 19
Discussion/Action

E. STUDENT REPRESENTATIVE COMMENTS

F. UNFINISHED BUSINESS

- 1. School Calendar: 2012-13
William A. Coleman, Jr.Page 21
Discussion
- 2. Textbook Social Studies Adoption Recommendation: 2012-13
William A. Coleman, Jr.Page 26
Discussion
- 3. No Child Left Behind Act Waiver: Public School Choice
William A. Coleman, Jr.Page 27
Discussion
- 4. Superintendent’s Evaluation Instrument
Charles B. White. Page 29
Discussion

G. NEW BUSINESS

- 1. Carl Perkins Funds: 2012-13
William A. Coleman, Jr.Page 30
Discussion
- 2. Annual Personnel Report
Scott S. Brabrand.Page 33
Discussion/Action
- 3. Administrative Regulation 6-8: School Day
William A. Coleman, Jr.Page 35
Discussion
- 4. Request for Reallocation of Budget
Anthony E. Beckles, Sr. Page 38
Discussion

H. SUPERINTENDENT’S COMMENTS

I. BOARD COMMENTS

J. CLOSED MEETING

- 1. Notice Of Closed Meeting
Scott S. Brabrand. Page 40
Discussion/Action

- 2. Certification of Closed Meeting
Scott S. Brabrand. Page 41
Discussion/Action

K. INFORMATIONAL ITEMS

Graduation Exercises:

LAUREL Regional Program
May 30, 2012 – 7:00 p.m.
Cafetorium

Amelia Pride Center
June 4, 2012 – 7:00 p.m.
Paul Laurence Dunbar Middle School for Innovation - Carl Anderson
Performance Auditorium

E. C. Glass High School
June 8, 2012 – 6:00 p.m.
Civic Auditorium

Heritage High School
June 8, 2012 – 7:00 p.m.
Ralph Spencer Field House

Next School Board Meeting: Tuesday, June 5, 2012, 5:30 p.m., Board
Room, School Administration Building

L. ADJOURNMENT

Agenda Report

Date: 05/15/12

Agenda Number: A-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: 05/15/12

Agenda Number: B-1

Attachments: No

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

Subject: Academy of Fine Arts

Summary/Description:

Mr. Ted Batt, exhibitions curator with the Academy of Fine Arts, will highlight the First Annual Lynchburg City Schools Youth Art Exhibit and Art Crawl held in March 2012. The event was hosted by the Academy of Fine Arts and Main Street businesses as part of the 2012 Celebrating Minds Wide Open Initiative: *Virginia Celebrates Children and the Arts*.

Mr. Batt will present to the school board a catalogue of student artwork featured at the youth art exhibit and art crawl. The historic catalogue was made possible by a generous, anonymous donation. Each student artist will receive a personal copy of the catalogue. Also included in the catalogue are song lyrics written about select art work. Students from Robert S. Payne Elementary School and William Marvin Bass Elementary School wrote the lyrics while participating in the *Kids Out Loud Songwriters* program. Each school will receive a complimentary copy of the catalogue for its archives.

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: 05/15/12

Agenda Number: B-2

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Department of Maintenance: Reorganization

Summary/Description:

Mr. Steven L. Gatzke, director of maintenance and transportation, will provide a report regarding the reorganization of the department of maintenance. Mr. Gatzke will also provide the school board with an update of the school division's capital improvement projects.

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: 05/15/12

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 2011-12 school's operating budget, authorized, approved, and processed the necessary payments through April 30, 2012. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through April 30, 2012, for the operating fund.

Total Operating Fund Budget		
Return of Fund Balance		\$75,705,953.00
Use of Lease Purchase Funds		\$ 1,692,695.00
Insurance Proceeds – HHS		\$ 35,852.79
Designation of Prior Year Encumbrances		\$ 87,359.85
Adjusted Budget		<u>\$ 15,616.00</u>
Through April 30, 2012		\$77,537,476.64
Actual Revenue Received	\$ 54,713,543.22	
Actual Expenditures	\$ 54,289,115.75	
Actual Encumbered	\$ 18,508,833.74	
Percent of Budget Received		70.56%
Percent of Budget Used, excluding encumbrances		70.02%
As of 04/30/12 – 10 months		83.33%

The revenue and expenditure reports detail the transactions recorded through April 30, 2012. All reports appear as attachments to the agenda report.

Agenda Report

Date: 5/15/12

Agenda Number: C-1

Attachments:

Also attached to this agenda report are the revised revenues and expenditures for the 2012-13 school operating budget. The school administration requests that the school board approve this revised budget.

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

Recommendation:

The superintendent recommends that the school board approve the revised 2012-13 School Operating Budget.

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Ten Months Ended April 30, 2012

	Fiscal Year 2010-11 (unaudited)			Fiscal Year 2011-12					
	BUDGET	TRANSACTIONS	BUDGET % USED	BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES	BUDGET AVAILABLE	BUDGET % USED
INSTRUCTION									
FUNCTION 1100 CLASSROOM INSTRUCTION	43,807,198.00	43,001,732.26	98.16%						
Personnel				39,182,337.08	26,499,945.29	67.63%	11,686,080.27	996,311.52	97.46%
Other				2,566,757.77	1,419,765.21	55.31%	116,871.34	1,030,121.22	59.87%
FUNCTION 1200 INST SUPPORT-STUDENT	2,754,658.44	2,679,824.08	97.28%						
Personnel				2,941,094.66	2,130,489.02	72.44%	582,419.31	228,186.33	92.24%
Other				238,494.00	161,320.57	67.64%	6,073.27	71,100.16	70.19%
FUNCTION 1300 INST SUPPORT-STAFF	5,091,974.86	4,960,244.91	97.41%						
Personnel				3,943,181.97	3,109,331.60	78.85%	571,179.14	262,671.23	93.34%
Other				1,762,866.60	1,009,464.31	57.26%	109,923.23	643,479.06	63.50%
FUNCTION 1400 INST SUPPORT-SCHOOL ADMN	4,404,168.11	3,400,065.83	77.20%						
Personnel				4,625,711.23	3,676,348.86	79.48%	824,817.18	124,545.19	97.31%
Other				134,700.00	81,240.28	60.31%	0.00	53,459.72	60.31%
TOTAL INSTRUCTION	56,057,999.41	54,041,867.08	96.40%	55,395,143.31	38,087,905.14	68.76%	13,897,363.74	3,409,874.43	93.84%
ADMINISTRATION									
FUNCTION 2100 ADMINISTRATION	2,449,937.78	2,096,489.10	85.57%						
Personnel				1,948,777.11	1,465,159.35	75.18%	227,448.65	256,169.11	86.85%
Other				479,586.61	326,933.54	68.17%	3,345.16	149,307.91	68.87%
FUNCTION 2200 ATTENDANCE & HEALTH SERV	1,803,495.42	1,736,958.35	96.31%						
Personnel				1,709,599.30	1,212,613.48	70.93%	490,753.85	6,231.97	99.64%
Other				32,125.00	28,862.38	89.84%	1,669.00	1,593.62	95.04%
TOTAL ADMINISTRATION	4,253,433.20	3,833,447.45	90.13%	4,170,088.02	3,033,568.75	72.75%	723,216.66	413,302.61	90.09%
PUPIL TRANSPORTATION									
FUNCTION 3100 MANAGEMENT & DIRECTION	278,661.38	270,242.66	96.98%						
Personnel				260,173.44	218,658.16	84.04%	36,974.86	4,540.42	98.25%
Other				21,526.00	18,337.91	85.19%	0.00	3,188.09	85.19%
FUNCTION 3200 VEHICLE OPERATION SERVICE	2,920,292.42	2,851,212.01	97.63%						
Personnel				2,302,508.34	1,579,786.61	68.61%	612,517.56	110,204.17	95.21%
Other				905,474.32	701,605.94	77.48%	270,451.46	-66,583.08	107.35%
FUNCTION 3300 MONITORING SERVICE	318,795.50	303,775.67	95.29%						
Personnel				338,244.58	216,237.02	63.93%	109,355.08	12,652.48	96.26%
Other				0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 3400 VEHICLE MAINT SERVICE	367,100.50	363,030.56	98.89%						
Personnel				300,358.43	230,613.08	76.78%	57,564.95	12,180.40	95.94%
Other				330,518.00	323,507.52	97.88%	349.75	6,660.73	97.98%
FUNCTION 3500 BUS PURCHASE - REGULAR	169,217.06	169,227.06	100.01%						
Other				640,000.00	0.00	0.00%	622,136.00	17,864.00	0.00%
FUNCTION 3600 BUS - LEASE PURCHASE	66,000.00	66,506.94	100.77%						
Other				0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL PUPIL TRANSPORTATION	4,120,066.86	4,023,994.90	97.67%	5,098,803.11	3,288,746.24	64.50%	1,709,349.66	100,707.21	98.02%
OPERATIONS & MAINTENANCE									
FUNCTION 4100 MANAGEMENT & DIRECTION	307,191.98	287,213.22	93.50%						
Personnel				266,812.19	222,125.72	83.25%	43,784.28	902.19	99.66%
Other				34,300.00	28,166.59	82.12%	0.00	6,133.41	82.12%
FUNCTION 4200 BUILDING SERVICES	8,852,667.95	8,574,983.01	96.86%						
Personnel				4,110,199.60	3,145,042.84	76.52%	684,393.84	280,762.92	93.17%
Other				4,475,359.85	3,637,037.13	81.27%	706,115.47	132,207.25	97.05%
FUNCTION 4300 GROUNDS SERVICES	240,570.71	243,949.95	101.40%						
Personnel				237,030.18	165,894.51	69.99%	42,854.92	28,280.75	88.07%
Other				29,000.00	16,482.61	56.84%	1,024.20	11,493.19	60.37%

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Ten Months Ended April 30, 2012

FUNCTION 4400 EQUIPMENT SERVICES	48,000.00	48,525.77	101.10%							
Personnel				0.00	0.00	0.00%	0.00	0.00	0.00%	
Other				64,000.00	61,626.92	96.29%	432.25	1,940.83	96.97%	
FUNCTION 4500 VEHICLE SERVICES	23,000.00	25,566.85	111.16%							
Personnel				0.00	0.00	0.00%	0.00	0.00	0.00%	
Other				22,000.00	18,099.83	82.27%	0.00	3,900.17	82.27%	
FUNCTION 4600 SECURITY SERVICES	232,224.50	260,550.95	112.20%							
Personnel				147,683.11	150,657.54	102.01%	4,014.90	-6,989.33	104.73%	
Other				86,000.00	74,181.60	86.26%	20,424.00	-8,605.60	110.01%	
TOTAL OPERATIONS & MAINTENANCE	9,703,655.14	9,440,789.75	97.29%	9,472,384.93	7,519,315.29	79.38%	1,503,043.86	450,025.78	95.25%	
SCHOOL FOOD SERVICES										
FUNCTION 5100 SCHOOL FOOD SERVICES	0	0.00	0.00%							
Personnel				0	11,825.11	0.00%	84,516.65	(96,341.76)		Reimbursed 100% by
Other				0	1,420.59	0.00%	0.00	(1,420.59)		School Nutrition
TOTAL SCHOOL FOOD SERVICES	0.00	0.00	0.00%	0.00	13,245.70	0.00%	84,516.65	(97,762.35)		
FACILITIES										
FUNCTION 6200 SITE IMPROVEMENTS	0	0	0.00%	0	0	0.00%	0	0.00	0.00%	
FUNCTION 6600 BLDG ADD & IMP SERVICES	98,095.00	63,099.89	64.33%							
Personnel				32,295.35	10,715.54	33.18%	0.00	21,579.81	33.18%	
Other				49,100.00	26,042.45	53.04%	2,230.00	20,827.55	57.58%	
TOTAL FACILITIES	98,095.00	63,099.89	64.33%	81,395.35	36,757.99	45.16%	2,230.00	42,407.36	47.90%	
DEBT SERVICE										
FUNCTION 7100 DEBT SERVICE - Other	720,472.94	717,900.14	99.64%	536,751.78	448,186.33	83.50%	54,938.45	33,627.00	93.74%	
TOTAL DEBT SERVICE				536,751.78	246,985.71	46.01%	256,139.07	33,627.00	93.74%	
TECHNOLOGY										
FUNCTION 8100 CLASSROOM INSTRUCTION	1,560,213.69	1,762,037.19	112.94%							
Personnel				1,894,961.76	1,379,565.05	72.80%	376,664.52	138,732.19	92.68%	
Other				168,882.48	75,688.51	44.82%	10,128.91	83,065.06	50.81%	
FUNCTION 8200 INSTRUCTIONAL SUPPORT	652,501.82	466,081.62	71.43%							
Personnel				242,039.11	178,971.05	73.94%	33,377.26	29,690.80	87.73%	
Other				441,174.00	191,312.91	43.36%	114,004.03	135,857.06	69.21%	
FUNCTION 8200 LEASE PURCHASE	109,975.76	109,975.76	100.00%							
Personnel				35,852.79	35,852.79	100.00%	0.00	0.00	-	
Other										
TOTAL TECHNOLOGY	2,322,691.27	2,338,094.57	100.66%	2,782,910.14	1,861,390.31	66.89%	534,174.72	387,345.11	86.08%	
CONTINGENCY RESERVES										
FUNCTION 9100 CLASSROOM INSTRUCTION	0	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	
FUNCTION 9300 ADMINISTRATION	300,000.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	
FUNCTION 9500 PUPIL TRANSPORTATION	200,000.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	
FUNCTION 9600 OPERATIONS & MAINTENANCE	0	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	
TOTAL CONTINGENCY RESERVES	500,000.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	
TOTAL OPERATING BUDGET	77,776,413.82	74,459,193.78	95.73%	77,537,476.64	54,289,115.75	70.02%	18,508,833.74	4,739,527.15	93.89%	

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the Ten Months Ended April 30, 2012

Agenda Report Attachment

ACCOUNT TITLE	FY 2010-2011				FY 2011-12			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
240308 SALES TAX RECEIPTS	(8,321,436.00)	(8,686,156.49)	364,720.49	104.38%	(8,965,522.00)	(6,676,389.12)	(2,289,132.88)	74.47%
240202 BASIC SCHOOL AID	(19,996,461.00)	(18,942,052.10)	(1,054,408.90)	94.73%	(19,663,616.00)	(16,460,530.02)	(3,203,085.98)	83.71%
240207 GIFTED & TALENTED	(232,983.00)	(233,626.00)	643.00	100.28%	(233,116.00)	(195,183.32)	(37,932.68)	83.73%
240208 REMEDIAL EDUCATION	(916,399.00)	(918,931.00)	2,532.00	100.28%	(916,922.00)	(767,720.96)	(149,201.04)	83.73%
240208 REMEDIAL EDUCATION	(206,426.00)	(148,487.00)	(57,939.00)	71.93%	(148,487.00)	(100,932.00)	(47,555.00)	67.97%
240209 ENROLLMENT LOSS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
240212 SPECIAL ED SOQ	(2,583,520.00)	(2,590,657.00)	7,137.00	100.28%	(2,584,995.00)	(2,164,366.52)	(420,628.48)	83.73%
240217 VOCATIONAL ED SOQ	(305,466.00)	(306,310.00)	844.00	100.28%	(305,641.00)	(255,906.80)	(49,734.20)	83.73%
240221 SOC SEC-INSTR	(1,340,942.00)	(1,344,650.00)	3,708.00	100.28%	(1,341,711.00)	(1,123,388.52)	(218,322.48)	83.73%
240223 VRS INSTRUCTIONAL	(792,143.00)	(794,330.00)	2,187.00	100.28%	(1,212,202.00)	(1,014,953.68)	(197,248.32)	83.73%
240241 GROUP LIFE INST	(46,598.00)	(46,725.00)	127.00	100.27%	(46,623.00)	(39,036.52)	(7,586.48)	83.73%
240228 READING INTERVENTN	(117,822.00)	(142,932.00)	25,110.00	121.31%	(141,000.00)	(91,424.64)	(49,575.36)	64.84%
240205 CAT-REG FOSTER	(150,118.00)	(140,240.00)	(9,878.00)	93.42%	(145,135.00)	(34,908.68)	(110,226.32)	24.05%
240246 CAT-HOMEBOUND	(160,802.00)	(147,984.74)	(12,817.26)	92.03%	(156,865.00)	(161,385.95)	4,520.95	102.88%
240248 REGIONAL TUITION	(866,273.00)	(645,645.48)	(220,627.52)	74.53%	(849,922.00)	(205,134.72)	(644,787.28)	24.14%
240265 AT RISK SOQ	(1,071,449.00)	(1,074,480.00)	3,031.00	100.28%	(1,074,910.00)	(720,842.64)	(354,067.36)	67.06%
240309 ESL	(114,953.00)	(89,904.00)	(25,049.00)	78.21%	(106,053.00)	(56,701.36)	(49,351.64)	53.47%
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	(1,209,101.00)	(1,209,101.00)	0.00	100.00%	(1,231,987.00)	(783,991.74)	(447,995.26)	63.64%
240218 CTE - ADULT ED	(19,175.00)	(1,238.00)	(17,937.00)	6.46%	(19,175.00)	0.00	(19,175.00)	0.00%
240252 CTE EQUIPMENT	0.00	(10,212.98)	10,212.98	100.00%	0.00	(11,436.79)	11,436.79	100.00%
240253 CTE OCC PREP	(29,073.00)	(25,260.00)	(3,813.00)	86.88%	(33,809.00)	0.00	(33,809.00)	0.00%
LOTTERY PROCEEDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
REG SPEC SERV	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
240273 CPI HOLD HARMLESS	(1,744,519.00)	(1,563,186.60)	(181,332.40)	89.61%	(126,411.00)	(85,151.36)	(41,259.64)	67.36%
SUPPLEMENTAL SUPPORT	0.00	0.00	0.00	0.00%	(671,477.00)	(450,302.00)	(221,175.00)	67.06%
240275 PRIMARY CLASS SIZE	(1,174,904.00)	(1,171,919.00)	(2,985.00)	99.75%	(1,190,402.00)	(810,944.64)	(379,457.36)	68.12%
240214 TEXTBOOKS	(272,021.00)	(272,772.00)	751.00	100.28%	(210,115.00)	(235,519.93)	25,404.93	112.09%
240203 GED/ISAEP	(23,576.00)	(23,576.00)	0.00	100.00%	(23,576.00)	(15,002.89)	(8,573.11)	63.64%
240405 ALGEBRA READINESS	(110,760.00)	(114,911.00)	4,151.00	103.75%	(114,911.00)	(73,904.00)	(41,007.00)	64.31%
COMMONWEALTH OF VA	(41,806,920.00)	(40,645,287.39)	(1,161,632.61)	97.22%	(41,514,583.00)	(32,535,058.80)	(8,979,524.20)	78.37%
330201 BASIC ADULT ED.	(50,000.00)	(44,128.90)	(5,871.10)	88.26%	(50,000.00)	(3,505.00)	(46,495.00)	7.01%
330212 IMPACT AIDPL81-874	(6,000.00)	(7,990.43)	1,990.43	133.17%	(6,000.00)	(7,427.59)	1,427.59	123.79%
180303 MEDICAID REIMBURSE	(300,000.00)	(842,050.41)	542,050.41	280.68%	(300,000.00)	(282,363.69)	(17,636.31)	94.12%
JR ROTC	(105,000.00)	(114,133.42)	9,133.42	108.70%	(105,000.00)	(89,746.34)	(15,253.66)	85.47%
FEDERAL	(461,000.00)	(1,008,303.16)	547,303.16	218.72%	(461,000.00)	(383,042.62)	(77,957.38)	83.09%

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Item: C-1

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the Ten Months Ended April 30, 2012

Agenda Report Attachment

	FY 2010-2011				FY 2011-2012			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
510500 CITY OPER APPR	(31,942,103.00)	(31,942,103.00)	0.00	100.00%	(31,942,103.00)	(18,750,000.00)	(13,192,103.00)	58.70%
510500 FUND BALANCE RETURN	(1,467,931.00)	(1,467,931.00)	0.00	100.00%	(1,692,695.00)	(1,692,695.00)	0.00	100.00%
510500 USE OF RESERVES	(300,000.00)	(300,000.00)	0.00	0.00%	(200,000.00)	(200,000.00)	0.00	100.00%
510502 CITY DEBT SERV APP	(33,627.00)	(31,021.65)	(2,605.35)	92.25%	(33,627.00)	0.00	(33,627.00)	0.00%
CITY	(33,743,661.00)	(33,741,055.65)	(2,605.35)	99.99%	(33,868,425.00)	(20,642,695.00)	(13,225,730.00)	60.95%
189912 MISC REV/OTH FUNDS	0.00	(278,625.09)	278,625.09	100.00%	0.00	(19,866.37)	19,866.37	100.00%
180303 REBATES & REFUNDS	(15,000.00)	(51,501.65)	36,501.65	343.34%	(15,000.00)	(19,106.58)	4,106.58	127.38%
189903 DONATIONS & SP GF	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
189909 SALE OTHER EQUIP	0.00	(1,813.45)	1,813.45	100.00%	0.00	0.00	0.00	0.00%
189910 INSURANCE ADJUST	(162,217.06)	(168,572.58)	6,355.52	103.92%	(90,359.85)	(98,766.19)	8,406.34	109.30%
189912 OTHER FUNDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
E RATE REIMBURSEMENT	(85,000.00)	(96,777.43)	11,777.43	113.86%	(85,000.00)	(107,680.93)	22,680.93	126.68%
TRANSFER IN/OUT	0.00	23,725.85	(23,725.85)	-100.00%	0.00	0.00	0.00	0.00%
MISCELLANEOUS	(262,217.06)	(573,564.35)	311,347.29	218.74%	(190,359.85)	(245,420.07)	55,060.22	128.92%
150201 RENTS	(110,000.00)	(98,000.00)	(12,000.00)	89.09%	(98,000.00)	(98,000.00)	0.00	100.00%
161201 TUITION DAY SCHOOL	(189,000.00)	(132,647.66)	(56,352.34)	70.18%	(160,000.00)	(96,033.06)	(63,966.94)	60.02%
161206 TUITION ADULT	(15,750.00)	(19,342.00)	3,592.00	122.81%	(10,000.00)	(696.00)	(9,304.00)	6.96%
161207 TUITION SUMMER SCH	0.00	0.00	0.00	0.00%	(40,000.00)	(25,000.00)	(15,000.00)	62.50%
161202 SPEC PUPIL FEES	(50,000.00)	(49,763.36)	(236.64)	99.53%	(45,000.00)	(21,360.00)	(23,640.00)	47.47%
161205 BUS RENTAL	(132,500.00)	(405,708.09)	273,208.09	306.19%	(170,500.00)	(210,437.01)	39,937.01	123.42%
190101 TUIT FM OTH CO/CY	(634,620.00)	(644,571.00)	9,951.00	101.57%	(634,620.00)	(288,131.38)	(346,488.62)	45.40%
161201 DUAL ENROLLMENT	(42,000.00)	(88,848.75)	46,848.75	211.54%	(35,000.00)	0.00	(35,000.00)	0.00%
PRINT SHOP	0.00	(116,455.64)	116,455.64	100.00%	(100,000.00)	(70,350.91)	(29,649.09)	70.35%
SCHOOL NUT UTILITIES	(98,500.00)	(90,518.20)	(7,981.80)	91.90%	(98,500.00)	(58,658.20)	(39,841.80)	59.55%
FACILITY RENTALS	(54,270.00)	(65,487.50)	11,217.50	120.67%	(60,020.00)	(38,543.88)	(21,476.12)	64.22%
CHARGES FOR SERVICES	(1,326,640.00)	(1,711,342.20)	384,702.20	129.00%	(1,451,640.00)	(907,210.44)	(544,429.56)	62.50%
150101 INTEREST-BNK DPST	0.00	(526.75)	526.75	100.00%	0.00	(116.29)	116.29	100.00%
USE OF MONEY								
LEASE PURCHASE PROCEEDS	(175,975.76)	0.00	(175,975.76)	0.00%	(35,852.79)	0.00	(35,852.79)	0.00%
DESIGNATION - ENCUMBRANCES	0.00	0.00	0.00	0.00%	(15,616.00)	0.00	(15,616.00)	0.00%
TOTAL OPERATING FUND	(77,776,413.82)	(77,680,079.50)	(96,334.32)	99.88%	(77,537,476.64)	(54,713,543.22)	(22,808,317.42)	70.56%

Item: C-1

Original budget	\$75,705,953.00
Fund Balance, net of use of reserve	\$ 1,692,695.00
Insurance Proceeds - HHS	\$ 87,359.85
Lease Purchase Funds	\$ 35,852.79
Designation - Prior Year Encumb	\$ 15,616.00
Adjusted Budget	<u>\$ 77,537,476.64</u>

Lynchburg City Schools
FY2012-13 Budget Proposed Budget

5/11/2012 14:05

Agenda Report Attachment

	2011-12 Approved Budget	2012-13 Budget Changes/Requests	2012-13 Proposed Budget
ADM	8149	53	8202
REVENUE CATEGORY			
State	\$32,549,061	\$2,249,279	\$34,798,340
State Sales Tax	8,965,522	(252,270)	8,713,252
Federal Stimulus Funds	0	0	0
Total State	41,514,583	1,997,009	43,511,592
Federal	461,000	0	461,000
Miscellaneous Revenue	103,000	0	103,000
Charges for Services	1,451,640	199,188	1,650,828
Use of Money	-	0	-
Total Other	1,554,640	199,188	1,753,828
Total Non-City	43,530,223	2,196,197	45,726,420
City Funds	31,942,103	3,700,000	35,642,103
City - School Debt Service (CVGS)	33,627	0	33,627
City - Use of Reserves	200,000	(200,000)	-
Lease Purchase Proceeds	-	0	-
TOTAL OPERATING REVENUE	75,705,953	5,696,197	81,402,150
EXPENDITURE CATEGORY			
Total Personnel Services	48,686,474	491,907	49,178,382
Total Employee Benefits	15,079,706	4,231,887	19,311,593
<i>Total Personnel Services & Employee Benefits</i>	<i>63,766,180</i>	<i>4,723,794</i>	<i>68,489,975</i>
Total Purchased Services	2,659,530	270,600	2,930,130
Total Internal Services	204,891	0	204,891
Total Other Charges	4,180,008	170,000	4,350,008
Total Materials and Supplies	2,633,521	(209,198)	2,424,323
Total Debt Service & Fund Transfers	1,947,438	0	1,947,438
Total Capital Outlay	314,385	741,000	1,055,385
<i>Total Non-Personnel Accounts</i>	<i>11,939,773</i>	<i>972,403</i>	<i>12,912,175</i>
TOTAL OPERATING EXPENDITURES	\$ 75,705,953	100.0% \$ 5,696,197	\$ 81,402,150
BUDGET SURPLUS/(DEFICIT)	\$0	(\$0)	(\$0)

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tem: C-1

Agenda Report

Date: 05/15/12

Agenda Number: D-1

Attachments: Yes

From: Scott S. Brabrand, Superintendent

Subject: Personnel Report

Summary/Description:

The personnel recommendations for May 1 – 15, 2012, 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 May 1 – 15, 2012.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
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NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2011-12:

Pawlas, Russell	Indiana Univ. of PA	M.A./17 yrs. (Lv. 16 4)	E.C. Glass High Band Director	08/13/12
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RESIGNATIONS:

Ciccarelli, Paula	Cabrini College	B.S./5 yrs. (Lv. 4 3)	R.S. Payne Elementary First Grade	06/07/12
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Clark, Jennifer	UNC- Charlotte	M.Ed./16 yrs. (Lv.15 3)	R.S. Payne Elementary Gifted Education	06/07/12
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Koenig, Dana	Lynchburg College	M.A./18 yrs. (Lv.3 3)	LAUREL Regional Director of LAUREL	06/29/12
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Land, Heather	Randolph College	M.A./ 3 yrs. (Lv.2 3)	Sandusky Elementary Fifth Grade	06/07/12
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Owens, Laura	Brooklyn College	M.A./19 yrs. (Lv.18 3)	Heritage Elementary Strings	06/07/12
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RETIREMENTS:

Jones, Sadie	Temple University	M.Ed./31 yrs. (Lv.30 1)	LAUREL Regional School Vision Teacher	06/07/12
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Thomas, Barbara J.	Lynchburg College	M.Ed./39 yrs. (Lv.32 3)	Sandusky Elementary Librarian	06/07/12
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Agenda Report

Date: 05/15/12

Agenda Number: D-2

Attachments: Yes

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

Subject: School Board Policy 2-16: Community Involvement/Volunteers

Summary/Description:

At the beginning of the 2011-12 school year, the school administration began requiring individuals to submit applications in order to volunteer in schools. This process involves a screened, and applicants who have felony drug, child abuse/neglect, or violent crimes charges are not allowed to volunteer. School Board Policy 2-16: Community Involvement/Volunteers has been revised to reflect that practice. The school board policy also has language that has been developed by the Virginia School Boards Association. Revisions to the policy appear as an attachment to this agenda report.

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

Recommendation:

The superintendent recommends that the school board approve School Board Policy 2-16: Community Involvement/Volunteers.

COMMUNITY RELATIONS

Community Involvement/Volunteers P 2-16

A. Volunteers

The Lynchburg City School Board recognizes that volunteers make a valuable contribution to the educational program and that their involvement in the schools increases the support of the schools by the community. **{The school board supports and encourages the active participation of parents and other members of the community in providing and extending educational opportunities for children. The involvement of volunteers who can serve as a resource to schools is a fundamentally important component of successful school programs.**

The principal or designee may appoint parents as volunteers to assist in the schools. The principal or designee will provide orientation, training, job descriptions, and specific assignments for the volunteers. Schools shall operate within the regulations of the Guidelines for School Volunteers.

B. Background Screenings

Each volunteer must have a background screening on a yearly basis before volunteering with Lynchburg City Schools. The person must complete a volunteer application and submit it to the department of school/business partnerships. College students who want to volunteer with Lynchburg City Schools will be screened by the individual college. Applicants who have felony drug, child abuse/neglect, or violent crimes charges will not be allowed to volunteer. A database of cleared volunteers will be maintained each year with appropriate personnel having access.}

~~—The administration of the schools and the instructional program are entirely the responsibility of school board employees, and this responsibility cannot be delegated in any degree. Volunteers work under the direction of principals and teachers who retain the responsibility for the instruction and supervision of students in their charge.~~

~~B~~**{C.}** Avoiding Meeting Conflicts

The avoidance of meeting conflicts for school patrons shall be a major consideration whenever divisionwide and individual school meetings are scheduled.

Legal Reference:

{Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78

COMMUNITY RELATIONS

Community Involvement/Volunteers P 2-16

**8 VAC 20-131-20
8VAC 20-131-270}**

~~Code of Va., § 2.1-555. Definitions. "As used in this chapter, the following items shall have the following meanings unless another may clearly be inferred from the content:~~

- ~~1. Volunteer shall mean any person who, of his own free will, provides goods or services, without any financial gain, to any agency, instrumentality or political subdivision of the Commonwealth;~~
- ~~2. Regular service volunteer shall mean any person engaged in specific voluntary service activities on an ongoing or continuous basis;~~
- ~~3. Occasional service volunteer shall mean any person who provides a one time or occasional voluntary service;~~
- ~~5. Department shall mean and include all departments and divisions enumerated in § 2.1-1 of the Code and local agencies under the jurisdiction or supervision thereof, and for the purposes of §§ 2.1-556, 2.1-557.1 and 2.1-558, shall include political subdivisions of the Commonwealth."~~

~~Code of Va., §2.1-558. Volunteer benefits. "A. Meals may be furnished without charge to regular service volunteers, provided scheduled work assignments extend over an established meal period. Meals may be furnished without charge to occasional service volunteers at the discretion of the department's executive head.~~

~~B. Lodging, if available, may be furnished temporarily, at no charge, to regular service volunteers.~~

~~C. Transportation reimbursement may be furnished those volunteers whose presence is determined to be necessary to the department. Rates or amounts of such reimbursement shall not exceed those provided in § 14.1-5 of the Code of Virginia. Volunteers may utilize State vehicles in the performance of their duties, subject to those rules and regulations governing use of State vehicles by paid staff.~~

~~D. Liability insurance may be provided by the department utilizing their services both to regular service and occasional service volunteers to the same extent as may be provided by the department to its paid staff. Volunteers in State and local service shall enjoy the protection of the Commonwealth's sovereign immunity to the same extent as paid staff." (1986)~~

~~Code of Va., § 65.1-4. "Employee" defined. ". . . Further, by resolution or ordinance~~

COMMUNITY RELATIONS

Community Involvement/Volunteers P 2-16

~~duly adopted, the governing body of any county, city, town or any political subdivision thereof may provide coverage under this Act to its volunteers or to any officers and employees of any commission or board of any authority created or controlled by the local governing body, or any local agency or public service corporation owned, operated or controlled by such local governing body" (1988)~~

~~Code of Va., § 22.1-253.13:7. Standard 7. Policy manual. " . . . D. Each local school board shall ensure that the policy manual include the following policies, which shall be developed giving consideration to the views of teachers, parents, and other concerned citizens"~~

~~4. A policy for school community communications and community involvement;" (1988)~~

Adopted by School Board: January 6, 1981
Revised by School Board: September 3, 1985
Revised by School Board:

Agenda Report

Date: 05/15/12

Agenda Number: D-3

Attachments: Yes

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

Subject: Administrative Regulation 2-16: PTA/PTO Meeting Schedule

Summary/Description:

At the request of the superintendent, schools have been asked to refrain when possible from having events on Tuesdays, which is when school board meetings are scheduled to occur. Administrative Regulation 2-16: PTA/PTO Meeting Schedule has been revised accordingly. The regulation appears as an attachment to this agenda report.

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

Recommendation:

The superintendent recommends that the school board approve Administrative Regulation 2-16: PTA/PTO Meeting Schedule.

COMMUNITY RELATIONS

PTA/PTO Meeting Schedule R 2-16

Except for the month of December, PTA and PTO meetings are to be scheduled in the following manner to avoid conflicts for school patrons:

Elementary Schools Second Week of each month

Exceptions:

1st ~~Tuesday~~ **{Thursday}** of each month -- Dearington Elementary School for Innovation

1st ~~Tuesday~~ **{Thursday}** -- Thomas C. Miller Elementary School for Innovation

1st ~~Tuesday~~ **{Thursday}** -- Robert S. Payne Elementary School

Middle Schools Third week of each month

High Schools First and fourth weeks of each month

The first week is defined as the first week of the month containing a Monday.

Approved by Superintendent: September 3, 1985

Revised by Superintendent: May 19, 1992

Revised by Superintendent: August 4, 1992

Revised by Superintendent: October 2, 1996

Revised by School Board:

Agenda Report

Date: 05/15/12

Agenda Number: D-4

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.

Purchases include the following:

Installation of wireless network in all buildings	\$ 300,000.00
Purchase of video projector unit bulbs	\$ 20,000.00
Purchase of miscellaneous school supplies and equipment	\$ 50,000.00
Purchase of two Kronos timekeeping clocks	\$ 7,000.00
Replacement of scoreboard at Heritage High School	\$ 5,356.00
Purchase of two Z-mowers for the grounds department	\$ 30,000.00
Purchase of 125 fire extinguishers	\$ 5,500.00
Purchase of trailer for the grounds department	\$ 5,000.00
Purchase of straddle for personnel lift for the maintenance department	\$ 6,000.00
Professional services to rewrite academic programs	\$ 50,000.00
Purchase of 100 gal. sprayer for the grounds department	\$ 2,000.00
	<u>\$ 480,856.00</u>
	=====

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

Various Salaries and Benefits accounts	\$ 75,856.00
Various Non-Personnel accounts	\$ 105,000.00
Health insurance payable	\$ 300,000.00
	<u>\$ 480,856.00</u>
	=====

Agenda Report

Date: 05/15/12

Agenda Number: D-4

Attachments: No

The school administration requests this budget adjustment be approved for the 2011-12 school year in order to fund these one-time purchases.

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

Recommendation:

The superintendent recommends that the school board approve the request for re-appropriation of budget.

Agenda Report

Date: 05/15/12

Agenda Number: F-1

Attachments: No

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

Subject: School Calendar: 2012-13

Summary/Description:

At its May 1, 2012, meeting, the school board approved the exam schedule for the 2012-13 school year. With the approval of that schedule, the school administration has finalized the informational items that appear on the reverse sides of the calendars for the school division and for William Marvin Bass Elementary School. Those calendars appear as attachments to this agenda report.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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



Lynchburg City Schools 2012-2013 Academic Calendar

Agenda Report Attachment

Jul. 4: Independence Day Holiday (12-month admin. & classified staff)

Aug. 9-10: New Teacher Orientation

Aug. 13-17: Teacher Work Days (students do not attend)

Aug. 20: First Day of School

Sep. 3: Labor Day (teachers & students do not attend)

Oct. 19: End of 1st Quarter

Oct. 22: Planning/Professional Development Day (students do not attend)

Nov. 6: Election Day (teachers & students do not attend)

Nov. 21-23: Thanksgiving Holiday (teachers & students do not attend)

Dec. 17: High School Exams

Dec. 18-19: High School Exams (early dismissal for high schools)

Dec. 20: High School Exams & Early Dismissal for All Students (teachers work full day)

Dec. 21-Jan. 2: Winter Break (teachers & students do not attend)

Jan. 11: End of 2nd Quarter

Jan. 14: Planning/Professional Development Day (students do not attend)

Jan. 21: Martin Luther King Jr. Day (teachers & students do not attend)

Mar. 22: End of 3rd Quarter

Mar. 25: Planning/Professional Development Day (students do not attend)

Apr. 1-5: Spring Break (teachers & students do not attend)

May 24: High School Exams

May 27: Memorial Day (teachers & students do not attend)

May 28-29: High School Exams (early dismissal for high schools)

May 30: Last Day of School, End of 4th Quarter, High School Exams & Early Dismissal for All Students (teachers work full day)

May 31: Teacher Work Day

Item: F-1

Student Daily Schedule

High 7:35 a.m.–2:30 p.m.
Middle 8:00 a.m.–3:05 p.m.
Elementary 8:40 a.m.–3:35 p.m.

Teacher Daily Schedule

High 7:30 a.m.–3:00 p.m.
Middle 7:55 a.m.–3:25 p.m.
Elementary 8:15 a.m.–3:45 p.m.

Key: ■ Breaks & Holidays ■ Professional Dev/Teacher Work Days □ See Dates Listed Above

September 2012

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2012

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 2013

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2013

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

August 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

February 2013

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

May 2013

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2013

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2013

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Religious/Cultural Observances

Ramadan: Jul. 20–Aug. 18, 2012
Rosh Hashanah: sunset Sep. 16–sunset Sep. 18, 2012*
Yom Kippur: sunset Sep. 25–sunset Sep. 26, 2012*
Diwali: Nov. 13, 2012
Hanukkah: sunset Dec. 8–sunset Dec. 16, 2012
Christmas: Dec. 25, 2012
Kwanzaa: Dec. 26, 2012–Jan. 1, 2013
Chinese New Year: Feb. 10, 2013
Passover: sunset Mar. 25–sunset Mar. 27,* Mar. 28–sunset Apr. 2, 2013
Good Friday: Mar. 29, 2013
Easter: Mar. 31, 2013

* Jewish Holidays: Please be aware that Jewish students, parents, and staff may be absent and unable to attend special functions during the school days and evenings noted.

Back-to-School Night

Elementary

Bedford Hills: Aug. 30, 2012
Dearington: Sep. 13, 2012
Heritage: Aug. 28, 2012
Linkhorne: Aug. 30, 2012
Paul Munro: Aug. 30, 2012
Perrymont: Aug. 28, 2012
R. S. Payne: Sep. 13, 2012
Sandusky: Sep. 11, 2012
Sheffield: Sep. 11, 2012
T. C. Miller: Sep. 13, 2012

Middle

Linkhorne: Sep. 6, 2012
P. L. Dunbar: Sep. 6, 2012
Sandusky: Sep. 6, 2012

Parent Teacher Conferences

First Semester

Elementary: Oct. 4 & 9, 2012
3:45–7:15 p.m.
Middle: Sep. 25 & Oct. 1, 2012
3:15–6:45 p.m.
High: Sep. 27 & Nov. 8, 2012
3:00–6:30 p.m.

Second Semester

Elementary: Feb. 12 & 18, 2013
3:45–7:15 p.m.
Middle: Feb. 21 & 25, 2013
3:15–6:45 p.m.
High: Feb. 26 & Apr. 18, 2013
3:00–6:30 p.m.

Conferences will be held on two evenings according to a schedule above. Details regarding how to schedule conferences at each school will be provided in the fall.
Note: These four evenings are considered as two additional teacher work days.

Planning/Professional Development Days

(8:00 a.m. – 3:30 p.m. for teachers)

Aug. 9–10, 2012 (new teachers only)	Aug. 13–17, 2012
Oct. 22, 2012 (division-level half day, building-level half day)	Oct. 22, 2012 (division-level half day, building-level half day)
Jan. 14, 2013 (division-level half day, building-level half day)	Jan. 14, 2013 (division-level half day, building-level half day)
Mar. 25, 2013 (division-level half day, building-level half day)	Mar. 25, 2013 (division-level half day, building-level half day)
May 31, 2013 (teacher work day)	May 31, 2013 (teacher work day)

Early Dismissal Days

Dec. 20, 2012	May 3, 2013 (interim)
May 30, 2013	May 30, 2013 (report card)

High School Exam Schedule

First Semester (early dismissal except 12/17)
Dec. 17–20, 2012

Second Semester (early dismissal except 5/24)
May 24, 28–30, 2013

Incllement Weather Make-up Procedure

Section 22.1–98 the Code of Virginia requires that school divisions, in the event of severe weather conditions or other emergency situations, make up the first five days plus one day for each two days missed in excess of the first five. Further, “when severe weather conditions or other emergency situations have resulted in the closing of any school in a school division and such school has been unable to meet the 180 teaching day requirement, the school division may make up the missed teaching days by providing its students with instructional hours equivalent to such missed teaching days to meet the minimum 990 teaching hour requirement.” Due to the calendar and daily schedule at each level exceeding the annual required 990 instructional hours, no adjustments to the schedule will be necessary barring unforeseen weather conditions.



W. M Bass Elementary School 2012-2013 Academic Calendar

Agenda Report Attachment

September 2012

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

August 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 2012

S	M	T	W	T	F	S
				28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 2012

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2012

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March 2013

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2013

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

January 2013

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2013

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2013

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2013

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- Jun. 28-29: New Teacher Orientation
- Jul. 2-3: Teacher Work Days (students do not attend)
- Jul. 4: Independence Day Holiday (12-month admin. & classified staff)
- Jul. 5-6: Teacher Work Days (students do not attend)
- Jul. 9: First Day of School
- Aug. 13: Teacher Work Days (students do not attend)
- Sep. 3: Labor Day (teachers & students do not attend)
- Sep. 7: End of 1st Quarter
- Sep. 17-21: Intercession
- Oct. 22: Planning/Professional Development Day (students do not attend)
- Nov. 6: Election Day (teachers & students do not attend)
- Nov. 20: End of 2nd Quarter
- Nov. 21-23: Thanksgiving Holiday (teachers & students do not attend)
- Dec. 3-7: Intercession
- Dec. 20: Early Dismissal for All Students (teachers work full day)
- Dec. 21-Jan. 2: Winter Break (teachers & students do not attend)
- Jan. 14: Planning/Professional Development Day (students do not attend)
- Jan. 21: Martin Luther King Jr. Day (teachers & students do not attend)
- Feb. 15: End of 3rd Quarter
- Feb. 18-Mar. 1: Intercession
- Mar. 25: Planning/Professional Development Day (students do not attend)
- Apr. 1-5: Spring Break (teachers & students do not attend)
- Apr. 8-12: Intercession
- May 23: Last Day of School, End of 4th Quarter
Early Dismissal for All Students (teachers work full day)
- May 24: Teacher Work Day

Item: **F-1**

Student Daily Schedule	Teacher Daily Schedule
Elementary 8:40 a.m.-3:35 p.m.	Elementary 8:15 a.m.-3:45 p.m.

Key:

- Breaks & Holidays
- Intercession
- Professional Dev/Teacher Work Days
- See Dates Listed Above

Religious/Cultural Observances

- Ramadan: Jul. 20–Aug. 18, 2012
- Rosh Hashanah: sunset Sep. 16–sunset Sep. 18, 2012*
- Yom Kippur: sunset Sep. 25–sunset Sep. 26, 2012*
- Diwali: Nov. 13, 2012
- Hanukkah: sunset Dec. 8–sunset Dec. 16, 2012
- Christmas: Dec. 25, 2012
- Kwanzaa: Dec. 26, 2012–Jan. 1, 2013
- Chinese New Year: Feb. 10, 2013
- Passover: sunset Mar. 25–sunset Mar. 27,* Mar. 28–sunset Apr. 2, 2013
- Good Friday: Mar. 29, 2013
- Easter: Mar. 31, 2013

* Jewish Holidays: Please be aware that Jewish students, parents, and staff may be absent and unable to attend special functions during the school days and evenings noted.

Parent Teacher Conferences

- First Semester*
- Sep. 11 & 13, 2012
- Second Semester*
- Feb. 11 & 13, 2013

Conferences will be held on two evenings from 3:45 p.m. to 7:15 p.m. according to a schedule above. Details regarding how to schedule conferences will be provided in the fall.

Note: These four evenings are considered as two additional teacher work days.

Registration

Jul. 5, 2012 (noon–7:30 p.m.)

Pre-K & Kindergarten Orientation

Jul. 6, 2012 (9:00–10:00 a.m.)

Back-to-School Night

Aug. 2, 2012

Planning/Professional Development Days

(8:00 a.m. – 3:30 p.m. for teachers)

- Jun. 28–29, 2012 (new teachers only)
- Jul. 2, 3, 5, & 6, 2012 (teacher work day)
- Aug. 13, 2012 (teacher work day)
- Oct. 22, 2012 (division-level half day, building-level half day)
- Jan. 14, 2013 (division-level half day, building-level half day)
- Mar. 25, 2013 (division-level half day, building-level half day)
- May 24, 2013 (teacher work day)

Early Dismissal Days

- Dec. 20, 2012
- May 23, 2013

Incident Weather Make-up Procedure

Section 22.1-98 the Code of Virginia requires that school divisions, in the event of severe weather conditions or other emergency situations, make up the first five days plus one day for each two days missed in excess of the first five. Further, “when severe weather conditions or other emergency situations have resulted in the closing of any school in a school division and such school has been unable to meet the 180 teaching day requirement, the school division may make up the missed teaching days by providing its students with instructional hours equivalent to such missed teaching days to meet the minimum 990 teaching hour requirement.” Due to the calendar and daily schedule at each level exceeding the annual required 990 instructional hours, no adjustments to the schedule will be necessary barring unforeseen weather conditions.

Interims & Report Cards

- First Quarter*
- Aug. 10, 2012 (interim)
- Sep. 14, 2012 (report card)
- Second Quarter*
- Oct. 16, 2012 (interim)
- Nov. 20, 2012 (report card)
- Third Quarter*
- Jan. 18, 2013 (interim)
- Feb. 15, 2013 (report card)
- Fourth Quarter*
- April 18, 2013 (interim)
- May 23, 2013 (report card)

Agenda Report

Date: 05/15/12

Agenda Number: F-2

Attachments: No

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

Subject: Textbook Social Studies Adoption Recommendation: 2012-13

Summary/Description:

At its January 24, 2012, meeting the Lynchburg City School Board approved textbook recommendations for the adoption of K-12 social studies textbooks. After school board approval, members of the school administration conducted two additional meetings (Secondary Leadership Team and a meeting with principals and secondary social studies department chairpersons) to ensure teachers supported the purchase of textbooks. As a result of these discussions, the school administration will not purchase textbooks for students in grades 6-11. With the development of pacing guides, teachers feel they will have the materials and support they need. The exception to this decision at the secondary level is twelfth grade government. Because of the need to update government facts based on election results, court decisions, and current events, government teachers are in need of new materials and access to updated information. Teachers at the other secondary grade levels prefer to use the existing materials as the school division moves forward with its technology initiative in anticipation of future innovative opportunities.

With these changes, the funding designated for the purchase of these social studies textbooks will be placed in the textbook reserve account. The purchase of social studies materials in grades K-5 and grade12 will move forward.

Disposition: Action
 Information
 Action at Meeting on: 06/05/12

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 June 5, 2012.

Agenda Report

Date: 05/15/12

Agenda Number: F-3

Attachments: Yes

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

Subject: No Child Left Behind Act Waiver: Public School Choice

Summary/Description:

On February 28, 2012, the Virginia Department of Education submitted a request to the United States Department of Education for waivers from certain requirements outlined in what was formerly known as the No Child Left Behind Act. If these waiver requests are approved, schools in the Commonwealth of Virginia will no longer be required to offer public school choice.

In anticipation of approval of the waiver, Lynchburg City Schools has developed procedures to implement the elimination of the public school choice requirement.

1. Students currently participating in public school choice will be allowed to complete their elementary program in the school of choice with the school division providing transportation at no charge. Upon completion of the elementary program, the student must attend the middle school for which the child's residence is zoned.
2. Students currently participating in public school choice may return to their zoned school at any time. Once the decision has been made for the student to return to the base school, public school choice options will be forfeited.
3. Siblings of students currently attending a school of choice will not be eligible to attend the school of choice and must attend the zoned school or be eligible for placement outside of the zoned school according to existing School Board Policy. Older siblings may return to the zoned school as outlined above.
4. Students new to Lynchburg City Schools for 2012-2013 will not be eligible for public school choice options.

This presentation will highlight the affects of public school choice on sending schools, receiving schools, and bus transportation.

Disposition: **Action**
 Information
 Action at Meeting on: 06/05/12

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 June 5, 2012.

Current Location for K-4 Public School Choice

Heritage to RS Payne	K	1	2	3	4	STUDENTS ELIGIBLE TO RETURN TO HERITAGE FROM RS PAYNE, SHEFFIELD, SANDUSKY	K	1	2	3	4
	0	3	3	6	4		14	22	14	18	10
	TOTAL 16						TOTAL STUDENTS TO HERITAGE: 78				
Heritage to Sheffield	K	1	2	3	4						
	3	11	4	4	1						
	TOTAL 23										
Heritage to Sandusky	K	1	2	3	4						
	11	8	7	8	5						
	TOTAL 39										
Perrymont to Sheffield	K	1	2	3	4	STUDENTS ELIGIBLE TO RETURN TO PERRYMONT FROM SHEFFIELD, SANDUSKY, RS PAYNE	K	1	2	3	4
	4	3	2	3	2		9	14	15	8	13
	TOTAL 14						TOTAL STUDENTS TO PERRYMONT: 59				
Perrymont to Sandusky	K	1	2	3	4						
	5	9	7	1	4						
	TOTAL 26										
Perrymont to RS Payne	K	1	2	3	4						
	0	2	6	4	7						
	TOTAL 19										
RS Payne to Sheffield	K	1	2	3	4	STUDENTS ELIGIBLE TO RETURN TO RS PAYNE FROM SHEFFIELD AND SANDUSKY	K	1	2	3	4
	5	1	3	2	3		9	7	7	4	5
	TOTAL 14						TOTAL STUDENTS TO RS PAYNE: 32				
RSPayne to Sandusky	K	1	2	3	4						
	4	6	4	2	2						
	TOTAL 18										
Linkhorne to Paul Munro	K	1	2	3	4	STUDENTS ELIGIBLE TO RETURN TO LINKHORNE FROM PAUL MUNRO AND SHEFFIELD	K	1	2	3	4
	4	4	3	3	2		5	5	5	5	3
	TOTAL 16						TOTAL STUDENTS TO LINKHORNE: 23				
Linkhorne to Sheffield	K	1	2	3	4						
	1	1	2	2	1						
	TOTAL 7										
PUBLIC SCHOOL CHOICE BY GRADE LEVEL	K	1	2	3	4						
	37	48	41	35	31						
	TOTAL 192 STUDENTS										

Agenda Report

Date: 05/15/12

Agenda Number: F-4

Attachments: Yes

From: Charles B. White, Chairman

Subject: Superintendent's Evaluation Instrument

Summary/Description:

On October 19, 2010, the school board established a Superintendent's Evaluation Tool Committee to review the current superintendent evaluation instrument. During this process, the committee gathered information from the Virginia School Boards Association and other school divisions in the state and across the country regarding superintendent evaluation instruments and processes. Using this information, the committee identified areas for improvement in the existing instrument and added components that would assist in goal setting, timeline, accountability, and advocacy.

The evaluation instrument contains three parts: performance standards, superintendent's goals, and a 360-degree evaluation. Each part contains standards with performance indicators which provide descriptors of what to look for when evaluating the superintendent.

A draft copy of the new evaluation instrument has been presented to the superintendent for his review. During this presentation, the school board and the superintendent will have the opportunity to make further recommendations for revisions to the evaluation instrument.

Disposition: Action
 Information
 Action at Meeting on: 06/05/12

Recommendation:

The chairman recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on June 5, 2012.

Agenda Report

Date: 05/01/12

Agenda Number: G-1

Attachments: Yes

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

Subject: Carl Perkins Funds: 2012 – 2013

Summary/Description:

The Lynchburg City Schools' application for Career-Technical Funds for the 2012 – 2013 fiscal year has been prepared with an approved Carl Perkins Grant allocation of \$214,123.77. The budget, outlining proposed expenditures based on allocated funds, was developed following consultation with the General Career-Technical Education Advisory Committee, which is composed of a business/industry representative from each of the 13 career-technical programs.

The federal funding will allow for the purchase of equipment and instructional materials, along with professional development and student organizational activities in the Trade and Industrial, Technology Education, Marketing, Health Occupations, Family and Consumer Sciences, Career Connection, and Business and Information Technology programs.

The approval of the grant proposal by the school board is necessary prior to submitting the local application to the Virginia Department of Education. A summary of proposed expenditures for 2012 – 2013 appears as an attachment to this agenda report.

Disposition: Action
 Information
 Action at Meeting on: 06/05/12

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 May 15, 2012.

Proposed 2012–13 Carl Perkins' Spending**Estimate Funding Available: 214,123.77****Career Guidance****\$ 4,000.00**

We will provide funds to be used for “VA Wizard Career Assessment” reports to parents and students. We will also provide transportation to local businesses and colleges for special workforce development programs for high school seniors. We also plan to purchase “CHOICES” program curriculum materials.

Vocational Student Organizations**\$ 16,000.00**

We will assist Career-Technical student organizations with travel expenses for local, state, and national competitions.

Professional Development**\$ 17,000.00**

We will use part of our Perkins funds for teachers to participate in local, state, and national training workshops and certification courses. We will purchase “Career Safe” vouchers for new Career-Technical staff.

Technology Education**\$ 49,500.00**

We plan to upgrade our technology lab at Paul Laurence Dunbar Middle School for Innovation with the purchase of 10 upgraded STEM modules and their classroom management systems. The new modules will cover areas for Alternative Energy and Electrical Engineering to Computer Animation and Robotics.

Technical Drawing/Engineering**\$ 49,300.00**

We plan to upgrade our Engineering lab at E. C. Glass with the purchase of 27 new computers that will push our newest software **(\$40,500.00)**. We also plan to purchase an upgrade of our Auto Desk Design Academy Software **(\$8,800.00)**.

Computer Systems Technology**\$ 29,175.00**

We plan to upgrade our Computer Systems Tech lab with the purchase of 20 computer repair kits with case, motherboard, ram, processor, and hard drives for construction and deconstruction **(\$10,500.00)**. We also plan to purchase a license for “TESTOUT” IT Certification Training. The TESTOUT software is a complete software library for all online IT certifications approved by the VDOE **(\$18,675.00)**.

Nurse Aide**\$ 15,000.00**

We will begin our new Nurse Aide program at Heritage High School. We plan to purchase our start up equipment like adjustable beds, wheelchairs, stethoscopes, manikins, AED, blood pressure simulator and IV stands **(\$13,000.00)**. We will also purchase software to help prepare students for the National Nurse Aide Assessment **(\$2,000.00)**.

Sports Medicine**\$ 9,050.00**

We will purchase a Vectra electrical stimulation machine for use in our E. C. Glass Athletic Training lab **(\$6,650.00)**. We also plan to purchase a new hydrocollator **(\$1,700.00)**. We also plan to add a new digital scale and blood pressure monitor **(\$700.00)**.

Video Technology

\$ 3,600.00

We will purchase a new JVC Compact Handheld Camcorder with tripod, memory cards, and Auto-Technica microphone.

Dental Careers

\$ 3,000.00

We plan to upgrade our Dental lab with the purchase of a new x-ray manikin (**\$1,500.00**). We also plan to purchase a new digital scale and miscellaneous hand instruments needed to complete new VDOE competencies (**\$1,500.00**).

Early Childhood Education

\$ 9,950.25

We plan to upgrade our Early Childhood Education program at Heritage High School with the purchase of 10 Reality Works "RealCare" Baby II simulation manikins with accessories.

Business and Information Technology

\$ 5,548.52

We plan to purchase 1 classroom set of HTML textbooks for our middle school web design class at Linkhorne Middle School (**\$3,000.00**). We also plan to buy a classroom set of Personal Finance textbooks for use at E. C. Glass High School (**\$2,548.52**).

Industry Certifications

\$ 3,000.00

We plan to purchase Virginia Workforce Career Readiness certification exams for senior completers in various program areas.

TOTAL

\$214,123.77

Agenda Report

Date: 05/15/12

Agenda Number: G-2

Attachments: Yes

From: Scott Brabrand, Superintendent

Subject: Annual Personnel Report

Summary/Description:

1. Recommendation for continuing contracts for personnel completing third year or completing one year after attaining continuing contract status in another Virginia system.
2. Recommendation for renewal of annual contracts for second year personnel.
3. Recommendation for renewal of annual contracts for first year personnel.
4. Recommendation for renewal of annual contracts for personnel completing less than 180 days.
5. Recommendation for continuing contracts to remain in force for part-time personnel.
6. Recommendation for renewal of annual contracts for part-time personnel and/or full-time personnel with a part-time administrative assignment.
7. Recommendation for Title/Grant funded personnel.
 - A. Recommendation for continuing contracts, Title/Grant funded personnel completing third year or completing one year after attaining continuing contract status in another Virginia system.
 - B. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing second year.
 - C. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing first year.
 - D. Recommendation for continuing contracts to remain in force for part-time and/or partially funded Title/Grant personnel.
 - E. Recommendation for renewal of annual contracts for part-time and/or partially funded Title/Grant personnel.

Agenda Report

Date: 05/15/12

Agenda Number: G-2

Attachments: Yes

- F. Recommendation for continuing contracts to remain in force for Title/Grant funded personnel.
- 8. Recommendation for non-renewal of contracts.
- 9. Recommendation for continuing contracts to remain in force for 2012-13.
 - A. Personnel earning continuing contract status under School Board Policy 5-7.
 - B. Other administrative and instructional personnel.
- 10. Recommendation for renewal of contracts for non-mandatory licensed administrative personnel.
- 11. Reduction in force in accordance with School Board Policy 5-18.

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

Recommendation:

The superintendent recommends that the school board approve the Annual Personnel Report.

Agenda Report

Date: 05/15/12

Agenda Number: G-3

Attachments: Yes

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

Subject: Administrative Regulation 6-8: School Day

Summary/Description:

Administrative Regulation 6-8 requires school board approval for the length of the school day for students. The school administration requests school board approval to lengthen the student day at all three levels (elementary, middle, and high) in order to provide time in the student day for additional assistance in key content areas and to insure that there is enough time between bus runs.

The needs of middle school students, especially related to mathematics achievement as measured by the SOL, prompted these discussions. Middle school principals are working with members of the department of curriculum and instruction to create a schedule that will allow more time for mathematics instruction for those students in greatest need of improvement. Currently, students who are not scheduled into advanced-level English receive two periods of instruction in English. Based on SOL results from previous years, middle school principals are looking for ways to provide similar extended periods of time for students who would benefit from more time in mathematics instruction. An additional 15 minutes to the middle school day will provide the school's administrative teams with the time needed to schedule additional assistance in mathematics without affecting the students' learning time in any of the other courses, including the two periods of English.

Elementary principals are sometimes challenged to develop schedules that provide for needed instructional time in science and social studies. In addition, members of the department of curriculum and instruction are reviewing several supplemental/support programs in both reading and mathematics. To implement any of these programs with fidelity will require a slightly longer school day. An additional 15 minutes in the elementary school day will provide principals with enough time to schedule students in the four core subjects and provide time for academic support/enrichment programs.

Agenda Report

Date: 05/15/12

Agenda Number: G-3

Attachments: Yes

The high school day will need to be extended five minutes so that there is adequate time between the high school and middle school morning bus runs. While five minutes is not enough time to add one minute to each class period, this slight increase of time in the student day will provide the schools' administrative teams with some flexibility in the scheduling of remediation/enrichment periods and will allow needed time for morning announcements and the recording of attendance.

Disposition: Action
 Information
 Action at Meeting on: 06/05/12

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 June 5, 2012.

INSTRUCTION

School Day R 6-8

~~For the 2010-11 school year, the length of the school day for students is as follows:~~

~~—(a) Elementary Schools 8:45 a.m. — 3:50 p.m.~~

~~—(b) Middle Schools 8:15 a.m. — 3:20 p.m.~~

~~—(c) High Schools 7:40 a.m. — 2:45 p.m.~~

~~Beginning with {In} the 2011-12 school year, the length of the school day for students is as follows:~~

~~(a) Elementary School 8:50 a.m. – 3:30 p.m.~~

~~(b) Middle Schools 8:05 a.m. – 2:55 p.m.~~

~~(c) High Schools 7:40 a.m. – 2:30 p.m.~~

{Beginning with the 2012-13 school year, the length of the school day for students is a follows:

(a) Elementary School 8:40 a.m. – 3:35 p.m.

(b) Middle School 8:00 a.m. – 3:05 p.m.

(c) High School 7:35 a.m. – 2:30 p.m.}

Approved by School Board: April 7, 1981

Revised by School Board: August 1, 1989

Revised by School Board: June 6, 2006

Revised by School Board: April 20, 2010

Revised by School Board: May 3, 2011

Revised by School Board:

Agenda Report

Date: 05/15/12

Agenda Number: G-4

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 services, equipment, and supplies throughout the school division.

Purchases include the following:

Professional services to develop subject area pacing guides	\$ 150,000
Professional services to develop and monitor School Improvement plans	\$ 200,000
Purchase of vehicle for Transportation Supervisor	\$ 18,000
Servicing of lab microscopes and digital balances in various schools	\$ 9,000
Purchase of lab equipment in various schools	\$ 12,700
Purchase of calculators for students	\$ 51,500
Purchase of operating supplies for the Transportation Department	\$ 13,500
Purchase of 14 cameras for school buses	\$ 28,000
Purchase of custodial equipment*	\$ 73,200
Purchase of maintenance equipment and supplies*	\$ 39,880
Purchase of two cargo vans	<u>\$ 35,000</u>
	\$ 630,780
	=====

Given school board approval, our intentions are to fund these purchases from savings in the existing operating budget.

Various Salaries and Benefits accounts	\$ 330,780
Various Non-Personnel accounts	<u>\$ 300,000</u>
	\$ 630,780
	=====

The school administration requests this budget adjustment be approved for the 2011-12 school year in order to fund these one-time purchases.

Agenda Report

Date: 05/15/12

Agenda Number: G-4

Attachments: No

*Equipment Listing

<u>Quantity</u>	<u>Unit</u>	<u>Description</u>	<u>Cost</u>	<u>Total</u>
Custodial Department				
4	ea	Carpet Extractor	\$2,800.00	\$11,200.00
12	ea	Propane Burnisher	\$2,800.00	\$33,600.00
4	ea	Restroom Machine	\$2,100.00	\$8,400.00
20	ea	Upright Vacuum	\$350.00	\$7,000.00
10	ea	Floor Polisher	\$1,300.00	\$13,000.00
				<u>\$73,200.00</u>
1	ea	Cargo Van	\$17,500.00	<u>\$17,500.00</u>

*Maintenance Department

1	ea	Sweeper for Turf Field	\$1,200.00	\$1,200.00
1,000	yds	Playground Mulch	\$18.18	\$18,180.00
		Smart Valve Urinal		
200	ea	Valves	\$102.50	\$20,500.00
				<u>\$39,880.00</u>
1	ea	Cargo Van	\$17,500.00	<u>\$17,500.00</u>

Disposition: Action
 Information
 Action at Meeting on: 06/05/12

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 June 5, 2012.

Agenda Report

Date: 05/15/12

Agenda Number: J-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) (6) (7), the school board needs to convene a closed meeting for the purpose of discussing the following specific matters:

Personnel Matters

Investment of Public Funds

Legal Briefing

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) (6) (7) to discuss personnel matters, to discuss the investment of public funds where competition or bargaining is involved, where if made public initially, the financial interest of the governmental unit would be adversely affected, and to receive a legal briefing by staff where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body.

Agenda Report

Date: 05/15/12

Agenda Number: J-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).