



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

Lynchburg City School Board

Regina T. Dolan-Sewell  
School Board District 1

Mary Ann Hoss  
School Board District 1

Michael J. Nilles  
School Board District 3

Jennifer R. Poore  
School Board District 2

Katie Snyder  
School Board District 3

Treney L. Tweedy  
School Board District 3

J. Marie Waller  
School Board District 2

Thomas H. Webb  
School Board District 2

Charles B. White  
School Board District 1

School Administration

Scott S. Brabrand  
Superintendent

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

Ben W. Copeland  
Assistant Superintendent of  
Operations and Administration

Anthony E. Beckles, Sr.  
Chief Financial Officer

Wendie L. Sullivan  
Clerk

**SCHOOL BOARD MEETING**  
**June 17, 2014 5:00 p.m.**  
**School Administration Building**  
**Board Room**

**A. CLOSED MEETING**

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

**B. PUBLIC COMMENTS**

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

**C. SPECIAL PRESENTATION**

- 1. Resolution of 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: June 3, 2014 (Regular Meeting)
- 2. Personnel Report  
Marie F. Gee. . . . . Page 9  
Discussion/Action

**F. UNFINISHED BUSINESS**

- 1. School Operating Budget: 2014-15  
Scott S. Brabrand. . . . .Page 12  
Discussion/Action
- 2. School Board Retreat  
Scott S. Brabrand. . . . . Page 13  
Discussion/Action
- 3. Local Consolidated Grant Application: 2014-15  
William A. Coleman, Jr. . . . . Page 14  
Discussion/Action
- 4. Virginia Retirement System  
Anthony E. Beckles, Sr. . . . . Page 16  
Discussion/Action
- 5. Lynchburg City School Board Policies and Administrative  
Regulations Conversion Process  
Ben W. Copeland. . . . .Page 18  
Discussion/Action
- 6. Foreign Language Textbook Adoption  
William A. Coleman, Jr. . . . .Page 19  
Discussion/Action
- 7. Educational Technology Series XIV (Spring 2014) Notes  
Ben W. Copeland. . . . . Page 20  
Discussion/Action

**G. NEW BUSINESS**

- 1. Educational Collaborators: LCS-One Review  
Ben W. Copeland. . . . . Page 23  
Discussion
- 2. Revision to the Central Virginia Governor’s School (CVGS)  
Memorandum of Agreement (MOA)  
Ben W. Copeland. . . . .Page 24  
Discussion
- 3. Authorization of Signature  
Scott S. Brabrand. . . . .Page 25  
Discussion/Action

**H. SUPERINTENDENT’S COMMENTS**

**I. BOARD COMMENTS**

**J. CLOSED MEETING**

- 1. Notice of Closed Meeting  
Scott S. Brabrand. . . . .Page 26  
Discussion/Action
  
- 2. Certification of Closed Meeting  
Scott S. Brabrand. . . . .Page 27  
Discussion/Action

**K. INFORMATIONAL ITEMS**

Next School Board Meeting: Tuesday, July 15, 2014, 5:30 p.m., Board Room,  
School Administration Building

School Board Retreat: July 17-18, 2014, Schewel Lecture Hall, Lynchburg  
College

**L. ADJOURNMENT**

# Agenda Report

**Date:** 06/17/14

**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) (7), the school board needs to convene a closed meeting for the purpose of discussing the following specific matters:

Personnel Matters

Legal Counsel

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

**Recommendation:**

The superintendent recommends that the school board approve a motion to enter into Closed Meeting in accordance with the Code of Virginia §2.2-3711 (A) (1) (7) to discuss specific personnel matters and to receive a briefing from staff regarding a legal matter.

# Agenda Report

**Date:** 06/17/14

**Agenda Number:** A-2

**Attachments:** No

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

**Subject:** Certification of Closed Meeting

**Summary/Description:**

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

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

**Recommendation:**

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

# Agenda Report

**Date:** 06/17/14

**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:** 06/17/14

**Agenda Number:** C-1

**Attachments:** No

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

**Subject:** Resolution of Recognition

**Summary/Description:**

During this presentation, the school board will recognize Treney L. Tweedy for her years of service as a member of the Lynchburg City School Board. Ms. Tweedy has served as a school board member for six years.

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

**Recommendation:**

The superintendent recommends that the school board approve the resolution of recognition for Treney L. Tweedy.

# Agenda Report

**Date:** 06/17/14

**Agenda Number:** D-1

**Attachments:**

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

**Subject:** Finance Report

## Summary/Description:

The school administration, in accordance with the 2013-14 school's operating budget, authorized, approved, and processed the necessary payments through May 31, 2014. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through May 31, 2014 for the operating fund.

Total Operating Fund Budget	\$84,249,418.00
Restricted Donations Received	\$ 100.00
Prior Year Encumbrances	\$ 36,798.29
Fund Balance Return	<u>\$ 507,487.00</u>
Adjusted Budget	\$84,793,803.29

Through May 31, 2014

Actual Revenue Received	\$ 64,748,549.97
Actual Expenditures	\$ 67,132,131.60
Actual Encumbered	\$ 15,303,038.69

Percent of Budget Received	76.36%
Percent of Budget Used, excluding encumbrances	79.17%

As of 05/31/14 – 11 months 91.67%

The revenue and expenditure reports detail the transactions recorded through May 31, 2014. All reports appear as attachments to the agenda report.

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

## Recommendation:

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

Lynchburg City Schools  
 Operating Fund - Statement of Expenditures  
 For the Month Ended May 31, 2014

	Fiscal Year 2013-14					
	BUDGET	TRANSACTIONS	BUDGET %		BUDGET AVAILABLE	BUDGET % USED
			USED	ENCUMBRANCES		
<b>INSTRUCTION</b>						
FUNCTION 1100 CLASSROOM INSTRUCTION						
Personnel	42,984,682.03	32,761,004.58	76.22%	10,185,079.62	38,597.83	99.91%
Other	3,433,760.78	2,615,931.91	76.18%	269,893.13	547,935.74	84.04%
FUNCTION 1200 INST SUPPORT-STUDENT						
Personnel	3,154,723.16	2,546,321.03	80.71%	493,347.12	115,055.01	96.35%
Other	169,644.00	104,950.85	61.87%	34,305.97	30,387.18	82.09%
FUNCTION 1300 INST SUPPORT-STAFF						
Personnel	4,205,989.43	3,586,491.80	85.27%	374,539.47	244,958.16	94.18%
Other	1,483,231.04	757,976.38	51.10%	74,183.48	651,071.18	56.10%
FUNCTION 1400 INST SUPPORT-SCHOOL ADMN						
Personnel	4,843,926.04	4,319,637.15	89.18%	523,552.08	736.81	99.98%
Other	119,975.00	79,438.56	66.21%	37,681.86	2,854.58	97.62%
<b>TOTAL INSTRUCTION</b>	<b>60,395,931.48</b>	<b>46,771,752.26</b>	<b>77.44%</b>	<b>11,992,582.73</b>	<b>1,631,596.49</b>	<b>97.30%</b>
<b>ADMINISTRATION</b>						
FUNCTION 2100 ADMINISTRATION						
Personnel	2,269,172.28	1,950,778.32	85.97%	178,438.57	139,955.39	93.83%
Other	1,122,830.74	886,451.75	78.95%	69,361.28	167,017.71	85.13%
FUNCTION 2200 ATTENDANCE & HEALTH SERV						
Personnel	2,346,994.52	1,741,821.56	74.21%	462,094.87	143,078.09	93.90%
Other	52,225.00	43,763.25	83.80%	1,618.50	6,843.25	86.90%
<b>TOTAL ADMINISTRATION</b>	<b>5,791,222.54</b>	<b>4,622,814.88</b>	<b>79.82%</b>	<b>711,513.22</b>	<b>456,894.44</b>	<b>92.11%</b>
<b>PUPIL TRANSPORTATION</b>						
FUNCTION 3100 MANAGEMENT & DIRECTION						
Personnel	327,210.06	299,727.63	91.60%	27,065.02	417.41	99.87%
Other	23,276.00	22,878.76	98.29%	1,142.31	(745.07)	103.20%
FUNCTION 3200 VEHICLE OPERATION SERVICE						
Personnel	2,388,426.01	1,937,704.49	81.13%	486,605.76	(35,884.24)	101.50%
Other	940,430.00	827,531.71	88.00%	43,622.62	69,275.67	92.63%
FUNCTION 3300 MONITORING SERVICE						
Personnel	355,177.16	258,542.07	72.79%	69,617.63	27,017.46	92.39%
Other	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 3400 VEHICLE MAINT SERVICE						
Personnel	350,957.23	319,232.60	90.96%	27,700.76	4,023.87	98.85%
Other	381,750.00	280,364.57	73.44%	1,035.42	100,350.01	73.71%
FUNCTION 3500 BUS PURCHASE - REGULAR						
Other	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 3600 BUS - LEASE PURCHASE						
Other	0.00	0.00	0.00%	0.00	0.00	0.00%
<b>TOTAL PUPIL TRANSPORTATION</b>	<b>4,767,226.46</b>	<b>3,945,981.83</b>	<b>82.77%</b>	<b>656,789.52</b>	<b>164,455.11</b>	<b>96.55%</b>
<b>OPERATIONS &amp; MAINTENANCE</b>						
FUNCTION 4100 MANAGEMENT & DIRECTION						
Personnel	191,569.71	175,287.91	91.50%	15,947.78	334.02	99.83%
Other	124,300.00	107,705.02	86.65%	11,148.03	5,446.95	95.62%

Lynchburg City Schools  
 Operating Fund - Statement of Expenditures  
 For the Month Ended May 31, 2014

FUNCTION 4200 BUILDING SERVICES							
	Personnel	4,097,604.02	3,667,868.86	89.51%	448,169.91	(18,434.75)	100.45%
	Other	4,700,211.95	4,252,207.21	90.47%	521,837.04	(73,832.30)	101.57%
FUNCTION 4300 GROUNDS SERVICES							
	Personnel	240,812.35	211,724.93	87.92%	26,440.05	2,647.37	98.90%
	Other	129,000.00	18,755.45	14.54%	0.00	110,244.55	14.54%
FUNCTION 4400 EQUIPMENT SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
	Other	70,000.00	43,487.52	62.13%	24,673.91	1,838.57	97.37%
FUNCTION 4500 VEHICLE SERVICES							
	Personnel	0.00	0.00	0.00%	0.00	0.00	0.00%
	Other	32,000.00	27,584.79	86.20%	0.00	4,415.21	86.20%
FUNCTION 4600 SECURITY SERVICES							
	Personnel	28,444.49	20,141.93	70.81%	1,819.50	6,483.06	77.21%
	Other	118,100.00	87,423.96	74.03%	5,884.02	24,792.02	79.01%
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>		<b>9,732,042.52</b>	<b>8,612,187.58</b>	<b>88.49%</b>	<b>1,055,920.24</b>	<b>63,934.70</b>	<b>99.34%</b>
<b>Other Non-Instructional Operations</b>							
FUNCTION 5000 Non-Instructional Operations - Other		12,000.00	12,651.36	0.00%	0.00	(651.36)	105.43%
<b>TOTAL Non-Instructional Operations</b>		<b>12,000.00</b>	<b>12,651.36</b>	<b>105.43%</b>	<b>0.00</b>	<b>(651.36)</b>	<b>105.43%</b>
<b>FACILITIES</b>							
FUNCTION 6200 SITE IMPROVEMENTS		0	0	0.00%	0	0.00	0.00%
FUNCTION 6600 BLDG ADD & IMP SERVICES							
	Personnel	12,743.47	10,658.87	83.64%	0.00	2,084.60	83.64%
	Other	20,000.00	8,451.00	42.26%	0.00	11,549.00	42.26%
<b>TOTAL FACILITIES</b>		<b>32,743.47</b>	<b>19,109.87</b>	<b>58.36%</b>	<b>0.00</b>	<b>13,633.60</b>	<b>58.36%</b>
<b>DEBT SERVICE</b>							
FUNCTION 7100 DEBT SERVICE - Other		109,198.92	109,046.83	99.86%	0.00	152.09	99.86%
<b>TOTAL DEBT SERVICE</b>		<b>109,198.92</b>	<b>109,046.83</b>	<b>99.86%</b>	<b>0.00</b>	<b>152.09</b>	<b>99.86%</b>
<b>TECHNOLOGY</b>							
FUNCTION 8100 CLASSROOM INSTRUCTION							
	Personnel	1,397,247.56	1,261,992.01	90.32%	147,599.50	(12,343.95)	100.88%
	Other	1,021,615.49	967,390.21	94.69%	97,138.83	(42,913.55)	104.20%
FUNCTION 8200 INSTRUCTIONAL SUPPORT							
	Personnel	249,923.31	214,364.19	85.77%	20,448.56	15,110.56	93.95%
	Other	1,278,541.54	594,840.58	46.52%	614,296.09	69,404.87	94.57%
FUNCTION 8200 LEASE PURCHASE		0.00					
FUNCTION 8300 ADMINISTRATION		6,000.00	0.00	0.00%	6,750.00	(750.00)	112.50%
<b>TOTAL TECHNOLOGY</b>		<b>3,953,327.90</b>	<b>3,038,586.99</b>	<b>76.86%</b>	<b>886,232.98</b>	<b>28,507.93</b>	<b>99.28%</b>
<b>CONTINGENCY RESERVES</b>							
FUNCTION 9100 CLASSROOM INSTRUCTION		0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9300 ADMINISTRATION		0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9500 PUPIL TRANSPORTATION		0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9600 OPERATIONS & MAINTENANCE		0.00	0.00	0.00%	0.00	0.00	0.00%
<b>TOTAL CONTINGENCY RESERVES</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>TOTAL OPERATING BUDGET</b>		<b>84,793,693.29</b>	<b>67,132,131.60</b>	<b>79.17%</b>	<b>15,303,038.69</b>	<b>2,359,174.36</b>	<b>97.22%</b>

FY2014-2015 REVISED REVENUE BUDGET  
AS of May 31, 2014

ACCOUNT TITLE	ORIGINAL	REVISED	YTD TRANSACTIONS	BUDGET BALANCE	%	CHANGE BETWEEN
	REVENUE BUDGET As of 7/1/2013	REVENUE BUDGET As of 4/30/2014				ORG & REVISED REV BUDGET INCREASE (DECREASE)
<b>COMMONWEALTH OF VA REVENUE</b>						
240308 SALES TAX RECEIPTS	(9,771,846.00)	(9,478,108.00)	(7,784,332.26)	(1,693,775.74)	82.13%	(293,738.00)
240202 BASIC SCHOOL AID	(19,245,033.00)	(19,245,033.00)	(17,641,280.25)	(1,603,752.75)	91.67%	0.00
240207 GIFTED & TALENTED	(231,550.00)	(231,550.00)	(212,254.17)	(19,295.83)	91.67%	0.00
240208 REMEDIAL EDUCATION	(1,167,820.00)	(1,167,820.00)	(1,070,501.67)	(97,318.33)	91.67%	0.00
240208 REMEDIAL EDUCATION	(195,237.00)	(195,237.00)	(100,140.83)	(95,096.17)	51.29%	0.00
240212 SPECIAL ED SOQ	(2,250,067.00)	(2,250,067.00)	(2,062,561.41)	(187,505.59)	91.67%	0.00
240217 VOCATIONAL ED SOQ	(281,888.00)	(281,888.00)	(258,397.33)	(23,490.67)	91.67%	0.00
240221 SOC SEC-INSTR	(1,328,898.00)	(1,328,898.00)	(1,218,156.50)	(110,741.50)	91.67%	0.00
240223 VRS INSTRUCTIONAL	(2,214,831.00)	(2,214,831.00)	(2,030,261.75)	(184,569.25)	91.67%	0.00
240241 GROUP LIFE INST	(85,573.00)	(85,573.00)	(78,441.91)	(7,131.09)	91.67%	0.00
240228 READING INTERVENTN	(144,929.00)	(144,929.00)	(120,774.17)	(24,154.83)	83.33%	0.00
240205 CAT-REG FOSTER	(71,786.00)	(71,786.00)	(89,672.76)	17,886.76	124.92%	0.00
240246 CAT-HOMEBOUND	(214,961.00)	(214,961.00)	(174,909.14)	(40,051.86)	81.37%	0.00
240248 REGIONAL TUITION	(776,368.00)	(776,368.00)	(190,602.26)	(585,765.74)	24.55%	0.00
240265 AT RISK SOQ	(1,216,431.00)	(1,216,431.00)	(1,013,692.50)	(202,738.50)	83.33%	0.00
240309 ESL	(82,660.00)	(82,660.00)	(88,520.00)	5,860.00	83.33%	0.00
330213 SCHOOL LUNCH	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)	(1,013,089.17)	(202,617.83)	83.33%	0.00
240218 CTE - ADULT ED	(19,175.00)	(19,175.00)	0.00	(19,175.00)	0.00%	0.00
240252 CTE EQUIPMENT	0.00	0.00	(5,324.11)	5,324.11	0.00%	0.00
240253 CTE EDUCATION	(42,030.00)	(42,030.00)	0.00	(42,030.00)	0.00%	0.00
<b>SUPPLEMENTAL SUPPORT</b>						
ADDITIONAL STATE SUPPORT	(466,336.00)	(466,336.00)	(427,474.94)	(38,861.06)	91.67%	0.00
EARLY READIG SPECIALISTS INITIA	(37,214.00)	(37,214.00)	0.00	(37,214.00)	0.00%	0.00
240275 PRIMARY CLASS SIZE	(1,570,158.00)	(1,570,158.00)	(1,346,788.33)	(223,369.67)	85.77%	0.00
240214 TEXTBOOKS	(451,674.00)	(451,674.00)	(414,034.50)	(37,639.50)	91.67%	0.00
SALARY SUPPLEMENT	(500,162.00)	(500,162.00)	(452,559.21)	(47,602.79)	90.48%	0.00
240203 GED/ISAP	(23,576.00)	(23,576.00)	(19,646.67)	(3,929.33)	83.33%	0.00
240405 ALGEBRA READINESS	(124,221.00)	(124,221.00)	(103,517.50)	(20,703.50)	83.33%	0.00
<b>COMMONWEALTH OF VA</b>	<b>(43,730,131.00)</b>	<b>(43,436,393.00)</b>	<b>(37,916,933.34)</b>	<b>(5,519,459.66)</b>	<b>87.29%</b>	<b>(293,738.00)</b>
<b>FEDERAL REVENUE</b>						
330201 BASIC ADULT ED.	(50,000.00)	(55,000.00)	(54,431.22)	(568.78)	98.97%	5,000.00
330212 IMPACT AIDPL81-874	(6,000.00)	(7,700.00)	(7,616.99)	(83.01)	98.92%	1,700.00
180303 MEDICAID REIMBURSE	(300,000.00)	(300,000.00)	(207,753.96)	(92,246.04)	69.25%	0.00
JR ROTC	(120,000.00)	(120,000.00)	(98,011.12)	(21,988.88)	81.68%	0.00
<b>FEDERAL</b>	<b>(476,000.00)</b>	<b>(482,700.00)</b>	<b>(367,813.29)</b>	<b>(114,886.71)</b>	<b>76.20%</b>	<b>6,700.00</b>
<b>CITY APPROPRIATIONS</b>						
510500 CITY OPER APPR	(38,201,147.00)	(38,201,147.00)	(25,075,000.00)	(13,126,147.00)	65.64%	0.00
510500 FUND BALANCE RETURN	(507,487.00)	(507,487.00)	(507,487.00)	0.00	100.00%	0.00
510500 USE OF RESERVES	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
<b>CITY</b>	<b>(38,708,634.00)</b>	<b>(38,708,634.00)</b>	<b>(25,582,487.00)</b>	<b>(13,126,147.00)</b>	<b>66.09%</b>	<b>0.00</b>
<b>MISCELLANEOUS REVENUE</b>						
189912 MISC REV/OTH FUNDS	0.00	(10,000.00)	(113,304.77)	103,304.77	100.00%	10,000.00
180303 REBATES & REFUNDS	(30,000.00)	(30,000.00)	(20,210.90)	(9,789.10)	67.37%	0.00
189903 DONATIONS & SP GF	(100.00)	(100.00)	(100.00)	0.00	0.00%	0.00
189909 SALE OTHER EQUIP	0.00	(10,000.00)	(9,707.55)	(292.45)	0.00%	10,000.00
189910 INSURANCE ADJUST	(3,000.00)	(5,000.00)	(4,114.66)	(885.34)	82.29%	2,000.00
189912 OTHER FUNDS	0.00	0.00	0.00	0.00	0.00%	0.00
E RATE REIMBURSEMENT	(120,000.00)	(120,000.00)	(64,953.08)	(55,046.92)	54.13%	0.00
TRANSFER IN/OUT	0.00	0.00	0.00	0.00	0.00%	0.00
<b>MISCELLANEOUS</b>	<b>(153,100.00)</b>	<b>(175,100.00)</b>	<b>(212,390.96)</b>	<b>37,290.96</b>	<b>121.30%</b>	<b>22,000.00</b>
<b>CHARGES FOR SERVICES</b>						
150201 RENTS	(98,000.00)	(123,000.00)	(123,000.00)	0.00	100.00%	25,000.00
161201 TUITION DAY SCHOOL	(110,000.00)	(110,000.00)	(72,542.57)	(37,457.43)	65.95%	0.00
161206 TUITION ADULT	(18,000.00)	(18,000.00)	(4,922.25)	(13,077.75)	27.35%	0.00
161207 TUITION SUMMER SCH	(40,000.00)	(40,000.00)	(12,371.50)	(27,628.50)	30.93%	0.00
161202 SPEC PUPIL FEES	(45,000.00)	(45,000.00)	(5,698.97)	(39,301.03)	12.66%	0.00
161205 BUS RENTAL	(400,000.00)	(400,000.00)	(252,538.92)	(147,461.08)	63.13%	0.00
190101 TUIT FM OTH CO/CY	(634,620.00)	(634,620.00)	0.00	(634,620.00)	0.00%	0.00
161201 DUAL ENROLLMENT	(85,000.00)	(85,000.00)	0.00	(85,000.00)	0.00%	0.00
PRINT SHOP	(100,000.00)	(100,000.00)	(67,910.49)	(32,089.51)	67.91%	0.00
SCHOOL NUT UTILITIES	(98,500.00)	(98,500.00)	(79,574.92)	(18,925.08)	80.79%	0.00
FACILITY RENTALS	(60,020.00)	(60,020.00)	(50,365.76)	(9,654.24)	83.91%	0.00
<b>CHARGES FOR SERVICES</b>	<b>(1,689,140.00)</b>	<b>(1,714,140.00)</b>	<b>(668,925.38)</b>	<b>(1,045,214.62)</b>	<b>39.02%</b>	<b>25,000.00</b>
150101 INTEREST-BNK DPST	0.00	0.00	0.00	0.00	100.00%	0.00
<b>USE OF MONEY</b>						
LEASE PURCHASE PROCEEDS	0.00	0.00	0.00	0.00	0.00%	0.00
DESIGNATION - ENCUMBRANCES	0.00	0.00	0.00	0.00	0.00%	0.00
<b>TOTAL OPERATING FUND</b>	<b>(84,757,005.00)</b>	<b>(84,516,967.00)</b>	<b>(64,748,549.97)</b>	<b>(19,768,417.03)</b>	<b>76.61%</b>	<b>(240,038.00)</b>
<b>REVENUE OVER/(UNDER)</b>						
<b>ORIGINAL BUDGET</b>	<b>(240,038.00)</b>					

# Agenda Report

**Date:** 06/17/14

**Agenda Number:** E-2

**Attachments:** Yes

**From:** Scott S. Brabrand

**Subject:** Personnel Report

**Summary/Description:**

The personnel recommendations for June 3 - 17, 2014, appear as an attachment to this agenda report.

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

**Recommendation:**

The superintendent recommends that the school board approve the personnel recommendations for June 3 - 17, 2014.

<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, 2013-14:**

Arslain, Paul	Liberty Virginia	B.A./0 yrs. (Lv.0 4)	E. C. Glass High Math	08-14-14
Bateman, Susan	Old Dominion University	M.A./0 yrs. (Lv.0 3)	Linkhorne Middle Math	08-14-14
Elisabeth, Dewitt	Western Governor's University	B.A./0 yrs. (Lv.0 3)	E. C. Glass High Math	08-14-14
Graves Megan	Longwood University	M.A./0 yrs. (Lv.0 3)	E. C. Glass High Special Education	08-14-14
Harris, Greer	Longwood University	B.A./5 yrs. (Lv.5 3)	Fort Hill Community School Math	08-14-14
Lester, Christine	University of Virginia	M.A./11 yrs. (Lv.11 3)	Heritage High Math	08-14-14
Smith, Dannon	University of Virginia	B.A./3 yrs. (Lv. 3 2)	E. C. Glass High Science	08-14-14
Sullivan, Caitlin	West Virginia University	M.A./0 yrs. (Lv.0 3)	Heritage High Math	08-14-14
Tipps, Barney		/2 yrs. (Lv.2 4)	Heritage High MCROTC	08-14-14
Wambold, Shelby	Lynchburg College	B.A./0 yrs. (Lv.0 3)	E. C. Glass High Math	08-14-14

**RESIGNATIONS:**

Booker, Angela	Liberty University	M.A./3 yrs. (Lv. 2 1)	Sandusky Elementary Special Education	06-7-14
Bush, David	George Mason University	B.S./14 yrs. (Lv. 13 4)	Fort Hill Community School Math	06-07-14
Greene Trachide	Liberty University	B.A./4 yrs. (Lv.3 1)	Bedford Hills Elementary Fourth Grade	06-07-14

Gunter, Sharron	Lynchburg College	M.Ed./22 yrs. (Lv. 8 3)	LAUREL Regional School Director	06-30-14
McClure, Linda	University of Virginia	B.A./18 yrs. (Lv. 17 3)	Dunbar Middle Science	06-07-14.

**RETIREMENTS:**

Preston, Gloria	Lynchburg College	M.Ed./28 yrs (Lv. 9 1)	Student Services Director	06-30-14
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# Agenda Report

**Date:** 06/17/14

**Agenda Number:** F-1

**Attachments:** No

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

**Subject:** School Operating Budget: 2014-15

## **Summary/Description:**

During this presentation, the school administration will answer any questions the school board might have regarding the school operating budget for 2014-15.

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

## **Recommendation:**

The superintendent recommends that the school board adopt the school operating budget for the 2014-15 school year.

# Agenda Report

**Date:** 06/17/14

**Agenda Number:** F-2

**Attachments:** No

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

**Subject:** School Board Retreat

## **Summary/Description:**

The Lynchburg City School Board will conduct its annual retreat on July 17-18, 2014. The topics identified for discussion are as follows:

- Employee Salary Scales
- Department of Curriculum and Instruction: Entry Plan
- Instructional Technology Specialists
- Core Values
- Employee Attendance
- Contingency Funds for Specified Uses
- Policy and Governance
- Online Courses
- Advanced Placement Tests: Review of Test Scores
- Career-Technology Education: Personnel Trends
- College Bound v. Career Ready
- Department of Transportation Routing Process
- School Board Self-Assessment

The topics are listed in the order of preference as ranked by the school board.

Two additional topics were suggested by school board members. They are a review of preliminary SOL test scores and an overview of how school attendance zones are defined and the court-ordered mandate that enforces the plan of operation by the school board.

The school board and the school administration will finalize the list of topics to be discussed during the school board retreat during this presentation.

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

## **Recommendation:**

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

# Agenda Report

**Date:** 06/17/14

**Agenda Number:** F-3

**Attachments:** No

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

**Subject:** Local Consolidated Grant Application: 2014-15

## **Summary/Description:**

Both the United States Department of Education (USED) and the Virginia Department of Education (VDOE) encourage local school divisions to submit consolidated applications for funding for programs authorized under the *Elementary and Secondary Act (ESEA)*. The consolidated application allows greater cross-program planning and coordination to improve teaching and learning. The consolidated application also allows school divisions to complete one comprehensive needs assessment and to establish division-level goals and objectives supported by all programs. In addition to the comprehensive needs assessments, the consolidated application is based on needs assessments completed for individual schools, and it contains detailed measurable objectives and benchmarks, specific individual program services and activities, a staff and budget breakdown, and other information specific to individual programs.

The Lynchburg City Schools' Consolidated Application for 2014-2015, includes the budgets for Title I Parts A and D, Title II Part A, and Title III English as a Second Language. The school administration anticipates a five percent increase in Title I Part A funds and a two percent increase to Title II Part A. We are projecting leveled funding for Title I, Part D and Title III, however, all of these funding levels could be changed when final allocations are determined later this fall.

### Title I, Part A:

Anticipated Allocation for 2014-2015:	\$3,057,085.54
Final allocation for 2013-2014:	<u>\$2,911,514.53</u>
Change from 2013-2015:	\$ 145,571.01

### Title I, Part D:

Anticipated Allocation for 2014-2015:	\$ 132,073.12
Final allocation for 2013-2014:	<u>\$ 132,073.12</u>
Change from 2013-2015:	\$ 0

# Agenda Report

**Date:** 06/17/14

**Agenda Number:** F-3

**Attachments:** No

## Title II, Part A:

Anticipated Allocation for 2014-2015	\$ 546,057.28
Final allocation for 2013-2014:	<u>\$ 535,350.27</u>
Change from 2013-2015:	\$ 10,707.01

## Title III, Part A (ESL)

Anticipated Allocation for 2014-2015	\$ 14,132.23
Final allocation for 2013-2014	<u>\$ 14,132.23</u>
Change from 2011-2014:	\$ 0

Anticipated gain in funding from 2013-2014: \$ 156,278.02

These funds will help offset the 5% increase in personnel costs for 2014-2015.

Title I Part A allocates funds for teachers, instructional assistants, supplemental instructional supplies, and parental involvement. Because there are Title I schools in the school division that have been identified for interventions according to the flexibility waivers granted by the USED, a portion of the funds have been set-aside to support improvement efforts in focus schools. Title I Part D provides funding to support the Truancy and Transition Programs. Title II Part A funds support class size reduction and professional development. Title I, Part A and Title II, Part A including funding to support the Lead Academic Coaches. Title III Part A funds support English Language Learners (ELL) programs.

School board approval is necessary prior to submitting the Local Consolidated Application for the 2014-2015 academic year to the Virginia Department of Education.

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

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

## **Recommendation:**

The superintendent recommends that the school board approve the Local Consolidated Application for the 2014-2015 academic year.

# Agenda Report

**Date:** 06/14/14

**Agenda Number:** F-4

**Attachments:** Yes

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

**Subject:** Virginia Retirement System

## **Summary/Description:**

Language in the 2013 Appropriation Act allowed localities to select the employer contribution rate each biennium. Again this year, local school boards will have the opportunity to select the contribution rate to be paid beginning July 1, 2014. A resolution to be considered for adoption by the school board appears as an attachment to this agenda report.

The local governing body must approve one of the following employer contribution rate options for the defined benefit retirement plan in the biennium beginning July 1, 2014:

- 8.86 percent: the rate certified by the VRS Board of Trustees for the FY 2015-16 biennium, or
- 7.28 percent: the alternate rate, which is the higher of the rate certified by the VRS board for FY 2012 or 80 percent of the VRS Board-certified rate for FY 2015-16.

The school administration recommends that the school board elect to pay the rate certified by the VRS Board of Trustees for the FY 2015-16 biennium. A second resolution to be considered for adoption by the school board indicating that the school board elects to pay that rate also appears as an attachment to the agenda report.

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

## **Recommendation:**

The superintendent recommends that the school board adopt the resolution of Employer Contribution Rates for Counties, Cities, Towns, School Divisions, and Other Political Subdivision.

Employer Contribution Rates for Counties, Cities,  
Towns, School Divisions and Other Political Subdivisions  
(In accordance with the 2014 Appropriation Act Item 468(H))

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**Resolution**

BE IT RESOLVED, that the Lynchburg City Schools 40210/55610 does hereby acknowledge that its contribution rates effective July 1, 2014, shall be based on the higher of a) the contribution rate in effect for FY 2014, or b) eighty percent of the results of the June 30, 2013 actuarial valuation of assets and liabilities as approved by the Virginia Retirement System Board of Trustees for the 2014-16 biennium (the “Alternate Rate”) provided that, at its option, the contribution rate may be based on the employer contribution rates certified by the Virginia Retirement System Board of Trustees pursuant to Virginia Code § 51.1-145(I) resulting from the June 30, 2013 actuarial value of assets and liabilities (the “Certified Rate”); and

BE IT ALSO RESOLVED, that the Lynchburg City Schools 40210/55610 does hereby certify to the Virginia Retirement System Board of Trustees that it elects to pay the following contribution rate effective July 1, 2014:

(Check only one box)

The Certified Rate of 8.86%                       The Alternate Rate of \_\_\_\_\_%; and

BE IT ALSO RESOLVED, that the Lynchburg City Schools 40210/55610 does hereby certify to the Virginia Retirement System Board of Trustees that it has reviewed and understands the information provided by the Virginia Retirement System outlining the potential future fiscal implications of any election made under the provisions of this resolution; and

NOW, THEREFORE, the officers of the Lynchburg City Schools 40210/55610 are hereby authorized and directed in the name of the Lynchburg City Schools to carry out the provisions of this resolution, and said officers of the Lynchburg City Schools are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by the Lynchburg City Schools for this purpose.

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Governing Body/School Division Chairman

**CERTIFICATE**

I, Wendie L. Sullivan, Clerk of the Lynchburg City School Board, certify that the foregoing is a true and correct copy of a resolution passed at a lawfully organized meeting of the Lynchburg City School Board held at Lynchburg, Virginia at 5:30 p.m. o’clock on June 17, 2014. Given under my hand and seal of the Lynchburg City Schools this 17th day of June 2014.

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Clerk

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**This resolution must be passed prior to July 1, 2014 and  
received by VRS no later than July 10, 2014.**

# Agenda Report

**Date:** 06/17/14

**Agenda Number:** F-5

**Attachments:** Yes

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

**Subject:** Lynchburg City School Board Policies and Administrative Regulations  
Conversion Process

## **Summary/Description:**

During the 2013 – 2014 school year the school administration began the process of converting the Lynchburg City School Board Policies and Administrative Regulations to the Virginia School Boards Association's policies. The first section was approved June 4, 2013, and the second section was approved February 18, 2014.

Section 3 Administration Policies will be presented to the school board for discussion this evening. Revisions and substitutions to this section have been reviewed by the city attorney's office to ensure that they are legally sound.

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

## **Recommendation:**

The superintendent recommends that the school board approve revisions to Section 3 Administration Policies.

# Agenda Report

**Date:** 06/17/14

**Agenda Number:** F-6

**Attachments:** No

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

**Subject:** Foreign Language Textbooks

## Summary/Description:

Pursuant to the Code of Virginia, foreign language teachers have reviewed and evaluated available textbook materials and resources. As a result of their evaluations, the materials listed below were presented to the Lynchburg City School Board on June 3, 2014. These materials have been available for review, and members of the department of curriculum and instruction have not received any questions or concerns during this review.

These recommendations embrace the school board's recent support of class sets of Chromebooks for high school foreign language teachers. The teachers' recommendations, regardless of the specific language, are to purchase a sufficient number of both textbooks and access to on-line super sites.

Language	Level	Recommendation
French	1-3	Vista Higher Learning's D'Accord
French	4	Vista Face-A-Face
German	1-3	Klett-Langenscheidt's geni@1 klick
German	4-5	Vista Higher Learning's Denk Mal
Latin	1-5	Pearson's Ecce Romani
Spanish	1-4	Vista Higher Learning's Descubre

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

## Superintendent's Recommendation:

The superintendent recommends that the school board approve the adoption of the secondary foreign language textbooks.

# Agenda Report

**Date:** 06/17/14

**Agenda Number:** F-7

**Attachments:** Yes

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

**Subject:** Educational Technology Series XIV (Spring 2014) Notes

## **Summary/Description:**

The Virginia Department of Education has notified Lynchburg City Schools that its share of the Educational Technology Series XIV (Spring 2014) Grant Funds will be \$466,000. A 20 percent matching expenditure of \$93,200 is required. Grant funds may be expended on networking/infrastructure equipment, classroom multimedia network computers, instructional software, and local technology plan hardware. Purchases from these funds are financed by Virginia Public School Authority Bonds, which are sold in the spring of each year.

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

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

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

## **Recommendation:**

The superintendent recommends that the school board reimbursement for expenditures under the Educational Technology Issue Series XIV (Spring 2014) Notes.

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

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

WHEREAS, the Division has paid, beginning no earlier than February 1, 2012 and will pay, on and after the date hereof, certain expenditures (the “Expenditures”) in connection with the capital projects (the “Project”), as more fully described in Appendix A attached hereto; and

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

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

Section 1. The Board hereby declares the Division’s intent to reimburse the Division with the proceeds of the Grants for the Expenditures with respect to the Project made on and after February 1, 2012, which date is no more than 60 days prior to the date hereof. The Division reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Grants.

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

Section 3. The maximum cost of the Project is expected to be \$544,000.00.

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

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

PASSED AND ADOPTED this 17th day of June, 2014.

\_\_\_\_\_  
(School Board Chair)

Attested to:

\_\_\_\_\_  
(Superintendent)

**APPENDIX A**

**DESCRIPTION OF PROJECT**

Check the Applicable Box(es):

- (1) **Classroom Multimedia Network Computers** – requests in this category include only the cost of the new computer itself (e.g., monitor,CPU,keyboard, mouse, operating system software). Additional software or peripherals such as printers or modems should not be included in this category.
  
- (2) **Internet-Ready Local Area Network (LAN) Capability** – requests in this category include costs related to networking,retrofitting, upgrading of school buildings, and operating software related to Internet-ready local area network capability (e.g., wiring,servers,power upgrade, etc.).
  
- (3) **Assure adequate high-speed, high-bandwidth capability** – requests in this category include costs related to networking,retrofitting, upgrading of school buildings, and operating software related to access the Internet (e.g., wiring,servers,power upgrade,etc.).
  
- (4) **Instructional Software** – requests in this category shall not exceed **1/13<sup>th</sup>** of the amount spent on Classroom Multimedia Network Computers (see A1). Software purchased must have a useful life of a least one year and be included in the division’s approved technology plan.

# Agenda Report

**Date:** 06/17/14

**Agenda Number:** G-1

**Attachments:** Yes

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

**Subject:** Educational Collaborators: LCS-One Review

## **Summary/Description:**

The Lynchburg City Schools contracted with Educational Collaborators to conduct an external assessment of the school division's technology program relative to best practices for information technology in schools. Educational Collaborators collected background materials from LCS through the use of a self-study tool and phone calls, conducted a two-day, on-site visit which included focus groups and interviews, and they surveyed administrators, teaching staff, and parents. The results of the assessment will assist in the formation of goals and objectives for a four-year 1:1 implementation plan.

Representatives from Educational Collaborators will share their findings with the school board during this presentation.

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

## **Recommendation:**

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

# Agenda Report

**Date:** 06/17/14

**Agenda Number:** G-2

**Attachments:** No

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

**Subject:** Revision to the Central Virginia Governor's School (CVGS) Memorandum of Agreement (MOA)

## **Summary/Description:**

The current Central Virginia Governor's School for Science and Technology student enrollment guidelines allow for Lynchburg City Schools to have 32 paid slots with 10 free slots, five of which are filled for the 2014-2015 school year, and 10 of which will be filled for the 2015-2016 school year. With the construction of the new Heritage High School, CVGS will be acquiring more square footage with LCS supplying the classroom/office space and amenities at a higher cost. Dr. Stephen C. Smith, director of CVGS, will present a revised proposal during this presentation.

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

## **Recommendation:**

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

# Agenda Report

**Date:** 06/17/14

**Agenda Number:** G-3

**Attachments:** Yes

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

**Subject:** Authorization for Signature

## **Summary/Description:**

The Virginia Department of Education requires that the school division identify an individual, who, in the absence of the superintendent, has authorization to sign all Virginia Department of Education correspondence, reports, documents, requisitions, and other official correspondence. The superintendent recommends that the school board authorize Mrs. Wendie L. Sullivan, school board clerk, to fulfill the necessary signature obligations in the absence of the superintendent. Many of the matters associated with the delegation of this authority tend to be financial and operational in nature.

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

## **Recommendation:**

The superintendent recommends that the school board authorize Mrs. Wendie L. Sullivan, school board clerk, to sign Virginia Department of Education correspondence in the absence of the superintendent.

The School Board of the Country, City, or Town of Lynchburg City at a meeting held on June 17, 2014, by duly recorded vote approved and authorized the person(s) listed below to sign all Virginia Department of Education reports, documents, requisitions, and other official correspondence in the absence of the Division Superintendent.

**Ms. Wendie L Sullivan**

Administrative Assistant

Clerk/Executive Assistant to the Superintendent

Signature:

**Signature on File**

Authorization Approved

through: **June 30, 2014**

Extended

through: June 30, 2015

This is to certify that the signature authorization action was approved and incorporated in the minutes of said School Board on the aforementioned date.

\_\_\_\_\_  
Signature of Division Superintendent

\_\_\_\_\_  
Printed Name of Division Superintendent

\_\_\_\_\_  
Signature of Clerk of the School Board

\_\_\_\_\_  
Printed Name of Clerk of the School Board

Date: \_\_\_\_\_

Mail to: Virginia Department of Education  
Educational Applications  
22nd Floor  
P.O.Box 2120  
Richmond, VA 23218-2120

\_\_\_\_\_  
Signature of School Board Chair

\_\_\_\_\_  
Printed Name of School Board Chair

\_\_\_\_\_  
Seal of Clerk of the School Board

# Agenda Report

**Date:** 06/17/14

**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), the school board needs to convene a closed meeting for the purpose of discussing the following specific matters:

Personnel Matters

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

**Recommendation:**

The superintendent recommends that the school board approve a motion to enter into Closed Meeting in accordance with the Code of Virginia §2.2-3711 (A) (1) to discuss specific personnel matters.

# Agenda Report

**Date:** 06/17/14

**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).